



# CAMBRIA COMMUNITY SERVICES DISTRICT

**Thursday, September 21, 2023 - 1:00 PM**

1000 Main Street Cambria, CA 93428

## AGENDA

### REGULAR MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

**In person at:**

**Cambria Veterans' Memorial Hall  
1000 Main Street, Cambria, CA 93428**

**AND via Zoom at:**

Please click the link below to join the webinar:

**<https://us06web.zoom.us/j/85678014248?pwd=aHdVWkJicE53TXM2Rkt2SFB2VzVIUT09>**

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**Or One tap mobile:**

**US: +16694449171,,85678014248# or +16699006833,,85678014248#**

**Or Telephone: dial \*6 to mute/unmute; dial \*9 to raise/lower hand**

**Dial (for higher quality, dial a number based on your current location):**

**US: +1 669 444 9171 or +1 669 900 6833 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248  
7799 or +1 719 359 4580 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224  
1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473  
4847 or +1 564 217 2000 or +1 646 931 3860**

**Webinar ID: 856 7801 4248**

**International numbers available: <https://us06web.zoom.us/j/85678014248>**

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the CCSD Administration Office, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at <https://www.cambriacsd.org/>. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or if you need the agenda or other documents in the agenda packet provided in an alternative format, contact the Confidential Administrative Assistant at 805-927-6223 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. The Confidential Administrative Assistant will answer any questions regarding the agenda.

#### 1. OPENING

- A. Call to Order
- B. Pledge of Allegiance

**C. Establishment of Quorum****D. President's Report****E. Agenda Review****2. ACKNOWLEDGEMENTS****3. BOARD MEMBER COMMUNICATIONS**

Any Board Member may make an announcement, report briefly on his or her activities, or ask a question for clarification.

**4. PUBLIC SAFETY****A. Sheriff's Department Report****B. CCSD Fire Chief's Report****5. PUBLIC COMMENT**

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. Future agenda items can be suggested at this time. 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.

**6. MANAGER REPORTS****A. General Manager's Report****B. Facilities & Resources Manager's Report****C. Finance Manager's Report****D. Utilities Report****7. CONSENT AGENDA**

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

**A. Consideration to Adopt the August 2023 Expenditure Report****B. Consideration to Adopt the August 10, 2023 and August 17, 2023 Regular Meeting Minutes****C. Consideration of Approval of an Agreement for Consultant Services with Gladwell Governmental Services, Inc. for Records Retention Policy & Schedule Update and Authorize General Manager to Execute the Agreement****D. Consideration of Adoption of Resolution 52-2023 Declaring Vehicles and Equipment Surplus and Authorizing Sale by the General Manager****E. Consideration to Accept The Office of Traffic Safety (OTS) Regional Crash Response and Extrication Improvement Grant for Extrication Equipment****8. REGULAR BUSINESS****A. Receive Presentation from Cambrians for Aquatics for Pool Facility on the East Ranch****B. Discussion and Consideration of Approval of Amendment No. 5 to the Agreement for Use of the Veteran's Memorial Building Facilities with American Legion Post No. 432 and Authorize the General Manager to Execute the Amendment****C. Discussion and Consideration to Authorize District Counsel to Obtain an Appraisal of the SR4 Well Site Easement and Related Access Easements to be Used for Negotiations with Coast Union School District for the Voluntary Purchase and Sale of the Site or Alternatively for**

Potential Acquisition by Condemnation

- D. Discussion and Consideration of Approval to Hire a Third Maintenance Technician for the Facilities & Resources Department

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

This is an opportunity to request a formal agenda report be prepared and the item placed on a future agenda. No formal action can be taken except to direct the General Manager to place a matter of business on a future agenda by majority vote

**10. ADJOURN**

# CAMBRIA COMMUNITY SERVICES DISTRICT

**DIRECTORS:**

KAREN DEAN, President  
TOM GRAY, Vice President  
HARRY FARMER, Director  
DEBRA SCOTT, Director  
MICHAEL THOMAS, Director



**OFFICERS:**

MATTHEW MCELHENIE, General Manager  
TIMOTHY J. CARMEL, District Counsel

## A PROCLAMATION OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT CONVEYING THE DISTRICT'S GRATITUDE AND APPRECIATION TO FORMER FACILITIES & RESOURCES MANAGER CARLOS MENDOZA

**WHEREAS**, Carlos Mendoza served the Cambria Community Services District (CCSD) for 23 years with great loyalty and professionalism; and

**WHEREAS**, Carlos began employment in 2000 as a Reserve Firefighter; was promoted to Maintenance Technician in 2005; was promoted to Facilities & Resources Supervisor in 2011; and was promoted to Facilities & Resources Manager in 2021; and

**WHEREAS**, Carlos has performed his job in a skillful and dedicated manner and with a strong commitment to serving the Cambria community; and

**WHEREAS**, Carlos was devoted to caring for the natural environment overseen by the CCSD, and expressed compassion for the homeless in our community; and

**WHEREAS**, the Board of Directors wishes to recognize Carlos Mendoza for the many valuable contributions he has made over the past 23 years of service to the District.

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

That the Board of Directors hereby recognizes the commitment, dedication, and loyalty of Facilities & Resources Manager Carlos Mendoza and conveys its earnest gratitude and appreciation for the many valuable contributions he has made during his 23 years as an employee of the District.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 21<sup>st</sup> day of September, 2023.

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Karen Dean  
Board President

## CAMBRIA COMMUNITY SERVICES DISTRICT

Tuesday, September 5, 2023

Time Period: (Month)	Aug 1 - Aug 31, 2023	Avila	Cayucos	Cambria	Los Osos	San Simeon
Calls For Service:	241			52		
CFS: Last Year	276			46		
<b>Assault/Battery:</b>						
CFS	2					
<b>Disturbance:</b>						
CFS	16					
<b>Burglary:</b>						
CFS	4					
<b>Theft:</b>						
CFS	3					
<b>Vandalism</b>						
CFS	1					
<b>Mail Theft:</b>						
CFS	0					
<b>Phone Scam:</b>						
CFS	1					
<b>Suspicious Circs:</b>						
CFS	13					
<b>Enforcement Stops:</b>						
CFS	28					
<b>Preventative Patrol Activity:</b>						
CFS	3					

**Notable:**

# Statistics for August 2023

## August 2023 Call Volume

Call Type	# Of Responses	% Of Call Volume
Fires	1	2.27%
Rescue & EMS	24	54.55%
Hazardous Condition (No Fire)	1	2.27%
Service Calls	3	6.82%
Good Intent Calls	13	29.55%
False Alarms	2	4.55%
Severe Weather /Disaster	0	0%
Special Incident Type	0	0%
<b>Total:</b>	<b>44</b>	<b>100%</b>

## EMS Patients (Residents vs. Non-Resident)

Resident	Non- Resident
<b>25</b>	<b>16</b>

# Call Type Details

<b><u>Incident Type: Fire</u></b>	
Forest, Woods or wildland fire	(1)
	<b>Incident Type: Good Intent Call</b>
	Dispatched and cancelled en route (8)
	Cancelled at scene (5)
<b><u>Incident Type: Rescue &amp; Emergency Medical Service Incident</u></b>	
Medical assist, assist EMS crew	(1)
Emergency medical service, other	(9)
EMS call, excluding vehicle accident with injury	(14)
<b><u>Incident Type: Hazardous Condition (No Fire)</u></b>	
Power line down	(1)
<b><u>Incident Type: Service Call</u></b>	
Public service assistance, other	(2)
Public service	(1)

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.A.**

FROM: Matthew McElhenie, General Manager

Meeting Date: September 21, 2023

Subject: General Manager's Report

The District continues providing water, wastewater collection and treatment, emergency response, facilities, and administrative services. In addition to the daily operations of the District, the following is an update on some of our ongoing projects and activities:

Land and Water Conservation Fund (LWCF) Grant Application

The District has successfully submitted the grant application for the skatepark project before the June 1 deadline. The LWCF contacted the District requesting more information, and the District submitted the requested information on August 1, 2023, and August 25, 2023.

SLO County Tourism Business Improvement District ("CBID") Grant

The District submitted for and was awarded a grant, which required no matching funds, from CBID for the Skatepark project. The Local Fund Area (LFA) Board supported the application, and the CBID Advisory Board reviewed and approved supporting the application and funding. The District was awarded \$47,500 in LFA infrastructure and beautification funding, which will help fund the bathroom construction at the Cambria Skatepark.

EV Charging Stations

The Board of Directors approved a Public Works Agreement with Thoma Electric to move the EV charging station. Work will commence at the end of September.

Meet the GM

On Thursday, October 5, 2023, from 8:30 a.m. to 7:00 p.m., I will work out of the Cambria Veterans' Memorial Hall. I would love to meet interested community members and hear your thoughts. We will provide coffee, snacks, and the ability to engage in dialogue about everything Cambria.

Administration & Finance Department

The Cambria Community Services District Administration Office is open Monday - Thursday and every other Friday from 10:00 a.m. to 4:00 p.m. or by appointment only. The Administration Office is closed for lunch daily from 12:00 p.m. - 1:00 p.m. If you have questions or need to schedule an appointment, please contact the Administration Office at 805-927-6223.

Ms. Fritz and Mrs. Dodson are continuing to work on the following projects:

- Researching an electronic billing portal through Tyler Technologies
- Researching vendors for accepting electronic payments
- Updating records retention policy and schedule
- Updating Novus Agenda to Peak Agenda Management
- Updating fee schedule with Bartle Wells & Associates



- Working with Complete Paperless Solutions, LLC for Laserfiche support
- Working with FEMA regarding the March 2023 storm damage

District staff created a page on the website for current contracts, agreements, and grants. The link is <https://www.cambriacsd.org/district-project-updates>.

### Facilities & Resources Department

The Facilities & Resources Department has cleared branches, debris, and chipping from the Main Street walkway to East Ranch. Our team has been actively cleaning up abandoned encampments. The total trash and debris left behind was over 2 tons(4,200 lbs). We will begin further weed abatement at the East Ranch, including the dog park, playing fields, and trails. We will begin to look towards the West Santa Rosa Trail to clear the path and remove hazardous branches or trees.

### Fire Department

Under the California State Office of Traffic Safety Grant programs, the Cambria CSD Fire Department applied for the Emergency Medical Services Grant program. The Grant award is for \$42,044.00 for the purchase of a new set of battery-powered jaws-of-life extrication equipment to outfit our second fire engine. This grant aims to assist in providing timely care to crash victims, critical to reducing deaths and the severity of injuries. When a person is injured in a crash, they rely on first responders to quickly locate them, stabilize their injury, and transport them for care.

### Water & Wastewater Departments

Global Water Innovations is working through the permitting process with the granting agencies. The National Alliance for Water Innovations (NAWI) has approved the statement of project objectives. The project has now gone to the Dept of Energy for their review. The piloting agreement would follow afterward.

District staff met with Executive Director Dr. Hucklebrige, Dan Carl, Kevin Kahn, and Tom Luster with our key staff members on August 31st. The participants engaged in constructive dialogue on many important issues, including the status of the District's Coastal Development Permit Application for the Water Reclamation Facility. The District and Coastal Commission have agreed to meet monthly as we progress with the permitting process.

### Regulatory Compliance

The District continues to provide all required regulatory reporting on or ahead of schedule.

### Public Record Requests and Responses

The Cambria Community Services District has received four Public Record Requests since August 11, 2023.

1. Christine Heinrichs - All references to Neptune Technologies regarding water meter replacement. Thank you.

District's 8/22/2023 response: Enclosed are the following documents which are responsive to your request:

- November 30, 2020 email

- February 14, 2023 email
  - June 22, 2023 email
  - Neptune MACH 10 Ultrasonic Meter documents (Health effects of radio frequency based AMR/AMI systems, Product Sheet T-10 Meter, Superior Accuracy, Zero Maintenance, Be Confident with Sustained Accuracy Over Time, AMI Your Way, Future Proof Your AMI Data Collection, Easy Installation, Seamless Integration and R900 Endpoint-Cellular)
  - March 9, 2023 Board meeting agenda packet
  - March 9, 2023 Board meeting Staff Report 5B and attachments
2. 8/23/2023: Tina Dickason - Who is responsible for PRRs at the District? Is the district in contact with Melissa Bland for any ongoing operations, information, or issues related to the CCSD? Specifically, Ray Dienzo, Jim Green, and John Allchin.

District's 8/30/2023 response from Haley Dodson: I am responsible for receiving and responding to public record requests. They can be submitted through our website: <https://www.cambriacsd.org/public-records-request>. Matthew and I are not in contact with Melissa Bland regarding any ongoing operations, information, or issues related to the CCSD.

Ray Dienzo provided the following emails, which are responsive to your request:

- February 21, 2023 email
- March 15, 2023 email
- June 13, 2023 email
- July 31, 2023 email

Jim Green provided the following email, which is responsive to your request:

- June 16, 2023 email

John Allchin has no documents responsive to your request.

3. 9/6/2023: Jenus Nourafchan – Southern California Gas Company v. Herman Weissker, Inc. Local Report No.: Unknown. Date of Incident: May 1, 2020. Time: Approximately 2:37 p.m. Location: 486 Lancaster St., Cambria, CA 93428. Please be advised that our firm has been retained to represent Southern California Gas Company with respect to its property damage claim pertaining to the above-captioned loss. I would like to obtain copies of the Fire Department Incident Report along with any and all documents, including but not limited to reports, photographs, audio recordings, and video footage regarding the above referenced incident.
4. 9/12/2023: Michael Calderwood - Requesting copies of correspondence between SLO County representatives (Planning, Parks and Rec, building, or other offices) and District staff/Management regarding the permitting requirements for a project to build an aquatics facility on the East Fiscalini Ranch parcel designated as "Public Park."

**BOARD OF DIRECTORS MEETING –SEPTEMBER 21, 2023**

**FINANCE MANAGER’S REPORT**

**EXPENDITURE REPORT FOR THE MONTH OF AUGUST 2023**

The Expenditure Report for the month of August 2023 is being submitted to the CCSD Board of Directors in today’s meeting (see Agenda Item 7.A.). The report includes a detailed listing and monthly sub-total for each Accounts Payable Vendor and a summary of each department’s monthly expenditures.

**CCSD DIRECTOR MEETINGS & COMPENSATION FOR THE MONTH OF AUGUST 2023**

CCSD Directors may receive compensation of \$100 for each meeting attended, up to a maximum compensation of \$600 each month, per the CCSD Board Bylaws. The table below shows the meeting month being compensated for, the number of meetings attended for the month of compensation, and the total compensation paid in the month of July for each CCSD Director.

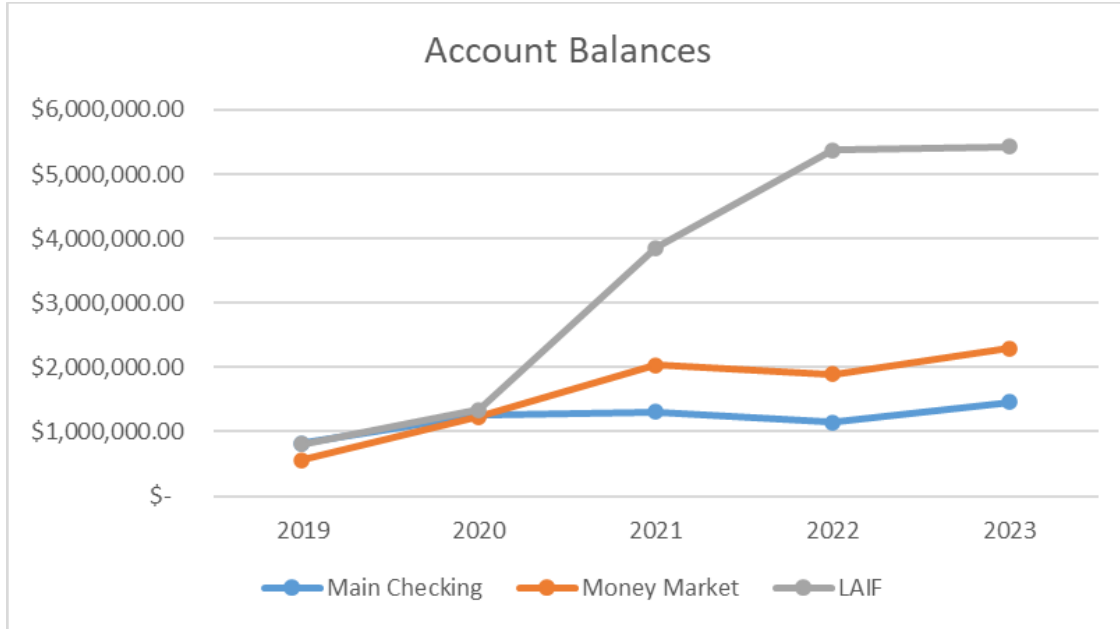
Director Name	Meeting Month	Number of Compensated Meetings	Amt Per Meeting	Total
Farmer, Harry		0	\$ 100.00	\$ -
Thomas, Michael	JULY	6	\$ 100.00	\$ 600.00
Scott, Debra	JUNE/JULY	5	\$ 100.00	\$ 500.00
Dean, Karen	JULY	3	\$ 100.00	\$ 300.00
Gray, Tom	JUNE/JULY	5	\$ 100.00	\$ 500.00
Total		19		\$1,900.00

**AVAILABLE CASH BALANCES AS OF AUGUST 31, 2023**

The total available cash is listed as follows:

Account Type	Balance
Main Checking	\$ 1,675,732.37
Money Market	\$ 1,693,991.53
Local Agency Investment Fund (LAIF)	\$ 5,510,428.09
Total	\$ 8,880,151.99

Available cash is defined as the balance in the Main Checking Account, Money Market Account, and Local Agency Investment Fund (LAIF). The total available cash as of August 31, 2023 was \$8,880,151.99



The total available cash in all restricted accounts is listed as follows:

Currently, the CCSD has adequate resources to meet its cash commitments. Staff will continue to be frugal in purchases, postpone non-critical purchases and carefully monitor their respective budget(s).

Account Type (Restricted)	Balance
The Bank of New York Mellon	\$ 9,128,666
Payroll	\$ 113,001.92
Veterans Hall	\$ 5,390.15
Health Reimbursement Account (HRA)	\$ 50,326.97
<b>Total</b>	<b>\$ 9,297,385.04</b>

In late January 2021, CCSD facilities and equipment were damaged by significant rain and windstorm activity. The staff has continued working with the County of San Luis Obispo Office of Emergency Services and the State-CALOES to recover eligible costs. The State-CALOES staff met with CCSD staff and toured the damaged sites in early December 2021. The staff is working with State-CALOES on cost recovery efforts and damage assessment reports are routed through the State-CALOES approval process.

To date, State-CALOES has approved the following projects for reimbursement:

Fund	Department	Description	Amount	75%	10%	Total
				OES Reimb	Admin	
GF	F&R	Rodeo Grounds Entrance Gate	5,705.00	4,278.75	427.88	4,706.63
GF	F&R	Santa Rosa Creek Trail	6,957.00	5,217.75	521.78	5,739.53
GF	F&R	Building, Shed, Fence	51,704.00	38,778.00	3,877.80	42,655.80
GF	Fire	Fencing Around Station	3,725.00	2,793.75	279.38	3,073.13
		Total	68,091.00	51,068.25	5,106.83	56,175.08

San Luis Obispo County has been included in the Major Disaster Declaration, FEMA-4699, for the March 2023 storms. District staff continues to meet with FEMA weekly to submit projects for reimbursement regarding the March 2023 storm damage.

### **LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP)**

The federal Low Income Household Water Assistance Program (LIHWAP) provides financial assistance to low-income Californians to help manage their residential water utility costs. LIHWAP is a federally funded program that offers a one-time payment to assist residential customers with past-due water or wastewater bills. This program helps pay overdue bills which have accrued during any timeframe. There is no date restriction for when the overdue amount occurred. If you have trouble paying your water bill, we encourage you to apply for this program. For more information about this program and a link to the LIHWAP website, please visit:

<https://www.cambriacsd.org/low-income-household-water-assistance-program>

# Utilities Report for Department Activities During the Month of August 2023

## Wastewater Treatment Plant (WWTP)

Staff attended meetings with Southland for the PG&E project, and 70% of the drawings were complete by August 4, 2023. Electrical engineers were on site on August 25 to confirm what is on the 70% drawings and will update the electrical portion by September 8, 2023.

To confirm that smaller plant blowers would be adequate for the SST program, the Wastewater Department shut down auxiliary air to several locations on the plant. After four weeks of testing, we noted that brown sludge was collecting at the entry to the clarifiers and was producing an odor. We added sprayers to the Clarifier #2 influent box and noted that odor was eliminated and brown sludge was breaking down. Staff ordered the parts needed for the installation of sprayers on the #1 train. Testing has been completed for the removal of auxiliary air at the RAS pits at the front of the aeration basin, and the clarifier sludge tank can be removed without issues to operation. Solenoids for wash-water on the de-ragging unit were also replaced.

## Collections System



Replacement of the pump at Lift Station B4 has been completed. Alpha Electric wired the new motor, and the pump was successfully tested and put into service. However, we are in need of replacement parts for the pumps at this lift station and Allis-Chalmer pumps are no longer in production.

The fence around Lift Station B was a casualty of the March rainstorms. The Fence Factory installed and realigned the new fence higher up on the embankment for greater resistance to future flooding.

In preparation for the upcoming wet season, we are focusing on several hot spots in our collection system, one of which staff refers to as Grease Alley. These spots are in relatively high traffic areas and require flagging. We apologize for any inconvenience to the flow of



traffic and appreciate the public's patience and attention as they navigate our traffic control. Our priority is to maintain the safety of staff and the public.

While jetting Hartford Street, root balls were found and eliminated before camera inspecting the line to ensure all the roots were removed. Staff also located a buried manhole lid at Pine Knolls and scheduled to have the lid lifted and replaced.

Sewer Lines Camera Inspected and/or Jetted (cleaned with high-pressure water)

Ftr ID	Line ID	Street	Length (ft)	Activity Date	Activity
2652	EV-8017 to WV-7031	Main St.	162	8/29/2023	Jetted
2654	WV-7030 to WV-7029	Main St.	398	8/29/2023	Jetted
2643	PK-6051 to PK-6050	Grove St.	471	8/28/2023	Jetted
2644	PK-602 to PK-6051	Grove St.	335	8/28/2023	Jetted
2933	PK-609 to PK-6045	Pinewood Dr.	78	8/28/2023	Jetted
2934	PK-608 to PK-6046	Oakhurst Dr.	263	8/28/2023	Jetted
2935	PK-6046 to PK-6045	Oakhurst Dr.	346	8/28/2023	Jetted
2648	EV-8021 to EV-8020	Main St.	149	8/24/2023	Jetted
2665	EV-8025 to EV-8024	Center St.	358	8/24/2023	Jetted
2678	EV-8026 to EV-8024	Burton Dr.	126	8/24/2023	Jetted
2680	EV-824 to EV-8024	Burton Dr.	423	8/24/2023	Jetted
2646	EV-8023 to EV-8022	Center St.	31	8/22/2023	Jetted
2647	EV-8022 to EV-8021	Center St.	234	8/22/2023	Jetted
2651	EV-8018 to EV-8017	Main St.	200	8/22/2023	Jetted
2663	EV-823 to EV-8023	West St.	213	8/22/2023	Jetted
2664	EV-8024 to EV-8023	Center St.	253	8/22/2023	Jetted
2682	EV-8005 to EV-8004	Main St.	204	8/22/2023	Jetted
2694	EV-8001 to EV-8017	Main St.	162	8/22/2023	Jetted
2914	PK-6041 to PK-6040	Hartford St.	400	8/16/2023	Jetted/Camera
3523	PH-4026 to PH-4027	Nottingham	198	8/14/2023	Jetted
3524	PH-4027 to PH-4028	Nottingham	198	8/14/2023	Jetted
3538	PH-4013 to PH-4027	Hastings St.	280	8/14/2023	Jetted
3546	PH-4014 to PH-4026	Dorset St.	220	8/14/2023	Jetted
3090	TW-10024 to TW-10023	Richard Ave	206	8/10/2023	Jetted
3096	TW-10040 to TW-10030	Ellis Ave.	176	8/10/2023	Jetted
3103	TW-1001 to TW-10028	Richard Ave	305	8/10/2023	Jetted
2995	TW-10025 to TW-10024	Ellis Ave.	405	8/9/2023	Jetted
3014	TW-10045 to TW-10046	Spencer St.	251	8/9/2023	Jetted
3024	TW-10061 to TW-10062	Hudson Ave.	251	8/9/2023	Jetted
3100	TW-10029 to TW-10028	Richard Ave	341	8/9/2023	Jetted
3102	TW-10028 to TW-10024	Richard Ave	115	8/9/2023	Jetted

3882	TW-10007 to TW-10046	Spencer St.	177	8/9/2023	Jetted
3895	TW-10047 to TW-10062	Pickwick Ln	121	8/9/2023	Jetted
3901	TW-10026 to TW-10025	Richard Ave	415	8/9/2023	Jetted
	Lift Station 8 Wet Well				Cleaned
Totals:			8465		

## Water Department

### Distribution System Activities

The month began with a main leak at our Rodeo Grounds booster pump station. The 6" steel mainline developed a small failure which was producing a 2.5 GPM leak. Staff excavated the area around the main to provide a safe working area for the repair, which was completed without interruptions in water service. A huge thanks to the Facilities and Resources staff, who assisted in location preparation and equipment operation during the event.

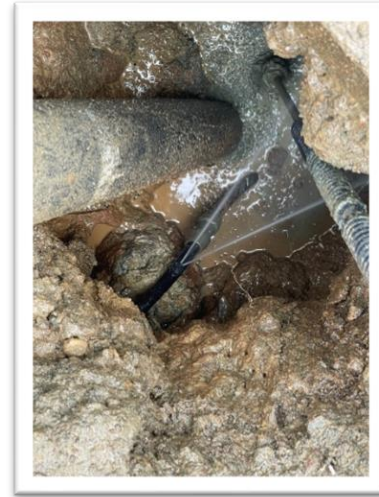


Staff responded to a reported leak at the Pinedorado Grounds during a Board of Directors meeting on Thursday the 17<sup>th</sup>. A quick response to the repair took place. Water staff had the repair and grounds amended before the meeting was adjourned.





Staff responded to and repaired a service line leak on Coventry Lane. The puncture was caused by an abrasion due to a rocky substrate. The leak was temporarily clamped allowing operators to clear out rocks and replace a substantial portion of the service line.



## Other Maintenance Activities

### *Santa Rosa Well #3*

Recent inspection of the Santa Rosa Well #3 tank proved some failing structural integrity of the tank and the need for a foundation to meet current building code requirements. The twenty-five-year-old tank and foundation no longer met AWWA or California Building Code standards. The second, 10,000-gallon, clear well tank was dismantled and hauled off to be replaced with a new steel tank as part of Santa Rosa Well #3 rehabilitation. The tank site will be prepped, and a concrete slab poured before a new, clear well tank is installed.

### *Cla-Val Pressure Reducing Valves*

The water distribution system consists of five large transmission main pressure-reducing valves throughout the system in specific zone locations. Each device is inspected, calibrated, and updated every two years. The performance of these devices is critical to supporting consistent pressures and avoiding damaging surges that lead to main failures. Cla-Val technicians were on sight to service pressure-reducing valves. On this visit, they serviced valves for the Santa Rosa Well #3 treatment plant, SR-3 backwash pump, Rodeo Grounds booster pump station, Windsor vault, and Stuart Street booster pump station.

### *San Simeon Well #1*

San Simeon Creek flow is coming to a halt, allowing San Simeon Well #1 to be put back into production soon. This well is only permitted to run with no surface water influence within 150 feet of the well head. Water Department staff has installed new chemical tubing on the chemical pump and is monitoring the creek conditions daily in preparation of using the well.

### *Santa Rosa Well #3*

Valve diaphragms were replaced, pilot valves were rebuilt, and during the next start-up, the valves will need to be opened to let air out since SR-3 was unable to be operated at the time of servicing. There are no other concerns at this time.

### *Rodeo Grounds Booster Station*

The valve diaphragm was replaced at the booster station. Upon inspection, it became apparent that the valve seat also needed to be replaced. The brass seat was replaced with a stainless steel seat, which will reduce maintenance in the future.

### *Windsor Vault*

The Windsor Street valve diaphragm was replaced, the control valve was rebuilt, pressure was reset, and all nuts and bolts were replaced with stainless steel. There are no other concerns.

### *Stuart Street booster*

The diaphragm was replaced on the pump pressure relief valve, the pilot valve rebuilt, and the tubing was changed out from brass to stainless steel. Upon inspection, the valve seat needed to be replaced and was changed from brass to stainless steel to prevent future problems.

### *Ellis St. Vault*



Ellis Street pressure vault was also visited so staff could get a quote on new valves and cover for the vault. Isolation valves for the 3-inch pressure-reducing valve have failed, and it is unable to be isolated for the rebuild.

### *Water OIT*

Owen Purcell joined the Water Department this month as the Operator in Training. He holds a Bachelor's Degree in Forestry from Cal Poly and has experience in water pumps and plumbing water systems. He is on track to get his water licensing and is being trained to familiarize himself with the district's intricate water system operation.

### *Billing Cycle Meter Reads*

Staff began radio and manual billing cycle reads on

August 25<sup>th</sup>.

## **Water Supply Status**

As of August 31st, the CCSD has diverted 34% and 29% of the annual San Simeon Creek and Santa Rosa Creek allocations, respectively, with 81% of total production coming from the

San Simeon Creek aquifer. The flow at Palmer Flats ceased on September 1<sup>st</sup>, and the dry season in the San Simeon Creek aquifer has begun. Due to the storm events of this past Spring, we are entering the dry season with above-average well levels. Additional well-level data and production summary reports are available on the website at [www.cambriacsd.org/water-data](http://www.cambriacsd.org/water-data).

Other Water Department activities for the Reporting Period are listed below.

Activity	# Completed
Manual Meter Reads/Locates for Billing Purposes (tamper, re-read)	18
Customer assists for high water usage on customer side of meter	11
Locking/Unlocking Water Meters	5
Meter Shut-Off/Turn-On at Owner's Request	5
Repairs of distribution system leaks	7
After-Hours System Alarm Responses	4
USA Locations	52
Water Service Line Information Requests	6
Service angle stop/ Valves Replaced	4
Hydrant Service	3
Water service line replacement	1

## Water Reclamation Facility (WRF)

A new batch of membrane preservatives was mixed up by using permeate from the reverse osmosis plant. Permeate is mixed with the preservative to create the solution applied to reverse osmosis elements. This is a quarterly process to ensure there is no biological growth in the membranes. It is common practice to keep advanced water treatment plants offline. The microfiltration plant was backwashed and air-scoured as part of scheduled maintenance.

## Engineering

Project	Description	Status
<b>Coastal Development Permit for the Water Reclamation Facility</b>	Land Use Application DRC2013-00112 for the regular permitting of the Water Reclamation Facility.	District and County staff met to discuss the need to extend the schedule due to the inclusion of Instream Flow Study Task 1 results and the Section 7 consultation. County staff acknowledges and will continue to work with the District.  <b>Revisions to the project description are in process – use for existing customers and repurposing of former brine storage pond. Anticipate Board consideration and approval in September.</b>

<b>Instream Flow Study Task 1</b>	Study of the Lower San Simeon Watershed from Palmer Flats to the lagoon. Follows the California Department of Fish and Wildlife’s methodology to establish instream flow needs for critical species and habitat.	The Technical Advisory Committee met to review the Draft IFS on 03/02/2023.  IFS documents are now available at <a href="http://www.cambriacsd.org/instream-flow-study">www.cambriacsd.org/instream-flow-study</a>  <b>Additional scope to include Van Gordon Creek analysis and agricultural pumping from our percolation ponds was requested.</b>
<b>Instream Flow Study Task 2</b>	Completion of the Annual Adaptive Management Plan report and supporting groundwater modeling and monitoring.	The 2022 draft AMP Annual Report can be read at <a href="http://www.cambriacsd.org/instream-flow-study">www.cambriacsd.org/instream-flow-study</a>  2023 monitoring continues, and additional modeling is in progress to better define lagoon level thresholds and triggers for AMP.
<b>Endangered Species Act Section 7 Consultation</b>	Federal consultation process to ensure that WRF project activities are not likely to jeopardize the continued existence of listed species or destroy or adversely modify designated critical habitats. Includes permitting assistance, reporting, and technical support.	Data from Instream Flow Study Task 1 is being considered to inform this Consultation.  This effort is on hold until the additional scope of work for the Instream Flow Study is completed.
<b>San Simeon Well Field (SSWF) Transmission Main Project</b>	Developing a permanent repair of the San Simeon Water Main. This project will also include solutions for the parallel Sewer Effluent Main.	R&I Committee approved to award the engineering and permitting efforts to Cannon Engineering at the June 26 <sup>th</sup> special meeting. The Board approved their professional services agreement at the August 10 meeting.

