

**3/21/2018: REVISED EXPENDITURE REPORT 6.A. 3/22/2018:  
REVISED WATER & SEWER RATE STUDY DRAFT SCHEDULE**



## CAMBRIA COMMUNITY SERVICES DISTRICT

**Thursday, March 22, 2018 - 2:00 PM**

1000 Main Street Cambria, CA 93428

### AGENDA

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the Office of the District Clerk, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at [www.cambriacsd.org](http://www.cambriacsd.org). The District Office hours are Monday - Thursday, and every other Friday from 9:00 a.m. through 4:00 p.m. Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The District Clerk will answer any questions regarding the agenda.

**1. OPENING**

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Establishment of Quorum**
- D. Agenda Review: Additions/Deletions**

**2. PUBLIC SAFETY (Estimated time 5 Minutes per item)**

- A. Sheriff's Department Report**

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

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

**4. Manager's Report**

- A. Finance Manager's Report**
- B. Fire Chief's Report**
- C. Ad Hoc Committee & Liaison Reports**

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

- A. DISCUSSION AND CONSIDERATION OF PROPOSED 2018 PROS GOALS & OBJECTIVES
- B. DISCUSSION AND CONSIDERATION OF MID-YEAR BUDGET REVIEW AND ADOPTION OF RESOLUTION 06-2018 AMENDING FISCAL YEAR 2017/18 BUDGET
- C. DISCUSSION AND CONSIDERATION REGARDING FINANCE AND INFRASTRUCTURE COMMITTEES AND APPOINTMENT OF COMMUNITY MEMBERS
- D. DISCUSSION AND CONSIDERATION OF MAKING A NOMINATION FOR ELECTION TO THE CSDA BOARD OF DIRECTORS, COASTAL NETWORK SEATA
- E. DISCUSSION AND CONSIDERATION OF CASTING BALLOT VOTING FOR ALTERNATE SPECIAL DISTRICT MEMBER ON THE LOCAL AGENCY FORMATION COMMISSION (LAFCO)
- F. DISCUSSION AND CONSIDERATION OF PROPOSED 2018 GENERAL MANAGER GOALS
- G. DISCUSSION AND CONSIDERATION REGARDING PURSUING FINANCING OPPORTUNITY WITH STATE I-BANK
- H. DISCUSSION OF TASKS AND ASSOCIATED TIMELINE REGARDING THE SUSTAINABLE WATER FACILITY
- I. DISCUSSION AND CONSIDERATION TO SCHEDULE A COMMUNITY WORKSHOP WITH BALANCE PUBLIC RELATIONS (BPR), SENATOR DEAN FLOREZ, RET. REGARDING LEGISLATIVE BILLS WHICH MAY IMPACT THE CCSD

**6. 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 ADOPT THE FEBRUARY 2018 EXPENDITURE REPORT
- B. CONSIDERATION TO ADOPT THE FEBRUARY 5, 2018, FEBRUARY 8, 2018, AND FEBRUARY 16, 2018 SPECIAL MEETING MINUTES AND FEBRUARY 22, 2018 REGULAR MEETING MINUTES
- C. CONSIDERATION TO APPROVE AMENDED AGREEMENT FOR CONSULTANT SERVICES WITH TEKTEGRITY AND AUTHORIZE AN ADDITIONAL \$1500 FOR LABOR COSTS
- D. CONSIDERATION TO APPROVE AGREEMENT BETWEEN CAMBRIA COMMUNITY SERVICES DISTRICT AND TYLER TECHNOLOGIES FOR THE INCODE ACCOUNTING SOFTWARE PROGRAM

**7. GENERAL MANAGER'S REPORT**

- A. General Manager's Report

**8. 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.

**9. ADJOURN TO CLOSED SESSION (Estimated time 60 Minutes)**

- A. CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6 Agency Designated Representative: General Manager, Jerry D. Gruber Employee Group: International Association of Fire Fighters (IAFF)
- B. CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code Section 54957.6 Agency Designated Representative: General Manager Jerry Gruber; Employee Organization: Services Employee International Union

- C.** CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code Section 54957.6 Agency Designated Representative: General Manager Jerry Gruber; Unrepresented group, Management and Confidential Exempt Employees

**BOARD OF DIRECTORS' MEETING – MARCH 22, 2018**  
**FINANCE MANAGER'S REPORT**

**1. FINANCIAL STATEMENTS FOR THE MONTH OF DECEMBER 2017.**

Staff has made significant changes to the MOMS accounting software program which has resulted in improved financial reporting and better monitoring of the budget. Beginning with the month of December 2017, the District's management team is now receiving a new monthly revenue and expenditure report. In addition, the General Manager and Finance Manager are now reviewing these financial reports with the management team.

As part of the FY 2017-18 Mid-Year Budget Review, staff will be presenting to the Board a summary of revenues and expenditures report for the month of December 2017. At the board meeting of April 2018, staff will be presenting to the Board a financial report for the period ending March 2018 (Most current financial information).

**2. FY 2016-17 AUDIT REPORT**

Our Auditor David Brunner has informed staff that he will not be ready to present the FY 2016-17 audit report until either April or May 2018. Per his e-mail, the reason is because he needs to review prior year's PERS pension liability financial information. For the Board's information, staff has furnished our auditor with all the requested financial information he needs to complete the audit report.

**3. FY 2018-19 BUDGET**

Staff has started preparing the new FY 2018-19 budget. As previously stated to the Board, the new budget will enhance transparency and promote accountability. It will contain many charts and graphs and the final document will contain approximately 300 pages or more. As previously stated, staff will be working on developing an award-winning budget which is granted by the Government Finance Officers Association. Developing this award-winning budget will be completed over a two (2) year period.

General Manager Jerry Gruber will be presenting to the Board a budget calendar for the preparation of the FY 2018-19 budget.

**4. WATER/WASTEWATER USAGE AND BILLING**

The chart on the next page reflects usage and billing through November/December 2017. The CCF billed for November/December were 9% higher than the amounts billed the previous year and 79% of the amount billed in 2012/2013. The revenue realized from Water sales was \$64,074 less than billed the previous year because last year's billing included \$80,163 for SWF operations and there were no charges for SWF operations this year. If those sales are not considered since there was no operational billing this year, the increase in water billed for the current year is \$16,089.



CCSD WATER SALES HISTORY							
2/10/2018							
<b>FY 12/13</b>	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
BASE	102,586	102,672	102,722	102,809	102,906	102,915	616,610
USAGE	278,488	210,933	146,434	151,971	173,955	229,755	1,191,536
ADJUSTMNTS	877	97	1,527	673	809	946	4,929
TOTAL CASH	381,951	313,702	250,683	255,453	277,670	333,616	1,813,075
CCF	61,407	51,098	40,051	40,943	44,201	54,173	291,873
USAGES\$/CCF	4.54	4.13	3.66	3.71	3.94	4.24	
<b>FY 13/14</b>	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
BASE	102,895	102,793	102,784	102,907	102,885	102,755	617,019
USAGE	288,512	192,906	137,197	129,137	97,979	99,313	945,044
SWF BASE							
SWF USAGE							
ADJUSTMNTS	2,215	2,404	2,222	553	(157)	(17,035)	(9,798)
PENALTIES/SURCHARGES					70,706	46,779	117,485
TOTAL CASH	393,622	298,103	242,203	232,597	271,413	231,812	1,669,750
CCF	63,113	47,345	38,827	36,576	24,917	25,500	236,278
USAGES\$/CCF	4.57	4.07	3.53	3.53	3.93	3.89	
<b>FY 15/16</b>	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
BASE	102,935	102,730	102,828	102,864	115,313	115,127	641,797
USAGE	124,569	116,096	101,617	92,773	211,292	249,393	895,740
SWF BASE	61,874	61,792	62,098	61,882	61,161	61,244	370,051
SWF USAGE	83,654	79,869	71,071	66,124	74,753	88,395	463,866
SWF OPS		36,864	49,964				86,828
ADJUSTMNTS	(3,964)	(49,726)	(23,276)	(34,172)	(31,637)	(12,410)	(155,185)
PENALTIES/SL	127,290	82,583	50,674	66,613	-	-	327,160
TOTAL CASH	496,358	430,208	414,976	356,084	430,882	501,749	2,630,257
CCF	33,441	32,633	27,147	24,968	27,603	34,043	179,835
% OF FY 12-1:	54%	64%	68%	61%	62%	63%	
USAGES\$/CCF	3.73	3.56	3.74	3.72	7.65	7.33	
EWS\$/CCF	2.50	2.45	2.62	2.65	2.71	2.60	
<b>FY 16/17</b>	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
BASE	115,161	115,251	115,479	115,359	119,875	119,721	700,846
USAGE	271,877	226,322	217,595	203,642	210,247	272,132	1,401,815
SWF BASE	61,236	61,269	61,559	61,320	61,276	61,186	367,846
SWF USAGE	97,713	80,307	76,385	71,449	70,676	93,693	490,223
SWF OPS		34,571	80,163	-	-	-	114,734
ADJUSTMNTS	(5,760)	(552)	(913)	(3,871)	(1,208)	(998)	(13,302)
PENALTIES/SL	-	-	-	-	-	-	-
TOTAL CASH	540,227	517,168	550,268	447,899	460,866	545,734	3,062,162
CCF	37,484	31,242	28,230	26,611	26,292	33,723	183,582
% OF FY 12-1:	61%	61%	70%	65%	59%	62%	
USAGES\$/CCF	7.25	7.24	7.71	7.65	8.00	8.07	
EWS\$/CCF	2.61	2.57	2.71	2.68	2.69	2.78	
<b>FY 17/18</b>	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CUMULATIVE</u>
BASE	119,750	119,758	120,002				359,510
USAGE	319,637	282,878	244,809				847,324
SWF BASE	61,559	61,559	61,322				184,440
SWF USAGE	112,097	97,166	83,061				292,324
SWF OPS	-						-
ADJUSTMNTS	(3,374)	(5,499)	(18,000)				(26,873)
PENALTIES/SL	-						-
TOTAL CASH	609,669	555,862	491,194	-	-	-	1,656,725
CCF	40,464	36,639	30,705				107,808
% OF FY 12-1:	66%	72%	77%	0%	0%	0%	
USAGES\$/CCF	7.90	7.72	7.97				
EWS\$/CCF	2.77	2.65	2.71				

The chart below shows how actual CCFs billed in fiscal years 2013/14, 2014/15, 2015/16, 2016/17 and 2017/18 compared to what was billed in fiscal year 2012/13. Fiscal year 2012/13 usage is the base year used by the State of California to measure District progress in complying with water reduction guidelines.

WATER USAGE BILLED IN CCF COMPARED TO FISCAL YEAR 2012/2013							
	JUL/AUG	SEP/OCT	NOV/DEC	JAN/FEB	MAR/APR	MAY/JUN	TOTAL
<i>FY 2012/2013</i>	61,407	51,098	40,051	40,943	44,201	54,173	291,873
<i>FY 2013/2014</i>	63,113	47,345	38,827	36,576	24,917	25,500	236,278
<i>Note 1</i>	103%	93%	97%	89%	56%	47%	81.0%
<i>FY 2014/2015</i>	31,592	28,764	23,723	23,967	28,899	28,229	165,174
<i>Note 1</i>	51%	56%	59%	59%	65%	52%	56.6%
<i>FY 2015/2016</i>	33,441	32,633	27,147	24,968	27,603	34,043	179,835
<i>Note 1</i>	54%	64%	68%	61%	62%	63%	61.6%
<i>FY 2016/2017</i>	37,484	31,242	28,230	26,611	26,292	33,723	183,582
<i>Note 1</i>	61%	61%	70%	65%	59%	62%	62.9%
<i>FY 2017/2018</i>	40,464	36,639	36,639				113,742
<i>Note 1</i>	66%	72%	77%				

*Note 1: Each billing cycle compared to same billing cycle in FY 2012/2013*

The chart below shows how actual CCFs billed in fiscal years 2014/15, 2015/16, 2016/17 and 2017/18 compared to what was billed in fiscal year 2013/14. Rate increases effective March 1, 2016 assumed that water consumption would be 70% of water consumption in fiscal year 2013/14. Water consumed in fiscal year 2016/17 was actually 78% of water consumed in fiscal year 2013/14.

WATER USAGE BILLED IN CCF COMPARED TO FISCAL YEAR 2013/2014							
	JUL/AUG	SEP/OCT	NOV/DEC	JAN/FEB	MAR/APR	MAY/JUN	TOTAL
<i>FY 2013/2014</i>	63,113	47,345	38,827	36,576	24,917	25,500	236,278
<i>FY 2014/2015</i>	31,592	28,764	23,723	23,967	28,899	28,229	165,174
<i>Note 1</i>	50%	61%	61%	66%	116%	111%	70%
<i>FY 2015/2016</i>	33,441	32,633	27,147	24,968	27,603	34,043	179,835
<i>Note 1</i>	53%	69%	70%	68%	111%	134%	76%
<i>FY 2016/2017</i>	37,484	31,242	28,230	26,611	26,292	33,723	183,582
<i>Note 1</i>	59%	66%	73%	73%	106%	132%	78%
<i>FY 2017/2018</i>	40,464	36,639	30,705				107,808
<i>Note 1</i>	64%	77%	79%				46%

*Note 1: Each billing cycle compared to same billing cycle in FY 2013/2014*

**WASTEWATER REVENUE**

The chart below shows actual Wastewater revenue for fiscal years 2013, 2014, 2016, 2017 and 2018.

<b>CCSD WASTEWATER REVENUE HISTORY</b>							
2/10/2018							
<b>FY 12/13</b>	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<b>CUMULATIVE</b>
TOTAL	353,040	333,530	314,016	316,887	322,690	339,547	1,979,710
BASE	248,975	248,931	248,991	249,061	248,917	248,880	1,493,755
USAGE	104,065	84,599	65,025	67,826	73,773	90,667	485,955
<i>PERCENT REVENUES COMPARED TO JUL/AUG 2013:</i>							
	100%	81%	62%	65%	71%	87%	
<b>FY 13/14</b>	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<b>CUMULATIVE</b>
TOTAL	356,678	327,765	312,334	309,020	288,655	288,937	1,883,389
BASE	249,916	249,111	249,098	249,489	249,415	249,153	1,496,182
USAGE	106,762	78,654	63,236	59,531	39,240	39,784	387,207
<i>REVENUES COMPARED TO SAME PERIOD FY 12/13</i>							
TOTAL %	101%	98%	99%	98%	89%	85%	
USAGE %	103%	93%	97%	88%	53%	44%	
<b>FY 15/16</b>	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<b>CUMULATIVE</b>
TOTAL	297,892	296,385	292,464	289,964	305,052	318,932	1,800,689
BASE	250,403	249,841	250,429	250,500	214,599	214,989	1,430,761
USAGE	47,489	46,544	42,035	39,464	90,453	103,943	369,928
<i>REVENUES COMPARED TO SAME PERIOD FY 12/13</i>							
TOTAL %	84%	89%	93%	92%	95%	94%	
USAGE %	46%	55%	65%	58%	123%	115%	
<b>FY 16/17</b>	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<b>CUMULATIVE</b>
TOTAL	328,858	311,453	308,180	302,595	313,662	337,543	1,902,291
BASE	215,451	215,464	215,866	215,540	224,050	223,681	1,310,052
USAGE	113,407	95,989	92,314	87,055	89,612	113,862	592,239
<i>REVENUES COMPARED TO SAME PERIOD FY 12/13</i>							
TOTAL %	93%	93%	98%	95%	97%	99%	
USAGE %	109%	113%	142%	128%	121%	126%	
<b>FY 17/18</b>	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<b>CUMULATIVE</b>
TOTAL	356,886	340,518	326,900				1,024,304
BASE	224,099	223,968	224,561				672,628
USAGE	132,787	116,550	102,339				351,676
<i>REVENUES COMPARED TO SAME PERIOD FY 12/13</i>							
TOTAL %	101%	102%	104%				
USAGE %	109%	113%	142%				

## CASH BALANCES

CCSD maintains one account with the State of California Local Agency Investment Fund (LAIF) and the following five accounts at Pacific Premier 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.

Revenues and expenditures fluctuate significantly from month to month and therefore the most appropriate comparison of available cash balances is at the end of the fiscal year on June 30<sup>th</sup>. 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, 2016 were as shown below. It should be noted that the 2014 and 2015 loans to the Water Fund were to support expenditures for the Sustainable Water Facility construction and those loans were repaid when the Prop 84 grant was received in December 2015.

<b>CCSD FINANCIAL AUDIT JUNE 30, 2016</b>			
<u>FUND</u>	<u>CASH BALANCE</u>	<u>INTERFUND LOAN</u>	<u>CASH POSITION</u>
GENERAL FUND	4,234,000	(466,777)	3,767,223
WATER FUND	1,091,011	-	1,091,011
WASTEWATER FUND	(466,777)	466,777	-
<b>TOTAL</b>	<b>4,858,234</b>	<b>0</b>	<b>4,858,234</b>

### CCSD CURRENT CASH POSITION AND PROJECTION

Cash balances on February 28, 2018 were \$2,567,476 as shown below. However, there were \$220,371 in checks issued but still outstanding at the end of the month which leaves a balance of \$2,347,105 in cash available.

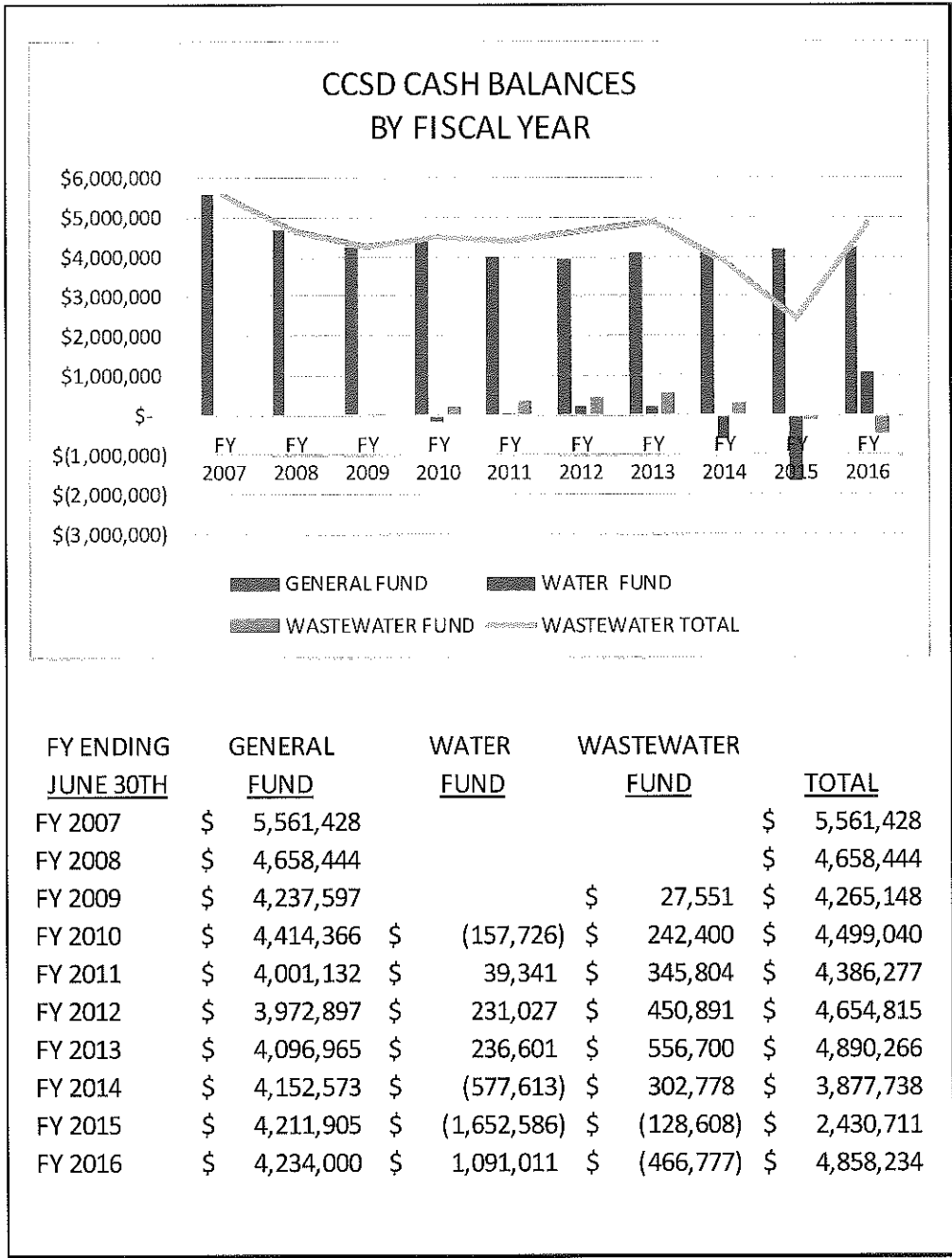
<b>CCSD CASH POSITION FEBRUARY 28, 2018</b>	
PACIFIC PREMIER CHECKING BALANCE	\$867,163
PACIFIC PREMIER MONEY MARKET BALANCE	\$508,854
LAIF BALANCE	<u>\$1,191,459</u>
TOTAL CASH	<u>\$2,567,476</u>
OUTSTANDING CHECKS	<u>(220,371)</u>
<b>AVAILABLE CASH</b>	<u><u>\$2,347,105</u></u>

The cash flow projection for Cambria Community Services District for the Fiscal Year 2017-2018 is shown on the next page.

**CCSD CASH FLOW PROJECTION 12/1/17 THROUGH 6/30/18**

	<u>SWF CASH</u>	<u>OTHER CASH</u>	<u>TOTAL CASH</u>
<b>CASH BALANCE 12/1/17</b>	<b>1,046,345</b>	<b>795,764</b>	<b>1,842,109</b>
<b><u>CASH IN</u></b>			
PROPERTY TAX		1,782,734	<b>1,782,734</b>
FSBA (FIRE)		338,651	<b>338,651</b>
GRANT PPE (FIRE)		75,000	<b>75,000</b>
GRANT SAFER (FIRE)		78,160	<b>78,160</b>
GARBAGE FRANCHISE FEE		59,730	<b>59,730</b>
OTHER (GENERAL FUND)		88,949	<b>88,949</b>
WASTEWATER SALES		993,414	<b>993,414</b>
STANDBY/AVAIL FEES		107,250	<b>107,250</b>
WATER SALES		1,153,499	<b>1,153,499</b>
SWF SALES		448,223	<b>448,223</b>
STANDBY/AVAIL FEES		161,500	<b>161,500</b>
WAIT LIST FEES		1,233	<b>1,233</b>
OTHER (WATER FUND)		83,410	<b>83,410</b>
<b>TOTAL CASH IN</b>	<b>-</b>	<b>5,371,752</b>	<b>5,371,752</b>
<b><u>CASH OUT</u></b>			
PERSONNEL		2,806,107	<b>2,806,107</b>
UTILITIES		289,529	<b>289,529</b>
OPERATIONS		1,206,528	<b>1,206,528</b>
<b><u>CAPITAL PROJECTS:</u></b>			
- FIRE PERSONAL PROTECTIVE EQUIP		-	-
- EAST RANCH IMPROVEMENTS		-	-
- PURCHASE ADMIN OFFICE BUILDING		-	-
- PURCHASE FINANCE SOFTWARE		175,000	<b>175,000</b>
- REPLACE ADMIN SERVERS		35,000	<b>35,000</b>
- INFLUENT SCREEN		85,000	<b>85,000</b>
- STUART ST TANK REPAIR		-	-
- SWF PROJECT	175,000		<b>175,000</b>
<b><u>DEBT PAYMENTS</u></b>			
- FIRE TRUCK PURCHASE		-	-
- VEHICLE PAYMENTS		-	-
-LOAN PAYMENTS		409,461	<b>409,461</b>
<b>TOTAL CASH OUT</b>	<b>175,000</b>	<b>5,006,625</b>	<b>5,181,625</b>
<b>NET CASH IMPACT</b>	<b>(175,000)</b>	<b>365,127</b>	<b>190,127</b>
<b>PROJECTED CASH BALANCE 6/30/18</b>	<b>871,345</b>	<b>1,160,891</b>	<b>2,032,236</b>

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



**DISTRICT DEBT SUMMARY****LONG TERM DEBT**

<u>FUND</u>	<u>DEBT</u>		<u>ORIGINAL PRINCIPAL</u>	<u>ISSUE DATE</u>	<u>AMOUNT DUE</u>	<u>FINAL PAYMENT</u>	<u>INT RATE</u>	<u>ANNUAL PAYMENT</u>
	<u>HOLDER</u>	<u>PURPOSE</u>			<u>6/30/17</u>	<u>DATE</u>		
Water	Note 1	Note 1	\$ 8,939,000	8/11/14	\$ 8,171,712	8/1/34	4.11%	\$ 659,426
Wtr/WW	Note 2	Note 2	\$ 1,585,000	3/23/11	\$ 971,000	9/23/23	4.55%	\$ 161,985

**SHORT TERM DEBT**

<u>FUND</u>	<u>DEBT</u>		<u>ORIGINAL PRINCIPAL</u>	<u>ISSUE DATE</u>	<u>AMOUNT DUE</u>	<u>FINAL PAYMENT</u>	<u>INT RATE</u>	<u>ANNUAL PAYMENT</u>
	<u>HOLDER</u>	<u>PURPOSE</u>			<u>6/30/17</u>	<u>DATE</u>		
Various	Note 3	Note 3	\$ 53,611	10/30/13	\$ 14,596	11/20/17	3.50%	\$ 14,596
General	Note 4	Note 4	\$ 31,350	7/31/13	\$ 6,793	7/30/18	0.00%	\$ 6,270
General	Note 5	Note 5	\$ 32,612	2/26/16	\$ 24,920	1/26/21	3.50%	\$ 7,645

**INTERNAL LOAN**

In Fiscal Year 2009-2010, the Water Fund borrowed \$166,000 from the General Fund to pay a required match on a grant from the Army Corps of Engineers. \$157,726 of that loan has been outstanding since June 30, 2010.

**NOTES**

- Note 1. Borrowed from Western Alliance Bank to finance development of the Sustainable Water Facility.
- Note 2. Borrowed from City National Bank to refund 1999 Water and Wastewater bonds.
- Note 3. Borrowed from Morton Revocable Trust for two trucks.
- Note 4. Borrowed from John Deere Financial for a tractor.
- Note 5. Borrowed from Ford Motor Credit for a truck.





## Cambria CSD Fire Department

### March 22, 2018 CCSD Board Meeting

#### February 2018

##### Prevention and Education

- 1 Residential rough/hydro inspections were completed
- 2 Fire final inspections
- 0 Residential site visits for building questions
- 11 Fire plan reviews
  - 1040 Suffolk
  - 6755 Cambria Pines
  - 1965 Pineridge
  - 656 Canterbury
  - 2232 Langton
  - 2423 Leona
  - 395 Norfolk
  - 250 Orlando
  - 300 Norfolk
  - 610 Warren
  - 2536 Main
- 10 Engine company commercial fire and life safety inspections were conducted
- 2 Public education events
- 8 Residential smoke/carbon monoxide detectors were installed and or the batteries changed
- 3 Fire Engine and Station tours

##### Hydrants Maintenance & Testing

Date	Water Used	Hydrants Completed	Hours
2017	5,418	98	98
January 2018	0	24	16
February	0	23	16
<b>Total</b>	<b>5,418</b>	<b>145</b>	<b>130</b>

##### Meetings and Affiliations

- SLO County Fire Chief's mtg February 7<sup>th</sup>, 0900 Diablo
- FHFRP planning mtg February 13<sup>th</sup>, 1000 CCSD
- Fire Ad Hoc mtg February 13<sup>th</sup>, 1300 Cambria
- Supervisor training February 14<sup>th</sup>, 0900 Paso Robles
- CCFPA mtg February 15<sup>th</sup>, 0900 San Luis Obispo
- Planning for FireSafe Focus mtg February 16<sup>th</sup>, 0900 Cambria
- Fire Ad Hoc mtg February 21<sup>st</sup>, 0900 Cambria
- CCSD board mtg February 22<sup>nd</sup>, 1400 Cambria
- Managers mtg February 27<sup>th</sup>, 0900 Cambria
- Firesafe Focus Townhall mtg February 27<sup>th</sup>, 1500 Cambria
- Administration mtg February 28<sup>th</sup>, 1000 Cambria
- Fire Ad Hoc mtg February 28<sup>th</sup>, 1500 Cambria

##### Operations and News

- Training hours: 132.5 hours, Training for the month of February was primarily focused on the following topics:
  - ladder drills, hose loads, fire attack, NCOR training, and high angle rope rescue
- Hazard Mitigation Grant Program Notices of Intent filed for disaster declaration
- Firewise Declaration

Fire Statistics are attached for your review



CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.A.**

FROM: Jerry Gruber, General Manager

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Meeting Date: March 22, 2018      Subject:                      DISCUSSION AND CONSIDERATION  
 OF PROPOSED 2018 PROS GOALS &  
 OBJECTIVES

**RECOMMENDATION:**

It is recommended that the Board of Directors consider the proposed 2018 PROS Commission Goals and Objectives.

**FISCAL IMPACT:**

None.

**DISCUSSION:**

**FOR BOARD CONSIDERATION**

**2018 Proposed Board Goals:**

1. Continue working with the County on the Burton Drive Pedestrian Path. Consider an alternative for the portion of Burton Drive from the intersection of Eaton Road to the bridge that might be more practical.
2. Work with the County of San Luis Obispo on the establishment of additional Bike Paths throughout the community of Cambria.
3. Identify the properties/lots within the Build out Reduction Committees report that would be useful for PROS Mission Statement, goals and objectives.

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

UNANIMOUS \_\_\_RICE \_\_\_BAHRINGER\_\_\_FARMER \_\_\_WHARTON\_\_\_PIERSON\_\_\_

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.B.**FROM: Rudy Hernandez, Finance Manager  
Jerry Gruber, General Manager

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Meeting Date: March 22, 2018      Subject:                      DISCUSSION AND CONSIDERATION  
OF MID-YEAR BUDGET REVIEW AND  
ADOPTION OF RESOLUTION 06-2018  
AMENDING FISCAL YEAR 2017/18  
BUDGET

**RECOMMENDATION:**

Staff recommends that the Board of Directors consider adopting Resolution 06-2018 amending the Fiscal Year 2017/18 adopted budget.

**FISCAL IMPACT:**

Staff recommends that the Board of Directors appropriate \$86,660 from the General Fund reserve balance to cover budget short-falls in the Facilities & Resources Department, Parks & Recreation Department, and Fire Department. Staff will address these budget short-falls in the fund analysis section of the General Fund.

**DISCUSSION:**

Submitted herewith is the Fiscal Year 2017/18 Mid-Year Budget Review. The purpose of this report is threefold:

- Informs the Board as to how the adopted budget plan looks after six (6) months of operations into the current FY 2017/18.
- Sets the stage for the preparation of the FY 2018/19 budget by letting the Board know what types of Revenue or Expenditure problems may lie ahead.
- Allows the Board to provide staff with direction on the types of services or programs the Board would like to see emphasized or de-emphasized in the preparation of the FY 2018/19 budget.

In preparing the Mid-Year Budget Review, staff has also prepared summary reports of both actual revenues and expenditures for the first six (6) months of Fiscal Year 2017/18. In addition, staff analyzed the budget to determine whether revenues and expenditures will meet or exceed budget expectations. As a rule of thumb, five (5) percent plus or minus has been used to determine whether a budget needs to be considered for amendment to stay within budget. Amendment, as year-end nears, is a separate process intended to balance the budget and to better plan the next fiscal year. With 50% of the current fiscal year completed, total revenues collected are at \$5,598,051 and total expenditures are at \$5,725,582. Total expenditures are exceeding revenues by \$127,531. One of the main issues driving this cost overrun is the fact

that the Community Park Phase I Project (in the amount of \$336,378) was completed in the first half of Fiscal Year 2017/18. Most of the funding that was budgeted for the Community Park Phase I Project will come in the latter half of the fiscal year (\$227,439).

## **FUND ANALYSIS**

### **GENERAL FUND**

#### **FIRE DEPARTMENT**

**REVENUES** - With 50% of the current fiscal year completed, total actual revenues collected are \$1,286,591 or 54.21 % of the revenue budget. Property tax revenue, which represents the largest source of revenue for the Fire Department, is at 56.35%. Assessments, which account for the second revenue, are at 59.23%. Both revenue sources are expected to meet their target for the remainder of FY 2017/18.

**EXPENDITURES** - Total actual expenditures are at \$1,158,532 or 48.81% of the expenditure budget. Staff is requesting that 2 items be adjusted at mid-year as explained below:

- Maintenance & Repair of Vehicles in the amount of \$10,000. This request is being made to cover the cost of unexpected repair expenses.
- Capital Asset Expenditure (Chief Pick Up Truck) in the amount of \$28,082. The amount approved in the FY 2017/18 budget was \$11,050, which was intended to cover the first year of the lease payment. Staff inadvertently paid \$39,132, which was the full cost of the vehicle.

It is recommended that \$38,082 (\$10,000 + \$28,082) be taken from the General Fund Reserve Balance for these costs.

#### **FACILITIES & RESOURCES DEPARTMENT**

**REVENUES** - With 50% of the current fiscal year completed, total actual revenues collected are \$347,116 or 54.40 % of the revenue budget. Property tax revenue, which represents the largest source of revenue for the Facilities & Resources Department, is at 55.63% and is expected to meet the revenue target for the remainder of FY 2017/18.

**EXPENDITURES** - Total actual expenditures are at \$326,148 or 51.11% of the expenditure budget. Staff is requesting that 2 items be adjusted at mid-year as explained below:

- Overtime in the amount of \$7,500. This request is being made to cover the extra staff expenses due to several unanticipated CCSD Board Meetings and set up and breakdown.
- M & R Ranch in the amount of \$7,500. This request is being made to cover the cost of repairs to trails along Cambria Drive and Main Street.

It is recommended that \$15,000 (\$7,500 + \$7,500) be taken from the General Fund Reserve Balance for these costs.

## PARK & RECREATION

**REVENUES** - With 50% of the current fiscal year completed, total actual revenues collected are \$136,030 or 37.43% of the revenue budget. As stated previously, most of this revenue in the amount of \$227,439 will come in during the latter half of this fiscal year.

**EXPENDITURES** - Total actual expenditures are at \$371,297 or 102.15% of the expenditure budget. As previously stated, the reason for this high expenditure figure is the completion of the Community Park Phase I project in the amount of \$336,378. Staff is requesting 1 item be adjusted at mid-year as explained below:

- Community Park Phase I Project in the amount of \$33,578. This request is being made to cover the additional cost of the Community Park Phase I Project

It is recommended that the amount of \$33,578 be taken from the General Fund Reserve Balance for this cost.

## ADMINISTRATION DEPARTMENT

**REVENUES** - With 50% of the current fiscal year completed, total actual revenues collected are \$1,983, plus cost allocation reimbursements in the amount of \$921,980, for a total of \$923,963 or 50 % of the revenue budget. The Administration Department is expected to meet the revenue target for the remainder of the FY 2017/18.

**EXPENDITURES** - Total actual expenditures are at \$910,183 (excluding cost allocation reimbursement) or 50% of the expenditure budget. Staff is requesting that 4 items be adjusted at mid-year as explained below:

- Rent Expense - office space in the amount of \$20,000. The request is being made to cover the additional cost of rent for the administration building.
- Professional Services in the amount of \$10,000. This amount is being requested for assistance in designing and formatting the FY 2018/19 budget.
- Professional Services in the amount of \$25,000. This amount is to cover the cost of permitting and compliance services.
- Purchase Administrative Office – This appropriation was originally set up to purchase a new administrative building and was budgeted at \$70,732. It is being reduced by \$55,000 to pay for the above mentioned 3 expenditures.

There is no recommendation for additional funding.

## WASTEWATER FUND

**REVENUES** - With 50% of the current fiscal year completed, total actual revenues collected are \$1,065,076 or 49.97 % of the revenue budget and are expected to exceed budget by \$26,490 due to the rate increase that took effect March 1, 2018.

**EXPENDITURES** - Total actual expenditures are at \$1,347,334 or 50.76% of the expenditure budget. Staff is not recommending any mid-year adjustments.

WATER OPERATING FUND

**REVENUES** - With 50% of the current fiscal year completed, total actual revenues collected are \$1,347,334 or 50.03 % of the revenue budget and are expected to exceed budget by \$37,532 due to the rate increase that took effect March 1, 2018.

**EXPENDITURES** - Total actual expenditures are at \$1,259,425 or 51.83% of the expenditure budget. Staff is not recommending any mid-year adjustments.

**WATER FUNDS (SUSTAINABLE WATER FACILITY) – STAFF IS IN THE PROCESS OF ANALYZING BOTH OPERATING AND CAPITAL PROJECT FUNDS AND WILL REPORT BACK TO THE BOARD AT THE APRIL REGULAR BOARD MEETING.**

Attachments: Budget Status Report  
Resolution 06-2018 Amending the Fiscal Year 2017/18 Budget  
Exhibit "A" - Proposed Budget Adjustments

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

UNANIMOUS \_\_\_RICE \_\_\_ BHRINGER\_\_\_FARMER \_\_\_WHARTON\_\_\_PIERSON\_\_\_

**CAMBRIA COMMUNITY SERVICES DISTRICT  
BUDGET STATUS REPORT  
JULY 1, 2017 THROUGH DECEMBER 31, 2017**

<u>GENERAL FUND</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>CHANGE TO FUND BALANCE</u>
<u>OPERATIONS</u>			
GENERAL FUND: FIRE	\$1,286,591	\$1,158,533	\$ 128,059
GENERAL FUND: FACILITIES & RESOURCES	\$347,116	\$326,148	\$ 20,968
GENERAL FUND: PARKS & RECREATION	\$136,031	\$371,298	\$ -235,267
GENERAL FUND: ADMINISTRATION	\$923,963	\$912,166	\$11797
<b>TOTAL GENERAL FUND</b>	<b>\$2,693,701.00</b>	<b>\$2,768,145.00</b>	<b>\$ -74,445.00</b>
<u>WASTEWATER FUND</u>			
WASTEWATER FUND	\$1,094,819	\$1,171,412	\$ - 76,592
<u>DEPARTMENTS</u>			
WATER OPERATING FUND	\$1,347,335	\$1,259,426	\$ 87,909
WATER FUND SWF OPERATING FUND	\$462,196	\$348,082	\$ 114,113
WATER FUND SWF CAPITAL PROJECTS FUND	\$0.00	\$178,517	\$ -178.517
<b>TOTAL WATER FUNDS</b>	<b>\$1,809,531.</b>	<b>\$1,786,025</b>	<b>\$ 23,506</b>
<b>GRAND TOTAL</b>	<b>\$5,598,051</b>	<b>\$5,725,582</b>	<b>\$ -127,531</b>



**CAMBRIA COMMUNITY SERVICES DISTRICT  
REVENUE AND EXPENDITURE REPORT - FIRE DEPARTMENT - 01  
FOR 6 MONTHS DECEMBER 2017**

**REVENUES**

Fund No.	Account No.	Revenue Description	Current Month	YTD	Annual Budget	% Received	Balance Remaining
01	4200	Interest Income	\$0.00	\$0.00	\$100.00	0.00%	\$100.00
01	4310	Property Tax--All	\$805,678.59	\$912,965.29	\$1,620,193.00	56.35%	\$707,227.71
01	4335	Assessment-Fire	\$154,632.38	\$267,459.72	\$451,534.00	59.23%	\$184,074.28
01	4370	Weed Abatement	\$1,965.25	\$8,211.75	\$10,000.00	82.12%	\$1,788.25
01	4373	INSPECTION FEE REVENUE	\$0.00	\$0.00	\$14,500.00	0.00%	\$14,500.00
01	4390	Miscellaneous Revenue	\$0.00	\$16,377.46	\$0.00	0.00%	-\$16,377.46
01	4610	Grants Revenue: SAFER	\$0.00	\$81,577.01	\$117,240.00	69.58%	\$35,662.99
01	4618	Grant/Revenue: Personnel Protection	\$0.00	\$0.00	\$75,800.00	0.00%	\$75,800.00
01	4625	General Fund Reserve	\$0.00	\$0.00	\$84,000.00	0.00%	\$84,000.00
<b>TOTAL REVENUE</b>			<b>\$962,276.22</b>	<b>\$1,286,591.23</b>	<b>\$2,373,367.00</b>	<b>54.21%</b>	<b>\$1,086,775.77</b>

**EXPENDITURES**

<b>SALARIES &amp; WAGES</b>	<b>\$125,049.49</b>	<b>\$517,886.07</b>	<b>\$976,677.00</b>	<b>53.03%</b>	<b>\$458,790.93</b>
<b>BENEFITS</b>	<b>\$49,151.92</b>	<b>\$275,919.80</b>	<b>\$556,904.00</b>	<b>49.55%</b>	<b>\$280,984.20</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$174,201.41</b>	<b>\$793,805.87</b>	<b>\$1,533,581.00</b>	<b>51.76%</b>	<b>\$739,775.13</b>
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$10,160.99</b>	<b>\$141,698.56</b>	<b>\$363,100.00</b>	<b>39.02%</b>	<b>\$221,401.44</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$7,641.75</b>	<b>\$46,774.03</b>	<b>\$145,390.00</b>	<b>32.17%</b>	<b>\$98,615.97</b>
<b>TOTAL DEBTS</b>	<b>\$140.00</b>	<b>\$15,402.10</b>	<b>\$9,591.00</b>	<b>160.59%</b>	<b>-\$5,811.10</b>
<b>TOTAL ADMINISTRATIVE COST</b>	<b>\$160,852.00</b>	<b>\$160,852.00</b>	<b>\$321,704.00</b>	<b>50.00%</b>	<b>\$160,852.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$352,996.15</b>	<b>\$1,158,532.56</b>	<b>\$2,373,366.00</b>	<b>48.81%</b>	<b>\$1,214,833.44</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>\$609,280.07</b>	<b>\$128,058.67</b>	<b>\$1.00</b>	<b>5.40%</b>	<b>-\$128,057.67</b>

**CAMBRIA COMMUNITY SERVICES DISTRICT  
REVENUE AND EXPENDITURE REPORT - FAC & RESRC - 02  
FOR 6 MONTHS DECEMBER 2017**

**REVENUES**

Fund No.	Account No.	Revenue Description	Current Month	YTD	Annual Budget	% Received	Balance Remaining
01	4310	Property Tax--All	\$296,205.36	\$336,230.59	\$604,442.00	55.63%	\$268,211.41
01	4362	Insurance-Reimbursement	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
01	4500	Veterans Hal Rental Fees	\$230.00	\$10,785.50	\$28,734.00	37.54%	\$17,948.50
01	4525	VETS HALL RENTS-PRIVATE PART IES	\$0.00	\$0.00	\$200.00	0.00%	\$200.00
01	4560	RENT-BANNER POLES	\$0.00	\$100.00	\$750.00	13.33%	\$650.00
01	4619	Land Conservancy	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
<b>TOTAL REVENUE</b>			<b>\$296,435.36</b>	<b>\$347,116.09</b>	<b>\$638,126.00</b>	<b>54.40%</b>	<b>\$291,009.91</b>

**EXPENDITURES**

<b>SALARIES &amp; WAGES</b>	<b>\$25,451.91</b>	<b>\$106,597.46</b>	<b>\$201,897.00</b>	<b>52.80%</b>	<b>\$95,299.54</b>
<b>BENEFITS</b>	<b>\$13,761.27</b>	<b>\$76,054.01</b>	<b>\$140,521.00</b>	<b>54.12%</b>	<b>\$64,466.99</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$39,213.18</b>	<b>\$182,651.47</b>	<b>\$342,418.00</b>	<b>53.34%</b>	<b>\$159,766.53</b>
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$10,265.51</b>	<b>\$92,347.63</b>	<b>\$193,410.00</b>	<b>47.75%</b>	<b>\$101,062.37</b>
<b>TOTAL ADMINISTRATIVE COST</b>	<b>\$51,149.00</b>	<b>\$51,149.00</b>	<b>\$102,298.00</b>	<b>50.00%</b>	<b>\$51,149.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$100,627.69</b>	<b>\$326,148.10</b>	<b>\$638,126.00</b>	<b>51.11%</b>	<b>\$311,977.90</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>\$195,807.67</b>	<b>\$20,967.99</b>	<b>\$0.00</b>	<b>3.29%</b>	<b>-\$20,967.99</b>



**CAMBRIA COMMUNITY SERVICES DISTRICT  
REVENUE AND EXPENDITURE REPORT - PROS DEPARTMENT - 16  
FOR 6 MONTHS DECEMBER 2017**

**REVENUES**

Fund No.	Account No.	Revenue Description	Current Month	YTD	Annual Budget	% Received	Balance Remaining
01	4001	Franchise Fees	\$43,005.05	\$43,005.05	\$79,640.00	54.00%	\$36,634.95
01	4310	Property Tax--All	\$82,937.50	\$93,025.49	\$152,344.00	61.06%	\$59,318.51
01	4395	Proposition 1A Reserve	\$0.00	\$0.00	\$131,486.00	0.00%	\$131,486.00
<b>TOTAL REVENUE</b>			<b>\$125,942.55</b>	<b>\$136,030.54</b>	<b>\$363,470.00</b>	<b>37.43%</b>	<b>\$227,439.46</b>

**EXPENDITURES**

<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$0.00</b>	<b>\$10,163.30</b>	<b>\$11,157.00</b>	<b>98.45%</b>	<b>\$993.70</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$1,342.58</b>	<b>\$336,378.27</b>	<b>\$302,800.00</b>	<b>111.09%</b>	<b>-\$33,578.27</b>
<b>TOTAL ADMINISTRATIVE COST</b>	<b>\$24,756.00</b>	<b>\$24,756.00</b>	<b>\$49,513.00</b>	<b>50.00%</b>	<b>\$24,757.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$26,098.58</b>	<b>\$371,297.57</b>	<b>\$363,470.00</b>	<b>102.15%</b>	<b>-\$7,827.57</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>\$99,843.97</b>	<b>-\$235,267.03</b>	<b>\$0.00</b>	<b>-64.73%</b>	<b>\$235,267.03</b>

**CAMBRIA COMMUNITY SERVICES DISTRICT  
REVENUE AND EXPENDITURE REPORT - ADMIN DEPARTMENT - 09  
FOR 6 MONTHS DECEMBER 2017**

**REVENUES**

Fund No.	Account No.	Revenue Description	Current Month	YTD	Annual Budget	% Received	Balance Remaining
01	4001	Franchise Fees	-\$31,019.08	\$0.00	\$0.00	0.00%	\$0.00
01	4007	Returned Check Fee	\$35.00	\$0.00	\$0.00	0.00%	\$0.00
01	4013	Vacation Rental Registration Fee	\$27.00	\$432.00	\$600.00	72.00%	\$168.00
01	4200	Interest Income	\$0.00	\$50.45	\$4,000.00	1.26%	\$3,949.55
01	4310	Property Tax--All	-\$314,187.96	\$0.00	\$0.00	0.00%	\$0.00
01	4385	Radio Vault Rent	\$0.00	\$600.00	\$2,400.00	25.00%	\$1,800.00
01	4389	Public Records Request	\$0.00	\$43.40	\$1,200.00	3.62%	\$1,156.60
01	4390	Miscellaneous Revenue	-\$50.00	\$857.30	\$2,000.00	42.87%	\$1,142.70
<b>TOTAL REVENUE</b>			<b>-\$345,195.04</b>	<b>\$1,983.15</b>	<b>\$10,200.00</b>	<b>19.44%</b>	<b>\$8,216.85</b>

**EXPENDITURES**

<b>SALARIES &amp; WAGES</b>	<b>\$122,367.12</b>	<b>\$415,743.30</b>	<b>\$798,145.00</b>	<b>52.09%</b>	<b>\$382,401.70</b>
<b>BENEFITS</b>	<b>\$37,903.72</b>	<b>\$202,515.66</b>	<b>\$437,048.00</b>	<b>46.34%</b>	<b>\$234,532.34</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$160,270.84</b>	<b>\$618,258.96</b>	<b>\$1,235,193.00</b>	<b>50.05%</b>	<b>\$616,934.04</b>
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$56,532.70</b>	<b>\$259,483.09</b>	<b>\$583,971.00</b>	<b>44.43%</b>	<b>\$324,487.91</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$23,119.50</b>	<b>\$34,091.16</b>	<b>\$35,000.00</b>	<b>97.40%</b>	<b>\$908.84</b>
<b>TOTAL DEBT SERVICE FUND</b>	<b>\$0.00</b>	<b>\$332.76</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>-\$332.76</b>
<b>TOTAL ADMINISTRATIVE COST</b>	<b>-\$921,980.00</b>	<b>-\$921,980.00</b>	<b>-\$1,843,961.00</b>	<b>50.00%</b>	<b>-\$921,981.00</b>
<b>TOTAL EXPENDITURES</b>	<b>-\$682,056.96</b>	<b>-\$9,814.03</b>	<b>\$10,203.00</b>	<b>-96.19%</b>	<b>\$20,017.03</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>\$336,861.92</b>	<b>\$11,797.18</b>	<b>-\$3.00</b>	<b>115.63%</b>	<b>-\$11,800.18</b>



**CAMBRIA COMMUNITY SERVICES DISTRICT  
REVENUE AND EXPENDITURE REPORT - WASTEWATER DEPARTMENT - 12  
FOR 6 MONTHS DECEMBER 2017**

**REVENUES**

Fund No.	Account No.	Revenue Description	Current Month	YTD	Annual Budget	% Received	Balance Remaining
12	4000	Service Sales	\$1,025,037.53	\$1,022,397.98	\$1,986,828.00	51.46%	\$964,430.02
12	4360	Availability	\$40,038.60	\$70,797.80	\$119,000.00	59.49%	\$48,202.20
12	4390	Miscellaneous Revenue	\$0.00	\$1,623.67	\$100.00	1623.67%	-\$1,523.67
12	4396	General Fund Loan	\$0.00	\$0.00	\$85,000.00	0.00%	\$85,000.00
<b>TOTAL REVENUE</b>			<b>\$1,065,076.13</b>	<b>\$1,094,819.45</b>	<b>\$2,190,928.00</b>	<b>49.97%</b>	<b>\$1,096,108.55</b>

