



**CAMBRIA COMMUNITY SERVICES DISTRICT**  
CALL BY THE PRESIDENT AND FINAL AGENDA  
FOR SPECIAL MEETING OF THE BOARD OF DIRECTORS

I, Greg Sanders, President of the Cambria Community Services District Board of Directors, hereby call a Special Meeting of the Board of Directors pursuant to California Government Code Section 54956. The Special Meeting will be held: **Tuesday, April 14, 2009, 12:30 PM, 1000 Main Street, Veterans Memorial Building, Cambria, CA.** The purpose of the special meeting is to discuss or transact the following business:

**AGENDA**  
**SPECIAL MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS**  
**TUESDAY, APRIL 14, 2009, 12:30 PM**  
**1000 MAIN STREET**  
**Cambria, CA**

**1. OPENING**

- B. Call to Order
- C. Pledge of Allegiance
- D. Establishment of Quorum
- E. Welcoming Comments

**2. SPECIAL MEETING BUSINESS**

- A. Presentation by Finance Ad Hoc Committee: DRAFT FY 2009/2010 Operating Budget
- B. Presentation by Utilities Ad Hoc Committee: Capital Maintenance and Capital Improvement Program (CIP)
- C. Presentation by the Executive Ad Hoc Committee: Discussion of DRAFT Resolution 14-2009 Adopting Guidelines for the Submission and Tabulation of Protests in Connection with Rate Hearings Conducted Pursuant to Article XIII D, Section 6 of the California Constitution

**3. PUBLIC COMMENT**

**4. ADJOURN**

Notice of this special meeting shall be delivered to each member of the Board of Directors and to each local newspaper of general circulation and radio or television station who have requested such notice. Notice must be received at least twenty-four (24) hours before the time set for the special meeting.

Dated: April 13, 2009

By:

/s/  
Gregory W. Sanders, President

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **2.A.**

FROM: Tammy Rudock, General Manager

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Meeting Date: April 14, 2009      Subject: Presentation by Finance Ad Hoc Committee:  
DRAFT FY 2009/2010 Operating Budget

**RECOMMENDATION:**

Receive presentation by Directors Clift and MacKinnon of the Finance Ad Hoc Committee of the DRAFT FY 2009/2010 Operating Budget.

**FISCAL IMPACT:**

As presented by the ad hoc committee.

**DISCUSSION:**

The ad hoc committee met several times with staff to prepare the attached DRAFT FY 2009/2010 Operating Budget. Key Assumptions and Highlights were also prepared for reference.

Attachments:            DRAFT FY 2009/2010 Operating Budget  
                                 Key Assumptions and Highlights

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

UNANIMOUS:       SANDERS    CHALDECOTT    CLIFT    DE MICCO    MAC KINNON

**CAMBRIA COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2009-2010 OPERATING BUDGET  
WATER FUND/DEPARTMENT  
DRAFT AS OF 4/7/09**

DESCRIPTION	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	INCREASE/(DECREASE)	
	2007-2008 ACTUAL	2008-2009 BUDGETED	2008-2009 ESTIMATED	2009-2010 PROPOSED	FROM FY 2008-2009 ESTIMATED AMOUNT	%
<b>OPERATING REVENUE</b>						
SERVICE FEES-EXISTING RATES	1,786,017	1,572,837	1,572,837	1,572,837	0	0.0%
SERVICE FEES-15% RATE INCREASE	0	0	0	235,926	235,926	N/A
ACCOUNT SERVICE FEES	13,775	12,750	15,069	15,069	0	0.0%
LATE FEES	53,450	57,350	58,868	58,869	0	0.0%
ASSIGNMENT FEES	12,208	0	7,449	0	(7,449)	-100.0%
OTHER	17,474	4,200	4,200	4,200	0	0.0%
<b>TOTAL OPERATING REVENUE</b>	<b>1,882,924</b>	<b>1,647,137</b>	<b>1,658,423</b>	<b>1,886,900</b>	<b>228,477</b>	<b>13.8%</b>
<b>OPERATING EXPENDITURES</b>						
SALARIES & WAGES	312,480	382,435	373,981	394,213	20,232	5.4%
PAYROLL TAXES & BENEFITS	210,377	255,512	246,524	258,016	11,492	4.7%
MAINTENANCE & REPAIR-DELIVERY SYSTEM	108,644	79,352	72,407	86,346	13,938	19.3%
MAINTENANCE & REPAIR-PLANT	6,623	5,068	3,699	3,500	(199)	-5.4%
MAINTENANCE & REPAIR-VEHICLES & EQUIP	32,880	13,068	10,833	11,706	873	8.1%
MAJOR MAINTENANCE	0	0	0	77,000	77,000	N/A
OFFICE SUPPLIES & EQUIPMENT	22,058	23,456	19,670	18,500	(1,170)	-5.9%
GOVERNMENT FEES & DUES	22,412	24,036	19,000	20,500	1,500	7.9%
UTILITIES	116,452	140,129	142,536	140,909	(1,626)	-1.1%
BAD DEBT & CLAIMS	1,013	1,000	1,381	2,000	619	44.8%
PROFESSIONAL SERVICES	73,317	87,515	95,895	140,312	44,417	46.3%
LEASE-WELL SITE	26,000	26,000	26,000	26,000	0	0.0%
OPERATING SUPPLIES & EQUIPMENT	21,823	31,600	26,999	26,879	(120)	-0.4%
TRAINING & TRAVEL	28,577	11,132	8,542	8,967	424	5.0%
PUBLIC OUTREACH & EDUCATION	3,296	4,368	3,760	3,900	140	3.7%
DEBT SERVICE-On Existing Debt	186,531	184,139	184,139	184,211	72	0.0%
CAPITAL OUTLAY	0	0	0	33,000	33,000	N/A
ALLOCATED OVERHEAD	425,283	487,201	487,201	449,671	(37,530)	-7.7%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,597,767</b>	<b>1,756,011</b>	<b>1,722,568</b>	<b>1,885,630</b>	<b>163,062</b>	<b>9.5%</b>
<b>OPERATING INCOME/(LOSS)</b>	<b>285,157 *</b>	<b>(108,874)</b>	<b>(64,145)</b>	<b>1,270</b>	<b>65,415</b>	

\*FISCAL YEAR 2007-2008 SURPLUS DUE TO PERSONNEL COSTS BEING ALLOCATED TO CIP

**CAMBRIA COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2009-2010 OPERATING BUDGET  
WASTEWATER FUND/DEPARTMENT  
DRAFT AS OF 4/7/09**