<b>Water Meter Replacement Project – AMI</b>	Upgrades system to Advanced Metering Infrastructure (AMI) with new meters and real-time water analytics.	Staff and legal counsel are reviewing the contracting approach.  Board approved sole source approach at the August 10 <sup>th</sup> meeting.
<b>EV Charging Station</b>	Installation and operation of two EV charging stations at the Vets Hall.	Efforts to engage the County to move this station are in process. The possibilities of contracting with a project manager to do the design and permitting were discussed.
<b>Cambria Skatepark Project</b>	Design and construction of a new skatepark facility at the old skatepark location on Main St across from the Vets Hall.	The Board approved commencing the permitting process during the Nov 17 <sup>th</sup> meeting. The application package was submitted to the County on Nov 28. The Board approved staff to apply for the LWCF grant in the May 25, 2023, special meeting.  Staff were notified 7/31/23 that this permit application is complete and is in the discretionary review process, which requires the review and approval of the Administrative Hearing Officer, the Subdivision Review Board, the Planning Commission, or the Board of Supervisors.  The North Coast Advisory
<b>Community Park Restroom</b>	Design and construction of a restroom facility located near the Dog Park on the Fiscalini Ranch Preserve.	Generating building specifications to respond to the County comments.  <b>Resubmitted to County Planning on August 16, 2023 and is now under County review.</b>
<b>Pilot project for Zero Liquid Discharge for Brine in WRF</b>	Pilot study project to test innovative technology for brine reduction with the goal of zero liquid discharge	Next phase is the Piloting agreement. Global Water Innovations is working through the process with the granting agencies. National Alliance for Water Innovations (NAWI) has approved the statement of project objectives. The project has now gone to the Dept of Energy for their review. The piloting agreement would follow afterward.
<b>Stuart Street Tank Project</b>	Critical water infrastructure project to rebuild the Stuart Street tanks, which have reached their useful operational life	Our EPA representative acknowledged receipt of our submitted NEPA CATEX form (the Federal version of a categorical exemption), which is under review.  <b>Staff have engaged geotechnical and design consultants to prepare plans and specifications to construct tanks to meet the current building codes.</b>

<b>Coastal Commission Notice of Violation</b>	Coastal Commission issued a Notice of Violation on 4/19/22 regarding CCSD's intent to serve letters, water service to Tract 1804, and alleged violations of existing water extractions.	<i>No change from last month.</i> Staff submitted a formal response to the Commission and is awaiting the next steps. A follow-up communication was sent to Commission staff on June 20, 2022. The General manager met with the Coastal Commission informally to discuss the CCSD's response; no formal response from the Coastal Commission has been received.
<b>COVID-19 Wastewater Surveillance</b>	The District introduced COVID-19 wastewater surveillance to the County in March 2020. Participating in the Centers for Disease Control (CDC) National Wastewater Surveillance System (NWSS) sponsored program till summer 2023. No cost to the District.	Monitoring ongoing.

## Conservation & Permits

### Water Supply & Demand

Net diversion in August 2023 was 1.07 acre-feet higher than last year. The demand reduction goal was 4.9 acre-feet (compared to anticipated unconstrained demand); however, the actual demand reduction achieved was 0.8 acre-feet. The cumulative supply shortage for the reporting period of July 1, 2023, through June 30, 2024, is estimated to be 1.4 acre-feet or 0.26%. Supplies have been augmented by above-average precipitation this past Spring, and we will remain in a Stage 1 Baseline Condition.

### Permit Counter Monthly Summary

#### ASSIGNMENT OF POSITION APPLICATIONS – 14YTD

<u>024.331.011</u>	<u>Bradford St</u>
<u>023.361.052</u>	<u>Pineridge Dr</u>

#### RETROFIT APPLICATIONS -23 YTD

<u>022.212.020</u>	1050 Suffolk St
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#### TRANSFER OF POSITION APPLICATIONS – 2 YTD

VOLUNTARY LOT MERGER APPLICATIONS - 5 YTD

023.425.020	023.425.002; 023.425.061; 023.425.060
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VACATION RENTAL REGISTRATIONS (WILL SERVES) - 11 YTDWATER LINE INSTALLATION OR UPGRADE APPLICATIONS - 0 YTDINTENT-TO-SERVES ISSUED - 1 YTDWILL SERVES ISSUED - 27 YTDWATER USE EFFICIENCY WALK-THROUGHS COMPLETED - 2 YTD

## CAMBRIA COMMUNITY SERVICES WELL LEVELS

9/1/2023

Well Read Date

### SANTA ROSA CREEK WELLS

Well Name	Well Description/Location	Distance to Water Level (ft)	Reference Point Elevation AMSL (ft)	Depth AMSL (ft)	Comments
23R	High School	35.54	83.42	47.88	
<b>SR4*</b>	<b>CCCD Production</b>	<b>31.70</b>	82.00	<b>50.30</b>	
<b>SR3</b>	<b>CCSD Production</b>	<b>19.09</b>	54.30	<b>35.21</b>	
<b>SR1</b>	<b>CCSD</b>	17.66	46.40	28.74	
21R3	County Parks	7.46	12.88	5.42	Meter Read (CF): 47486
WBE	Windsor Bridge East	11.28	16.87	5.59	
WBW	Windsor Bridge West	11.59	17.02	5.43	

**SR4**                      **50.30**  
AVG SR1 & SR3                      31.98

### SAN SIMEON CREEK WELLS

Well Name	Well Description/Location	Distance to Water Level (ft)	Reference Point Elevation AMSL (ft)	Depth AMSL (ft)	Comments
16D1	Van Gorden Creek Bridge	7.93	11.36	3.43	
MW4	Monitoring at Lagoon Entrance	12.25	15.95	3.70	
MW1	Monitoring at Blowers	14.04	42.11	28.07	
MW2	Monitoring at Influent	13.93	38.10	24.17	
MW3	Monitoring at Pond Gate	18.26	49.56	31.30	
9M1	Warren's Van Gorden Creek	37.50	65.63	28.13	
9P2	Gradient Monitoring	11.08	19.11	8.03	
9P7	WRF Intake	11.17	20.69	9.52	
9L1	Abandoned Irrigation	17.33	27.33	10.00	
RIW	WRF Injection Well	13.34	25.41	12.07	
<b>SS4</b>	<b>CCCD</b>	15.32	25.92	10.60	
MIW	WRF Injection Monitoring	14.05	29.89	15.84	
<b>SS3*</b>	<b>CCSD Production</b>	<b>16.87</b>	33.73	<b>16.86</b>	
<b>SS2*</b>	<b>CCSD Production</b>	<b>15.57</b>	33.16	<b>17.59</b>	
<b>SS1*</b>	<b>CCSD Production</b>	<b>15.16</b>	32.37	<b>17.21</b>	
11B1	Pedotti	23.26	105.43	82.17	
11C1	Pedotti	17.55	98.20	80.65	
PFNW	Palmer Flats	15.33	93.22	77.89	
10A1	Pedotti's Recorder	26.14	78.18	52.04	
10G2	New Rock Plant	19.62	62.95	43.33	
10G1	Old Rock Plant	18.09	59.55	41.46	
10F2	Warren	26.19	66.92	40.73	
10M2	Pedotti	24.06	55.21	31.15	
9J3	Pedotti	17.68	43.45	25.77	
Lagoon	Creek Pedestrian Bridge	20.17			Mitigation Erosion: None

**AVG S1, SS2 & SS3**                      **17.22**  
**SS4/9P2 Gradient**                      **2.57**

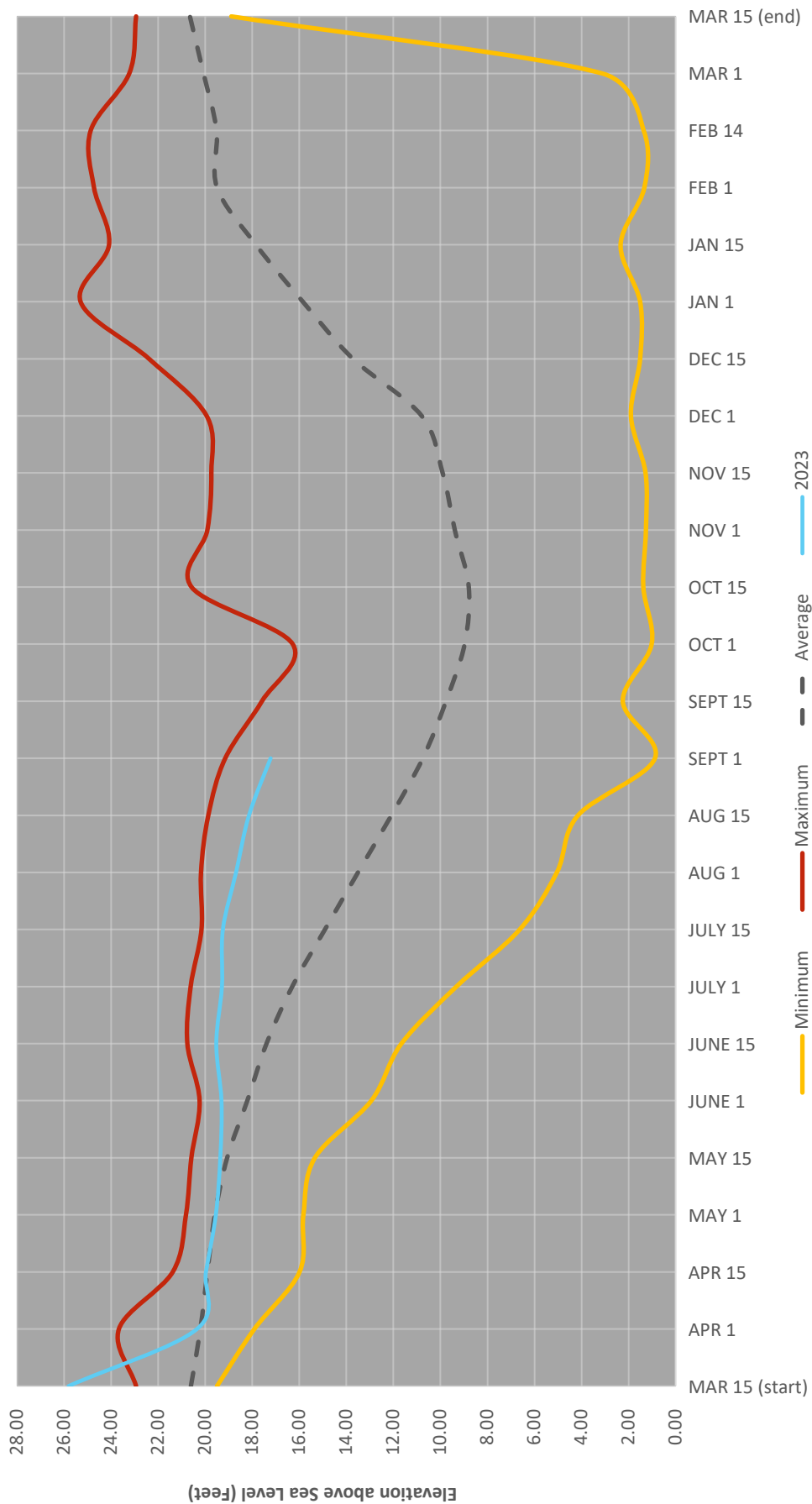
\*Above Mean Sea Level (AMSL)

\*CCSD's Production Wells

Reference point on 16D1, MIW1, MIW2, MIW3, 9P7, RIW, MIW1, SS1, SS2 and SS3 updated on 2/17/2015



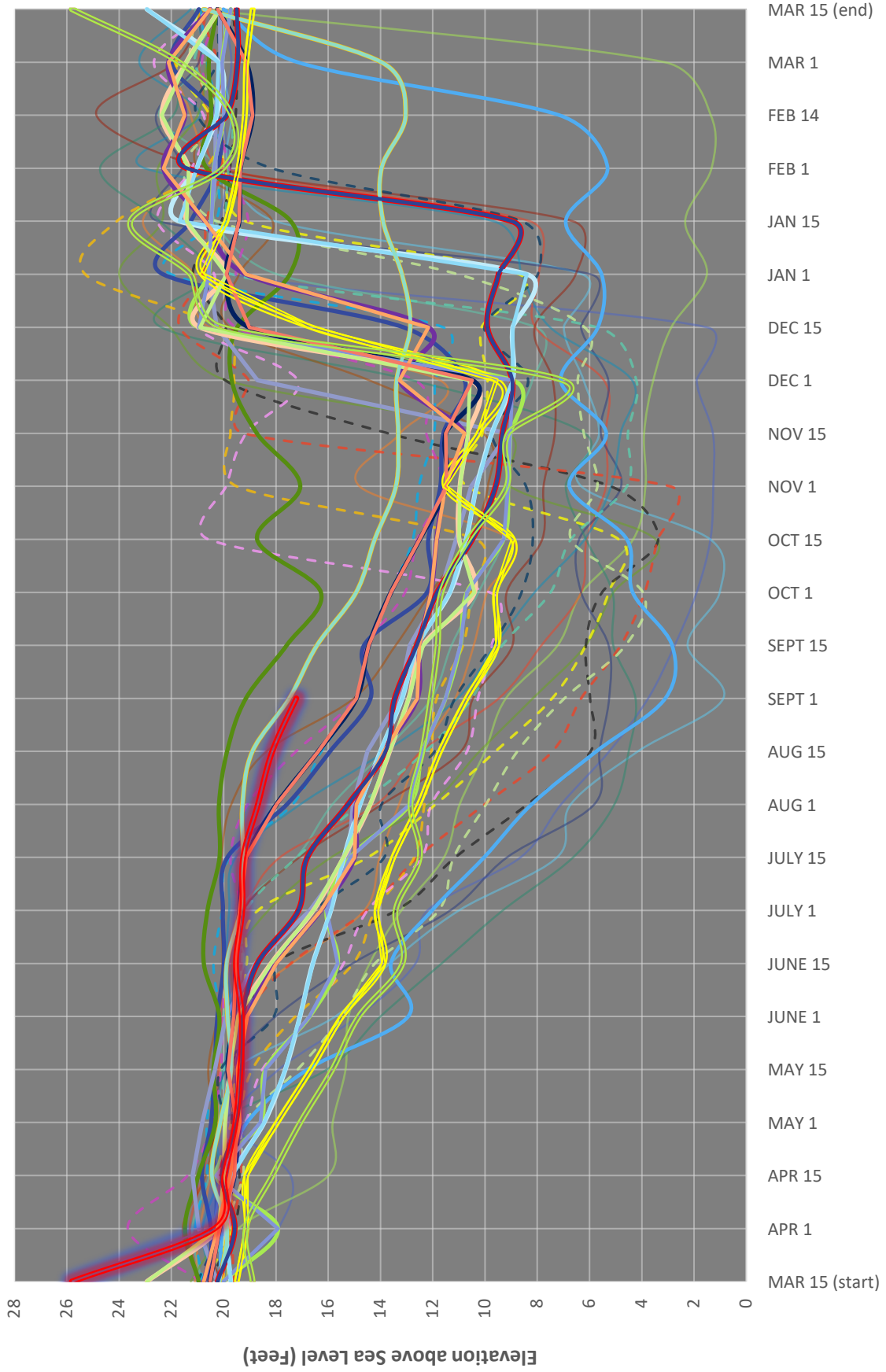
### San Simeon Creek Well Levels Mid-March 2023 Levels to Date and 1988 to Current, Min, Max, & Average



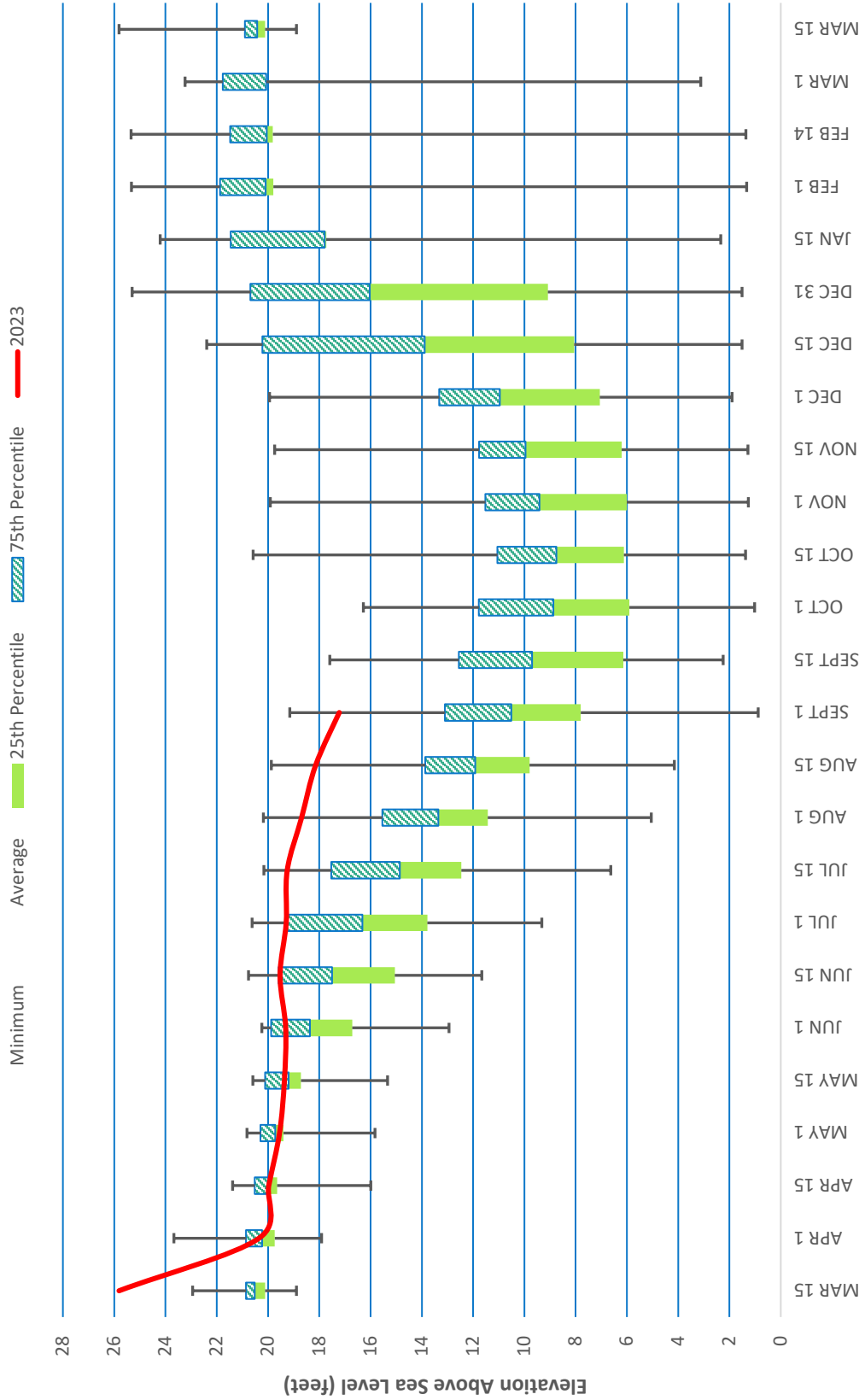




# San Simeon Creek Well Levels 1988 - Current

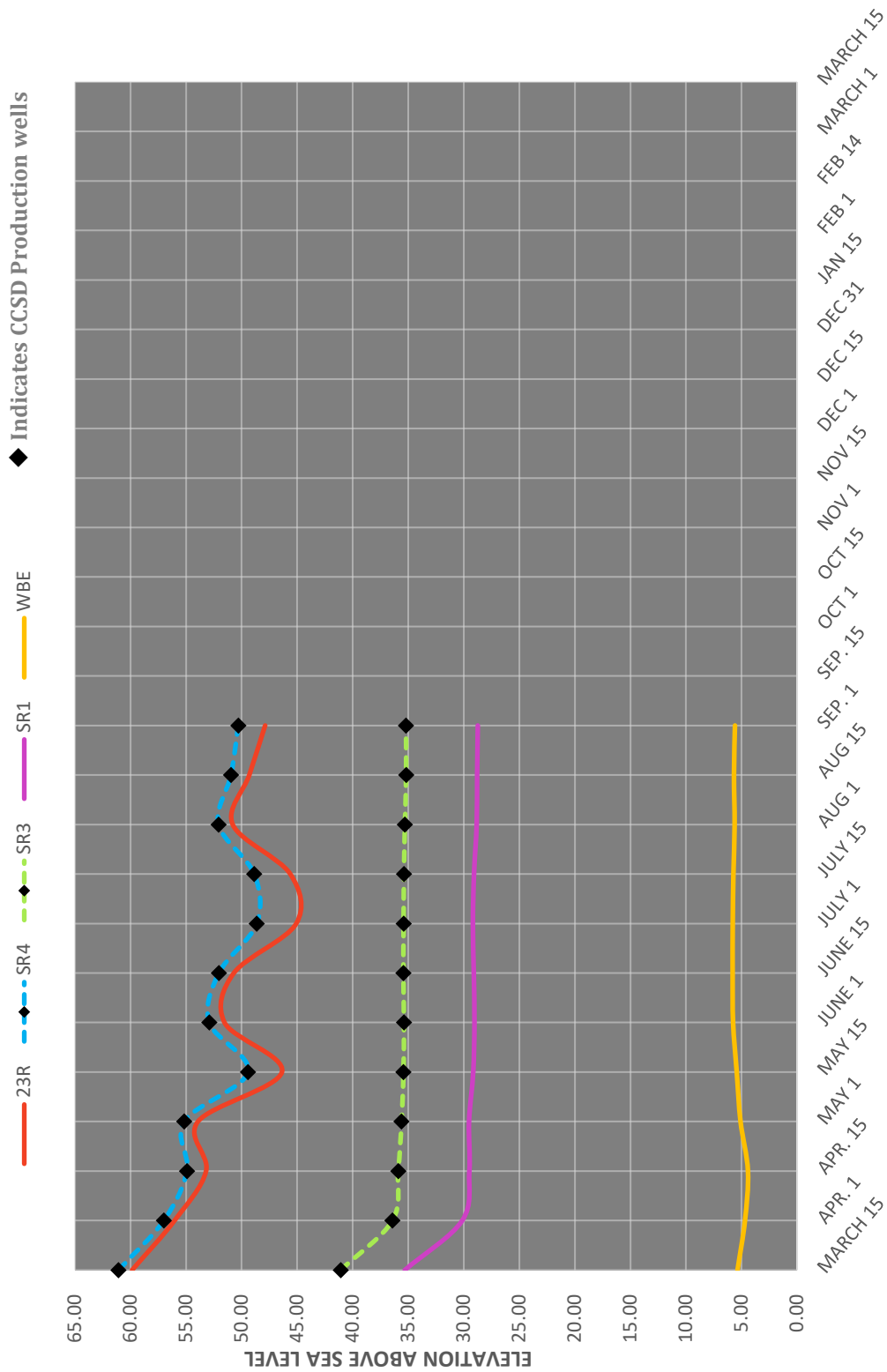


**1988 to Current Statistical San Simeon Well Level Summary by Month**  
showing Minimums, Maximums, 25 % Percentile, 75% Percentile  
Average Level is the line between the Blue (hatched) and Green (solid) bars



# SANTA ROSA CREEK WELL LEVELS

## March 2023 - Current



Potable Water Shortage Assessment <sup>1</sup>	Start Year: 2023												AF
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Anticipated Unconstrained Demand	51.85	48.85	45.39	45.33	41.42	38.41	38.95	35.72	41.11	43.04	45.33	46.95	522.35
Actual Demand	51.57	48.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99.62
Supply Adjustment													0.0
Anticipated Total Water Supply	55.49	49.20	40.74	38.43	41.19	43.81	44.74	39.34	38.20	39.05	43.52	46.19	519.90
Accrued Surplus/Shortage from Previous Month		3.9	1.2										
Anticipated Surplus/Shortage w/o WSCP Action	3.6	4.3	-3.5	-6.9	-0.2	5.4	5.8	3.6	-2.9	-4.0	-1.8	-0.8	2.6
Anticipated % Surplus/Shortage w/o WSCP Action	7%	9%	-8%	-15%	-1%	14%	15%	10%	-7%	-9%	-4%	-2%	1%
State Standard Shortage Level	1	1	1	2	1	1	1	1	1	1	1	1	1
Planned WSCP Actions													
Anticipated Benefit from WSCP: Supply Augmentation	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Anticipated Benefit from WSCP: Demand Reduction	5.2	4.9	4.5	9.1	4.1	3.8	3.9	3.6	4.1	4.3	9.8	7.7	65.0
Actual Benefit from WSCP Action	0.3	0.8											
Anticipated Surplus/Shortage w/WSCP Action	8.8	9.2	1.0	2.2	3.9	9.2	9.7	7.2	1.2	0.3	8.0	6.9	67.7
Anticipated % Surplus/Shortage w/WSCP Action	17%	19%	2%	5%	9%	24%	25%	20%	3%	1%	18%	15%	13%
Actual Surplus/Shortage	3.9	1.2											5.1
Actual % Surplus/Shortage	8%	2%											5%
State Standard Shortage Level Achieved	1	1	1	1	1	1	1	1	1	1	1	1	1

<sup>1</sup>Assessments are based on best available data at time of submitting the report and actual volumes could be different due to many factors.

### Definitions for Terms Used in This Table

**Anticipated Unconstrained Demand:** Projection based on the average water production over the last 3 reporting years (July 2018 -June 2021).

**Actual Demand:** The total amount of potable water produced for the month.

**Supply Adjustment:** Observed aquifer recharge/depletion from seasonal precipitation/lack thereof.

**Anticipated Total Water Supply:** The target amount to be produced assuming dry years conditions.

**Anticipated Surplus/Shortage w/o WSCP:** The volumetric difference in the anticipated unconstrained demand and anticipated total water supply without any shortage response actions.

**Anticipated % Surplus/Shortage w/o WSCP Action:** The difference in the anticipated unconstrained demand and anticipated total water supply without any shortage response actions expressed as a percentage.

**State Standard Shortage Level:** The corresponding shortage level per California Water Code Section 10632(a)(3)(A).

**Anticipated Benefit from WSCP - Supply Augmentation:** Projected volume of water added to the supply, such as from the operation of the Water Reclamation Facility.

**Anticipated Benefit from WSCP - Demand Reduction:** Projected volume of water conserved through shortage response actions.

**Actual Benefit from WSCP Action:** Actual supply augmentation or demand reduction achieved.

**Revised Anticipated Surplus/Shortage w/WSCP Action:** Volumetric difference between the anticipated surplus/shortage w/o WSCP action and the actual benefits obtained.

**Revised Anticipated % Surplus/Shortage w/WSCP Action:** Difference between the anticipated surplus/shortage w/o WSCP action and the actual benefits obtained expressed as a percentage.

**Actual Surplus/Shortage:** Volumetric difference between the anticipated total water supply (including any adjustments) and the actual total demand.

**Actual % Surplus/Shortage:** Difference between the anticipated total water supply (including any adjustments) and the actual total demand expressed as a percentage.