**EXPENDITURES**

<b>SALARIES &amp; WAGES</b>	<b>\$52,068.41</b>	<b>\$231,937.58</b>	<b>\$463,942.00</b>	<b>49.99%</b>	<b>\$232,004.42</b>
<b>BENEFITS</b>	<b>\$22,777.90</b>	<b>\$138,609.23</b>	<b>\$266,068.00</b>	<b>52.10%</b>	<b>\$127,458.77</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$74,846.31</b>	<b>\$370,546.81</b>	<b>\$730,010.00</b>	<b>50.76%</b>	<b>\$359,463.19</b>
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$96,610.52</b>	<b>\$450,071.76</b>	<b>\$794,822.00</b>	<b>56.63%</b>	<b>\$344,750.24</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$30,741.76</b>	<b>\$120,244.58</b>	<b>\$85,000.00</b>	<b>141.46%</b>	<b>-\$35,244.58</b>
<b>TOTAL ADMINISTRATIVE COST</b>	<b>\$230,549.00</b>	<b>\$230,549.00</b>	<b>\$461,098.00</b>	<b>50.00%</b>	<b>\$230,549.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$432,747.59</b>	<b>\$1,171,412.15</b>	<b>\$2,070,930.00</b>	<b>50.76%</b>	<b>\$899,517.85</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>\$632,328.54</b>	<b>-\$76,592.70</b>	<b>\$119,998.00</b>	<b>-0.79%</b>	<b>\$196,590.70</b>

**CAMBRIA COMMUNITY SERVICES DISTRICT  
REVENUE AND EXPENDITURE REPORT - WATER DEPARTMENT - 11  
FOR 6 MONTHS DECEMBER 2017**

**REVENUES**

Fund No.	Account No.	Revenue Description	Current Month	YTD	Annual Budget	% Received	Balance Remaining
11	4000	Service Sales	\$1,206,444.29	\$1,204,308.02	\$2,251,997.00	53.48%	\$1,047,688.98
11	4007	Returned Check Fee	\$200.00	\$570.00	\$400.00	142.50%	-\$170.00
11	4008	Set up & close utility billing account	\$1,193.50	\$4,108.97	\$6,000.00	68.48%	\$1,891.03
11	4010	Water Penalty	\$31,325.13	\$25,079.60	\$55,000.00	45.60%	\$29,920.40
11	4011	Service Disconnect/Reconnect	\$154.67	\$233.49	\$50.00	466.98%	-\$183.49
11	4050	Administrative Fees Revenue	\$0.00	\$0.00	\$1,939.00	0.00%	\$1,939.00
11	4100	Connection Revenue -SFR	\$0.00	\$0.00	\$20,000.00	0.00%	\$20,000.00
11	4101	WAIT LIST ANNUAL MAINTENANCE FEE	\$98.00	\$98.00	\$61,630.00	0.16%	\$61,532.00
11	4110	Remodel Impact Fees	\$0.00	\$0.00	\$75,000.00	0.00%	\$75,000.00
11	4122	Retrofit Inlieu Fee	\$0.00	\$0.00	\$2,500.00	0.00%	\$2,500.00
11	4124	Assignment Fees	\$0.00	\$0.00	\$4,150.00	0.00%	\$4,150.00
11	4128	Admin Fees	\$0.00	\$0.00	\$3,300.00	0.00%	\$3,300.00
11	4130	Voluntary Lot Merger	\$0.00	\$0.00	\$20,000.00	0.00%	\$20,000.00
11	4360	Availability	\$61,998.64	\$108,506.49	\$178,000.00	60.96%	\$69,493.51
11	4373	INSPECTION FEE REVENUE	\$995.00	\$3,980.00	\$8,450.00	47.10%	\$4,470.00
11	4390	Miscellaneous Revenue	\$0.00	\$450.00	\$4,500.00	10.00%	\$4,050.00
<b>TOTAL REVENUE</b>			<b>\$1,302,409.23</b>	<b>\$1,347,334.57</b>	<b>\$2,692,916.00</b>	<b>50.03%</b>	<b>\$1,345,581.43</b>

**EXPENDITURES**

<b>SALARIES &amp; WAGES</b>	<b>\$75,919.09</b>	<b>\$284,130.42</b>	<b>\$503,333.00</b>	<b>56.45%</b>	<b>\$219,202.58</b>
<b>BENEFITS</b>	<b>\$31,311.60</b>	<b>\$150,813.02</b>	<b>\$335,760.00</b>	<b>44.92%</b>	<b>\$184,946.98</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$107,230.69</b>	<b>\$434,943.44</b>	<b>\$839,093.00</b>	<b>51.83%</b>	<b>\$404,149.56</b>
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$78,812.91</b>	<b>\$360,196.87</b>	<b>\$706,524.00</b>	<b>50.98%</b>	<b>\$346,327.13</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$0.00</b>	<b>\$9,611.48</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>-\$9,611.48</b>
<b>TOTAL ADMINISTRATIVE COST</b>	<b>\$454,674.00</b>	<b>\$454,674.00</b>	<b>\$909,348.00</b>	<b>50.00%</b>	<b>\$454,674.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$640,717.60</b>	<b>\$1,259,425.79</b>	<b>\$2,454,965.00</b>	<b>51.83%</b>	<b>\$1,195,539.21</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>\$661,691.63</b>	<b>\$87,908.78</b>	<b>\$237,951.00</b>	<b>-1.80%</b>	<b>\$150,042.22</b>



**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**REVENUE AND EXPENDITURE REPORT - WATER SUSTAIN OPERATION DEPARTMENT - 25**  
**FOR 6 MONTHS DECEMBER 2017**

**REVENUES**

Fund No.	Account No.	Revenue Description	Current Month	YTD	Annual Budget	% Received	Balance Remaining
39	4041	EWS Water Base - Residen tial (SFR, MFR)	\$135,476.37	\$135,476.37	\$391,691.00	34.59%	\$256,214.63
39	4042	EWS Water Base - Vacation Rentals	\$11,984.04	\$11,984.04	\$0.00	0.00%	-\$11,984.04
39	4043	EWS Water Base - Commerical Lodging	\$11,338.51	\$11,338.51	\$0.00	0.00%	-\$11,338.51
39	4044	EWS Water Base - Commercial Water	\$25,926.72	\$25,926.72	\$0.00	0.00%	-\$25,926.72
39	4051	EWS Water Usage - Residential (SFR,MFR)	\$148,806.00	\$148,806.00	\$504,756.00	29.48%	\$355,950.00
39	4052	EWS Water Usage - Vacation Rentals	\$14,824.50	\$14,824.50	\$0.00	0.00%	-\$14,824.50
39	4053	EWS Water Usage - Commerical Lodging	\$71,247.00	\$71,247.00	\$0.00	0.00%	-\$71,247.00
39	4054	EWS Water Usage - Commercial Water	\$45,027.00	\$45,027.00	\$0.00	0.00%	-\$45,027.00
39	4061	EWS Facility Operating - (SFR/MFR)	-\$2,434.00	-\$2,434.00	\$0.00	0.00%	\$2,434.00
<b>TOTAL REVENUE</b>			<b>\$462,196.14</b>	<b>\$462,196.14</b>	<b>\$896,447.00</b>	<b>51.56%</b>	<b>\$434,250.86</b>

**EXPENDITURES**

<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$348,082.78</b>	<b>\$348,082.78</b>	<b>\$961,852.00</b>	<b>0.00%</b>	<b>\$613,769.22</b>
<b>TOTAL EXPENDITURES</b>	<b>\$348,082.78</b>	<b>\$348,082.78</b>	<b>\$961,852.00</b>	<b>36.19%</b>	<b>\$613,769.22</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>\$114,113.36</b>	<b>\$114,113.36</b>	<b>-\$65,405.00</b>	<b>15.37%</b>	<b>-\$179,518.36</b>

**CAMBRIA COMMUNITY SERVICES DISTRICT  
REVENUE AND EXPENDITURE REPORT - SWF CAPITAL PROJECTS DEPARTMENT - 30  
FOR 6 MONTHS DECEMBER 2017**

**EXPENDITURES**

<b>Fund No.</b>	<b>Account No.</b>	<b>Expenses Description</b>	<b>Current Month</b>	<b>YTD</b>	<b>Annual Budget</b>	<b>% Received</b>	<b>Balance Remaining</b>
40	6031Z	MAINTENANCE	\$70,914.16	\$70,914.16	\$0.00	0.00%	-\$70,914.16
40	6033B	M&R Buildings (formerly 6042)	\$450.18	\$450.18	\$0.00	0.00%	-\$450.18
40	6055	Government Fees and Licenses	\$25,563.40	\$25,563.40	\$0.00	0.00%	-\$25,563.40
40	6091	Lab Tests	\$27,695.40	\$27,695.40	\$0.00	0.00%	-\$27,695.40
40	6091H	LAB TESTING	\$50,639.30	\$50,639.30	\$0.00	0.00%	-\$50,639.30
39	6170E	Effluent Pond	\$3,255.00	\$3,255.00	\$0.00	0.00%	-\$3,255.00
<b>TOTAL EXPENDITURES</b>			<b>\$178,517.44</b>	<b>\$178,517.44</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>-\$178,517.44</b>



**RESOLUTION NO. 06-2018  
March 22, 2018**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT  
AMENDING THE FISCAL YEAR 2017/18 BUDGET**

WHEREAS, On June 22, 2017, the Board of Directors adopted Resolution 28-2017 approving the final budget for Fiscal Year 2017/18; and

WHEREAS, Government Code Section 6111(a) authorizes the board of directors of a community services district to amend the budget by resolution; and

WHEREAS, the Board of Directors desires to amend the Fiscal Year 2017/18 budget.

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the Cambria Community Services District that the Fiscal Year 2017/18 budget is hereby amended as shown on Exhibit "A," attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED this 22<sup>nd</sup> day of March 2018.

\_\_\_\_\_  
Amanda Rice, Board President

ATTEST:

APPROVED AS TO FORM:

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

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

Exhibit A to Resolution 06-2018					
	Cambria Community Services District				
	Proposed changes to fiscal year 2017-18 budget				
	<b>Expenditures</b>				
	Amount of				
<b>1</b>	Change				
	Account Number	Fund / Department	Account Name		Notes
<b>2</b>	01-5010-02	General Fund - Facilities & Resouces	Overtime	\$ 7,500	Increase is to cover overtime expenditures over the next 6 months of current FY 2017/18.
<b>3</b>	01-6033R-02	General Fund - Facilities & Resouces	M & R Ranch	\$ 7,500	Cover repairs to trails along Cambria Dr. & Main St.
<b>4</b>	01-6170-16	General Fund - Parks & Recreation	Capital Asset Expenditure - Community Park Phase I Project	\$ 33,578	Cover additional cost of Community Park Phase I Project
<b>5</b>	01-6041L-01	General Fund - Fire Department	Maintenance & Repair of Vehicles	\$ 10,000	Increase is to cover unexpected repair expenses.
	01-6170-01	General Fund - Fire Department	Capital Asset Expenditure - Chief Pick-Up Truck	\$ 28,082	Cover additional cost of Chief Pick- Up Truck
	01-6075--09	General Fund - Administration	Rent Expense - Office Space	\$ 20,000	Increase is to cover rent expense over the next 6 months of current FY 2017/18.
	01-6086-09	General Fund - Administration	Professional Services	\$ 10,000	Assist with designing and formatting new budget
	39-6829D-25	Water SWF Fund - Operations	Professional Services	\$ 25,000	Professional Services - Permitting & Compliance
	01-6170I-09	General Fund - Administration	Purchase Administrative Office	\$ (55,000)	Reduce budget to cover additional budget requests (\$55,000).
			Total change to expenditures	\$ 86,660	

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.C.**

FROM: Jerry Gruber, General Manager

Meeting Date: March 22, 2018

Subject: DISCUSSION AND CONSIDERATION  
REGARDING FINANCE AND  
INFRASTRUCTURE COMMITTEES AND  
APPOINTMENT OF COMMUNITY  
MEMBERS

**RECOMMENDATIONS:**

It is recommended that the Board of Directors discuss and consider the scope and responsibilities for the two new standing committees for Finance and Infrastructure, and also make appointments of community members for the committees.

**FISCAL IMPACT:**

There will be costs associated with compliance with the Brown Act, as well as to staff the new standing committees.

**DISCUSSION:**

At the February 22, 2018 meeting, the Board of Directors created two standing committees and made Board Member assignments for those committees. President Rice and Director Pierson will be on the Finance Committee, and Director Bahringer and Director Farmer will be on the Infrastructure Committee. It was also decided that the other three Directors will appoint a member of the community to serve on the two Committees. Those Directors were to seek volunteers to be considered for appointment at today's meeting.

The scope and responsibilities of the two new committees should also be discussed. Unlike an ad hoc committee, which has a limited duration and a defined task to complete, a standing committee has continuing responsibilities for the assigned subject matter. Accordingly, it would be appropriate for the Board of Directors to further delineate the ongoing responsibilities of the Infrastructure and Finance Committees. Of course, as other matters come up from time to time, the Board could also refer those matters to an appropriate committee for review and recommendation.

For example, the Infrastructure Committee's areas of responsibility could include reviewing and making recommendations related to infrastructure projects for the CCSD's water and wastewater systems. This could encompass the District's capital improvement program (CIP), ways to finance those facilities, infrastructure condition assessment monitoring and implementation, infrastructure needs and priorities, and creation of a multi-year CIP plan.

The Finance Committee could have ongoing responsibility for reviewing and making recommendations and providing oversight regarding the overall financial management of the CCSD. Functions of the committee could include reviewing and making recommendations on

the annual budget, long term financial planning, evaluation of different ways to fund acquisition of assets (e.g., purchase versus lease), monitoring investments and budget and financial performance, and providing oversight of the CCSD's reserve program. The Finance Committee could also review the annual audit, as well as management letter responses.

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

UNANIMOUS:    \_\_\_ RICE \_\_\_ FARMER \_\_\_ BAHRINGER \_\_\_ WHARTON \_\_\_ PIERSON \_\_\_\_\_

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.D.**

FROM: Jerry Gruber, General Manager  
Haley Dodson, Confidential Administrative Assistant

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Meeting Date: March 22, 2018 Subject: DISCUSSION AND CONSIDERATION OF MAKING A NOMINATION FOR ELECTION TO THE CSDA BOARD OF DIRECTORS, COASTAL NETWORK SEAT A

**RECOMMENDATIONS:**

Staff recommends that the Board of Directors discuss and consider nominating a Board Member or the General Manager for election to the CSDA Board of Directors, Coastal Network Seat A.

**FISCAL IMPACT:**

The CSDA provides reimbursement for expenses for its Board and Committee meetings. CSDA Board Members are also expected to attend other annual events (conferences and Legislative Days) and are required to complete four modules of CSDA’s Special District Leadership Academy within 2 years of being elected. CSDA does not reimburse for those events or training.

**DISCUSSION:**

The Cambria Community Services District is a member of the California Special District Association (“CSDA”). CSDA is governed by an 18-member Board of Directors elected by mail ballots. The Board consists of three directors from each of six “networks” located throughout California. The CCSD is located in the Coastal Network.

CSDA has received the attached “Call for Nominations” seeking nominees for election to Coastal Network Seat A for a three year term. As a member in good standing of CSDA, the CCSD is eligible to nominate one person for election to the CSDA Board of Directors. Nominees may be CCSD Board Members or the General Manager. Currently, Coastal Network Seat A is held by Elaine Magner, a Director of the Pleasant Valley Recreation & Park District, who is running for re-election.

If the Board decides to nominate someone to run for Coastal Network Seat A, the District Clerk can be directed to send a record of the District’s minute action making the nomination. A Candidate Information Sheet will also need to be filled out and accompany the nomination. The deadline for receiving nominations is April 18, 2018.

It is recommended that the Board of Directors discuss and consider whether it would like to nominate a candidate for election to be the Coastal Network Seat A representative.

Attachment: CSDA 2018 Board of Directors Call for Nominations Seat A

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

UNANIMOUS: \_\_\_ RICE \_\_\_ BAHRINGER \_\_\_ FARMER \_\_\_ WHARTON \_\_\_ PIERSON \_\_\_



**California Special  
Districts Association**  
*Districts Stronger Together*

RECEIVED

FEB 21 2018

CAMBRIA CSD

**DATE:** February 16, 2018  
**TO:** CSDA Voting Member Presidents and General Managers  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT:** **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT A**

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The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2019 - 2021 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.  
*(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).*

(over)

**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors.

- **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination.**
- **Deadline for receiving nominations is April 18, 2018. Nominations and supporting documentation may be mailed or emailed to Beth Hummel.**  
*No faxes please.*

Mail: CSDA Attention: Beth Hummel  
1112 I Street, Suite 200, Sacramento, CA 95814  
E-mail: [bethh@csda.net](mailto:bethh@csda.net)

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

#### Expiring Terms

(See enclosed map for Network breakdown)

**Northern Network** Seat A-Ralph Emerson, GM, Garberville Sanitary District\*  
**Sierra Network** Seat A-Noelle Mattock, Director, El Dorado Hills CSD\*  
**Bay Area Network** Seat A-Robert Silano, Director, Menlo Park Fire Protection District\*  
**Central Network** Seat A-Joel Bauer, GM, West Side Cemetery District\*  
**Coastal Network** Seat A-Elaine Magner, Director, Pleasant Valley Recreation & Park District\*  
**Southern Network** Seat A-Jo MacKenzie, Director, Vista Irrigation District\*  
 (\* = Incumbent is running for re-election)

If you have any questions, please contact Beth Hummel at 877-924-CSDA or [bethh@csda.net](mailto:bethh@csda.net).

#### NEW THIS YEAR!

**This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely.** *Electronic Ballots will be emailed to the main contact in your district June 18, 2018. All votes must be received through the system no later than 5:00 p.m. August 10, 2018.*

*Districts can opt to cast a paper ballot instead; but you must contact Beth by e-mail [Bethh@csda.net](mailto:Bethh@csda.net) by April 18, 2018 in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 10, 2018.

The successful candidates will be notified no later than August 14, 2018. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2018.





**California Special  
Districts Association**  
*Districts Stronger Together*

## 2018 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Network: \_\_\_\_\_ (see map on back)

Telephone: \_\_\_\_\_

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail, or email to:

CSDA  
Attn: Beth Hummel  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732 (916) 442-7889 fax

bethh@csla.net

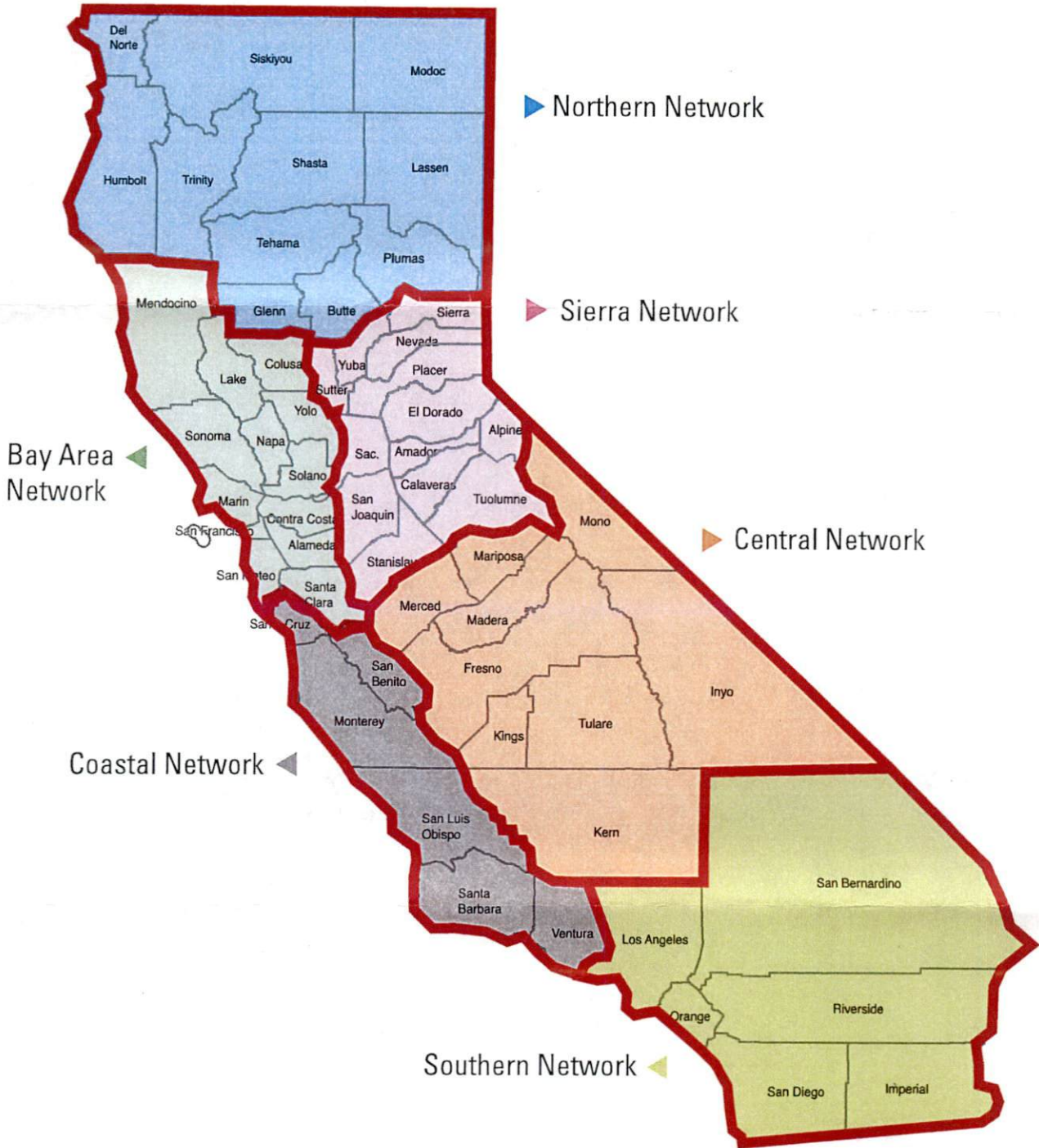
***DEADLINE FOR RECEIVING NOMINATIONS – April 18, 2018***





California Special Districts Association

# DISTRICT NETWORKS





**2018 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

\_\_\_\_\_  
\_\_\_\_\_

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

\_\_\_\_\_  
\_\_\_\_\_

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

\_\_\_\_\_  
\_\_\_\_\_

4. List civic organization involvement:

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.E.**

FROM: Jerry Gruber, General Manager  
Haley Dodson, Confidential Administrative Assistant

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Meeting Date: March 22, 2018    Subject:    DISCUSSION AND CONSIDERATION OF  
CASTING BALLOT VOTING FOR  
ALTERNATE SPECIAL DISTRICT MEMBER  
ON THE LOCAL AGENCY FORMATION  
COMMISSION (LAFCO)

**RECOMMENDATION:**

It is recommended that the Board of Directors vote for its selection from two nominees for the Alternate Special District Member on the San Luis Obispo Local Agency Formation Commission (LAFCO).

**FISCAL IMPACT:**

None.

**DISCUSSION:**

As set forth in the attached memorandum from David Church, Executive Director of LAFCO, the CCSD is being asked to cast its ballot for the Alternate Special District Member on LAFCO. The two nominees are: Dan Burgess, Heritage Ranch Community Services District, and Ed Eby, Nipomo Community Services District.

Each Special District is entitled to vote for one nominee. The District's selection is to be submitted to LAFCO no later than April 30, 2018. It is recommended that the Board of Directors consider the nominees and make its selection.

Attachment: February 26, 2018 Ballot for LAFCO Alternate Special District Member

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

UNANIMOUS:    \_\_\_ RICE    \_\_\_ BAHRINGER    \_\_\_ FARMER    \_\_\_ WHARTON    \_\_\_ PIERSON    \_\_\_



**LAFCO - San Luis Obispo - Local Agency Formation Commission**  
*SLO LAFCO - Serving the Area of San Luis Obispo County*

**TO: EACH INDEPENDENT SPECIAL DISTRICT**

**FROM: DAVID CHURCH EXECUTIVE OFFICER**

**DATE: FEBRUARY 26, 2018**

**RE: BALLOT FOR LAFCO ALTERNATE SPECIAL DISTRICT MEMBER**

Two individuals have been nominated for the LAFCO Alternate Special District Member position. The term for this position would expire in December 2021. The Districts' Boards of Directors may select one of the following nominees:

\_\_\_\_\_ Dan Burgess, Heritage Ranch Community Services District

\_\_\_\_\_ Ed Eby, Nipomo Community Services District

District: \_\_\_\_\_

Agenda Date: \_\_\_\_\_

General Manager or President: \_\_\_\_\_

**E-mailed Ballot.** The Government Code allows for the balloting to be conducted electronically by the LAFCO Executive Officer if it is not possible for the Selection Committee to achieve a quorum. The Selection Committee met on February 23, but could not achieve a quorum.

**Ballot Instructions.** Each Independent Special District may vote for one nominee. The vote by a District must be considered by the District's Board of Directors as an item placed on the agenda. The District's selection must be submitted the LAFCO office no later than **April 30, 2018** via one of the following ways:

- 1) An email indicating the Board's meeting date, an attached agenda, and nominee selection considered by the Board of Directors;
- 2) A scanned pdf of this completed ballot attached to an email with one of the nominees selected and the meeting date it was considered; or
- 3) A fax of the ballot with a cover memo sent to LAFCO with one of the nominees selected and the agenda date of the Board's decision. FAX number 805-788-2072.

Please contact me directly at 805-788-2096 or [dchurch@slolafco.com](mailto:dchurch@slolafco.com) if you have any questions. Thank you.

1042 Pacific Street, Suite A • San Luis Obispo, California 93401  
 Tel: 805.781.5795 Fax: 805.788.2072 [www.slolafco.com](http://www.slolafco.com)

**COMMISSIONERS**

Chairman  
 ED WAAGE  
 City Member

Vice-Chair  
 LYNN COMPTON  
 County Member

DEBBIE ARNOLD  
 County Member

ROBERT ENNS  
 Special District Member

ROBERTA FONZI  
 City Member

TOM MURRAY  
 Public Member

MARSHALL OCHYLSKI  
 Special District Member

**ALTERNATES**

ED EBY  
 Special District Member

ADAM HILL  
 County Member

JAMIE L. IRONS  
 City Member

HEATHER JENSEN  
 Public Member

**STAFF**

DAVID CHURCH  
 Executive Officer

RAYMOND A. BIERING  
 Legal Counsel

MIKE PRATER  
 Senior Analyst

DONNA J. BLOYD  
 Commission Clerk

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.F.**

FROM: Jerry Gruber, General Manager

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Meeting Date: March 22, 2018      Subject:                      DISCUSSION AND CONSIDERATION  
OF PROPOSED 2018 GENERAL  
MANAGER GOALS

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**RECOMMENDATION:**

It is recommended that the Board of Directors consider the proposed 2018 General Manager goals.

**FISCAL IMPACT:**

The cost of the Goals has been incorporated into the Fiscal Year 2017/2018 Budget and will also be included into the Budgeting Process and Fiscal Year 2018/2019 Budget.

**DISCUSSION:**

At the January 18, 2018 Regular Board meeting, I presented a detailed list of goals for each department for the CCSD. The CCSD Board of Directors provided me guidance and suggested that I meet with every department manager and supervisor and narrow down the scope of their goals to four primary goals. Per Board direction, I have met with each department manager and supervisor and have accomplished this task.

The CCSD Board also requested that I formulate my own goals as General Manager and that they not exceed four or five. The Board indicated that my goals should be specific, measurable, attainable and relevant. With the guidance and direction that I have received from the CCSD Board of Directors, I respectfully submit my goals for the remainder of Fiscal Year 2017/2018 and Fiscal Year 2018/2019.

## General Manager's Goals:

1. Ensure that the Sustainable Water Facility is fully operational and ready to start when needed, to include brine disposal alternatives and the necessary permitting in place to meet the water supply needs for the community of Cambria. I have been working with Bob Gresens on a comprehensive status report as part of the agenda. Staff will be providing the Board of Directors with a detailed timeline for startup of the Sustainable Water Facility.
2. Complete Water and Wastewater Rate Study and Ten Year Financial Plan. Please see the attached timeline to include the Proposition 218 process.
3. Completely revamp and develop a Budget for Fiscal year 2018/2019 that significantly enhances transparency and promotes accountability. Continue to develop the Budget as part of Fiscal Year 2019/2020 that will enable the CCSD to seek and obtain the

distinguished Budget Award through the Government Finance Officers Association. Please see the attached Budget Calendar for Fiscal Year 2018/2019.

4. Fully implement Tyler Technologies Financial and Personnel Management Software. Please see the attached timeline regarding full implementation.
5. Be the face of the CCSD within the Community of Cambria. I will be attending at least 2 Public, Civic and or Private meetings per month in addition to my normal duties as General Manager. I attended the Chamber of Commerce Mixer on Wednesday, March 14, 2018. I am scheduled to speak at the American Legion as their guest speaker on April 4, 2018. I will be speaking to the Realtors Association on April 12, 2018. I will be reaching out to the Cambria Lion's Club and other civic groups soon and scheduling time to speak with them. I have calendared the dates and meeting times for the Fire Safe Focus Group, Friends of the Fiscalini Ranch Preserve, NCAC, Cambria Health Care District, Coast Union School District, San Simeon CSD, Cambria Tourism Board and the Cambria Forest Committee, and will monitor agendas and periodically attend these meetings.

Attachments: Water & Wastewater Rate Study/Ten Year Financial Plan/Proposition 218  
 Process Timeline  
 CCSD Proposed Budget Calendar Fiscal Year 2018/2019  
 Tyler Technologies Financial Incode 10 Implementation Timeline  
 Utility Billing V.X. Implementation Timeline

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

UNANIMOUS \_\_\_ RICE \_\_\_ BAHRINGER \_\_\_ FARMER \_\_\_ WHARTON \_\_\_ PIERSON \_\_\_





## Cambria Community Services District Water & Sewer Rate Study Draft Schedule

MARCH							APRIL							MAY							JUN							
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5							1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	

### MARCH

22	Distribute draft rate study tables
27 tbd	Phone conference to discuss draft findings & receive input
30 tbd	Distribute revised tables with revised financial & rate scenarios

### APRIL

Early April	Rate Ad Hoc Committee Meeting, present findings & receive input
Early April	Revise financial & rate scenarios as needed
Mid April	Potential Public Workshop
12	Info needed for Board Agenda Packets
19	Board Meeting, authorize Prop. 218 process

### MAY

First Week	Print & mail Proposition 218 Notices (begin 45-day period)
Late May/Early June	Potential Public Workshop

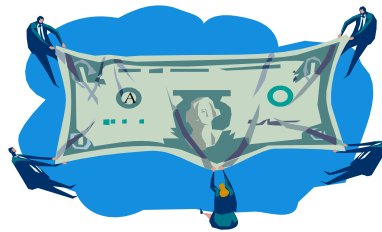
### JUNE

26	Proposition 218 Rate Hearing at Board Meeting
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## Cambria Community Services District

### PROPOSED BUDGET CALENDAR FY 2018-19



Action	Date
✓ Budget Worksheet, Instructions, and Guidelines distributed to departments	03/16/18
✓ Departments submit Budget Requests to Finance	03/31/18
✓ General Manager reviews budget requests with Finance Manager and Department Heads	04/02/18 – 04/13/18
✓ General Manager submits proposed budget to Finance Committee	05/08/18
✓ General Manager submits proposed budget to Board of Directors	05/24/18
✓ District staff and Board of Directors conduct Budget Workshops	06/04/18 – 06/08/18
✓ Board of Directors adopts final budget	06/21/18



### Financials Incode 10 Implementation Timeline

	Week 0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32			
Data Submission	Client																																			
Data Review		Tyler																																		
Chart of Accounts				Remote Tyler/Client																																
Setup Weeks/ Instructor Led Training												On-Site Tyler/Client																								
Conversion Analysis/ILT															Remote Tyler/Client																					
Client Data Review																							Remote Tyler/Client													
Parallel Payroll/UAT																								On-Site Tyler/Client												
Gap for Payroll																										No Activity										
On-Site Go- Live																																	On-Site Tyler/Client			

Utility Billing V.X Implementation Timeline																								
	Week 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22		
Convert Uploaded Data	Tyler																							
Configuration and Setup						Tyler/Client																		
Conversion Work							Tyler																	
Conversion Analysis/Instructor Led Training									Tyler/Client															
Conversion Review													Client	Tyler										
Instructor Led Training																Tyler/Client	Tyler/Client							
User Acceptance Testing																		Tyler/Client						
Finalize Conversion																				Tyler				
On-Site Go-Live																							Tyler/Client	

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.G.**

FROM: Amanda Rice, President

Meeting Date: March 22, 2018

Subject: DISCUSSION AND CONSIDERATION  
REGARDING PURSUING FINANCING  
OPPORTUNITY WITH STATE I-BANK**RECOMMENDATION:**

Staff recommends the Board have a discussion regarding pursuing financing opportunities with the California Infrastructure and Economic Development Bank (I-Bank) and provide staff with direction.

**FISCAL IMPACT:**

The fiscal impact will be determined at a future date.

**DISCUSSION:**

As a result of efforts by Dean Florez of Balance Public Relations, Cambria Community Services District has a potential opportunity to fund much-needed infrastructure and to refinance the Installment Sale Agreement it entered into to fund the construction of the Emergency Water Supply (EWS), a project the District constructed in response to the statewide drought emergency in 2014.

In January, the Board President and Vice President, General Manager Gruber, Mr. Florez and District staff spoke to Teveia Barnes, Executive Director of I-Bank about a way to fund needed infrastructure projects while also refinancing the Installment Sale agreement. The advantages of refinancing include reducing the overall interest rate and eliminating the onerous terms of the original loan for the EWS, namely the pledge of ad valorem taxes in addition to water and sewer rate revenues.

Even though I-Bank is no longer in favor of refinancing (over new construction), it might entertain a combination loan for the wastewater facility improvements and the current EWS facility note. In short, we would roll-up the old EWS loan with needed financing for the wastewater treatment plant and conveyance system improvements.

At a second conference call to clarify the guidelines for this potential financing (on 3/8/2018 with Teveia Barnes, President Rice, Vice President Bahringer, General Manager Gruber and Dean Florez), it became clear that the amount of financing for new construction the District would have to include to take advantage of this opportunity would be \$8,000,000. In other words, at least the same amount as would be needed to pay off the original note on the EWS.

Before staff diverts any additional effort in putting together the information required by I-Bank, it is appropriate for the Board of Directors to determine whether this is a path forward that makes financial and practical sense for the community.

Some considerations include rising interest rates, the total amount of indebtedness that would be incurred, and the capacity to undertake the amount of work needed to implement \$8,000,000 in new construction projects.

**Further Background on I-Bank (provided by Balance Public Relations)**

*I-Bank was created in 1994 to finance public infrastructure and private development that promote a healthy climate for jobs, contribute to a strong economy and improve the quality of life in California communities. I-Bank operates pursuant to the Bergeson-Peace Infrastructure and Economic*

*Development Bank Act contained in the California (Government Code Sections 63000-63089.98 et seq.) I-Bank is located within the Governor's Office of Business and Economic Development and is governed by a five-member Board of Directors.*

*I-Bank has broad authority to issue tax-exempt and taxable revenue bonds, provide financing to public agencies, provide credit enhancements, acquire or lease facilities, and leverage State and Federal funds. I-Bank's current programs include the Infrastructure State Revolving Fund (ISRF) Loan Program, California Lending for Energy and Environmental Needs (CLEEN) Center, Small Business Finance Center and the Bond Financing Program.*

*Infrastructure State Revolving Fund (ISRF) Program—The ISRF Program provides financing to public agencies and non-profit corporations sponsored by public agencies for a wide variety of infrastructure and economic development projects (excluding housing). ISRF Program funding is available in amounts ranging from \$50,000 to \$25 million, with loan terms for the useful life of the project up to a maximum of 30 years.*

*Eligible projects include, but are not limited to:*

- Drainage, water supply and flood control*
- Environmental mitigation measures*
- Sewage collection and treatment*
- Solid waste collection and disposal*
- Water treatment and distribution*

*Sources of Financing Repayment:*

- Water, sewer and other enterprise revenues*
- General fund revenues*
- Property assessments*
- Mello-Roos*
- Special taxes*
- Other recurring revenues acceptable to I-Bank*

*Eligible costs for financing include:*

- All or any part of the cost of construction, renovation, and acquisition of all lands, structures, real or personal property.*
- The cost of architectural, engineering, financial and legal services, plans, specifications, estimates, and administrative expenses.*
- Other expenses necessary or incidental to determining the feasibility of any project or incidental to the construction, acquisition, or financing of any project.*

*Why Choose ISRF?*

- Cost-effective: below-market interest rates.*
- Easy, on-line, fillable applications continuously accepted.*
- No competitive rating and ranking of applications.*
- Technical assistance available*
- No matching funds requirement. May serve as matching funds for other financings.*
- No federal overlays.*

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

UNANIMOUS \_\_\_RICE\_\_\_BAHRINGER\_\_\_FARMER\_\_\_WHARTON\_\_\_PIERSON\_\_\_\_\_

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.H.**

FROM: Bob Gresens, District Engineer

Meeting Date: March 22, 2018

Subject: DISCUSSION OF TASKS AND  
ASSOCIATED TIMELINE REGARDING  
THE SUSTAINABLE WATER FACILITY**RECOMMENDATION:**

Staff recommends that the Board receive the report and provide direction to staff.

**FISCAL IMPACT:**

The estimates shown below are from review of purchase orders, contracts, and invoices received to date. Please note that an estimate for the proposed off-site hauling of reverse osmosis concentrate is still being developed and is therefore not included on this summary table.

Cost Category	Estimate Cost, \$	Comment
Wet Weather Preparedness	100,307.83	Drainage swale design, construction, biological monitoring, sandbagging, & hydro-seeding
Cease & Desist Order Compliance	79,233.60	Hydrogeological study, surface water hydrological study, & soil borings
Impoundment Basin Closure	87,549.16	Tank rental, piping, electrical controls, boron test kits
Off-site Hauling Facilities	20,000.00	Estimate for OMMP update & Form 200 application consulting assistance (Not billed to date)
Total	287,090.59	

**DISCUSSION:**

This report summarizes the status of the Sustainable Water Facility (SWF). As of March 12, 2018 (this report's preparation date), approximately 7.5 inches of cumulative rainfall had occurred at the San Simeon Well 1 rain gage. Typically, a minimum of approximately 11 inches is needed to recharge the aquifer. Although late seasonal rains may result in reaching this cumulative minimum, staff is preparing to operate the SWF assuming it will be needed to be in service by September 1, 2018. This summary has therefore been prepared to outline the key activities and steps that have been made with this goal in mind.

Completed measures on the SWF have included: hydraulically isolating the impoundment basin from surface water runoff; installation of temporary equipment and controls to allow emptying the surface water impoundment basin; completion of a permit application to modify the future SWF operation, which will allow for offsite disposal of the facility's reverse osmosis concentrate; and steps towards hiring a Chief Plant Operator to oversee future operation of the SWF.

### Hydraulically Isolating the impoundment from Surface Water Runoff

During earlier meetings in 2017, Regional Water Quality Control Board (RWQCB) staff stressed their desire to see the impoundment basin hydraulically isolated from surface water runoff. We responded by completing the design and construction of a drainage swale outside the northern and eastern berms of the pond, coordinating with County Public Works on improving roadway drainage, and by the completion of sandbagging in key areas. This work was completed during early December 2017 as part of the impoundment basin's wet weather preparations.

### Emptying of the Surface Water Impoundment Basin

An impoundment basin closure plan was developed in 2017 and approved by RWQCB staff on December 20, 2017 (with modifications based on action taken at the RWQCB's December 7, 2017 meeting). During the RWQCB's December 7, 2017 Board meeting, a low threat discharge permit was approved, which allowed for the metered disposal of diluted impoundment basin water with the treated wastewater treatment plant effluent at a percolation pond. This approval allowed for considerable cost savings to the CCSD when compared to an alternative for the cost of hauling off the water remaining within the impoundment basin. Installation of temporary piping, pumps, tanks, and electrical controls followed the December 20, 2017 approval, which went into operation on March 12, 2018.

### Alternative Reverse Osmosis Concentrate Disposal

On February 15, 2018, an application was made to the RWQCB requesting their approval for off-site hauling of reverse osmosis concentrate. This permit application (aka a Form 200 application) is currently under review. To ensure RWQCB staff concurrence with the off-site hauling plans and future operations, updates to the SWF Operation Maintenance and Monitoring Plan (OMMP) were recently completed. A draft OMMP was submitted to RWQCB staff on March 12, 2018 for their review and approval. On a related matter, an application was also made to extend a permit with the South San Luis Obispo County Sanitation District (SSCSD) to allow for disposal of RO concentrate at their wastewater treatment facility. This application is currently waiting for approval by the SSCSD's interim General Manager.

Staff have also been researching and evaluating means to haul the RO concentrate off-site using leased or purchased trailers, as well as independent contractors. These discussions are ongoing.

### Staffing and Operations of the Sustainable Water Facility

Staff completed an updated job description for the SWF's Chief Plant Operator, which is currently being advertised. The close for the receipt of applications on the CPO position is March 30, 2018. Staff have also been researching means to facilitate the completion of future Self-Monitoring Reports by electronically transferring laboratory data versus the current manual entry method. These efforts are ongoing, including meetings with local agencies that use software that allow for this type of reporting approach.

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

UNANIMOUS: \_\_\_\_\_ RICE \_\_\_\_\_ BAHRINGER \_\_\_\_\_ FARMER \_\_\_\_\_ WHARTON \_\_\_\_\_ PIERSON \_\_\_\_\_

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.I.**

FROM: Jerry Gruber, General Manager

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Meeting Date: March 22, 2018    Subject:                    DISCUSSION AND CONSIDERATION  
 TO SCHEDULE A COMMUNITY  
 WORKSHOP WITH BALANCE PUBLIC  
 RELATIONS (BPR), SENATOR DEAN  
 FLOREZ, RET. REGARDING  
 LEGISLATIVE BILLS WHICH MAY  
 IMPACT THE CCSD

**RECOMMENDATION:**

Staff recommends scheduling a Community Workshop with Dean Florez of Balance Public Relations on April 11, 2018 from 5:00 P.M. - 7:00 P.M at the Cambria Veterans Hall. Please note staff has reserved this time at the Veterans Hall for the Community Workshop.

**FISCAL IMPACT:**

Staff time to properly prepare for the meeting to include setting up and taking down for the event. If the Board decides to have AGP Video document the event, additional cost will be incurred. Staff also recommends light refreshments for the community meeting. Dean Florez’s time will be part of his current monthly contract with the CCSD.

**DISCUSSION:**

Although a motion and vote were not taken at the January 18, 2018 Board meeting regarding a Community Workshop with Senator Florez, the Board did indicate a consensus during the conversation relating to future agenda items.

The CCSD Board of Directors will need to establish items for discussion to generate an agenda for the Workshop and will also need to establish the appropriate format for the Workshop. The Board could simply hold a Workshop with Dean Florez presenting information and answering questions or the Board could choose a more formal setting such as a Board Meeting environment.