DESCRIPTION	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	INCREASE/(DECREASE)	
	2007-2008 ACTUAL	2008-2009 BUDGETED	2008-2009 ESTIMATED	2009-2010 PROPOSED	FROM FY 2008-2009 ESTIMATED AMOUNT	%
<b>OPERATING REVENUE</b>						
SERVICE FEES-EXISTING RATES	1,709,047	1,720,000	1,720,000	1,720,000	0	0.0%
SERVICE FEES-15% RATE INCREASE	0	0	0	258,000	258,000	N/A
OTHER	17,942	3,600	2,807	2,807	0	0.0%
<b>TOTAL OPERATING REVENUE</b>	<b>1,726,989</b>	<b>1,723,600</b>	<b>1,722,807</b>	<b>1,980,807</b>	<b>258,000</b>	<b>15.0%</b>
<b>OPERATING EXPENDITURES</b>						
SALARIES & WAGES	277,335	394,321	371,984	382,364	10,380	2.8%
PAYROLL TAXES & BENEFITS	215,773	263,138	261,805	280,423	18,618	7.1%
MAINTENANCE & REPAIR-COLLECT SYSTEM	50,783	60,966	53,966	46,041	(7,925)	-14.7%
MAINTENANCE & REPAIR-PLANT	19,245	24,420	18,459	33,249	14,790	80.1%
MAINTENANCE & REPAIR-GROUNDS	0	0	0	25,000	25,000	N/A
MAINTENANCE & REPAIR-VEHICLES & EQUIP	23,227	9,811	11,969	12,209	239	2.0%
MAJOR MAINTENANCE	0	0	0	30,000	30,000	N/A
SLUDGE DISPOSAL	81,978	75,000	77,933	60,000	(17,933)	-23.0%
OFFICE SUPPLIES & EQUIPMENT	18,917	20,604	16,986	12,767	(4,219)	-24.8%
GOVERNMENT FEES & DUES	37,277	41,705	53,664	59,013	5,348	10.0%
UTILITIES	172,250	192,274	177,736	183,107	5,370	3.0%
PROFESSIONAL SERVICES	8,526	26,627	27,500	27,936	436	1.6%
OPERATING SUPPLIES & EQUIPMENT	40,776	38,918	37,515	40,637	3,122	8.3%
TRAINING & TRAVEL	4,570	6,931	6,688	6,384	(304)	-4.6%
PUBLIC OUTREACH & EDUCATION	2,784	4,368	3,900	3,900	0	0.0%
DEBT SERVICE-On Existing Debt	438,285	438,448	438,541	440,430	1,889	0.4%
CAPITAL OUTLAY	0	0	0	10,000	10,000	N/A
ALLOCATED OVERHEAD	244,867	333,819	333,819	318,801	(15,018)	-4.5%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,636,593</b>	<b>1,931,350</b>	<b>1,892,466</b>	<b>1,972,260</b>	<b>79,794</b>	<b>4.2%</b>
<b>OPERATING INCOME/(LOSS)</b>	<b>90,396</b> *	<b>(207,750)</b>	<b>(169,660)</b>	<b>8,546</b>	<b>178,206</b>	

\*FISCAL YEAR 2007-2008 SURPLUS DUE TO PERSONNEL COSTS BEING ALLOCATED TO CIP

**CAMBRIA COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2009-2010 OPERATING BUDGET  
GENERAL FUND-FIRE DEPARTMENT  
DRAFT AS OF 4/7/09**

DESCRIPTION	FISCAL YEAR 2007-2008 ACTUAL	FISCAL YEAR 2008-2009 BUDGETED	FISCAL YEAR 2008-2009 ESTIMATED	FISCAL YEAR 2009-2010 PROPOSED	INCREASE/(DECREASE) FROM FY 2008-2009 ESTIMATED	
					AMOUNT	%
<b>OPERATING REVENUE</b>						
PROPERTY TAX	1,509,862	1,295,700	1,295,700	1,276,812	(18,888)	-1.5%
FIRE BENEFIT ASSESSMENT	387,621	387,621	387,621	408,553	20,932	5.4%
WEED ABATEMENT/FUEL REDUCTION	132,436	40,848	40,848	40,848	0	0.0%
MUTUAL AID REIMBURSEMENTS/FEES	33,771	78,000	87,000	20,583	(66,417)	-76.3%
INTEREST INCOME	8,111	5,000	5,000	3,000	(2,000)	-40.0%
GRANT & DONATIONS REVENUE	75,030	42,202	42,202	0	(42,202)	-100.0%
CHEVRON	46,919	0	0	0	0	N/A
OTHER	16,544	22,000	17,550	400	(17,150)	-97.7%
<b>TOTAL OPERATING REVENUE</b>	<b>2,210,294</b>	<b>1,871,371</b>	<b>1,875,921</b>	<b>1,750,196</b>	<b>(125,725)</b>	<b>-6.7%</b>
<b>OPERATING EXPENDITURES</b>						
SALARIES & WAGES	833,510	874,903	849,998	803,950	(46,048)	-5.4%
PAYROLL TAXES & BENEFITS	552,899	490,558	489,542	479,265	(10,277)	-2.1%
INSURANCE & OTHER SERVICES	2,231	165	500	250	(250)	-50.0%
MAINTENANCE & REPAIR	72,027	40,204	47,165	47,023	(142)	-0.3%
OFFICE SUPPLIES & EQUIPMENT	17,450	10,300	9,696	5,431	(4,265)	-44.0%
GOVERNMENT FEES & DUES	6,427	34,540	31,093	33,185	2,092	6.7%
UTILITIES	25,988	28,811	27,817	26,825	(992)	-3.6%
PROFESSIONAL SERVICES	49,964	6,065	12,518	17,170	4,653	37.2%
FUEL HAZARD CONTRACT	78,848	25,000	25,000	25,000	0	0.0%
OPERATING SUPPLIES & EQUIPMENT	77,469	52,705	42,530	44,633	2,104	4.9%
TRAINING & TRAVEL	22,892	8,258	5,241	4,981	(259)	-5.0%
PUBLIC OUTREACH & EDUCATION	2,332	2,082	2,082	2,000	(82)	-3.9%
PREPAREDNESS	2,922	8,591	8,580	3,444	(5,136)	-59.9%
EQUIPMENT LEASE	2,292	4,300	3,768	3,768	0	0.0%
DEBT SERVICE	97,962	49,066	49,066	49,066	0	0.0%
ALLOCATED OVERHEAD	183,462	235,823	235,823	204,204	(31,619)	-13.4%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,028,675</b>	<b>1,871,371</b>	<b>1,840,418</b>	<b>1,750,196</b>	<b>(90,222)</b>	<b>-4.9%</b>
<b>TOTAL REVENUE LESS EXPENDITURES</b>	<b>181,619</b>	<b>0</b>	<b>35,503</b>	<b>0</b>	<b>(35,503)</b>	

**CAMBRIA COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2009-2010 OPERATING BUDGET  
GENERAL FUND-ADMINISTRATION DEPARTMENT  
DRAFT AS OF 4/7/09**