**WSCP:** Water Shortage Contingency Plan







**2023**  
**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NET WATER DIVERSION, BY SOURCE**  
**REPORTED IN ACRE-FEET**

YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR
<b>2020</b>	<b>SS &amp; SR TOTAL</b>	<b>48.05</b>	<b>44.06</b>	<b>45.17</b>	<b>52.87</b>	<b>60.59</b>	<b>60.30</b>	<b>73.49</b>	<b>70.34</b>	<b>64.85</b>	<b>59.82</b>	<b>51.47</b>	<b>51.87</b>	<b>682.88</b>	<b>2020</b>
	S.S.	45.44	40.48	47.48	48.39	56.26	55.29	50.73	44.58	35.05	37.61	36.14	36.45	533.90	<b>2010</b>
	S.R.	0.00	0.00	0.77	0.62	0.68	8.74	21.96	27.30	32.52	21.71	14.48	9.73	138.51	
<b>SS &amp; SR TOTAL</b>	<b>45.44</b>	<b>40.48</b>	<b>48.25</b>	<b>49.01</b>	<b>56.94</b>	<b>64.03</b>	<b>72.69</b>	<b>71.88</b>	<b>67.57</b>	<b>59.32</b>	<b>50.62</b>	<b>46.18</b>	<b>672.41</b>		
<b>2009</b>	S.S.	28.17	37.57	50.95	58.52	48.56	37.47	48.80	40.69	31.99	44.62	53.05	46.55	526.94	<b>2009</b>
	S.R.	24.83	3.81	0.00	0.00	13.53	26.06	25.21	34.10	32.64	11.02	0.00	1.34	172.54	
	<b>SS &amp; SR TOTAL</b>	<b>53.00</b>	<b>41.38</b>	<b>50.95</b>	<b>58.52</b>	<b>62.09</b>	<b>63.53</b>	<b>74.01</b>	<b>74.79</b>	<b>64.63</b>	<b>55.64</b>	<b>53.05</b>	<b>47.89</b>	<b>699.48</b>	
<b>2008</b>	S.S.	43.35	45.35	51.55	52.59	40.45	33.03	40.15	47.57	47.24	41.53	21.47	25.41	489.69	<b>2008</b>
	S.R.	2.33	0.67	0.71	2.20	24.69	33.55	32.94	24.87	18.26	21.03	32.21	24.46	217.92	
	<b>SS &amp; SR TOTAL</b>	<b>45.68</b>	<b>46.02</b>	<b>52.26</b>	<b>54.79</b>	<b>65.14</b>	<b>66.58</b>	<b>73.09</b>	<b>72.44</b>	<b>65.50</b>	<b>62.56</b>	<b>53.68</b>	<b>49.87</b>	<b>707.61</b>	
<b>2007</b>	S.S.	57.70	47.45	56.47	60.50	56.11	51.21	55.95	63.48	58.72	37.58	34.83	38.61	618.61	<b>2007</b>
	S.R.	0.00	0.00	0.60	1.81	14.47	22.24	23.47	12.37	5.29	18.70	21.20	9.42	129.57	
	<b>SS &amp; SR TOTAL</b>	<b>57.70</b>	<b>47.45</b>	<b>57.07</b>	<b>62.31</b>	<b>70.58</b>	<b>73.45</b>	<b>79.42</b>	<b>75.85</b>	<b>64.01</b>	<b>56.28</b>	<b>56.03</b>	<b>48.03</b>	<b>748.18</b>	
<b>2006</b>	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	<b>2006</b>
	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	
	<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>	
<b>2005</b>	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	<b>2005</b>
	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	
	<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>	
<b>2004</b>	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	<b>2004</b>
	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	
	<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>	
<b>2003</b>	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	<b>2003</b>
	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	
	<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>	
<b>2002</b>	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	<b>2002</b>
	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	
	<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>	
<b>2001</b>	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	<b>2001</b>
	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	
	<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>	
<b>2000</b>	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	<b>2000</b>
	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	
	<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>	
<b>1999</b>	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	<b>1999</b>
	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	
	<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>	
<b>1998</b>	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	<b>1998</b>
	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	
	<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>	
<b>1997</b>	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	<b>1997</b>
	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	
	<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>	
<b>1996</b>	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	<b>1996</b>
	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	
	<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>	

**2023**  
**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NET WATER DIVERSION, BY SOURCE**  
**REPORTED IN ACRE-FEET**

YEAR	SOURCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ANNUAL TOTAL	YEAR
<b>1995</b>	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	<b>1995</b>
	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	
	<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>	
<b>1994</b>	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	<b>1994</b>
	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	
	<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>	
<b>1993</b>	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	<b>1993</b>
	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	
	<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>	
<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>	
<b>1987</b>	S.S.	41.51	41.30	48.40	63.00	68.80	63.80	66.10	62.90	49.90	36.40	32.90	42.30	617.31	<b>1987</b>
	S.R.	10.20	3.80	0.00	0.00	2.00	13.80	22.40	26.00	28.80	35.60	19.30	6.59	168.49	
	<b>SS &amp; SR TOTAL</b>	<b>51.71</b>	<b>45.10</b>	<b>48.40</b>	<b>63.00</b>	<b>70.80</b>	<b>77.60</b>	<b>88.50</b>	<b>88.90</b>	<b>78.70</b>	<b>72.00</b>	<b>52.20</b>	<b>48.89</b>	<b>785.80</b>	

*Net diversion totals reported 2016 to current. Previous years are gross totals and may include water volumes also reported under riparian statements.*



Cambria Community Services D

# Expense Approval Report

By Vendor Name

Payment Dates 8/1/2023 - 8/31/2023

Vendor Name	Payment Nun	Payment Date	Description (Item)	Account Number	Amount
<b>Vendor: 12644 - A-1 GLASS</b>					
A-1 GLASS	78096	08/07/2023	WD/ FORD F-350 WATER TRUCK WINDOW TINT	11-6041L-11	510.94
<b>Vendor 12644 - A-1 GLASS Total:</b>					<b>510.94</b>
<b>Vendor: 10059 - ADVANTAGE LASER PRODUCTS</b>					
ADVANTAGE LASER PRODUCTS	78107	08/10/2023	ADM/CHECK STOCK FOR A/P	01-60500-09	326.00
<b>Vendor 10059 - ADVANTAGE LASER PRODUCTS Total:</b>					<b>326.00</b>
<b>Vendor: 10064 - AGP VIDEO</b>					
AGP VIDEO	78127	08/14/2023	ADM/VIDEO PRODUCTION & DISTRIBUTION SERVICES	01-61150-09	3,760.00
<b>Vendor 10064 - AGP VIDEO Total:</b>					<b>3,760.00</b>
<b>Vendor: 12771 - AGUIRRE, DAVID</b>					
AGUIRRE, DAVID	78181	08/17/2023	F&R/MONTHLY CELL PHONE & INTERNET REIMB	01-6060C-01	55.00
<b>Vendor 12771 - AGUIRRE, DAVID Total:</b>					<b>55.00</b>
<b>Vendor: 10080 - ALL WAYS CLEAN</b>					
ALL WAYS CLEAN	78108	08/10/2023	F&R/MONTHLY CLEANING OF VET'S HALL - AUG 2023	01-6033V-02	755.00
ALL WAYS CLEAN	78108	08/10/2023	F&R/MONTHLY CLEANING OF PUBLIC BATHROOMS- AUG	01-6080M-02	2,550.00
ALL WAYS CLEAN	78182	08/17/2023	F&R/MONTHLY CLEANING OF VET'S HALL - JULY 2023	01-6033V-02	755.00
<b>Vendor 10080 - ALL WAYS CLEAN Total:</b>					<b>4,060.00</b>
<b>Vendor: 11108 - ALLCHIN, JOHN</b>					
ALLCHIN, JOHN	78076	08/02/2023	WW/MONTHLY CELL PHONE & INTERNET REIMBURSEMENT	12-6060C-12	100.00
<b>Vendor 11108 - ALLCHIN, JOHN Total:</b>					<b>100.00</b>
<b>Vendor: 12703 - ALLSTAR INDUSTRIAL SUPPLY</b>					
ALLSTAR INDUSTRIAL SUPPLY	78201	08/22/2023	WD/ROAD WRK AHEAD SIGNS & PUMP REBUILD KIT	11-6031R-11	1,727.80
ALLSTAR INDUSTRIAL SUPPLY	78201	08/22/2023	WD/ROAD WRK AHEAD SIGNS & PUMP REBUILD KIT	11-60480-11	798.16
ALLSTAR INDUSTRIAL SUPPLY	78215	08/30/2023	WW/HEAVY DUTY GLOVES, TOILET PAPER & PAPER TOWELS	12-60500-12	1,049.44
<b>Vendor 12703 - ALLSTAR INDUSTRIAL SUPPLY Total:</b>					<b>3,575.40</b>
<b>Vendor: 10091 - ALPHA ELECTRICAL SERVICE</b>					
ALPHA ELECTRICAL SERVICE	78202	08/22/2023	WW/SERVICE & REPAIR TO LIFT STATION B4	12-6032L-12	1,336.34
<b>Vendor 10091 - ALPHA ELECTRICAL SERVICE Total:</b>					<b>1,336.34</b>
<b>Vendor: 12671 - AMAZON CAPITAL SERVICES, INC.</b>					
AMAZON CAPITAL SERVICES, INC.	DFT0002442	08/11/2023	ADM/PERSONALIZED YEARS OF RECOGNITION AWARD	01-61240-09	35.38
AMAZON CAPITAL SERVICES, INC.	DFT0002443	08/11/2023	WD/HP TONER & INK CARTRIDGES	11-60950-11	722.13
AMAZON CAPITAL SERVICES, INC.	DFT0002444	08/11/2023	WD/WW/MUTLIPURPOSE COPY & PRINTER PAPER	11-60500-11	125.79
AMAZON CAPITAL SERVICES, INC.	DFT0002444	08/11/2023	WD/WW/MUTLIPURPOSE COPY & PRINTER PAPER	12-60500-12	125.79
AMAZON CAPITAL SERVICES, INC.	DFT0002445	08/11/2023	ADM/VET'S HALL COFFEE MAKER FOR BOARD MEETINGS	01-61150-09	60.53
AMAZON CAPITAL SERVICES, INC.	DFT0002446	08/11/2023	WD/6 PACK TOWELS	11-60500-11	49.32
AMAZON CAPITAL SERVICES, INC.	DFT0002447	08/11/2023	FD/TOILET SEAT & SPRING DRIVEN 45 FT CORD REEL	01-6033B-01	633.81
AMAZON CAPITAL SERVICES, INC.	DFT0002448	08/11/2023	FD/CLEANER, DETERGANT & MISC SUPPLIES	01-6033B-01	343.04
AMAZON CAPITAL SERVICES, INC.	DFT0002449	08/11/2023	FD/CORDLESS & BRUSHLESS CIRCULAR SAW	01-60930-01	104.03
AMAZON CAPITAL SERVICES, INC.	DFT0002451	08/11/2023	WW/GUARDIAN HEAVY DUTY WHEEL CHOCK FOR FIRE	12-6041V-12	132.44
AMAZON CAPITAL SERVICES, INC.	DFT0002452	08/11/2023	WD/RELFFECTIVE SAFETY TAPE - YELLOW	11-60900-11	30.59
AMAZON CAPITAL SERVICES, INC.	DFT0002453	08/11/2023	ADM/OFFICE SUPPLIES	01-60500-09	63.98
AMAZON CAPITAL SERVICES, INC.	DFT0002455	08/11/2023	ADM/HP 62 INK CARTRIDGES FOR A/P & A/R	01-60500-09	34.20
AMAZON CAPITAL SERVICES, INC.	DFT0002456	08/11/2023	ADM/OFFICE PENS	01-60500-09	86.76
AMAZON CAPITAL SERVICES, INC.	DFT0002458	08/11/2023	WW/HP 952 XL PRINTER INK	12-60500-12	102.94
AMAZON CAPITAL SERVICES, INC.	DFT0002460	08/11/2023	WD/RED KAP COVERALLS	11-60940-11	117.42
AMAZON CAPITAL SERVICES, INC.	DFT0002494	08/21/2023	FD/COFFEE FOR FIRE HOUSE	01-60500-01	134.60
AMAZON CAPITAL SERVICES, INC.	DFT0002495	08/21/2023	F&R/ADM/ETHERNET HD RING SECURITY CAMERAS	01-6033B-02	2,241.36
AMAZON CAPITAL SERVICES, INC.	DFT0002495	08/21/2023	F&R/ADM/ETHERNET HD RING SECURITY CAMERAS	01-6033B-09	407.52
AMAZON CAPITAL SERVICES, INC.	DFT0002496	08/21/2023	WD/WW/COFFEE FOR OFFICE	11-60500-11	36.78
AMAZON CAPITAL SERVICES, INC.	DFT0002496	08/21/2023	WD/WW/COFFEE FOR OFFICE	12-60500-12	36.78
AMAZON CAPITAL SERVICES, INC.	DFT0002497	08/21/2023	ADM/MEET THE GM SIGNS FOR VET'S HALL	01-61150-09	169.44
AMAZON CAPITAL SERVICES, INC.	DFT0002498	08/21/2023	ADM/BOARD MEETING COFFEE SUPPLIES	01-61150-09	250.88
AMAZON CAPITAL SERVICES, INC.	DFT0002499	08/21/2023	ADM/POST IT NOTES, SORTKWIK, PERM MARKERS & BATT	01-60500-09	55.79
<b>Vendor 12671 - AMAZON CAPITAL SERVICES, INC. Total:</b>					<b>6,101.30</b>

**Vendor: 10102 - AMERICAN WATER WORKS ASSOC**

AMERICAN WATER WORKS ASSOC	78203	08/22/2023	WD/AWWA MEMBERSHIP DUES 10/01/2023 - 9/30/2024	11-60540-11	487.00
<b>Vendor 10102 - AMERICAN WATER WORKS ASSOC Total:</b>					<b>487.00</b>

**Vendor: 12765 - ANAHI CORONA**

ANAHI CORONA	1190	08/07/2023	F&R/REFUND OF VET'S HALL SEC DEP FOR 07.29.23	01-24200-02	1,000.00
<b>Vendor 12765 - ANAHI CORONA Total:</b>					<b>1,000.00</b>

**Vendor: 10114 - ANDREW THOMSON**

ANDREW THOMSON	78183	08/17/2023	WD/INSTALL & INTEGRATE LOGIC CONT AT BOOSTER & WS	11-60370-11	2,716.88
ANDREW THOMSON	78183	08/17/2023	WD/DIAGNOSE & REPAIR OF CONTROL VALVE FAILURE	11-6031R-11	2,200.00
<b>Vendor 10114 - ANDREW THOMSON Total:</b>					<b>4,916.88</b>

**Vendor: 10139 - ASSOCIATED TRAFFIC SAFETY**

ASSOCIATED TRAFFIC SAFETY	78128	08/14/2023	F&R/BARRICADE - 1 TYPE I WOOD EG, 24X8 TOP, 24X6	01-6033R-02	56.91
<b>Vendor 10139 - ASSOCIATED TRAFFIC SAFETY Total:</b>					<b>56.91</b>

**Vendor: 10140 - AT&T**

AT&T	DFT0002500	08/23/2023	WD/WELL HEAD ZONE TO ZONE TRASMISSION	11-6060P-11	579.15
<b>Vendor 10140 - AT&amp;T Total:</b>					<b>579.15</b>

**Vendor: 12713 - BANK OF NEW YORK MELLON TRUST COMPANY N.A.**

BANK OF NEW YORK MELLON	DFT0002416	08/07/2023	WW/COP SERIES 2022A BOND INTEREST	12-61801-12	284,241.94
<b>Vendor 12713 - BANK OF NEW YORK MELLON TRUST COMPANY N.A. Total:</b>					<b>284,241.94</b>

**Vendor: 10222 - BIVENS, BENJAMIN**

BIVENS, BENJAMIN	78184	08/17/2023	WW/REIMB FOR CWEA COLLECTIONS CLASS	12-6120E-12	103.00
BIVENS, BENJAMIN	78216	08/30/2023	WW/REIMB FOR OWP WATER TREATMENT CLASS	12-6120E-12	228.25
<b>Vendor 10222 - BIVENS, BENJAMIN Total:</b>					<b>331.25</b>

**Vendor: 10249 - BOUND TREE MEDICAL, LLC**

BOUND TREE MEDICAL, LLC	78129	08/14/2023	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	266.90
BOUND TREE MEDICAL, LLC	78185	08/17/2023	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	39.14
BOUND TREE MEDICAL, LLC	78224	08/30/2023	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	2.32
BOUND TREE MEDICAL, LLC	78224	08/30/2023	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	361.47
BOUND TREE MEDICAL, LLC	78224	08/30/2023	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	3,778.93
<b>Vendor 10249 - BOUND TREE MEDICAL, LLC Total:</b>					<b>4,448.76</b>

**Vendor: 10260 - BRENNTAG PACIFIC, INC.**

BRENNTAG PACIFIC, INC.	78130	08/14/2023	WD/CHEMICALS	11-6091C-11	1,012.71
BRENNTAG PACIFIC, INC.	78130	08/14/2023	WD/CHEMICALS	11-6091C-11	165.66
<b>Vendor 10260 - BRENNTAG PACIFIC, INC. Total:</b>					<b>1,178.37</b>

**Vendor: 10263 - BREZDEN PEST CONTROL, INC**

BREZDEN PEST CONTROL, INC	78131	08/14/2023	ADM/COMMON PEST CONTROL, SPRAY & DEWEB	01-6033B-09	106.00
<b>Vendor 10263 - BREZDEN PEST CONTROL, INC Total:</b>					<b>106.00</b>

**Vendor: 10288 - BURKEY, MICHAEL A**

BURKEY, MICHAEL A	78077	08/02/2023	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
BURKEY, MICHAEL A	78093	08/03/2023	FD/TRAVEL ADVANCE FOR BURKEY - CHIEF OFFICER 3B	01-6120E-01	254.80
BURKEY, MICHAEL A	78186	08/17/2023	FD/TRAVEL REIMB FOR CHIEF OFFICER 3B TRAINING	01-6120E-01	150.00
<b>Vendor 10288 - BURKEY, MICHAEL A Total:</b>					<b>449.80</b>

**Vendor: 10309 - CALIF PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

CALPERS	DFT0002459	08/11/2023	ADM/GASB 68 ANNUAL REPORTING	01-6080M-09	2,100.00
<b>Vendor 10309 - CALIF PUBLIC EMPLOYEES' RETIREMENT SYSTEM Total:</b>					<b>2,100.00</b>

**Vendor: 10341 - CAMBRIA BUSINESS CENTER**

CAMBRIA BUSINESS CENTER	78217	08/30/2023	WD/SHIPPING PIEZOMETERS FOR REPAIR	11-60510-11	20.85
<b>Vendor 10341 - CAMBRIA BUSINESS CENTER Total:</b>					<b>20.85</b>

**Vendor: 11864 - CAMBRIA ELECTRIC & SECURITY SYSTEMS**

CAMBRIA ELECTRIC & SECURITY	78132	08/14/2023	ADM/QUARTLERY SECURITY MONITORING SEP - NOV 2023	01-6033B-09	126.00
<b>Vendor 11864 - CAMBRIA ELECTRIC &amp; SECURITY SYSTEMS Total:</b>					<b>126.00</b>

**Vendor: 10356 - CAMBRIA HARDWARE CENTER**

CAMBRIA HARDWARE CENTER	78196	08/22/2023	WD/SCREWS TO MOUNT SR4 CHEMICAL PUMP	11-6031R-11	4.67
CAMBRIA HARDWARE CENTER	78196	08/22/2023	WD/PIPE FOR RADIO ANTENNA INSTALL	11-60900-11	138.65
CAMBRIA HARDWARE CENTER	78196	08/22/2023	WD/SCREWS TO MOUNT SR4 CHEMICAL PUMP	11-6031R-11	3.90
CAMBRIA HARDWARE CENTER	78196	08/22/2023	WW/BOLTS FOR CASING FOR LS B4 PUMP #1	12-6032L-12	33.38
CAMBRIA HARDWARE CENTER	78197	08/22/2023	F&R/TOILET AUGER	01-60930-02	12.86
CAMBRIA HARDWARE CENTER	78197	08/22/2023	F&R/FLAT WHITE PAINT SPRAY	01-60450-02	7.50
CAMBRIA HARDWARE CENTER	78197	08/22/2023	F&R/SINGLE SIDED KEY	01-60900-02	12.83
CAMBRIA HARDWARE CENTER	78198	08/22/2023	WW/MAG NUT DRIVER SET & MISC SUPPLIES	12-6032T-12	93.26
CAMBRIA HARDWARE CENTER	78198	08/22/2023	WW/SAW BLADES	12-6032T-12	60.04
CAMBRIA HARDWARE CENTER	78198	08/22/2023	WW/STANDARD SS CLAMP	12-6032G-12	4.79

CAMBRIA HARDWARE CENTER	78198	08/22/2023	WW/SUPLIES TO SEAL WATER PIPE AT LS B4	12-6032L-12	74.36
CAMBRIA HARDWARE CENTER	78198	08/22/2023	WW/INF ARV REPLACEMENT	12-6032T-12	74.36
CAMBRIA HARDWARE CENTER	78198	08/22/2023	WW/RETURN OF SUPPLIES TO FIX WTR PIPE AT LS B4	12-6032L-12	(74.36)
CAMBRIA HARDWARE CENTER	78198	08/22/2023	WW/SUPPLIES FOR DIGESTER DELOGGING	12-6032T-12	55.75
CAMBRIA HARDWARE CENTER	78198	08/22/2023	WW/CANVAS GLOVES & RAFTERS	12-6032L-12	64.32
CAMBRIA HARDWARE CENTER	78198	08/22/2023	WW/SUPPLIES TO REBUILD SEAL FOR WTR PMP AT LS B4	12-6032L-12	22.45
CAMBRIA HARDWARE CENTER	78199	08/22/2023	FD/REPLACEMENT FIRE HOSE & MISC SUPPLIES	01-6033B-01	92.79
CAMBRIA HARDWARE CENTER	78199	08/22/2023	FD/ROUND FORM STAKE, NUTS & BOLTS	01-6033B-01	31.94
CAMBRIA HARDWARE CENTER	78199	08/22/2023	FD/NUTS, BOLTS & SCREWS	01-6033B-01	2.66
CAMBRIA HARDWARE CENTER	78199	08/22/2023	FD/BLACK VELCRO STRIP	01-6033B-01	5.35
CAMBRIA HARDWARE CENTER	78199	08/22/2023	FD/4-WAY KEY & SHORT HEATER KEYS	01-6033B-01	15.95
CAMBRIA HARDWARE CENTER	78199	08/22/2023	FD/MISC SUPPLIES	01-6033B-01	4.50
CAMBRIA HARDWARE CENTER	78199	08/22/2023	FD/MISC SUPPLIES FOR STATION	01-6033B-01	30.83
<b>Vendor 10356 - CAMBRIA HARDWARE CENTER Total:</b>					<b>772.78</b>

**Vendor: 10368 - CAMBRIA VILLAGE SQUARE**

CAMBRIA VILLAGE SQUARE	78097	08/07/2023	ADM/MONTHLY RENT - TAMSON ST AUGUST 2023	01-60750-09	2,680.69
<b>Vendor 10368 - CAMBRIA VILLAGE SQUARE Total:</b>					<b>2,680.69</b>

**Vendor: 10375 - CARMEL & NACCASHA LLP**

CARMEL & NACCASHA LLP	78204	08/22/2023	ADM/LEGAL SERVICES GENERAL	01-6080K-09	2,317.61
<b>Vendor 10375 - CARMEL &amp; NACCASHA LLP Total:</b>					<b>2,317.61</b>

**Vendor: 10384 - CASTELLANOS, MICHAEL**

CASTELLANOS, MICHAEL	78078	08/02/2023	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
<b>Vendor 10384 - CASTELLANOS, MICHAEL Total:</b>					<b>45.00</b>

**Vendor: 12774 - CENTRAL COAST APPLIANCE, INC.**

CENTRAL COAST APPLIANCE, INC.	78225	08/30/2023	FD/INSPECT & REPAIR OF ICE MACHINE- KITCHEN FRIDGE	01-6033B-01	322.28
<b>Vendor 12774 - CENTRAL COAST APPLIANCE, INC. Total:</b>					<b>322.28</b>

**Vendor: 10427 - CHARTER COMMUNICATIONS**

CHARTER COMMUNICATIONS	DFT0002461	08/14/2023	F&R/ADM/WD/WW/ETHERNET SVCS	01-6060I-02	388.54
CHARTER COMMUNICATIONS	DFT0002461	08/14/2023	F&R/ADM/WD/WW/ETHERNET SVCS	01-6060I-09	218.11
CHARTER COMMUNICATIONS	DFT0002461	08/14/2023	F&R/ADM/WD/WW/ETHERNET SVCS	11-6060I-11	268.54
CHARTER COMMUNICATIONS	DFT0002461	08/14/2023	F&R/ADM/WD/WW/ETHERNET SVCS	12-6060I-12	268.53
CHARTER COMMUNICATIONS	DFT0002463	08/14/2023	WD/WW/BUSINESS INTERNET	11-6060I-11	137.88
CHARTER COMMUNICATIONS	DFT0002463	08/14/2023	WD/WW/BUSINESS INTERNET	12-6060I-12	137.88
CHARTER COMMUNICATIONS	DFT0002490	08/16/2023	FD/ADM/WD/WW/BUSINESS INTERNET & VOICE	01-6060I-01	162.50
CHARTER COMMUNICATIONS	DFT0002490	08/16/2023	FD/ADM/WD/WW/BUSINESS INTERNET & VOICE	01-6060I-09	162.50
CHARTER COMMUNICATIONS	DFT0002490	08/16/2023	FD/ADM/WD/WW/BUSINESS INTERNET & VOICE	11-6060I-11	162.50
CHARTER COMMUNICATIONS	DFT0002490	08/16/2023	FD/ADM/WD/WW/BUSINESS INTERNET & VOICE	12-6060I-12	162.50
<b>Vendor 10427 - CHARTER COMMUNICATIONS Total:</b>					<b>2,069.48</b>

**Vendor: 10443 - CIO SOLUTIONS, LP**

CIO SOLUTIONS, LP	78187	08/17/2023	ADM/MONTHLY COMPUTER SUPPORT SEPTEMBER 2023	01-60440-09	3,041.70
<b>Vendor 10443 - CIO SOLUTIONS, LP Total:</b>					<b>3,041.70</b>

**Vendor: 10463 - CIVIL DESIGN STUDIO INC.**

CIVIL DESIGN STUDIO INC.	78218	08/30/2023	PROS/PROJ MNGMT PUBLIC RESTROOMS FISCALLINI RANCH	01-61700-16	680.00
<b>Vendor 10463 - CIVIL DESIGN STUDIO INC. Total:</b>					<b>680.00</b>

**Vendor: 10474 - CLEVELAND BIOLOGICAL, LLC**

CLEVELAND BIOLOGICAL, LLC	78133	08/14/2023	WRF/BIO MONITORING, SURVEY & REPORTING	39-6091E-25	1,930.00
<b>Vendor 10474 - CLEVELAND BIOLOGICAL, LLC Total:</b>					<b>1,930.00</b>

**Vendor: 12777 - COMPLETE PAPERLESS SOLUTIONS, LLC.**

COMPLETE PAPERLESS SOLUTIONS	78226	08/30/2023	ADM/PROF MNGMT SVC FOR LASERFICHE CLOUD SVCS	01-6080M-09	7,990.00
<b>Vendor 12777 - COMPLETE PAPERLESS SOLUTIONS, LLC. Total:</b>					<b>7,990.00</b>

**Vendor: 10512 - CORBIN WILLITS SYSTEMS, INC.**

CORBIN WILLITS SYSTEMS, INC.	78098	08/07/2023	ADM/MONTHLY SUPPORT MOM SOFTWARE JULY 23	01-60440-09	1,299.04
CORBIN WILLITS SYSTEMS, INC.	78098	08/07/2023	ADM/MONTHLY SUPPORT AGMT MOMS SOFTWARE AUG	01-60440-09	1,299.04
CORBIN WILLITS SYSTEMS, INC.	78205	08/22/2023	ADM/MONTHLY HISTORICAL ARCHIEVE ACCESS SEP 23	01-60440-09	400.00
<b>Vendor 10512 - CORBIN WILLITS SYSTEMS, INC. Total:</b>					<b>2,998.08</b>

**Vendor: 12769 - COUNTY OF SAN LUIS OBISPO - EMERGENCY SERVICES**

COUNTY OF SLO - EMERGENCY SVCS	78180	08/17/2023	FD/ANNUAL HAZ MAT DUES 2022/2023	01-60550-01	2,000.00
<b>Vendor 12769 - COUNTY OF SAN LUIS OBISPO - EMERGENCY SERVICES Total:</b>					<b>2,000.00</b>

**Vendor: 12468 - DATAPROSE LLC**

DATAPROSE LLC	78099	08/07/2023	WD/WW/MAILING & POSTAGE OF JULY BILL STATEMENTS	11-60510-11	993.58
DATAPROSE LLC	78099	08/07/2023	WD/WW/MAILING & POSTAGE OF JULY BILL STATEMENTS	11-6080M-11	254.84
DATAPROSE LLC	78099	08/07/2023	WD/WW/MAILING & POSTAGE OF JULY BILL STATEMENTS	12-60510-12	993.59
DATAPROSE LLC	78099	08/07/2023	WD/WW/MAILING & POSTAGE OF JULY BILL STATEMENTS	12-6080M-12	254.85

					<b>Vendor 12468 - DATAPROSE LLC Total:</b>	<b>2,496.86</b>
<b>Vendor: 10568 - DAVID CRYE, INC</b>						
DAVID CRYE, INC	78134	08/14/2023	WD/CRUSHER SAND B	11-6035R-11		138.70
					<b>Vendor 10568 - DAVID CRYE, INC Total:</b>	<b>138.70</b>
<b>Vendor: 10571 - DAVID KEITH TODD CONSULTING</b>						
DAVID KEITH TODD CONSULTING	78135	08/14/2023	WRF/PROFESSIONAL SVCS FOR PERMIT RENEWAL	40-61700-30		94.98
					<b>Vendor 10571 - DAVID KEITH TODD CONSULTING Total:</b>	<b>94.98</b>
<b>Vendor: 11709 - DIENZO, RAY</b>						
DIENZO, RAY	78079	08/02/2023	WD/WW/SWF/MONTHLY CELL PHONE & INTERNET REIMB	11-6060C-11		33.33
DIENZO, RAY	78079	08/02/2023	WD/WW/SWF/MONTHLY CELL PHONE & INTERNET REIMB	12-6060C-12		33.33
DIENZO, RAY	78079	08/02/2023	WD/WW/SWF/MONTHLY CELL PHONE & INTERNET REIMB	39-6060C-25		33.34
					<b>Vendor 11709 - DIENZO, RAY Total:</b>	<b>100.00</b>
<b>Vendor: 12539 - DIGITAL WEST</b>						
DIGITAL WEST	78109	08/10/2023	ALL DEPTS/PHONE SERVICE 8/1-8/31/2023	01-6060P-01		496.00
DIGITAL WEST	78109	08/10/2023	ALL DEPTS/PHONE SERVICE 8/1-8/31/2023	01-6060P-02		74.00
DIGITAL WEST	78109	08/10/2023	ALL DEPTS/PHONE SERVICE 8/1-8/31/2023	01-6060P-09		249.87
DIGITAL WEST	78109	08/10/2023	ALL DEPTS/PHONE SERVICE 8/1-8/31/2023	01-6060P-09		158.83
DIGITAL WEST	78109	08/10/2023	ALL DEPTS/PHONE SERVICE 8/1-8/31/2023	11-6060P-11		132.00
DIGITAL WEST	78109	08/10/2023	ALL DEPTS/PHONE SERVICE 8/1-8/31/2023	11-6060P-11		88.50
DIGITAL WEST	78109	08/10/2023	ALL DEPTS/PHONE SERVICE 8/1-8/31/2023	12-6060P-12		103.00
DIGITAL WEST	78109	08/10/2023	ALL DEPTS/PHONE SERVICE 8/1-8/31/2023	12-6060P-12		88.50
					<b>Vendor 12539 - DIGITAL WEST Total:</b>	<b>1,390.70</b>
<b>Vendor: 10630 - DITCH WITCH WEST</b>						
DITCH WITCH WEST	78188	08/17/2023	WD/PARTS TO REPAIR JAC TRAILER FUEL PICKUP LINE	11-6041N-11		115.36
					<b>Vendor 10630 - DITCH WITCH WEST Total:</b>	<b>115.36</b>
<b>Vendor: 12763 - DOCUSIGN, INC.</b>						
DOCUSIGN, INC.	78100	08/07/2023	ADM/BUSINESS E-SIGNATURE SERVICES & SUPPORT	01-6080M-09		3,260.00
					<b>Vendor 12763 - DOCUSIGN, INC. Total:</b>	<b>3,260.00</b>
<b>Vendor: 10927 - DODSON, HALEY</b>						
DODSON, HALEY	78080	08/02/2023	ADM/MONTHLY CELL PHONE & INTERNET REIMB	01-6060C-09		100.00
DODSON, HALEY	78227	08/30/2023	F&R/REIMB FOR WIFI RANGE EXTENDER FOR F&R BUILDING	01-6033B-02		108.74
					<b>Vendor 10927 - DODSON, HALEY Total:</b>	<b>208.74</b>
<b>Vendor: 12549 - ELGIN, CLIFFORD</b>						
ELGIN, CLIFFORD	78081	08/02/2023	FD/MONTHLY CELL PHONE REIMB	01-6060C-01		45.00
					<b>Vendor 12549 - ELGIN, CLIFFORD Total:</b>	<b>45.00</b>
<b>Vendor: 10694 - ENTENMANN-ROVIN CO.</b>						
ENTENMANN-ROVIN CO.	78110	08/10/2023	FD/MOLDED CAMBRIA FD BELT BUCKLES	01-60940-01		1,998.94
					<b>Vendor 10694 - ENTENMANN-ROVIN CO. Total:</b>	<b>1,998.94</b>
<b>Vendor: 12538 - EVERS, CHRISTIAN</b>						
EVERS, CHRISTIAN	78082	08/02/2023	FD/MONTHLY CELL PHONE REIMB	01-6060C-01		45.00
					<b>Vendor 12538 - EVERS, CHRISTIAN Total:</b>	<b>45.00</b>
<b>Vendor: 10748 - FERGUSON ENTERPRISES LLC</b>						
FERGUSON ENTERPRISES LLC	78228	08/30/2023	FD/FLUSH BUSHING FOR FAUCET	01-6080M-02		2.32
					<b>Vendor 10748 - FERGUSON ENTERPRISES LLC Total:</b>	<b>2.32</b>
<b>Vendor: 10751 - FGL ENVIRONMENTAL INC.</b>						
FGL ENVIRONMENTAL INC.	78111	08/10/2023	WW/BACTI & MISC ANALYSIS	12-60910-12		41.00
FGL ENVIRONMENTAL INC.	78111	08/10/2023	WD/BACTI, MISC & SUPPORT ANALYSIS	11-60910-11		89.00
FGL ENVIRONMENTAL INC.	78111	08/10/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12		35.00
FGL ENVIRONMENTAL INC.	78111	08/10/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12		35.00
FGL ENVIRONMENTAL INC.	78111	08/10/2023	WD/INORGANIC & MISC ANALYSIS	11-60910-11		107.00
FGL ENVIRONMENTAL INC.	78111	08/10/2023	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12		94.00
FGL ENVIRONMENTAL INC.	78111	08/10/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12		35.00
FGL ENVIRONMENTAL INC.	78111	08/10/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12		35.00
FGL ENVIRONMENTAL INC.	78111	08/10/2023	WD/MISC & SUPPORT ANALYSIS	11-60910-11		743.00
FGL ENVIRONMENTAL INC.	78111	08/10/2023	WD/BACTI, MISC & SUPPORT ANALYSIS	11-60910-11		124.00
FGL ENVIRONMENTAL INC.	78136	08/14/2023	WD/INORGANIC, MISC & SUPPORT ANALYSIS	11-60910-11		1,766.00
FGL ENVIRONMENTAL INC.	78136	08/14/2023	WD/INORGANIC & MISC ANALYSIS	11-60910-11		433.00
FGL ENVIRONMENTAL INC.	78136	08/14/2023	WD/BACT, MISC & SUPPORT ANALYSIS	11-60910-11		124.00
FGL ENVIRONMENTAL INC.	78136	08/14/2023	WD/BACTI & MISC ANALYSIS	11-60910-11		41.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12		253.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12		701.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12		35.00

FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12	35.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12	35.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12	35.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12	35.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12	35.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12	35.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12	35.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12	35.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12	35.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12	35.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WD/BACTI & MISC ANALYSIS	11-60910-11	67.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WD/ORGANIC & MISC ANALYSIS	11-60910-11	559.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WD/BACTI, MISC & SUPPORT ANALYSIS	11-60910-11	150.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC, MISC & SUPPORT ANALYSIS	12-60910-12	94.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12	35.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WD/BACTI, MISC & SUPPORT ANALYSIS	11-60910-11	124.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12	35.00
FGL ENVIRONMENTAL INC.	78219	08/30/2023	WW/INORGANIC & MISC ANALYSIS	12-60910-12	41.00

**Vendor 10751 - FGL ENVIRONMENTAL INC. Total: 6,472.00**

**Vendor: 12540 - FNBO**

FNBO	DFT0002489	08/18/2023	FD/JIFFY LUBE OIL CHANGE & INSP OF F250	01-6041L-01	146.44
FNBO	DFT0002489	08/18/2023	FD/BANK CHARGES	01-60520-01	83.94
FNBO	DFT0002489	08/18/2023	FD/FULCRUM MONTHLY SUBSCRIPTION CHARGES	01-60540-01	31.00
FNBO	DFT0002489	08/18/2023	FD/REPLACEMENT COOLER FOR FIRE TRUCK	01-60930-01	214.50
FNBO	DFT0002489	08/18/2023	FD/REPLACEMENT COOLER FOR FIRE TRUCK	01-60930-01	471.90
FNBO	DFT0002489	08/18/2023	FD/RED HELMET COM OFFICER 2D TRAINING	01-6120E-01	400.00
FNBO	DFT0002489	08/18/2023	FD/TROPHY HUNTERS BACKPLATE	01-61240-01	27.19
FNBO	DFT0002489	08/18/2023	FD/TROPHY HUNTER BADGE MOUNT	01-61240-01	92.44
FNBO	DFT0002489	08/18/2023	FD/MICHAEL'S FRAME FOR GIBSON RETIREMENT	01-61240-01	65.24
FNBO	DFT0002489	08/18/2023	FD/FIRELINE SHIELDS HELMET IDENTIFIER	01-6220P-01	95.00
FNBO	DFT0002491	08/18/2023	WD/DIENZO VISA CHARGES	11-60520-11	4.83
FNBO	DFT0002492	08/18/2023	ADM/ZOOM MONTHLY WEBINAR CHARGES	01-61150-09	272.00
FNBO	DFT0002492	08/18/2023	ADM/TIMBER RIDGE GM LDRSHP SUMMIT MEAL	01-6120E-09	19.47
FNBO	DFT0002492	08/18/2023	ADMSANDY'S DELI GM LDRSHP SUMMIT MEAL	01-6120E-09	28.18
FNBO	DFT0002492	08/18/2023	ADM/DOGPATCH GM LDRSHP SUMMIT MEAL	01-6120E-09	23.06

**Vendor 12540 - FNBO Total: 1,975.19**

**Vendor: 12499 - FORD MOTOR CREDIT COMPANY**

FORD MOTOR CREDIT COMPANY	78189	08/17/2023	F&R/LEASE PAYMENT 2021 FORD F-350	01-6180H-02	91.03
FORD MOTOR CREDIT COMPANY	78189	08/17/2023	F&R/LEASE PAYMENT 2021 FORD F-350	01-6180J-02	844.96

**Vendor 12499 - FORD MOTOR CREDIT COMPANY Total: 935.99**

**Vendor: 12602 - FRITZ, DENISE**

FRITZ, DENISE	78083	08/02/2023	ADM/MONTHLY CELL PHONE & INTERNET REIMB	01-6060C-09	100.00
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**Vendor 12602 - FRITZ, DENISE Total: 100.00**

**Vendor: 10845 - GEO SOLUTIONS, INC.**

GEO SOLUTIONS, INC.	78229	08/30/2023	WD/NEW SVC LINE INSPECTION - 957 NORTHHAMPTON ST	11-6035R-11	265.00
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**Vendor 10845 - GEO SOLUTIONS, INC. Total: 265.00**

**Vendor: 10847 - GERBER'S AUTO SERVICES**

GERBER'S AUTO SERVICES	78230	08/30/2023	WD/INSPECT & REPAIR FRONT BRAKE SYSTEM	11-6041L-11	1,448.83
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**Vendor 10847 - GERBER'S AUTO SERVICES Total: 1,448.83**

**Vendor: 10850 - GIBSON, JOHNATHAN**

GIBSON, JOHNATHAN	78221	08/30/2023	FD/ADPP PAYMENT - AUGUST	01-50000-01	3,512.94
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**Vendor 10850 - GIBSON, JOHNATHAN Total: 3,512.94**

**Vendor: 10883 - GRAINGER**

GRAINGER	78206	08/22/2023	WD/SUUPIES FOR REPAIR ON LS B4	12-6032L-12	55.73
GRAINGER	78206	08/22/2023	WW/V-BELTS & COOLANT FILTERS	12-6032L-12	679.59
GRAINGER	78206	08/22/2023	WW/COOLANT FILTERS & MISC SUPPLIES	12-6032L-12	90.68

**Vendor 10883 - GRAINGER Total: 826.00**

**Vendor: 12501 - GRAVES, KAYLA**

GRAVES, KAYLA	78084	08/02/2023	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
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**Vendor 12501 - GRAVES, KAYLA Total: 45.00**

**Vendor: 10896 - GREEN, JAMES R**

GREEN, JAMES R	78085	08/02/2023	WD/SWF/MONTHLY CELL PHONE & INTERNET REIMB	11-6060C-11	80.00
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GREEN, JAMES R	78085	08/02/2023	WD/SWF/MONTHLY CELL PHONE & INTERNET REIMB	39-6060C-25	20.00
<b>Vendor 10896 - GREEN, JAMES R Total:</b>					<b>100.00</b>
<b>Vendor: 10924 - HACH COMPANY</b>					
HACH COMPANY	78112	08/10/2023	WW/EQUITRANSFERRANT PH BUFFER	12-6091C-12	121.19
<b>Vendor 10924 - HACH COMPANY Total:</b>					<b>121.19</b>
<b>Vendor: 10934 - HAMON OVERHEAD DOOR COMPANY</b>					
HAMON OVERHEAD DOOR	78190	08/17/2023	FD/REPLACE COMMERCIAL SPRING FOR LARGE DOOR	01-6033B-01	2,198.71
<b>Vendor 10934 - HAMON OVERHEAD DOOR COMPANY Total:</b>					<b>2,198.71</b>
<b>Vendor: 10962 - HARVEY'S HONEYHUTS</b>					
HARVEY'S HONEYHUTS	78222	08/30/2023	F&R/PORTABLE TOILET RENTAL & HNDWSH STATION	01-6033Z-02	152.21
<b>Vendor 10962 - HARVEY'S HONEYHUTS Total:</b>					<b>152.21</b>
<b>Vendor: 10972 - HD SUPPLY FACILITIES MAINTENANCE</b>					
HD SUPPLY FACILITIES	78113	08/10/2023	WW/CAL KIT FOR TURBIDITY METER	12-60920-12	333.87
HD SUPPLY FACILITIES	78207	08/22/2023	WW/REPLACE O2 SENSOR GAS MONITOR	12-60480-12	282.01
HD SUPPLY FACILITIES	78231	08/30/2023	WW/TELESCOPING POLE AND FLAT SPRAY NOZZLE	12-6032T-12	418.77
HD SUPPLY FACILITIES	78231	08/30/2023	WD/CHLORINATOR FITTING FOR SR 4 WELL	11-6031T-11	98.65
HD SUPPLY FACILITIES	78231	08/30/2023	WW/PH2 TESTER, PH BUFFER & PHD SENSORS	12-60920-12	323.93
<b>Vendor 10972 - HD SUPPLY FACILITIES MAINTENANCE Total:</b>					<b>1,457.23</b>
<b>Vendor: 10984 - HENRY SCHEIN, INC.</b>					
HENRY SCHEIN, INC.	78232	08/30/2023	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	312.26
HENRY SCHEIN, INC.	78232	08/30/2023	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	38.89
HENRY SCHEIN, INC.	78232	08/30/2023	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	95.87
HENRY SCHEIN, INC.	78232	08/30/2023	FD/EMERGENCY MEDICAL SUPPLIES	01-60890-01	146.62
<b>Vendor 10984 - HENRY SCHEIN, INC. Total:</b>					<b>593.64</b>
<b>Vendor: 11005 - HOME DEPOT CREDIT SERVICE</b>					
HOME DEPOT CREDIT SERVICE	DFT0002505	08/25/2023	WD/BIRD NETTING FOR SR4 BUILDING	11-6033G-11	32.60
HOME DEPOT CREDIT SERVICE	DFT0002506	08/25/2023	WW/BATTERY STARTER KIT & ROTARY HAMMER DRILL	12-6032T-12	450.63
HOME DEPOT CREDIT SERVICE	DFT0002507	08/25/2023	F&R/DRYWALL, DRYWALL SCREWS & TAPE MEASURE	01-6033B-02	145.86
HOME DEPOT CREDIT SERVICE	DFT0002508	08/25/2023	WD/SMALL HAND TOOLS FOR EMPLOYEE USE	11-60930-11	60.00
<b>Vendor 11005 - HOME DEPOT CREDIT SERVICE Total:</b>					<b>689.09</b>
<b>Vendor: 11052 - INNOVATIVE CONCEPTS</b>					
INNOVATIVE CONCEPTS	78200	08/22/2023	ADM/FD/BUSINESS WEBSITE HOSTING	01-60440-01	25.00
INNOVATIVE CONCEPTS	78200	08/22/2023	ADM/FD/BUSINESS WEBSITE HOSTING	01-60440-09	25.00
INNOVATIVE CONCEPTS	78208	08/22/2023	ADM/FD/BUSINESS WEBSITE HOSTING	01-60440-01	25.00
INNOVATIVE CONCEPTS	78208	08/22/2023	ADM/FD/BUSINESS WEBSITE HOSTING	01-60440-09	25.00
INNOVATIVE CONCEPTS	78208	08/22/2023	ADM/FD/BUSINESS WEBSITE HOSTING	01-60440-01	25.00
INNOVATIVE CONCEPTS	78208	08/22/2023	ADM/FD/BUSINESS WEBSITE HOSTING	01-60440-09	25.00
<b>Vendor 11052 - INNOVATIVE CONCEPTS Total:</b>					<b>150.00</b>
<b>Vendor: 11067 - IPRINT TECHNOLOGIES</b>					
IPRINT TECHNOLOGIES	78137	08/14/2023	WD/HP TONER CARTRIDGES	11-60500-11	537.33
<b>Vendor 11067 - IPRINT TECHNOLOGIES Total:</b>					<b>537.33</b>
<b>Vendor: 11072 - JB DEWAR INC.</b>					
JB DEWAR INC.	78095	08/07/2023	FD/2 PK 2.5 GALS OF DIESEL FLUID	01-60960-01	308.08
JB DEWAR INC.	78095	08/07/2023	F7R/120.0 GALS OF GASOLINE	01-60960-02	619.51
JB DEWAR INC.	78095	08/07/2023	WD/WINDSHIELD MIX & FOOD GRADE PUMP OIL	11-6031P-11	204.62
JB DEWAR INC.	78095	08/07/2023	WD/WINDSHIELD MIX & FOOD GRADE PUMP OIL	11-60900-11	61.20
JB DEWAR INC.	78126	08/14/2023	F&R/160.00 GALS OF GASOLINE	01-60960-02	868.41
JB DEWAR INC.	78126	08/14/2023	FD/120.00 GALS OF GASOLINE & 290.00 GALS OF DIESEL	01-60960-01	2,307.40
JB DEWAR INC.	78126	08/14/2023	F&R/139.00 GALS OF GASOLINE	01-60960-02	771.83
<b>Vendor 11072 - JB DEWAR INC. Total:</b>					<b>5,141.05</b>
<b>Vendor: 12720 - KANNER, DREW</b>					
KANNER, DREW	78086	08/02/2023	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
<b>Vendor 12720 - KANNER, DREW Total:</b>					<b>45.00</b>
<b>Vendor: 10543 - KITZMAN WATER</b>					
KITZMAN WATER	78138	08/14/2023	FD/RO WATER SOFTNER SERVICE	01-6080M-01	105.00
KITZMAN WATER	78209	08/22/2023	WD/WW/MONTHLY DRINKING WATER	11-6033B-11	66.25
KITZMAN WATER	78209	08/22/2023	WD/WW/MONTHLY DRINKING WATER	12-6033B-12	66.25
<b>Vendor 10543 - KITZMAN WATER Total:</b>					<b>237.50</b>
<b>Vendor: 12545 - KLEMM, MICHAEL/MARY</b>					
KLEMM, MICHAEL/MARY	78233	08/30/2023	WD/DEP REFUND-TRNSFR APNS 024.033.042/024.191.006	11-41240-11	28.23
<b>Vendor 12545 - KLEMM, MICHAEL/MARY Total:</b>					<b>28.23</b>
<b>Vendor: 11199 - L.N. CURTIS &amp; SONS</b>					



L.N. CURTIS & SONS	78114	08/10/2023	FD/RESPONDER HI-VIS PARKAS	01-60930-01	404.62
L.N. CURTIS & SONS	78139	08/14/2023	FD/POLY TUFF COUPLED FIRE HOSES	01-60930-01	26,434.98
L.N. CURTIS & SONS	78234	08/30/2023	FD/STRM GEAR & EQUIPMENT - WTR RESC DRY SUIT	01-60930-01	1,710.64
L.N. CURTIS & SONS	78234	08/30/2023	FD/ROUTINE ANN SVC-BAUER BREATHING AIR COMPRESSOR	01-6220B-01	2,636.21
L.N. CURTIS & SONS	78234	08/30/2023	FD/STRM GEAR & EQUIPMENT - WTR RESC DRY SUITS	01-60930-01	6,842.55
<b>Vendor 11199 - L.N. CURTIS &amp; SONS Total:</b>					<b>38,029.00</b>

**Vendor: 11241 - LIEBERT CASSIDY WHITMORE**

LIEBERT CASSIDY WHITMORE	78191	08/17/2023	ADM/LEGAL FEES CLIENT MATTER	01-6080L-09	1,192.50
LIEBERT CASSIDY WHITMORE	78242	08/31/2023	ADM/LEGAL SERVICES RENDERED THRU 8/31/22	01-6080L-09	256.50
LIEBERT CASSIDY WHITMORE	78242	08/31/2023	ADM/PROFESSIONAL SERVICES RENDERED THRU 9/30/22	01-6080L-09	370.50
LIEBERT CASSIDY WHITMORE	78242	08/31/2023	ADM/PROFESSIONAL SERVICES RENDERED THRU 10/31/22	01-6080L-09	241.50
LIEBERT CASSIDY WHITMORE	78242	08/31/2023	ADM/PROFESSIONAL SERVICES RENDERED THRU 5/31/22	01-6080L-09	2,977.50
LIEBERT CASSIDY WHITMORE	78242	08/31/2023	ADM/PROFESSIONAL SERVICES RENDERED THRU 6/30/23	01-6080L-09	5,586.00
<b>Vendor 11241 - LIEBERT CASSIDY WHITMORE Total:</b>					<b>10,624.50</b>

**Vendor: 12573 - LUTTRELL STAFFING CALIFORNIA, LLC**

LUTTRELL STAFFING	78115	08/10/2023	ADM/TEMP SVC RBENJAMIN & COBERG - WE 7/30/23	01-6080T-09	3,071.25
LUTTRELL STAFFING	78192	08/17/2023	ADM/TEMP SVCS RBENJAMIN & COBERG - WE 8/06/2023	01-6080T-09	2,605.32
LUTTRELL STAFFING	78235	08/30/2023	ADM/TEMP SVCS RBENJAMIN & COBERG - WE 8/13/2023	01-6080T-09	3,106.18
LUTTRELL STAFFING	78235	08/30/2023	ADM/TEMP SVC RBENJAMIN & COBERG - WE 8/20/2023	01-6080T-09	2,579.86
<b>Vendor 12573 - LUTTRELL STAFFING CALIFORNIA, LLC Total:</b>					<b>11,362.61</b>

**Vendor: 11278 - LYMAN, ANDREW C.**

LYMAN, ANDREW C.	78236	08/30/2023	WD/TRAVEL ADVANCE FOR WTR TX EXAM GRADE 3	11-6120E-11	299.99
<b>Vendor 11278 - LYMAN, ANDREW C. Total:</b>					<b>299.99</b>

**Vendor: 11296 - MALONEY, RYAN S**

MALONEY, RYAN S	78087	08/02/2023	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
<b>Vendor 11296 - MALONEY, RYAN S Total:</b>					<b>45.00</b>

**Vendor: 12472 - MCCLATCHY COMPANY LLC**

MCCLATCHY COMPANY LLC	78094	08/07/2023	ADM/F&R/WW/WD/ LEGAL NOTICES	01-60100-01	212.44
MCCLATCHY COMPANY LLC	78094	08/07/2023	ADM/F&R/WW/WD/ LEGAL NOTICES	01-60100-01	208.18
MCCLATCHY COMPANY LLC	78094	08/07/2023	ADM/F&R/WW/WD/ LEGAL NOTICES	01-60100-01	159.19
MCCLATCHY COMPANY LLC	78094	08/07/2023	ADM/F&R/WW/WD/ LEGAL NOTICES	01-60100-01	312.55
MCCLATCHY COMPANY LLC	78094	08/07/2023	ADM/F&R/WW/WD/ LEGAL NOTICES	01-60100-02	233.74
MCCLATCHY COMPANY LLC	78094	08/07/2023	ADM/F&R/WW/WD/ LEGAL NOTICES	01-60100-09	229.48
MCCLATCHY COMPANY LLC	78094	08/07/2023	ADM/F&R/WW/WD/ LEGAL NOTICES	11-60100-11	212.72
MCCLATCHY COMPANY LLC	78094	08/07/2023	ADM/F&R/WW/WD/ LEGAL NOTICES	12-60100-12	212.72
MCCLATCHY COMPANY LLC	78094	08/07/2023	WW/RECRUITMENT AD	12-61250-12	645.00
MCCLATCHY COMPANY LLC	78116	08/10/2023	ADM/LEGAL NOTICE ADS - THE TRIBUNE	01-60100-09	239.62
<b>Vendor 12472 - MCCLATCHY COMPANY LLC Total:</b>					<b>2,665.64</b>

**Vendor: 11326 - MCELHENIE, MATTHEW**

MCELHENIE, MATTHEW	78088	08/02/2023	ADM/MONTHLY CELL PHONE & INTERNET REIMB	01-6060C-09	55.00
<b>Vendor 11326 - MCELHENIE, MATTHEW Total:</b>					<b>55.00</b>

**Vendor: 11345 - MCKARNEY, NANCY**

MCKARNEY, NANCY	78140	08/14/2023	F&R/ADM/FD/BUS CARDS-DAGUIRE, HDODSON & JVINCENT	01-60500-01	59.46
MCKARNEY, NANCY	78140	08/14/2023	F&R/ADM/FD/BUS CARDS-DAGUIRE, HDODSON & JVINCENT	01-60500-02	69.48
MCKARNEY, NANCY	78140	08/14/2023	F&R/ADM/FD/BUS CARDS-DAGUIRE, HDODSON & JVINCENT	01-60500-09	69.48
<b>Vendor 11345 - MCKARNEY, NANCY Total:</b>					<b>198.42</b>

**Vendor: 11357 - MEDSTOP MEDICAL CLINIC, INC**

MEDSTOP MEDICAL CLINIC, INC	78141	08/14/2023	F&R/WD/POST OFFER PHYSICAL	01-61250-02	150.00
MEDSTOP MEDICAL CLINIC, INC	78141	08/14/2023	F&R/WD/POST OFFER PHYSICAL	11-61250-11	175.00
<b>Vendor 11357 - MEDSTOP MEDICAL CLINIC, INC Total:</b>					<b>325.00</b>

**Vendor: 11405 - MINER'S ACE HARDWARE**

MINER'S ACE HARDWARE	78193	08/17/2023	F&R/MISC SUPPLIES	01-60520-02	1.83
MINER'S ACE HARDWARE	78193	08/17/2023	F&R/MISC SUPPLIES	01-60900-02	60.87
<b>Vendor 11405 - MINER'S ACE HARDWARE Total:</b>					<b>62.70</b>

**Vendor: 12762 - MOTOROLA SOLUTIONS, INC.**

MOTOROLA SOLUTIONS, INC.	78101	08/07/2023	FD/ALL BAND PORTABLE RADIOS & 3YR SVC 5/23-5/26	01-6041L-01	6,979.18
<b>Vendor 12762 - MOTOROLA SOLUTIONS, INC. Total:</b>					<b>6,979.18</b>

**Vendor: 11474 - NAVIA BENEFIT SOLUTIONS, INC.**

NAVIA BENEFIT SOLUTIONS, INC.	78102	08/07/2023	ADM/MONTHLY CAFETERIA PLAN ADMINISTRATION JULY 23	01-60860-09	327.50
<b>Vendor 11474 - NAVIA BENEFIT SOLUTIONS, INC. Total:</b>					<b>327.50</b>

**Vendor: 11520 - OFFICE1**

OFFICE1	78117	08/10/2023	FD/MONTHLY COPIER CHARGES	01-60440-01	84.19
<b>Vendor 11520 - OFFICE1 Total:</b>					<b>84.19</b>

**Vendor: 12277 - PACIFIC EQUIPMENT**

PACIFIC EQUIPMENT	78103	08/07/2023	F&R/WHEEL ASSEMBLY FOR WT	01-6041N-02	502.70
PACIFIC EQUIPMENT	78103	08/07/2023	F&R/WHEEL ASSEMBLY FOR TX DINGO 1000	01-6041N-02	406.91
<b>Vendor 12277 - PACIFIC EQUIPMENT Total:</b>					<b>909.61</b>

**Vendor: 12715 - PACIFIC GAS & ELECTRIC COMPANY**

PACIFIC GAS & ELECTRIC COMPANY	DFT0002417	08/08/2023	WW/PGE SST PROJECT APPLICATION PMT # 5	12-61701-12	89,690.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002417	08/08/2023	WW/PGE SST PROJECT APPLICATION PMT # 5	12-61702-12	4,940.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002417	08/08/2023	WW/PGE SST PROJECT APPLICATION PMT # 5	12-61703-12	98,239.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002417	08/08/2023	WW/PGE SST PROJECT APPLICATION PMT # 5	12-61704-12	5,890.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002417	08/08/2023	WW/PGE SST PROJECT APPLICATION PMT # 5	12-61705-12	30,771.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002417	08/08/2023	WW/PGE SST PROJECT APPLICATION PMT # 5	12-61706-12	5,804.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002417	08/08/2023	WW/PGE SST PROJECT APPLICATION PMT # 5	12-61707-12	6,431.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002417	08/08/2023	WW/PGE SST PROJECT APPLICATION PMT # 5	12-61708-12	6,814.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002428	08/08/2023	WW/PGE SST PROJECT APPLICATION PMT #6	12-61701-12	9,156.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002428	08/08/2023	WW/PGE SST PROJECT APPLICATION PMT #6	12-61702-12	3,319.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002428	08/08/2023	WW/PGE SST PROJECT APPLICATION PMT #6	12-61703-12	78,771.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002428	08/08/2023	WW/PGE SST PROJECT APPLICATION PMT #6	12-61704-12	4,271.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002428	08/08/2023	WW/PGE SST PROJECT APPLICATION PMT #6	12-61705-12	5,440.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002428	08/08/2023	WW/PGE SST PROJECT APPLICATION PMT #6	12-61706-12	4,184.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002428	08/08/2023	WW/PGE SST PROJECT APPLICATION PMT #6	12-61707-12	4,811.00
PACIFIC GAS & ELECTRIC COMPANY	DFT0002428	08/08/2023	WW/PGE SST PROJECT APPLICATION PMT #6	12-61708-12	5,196.00
<b>Vendor 12715 - PACIFIC GAS &amp; ELECTRIC COMPANY Total:</b>					<b>363,727.00</b>

**Vendor: 11566 - PASO ROBLES FORD**

PASO ROBLES FORD	78118	08/10/2023	WD/OIL CHANGE & SVC FOR 2018 F-150	11-6041L-11	85.31
PASO ROBLES FORD	78142	08/14/2023	FD/DIAGNOSIS & REP BATTERY & TPMS SENSORS F-250	01-6041L-01	943.60
PASO ROBLES FORD	78194	08/17/2023	FD/DIAGN & REP BATTERY & TPMS SEN - BALANACE DUE	01-6041L-01	43.06
<b>Vendor 11566 - PASO ROBLES FORD Total:</b>					<b>1,071.97</b>

**Vendor: 12776 - PASO ROBLES TANK, INC.**

PASO ROBLES TANK, INC.	78237	08/30/2023	WD/CLEAR WELL 10 GAL TANK REMOVAL	11-6031Q-11	3,797.89
PASO ROBLES TANK, INC.	78237	08/30/2023	WD/CLEAR WELL 10 GAL TANK REMOVAL	11-6031W-11	3,797.89
<b>Vendor 12776 - PASO ROBLES TANK, INC. Total:</b>					<b>7,595.78</b>

**Vendor: 11543 - PG&E**

PG&E	DFT0002433	08/11/2023	WD/ELEC SVC VARIOUS WELLS	11-6060E-11	14,970.79
PG&E	DFT0002434	08/11/2023	WW.ELEC SVC VARIOUS LIFT STATIONS	12-6060E-12	31,773.28
PG&E	DFT0002435	08/11/2023	ALL/ELEC SVC GENERAL METERS	01-6060E-01	1,257.28
PG&E	DFT0002435	08/11/2023	ALL/ELEC SVC GENERAL METERS	01-6060E-02	1,488.31
PG&E	DFT0002435	08/11/2023	ALL/ELEC SVC GENERAL METERS	01-6060E-02	580.99
PG&E	DFT0002435	08/11/2023	ALL/ELEC SVC GENERAL METERS	01-6060E-09	980.74
PG&E	DFT0002436	08/11/2023	WRF/ELEC SVC SAN SIMEON CRK RD UNIT 2	39-6060E-25	70.30
PG&E	DFT0002437	08/11/2023	WRF/ELEC SVC SAN SIMEON CRK RD	39-6060E-25	402.29
PG&E	DFT0002438	08/11/2023	WRF/ELEC SVC SAN SIMEON CRK RD UNIT 1	39-6060E-25	583.18
PG&E	DFT0002439	08/11/2023	WD/ELEC SVC 2820 SAN SIMEON CRK RD	11-6060E-11	3,599.79
<b>Vendor 11543 - PG&amp;E Total:</b>					<b>55,706.95</b>

**Vendor: 11627 - PLACER TITLE COMPANY**

PLACER TITLE COMPANY	78143	08/14/2023	WD/VOL LOT MERGER FEES 022.202.005 & 022.202.006	11-6080V-11	671.74
PLACER TITLE COMPANY	78143	08/14/2023	WD/VOL LOT MERGER FEES PRIMARY APN - 023.425.020	11-6080V-11	671.74
<b>Vendor 11627 - PLACER TITLE COMPANY Total:</b>					<b>1,343.48</b>

**Vendor: 11663 - PROCARE JANITORIAL SUPPLY**

PROCARE JANITORIAL SUPPLY	78144	08/14/2023	F&R/WHITE ROLL TISSUE	01-60900-02	238.03
PROCARE JANITORIAL SUPPLY	78238	08/30/2023	F&R/RECEPTICAL W/VENTING & MISC CLEANING SUPPLIES	01-6033V-02	1,118.97
<b>Vendor 11663 - PROCARE JANITORIAL SUPPLY Total:</b>					<b>1,357.00</b>

**Vendor: 11713 - REAPER, TRISTAN**

REAPER, TRISTAN	78089	08/02/2023	FD/MONTHLY CELL PHONE REIMB	11-6060C-11	33.00
REAPER, TRISTAN	78089	08/02/2023	FD/MONTHLY CELL PHONE REIMB	12-6060C-12	33.00
REAPER, TRISTAN	78089	08/02/2023	FD/MONTHLY CELL PHONE REIMB	39-6060C-25	34.00
<b>Vendor 11713 - REAPER, TRISTAN Total:</b>					<b>100.00</b>

**Vendor: 12767 - RELIABLE PHARMACEUTICAL RETURNS, LLC**

RELIABLE PHARMACEUTICAL	78195	08/17/2023	FD/PHARMACEUTICAL DISPOSAL OF SCH II NARCOTICS	01-60890-01	300.00
<b>Vendor 12767 - RELIABLE PHARMACEUTICAL RETURNS, LLC Total:</b>					<b>300.00</b>

**Vendor: 11731 - RETIREE00**

RETIREE00	78147	08/15/2023	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	563.03
<b>Vendor 11731 - RETIREE00 Total:</b>					<b>563.03</b>

<b>Vendor: 11732 - RETIREE01</b>					
RETIREE01	78148	08/15/2023	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	563.03
				<b>Vendor 11732 - RETIREE01 Total:</b>	<b>563.03</b>
<b>Vendor: 11733 - RETIREE02</b>					
RETIREE02	78149	08/15/2023	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	440.54
				<b>Vendor 11733 - RETIREE02 Total:</b>	<b>440.54</b>
<b>Vendor: 11735 - RETIREE04</b>					
RETIREE04	78150	08/15/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	206.02
				<b>Vendor 11735 - RETIREE04 Total:</b>	<b>206.02</b>
<b>Vendor: 11736 - RETIREE05</b>					
RETIREE05	78151	08/15/2023	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	206.02
				<b>Vendor 11736 - RETIREE05 Total:</b>	<b>206.02</b>
<b>Vendor: 11737 - RETIREE06</b>					
RETIREE06	78152	08/15/2023	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	206.02
				<b>Vendor 11737 - RETIREE06 Total:</b>	<b>206.02</b>
<b>Vendor: 11738 - RETIREE07</b>					
RETIREE07	78153	08/15/2023	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	206.02
				<b>Vendor 11738 - RETIREE07 Total:</b>	<b>206.02</b>
<b>Vendor: 11739 - RETIREE08</b>					
RETIREE08	78154	08/15/2023	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	103.73
				<b>Vendor 11739 - RETIREE08 Total:</b>	<b>103.73</b>
<b>Vendor: 11740 - RETIREE09</b>					
RETIREE09	78155	08/15/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	206.02
				<b>Vendor 11740 - RETIREE09 Total:</b>	<b>206.02</b>
<b>Vendor: 11741 - RETIREE10</b>					
RETIREE10	78156	08/15/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	206.02
				<b>Vendor 11741 - RETIREE10 Total:</b>	<b>206.02</b>
<b>Vendor: 11742 - RETIREE11</b>					
RETIREE11	78157	08/15/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	206.02
				<b>Vendor 11742 - RETIREE11 Total:</b>	<b>206.02</b>
<b>Vendor: 11743 - RETIREE12</b>					
RETIREE12	78158	08/15/2023	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	1,032.08
				<b>Vendor 11743 - RETIREE12 Total:</b>	<b>1,032.08</b>
<b>Vendor: 11744 - RETIREE13</b>					
RETIREE13	78159	08/15/2023	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	206.02
				<b>Vendor 11744 - RETIREE13 Total:</b>	<b>206.02</b>
<b>Vendor: 11745 - RETIREE14</b>					
RETIREE14	78160	08/15/2023	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	206.02
				<b>Vendor 11745 - RETIREE14 Total:</b>	<b>206.02</b>
<b>Vendor: 11746 - RETIREE15</b>					
RETIREE15	78161	08/15/2023	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	206.02
				<b>Vendor 11746 - RETIREE15 Total:</b>	<b>206.02</b>
<b>Vendor: 11747 - RETIREE16</b>					
RETIREE16	78162	08/15/2023	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	563.03
				<b>Vendor 11747 - RETIREE16 Total:</b>	<b>563.03</b>
<b>Vendor: 11748 - RETIREE17</b>					
RETIREE17	78163	08/15/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	563.03
				<b>Vendor 11748 - RETIREE17 Total:</b>	<b>563.03</b>