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

UNANIMOUS \_\_\_ RICE \_\_\_ BAHRINGER \_\_\_ FARMER \_\_\_ WHARTON \_\_\_ PIERSON \_\_\_



CAMBRIA COMMUNITY SERVICES DISTRICT  
EXPENDITURE REPORT  
FOR THE MONTH OF FEBRUARY, 2018

Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
ABALONE COAST ANALYTICAL, INC.	66587	2/2/2018	1	\$120.00	WW/TOTAL SUSPENDED SOLIDS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66587	2/2/2018	1	\$250.50	SWF/SURFACE IMPOUNDMENT	40 6091H 11
ABALONE COAST ANALYTICAL, INC.	66587	2/2/2018	1	\$120.00	WW/TOTAL SUSPENDED SOLIDS AND METALS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66587	2/2/2018	1	\$120.00	WW/TOTAL SUSPENDED SOLIDS AND METALS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66587	2/2/2018	1	\$75.00	WW/TOTAL SUSPENDED SOLIDS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66587	2/2/2018	1	\$367.00	WW/TOTAL SUSPENDED SOLIDS METALS NITROGEN NITRATE	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66587	2/2/2018	1	\$100.00	WW/TOTAL SUSPENDED SOLIDS QUANTI TRAY	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66587	2/2/2018	1	\$20.00	SWF/METALS	40 6091H 11
ABALONE COAST ANALYTICAL, INC.	66587	2/2/2018	1	\$75.00	WW/TOTAL SUSPENDED SOLIDS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66587	2/2/2018	1	\$95.00	WW/LAB DIRECTOR HOURS JANUARY - 1 HOUR	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66663	2/8/2018	1	\$75.00	WW/TOTAL SUSPENDED SOLIDS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66812	3/1/2018	1	\$225.50	SWF/SURFACE IMPOUNDMENT 01/17/18	40 6091H 11
ABALONE COAST ANALYTICAL, INC.	66842	3/8/2018	1	\$95.00	WW/TOTAL SUSPENDED SOLIDS METALS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66842	3/8/2018	1	\$95.00	WW/TOTAL SUSPENDED SOLIDS METALS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66842	3/8/2018	1	\$100.00	WW/TOTAL SUSPENDED SOLIDS QUANTI TRAY	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66842	3/8/2018	1	\$25.00	WW/TOTAL SUSPENDED SOLIDS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66842	3/8/2018	1	\$75.00	WW/TOTAL SUSPENDED SOLIDS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66842	3/8/2018	1	\$180.00	WW/TOTAL SUSPENDED SOLIDS METALS	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66842	3/8/2018	1	\$40.00	WW/METALS 48 HOUR RUSH	12 6091 12
ABALONE COAST ANALYTICAL, INC.	66842	3/8/2018	1	\$237.50	WW/LAB DIRECTOR FEES FEBRUARY 2018	12 6080M 12
ABALONE COAST ANALYTICAL, INC.	66842	3/8/2018	1	\$10,277.00	SWF/WELL SAMPLES RADIUM URANIUM ASBESTOS	40 6091H 11
ABALONE COAST ANALYTICAL, INC.	66842	3/8/2018	1	\$6,067.40	SWF/QUANTI TRAY, CHLORITE BROMATE CHLORINE	40 6091H 11
TOTAL				\$18,834.90		
ABOVE GRADE ENGINEERING, INC.	66743	2/27/2018	1	\$3,000.00	SWF/QSP/ANNUAL REPORT	40 6080M 11
TOTAL				\$3,000.00		
ACCURATE MAILING SERVICE	66718	2/16/2018	1	-\$12.00	WD/CREDIT OVERCHARGE INSERTING ADDITIONAL PAGES	11 6080M 11
ACCURATE MAILING SERVICE	66718	2/16/2018	2	-\$12.01	WW/CREDIT OVERCHARGE INSERTING ADDITIONAL PAGES	12 6080M 12
ACCURATE MAILING SERVICE	66718	2/16/2018	1	\$59.25	WD/LATE NOTICES NOVEMBER DECEMBER 2017 POSTAGE	11 6051 11
ACCURATE MAILING SERVICE	66718	2/16/2018	2	\$59.25	WW/LATE NOTICES NOVEMBER DECEMBER 2017 POSTAGE	12 6051 12
ACCURATE MAILING SERVICE	66718	2/16/2018	3	\$8.00	WD/LATE NOTICES NOVEMBER DECEMBER 2017 MAIL SERV	11 6080M 11
ACCURATE MAILING SERVICE	66718	2/16/2018	4	\$8.00	WW/LATE NOTICES NOVEMBER DECEMBER 2017 MAIL SERV	12 6080M 12
ACCURATE MAILING SERVICE	66741	2/27/2018	1	\$470.61	WD/RATE INCREASE NOTIFICATION POSTAGE	11 6051 11
ACCURATE MAILING SERVICE	66741	2/27/2018	2	\$470.61	WW/RATE INCREASE NOTIFICATION POSTAGE	12 6051 12
ACCURATE MAILING SERVICE	66741	2/27/2018	3	\$311.60	WD/RATE INCREASE NOTIFICATION MAILING SERVICES	11 6080M 11
ACCURATE MAILING SERVICE	66741	2/27/2018	4	\$311.60	WW RATE INCREASE NOTIFICATION MAILING SERVICES	12 6080M 12



CAMBRIA COMMUNITY SERVICES DISTRICT  
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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
			TOTAL	\$1,674.91		
ADVANTAGE TECH SVCS, INC.	66588	2/2/2018	1	\$9,415.00	WD/STUART ST TANK ROOF REPAIRS ENGINEER/QLTY ASSUR	11 1818A 11
			TOTAL	\$9,415.00		
AGP VIDEO	66589	2/2/2018	1	\$1,025.00	ADM/JAN 18, 2018 BOD MEETING OT AND INTERNET STRM	01 6086 09
			TOTAL	\$1,025.00		
AL'S SEPTIC PUMPING, INC	66591	2/2/2018	1	\$355.00	SWF/PUMPING & DISPOSAL OF SEPTIC WASTE TO SANTA MR	40 6031Z 11
			TOTAL	\$355.00		
ALPHA ELECTRICAL SERVICE	66744	2/27/2018	1	\$575.00	WW/TROUBLESHOOT GRINDER MOTOR NOT FUNCTIONING	12 6032T 12
			TOTAL	\$575.00		
ALPHA FIRE & SECURITY ALARM CO	66700	2/16/2018	1	\$210.00	F&R/REPLACED SMOKES IN MAIN HALL, RESET PANEL	01 6033V 02
			TOTAL	\$210.00		
ANDREW THOMSON	66653	2/2/2018	1	\$944.06	WD/12/19 & 12/21/17 SERVICES STUART ST RELAY	11 6031Y 11
ANDREW THOMSON	66653	2/2/2018	1	\$150.00	WD/SERVICES 1/2/18 COVERION FROM CSV TO EXCEL	11 6037 11
ANDREW THOMSON	66653	2/2/2018	1	\$150.00	WW/SERVICES 1/11/18 INFLUENT LEVEL LOST IO CONFIG	12 6032T 12
ANDREW THOMSON	66738	2/22/2018	1	\$1,090.52	SWF/POWER ISSUES COMPRESSOR, NEED NEW COMPRESSOR	40 6031Z 11
ANDREW THOMSON	66738	2/22/2018	1	\$1,222.11	WW/IO SYS LOST CONFIGURATION, REPLACED CONTROLLER	12 6032T 12
ANDREW THOMSON	66738	2/22/2018	1	\$150.00	WD/HIGH PRESSURE ALARM, RESET CONTROLLER REMOTELY	11 6031R 11
ANDREW THOMSON	66738	2/22/2018	1	\$2,754.35	SWF/SWF CONTROLLER REPLACED - FURTHER SERV NEEDED	40 6031Z 11
ANDREW THOMSON	66853	3/8/2018	1	\$150.00	WD/CLEARED RAM RESTART COMPUTER, STUCK AT ZERO	11 6037 11
ANDREW THOMSON	66853	3/8/2018	1	\$150.00	WD/SSWF W3 LOST COMMS AND NEEDED TO BE RESET	11 6037 11
ANDREW THOMSON	66853	3/8/2018	1	\$2,613.15	WD/PINEKNOLLS RADIO TOWER DOWN DUE TO WINDS	11 6037 11
ANDREW THOMSON	66853	3/8/2018	1	\$2,014.57	WD/SCADA INSTALLED/CONFIGURED SECONDARY COMPUTER	11 6037 11
			TOTAL	\$11,388.76		
AT&T	66592	2/2/2018	1	\$296.59	WD/ALARM AT VAN GORDON WELL FIELD 01/07-02/06/2018	11 6060P 11
AT&T	66701	2/16/2018	1	\$144.06	WW/ALARM LIFT STN B4 PHONE SVC 1/25 - 02/24/18	12 6060P 12
AT&T	66755	2/28/2018	1	\$296.59	WD/ALARM AT VAN GORDON WELL FIELD 2/7-3/6/18	11 6060P 11

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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
			TOTAL	\$737.24		
BADGER METER INC.	66594	2/2/2018	1	\$30.00	WD/ORION CELLULAR 1XRTT SERV UNIT	11 6080M 11
BADGER METER INC.	66745	2/27/2018	1	\$30.00	WD/ORION CELLULAR SERVICE UNIT	11 6054 11
			TOTAL	\$60.00		
BAHRINGER, JAMES	66742	2/27/2018	1	\$50.14	ADM/SLO COUNTY CHAPTER CSDA ELECTION	01 6120D 09
			TOTAL	\$50.14		
BALANCE PUBLIC RELATIONS	66573	2/1/2018	1	\$2,333.34	SWF/CONSULTING SERVICES: GRANT FUNDING 02/2018	39 1829K 11
BALANCE PUBLIC RELATIONS	66573	2/1/2018	2	\$2,333.33	WD/CONSULTING SERVICES: GRANT FUNDING 02/2018	11 6080M 11
BALANCE PUBLIC RELATIONS	66573	2/1/2018	3	\$2,333.33	WW/CONSULTING SERVICES: GRANT FUNDING 02/2018	12 6086 12
BALANCE PUBLIC RELATIONS	66664	2/8/2018	1	\$220.78	SWF/3RD AND 4TH QUARTER EXPENSES	39 1829K 11
BALANCE PUBLIC RELATIONS	66664	2/8/2018	2	\$220.77	WD/3RD AND 4TH QUARTER EXPENSES	11 6080M 11
BALANCE PUBLIC RELATIONS	66664	2/8/2018	3	\$220.77	WW/3RD AND 4TH QUARTER EXPENSES	12 6086 12
BALANCE PUBLIC RELATIONS	66766	3/1/2018	1	\$2,333.34	SWF/CONSULTING SERVICES: GRANT FUNDING 03/2018	39 1829K 11
BALANCE PUBLIC RELATIONS	66766	3/1/2018	2	\$2,333.33	WD/CONSULTING SERVICES: GRANT FUNDING 03/2018	11 6080M 11
BALANCE PUBLIC RELATIONS	66766	3/1/2018	3	\$2,333.33	WW/CONSULTING SERVICES: GRANT FUNDING 03/2018	12 6086 12
			TOTAL	\$14,662.32		
BLAND, MELISSA	66595	2/2/2018	1	\$1,854.40	ADM/REIMBURSEMENT FOR MOVING EXPENSES	01 6125 09
			TOTAL	\$1,854.40		
BOUND TREE MEDICAL, LLC	66597	2/2/2018	1	\$151.57	FD/ENDOTRACHEAL TUBE CAPNOLINE TOURNIQUET TRIAGE	01 6089 01
BOUND TREE MEDICAL, LLC	66597	2/2/2018	1	\$75.08	FD/CONVENIENCE BAY YACK SACK	01 6089 01
BOUND TREE MEDICAL, LLC	66796	3/1/2018	1	\$76.95	FD/IV FLUSH SYRINGE, NORMAL SALINE, COLD PACKS	01 6089 01
BOUND TREE MEDICAL, LLC	66814	3/1/2018	1	\$126.74	FD/ALBUTEROL LIDOCAINE MASIMO LNCS PDTX SENSOR	01 6089 01
			TOTAL	\$430.34		
BRENNTAG PACIFIC, INC.	66598	2/2/2018	1	\$545.18	WD/CHEMICALS	11 6031T 11
BRENNTAG PACIFIC, INC.	66598	2/2/2018	1	\$693.89	WD/CHEMICALS	11 6031T 11
BRENNTAG PACIFIC, INC.	66844	3/8/2018	1	\$380.55	WW/CHEMICALS	12 6032D 12
			TOTAL	\$1,619.62		



CAMBRIA COMMUNITY SERVICES DISTRICT  
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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
BREZDEN PEST CONTROL, INC.	66702	2/16/2018	1	\$395.00	ADM/INSPECT AND REPLENISH RODENT CONTROL DEVICES	01 6033B 09
			TOTAL	\$395.00		
BUHL, JASON	66574	2/1/2018	1	\$45.00	WD/MONTHLY CELL PHONE REIMBURSEMENT 02/2018	11 6060C 11
BUHL, JASON	66767	3/1/2018	1	\$45.00	WD/MONTHLY CELL PHONE REIMBURSEMENT 03/2018	11 6060C 11
			TOTAL	\$90.00		
BUSINESSPLANS, INC.	66599	2/2/2018	1	\$308.00	ADM/MONTHLY HRA PLAN JANUARY 2017	01 6086 09
BUSINESSPLANS, INC.	66719	2/22/2018	1	\$301.00	ADM/MONTHLY HRA PLAN DECEMBER 2017	01 6086 09
BUSINESSPLANS, INC.	66719	2/22/2018	1	\$301.00	ADM/MONTHLY HRA PLAN FEBRUARY 2018	01 6086 09
			TOTAL	\$910.00		
CALIF SPECIAL DIST ASSN	66707	2/16/2018	1	\$30.00	ADM/ANNUAL CSDA MEETING MADRID	01 6120E 09
CALIF SPECIAL DIST ASSN	66707	2/16/2018	2	\$30.00	ADM/ANNUAL CSDA MEETING FARMER	01 6120D 09
CALIF SPECIAL DIST ASSN	66707	2/16/2018	3	\$30.00	ADM/ANNUAL CSDA MEETING GRUBER	01 6120E 09
CALIF SPECIAL DIST ASSN	66707	2/16/2018	4	\$30.00	ADM/ANNUAL CSDA MEETING BAHRINGER	01 6120D 09
			TOTAL	\$120.00		
CALLBACK STAFFING SOLUTIONS, L	66827	3/2/2018	1	\$1,317.36	FD/CREW SENSE PRO ANNUAL 02/01/18 - 01/31/2019	01 6090 01
			TOTAL	\$1,317.36		
CAMBRIA AUTO SUPPLY LP	66593	2/2/2018	1	\$355.49	F&R/CYCLE-TRON AGM BATTERY IBS BATTERY	01 6041L 02
CAMBRIA AUTO SUPPLY LP	66593	2/2/2018	1	\$6.46	F&R/SPARK PLUG	01 6040 02
CAMBRIA AUTO SUPPLY LP	66795	3/1/2018	1	\$61.82	FD/CHAMOIS CAR DUSTER PURPLE POWER CAR WASH	01 6041L 01
CAMBRIA AUTO SUPPLY LP	66795	3/1/2018	1	\$6.60	FD/POP UP TRASH CAN	01 6041L 01
CAMBRIA AUTO SUPPLY LP	66843	3/8/2018	1	\$215.48	WD/SEAT SAVER SEAT COVER	11 6041L 11
CAMBRIA AUTO SUPPLY LP	66843	3/8/2018	1	\$9.95	WD/DIELECT SILICONE COMPOUND	11 6031D 11
CAMBRIA AUTO SUPPLY LP	66843	3/8/2018	1	\$324.31	WD/BULL BAR	11 6041L 11
CAMBRIA AUTO SUPPLY LP	66843	3/8/2018	1	\$51.36	WD/FUEL FILTERS PREM START FLUID	11 6041L 11
CAMBRIA AUTO SUPPLY LP	66843	3/8/2018	1	\$33.61	WD/75 PC SOCKET SET AND ADJUSTABLE WRENCH	11 6093 11
CAMBRIA AUTO SUPPLY LP	66843	3/8/2018	1	\$11.15	F&R/WHITE FITTING	01 6041N 02
CAMBRIA AUTO SUPPLY LP	66843	3/8/2018	1	\$130.77	F&R/HOSE ENDS HYDRAULIC HOSE BODY FLUSH FACE	01 6041N 02
CAMBRIA AUTO SUPPLY LP	66855	3/8/2018	1	\$279.69	WW/HOSE END HYDRAULIC HOSE	12 6041V 12
CAMBRIA AUTO SUPPLY LP	66855	3/8/2018	1	\$22.80	SWF/CABLE TIES	40 6031Z 11
CAMBRIA AUTO SUPPLY LP	66855	3/8/2018	1	\$64.24	WW/V BELT HYDRAULIC FLUID	12 6041V 12



## CAMBRIA COMMUNITY SERVICES DISTRICT

3/21/2018: Revised Expenditure Report 6.A.

## EXPENDITURE REPORT

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CAMBRIA AUTO SUPPLY LP	66855	3/8/2018	1	\$48.04	WW/PREMIUM AW HYDRAULIC FLUID	12 6041V 12
CAMBRIA AUTO SUPPLY LP	66855	3/8/2018	1	\$14.58	WW/KNOB AND PIN SET CACHE TOOLS	12 6041V 12
CAMBRIA AUTO SUPPLY LP	66855	3/8/2018	1	\$4.27	WW/WIND DE-ICER	12 6041L 12
			TOTAL	\$1,640.62		
CAMBRIA BUSINESS CENTER	66720	2/22/2018	1	\$30.00	FD/SHIPPING TO THE DINGHY DOCTOR	01 6220S 01
			TOTAL	\$30.00		
CAMBRIA HARDWARE CENTER	66621	2/2/2018	1	\$137.40	WD/HARDWARE SUPPLIES	11 6090 11
CAMBRIA HARDWARE CENTER	66621	2/2/2018	2	\$10.92	WD/HARDWARE SUPPLIES	11 6031S 11
CAMBRIA HARDWARE CENTER	66621	2/2/2018	3	\$124.40	WD/HARDWARE SUPPLIES	11 6031W 11
CAMBRIA HARDWARE CENTER	66621	2/2/2018	4	\$37.91	WD/HARDWARE SUPPLIES	11 6031D 11
CAMBRIA HARDWARE CENTER	66621	2/2/2018	5	\$2.46	F&R/HARDWARE SUPPLIES	01 6090 02
CAMBRIA HARDWARE CENTER	66621	2/2/2018	1	\$143.26	SWF/HARDWARE SUPPLIES	40 6031Z 11
CAMBRIA HARDWARE CENTER	66621	2/2/2018	2	\$187.72	WW/HARDWARE SUPPLIES	12 6032L 12
CAMBRIA HARDWARE CENTER	66621	2/2/2018	3	\$49.75	WW/HARDWARE SUPPLIES	12 6032T 12
CAMBRIA HARDWARE CENTER	66758	2/28/2018	1	\$44.32	WW/HARDWARE SUPPLIES JANUARY BILLING	12 6032L 12
CAMBRIA HARDWARE CENTER	66758	2/28/2018	2	\$39.66	SWF/HARDWARE SUPPLIES JANUARY BILLING	40 6031Z 11
CAMBRIA HARDWARE CENTER	66758	2/28/2018	3	\$60.04	WW/HARDWARE SUPPLIES JANUARY BILLING	12 6032T 12
CAMBRIA HARDWARE CENTER	66758	2/28/2018	1	\$12.85	ADM/HARDWARE SUPPLIES JANUARY CHARGES	01 6033B 09
CAMBRIA HARDWARE CENTER	66758	2/28/2018	2	\$144.90	ADM/HARDWARE SUPPLIES JANUARY CHARGES	01 6090 09
CAMBRIA HARDWARE CENTER	66758	2/28/2018	1	\$78.66	F&R/HARDWARE SUPPLIES JANUARY CHARGES	01 6033G 02
CAMBRIA HARDWARE CENTER	66758	2/28/2018	2	\$9.61	F&R/HARDWARE SUPPLIES JANUARY CHARGES	01 6033V 02
CAMBRIA HARDWARE CENTER	66758	2/28/2018	3	\$58.98	F&R/HARDWARE SUPPLIES JANUARY CHARGES	01 6090 02
CAMBRIA HARDWARE CENTER	66758	2/28/2018	4	\$97.33	F&R/HARDWARE SUPPLIES JANUARY CHARGES	01 6033B 02
CAMBRIA HARDWARE CENTER	66758	2/28/2018	5	\$52.17	F&R/HARDWARE SUPPLIES JANUARY CHARGES	01 6033R 02
CAMBRIA HARDWARE CENTER	66758	2/28/2018	1	\$263.10	FD/HARDWARE SUPPLIES JANUARY CHARGES	01 6090 01
CAMBRIA HARDWARE CENTER	66831	3/2/2018	1	\$349.96	SWF/WD/HARDWARE SUPPLIES JANUARY CHARGES	40 6031Z 11
CAMBRIA HARDWARE CENTER	66831	3/2/2018	2	\$65.39	WD/WD/HARDWARE SUPPLIES JANUARY CHARGES	11 6093 11
CAMBRIA HARDWARE CENTER	66831	3/2/2018	1	\$29.26	F&R/HARDWARE SUPPLIES	01 6090 02
CAMBRIA HARDWARE CENTER	66831	3/2/2018	2	\$99.70	F&R/HARDWARE SUPPLIES	01 6033B 02
CAMBRIA HARDWARE CENTER	66831	3/2/2018	3	\$80.19	F&R/HARDWARE SUPPLIES	01 6033R 02
CAMBRIA HARDWARE CENTER	66831	3/2/2018	4	\$32.28	F&R/HARDWARE SUPPLIES	01 6033V 02
			TOTAL	\$2,212.22		
CAMBRIA ROCK	66642	2/2/2018	1	\$173.84	SWF/3 1/2 YDS BASE TO DESAL POND	40 6031Z 11
CAMBRIA ROCK	66642	2/2/2018	1	\$1,237.60	WD/8 HRS TEN WHEEL TIME HAUL OFF DIRT & ASPHALT	11 6080M 11



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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
CAMBRIA ROCK	66642	2/2/2018	1	\$482.19	SWF/15 YDS BASE DELIVERED TO DESAL PLANT	40 6031Z 11
CAMBRIA ROCK	66835	3/2/2018	1	\$1,942.95	WD/12.96 TONS COLD MIX	11 6031D 11
			TOTAL	\$3,836.58		
CAMBRIA TOWING	66654	2/2/2018	1	\$50.00	F&R/LOCKED OUT 2016 FORD F250 AT WWTP	01 6041L 02
			TOTAL	\$50.00		
CAMBRIA VILLAGE SQUARE	66586	2/1/2018	1	\$3,431.45	ADM/MONTHLY OFFICE LEASE PMT 1316 TAMSEN 02/2018	01 6075 09
CAMBRIA VILLAGE SQUARE	66658	2/2/2018	1	\$775.74	ADM/NOV/DEC 2017 ADMIN OFFICE MAINTENANCE	01 6033G 09
CAMBRIA VILLAGE SQUARE	66779	3/1/2018	1	\$3,431.45	ADM/MONTHLY OFFICE LEASE PMT 1316 TAMSEN 03/2018	01 6075 09
			TOTAL	\$7,638.64		
CANNON CORPORATION	66703	2/16/2018	1	\$678.50	SWF/BRINE BASIN STORMWATER ANALYSIS	40 6080M 11
CANNON CORPORATION	66703	2/16/2018	1	\$1,272.50	SWF/ADDITIONAL STORMWATER ANALYSIS ASSISTANCE	40 6080M 11
CANNON CORPORATION	66746	2/27/2018	1	\$169.00	SWF/BRINE BASIN STORMWATER ANALYSIS	40 6080M 11
			TOTAL	\$2,120.00		
CARMEL & NACCASHA LLP	66575	2/1/2018	1	\$11,100.00	ADM/MONTHLY RETAINER 02/2018	01 6080K 09
CARMEL & NACCASHA LLP	66600	2/2/2018	1	\$7,489.75	ADM/MONTHLY RETAINER FEBRUARY 2018	01 6080K 09
CARMEL & NACCASHA LLP	66768	3/1/2018	1	\$11,100.00	ADM/MONTHLY RETAINER 03/2018	01 6080K 09
			TOTAL	\$29,689.75		
CAROLYN WINFREY	66662	2/2/2018	1	\$2,983.50	SWF/JANUARY 2018 CONSULTING FEES	40 6080M 11
CAROLYN WINFREY	66754	2/27/2018	1	\$6,480.00	SWF/TITLE 22 AND TITLE 27 PERMIT COMPLIANCE	40 6080M 11
			TOTAL	\$9,463.50		
CENTRAL COAST COFFEE ROASTING	66601	2/2/2018	1	\$103.68	F&R/COFFEE SUPPLIES	01 6090 02
CENTRAL COAST COFFEE ROASTING	66704	2/16/2018	1	\$25.92	WW/DARN GOOD COFFEE FOR OFFICE	12 6050 12
CENTRAL COAST COFFEE ROASTING	66704	2/16/2018	1	\$103.68	ADM/COFFEE FOR OFFICE	01 6050 09
			TOTAL	\$233.28		
CHARTER COMMUNICATIONS	66602	2/2/2018	1	\$451.54	ADM/MONTHLY FIBER INTERNET 01/15-02/14/2018	01 6060I 09
CHARTER COMMUNICATIONS	66602	2/2/2018	2	\$87.50	FD/MONTHLY FIBER INTERNET 01/15-02/14/2018	01 6060I 01



## CAMBRIA COMMUNITY SERVICES DISTRICT

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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
CHARTER COMMUNICATIONS	66602	2/2/2018	3	\$87.50	ADM/MONTHLY FIBER INTERNET 01/15-02/14/2018	01 6060I 09
CHARTER COMMUNICATIONS	66602	2/2/2018	4	\$87.50	WD/MONTHLY FIBER INTERNET 01/15-02/14/2018	11 6060I 11
CHARTER COMMUNICATIONS	66602	2/2/2018	5	\$87.50	WW/MONTHLY FIBER INTERNET 01/15-02/14/2018	12 6060I 12
CHARTER COMMUNICATIONS	66602	2/2/2018	1	\$272.80	F&R/INTERNET SERVICE VETS HALL 01/10/18-02/09/18	01 6060I 02
CHARTER COMMUNICATIONS	66602	2/2/2018	2	\$136.93	F&R/INTERNET SERVICE RODEO GRDS 1/10/18-02/09/18	01 6060I 02
CHARTER COMMUNICATIONS	66602	2/2/2018	3	\$243.38	WD/INTERNET SERVICEHEATH LN 1/10/18-02/09/18	11 6060I 11
CHARTER COMMUNICATIONS	66602	2/2/2018	4	\$243.38	WW/INTERNET SERVIE HEATH LANE 01/10-02/09/2018	12 6060I 12
CHARTER COMMUNICATIONS	66602	2/2/2018	5	\$232.93	ADM/INTERNET SERVICE TAMSON 01/10-02/09/2018	01 6060I 09
CHARTER COMMUNICATIONS	66602	2/2/2018	1	\$149.97	WW/COAX INTERNET SERVICE 01/18/18-02/17/18	12 6060I 12
CHARTER COMMUNICATIONS	66705	2/16/2018	1	\$464.23	ADM/MONTHLY FIBER INTERNET 02/15 - 03/14/18	01 6060I 09
CHARTER COMMUNICATIONS	66705	2/16/2018	2	\$87.50	FD/MONTHLY FIBER INTERNET 02/15 - 03/14/18	01 6060I 01
CHARTER COMMUNICATIONS	66705	2/16/2018	3	\$87.50	ADM/MONTHLY FIBER INTERNET 02/15 - 03/14/18	01 6060I 01
CHARTER COMMUNICATIONS	66705	2/16/2018	4	\$87.50	WD/MONTHLY FIBER INTERNET 02/15 - 03/14/18	11 6060I 11
CHARTER COMMUNICATIONS	66705	2/16/2018	5	\$87.50	WW/MONTHLY FIBER INTERNET 02/15 - 03/14/18	12 6060I 12
CHARTER COMMUNICATIONS	66705	2/16/2018	1	\$154.97	WW/COAX INTERNET/VOICE SERV 02/18 - 03/17/18	12 6060I 12
			TOTAL	\$3,050.13		
CINDY CLEVELAND	66722	2/22/2018	1	\$5,560.00	SWF/WEEKLY MONITORING NOV 5-NOV 26/17	40 6080M 11
			TOTAL	\$5,560.00		
CIT BANK, N.A.	66603	2/2/2018	1	\$333.42	FD/MONTHLY PHONE CHARGES	01 6060P 01
CIT BANK, N.A.	66603	2/2/2018	2	\$206.40	ADM/MONTHLY PHONE CHARGES	01 6060P 09
CIT BANK, N.A.	66603	2/2/2018	3	\$113.97	WD/MONTHLY PHONE CHARGES	11 6060P 11
CIT BANK, N.A.	66603	2/2/2018	4	\$113.97	WW/MONTHLY PHONE CHARGES	12 6060P 12
CIT BANK, N.A.	66756	2/28/2018	1	\$333.42	FD/MONTHLY PHONE CHARGES	01 6060P 01
CIT BANK, N.A.	66756	2/28/2018	2	\$206.40	ADM/MONTHLY PHONE CHARGES	01 6060P 09
CIT BANK, N.A.	66756	2/28/2018	3	\$113.97	WD/MONTHLY PHONE CHARGES	11 6060P 11
CIT BANK, N.A.	66756	2/28/2018	4	\$113.97	WD/MONTHLY PHONE CHARGES	12 6060P 12
			TOTAL	\$1,535.52		
CITY NATIONAL BANK	66604	2/2/2018	1	\$19,405.75	WW/REFINANCE 1999 WASTEWATER REVENUE BONDS	12 6180C 12
			TOTAL	\$19,405.75		
CIVIL DESIGN STUDIO INC.	66605	2/2/2018	1	\$800.00	P&R/RAIN EVENT ACTION PLAN 11/3/17, 11/13/17	01 6170 16
CIVIL DESIGN STUDIO INC.	66605	2/2/2018	1	\$400.00	P&R/RAIN EVENT ACTION PLAN 01/02/18	01 6170 16
CIVIL DESIGN STUDIO INC.	66706	2/16/2018	1	\$1,200.00	P&R/JAN RAIN REPORTING ON COMMUNITY PARK	01 6170 16



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CIVIL DESIGN STUDIO INC.	66721	2/22/2018	1	\$1,156.41	P&R/RAIN EVENT ACTION PLAN ANNUAL REPORT	01 6170 16
			TOTAL	\$3,556.41		
CLEATH-HARRIS GEOLOGISTS, INC.	66606	2/2/2018	1	\$3,210.00	SWF/PERSONNEL FOR HYDROGEOLOGIC UPDATE	39 6080M 11
CLEATH-HARRIS GEOLOGISTS, INC.	66815	3/1/2018	1	\$150.00	SWF/IMPOUNDMENT BASIN CONSULTING	40 6031Z 11
			TOTAL	\$3,360.00		
COAST UNIFIED SCHOOL DIST	66723	2/22/2018	1	\$38,624.16	WD/LAND BASE FOR USE OF WELL SITE SR4 HIGH SCHOOL	11 6078 11
			TOTAL	\$38,624.16		
COASTAL COPY, INC.	66608	2/2/2018	1	\$221.53	ADM/CONTRACT OVERAGE 12/14/17-01/13/18	01 6044 09
			TOTAL	\$221.53		
COASTAL ROLLOFF	66607	2/2/2018	1	\$635.56	P&R/ROLL OFF TO REMOVE OLD DOG PARK	01 6170 16
			TOTAL	\$635.56		
CORBIN WILLITS SYSTEMS INC.	66576	2/1/2018	1	\$1,224.12	ADM/MONTHLY SUPPORT AGRMENT - MOM SOFTWARE 02/2018	01 6044 09
CORBIN WILLITS SYSTEMS INC.	66769	3/1/2018	1	\$1,224.12	ADM/MONTHLY SUPPORT AGRMENT - MOM SOFTWARE 03/2018	01 6044 09
			TOTAL	\$2,448.24		
CROSS, JACK	66724	2/22/2018	1	\$258.70	WD/REFUND FOR PERPAID REMODEL FEE APN 022-212-019	11 2420 11
			TOTAL	\$258.70		
CRYSTAL SPRINGS WATER CO.	66609	2/2/2018	1	\$70.85	WW/SM PKG CASE 24 CRV FUEL SURCHARGES	12 6032T 12
CRYSTAL SPRINGS WATER CO.	66609	2/2/2018	1	\$38.71	WW/4 SM PKG CASE OF 24	12 6032T 12
CRYSTAL SPRINGS WATER CO.	66797	3/1/2018	1	\$61.06	WW/DISTILLED WATER BOTTLED WATER	12 6050 12
CRYSTAL SPRINGS WATER CO.	66797	3/1/2018	1	\$56.47	ADM/CASE OF 24 BOTTLED WATER	01 6050 09
CRYSTAL SPRINGS WATER CO.	66797	3/1/2018	1	\$46.70	WW/SPRING DRINKING WATER	12 6050 12
CRYSTAL SPRINGS WATER CO.	66797	3/1/2018	1	\$29.82	WW/FUEL CHARGE CASE OF 24 BOTTLED WATER	12 6050 12
CRYSTAL SPRINGS WATER CO.	66797	3/1/2018	1	\$25.93	WW/FUEL SURCHARGE AND LATE FEE	12 6050 12
			TOTAL	\$329.54		



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CULLIGAN-KITZMAN WATER	66816	3/1/2018	1	\$82.50	FD/HICAP SOFTENER RO SERVICE 14 DAY SERVICE	01 6033B 01
			TOTAL	\$82.50		
DAVID CRYE, INC	66725	2/22/2018	1	\$224.50	F&R/RIP RAP-B CLASS II-B ONE LOAD EACH	01 6033R 02
			TOTAL	\$224.50		
DIANA'S CLEANING SERVICES	66798	3/1/2018	1	\$375.00	WW/JANUARY CLEANING SERVICE FOR HEALTH LANE	12 6033B 12
			TOTAL	\$375.00		
ERNEST PACKAGING SOLUTIONS	66726	2/22/2018	1	\$325.85	FD/WAREWASH, LAUNDRY DETERGENT, SPONGE	01 6090 01
ERNEST PACKAGING SOLUTIONS	66829	3/2/2018	1	\$627.43	FD/FIRE STATION OPERATING SUPPLIES	01 6090 01
			TOTAL	\$953.28		
FARM SUPPLY COMPANY	66799	3/1/2018	1	\$160.86	F&R/TANK HORIZONTAL LEG WHITE	01 6033G 02
			TOTAL	\$160.86		
FERGUSON ENTERPRISES, INC #135	66612	2/2/2018	1	\$945.98	WD/G-5GR 10 VLV BX GRD RNG (18)	11 6031V 11
FERGUSON ENTERPRISES, INC #135	66612	2/2/2018	1	\$202.26	SWF/2 X 9 BLK CI 125# THRD COMP FLG MJFLG C153 ADP	40 6031Z 11
FERGUSON ENTERPRISES, INC #135	66727	2/22/2018	1	\$179.31	SWF/4 SS STIFFENER INS F/IPS	40 6031Z 11
FERGUSON ENTERPRISES, INC #135	66727	2/22/2018	1	\$611.59	WD/PVC ELLS 4X6 GALVANIZED NIPPLES COUPLINGS	11 6031D 11
FERGUSON ENTERPRISES, INC #135	66727	2/22/2018	1	\$479.21	SWF/DECHANCE WORK PIPE, STRUT CLAMP, GASKET	40 6031Z 11
FERGUSON ENTERPRISES, INC #135	66747	2/27/2018	1	\$9.21	SWF/GALVANIZED COUPLING	40 6031Z 11
FERGUSON ENTERPRISES, INC #135	66817	3/1/2018	1	\$445.99	SWF/1 UNIVERSAL RELEASE VALVE	40 6031Z 11
			TOTAL	\$2,873.55		
FGL ENVIRONMENTAL INC.	66613	2/2/2018	1	\$631.00	WW/INORGANIC ORGANIC AND SUPPORT ANALYSIS 12/05/17	12 6091 12
FGL ENVIRONMENTAL INC.	66613	2/2/2018	1	\$244.00	WW/INORGANIC AND SUPPORT ANALYSIS 12/05/17	12 6091 12
FGL ENVIRONMENTAL INC.	66613	2/2/2018	1	\$95.00	WD/BACTI AND SUPPORT ANALYSIS 12/26/17	11 6091 11
FGL ENVIRONMENTAL INC.	66613	2/2/2018	1	\$20.00	WD/BACTI ANALYSIS 12/26/17	11 6091 11
FGL ENVIRONMENTAL INC.	66613	2/2/2018	1	\$115.00	WD/BACTI AND SUPPORT ANALYSIS 01/02/18	11 6091 11
FGL ENVIRONMENTAL INC.	66818	3/1/2018	1	\$95.00	WD/BACTI AND SUPPORT ANALYSIS 01/22/18	11 6091 11
FGL ENVIRONMENTAL INC.	66845	3/8/2018	1	\$95.00	WD/BACTI AND SUPPORT ANALYSIS 01/09/18	11 6091 11
FGL ENVIRONMENTAL INC.	66845	3/8/2018	1	\$95.00	WD/BACTI AND SUPPORT ANALYSIS 01/16/2018	11 6091 11
FGL ENVIRONMENTAL INC.	66845	3/8/2018	1	\$95.00	WD/BACTI AND SUPPORT ANALYSIS 01/30/18	11 6091 11



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FGL ENVIRONMENTAL INC.	66845	3/8/2018	1	\$115.00	WD/BACTIC AND SUPPORT ANALYSIS 02/06/18	11 6091 11
				TOTAL	\$1,600.00	
FIRST BANKCARD	66699	2/16/2018	1	\$0.00	F&R/C MENDOZA VISA CHARGES JANUARY 2018	01 6115 02
FIRST BANKCARD	66699	2/16/2018	2	\$57.31	F&R/LUNCH MEETING WITH RAY ROCHA VETS HALL FLOOR	01 6115 02
FIRST BANKCARD	66699	2/16/2018	3	\$107.24	F&R/BLACK MANAGERS CHAIR FOR BOARD MEETINGS	01 6115 09
FIRST BANKCARD	66699	2/16/2018	1	\$0.00	ADM/J GRUBER VISA CHARGES JANUARY 2018	01 6115 09
FIRST BANKCARD	66699	2/16/2018	2	\$7.42	ADM/MEETING WITH DISTRICT COUNSEL	01 6115 09
FIRST BANKCARD	66699	2/16/2018	3	\$25.64	ADM/STANDARD CALENDAR AND PLANNER 2018	01 6050 09
FIRST BANKCARD	66699	2/16/2018	1	\$0.00	FD/E TORLANO VISA CHARGES JANUARY 2018	01 6124 01
FIRST BANKCARD	66699	2/16/2018	2	\$74.35	FD/FLOWERS FOR LT. UPHON	01 6124 01
FIRST BANKCARD	66699	2/16/2018	1	\$0.00	ADM/M MADRID VISA CHARGES JANUARY 2018	01 6050 09
FIRST BANKCARD	66699	2/16/2018	2	\$313.79	ADM/TONER CARTRIDGES FOR ADMIN ASST PRINTER	01 6050 09
FIRST BANKCARD	66699	2/16/2018	3	\$105.09	ADM/WW OPERATOR IN TRAINING INTERVIEWS	01 6115 09
FIRST BANKCARD	66699	2/16/2018	4	\$180.00	ADM/ANNUAL GOV GAAP UPDATE R HERNANDEZ	01 6120E 09
FIRST BANKCARD	66699	2/16/2018	5	\$5.41	ADM/SPECIAL DISTRICT BOARD MEMBER HANDBOOK	01 6120D 09
FIRST BANKCARD	66699	2/16/2018	6	\$31.95	ADM/FOOD FOR MEETING	01 6115 09
FIRST BANKCARD	66699	2/16/2018	7	\$18.01	ADM/GOING AWAY PARTY FOR CAROLYN WINFREY	01 6115 09
FIRST BANKCARD	66699	2/16/2018	8	\$32.30	ADM/GOING AWAY PARTY FOR CAROLYN WINFREY	01 6115 09
FIRST BANKCARD	66699	2/16/2018	9	\$83.98	ADM/GOING AWAY PARTY FOR CAROLYN WINFREY	01 6115 09
FIRST BANKCARD	66699	2/16/2018	10	\$31.91	ADM/LATE WORK ON AGENDA DISTRIBUTION	01 6115 09
FIRST BANKCARD	66699	2/16/2018	11	\$255.55	ADM/GOING AWAY PARTY FOR CAROLYN WINFREY	01 6115 09
FIRST BANKCARD	66699	2/16/2018	12	\$23.90	ADM/MEAD SPIRAL NOTEBOOKS PASTEL COLORS	01 6115 09
FIRST BANKCARD	66699	2/16/2018	13	\$15.00	FD/RESERVE FIREFIGHTER RECRUITMENT	01 6125 09
FIRST BANKCARD	66699	2/16/2018	14	\$14.99	ADM/ACROBAT PRO MONTHLY SUBSCRIPTION SALVI	01 6060I 09
FIRST BANKCARD	66699	2/16/2018	15	\$70.00	ADM/PUBLIC AGENCY LEGISLATIVE UPDATE DODSON	01 6120E 09
FIRST BANKCARD	66699	2/16/2018	16	\$70.00	ADM/PUBLIC AGENCY LEGISLATIVE UPDATE MADRID	01 6120E 09
FIRST BANKCARD	66699	2/16/2018	17	\$70.00	ADM/PUBLIC AGENCY LEGISLATIVE UPDATE HERNANDEZ	01 6120E 09
FIRST BANKCARD	66699	2/16/2018	18	\$105.00	FD/RESERVE FIREFIGHTER RECRUITMENT	01 6125 09
FIRST BANKCARD	66699	2/16/2018	19	\$107.34	ADM/REG BOARD MTG CLOSED SESSION DINNER	01 6115 09
FIRST BANKCARD	66699	2/16/2018	20	\$22.34	ADM/REG BOARD MTG CLOSED SESSION FOOD	01 6115 09
FIRST BANKCARD	66699	2/16/2018	21	\$12.92	ADM/EMPLOYEE RECOGNITION M BLAND	01 6124 09
FIRST BANKCARD	66699	2/16/2018	22	\$98.90	ADM/NETWORK CAMERA SOFTWARE	01 6060I 09
FIRST BANKCARD	66699	2/16/2018	1	\$0.00	FD/D MCCRAIN VISA CHARGES JANUARY 2018	01 6041L 01
FIRST BANKCARD	66699	2/16/2018	2	\$12.99	FD/6 PACK ATZILOOSE PEN HOLDER FOR DASHBOARD	01 6041L 01
FIRST BANKCARD	66699	2/16/2018	3	\$24.87	FD/PREMIUM BLANK PVC CARDS FOR ID BADGES	01 6050 01
FIRST BANKCARD	66699	2/16/2018	4	\$208.00	FD/CUESTA EMS LIFE SUPPORT COURSES MAY/APR 2018	01 6120E 01
FIRST BANKCARD	66699	2/16/2018	5	\$40.35	FD/AMERICANA COTTON US FLAG	01 6090 01
FIRST BANKCARD	66699	2/16/2018	1	\$0.00	FD/W HOLLINGSWORTH VISA CHARGES JANUARY 2018	01 6054 01



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FIRST BANKCARD	66699	2/16/2018	2	\$18.00	FD/FULLCRUMAPP MONTHLY CHARGES	01 6054 01
FIRST BANKCARD	66699	2/16/2018	1	\$0.00	FD/J GIBSON VISA CHARGES JANUARY 2018	01 6090 01
FIRST BANKCARD	66699	2/16/2018	2	\$289.37	FD/WALL MOUNTED ENCLOSED HINGED MESSAGE BOARDS	01 6090 01
FIRST BANKCARD	66699	2/16/2018	1	\$0.00	ADM/R GRESENS VISA CHARGES JANUARY 2018	12 6170F 12
FIRST BANKCARD	66699	2/16/2018	2	\$146.42	WW/UPWORK DRAFTING WORK FOR EFFLUENT SCREEN	12 6170F 12
FIRST BANKCARD	66699	2/16/2018	3	\$524.03	WW/UPWORK DRAFTING WORK FOR EFFLUENT SCREEN	12 6170F 12
FIRST BANKCARD	66699	2/16/2018	4	\$184.95	WW/UPWORK DRAFTING WORK FOR EFFLUENT SCREEN	12 6170F 12
FIRST BANKCARD	66699	2/16/2018	5	\$131.01	WW/UPWORK DRAFTING WORK FOR EFFLUENT SCREEN	12 6170F 12
FIRST BANKCARD	66699	2/16/2018	6	\$1,201.01	SWF/FILLED GRAVEL BAGS YELLOW FILAMENT 200 COUNT	39 6170E 11
FIRST BANKCARD	66699	2/16/2018	7	\$59.99	ADM/HIGHTAIL PRO ACCOUNT SERVICES	01 6060I 09
FIRST BANKCARD	66699	2/16/2018	8	\$14.99	ADM/ADOBE ACROBAT PRO 9.5 MONTHLY SERVICES GRESENS	01 6060I 09
FIRST BANKCARD	66699	2/16/2018	9	\$14.99	ADM/ADOBE ACROBAT PRO 9.5 MONTHLY SERVICES BLAND	01 6060I 09
FIRST BANKCARD	66740	2/26/2018	1	\$0.00	ADM/M MADRID VISA CHARGES INTERIM PAYMENT	01 6115 09
FIRST BANKCARD	66740	2/26/2018	2	\$27.94	ADM/BOARD MEETING LUNCH	01 6115 09
FIRST BANKCARD	66740	2/26/2018	3	\$9.63	ADM/BOARD MEETING LUNCH	01 6115 09
FIRST BANKCARD	66740	2/26/2018	4	\$200.00	WD/WATER SYSTEMS OPERATOR T3/D2 ADVERTISEMENT	11 6125 11
FIRST BANKCARD	66740	2/26/2018	5	\$349.00	WD/WATER SYSTEMS OPERATOR T3/D2 JOB POSTING	11 6125 11
FIRST BANKCARD	66740	2/26/2018	6	\$14.99	ADM/ADOBE ACROBAT PRO MONTHLY SUBSCRIPTION	01 6060I 09
FIRST BANKCARD	66740	2/26/2018	7	\$400.00	ADM/2018 LCW ANNUAL CONFERENCE SAN FRANCISCO HD	01 6120E 09
FIRST BANKCARD	66740	2/26/2018	8	\$400.00	ADM/2018 LCW ANNUAL CONFERENCE SAN FRANCISCO MM	01 6120E 09
FIRST BANKCARD	66740	2/26/2018	9	\$69.42	ADM/ECO PRODUCTS WOODEN STIR STICKS PLATES	01 6115 09
FIRST BANKCARD	66740	2/26/2018	10	\$132.92	ADM/BUSINESS MEETING IN FRESNO	01 6120E 09
FIRST BANKCARD	66740	2/26/2018	11	\$105.00	ADM/WATER SYSTEMS OPERATOR T3/D2 BOXWOOD	11 6125 11
FIRST BANKCARD	66740	2/26/2018	12	\$8.99	ADM/CLOSED SESSION REFRESHMENTS	01 6115 09
FIRST BANKCARD	66740	2/26/2018	13	\$42.95	ADM/FRUIT AND CROISSANTS FOR STAFF MEETING	01 6115 09
FIRST BANKCARD	66740	2/26/2018	14	\$72.98	ADM/SPECIAL BOARD MEETING LUNCH	01 6115 09
FIRST BANKCARD	66740	2/26/2018	15	\$37.23	ADM/SPECIAL BOARD MEETING LUNCH	01 6115 09
FIRST BANKCARD	66740	2/26/2018	16	\$26.99	ADM/CLOSED SESSION	01 6115 09
FIRST BANKCARD	66740	2/26/2018	17	\$249.00	WD/JOB POSTING WATER SYSTEMS OPERATOR T3/D2 AWWA	11 6125 11
FIRST BANKCARD	66740	2/26/2018	18	\$107.74	ADM/OFFICE CHAIR FOR J GRUBER	01 6050 01
FIRST BANKCARD	66740	2/26/2018	19	\$107.74	ADM/OFFICE CHAIR FOR ADMIN TECH III	01 6050 09
FIRST BANKCARD	66740	2/26/2018	20	\$721.50	WD/JOB POSTING	11 6125 11
FIRST BANKCARD	66740	2/26/2018	21	\$31.39	ADM/CONFIDENTIAL ADMIN ASSISTANT WIRELESS KEYBOARD	01 6050 09

TOTAL \$7,926.72

FISKE, WAYNE	66614	2/2/2018	1	\$2,699.90	WD/DEPOSIT REFUND APN 023.204.071	11 2420 11
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TOTAL \$2,699.90



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FLUID RESOURCE MANAGEMENT	66800	3/1/2018	1	\$250.00	WW/ON CALL BACKUP 01/25/18 - 01/29/18	12 6080M 12
			TOTAL	\$250.00		
FORD MOTOR CREDIT COMPANY LLC	66710	2/16/2018	1	\$637.09	F&R/2016 FORD-250 WITH UTILITY BODY	01 2516 02
			TOTAL	\$637.09		
FRED PRYOR SEMINARS	66615	2/2/2018	1	\$99.00	ADM/MANAGING MULTIPLE PRIORITIES C. COX 4/6/18	01 6120E 09
			TOTAL	\$99.00		
GERBER'S AUTO SERVICE	66617	2/2/2018	1	\$53.08	WD/2013 FORD F250 OIL CHANGE	11 6041L 11
GERBER'S AUTO SERVICE	66617	2/2/2018	1	\$51.46	F&R/1999 FORD F150 OIL CHANGE	01 6041L 02
GERBER'S AUTO SERVICE	66617	2/2/2018	1	\$51.32	F&R/2016 FORD F250 SD OIL CHANGE	01 6041L 02
GERBER'S AUTO SERVICE	66617	2/2/2018	1	\$45.00	F&R/REPAIR TAILGATE 1999 FORD F150	01 6041L 02
GERBER'S AUTO SERVICE	66748	2/27/2018	1	\$83.27	F&R/FORD F350SD OIL CHANGE AND TIRE ROTATION	01 6041L 02
GERBER'S AUTO SERVICE	66819	3/1/2018	1	\$70.30	WW/FORD F-150 OIL CHANGE AND REPLACE WIPER BLADES	12 6041L 12
			TOTAL	\$354.43		
GIBSON, JOHNATHAN	66830	3/2/2018	1	\$150.00	FD/DMV MEDICAL EXAMINERS PHYSICAL	01 6120A 01
			TOTAL	\$150.00		
GRESENS, ROBERT C.	66578	2/1/2018	1	\$100.00	WD/MONTHLY CELL PHONE REIMBURSEMENT 02/2018	11 6060C 11
GRESENS, ROBERT C.	66771	3/1/2018	1	\$100.00	WD/MONTHLY CELL PHONE REIMBURSEMENT 03/2018	11 6060C 11
			TOTAL	\$200.00		
GRUBER, JEROME	66579	2/1/2018	1	\$100.00	ADM/MONTHLY CELL PHONE REIMBURSEMENT 02/2018	01 6060C 09
GRUBER, JEROME	66772	3/1/2018	1	\$100.00	ADM/MONTHLY CELL PHONE REIMBURSEMENT 03/2018	01 6060C 09
			TOTAL	\$200.00		
GSOLUTIONZ, INC.	66618	2/2/2018	1	\$150.00	ADM/VOICEMAIL TRANSFERRING ISSUE AT FRONT DESK	01 6060P 09
GSOLUTIONZ, INC.	66618	2/2/2018	1	\$75.00	ADM/ADMIN OFFICE PHONE NAME CHANGE	01 6060P 09
			TOTAL	\$225.00		



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H2O INNOVATION USA, INC.	66619	2/2/2018	1	\$500.00	SWF/SPMC PACKAGE	40 6031Z 11
			TOTAL	\$500.00		
HACH COMPANY	66620	2/2/2018	1	\$500.00	SWF/DR3900 TRAINING	40 6080M 11
			TOTAL	\$500.00		
HALEY DODSON	66577	2/1/2018	1	\$100.00	ADM/MONTHLY CELL PHONE REIMBURSMENT 02/2018	01 6060C 09
HALEY DODSON	66611	2/2/2018	1	\$3.48	ADM/PICKUP SPECIAL BOARD MEETING DINNER	01 6115 09
HALEY DODSON	66709	2/16/2018	1	\$10.22	ADM/MILEAGE REIMBURSEMENT AGENDA BINDERS VETS HALL	01 6115 09
HALEY DODSON	66709	2/16/2018	2	\$60.43	ADM/MILEAGE REIMB LCW WORKSHOPS DAVIS AUTO SHOP	01 6115 09
HALEY DODSON	66757	2/28/2018	1	\$10.45	ADM/H DODSON MILEAGE REIMBURSEMENT BOARD MEETING	01 6115 09
HALEY DODSON	66770	3/1/2018	1	\$100.00	ADM/MONTHLY CELL PHONE REIMBURSMENT 03/2018	01 6060C 09
HALEY DODSON	66828	3/2/2018	1	\$1.96	ADM/MILEAGE REIMB FOR BOARD MTG VETS HALL	01 6115 09
HALEY DODSON	66828	3/2/2018	1	\$160.58	ADM/ANNUAL PUBLIC SECTOR EMPLOYMENT LAW CONFEREN	01 6120E 09
HALEY DODSON	66828	3/2/2018	1	\$208.21	ADM/ANNUAL PUBLIC SECTOR EMPLOYMENT LAW CONFEREN	01 6120E 09
			TOTAL	\$655.33		
HARVEYS HONEYHUTS	66729	2/22/2018	1	\$279.23	F&R/TOILET RENTALS HANDWASH STATION RENTAL	01 6033B 02
HARVEYS HONEYHUTS	66729	2/22/2018	1	\$279.23	F&R/TOILET AND HANDWASH STATION RENTAL	01 6033B 02
			TOTAL	\$558.46		
HD SUPPLY FACILITIES MAINTENAN	66656	2/2/2018	1	\$1,062.03	SWF/VARIABLE VOLUME PIPET FILTER PAPER PYREX CYLIN	40 6031Z 11
HD SUPPLY FACILITIES MAINTENAN	66656	2/2/2018	1	\$314.61	SWF/PIPET TIPS	40 6031Z 11
HD SUPPLY FACILITIES MAINTENAN	66656	2/2/2018	1	\$201.49	WW/WINCH CABLE W/SAFETY HOOK	12 6032T 12
HD SUPPLY FACILITIES MAINTENAN	66656	2/2/2018	1	\$51.09	SWF/PIPET TIPS	40 6031Z 11
HD SUPPLY FACILITIES MAINTENAN	66656	2/2/2018	1	\$110.60	SWF/POLYPROPYLENE VOLUMETRIC FLASK	40 6031Z 11
HD SUPPLY FACILITIES MAINTENAN	66826	3/1/2018	1	\$341.80	SWF/HACH TNT + BORON	40 6031Z 11
HD SUPPLY FACILITIES MAINTENAN	66826	3/1/2018	1	\$425.46	SWF/STAINLESS STEEL PIPETTOR STAND	40 6031Z 11
HD SUPPLY FACILITIES MAINTENAN	66826	3/1/2018	1	\$823.07	SWF/HIGH SECURITY MASTER LOCK FLOMATIC AIR RELEASE	40 6031Z 11
HD SUPPLY FACILITIES MAINTENAN	66826	3/1/2018	1	-\$304.59	SWF/VARIABLE VOLUME PIPET	40 6031Z 11
HD SUPPLY FACILITIES MAINTENAN	66826	3/1/2018	1	\$222.92	WW/CALGAS H2S 505 METHANE 95 OXYGEN	12 6032L 12
HD SUPPLY FACILITIES MAINTENAN	66826	3/1/2018	1	\$338.42	SWF/ANTIMAGNETIC TWEEZERS LONG HANDELED DIPPER	40 6031Z 11
HD SUPPLY FACILITIES MAINTENAN	66854	3/8/2018	1	\$185.96	REDUCER/COUPLER ADAPTER HOSE SHANK COUPLING	12 6041V 12
HD SUPPLY FACILITIES MAINTENAN	66854	3/8/2018	1	\$175.28	SWF/HIGH SECURITY MASTER LOCK KEY TO 3704	40 6031Z 11
			TOTAL	\$3,948.14		