DESCRIPTION	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	INCREASE/(DECREASE)	
	2007-2008 ACTUAL	2008-2009 BUDGETED	2008-2009 ESTIMATED	2009-2010 PROPOSED	FROM FY 2008-2009 ESTIMATED AMOUNT	%
<b>OPERATING REVENUE</b>						
ALLOCATED OVERHEAD CHARGES	971,209	1,240,815	1,240,815	1,161,917	(78,898)	-6.4%
PROPERTY TAX	161,905	95,479	95,479	99,640	4,161	4.4%
INTEREST INCOME	194,228	86,855	86,855	36,000	(50,855)	-58.6%
ADMINISTRATIVE SERVICE FEES	66,792	70,000	74,820	2,800	(72,020)	-96.3%
FRANCHISE FEES	65,435	67,857	67,857	97,857	30,000	44.2%
OTHER	41,813	21,500	33,150	16,900	(16,250)	-49.0%
<b>TOTAL OPERATING REVENUE</b>	<b>1,501,382</b>	<b>1,582,506</b>	<b>1,598,976</b>	<b>1,415,114</b>	<b>(183,862)</b>	<b>-11.5%</b>
<b>OPERATING EXPENDITURES</b>						
SALARIES & WAGES	550,721	642,122	626,284	602,462	(23,823)	-3.8%
PAYROLL TAXES & BENEFITS	389,592	432,243	428,799	420,458	(8,341)	-1.9%
INSURANCE	81,170	85,229	85,000	80,750	(4,250)	-5.0%
MAINTENANCE & REPAIRS	51,759	42,522	39,173	36,956	(2,217)	-5.7%
OFFICE SUPPLIES & EQUIPMENT	42,780	41,999	42,329	24,892	(17,437)	-41.2%
GOVERNMENT FEES & DUES	48,893	53,723	53,965	46,731	(7,234)	-13.4%
UTILITIES	20,058	29,463	29,225	29,615	391	1.3%
DISTRICT OFFICE RENT	50,533	51,054	50,915	50,915	0	0.0%
PROFESSIONAL SERVICES	75,189	108,882	108,255	91,320	(16,935)	-15.6%
TRAINING & TRAVEL	32,714	13,400	10,463	9,469	(994)	-9.5%
PUBLIC OUTREACH & EDUCATION	17,163	16,500	20,634	5,647	(14,987)	-72.6%
TROLLEY	9,833	10,000	10,000	10,000	0	0.0%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,370,405</b>	<b>1,527,137</b>	<b>1,505,041</b>	<b>1,409,214</b>	<b>(95,827)</b>	<b>-6.4%</b>
<b>TOTAL REVENUE LESS EXPENDITURES</b>	<b>130,977</b>	<b>55,369</b>	<b>93,935</b>	<b>5,900</b>	<b>(88,035)</b>	

**CAMBRIA COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2009-2010 OPERATING BUDGET  
GENERAL FUND-FACILITIES AND RESOURCES DEPARTMENT  
DRAFT AS OF 4/7/09**

DESCRIPTION	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	INCREASE/(DECREASE)	
	2007-2008 ACTUAL	2008-2009 BUDGETED	2008-2009 ESTIMATED	2009-2010 PROPOSED	FROM FY 2008-2009 ESTIMATED AMOUNT	%
<b>OPERATING REVENUE</b>						
PROPERTY TAX	75,305	421,748	421,748	427,424	5,676	1.3%
FACILITY RENTS	31,622	30,000	27,313	42,313	15,000	54.9%
TRANSFER FROM RESERVES	0	12,512	12,512	0	(12,512)	-100.0%
INTEREST INCOME	5,223	2,631	2,631	800	(1,831)	-69.6%
OTHER	3,790	1,100	1,100	0	(1,100)	-100.0%
<b>TOTAL OPERATING REVENUE</b>	<b>115,940</b>	<b>467,991</b>	<b>465,304</b>	<b>470,537</b>	<b>5,233</b>	<b>1.1%</b>
<b>OPERATING EXPENDITURES</b>						
SALARIES & WAGES	141,276	169,251	166,457	168,084	1,627	1.0%
PAYROLL TAXES & BENEFITS	99,727	117,822	118,405	120,613	2,208	1.9%
MAINTENANCE & REPAIRS	54,241	20,972	21,561	18,779	(2,782)	-12.9%
STORM DRAIN	0	12,512	12,512	0	(12,512)	-100.0%
OPEN SPACE MAINTENANCE	23,329	30,000	25,185	25,688	504	2.0%
OFFICE SUPPLIES & EQUIPMENT	160	3,870	3,180	755	(2,424)	-76.2%
UTILITIES	23,614	26,574	26,923	29,289	2,366	8.8%
PROFESSIONAL SERVICES	208	0	0	9,720	9,720	N/A
OPERATING SUPPLIES & EQUIPMENT	10,566	12,876	12,916	6,508	(6,409)	-49.6%
TRAINING & TRAVEL	1,223	250	7	0	(7)	-100.0%
CLAIMS	1,041	0	500	0	(500)	-100.0%
ALLOCATED OVERHEAD	52,057	73,865	73,865	91,102	17,237	23.3%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>407,441</b>	<b>467,991</b>	<b>461,511</b>	<b>470,538</b>	<b>9,027</b>	<b>2.0%</b>
<b>TOTAL REVENUE LESS EXPENDITURES</b>	<b>(291,501)</b>	<b>0</b>	<b>3,794</b>	<b>0</b>	<b>(3,794)</b>	

**CAMBRIA COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2009-2010 OPERATING BUDGET  
GENERAL FUND-PARKS AND RECREATION DEPARTMENT  
DRAFT AS OF 4/7/09**

DESCRIPTION	FISCAL YEAR 2007-2008 ACTUAL	FISCAL YEAR 2008-2009 BUDGETED	FISCAL YEAR 2008-2009 ESTIMATED	FISCAL YEAR 2009-2010 PROPOSED	FROM FY 2008-2009 ESTIMATED AMOUNT	%
<b>OPERATING REVENUE</b>						
PROPERTY TAX	135,549	3,349	3,349	90,355	87,006	2598.0%
GRANTS	11,182	80,294	80,294	0	(80,294)	-100.0%
OTHER	20,491	83	83	83	0	0.0%
<b>TOTAL OPERATING REVENUE</b>	<b>167,222</b>	<b>83,726</b>	<b>83,726</b>	<b>90,438</b>	<b>6,712</b>	<b>8.0%</b>
<b>OPERATING EXPENDITURES</b>						
SALARIES & WAGES	0	6,664	6,373	12,321	5,948	93.3%
PAYROLL TAXES & BENEFITS	0	3,194	3,366	6,601	3,235	96.1%
PUBLIC EVENTS	4,252	5,000	5,000	5,000	0	0.0%
PUBLIC OUTREACH /EDUCATION	543	200	0	0	0	N/A
OFFICE SUPPLIES & EQUIPMENT	1,205	1,722	962	981	19	2.0%
GOVERNMENT FEES & DUES	995	694	0	0	0	N/A
UTILITIES	21	0	0	0	0	N/A
PROFESSIONAL SERVICES	102,565	21,573	22,382	21,696	(686)	-3.1%
TRAINING & TRAVEL	694	1,166	1,143	650	(493)	-43.1%
ALLOCATED OVERHEAD	32,159	43,513	43,513	43,189	(324)	-0.7%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>142,434</b>	<b>83,726</b>	<b>82,739</b>	<b>90,438</b>	<b>7,699</b>	<b>9.3%</b>
<b>OPERATING REVENUE LESS EXPENDITURES</b>	<b>24,788</b>	<b>0</b>	<b>987</b>	<b>0</b>	<b>(987)</b>	