<b>Vendor: 11750 - RETIREE19</b>					
RETIREE19	78164	08/15/2023	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	563.03
				<b>Vendor 11750 - RETIREE19 Total:</b>	<b>563.03</b>
<b>Vendor: 11752 - RETIREE21</b>					
RETIREE21	78165	08/15/2023	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	206.02
				<b>Vendor 11752 - RETIREE21 Total:</b>	<b>206.02</b>
<b>Vendor: 11753 - RETIREE22</b>					
RETIREE22	78166	08/15/2023	WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	516.61
				<b>Vendor 11753 - RETIREE22 Total:</b>	<b>516.61</b>
<b>Vendor: 11755 - RETIREE24</b>					
RETIREE24	78167	08/15/2023	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	206.02
				<b>Vendor 11755 - RETIREE24 Total:</b>	<b>206.02</b>
<b>Vendor: 11757 - RETIREE26</b>					
RETIREE26	78168	08/15/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	1,075.02
				<b>Vendor 11757 - RETIREE26 Total:</b>	<b>1,075.02</b>
<b>Vendor: 11758 - RETIREE27</b>					
RETIREE27	78169	08/15/2023	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	1,032.08
				<b>Vendor 11758 - RETIREE27 Total:</b>	<b>1,032.08</b>
<b>Vendor: 11759 - RETIREE28</b>					
RETIREE28	78170	08/15/2023	F&R/MONTHLY HEALTH INSURANCE REIMB	01-51210-02	563.03
				<b>Vendor 11759 - RETIREE28 Total:</b>	<b>563.03</b>
<b>Vendor: 11761 - RETIREE30</b>					
RETIREE30	78171	08/15/2023	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	440.54
				<b>Vendor 11761 - RETIREE30 Total:</b>	<b>440.54</b>
<b>Vendor: 11762 - RETIREE31</b>					
RETIREE31	78172	08/15/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	206.02
				<b>Vendor 11762 - RETIREE31 Total:</b>	<b>206.02</b>
<b>Vendor: 11763 - RETIREE32</b>					
RETIREE32	78173	08/15/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	552.10
				<b>Vendor 11763 - RETIREE32 Total:</b>	<b>552.10</b>
<b>Vendor: 11764 - RETIREE33</b>					
RETIREE33	78174	08/15/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	440.54
				<b>Vendor 11764 - RETIREE33 Total:</b>	<b>440.54</b>
<b>Vendor: 11765 - RETIREE34</b>					
RETIREE34	78175	08/15/2023	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	103.73
				<b>Vendor 11765 - RETIREE34 Total:</b>	<b>103.73</b>
<b>Vendor: 11767 - RETIREE36</b>					
RETIREE36	78176	08/15/2023	ADM/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	774.34
				<b>Vendor 11767 - RETIREE36 Total:</b>	<b>774.34</b>
<b>Vendor: 11768 - RETIREE37</b>					
RETIREE37	78177	08/15/2023	ADM/WD/WW/MONTHLY HEALTH INSURANCE REIMB	01-51210-09	59.15
RETIREE37	78177	08/15/2023	ADM/WD/WW/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	769.00
RETIREE37	78177	08/15/2023	ADM/WD/WW/MONTHLY HEALTH INSURANCE REIMB	12-51210-12	354.92
				<b>Vendor 11768 - RETIREE37 Total:</b>	<b>1,183.07</b>
<b>Vendor: 11769 - RETIREE38</b>					
RETIREE38	78178	08/15/2023	WD/MONTHLY HEALTH INSURANCE REIMB	11-51210-11	1,387.01
				<b>Vendor 11769 - RETIREE38 Total:</b>	<b>1,387.01</b>

**Vendor: 11003 - RETIREE40**

RETIREE40	78179	08/15/2023	FD/MONTHLY HEALTH INSURANCE REIMB	01-51210-01	1,387.01
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<b>Vendor 11003 - RETIREE40 Total:</b>	<b>1,387.01</b>
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**Vendor: 11782 - RICHARDS, WATSON & GERSHON**

RICHARDS, WATSON & GERSHON	DFT0002415	08/03/2023	ADM/PROF SERVICES RENDERED THROUGH 01/19/2023	01-6080L-09	4,475.00
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<b>Vendor 11782 - RICHARDS, WATSON &amp; GERSHON Total:</b>	<b>4,475.00</b>
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**Vendor: 11810 - ROCK SOLID MUFFLERS & SPRAY-ON**

ROCK SOLID MUFFLERS	78124	08/10/2023	WD/BED LINER FOR 2023 FORD F-350	11-6041L-11	700.00
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<b>Vendor 11810 - ROCK SOLID MUFFLERS &amp; SPRAY-ON Total:</b>	<b>700.00</b>
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**Vendor: 12770 - SALAS, YULIANA**

SALAS, YULIANA	1192	08/17/2023	F&R/REFUND OF REMAINDER OF VETS HALL DEP 8/5/2023	01-24200-02	160.00
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<b>Vendor 12770 - SALAS, YULIANA Total:</b>	<b>160.00</b>
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**Vendor: 12764 - SALVADOR AGUILAR**

SALVADOR AGUILAR	1191	08/07/2023	F&R/REFUND OF VET'S HALL SEC DEP FOR 7.23.23	01-24200-02	1,000.00
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<b>Vendor 12764 - SALVADOR AGUILAR Total:</b>	<b>1,000.00</b>
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**Vendor: 11863 - SAN LUIS POWERHOUSE**

SAN LUIS POWERHOUSE	78119	08/10/2023	WW/SVC & REPAIR TO BLOCK HEATER AT LS 9	12-6032L-12	788.38
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SAN LUIS POWERHOUSE	78119	08/10/2023	WW/SVC & REPAIR ON RQR'S AT LS A1	12-6032L-12	325.40
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SAN LUIS POWERHOUSE	78210	08/22/2023	WW/SERVICE & REPAIR BLOCK HEATER GEN A1	12-6032G-12	1,515.26
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<b>Vendor 11863 - SAN LUIS POWERHOUSE Total:</b>	<b>2,629.04</b>
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**Vendor: 12766 - S-I INTERMEDIATE HOLDINGS, INC**

S-I INTERMEDIATE HOLDINGS, INC	78120	08/10/2023	WW/CHECK VALVE ASSEMBLY	12-6032T-12	305.66
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<b>Vendor 12766 - S-I INTERMEDIATE HOLDINGS, INC Total:</b>	<b>305.66</b>
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**Vendor: 11964 - SLO CO FIRE / CAL FIRE**

SLO CO FIRE / CAL FIRE	78239	08/30/2023	FD/DISPATCH SVC BILLING FY 2023/2024	01-60550-01	64,248.68
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<b>Vendor 11964 - SLO CO FIRE / CAL FIRE Total:</b>	<b>64,248.68</b>
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**Vendor: 11970 - SLO COUNTY EMSA**

SLO COUNTY EMSA	78104	08/07/2023	FD/EMT RECERTIFICATION - MCASTELLANOS	01-6120A-01	64.00
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<b>Vendor 11970 - SLO COUNTY EMSA Total:</b>	<b>64.00</b>
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**Vendor: 11966 - SLO COUNTY ENVIRONMENTAL HEALTH**

SLO COUNTY ENV HEALTH	78145	08/14/2023	WD/CHARGEABLE REPORT WRITING/CORRESPONDENCE	11-60550-11	1,371.00
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<b>Vendor 11966 - SLO COUNTY ENVIRONMENTAL HEALTH Total:</b>	<b>1,371.00</b>
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**Vendor: 12773 - SLO COUNTY VETERANS SERVICES**

SLO COUNTY VETERANS SERVICES	1193	08/30/2023	F&R/REFUND OF VET'S HALL SEC DEP 8/19/2023	01-24200-02	50.00
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<b>Vendor 12773 - SLO COUNTY VETERANS SERVICES Total:</b>	<b>50.00</b>
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**Vendor: 12478 - SOCAL GAS**

SOCAL GAS	DFT0002429	08/11/2023	F&R/GAS SVC VET'S HALL	01-6060G-02	160.50
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SOCAL GAS	DFT0002430	08/11/2023	WD/WW/GAS SVC 5500 HEATH LANE	11-6060G-11	23.24
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SOCAL GAS	DFT0002430	08/11/2023	WD/WW/GAS SVC 5500 HEATH LANE	12-6060G-12	23.23
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SOCAL GAS	DFT0002431	08/11/2023	FD/GAS SVC 5500 HEATH LANE # B	01-6060G-01	23.14
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SOCAL GAS	DFT0002432	08/11/2023	FD/GAS SVC 5490 HEATH LANE	01-6060G-01	5.00
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SOCAL GAS	DFT0002440	08/11/2023	FD/GAS SVC 2850 BURTON DRIVE	01-6060G-01	179.82
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<b>Vendor 12478 - SOCAL GAS Total:</b>	<b>414.93</b>
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**Vendor: 12003 - SOLENIS LLC**

SOLENIS LLC	78121	08/10/2023	WW/PRAESTOL K SLUDGE POLYMER	12-6032S-12	7,171.58
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<b>Vendor 12003 - SOLENIS LLC Total:</b>	<b>7,171.58</b>
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**Vendor: 12058 - STATE OF CALIFORNIA**

STATE OF CALIFORNIA	78146	08/14/2023	WD/FINGERPRINT APPS & FBI	11-61250-11	49.00
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<b>Vendor 12058 - STATE OF CALIFORNIA Total:</b>	<b>49.00</b>
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**Vendor: 12588 - STEWART, WIL**

STEWART, WIL	78090	08/02/2023	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
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<b>Vendor 12588 - STEWART, WIL Total:</b>	<b>45.00</b>
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**Vendor: 12645 - SYNAGRO WEST, LLC**

SYNAGRO WEST, LLC	78123	08/10/2023	WW/BIOSOLIDS TO LIBERTY COMPOST/MONTHLY TRAILER	12-6032S-12	6,793.66
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SYNAGRO WEST, LLC	78211	08/22/2023	WW/BIOSOLIDS TO LIBERTY COMPOST/MONTHLY TRAILER	12-6032S-12	6,677.52
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<b>Vendor 12645 - SYNAGRO WEST, LLC Total:</b>	<b>13,471.18</b>
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**Vendor: 12141 - TAPS TRUCK ACCESSORY**

TAPS TRUCK ACCESSORY	78212	08/22/2023	WD/OUTFITTING F-350 FOR SERVICE	11-6041L-11	2,407.91
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<b>Vendor 12141 - TAPS TRUCK ACCESSORY Total:</b>	<b>2,407.91</b>
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**Vendor: 12165 - THE BLUEPRINTER**

THE BLUEPRINTER	78240	08/30/2023	WD/ADM/WL INVOICES & RESTOCK OF ENVELOPES	01-60530-09	121.04
THE BLUEPRINTER	78240	08/30/2023	WD/ADM/WL INVOICES & RESTOCK OF ENVELOPES	11-60530-11	377.51
<b>Vendor 12165 - THE BLUEPRINTER Total:</b>					<b>498.55</b>
<b>Vendor: 10688 - TORLANO, EMILY A.</b>					
TORLANO, EMILY A.	78091	08/02/2023	FD/MONTHLY CELL PHONE REIMB	01-6060C-01	45.00
TORLANO, EMILY A.	78105	08/07/2023	FD/REIMB FOR HEART CODE BLS - CPR RECERTIFICATION	01-6120E-01	34.00
<b>Vendor 10688 - TORLANO, EMILY A. Total:</b>					<b>79.00</b>
<b>Vendor: 12249 - UNITED RENTALS (NA) INC.</b>					
UNITED RENTALS (NA) INC.	78241	08/30/2023	WW/EMERGENCY GENERATOR FOR LIFT STATION B1	12-61700-12	16,731.00
<b>Vendor 12249 - UNITED RENTALS (NA) INC. Total:</b>					<b>16,731.00</b>
<b>Vendor: 12261 - US BANK EQUIPMENT FINANCE</b>					
US BANK EQUIPMENT FINANCE	78122	08/10/2023	ADM/FD/MONTHLY COPIER CHARGES	01-60440-01	109.85
US BANK EQUIPMENT FINANCE	78122	08/10/2023	ADM/FD/MONTHLY COPIER CHARGES	01-60440-09	199.53
<b>Vendor 12261 - US BANK EQUIPMENT FINANCE Total:</b>					<b>309.38</b>
<b>Vendor: 12286 - VERIZON WIRELESS</b>					
VERIZON WIRELESS	DFT0002504	08/25/2023	ALL/MONTHLY ON-CALL CELL PHONES & TABLETS	01-6060C-01	203.99
VERIZON WIRELESS	DFT0002504	08/25/2023	ALL/MONTHLY ON-CALL CELL PHONES & TABLETS	01-6060C-02	(100.00)
VERIZON WIRELESS	DFT0002504	08/25/2023	ALL/MONTHLY ON-CALL CELL PHONES & TABLETS	01-6060C-02	118.81
VERIZON WIRELESS	DFT0002504	08/25/2023	ALL/MONTHLY ON-CALL CELL PHONES & TABLETS	01-6060C-09	303.98
VERIZON WIRELESS	DFT0002504	08/25/2023	ALL/MONTHLY ON-CALL CELL PHONES & TABLETS	11-6060C-11	121.04
VERIZON WIRELESS	DFT0002504	08/25/2023	ALL/MONTHLY ON-CALL CELL PHONES & TABLETS	12-6060C-12	104.18
<b>Vendor 12286 - VERIZON WIRELESS Total:</b>					<b>752.00</b>
<b>Vendor: 12650 - VINCENT, JUSTIN</b>					
VINCENT, JUSTIN	78092	08/02/2023	FD/MONTHLY CELL PHONE & INTERNET REIMB	01-6060C-01	100.00
<b>Vendor 12650 - VINCENT, JUSTIN Total:</b>					<b>100.00</b>
<b>Vendor: 12293 - VITAL RECORDS CONTROL</b>					
VITAL RECORDS CONTROL	78213	08/22/2023	ADM/DOCUMENT STORAGE	01-6080M-09	643.97
<b>Vendor 12293 - VITAL RECORDS CONTROL Total:</b>					<b>643.97</b>
<b>Vendor: 12341 - WESTERN ALLIANCE BANK-LOAN PAYMENTS</b>					
WESTERN ALLIANCE BANK	DFT0002493	08/16/2023	WRF/BANK LOAN PRINCIPAL & INTEREST	39-6180I-25	123,199.86
WESTERN ALLIANCE BANK	DFT0002493	08/16/2023	WRF/BANK LOAN PRINCIPAL & INTEREST	39-6180P-25	206,513.00
<b>Vendor 12341 - WESTERN ALLIANCE BANK-LOAN PAYMENTS Total:</b>					<b>329,712.86</b>
<b>Vendor: 12343 - WESTERN EQUIPMENT FINANCE</b>					
WESTERN EQUIPMENT FINANCE	78214	08/22/2023	F&R/TORO TX 1000 DINGO WIDE TRACK SEPTEMBER 23	01-61800-02	337.65
WESTERN EQUIPMENT FINANCE	78214	08/22/2023	F&R/TORO TX 1000 DINGO WIDE TRACK SEPTEMBER 23	01-6180H-02	2.20
<b>Vendor 12343 - WESTERN EQUIPMENT FINANCE Total:</b>					<b>339.85</b>
<b>Vendor: 12392 - WM A MORTON &amp; ANJA NOLTING MORTON REVOCABLE TRUST</b>					
MUNICIPAL FINANCE	78223	08/30/2023	FD/BIANNUAL INSTALLMENT PMT - 2023 CHEVROLET TAHOE	01-61800-01	7,460.00
MUNICIPAL FINANCE	78223	08/30/2023	FD/BIANNUAL INSTALLMENT PMT - 2023 CHEVROLET TAHOE	01-6180H-01	1,755.43
<b>Vendor 12392 - WM A MORTON &amp; ANJA NOLTING MORTON REVOCABLE TRUST Total:</b>					<b>9,215.43</b>
<b>Grand Total:</b>					<b>1,360,284.62</b>

**Fund Summary**

Fund	Payment Amount
01 - GENERAL FUND	234,230.91
11 - WATER FUND	58,592.11
12 - WASTEWATER FUND	734,580.65
39 - WRF OPERATIONS	332,785.97
40 - WRF CAPITAL	94.98
<b>Grand Total:</b>	<b>1,360,284.62</b>

<b>Vendor: 10103 - AMERITAS LIFE INSURANCE G</b>					
AMERITAS LIFE INSURANCE G	DFT0002502	08/22/2023	DENTAL PREMIUM	01-21500-00	3,642.07
AMERITAS LIFE INSURANCE G	DFT0002502	08/22/2023	DENTAL PREMIUM	01-21500-00	574.09
AMERITAS LIFE INSURANCE G	DFT0002502	08/22/2023	DENTAL PREMIUM	01-21500-00	(72.32)
<b>Vendor 10103 - AMERITAS LIFE INSURANCE G Total:</b>					<b>4,143.84</b>

<b>Vendor: 10350 - CAMBRIA COMMUNITY SERVICE</b>					
CAMBRIA COMMUNITY SERVICE	DFT0002401	08/04/2023	MEDICAL REIMBURSEMENT	01-21710-00	1,400.00
CAMBRIA COMMUNITY SERVICE	DFT0002401	08/04/2023	MEDICAL REIMBURSEMENT	01-51220-01	250.00
CAMBRIA COMMUNITY SERVICE	DFT0002401	08/04/2023	MEDICAL REIMBURSEMENT	01-51220-02	50.00

CAMBRIA COMMUNITY SERVICE	DFT0002401	08/04/2023	MEDICAL REIMBURSEMENT	01-51220-09	250.00
CAMBRIA COMMUNITY SERVICE	DFT0002401	08/04/2023	MEDICAL REIMBURSEMENT	11-51220-11	200.00
CAMBRIA COMMUNITY SERVICE	DFT0002401	08/04/2023	MEDICAL REIMBURSEMENT	12-51220-12	150.00
CAMBRIA COMMUNITY SERVICE	DFT0002475	08/18/2023	MEDICAL REIMBURSEMENT	01-21710-00	1,400.00
CAMBRIA COMMUNITY SERVICE	DFT0002475	08/18/2023	MEDICAL REIMBURSEMENT	01-51220-01	250.00
CAMBRIA COMMUNITY SERVICE	DFT0002475	08/18/2023	MEDICAL REIMBURSEMENT	01-51220-02	50.00
CAMBRIA COMMUNITY SERVICE	DFT0002475	08/18/2023	MEDICAL REIMBURSEMENT	01-51220-09	250.00
CAMBRIA COMMUNITY SERVICE	DFT0002475	08/18/2023	MEDICAL REIMBURSEMENT	11-51220-11	200.00
CAMBRIA COMMUNITY SERVICE	DFT0002475	08/18/2023	MEDICAL REIMBURSEMENT	12-51220-12	150.00

**Vendor 10350 - CAMBRIA COMMUNITY SERVICE Total: 4,600.00**

**Vendor: 10691 - EMPLOYMENT DEVELOPMENT DP**

EMPLOYMENT DEVELOPMENT DP	DFT0002412	08/04/2023	STATE TAX WITHHOLDING	01-21100-00	4,901.58
EMPLOYMENT DEVELOPMENT DP	DFT0002413	08/04/2023	SDI	01-21300-00	1,070.03
EMPLOYMENT DEVELOPMENT DP	DFT0002486	08/18/2023	STATE TAX WITHHOLDING	01-21100-00	4,058.39
EMPLOYMENT DEVELOPMENT DP	DFT0002487	08/18/2023	SDI	01-21300-00	962.75
EMPLOYMENT DEVELOPMENT DP	DFT0002514	08/22/2023	STATE TAX WITHHOLDING	01-21100-00	778.18
EMPLOYMENT DEVELOPMENT DP	DFT0002515	08/22/2023	SDI	01-21300-00	87.17

**Vendor 10691 - EMPLOYMENT DEVELOPMENT DP Total: 11,858.10**

**Vendor: 10354 - IAFF LOCAL 4635 CAMBRIA PROFESSIONAL FIREFIGHTER ASSOC.**

IAFF LOCAL 4635	DFT0002389	08/04/2023	DUES-FIRE IAFF	01-21600-00	360.00
IAFF LOCAL 4635	DFT0002464	08/18/2023	DUES-FIRE IAFF	01-21600-00	360.00

**Vendor 10354 - IAFF LOCAL 4635 CAMBRIA PROFESSIONAL FIREFIGHTER ASSOC. Total: 720.00**

**Vendor: 11069 - IRS/FEDERAL PAYROLL TAXES**

IRS/FEDERAL PAYROLL TAXES	DFT0002410	08/04/2023	FEDERAL TAX WITHHOLDING	01-21000-00	12,790.23
IRS/FEDERAL PAYROLL TAXES	DFT0002411	08/04/2023	MEDICARE TAX WITHHOLDING	01-21200-00	3,750.54
IRS/FEDERAL PAYROLL TAXES	DFT0002414	08/04/2023	SOCIAL SECURITY TAX	01-21200-00	16,036.74
IRS/FEDERAL PAYROLL TAXES	DFT0002484	08/18/2023	FEDERAL TAX WITHHOLDING	01-21000-00	10,932.40
IRS/FEDERAL PAYROLL TAXES	DFT0002485	08/18/2023	MEDICARE TAX WITHHOLDING	01-21200-00	3,508.00
IRS/FEDERAL PAYROLL TAXES	DFT0002488	08/18/2023	SOCIAL SECURITY TAX	01-21200-00	14,999.72
IRS/FEDERAL PAYROLL TAXES	DFT0002513	08/22/2023	MEDICARE TAX WITHHOLDING	01-21200-00	140.43
IRS/FEDERAL PAYROLL TAXES	DFT0002516	08/22/2023	SOCIAL SECURITY TAX	01-21200-00	600.47
IRS/FEDERAL PAYROLL TAXES	DFT0002517	08/22/2023	FEDERAL TAX WITHHOLDING	01-21000-00	2,568.55

**Vendor 11069 - IRS/FEDERAL PAYROLL TAXES Total: 65,327.08**

**Vendor: 11032 - MISSION SQUARE RETIREMENT-VNTGPT TRSFR AGT 457**

MISSION SQUARE RETIREMENT	DFT0002396	08/04/2023	457 YEE CONTRIBUTION	01-21410-00	2,758.00
MISSION SQUARE RETIREMENT	DFT0002397	08/04/2023	457 YEE CONTRIBUTION	01-21410-00	785.87
MISSION SQUARE RETIREMENT	DFT0002398	08/04/2023	DC 457 MGMT MATCH	01-21410-00	700.00
MISSION SQUARE RETIREMENT	DFT0002399	08/04/2023	DD ICMA SEIU MATCH	01-21410-00	275.00
MISSION SQUARE RETIREMENT	DFT0002400	08/04/2023	401A YEE CONTRIBUTION	01-21410-00	979.57
MISSION SQUARE RETIREMENT	DFT0002471	08/18/2023	457 YEE CONTRIBUTION	01-21410-00	2,858.00
MISSION SQUARE RETIREMENT	DFT0002472	08/18/2023	457 YEE CONTRIBUTION	01-21410-00	808.23
MISSION SQUARE RETIREMENT	DFT0002473	08/18/2023	DC 457 MGMT MATCH	01-21410-00	800.00
MISSION SQUARE RETIREMENT	DFT0002474	08/18/2023	401A YEE CONTRIBUTION	01-21410-00	979.57

**Vendor 11032 - MISSION SQUARE RETIREMENT-VNTGPT TRSFR AGT 457 Total: 10,944.24**

**Vendor: 11652 - PPBI DIRECT DEPOSIT**

PPBI-DIRECT DEPOSIT	20,062.00	08/04/2023	Check	01-21520-00	2,015.46
PPBI-DIRECT DEPOSIT	EFT0000068	08/04/2023	EFT	01-21520-00	81,823.23
PPBI-DIRECT DEPOSIT	20,065.00	45,156.00	Check	01-21520-00	2,165.66
PPBI-DIRECT DEPOSIT	EFT0000069	45,156.00	EFT	01-21520-00	77,040.80
PPBI-DIRECT DEPOSIT	EFT0000070	45,160.00	EFT	01-21520-00	4,974.54

**168,019.69**

**Vendor: 11593 - PERS HEALTH BENEFIT SERV**

PERS HEALTH BENEFIT SERV	DFT0002501	08/22/2023	HEALTH PREMIUM	01-21510-00	31,351.78
PERS HEALTH BENEFIT SERV	DFT0002501	08/22/2023	HEALTH PREMIUM	01-21510-00	7,885.12
PERS HEALTH BENEFIT SERV	DFT0002501	08/22/2023	HEALTH PREMIUM	01-51030-09	125.48
PERS HEALTH BENEFIT SERV	DFT0002501	08/22/2023	HEALTH PREMIUM	01-51210-01	906.00
PERS HEALTH BENEFIT SERV	DFT0002501	08/22/2023	HEALTH PREMIUM	01-51210-02	604.00
PERS HEALTH BENEFIT SERV	DFT0002501	08/22/2023	HEALTH PREMIUM	01-51210-09	1,661.00
PERS HEALTH BENEFIT SERV	DFT0002501	08/22/2023	HEALTH PREMIUM	01-51210-09	83.99
PERS HEALTH BENEFIT SERV	DFT0002501	08/22/2023	HEALTH PREMIUM	11-51210-11	1,057.00
PERS HEALTH BENEFIT SERV	DFT0002501	08/22/2023	HEALTH PREMIUM	12-51210-12	755.00

**Vendor 11593 - PERS HEALTH BENEFIT SERV Total: 44,429.37**

**Vendor: 11594 - PERS RETIREMENT SYSTEM**

PERS RETIREMENT SYSTEM	DFT0002390	08/04/2023	PERS RETIREMENT	01-21400-00	1,111.34
PERS RETIREMENT SYSTEM	DFT0002391	08/04/2023	PERS RETIREMENT	01-21400-00	3,397.20
PERS RETIREMENT SYSTEM	DFT0002392	08/04/2023	PERS RETIREMENT	01-21400-00	529.29
PERS RETIREMENT SYSTEM	DFT0002393	08/04/2023	PERS RETIREMENT	01-21400-00	1,356.56
PERS RETIREMENT SYSTEM	DFT0002394	08/04/2023	PERS RETIREMENT	01-21400-00	2,867.55
PERS RETIREMENT SYSTEM	DFT0002395	08/04/2023	PERS RETIREMENT	01-21400-00	2,838.60
PERS RETIREMENT SYSTEM	DFT0002402	08/04/2023	PERS RETIREMENT	01-21400-00	668.82
PERS RETIREMENT SYSTEM	DFT0002403	08/04/2023	PERS RETIREMENT	01-21400-00	1,474.58
PERS RETIREMENT SYSTEM	DFT0002404	08/04/2023	PERS RETIREMENT	01-21400-00	2,138.12
PERS RETIREMENT SYSTEM	DFT0002405	08/04/2023	PERS RETIREMENT	01-21400-00	3,121.97
PERS RETIREMENT SYSTEM	DFT0002406	08/04/2023	PERS RETIREMENT	01-21400-00	2,849.56
PERS RETIREMENT SYSTEM	DFT0002407	08/04/2023	PERS RETIREMENT	01-21400-00	2,808.80
PERS RETIREMENT SYSTEM	DFT0002465	08/18/2023	PERS RETIREMENT	01-21400-00	1,124.45
PERS RETIREMENT SYSTEM	DFT0002466	08/18/2023	PERS RETIREMENT	01-21400-00	3,436.70
PERS RETIREMENT SYSTEM	DFT0002467	08/18/2023	PERS RETIREMENT	01-21400-00	529.29
PERS RETIREMENT SYSTEM	DFT0002468	08/18/2023	PERS RETIREMENT	01-21400-00	1,356.56
PERS RETIREMENT SYSTEM	DFT0002469	08/18/2023	PERS RETIREMENT	01-21400-00	2,735.87
PERS RETIREMENT SYSTEM	DFT0002470	08/18/2023	PERS RETIREMENT	01-21400-00	2,694.08
PERS RETIREMENT SYSTEM	DFT0002476	08/18/2023	PERS RETIREMENT	01-21400-00	668.82
PERS RETIREMENT SYSTEM	DFT0002477	08/18/2023	PERS RETIREMENT	01-21400-00	1,474.58
PERS RETIREMENT SYSTEM	DFT0002478	08/18/2023	PERS RETIREMENT	01-21400-00	2,170.15
PERS RETIREMENT SYSTEM	DFT0002479	08/18/2023	PERS RETIREMENT	01-21400-00	3,168.20
PERS RETIREMENT SYSTEM	DFT0002480	08/18/2023	PERS RETIREMENT	01-21400-00	3,147.05
PERS RETIREMENT SYSTEM	DFT0002481	08/18/2023	PERS RETIREMENT	01-21400-00	3,118.61

**Vendor 11594 - PERS RETIREMENT SYSTEM Total: 50,786.75**

**Vendor: 11911 - SEIU LOCAL 620**

SEIU LOCAL 620	DFT0002408	08/04/2023	SEIU UNION DUES	01-21600-00	194.82
SEIU LOCAL 620	DFT0002409	08/04/2023	SEIU UNION DUES	01-21600-00	175.60
SEIU LOCAL 620	DFT0002482	08/18/2023	SEIU UNION DUES	01-21600-00	194.82
SEIU LOCAL 620	DFT0002483	08/18/2023	SEIU UNION DUES	01-21600-00	175.60

**Vendor 11911 - SEIU LOCAL 620 Total: 740.84**

**Vendor: 12175 - THE LINCOLN NATIONAL LIFE**

THE LINCOLN NATIONAL LIFE	DFT0002503	08/22/2023	LIFE INSUR-GROUP	01-21640-00	277.30
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**Vendor 12175 - THE LINCOLN NATIONAL LIFE Total: 277.30**

**Grand Total: 361,847.21**



**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
Thursday, August 10, 2023 1:00 PM

**1. OPENING**

**A. Call to Order**

President Dean called the meeting to order at 1:02 p.m.

**B. Pledge of Allegiance**

President Dean led the Pledge of Allegiance.

**C. Establishment of Quorum**

A quorum was established.

Directors present: Karen Dean, Tom Gray, Debra Scott, and Michael Thomas.

Directors present via Zoom: Harry Farmer.

Staff present: General Manager Matthew McElhenie, Administrative Department Manager Denise Fritz, Water Systems Superintendent Jim Green, Facilities & Resources Manager David Aguirre, Utilities Department Manager/District Engineer Ray Dienzo, Fire Chief Justin Vincent, and Confidential Administrative Assistant Haley Dodson.

Staff present via Zoom: District Counsel Timothy Carmel and Wastewater Systems Superintendent John Allchin.

District Counsel stated the process is pursuant to AB 2449, Government Code section 53953. Director Farmer has a good cause under that statute to participate via Zoom. The process to do that is for him to indicate that he has a contagious illness, and as a result, he can't attend the meeting in person but would like to attend by Zoom. The Board votes to allow him to participate via Zoom. He will then tell us whether there's anyone over the age of 18 years old in the room and, if so, what his relationship is to them, and then he is sanctified to participate in the meeting.

Director Farmer stated he is ill and cannot attend in person as a result of his illness and requested to participate by teleconference. He said there was no one in the room except his dog Chiron.

Director Thomas moved to allow Director Farmer to attend the meeting via teleconference.

Vice President Gray seconded the motion.

Motion Passed Ayes – 4 (Thomas, Gray, Scott, Dean) Nays - 0 Absent – 0

**D. Report from Closed Session**

District Counsel reported that at the July 20, 2023, regular meeting, the Board held a closed session to have a conference with its labor negotiators pursuant to Government Code section 54957.6. General Manager Matthew McElhenie and District Counsel Tim

Carmel were the agency's representatives. The negotiations were regarding Fire Chief Justin Vincent's contract. No action was taken.

#### **E. President's Report**

President Dean reported on attending a California Water Commission workshop on Drought Strategies to Protect Communities and Species. She also reported on the meeting with Senator Laird, Vice President Gray, and staff members.

#### **F. Agenda Review**

President Dean asked for any changes to the agenda. There were none.