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HERNANDEZ, RUDY	66580	2/1/2018	1	\$100.00	ADM/MONTHLY CELL PHONE REIMBURSEMENT 02/2018	01 6060C 09
HERNANDEZ, RUDY	66717	2/16/2018	1	\$1,224.19	ADM/REIMB TRAVEL EXP FOR ANNUAL CSMFO CONFERENCE	01 6120E 09
HERNANDEZ, RUDY	66773	3/1/2018	1	\$100.00	ADM/MONTHLY CELL PHONE REIMBURSEMENT 03/2018	01 6060C 09
			TOTAL	\$1,424.19		
HOLLINGSWORTH, WILLIAM	66581	2/1/2018	1	\$100.00	FD/MONTHLY CELL PHONE REIMBURSEMENT 02/2018	01 6060C 01
HOLLINGSWORTH, WILLIAM	66774	3/1/2018	1	\$100.00	FD/MONTHLY CELL PHONE REIMBURSEMENT 03/2018	01 6060C 01
			TOTAL	\$200.00		
HOME DEPOT CREDIT SERVICE	66730	2/22/2018	1	\$402.38	F&R/PINE PLYWOOD ZINC CHAIN, BLOW GUN, DROP CLOTH	01 6033R 02
			TOTAL	\$402.38		
INNOVATIVE CONCEPTS	66582	2/1/2018	1	\$25.00	ADM/CIS HOSTING 02/2018	01 6044 09
INNOVATIVE CONCEPTS	66582	2/1/2018	2	\$25.00	FD/FIRE WEBSITE HOSTING 02/2018	01 6044 01
INNOVATIVE CONCEPTS	66775	3/1/2018	1	\$25.00	ADM/CIS HOSTING 03/2018	01 6044 09
INNOVATIVE CONCEPTS	66775	3/1/2018	2	\$25.00	FD/FIRE WEBSITE HOSTING 03/2018	01 6044 01
			TOTAL	\$100.00		
J B DEWAR INC.	66622	2/2/2018	1	\$1,894.55	FD/163 GALLONS GAS DELIVERED 01-10-18	01 6096 01
J B DEWAR INC.	66622	2/2/2018	1	\$1,139.02	F&R/370 GALLONS GAS DELIVERED 01-10-18	01 6096 02
J B DEWAR INC.	66622	2/2/2018	1	\$1,078.08	FD/300 GALLONS DIESEL DELIVERED 01/24/18	01 6096 01
J B DEWAR INC.	66711	2/16/2018	1	\$1,605.93	F&R/300 GLS GASOLINE 175 GLS DIESEL	01 6096 02
J B DEWAR INC.	66731	2/22/2018	1	\$983.34	F&R/320 GALLONS GAS	01 6096 02
J B DEWAR INC.	66820	3/1/2018	1	\$38.93	FD/DIESEL EXHAUST FLUID	01 6096 01
J B DEWAR INC.	66820	3/1/2018	1	\$1,212.09	FD/50 GALS GASOLINE 300 GALS DIESEL	01 6096 01
J B DEWAR INC.	66820	3/1/2018	1	\$1,089.58	F&R/345 GALS OF GASOLINE	01 6096 02
J B DEWAR INC.	66832	3/2/2018	1	\$1,214.03	FD/150 GALS GASOLINE 200 GALS DIESEL	01 6096 01
			TOTAL	\$10,255.55		
JOHN ALLCHIN	66572	2/1/2018	1	\$45.00	WW/MONTHLY CELL PHONE REIMBURSEMENT 02/2018	12 6060C 12
JOHN ALLCHIN	66765	3/1/2018	1	\$45.00	WW/MONTHLY CELL PHONE REIMBURSEMENT 03/2018	12 6060C 12
			TOTAL	\$90.00		

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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
JOHN DEERE FINANCIAL	66583	2/1/2018	1	\$522.49	F&R/MONTHLY PMT COMPACT UTILITY TRACTOR 02/2018	01 2513 02
JOHN DEERE FINANCIAL	66776	3/1/2018	1	\$522.49	F&R/MONTHLY PMT COMPACT UTILITY TRACTOR 03/2018	01 2513 02
			TOTAL	\$1,044.98		
KEEN, BRENDA	66623	2/2/2018	1	\$61.04	WD/TRANSFER FEES REFUND 022.232.016 TO 022.171.027	11 2420 11
			TOTAL	\$61.04		
KUGLER, KAREN	66624	2/2/2018	1	\$122.08	WD/TRANSFER FEE REFUND 022.232.016 TO 022.171.027	11 2420 11
			TOTAL	\$122.08		
L.N. CURTIS & SONS	66627	2/2/2018	1	\$1,682.75	FD/BOOTS AND GLOVES	01 6220P 01
L.N. CURTIS & SONS	66627	2/2/2018	1	\$6,910.12	FD/BOOTS	01 6220P 01
L.N. CURTIS & SONS	66627	2/2/2018	1	\$772.20	FD/LAR PHOENIX GAUNTLETSTRUCTURE GLOVE	01 6220P 01
L.N. CURTIS & SONS	66627	2/2/2018	1	\$1,418.92	FD/REPLACEMENT PPE HELMETS	01 6220P 01
L.N. CURTIS & SONS	66802	3/1/2018	1	\$261.86	FD/ROPE RESCUE MANUALS 4TH EDITION FIELD GUIDE	01 6090 01
L.N. CURTIS & SONS	66821	3/1/2018	1	\$6,081.08	FD/MSA CAIRNS HELMETS C-TRD-B4B4A122100	01 6220P 01
L.N. CURTIS & SONS	66821	3/1/2018	1	\$386.10	FD/XSMA BLA PHOENIX STRUCT GLOVES GAUNTLET	01 6220P 01
L.N. CURTIS & SONS	66821	3/1/2018	1	\$1,686.48	FD/XLONG COBRA ULTIMATE 2 PLY HOOD CAROBON SHIELD	01 6220P 01
L.N. CURTIS & SONS	66833	3/2/2018	1	\$406.48	FD/CAL-OSHA NFPA PULL ON STRUCTURAL BOOTS	01 6220P 01
L.N. CURTIS & SONS	66833	3/2/2018	1	\$10,794.71	FD/G-XCEL PANTS - GLOBE CUSTOM	01 6220P 01
			TOTAL	\$30,400.70		
LIBERTY COMPOSTING, INC.	66801	3/1/2018	1	\$5,884.92	WW/TIPPING FEES BIOSOLIDS JANUARY 2018	12 6032S 12
			TOTAL	\$5,884.92		
LIEBERT CASSIDY WHITMORE	66625	2/2/2018	1	\$5,341.00	ADM/CLIENT MATTER NO: CA131-0008	01 6080L 09
LIEBERT CASSIDY WHITMORE	66759	2/28/2018	1	\$455.00	ADM/CLIENT MATTER NO. CA131-00008	01 6080L 09
LIEBERT CASSIDY WHITMORE	66759	2/28/2018	1	\$175.00	ADM/CLIENT MATTER CA131-00002	01 6080L 09
LIEBERT CASSIDY WHITMORE	66759	2/28/2018	1	\$1,225.00	ADM/CLIENT MATTER NO. CA131-00008	01 6080L 09
LIEBERT CASSIDY WHITMORE	66759	2/28/2018	1	\$70.00	ADM/CLIENT MATTER CA131-00009	01 6080L 09
			TOTAL	\$7,266.00		
LIFE-ASSIST, INC.	66626	2/2/2018	1	\$67.57	FD/FLUIDSHIELD MASK W WRAPAROUND & PROCEDURE MASK	01 6089 01
LIFE-ASSIST, INC.	66626	2/2/2018	1	\$68.30	FD/EPINEPHRINE SYRINGE	01 6089 01



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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
			TOTAL	\$135.87		
LUTFEY, DOUGLAS & SANDRA KING	66628	2/2/2018	1	\$61.04	WD/TRANSFER REFUND 022.232.016 TO 022.171.027	11 2420 11
			TOTAL	\$61.04		
MADRID, MONIQUE	66584	2/1/2018	1	\$100.00	ADM/MONTHLY CELL PHONE REIMBURSEMENT 02/2018	01 6060C 09
MADRID, MONIQUE	66760	2/28/2018	1	\$82.36	ADM/M MADRID REIMBURSEMENT FOR CLOVIS TRAINING	01 6120E 09
MADRID, MONIQUE	66777	3/1/2018	1	\$100.00	ADM/MONTHLY CELL PHONE REIMBURSEMENT 03/2018	01 6060C 09
MADRID, MONIQUE	66834	3/2/2018	1	\$30.00	ADM/ANNUAL PUBLIC SECTOR EMPLOYMENT LAW CONFERENC	01 6120E 09
MADRID, MONIQUE	66838	3/2/2018	1	\$15.00	ADM/ANNUAL PUBLIC SECTOR EMPLOYMENT LAW CONFERENC	01 6120E 09
			TOTAL	\$327.36		
MED-STOPS MEDICAL CLINIC, INC	66630	2/2/2018	1	\$220.00	ADM/EMPLOYMENT RECRUITMENT PHYSICAL	01 6125 09
MED-STOPS MEDICAL CLINIC, INC	66713	2/16/2018	1	\$285.00	ADM/POST OFFER PHYSICAL	01 6125 09
MED-STOPS MEDICAL CLINIC, INC	66803	3/1/2018	1	\$25.00	FD/TB/PPD SKIN TEST	01 6120A 01
			TOTAL	\$530.00		
MENDOZA, CARLOS	66585	2/1/2018	1	\$22.50	ADM/MONTHLY CELL PHONE REIMBURSEMENT 02/2018	01 6060C 09
MENDOZA, CARLOS	66585	2/1/2018	2	\$22.50	F&R/MONTHLY CELL PHONE REIMBURSEMENT 02/2018	01 6060C 02
MENDOZA, CARLOS	66778	3/1/2018	1	\$22.50	ADM/MONTHLY CELL PHONE REIMBURSEMENT 03/2018	01 6060C 09
MENDOZA, CARLOS	66778	3/1/2018	2	\$22.50	F&R/MONTHLY CELL PHONE REIMBURSEMENT 03/2018	01 6060C 02
			TOTAL	\$90.00		
MICHELLE DYER	66590	2/2/2018	1	\$988.91	WD/PERMA NOVA REFILL DELO EP2	11 6031P 11
MICHELLE DYER	66590	2/2/2018	1	\$412.89	WW/SERVICE SAFETY CABINETS & UNIVERSAL FILTERS	12 6032T 12
MICHELLE DYER	66813	3/1/2018	1	\$94.03	F&R/SERVICE SAFETY CABINETS EARPLUGS WITH CORD	01 6090 02
			TOTAL	\$1,495.83		
MINER'S ACE HARDWARE	66665	2/8/2018	1	\$46.95	F&R/RECPT SURFACE MNT 50A ADAPTER CONNECTOR	01 6033B 02
MINER'S ACE HARDWARE	66732	2/22/2018	1	\$285.59	F&R/MOTION SEC LIGHT STAKES GROMULCH	01 6033R 02
MINER'S ACE HARDWARE	66822	3/1/2018	1	\$46.95	F&R/RECEPTICLE SURFACE MOUNT ADAPTER	01 6033B 02
			TOTAL	\$379.49		

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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
MISSION LINEN SUPPLY	66631	2/2/2018	1	\$68.10	WD/TOWELS AND RUGS	11 6094 11
MISSION LINEN SUPPLY	66631	2/2/2018	1	\$14.00	WW/TOWELS AND RUGS	12 6033B 12
MISSION LINEN SUPPLY	66631	2/2/2018	1	\$68.10	WD/TOWELS AND RUGS	11 6094 11
MISSION LINEN SUPPLY	66631	2/2/2018	1	\$14.00	WW/TOWELS AND RUGS	12 6033B 12
MISSION LINEN SUPPLY	66631	2/2/2018	1	\$68.10	WD/TOWELS AND RUGS	11 6094 11
MISSION LINEN SUPPLY	66631	2/2/2018	1	\$14.00	WW/TOWELS AND RUGS	12 6033B 12
MISSION LINEN SUPPLY	66631	2/2/2018	1	\$14.00	WW/TOWELS AND RUGS	12 6033B 12
MISSION LINEN SUPPLY	66733	2/22/2018	1	\$68.10	WD/TOWELS, CAN LINERS, WET MOP, BATH TISSUE	11 6094 11
MISSION LINEN SUPPLY	66733	2/22/2018	1	\$14.00	WW/TOWELS AND RUGS	12 6033B 12
MISSION LINEN SUPPLY	66749	2/27/2018	1	\$70.52	WD/TOWELS AND RUGS AND OPERATING SUPPLIES	11 6094 11
MISSION LINEN SUPPLY	66749	2/27/2018	1	\$14.00	WW/TOWEL AND RUGS	12 6033B 12
MISSION LINEN SUPPLY	66749	2/27/2018	1	\$543.74	WW/SHIRTS OUTERWEAR JASON VORMBAUM	12 6094 12
MISSION LINEN SUPPLY	66804	3/1/2018	1	\$82.84	WD/TOWELS MATS MOPS GLOVES	11 6094 11
MISSION LINEN SUPPLY	66804	3/1/2018	1	\$68.10	WD/TOWELS AND RUGS	11 6094 11
MISSION LINEN SUPPLY	66804	3/1/2018	1	\$14.00	WW/RUGS	12 6033B 12
MISSION LINEN SUPPLY	66804	3/1/2018	1	\$14.00	WW/MATS	12 6033B 12
TOTAL				\$1,149.60		
McKARNEY, NANCY	66629	2/2/2018	1	\$96.53	ADM/BUSINESS CARDS AT4 & BOARD OF DIRECTOR	01 6053 09
McKARNEY, NANCY	66712	2/16/2018	1	\$270.00	ADM/WEBPAGE SUPPORT SIX HOURS	01 6044 09
TOTAL				\$366.53		
O'NEILL WETSUITS, LLC	66633	2/2/2018	1	\$47.69	FD/WETSUIT BOOTS MCCRAIN	01 6220S 01
O'NEILL WETSUITS, LLC	66806	3/1/2018	1	\$192.29	FD/ONE "HEAT" WESTSUIT	01 6220S 01
TOTAL				\$239.98		
OASIS EQUIPMENT RENTAL	66805	3/1/2018	1	\$165.00	F&R/AUGER ATTACHMENT FOR MINI SKID	01 6070 02
TOTAL				\$165.00		
OFFICE DEPOT CORPORATE	66632	2/2/2018	1	\$133.60	ADM/DATE STAMPS DRY ERASE KIT DRY ERASE BOARD	01 6050 09
TOTAL				\$133.60		
ORKIN	66807	3/1/2018	1	\$65.00	FD/PREVENTATIVE PEST CONTROL	01 6033B 01
TOTAL				\$65.00		



## CAMBRIA COMMUNITY SERVICES DISTRICT

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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
PACIFIC GAS & ELECTRIC	66637	2/2/2018	1	\$90.31	WW/ELEC SVC SAN SIMEON CRK RD JANUARY 2018	12 6060E 12
PACIFIC GAS & ELECTRIC	66637	2/2/2018	1	\$19.71	ADM/ELEC SVC 1316 TAMSON #203 JANUARY 2018	01 6060E 09
PACIFIC GAS & ELECTRIC	66637	2/2/2018	1	\$9.85	WD/ELEC SVC 7806 VAN GORDON CREEK RD JANUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66735	2/22/2018	1	\$765.20	SWF/ELEC SVC 990 SAN SIMEON CRK TRMT PLANT JAN 18	39 6060E 11
PACIFIC GAS & ELECTRIC	66735	2/22/2018	1	\$2.50	FD/2850 BURTON DR 10/2 - 10/3/17 USAGE	01 6060E 01
PACIFIC GAS & ELECTRIC	66735	2/22/2018	2	\$22.12	FD/2850 BURTON DR 10/04 - 11-01/17 USAGE	01 6060E 01
PACIFIC GAS & ELECTRIC	66735	2/22/2018	3	\$25.52	FD/2850 BURTON DR 11/02 - 12/03/17 USAGE	01 6060E 01
PACIFIC GAS & ELECTRIC	66735	2/22/2018	4	\$23.90	FD/2850 BURTON DR 12/04/17 - 01/02/18 USAGE	01 6060E 01
PACIFIC GAS & ELECTRIC	66735	2/22/2018	1	\$26.50	F&R/ELEC SVC WEST VILLAGE RESTROOM 1/03-02/01/18	01 6060E 02
PACIFIC GAS & ELECTRIC	66735	2/22/2018	2	\$25.91	F&R/ELEC SVC EAST VILLAGE RESTROOM 1/03-02/01/18	01 6060E 02
PACIFIC GAS & ELECTRIC	66735	2/22/2018	3	\$1,289.18	F&R/ELEC SVC STREET LIGHTING 1/03-02/01/18	01 6060E 02
PACIFIC GAS & ELECTRIC	66735	2/22/2018	4	\$520.10	F&R/ELEC SVC VETERANS HALL 1/03-02/01/18	01 6060E 02
PACIFIC GAS & ELECTRIC	66735	2/22/2018	5	\$619.13	F&R/ELEC SVC 2850 BURTON DR 1/03-02/01/18	01 6060E 01
PACIFIC GAS & ELECTRIC	66735	2/22/2018	6	\$19.68	F&R/ELEC SVC 2850 BURTON DR 1/03-02/01/18	01 6060E 01
PACIFIC GAS & ELECTRIC	66735	2/22/2018	7	\$472.23	F&R/ELEC SVC 1316 TAMSEN DR 1/03-02/01/18	01 6060E 09
PACIFIC GAS & ELECTRIC	66735	2/22/2018	8	\$107.97	F&R/ELEC SVC RADIO SHACK 1/03-02/01/18	01 6060E 09
PACIFIC GAS & ELECTRIC	66735	2/22/2018	1	\$23.88	WD/ELEC SVS 9110 CHARING LANE JANUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66735	2/22/2018	2	\$788.91	WD/ELEC SVS 1320 SAN SIMEON CRK RD JANUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66735	2/22/2018	3	\$1,226.62	WD/ELEC SVS 1330 SAN SIMEON CRK RD JANUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66735	2/22/2018	4	\$807.61	WD/ELEC SVS 1340 SAN SIMEON CRK RD JANUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66735	2/22/2018	5	\$509.40	WD/ELEC SVS 6425 CAMBRIA PINES RD JANUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66735	2/22/2018	6	\$31.95	WD/ELEC SVS 988 MANOR WAY JANUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66735	2/22/2018	7	\$2,478.35	WD/ELEC SVS 2031 RODEO GROUNDS RD JANUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66735	2/22/2018	8	\$37.55	WD/ELEC SVS 2499 VILLAGE LANE JANUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66735	2/22/2018	9	\$598.65	WD/ELEC SVS 1975 STUART STREET JANUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66735	2/22/2018	1	\$3,860.46	WD/ELEC SVC 2820 SANTA ROSA CRK RD PUMP JAN 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66735	2/22/2018	1	\$178.87	SWF/ELEC SVC SAN SIMEON CRK ROD EVAP POND JAN 2018	39 6060E 11
PACIFIC GAS & ELECTRIC	66750	2/27/2018	1	\$269.63	WW/ELEC SVC LIFT STATION A JANUARY 2018	12 6060E 12
PACIFIC GAS & ELECTRIC	66750	2/27/2018	2	\$166.83	WW/ELEC SVC LIFT STATION 9 JANUARY 2018	12 6060E 12
PACIFIC GAS & ELECTRIC	66750	2/27/2018	3	\$84.53	WW/ELEC SVC LIFT STATION B-2 JANUARY 2018	12 6060E 12
PACIFIC GAS & ELECTRIC	66750	2/27/2018	4	\$212.53	WW/ELEC SVC LIFT STATION A-1 JANUARY 2018	12 6060E 12
PACIFIC GAS & ELECTRIC	66750	2/27/2018	5	\$428.05	WW/ELEC SVC LIFT STATION B JANUARY 2018	12 6060E 12
PACIFIC GAS & ELECTRIC	66750	2/27/2018	6	\$168.43	WW/ELEC SVC LIFT STATION B-3 JANUARY 2018	12 6060E 12
PACIFIC GAS & ELECTRIC	66750	2/27/2018	7	\$328.43	WW/ELEC SVC LIFT STATION B-4 JANUARY 2018	12 6060E 12
PACIFIC GAS & ELECTRIC	66750	2/27/2018	8	\$19.96	SWF/ELEC SVC LIFT WELL PUMP 9P7 JANUARY 2018	39 6060E 11
PACIFIC GAS & ELECTRIC	66750	2/27/2018	9	\$20.88	WW/ELEC SVC LIFT STN 8 JANUARY 2018	12 6060E 12
PACIFIC GAS & ELECTRIC	66750	2/27/2018	10	\$11,657.80	WW/ELEC SVC TREATMENT PLANT JANUARY 2018	12 6060E 12
PACIFIC GAS & ELECTRIC	66750	2/27/2018	11	\$14.33	WW/ELEC SVC LIFT STN 4 JANUARY 2018	12 6060E 12
PACIFIC GAS & ELECTRIC	66750	2/27/2018	12	\$188.73	WW/ELEC SVC LIFT STN B-1 JANUARY 2018	12 6060E 12



CAMBRIA COMMUNITY SERVICES DISTRICT  
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PACIFIC GAS & ELECTRIC	66750	2/27/2018	13	\$1.35	WW/SERVICE CHARGE FOR LATE PAYMENT PAY BY PHONE	12 6052 12
PACIFIC GAS & ELECTRIC	66847	3/8/2018	1	\$56.87	WW/ELEC SVC SAN SIMEON CRK RD FEBRUARY 2018	12 6060E 12
PACIFIC GAS & ELECTRIC	66847	3/8/2018	1	\$21.03	ADM/ELEC SVC 1316 TAMSON #203 FEBRUARY 2018	01 6060E 09
PACIFIC GAS & ELECTRIC	66847	3/8/2018	1	\$795.40	SWF/ELEC SVC 990 SAN SIMEON CRK TRMT PLAN FEB 2018	39 6060E 11
PACIFIC GAS & ELECTRIC	66847	3/8/2018	1	\$10.51	WD/ELEC SVC 7806 VAN GORDON CREEK RD FEBRUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66847	3/8/2018	1	\$25.44	WD/ELEC SVC 9110 CHARING LANE FERUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66847	3/8/2018	2	\$982.91	WD/ELEC SVC 1320 SAN SIMEON CRK RD FEBRUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66847	3/8/2018	3	\$1,144.14	WD/ELEC SVC 1330 SAN SIMEON CRK RD FEBRUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66847	3/8/2018	4	\$980.31	WD/ELEC SVC 1340 SAN SIMEON CRK RD FEBRUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66847	3/8/2018	5	\$551.96	WD/ELEC SVC 6425 CAMBRIA PINES RD FEBRUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66847	3/8/2018	6	\$30.25	WD/ELEC SVC 988 MANOR WAY FEBRUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66847	3/8/2018	7	\$2,337.18	WD/ELEC SVC 2031 RODEO GROUNDS FEBRUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66847	3/8/2018	8	\$39.48	WD/ELEC SVC 2499 VILLAGE LANE FEBRUARY 2018	11 6060E 11
PACIFIC GAS & ELECTRIC	66847	3/8/2018	9	\$649.48	WD/ELEC SVC 1975 STUART STREET FEBRUARY 2018	11 6060E 11
			TOTAL	\$35,768.50		
PASO PRINTERS	66636	2/2/2018	1	\$215.50	ADM/LEAVE OF ABSENCE 3 PART NCR FORMS	01 6053 09
			TOTAL	\$215.50		
PASO ROBLES FORD	66635	2/2/2018	1	\$2,073.10	WW/2003 FORD OIL LEAK REPAIR FRONT END ALIGNMENT	12 6041L 12
			TOTAL	\$2,073.10		
PETTY CASH	66734	2/22/2018	1	\$15.00	ADM/NOTARY EXPENSE	01 4390 09
PETTY CASH	66734	2/22/2018	2	\$68.51	ADM/BOARD MEETING SUPPLIES	01 6033B 09
PETTY CASH	66734	2/22/2018	3	\$49.75	ADM/POSTAGE EXPENSE	01 6051 09
			TOTAL	\$133.26		
PHIL'S PRO PLUMB	66736	2/22/2018	1	\$120.00	WD/RECONNECT BROKEN WATER LINE TO NEW METER CONN	11 6080M 11
			TOTAL	\$120.00		
PITNEY BOWES, INC.	66761	2/28/2018	1	\$86.59	ADM/RED INK CART 1 BOX MAIL MACHIINE	01 6051 09
			TOTAL	\$86.59		
PLACER TITLE COMPANY	66638	2/2/2018	1	\$679.00	WD/VLM FEE PREPAID FOR SRINIVASAN 022.232.044	11 6080V 10



## CAMBRIA COMMUNITY SERVICES DISTRICT

3/21/2018: Revised Expenditure Report 6.A.

## EXPENDITURE REPORT

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PLACER TITLE COMPANY	66737	2/22/2018	1	\$679.00	R&C/VLM FEES PREPAID APN 023-452-013/014	11 6080V 10
PLACER TITLE COMPANY	66823	3/1/2018	1	\$679.00	R&C/VLM FEES PREPAID APN 024-132-029 PORTLOCK	11 6080V 10
PLACER TITLE COMPANY	66839	3/2/2018	1	\$679.00	R&C/VLM FEES PREPAID FOR APN 024 141 026 HORWITZ	11 6080V 10
TOTAL				\$2,716.00		
QUILL CORP	66639	2/2/2018	1	\$6.53	ADM/SELF INKING PAD FOR DATE STAMP FRONT DESK	01 6050 09
QUILL CORP	66639	2/2/2018	1	\$69.92	ADM/OFFICE SUPPLIES WATER BINDER CLIPS PENS STAPLS	01 6050 09
QUILL CORP	66639	2/2/2018	1	\$35.33	ADM/FRAME FOR CERTIFICATES	01 6050 09
QUILL CORP	66639	2/2/2018	1	\$274.94	ADM/OFFICE SUPPLIES PAPER STAPLERS	01 6050 09
QUILL CORP	66639	2/2/2018	1	\$22.50	ADM/SHARPIES FOR UTILITY CLERK	01 6050 09
QUILL CORP	66639	2/2/2018	1	\$55.05	ADM/OFFICE SUPPLIES WATER AND TAPE	01 6050 09
QUILL CORP	66639	2/2/2018	1	\$66.42	ADM/OFFICE SUPPLIES PAPER PLATES USB DRIVES	01 6050 09
QUILL CORP	66639	2/2/2018	1	\$26.80	ADM/FRAME FOR JERRY'S CERTIFICATE	01 6050 09
QUILL CORP	66639	2/2/2018	1	\$85.76	ADM/CERTIFICATE FRAMES	01 6050 09
QUILL CORP	66639	2/2/2018	1	\$352.59	ADM/OFFICE SUPPLIES ADDING TAPE TONER CLIPS FOLDRS	01 6050 09
QUILL CORP	66751	2/27/2018	1	\$56.02	F&R/GEL PENS PENCILS CLEANING WIPES DUST DESTROYER	01 6090 02
QUILL CORP	66751	2/27/2018	1	\$200.46	ADM/LASER PAPER BINDER CLIPS NOTEBOOK	01 6050 09
QUILL CORP	66751	2/27/2018	1	\$62.89	ADM/2018 DAYTIMER CREAMERS	01 6050 09
QUILL CORP	66751	2/27/2018	1	\$192.48	ADM/DELL TONER INK HEAVY DUTY FILE POCKETS	01 6050 09
QUILL CORP	66762	2/28/2018	1	\$37.52	ADM/3 TIER MESH SWIVEL TOWER J GRUBER	01 6050 09
QUILL CORP	66824	3/1/2018	1	\$198.31	FD/LASER LITE EARPLUGS, CORDED	01 6050 01
QUILL CORP	66824	3/1/2018	1	\$629.05	FD/BATTERIES COPY PAPAER PAPER CLIPS	01 6050 01
QUILL CORP	66824	3/1/2018	1	\$17.69	WW/USB CAR CHRGES BLACK	12 6050 12
QUILL CORP	66824	3/1/2018	1	\$21.43	WW/COLORED MEMO BOOK USB CAR CHARGER BLACK	12 6050 12
QUILL CORP	66848	3/8/2018	1	\$31.60	WW/16 OZ CUPS, PAPER PLATES BOUNCE FABRIC SOFTNER	12 6050 12
QUILL CORP	66848	3/8/2018	1	\$176.82	WW/SHARPIES DYMO TAPE REFILL	12 6050 12
QUILL CORP	66848	3/8/2018	1	\$10.51	WW/SHARPIE MARKERS	12 6050 12
QUILL CORP	66848	3/8/2018	1	\$139.33	WW/QUILL MONTHLY DESK CALENDAR AND WALL CALENDAR	12 6050 12
QUILL CORP	66848	3/8/2018	1	\$114.64	SWF/STANDARD DIARY JOURNAL 7/12	40 6031Z 11
QUILL CORP	66848	3/8/2018	1	\$170.94	ADM/CREAMERS LASER PAPER DESK LAMP	01 6050 09
QUILL CORP	66848	3/8/2018	1	\$492.74	WW/BROTHER PRINTER TONERS	12 6050 12
QUILL CORP	66848	3/8/2018	1	\$8.57	WW/21 AMP DUAL USB VEHICLE CHARGER	12 6050 12
QUILL CORP	66848	3/8/2018	1	\$190.08	WW/PUSH PINS DRAWSTRING LINERS STICKY NOTES	12 6050 12
QUILL CORP	66848	3/8/2018	1	\$128.67	SWF/36 CURVED FLOOR SQUEEGEE WITH HANDLE	40 6031Z 11
QUILL CORP	66848	3/8/2018	1	\$77.86	ADM/WATER, CREAMER, STAPLES, CLEANING TOWELETTES	01 6050 09
QUILL CORP	66848	3/8/2018	1	\$20.03	ADM/LENS CLEANING TOWELETTES	01 6050 09
QUILL CORP	66848	3/8/2018	1	\$448.14	ADM/PAPER, PADS, DELL TONER STORAGE BOXES	01 6050 09
QUILL CORP	66848	3/8/2018	1	\$256.30	WW/BROTHER PRINTER CARTRIDGES	12 6050 12



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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
			TOTAL	\$4,677.92		
RAIN FOR RENT	66808	3/1/2018	1	\$2,201.24	SWF/SPILLGUARDS FLAT TOP TANK SMOOTH WALL TANK	40 6031Z 11
			TOTAL	\$2,201.24		
RETIREE00	66668	2/8/2018	1	\$429.29	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	11 5121 11
RETIREE00	66856	3/9/2018	1	\$429.29	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	11 5121 11
			TOTAL	\$858.58		
RETIREE01	66669	2/8/2018	1	\$458.57	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	12 5121 12
RETIREE01	66857	3/9/2018	1	\$458.57	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	12 5121 12
			TOTAL	\$917.14		
RETIREE02	66670	2/8/2018	1	\$458.57	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 02
RETIREE02	66858	3/9/2018	1	\$458.57	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 02
			TOTAL	\$917.14		
RETIREE04	66671	2/8/2018	1	\$148.15	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 09
RETIREE04	66859	3/9/2018	1	\$148.15	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 09
			TOTAL	\$296.30		
RETIREE05	66672	2/8/2018	1	\$429.29	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	12 5121 12
RETIREE05	66860	3/9/2018	1	\$429.29	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	12 5121 12
			TOTAL	\$858.58		
RETIREE06	66673	2/8/2018	1	\$148.15	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	11 5121 11
RETIREE06	66861	3/9/2018	1	\$148.15	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	11 5121 11
			TOTAL	\$296.30		
RETIREE07	66674	2/8/2018	1	\$148.15	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	11 5121 11
RETIREE07	66862	3/9/2018	1	\$148.15	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	11 5121 11
			TOTAL	\$296.30		

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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
RETIREE09	66675	2/8/2018	1	\$148.15	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 09
RETIREE09	66863	3/9/2018	1	\$148.15	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 09
			TOTAL	\$296.30		
RETIREE10	66676	2/8/2018	1	\$148.15	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 09
RETIREE10	66864	3/9/2018	1	\$148.15	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 09
			TOTAL	\$296.30		
RETIREE11	66677	2/8/2018	1	\$148.15	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 09
RETIREE11	66865	3/9/2018	1	\$148.15	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 09
			TOTAL	\$296.30		
RETIREE12	66678	2/8/2018	1	\$991.47	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	12 5121 12
RETIREE12	66866	3/9/2018	1	\$991.47	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	12 5121 12
			TOTAL	\$1,982.94		
RETIREE13	66679	2/8/2018	1	\$148.15	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 01
RETIREE13	66867	3/9/2018	1	\$148.15	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 01
			TOTAL	\$296.30		
RETIREE14	66680	2/8/2018	1	\$148.15	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 02
RETIREE14	66868	3/9/2018	1	\$148.15	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 02
			TOTAL	\$296.30		
RETIREE15	66681	2/8/2018	1	\$148.15	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 01
RETIREE15	66869	3/9/2018	1	\$148.15	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 01
			TOTAL	\$296.30		
RETIREE16	66682	2/8/2018	1	\$429.29	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	11 5121 11
RETIREE16	66870	3/9/2018	1	\$429.29	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	11 5121 11
			TOTAL	\$858.58		



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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
RETIREE17	66683	2/8/2018	1	\$429.29	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 09
RETIREE17	66871	3/9/2018	1	\$429.29	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 09
			TOTAL	\$858.58		
RETIREE19	66684	2/8/2018	1	\$1,050.15	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 01
RETIREE19	66872	3/9/2018	1	\$1,050.15	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 01
			TOTAL	\$2,100.30		
RETIREE20	66685	2/8/2018	1	\$148.15	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	12 5121 12
RETIREE20	66873	3/9/2018	1	\$148.15	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	12 5121 12
			TOTAL	\$296.30		
RETIREE21	66686	2/8/2018	1	\$148.15	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	12 5121 12
RETIREE21	66874	3/9/2018	1	\$148.15	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	12 5121 12
			TOTAL	\$296.30		
RETIREE22	66687	2/8/2018	1	\$429.29	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	12 5121 12
RETIREE22	66875	3/9/2018	1	\$429.29	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	12 5121 12
			TOTAL	\$858.58		
RETIREE23	66688	2/8/2018	1	\$429.29	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 09
RETIREE23	66876	3/9/2018	1	\$429.29	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 09
			TOTAL	\$858.58		
RETIREE24	66689	2/8/2018	1	\$148.15	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 02
RETIREE24	66877	3/9/2018	1	\$148.15	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 02
			TOTAL	\$296.30		
RETIREE26	66690	2/8/2018	1	\$792.49	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 09
RETIREE26	66878	3/9/2018	1	\$792.49	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 09
			TOTAL	\$1,584.98		

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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
RETIREE27	66691	2/8/2018	1	\$1,050.16	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 01
RETIREE27	66879	3/9/2018	1	\$1,050.16	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 01
			TOTAL	\$2,100.32		
RETIREE28	66692	2/8/2018	1	\$429.29	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 02
RETIREE28	66880	3/9/2018	1	\$429.29	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 02
			TOTAL	\$858.58		
RETIREE30	66693	2/8/2018	1	\$458.57	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	11 5121 11
RETIREE30	66881	3/9/2018	1	\$458.57	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	11 5121 11
			TOTAL	\$917.14		
RETIREE31	66694	2/8/2018	1	\$458.57	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 09
RETIREE31	66882	3/9/2018	1	\$458.57	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 09
			TOTAL	\$917.14		
RETIREE32	66695	2/8/2018	1	\$1,050.15	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 09
RETIREE32	66883	3/9/2018	1	\$1,050.15	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 09
			TOTAL	\$2,100.30		
RETIREE33	66696	2/8/2018	1	\$458.57	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 09
RETIREE33	66884	3/9/2018	1	\$458.57	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 09
			TOTAL	\$917.14		
RETIREE34	66697	2/8/2018	1	\$991.47	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	01 5121 01
RETIREE34	66885	3/9/2018	1	\$991.47	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR APR '18	01 5121 01
			TOTAL	\$1,982.94		
RETIREE35	66698	2/8/2018	1	\$458.57	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR MAR '18	12 5121 12
			TOTAL	\$458.57		



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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
ROTO-ROOTER PLUMBING	66714	2/16/2018	1	\$199.00	F&R/INSTALLED NEW SLOAN VALVE	01 6033B 02
			TOTAL	\$199.00		
RUTAN & TUCKER, LLP	66643	2/2/2018	1	\$254.17	SWF/LANDWATCH CEQU PETITION	39 1829I 11
RUTAN & TUCKER, LLP	66643	2/2/2018	1	\$405.00	SWF/CDM SMITH DISPUTE	39 1829I 11
RUTAN & TUCKER, LLP	66666	2/8/2018	1	\$90.00	SWF/LANDWATCH CEQA PETITION OCTOBER 2017	39 1829I 11
RUTAN & TUCKER, LLP	66666	2/8/2018	1	\$2,092.50	SWF/CDM SMITH DISPUTE OCTOBER 2017	39 1829I 11
RUTAN & TUCKER, LLP	66836	3/2/2018	1	\$45.00	SWF/LANDWATCH CEQA PETITION 02/14/18	39 1829I 11
RUTAN & TUCKER, LLP	66836	3/2/2018	1	\$810.00	SWF/CDM SMITH DISPUTE 02/14/18	39 1829I 11
			TOTAL	\$3,696.67		
SAN LUIS OBISPO COUNTY	66646	2/2/2018	1	\$406.70	FD/RENEWAL OF EQUIPMENT UNDER PERMIT #1007-1	01 6055 01
SAN LUIS OBISPO COUNTY	66851	3/8/2018	1	\$406.70	WW/RENEWAL OF EQUIPMENT UNDER PERMIT 994-1	12 6055 12
SAN LUIS OBISPO COUNTY	66851	3/8/2018	2	\$406.70	WW/RENEWAL OF EQUIPMENT UNDER PERMIT 1000-2	12 6055 12
SAN LUIS OBISPO COUNTY	66851	3/8/2018	3	\$406.70	WW/RENEWAL OF EQUIPMENT UNDER PERMIT 1002-2	12 6055 12
SAN LUIS OBISPO COUNTY	66851	3/8/2018	4	\$406.70	WW/RENEWAL OF EQUIPMENT UNDER PERMIT 1004-1	12 6055 12
SAN LUIS OBISPO COUNTY	66851	3/8/2018	5	\$406.70	WW/RENEWAL OF EQUIPMENT UNDER PERMIT 1005-2	12 6055 12
SAN LUIS OBISPO COUNTY	66851	3/8/2018	6	\$406.70	WD/RENEWAL OF EQUIPMENT UNDER PERMIT 1013-1	11 6055 11
SAN LUIS OBISPO COUNTY	66851	3/8/2018	7	\$406.70	WD/RENEWAL OF EQUIPMENT UNDER PERMIT 1015-1	11 6055 11
SAN LUIS OBISPO COUNTY	66851	3/8/2018	8	\$406.70	WD/RENEWAL OF EQUIPMENT UNDER PERMIT 1016-1	11 6055 11
SAN LUIS OBISPO COUNTY	66851	3/8/2018	9	\$406.70	WD/RENEWAL OF EQUIPMENT UNDER PERMIT 1017-1	11 6055 11
SAN LUIS OBISPO COUNTY	66851	3/8/2018	10	\$406.70	WW/RENEWAL OF EQUIPMENT UNDER PERMIT 997-1	12 6055 12
SAN LUIS OBISPO COUNTY	66851	3/8/2018	11	\$406.70	WW/RENEWAL OF EQUIPMENT UNDER PERMIT 998-1	12 6055 12
			TOTAL	\$4,880.40		
SAN LUIS SECURITY SYSTEMS	66849	3/8/2018	1	\$126.00	ADM/ELECTRONIC MONITORING LEASE PAYMENT	01 6048 09
			TOTAL	\$126.00		
SCOTT O'BRIEN FIRE SAFETY	66645	2/2/2018	1	\$470.60	WW/FIRE EXTINGUISHER MAINTENANCE	12 6048 12
SCOTT O'BRIEN FIRE SAFETY	66645	2/2/2018	2	\$123.00	SWF/FIRE EXTINGUISHER MAINTENANCE	40 6031Z 11
SCOTT O'BRIEN FIRE SAFETY	66645	2/2/2018	3	\$230.00	WD/FIRE EXTINGUISHER MAINTENANCE	11 6048 11
SCOTT O'BRIEN FIRE SAFETY	66645	2/2/2018	1	\$187.51	F&R/SVC & CERT OF KITCHEN HOOD FIRE SUPPRESSION SYS	01 6033V 02
SCOTT O'BRIEN FIRE SAFETY	66715	2/16/2018	1	\$760.04	FD/ANNUAL FIRE EXTINGUISHERS SERVICE	01 6090 01
SCOTT O'BRIEN FIRE SAFETY	66840	3/2/2018	1	\$158.00	ADM/ANNUAL MAINTENANCE FIRE EXTINGUISHERS	01 6033B 09
SCOTT O'BRIEN FIRE SAFETY	66840	3/2/2018	1	\$33.00	ADM/ANNUAL MAINTENANCE EXTINGUISHER	01 6033B 09



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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
			TOTAL	\$1,962.15		
SDRMA	66825	3/1/2018	1	\$263.97	ADM/PROPERTY/LIABILITY PACKAGE PROG PIONEER PUMP	01 6030 09
SDRMA	66825	3/1/2018	2	\$861.24	ADM/PROPERTY/LIABILITY PACKAGE PROG WD FORD-250	01 6030 09
SDRMA	66825	3/1/2018	3	\$569.75	ADM/PROP/LIAB PACKAGE PROG WD PIERCE ARROW FD TRK	01 6030 09
SDRMA	66825	3/1/2018	4	\$435.47	ADM/PROP/LIAB PACKAGE PROG FD CHIEFS FORD-250	01 6030 09
SDRMA	66825	3/1/2018	5	-\$106.52	ADM/PROP/LIABILITU PACKAGE PROG DISCOUNT	01 6030 09
			TOTAL	\$2,023.91		
SLO COUNTY CLERK-RECORDER	66850	3/8/2018	1	\$75.00	ADM/ADDITIONAL FUNDS RELEASE OF LIEN 2500 LEONA	01 4390 09
			TOTAL	\$75.00		
SOLENIIS LLC	66647	2/2/2018	1	\$4,564.53	WW/PRAESTOL K 148 L IBC 1000L	12 6032S 12
			TOTAL	\$4,564.53		
SOUTH COAST EMERGENCY VEHICLE	66648	2/2/2018	1	\$750.20	FD/FRONT PASSENGER SIDE WINDSHIELD CRACK REPAIR	01 6041L 01
SOUTH COAST EMERGENCY VEHICLE	66809	3/1/2018	1	\$1,178.38	FD/REPAIRS AND LABOR CHARGE KUSSMAUL	01 6041L 01
			TOTAL	\$1,928.58		
STANLEY CONVERGENT	66650	2/2/2018	1	\$485.28	FD/MONITORING CHARGES 1/1/18 - 12/31/18	01 6048 01
			TOTAL	\$485.28		
STATE OF CALIFORNIA	66763	2/28/2018	1	\$49.00	WW/FINGERPRINTS	12 6125 12
			TOTAL	\$49.00		
STATE WATER RES.CTRL.BRD.	66841	3/2/2018	1	\$110.00	WD/36865 T2 LICENSE RENEWAL 45253 GRADE 2	01 6055 11
			TOTAL	\$110.00		
STATE WATER RESOURCE CONTROL B	66649	2/2/2018	1	\$17,926.00	SWF/ANNUAL PERMIT FEE EWS 900 SAN SIMEON CREEK RD	40 6055 11
			TOTAL	\$17,926.00		
STEPHANIE SALVI	66644	2/2/2018	1	\$4.40	ADM/CAR MILEAGE TO WWTP 1/9 & 10/2018	01 6120E 09

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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
			TOTAL	\$4.40		
STEVENTON, ADAM	66852	3/8/2018	1	\$100.00	WD/WATER TREATMENT GRADE 3 EXAM REIMBURSEMENT	11 6055 01
			TOTAL	\$100.00		
TECHXPRESS, INC.	66651	2/2/2018	1	\$240.00	ADM/MERAKI LICENSE - 1 YEAR	01 6044 09
			TOTAL	\$240.00		
TEKTEGRITY INC	66652	2/2/2018	1	\$215.59	ADM/DVI CABLE 27" MONITOR (AT3) CA RECYCLING FEE	01 6045 09
TEKTEGRITY INC	66652	2/2/2018	1	\$1,312.50	ADM/OVERAGE HOURS FOR OCTOBER 2017	01 6044 09
TEKTEGRITY INC	66652	2/2/2018	2	\$1,125.00	ADM/OVERAGE HOURS FOR NOVEMBER 2017	01 6044 09
TEKTEGRITY INC	66652	2/2/2018	1	\$880.00	ADM/INSTALL 7 CONFIGURE 3 ADMIN COMPUTERS	01 6045 09
TEKTEGRITY INC	66652	2/2/2018	1	\$2,198.00	ADM/MONTHLY BILLING FOR FEBRUARY 2018	01 6044 09
TEKTEGRITY INC	66764	2/28/2018	1	\$215.59	ADM/DVI CABLE, LCD MONITOR, HDMI CABLE RECYCLE FEE	01 6045 09
TEKTEGRITY INC	66764	2/28/2018	1	\$1,125.00	ADM/OVERAFGE HOURS FOR JANUARY 2018	01 6044 09
TEKTEGRITY INC	66764	2/28/2018	1	\$130.00	ADM/ONE HOUR LABORFOR NETWORK REFRESH 365 MIGRATII	01 6170 09
TEKTEGRITY INC	66764	2/28/2018	1	\$6,629.59	ADM/SERVER/NETWORK REFRESH OFFICE 365 MIGRATION	01 6170 09
TEKTEGRITY INC	66764	2/28/2018	1	\$1,812.50	ADM/THREE WORKSTATIONS LABOR COST	01 6044 09
TEKTEGRITY INC	66810	3/1/2018	1	\$40.00	ADM/HARD DRIVES DESTRUCTION	01 6045 09
			TOTAL	\$15,683.77		
TELEDYNE INSTRUMENTS, INC	66811	3/1/2018	1	\$119.94	WW/XFMR PWR 80VA TRANSFORMER POWER 80VA	12 6032T 12
			TOTAL	\$119.94		
THE BLUEPRINTER	66596	2/2/2018	1	\$267.89	WD/#10 ENVELOPES AND #9 ENVELOPES FOR BILLING	11 6053 11
THE BLUEPRINTER	66596	2/2/2018	2	\$267.90	WW/#10 ENVELOPES AND #9 ENVELOPES FOR BILLING	12 6053 12
			TOTAL	\$535.79		
THE DOCUTEAM	66610	2/2/2018	1	\$395.66	ADM/STORAGE 12/1-31/2017	01 6080M 09
THE DOCUTEAM	66610	2/2/2018	2	\$45.25	ADM/SERVICES	01 6080M 09
THE DOCUTEAM	66708	2/16/2018	1	\$415.16	ADM/STORAGE 1/18 - 1/31/18 AND SERVICES	01 6080M 09
			TOTAL	\$856.07		



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Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
THE GAS COMPANY	66616	2/2/2018	1	\$208.39	F&R/GAS SERVICE VETS HALL JANUARY 2018	01 6060G 02
THE GAS COMPANY	66616	2/2/2018	1	\$232.94	FD/GAS SVC 2850 BURTON DRIVE DECEMBER 2017	01 6060G 01
THE GAS COMPANY	66616	2/2/2018	1	\$52.42	ADM/GAS SVC 1316 TAMSON #203 12/16/17-01/15/18	01 6060G 09
THE GAS COMPANY	66616	2/2/2018	1	\$44.39	FD/GAS SVC 5490 HEATH LANE JANUARY 2018	01 6060G 01
THE GAS COMPANY	66616	2/2/2018	1	\$33.86	WW/GAS SERVICE 550 HEATH LN #B JANUARY 2018	12 6060G 12
THE GAS COMPANY	66616	2/2/2018	1	\$104.02	WW/GAS SERVICE 5500 HEATH LN JANUARY 2018	12 6060G 12
THE GAS COMPANY	66728	2/22/2018	1	\$180.29	FD/GAS SVC 2850 BURTON DRIVE JANUARY 2018	01 6060G 01
THE GAS COMPANY	66846	3/8/2018	1	\$213.66	F&R/GAS SERVICE VETS HALL FEBRUARY 2018	01 6060G 02
THE GAS COMPANY	66846	3/8/2018	1	\$268.14	FD/GAS SVC 2850 BURTON DRIVE FEBRUARY 2018	01 6060G 01
THE GAS COMPANY	66846	3/8/2018	1	\$53.81	FD/GAS SVC 5490 HEATH LANE FEBRUARY 2018	01 6060G 01
THE GAS COMPANY	66846	3/8/2018	1	\$71.96	WW/GAS SERVICE 5500 HEATH LANE FEBRUARY 2018	12 6060G 12
THE GAS COMPANY	66846	3/8/2018	1	\$97.45	WW/GAS SERVICE 5500 HEATH LANE FEBRUARY 2018	12 6060G 12
TOTAL				\$1,561.33		
THE TRIBUNE	66655	2/2/2018	1	\$525.00	FD/RESERVE FF RECRUITMENT	01 6125 01
THE TRIBUNE	66655	2/2/2018	2	\$475.00	WD/CPO RECRUITMENT	11 6125 11
THE TRIBUNE	66655	2/2/2018	3	\$625.00	ADM/AT4 RECRUITMENT	01 6125 09
THE TRIBUNE	66655	2/2/2018	4	\$150.00	WD/CPO RECRUITMENT	11 6125 11
THE TRIBUNE	66837	3/2/2018	1	\$217.80	FD/NOTICE OF PUBLIC HEARING	01 60111 01
THE TRIBUNE	66837	3/2/2018	2	\$365.00	FD/RESERVE FIRE FIGHTER RECRUITMENT	01 6125 01
TOTAL				\$2,357.80		
TOTAL COMPENSATION SYSTEMS,INC	66667	2/8/2018	1	\$975.00	ADM/GASB 68 DISCLOSURE REPORT - 1ST INSTALLMENT	01 6086 09
TOTAL				\$975.00		
TRAILER BARN, INC.	66752	2/27/2018	1	\$664.76	F&R/REPLACE AXLE ON DUMP TRAILER	01 6041L 02
TOTAL				\$664.76		
VAN BUREN EQUIPMENT, INC	66634	2/2/2018	1	\$4,500.00	F&R/TORO RENTAL TO REPAIR TRAILS ON FISCALINI RNCH	01 6033R 02
TOTAL				\$4,500.00		
VERIZON WIRELESS	66657	2/2/2018	1	\$34.87	FD/MONTHLY CELL PHONE SERVICE DECEMBER 2017 WTR T	01 6060C 01
VERIZON WIRELESS	66657	2/2/2018	2	\$97.02	FD/MONTHLY CELL PHONE SERVICE DECEMBER 2017 ENGINE	01 6060C 01
VERIZON WIRELESS	66657	2/2/2018	1	\$36.67	F&R/MONTHLY ON CALL PHONE SERV DECEMBER 2017	01 6060C 02
VERIZON WIRELESS	66657	2/2/2018	2	\$36.67	ADM/MONTHLY ON CALL PHONE SERV DECEMBER 2017	01 6060C 09



CAMBRIA COMMUNITY SERVICES DISTRICT  
EXPENDITURE REPORT  
FOR THE MONTH OF FEBRUARY, 2018

Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
VERIZON WIRELESS	66657	2/2/2018	3	\$68.11	WD/MONTHLY ON CALL PHONE SERV DECEMBER 2017	11 6060C 11
VERIZON WIRELESS	66657	2/2/2018	4	\$69.43	WW/MONTHLY ON CALL PHONE SERV DECEMBER 2017	12 6060C 12
VERIZON WIRELESS	66753	2/27/2018	1	-\$5.78	ADM/MONTHLY PHONE SERVICE CREDIT + LATE FEE	01 6060C 02
VERIZON WIRELESS	66753	2/27/2018	2	\$36.41	F&R/MONTHLY ON CALL CELL PHONE SERVICE JAN 2018	01 6060C 02
VERIZON WIRELESS	66753	2/27/2018	3	\$67.85	WD/MONTHLY ON CALL CELL PHONE SERVICE JAN 2018	11 6060C 11
VERIZON WIRELESS	66753	2/27/2018	4	\$69.18	WW/MONTHLY ON CALL CELL PHONE SERVICE JAN 2018	12 6060C 12
VERIZON WIRELESS	66753	2/27/2018	1	\$34.87	FD/MONTHLY CELL PHONE SERVICE WATER TENDER	01 6060C 01
VERIZON WIRELESS	66753	2/27/2018	2	\$102.47	FD/MONTHLY CELL PHONE SERVICE ENGINE 5791R	01 6060C 01
			TOTAL	\$647.77		
WAYNE'S TIRE, INC.	66659	2/2/2018	1	\$648.18	WD/TRACTOR TIRE REPAIR	11 6041N 11
			TOTAL	\$648.18		
WEST COAST TREE SERVICE	66660	2/2/2018	1	\$275.00	WW/WWTP SCRAP RUN	12 6032T 12
WEST COAST TREE SERVICE	66660	2/2/2018	1	\$685.00	SWF/SAND BAGS SWF WET WEATHER PREP	40 6031Z 11
WEST COAST TREE SERVICE	66660	2/2/2018	1	\$750.00	SWF/WEED FABRIC AND GRAVEL DOWN AT SWF	40 6031Z 11
			TOTAL	\$1,710.00		
WIERENGA, DAVID	66716	2/16/2018	1	\$197.72	FD/NEW CERT MEMBER SUPPLIES	01 6220D 01
WIERENGA, DAVID	66716	2/16/2018	2	\$18.64	FD/TRIAGE TAGS	01 6220D 01
WIERENGA, DAVID	66716	2/16/2018	3	\$418.17	FD/SAM BAG MAKE-UP SUPPLIES	01 6220D 01
			TOTAL	\$634.53		
WILLIAMS HORTICULTURE	66661	2/2/2018	1	\$675.00	SWF/MONTHLY TREATMENT FOR GOPHERS 12/26/17	40 6031Z 11
WILLIAMS HORTICULTURE	66739	2/22/2018	1	\$675.00	SWF/MONTHLY TREATMENT FOR GOPHERS	40 6031Z 11
			TOTAL	\$1,350.00		
AFLAC (AMER FAM LIFE INS)	5541	2/9/2018	1	\$100.76	VOLUNTARY INS-PRETAX	01 2162
AFLAC (AMER FAM LIFE INS)	5557	2/23/2018	1	\$100.76	VOLUNTARY INS-PRETAX	01 2162
AFLAC (AMER FAM LIFE INS)	5581	3/9/2018	1	\$100.76	VOLUNTARY INS-PRETAX	01 2162
			TOTAL	\$302.28		
AMERITAS	5566	2/28/2018	1	\$3,932.71	DENTAL INSURANCE-YER	01 2150
AMERITAS	5566	2/28/2018	2	\$73.28	DENTAL INSURANCE-YER	01 5102 09



CAMBRIA COMMUNITY SERVICES DISTRICT  
EXPENDITURE REPORT  
FOR THE MONTH OF FEBRUARY, 2018

3/21/2018: Revised Expenditure Report 6.A.

Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
AMERITAS	5566	2/28/2018	3	\$143.09	DENTAL INSURANCE-YER	01 5102 09
AMERITAS	5566	2/28/2018	4	\$40.31	DENTAL INSURANCE-YER	12 5102 12
AMERITAS	5566	2/28/2018	1	\$460.93	DENTAL INSURANCE-YER	01 2150
TOTAL				\$4,650.32		
CAMBRIA COMMUNITY SERVICES DIS	5542	2/9/2018	1	\$1,300.00	MEDICAL REIMBURSEMNT	01 2171
CAMBRIA COMMUNITY SERVICES DIS	5542	2/9/2018	2	\$250.00	MEDICAL REIMBURSEMNT	01 5122 01
CAMBRIA COMMUNITY SERVICES DIS	5542	2/9/2018	3	\$50.00	MEDICAL REIMBURSEMNT	01 5122 02
CAMBRIA COMMUNITY SERVICES DIS	5542	2/9/2018	4	\$200.00	MEDICAL REIMBURSEMNT	01 5122 09
CAMBRIA COMMUNITY SERVICES DIS	5542	2/9/2018	5	\$150.00	MEDICAL REIMBURSEMNT	11 5122 11
CAMBRIA COMMUNITY SERVICES DIS	5542	2/9/2018	6	\$200.00	MEDICAL REIMBURSEMNT	12 5122 12
CAMBRIA COMMUNITY SERVICES DIS	5558	2/23/2018	1	\$1,300.00	MEDICAL REIMBURSEMNT	01 2171
CAMBRIA COMMUNITY SERVICES DIS	5558	2/23/2018	2	\$250.00	MEDICAL REIMBURSEMNT	01 5122 01
CAMBRIA COMMUNITY SERVICES DIS	5558	2/23/2018	3	\$50.00	MEDICAL REIMBURSEMNT	01 5122 02
CAMBRIA COMMUNITY SERVICES DIS	5558	2/23/2018	4	\$200.00	MEDICAL REIMBURSEMNT	01 5122 09
CAMBRIA COMMUNITY SERVICES DIS	5558	2/23/2018	5	\$150.00	MEDICAL REIMBURSEMNT	11 5122 11
CAMBRIA COMMUNITY SERVICES DIS	5558	2/23/2018	6	\$200.00	MEDICAL REIMBURSEMNT	12 5122 12
CAMBRIA COMMUNITY SERVICES DIS	5582	3/9/2018	1	\$1,300.00	MEDICAL REIMBURSEMNT	01 2171
CAMBRIA COMMUNITY SERVICES DIS	5582	3/9/2018	2	\$250.00	MEDICAL REIMBURSEMNT	01 5122 01
CAMBRIA COMMUNITY SERVICES DIS	5582	3/9/2018	3	\$50.00	MEDICAL REIMBURSEMNT	01 5122 02
CAMBRIA COMMUNITY SERVICES DIS	5582	3/9/2018	4	\$200.00	MEDICAL REIMBURSEMNT	01 5122 09
CAMBRIA COMMUNITY SERVICES DIS	5582	3/9/2018	5	\$150.00	MEDICAL REIMBURSEMNT	11 5122 11
CAMBRIA COMMUNITY SERVICES DIS	5582	3/9/2018	6	\$200.00	MEDICAL REIMBURSEMNT	12 5122 12
TOTAL				\$6,450.00		
CAMBRIA FIRE FIGHTERS LOCAL 46	5545	2/9/2018	1	\$360.00	DUES-FIRE IAFF	01 2160
CAMBRIA FIRE FIGHTERS LOCAL 46	5560	2/23/2018	1	\$360.00	DUES-FIRE IAFF	01 2160
CAMBRIA FIRE FIGHTERS LOCAL 46	5585	3/9/2018	1	\$360.00	DUES-FIRE IAFF	01 2160
TOTAL				\$1,080.00		
CAMBRIA FIREFIGHTERS ASSN	5544	2/9/2018	1	\$139.26	RESERVE FIREFTR DUES	01 2160
CAMBRIA FIREFIGHTERS ASSN	5584	3/9/2018	1	\$123.06	RESERVE FIREFTR DUES	01 2160
TOTAL				\$262.32		
EMPLOYMENT DEVELOPMENT DP	5543	2/9/2018	1	\$4,136.24	STATE INCOME TAX	01 2110
EMPLOYMENT DEVELOPMENT DP	5543	2/9/2018	1	\$1,084.60	STATE INCOME TAX	01 2130



CAMBRIA COMMUNITY SERVICES DISTRICT  
EXPENDITURE REPORT  
FOR THE MONTH OF FEBRUARY, 2018

Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
EMPLOYMENT DEVELOPMENT DP	5559	2/23/2018	1	\$3,725.12	STATE INCOME TAX	01 2110
EMPLOYMENT DEVELOPMENT DP	5559	2/23/2018	1	\$1,011.92	STATE INCOME TAX	01 2130
EMPLOYMENT DEVELOPMENT DP	5583	3/9/2018	1	\$4,408.86	STATE INCOME TAX	01 2110
EMPLOYMENT DEVELOPMENT DP	5583	3/9/2018	1	\$1,149.13	STATE INCOME TAX	01 2130
TOTAL				\$15,515.87		
ICMA-VNTGPT TRSFR AGT 457	5548	2/9/2018	1	\$1,928.79	457 DEFERRED COMP IN	01 2141
ICMA-VNTGPT TRSFR AGT 457	5548	2/9/2018	1	\$927.81	457 DEFERRED COMP IN	01 2141
ICMA-VNTGPT TRSFR AGT 457	5563	2/23/2018	1	\$1,912.52	457 DEFERRED COMP IN	01 2141
ICMA-VNTGPT TRSFR AGT 457	5563	2/23/2018	1	\$927.81	457 DEFERRED COMP IN	01 2141
ICMA-VNTGPT TRSFR AGT 457	5588	3/9/2018	1	\$1,962.82	457 DEFERRED COMP IN	01 2141
ICMA-VNTGPT TRSFR AGT 457	5588	3/9/2018	1	\$927.81	457 DEFERRED COMP IN	01 2141
TOTAL				\$8,587.56		
IRS/FEDERAL PAYROLL TAXES	5547	2/9/2018	1	\$13,284.65	FEDERAL INCOME TAX	01 2100
IRS/FEDERAL PAYROLL TAXES	5547	2/9/2018	1	\$13,734.24	FEDERAL INCOME TAX	01 2120
IRS/FEDERAL PAYROLL TAXES	5547	2/9/2018	1	\$3,212.10	FEDERAL INCOME TAX	01 2120
IRS/FEDERAL PAYROLL TAXES	5562	2/23/2018	1	\$9,840.64	FEDERAL INCOME TAX	01 2100
IRS/FEDERAL PAYROLL TAXES	5562	2/23/2018	1	\$12,547.92	FEDERAL INCOME TAX	01 2120
IRS/FEDERAL PAYROLL TAXES	5562	2/23/2018	1	\$2,934.56	FEDERAL INCOME TAX	01 2120
IRS/FEDERAL PAYROLL TAXES	5587	3/9/2018	1	\$11,589.33	FEDERAL INCOME TAX	01 2100
IRS/FEDERAL PAYROLL TAXES	5587	3/9/2018	1	\$14,546.78	FEDERAL INCOME TAX	01 2120
IRS/FEDERAL PAYROLL TAXES	5587	3/9/2018	1	\$3,402.04	FEDERAL INCOME TAX	01 2120
TOTAL				\$85,092.26		
LINCOLN FINANCIAL GROUP	5567	2/28/2018	1	\$242.96	LIFE INSURANCE	01 2164
LINCOLN FINANCIAL GROUP	5567	2/28/2018	2	\$7.18	LIFE INSURANCE	01 5105 09
LINCOLN FINANCIAL GROUP	5567	2/28/2018	3	-\$9.32	LIFE INSURANCE	01 5105 09
LINCOLN FINANCIAL GROUP	5567	2/28/2018	4	\$8.12	LIFE INSURANCE	01 5105 09
LINCOLN FINANCIAL GROUP	5567	2/28/2018	5	-\$14.36	LIFE INSURANCE	12 5105 12
LINCOLN FINANCIAL GROUP	5567	2/28/2018	6	-\$4.06	LIFE INSURANCE	12 5105 12
TOTAL				\$230.52		
PERS HEALTH BENEFIT SERV	5569	2/28/2018	1	\$35,969.87	MEDICAL INSURANC-YER	01 2151
PERS HEALTH BENEFIT SERV	5569	2/28/2018	2	-\$769.01	MEDICAL INSURANC-YER	12 5103 12
PERS HEALTH BENEFIT SERV	5569	2/28/2018	3	\$136.93	MEDICAL INSURANC-YER	01 5103 09



CAMBRIA COMMUNITY SERVICES DISTRICT  
EXPENDITURE REPORT  
FOR THE MONTH OF FEBRUARY, 2018

3/21/2018: Revised Expenditure Report 6.A.

Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
PERS HEALTH BENEFIT SERV	5569	2/28/2018	4	\$665.00	MEDICAL INSURANC-YER	01 5121 01
PERS HEALTH BENEFIT SERV	5569	2/28/2018	5	\$532.00	MEDICAL INSURANC-YER	01 5121 02
PERS HEALTH BENEFIT SERV	5569	2/28/2018	6	\$1,330.00	MEDICAL INSURANC-YER	01 5121 09
PERS HEALTH BENEFIT SERV	5569	2/28/2018	7	\$798.00	MEDICAL INSURANC-YER	11 5121 11
PERS HEALTH BENEFIT SERV	5569	2/28/2018	8	\$798.00	MEDICAL INSURANC-YER	12 5121 12
PERS HEALTH BENEFIT SERV	5569	2/28/2018	9	\$70.56	MEDICAL INSURANC-YER	01 5121 09
PERS HEALTH BENEFIT SERV	5569	2/28/2018	1	\$6,293.29	MEDICAL INSURANC-YER	01 2151
TOTAL				\$45,824.64		
PERS RETIREMENT SYSTEM	5549	2/9/2018	1	\$0.01	PERS PAYROLL REMITTANCE	01 5111 09
PERS RETIREMENT SYSTEM	5549	2/9/2018	2	\$20,250.40	PERS PAYROLL REMITTANCE	01 2140
PERS RETIREMENT SYSTEM	5549	2/9/2018	3	-\$49.32	PERS PAYROLL REMITTANCE	01 5109 02
PERS RETIREMENT SYSTEM	5549	2/9/2018	4	\$95.28	PERS PAYROLL REMITTANCE	11 5109 11
PERS RETIREMENT SYSTEM	5549	2/9/2018	5	\$1,367.79	PERS PAYROLL REMITTANCE	12 5109 12
PERS RETIREMENT SYSTEM	5549	2/9/2018	6	\$844.10	PERS PAYROLL REMITTANCE	01 5109 09
PERS RETIREMENT SYSTEM	5549	2/9/2018	7	\$44.81	PERS PAYROLL REMITTANCE	01 5109 02
PERS RETIREMENT SYSTEM	5549	2/9/2018	8	\$26.05	PERS PAYROLL REMITTANCE	01 5109 09
PERS RETIREMENT SYSTEM	5564	2/23/2018	1	-\$0.01	PERS PAYROLL REMITTANCE	01 5111 09
PERS RETIREMENT SYSTEM	5564	2/23/2018	2	\$19,261.66	PERS PAYROLL REMITTANCE	01 2140
PERS RETIREMENT SYSTEM	5564	2/23/2018	3	\$0.01	PERS PAYROLL REMITTANCE	01 5111 09
PERS RETIREMENT SYSTEM	5568	2/28/2018	1	\$6,345.74	UNFUNDED ACCRUED LIABILITY	01 5109 09
PERS RETIREMENT SYSTEM	5568	2/28/2018	2	\$1,683.16	UNFUNDED ACCRUED LIABILITY	01 5109 02
PERS RETIREMENT SYSTEM	5568	2/28/2018	3	\$3,795.65	UNFUNDED ACCRUED LIABILITY	11 5109 11
PERS RETIREMENT SYSTEM	5568	2/28/2018	4	\$3,747.33	UNFUNDED ACCRUED LIABILITY	12 5109 12
PERS RETIREMENT SYSTEM	5568	2/28/2018	5	\$4,384.45	UNFUNDED ACCRUED LIABILITY	01 5109 01
PERS RETIREMENT SYSTEM	5589	3/9/2018	1	\$0.00	PERS PAYROLL REMITTANCE	01 5111 09
PERS RETIREMENT SYSTEM	5589	3/9/2018	2	\$20,358.85	PERS PAYROLL REMITTANCE	01 2140
PERS RETIREMENT SYSTEM	5589	3/9/2018	3	-\$61.44	PERS PAYROLL REMITTANCE	01 5109 09
TOTAL				\$82,094.52		
PPBI-DIRECT DEPOSIT	5546	2/9/2018	1	\$3,900.00	Direct Deposit Flat	01 2152
PPBI-DIRECT DEPOSIT	5546	2/9/2018	1	\$59,526.92	Direct Deposit Flat	01 2152
PPBI-DIRECT DEPOSIT	5561	2/23/2018	1	\$3,850.00	Direct Deposit Flat	01 2152
PPBI-DIRECT DEPOSIT	5561	2/23/2018	1	\$57,776.60	Direct Deposit Flat	01 2152
PPBI-DIRECT DEPOSIT	5586	3/9/2018	1	\$3,850.00	Direct Deposit Flat	01 2152
PPBI-DIRECT DEPOSIT	5586	3/9/2018	1	\$64,308.43	Direct Deposit Flat	01 2152
TOTAL				\$193,211.95		

CAMBRIA COMMUNITY SERVICES DISTRICT  
EXPENDITURE REPORT  
FOR THE MONTH OF FEBRUARY, 2018

Vendor Name	Check #	Check Date	Line #	Line Amt	Line Description	Account#
SEIU LOCAL 620	5550	2/9/2018	1	\$435.52	SEIU UNION DUES	01 2160
SEIU LOCAL 620	5550	2/9/2018	2	-\$26.19	SEIU UNION DUES	01 2160
SEIU LOCAL 620	5565	2/23/2018	1	\$458.13	SEIU UNION DUES	01 2160
SEIU LOCAL 620	5590	3/9/2018	1	\$492.41	SEIU UNION DUES	01 2160

TOTAL \$1,359.87

Grand Total \$881,799.86



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**CAMBRIA COMMUNITY SERVICES DISTRICT  
EXPENDITURE REPORT  
FOR THE MONTH OF FEBRUARY, 2018**

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**EXPENDITURE SUMMARY**

<b>\$608,736.12</b>	<b>01   TOTAL GENERAL FUND</b>
<b>\$107,561.91</b>	<b>11   TOTAL WATER OPERATIONS</b>
<b>\$79,391.43</b>	<b>12   TOTAL WASTEWATER OPERATIONS</b>
<b>\$14,754.57</b>	<b>39   TOTAL SWF OPERATIONS</b>
<b>\$71,477.78</b>	<b>40   TOTAL SWF PROJECT</b>
<b>\$881,921.81</b>	<b>TOTAL DISBURSEMENT FOR FEBRUARY, 2018</b>

**Prepared by Rudy Hernandez | 3 - 20 - 2018**

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**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS SPECIAL MEETING MINUTES**  
Monday, February 5, 2018 3:00 PM

**1. OPENING**

**A. Call to Order**

President Rice called the meeting to order at 3:00 p.m.

**B. Pledge of Allegiance**

President Rice led the Pledge of Allegiance.

**C. Establishment of Quorum**

A quorum was established.

Directors present: President Rice, Vice President Bahringer, Director Farmer, Director Wharton, and Director Pierson.

Staff present: General Manager Jerry Gruber, District Counsel Timothy Carmel, and Administrative Services Officer/District Clerk Monique Madrid.

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

**A. PUBLIC HEARING TO CONSIDER ADOPTION OF RESOLUTION 03-2018 CALLING A SPECIAL ELECTION FOR A PROPOSED SPECIAL TAX TO FUND FIREFIGHTERS AND A RELATED INCREASE IN THE APPROPRIATION LIMIT, AND REQUESTING CONSOLIDATION WITH THE JUNE 5, 2018 STATEWIDE ELECTION**

General Manager Jerry Gruber introduced the item and turned it over to District Counsel, who provided a summary review of the item and explained the three components of the Resolution. He explained the elements of the Ordinance of the People and that the proposed cost is \$50.00 per parcel and the use is limited to the funding of the three Firefighter positions. This tax is a Special Tax which does not expire. It is adjusted annually by an average of the San Francisco and the Orange County CPI. He further explained the provisions of compliance with the Elections Code.

Public Comment:  
Shelley Triggs  
Cardie Deen  
Bob Putney  
Todd Steeb  
Lance Nielsen  
Bill Castellanos  
Sonya Lanzen-Castellanos  
Elaine Mermelstein  
Lisa Tanzman  
David Manion

Mark Merrifield  
 Nancy Merrifield  
 Emily Torlano  
 Bob Kasper  
 John Neufield  
 Donn Howell  
 Jerry McKinnon  
 Laurel Stewart

Vice President Bahringer noted a written comment was received from the Fire Chiefs Association of San Luis Obispo County and a letter from Jerry Wood in support of the item.

Anonymous comment: stated that unimproved parcels have an obligation to protect surrounding parcels even if their parcels are not improved.

Ronna Wagner submitted a public comment in support of the item.  
 Laverne and Sonia Caldetra submitted a public comment in support of the item.  
 Susan Kwasny submitted a public comment in support of the item.  
 Elly Cannon submitted a public comment in support of the item.

Vice President Bahringer moved to put this item on the ballot and continue the item to a date certain to look at an analysis of all parcels compared to improved parcels for February 8, 2018 at 11:00 a.m.

President Rice seconded the motion.

Roll Call Vote:  
 Vice President Bahringer- Aye  
 President Rice- Aye  
 Director Wharton- Aye  
 Director Farmer- Aye  
 Director Pierson- Aye

Motion Passed Unanimously: 5-Ayes, 0-Nays, 0-Absent

President Rice called for a five-minute break.

- 3. REGULAR BUSINESS (Estimated time: 15 Minutes per item) Members of the public wishing to address the Board on any item described in this Notice may do so when recognized by the Board President prior to Board consideration of each agenda item. Public Comment items on this agenda will be limited to three (3) minutes per person**

**A. DISCUSSION AND CONSIDERATION OF ANNUAL REVIEW OF BOARD OF DIRECTORS BYLAWS**

General Manager Jerry Gruber introduced the item and turned it over to District Counsel, who gave a brief summary and asked for any questions.

Vice President Bahringer moved to accept the bylaws as in the packet.

Director Pierson seconded the motion.

President Rice requested the motion be amended to direct staff to work on building a policy manual with an Ad Hoc Committee to have policies back in place.

Director Bahringer wouldn't accept the amendment, but requested it be a Board goal.



Roll Call Vote:  
 Vice President Bahringer- Aye  
 Director Pierson- Aye  
 Director Wharton- Aye  
 Director Farmer- Aye  
 President Rice- Aye

Motion Passed Unanimously: 5-Ayes, 0-Nays, 0-Absent

**B. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION  
 01-2018 ESTABLISHING THE 2018 CCSD REGULAR BOARD MEETING  
 SCHEDULE**

General Manager Jerry Gruber introduced the item and provided the Board with a brief summary.

Public Comment:  
 Laurel Stewart

The Board discussed the following schedule and suggested these dates and times:

January 18, 2018 at 2:00 p.m. - 3<sup>rd</sup> Thursday

February 22, 2018 at 2:00 p.m.

March 22, 2018 at 2:00 p.m.

April 19, 2018 at 2:00 p.m. - 3<sup>rd</sup> Thursday

May 24, 2018 at 2:00 p.m.

June 28, 2018 at 2:00 p.m.

July 26, 2018 at 2:00 p.m.

August 23, 2018 at 2:00 p.m.

September 27, 2018 at 2:00 p.m.

October 25, 2018 at 2:00 p.m.

November 15, 2018 at 2:00 p.m. - 3<sup>rd</sup> Thursday

December 13, 2018 at 2:00 p.m. - 2<sup>nd</sup> Thursday

Vice President Bahringer moved to adopt Resolution 01-2018 establishing the 2018 CCSD Regular Board Meeting schedule with a 2:00 p.m. start time.

Director Wharton seconded the motion.

Roll Call Vote:  
 Vice President Bahringer- Aye  
 Director Wharton- Aye  
 Director Farmer- Aye  
 Director Pierson- Aye  
 President Rice- Aye

Motion Passed Unanimously: 5-Ayes, 0-Nays, 0-Absent

**C. DISCUSSION AND CONSIDERATION OF ESTABLISHING COMMITTEE AND DIRECTOR LIAISON ASSIGNMENTS**

General Manager Jerry Gruber introduced the item and turned it over to District Counsel, who provided the Board with a brief summary.

The Board reached consensus to add it to the consent agenda at the next meeting.

**D. DISCUSSION AND CONSIDERATION TO APPOINT A DELEGATE TO VOTE ON BEHALF OF THE CCSD FOR THE ALTERNATE LAFCO SPECIAL DISTRICT REPRESENTATIVE AT THE ANNUAL CALIFORNIA SPECIAL DISTRICT ASSOCIATION MEETING, CONSIDERATION OF NOMINATING A BOARD MEMBER AS A CANDIDATE, AND SELECTION OF A CANDIDATE TO SUPPORT**

General Manager Jerry Gruber introduced the item and turned it over to District Counsel, who gave a brief summary and asked for any questions.

Vice President Bahringer moved to appoint Harry Farmer to vote on behalf of the CCSD for the alternate LAFCO Special District Representative at the Annual California Special District Association Meeting.

President Rice seconded the motion.

Roll Call Vote:  
Vice President Bahringer-Aye  
President Rice-Aye  
Director Wharton-Aye  
Director Farmer-Aye  
Director Pierson-Aye

Motion Passed Unanimously: 5-Ayes, 0-Nays, 0-Absent

Vice President Bahringer moved to extend the meeting as long as necessary to complete closed session.

Director Pierson seconded the motion.

Roll Call Vote:  
Vice President Bahringer-Aye  
Director Pierson-Aye  
Director Wharton-Aye  
Director Farmer-Aye  
President Rice-Aye

Motion Passed Unanimously: 5-Ayes, 0-Nays, 0-Absent

**4. ADJOURN TO CLOSED SESSION Closed Session shall be held at the District offices located at 1316 Tamsen Street, Cambria, CA (Estimated time 60 Minutes)**

President Rice adjourned the meeting to closed session at 5:57 p.m.

**A. CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6 Agency Designated Representative: General Manager, Jerry D. Gruber Employee Group: International Association of Fire Fighters (IAFF)**

- B.** CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code Section 54957.6 Agency Designated Representative: General Manager Jerry Gruber; Employee Organization: Services Employee International Union
- C.** CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code Section 54957.6 Agency Designated Representative: General Manager Jerry Gruber; Unrepresented group, Management and Confidential Exempt Employees
- D.** CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4):One potential case.
- E.** CONFERENCE WITH LEGAL COUNSEL - Existing  
Litigation Pursuant to Government Code Section 54956.9(d)(1)  
Name of Case: Michie vs. CCSD

DRAFT



**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS SPECIAL MEETING MINUTES**  
 Thursday, February 8, 2018 11:00 AM

**1. OPENING**

**A. Call to Order**

President Rice called the meeting to order at 11:00 a.m.

**B. Pledge of Allegiance**

President Rice led the Pledge of Allegiance.

**C. Establishment of Quorum**

A quorum was established.

Directors present: President Rice, Vice President Bahringer, Director Wharton, and Director Pierson.

Directors Absent: Director Farmer

Staff present: District Counsel Timothy Carmel, Administrative Services Officer/District Clerk Monique Madrid, and Finance Manager Rudy Hernandez.

Staff absent: General Manager Jerry Gruber

**2. PUBLIC HEARINGS(Estimated time: 15 Minutes per item)**

**A. PUBLIC HEARING TO CONSIDER ADOPTION OF RESOLUTION 03-2018 CALLING A SPECIAL ELECTION FOR A PROPOSED SPECIAL TAX TO FUND FIREFIGHTERS AND A RELATED INCREASE IN THE APPROPRIATION LIMIT, AND REQUESTING CONSOLIDATION WITH THE JUNE 5, 2018 STATEWIDE ELECTION**

District Counsel re-introduced the item and provided the Board with a brief summary.

Public Comment:

Bob Putney  
 Allyson Dallmann  
 Laurie Vallens  
 Mike Zarowitz  
 William Castellanos  
 Steve Provost  
 Laurel Stewart  
 Michael Calderwood

Chief Hollingsworth confirmed that another grant was applied for but was not successful. There are additional grant funds available to help offset the costs originally not covered from March through June 2018. The need for those costs will be less.

Director Wharton moved to adopt Resolution 03-2018 calling a special election for a proposed Special Tax on all parcels to fund three Firefighters and a related increase in the appropriations limit, and requesting consolidation with the June 5, 2018 statewide election.

Director Pierson seconded the motion.

**Roll Call Vote:**

Director Wharton- Aye

Director Pierson- Aye

Director Farmer-Absent

Vice President Bahringer- Aye

President Rice- Aye

Motion Passed: 4-Ayes (Wharton, Pierson, Bahringer, Rice), 0-Nays, 1-Absent (Farmer)

Directors Wharton and Director Pierson will work on the statement in favor of the ballot measure and bring it back for consideration at the February 22, 2018 Regular meeting.

**3. ADJOURN**

President Rice adjourned the meeting at 2:00 p.m.

DRAFT

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS SPECIAL MEETING MINUTES**  
Friday, February 16, 2018 10:30 AM

**1. OPENING**

**A. Call to Order**

President Rice called the meeting to order at 10:30 a.m.

**B. Pledge of Allegiance**

President Rice led the Pledge of Allegiance.

**C. Establishment of Quorum**

A quorum was established.

Directors present: President Rice, Vice President Bahringer, Director Farmer, Director Wharton, and Director Pierson.

Staff present: General Manager Jerry Gruber and Administrative Services Officer/ District Clerk Monique Madrid.

**2. PUBLIC COMMENT ON AGENDA ITEMS**

None.

**3. ADJOURN TO CLOSED SESSION Closed Session shall be held at the District offices located at 1316 Tamsen Street, Suite 201, Cambria, CA (Estimated time 60 Minutes)**

**A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**  
Pursuant to Government Code Section 54956.9 (d)(2) Two potential cases.

President Rice adjourned the meeting to closed session at 10:32 a.m.



**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
Thursday, February 22, 2018 2:00 PM

**1. OPENING**

**A. Call to Order**

President Rice called the meeting to order at 2:07 p.m.

**B. Pledge of Allegiance**

President Rice led the Pledge of Allegiance.

**C. Establishment of Quorum**

A quorum was established.

Directors present: President Rice, Vice President Bahringer, Director Farmer, Director Wharton, and Director Pierson.

Staff Present: General Manager Jerry Gruber, District Counsel Timothy Carmel, and Administrative Services Officer/District Clerk Monique Madrid.

**D. Report from Closed Session**

District Counsel stated that at the February 5, 2018 meeting the Board discussed labor negotiations for IAFF, SEIU, and MCE. They also discussed pending litigation for the Michie case and potential litigation. On February 16, 2018 two anticipated litigation matters were discussed. There was no action to report.

**E. Agenda Review: Changes/Additions/Deletions**

President Rice asked for discussion of the order of the agenda items.

Vice President Bahringer suggested switching regular business and consent items.

Director Farmer suggested moving the General Manager's report to the end of the meeting.

Director Wharton agreed on moving the General Manager's report to the end, but suggested keeping the Finance Manager's report at the beginning of the meeting.

Director Pierson agreed to keep the Finance Manager's report at the beginning of the meeting.

Public Comment:  
Tina Dickason

The Board reached consensus to make the changes discussed.

**2. PUBLIC COMMENT (Estimated time 30 minutes. At President's discretion additional comments may be heard at the end of the meeting.)**

Public Comment:  
Tina Dickason (written comment received)  
Don Howell

### **3. PUBLIC SAFETY (Estimated time 5 minutes per item.)**

#### **A. Sheriff's Department Report**

Commander Voge provided a summary report of recent activities in Cambria for the Sheriff's Department.

### **4. Manager Reports**

#### **A. General Manager's Report**

General Manager Jerry Gruber provided a brief summary of the General Manager's report. There was a review of the CCSD property list.

Balance Public Relations Senator Dean Florez, ret., provided a brief summary of his report. He suggested the Board establish a committee to review legislative bills from Sacramento. State Parks are aware of the Right of Entry matter and are working on moving it forward. He spoke with Scott MacFarland about the CCSD Water Rights. Mr. MacFarland is actively working on it. I-Bank has been having conversations regarding refinancing the SWF.

Public Comment:  
Laurel Stewart  
Debbie Soto  
Barbara Fiscalini  
Kathleen Fiscalini Gearhart  
Crosby Swartz

Director Bahringer recused himself.

The Board reached consensus to refer the matter of moving the Schoolhouse to the old dog park property for preservation to the PROS Commission to review.

#### **B. Finance Manager's Report**

General Manager Jerry Gruber provided an overview of the Finance Manager's report.

#### **C. Fire Chief's Report**

CCSD Fire Chief William Hollingsworth provided a report of recent activities in Cambria.

#### **D. Board Member Reports**

Board Members reported:

Director Pierson reported on the Fire Ad Hoc meeting regarding the argument in favor of the special tax item.

Vice President Bahringer attended the NCAC meeting.

Director Farmer reported on the Friends of the Fiscalini Ranch Preserve. They are discussing a scholarship fund. There will be a night walk this week. He attended a Forest

Committee and met with Crosby's regarding the website, and the need for a Forest Manager.

President Rice had a lunch meeting the Jack Ainsworth from the Coastal Commission, along with Director Pierson. She attended a rally with Salud Carbajal regarding offshore drilling. She provided him with copies of the CCSD approved documents.

**5. CONSENT AGENDA (Estimated time: 15 Minutes)**

- A.** CONSIDERATION TO ADOPT THE JANUARY 2018 EXPENDITURE REPORT
- B.** CONSIDERATION TO ADOPT THE JANUARY 18, 2018 REGULAR MEETING MINUTES
- C.** CONSIDERATION OF EXTENDING THE OUTSTANDING PEOPLES' SELF-HELP HOUSING INTENT TO SERVE LETTER
- D.** CONSIDERATION OF ADOPTION OF RESOLUTION 05-2018 UPDATING THE ASSIGNMENT OF BANKING POWERS FOR THE CAMBRIA COMMUNITY SERVICES DISTRICT

President Rice asked for any items to be pulled.

No items were pulled.

Vice President Bahringer moved to approve the consent agenda.

Director Pierson seconded the motion.

Roll Call Vote:

Vice President Bahringer- Aye  
 Director Pierson- Aye  
 Director Wharton- Aye  
 Director Farmer- Aye  
 President Rice- Aye

Motion Passed Unanimously: 5-Ayes, 0-Nays, 0-Absent

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

Vice President Bahringer requested to start at 6.E. followed by item 6.C.

- A.** DISCUSSION AND CONSIDERATION OF PROPOSED 2018 PROS GOALS & OBJECTIVES

The General Manager asked to have this item pushed to the March agenda. The Board agreed to push this item to the March agenda. A PROS Commissioner could not attend the meeting today.

- B.** DISCUSSION AND CONSIDERATION OF 2018 BOARD GOALS AND OBJECTIVES

General Manager introduced the item and turned it over to President Rice, who gave a brief summary and asked for any questions.



Board consensus was reached on the goals as written and pushing Goal No. 1 to the end.

**C. DISCUSSION AND CONSIDERATION OF APPROVAL OF BALLOT ARGUMENT IN FAVOR OF MEASURE SUBMITTED TO VOTERS AT THE JUNE 5, 2018 ELECTION, SIGNATORIES OF SAME, AND DIRECT STAFF WITH RESPECT TO REBUTTAL ARGUMENTS**

The General Manager introduced the item and explained there is a green sheet with revisions which were prepared by the Board President. He turned it over to District Counsel, who gave a brief summary on the process of the argument in favor and asked for any questions.

Board discussion was held to review various changes and suggestions regarding the language.

The clean version of the Argument in Favor submitted by President Rice was reviewed and the following changes were approved:

On the third paragraph, remove "and maintain the 4-personnel staffing model."

On the second bullet point, add "Response to recommendation."

On the last paragraph remove, "Additional."

Public Comment:

Gary Turner  
Don Howell  
Steve Provost  
Ken Topping

Vice President Bahringer moved to accept the argument in favor as submitted by President Rice with the revisions as read.

Director Pierson seconded the motion.

Roll Call Vote:

Vice President Bahringer- Aye  
Director Pierson- Aye  
Director Wharton- Aye  
Director Farmer- Nay  
President Rice- Aye

Motion Passed: 4-Ayes (Bahringer, Pierson, Wharton, Rice), 1-Nay (Farmer), 0-Absent

Signatures:

President Rice  
Director Wharton  
Director Pierson  
General Manager Jerry Gruber  
Chief William Hollingsworth

Vice President Bahringer moved to authorize the Emergency Services Committee to write the rebuttal argument with the assistance of Chief Hollingsworth and have the same individuals who signed the primary argument sign the rebuttal line.

Director Pierson seconded the motion.

Roll Call Vote:

Vice President Bahringer- Aye

Director Pierson- Aye

Director Wharton- Aye

Director Farmer- Aye

President Rice- Aye

Motion Passed Unanimously: 5-Ayes, 0-Nays, 0-Absent

#### **D. DISCUSSION AND CONSIDERATION OF ESTABLISHING COMMITTEE AND DIRECTOR LIAISON ASSIGNMENTS**

The General Manager introduced the item and reviewed the proposed Committees and liaison assignments.

The Board reached consensus to the following corrections/additions:

Parks, Recreation and Open Space (PROS) is now a Liaison Assignment and Director Wharton is assigned to the group.

Cambria Healthcare District Liaison Assignment is assigned to Director only.

Cambria Fire Safe Focus Group Liaison Assignment is assigned to Director Wharton only.

Legislative Ad Hoc Committee: Director Rice and Director Bahringer

Task: Work with Dean Florez on current legislation that potentially affects the District.

Public Comment:

Jerry McKinnon

President Rice suggested the Finance and Infrastructure standing committees determine what they are working on and come back to the Board with updates at the March Board meeting.

President Rice suggested that at the March meeting, we have standing committees start for one year, be a five-member committee, and that Directors on the committee would appoint one member from the public to serve on the committee. The meetings would occur once a month. She suggested the General Manager be involved in the scope identification of each committee. At the March meeting, Directors should return with suggestions for whom to appoint to the standing committees on which they are not serving.

Director Pierson likes the idea of a five-member committee and suggested that Rudy Hernandez attend the Finance Committee meetings and Bob Gresens attend the Infrastructure Committee meetings. He suggested keeping the two standing committees.

Directors asked the public to indicate if they are interested in being on the standing committees.

President Rice suggested placing an ad in the local paper. The only qualification for the position is they need to live in Cambria.

Vice President Bahringer moved to accept the Committee and Director Liaison Assignments as presented in the staff report with the Board's revisions.

Director Wharton seconded the motion.

District Counsel suggested bringing the two standing committees back to the March agenda to discuss their respective tasks. The Board agreed. President Rice stated they will appoint members from the public at the next meeting.

Roll Call Vote:

Vice President Bahringer- Aye

Director Wharton- Aye

Director Pierson- Aye

Director Farmer- Aye

President Rice- Aye

Motion Passed Unanimously: 5-Ayes, 0-Nays, 0-Absent

**E. DISCUSSION AND CONSIDERATION OF MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN, MITIGATION ACTIONS, AND INPUT AND DIRECTION REGARDING SEEKING GRANT FUNDING**

General Manager Jerry Gruber introduced the item and provided a brief description and turned the item over to Fire Chief William Hollingsworth, who provided an overview of the item.

President Rice asked whether this item was informational or if it requires Board direction. The General Manager stated that it's informational at this time.

Public Comment:

Ken Topping

**7. FUTURE AGENDA ITEM(S) (Estimated time: 15 Minutes)**

**A.** Discussion and Consideration to Approve a 2017/2018 FY Budget Adjustment

**B.** Discussion and Consideration of Projected Use of the SWF

Vice President moved to place the future agenda items on the next agenda.

The General Manager suggested the General Manager's goals also be placed on the next agenda.

**8. ADJOURN**

President Rice adjourned the meeting at 5:55 p.m.



## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.C.**

FROM: Jerry Gruber, General Manager  
 Monique Madrid, District Clerk  
 Haley Dodson, Confidential Administrative Assistant

Meeting Date: March 22, 2018

Subject: CONSIDERATION TO APPROVE  
 AMENDED AGREEMENT FOR  
 CONSULTANT SERVICES WITH  
 TEKTEGRITY AND AUTHORIZE AN  
 ADDITIONAL \$1500 FOR LABOR  
 COSTS

**RECOMMENDATION:** Staff recommends that the Board of Directors approve the attached amended Agreement for Consultant Services with TekTegrity and authorize an additional \$1,500 for labor costs.

**FISCAL IMPACT:** Increase in labor costs of \$1,500.

**DISCUSSION:** The Board authorized \$45,494.50 for the purchase of hardware, software and labor costs for the upgrade and replacement of equipment for the CCSD network. The cost was an estimate based on the engineer's review of the required work. At the time of the preparation of the proposal, the Board of Directors did not have CCSD issued email addresses. By the time we went live with the new Microsoft Office 365 software, the Board of Directors emails had been added to the system. This addition was not initially accounted for in the original proposal.

To date, the total cost for hardware, software and labor is \$43,750.75, with a remaining balance of \$1,743.75. The cost to finish the project is expected to require an additional 12 hours of labor at a cost of \$125.00 per hour, creating a need for an additional \$1,500.

The project has currently completed the following milestones:

- Microsoft Office 365 Migration
- Delivery of new Server Hardware
- LaserFiche Migration
- MOMs Migration
- Decommissioning of LaserFiche Server
- Replacement of Wireless Access Points at all 5 sites
- Replacement of Network Switching at all 5 sites

The following tasks still remain to be completed:

- Decommissioning of Admin Server (after success with MOMS on new server for one week)
- Migration of Fire Department Software
- Decommissioning of Fire Server (after success with Fire Department on new server for one week)
- Cleanup and removal of server rack and equipment from Admin building including E-Waste of old servers
- Cleanup and removal of old hardware inside Fire Department server room

- Update of pictures and documentation

Based on the above, staff recommends the Board of Directors approve the amended Agreement for Consultant Services with TekTegrity and authorize an additional \$1,500 for labor costs.

Attachments:           Amendment to Agreement for Consultant Services  
Change Order Proposal #JF014857 Version 1

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

UNANIMOUS \_\_\_RICE\_\_\_BAHRINGER \_\_\_FARMER\_\_\_WHARTON\_\_\_PIERSON

**AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES**

This Amendment to Agreement for Consultant Services ("Amendment") by and between the **CAMBRIA COMMUNITY SERVICES DISTRICT** ("CCSD") and **TEKTEGRITY** ("Consultant") is made and entered into this \_\_\_<sup>th</sup> day of March, 2018.

**WHEREAS**, the parties entered into an Agreement for Consultant Services ("Agreement") on October 26, 2017, under which Consultant provided IT services to the CCSD; and

**WHEREAS**, the Agreement expired on February 28, 2017; and

**WHEREAS**, Consultant and CCSD now mutually agree and desire to revive and amend certain portions of the Agreement.

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

1. The Agreement is hereby revived and shall be in effect until April 30, 2018, unless sooner terminated pursuant to the provisions thereof.
2. Consultant shall provide the services described in the proposal dated February 23, 2018, attached hereto as Exhibit "A" and incorporated herein by reference, and shall be paid the amount set forth therein.
3. Except as modified herein, all terms and conditions of the Agreement, as amended, shall be in full force and effect.

**IN WITNESS WHEREOF**, **CCSD** and **CONSULTANT** have executed this Amendment the day and year first above written.

CAMBRIA COMMUNITY SERVICES  
DISTRICT

TEKTEGRITY

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

\_\_\_\_\_  
Jeff Bower

Attest:

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





**Change Order for  
Cambria Community Services District  
Proposal #JF014857 | Version 1**



<b>Adjustments to Services</b>	<b>Qty</b>	<b>Each</b>	<b>Total</b>
Project Labor - Per Hour Additional hours to complete mailbox migrations for CCSD board members not previously accounted for in original quote.	12	\$125.00	\$1,500.00
<b>Adjustments to Services Subtotal</b>			<b>\$1,500.00</b>

## Change Order

Proposal # JF014857 | Version 1

### Prepared For

Cambria Community Services District  
Haley Dodson  
1316 Tamson Drive  
Cambria, CA 93428  
hdodson@cambriacsd.org

### Prepared By

TekTegrity  
Jeff Franklin  
150 South Street  
San Luis Obispo, CA 93401  
jfranklin@tektegrity.com

### Cost Summary

<b>Total</b>	<b>\$1,500.00</b>
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## Terms & Conditions

Quotes expire within 30 days. All software sales are final - our vendors do not accept software returns. Also, our vendors may change prices on products in high demand between the time a quote is made and the product is ordered. Vendor's shipping fees may also vary from quoted amount. TekTegrity reserves the right to make minor pricing adjustments in the final invoice if our vendors change prices. A downpayment may be required for all hardware and software over \$500. Labor will be billed separately in accordance of the terms of your Service Agreement..

### FOR CLIENT

Company	<u>Cambria Community Services District</u>
Address	<u>1316 Tamson Drive</u>
	<u>Cambria, CA 93428</u>
Name	<u>Haley Dodson</u>
Title	<u></u>
Signature	<u></u>
Date/Time	<u></u>

### TekTegrity

Company	<u>Jeff Franklin, IT Consultant</u>
Signature	<u></u>
Date/Time	<u>02/23/2018 2:41 AM</u>



## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.D.**FROM: Rudy Hernandez, Finance Manager  
Jerry Gruber, General Manager

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Meeting Date: March 22, 2018      Subject:                      CONSIDERATION TO APPROVE  
AGREEMENT BETWEEN CAMBRIA  
COMMUNITY SERVICES DISTRICT  
AND TYLER TECHNOLOGIES FOR  
THE INCODE ACCOUNTING  
SOFTWARE PROGRAM

**RECOMMENDATION:**

Staff recommends that the Board of Directors consider approving the contract with Tyler Technologies - Incode Division for Financial Accounting Software and Services and appropriation of the funding needed.

**FISCAL IMPACT:**

Staff recommends that the Board of Directors appropriate the funds needed to upgrade the financial accounting software program. The total project cost for the financial accounting software program is proposed to be a one-time fee in the amount \$68,850. Of this amount, \$17,500 will come from the current year's budget and the difference of \$51,350 will be funded from FY 2018/19 budget. Staff is also recommending that the Board appropriate an additional \$15,000 in the current year's budget to cover such cost as travel (Tyler Technologies), training and other related costs. Total current year budget request is \$32,500(\$17,500 + \$15,000). Once the accounting software program is up and running, there will be annual recurring fees in the amount of \$32,742.

**DISCUSSION:**

The District's current finance software (MOMS) was purchased in 2002. Although it is still functional, it is not state of the art and lacks many features and functionality that is available in today's systems. Some examples of work that Tyler Technologies - Incode can perform that MOMS cannot are listed below. Currently, CCSD customers must call Finance Department staff to get this information.

- Check water usage.
- Change address and request new service or stop service
- View utility bill on-line.
- Transfer water service to a new address
- Do e-billing. This is request is sometimes made by homeowners who live out of town and own a home in Cambria

- Service Outages – Currently if there is a power outage in Cambria, Finance Department staff must call customers and inform them of the service outage and this takes staff approximately 2 hours. Under Incode, this service will be performed via automated call.

As you can see, customer service will greatly be enhanced. On the other side, there is also enhanced financial accounting and reporting capabilities. For example, staff will be implementing a new purchasing system that will update purchase orders immediately and allow management staff to better manage their budgets.