**CAMBRIA COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2009-2010 OPERATING BUDGET  
RESOURCE CONSERVATION FUND/DEPARTMENT  
DRAFT AS OF 4/7/09**

DESCRIPTION	FISCAL YEAR 2007-2008 ACTUAL	FISCAL YEAR 2008-2009 BUDGETED	FISCAL YEAR 2008-2009 ESTIMATED	FISCAL YEAR 2009-2010 PROPOSED	FROM FY 2008-2009 ESTIMATED AMOUNT	%
<b>OPERATING REVENUE</b>						
IN-LIEU FEES	65,250	0	16,600	23,240	6,640	40.0%
REMODEL FEES	74,875	50,000	46,477	65,067	18,591	40.0%
PROPERTY TAXES	0	113,444	113,444	0	(113,444)	-100.0%
WAIT LIST FEES	0	0	0	60,000	60,000	N/A
TRANSFER EDUs	10,000	0	0	0	0	N/A
ASSIGNMENT FEES	0	0	0	7,449	7,449	N/A
FROM RESTRICTED RESERVES	0	0	5,097	4,000	(1,097)	-21.5%
<b>TOTAL OPERATING REVENUE</b>	<b>150,125</b>	<b>163,444</b>	<b>181,617</b>	<b>159,756</b>	<b>(21,861)</b>	<b>-12.0%</b>
<b>OPERATING EXPENDITURES</b>						
SALARIES & WAGES	38,023	37,569	35,406	42,911	7,505	21.2%
PAYROLL TAXES & BENEFITS	23,547	24,300	24,220	26,359	2,139	8.8%
REBATE & RETROFIT PROGRAMS	16,043	9,691	11,657	2,000	(9,657)	-82.8%
VOLUNTARY LOT MERGER PROGRAM	11,591	7,650	5,097	4,000	(1,097)	-21.5%
PROFESSIONAL SERVICES	0	16,000	12,075	28,200	16,125	133.5%
PUBLIC OUTREACH/EDUCATION	467	300	0	0	0	N/A
DUES, FEES, PUBLICATIONS	53	60	95	100	5	5.3%
TRAINING & TRAVEL	69	1,280	1,459	300	(1,159)	-79.4%
ALLOCATED OVERHEAD	33,381	66,594	66,594	54,949	(11,645)	-17.5%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>123,174</b>	<b>163,444</b>	<b>156,603</b>	<b>158,819</b>	<b>2,216</b>	<b>1.4%</b>
<b>TOTAL REVENUE LESS EXPENDITURES</b>	<b>26,951</b>	<b>0</b>	<b>25,015</b>	<b>937</b>	<b>(24,077)</b>	

**CAMBRIA COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2009-2010 OPERATING BUDGET  
BY DEPARTMENT  
ALL FUNDS/DEPARTMENTS  
DRAFT AS OF 4/7/09**

DESCRIPTION	FISCAL YEAR 2007-2008 ACTUAL	FISCAL YEAR 2008-2009 BUDGETED	FISCAL YEAR 2008-2009 ESTIMATED	FISCAL YEAR 2009-2010 PROPOSED	INCREASE/(DECREASE) FROM FY 2008-2009 ESTIMATED	
					AMOUNT	%
<b>OPERATING REVENUE</b>						
WATER FUND	1,882,924	1,647,137	1,658,423	1,886,900	228,477	13.8%
WASTEWATER FUND	1,726,989	1,723,600	1,722,807	1,980,807	258,000	15.0%
FIRE DEPARTMENT-GENERAL FUND	2,210,294	1,871,371	1,875,921	1,750,196	(125,725)	-6.7%
ADMINISTRATION-GENERAL FUND	1,501,382	1,582,506	1,598,976	1,415,114	(183,862)	-11.5%
FACILITIES AND RESOURCES-GENERAL FUND	115,940	467,991	465,304	470,537	5,233	1.1%
PARKS AND RECREATION-GENERAL FUND	167,222	83,726	83,726	90,438	6,712	8.0%
RESOURCE CONSERVATION FUND	150,125	163,444	181,617	159,756	(21,861)	-12.0%
<b>TOTAL OPERATING REVENUE</b>	<b>7,754,876</b>	<b>7,539,775</b>	<b>7,586,773</b>	<b>7,753,748</b>	<b>166,974</b>	<b>2.2%</b>
<b>OPERATING EXPENDITURES</b>						
WATER FUND	1,597,767	1,756,011	1,722,568	1,885,630	163,062	9.5%
WASTEWATER FUND	1,636,593	1,931,350	1,892,466	1,972,260	79,794	4.2%
FIRE DEPARTMENT-GENERAL FUND	2,028,675	1,871,371	1,840,418	1,750,196	(90,222)	-4.9%
ADMINISTRATION-GENERAL FUND	1,370,405	1,527,137	1,505,041	1,409,214	(95,827)	-6.4%
FACILITIES AND RESOURCES-GENERAL FUND	407,441	467,991	461,511	470,538	9,027	2.0%
PARKS AND RECREATION-GENERAL FUND	142,434	83,726	82,739	90,438	7,699	9.3%
RESOURCE CONSERVATION FUND	123,174	163,444	156,603	158,819	2,216	1.4%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>7,306,489</b>	<b>7,801,030</b>	<b>7,661,345</b>	<b>7,737,094</b>	<b>75,748</b>	<b>1.0%</b>
<b>TOTAL REVENUE LESS EXPENDITURES</b>	<b>448,387 *</b>	<b>(261,255)</b>	<b>(74,572)</b>	<b>16,653</b>	<b>91,226</b>	

\* A PORTION OF FISCAL YEAR 2007-2008 SURPLUS IS DUE TO PERSONNEL COSTS BEING ALLOCATED TO CIP

**CAMBRIA COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2009-2010 OPERATING BUDGET  
BY REVENUE/EXPENDITURE CATEGORY  
ALL FUNDS/DEPARTMENTS  
DRAFT AS OF 4/7/09**