### **2. BOARD MEMBER COMMUNICATIONS**

Director Thomas reported on a recent dermatology appointment and encouraged everyone to wear hats and sunscreen, and the Cambria Pharmacy sells kits for tooth crowns.

Director Scott thanked the Policy Committee members for supporting her during her first Policy Committee meeting as the chair.

Vice President Gray reported on the meeting with Senator Laird and a constructive discussion with Tom Luster from the Coastal Commission regarding the remaining issues for the Coastal Development Permit application for the WRF.

General Manager McElhenie reported on the meeting with Coastal Commission staff. Jim Green and Tristan Reaper were also in attendance, along with Vice President Gray and President Dean. He said this was one of the most constructive conversations between the District, Coastal Commission, and the County of San Luis Obispo. CCSD reps were provided with good insight into items that our project description was missing. We will be meeting with them again soon. General Manager McElhenie will also meet with Tom Luster and Dr. Huckleberg again on August 16.

Director Farmer thanked General Manager McElhenie for making these connections with the Coastal Commission and other agencies.

### **3. COMMISSION REPORT**

#### **A. PROS Chairman's Report**

PROS Chairman Steve Kniffen and General Manager McElhenie provided a report for the PROS Commission.

### **4. PUBLIC COMMENT**

Public Comment:

Tina Dickason, Cambria

Bev Prater, Cambria

Christine Heinrichs, Cambria

Aleta Francis, Cambria (the Confidential Administrative Assistant, read a written comment into the record)

Blake Gerl, Cambria (the Confidential Administrative Assistant, read a written comment into the record)

Jeff Wilson, Cambria (the Confidential Administrative Assistant, read a written comment into the record)

Linda Prentiss, Cambria (the Confidential Administrative Assistant, read a written comment into the record)

Michael Calderwood, Cambria (the Confidential Administrative Assistant, read a written comment into the record)

## 5. HEARINGS AND APPEALS

### A. Public Hearing to Discuss and Consider Adoption of Resolution 43-2023 Ordering Abatement of Public Nuisance for the Fire Hazard Fuel Reduction Program (FHFRP)

General Manager McElhenie introduced the item, provided a summary, and turned it over to Chief Vincent, who provided an overview.

President Dean opened the public hearing.

Public Comment:

David Pierson, Cambria

Tina Dickason, Cambria

Mickey Lightfoot, Cambria (the Confidential Administrative Assistant, read a written comment into the record)

President Dean closed the public hearing.

Public Comment:

Bev Prayer, Cambria

Vice President Gray moved to adopt Resolution 43-2023, ordering the abatement of public nuisance for the Fire Hazard Fuel Reduction Program (FHFRP).

Director Scott seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

## 6. REGULAR BUSINESS

### A. Discussion and Consideration of Adoption of Ordinance 02-2023 Repealing Chapter 7.08 of the Cambria Community Services District Municipal Code and Resolution 44-2023 Amending the Board and Standing Committee Bylaws and Repealing the Parks, Recreation and Open Space Commission Bylaws/Guidelines to Create the Parks, Recreation and Open Space Committee

General Manager McElhenie introduced the item and provided a summary.

Public Comment:

Jim Bahringer, Cambria

Jeff Wilson, Cambria (the Confidential Administrative Assistant read a written comment into the record)

Vice President Gray moved to adopt Ordinance 02-2023 repealing Chapter 7.08 of the Cambria Community Services District Municipal Code, and Resolution 44-2023, amending the Board and Standing Committee Bylaws and repealing the Parks, Recreation and Open Space Commission Bylaws/Guidelines to create the Parks, Recreation and Open Space Committee, with the changes noted by President Dean.

Vice President Gray extended his motion with amendments to the Standing Committee Bylaws Finance Committee Bylaws line 1.6.1. (b) add administrative department manager-finance manager. In the new Parks, Recreation & Open Space Committee Bylaws, line 1.6.4 (b), delete "a" and add an "s" to relationship to make it plural. In 1.6.4 (c), add Support and work directly with the CCSD General Manager and Facilities & Resources Manager to create...etc. Delete line 1.6.4 (d). Under 6.2 meetings, change the Board Secretary to Confidential Administrative Assistant. All references to the Board Secretary should be changed to Confidential Administrative Assistant in the Board of Directors and Standing Committee Bylaws.

Director Thomas seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

District Counsel pointed out that further reading of the Ordinance needed to be waived in order to properly adopt it.

Vice President Gray moved to repeal Chapter 7.08 of the Cambria Community Services District Municipal Code and Resolution 44-2023, amending the Board and Standing Committee Bylaws and repealing the Parks, Recreation & Open Space Commission Bylaws/Guidelines to create the Parks, Recreation and Open Space Committee and waive further reading.

District Counsel stated the motion needs to be, “move to adopt an Ordinance repealing Chapter 7.08 of the Cambria Community Services District Municipal Code dissolving the Parks, Recreation & Open Space Commission and waive further reading.”

Vice President Gray so moved.

Director Thomas seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

**B. Discussion and Consideration of Approval of an Agreement for Consultant Services with Optimized Investment Partners, a Registered Investment Advisor**

General Manager McElhenie introduced the item and provided a summary. David Bilby of Optimized Investment Partners provided an overview and PowerPoint presentation.

**Public Comment:**

Gordon Heinrichs, Cambria

Elizabeth Bettenhausen, Cambria

Jeff Wilson, Cambria (the Confidential Administrative Assistant read a written comment into the record)

Director Thomas moved to approve an Agreement for Consultant Services with Optimized Investment Partners, a registered investment advisor.

Vice President Gray seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

The Board of Directors took a break at 3:10 p.m.

The Board of Directors reconvened the meeting at 3:19 p.m.

**C. Discussion and Consideration of Approval of Consultant Services Agreement with Cannon Corporation for Design and Engineering Services for the San Simeon Water Transmission Main and Effluent Line Replacement Project**

General Manager McElhenie introduced the item and provided a summary.

Public Comment:  
Gordon Heinrichs, Cambria

Vice President Gray moved to approve an Agreement for Consultant Services with Cannon Corporation for Design and Engineering Services for the San Simeon Water Transmission Main and Effluent Line Replacement Project and authorize the General Manager to execute the Agreement.

Director Thomas seconded the motion.

Motion Passed Ayes – 4 (Gray, Dean, Farmer & Thomas) Nay – 1 (Scott) Absent – 0

**D. Discussion and Consideration to Approve Procurement by Non-Competitive Proposal Pursuant to CCSD Policy 2135 and Select Badger as the Sole Source for Advanced Metering Infrastructure Upgrade**

General Manager McElhenie introduced the item and provided a summary. Mr. Green provided a additional information and a PowerPoint presentation.

At 3:54 p.m., the Board of Directors agreed to extend the meeting to 4:30 p.m.

Public Comment:  
Christine Heinrichs, Cambria  
Gordon Heinrichs, Cambria  
David Pierson, Cambria  
Elizabeth Bettenhausen, Cambria

Vice President Gray moved to approve proceeding with procurement by non-competitive proposals for a sole-source acquisition of Badger meter endpoints and software for upgrading District water meters to Advanced Metering Infrastructure (AMI) meters, pursuant to the CCSD Purchasing Policy 2135.

Director Scott seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

**7. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS****A. Finance Committee's Report**

A written report was included in the agenda packet.

**B. Policy Committee's Report**

A written report was included in the agenda packet.

**C. Resources & Infrastructure Committee's Report**

A written report was included in the agenda packet.

**D. Other Liaison Reports and Ad Hoc Committee Reports**

A written report was included in the agenda packet.

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

President Dean asked for any future agenda items. There were none.

Mrs. Dodson announced the future agenda items for the September Board meetings.

**9. ADJOURN**

President Dean adjourned the meeting at 4:25 p.m.

For further details on the CCSD meeting, please visit the District's website to review the meeting recording or visit SLO-Span's website: <https://slo-span.org/static/meetings-CCSD.php>. CCSD's written comments can be reviewed on the District's meeting webpage.

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
Thursday, August 17, 2023 1:00 PM

**1. OPENING**

**A. Call to Order**

President Dean called the meeting to order at 1:00 p.m.

**B. Pledge of Allegiance**

President Dean led the Pledge of Allegiance.

**C. Establishment of Quorum**

A quorum was established.

Directors present: Karen Dean, Tom Gray, Debra Scott, and Michael Thomas.

Directors present via Zoom: Harry Farmer.

Staff present: General Manager Matthew McElhenie, Administrative Department Manager Denise Fritz, Water Systems Superintendent Jim Green, Facilities & Resources Manager David Aguirre, Utilities Department Manager/District Engineer Ray Dienzo, Fire Chief Justin Vincent, and Confidential Administrative Assistant Haley Dodson.

Staff present via Zoom: District Counsel Timothy Carmel.

Director Farmer stated he is ill and cannot attend in person due to his illness and requested to participate by teleconference. He said there was no one else in the room.

Director Thomas moved to allow Director Farmer to attend the meeting via teleconference.

Vice President Gray seconded the motion.

Motion Passed Ayes – 4 (Thomas, Gray, Scott, Dean) Nays - 0 Absent – 0

**D. President's Report**

President Dean reported on attending Who Does What? Best Practices in Board/Staff Relations and Good Governance webinars. She discussed the roles of the Board of Directors and General Manager. She recommended that the Board of Directors review these webinars.

**E. Agenda Review**

President Dean asked for any changes to the agenda. There were none.

**2. BOARD MEMBER COMMUNICATIONS**

Director Farmer reported he had no report for the FFRP or PROS at last week's Board meeting because both groups didn't hold meetings in July. He noted that the Chumash mural

unveiling will take place at the Cambria Post Office on August 18, 2023, from 12:00 pm to 1:30 pm. And that 54 years ago, today was the last day of Woodstock in 1969.

Public Comment:  
Tina Dickason, Cambria

### **3. PUBLIC SAFETY**

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

Commander Stuart MacDonald provided a brief report of recent Sheriff's Department activities in Cambria for July.

#### **B. CCSD Fire Chief's Report**

Chief Vincent provided a brief report of recent Fire Department activities in Cambria for July.

Public Comment:  
Tina Dickason, Cambria

### **4. PUBLIC COMMENT**

Public Comment:  
Beverly Prayer, Cambria  
Linda Prentiss, Cambria (the Confidential Administrative Assistant, read a written comment into the record)

### **5. MANAGER REPORTS**

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

General Manager McElhenie provided a summary of the General Manager's Report.

#### **B. Facilities & Resources Manager's Report**

Facilities & Resources Manager Aguirre provided a report.

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

Administrative Department Manager Fritz provided a summary of the Finance Manager's Report.

#### **D. Utilities Report**

Water Systems Superintendent Green provided a summary of the Utilities Report.

Public Comment:  
Elizabeth Bettenhausen, Cambria

### **6. CONSENT AGENDA**

#### **A. Consideration to Adopt the July 2023 Expenditure Report**

#### **B. Consideration to Adopt the July 13, 2023 and July 20, 2023 Regular Meeting Minutes**



- C. Consideration of Adoption of Resolution 45-2023 Amending the List of Designated Positions Subject to the District's Conflict of Interest Code
- D. Consideration of Approval of Purchase and Sale Agreement with Cambria Historical Society for Center Street Pocket Park (2284 Center Street - APN: 013-264-021)

Director Thomas pulled agenda item 6B.

Director Thomas moved to approve consent agenda items 6A, 6C, and 6D.

Director Scott seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

Director Thomas moved to approve consent agenda item 6B.

Vice President Gray seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

The Board of Directors took a break at 2:34 p.m.

The Board of Directors reconvened the meeting at 2:40 p.m.

## **7. HEARINGS AND APPEALS**

- A. Public Hearing to Discuss and Consider Adoption of Resolution 46-2023 Approving the Final CCSD Budget for Fiscal Year 2023/2024 and Reserve for Encumbrances Fiscal Year 2022/2023

General Manager McElhenie introduced the item and provided a summary.

President Dean opened the public hearing.

Public Comment:  
Donn Howell, Cambria.

President Dean closed the public hearing.

Vice President Gray moved to adopt Resolution 46-2023, approving the final CCSD budget for Fiscal Year 2023/2024 and reserve for encumbrances Fiscal Year 2022/2023, with a correction to SWF.

Director Thomas seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

## **8. REGULAR BUSINESS**

- A. Receive and File Fourth Quarter Budget Report for FY 2022/23

General Manager McElhenie introduced the item and provided a summary.

Director Thomas moved to receive and file the Fourth Quarter Budget Report for FY 2022/23.

Vice President Gray seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

**B. Discussion and Consideration to Fill Vacant Seat on the Finance Committee**

General Manager McElhenie introduced the item and provided a summary.

President Dean stated the Board of Directors received four applications and noted that the Chairperson interviewed applicants and will make a recommendation to the Board.

Vice President Gray stated that he interviewed the applicants. Mr. Bahringer withdrew his application. The other three are all qualified candidates. He asked the two candidates present to introduce themselves.

Mr. Hinrichsen introduced himself and discussed his background.

Mr. McCann introduced himself and discussed his background.

Director Scott stated that Mr. Rau is very well qualified with a background in law, but the other candidates are highly qualified.

**Public Comment:**

Laura Swartz, Cambria

Jim Townsend, Cambria (the Confidential Administrative Assistant, read a written comment into the record)

Julie Jorgensen, Cambria (the Confidential Administrative Assistant, read a written comment into the record)

Jeff Wilson, Cambria (the Confidential Administrative Assistant, read a written comment into the record)

The Board of Directors discussed the candidates.

Vice President Gray moved to appoint Scott McCann to the Finance Committee.

Director Farmer seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

**C. Discussion and Consideration of Adoption of Resolution 47-2023 Delegating Authority to General Manager to Make Decisions on Applications for Disability Retirement**

General Manager McElhenie introduced the item and provided a summary.

District Counsel stated, "that the Board of Directors of the Cambria Community Services District does hereby delegate to the incumbent of the position of General Manager authority to" needs to be added to the fifth paragraph.

Vice President Gray moved to adopt Resolution 47-2023 delegating authority to General Manager to make decisions on applications for disability retirement, with language added to the fifth paragraph of the Resolution, stating "that the Board of Directors of the Cambria Community Services District does hereby delegate to the incumbent of the position of General Manager authority to."

Director Scott seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

**D. Discussion and Consideration of Approval of Installation of Replacement Monterey Bay National Marine Sanctuary Signs on the Fiscalini Ranch Preserve**

General Manager McElhenie introduced the item and provided a summary.

Director Thomas moved to approve the installation of replacement Monterey Bay National Marine Sanctuary signs on the Fiscalini Ranch Preserve.

Director Farmer seconded the motion.

Motion Passed Unanimously Ayes – 5 Nays - 0 Absent – 0

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

President Dean asked for any future agenda items. There were none.

Mrs. Dodson announced the future agenda items for the September Board meetings.

**10. ADJOURN**

President Dean adjourned the meeting at 3:44 p.m.

For further details on the CCSD meeting, please visit the District's website to review the meeting recording or visit SLO-Span's website: <https://slo-span.org/static/meetings-CCSD.php>. CCSD's written comments can be reviewed on the District's meeting webpage.

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.C.**

FROM: Matthew McElhenie, General Manager

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Meeting Date: September 21, 2023	Subject: Consideration of Approval of an Agreement for Consultant Services with Gladwell Governmental Services, Inc. for Records Retention Policy & Schedule Update and Authorize General Manager to Execute the Agreement
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**RECOMMENDATIONS:**

It is recommended that the Board of Directors consider approving an Agreement for Consultant Services with Gladwell Governmental Services, Inc. (GGS) for the Records Retention Policy & Schedule update and authorize the General Manager to execute the agreement.

**FISCAL IMPACT:**

The fiscal impact associated is \$8,000 and is budgeted in the FY 23/24 Budget. The ongoing subscription to keep the records retention schedules up to date is \$500 annually and will be included in the District's operating budget for FY 24/25 and beyond. There will be significant savings as a result of reduced records storage costs.

**DISCUSSION:**

In 2000, the Board of Directors approved Resolution 6-2000, establishing the first Records Retention Schedule for managing, retaining, and disposing of certain records. Since 2000, three changes have been made. In 2011, the Board of Directors approved Resolution 7-2011, establishing the first Records Retention Policy. In 2013, the Board of Directors approved Resolution 44-2013, establishing the new Records Retention Schedules. Finally, in 2014, the Board of Directors approved Resolution 12-2014, amending the Records Retention Schedules and superseding Resolution 44-2013. Best practices require a periodic review of the Retention Schedule to include new technology and mandated records; remove obsolete records, merge records' series, incorporate additional or renamed divisions; and update retention schedules in compliance with County, State, and federal laws. This has not been done since 2014.

The Administration Department contacted three vendors to submit proposals for updating the records retention policy and schedule. Due to the continual steady growth in the volume of records the Cambria Community Services District handles within its limited space and stored with Vital Records Control, District staff selected GGS, an expert in local government records, to update its records retention policy and schedule.

It is recommended that the Board of Directors approve an Agreement for Consultant Services with GGS for the Records Retention Policy & Schedule update and authorize the General Manager to execute the agreement.

Attachments: Agreement for Consultant Services  
CCSD Records Retention Policy & Schedules

## **AGREEMENT FOR CONSULTANT SERVICES**

This AGREEMENT FOR CONSULTANT SERVICES (“Agreement”) is made and effective as of September 21, 2023, between **GLADWELL GOVERNMENT SERVICES, INC.**, a California corporation (“Consultant”), and the **CAMBRIA COMMUNITY SERVICES DISTRICT**, a political subdivision of the State of California (“District”). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

### **1. TERM**

This Agreement shall commence on September 21, 2023 and shall remain and continue in effect until terminated pursuant to the provisions of this Agreement.

### **2. SERVICES**

Consultant shall perform the tasks described and comply with all terms and provisions set forth in Consultant’s Proposal for Cambria Community Services District (the “Proposal”), attached hereto as Exhibit “A” and incorporated herein by this reference.

### **3. PERFORMANCE**

Consultant shall at all times faithfully, competently and to the best of his/her ability, experience and talent, perform all tasks described herein. Consultant shall employ, at a minimum generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

### **4. AGREEMENT ADMINISTRATION**

District’s General Manager shall represent District in all matters pertaining to the administration of this Agreement. Diane Gladwell shall represent Consultant in all matters pertaining to the administration of this Agreement.

### **5. PAYMENT**

The District agrees to pay the Consultant in accordance with the payment rates and terms set forth in Exhibit A.

### **6. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

(a) The District may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the District suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the District shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the District. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the District pursuant to Section 5.

#### 7. **TERMINATION ON OCCURRENCE OF STATED EVENTS**

This Agreement shall terminate automatically on the occurrence of any of the following events:

- (a) Bankruptcy or insolvency of any party;
- (b) Sale of Consultant's business;
- (c) Assignment of this Agreement by Consultant without the consent of District.

#### 8. **DEFAULT OF CONSULTANT**

(a) The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, District shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

(b) If the District Manager or his/her delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the District shall have the right, notwithstanding any other provision of this Agreement to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

#### 9. **LAWS TO BE OBSERVED.** Consultant shall:

(a) Procure all permits and licenses, pay all charges and fees, and give all notices which may be necessary and incidental to the due and lawful prosecution of the services to be performed by Consultant under this Agreement;

(b) Keep itself fully informed of all existing and proposed federal, state and local laws, ordinances, regulations, orders, and decrees which may affect those engaged or

employed under this Agreement, any materials used in Consultant's performance under this Agreement, or the conduct of the services under this Agreement;

(c) At all times observe and comply with, and cause all of its employees to observe and comply with all of said laws, ordinances, regulations, orders, and decrees mentioned above;

(d) Immediately report to the District's General Manager in writing any discrepancy or inconsistency it discovers in said laws, ordinances, regulations, orders, and decrees mentioned above in relation to any plans, drawings, specifications, or provisions of this Agreement; and

(e) The District, and its officers, agents and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

#### 10. **OWNERSHIP OF DOCUMENTS**

(a) Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by District that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of District or its designees at reasonable times to such books and records; shall give District the right to examine and audit said books and records; shall permit District to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the District and may be used, reused, or otherwise disposed of by the District without the permission of the Consultant. With respect to computer files, Consultant shall make available to the District, at the Consultant's office and upon reasonable written request by the District, the necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

#### 11. **INDEMNIFICATION**

(a) Indemnification for Professional Liability. When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless District and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and

all losses, liabilities, damages, costs and expenses, including attorney's fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or subcontractors (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this agreement.

(b) Indemnification for Other Than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless District, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

(c) General Indemnification Provisions. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this agreement. In the event Consultant fails to obtain such indemnity obligations from others as required here, Consultant agrees to be fully responsible according to the terms of this section. Failure of District to monitor compliance with these requirements imposes no additional obligations on District and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend District as set forth here is binding on the successors, assigns or heirs of Consultant and shall survive the termination of this agreement or this section.

(d) Indemnification for Design Professional Services. Notwithstanding anything herein to the contrary, to the fullest extent permitted by law for all design professional services arising under this Agreement, Consultant shall indemnify, protect, defend and hold harmless District and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorney's fees and costs which arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

## 12. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit "C," attached hereto and incorporated herein as though set forth in full.



**13. INDEPENDENT CONSULTANT**

(a) Consultant is and shall at all times remain as to the District a wholly independent Consultant. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither District nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the District. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against District, or bind District in any manner.

(b) No employee benefits shall be available to Consultant in connection with performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, District shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for District. District shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

**14. UNDUE INFLUENCE**

Consultant declares and warrants that no undue influence or pressure was or is used against or in concert with any officer or employee of the Cambria Community Services District in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the Cambria Community Services District will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the District to any and all remedies at law or in equity.

**15. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES**

No member, officer, or employee of District, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the project performed under this Agreement.

**16. RELEASE OF INFORMATION/CONFLICTS OF INTEREST**

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without District's prior written authorization. Consultant, its officers, employees, agents, or subcontractors, shall not without written authorization from the District Manager or unless requested by the

District Counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the District. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives District notice of such court order or subpoena.

(b) Consultant shall promptly notify District should Consultant, its officers, employees, agents, or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the District. District retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding. Consultant agrees to cooperate fully with District and to provide the opportunity to review any response to discovery requests provided by Consultant. However, District's right to review any such response does not imply or mean the right by District to control, direct, or rewrite said response.

#### 17. **NOTICES**

Any notice which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To District: Matthew McElhenie, General Manager  
Cambria Community Services District  
PO Box 65  
Cambria, CA 93428

Copy to: Timothy J. Carmel  
Carmel & Naccasha, LLP  
694 Santa Rosa Street  
San Luis Obispo, CA 93401

To Consultant: Diane R. Gladwell  
Gladwell Government Services, Inc.  
PO Box 62  
Lake Arrowhead, CA 92352

18. **ASSIGNMENT**

The Consultant shall not assign the performance of this Agreement, nor any part thereof, without the prior written consent of the District.

19. **GOVERNING LAW**

The District and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the superior or federal district court with jurisdiction over the Cambria Community Services District.

20. **ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. **TIME**

District and Consultant agree that time is of the essence in this Agreement.

22. **CONTENTS OF PROPOSAL**

Consultant is bound by the contents of the Proposal submitted by the Consultant, Exhibit "A," attached hereto and previously incorporated herein. Should the terms of the Proposal conflict with this Agreement, the terms of this Agreement shall prevail.

23. **CONSTRUCTION**

The parties agree that each has had an opportunity to have their counsel review this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendments or exhibits thereto. The captions of the sections are for convenience and reference only, and are not intended to be construed to define or limit the provisions to which they relate.

24. **AMENDMENTS**

Amendments to this Agreement shall be in writing and shall be made only with the mutual written consent of all of the parties to this Agreement.

25. **AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

**CAMBRIA COMMUNITY SERVICES  
DISTRICT**

**GLADWELL GOVERNMENT  
SERVICES, INC.**

\_\_\_\_\_  
Matthew McElhenie, General Manager

By: \_\_\_\_\_  
Diane R. Gladwell, CEO

ATTEST:

\_\_\_\_\_  
Haley Dodson, Confidential Administrative  
Assistant

Approved As To Form:

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

EXHIBIT A  
CONSULTANT'S PROPOSAL

EXHIBIT BINSURANCE REQUIREMENTS

*Prior to the beginning of and throughout the duration of the Work, Consultant will maintain insurance in conformance with the requirements set forth below. Consultant will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, Consultant agrees to amend, supplement or endorse the existing coverage to do so. Consultant acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to District in excess of the limits and coverage required in this agreement and which is applicable to a given loss, will be available to District.*

*Consultant shall provide the following types and amounts of insurance:*

Commercial General Liability Insurance using Insurance Services Office "Commercial General Liability" policy from CG 00 01 or the equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits are subject to review but in no event less than \$1,000,000 per occurrence.

Business Auto Coverage on ISO Business Auto Coverage from CA 00 01 including symbol 1 (Any Auto) or the equivalent. Limits are subject to review, but in no event to be less than \$1,000,000 per accident. If Consultant owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Consultant or Consultant's employees will use personal autos in any way on this project, Consultant shall provide evidence of personal auto liability coverage for each such person.

Workers Compensation on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident or disease.

Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designated to protect against acts, errors or omissions of the Consultant and "Covered Professional Services" as designated in the policy must specifically include work performed under this agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend the insured. The policy retroactive date shall be on or before the effective date of this agreement.

*Insurance procured pursuant to these requirements shall be written by insurer that are admitted carriers in the state California and with an A.M. Bests rating of A- or better and a minimum financial size VII.*

General conditions pertaining to provision of insurance coverage by Consultant. Consultant and District agree to the following with respect to insurance provided by Consultant:

1. Consultant agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds District, its officials employees and agents, using standard ISO endorsement No. CG 2010 with an edition prior to 1992 or current equivalent. Consultant also agrees to require all consultants, and subcontractors to do likewise.

2. No liability insurance coverage provided to comply with this Agreement shall prohibit Consultant, or Consultant's employees, or agents, from waiving the right of subrogation prior to a loss. Consultant agrees to waive subrogation rights against District regardless of the applicability of any insurance proceeds, and to require all Consultants and subcontractors to do likewise.

3. All insurance coverage and limits provided by Consultant and available or applicable to this agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the District or its operations limits the application of such insurance coverage.

4. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to District and approved of in writing.

5. No liability policy shall contain any provision or definition that would serve to eliminate so-called "third party action over" claims, including any exclusion for bodily injury to an employee of the insured or of any Consultant or subcontractor.

6. All coverage types and limits required are subject to approval, modification and additional requirements by the District, as the need arises. Consultant shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period) that may affect District's protection without District's prior written consent.

7. Proof of compliance with these insurance requirements, consisting of certificates of insurance evidencing all of the coverages required and an additional insured endorsement to Consultant's general liability policy, shall be delivered to District at or prior to the execution of this Agreement. In the event such proof of any insurance is not delivered as required, or in the event such insurance is canceled at any time and no replacement coverage is provided, District has the right, but not the duty, to obtain any insurance it deems necessary to protect its interests under this or any other agreement

and to pay the premium. Any premium so paid by District shall be charged to and promptly paid by Consultant or deducted from sums due Consultant, at District option.

8. Certificate(s) are to reflect that the insurer will provide 30 days' notice to District of any cancellation of coverage. Consultant agrees to require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, or that any party will "endeavor" (as opposed to being required) to comply with the requirements of the certificate.

9. It is acknowledged by the parties of this agreement that all insurance coverage required to be provided by Consultant or any subcontractor, is intended to apply first and on a primary, noncontributing basis in relation to any other insurance or self insurance available to District.

10. Consultant agrees to ensure that subcontractors, and any other party involved with the project that is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with subcontractors and others engaged in the project will be submitted to District for review.

11. Consultant agrees not to self-insure or to use any self-insured retentions or deductibles on any portion of the insurance required herein and further agrees that it will not allow any Consultant, subcontractor, Architect, Engineer or other entity or person in any way involved in the performance of work on the project contemplated by this agreement to self-insure its obligations to District. If Consultant's existing coverage includes a deductible or self-insured retention, the deductible or self-insured retention must be declared to the District. At the time the District shall review options with the Consultant, which may include reduction or elimination of the deductible or self-insured retention, substitution of other coverage, or other solutions.

12. The District reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the District will negotiate additional compensation proportional to the increase benefit to District.

13. For purposes of applying insurance coverage only, this Agreement will be deemed to have been executed immediately upon any party hereto taking any steps that can be deemed to be in furtherance of or towards performance of this Agreement.

14. Consultant acknowledges and agrees that any actual or alleged failure on the part of District to inform Consultant of non-compliance with any insurance requirements in no way imposes any additional obligations on District nor does it waive any rights hereunder in this or any other regard.



15. Consultant will renew the required coverage annually as long as District, or its employees or agents face an exposure from operations of any type pursuant to this agreement. This obligation applies whether or not the agreement is canceled or terminated for any reason. Termination of this obligation is not effective until District executes a written statement to that effect.

16. Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from Consultant's insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to District within five days of the expiration of the coverages.

17. The provisions of any workers' compensation or similar act will not limit the obligations of Consultant under this agreement. Consultant expressly agrees not to use any statutory immunity defenses under such laws with respect to District, its employees, officials and agents.

18. Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements nor as a waiver of any coverage normally provided by any given policy. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue, and is not intended by any party or insured to be limiting or all-inclusive.

19. These insurance requirements are intended to be separate and distinct from any other provision in this Agreement and are intended by the parties here to be interpreted as such.

20. The requirements in this Section supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impairs the provisions of this Section.

21. Consultant agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge District or Consultant for the cost of additional insurance coverage required by this agreement. Any such provisions are to be deleted with reference to District. It is not the intent of District to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against District for payment of premiums or other amounts with respect thereto.

22. Consultant agrees to provide immediate notice to District of any claim or loss against Consultant arising out of the work performed under this agreement. District

assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve District.

## PROPOSAL FOR CAMBRIA COMMUNITY SERVICES DISTRICT EXECUTIVE SUMMARY

**A recent Coopers & Lybrand study showed that records and information systems often represent 50% of the total cost of doing business, and the average office makes 19 copies of each document.**

**Average Costs:**

- \$20 to file each document
- \$1.50 to retrieve each document  
( $\$20 \times 19 \text{ copies} = \$380$  to file)

**The average office loses 1 out of 20 office documents. It then costs:**

- \$120 to search for the document
- \$250 to recreate it, if lost  
(1 lost document = \$370)

This proposal will result in the following benefits to Cambria Community Services District:

1. Ensure efficiency and consistency.
2. Free Office and Storage Space.
3. Ensure fast response times and excellent customer service levels.
4. Provide an efficient "base" for operations in future years.

The President of Gladwell Governmental Services, Inc., Diane R. Gladwell, is a Master Municipal Clerk that has developed records management programs for over 100 California cities. Ms Gladwell was a City Clerk for six years, and has an excellent knowledge of government operations and document imaging. She is recognized as a leading expert in records management and has an excellent knowledge of the industry, products and vendors as well as hands-on user and administration experience with many systems. Ms. Gladwell is the author of several publications on records management, business process reengineering (BPR), and document imaging, and is a noted speaker (including AIIM, ARMA, and COMDEX). In addition, Ms. Gladwell has received multiple awards for document imaging / records management and administration.

GGs's legal research and knowledge in the retention of California government records is unsurpassed, as noted by one of our clients:

*"Her knowledge of municipal government and its structure are immense and her legal research was flawless."*

Ms. Gladwell has no vendor affiliations, and therefore can provide objective advice and recommendations, where appropriate.

## SCOPE OF WORK RECORDS RETENTION SCHEDULES

### Phase 1: Records Retention Update – Best Practices Videoconferences

Cambria Community Services District's records retention policy was last updated in 2014. There have been many substantive changes in the legal mandates for records retention since.

Gladwell Governmental Services, Inc. (GGS) will provide analysis of the District's current records retention schedules and bring them current / compliant with both current mandates and "Best Practices" of over 200 other California Special Districts and Fire Departments.

Pre-existing copyright-protected records retention schedules developed by GGS will be customized to be organized to reflect the District's organizational structure, and schedules will include all current laws and will show which records could be scanned into the document imaging system, and will identify if, and when, the paper version should be destroyed after imaging.