Finance Staff reviewed five (5) governmental accounting software vendors which are listed below:

- Tyler Technologies - Incode Division for Financial Accounting Software
- Caselle
- Accela (Formerly Springbrook)
- Black Mountain
- Continental Utility Solutions, Inc. (CUSI)

Below are some features that separate Tyler Technologies from the other vendors:

1. It is the largest company in the country providing software and services to the public sector with over 15,000 clients.
2. All the modules are developed, sold, and implemented by one vendor.
3. Annual maintenance provides for all upgrades and enhancements. The District will never need to “re-buy” software.
4. Tyler is financially healthy. It is a public company traded on the NYSE.
5. Unlimited support, at no additional cost.
6. Online training center and Continuing Professional Education (CPE) accredited webinars.
7. California Users group meetings on annual basis in Fresno at the Fresno Irrigation District.
8. Over 100 public sector clients in California are using Incode Software.

Listed below is list of local government agencies that are using Tyler Technologies - Incode:

- Templeton Community Services District
- Oceano Community Services District
- Nipomo Community Services District
- City of Buellton
- Heritage Ranch Community Services District
- San Miguel Community Services District.

As part of the financial accounting software selection process, staff contacted the above-mentioned government agencies who are currently using Tyler Technologies (Incode) for a reference check and all six (6) spoke highly of Tyler Technologies. Everyone that staff talked to spoke very highly about Incode’s customer service and how quickly they responded and resolved issues. Customer Service is key for the Finance Department staff as we are

encountering demanding changes in our operations and the changing laws which we are required to follow.

Over the last year, staff has gathered a tremendous amount of information regarding the proposed finance software. During that time, we have seen a lot of features that can increase productivity and efficiency. If approved, the only down side of Tyler Technologies (Incode) is that it will take approxatemely 9 months to implement the financial accounting software program after the Board approves the financial accounting software package.

Attachments: Financial Incode 10 Implementation Timeline  
Utility Billing V.X. Implementation Timeline  
Contract with Tyler Technologies

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

UNANIMOUS \_\_\_ RICE \_\_\_ BAHRINGER \_\_\_ FARMER \_\_\_ WHARTON \_\_\_ PIERSON \_\_\_

### Financials Incode 10 Implementation Timeline

	Week 0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32			
Data Submission	Client																																			
Data Review		Tyler																																		
Chart of Accounts				Remote Tyler/Client																																
Setup Weeks/ Instructor Led Training												On-Site Tyler/Client																								
Conversion Analysis/ILT															Remote Tyler/Client																					
Client Data Review																							Remote Tyler/Client													
Parallel Payroll/UAT																								On-Site Tyler/Client												
Gap for Payroll																										No Activity										
On-Site Go- Live																																	On-Site Tyler/Client			



Utility Billing V.X Implementation Timeline																								
	Week 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22		
Convert Uploaded Data	Tyler																							
Configuration and Setup						Tyler/Client																		
Conversion Work							Tyler																	
Conversion Analysis/Instructor Led Training									Tyler/Client															
Conversion Review													Client	Tyler										
Instructor Led Training															Tyler/Client	Tyler/Client								
User Acceptance Testing																		Tyler/Client						
Finalize Conversion																				Tyler				
On-Site Go-Live																							Tyler/Client	



## SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

### SECTION A – DEFINITIONS

- **“Agreement”** means this Software as a Services Agreement.
- **“Business Travel Policy”** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **“Client”** means Cambria Community Services District.
- **“Data”** means your data necessary to utilize the Tyler Software.
- **“Data Storage Capacity”** means the contracted amount of storage capacity for your Data identified in the Investment Summary.
- **“Defect”** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **“Defined Concurrent Users”** means the number of concurrent users that are authorized to use the SaaS Services. The Defined Concurrent Users for the Agreement are seven (7) users.
- **“Developer”** means a third party who owns the intellectual property rights to Third Party Software.
- **“Documentation”** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **“Effective Date”** means the date on which your authorized representative signs the Agreement.
- **“Force Majeure”** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **“Investment Summary”** means the agreed upon cost proposal for the products and services attached as Exhibit A.
- **“Invoicing and Payment Policy”** means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as Exhibit B.
- **“SaaS Fees”** means the fees for the SaaS Services identified in the Investment Summary.
- **“SaaS Services”** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software, and

includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting or other professional services.

- **“SLA”** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **“Statement of Work”** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software, and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit E.
- **“Support Call Process”** means the support call process applicable to all of our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as Schedule 1 to Exhibit C.
- **“Third Party Terms”** means, if any, the end user license agreement(s) or similar terms for the Third Party Software, as applicable.
- **“Third Party Hardware”** means the third party hardware, if any, identified in the Investment Summary.
- **“Third Party Products”** means the Third Party Software and Third Party Hardware.
- **“Third Party Software”** means the third party software, if any, identified in the Investment Summary.
- **“Tyler”** means Tyler Technologies, Inc., a Delaware corporation.
- **“Tyler Software”** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **“we”, “us”, “our”** and similar terms mean Tyler.
- **“you”** and similar terms mean Client.

## SECTION B – SAAS SERVICES

1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your internal business purposes for the number of Defined Concurrent Users only. The Tyler Software will be made available to you according to the terms of the SLA. You acknowledge that we have no delivery obligations and we will not ship copies of the Tyler Software as part of the SaaS Services. You may use the SaaS Services to access updates and enhancements to the Tyler Software, as further described in Section C(8).
2. SaaS Fees. You agree to pay us the SaaS Fees. Those amounts are payable in accordance with our Invoicing and Payment Policy. The SaaS Fees are based on the number of Defined Concurrent Users and amount of Data Storage Capacity. You may add additional concurrent users or additional data storage capacity on the terms set forth in Section H(1). In the event you regularly and/or meaningfully exceed the Defined Concurrent Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s).
3. Ownership.
  - 3.1 We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.

3.2 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.

3.3 You retain all ownership and intellectual property rights to the Data.

4. Restrictions. You may not: (a) make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with the maintenance and support process set forth in Section C(8), below, the SLA and our then current Support Call Process.
6. SaaS Services.
  - 6.1 Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 16, Type 2. We have attained, and will maintain, Type II SSAE compliance, or its equivalent, for so long as you are timely paying for SaaS Services. Upon execution of a mutually agreeable Non-Disclosure Agreement ("NDA"), we will provide you with a summary of our SSAE-16 compliance report or its equivalent. Every year thereafter, for so long as the NDA is in effect and in which you make a written request, we will provide that same information.
  - 6.2 You will be hosted on shared hardware in a Tyler data center, but in a database dedicated to you, which is inaccessible to our other customers.
  - 6.3 We have fully-redundant telecommunications access, electrical power, and the required hardware to provide access to the Tyler Software in the event of a disaster or component failure. In the event any of your Data has been lost or damaged due to an act or omission of Tyler or its subcontractors or due to a defect in Tyler's software, we will use best commercial efforts to restore all the Data on servers in accordance with the architectural design's capabilities and with the goal of minimizing any Data loss as greatly as possible. In no case shall the recovery point objective ("RPO") exceed a maximum of twenty-four (24) hours from declaration of disaster. For purposes of this subsection, RPO represents the maximum tolerable period during which your Data may be lost, measured in relation to a disaster we declare, said declaration will not be unreasonably withheld.
  - 6.4 In the event we declare a disaster, our Recovery Time Objective ("RTO") is twenty-four (24) hours. For purposes of this subsection, RTO represents the amount of time, after we declare a disaster, within which your access to the Tyler Software must be restored.



- 6.5 We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. We will provide you with a written or electronic record of the actions taken by us in the event that any unauthorized access to your database(s) is detected as a result of our security protocols. We will undertake an additional security audit, on terms and timing to be mutually agreed to by the parties, at your written request. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords or other confidential information, and unauthorized vulnerability and penetration test scanning of our network and systems (hosted or otherwise) is prohibited without the prior written approval of our IT Security Officer.
- 6.6 We test our disaster recovery plan on an annual basis. Our standard test is not client-specific. Should you request a client-specific disaster recovery test, we will work with you to schedule and execute such a test on a mutually agreeable schedule.
- 6.7 We will be responsible for importing back-up and verifying that you can log-in. You will be responsible for running reports and testing critical processes to verify the returned data. At your written request, we will provide test results to you within a commercially reasonable timeframe after receipt of the request.
- 6.8 We provide secure data transmission paths from each of your workstations to our servers.
- 6.9 For at least the past ten (10) years, all of our employees have undergone criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies. Our data centers are accessible only by authorized personnel with a unique key entry. All other visitors must be signed in and accompanied by authorized personnel. Entry attempts to the data center are regularly audited by internal staff and external auditors to ensure no unauthorized access.

## **SECTION C – OTHER PROFESSIONAL SERVICES**

1. Other Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and described in the Statement of Work.
2. Professional Services Fees. You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. You acknowledge that the fees stated in the Investment Summary are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours.
3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.

4. Cancellation. If travel is required, we will make all reasonable efforts to schedule travel for our personnel, including arranging travel reservations, at least two (2) weeks in advance of commitments. Therefore, if you cancel services less than two (2) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) non-refundable expenses incurred by us on your behalf, and (b) daily fees associated with cancelled professional services if we are unable to reassign our personnel. We will make all reasonable efforts to reassign personnel in the event you cancel within two (2) weeks of scheduled commitments.
5. Services Warranty. We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.
6. Site Access and Requirements. At no cost to us, you agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.
7. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with us to schedule the implementation-related services outlined in this Agreement. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).
8. Maintenance and Support. For so long as you timely pay your SaaS Fees according to the Invoicing and Payment Policy, then in addition to the terms set forth in the SLA and the Support Call Process, we will:
  - 8.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (limited to the then-current version and the immediately prior version);
  - 8.2 provide telephone support during our established support hours;
  - 8.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;
  - 8.4 make available to you all major and minor releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and
  - 8.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with our then-current release life cycle policy.

We will use all reasonable efforts to perform support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You

agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain your VPN for backup connectivity purposes.

For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (b) application design; (c) other consulting services; or (d) support outside our normal business hours as listed in our then-current Support Call Process. Requested services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) weeks' advance notice.

#### **SECTION D – THIRD PARTY PRODUCTS**

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.
2. Third Party Software. As part of the SaaS Services, you will receive access to the Third Party Software and related documentation for internal business purposes only. Your rights to the Third Party Software will be governed by the Third Party Terms.
3. Third Party Products Warranties.
  - 3.1 We are authorized by each Developer to grant access to the Third Party Software.
  - 3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.
  - 3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.

#### **SECTION E - INVOICING AND PAYMENT; INVOICE DISPUTES**

1. Invoicing and Payment. We will invoice you the SaaS Fees and fees for other professional services in the Investment Summary per our Invoicing and Payment Policy, subject to Section E(2).
2. Invoice Disputes. If you believe any delivered software or service does not conform to the warranties in this Agreement, you will provide us with written notice within thirty (30) days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues

presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all SaaS Services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within fifteen (15) days of notice of our intent to do so.

## **SECTION F – TERM AND TERMINATION**

1. Term. The initial term of this Agreement is five (5) years from the first day of the first month following the Effective Date, unless earlier terminated as set forth below. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.
2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section E(2).
  - 2.1 Failure to Pay SaaS Fees. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of SaaS Fees. If you fail to timely pay the SaaS Fees, we may discontinue the SaaS Services and deny your access to the Tyler Software. We may also terminate this Agreement if you don't cure such failure to pay within forty-five (45) days of receiving written notice of our intent to terminate.
  - 2.2 For Cause. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section H(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within the thirty (30) day window set forth in Section H(3).
  - 2.3 Force Majeure. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.
  - 2.4 Lack of Appropriations. If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.
  - 2.5 Fees for Termination without Cause during Initial Term. If you terminate this Agreement during the initial term for any reason other than cause, Force Majeure, or lack of appropriations, or if we terminate this Agreement during the initial term for your failure to pay SaaS Fees, you shall pay us the following early termination fees:



- a. if you terminate during the first year of the initial term, 100% of the SaaS Fees through the date of termination plus 25% of the SaaS Fees then due for the remainder of the initial term;
- b. if you terminate during the second year of the initial term, 100% of the SaaS Fees through the date of termination plus 15% of the SaaS Fees then due for the remainder of the initial term; and
- c. if you terminate after the second year of the initial term, 100% of the SaaS Fees through the date of termination plus 10% of the SaaS Fees then due for the remainder of the initial term.

## **SECTION G – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE**

### **1. Intellectual Property Infringement Indemnification.**

- 1.1 We will defend you against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
- 1.2 Our obligations under this Section G(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties, or your willful infringement.
- 1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case you will stop running the allegedly infringing Tyler Software immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.
- 1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; (c) replace it with a functional equivalent; or (d) terminate this Agreement and refund you the prepaid but unused SaaS Fees for the year in which the Agreement terminates. We will pursue those options in the order listed herein. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

### **2. General Indemnification.**

- 2.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our negligence or willful misconduct; or (b) our violation of a law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and

give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

2.2 To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for personal injury or property damage to the extent caused by your negligence or willful misconduct; or (b) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. **DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**
4. **LIMITATION OF LIABILITY. EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (A) DURING THE INITIAL TERM, AS SET FORTH IN SECTION F(2), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (B) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS G(1) AND G(2).**
5. **EXCLUSION OF CERTAIN DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**
6. Insurance. During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (a) Commercial General Liability of at least \$1,000,000; (b) Automobile Liability of at least \$1,000,000; (c) Professional Liability of at least \$1,000,000; (d) Workers Compensation complying with applicable statutory requirements; and (e) Excess/Umbrella Liability of at least \$5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

## **SECTION H – GENERAL TERMS AND CONDITIONS**

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.

2. Optional Items. Pricing for any listed optional products and services in the Investment Summary will be valid for twelve (12) months from the Effective Date.
3. Dispute Resolution. You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.
4. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.
5. Nondiscrimination. We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.
6. E-Verify. We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.
7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.
8. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.
9. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.

10. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third Party Terms.
11. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.
12. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.
13. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
14. Independent Contractor. We are an independent contractor for all purposes under this Agreement.
15. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.
16. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.
17. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
  - (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
  - (b) a party can establish by reasonable proof was in that party's possession at the time of initial



disclosure;

- (c) a party receives from a third party who has a right to disclose it to the receiving party; or
  - (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.
18. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.
19. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law.
20. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.
21. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.
22. Contract Documents. This Agreement includes the following exhibits:
- |           |                                         |
|-----------|-----------------------------------------|
| Exhibit A | Investment Summary                      |
| Exhibit B | Invoicing and Payment Policy            |
|           | Schedule 1: Business Travel Policy      |
| Exhibit C | Service Level Agreement                 |
|           | Schedule 1: Support Call Process        |
| Exhibit D | Web Services – Hosted Application Terms |
| Exhibit E | Statement of Work                       |

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

Cambria Community Services District

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address for Notices:

Tyler Technologies, Inc.  
One Tyler Drive  
Yarmouth, ME 04096  
Attention: Chief Legal Counsel

Address for Notices:

Cambria Community Services District  
PO Box 65  
Cambria, CA 93428  
Attention: Stephani Salvi



## **Exhibit A**

### **Investment Summary**

The following Investment Summary details the software and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

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Quoted By: Kip Winget  
 Quote Expiration: 8/12/2018  
 Quote Name: Cambria Community Service District-LGD-FIN  
 Quote Number: 2018-44344  
 Quote Description:

**Sales Quotation For**  
 Stephanie Salvi  
 Cambria Community Services District  
 PO Box 65  
 Cambria, CA 93428-0065  
 Phone: +1 (805) 927-6223  
 Email: ssalvi@cambriacs.org

Tyler Software and Related Services - SaaS		One Time Fees			# Years	Annual Fee
Description	Impl. Hours	Impl. Cost	Data Conversion			
<b>Incode 10</b>						
Core Financials	84	\$8,400	\$4,050			\$5,496
Purchasing	16	\$1,600	\$0			\$1,819
Project Accounting	12	\$1,200	\$0			\$1,499
Misc. Accounts Receivable	12	\$1,200	\$0			\$1,047
Personnel Management (Includes Position Budgeting)	92	\$9,200	\$3,800			\$4,650
Utility CIS System	152	\$15,200	\$7,600			\$5,496
Mobile Service Orders	8	\$800	\$0			\$423
Cashiering	40	\$4,000	\$0			\$1,692
Incode Utility Billing Online Component	0	\$0	\$0			\$1,920
Incode Notifications for Utility Billing	0	\$0	\$0			\$0
Employee Self Service (Employee Portal)	16	\$1,600	\$0			\$0
ESS Time & Attendance (Number of FTE Employees) ( 30 )	28	\$2,800	\$0			\$1,152
<b>Tyler Software</b>						
Tyler Content Manager Standard Edition (TCM SE)	24	\$2,400	\$0			\$1,795
<b>Other Services</b>						
Tyler U	0	\$0	\$0			\$1,152
Basic Network Services	0	\$0	\$0			\$576
Hosting User Fee	0	\$0	\$0			\$4,025
	<i>Sub-Total:</i>	<i>\$48,400</i>	<i>\$15,450</i>			<i>\$32,742</i>
	<b>TOTAL:</b>	<b>484</b>	<b>\$48,400</b>	<b>\$15,450</b>	<b>5</b>	<b>\$32,742</b>

Other Services		Quantity	Unit Price	Extended Price	Maintenance
Description					
Project Management		1	\$5,000	\$5,000	\$0
	<b>TOTAL:</b>			<b>\$5,000</b>	<b>\$0</b>

Summary	One Time Fees	Recurring Fees
Total Tyler SaaS	\$0	\$32,742
Total Tyler Services	\$68,850	\$0
Total Third Party Hardware, Software and Services	\$0	\$0
<b>Summary Total</b>	<b>\$68,850</b>	<b>\$32,742</b>

**Detailed Breakdown of Conversions (Included in contract total)**

Description	Hours	Unit Price	Programming Fee	Extended Price
<b>Incode 10</b>				
General Ledger - Conversion			\$1,000	\$1,000
General Ledger - Legacy.Historical Views	4	\$100	\$500	\$900
Accounts Payable Conversion			\$1,250	\$1,250
Accounts Payable - Legacy.Historical Views Conversion	4	\$100	\$500	\$900
Personnel Management -Payroll Conversion	4	\$100	\$2,000	\$2,400
Personnel Management -Payroll - Legacy.Historical Views Conversion	4	\$100	\$1,000	\$1,400
Utility Billing Legacy/Historical Views-Conversion	4	\$100	\$1,000	\$1,400
Utility Billing -Conversion	12	\$100	\$5,000	\$6,200
	<b>Total:</b>			<b>\$15,450</b>

- Customer pays the \$1.25 fee per transaction for payment on-line.
- Incode Notification for Utility Billing will be invoiced quarterly at \$0.10 cents per call for calls conducted.





## Exhibit B Invoicing and Payment Policy

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

**Invoicing:** We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. SaaS Fees. SaaS Fees are invoiced on an annual basis, beginning on the commencement of the initial term as set forth in Section F (1) of this Agreement. Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates.
2. Other Tyler Software and Services.
  - 2.1 *Project Planning Services:* Project planning services are invoiced upon delivery of the implementation planning document.
  - 2.2 *VPN Device:* The fee for the VPN device will be invoiced upon installation of the VPN.
  - 2.3 *Implementation and Other Professional Services (including training):* Implementation and other professional services (including training) are billed and invoiced as delivered, at the rates set forth in the Investment Summary.
  - 2.4 *Consulting Services:* If you have purchased any Business Process Consulting services, if they have been quoted as fixed-fee services, they will be invoiced 50% upon your acceptance of the Business System Design document, by module, and 50% upon your acceptance of custom desktop procedures, by module. If you have purchased any Business Process Consulting services and they are quoted as an estimate, then we will bill you the actual services delivered on a time and materials basis.
  - 2.5 *Conversions:* Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.
  - 2.6 *Requested Modifications to the Tyler Software:* Requested modifications to the Tyler Software are invoiced 50% upon delivery of specifications and 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in the Maintenance and Support Agreement.

2.7 *Other Fixed Price Services*: Other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where “Project Planning Services” are provided, payment will be due upon delivery of the Implementation Planning document.

2.8 *Change Management Services*: If you have purchased any change management services, those services will be invoiced in the following amounts and upon the following milestones:

Acceptance of Change Management Discovery Analysis	15%
Delivery of Change Management Plan and Strategy Presentation	10%
Acceptance of Executive Playbook	15%
Acceptance of Resistance Management Plan	15%
Acceptance of Procedural Change Communications Plan	10%
Change Management Coach Training	20%
Change Management After-Action Review	15%

3. Third Party Products.

3.1 *Third Party Software License Fees*: License fees for Third Party Software, if any, are invoiced when we make it available to you for downloading.

3.2 *Third Party Software Maintenance*: The first year maintenance for the Third Party Software is invoiced when we make it available to you for downloading.

3.3 *Third Party Hardware*: Third Party Hardware costs, if any, are invoiced upon delivery.

4. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses will be billed as incurred and only in accordance with our then-current Business Travel Policy, plus a 10% travel agency processing fee. Our current Business Travel Policy is attached to this Exhibit B at Schedule 1. Copies of receipts will be provided upon request; we reserve the right to charge you an administrative fee depending on the extent of your requests. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.

**Payment.** Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is:

Bank: Wells Fargo Bank, N.A.  
420 Montgomery  
San Francisco, CA 94104  
ABA: 121000248  
Account: 4124302472  
Beneficiary: Tyler Technologies, Inc. – Operating



**Exhibit B**  
**Schedule 1**  
**Business Travel Policy**

1. Air Travel

A. Reservations & Tickets

Tyler's Travel Management Company (TMC) will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within \$100 (each way) of the lowest logical fare. If a net savings of \$200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

B. Baggage Fees

Reimbursement of personal baggage charges are based on trip duration as follows:

- Up to five (5) days = one (1) checked bag
- Six (6) or more days = two (2) checked bags

Baggage fees for sports equipment are not reimbursable.

2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee's private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will

be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

#### B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

#### C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

#### D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

### 3. Lodging

Tyler's TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

"No shows" or cancellation fees are not reimbursable if the employee does not comply with the hotel's cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be



reimbursed.

#### 4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of Defense and will be determined as required.

##### A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

##### Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

##### Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

\*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

Breakfast	15%
Lunch	25%
Dinner	60%

##### B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.\*

\*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

## 5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to \$10.00 per day. Charges for internet access at airports are not reimbursable.

## 6. International Travel

All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.



## Exhibit C

# SERVICE LEVEL AGREEMENT

### I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to you to ensure the availability of the application services that you have requested us to provide. All other support services are documented in the Support Call Process.

**II. Definitions.** Except as defined below, all defined terms have the meaning set forth in the Agreement.

*Attainment:* The percentage of time the Tyler Software is available during a calendar quarter, with percentages rounded to the nearest whole number.

*Client Error Incident:* Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

*Downtime:* Those minutes during which the Tyler Software is not available for your use. Downtime does not include those instances in which only a Defect is present.

*Service Availability:* The total number of minutes in a calendar quarter that the Tyler Software is capable of receiving, processing, and responding to requests, excluding maintenance windows, Client Error Incidents and Force Majeure.

### III. Service Availability

The Service Availability of the Tyler Software is intended to be 24/7/365. We set Service Availability goals and measures whether we have met those goals by tracking Attainment.

#### a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support incident number.

You must document, in writing, all Downtime that you have experienced during a calendar quarter. You must deliver such documentation to us within 30 days of a quarter's end.

The documentation you provide must evidence the Downtime clearly and convincingly. It must include, for example, the support incident number(s) and the date, time and duration of the Downtime(s).

#### b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of a Client Error Incident or Force Majeure). We will also work with you to resume normal operations.

Upon timely receipt of your Downtime report, we will compare that report to our own outage logs and support tickets to confirm that Downtime for which we were responsible indeed occurred.

We will respond to your Downtime report within 30 day(s) of receipt. To the extent we have confirmed Downtime for which we are responsible, we will provide you with the relief set forth below.

c. Client Relief

When a Service Availability goal is not met due to confirmed Downtime, we will provide you with relief that corresponds to the percentage amount by which that goal was not achieved, as set forth in the Client Relief Schedule below.

Notwithstanding the above, the total amount of all relief that would be due under this SLA per quarter will not exceed 5% of one quarter of the then-current SaaS Fee. The total credits confirmed by us in one or more quarters of a billing cycle will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Every quarter, we will compare confirmed Downtime to Service Availability. In the event actual Attainment does not meet the targeted Attainment, the following Client relief will apply, on a quarterly basis:

Targeted Attainment	Actual Attainment	Client Relief
100%	98-99%	Remedial action will be taken.
100%	95-97%	4% credit of fee for affected calendar quarter will be posted to next billing cycle
100%	<95%	5% credit of fee for affected calendar quarter will be posted to next billing cycle

You may request a report from us that documents the preceding quarter's Service Availability, Downtime, any remedial actions that have been/will be taken, and any credits that may be issued.

#### IV. Applicability

The commitments set forth in this SLA do not apply during maintenance windows, Client Error Incidents, and Force Majeure.

We perform maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

#### V. Force Majeure

You will not hold us responsible for not meeting service levels outlined in this SLA to the extent any failure to do so is caused by Force Majeure. In the event of Force Majeure, we will file with you a signed request that said failure be excused. That writing will at least include the essential details and circumstances supporting our request for relief pursuant to this Section. You will not unreasonably withhold its acceptance of such a request.





## Exhibit C Schedule 1 Support Call Process

### Support Channels

Tyler Technologies, Inc. provides the following channels of software support:

- (1) Tyler Community – an on-line resource, Tyler Community provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
- (2) On-line submission (portal) – for less urgent and functionality-based questions, users may create unlimited support incidents through the customer relationship management portal available at the Tyler Technologies website.
- (3) Email – for less urgent situations, users may submit unlimited emails directly to the software support group.
- (4) Telephone – for urgent or complex questions, users receive toll-free, unlimited telephone software support.

### Support Resources

A number of additional resources are available to provide a comprehensive and complete support experience:

- (1) Tyler Website – [www.tylertech.com](http://www.tylertech.com) – for accessing client tools and other information including support contact information.
- (2) Tyler Community – available through login, Tyler Community provides a venue for clients to support one another and share best practices and resources.
- (3) Knowledgebase – A fully searchable depository of thousands of documents related to procedures, best practices, release information, and job aides.
- (4) Program Updates – where development activity is made available for client consumption

### Support Availability

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Clients may receive coverage across these time zones. Tyler’s holiday schedule is outlined below. There will be no support coverage on these days.

New Year’s Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

### Issue Handling

#### Incident Tracking

Every support incident is logged into Tyler’s Customer Relationship Management System and given a unique incident number. This system tracks the history of each incident. The incident tracking number is used to track and reference open issues when clients contact support. Clients may track incidents, using the incident number, through the portal at Tyler’s website or by calling software support directly.

### Incident Priority

Each incident is assigned a priority number, which corresponds to the client’s needs and deadlines. The client is responsible for reasonably setting the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain “characteristics” may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the client towards clearly understanding and communicating the importance of the issue and to describe generally expected responses and resolutions.

Priority Level	Characteristics of Support Incident	Resolution Targets
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client’s remote location; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler’s responsibility for lost or corrupted data is limited to assisting the client in restoring its last available database.
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler’s responsibility for loss or corrupted data is limited to assisting the client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack. For non-hosted customers, Tyler’s responsibility for lost or corrupted data is limited to assisting the client in restoring its last available database.
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days. Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

### *Incident Escalation*

Tyler Technology's software support consists of four levels of personnel:

- (1) Level 1: front-line representatives
- (2) Level 2: more senior in their support role, they assist front-line representatives and take on escalated issues
- (3) Level 3: assist in incident escalations and specialized client issues
- (4) Level 4: responsible for the management of support teams for either a single product or a product group

If a client feels they are not receiving the service needed, they may contact the appropriate Software Support Manager. After receiving the incident tracking number, the manager will follow up on the open issue and determine the necessary action to meet the client's needs.

On occasion, the priority or immediacy of a software support incident may change after initiation. Tyler encourages clients to communicate the level of urgency or priority of software support issues so that we can respond appropriately. A software support incident can be escalated by any of the following methods:

- (1) Telephone – for immediate response, call toll-free to either escalate an incident's priority or to escalate an issue through management channels as described above.
- (2) Email – clients can send an email to software support in order to escalate the priority of an issue
- (3) On-line Support Incident Portal – clients can also escalate the priority of an issue by logging into the client incident portal and referencing the appropriate incident tracking number.

### *Remote Support Tool*

Some support calls require further analysis of the client's database, process or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Support is able to quickly connect to the client's desktop and view the site's setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.



## Exhibit D Web Services – Hosted Application Terms

Tyler Technologies, Inc. will provide you with the hosted applications indicated in the Investment Summary of your License and Services Agreement. The terms and conditions contained in this document only apply to our provision of those applications. Capitalized terms not otherwise defined will have the meaning assigned to such terms in your License and Services Agreement.

1. Hosted Applications. We will provide you with any of the following hosted applications as indicated in the Investment Summary.
  - 1.1. *Web Services*: Our Web Services are designed to enable you to easily establish a presence on the Internet. Our Web Hosting and Design is composed of our Web Hosting and Design Publishing Component and other miscellaneous components. These components may be used independently or in conjunction with each other.
  - 1.2. *Utility Billing On-Line*: Our Utility Billing On-Line Component allows you to make available certain information from your utility billing system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: Consumption information, service level information, requests for service, accounting information and the opportunity to pay their Utility Bill over the Internet using a credit card.
2. Term. We will grant you access to the hosted applications provided you timely pay all associated fees. The term of your subscription will commence on the Effective Date and will continue for five (5) years. Thereafter, the term will be automatically extended in separate one (1) year periods. Either party may cancel this subscription to the hosted applications upon sixty (60) days written notice to the other.
3. Nature of Website. We shall maintain a website for you, allowing a user to access relevant data provided by you. This data may include information from your Tyler Software system. This website will be capable of accepting payments via Secured Socket Layer (SSL) encryption and credit card or debit card charge.
4. Data Procurement. You must set up a merchant account with Electronic Transaction System Corporation or authorized.net to be solely used for our Web Service transactions. The merchant account must be set up to fund to your bank account. You are responsible for all fees and expenses of the merchant account. You must install and run Tyler Web Services to allow us to transfer the necessary data from your system to our servers on a real time basis. Certain information, such as payment information, must be conveyed to you. We will be responsible for transferring such information to you on a regular basis. Tyler Web Services requires a dedicated IP address; assignment of this address is your responsibility. While we assume responsibility for data transfer, we are not responsible for accuracy of data transferred.



5. Limited License. Your license to use the hosted applications will automatically terminate upon cancellation of this subscription, or upon your failure to timely pay fees or otherwise comply with these terms and conditions.
6. Ownership of Data. All data you provide to us for the purposes of generating the website shall remain your property. Should you terminate your subscription, we shall return to you any such data in our possession.
7. Fees. You agree to pay the initial fee and annual subscription fees as stated in the Investment Summary and in accordance with our Invoicing and Payment Policy. We may increase the per-transaction fee for online payment no more than once per year with sixty (60) days prior written notice.



**Exhibit E**  
**Statement of Work**

# Statement of Work

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*Tyler Technologies*

## Prepared for:

**Cambria Community Services District**  
Stephanie Salvi  
P.O. Box 65, Cambria, CA 93428-0065

## Prepared by:

**Kip Winget**  
5519 53rd Street, Lubbock, TX 79414  
Tyler Technologies, Inc.  
[www.tylertech.com](http://www.tylertech.com)

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# 1 Executive Summary

## 1.1 Project Overview

The Statement of Work (SOW) documents the Project Scope, methodology, roles and responsibilities, implementation stages, and deliverables for the implementation of Tyler products.

The Project goals are to offer Cambria Community Services District the opportunity to make the CCSD more accessible and responsive to external and internal customer needs and more efficient in its operations through:

- Streamlining, automating, and integrating business processes and practices
- Providing tools to produce and access information in a real-time environment
- Enabling and empowering users to become more efficient, productive and responsive
- Successfully overcoming current challenges and meeting future goals

## 1.2 Product Summary

Below, is a summary of the products included in this Project, as well as reference to the CCSD's functional area utilizing the Tyler product(s). Refer to the Implementation Stages section of this SOW for information containing detailed service components.

[PRODUCT]	[APPLICATION]
Incode	Financials
Incode	Personnel Management
Incode	CRM
Incode	CIS
Tyler Content Manager	Document Management

## 1.3 Project Timeline

The Project Timeline establishes a start and end date for each Stage of the Project. Developed during the Initiate & Plan Stage and revised as mutually agreed to, if needed, the timeline accounts for resource availability, business goals, size and complexity of the Project, and task duration requirements.

## 1.4 Project Methodology Overview

Tyler bases its implementation methodology on the Project Management Institute's (PMI) Process Groups (Initiating, Planning, Executing, Monitoring & Controlling, and Closing). Using this model, Tyler developed a 6-stage process specifically designed to focus on critical project success measurement factors.

Tailored specifically for Tyler's Public Sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to Scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the CCSD's complexity, and organizational needs.

## 2 Project Governance

The purpose of this section is to define the resources required to adequately establish the business needs, objectives, and priorities for the Project; communicate the goals to other project participants; and provide support and guidance to accomplish these goals. Project governance also defines the structure for issue escalation and resolution, Change Control review and authority, and organizational Change Management activities.

The preliminary governance structure establishes a clear escalation path when issues and risks require escalation above the Project Manager level. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The path below illustrates an overall team perspective where Tyler and the CCSD collaborate to resolve project challenges according to defined escalation paths. In the event Project Managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the CCSD steering committee become the escalation points to triage responses prior to escalation to the CCSD and Tyler executive sponsors. As part of the escalation process, each project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The CCSD and Tyler executive sponsors serve as the final escalation point.

### 2.1 Client Governance

Depending on the CCSD's organizational structure and size, the following governance roles may be filled by one or more people:

#### 2.1.1 Client Project Manager

The CCSD's Project Manager(s) coordinate project team members, subject matter experts, and the overall implementation schedule and serves as the primary point of contact with Tyler. The CCSD Project Manager(s) will be responsible for reporting to the CCSD steering committee and determining appropriate escalation points.

#### 2.1.2 Steering Committee

The CCSD steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation of the Project's value throughout the organization. Oversees the CCSD Project Manager(s) and the Project as a whole and through participation in regular internal meetings, the CCSD steering committee remains updated on all project progress, project decisions, and achievement of project milestones. The CCSD steering committee also provides support to the CCSD Project Manager(s) by communicating the importance of the Project to all impacted departments. The CCSD steering committee is responsible for ensuring the Project has appropriate resources, provides strategic direction to the project team, for making timely decisions on critical project issues or policy decisions. The CCSD steering committee also serves as primary level of issue resolution for the Project.



### 2.1.3 Executive Sponsor(s)

The CCSD's executive sponsor provides support to the Project by allocating resources, providing strategic direction, and communicating key issues about the Project and the Project's overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated project issues. The executive sponsor engages in the Project, as needed, in order to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day project activities. The executive sponsor empowers the CCSD steering committee, Project Manager(s), and Functional Leads to make critical business decisions for the CCSD.

## 2.2 Tyler Governance

### 2.2.1 Tyler Project Manager

The Tyler Project Manager(s) have direct involvement with the Project and coordinates Tyler project team members, subject matter experts, the overall implementation schedule, and serves as the primary point of contact with the CCSD. As requested by the CCSD, the Tyler Project Manager(s) provide regular updates to the CCSD's steering committee and other Tyler governance members.

### 2.2.2 Tyler Implementation Management

Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. Tyler Project Manager(s) consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager(s) or with the CCSD management, as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level. The name(s) and contact information for this resource will be provided and available to the project team.

### 2.2.3 Tyler Executive Management

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the project team and collaborates with other Tyler department managers, as needed, in order to escalate and facilitate implementation project tasks and decisions. The name(s) and contact information for this resource will be provided and available to the project team.

## 2.3 Acceptance and Acknowledgment Process

All Deliverables and Control Points must be accepted or acknowledged following the process below. Acceptance requires a formal sign-off while acknowledgement may be provided without formal sign-off at the time of delivery. The following process will be used for accepting or acknowledging Deliverables and Control Points:

- The CCSD shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept or acknowledge each Deliverable or Control Point. If the CCSD does not provide acceptance or acknowledgement within five (5) business

days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

- If the CCSD does not agree the particular Deliverable or Control Point meets requirements, the CCSD shall notify Tyler Project Manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The CCSD shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the CCSD does not provide acceptance or acknowledgement within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

## 3 Overall Project Assumptions

### 3.1 Project, Resources and Scheduling

- Project activities will begin, as mutually agreed to, after the Agreement has been fully executed.
- The CCSD and Tyler can allocate additional internal resources if needed. The CCSD also ensures the alignment of their budget and Scope expectations.
- The CCSD and Tyler ensure that the assigned resources are available, they buy-into the change process, and they possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, buy-in, and knowledge.
- Tyler and the CCSD provide adequate resources to support the efforts to complete the Project as scheduled and within the constraints of the project budget.
- Abbreviated timelines and overlapped Phases can result in project delays if there are not sufficient resources assigned to complete all required work as scheduled.
- Changes to Project Plan, availability of resources or changes in Scope may result in schedule delays, which may result in additional charges to the Project.
- Tyler provides a written agenda and notice of any prerequisites to the CCSD Project Manager(s) ten (10) business days prior to any scheduled on site or remote sessions.
- Tyler provides notice of any prerequisites to the CCSD Project Manager(s) a minimum of ten (10) business days prior to any key deliverable due dates.
- CCSD users complete prerequisites prior to applicable scheduled activities.
- Tyler provides guidance for configuration and processing options available within the Tyler software. The CCSD is responsible for making decisions based on the options available.
- In the event the CCSD may elect to add and/or modify current business policies during the course of this Project, such policy changes are solely the CCSD's responsibility to define, document, and implement.
- The CCSD makes timely Project related decisions in order to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Decisions left unmade may affect the schedule, as each analysis and implementation session builds on the decisions made in prior sessions.
- Tyler considers additional services out of Scope and requires additional time and costs be requested via Change Request approved through the Change Control process.
- The CCSD will respond to information requests in a comprehensive and timely manner, in accordance with the Project Plan.

### 3.2 Data Conversion

- The CCSD is readily able to produce the needed data files from a static database for conversion from the Legacy System to provide them to Tyler on the specified due date(s). At the time the Legacy System data file is extracted, the CCSD will produce reports and detail screen captures to reconcile the converted data.
- Each Legacy System data file submitted for conversion includes all associated records in a single approved file layout.
- The CCSD will grant Tyler access to the Legacy System to assist with understanding data relationships to improve the accuracy and quality of the converted data.

- The CCSD understands the Legacy System data file must be in the same format each time unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget, and resource availability may occur and/or data in the new system may be incorrect.
- During this process, the CCSD may need to correct data scenarios in their Legacy System prior to the final data pull. This is a complex activity and requires due diligence by the CCSD to ensure all data pulled includes all required data and the Tyler system contains properly mapped data.
- During Production Cutover, the CCSD may need to manually add or correct data after data has been loaded into the production database as mutually agreed to prior to the load.

### 3.3 Data Exchanges, Modifications, Forms and Reports

- The CCSD ensures the 3rd party data received conforms to a Tyler standard format.
- The 3rd party possesses the knowledge of how to program their portion of the interaction and understands how to manipulate the data received.
- Client is on a supported, compatible version of the 3<sup>rd</sup> party software or Tyler Standard Data Exchange tools may not be available.
- The CCSD is willing to make reasonable business process changes rather than expecting the product to conform to every aspect of their current system/process.
- Any Modification requests not expressly stated in the contract are out of Scope. Modifications requested after contract signing have the potential to change cost, Scope, schedule, and production dates for project Phases. Modification requests not in Scope must follow the Project Change Control process.
- The CCSD's testing environment contains the Tyler software version required for delivery of the Modification prior to the scheduled delivery date for testing
- The CCSD is responsible for verifying the performance of the Modification as defined by the specification

### 3.4 Hardware and Software

- Tyler will initially install the most current generally available version of the purchased Tyler software.
- The CCSD will provide network access for Tyler modules, printers, and Internet access to all applicable CCSD and Tyler project staff.
- The CCSD has in place all hardware, software, and technical infrastructure necessary to support the Project.
- The CCSD's system hardware and software meet Tyler standards to ensure sufficient speed and operability of Tyler software. Tyler will not support use of software if the CCSD does not meet minimum standards of Tyler's published specifications.

### 3.5 Environments and Databases

- Tyler will establish three (3) software environments and three (3) databases for the Project. The environments will be production, train and test. Each environment will have a corresponding database named the same as the environments; production database, train database and test database
- The test environment will be used by Tyler to build the solution. Tyler will use the test database for testing and reviewing converted data. Tyler will also use the test database to present

completed Deliverables to the CCSD for acceptance. Once Deliverables have been accepted, they will be moved to the production and train environments

- The train database will be used by the CCSD for reviewing the converted data, testing, and training
- At Production Cutover the production database will be used for processing daily functions

## 3.6 Education

- Throughout the Project lifecycle, the CCSD provides a training room for Tyler staff to transfer knowledge to the CCSD's resources, for both onsite and remote sessions. The CCSD will provide staff with a location to practice what they have learned without distraction. If Phases overlap, the CCSD will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The training room is set up in a classroom setting. The CCSD determines the number of workstations in the room. Tyler recommends every person attending a scheduled session with a Tyler Consultant or Trainer have their own workstation. However, Tyler requires there be no more than two (2) people at a given workstation.
- The CCSD provides a workstation which connects to the Tyler system for the Tyler trainer conducting the session. The computer connects to a CCSD provided projector, allowing all attendees the ability to actively engage in the training session.
- Tyler is responsible for providing formal training on all functional areas of the software to the CCSD's designated Power Users. The CCSD will designate up to fifteen (15) Power Users for any specific class. The Power Users will vary based on agenda topics and area of the assessment office that the class pertains to. Power Users will then be empowered with the knowledge to conduct training to CCSD End Users. In addition, informal education will occur leading up to the formal training sessions. Every time Tyler resources work with CCSD staff to demonstrate a specific function/feature/executable with the CCSD is an opportunity to better understand and appreciate the Tyler solution
- Tyler will conduct one (1) formal training session for each of the functional areas of the software. The functional areas covered will allow the CCSD to utilize the software. The CCSD is responsible for assigning the appropriate Power Users to attend these sessions
- Tyler follows a train-the-trainer approach to allow CCSD Power Users attending the sessions to disseminate the knowledge being learned during Tyler lead sessions to other CCSD users
- Users performing User Acceptance Testing (UAT) have attended all applicable training sessions prior to performing UAT.

## 3.7 Assumption Mitigation

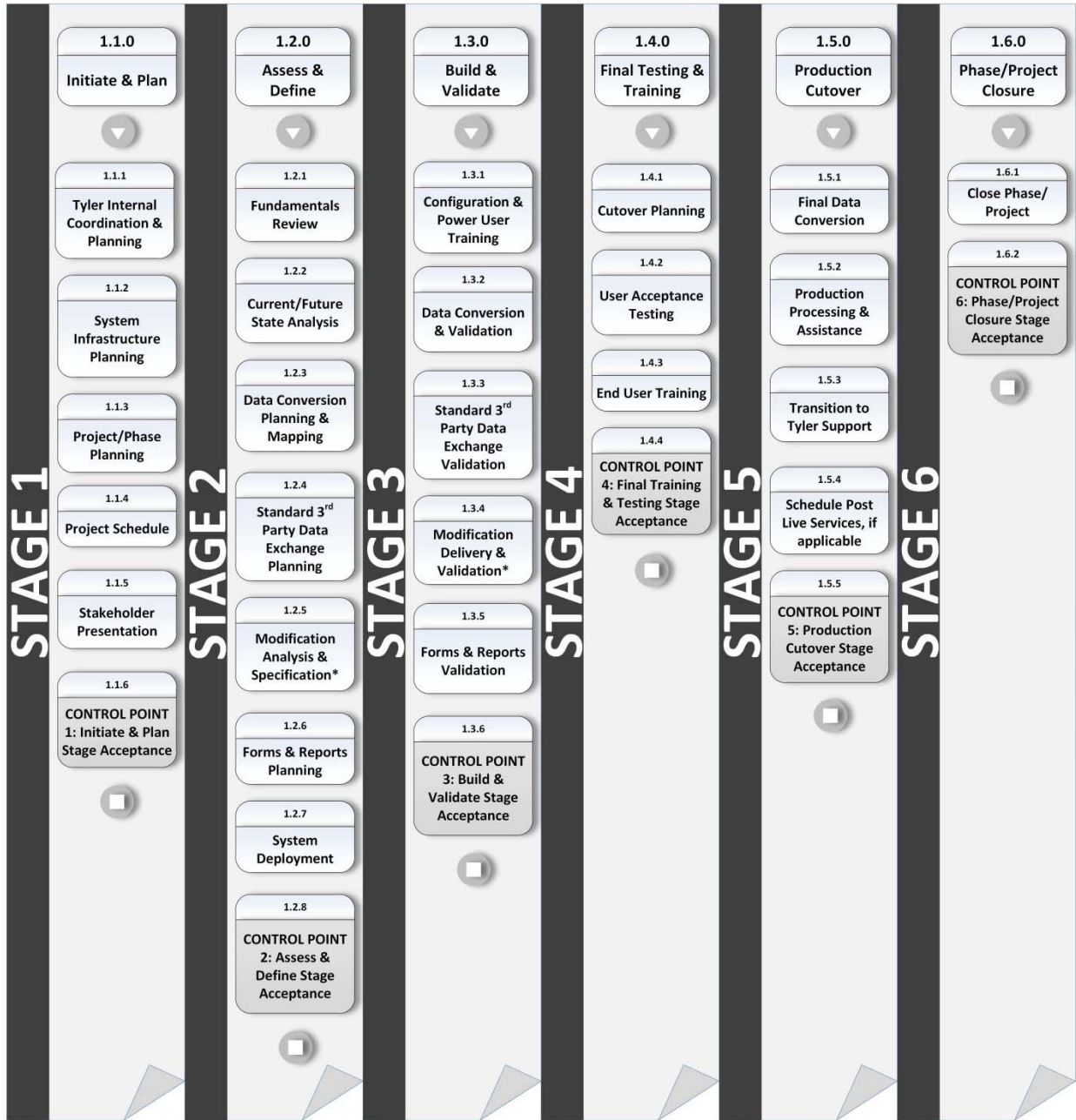
- In the event that any assumptions are not met or prove to be invalid the parties agree to work in good faith to mitigate any resulting issues



## 4 Implementation Stages

### 4.1 Work Breakdown Structure (WBS)

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Stage broken down into smaller, more manageable components. The top level components are called “Stages” and the second level components are called “work packages.” The work packages, shown below each Stage, contain the high-level work to be done. The detailed Project Plan, developed during Initiate & Plan and finalized during Assess & Define, will list the tasks to be completed within each work package. Each Stage ends with a “Control Point”, confirming the work performed during that Stage of the Project.



\* - If included in project scope

## 4.2 Initiate & Plan (Stage 1)

The Initiate & Plan Stage creates a foundation for the Project through identification of CCSD and Tyler Project management teams, development of implementation management plans, and the provision and discussion of system infrastructure requirements. CCSD participation in gathering information is critical. Tyler Project management teams present initial plans to stakeholder teams at Stage end.

### 4.2.1 Tyler Internal Coordination & Planning

Prior to Project commencement, Tyler management staff assigns Project Manager(s). Tyler provides the CCSD with initial Project documents used in gathering basic information, which aids in preliminary planning and scheduling. CCSD participation in gathering requested information by provided deadlines ensures the Project moves forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with Sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the CCSD's team. During this step, Tyler will work with the Client to establish the date(s) for the Project/Phase Planning session.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Tyler Internal Coordination & Planning																			
	TYLER							CLIENT												
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Assign Tyler Project Manager	A	R	I						I			I								
Provide initial Project documents to Client	A	I	R						C			I								
Sales to Implementation knowledge transfer	A	I	R						C											
Internal planning and phase coordination		A	R						C											

## 4.2.2 System Infrastructure Planning

The CCSD provides, purchases or acquires hardware according to hardware specifications provided by Tyler and ensures it is available at the CCSD’s site. The CCSD completes the system infrastructure audit, ensuring vital system infrastructure information is available to the Tyler implementation team, and verifies all hardware compatibility with Tyler solutions.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	System Infrastructure Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide system hardware specifications			I					R	A			I							C	
Make hardware available for Installation			I					C				A							R	
Install system hardware, if applicable			I					C				A							R	
Complete system infrastructure audit			I					C				A							R	

### 4.2.3 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify Applications to implement in each Phase (if applicable), and discuss implementation timeframes. The Tyler Project Manager(s) deliver an Implementation Management Plan, which is mutually agreeable by CCSD and Tyler.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Project/Phase Planning																			
	TYLER							CLIENT												
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Perform Project/Phase Planning		A	R								I	C	C			I				
Deliver implementation management plan		A	R									C	C	I						



### 4.2.4 Project Schedule

Client and Tyler will mutually develop an initial Project schedule. The initial schedule includes, at minimum, enough detail to begin Project activities while the detailed Project Plan/schedule is being developed and refined.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Project Schedule																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop initial Project schedule		A	R	I								C	I	I						
Deliver Project Plan and schedule for Project Phase		A	R	I						I	I	C	C	I	I	I				
Client reviews Project Plan & initial schedule			C							I	A	R	C	C		C				
Client approves Project Plan & initial schedule			I							I	A	R	C	C	I	I		I	I	I

## 4.2.5 Stakeholder Presentation

CCSD stakeholders join Tyler Project Management to communicate successful Project criteria, Project goals, Deliverables, a high-level milestone schedule, and roles and responsibilities of Project participants.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Stakeholder Presentation																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Present overview of Project Deliverables, project schedule and roles and responsibilities		A	R	I					I	I	I	C	I	I	I			I	I	I
Communicate successful Project criteria and goals			I							R	C	A	C	I	I	C	I	I		

## 4.2.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Assess & Define Stage is dependent upon Tyler's receipt of the Stage Acceptance.