DESCRIPTION	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	INCREASE/(DECREASE)	
	2007-2008 ACTUAL	2008-2009 BUDGETED	2008-2009 ESTIMATED	2009-2010 PROPOSED	FROM FY 2008-2009 ESTIMATED AMOUNT	%
<b>OPERATING REVENUE</b>						
SERVICE FEES-EXISTING RATES	3,495,064	3,292,837	3,292,837	3,292,837	0	0.0%
SERVICE FEES-15% RATE INCREASE	0	0	0	493,926	493,926	N/A
PROPERTY TAX	1,882,621	1,929,720	1,929,720	1,894,231	(35,489)	-1.8%
ALLOCATED OVERHEAD CHARGES	971,209	1,240,815	1,240,815	1,161,917	(78,898)	-6.4%
FIRE BENEFIT ASSESSMENT	387,621	387,621	387,621	408,553	20,932	5.4%
REMODEL/IN LIEU/ASSIGNMENT FEES	152,333	50,000	70,526	95,756	25,231	35.8%
WEED ABATEMENT/FUEL REDUCTION	132,436	40,848	40,848	40,848	0	0.0%
INTEREST INCOME	207,562	94,486	94,486	39,800	(54,686)	-57.9%
ASSIGN/EXTENSION/ACCT SERVICE FEES	67,225	70,100	73,937	73,937	0	0.0%
ADMINISTRATIVE SERVICE/WAIT LIST FEES	66,792	70,000	74,820	62,800	(12,020)	-16.1%
FRANCHISE FEES	65,435	67,857	67,857	97,857	30,000	44.2%
FACILITY RENTS	31,622	30,000	27,313	42,313	15,000	54.9%
MUTUAL AID REIMBURSEMENTS/FEES	33,771	78,000	87,000	20,583	(66,417)	-76.3%
GRANT/CHEVRON REVENUE	133,131	122,496	122,496	0	(122,496)	-100.0%
TRANSFER FROM RESERVES	0	12,512	17,609	4,000	(13,609)	-77.3%
TRANSFER EDUs	10,000	0	0	0	0	N/A
OTHER	118,054	52,483	58,890	24,390	(34,500)	-58.6%
<b>TOTAL OPERATING REVENUE</b>	<b>7,754,876</b>	<b>7,539,775</b>	<b>7,586,773</b>	<b>7,753,748</b>	<b>166,974</b>	<b>2.2%</b>
<b>OPERATING EXPENDITURES</b>						
SALARIES & WAGES	2,153,346	2,507,265	2,430,483	2,406,305	(24,178)	-1.0%
PAYROLL TAXES & BENEFITS	1,491,915	1,586,767	1,572,661	1,591,735	19,074	1.2%
INSURANCE & BAD DEBT	85,454	86,393	87,380	82,999	(4,381)	-5.0%
MAINTENANCE & REPAIRS	442,758	338,895	316,930	346,497	29,568	9.3%
MAJOR MAINTENANCE	0	0	0	107,000	107,000	N/A
SLUDGE HAULING	81,978	75,000	77,933	60,000	(17,933)	-23.0%
OFFICE SUPPLIES & EQUIPMENT	102,570	101,951	92,822	63,327	(29,495)	-31.8%
DUES, FEES, PUBLICATIONS	116,057	154,758	157,818	159,528	1,710	1.1%
UTILITIES	358,383	417,251	404,237	409,745	5,509	1.4%
PROFESSIONAL SERVICES	309,769	266,662	278,624	336,354	57,730	20.7%
FUEL HAZARD CONTRACT	78,848	25,000	25,000	25,000	0	0.0%
DISTRICT OFFICE RENT	50,533	51,054	50,915	50,915	0	0.0%
LEASE-WELL SITE & EQUIPMENT	28,292	30,300	29,768	29,768	0	0.0%
OPERATING SUPPLIES & EQUIPMENT	150,634	136,099	119,960	118,657	(1,304)	-1.1%
TRAINING & TRAVEL	90,739	42,417	33,543	30,750	(2,793)	-8.3%
PUBLIC OUTREACH/EDUCATION/EVENTS & TROLLEY	40,670	42,818	45,376	30,447	(14,929)	-32.9%
PREPAREDNESS	2,922	8,591	8,580	3,444	(5,136)	-59.9%
DEBT SERVICE-On Debt Existing on 7/1/08	722,778	671,653	671,746	673,708	1,962	0.3%
REBATE AND RETROFIT PROGRAMS	16,043	9,691	11,657	2,000	(9,657)	-82.8%
VOLUNTARY LOT MERGER PROGRAM	11,591	7,650	5,097	4,000	(1,097)	-21.5%
CAPITAL OUTLAY	0	0	0	43,000	43,000	N/A
ALLOCATED OVERHEAD	971,209	1,240,815	1,240,815	1,161,916	(78,899)	-6.4%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>7,306,489</b>	<b>7,801,030</b>	<b>7,661,344</b>	<b>7,737,093</b>	<b>75,749</b>	<b>1.0%</b>
<b>TOTAL REVENUE LESS EXPENDITURES</b>	<b>448,387 *</b>	<b>(261,255)</b>	<b>(74,571)</b>	<b>16,654</b>	<b>91,225</b>	

\* A PORTION OF FISCAL YEAR 2007-2008 SURPLUS IS DUE TO PERSONNEL COSTS BEING ALLOCATED TO CIP

**CAMBRIA COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2009-2010 OPERATING BUDGET  
GOVERNMENTAL FUNDS/DEPARTMENTS  
DRAFT AS OF 4/7/09**

DESCRIPTION	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	INCREASE/(DECREASE)	
	2007-2008 ACTUAL	2008-2009 BUDGETED	2008-2009 ESTIMATED	2009-2010 PROPOSED	FROM 2008-2009 ESTIMATED AMOUNT	%
<b>OPERATING REVENUE</b>						
FIRE DEPARTMENT-GENERAL FUND	2,210,294	1,871,371	1,875,921	1,750,196	(125,725)	-6.7%
ADMINISTRATION-GENERAL FUND	1,501,382	1,582,506	1,598,976	1,415,114	(183,862)	-11.5%
FACILITIES AND PROPERTIES-GENERAL FUND	115,940	467,991	465,304	470,537	5,233	1.1%
PARKS & RECREATION-GENERAL FUND	167,222	83,726	83,726	90,438	6,712	8.0%
RESOURCE CONSERVATION FUND	150,125	163,444	181,617	159,756	(21,861)	-12.0%
<b>TOTAL OPERATING REVENUE</b>	<b>4,144,963</b>	<b>4,169,038</b>	<b>4,205,544</b>	<b>3,886,041</b>	<b>(319,503)</b>	<b>-7.6%</b>
<b>OPERATING EXPENDITURES</b>						
FIRE DEPARTMENT-GENERAL FUND	2,028,675	1,871,371	1,840,418	1,750,196	(90,222)	-4.9%
ADMINISTRATION-GENERAL FUND	1,370,405	1,527,137	1,505,041	1,409,214	(95,827)	-6.4%
FACILITIES AND PROPERTIES-GENERAL FUND	407,441	467,991	461,511	470,538	9,027	2.0%
PARKS & RECREATION-GENERAL FUND	142,434	83,726	82,739	90,438	7,700	9.3%
RESOURCE CONSERVATION FUND	123,174	163,444	156,603	158,819	2,216	1.4%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>4,072,129</b>	<b>4,113,669</b>	<b>4,046,311</b>	<b>3,879,205</b>	<b>(167,106)</b>	<b>-4.1%</b>
<b>TOTAL REVENUE LESS EXPENDITURES</b>	<b>72,834</b>	<b>55,369</b>	<b>159,233</b>	<b>6,837</b>	<b>(152,396)</b>	