Then GGS will meet with each department via videoconference to review the proposed changes, obtain additional changes from employees, and provide employee training.

Deliverables:

- Updated Records Retention Schedules for all District Departments
- Detailed Index to Records Retention Schedules
- Draft resolution of adoption
- Draft staff report
- Unlimited Videoconferences with each Department / Division

**Total Cost: \$6,800.00**

### Phase 2: Implementation / Destruction Procedures and Training - Videoconferences

GGS will create and/or review and update all written instructions, policies, procedures and form to ensure all laws, policies and procedures of the District are followed in the most cost-effective manner possible.

GGS will provide two (2) different days / times for employee training classes so employees can attend an interactive training session.

Deliverables:

- New or Updated Policies, Procedures and Forms for destroying records in compliance with laws and "best practices"
- Various Planning meetings (videoconference, telephone & e-mail)
- 2 videoconference training sessions for employees

**Total Cost: \$1,200.00**

**Subscription to Keep Retention Schedules Up-to-Date (Next Fiscal Year)**

The subscription includes:

- Legal review of all changes for the year (presented in “Track Change” format,)
- Additional changes requested by your employees,
- Approval forms and assistance,
- Re-writing of the index to your schedules to reflect the changes made,
- Unlimited e-mail and telephone assistance / Q&A throughout the year.

\$500 a year (July 1 – June 30); Subscription continues until cancelled by the District. Starts the fiscal year after the contract is signed.

## METHODOLOGY

All work is performed by the President of Gladwell Governmental Services, Inc. Assignments are not delegated to less skilled personnel or subcontractors, assuring the project is well-coordinated without communication problems or scheduling conflicts among various consultants and their other projects. In addition, this also assures the highest quality work.

The consultant proposes to build on the progress already made in the organization and the pre-existing intellectual property of GGS, ensuring consistency and high levels of quality for the project.

The project will be structured to increase participation, expedite results, minimize costs and ensure the successful implementation of an excellent program by temporarily employing the skills and knowledge of the contractor as needed.

This approach is customized for Cambria Community Services District to ensure the program:

- Is interactive, producing a high level of participation and ownership;
- Matches the organization's values and structure;
- Provides appropriate solutions;
- Can be implemented quickly;
- Will achieve long-term viability; and
- Has the highest cost/benefit ratio and return on investment.

Drafts of all work will be released to Cambria Community Services District during the course of the project. Cambria Community Services District will have an opportunity to edit and comment on these drafts, assuring that (1) the City will maintain control of the project, and (2) the current work of the organization supports the final program. In addition, on-site visits, e-mail, and telephone communications will keep Cambria Community Services District apprised of the work progress.

The consultant will provide the computer facilities, forms and equipment necessary to complete the work in this proposal. A resident workspace will be necessary when the consultant is on-site with access to computer systems, a photocopier, and Cambria Community Services District staff for information.

**“...a records management program is actually a money saver - a protection against ineffective operations. It is even more significant as a safeguard against disaster and lawsuits”**

*-ICMA (International City/County Management Association)*

## RESUME

### SUMMARY

Diane R. Gladwell is a Master Municipal Clerk with over twenty years experience managing in public and private sectors. Recipient of multiple awards recognizing excellence in municipal clerk administration. Facilitator, author and instructor for document imaging, best practices and reengineering in over 200 organizations, including AIIM, ARMA and COMDEX.

### PROFESSIONAL BACKGROUND

**Gladwell Governmental Services, Inc.**  
**President**

**1989 to present**

Clients have included over 200 California Cities, Special Districts and Counties. Projects have included:

1. Organization-wide and Department-level Records Management Programs:  
Retention Schedules, Procedures, Manuals and Training
2. ECMS / Document Imaging / Trustworthy Electronic Records System Acquisition or Remediation
3. E-mail and electronic records
4. Educational Programs and Publications in Technology, Business Process Reengineering,  
Best Practices, Records Management and other subjects.
5. Facilitation of Business Process Reengineering.
6. Elections Management.

**City of San Luis Obispo**  
**City Clerk**

**1992 to 1995**

As a member of the management team, responsible for records management, election administration, municipal code maintenance, FPPC disclosures, special event permits, City Council support, and coordination of over 20 boards and commissions for the City of San Luis Obispo. Administration of the agenda process and all public notification and advertisement.

Received the Presidents Award of Distinction for Excellence in Organization and Administration from the California Clerks Association (1994). Reduced expenses by 22% while increasing services to the public; developed "InfoSLO" computerized information kiosk, electronic advertising and electronic agendas; reengineered all programs and processes in the Division.

**City of Glendale**  
**Assistant City Clerk**

**1989 to 1992**

As a member of management, responsible for records management, election administration, municipal code maintenance, FPPC disclosures, business licensing, film permits and special events for Glendale (population 187,000). Supervised Council and Redevelopment Agency agendas, packets and minutes preparation as required; administrated publication and mailing of legal notices, bids, and process claims for the City. Develop, presented and administrated City Clerk annual budget of \$800,000. Acted as Public Information Officer for the City during emergencies (Glendale fire, storm damage). Supervised a staff of nine who serve a culturally diverse community.

Developed, implemented, and administrated a Citywide records management program based on optical disk technology which has received international, national and state awards for exceptional records management programs.

**Food 4 Less / Market Basket / Viva / Boys Markets  
Credit Management Services Supervisor**

**1980-1989**

Administered payment systems and collections for a chain of 50 grocery stores (over five million transactions annually.) Records management for payment transactions, criminal and civil incidents for chain. A key member of the management team that developed and implemented computerized Electronic Funds Transfer for checks and credit cards as well as several custom applications to track returned items and issue check cashing cards. Budget development and administration for four Divisions representing expenditures of over \$8,000,000.

**EDUCATION**

Pacific Southern University, Los Angeles: Bachelor of Science, Business Administration  
California Polytechnic University, Cambria Community Services District: Business administration courses  
Citrus College, Azusa: Associate of Science, Business Administration  
UCLA: Business management courses  
Institution de Technologico, Yucatan, Mexico: Attended institute as a foreign exchange student  
ESRI Geographic Information Systems (GIS) training

**HONORS**

Olsten Award for Excellence in Records Management Programs;  
Association of Records Management Administrators (ARMA)  
President's Award of Distinction for Excellence in Organization and Administration;  
City Clerks Association of California (CCAC)  
Records Management Award for Exceptional Municipal Programs Utilizing Alternative Technologies;  
International Institute of Municipal Clerks (IIMC)  
President's Award for Excellence in Public Presentations and Published Articles;  
City Clerks Association of California (CCAC);  
Rotary, International, Lake Arrowhead Chapter: (2) Special Service Awards for Projects which raised over \$40,000 for fire victims.  
(3) Honorary Service Awards (California PTA, for outstanding service to youth and community)  
Life Member: Delta Mu Delta, Alpha Gama Sigma and California Scholarship Federation  
Listed in *Who's Who of Executives and Professionals*  
2017 Woman of Distinction Award, California 23<sup>rd</sup> Senate District  
Rotarian of the Year, 2022, Rotary Club of Lake Arrowhead

**PRESENTATIONS AND PUBLICATIONS**

University of Riverside, Extension / Technical Track for Clerks: Records Management, Elections  
AIIM (Association for Information and Image Management)  
ARMA (Association of Records Managers and Administrators)  
IIMC (International Institute of Municipal Clerks)  
CCAC (City Clerks Association of California)  
Government Technology Conference  
Co-Author: Ballot Counting Procedures and Guidelines (various voting systems)  
Author: Document Imaging  
Efficient Filing  
Funding Records Management Projects  
Various articles published by ARMA, ICMA, IIMC and NAGARA

**PROFESSIONAL MEMBERSHIPS**

AIIM Professional Level Member  
Association of Records Managers and Administrators  
City Clerks Association of California (*Past First Vice President, Past Second Vice President*)  
International Institute of Municipal Clerks (*Past Chair, Resource Committee, Membership Task Force, Past Chair, Records Management Committee*)  
National Association of Government Archives and Records Administrators (NAGARA)  
Rotary, International

**Proposal for Cambria Community Services District**



RESOLUTION NO. 6-2000  
DATE: FEBRUARY 28, 2000

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT ESTABLISHING A RECORDS RETENTION SCHEDULE FOR THE MANAGEMENT, RETENTION, AND DISPOSITION OF CERTAIN RECORDS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

WHEREAS, Cambria Community Services District ("the District") is obligated to create, maintain, and disseminate information in accordance with State and Federal regulations; and

WHEREAS, records management is the systematic control of records from creation through processing, distribution, organization, protection, storage and retrieval to their ultimate disposition; and

WHEREAS, a Records Retention Schedule provides a timetable and consistent procedures for maintaining active records, for the timely and effective disposal or removal of obsolete or inactive records from expensive office space and the effective, but economical, preservation of certain records; and

WHEREAS, the Board of Directors of the District wishes to establish a procedure for the management, retention, and destruction of certain records for the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District that:

SECTION 1. Tape Retention

- A. All audio-tapes of Board of Directors' meetings shall be retained for purposes of developing the official minutes of the meeting. The audio-tapes of the meeting shall be kept for five (5) years, after which time they may be destroyed.
- B. Any member of the public or the Board of Directors may request a copy of an audio-tape of a Board of Directors' meeting. Such request shall be made in writing. On receipt of a written request, the District Secretary shall provide a written response within ten (10) days indicating when the audio-tape shall be available.
- C. A charge for audio-tapes shall be calculated to include the cost of the audio-tapes requested and the direct costs to reproduce the audio-tapes. Such amounts shall be payable to the District at the time the audio-tapes are completed.

SECTION 2. Authorization to Pick Up Materials

- A. Any Board Member, by written authorization, may designate an individual, or individuals, to pick up Board materials on their behalf. Such authorization shall be retained on file by the District Secretary.
- B. Authorized individuals shall pick up materials at the main public counter at the District Office.

SECTION 3. This resolution shall take effect immediately upon its adoption.

On the motion of Director McConnell, seconded by Director Blanck, and the following roll call vote, to wit:

AYES: Directors Blanck, Chaldecott, May, McConnell and Villeneuve  
 NOES:  
 ABSTAINED:  
 ABSENT:

Resolution No. 6-2000 is hereby adopted.

*Helen May*

\_\_\_\_\_  
Helen May, President  
Board of Directors

ATTEST:

*Paulette Nighswonger*

\_\_\_\_\_  
Paulette Nighswonger  
Secretary, Board of Directors

RESOLUTION NO. 07-2011  
March 24, 2011

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT  
ESTABLISHING THE  
CAMBRIA COMMUNITY SERVICES DISTRICT (CCSD)  
RECORDS RETENTION POLICY

**WHEREAS**, said Board of Directors is authorized by the provisions of California Government Code Sections 60200 et seq., to establish a records retention schedule applicable to CCSD records; and

**WHEREAS**, CCSD Records Retention Policy has been prepared to provide a records retention policy for the CCSD consistent with the requirements of Government Code Sections 60200 et seq., including procedures for review by the Board of Directors of records retention schedules and also an annual procedure for review and authorization of destruction and disposition of records; and

**WHEREAS**, appropriate records retention schedules will assist the CCSD by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal or legal value.


**NOW, THEREFORE**, the Board of Directors of the CCSD does hereby **RESOLVE** and **ORDER** as follows:

Section 1: CCSD Records Retention Policy, attached hereto as Exhibit "A", is hereby adopted to establish the Cambria Community Services District's Records Retention Policy.

PASSED AND ADOPTED THIS 24<sup>th</sup> day of March 2011.

  
\_\_\_\_\_  
Muril N. Clift, President  
Board of Directors

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

APPROVED AS TO FORM:  
  
\_\_\_\_\_  
Timothy J. Carmel  
District Counsel

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**POLICY TITLE: RECORDS RETENTION**

## **1. PURPOSE**

The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of Cambria Community Services District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

## **2. POLICY**

Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the CCSD.

The following principles, which apply to all levels of government, are adopted as central to the CCSD's Records Retention policy and are based upon the Secretary of State's Local Government Records Management Guidelines,

-- A records management program is designed to "...apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of... records". (Reference Government Code Section 14740).

-- Effective records management ensures that records are kept only as long as they have some administrative, fiscal, or legal value. When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance. If that is the case the records should be preserved by an appropriate historical agency.

--Staff members should realize that an effective records management program is not only cost effective; it will also make their jobs easier. They should also know that records retained beyond their value "just in case" only extend the agency's legal liability in the event of adverse litigation.

## **3. INTERPRETATION AND IMPLEMENTATION**

The General Manager is authorized by the Board of Directors to interpret and implement this Policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified herein.

Pursuant to the provisions of California Government Code §60200 through §60203, the following will govern the retention and disposal of records of the Cambria Community Services District.

A. Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to electronic media.

B. Any original records, papers or documents that do not fall under any Federal, State, Special District laws or specified CCSD regulations, and which are more than two years old, not longer in use for a period shorter than two years, and have no continuing need for said record for legal or historical purposes may be authorized for destruction in accordance with the procedures contained in this Policy without the necessity of copying to photographic or electronic media.

C. In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc. or for a period less than required by federal or state statutes or regulations.

D. In accordance with the authority of Government Code Section 60203, by adoption of this Policy the CCSD Board of Directors hereby authorizes the destruction of any records, papers or documents which are not expressly required by law to be filed and preserved if all of the following conditions are met:

1. The record, paper or document is copied to an approved electronic Media in accordance with Government Code Section 60203 (a)(1);
2. The device used to reproduce such record, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details and does not permit additions, deletions, or changes to the original document; and,
3. The reproductions or copies are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.

#### **4. DOCUMENTS TO BE MAINTAINED IN ACCORDANCE WITH GOVERNMENT CODE SECTION 60201**

In accordance with the requirements of Government Code Section 60201, the following records may not be destroyed or disposed of:

- A. Any records relating to formation, change or organization, or reorganization of the CCSD.
- B. Any ordinance adopted by the CCSD, except an ordinance that has been repealed or is otherwise invalid or unenforceable may be authorized by the Board of Directors for destruction or disposition five years after it has been repealed or became invalid or unenforceable.
- C. Minutes of any meeting of the CCSD Board of Directors.
- D. Records relating to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.

- E. Records that are subject to any pending request made pursuant to the Public Records Act, whether or not the CCSD maintains that the record is exempt from disclosure, until the request has been granted or two years from the time written notice was provided to the requester that the request has been denied.
- F. Records that relate to any pending construction that the CCSD has not accepted or as to which a stop notice claim legally may be presented.
- G. Records that relate to any non-discharged debt of the CCSD.
- H. Records that relate to the title of real property in which the CCSD has an interest.
- I. Records that relate to any non-discharged contract to which the CCSD is a party.
- J. Any record that has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received.
- K. Records relating to unaccepted bids or proposals that are less than two years old that are for the construction or installation of any building, structure, or other public work.
- L. Records that specify the amount of compensation paid to CCSD employees or officers or to independent contractors providing personal or professional services to the CCSD, or relates to expense reimbursement to CCSD officers or employees or to the use of CCSD paid credit cards or any travel compensation mechanism. Pursuant to Government Code Section 60201 (d)(12), however, such records may be destroyed or disposed of in accordance with the procedures contained in this Policy seven years after the date of payment.

## **5. AUTHORIZATION FOR DESTRUCTION**

Government Code Section 60201 (b) provides that the Board of Directors may authorize the destruction or disposition of any category of records by adopting a resolution finding the destruction or disposition of that category of records will not adversely affect any interest of the CCSD or of the public, and maintains a list, by category, of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category. In accordance with this authority, and pursuant to the authority and findings contained in Resolution 07-2011 approving this Policy, the following procedures shall apply to the destruction or disposition of CCSD records:

### **A. RECORDS RETENTION SCHEDULES**

The Board of Directors approval of this Records Retention Policy constitutes authority to dispose of records listed in the Records Retention Schedules attached as Exhibit 1 to this Policy, based upon its finding that the destruction or disposition of records contained in the Records Retention Schedules that are older than the retention periods established therein will not adversely affect any interest of the CCSD or of the Public. The General Manager shall annually submit to the Board a list consistent with the requirements of Government Code Section 60201(b) (1)(B), by category, of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category. The General Manager shall, from time to time as may be appropriate and desirable for proper records management, submit to the Board of Directors additions to the Records Retention Schedules for its consideration to provide

for additional authority for the ongoing destruction and disposition of appropriate categories of records.

## **B. ANNUAL PROCEDURE FOR RECORDS NOT CONTAINED IN THE RECORD RETENTION SCHEDULES**

In addition records listed in the Record Retention Schedules, the following procedure shall be used to annually review and authorize the destruction and disposition of other records maintained by the CCSD:

1. The General Manager shall establish a date each year when each department head shall compile a list of documents for consideration of authorization by the Board of Directors for destruction.
2. The list shall be submitted to the General Manager, and shall be reviewed by him or her, as well as the District Counsel, for a determination as to the appropriateness of destroying or disposing of the record, taking into consideration the provisions of this Policy and any other legal reasons related to their destruction or disposition.
3. The General Manager shall bring the list of documents to be considered for destruction or disposition to the Board of Directors for consideration, and the list shall be published as part of the regular agenda.
4. The Board of Directors shall thereafter consider a Resolution, with the findings required by Government Code Section 60201 (b) (1), authorizing the destruction or disposition of the records.

RESOLUTION NO. 44-2013  
NOVEMBER 21, 2013

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT ESTABLISHING THE  
CAMBRIA COMMUNITY SERVICES DISTRICT RECORDS  
RETENTION SCHEDULES

WHEREAS, the Board of Directors is authorized by the provisions of California Government Code Section 60200 et. seq., to establish records retention schedules applicable to Cambria Community Services District ("CCSD") records; and

WHEREAS, on March 24, 2011, the Board of Directors adopted Resolution No. 07-2011, establishing a Records Retention Policy consistent with the requirements of Government Code Sections 60200 et. seq., including procedures for review by the Board of Directors of records retention schedules and also an annual procedure for review of destruction and disposition of records; and

WHEREAS, appropriate records retention schedules will assist the CCSD by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal or legal value; and

WHEREAS, the CCSD has prepared record retention schedules for the following categories of records: recruitment records, Fair Political Practices Commission filings, and public records requests.

NOW, THEREFORE, the Board of Directors of the CCSD does hereby RESOLVE and ORDER as follows:


Section 1: The CCSD Record Retention Schedules, attached hereto as Exhibit 1 shall constitute the records retention schedules applicable to the CCSD's Records Retention Policy.

Section 2: The destruction or disposition of the records contained in the attached Records Retention Schedules that are older than the retention periods established therein will not adversely affect any interest of the CCSD or of the public.

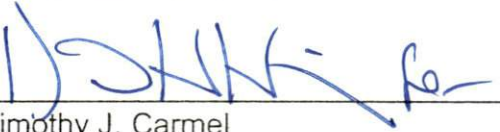


Section 3: The CCSD will maintain a list, by category, of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.

PASSED AND ADOPTED THIS 21<sup>st</sup> day of November, 2013.

  
\_\_\_\_\_  
Michael Thompson, President  
Board of Directors

APPROVED AS TO FORM:

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

ATTEST:

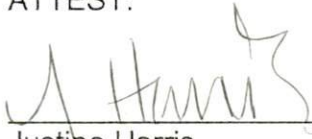
  
\_\_\_\_\_  
Justine Harris,  
Interim District Clerk

EXHIBIT 1 TO THE  
CAMBRIA COMMUNITY SERVICES DISTRICT  
RECORD RETENTION POLICY

CAMBRIA COMMUNITY SERVICES DISTRICT  
RECORDS RETENTION SCHEDULES

Record Title	Office of Record	Required Retention Official	Characteristics (Vital, Historical, Confidential)	Location	
				Active	Inactive
<b>PERSONNEL</b>	<b>Administrative</b>				
<b>Recruitment Records General</b> Records regarding job bulletins, job descriptions, and job advertisements. <i>29 CFR 1627.3</i>		CL+3		Administrative	Offsite
<b>Recruitment records Personal</b> Employment applications, examination materials, ethnicity disclosures, and background checks. <i>29 CFR 1627.3</i>		CL+3	Confidential	Administrative	Offsite
<b>Recruitment Records Medical</b> Pre-employment physicals. <i>29 CFR 1910.1020</i>		T+30	Confidential	Administrative	Offsite

**Event Codes:** All retention periods are listed in years (unless otherwise specified).  
CL = Closed/Completion                      E=Election

R=Received

**ADMINISTRATION****Administrative****Fair Political Practices Commission Filings**

Administrative Offsite

Original campaign statements	E+7
Original campaign statements of non-incumbent candidates	E+5
Copies of campaign statements	E+4
Original Form 700	R+7
Copies of Form 700	R+4
Form 801- Gift to Agency	R+4
Form 802- Tickets/Passes	R+71410
Form 803- Behested Payment	R+7
<i>Govt. Code §81009</i>	

**Public Record Requests**

Administrative Offsite

Requests for public records under the Public Records Act and the records requested.	CL+2
<i>Govt. Code §60201(d)(5)</i>	

**Event Codes:** All retention periods are listed in years (unless otherwise specified).

CL = Closed/Completion

E=Election

R=Received

RESOLUTION NO. 12-2014  
MAY 22, 2014

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT AMENDING  
THE RECORDS RETENTION SCHEDULES AND SUPERSEDING  
RESOLUTION NO. 44-2013

WHEREAS, the Board of Directors is authorized by the provisions of California Government Code Section 60200 et seq., to establish a records retention schedule applicable to Cambria Community Services District ("CCSD") records; and

WHEREAS, on March 24, 2011, the Board of Directors adopted Resolution No. 07-2011, establishing a Records Retention Policy consistent with the requirements of Government Code Sections 60200 et seq., including procedures for review by the Board of Directors of records retention schedules and also an annual procedure for review of destruction and disposition of records; and

WHEREAS, appropriate records retention schedules will assist the CCSD by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal or legal value; and

WHEREAS, on November 21, 2013, the Board of Directors adopted Resolution No. 44-2013 establishing record retention schedules for the following categories of records: recruitment records, Fair Political Practices Commission filings, and public records requests; and

WHEREAS, the CCSD has prepared record retention schedules for additional records.

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


Section 1: The CCSD Record Retention Schedules, attached hereto as Exhibit 1 shall constitute the records retention schedules applicable to the CCSD's Records Retention Policy.

Section 2: The destruction or disposition of the records contained in the attached Records Retention Schedules that are older than the retention periods established therein will not adversely affect any interest of the CCSD or of the public.

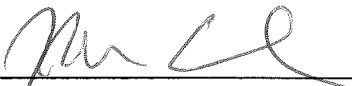
Section 3: The CCSD will maintain a list, by category, of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.

Section 4: This Resolution supersedes and replaces Resolution No. 44-2013.

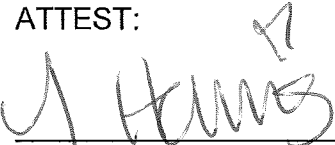
PASSED AND ADOPTED THIS 22<sup>nd</sup> day of May, 2014.

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

APPROVED AS TO FORM:

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

ATTEST:

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

**EXHIBIT 1 TO THE  
CAMBRIA COMMUNITY SERVICES DISTRICT  
RECORDS RETENTION POLICY**

**CAMBRIA COMMUNITY SERVICES DISTRICT  
RECORDS RETENTION SCHEDULES**

Record Title	Office of Record	Required Retention Official	Characteristics (Vital, Historical, Confidential)	Location	
				Active	Inactive
<b>PERSONNEL</b>	<b>Administrative</b>				
<b>Recruitment Records General</b> Records regarding job bulletins, job descriptions, and job advertisements. <i>29 CFR 1627.3</i>		CL+3		Administrative	Offsite
<b>Recruitment records Personal</b> Employment applications, examination materials, ethnicity disclosures, and background checks. <i>29 CFR 1627.3</i>		CL+3	Confidential	Administrative	Offsite
<b>Recruitment Records Medical</b> Pre-employment physicals. <i>29 CFR 1910.1020</i>		T+30	Confidential	Administrative	Offsite

**Event Codes:** All retention periods are listed in years (unless otherwise specified).

CL = Closed/Completion

E=Election

R=Received

T=Termination

**I-9 Forms**

Forms required by the Federal Government under the requirements of the Immigration Reform and Control Act of 1986  
*29 CFR 1627.3*

T+3

Confidential

Administrative Offsite

**Labor Relations Records**

Records related to employee representative activities. Includes studies, surveys and correspondence.  
*Govt. Code §60201*

CL+7

Confidential

Administrative Offsite

**Personnel Files**

Records related to individual employees. Includes employment applications, background checks, performance evaluations, driving records, awards or certificates, salary information, and separation documents.  
*29 CFR 1627.3; Govt. Code §60201*

CL+7

Confidential

Administrative Offsite

**Medical Files**

Records related to the medical history of employees, required physicals, drug testing, doctor releases/notes for workers' compensation or other absences.  
*29 CFR 1910.1020; 8 CCR 3204*

T+30

Confidential

Administrative Offsite

**Event Codes:** All retention periods are listed in years (unless otherwise specified).

CL = Closed/Completion

E=Election

R=Received

T=Termination

**ADMINISTRATION**

**Administrative**

**Fair Political Practices Commission Filings**

Administrative Offsite

Original campaign statements	E+7
Original campaign statements of non-incumbent candidates	E+5
Copies of campaign statements	E+4
Original Form 700	R+7
Copies of Form 700	R+4
Form 801- Gift to Agency	R+4
Form 802- Tickets/Passes	R+7
Form 803- Behested Payment	R+7

*Govt. Code §81009*

**Public Record Requests**

Administrative Offsite

Requests for public records under the Public Records Act and the records requested.	CL+2
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*Govt. Code §60201(d)(5)*

**Event Codes:** All retention periods are listed in years (unless otherwise specified).

CL = Closed/Completion

E=Election

R=Received

T=Termination



## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.D.**

FROM: Matthew McElhenie, General Manager

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Meeting Date: September 21, 2023      Subject: Consideration of Adoption of Resolution 52-2023 Declaring Vehicles and Equipment Surplus and Authorizing Sale by the General Manager

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**RECOMMENDATIONS:**

It is recommended that the Board of Directors consider the adoption of Resolution 52-2023 declaring vehicles and equipment surplus property and authorizing sale by the General Manager.

**FISCAL IMPACT:**

Disposing of the items may incur costs if no interested parties purchase them. If any sales result in revenue for the District, it will be handled as revenue to the Wastewater Department.

**DISCUSSION:**

The CCSD Wastewater Department has one (1) vehicle, one (1) step van, one (1) generator, and one (1) John Deere tractor that have reached the end of their useful life and are no longer used.

Government Code Section 61060(d) gives community service districts the broad authority to dispose of personal property. Staff recommends that the Board of Directors declare the vehicles and equipment surplus and authorize the General Manager to sell them.

It should be noted that no CCSD employees or their families will be allowed to bid on or purchase the vehicles or equipment to avoid any appearance of impropriety.

Attachments: Resolution 52-2023 and Exhibits A-D

RESOLUTION NO. 52-2023  
September 21, 2023

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT  
DECLARING ONE VEHICLE, ONE STEP VAN, A GENERATOR, AND  
TRACTOR SURPLUS PROPERTY AND  
AUTHORIZING SALE BY THE GENERAL MANAGER

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

1. The vehicle listed in Exhibit "A," attached hereto and incorporated herein by reference, is hereby declared to be surplus property.
2. The step van listed in Exhibit "B," attached hereto and incorporated herein by reference, is hereby declared to be surplus property.
3. The generator listed in Exhibit "C" attached hereto and incorporated herein by reference, is hereby declared to be surplus property.
4. The tractor listed in Exhibit "D," attached hereto and incorporated herein by reference, is hereby declared to be surplus property.
5. The General Manager is hereby authorized to sell the items listed in Exhibit "A, B, C, and D."

PASSED AND ADOPTED THIS 21<sup>st</sup> day of September, 2023.

\_\_\_\_\_  
Karen Dean, President  
Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Haley Dodson  
Confidential Administrative  
Assistant

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

Exhibit A – Resolution 52-2023

2005 Ford F150

VIN #: 1FTRF12525NB01166

Mileage: 181616



Exhibit B – Resolution 52-2023

1989 Chevy Step Van

Vin #: 1GBHP32K0K3317040

Mileage: 7766



Exhibit C – Resolution 52-2023

Generac generator; no longer working.



Exhibit D – Resolution 52-2023

1990 John Deere 6210 with 640 frontend loader

2506 hours on this tractor



## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.E.**

FROM: Matthew McElhenie, General Manager

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Meeting Date: September 21, 2023      Subject: Consideration to Accept The Office of Traffic Safety (OTS) Regional Crash Response and Extrication Improvement Grant for Extrication Equipment

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**RECOMMENDATIONS:**

It is recommended that the Board of Directors:

1. Receive the staff report.
2. Direct Staff to accept the Regional Crash Response and Extrication Improvement Grant awarded to the Cambria CSD Fire Department by the State of California Office of Traffic Safety.

**FISCAL IMPACT:**

The grant award is for \$42,044.00 for the purchase of a new set of battery-powered jaws-of-life extrication equipment to outfit our second fire engine. There is a \$199.39 cost to the Fire Department due to a change in pricing from when the equipment quote was submitted to OTS in January to when we were awarded the grant. The Fire Department has sufficient funds to cover the cost increase within its budget.

**DISCUSSION:**

Under the California State Office of Traffic Safety Grant programs, the Cambria CSD Fire Department applied for the Emergency Medical Services Grant program. This grant aims to assist in providing timely care to crash victims, critical to reducing deaths and the severity of injuries. When a person is injured in a crash, they rely on first responders to quickly locate them, stabilize their injury, and transport them for care. Recent studies show that an effective emergency trauma care system can improve survival from serious injuries by as much as 25%, and county-level coordinated systems of trauma care can reduce crash fatality rates by as much as 50%.

The Safe System approach accepts that crashes will happen, but by focusing attention on reducing the severity of injuries when a crash occurs, such as post-crash care, we can better address every aspect of crash risks by being proactive and implementing multiple layers of protection. Grant programs for emergency medical services (EMS) include upgrading extrication equipment that allows emergency responders to access occupants trapped in vehicles quickly. Many emergency response agencies have outdated equipment that needs replacement, affecting their ability to reach victims quickly and increase their survivability. The primary goal of this grant is to decrease the average response time for the arrival of appropriate equipment at crash sites in rural areas.

With this award, the Cambria CSD Fire Department will be able to outfit both frontline fire engines with identical sets of battery-powered extrication equipment. This ensures that no matter which fire engine arrives on the scene of an emergency, the fire department has identical capabilities to affect the extrication of an entrapped victim. By accepting this grant with no matching funds beyond the \$199.39 price increase required and directing staff to sign the acceptance agreement, all those who live in, work in, visit, or travel through Cambria will have increased levels of safety.