### 4.2.6.1 Initiate & Plan Stage Deliverables

- Implementation Management Plan
  - Objective: Update and deliver baseline management plans to reflect the approach to the CCSD's Project.
  - Scope: The Implementation Management addresses how communication, quality control, risks/issues, resources and schedules, and Software Upgrades (if applicable) will be managed throughout the lifecycle of the Project.
  - Acceptance criteria: CCSD reviews and acknowledges Implementation Management Plan
- Project Plan/Schedule
  - Objective: Provide a comprehensive list of tasks, timelines and assignments related to the Deliverables of the Project.
  - Scope: Task list, assignments and due dates
  - Acceptance criteria: CCSD acceptance of schedule based on CCSD resource availability and Project budget and goals.

### 4.2.6.2 Initiate & Plan Stage Acceptance Criteria

- Hardware Installed
- System infrastructure audit complete and verified
- Implementation Management Plan delivered
- Project Plan/Schedule delivered; dates confirmed
- Stakeholder Presentation complete

## 4.3 Assess & Define (Stage 2)

The primary objective of Assess & Define is to gather information about current CCSD business processes and translate the material into future business processes using Tyler Applications. Tyler uses a variety of methods for obtaining the information, all requiring CCSD collaboration. The CCSD shall provide complete and accurate information to Tyler staff for analysis and understanding of current workflows and business processes.

### 4.3.1 Fundamentals Review

Fundamentals Review provides functional leads and Power Users an overall understanding of software capabilities prior to beginning current and future state analysis. The primary goal is to provide a basic understanding of system functionality, which provides a foundation for upcoming conversations regarding future state processing. Tyler utilizes a variety of methods for completing fundamentals training including the use of eLearning, videos, documentation, and walkthroughs.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Assess & Define																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Schedule fundamentals review & provide fundamentals materials & prerequisites, if applicable		A	R	I								C	I		I				I	
Complete fundamentals materials review and prerequisites			I									A	R		I				C	
Ensure all scheduled attendees are present			I	I							A	R	C		I					
Facilitate fundamentals review			A	R								I	I		I					

### 4.3.2 Current/Future State Analysis

CCSD and Tyler evaluate current state processes, options within the new software, pros and cons of each option based on current or desired state, and make decisions about future state configuration and processing.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Current/Future State Analysis																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide Current/Future State analysis materials to the CCSD, as applicable		A	R	I								C	I		I					
Conduct Current & Future State analysis			A	R								I	C	I	C					
Provide pros and cons of Tyler software options			A	R								I	C	I	C					
Make Future State Decisions according to due date in the Project Plan			I	I							C	A	R	I	C	I				
Record Future State decisions			A	R								I	C	I	C					



### 4.3.3 Data Conversion Planning & Mapping

This entails the activities performed to prepare to convert data from the CCSD’s Legacy System Applications to the Tyler system. Tyler staff and the CCSD work together to complete Data Mapping for each piece of data (as outlined in the Agreement) from the Legacy System to a location in the Tyler system.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Data Conversion Planning & Mapping																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review contracted data conversion(s) options			A	R	I							C	C		C			C		
Map data from Legacy System to Tyler system			I	C	I							A	C		C			R		
Pull conversion data extract			I		I							A	C		C			R		
Run balancing Reports for data pulled and provide to Tyler			I		I							A	C		R			I		
Review and approve initial data extract		A	I	C	R							I						I		
Correct issues with data extract, if needed			I	C	C							A	C		C			R		

### 4.3.4 Standard 3rd Party Data Exchange Planning

Standard Data Exchange tools are available to allow clients to get data in and out of the Tyler system with external systems. Data exchange tools can take the form of Imports and Exports, and Interfaces.

A Standard Interface is a real-time or automated exchange of data between two systems. This could be done programmatically or through an API. It is Tyler’s responsibility to ensure the Tyler programs operate correctly. It is the CCSD’s responsibility to ensure the third party program operates or accesses the data correctly.

The CCSD and Tyler Project Manager(s) will work together to define/confirm which Data Exchanges are needed (if not outlined in the Agreement). Tyler will provide a file layout for each Standard Data Exchange.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Standard 3 <sup>rd</sup> Party Data Exchange Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review Standard or contracted Data Exchanges			A	R								C	I		I			C		
Define or confirm needed Data Exchanges			I	C								A	C		C			R		

### 4.3.5 Customization Analysis & Specification, if contracted

Tyler staff conducts additional analysis and develops specifications based on information discovered during this Stage. The CCSD reviews the specifications and confirms they meet CCSD’s needs prior to acceptance. Out of Scope items or changes to specifications after acceptance may require a Change Request.

Tyler’s intention is to minimize Customizations by using Standard functionality within the Application, which may require a CCSD business process change. It is the responsibility of the CCSD to detail all of their needs during the Assess and Define Stage. Tyler will write up specifications (for CCSD approval) for contracted program Customizations. Upon approval, Tyler will make the agreed upon Customizations to the respective program(s). Once the Customizations have been delivered, the CCSD will test and approve those changes during the Build and Validate Stage.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Customization Analysis & Specification, if contracted																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Analyze contracted custom program requirements			A	C			R					C	C	I	C			C		
Develop specification document(s)	A		I	C			R					I	I		I			I		
Review specification document(s); provide changes to Tyler, if applicable			I	C			C					A	R	I	C			C		
Sign-off on specification document(s) and authorize work			I				I			A	R	C	I	I				C		

### 4.3.6 Forms & Reports Planning

CCSD and Tyler Project Manager(s) review Forms and Reporting needs. Items that may be included in the Agreement are either Standard Forms and Reports or known/included Customization(s). Items not included in the Agreement could be either CCSD-developed Reports or a newly discovered Customization that will require a Change Request.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Forms & Reports Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review required Forms output			A	R									C	I	C					
Review and complete Forms options and submit to Tyler			I			I						A	R		C					
Review in Scope Reports			A	R								I	C		C					
Identify additional Report needs			I	C								A	R		C					
Add applicable tasks to Project schedule		A	R	I		C						C	I		I				I	

### 4.3.7 System Deployment

The Tyler Technical Services team installs Tyler Applications on the server (hosted or client-based) and ensures the platform operates as expected.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	System Deployment																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Install contracted software on server	A		I					R				I						C		
Ensure platform operates as expected	A		I					R				I						C		



### 4.3.8 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Build & Validate Stage is dependent upon Tyler's receipt of the Stage Acceptance.

#### 4.3.8.1 Assess & Define Stage Deliverables

- Completed analysis Questionnaire
  - Objective: Gather and document information related to CCSD business processes for current/future state analysis as it relates to Tyler approach/solution.
  - Scope: Provide comprehensive answers to all questions on Questionnaire(s).
  - Acceptance criteria: CCSD acceptance of completed Questionnaire based on thoroughness of capturing all CCSD business practices to be achieved through Tyler solution.
- Data conversion summary and specification documents
  - Objective: Define data conversion approach and strategy
  - Scope: Data conversion approach defined, data extract strategy, conversion and reconciliation strategy.
  - Acceptance criteria: Data conversion document(s) delivered to the CCSD, reflecting complete and accurate conversion decisions.
- Customization specification documents, if contracted
  - Objective: Provide comprehensive outline of identified gaps, and how the custom program meets the CCSD's needs
  - Scope: Design solution for Customization
  - Acceptance criteria: CCSD accepts Custom Specification Document(s) and agrees that the proposed solution meets their requirements
- Completed Forms options and/or packages
  - Objective: Provide specifications for each CCSD in Scope form, Report and output requirements
  - Scope: Complete Forms package(s) included in agreement and identify Reporting needs.
  - Acceptance criteria: Identify Forms choices and receive supporting documentation
- Installation checklist
  - Objective: Installation of purchased Tyler software
  - Scope: Tyler will conduct an initial coordination call, perform an installation of the software included in the Agreement, conduct follow up to ensure all tasks are complete, and complete server system administration training, unless the CCSD is hosted.
  - Acceptance criteria: Tyler software is successfully installed and available to authorized users, CCSD team members are trained on applicable system administration tasks.

#### 4.3.8.2 Assess & Define Stage Acceptance Criteria

- Tyler software is installed

- Fundamentals review is complete
- Required Form information complete and provided to Tyler
- Current/Future state analysis completed; Questionnaires delivered and reviewed
- Data conversion mapping and extractions completed and provided to Tyler

## 4.4 Build & Validate (Stage 3)

The objective of the Build & Validate Stage is to prepare the software for use in accordance with the CCSD’s needs identified during the Assess and Define Stage, preparing the CCSD for Final Testing and Training.

### 4.4.1 Configuration & Power User Training

Tyler staff collaborates with the CCSD to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. Tyler staff will train the CCSD Power Users to prepare them for the Validation of the software. The CCSD collaborates with Tyler staff iteratively to Validate software configuration.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Build & Validate																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Perform configuration			A	R								I	R		I					
Power User process and Validation training			A	R								I	C	I	C				I	
Validate configuration			I	C								A	C		R			C		

### 4.4.2 Data Conversion & Validation

Tyler completes an initial review of the converted data for errors. With assistance from the CCSD, the Tyler Data Conversion Team addresses items within the conversion program to provide the most efficient data conversion possible. With guidance from Tyler, the CCSD reviews specific data elements within the system and identifies and Reports discrepancies in writing. Iteratively, Tyler collaborates with the CCSD to address conversion discrepancies prior to acceptance.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Data Conversion & Validation																				
	TYLER								CLIENT												
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator	
Write and run data conversion program against Client data		A	I	C	R														C		
Complete initial review of data errors		A	I	C	R							I	I						C		
Review data conversion and submit needed corrections			I	C	I							A	C		R				C		
Revise conversion program(s) to correct error(s)		A	I	C	R							I	I		C				C		

### 4.4.3 Standard 3rd Party Data Exchange Validation

Tyler provides training on Data Exchange(s) and the CCSD tests each Data Exchange.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Standard 3 <sup>rd</sup> Party Data Exchange Validation																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Train Data Exchange(s) processing in Tyler software			A	R								C	I	I	I			C	I	
Coordinate 3 <sup>rd</sup> Party Data Exchange activities			I	I								A	C		C			R		
Test all Standard 3 <sup>rd</sup> party Data Exchange(s)			I	C								A	C	I	R			C		



### 4.4.4 Customization Delivery & Validation, if contracted

Tyler delivers in Scope Customization(s) to the CCSD for preliminary testing. Final acceptance will occur during the Final Testing and Training Stage.

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed

STAGE 3	Customization Delivery & Validation, if contracted																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop and deliver contracted custom program(s)		A	I	C	I		R					I	C	I	C			I		C
Test contracted custom program(s) in isolated database			I	C			C					A	C		R			C		
Report discrepancies between specification and delivered contracted custom program(s)			I	I			I					A	R		C			C		
Make corrections to contracted custom program(s) as required		A	I	C	I		R					I	C		C			I		

### 4.4.5 Forms & Reports Validation

Tyler provides training on Standard Forms/Reports and the CCSD tests each Standard Form/Report.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Forms & Reports Validation																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Standard Forms & Report Training			A	R								I	C		C			I		
Test Standard Forms & Reports			I	C		C						A	C		R			C		

## 4.4.6 Control Point 3: Build & Validate Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Final Testing & Training Stage is dependent upon Tyler's receipt of the Stage Acceptance.

### 4.4.6.1 Build & Validate Stage Deliverables

- Initial data conversion
  - Objective: Convert Legacy System data into Tyler system
  - Scope: Data conversion program complete; deliver converted data for review
  - Acceptance criteria: Initial error log available for review
- Data conversion verification document
  - Objective: Provide instructions to the CCSD to verify converted data for accuracy
  - Scope: Provide self-guided instructions to verify specific data components in Tyler system
  - Acceptance criteria: CCSD accepts data conversion delivery; CCSD completes data issues log
- Installation of Customizations on the CCSD's server(s) \*except for hosted Clients
  - Objective: Deliver Customization(s) in Tyler software
  - Scope: Program for Customization is complete and available in Tyler software, Customization testing
  - Acceptance criteria: Delivery of Customization(s) results in objectives described in the CCSD-signed specification.
- Standard Forms & Reports Delivered
  - Objective: Provide Standard Forms & Reports for review
  - Scope: Installation of all Standard Forms & Reports included in the Agreement
  - Acceptance criteria: Standard Forms & Reports available in Tyler software for testing in Stage 4

### 4.4.6.2 Build & Validate Stage Acceptance Criteria

- Application configuration completed
- Standard Forms & Reports delivered and available for testing in Stage 4
- Data conversions (except final pass) delivered
- Standard 3<sup>rd</sup> party Data Exchange training provided
- Customizations delivered and available for testing in Stage 4
- The CCSD and Tyler have done a review of primary configuration areas to Validate completeness and readiness for testing and acceptance in Stage 4.

## 4.5 Final Testing & Training (Stage 4)

During Final Testing and Training, Tyler and the CCSD review the final Cutover plan. A critical Project success factor is the CCSD understanding the importance of Final Testing and Training and dedicating the resources required for testing and training efforts in order to ensure a successful Production Cutover.

### 4.5.1 Cutover Planning

CCSD and Tyler Project Manager(s) discuss final preparations and critical dates for Production Cutover. Tyler delivers a Production Cutover Checklist to outline Cutover tasks to help prepare the CCSD for success.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	Cutover Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Cutover Planning Session		A	R	C							I	I	C	C	C			C	C	
Develop Production Cutover Checklist		A	R	C						I	I	C	C	I	I			C		

## 4.5.2 User Acceptance Testing (UAT)

The CCSD performs User Acceptance Testing to verify software readiness for day-to-day business processing. Tyler provides a Test Plan for users to follow to ensure proper Validation of the system.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	User Acceptance Testing (UAT)																				
	TYLER								CLIENT												
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator	
Deliver Test Plan for User Acceptance Testing		A	R	C								I	I								
Perform User Acceptance Testing			I	C							A	R	C	C	C	I	I	C	I		
Accept custom program(s), if applicable			I	I			I				A	R	C	I	C				C		
Validate Report performance			I	C		C						A	C		R				C		



### 4.5.3 End User Training

End Users attend training sessions to learn how to utilize Tyler software. Training focuses primarily on day-to-day CCSD processes that will be delivered via group training, webinar, eLearnings and/or live training sessions.

Unless stated otherwise in the Agreement, Tyler provides one occurrence of each scheduled training or implementation topic with up to the maximum number of users as defined in the Agreement, or as otherwise mutually agreed. CCSD users who attended the Tyler sessions may train any CCSD users not able to attend the Tyler sessions or additional sessions may be contracted at the applicable rates for training.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	End User Training																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Conduct user training sessions			A	R								C	I		I	I		I		
Conduct additional End User training sessions			I								I	A	C	I	R	I	I	I		

## 4.5.4 Control Point 4: Final Testing & Training Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Production Cutover Stage is dependent upon Tyler's receipt of the Stage Acceptance.

### 4.5.4.1 Final Testing & Training Stage Deliverables

- Production Cutover checklist
  - Objective: Provide a detailed checklist outlining tasks necessary for production Cutover
  - Scope: Dates for final conversion, date(s) to cease system processing in Legacy System, date(s) for first processing in Tyler system, contingency plan for processing
  - Acceptance criteria: Definition of all pre-production tasks, assignment of owners and establishment of due dates
- User Acceptance Test Plan
  - Objective: Provide testing steps to guide users through testing business processes in Tyler software.
  - Scope: Testing steps for Standard business processes.
  - Acceptance criteria: Testing steps have been provided for Standard business processes.

### 4.5.4.2 Final Testing & Training Stage Acceptance Criteria

- Production Cutover Checklist delivered and reviewed
- Customization(s) tested and accepted, if applicable
- Standard 3<sup>rd</sup> party Data Exchange programs tested and accepted
- Standard Forms & Reports tested and accepted
- User acceptance testing completed
- End User training completed

## 4.6 Production Cutover (Stage 5)

CCSD and Tyler resources complete tasks as outlined in the Production Cutover Plan and the CCSD begins processing day-to-day business transactions in the Tyler software. Following production Cutover, the CCSD transitions to the Tyler support team for ongoing support of the Application.

### 4.6.1 Final Data Conversion, if applicable

The CCSD provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final data conversion. The CCSD may need to manually enter into the Tyler system any data added to the Legacy System after final data extract.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Final Data Conversion, if applicable																				
	TYLER								CLIENT												
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator	
Provide final data extract			C		I						I	A	C	I	I	I	I		R		
Provide final extract balancing Reports			I		I							A	C		R				I		
Convert and deliver final pass of data		A	I	I	R							I	I		I				C		
Validate final pass of data			I	C	C						I	A	C		R				C		
Load final conversion pass to Production environment			I		I						I	A	C	I	C				R		

## 4.6.2 Production Processing & Assistance

Tyler staff collaborates with the CCSD during Production Cutover activities. The CCSD transitions to Tyler software for day-to day business processing.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Production Processing & Assistance																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Production processing			C	C						I	I	A	R	R	R	R	R	R	I	I
Provide production assistance			A	R				C				I	C	C	C	C	C	C		

### 4.6.3 Transition to Tyler Support

Tyler Project Manager(s) introduce the CCSD to the Tyler Support team, who provides the CCSD with day-to-day assistance following Production Cutover.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Transition to Tyler Support																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop internal support plan			I								A	R	C	C	C	C		C	C	C
Conduct transfer to Support meeting	A	I	C					R				C	C	C	C	I	I	C	I	I



### 4.6.4 Schedule Post-production Services, if applicable

Tyler provides post-production services if included in the Agreement. Prior to scheduling services, the Tyler Project Manager(s) collaborate with CCSD Project Manager(s) to identify needs.

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed

STAGE 5	Schedule Post-Production Services, if applicable																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Identify topics for post-production services			C	C								A	R	I	C				I	
Schedule services for post-production topics		A	R	I								C	C	I	C				I	

## 4.6.5 Control Point 5: Production Cutover Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Phase/Project Closure Stage is dependent upon Tyler's receipt of this Stage Acceptance.

### 4.6.5.1 Production Cutover Stage Deliverables

- Final data conversion, if applicable
  - Objective: Ensure (in Scope) Legacy System data is available in Tyler software in preparation for production processing.
  - Scope: Final passes of all conversions completed in this Phase
  - Acceptance criteria: Data is available in production environment
- Support transition documents
  - Objective: Define strategy for on-going Tyler support
  - Scope: Define support strategy for day-to-day processing, conference call with CCSD Project Manager(s) and Tyler support team, define roles and responsibilities, define methods for contacting support
  - Acceptance criteria: the CCSD receives tools to contact support and understands proper support procedures.

### 4.6.5.2 Production Cutover Stage Acceptance Criteria

- Final data conversion(s) delivered
- Processing is being done in Tyler production
- Transition to Tyler support is completed
- Post-live services have been scheduled, if applicable

## 4.7 Phase/Project Closure (Stage 6)

Project or Phase closure signifies full implementation of all products purchased and encompassed in the Phase or Project. The CCSD moves into the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Support).

### 4.7.1 Close Phase/Project

The CCSD and Tyler Project Manager(s) review the list of outstanding Project activities and develop a plan to address them. The Tyler Project Manager(s) review the Project budget and status of each contract Deliverable with the CCSD Project Manager(s) prior to closing the Phase or Project.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 6	Close Phase/Project																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Customization Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review outstanding Project activities and develop action plan		A	R	C								C	C	I	C	I		C		
Review Project budget and status of contract Deliverables		A	R							I	I	C								

## 4.7.2 Control Point 6: Phase/Project Closure Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. This is the final acceptance for the Phase/Project.

### 4.7.2.1 Phase/Project Closure Stage Deliverables

- Phase/Project reconciliation report
  - Objective: Provide comparison of contract Scope and Project budget
  - Scope: Contract Scope versus actual, analysis of services provided and remaining budget, identify any necessary Change Requests or Project activity.
  - Acceptance criteria: Acceptance of services and budget analysis and plan for changes, if needed.

### 4.7.2.2 Phase/Project Closure Stage Acceptance Criteria

- Outstanding Phase or Project activities have been documented and assigned
- Phase/final Project budget has been reconciled
- Tyler Deliverables for the Phase/Project are complete

## 5 Roles and Responsibilities

### 5.1 Tyler Roles and Responsibilities

Tyler assigns Project Manager(s) prior to the start of each Phase of the project. The Project Manager assigns additional Tyler resources as the schedule develops and as needs arise. One person may fill multiple project roles.

#### 5.1.1 Tyler Executive Management

- Provides clear direction for Tyler staff on executing on the project deliverables to align with satisfying the CCSD's overall organizational strategy
- Authorizes required project resources
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process
- Offers additional support to the project team and is able to work with other Tyler department managers in order to escalate and facilitate implementation project tasks and decisions
- Acts as the counterpart to the CCSD's executive sponsor

#### 5.1.2 Tyler Implementation Management

- Acts as the counterpart to the CCSD steering committee.
- Assigns initial Tyler project personnel
- Works to resolve all decisions and/or issues not resolved at the project Management level as part of the escalation process
- Attends CCSD steering committee meetings as necessary
- Provides support for the project team
- Provides management support for the project to ensure it is staffed appropriately and staff have necessary resources
- Monitors project progress including progress towards agreed upon goals and objectives

#### 5.1.3 Tyler Project Manager

The Tyler Project Manager(s) provides oversight of the project, coordination of resources between departments, management of the project budget and schedule, effective risk and issue management, and is the primary point of contact for all project related items.

- Contract Management
  - Validates contract compliance throughout the project
  - Ensures Deliverables meet contract requirements
  - Acts as primary point of contact for all contract and invoicing questions
  - Prepares and presents contract milestone sign-offs for acceptance by CCSD Project Manager(s)
  - Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance
- Planning



- Update and deliver Implementation Management Plan
- Defines project tasks and resource requirements
- Develops initial project schedule and full scale Project Plan
- Collaborates with CCSD Project Manager(s) to plan and schedule project timelines to achieve on-time implementation
- Implementation Management
  - Tightly manages Scope and budget of project; establishes process and approval matrix with the CCSD to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently
  - Establishes and manages a schedule and resource plan that properly supports the project Plan as a whole that is also in balance with Scope/budget
  - Establishes risk/issue tracking/reporting process between the CCSD and Tyler and takes all necessary steps to proactively mitigate these items or communicates with transparency to the CCSD any items that may negatively impact the outcomes of the project
  - Collaborates with the CCSD's Project Manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project
  - Sets a routine communication plan that will aide all project team members, of both the CCSD and Tyler, in understanding the goals, objectives, current status and health of the project
- Team Management
  - Acts as liaison between project team and Tyler manager(s)
  - Identifies and coordinates all Tyler resources across all modules, Phases, and activities including development, conversions, forms, installation, reports, implementation, and billing
  - Provides direction and support to project team
  - Builds partnerships among the various stakeholders, negotiating authority to move the project forward
  - Manages the appropriate assignment and timely completion of tasks as defined in the project Plan, task list, and Production Cutover checklist
  - Assesses team performance and adjusts as necessary
  - Interfaces closely with Tyler developers to coordinate program Modification activities
  - Coordinates with in Scope 3<sup>rd</sup> party providers to align activities with ongoing project tasks

#### 5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler Project Manager(s)
- Performs problem solving and troubleshooting
- Follows up on issues identified during sessions
- Documents activities for on site services performed by Tyler
- Provides conversion Validation and error resolution assistance
- Recommends guidance for testing Forms and Reports
- Tests software functionality with the CCSD following configuration
- Assists during Production Cutover process and provides production support until the CCSD transitions to Tyler Support
- Provides product related education

- Effectively facilitates training sessions and discussions with CCSD and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time
- Conducts training (configuration, process, conversion Validation) for Power Users and the CCSD's designated trainers for End Users
- Clearly documents homework tasks with specific due dates and owners, supporting and reconciling with the final project plan
- Keeps Tyler Project Manager(s) proactively apprised of any and all issues which may result in the need for additional training, change in schedule, change in process decisions, or which have the potential to adversely impact the success of the project prior to taking action

### 5.1.5 Tyler Sales

- Provide Sales background information to Implementation during Project Initiation
- Support Sales transition to Implementation
- Provide historical information, as needed, throughout implementation

### 5.1.6 Tyler Software Support

- Manages incoming client issues via phone, email, and online customer incident portal
- Documents and prioritizes issues in Tyler's Customer Relationship Management (CRM) system
- Provides issue analysis and general product guidance
- Tracks issues and tickets to timely and effective resolution
- Identifies options for resolving reported issues
- Reports and escalates defects to Tyler Development
- Communicates with the CCSD on the status and resolution of reported issues

## 5.2 CCSD Roles and Responsibilities

CCSD resources will be assigned prior to the start of each Phase of the project. One person may be assigned to multiple project roles.

### 5.2.1 CCSD Executive Sponsor

- Provides clear direction for the Project and how the Project applies to the organization's overall strategy
- Champions the project at the executive level to secure buy-in
- Authorizes required project resources
- Resolves all decisions and/or issues not resolved at the CCSD steering committee level as part of the escalation process
- Actively participates in organizational change communications

### 5.2.2 CCSD Steering Committee

- Works to resolve all decisions and/or issues not resolved at the Project Manager level as part of the escalation process
- Attends all scheduled steering committee meetings
- Provides support for the project team

- Assists with communicating key project messages throughout the organization
- Prioritizes the project within the organization
- Provides management support for the project to ensure it is staffed appropriately and staff have necessary resources
- Monitors project progress including progress towards agreed upon goals and objectives
- Has the authority to approve or deny changes impacting the following areas:
  - Cost
  - Scope
  - Schedule
  - project Goals
  - CCSD Policies

### 5.2.3 CCSD Project Manager

The CCSD shall assign Project Manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to project Scope, scheduling, and task assignment, and communicates decisions and commitments to the Tyler Project Manager(s) in a timely and efficient manner. When the CCSD Project Manager(s) do not have the knowledge or authority to make decisions, he or she engages the correct resources from CCSD to participate in discussions and make decisions in a timely fashion to avoid project delays.

- Contract Management
  - Validates contract compliance throughout the project
  - Ensures invoicing and Deliverables meet contract requirements
  - Acts as primary point of contact for all contract and invoicing questions
  - Signs off on contract milestone acknowledgment documents
  - Collaborates on and approves Change Requests, if needed, to ensure proper Scope and budgetary compliance
- Planning
  - Review and acknowledge Implementation Management Plan
  - Defines project tasks and resource requirements for County project team
  - Collaborates in the development and approval of the initial Project Plan and Project Plan
  - Collaborates with Tyler Project Manager(s) to plan and schedule project timelines to achieve on-time implementation
- Implementation Management
  - Tightly manages project budget and Scope and collaborates with Tyler Project Manager(s) to establish a process and approval matrix to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently
  - Collaborates with Tyler Project Manager to establish and manage a schedule and resource plan that properly supports the project Plan, as a whole, that is also in balance with Scope/budget
  - Collaborates with Tyler Project Manager(s) to establishes risk/issue tracking/reporting process between the CCSD and Tyler and takes all necessary steps to proactively mitigate

- these items or communicates with transparency to Tyler any items that may impact the outcomes of the project
  - Collaborates with Tyler Project Manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project
  - Routinely communicates with both CCSD staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members
- Team Management
  - Acts as liaison between project team and stakeholders
  - Identifies and coordinates all CCSD resources across all modules, Phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices
  - Provides direction and support to project team
  - Builds partnerships among the various stakeholders, negotiating authority to move the project forward
  - Manages the appropriate assignment and timely completion of tasks as defined in the project plan, task list, and production cutover checklist
  - Assesses team performance and takes corrective action, if needed
  - Provides guidance to CCSD technical teams to ensure appropriate response and collaboration with Tyler technical support teams to ensure timely response and appropriate resolution
  - Coordinates in Scope 3<sup>rd</sup> party providers to align activities with ongoing project tasks

## 5.2.4 CCSD Functional Leads

- Makes business process change decisions under time sensitive conditions
- Communicates existing business processes and procedures to Tyler consultants
- Assists in identifying business process changes that may require escalation
- Attends and contributes business process expertise for current/future state analysis sessions
- Identifies and includes additional subject matter experts to participate in current/future state analysis sessions
- Provides business process change support during Power User and End User training
- Completes performance tracking review with client project team on End User competency on trained topics
- Provides Power and End Users with dedicated time to complete required homework tasks
- Act as an ambassador/champion of change for the new process.
- Identifies and communicates any additional training needs or scheduling conflicts to CCSD Project Manager
- Prepares and Validates Forms
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
  - Task completion
  - Stakeholder Presentation
  - Implementation Management Plan development
  - Schedule development
  - Maintenance and monitoring of risk register
  - Escalation of issues

- Communication with Tyler project team
- Coordination of CCSD resources
- Attendance at scheduled sessions
- Change Management activities
- Customization specification, demonstrations, testing and approval assistance
- Conversion Analysis and Verification Assistance
- Decentralized End User Training
- Process Testing
- User Acceptance Testing

### 5.2.5 CCSD Power Users

- Participate in project activities as required by the project team and Project Manager(s)
- Provide subject matter expertise on CCSD business processes and requirements
- Act as subject matter experts and attend current/future state and validation sessions as needed
- Attend all scheduled training sessions
- Participate in all required post-training processes as needed throughout project
- Participate in conversion Validation
- Test all Application configuration to ensure it satisfies business process requirements
- Become Application experts
- Participate in User Acceptance Testing
- Adopt and support changed procedures
- Complete all Deliverables by the due dates defined in the Project Plan
- Demonstrate competency with Tyler products processing prior to Production Cutover
- Provide knowledge transfer to CCSD staff during and after implementation

### 5.2.6 CCSD End Users

- Attend all scheduled training sessions
- Become proficient in Application functions related to job duties
- Adopt and utilize changed procedures
- Complete all Deliverables by the due dates defined in the Project Plan
- Utilize software to perform job functions at and beyond Production Cutover

### 5.2.7 CCSD Technical Support

- Coordinates updates and releases with Tyler as needed
- Coordinates the copying of source databases to training/testing databases as needed for training days
- Extracts and transmits conversion data and control reports from CCSD's Legacy System per the conversion schedule set forth in the Project Plan
- Coordinates and adds new users and printers and other Peripherals as needed
- Validates all users understand log-on process and have necessary permission for all training sessions
- Coordinates Interface development for CCSD 3<sup>rd</sup> party Data Exchanges.
- Develops or assists in creating Reports as needed
- Ensures onsite system hardware meets specifications provided by Tyler



- Assists with software deployment as needed

### 5.2.8 CCSD Upgrade Coordinator

- Becomes familiar with the Software Upgrade process and required steps
- Becomes familiar with Tyler's releases and updates
- Utilizes Tyler Community to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the CCSD's Software Upgrade process
- Assists with the Software Upgrade process during implementation
- Manages Software Upgrade activities post-implementation
- Manages Software Upgrade plan activities
- Coordinates Software Upgrade plan activities with CCSD and Tyler resources
- Communicates changes affecting users and department stakeholders
- Obtains department stakeholder sign-offs to upgrade production environment

### 5.2.9 CCSD project Toolset Coordinator

- Ensures users have appropriate access to Tyler project toolsets such as Tyler University, Tyler Community, Tyler Product Knowledgebase, SharePoint, etc.
- Conducts training on proper use of toolsets
- Validates completion of required assignments using toolsets

### 5.2.10 CCSD Change Management Lead

- Validates users receive timely and thorough communication regarding process changes
- Provides coaching to Supervisors to prepare them to support users through the project changes
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively
- Identifies areas of resistance and develops a plan to reinforce the change
- Monitors post-production performance and new process adherence

## 6 Glossary

Word or Term	Definition
<b>Accountable</b>	The person who is ultimately accountable for decisions being made on a task.
<b>Application</b>	A computer program designed to perform a group of coordinated functions, tasks or activities for the benefit of the user.
<b>Build Blueprint</b>	A document recording future state decisions intended to allow Tyler to satisfy business needs/requirements during the Build & Validate Stage through configuration and setups to develop the final solution. A means for the CCSD to Validate what was agreed to be in Scope has been Delivered.
<b>Business Requirements Document</b>	A specification document used to describe CCSD requirements not available through Tyler software functionality, which will lead to a Modification with CCSD acceptance.
<b>Change Control</b>	A systematic approach for managing change governing how Change Requests will be received, assessed and acted on.
<b>Change Management</b>	An approach for ensuring that changes are thoroughly and smoothly implemented and that the lasting benefits of change are achieved. The focus is on the global impact of change with an intense focus on people and how individuals and teams move from the current situation to the new one.
<b>Change Request</b>	A form used as part of the Change Control process whereby changes in the Scope of work, timeline, resources, and/or budget are revised and agreed upon by participating parties.
<b>Consulted</b>	Anyone who must be consulted with prior to a decision being made and/or the task being completed
<b>Consumables</b>	Items that are used on a recurring basis, usually by Peripherals. Examples: paper stock or scanner cleaning kits.
<b>Control Point</b>	Occurring at the end of each Stage, the Control Point serves as a formal client review point. Project progress cannot continue until the client acknowledges the agreed upon Deliverables of the Stage have been met, or agree on an action plan to make the Deliverable acceptable and move to next Stage while executing final steps of current Stage.
<b>Data Exchange</b>	A term used to reference Imports and Exports, and Interfaces which allow data to be exchanged between an external system and Tyler software.
<b>Data Mapping</b>	The process of mapping fields from the Legacy System to the appropriate location in the new system from one or more sources.
<b>Deliverable</b>	A tangible or intangible object/document produced as a result of the Project that is intended to be delivered to a client (either internal or external) or vendor at a specific time.
<b>End User</b>	The person for whom the software is designed to use on a day-to-day basis.

<b>Forms</b>	A document which is typically printed on a template background and only captures data for one record per page. Forms are provided to entity customers whether internal (employees) or external (citizens).
<b>Imports and Exports</b>	A process within the system that a user is expected to run to consume (Import) or produce (Export) a specifically defined file format/layout.
<b>Informed</b>	Anyone who will be updated when decisions are made or a task is completed.
<b>Install</b>	References the initial Installation of software files on client servers and preparing the software for use during configuration. The version currently available for general release will always be used during the initial Install.
<b>Interface</b>	A real-time or automated exchange of data between two systems.
<b>Legacy System</b>	The system from which a client is converting.
<b>Modification</b>	Modification of software program package to provide individual client requirements documented within the Scope of the Agreement.
<b>Peripherals</b>	An auxiliary device that connects to and works with the computer in some way. Examples: mouse, keyboard, scanner, external drive, microphone, speaker, webcam, and digital camera.
<b>Phase</b>	A portion of the Project in which specific set of related products are typically implemented. Phases each have an independent start, Production Cutover and closure dates but use the same Implementation Plans as other Phases within the Project. Phases may overlap or be sequential and may have the same Tyler Project Manager and Tyler project team or different individuals assigned.
<b>Power User</b>	An experienced client person or group who is (are) an expert(s) in the client business processes, as well as knowledgeable in the requirements and acceptance criteria.
<b>Production Cutover</b>	The CCSD is using the Tyler software to conduct daily operations.
<b>Project</b>	The Project includes all implementation activity from Plan & Initiate to Closure for all products, Applications and functionality included in a single Agreement. The Project may be broken down into multiple Phases.
<b>Project Plan</b>	The Project Plan serves as the master roadmap for the Project. The Project Plan will be the detailed task list of the essential activities to be performed to complete the Project. Each activity will have owner(s), participant(s) if applicable, start date, and due dates. The Project Plan is a living document and will be updated quarterly with the detailed tasks for the next future quarter; only high level tasks with rough timeframes will be plotted out beyond this.

<b>Project Planning Meeting</b>	Occurs during the Plan & Initiate Stage to coordinate with the Client Project Manager to discuss Scope, information needed for project scheduling and resources.
<b>RACI</b>	A chart describing level of participation by various roles in completing tasks or Deliverables for a Project or process. Also known as a responsibility assignment matrix (RAM) or linear responsibility chart (LRC).
<b>Reports</b>	Formatted to return information related to multiple records in a structured format. Information is typically presented in both detail and summary form for a user to consume.
<b>Responsible</b>	The person who will be completing the task.
<b>Scope</b>	Products and services that are included in the Agreement.
<b>Software Upgrade</b>	References the act of updating software files to a newer software release.
<b>Stage</b>	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project and requires acknowledgement before continuing to the next Stage. Some tasks in the next Stage may begin before the prior Stage is complete.
<b>Stakeholder Presentation</b>	Representatives of the Tyler implementation team will meet with key client representatives to present high level project expectations and outline how Tyler and the Client can successfully partner to create an environment for a successful implementation.
<b>Standard</b>	Included in the base software (out of the box) package.
<b>Statement of Work (SOW)</b>	Document which will provide supporting detail to the Agreement defining project -specific activities and Deliverables Tyler will provide to the client.
<b>Validation (or to validate)</b>	The process of testing and approving that a specific Deliverable, process, program or product is working as expected.
<b>Work Breakdown Structure (WBS)</b>	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.

## 7 Incode 10 Conversion Summary

### 7.1 General Ledger – Chart of Accounts

- Full chart of accounts listing, descriptions, and corresponding account types
- Element (segment) values and descriptions

### 7.2 General Ledger – Legacy/Historical Views

- Unlimited historical transactions provided by client can be converted by Tyler into historical views

### 7.3 Accounts Payable – Vendor Master

- Vendor master information, address, primary contact, and notes

### 7.4 Accounts Payable – Legacy/Historical Views

- Unlimited historical transactions provided by client can be converted by Tyler into historical views

### 7.5 Personnel Management/Payroll - Standard

- Basic employee information – employee master, address, primary contact, dates, phone numbers, dependents, notes
- Current direct deposit bank information
- Federal and state tax withholding information

### 7.6 Personnel Management/Payroll – Legacy/Historical Views

- Unlimited historical transactions provided by client can be converted by Tyler into historical views

### 7.7 Utility Billing - Standard

- Utility Contact Information
- Utility Mailing and Billing Addresses
- Utility Parcels
- Account Master - (Average monthly payment, deposits, bank drafts, comments/notes)
- Meters/Services
- Transaction History – Includes current year plus one prior year
- Read History

### 7.8 Utility Billing – Legacy/Historical Views

- Unlimited historical transactions provided by client can be converted by Tyler into historical views



## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.A.**

FROM: Jerry Gruber, General Manager

Meeting Date: March 22, 2018

Subject: MANAGER'S REPORT

**GENERAL MANAGER:**

With the lack of precipitation to date and what looks to be a very dry winter, staff continues to monitor the District's water supply closely. Staff took well level readings on March 15, 2018, and after receiving some much-needed precipitation, we continue to keep a close eye on our current well levels, the District Wastewater Gradient and the WBE Monitoring Well. Since the Board agenda was distributed on March 16, 2018, I have included a Green Sheet for the latest well level readings and will be discussing those results with the Board and comparing them to last month well level readings. As part of today's Board Meeting, staff will be presenting a detailed report regarding the Sustainable Water Facility, and what efforts have been made to date to prepared for the next start up cycle. Staff will also be making a recommendation in late spring or early summer regarding what appropriate stage of water conservation the Board should consider as the drought continues.

As of Friday March 9, 2018, staff has not started the emptying of the Impoundment Basin. Staff continues to work closely with the RWQCB on one remaining item and we are hopeful that the process will begin soon.

The CCSD will be widening their recruitment for the position of Chief Plant Operator (CPO) for the Sustainable Water Facility (SWF). We included recruitment ads with the following publications: Jobs Available, Tribune, Cambrian, American Water Works Association, Association of California Water Agencies and the CSDA Website.

I've continued to work with Senator Dean Florez on items of importance to the District and Cambria. Senator Florez and I, along with President Rice, conducted a conference call with I-Bank of California on Thursday, March 7, 2018 regarding Infrastructure Improvements and possible funding mechanisms for the District.

Staff has worked diligently prior to the March 22, 2018 Board meeting on the Mid-Year Budget adjustments for each department. Staff also started the Budget process for Fiscal Year 2018/2019. The recent improvements to the monthly Departmental Financial Reports have been extremely helpful, and have served as a valuable tool for all the managers and supervisors.

The PROS Commission met on Tuesday, March 6, 2018 as part of their regularly scheduled meeting. One of the agenda items directed by the CCSD Board of Directors was the Schoolhouse relocation. The meeting was well attended, and several Cambrians spoke with regards to the possibility of several areas for possible relocation. The PROS Commission pushed the agenda item to April and asked the Historical Society to bring back a list of proposed properties with additional information regarding those proposed sites. The Commission also asked the Pool Committee to come back in April with some additional information regarding a previous survey that was conducted.

Chief Hollingsworth and myself, along with Director Wharton, Director Pierson, and Ken Topping, have been working on possible grants that are available for removing dead and dying trees. On Monday, March 12, 2018, Chief Hollingsworth, Director Wharton, Director Pierson, and Haley Dodson filled out several Notices of Intent for projects identified within Cambria. With the help of Dan Turner, the CCSD also filed a Notice of Intent for the Co-Generation Facility. If our Notices of Intent are selected to move forward

<sup>198.</sup> collectively or on an individual basis, I will come back to the Board for a dialogue and policy decision relating to matching funds.

## **ADMINISTRATION:**

During the end of February and throughout the month of March, Monique worked on the following items:

### Human Resources:

- Prepared for Labor Negotiations
- Met with several employees for various Human Resources matters
- Worked on various Human Resources matters
- Multiple phone calls with LCW
- Met with the Haley regarding updating the Payment & Compensation Plan

### Recruitment:

- Started the recruitment for the Water Operator T3/D2
- Met with the General Manager regarding the CPO for the SWF position
- Started the recruitment for the Chief Plant Operator (CPO) for the Sustainable Water Facility (SWF) position
- Continued oversight of the Reserve Firefighter recruitment
- Held interviews for the Reserve Firefighter positions
- The Reserve Firefighters have received conditional offers and are in the background portion of the hiring process

### Trainings:

- Monique and Haley attended the 20<sup>th</sup> Annual Public Sector Employment Law Conference from February 26, 2018 to February 28, 2018 in San Francisco
- Coordinated employee and director Ethic & Harassment certificates for compliance
- Coordinated the Manager's and Supervisor's registration for the February 14, 2018 LCW workshops
- Monique and Haley attended two LCW workshops on February 14, 2018
- Haley attended the SDRMA Education Day on March 20, 2018 in Sacramento
- Monique attended an Out-of-Class Assignments webinar
- Coordinated the Manager's and Supervisor's registration for the April 11, 2018 LCW workshops
- Handled the registration for Director Pierson to attend the CSDA Leadership Academy in Monterey
- Handled the Board of Directors and General Manager's registration for the CSDA annual meeting

### Technology:

- Phone conference with TekTegrity regarding the MOMS/Laserfiche migration schedule
- Haley coordinated the MOMS migration with staff and TekTegrity
- TekTegrity migrated MOMS and Laserfiche to the new server
- Haley had many phone calls with TekTegrity regarding webpage editing rights

### Contract Liaison:

- Worked to amend TekTegrity's Professional Services Agreement
- Worked with Dennis Timoney on the Sierra Vista Hospital, Inc. Agreement
- Worked with Rudy on the Total Compensation Contract
- Finalized a contract to provide video production and video distribution services to the CCSD with AGP which included upgrading the presentation system for Board meetings at the Cambria Vets Hall. AGP will start upgrading the system soon

- Worked with Carlos and District Counsel to finalize the Allways Clean Agreement for Janitorial Services

#### Board Meetings:

- Attended several agenda preparation meetings
- Haley coordinated sending out staff report reminders to managers
- Finalized the February 2018 Resolution
- Prepared for and published the March Regular Board meeting agenda packet
- Worked with Dean Florez regarding the April town hall meeting
- Worked with Haley to update the future Regular Board meeting agendas in Novus, per the Board's direction
- Worked with Haley to create Finance and Infrastructure Committee agendas in Novus
- Prepared the February 5<sup>th</sup>, February 8<sup>th</sup>, February 16<sup>th</sup>, and February 22<sup>nd</sup> Board meeting minutes for the March 22<sup>nd</sup> agenda packet

#### Meetings:

- Prepared for and conducted bi-weekly Administrative Office staff meetings
- Haley suggested the following cost saving measures at the bi-weekly staff meeting: cancel Zee's Medical Services, cancel the bottled water service, cancel the coffee machine, coffee services and consider ordering cheaper creamer, sugar, coffee stir sticks, etc., order comparable copy paper at a cheaper price, and cancelling service of a copy machine that is never used. Staff agreed to the cost saving measures. Haley worked with Chris Cox to cancel the water bottle delivery service and coffee service. Haley ordered a Brita water pitcher, Brita filters, and water bottles for the administrative office staff. Haley and Chris worked together to order new coffee, creamer, stir sticks, and started using a new coffee pot that was ordered last year. Haley ordered the same paper, but at a much cheaper price per ream. Haley will order a first aid kit and supplies at a cheaper price than Zee's Medical Services
- Haley worked with staff and sent reminder emails on providing snacks at the bi-weekly Administrative Office staff meetings
- Haley handles the creation, distribution and posting of the PROS Commission meeting agendas and minutes. The meeting agendas and minutes can be located on the CCSD website
- Haley posted the approved PROS January and February meeting minutes
- Haley prepared the March and April PROS agendas
- Haley received the March 2018 PROS minutes and prepared them for the April 2018 agenda

#### Miscellaneous:

- Worked on public record requests and responses
- Finalized the District vehicle claim
- Worked with the Confidential Administrative Assistant on a letter to Zee Medical Services regarding terminating services for the administrative office
- Monique and Haley worked on cost saving measures for the administrative office
- Monique worked with the State Controller's Office
- Monique worked with the County Clerk-Recorder's Office regarding the rebuttal to argument against Measure A-18
- Haley ordered lunch and dessert for Travis Holt's luncheon at the Water Department
- Monique and Haley worked with the Board of Directors, Manager's, Supervisor's, and the PROS Commission regarding filing their 700 forms
- Haley processed purchase orders for multiple vendors
- Coordinated with Tami Bisantz regarding the consolidation of the biennial election
- Haley created a CCSD Wi-Fi policy and we are working on finalizing the document
- Haley created a Delegation of Authority Form and we are working on finalizing the document
- Haley is working to create an Office Security Policy

- Haley created a CCSD salary chart in Excel

#### Engineering Department:

- Met with the District Engineer and General Manager

#### Facilities & Resources Department:

- Met with the Facilities & Resources Manager

#### Fire Department:

- Haley worked at the Fire Department on Notices of Intent for several projects identified within Cambria
- Worked with William on preparing for the Fire Hazard Fuel Reduction Program
- Haley prepared the Fire Hazard Fuel Reduction Program staff report for April and prepared the request for proposal

#### Finance Department:

- Met multiple times with the Administrative Technician III Payroll Technician to assist with various benefit administration tasks
- Met with Finance Manager to discuss and assist with multiple Finance Department matters
- Haley updated the confidential phone roster for the finance staff and distributed it to all employees
- Worked with payroll clerk and employee regarding retirement process
- Worked with Haley to assist the Finance department with accounts payable invoices
- Haley worked with the Finance department on AT&T/CALNET3 credits
- Worked with Haley to assist the Finance department in various Vets Hall questions
- Worked with Haley to assist the Finance department with creating employee orientation packets and benefit checklists for initial hires and successful completion of probation

#### Wastewater Department:

- Met with Wastewater Department Supervisor

#### Water Department:

- Met with Water Department Supervisor

### **FACILITIES AND RESOURCES:**

#### **1. Fiscalini Ranch:**

- a. 5 Dead and dangerous trees were dropped behind Warren Rd homes X Tipton Trail.
  - i. Brush and logs were cleaned up and chipped.
- b. Ridge Trail: Dead and dangerous trees along trail were cut.
  - i. Trail was closed for ½ day. All brush and logs were cleaned up and chipped.
- c. Trenton Trail: Dead and dangerous trees along trail were cut.
  - i. Brush and logs were cleaned up and chipped.
- d. Santa Rosa Trail:
  - i. Eucalyptus Branch: Waste Water Department reported a large dangerous dead eucalyptus branch overhanging on the Santa Rosa Trail. Branch was dropped and cleaned up.

- ii. CCSD Staff cut back encroaching branches and vegetation from trail.
    - iii. A eucalyptus tree fell across the entrance of trail blocking access to the Ranch and CCSD Waste Water Lift Station. CCSD Staff cut and removed the tree from the entrance. A few days later debris was cleaned up.
  - e. Rodeo Grounds: a willow tree fell across the road. CCSD Staff chipped and cleaned the tree.
  - f. Ice Plant: 16 yards of ice plant were loaded up and hauled away by CCSD Staff from Bluff Trail
    - i. Ice plant had been pulled and piled by FFRP Volunteers
  - g. New brochure holders were purchased for the Ranch entrances.
  - h. Wood chips: Volunteers and CCSD Staff spread wood chips on the Tipton Trail
2. **Community Park:**
- a. Dog Park: 5 dog bag dispensers were installed at the park.
    - i. Dog dispensers were purchased by Dog Park volunteers.
  - b. Fire Hydrants:
    - i. 5 hydrants were placed at the dog park. Hydrants were donated by Fire Department/ Water Department and Facilities and Resources Department. Fire hydrants were ones that had been taken out of service. CCSD Staff washed/ cleaned and painted the hydrants.
3. **Vets Hall:**
- a. Facilities and Resources Supervisor is assisting new admin staff with preparation of Vets Hall contracts.
  - b. Parking Lot Lights.
    - i. During monthly inspection, two exterior parking lot and walkway lights were found to be malfunctioning.
    - ii. New LED fixtures have been ordered and will be installed by electrician in the next few weeks.
  - c. Sewer: CCSD Waste Water Department flushed out the sewer line behind the Hall.
4. **CCSD Lots:**
- a. Green St.: 3 dead and dangerous trees were dropped, cleaned up and chipped on CCSD Lot

#### **ENGINEER:**

Key activities since the February 23, 2018 Board meeting report, (prior staff report prepared on February 13, 2018) to the date of this report's preparation, which was March 12, 2018), have included:

- Sustainable Water Facility (SWF):
  - The Advanced Water Treatment Facility (AWTP) has remained off line.
  - Staff is now working on the February 2018 monthly Title 22 self-monitoring report, which is planned for submittal to the Water Board before its March 15, 2018 due date.
  - As part of the impoundment basin closure, staff continued to measure boron concentrations and improve upon measurement techniques using a spectrophotometer. Startup of the metering pump used to transfer water from the temporary Baker-style tanks into the treated effluent at the percolation pond began on March 12, 2018.