# CAMBRIA COMMUNITY SERVICES DISTRICT

P.O. Box 65 • Cambria, CA 93428 • Telephone: (805) 927-6223 • Fax: (805) 927-5584

## DRAFT FISCAL YEAR 2009/2010 OPERATIONS BUDGET KEY ASSUMPTIONS AND HIGHLIGHTS

4/10/09

### OPERATING REVENUES

<b>ACTIVITY</b>	<b>DEPARTMENT(S)</b>	<b>ASSUMPTION/HIGHLIGHT</b>
SERVICE FEES – PROPOSED RATES	Water and Wastewater	15% increase budgeted
ASSIGNMENT FEES	Water and Resource Conservation	Corrected allocation from Water Revenue to Resource Conservation where service is delivered
WAIT LIST FEES	Administration and Resource Conservation	Corrected allocation from Administration Revenue to Resource Conservation where service is delivered
PROPERTY TAXES	Fire, Administration, Facilities & Resources, and Parks & Recreation	2% decrease budgeted
PROPERTY TAXES	Resource Conservation	Eliminated as revenue source
FIRE SUPPRESSION ASSESSMENT BENEFIT	Fire	5.4% increase budgeted
MUTUAL AID REIMBURSEMENT/FEES	Fire	Decreased based on average of prior 3 years' actuals
GRANTS	Fire and Parks & Recreation	No grant revenue budgeted
OVERHEAD ALLOCATION CHARGES	Administration	Decreased based on reduced Administration expenditures
INTEREST INCOME	Administration	Decreased based on reduced market interest rate
FRANCHISE FEES	Administration	4% increase budgeted (Mission Country franchise)
FACILITY RENTS	Facilities & Resources	Vets Hall user fee increases and additions budgeted
IN LIEU FEES AND REMODEL FEES	Resource Conservation	User fee increases budgeted

### PERSONNEL COSTS

<b>ACTIVITY</b>	<b>DEPARTMENT(S)</b>	<b>ASSUMPTION/HIGHLIGHT</b>
SALARIES/WAGES & BENEFITS	Fire	Decreased by not filling Assistant Fire Chief position
SALARIES/WAGES & BENEFITS	Administration	Decreased by not filling Assistant Finance Manager position
SALARIES/WAGES & BENEFITS	Water, Wastewater, and Administration	Management accounted for in operations, except for 75% of District Engineer position charged to Water CIP, and Utilities Manager position charged 10% to Water CIP and 10% to Wastewater CIP
SALARIES & WAGES	All	4% increase budgeted per Resolutions 54-2007 and 55-2007; 4% budgeted for IAFF/CFFA labor negotiations by 6/30/09
OVERTIME	Fire	Decreased to correlate with reduced Mutual Aid Reimbursement/Fees revenues
RETIREMENT	Water, Wastewater, Administration, Facilities & Resources, Parks & Recreation, and Resource Conservation	3% CalPERS increase budgeted for Miscellaneous employees
RETIREMENT	Fire	1% CalPERS increase budgeted for Safety employees
MEDICAL/DENTAL INSURANCE	All	8% increase budgeted, including retirees
WORKER'S COMPENSATION INSURANCE	All	5% decrease budgeted

### OPERATING EXPENDITURES

<b>ACTIVITY</b>	<b>DEPARTMENT(S)</b>	<b>ASSUMPTION/HIGHLIGHT</b>
ALLOCATED OVERHEAD	Water, Wastewater, Fire, Parks & Recreation, and Resource Conservation	Decreased based on proportionate share of administrative support services

ALLOCATED OVERHEAD	Facilities & Resources	Adjusted for increased activity
MAJOR MAINTENANCE	Water	Moonstone Beach Bridge Replacement Utilities Relocation-\$47,000; Fiscalini Water Storage Tank Rehabilitation-\$30,000
CAPITAL OUTLAY	Water	Fire Hydrants (Moonstone Beach)-\$25,000 (in-house); Leimert Pump Station Upgrades (VFDs)-\$8,000
PROFESSIONAL SERVICES	Water	Increased for federal advocacy for Desalination project
MAINTENANCE & REPAIR-PLANT	Wastewater	Restored/increased for annual plant repairs and maintenance-\$15,000
MAINTENANCE & REPAIR-GROUNDS	Wastewater	Increased for fire hazard fuel reduction maintenance and tree and fallen debris removal on WWTP property-\$25,000
MAJOR MAINTENANCE	Wastewater	Manholes Repair and Rehabilitation-\$15,000; Chlorine Doors-\$15,000
SLUDGE DISPOSAL	Wastewater	Decreased based on improvements in biosolids dewatering operations
CAPITAL OUTLAY	Wastewater	Lift Station A-1 Capacity Upgrade-\$10,000
OFFICE SUPPLIES & EQUIPMENT	Administration	Decreased based on completion of computer system upgrades/replacement
GOVERNMENT FEES & DUES	Administration	Decreased based on not renewing ACWA and other professional memberships
PROFESSIONAL SERVICES	Administration	Decreased based on District Counsel transition and financial auditing transition, while providing for OPEB Actuarial analysis and external legal counsel services
PUBLIC OUTREACH & EDUCATION	Administration	Decreased based on completion of CCSD website redesign and implementation
TROLLEY	Administration	Remains budgeted at 10% fare box recovery rate

TRANSFER FROM RESERVES	Facilities & Resources	Decreased-No transfer from reserves budgeted
PUBLIC EVENTS	Parks & Recreation	Concerts in the Park/by the Sea remain budgeted
REBATE & RETROFIT PROGRAMS	Resource Conservation	Decreased until existing programs and ongoing funding sources are reviewed
VOLUNTARY LOT MERGER PROGRAM	Resource Conservation	Continued via restricted reserves for this activity
PROFESSIONAL SERVICES	Resource Conservation	Increased for inventory and field evaluation of vacant parcels by Land Conservancy of San Luis Obispo County



CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **2.B.**

FROM: Tammy Rudock, General Manager

-----

Meeting Date: April 14, 2009      Subject: Presentation by Utilities Ad Hoc Committee:  
 Capital Maintenance and Capital Improvement  
 Program (CIP)

---

**RECOMMENDATION:**

Receive presentation by Director DeMicco (Vice President Chaldecott is out of town) of the Utilities Ad Hoc Committee of the recommended Capital Maintenance and Capital Improvement Program.

**FISCAL IMPACT:**

As presented by the ad hoc committee.

**DISCUSSION:**

The ad hoc committee met and prepared the attached recommended Capital Maintenance and Capital Improvement Program.