- A draft update to the facility's Operation Maintenance and Monitoring Plan (OMMP) was completed on March 10, 2018. This update includes offsite hauling of RO concentrate for disposal and requires Water Board staff approval prior to initiating this revised operation. A draft was submitted to the Water Board staff on March 12, 2018.
  - An earlier application to the Water Board to allow for offsite disposal of RO concentrate is currently under review. This permitting effort also requires further discussion and coordination with County Planning.
  - Staff continues to coordinate with County Planning staff on the SWF's Regular Coastal Development Permitting process. Our next meeting with County staff is scheduled for March 20, 2018.
- Permit Counter:
    - For the 2018 Calendar Year, 1 Transfers of Position, 4 Assignments, 5 Voluntary Lot Mergers, and 16 Remodel Applications were reviewed and processed. We have also received 2 applications to extend ITS letters.
- Miscellaneous Water and Wastewater Plant Projects and Repairs:
    - Influent Screen. Staff is currently finalizing a request for quotation for informal bidding this revised installation.
    - Staff continues to research questions posed by the SWRCB on licensing of existing water rights. (Progress on this effort slowed following a hard disc computer failure, which has since been repaired.) This effort has required researching archived information developed during the 1980s and 1990s, as well as reaching out to public agency employees as well as former consultants doing work during those earlier periods.
    - Coordination was provided between the Water Department and Wastewater departments on active service transfers, which required installation of new service lines and sewer laterals.
    - Staff have been researching software to assist with the completion of the SWF (and ultimately other facilities) self-monitoring reports to the Water Board. A key goal of this effort is to improve staff efficiencies by electronically entering laboratory data as opposed to the current manual data entry method.

## **WASTEWATER:**

### **Wastewater Treatment Plant Operations**

- We have been operating effluent pump 2 in Manual at 295 GPM in preparation of pumping down the brine pond. This has been a very good test and has given us the ability to control the effluent discharge.
- A new filter has been installed at the sludge press to accommodate plant water (vs. potable water) for its spray system. The filter has worked very well, and we plan to install a similar filter for use on the sprays associated with the influent screen.
- There were multiple power outages at the plant last month.

### **Collection Systems & Lift Stations**

- Lift station 8 VFD failed. We have ordered a new VFD and will install it early March.
- We now have back up circuit boards in the lift station.
- We are continuing our ongoing campaign to locate the source of groundwater and storm water (I.e., infiltration and inflow, or I & I) that is getting into the collection system. When feasible, corrections are being made, such as repairing and replacing leaky manhole covers.
- I am very pleased to inform you that we received 1.7 inches of rain and our flow increased about 120,000 gallons per day. In the past, we experienced a 500,000+ gallons per day

increase in plant flow per inch of rain. We look forward to replacing the manholes setting in low lying areas later in the year. We have identified several manholes in areas that should puddle and instead are draining into the system via holes in the manhole lid.

### **Laboratory:**

- Abalone Coast continued to provide the services of a certified laboratory analyst for those analyses that are reported to the state. Currently, Abalone's Amanda Smith is calibrating the online pH meter and its probe monthly.
- The WWTP's Hach DR3900 spectrophotometer and associated filtering pump system has been moved to the SWF. We will be using this equipment to set the flow rate on a positive displacement metering pump, which is associated with emptying the impoundment basin.

### **Administrative:**

- Jason Vormbaum started here at the WWTP this month. Jason comes to us as an OIT and will receive his grade II operator certificate in about 4 months. Jason has a background in IT and has already been extremely helpful with our reporting.
- Toni passed his grade I collection system and grade I mechanical exams this month.

### **WATER:**

1. The Sustainable Water Facility (SWF) currently remains offline. Water Department staff preformed maintenance related to the upkeep of the SWF, including the monthly circulation of Preservol to the filter membranes, and all required groundwater sampling and groundwater well level monitoring relating to the SWF and the impoundment basin. Staff assisted CPO John Allchin with implementing the impoundment basin closure plan which requires onsite analysis for boron (using a spectrophotometer) and coordinating wastewater treatment plant effluent flow rates with a positive displacement metering pump that is used to slowly return impoundment basin water to mix with plant effluent prior to entering a percolation basin. Water Department staff conducts the daily monitoring of the impoundment basin. During recent storm activity the device constructed for measuring the amount of available freeboard was damaged and rendered inoperable. Water Department staff repaired this device and continued the practice of daily freeboard measurements.
2. Will Bellis from A.T.S conducted a one-year warranty dive inspection of the new Fiscalini water tank. The inspection found only few very minor repairs needed which were completed onsite.
3. Water Department staff experienced disruptions in the operation of the SR4 well when a pressure-regulating valve malfunctioned causing an emergency shut-down. Sub-contractors from Cla-Val were contacted. The Cla-Val specialists repaired and refurbished the pressure regulating valve. Because of the emergency shut-down, the automated operating system malfunctioned. Andy Thomson from Tough Automation cleared the programmable logic controller's RAM and restored the system.
4. Water Department staff deleted a water service on McCabe Street in anticipation of a single-family residence demolition, which was part of a service transfer. The existing meter from this demolished home parcel is being moved to Marine Terrace for the construction of a new home. Dechance Construction installed a sewer lateral for a new residential project on Norfolk Street per a prior service transfer and a cost reimbursement agreement. While onsite for the sewer project, Dechance also installed a new water service line (new water services are normally completed by the Water Department).

5. During a strong storm event the antenna on top of the Pine Knolls tank was damaged and blew from the tank. This antenna assists in the communication of the SCADA system. Without it, the tank levels would not be transmitted to the active wells, requiring Water Department operators to manually operate the wells. This event occurred on a Saturday. With the quick thinking of Travis Holt, the SCADA system was back up and running in less than 24 hours. Travis contacted Andy Thomson of Tough Automation. Andy and Travis Installed a new antenna and re installed all the needed cables to get the system back up and running. They took additional measures while installing the antenna to make sure that it would not get damaged again.

6. Water Production or February 2018

San Simeon: 15.89 Acre Feet  
 Santa Rosa: 23.27 Acre Feet  
 Total of: 39.15 Acre Feet

Last year Production February was 33.18 Acre Feet  
 Production from February 2013 was 47.40 Acre Feet  
 As of February 28<sup>th</sup>, only five inches of rain had been measured for the fiscal year. With the low rainfall total in mind and to protect the District's primary water source, Water Department staff continued to pump the Santa Rosa Creek basin more than the San Simeon Basin.  
 Please see the attached Well Levels summary and plots for additional information.

7. The following table summarizes key activities that Water Department staff responded to during this reporting month.

Item	Number Completed
Read or re-read of existing water meters	159
Customer assists for high water usage on customer side of meter	13
Shutoff and turn on for customer performed plumbing repairs	4
Repairs of distribution system leaks	5
After Hours Alarm Responses	3
Conservation Retrofit Inspections	11
USA Locations	10

8. Water Department staff also completed the daily tasks of water treatment and distribution, including the daily inspections of all wells, well pumps and CL2 pumps, daily recording of water production, daily sampling of water produced at active wells, weekly routine sampling of water in the distribution system, all required monthly and quarterly water sampling

required by the State of California, and weekly inspections of all water department facilities, including pressure reducing station vaults.

Attachments: 01 General Manager PowerPoint Presentation  
02 Production and Well graphs  
03 2018 FireWise Certificate  
04 SDRMA Letter Regarding Workers' Compensation Longevity Distribution  
05 Balance Public Relations March 2018 Report  
06 Public Records Requests and Responses

# CAMBRIA COMMUNITY SERVICES DISTRICT



Board of Directors Regular Meeting  
March 22, 2018



# Water Department

This is the interior roof of the Fiscalini Tank









# Light S&R exercise at the Pinedorado grounds

Pictures courtesy of Craig Ufferheide, Cambria CERT Lead





**2018**  
**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**GROSS WATER PRODUCTION, BY SOURCE**  
**REPORTED IN ACRE-FEET**

YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR	
2006	S.S.	50.81	49.10	48.82	49.65	60.58	65.65	56.12	59.67	52.49	42.86	34.46	42.75	612.96	2006	
	S.R.	0.00	0.78	0.00	0.62	0.74	2.56	23.58	20.72	20.17	23.88	26.46	13.63	133.14		2006
	<b>SS &amp; SR TOTAL</b>	<b>50.81</b>	<b>49.88</b>	<b>48.82</b>	<b>50.27</b>	<b>61.32</b>	<b>68.21</b>	<b>79.70</b>	<b>80.39</b>	<b>72.66</b>	<b>66.74</b>	<b>60.92</b>	<b>56.38</b>	<b>746.10</b>		
2005	S.S.	50.05	46.16	51.09	55.01	65.70	68.81	80.52	61.60	48.71	47.08	40.83	36.70	652.26	2005	
	S.R.	0.00	0.62	0.93	0.76	0.76	0.73	1.64	17.32	20.25	21.69	16.92	7.36	88.98		2005
	<b>SS &amp; SR TOTAL</b>	<b>50.05</b>	<b>46.78</b>	<b>52.02</b>	<b>55.77</b>	<b>66.46</b>	<b>69.54</b>	<b>82.16</b>	<b>78.92</b>	<b>68.96</b>	<b>68.77</b>	<b>57.75</b>	<b>44.06</b>	<b>741.24</b>		
2004	S.S.	55.83	51.40	58.56	64.33	67.98	52.62	47.04	39.68	41.06	34.80	49.30	49.92	612.52	2004	
	S.R.	0.00	0.61	1.17	4.84	8.68	22.08	30.80	36.30	27.32	24.95	1.73	1.63	160.11		2004
	<b>SS &amp; SR TOTAL</b>	<b>55.83</b>	<b>52.01</b>	<b>59.73</b>	<b>69.17</b>	<b>76.66</b>	<b>74.70</b>	<b>77.84</b>	<b>75.98</b>	<b>68.38</b>	<b>59.75</b>	<b>51.03</b>	<b>51.55</b>	<b>772.63</b>		
2003	S.S.	52.73	49.97	57.35	58.32	62.82	68.22	65.05	63.34	58.91	67.08	56.20	48.84	708.83	2003	
	S.R.	0.70	1.11	0.48	0.94	1.84	5.63	19.77	22.04	16.00	6.58	3.12	5.84	84.05		2003
	<b>SS &amp; SR TOTAL</b>	<b>53.43</b>	<b>51.08</b>	<b>57.83</b>	<b>59.26</b>	<b>64.66</b>	<b>73.85</b>	<b>84.82</b>	<b>85.38</b>	<b>74.91</b>	<b>73.66</b>	<b>59.32</b>	<b>54.68</b>	<b>792.88</b>		
2002	S.S.	54.43	52.23	60.70	65.43	60.75	55.13	66.79	73.35	66.59	62.03	56.36	53.98	727.77	2002	
	S.R.	1.28	1.27	1.10	1.11	14.82	22.79	19.54	9.67	3.52	4.02	2.04	0.55	81.71		2002
	<b>SS &amp; SR TOTAL</b>	<b>55.71</b>	<b>53.50</b>	<b>61.80</b>	<b>66.54</b>	<b>75.57</b>	<b>77.92</b>	<b>86.33</b>	<b>83.02</b>	<b>70.11</b>	<b>66.05</b>	<b>58.40</b>	<b>54.53</b>	<b>809.48</b>		
2001	S.S.	56.16	48.05	55.92	60.69	73.30	77.51	85.01	78.50	53.45	56.21	48.16	52.29	745.25	2001	
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.78	21.08	16.87	8.06	0.89	52.68		2001
	<b>SS &amp; SR TOTAL</b>	<b>56.16</b>	<b>48.05</b>	<b>55.92</b>	<b>60.69</b>	<b>73.30</b>	<b>77.51</b>	<b>85.01</b>	<b>84.28</b>	<b>74.53</b>	<b>73.08</b>	<b>56.22</b>	<b>53.18</b>	<b>797.93</b>		
2000	S.S.	56.41	50.43	55.27	65.40	70.84	73.60	85.00	84.68	73.30	65.60	58.49	59.80	798.82	2000	
	S.R.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		2000
	<b>SS &amp; SR TOTAL</b>	<b>56.41</b>	<b>50.43</b>	<b>55.27</b>	<b>65.40</b>	<b>70.84</b>	<b>73.60</b>	<b>85.00</b>	<b>84.68</b>	<b>73.30</b>	<b>65.60</b>	<b>58.49</b>	<b>59.80</b>	<b>798.82</b>		
1999	S.S.	56.40	45.26	52.16	57.40	70.43	71.35	85.41	82.68	69.45	68.04	57.78	57.69	774.05	1999	
	S.R.	0.01	0.01	0.01	0.04	0.02	0.07	0.01	0.02	0.32	0.02	0.00	0.00	0.53		1999
	<b>SS &amp; SR TOTAL</b>	<b>56.41</b>	<b>45.27</b>	<b>52.17</b>	<b>57.44</b>	<b>70.45</b>	<b>71.42</b>	<b>85.42</b>	<b>82.70</b>	<b>69.77</b>	<b>68.06</b>	<b>57.78</b>	<b>57.69</b>	<b>774.58</b>		
1998	S.S.	44.39	46.36	47.00	50.53	56.43	63.43	77.75	80.30	68.35	66.58	54.06	52.13	707.31	1998	
	S.R.	0.01	0.01	0.01	0.01	0.00	0.01	0.01	0.09	0.01	0.00	0.00	0.00	0.16		1998
	<b>SS &amp; SR TOTAL</b>	<b>44.40</b>	<b>46.37</b>	<b>47.01</b>	<b>50.54</b>	<b>56.43</b>	<b>63.44</b>	<b>77.76</b>	<b>80.39</b>	<b>68.36</b>	<b>66.58</b>	<b>54.06</b>	<b>52.13</b>	<b>707.47</b>		
1997	S.S.	50.61	49.20	65.66	68.65	76.18	79.14	82.31	57.02	37.32	27.50	38.96	45.96	678.51	1997	
	S.R.	0.02	0.08	0.02	0.02	0.02	0.02	0.38	25.92	31.54	36.85	12.41	0.01	107.29		1997
	<b>SS &amp; SR TOTAL</b>	<b>50.63</b>	<b>49.28</b>	<b>65.68</b>	<b>68.67</b>	<b>76.20</b>	<b>79.16</b>	<b>82.69</b>	<b>82.94</b>	<b>68.86</b>	<b>64.35</b>	<b>51.37</b>	<b>45.97</b>	<b>785.80</b>		
1996	S.S.	46.66	43.40	47.39	56.95	66.18	70.83	75.70	77.27	68.23	65.58	50.37	49.43	717.99	1996	
	S.R.	0.01	0.03	0.03	0.03	0.03	0.01	0.03	0.02	0.01	0.02	0.02	0.02	0.26		1996
	<b>SS &amp; SR TOTAL</b>	<b>46.67</b>	<b>43.43</b>	<b>47.42</b>	<b>56.98</b>	<b>66.21</b>	<b>70.84</b>	<b>75.73</b>	<b>77.29</b>	<b>68.24</b>	<b>65.60</b>	<b>50.39</b>	<b>49.45</b>	<b>718.25</b>		
1995	S.S.	41.30	41.10	47.10	52.14	53.50	59.00	74.70	74.10	65.40	64.70	55.30	47.60	675.94	1995	
	S.R.	1.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.90		1995
	<b>SS &amp; SR TOTAL</b>	<b>43.20</b>	<b>41.10</b>	<b>47.10</b>	<b>52.14</b>	<b>53.50</b>	<b>59.00</b>	<b>74.70</b>	<b>74.10</b>	<b>65.40</b>	<b>64.70</b>	<b>55.30</b>	<b>47.60</b>	<b>677.84</b>		
1994	S.S.	47.00	38.60	48.60	52.00	54.60	63.40	69.30	47.80	31.70	30.80	28.20	26.00	538.00	1994	
	S.R.	0.00	0.00	0.00	0.00	0.10	0.00	0.00	25.00	30.20	27.70	21.20	19.90	124.10		1994
	<b>SS &amp; SR TOTAL</b>	<b>47.00</b>	<b>38.60</b>	<b>48.60</b>	<b>52.00</b>	<b>54.70</b>	<b>63.40</b>	<b>69.30</b>	<b>72.80</b>	<b>61.90</b>	<b>58.50</b>	<b>49.40</b>	<b>45.90</b>	<b>662.10</b>		
1993	S.S.	50.10	45.70	52.60	56.30	68.30	68.80	68.10	69.80	59.80	56.10	51.40	43.50	690.50	1993	
	S.R.	0.50	0.30	0.00	0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.90		1993
	<b>SS &amp; SR TOTAL</b>	<b>50.60</b>	<b>46.00</b>	<b>52.60</b>	<b>56.30</b>	<b>68.40</b>	<b>68.80</b>	<b>68.10</b>	<b>69.80</b>	<b>59.80</b>	<b>56.10</b>	<b>51.40</b>	<b>43.50</b>	<b>691.40</b>		



**2018**  
**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**GROSS WATER PRODUCTION, BY SOURCE**  
**REPORTED IN ACRE-FEET**

YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR
<b>1992</b>	S.S.	45.30	42.20	45.90	55.20	64.00	58.10	44.90	41.80	35.00	32.80	34.00	43.10	542.30	<b>1992</b>
	S.R.	0.80	0.30	0.10	0.40	0.50	6.10	22.70	28.10	26.30	25.10	19.50	5.50	135.40	
	<b>SS &amp; SR TOTAL</b>	<b>46.10</b>	<b>42.50</b>	<b>46.00</b>	<b>55.60</b>	<b>64.50</b>	<b>64.20</b>	<b>67.60</b>	<b>69.90</b>	<b>61.30</b>	<b>57.90</b>	<b>53.50</b>	<b>48.60</b>	<b>677.70</b>	
<b>1991</b>	S.S.	26.90	23.10	32.70	39.60	48.60	44.10	40.10	34.80	30.50	28.00	26.40	30.10	404.90	<b>1991</b>
	S.R.	15.30	13.10	0.50	0.10	0.10	5.50	15.00	21.60	20.20	21.00	19.70	18.70	150.80	
	<b>SS &amp; SR TOTAL</b>	<b>42.20</b>	<b>36.20</b>	<b>33.20</b>	<b>39.70</b>	<b>48.70</b>	<b>49.60</b>	<b>55.10</b>	<b>56.40</b>	<b>50.70</b>	<b>49.00</b>	<b>46.10</b>	<b>48.80</b>	<b>555.70</b>	
<b>1990</b>	S.S.	45.70	47.00	55.28	44.75	31.46	32.34	40.00	38.00	31.91	31.40	29.40	29.90	457.14	<b>1990</b>
	S.R.	8.70	0.80	0.50	18.03	32.30	26.79	22.30	22.20	20.64	20.20	19.30	14.90	206.66	
	<b>SS &amp; SR TOTAL</b>	<b>54.40</b>	<b>47.80</b>	<b>55.78</b>	<b>62.78</b>	<b>63.76</b>	<b>59.13</b>	<b>62.30</b>	<b>60.20</b>	<b>52.55</b>	<b>51.60</b>	<b>48.70</b>	<b>44.80</b>	<b>663.80</b>	
<b>1989</b>	S.S.	51.00	47.90	53.90	61.90	57.20	62.20	69.20	60.90	36.30	38.70	42.60	40.60	622.40	<b>1989</b>
	S.R.	0.00	0.00	0.00	1.00	13.80	13.50	17.90	28.00	42.00	22.60	17.60	18.20	174.60	
	<b>SS &amp; SR TOTAL</b>	<b>51.00</b>	<b>47.90</b>	<b>53.90</b>	<b>62.90</b>	<b>71.00</b>	<b>75.70</b>	<b>87.10</b>	<b>88.90</b>	<b>78.30</b>	<b>61.30</b>	<b>60.20</b>	<b>58.80</b>	<b>797.00</b>	
<b>1988</b>	S.S.	51.20	57.90	63.20	47.30	57.40	44.20	50.00	51.70	41.90	37.40	27.40	36.00	565.60	<b>1988</b>
	S.R.	0.00	0.00	0.00	16.30	15.70	30.70	31.20	34.90	36.00	34.90	35.20	19.00	253.90	
	<b>SS &amp; SR TOTAL</b>	<b>51.20</b>	<b>57.90</b>	<b>63.20</b>	<b>63.60</b>	<b>73.10</b>	<b>74.90</b>	<b>81.20</b>	<b>86.60</b>	<b>77.90</b>	<b>72.30</b>	<b>62.60</b>	<b>55.00</b>	<b>819.50</b>	

3/15/18<sup>214</sup>

CAMBRIA COMMUNITY SERVICES DISTRICT  
WELL WATER LEVELS FOR 3/15/18

Well Code	Distance Ref. Point to Water Level	Reference Point Distance Above Sea Level	Depth of Water to Sea Level	Remarks
<b>SANTA ROSA CREEK WELLS</b>				
23R	30.92	83.42	52.50	
<b>SR4</b>	<b>28.19</b>	<b>82.00</b>	<b>53.81</b>	
SR3	19.45	54.30	34.85	
SR1	17.28	46.40	29.12	
RP#1		46.25		
RP#2		33.11		Not Read
21R3	8.20	12.88	4.68	40568
<b>WBE</b>	11.86	16.87	<b>5.01</b>	
WBW		17.02		Not Read
AVERAGE LEVEL OF CCSD SANTA ROSA WELLS SR1 & SR3 =				31.99 FEET
<b>CCSD SANTA ROSA WELL SR4 =</b>				<b>53.81 FEET</b>

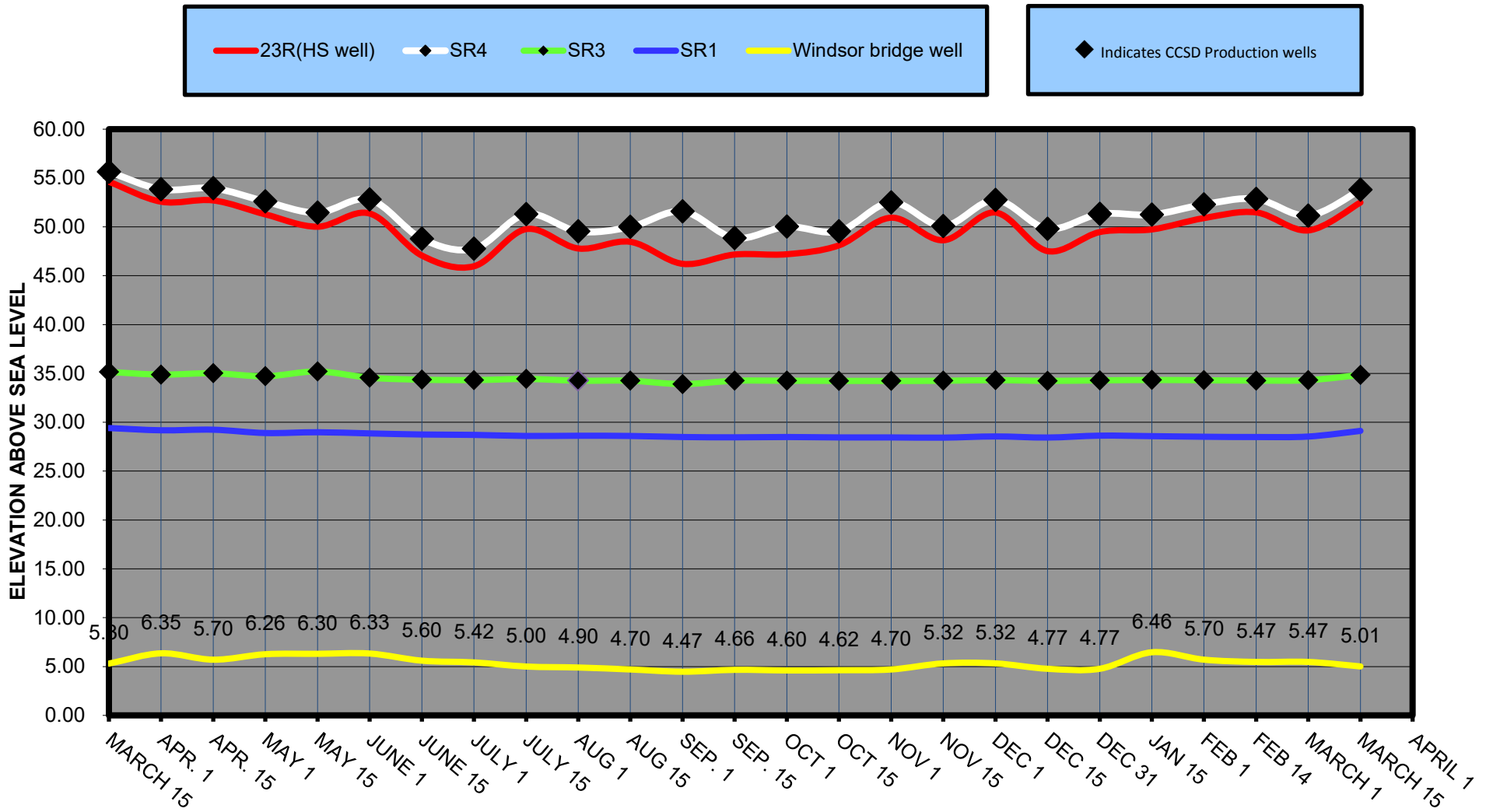
<b>SAN SIMEON CREEK WELLS</b>				
16D1	7.41	11.36	3.95	
MW4	11.41	15.95	4.54	
MW1		42.11		Not Read
MW2		38.10		Not Read
MW3		49.56		Not Read
9M1		65.63		Not Read
9P2	9.07	19.11	10.04	
9P7		20.69		Not Read
9L1	10.82	27.33	16.51	
RIW		25.41		Not Read
SS4	12.84	25.92	13.08	<b>SS4 to 9P2 Gradient = + 3.04</b>
MIW		29.89		Not Read
<b>SS3</b>	<b>13.41</b>	<b>33.73</b>	<b>20.32</b>	
<b>SS2</b>	<b>11.98</b>	<b>33.16</b>	<b>21.18</b>	
<b>SS1</b>	<b>11.59</b>	<b>32.37</b>	<b>20.78</b>	
11B1		105.43		Not Read
11C1	13.10	98.20	85.10	
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	21.81	55.21	33.40	
9J3		43.45		Not Read
lagoon	20.15			mitigation erosion none
<b>AVERAGE LEVEL OF CCSD SAN SIMEON WELLS SS1,SS2 &amp; SS</b>				<b>20.76 FEET</b>

revised 6/6/16

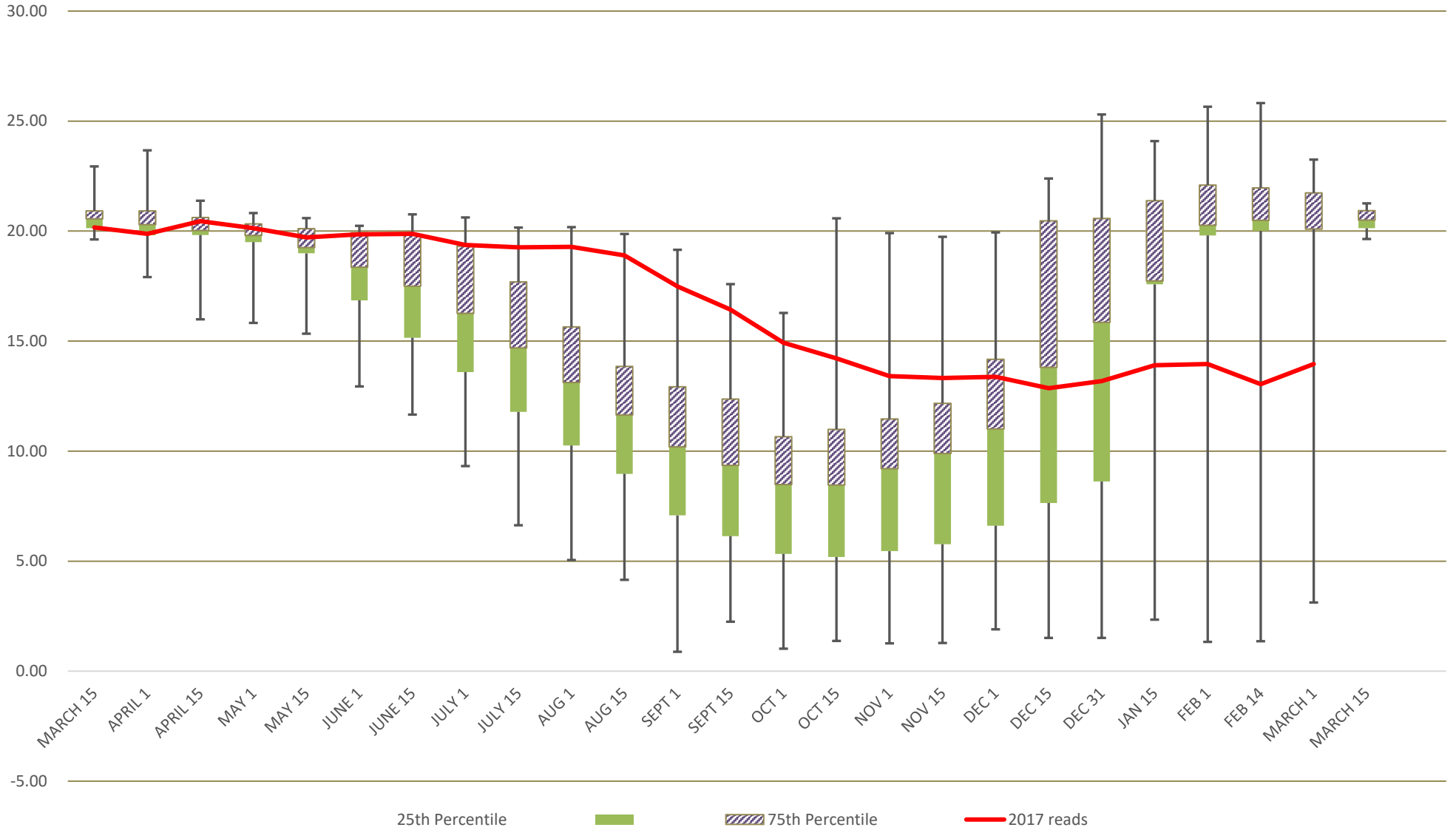
**Red Font are the CCSD's Production Wells, as measured on 3/15/18**

reference point on 16d1,miw1,miw2,miw3,9p7,riw,miw1,ss1,ss2 and ss3 updat 2/17/2015

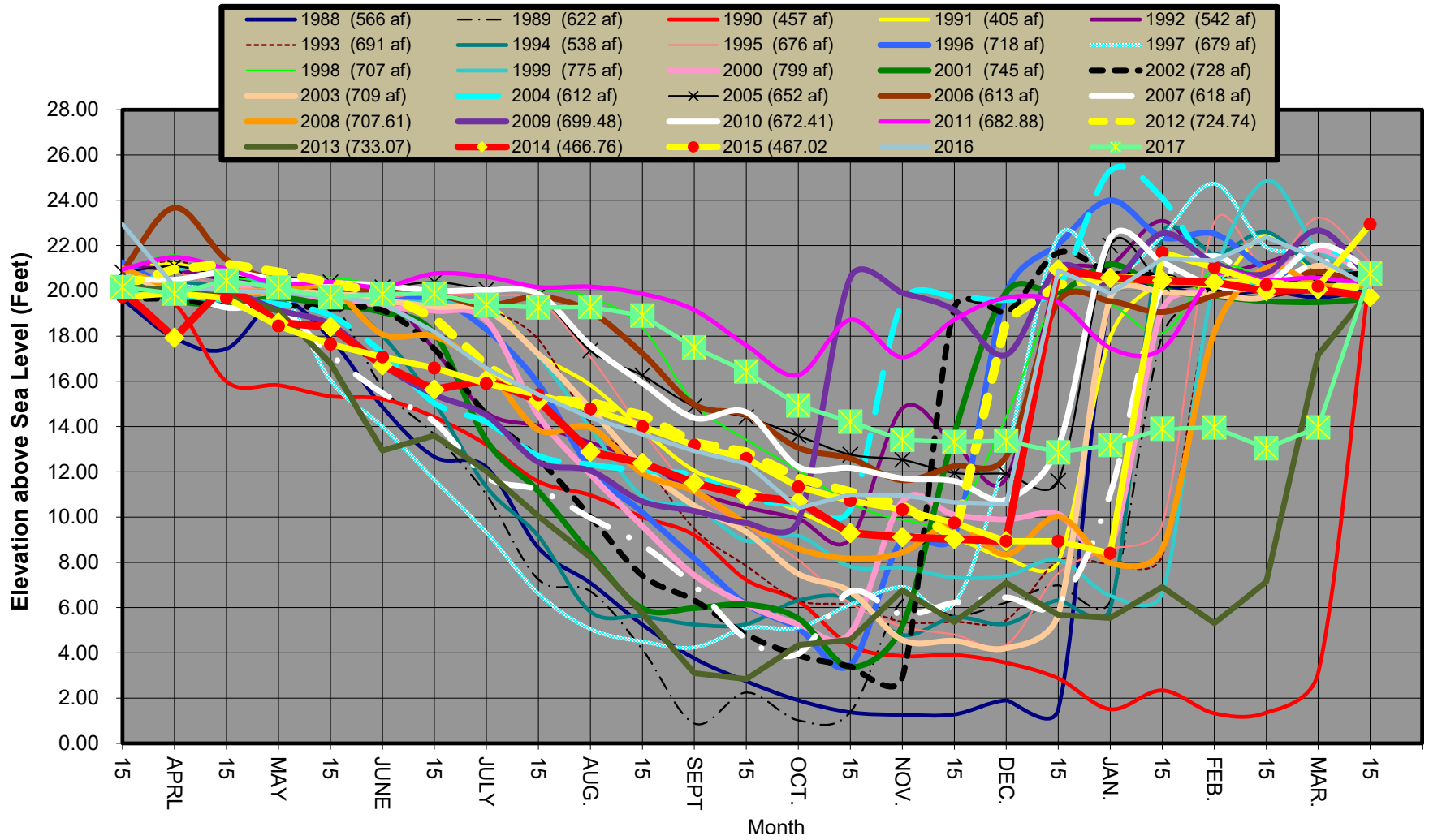
## SANTA ROSA CREEK WELL LEVELS March 15th, 2017 - Current



**1988 to December 2017 Statistical San Simeon Well Level Summary by Month**  
 showing Minimums, Maximums, 25 % Percentile, 75% Percentile  
 Average Level is the line between the Purple (hatched) and Green (solid) bars

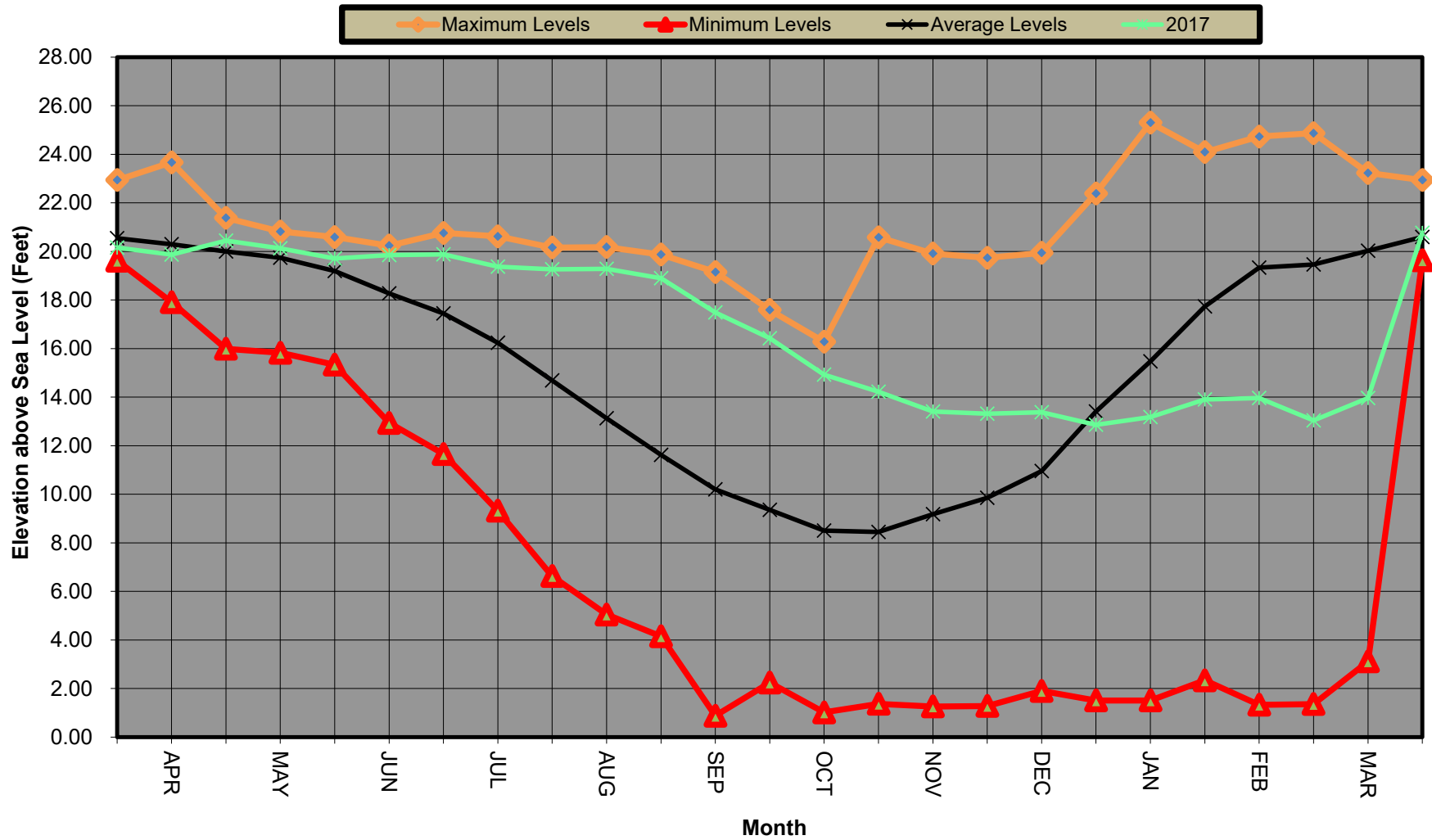


### San Simeon Creek Well Levels 1988 - Current

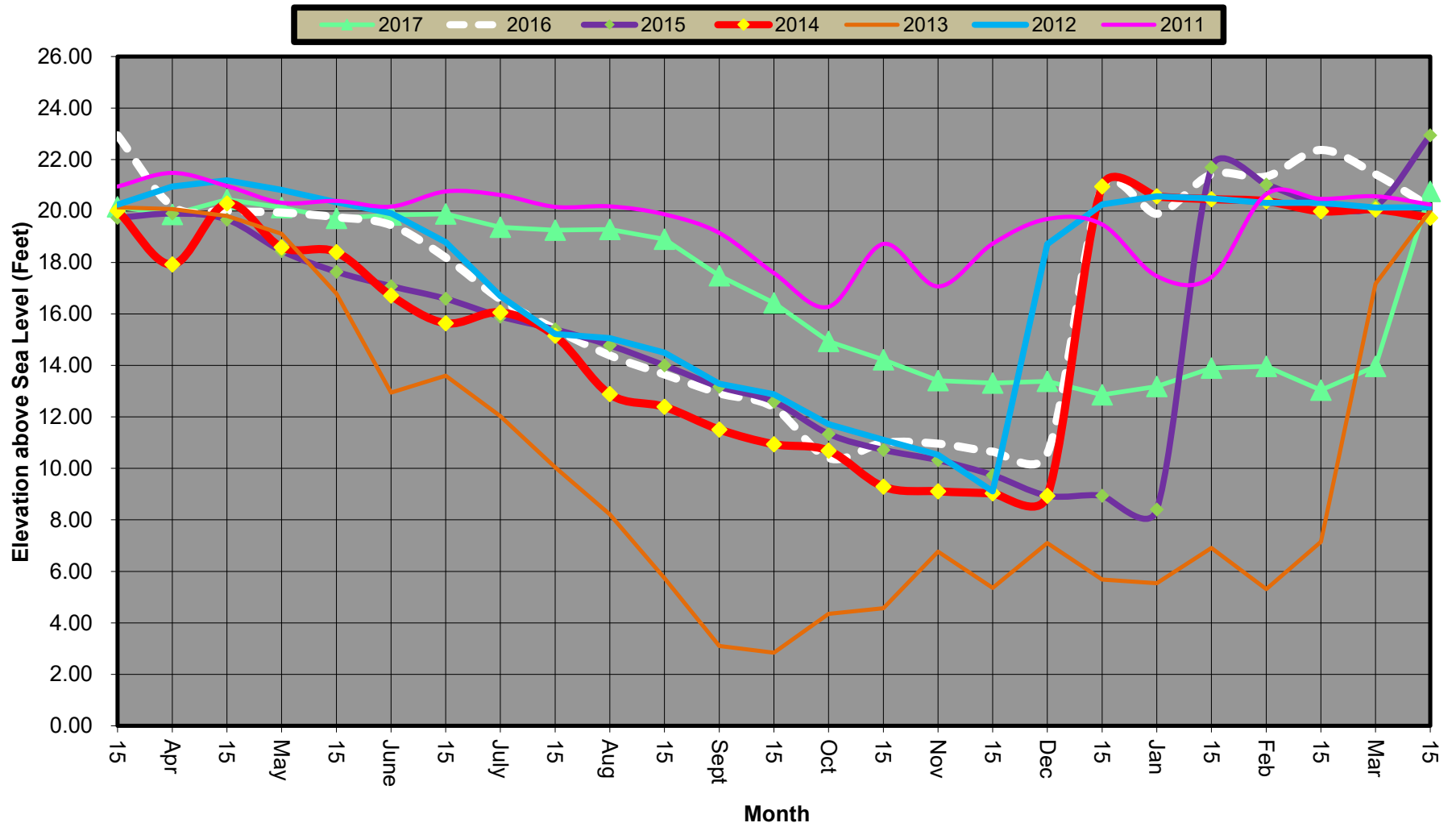




### San Simeon Creek Well Levels Mid-March 2017/2018 levels to date and 1988 to Current Min, Max, & Average



### San Simeon Creek Well Levels Last 7 years March, 2011 - Current





February 20, 2018

Mrs. Monique Madrid  
Administrative Services Officer  
Cambria Community Services District  
Post Office Box 65  
Cambria, CA 93428-0065

**RE: Workers' Compensation Longevity Distribution**

Dear Mrs. Madrid,

On February 8, 2018, the SDRMA Board of Directors approved a longevity distribution for the ninth year in a row. The Longevity Distribution Policy was adopted by the Board to recognize and reward members for their loyalty and commitment to SDRMA programs. The policy is consistent with the goals and objectives of the Board's strategic business plan and helps ensure pool stability by rewarding members for remaining in our Property/Liability and Workers' Compensation Programs.

**This year, the Board approved a longevity distribution in the amount of \$593,175 for Workers' Compensation members.** Over 88% of members will receive the distribution credit.

Congratulations! Since you have participated in our Workers' Compensation Program for 13 years as of June 30, 2017, your agency will receive a longevity distribution credit on your 2018-19 renewal contribution invoice in the amount of \$3,702. We encourage you to share this valuable news with your governing body!

There is no action required by your agency. Every member that has completed the initial three full program year commitment for the Workers' Compensation Program is eligible to receive a longevity distribution credit when they renew coverage. The longevity distribution may be declared by the Board of Directors each year only after all Board policy reserve requirements have been met. The amount available for the longevity distribution is the amount of investment earnings on reserves above the Board-approved confidence level for each program as of June 30. The distribution is weighted based on the member's length of time in that program and the amount of the member's annual contributions compared to the total contributions of all pool members.

**REMINDER** – SDRMA's Safety/Claims Education Day/Annual Membership Meeting is Tuesday, March 20 at the Hilton Sacramento Arden West Hotel and is FREE to SDRMA members, including breakfast, lunch and refreshments. For more information, please visit our website at [www.sdrma.org](http://www.sdrma.org) and click on "Calendar" and then "Education Day Registration".

Thank you for your participation and helping make SDRMA a premier risk management provider! If you have any questions, please contact the SDRMA Finance Department at 800.537.7790 or 916.231.4141.

Sincerely,  
Special District Risk Management Authority

  
Jean Bracy, President  
Board of Directors

**BALANCE PUBLIC RELATIONS:  
CAMBRIA COMMUNITY SERVICE  
DISTRICT—Monthly Report**



## ACTIVITIES REPORT

### PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
March 12, 2018	Cambria Community Services District	Dean Florez, Lobbyist Consultant

### STATUS SUMMARY

Board Members:

Please find below the new activity report requested and refined at the Nov. 16 Board Meeting. The new report accomplishes the following:

1. Hours Worked and Expended
2. Explicit Description on meeting/gathering/workshop attended.
3. Explicit dates of meetings and purpose.
4. Summary Narrative of the month activities

### SPECIFIC WORK FLOW

TASK	HOURS	DATE	PURPOSE	NOTES
Regulatory Work	10	Feb 20th	STATE WATER RESOURCES CONTROL BOARD BOARD MEETING	CONSIDERATION OF A RESOLUTION ADOPTING THE PROPOSED PRIORITIZATION OF DRINKING WATER REGULATIONS FOR CALENDAR YEAR 2018
Regulatory Work	4	Feb 21st	State Visit: State Water Board SRL Program -State Revolving Loans	DWR staff meeting regarding loan rates and possible wastewater discussion (grants)
Administrative Work	6	Feb 22nd	Cambria Board Meeting	Board Meeting Report – in person

**BALANCE PUBLIC RELATIONS: CAMBRIA COMMUNITY SERVICE DISTRICT—**  
**Monthly Report** Page 2

Legislative Work	5	Feb 23rd	Bill Analysis prior to Spot Bill deadlines—Cambria Water	Analysis of water bills that will affect Cambria
Administrative	1	Feb 26th	Weekly Update with GM Gruber	CCSD Ongoing Items
Regulatory Work	8	Feb 28th	STATE WATER RESOURCES Financial Assistance Division & I-Bank coordination.	Discussion of loan resizing and potential funding items.
Legislative Work	7	March 1st	Water Rights Issue—Legislative solutions	Resolving timing of water rights potential spot bill.
Legislative Meetings	8	March 5th	Meeting with I-Bank officials & Board Members.	SRF Loan Repacking for communities with private debt—priority discussion in funding order Board.
Regulatory Work	4	March 6th	Cal Fire Discussion— CAL FIRE Greenhouse Gas Grants	CAL FIRE Greenhouse Gas Grants that has a specific section/allocation for co-generation facilities.
Regulatory Work	4	March 8th	Conference Call with I-Bank, Governor's office	Water discussions on new additional Cambria projects. –I-Bank
Administrative Work	1	March 9th	Director Bahringer & Director Rice Discussions	Board I-Bank Priorities
Administrative Work	7	March 9th	Analysis of past I-Bank financing and structures for public agencies	Financial analysis.
Administrative	1	March 12	Weekly Update with GM Gruber	CCSD Ongoing Items

**SUMMARY HOURS UTILIZED**

CATAGORY	HOURS
Administrative	9
Regulatory Work	30
Legislative	20
Travel	18
<b>TOTAL MONTHLY HOURS EXPENDED</b>	<b>77</b>



## Public Records Requests and Responses

There were 4 Public Record Requests received since February 22, 2018 by the following citizens. The listing below is representative of the request and does not necessarily reflect the extensive nature of each request.

**2/22/2018:** Tom Gray 1. Time of dispatch calls (from the County) for fires in Cambria from 2008 to the present. (No need to include medical-only dispatches). 2. Time of arrival on scene for both Cambria FD and Cal Fire. 3. Description of fire type (structure or vegetation), if available.

On February 22, 2018, the CCSD responded to Tom Gray's 2/22/2018 request with the following:

Enclosed is the Cambria Community Services District's dispatch call log.

**3/1/2018:** Metropolitan Reporting Bureau 1. Fire report number: 18-0000157 for 324 Bristol Street in Cambria.

On March 8, 2018, the CCSD responded to the Metropolitan Reporting Bureau's 3/1/2018 request with the following:

Enclosed is the Cambria Community Services District's fire report for 324 Bristol Street in Cambria.

**3/11/2018:** Elizabeth Bettenhausen 1. A list of all the persons who have been employed part or full-time by the CCSD since 1 January 2009 in any and all of the positions listed on the organization chart link given above and any other positions no longer charted. 2. The name of the position(s) occupied by each person. 3. The dates each person occupied each position.

**3/15/2018:** Tom Gray 1. Data, assumptions and calculations used to arrive at the figure of \$378,025 as the initial annual revenue requirement for the retention of three firefighters hired in March 2016 under a Staffing for Adequate Fire and Emergency Response (SAFER) grant. 2. Cost projections (and underlying assumptions) for the maintenance of the three firefighter positions going forward. This includes five-year and 10-year projections, as well as any projections for longer periods. 3. A list of all costs (including but not limited to regular pay, overtime, uniform allowances, health insurance premiums, equipment, training, physicals, step and COLA increases, and pension contributions) that went into the above calculations and projections. Also, a list of any costs that were not included but that are part of the total cost of maintaining firefighter positions.