Attachment: PowerPoint Presentation of recommended Capital Maintenance and CIP

-----

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

UNANIMOUS:    \_\_SANDERS\_\_ CHALDECOTT\_\_ CLIFT \_\_ DE MICCO \_\_MAC KINNON\_\_

## Utilities Committee Projects Review April 2009

Cambria  
Community Services District

- ### Utilities Committee Projects Review
- Ratings System**
1. Reliability of Operations
  2. Improved Fire Protection
  3. Safety (Workplace)
  4. Customer Service Reliability / Improvement
  5. Environmental Compliance Improvement
  6. Revenue Enhancement

### Utilities Committee Recommended Projects

Major Maintenance - Water

		Year 1	Year 2	Year 3
6170.01	Fire Hydrants - Moonstone Beach	1, 2	\$48,000	
6170.02	Cornwall Hydrant/Main	1, 2	\$20,000	
6170.03	Arlington - Hydrant	2		\$20,000
6170.04	Fiscalini Tank Repairs & Painting	1, 2, 3, 4	\$30,000	
6170.05	Leimert PS Improvements	1, 4	\$15,000*	
6170.06	GIS System - Water Portion	----	NA	NA
6170.07	Commercial Meter Replacements	6	\$25,000*	
			\$93,000	\$45,000 \$20,000

\*Perform benefit/cost analyses

### Utilities Committee Recommended Projects

Major Maintenance - Wastewater

6170.50	Sewer Syst Safety Improvements	3	\$20,000		
6170.51	Lift Station A-1 Capacity Upgrade	1, 4	\$10,000		
6170.52	Severely Corroded Doors	3	\$15,000		
6170.53	WWTP Handrails	3		\$50,000	
6170.54	Generator Replacements	1, 5	\$87,500	\$87,500	
6170.55	Effluent Reservoir Gopher Repairs	1		\$60,000	
6170.56	Influent PS Elect Panel Replace	1, 3, 4	\$75,000		
6170.57	WWTP Bldg Repair/Rehab	----		\$60,000	
6170.58	Collection System MH Repair/Rehab	1	\$15,000	\$15,000	
6170.59	GIS System Wastewater Portion	---		NA	NA
			\$495,000	\$135,000	\$162,500 \$197,500
			\$653,000	Total Major Maintenance	

### Utilities Committee Recommended Projects

Capital Projects - Water

		Year 1	Year 2	Year 3
1800.00	Desalination Project	1, 2, 4, 6	\$220,000	\$600,000
1802.00	Master Plan/EIR-Hydrologic Study	5	\$40,000	
1807.00	Pine Knolls Tank	1, 2, 4	\$212,219	
1814.10	SCADA - Replacement/Repair	1, 2	\$253,000	
1817.00	Rodeo Grounds PS Replacement	1, 2	\$375,000	\$1,887,000
1818.00	Stuart Street Tank	1, 2, 4	\$125,000	\$846,000
1823.10	MB Bridge Replacement	1	\$47,000	
1834.00	Pine Knolls Connection Pipeline	2	\$50,000	\$125,000
			\$4,780,219	\$1,322,219 \$3,458,000 \$0

### Utilities Committee Recommended Projects

Capital Projects - Wastewater

		Year 1	Year 2	Year 3
1805B	Biosolids Dewatering Class A	5		\$326,000*
1814.20	SCADA - Wastewater Portion	1, 2, 6	\$164,183	
1823.20	Moonstone Beach Bridge Pipe	1	\$100,000	
1830.00	Sanitary Sewer Management Plan	5	\$ 25,000	\$25,000 \$75,000
			\$715,183	\$289,183 \$25,000 \$401,000

\*Perform benefit/cost analysis

\$5,495,402 Total Capital Projects  
\$6,148,402 Grand Total

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. 2.C.

FROM: Tammy Rudock, General Manager

-----

Meeting Date: April 14, 2009      Subject: Presentation by Executive Ad Hoc Committee:  
 Discussion of DRAFT Resolution 14-2009  
 Adopting Guidelines for the Submission and  
 Tabulation of Protests in Connection with Rate  
 Hearings Conducted Pursuant to Article XIID,  
 Section 6 of the California Constitution

**RECOMMENDATION:**

Receive presentation by President Sanders (Vice President Chaldecott is out of town) of the Executive Committee for discussion of the DRAFT Resolution 14-2009 adopting Guidelines for the submission and tabulation of protests in connection with rate hearings conducted pursuant to Article XIID, Section 6, of the California Constitution.

**FISCAL IMPACT:**

None.

**DISCUSSION:**

The Executive Committee worked with staff and District Counsel in development of the attached DRAFT Resolution 14-2009 and Guidelines.

Attachment: DRAFT Resolution 14-2009 and Exhibit "A,"  
 Guidelines for the Submission and Tabulation of Protests

-----

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

UNANIMOUS:  \_\_SANDERS\_\_ CHALDECOTT\_\_ CLIFT \_\_ DE MICCO \_\_MAC KINNON\_\_

# DRAFT



## RESOLUTION 14-2009

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT ADOPTING GUIDELINES FOR THE SUBMISSION AND TABULATION OF PROTESTS IN CONNECTION WITH RATE HEARINGS CONDUCTED PURSUANT TO ARTICLE XIID, SECTION 6, OF THE CALIFORNIA CONSTITUTION

**WHEREAS**, Article XIID, Section 6 of the California Constitution requires the Board of Directors of the Cambria Community Services District (CCSD) to consider written protests to certain proposed increases to utility rates; and

**WHEREAS**, this constitutional provision does not offer specific guidance as to who is allowed to submit protests, how written protests are to be submitted, or how the CCSD is to tabulate the protests.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Cambria Community Services District to adopt the guidelines for the submission and tabulation of protests attached hereto as Exhibit "A" and incorporated herein by reference.

**PASSED, APPROVED AND ADOPTED** on the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_ Resolution 14-2009 is hereby adopted this \_\_\_\_ day of \_\_\_\_\_ 2009 with the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Gregory W. Sanders  
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Kathy A. Choate, District Clerk

\_\_\_\_\_  
Tim Carmel, District Counsel

# DRAFT

## Attachment "A"

### CAMBRIA COMMUNITY SERVICES DISTRICT

#### GUIDELINES FOR THE SUBMISSION AND TABULATION OF PROTESTS

Where notice of a public hearing with respect to the adoption or increase of a utility charge has been given by the CCSD pursuant to Article XIIIID, Section 6(a) of the California Constitution, the following guidelines shall apply.

#### DEFINITIONS

Unless the context plainly indicates another meaning was intended, the following definitions shall apply in construction of these Guidelines:

1. "Parcel" means a piece of land or property identified by Assessor's Parcel Number (APN) that is served by the CCSD, as determined by the San Luis Obispo County Tax Assessor.
2. "Record customer" and "customer of record" mean the person or persons whose name or names appear on the CCSD's records as the person who has contracted for, and is obligated to pay for, utility services to a particular utility account.
3. "Record owner" or "parcel owner" means the person or persons whose name or names appear on the County Assessor's latest equalized assessment roll as the owner of a parcel.
4. A "fee protest proceeding" is not an election, but the District Clerk will maintain the confidentiality of protests as provided below and will maintain the confidentiality and integrity of protests at all times.
5. "Public hearing" means the public hearing on the proposed changes.

#### NOTICE OF PROPOSED RATES AND PUBLIC HEARING

6. ***Notice Delivery.***
  - A. The CCSD shall give notice of proposed charges and public hearing on the proposed charges via 1<sup>st</sup>-class U.S. mail to all record owners and customers of record served by the CCSD, effective the date the notice is approved by the Board of Directors.
  - B. The CCSD will mail each notice subject to a request that the U.S. Postal Service provide forwarding address information to the CCSD for any notices forwarded by the U.S. Postal Service.

# DRAFT

- C. If the U.S. Postal Service returns any notice to the CCSD as undeliverable and provides the CCSD a forwarding address, the CCSD shall mail the notice to the forwarding address, but its doing so does not extend the time in which protests may be submitted with respect to the proposed charges that are the subject of the public hearing.
- D. The CCSD will attempt to provide the notice of proposed charges and public hearing to each record owner and/or record customer who initiates CCSD utility services after the notice is mailed and before the date of the public hearing on the proposed charges, but its doing so does not extend the time in which protests may be submitted with respect to the proposed charges that are the subject of the public hearing.
- E. The CCSD will post the notice of proposed charges and public hearing at its official posting site after the notice is approved by the Board of Directors.

## **SUBMISSION OF PROTESTS**

### **7. *Protest Submittal.***

- A. Any record owner or customer of record who is subject to the proposed utility charges which are the subject of the public hearing may submit a written protest to the District Clerk, by:
  - Delivery to the District Clerk's Office, 1316 Tamson Drive, Suite 201, Cambria, CA 93428,
  - Mail to the CCSD, Attention: District Clerk, Post Office Box 65, Cambria, CA 93428, or
  - Personally submitting the protest at the public hearing.
- B. Protests must be received by the end of the public hearing, including those mailed to the CCSD. No postmarks will be accepted; therefore, any protest not actually received by the close of the public hearing, whether or not mailed prior to the public hearing, shall not be counted.
- C. In order to reduce duplicate protests and to avoid fraud, a protest may only be submitted by the person who signed the protest or another person they have authorized in writing to submit the protest. That written authorization shall be provided to the District Clerk before the District Clerk may accept a protest from someone other than the person who signed it.
- D. Designated trustees, legal guardians, probate estate executors or administrators, court-appointed or other legal representatives, or property managers/agents of a record owner or a record customer may submit a protest on behalf of a record owner or a record customer and shall provide the District Clerk with the written authorization to act in such capacity.
- E. Email protests shall not be counted.

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- F. Copied protests shall not be counted.
- G. Although oral comments at the public hearing will not qualify as a formal protest unless accompanied by a written protest, the CCSD Board of Directors welcomes input from the community during the public hearing on the proposed charges.

## 8. ***Protest Requirements.***

A. A written protest must include:

- (i) A statement that it is a protest against the proposed charge which is the subject of the hearing; and
- (ii) Name of the record owner or customer of record; and
- (iii) Identity of the affected parcel by assessor's parcel number or service address; and
- (iv) Original signature of the record owner or customer of record with respect to the identified parcel.

B. Protests shall not be counted if any of the required elements (i thru iv) outlined in the preceding subsection "8.A." are omitted.

C. A notice of proposed charges may, but need not, include a form by which record owners and customers of record may note their protest of, or support for, a proposed charge. However, use of such a protest form shall not be required and the CCSD shall accept any protest which complies with these Guidelines.

## 9. ***Protest Withdrawal.***

Any person who submits a protest may withdraw it by submitting to the District Clerk a written request that the protest be withdrawn. The withdrawal of a protest shall contain sufficient information to identify the affected parcel and the name of the record owner or customer of record who submitted both the protest and the request that it be withdrawn.

## 10. ***Multiple Record Owners or Customers of Record.***

A. Each record owner or customer of record of a parcel served by the CCSD may submit a protest. This includes, but is not limited to, instances where:

- (i) A parcel is owned by more than a single record owner or more than one name appears on the CCSD's records as the customer of record for the parcel, or
- (ii) A customer of record is not the record owner, or
- (iii) A parcel includes more than one record customer, or

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- (iv) Multiple parcels are served via a single utility account such as master-metered condominium units and multiple family residential units.

B. Only one protest will be counted per parcel.

C. Any one protest submitted in accordance with these rules will be sufficient to count as a protest for the identified parcel.

## 11. ***CCSD as Record Owner of Parcel.***

Parcels owned by the CCSD that receive utility services, but are not subject to the proposed charges which are the subject of the public hearing, shall not be included in the parcel count for tabulation.

## 12. ***Transparency, Confidentiality, and Disclosure.***

A. To ensure transparency and accountability in the fee protest tabulation, while protecting the privacy rights of record owners and customers of record, protests will be maintained in confidence until tabulation begins following the public hearing.

B. Once a protest is opened during the tabulation, it becomes a disclosable public record, as required by state law.

## **TABULATION OF PROTESTS**

### 13. ***Protest Official.***

The CCSD shall retain a neutral third-party with experience as a City, County or District Clerk or elections official (the Protest Official) to determine the validity of all protests. The Protest Official shall not accept as valid any protest if he or she determines that any of the following conditions exist:

- A. The protest does not state its opposition to the proposed charges.
- B. The protest does not name the record owner or record customer of the parcel identified in the protest, as of the date of the public hearing.
- C. The protest does not identify a parcel served by the CCSD which is subject to the proposed charge.
- D. The protest does not bear an original signature of the named record owner of, or record customer with respect to the parcel identified on the protest. Whether a signature is valid shall be entrusted to the reasonable judgment of the Protest Official, who may review and compare it with signatures on file with the County Elections Official and/or the CCSD.



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- E. The protest was altered in a way that raises a fair question as to whether the protest actually expresses the intent of a record owner or a customer of record to protest the charges.
- F. The protest was not received by the District Clerk before the close of the public hearing on the proposed charges.
- G. A request to withdraw the protest was received prior to the close of the public hearing on the proposed charges.

## 14. ***Protest Official's Decisions Final.***

The Protest Official's decision that a protest is not valid shall constitute a final action of the CCSD and shall not be subject to any internal appeal.

## 15. ***Majority Protest.***

- A. A majority protest exists if protests are timely submitted and not withdrawn by the record owners of, or customers of record with respect to, a majority (50% plus one) of the parcels subject to the proposed charge.
- B. While the CCSD may inform the public of the number of parcels served by the CCSD when the notice of proposed charges is mailed, the number of parcels with active customer accounts served by the CCSD on the date of the public hearing shall control in determining whether a majority protest exists.

## 16. ***Tabulation of Protests.***

At the conclusion of the public hearing, the Protest Official shall tabulate all protests received, including those received during the public hearing, and shall report the results of the tabulation to the CCSD Board of Directors.

## 17. ***Report of Tabulation.***

If at the conclusion of the public hearing the Protest Official determines that he or she will require additional time to tabulate the protests, he or she shall so advise the CCSD Board of Directors, which may adjourn the meeting to allow the tabulation to be completed on another day or days. If so, the CCSD Board shall declare the time and place of tabulation, which shall be conducted in a place where interested members of the public may observe the tabulation, and the Board shall declare the time at which the meeting shall be resumed to receive and act on the tabulation report of the Protest Official.