<b>1. GRANT TITLE</b> <b>Regional Crash Response and Extrication Improvement Program</b>	
<b>2. NAME OF AGENCY</b> <b>Cambria Community Service District Fire Department</b>	<b>3. Grant Period</b> From: 10/01/2023 To: 09/30/2024
<b>4. AGENCY UNIT TO ADMINISTER GRANT</b> <b>Cambria Community Service District Fire Department</b>	
<b>5. GRANT DESCRIPTION</b> The city/county/fire protection district will serve as the lead agency for a regional extrication equipment distribution grant for their county. The extrication equipment is used by first responders to safely extricate victims trapped in traffic crashes. Best practice strategies will be used to reduce the response time for the arrival of appropriate extrication equipment to traffic crash scenes and the time to extricate the victims of traffic crashes, thus increasing survivability. The grant will provide funding for new equipment and training for fire departments without extrication equipment or those that have existing equipment that has reached the end of its usable lifespan and is in need of replacement.	
<b>6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$42,044.00</b>	
<b>7. TERMS AND CONDITIONS:</b> The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"><li>• Schedule A – Problem Statement, Goals and Objectives and Method of Procedure</li><li>• Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)</li><li>• Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)</li><li>• Exhibit A – Certifications and Assurances</li><li>• Exhibit B* – OTS Grant Program Manual</li><li>• Exhibit C – Grant Electronic Management System (GEMS) Access</li></ul> *Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. <p>These documents can be viewed at the OTS home web page under Grants: <a href="http://www.ots.ca.gov">www.ots.ca.gov</a>.</p> We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.	
<b>8. Approval Signatures</b>	
<b>A. GRANT DIRECTOR</b> NAME: Emily Torlano TITLE: Fire Captain EMAIL: etorlano@cambriacsd.org PHONE: (805) 927-6240 ADDRESS: 2850 Burton Drive Cambria, CA 93428  _____ (Signature) (Date)	<b>B. AUTHORIZING OFFICIAL</b> NAME: Matthew McElhenie TITLE: General Manager EMAIL: mmcelhenie@cambriacsd.org PHONE: (805) 927-6230 ADDRESS: P.O. Box 65 Cambria, CA 93428  _____ (Signature) (Date)
<b>C. FISCAL OFFICIAL</b> NAME: Denise Fritz TITLE: Administrative Department Manager EMAIL: dfritz@cambriacsd.org PHONE: (805) 927-6118 ADDRESS: P.O. Box 65 Cambria, CA 93428  _____ (Signature) (Date)	<b>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b> NAME: Barbara Rooney TITLE: Director EMAIL: barbara.rooney@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758  _____ (Signature) (Date)

<p><b>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</b></p> <p>NAME: Carolyn Vu                  ADDRESS: 2208 Kausen Drive, Suite 300                  Elk Grove, CA 95758</p>	<p><b>9. SAM INFORMATION</b></p> <p>SAM #: M3PJE6MC4BB3                  REGISTERED                  ADDRESS: 2850 Burton Dr.                  CITY: Cambria                  ZIP+4: 93428-3908</p>
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<b>10. PROJECTED EXPENDITURES</b>						
<b>FUND</b>	<b>CFDA</b>	<b>ITEM/APPROPRIATION</b>	<b>F.Y.</b>	<b>CHAPTER</b>	<b>STATUTE</b>	<b>PROJECTED EXPENDITURES</b>
402EM-24.1	20.600	0521-0890-101	2022	43/22	BA/22	\$14,295.00
402EM-24	20.600	0521-0890-101	2023	12/23	BA/23	\$27,749.00
					<b>AGREEMENT TOTAL</b>	<b>\$42,044.00</b>
					<b>AMOUNT ENCUMBERED BY THIS DOCUMENT</b>	
					<b>\$42,044.00</b>	
					<b>PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT</b>	
					<b>\$ 0.00</b>	
<b>OTS ACCOUNTING OFFICER'S SIGNATURE</b>			<b>DATE SIGNED</b>	<b>TOTAL AMOUNT ENCUMBERED TO DATE</b>		
				<b>\$42,044.00</b>		
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>						

**1. PROBLEM STATEMENT**

Cambria Fire Department (CFD) is requesting \$42,043.39 to purchase auto extrication equipment that will replace our 23-year-old, outdated extrication equipment that have severely exceeded their service life. Without grant assistance, we are unable to purchase the auto extrication tools necessary to replace out dated extrication equipment that have exceeded their service life. This prohibits the personnel from CFD to perform rapid extrication of victims from vehicle crashes and further delays emergency medical care and long transportation to the hospital. Transport times to hospitals in our area are a minimum of 35 minutes and can exceed an hour depending on the location of the crash.

CFD is an all-risk fire department that serves the community of Cambria and provides automatic and mutual aid statewide. Due to our isolation and unique geographical area, our personnel are highly trained in high angle and ocean rescue, building collapse, auto extrication, helicopter rescue and other high risk low frequency events. With only two highways to our area, we must be fully prepared to be a stand alone department. During the 2004 San Simeon Earthquake and the 2023 flooding event last month, access to our two highways were cut off, and incoming units could not immediately get into Cambria.

Cambria is located on the central coast in northern San Luis Obispo county, midway between San Francisco and Los Angeles along one of the most scenic and traveled routes in the world, Highway 1. CFD operates out of one fire station, with one first out engine and one reserve engine that is staffed as needed. Additionally, two ocean rescue boats and a water tender are cross-staffed. Cambria has seven permanent full time personnel, three SAFER funded personnel, and four reserve part time personnel.

CFD protects 8.42 square miles within the community and frequently provides automatic and mutual aid to the surrounding areas in San Luis Obispo County. Each of our closest stations to the north, south, and east operate equipment that is vastly superior to CFD's decades-old extrication equipment. CFD's response area includes Highway 1, the pathway to Hearst Castle (the second most visited tourist attraction in California behind Disneyland). CalTrans estimates that an average of 11,000 vehicles travel through Cambria each day, including many tour buses creating a high potential for vehicle crashes and major injuries.

Highway 1, also known as the Pacific Coast Highway is an iconic roadway that tourists from all over the world travel to see. This dangerous road consists of sharp and windy turns, frequent rock and mudslides, steep embankments with drops up to 300 feet, fog, gusts of wind, and an undivided road. Wind events frequently topple the shallow rooted Monterey Pine's on top of vehicles and homes, with potential for complex extrication. Cambria is the northernmost community in the county with the next closest Type 1 fire engine responding 14 miles from the south and the next closest from the east 25 miles away. With an extended distance from our auto aid partners with adequate equipment, we are oftentimes on our own or waiting long periods, prolonging the time firefighters are at risk on the highway and more importantly, delaying patient care and transport time. In 2022 one of our firefighters suffered a near miss at scene of an accident on the highway when he was nearly hit by a vehicle not slowing for responders at scene. Fortunately he was able to jump off the highway into brush or he would have been killed.

Our decades old extrication tools were not made nor can they cut through modern vehicles seen on our roads today. Our older technology tools are bulky and cumbersome, requiring multiple firefighters to move the generator, hose, and tools. This creates an unnecessary risk to our responders spending more time on scene of a crash working with high speed traffic passing by. Having newer technology tools would eliminate the generator and hose, combining it into one lighter and more compact tool. This in turn creates greater mobility for firefighters to ensure victims are extricated quickly and efficiently to provide the necessary care and improve patient outcomes. Additionally, the newer technology extrication equipment is submersible, and would allow us to extricate patients from vehicles over the side that are partially submerged in the ocean or other bodies of water. Unfortunately, due to the department's limited operating budget, CFD is forced to rely on outside grant opportunities for extrication equipment. If this grant were to be funded, it would allow CFD to replace our outdated and ineffective extrication tools. This would result in faster extrication and transport times, less exposure of our firefighters to being injured or killed, better patient outcomes, and overall, fewer

fatalities. We could also reciprocate the same modern extrication equipment that our automatic aid partners provide to us, providing more personnel at scene with the same level of training and equipment.

**2. PERFORMANCE MEASURES**

**A. Goals:**

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Decrease the average extrication time, from the time of arrival at the crash site to transport.

**B. Objectives:**

	<b>Target Number</b>
1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a> , and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.	1
2. Purchase and place fully equipped extrication systems in strategic locations within the jurisdiction.	1
3. Train firefighters in the use of the new equipment.	14
4. Conduct traffic safety presentations with an effort to reach persons and communities.	2
5. Display the OTS funded equipment during Public Safety Fairs, community festivals and/or other Department or community events.	2
6. Report on the number of times the grant-funded equipment is used during an extrication, provide a brief overview of the incident and indicate if the equipment was used to save a life.	1
7. Decrease the average extrication time, from the time of arrival at the crash site to transport, from 40 minutes to 20 minutes.	20

**3. METHOD OF PROCEDURE**

**A. Phase 1 – Program Preparation (1<sup>st</sup> Quarter of Grant Year)**

- Determine specific equipment requirements.
- Request equipment vendor price quotation for the required equipment per host agency requirement.
- Submit purchase orders to equipment vendors for purchase of the equipment.
- Prepare and execute Memorandums of Understanding (MOU) with recipient agencies.

Media Requirements

- Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS coordinator and OTS PIO.

**B. Phase 2 – Program Operations (Throughout Grant Year)**

- Inventory the new equipment following delivery.
- Disperse equipment to identified recipient agencies.
- Plan a media event announcing the grant funded equipment.
- Recipient agencies will identify training needs and objectives and coordinate instructional staff to conduct a high quality training program for their respective agency.
- Recipient agencies will develop a preventive maintenance schedule for the new equipment following manufacturers' recommendations.

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for approval and copy your OTS coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.

- 109 The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the Coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and your OTS coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public.
  - If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for approval and copy to your OTS Coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
  - Press releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are exempt from the OTS PIO approval process. The OTS PIO and your Coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
  - Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and your Coordinator with embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
  - Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.
  - Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
  - Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator for approval prior to the production or duplication.
  - Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
  - Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult your OTS Coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
  - Email the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
  - Any press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
  - Contact the OTS PIO or your OTS Coordinator for consultation when changes from any of the above requirements might be warranted.

**C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)**

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
  - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
  - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
  - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
  - Collect, analyze and report statistical data relating to the grant goals and objectives.

**4. METHOD OF EVALUATION**

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

**5. ADMINISTRATIVE SUPPORT**

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
402EM-24	20.600	State and Community Highway Safety	\$42,044.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
<b>A. PERSONNEL COSTS</b>				
<u>Straight Time</u>				\$0.00
<u>Overtime</u>				\$0.00
Category Sub-Total				\$0.00
<b>B. TRAVEL EXPENSES</b>				
				\$0.00
				\$0.00
Category Sub-Total				\$0.00
<b>C. CONTRACTUAL SERVICES</b>				
				\$0.00
Category Sub-Total				\$0.00
<b>D. EQUIPMENT</b>				
Fully Equipped Extrication System	402EM-24	\$42,044.00	1	\$42,044.00
Category Sub-Total				\$42,044.00
<b>E. OTHER DIRECT COSTS</b>				
				\$0.00
Category Sub-Total				\$0.00
<b>F. INDIRECT COSTS</b>				
				\$0.00
Category Sub-Total				\$0.00
<b>GRANT TOTAL</b>				<b>\$42,044.00</b>

**GRANT AGREEMENT**

**EM24006**

Schedule B-1

<b>BUDGET NARRATIVE</b>	
<b>PERSONNEL COSTS</b>	-
<b>TRAVEL EXPENSES</b>	-
<b>CONTRACTUAL SERVICES</b>	-
<b>EQUIPMENT</b>	Fully Equipped Extrication System - Fully equipped extrication systems are generally comprised of a hydraulic pump, fluid, hoses, control valves, and hydraulically actuated spreaders and cutters used primarily for vehicle extrication incidents as well as edraulic tools. It includes every piece of extrication equipment, modifications, attachments, accessories, and auxiliary apparatus necessary to make it usable for the purpose it was acquired, and costs \$5,000 or more (including tax, shipping, and installation).
<b>OTHER DIRECT COSTS</b>	-
<b>INDIRECT COSTS</b>	-
<b>STATEMENTS/DISCLAIMERS</b>	There will be no program income generated from this grant.



**Certifications and Assurances for Fiscal Year 2024 Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)**

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

**GENERAL REQUIREMENTS**

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**NONDISCRIMINATION**

**(applies to all subrecipients as well as States)**

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, ([23 U.S.C. 324 et seq.](#)), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794 et seq.](#)), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101 et seq.](#)), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#);
- [Executive Order 12898](#), *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- [Executive Order 13166](#), *Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- [Executive Order 13985](#), *Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- [Executive Order 13988](#), *Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

## GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA."*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

## SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in § 21.23(b) and (c) of [49 CFR part 21](#) will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source: *"The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

#### **THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)**

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
  1. The dangers of drug abuse in the workplace;
  2. The grantee's policy of maintaining a drug-free workplace;
  3. Any available drug counseling, rehabilitation, and employee assistance programs;
  4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
  5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
  1. Abide by the terms of the statement;
  2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
  1. Taking appropriate personnel action against such an employee, up to and including termination;
  2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

#### **POLITICAL ACTIVITY (HATCH ACT)**

**(applies to all subrecipients as well as States)**

**The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.**

#### **CERTIFICATION REGARDING FEDERAL LOBBYING**

**(applies to all subrecipients as well as States)**

#### **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **RESTRICTION ON STATE LOBBYING (applies to subrecipients as well as States)**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

#### **CERTIFICATION REGARDING DEBARMENT AND SUSPENSION (applies to all subrecipients as well as States)**

#### **INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)**

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

#### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS— PRIMARY TIER COVERED TRANSACTIONS**

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
  - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### **INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

#### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION— LOWER TIER COVERED TRANSACTIONS**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### **BUY AMERICA (applies to subrecipients as well as States)**

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

#### **CERTIFICATION ON CONFLICT OF INTEREST (applies to subrecipients as well as States)**

#### **GENERAL REQUIREMENTS**

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
  - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
  - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

## **DISCLOSURE REQUIREMENTS**

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

## **PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE (applies to all subrecipients as well as States)**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

## **POLICY ON SEAT BELT USE**

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at [www.trafficsafety.org](http://www.trafficsafety.org). The NHTSA website ([www.nhtsa.gov](http://www.nhtsa.gov)) also provides information on statistics, campaigns, and program evaluations and references.

## **POLICY ON BANNING TEXT MESSAGING WHILE DRIVING**

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.A.**

FROM: Matthew McElhenie, General Manager  
David Aguirre, Facilities & Resources Manager

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Meeting Date: September 21, 2023

Subject: Receive Presentation from Cambrians  
for Aquatics for Pool Facility on the  
East Ranch

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**RECOMMENDATIONS:**

It is recommended that the Board of Directors receive a presentation from Cambrians for Aquatics for a pool facility on the East Ranch.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**DISCUSSION:**

After receiving the presentation, it is recommended that the Board of Directors continue to direct the PROS Committee to develop recommendations for a community-wide survey for East Ranch recreational options.

Attachment: Cambrians for Aquatics Community Swim Center at East Ranch



Cambrians for Aquatics  
Community Swim Center  
at East Ranch

# Our Mission:

To promote lifelong safety,  
health and fun through  
aquatic activities for all ages



# Aquatics for Everyone

- Lessons for every age group
- Bilingual instruction
- Water aerobics
- Physical therapy
- Lap swimming
- Lifeguard training
- Scuba lessons
- Lane walking
- Lifesaving lessons and certification
- Recreational swimming
- **HEALTH, FITNESS AND FUN FOR ALL AGES!**



# The Swim Center

- Two year-round heated, multi-use pools:
  - 25-yard, 4-lane lap pool
  - Smaller “warm pool”
- Daytime use only
- Enclosed for year-round use, safety and security
- Full ADA accessibility
- Locker rooms
- Fully funded and operated by Cambrians for Aquatics



# The Swim Center Is Right for the East Ranch

- East Ranch Community Park is designated for “Active Recreation,” such as swimming
- Pool Complex is consistent with both the Conservation Easement and Management Plan for the Fiscalini Ranch
- Facility requires no more than  $\frac{1}{3}$  acre, less than 3% of Park land available for recreation
- East Ranch is in a central location and convenient to Cambria residents
- Proposed Swim Center location is close to parking as well as water and sewer connections

# A Maximum-Value, Minimum-Impact Site

- The Swim Center would be on land already slated for development (relocation of CCSD Facilities)
- Land east of the Parking Lot would provide space for CCSD relocation to make up for area used by Swim Center
- Swim Center and relocated facilities would both be above 100-year flood limit (see red dashed line)
- Parking lot, restrooms, Dog Park, proposed picnic areas, etc., would not be affected
- Environmental impact of 0.3-acre Swim Center footprint would be minimal



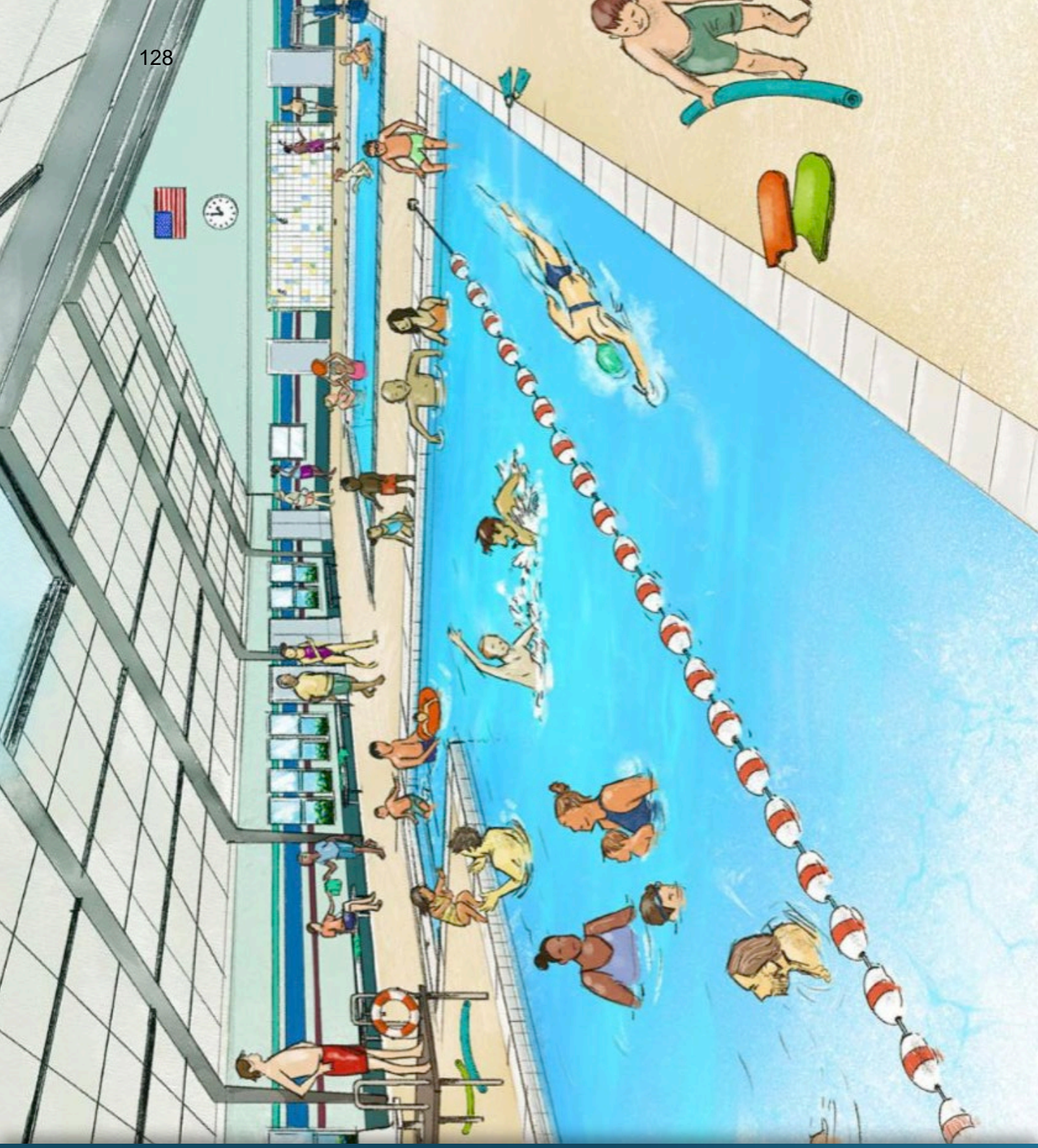
# Designed for Maximum Sustainability

- Retractable enclosure to ensure low evaporation, low heating requirements and low power consumption
- Retrieval and of rainwater for non-potable use
- Best practices in disinfection for minimal use of chemicals
- Use of non-potable water where allowed by health codes
- Design and materials (such as stainless steel) to lengthen pool life and reduce impacts from construction



# Designed for maximum use

- Two pools allow for more activities
- 25-yard, 4-lane pool for fitness swimming
- Smaller “warm pool” for lessons, hydrotherapy, water aerobics, etc.





# Meeting the Water Challenge

- The Swim Center will create no net increase in potable water use. Strategies will include:

- Use of non-potable water for toilets at the Swim Center
- Conversion of potable-water toilets to non-potable sources elsewhere (such as Shamel Park)
- Decommissioning of Shamel Park Pool when East Ranch pool is completed
- If necessary, transfer of active water service from donated or purchased properties



# Protecting Ratepayers/Taxpayers

- Cambrians for Aquatics intends to sign an MOU with the CCSD to guarantee that:
  - Cambrians for Aquatics will assume all costs of design, environmental review, engineering, construction, operation, security, and insurance
  - Capital and operational costs will be paid from private donations, supplemented by grants and other assistance from non-CCSD entities
  - Construction of the Swim Center will not begin until all capital funds have been raised and an adequate operating endowment has been established



# The Swim Starts Here ...

Site selection is the critical first step toward making the Swim Center a reality. Here is what will follow:

- A memorandum of understanding (MOU) between the CCSD and Cambrians for Aquatics
- Start of a capital campaign to fund construction of the Center in about 5 years
- Start of fundraising to build and sustain an operating endowment
- Design, engineering, environmental review and permitting
- Achievement of capital and operating fundraising goals
- Groundbreaking and construction.



## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.B.**

FROM: Matthew McElhenie, General Manager

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Meeting Date: September 21, 2023      Subject: Discussion and Consideration of Approval of Amendment No. 5 to the Agreement for Use of the Veteran's Memorial Building Facilities with American Legion Post No. 432 and Authorize the General Manager to Execute the Amendment

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**RECOMMENDATIONS:**

It is recommended that the Board of Directors discuss and consider approval of the attached Amendment No. 5 (the "Amendment") to the Agreement for the Use of the Veterans Memorial Building Facilities (the "Agreement") with American Legion Post No. 432 (the "American Legion") and authorize the General Manager to execute the Amendment.

**FISCAL IMPACT:**

In accordance with the Agreement, the proposed Amendment is for three a three year term and will increase the annual payment from \$1 per year to \$500 for the first year, \$1,000.00 for the second year, and \$2,000 for the third and final year.

**BACKGROUND:**

The Cambria Community Services District owns and operates the Veterans Memorial Building, which was conveyed to the District by the County on November 12, 1979, for "use as required, including the continued use as a Veterans Memorial Building." In April 2009, the CCSD Board of Directors adopted Resolution 17-2009, rededicating the Veterans Memorial Building. The Resolution provided that

...the Board of Directors of the Cambria Community Services District does hereby acknowledge that the Cambria Veterans Memorial Building is a veterans and community building dedicated in accordance with Sections 1262, 1264, and 1266 of the California Military and Veterans Code; and ... FURTHER RESOLVED that the Board of Directors of the Cambria Community Services District hereby joins with American Legion Post No. 432 in a rededication of the Veterans Memorial Building on Memorial Day 2009 to those residents of Cambria and the surrounding area who gave their lives in defense of the United States of America.

The CCSD has had agreements with the American Legion for use of the Veterans Memorial Building since 1984, the current Agreement having been entered into in 2003 and most recently amended in 2023 (Amendment No. 4). The Agreement will expire on September 28, 2023. It is recommended that the Board of Directors approve Amendment No. 5 to the Agreement for the use of the Veteran's Memorial Building Facilities and authorize the General Manager to execute the Amendment.

Attachments: Amendment No. 5 to Agreement for use of Veterans Memorial Building  
Facilities  
Agreement for the Use of the Veterans Memorial Building Facilities, with  
Amendments 1 through 4

**AMENDMENT NO. 5 TO AGREEMENT  
FOR USE OF VETERANS MEMORIAL BUILDING FACILITIES**

This Amendment No. 5 to the Agreement for Use of the Veterans Memorial Building Facilities is made and entered into this 21<sup>st</sup> day of September, 2023, by and between the Cambria Community Services District, a California special district organized and existing under the laws of the State of California (hereinafter referred to as "DISTRICT"), and American Legion Post No. 432 (hereinafter referred to as "POST").

In consideration of the mutual covenants and conditions set forth herein, the parties agree to amend the Agreement for Use of the Veterans Memorial Building Facilities, which was entered into on July 24, 2003, as amended by Amendment No. 1 entered into on March 22, 2007, Amendment No. 2 entered into on September 28, 2017, Amendment No. 3 entered into on September 27, 2022, and Amendment No. 4 entered into on March 28, 2023 (hereinafter referred to collectively as the "Agreement"), as follows:

1. Section 2.B. of the Agreement, "SERVICES AND FACILITIES," is hereby amended in its entirety to read as follows:  
POST agrees to contribute to District \$500 for the first year, \$1,000 for the second year and \$2,000 for the third year of the Agreement for reimbursement of the POST share of the cost for gas, water, sewer and refuse disposal services. Such contribution shall be made on or before June 30th of each year.
2. Section 3 of the Agreement, "TERM," is hereby amended to extend the expiration date of the Agreement to September 28, 2026.
3. Except as amended herein, all other terms and conditions in the Agreement shall remain unchanged and in full force and effect.

The District and POST have executed this Amendment No. 5 to the Agreement on the day and year first above written.

**CAMBRIA COMMUNITY SERVICES  
DISTRICT**

**AMERICAN LEGION POST NO. 432**

By: \_\_\_\_\_  
Matthew McElhenie, General Manager

By: \_\_\_\_\_  
David Ehlers, Commander

ATTEST:

\_\_\_\_\_  
Haley Dodson, Confidential Administrative Assistant

Approved as to Form:

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Timothy J. Carmel, District Counsel

## **AGREEMENT FOR USE OF VETERAN'S MEMORIAL BUILDING FACILITIES**

This Agreement is made and entered into this 24th day of July 2003, by and between the Cambria Community Services District, a special services district organized and existing under the laws of the State of California (hereinafter referred to as "DISTRICT"), and American Legion Post No. 432 (hereinafter referred to as "POST").

### **1. USE**

The POST is authorized to use:

- A. The lower area located under the Veteran's Memorial Building and adjacent patio area next the Club Room ("lower area") for its local POST, subject to the terms and conditions set forth in this Agreement; and
- B. The entire Veteran's Building facility, two nights per month as scheduled in advance with the DISTRICT for regular POST meetings, with fees waived.

### **2. SERVICES AND FACILITIES**

The parties agree to the services and facility uses as indicated below;

- A. District shall provide gas, water, sewer, and refuse disposal services for the lower area commensurate with historical uses of these services. All extra services above this amount shall be charged accordingly.
- B. POST agrees to contribute to DISTRICT the sum of \$600.00 annually for reimbursement of the POST share of the cost for gas, water, sewer and refuse disposal services. Such contribution shall be made on or before June 30th of each year.
- C. POST agrees to pay funds equal to appropriate non-profit rates as defined by District ordinance for use of any portion of the Veteran's Memorial Building other than the lower facilities, above the two nights provided per month for regular meetings.
- D. POST agrees to reimburse DISTRICT for any extraordinary costs incurred in the operation of the Veteran's Memorial Building by POST, using a formula mutually agreeable to POST and DISTRICT.



3. **TERM**

The term of this Agreement is five (5) years beginning July 1, 2003, and ending June 30, 2008. The Agreement shall be extended for another five (5) years or a mutually agreed upon length within one year of the termination of Agreement, unless one or more of the following occurs:

- A. POST defaults on any terms or conditions pertaining to use of the lower area or the Veteran's Memorial Building; or
- B. Ownership of the Veteran's Memorial Building is passed to another entity; or
- C. The parties mutually agree to terminate the Agreement on a sooner date.

4. **CONDITIONS OF PREMISES**

The POST shall take all reasonable and necessary measures to prevent waste and injury to the lower area and to the fixtures, appurtenances and adjacent parking areas thereof. Except for the normal wear and tear, POST shall, at it's own expense, maintain the lower area and the fixtures and appurtenances thereof in as good condition as when it's tenancy began.

5. **ALTERATION**

The POST will maintain the lower area in a manner suitable to its intended use as a place of meeting and recreation. The plans and specifications for any alterations shall first be submitted to DISTRICT for approval and shall thereafter be subject to all requirements for permits, inspections, and approvals normally required for such work by San Luis Obispo County.

6. **IMPROVEMENTS**

Improvements made by POST to the lower area, which by their nature become integral parts of the building, shall become the property of DISTRICT, and POST shall make no claim against DISTRICT for the cost thereof; provided, however, that personal property (i.e. such as stoves, refrigerators,

or other equipment) which must be connected to the utility systems of the building for normal use shall not be deemed to be integral parts of the building and shall remain the property of POST.

7. **FLAG MEMORIAL**

- A. The POST is authorized to install and maintain, in the Northeasterly corner of the Cambria Veteran's Memorial Building Parking Lot, a Flag Memorial consisting of a 6'x 10' (For Special Occasions 10' x 15') American flag on a 50 foot high flag pole and five 20 foot high flag poles for the displaying of other flags.
- B. The POST shall be responsible for the total construction cost of the Flag Memorial project, including installation and cost of underground electrical feed and electrical facilities for the Flag Memorial and shall also be responsible for on-going electrical power costs for said lighting.
- C. The POST shall be responsible for on-going maintenance of the Flag Memorial and does hereby assure that the Flag Memorial shall be maintained in excellent condition, so as to be a facility, which generates community pride. In the event that any future lack of maintenance results in observable deterioration of the Flag Memorial the DISTRICT may proceed to cancel this agreement and cause the Flag Memorial to be removed, at the expense of POST.
- D. The POST agrees to save the DISTRICT harmless from any liability arising out of the POST'S construction or use of said Flag Memorial, and any public events sponsored by POST in conjunction with its use of said Flag Memorial.
- E. The Flag Memorial shall be covered by the POST'S public liability insurance policy required to be maintained in conjunction with POST'S agreement with DISTRICT for POST'S use and occupancy of portions of the Veterans Memorial Building. The policy shall cover possible claims for damages arising out of POST'S construction and use of the Flag Memorial and the POST'S sponsorship of events related to the Flag Memorial.

- F. The POST agrees to make the Flag Memorial available for use by non-profit community groups or service groups of the Cambria community.
- G. Use of the Flag Memorial by POST (or by other non-profit community groups) shall be subject to normal DISTRICT policies and regulations applicable to organizations or individuals using the Cambria Veterans Memorial Building or its parking lot.

8. **RESPONSIBILITY FOR CONDUCT**

POST shall be responsible for the conduct of it's members and their guests, or other persons lawfully on the premises as business visitors or otherwise with permission of POST, to ensure compliance with the reasonable rules and regulations established by DISTRICT for the use and occupation of the Veteran's Memorial Building premises.

9. **SALE OF ALCOHOL**

It is expressly agreed that the sale and consumption of alcoholic beverages by POST shall be under a club license, subject to the terms and conditions of any club license granted for that purpose to POST and shall be confined to POST'S lower area in the Veteran's Memorial Building. Use of alcoholic beverages by POST in other areas of the Veteran's Memorial Building and grounds shall comply with existing DISTRICT policy and regulations and required any other State or County Laws applicable. Consumption of such beverages will be limited to within the Building and not outside of the Building.

10. **INSURANCE**

The POST shall maintain a \$1,000,000 Comprehensive General Liability Insurance Policy to cover possible claims for damage arising out of the POST'S use and occupancy of the Veteran's Memorial Building premises and name the DISTRICT as an additional insured.

**11. SUBJECT TO DISTRICT POLICY**

Use of the Veteran's Memorial Building by POST shall be subject to normal DISTRICT policies and regulations applicable to other non-profit organizations using the Building.

**12. DISCRIMINATION**

No discrimination of persons shall be made in the use of the Veteran's Memorial Building because of the race, color, national origin, ancestry, religion or sex of such person.

**13. AGREEMENT BINDING**

The terms, covenants, and conditions of this agreement shall apply to, and shall bind, the heirs, successors, executors, administrators, assigns, and subcontractors of both parties; provided, however, that no assignment of this Agreement can be made without the express written consent of DISTRICT and POST.

**14. WAIVERS**

The waiver by either party of any breach or violation of any term, covenant, or condition of this Agreement or of any provision, ordinance, or law shall not be deemed to be a waiver of any subsequent breach or violation of the same or of any other term, covenant, condition, ordinance, or law. The subsequent acceptance by either party of any fee or other money that may become due hereunder shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, covenant, or condition of this Agreement or of any applicable law or ordinance.

**15. COSTS AND ATTORNEY'S FEES**

The prevailing party in any action between the parties to this Agreement brought to enforce the terms of this Agreement or arising out of this

Agreement may recover its reasonable costs and attorney's fees expended in connection with such an action from the other party.

**16. INDEMNITY**

POST hereby agrees to indemnify and save harmless DISTRICT, its officers, agent and employees of and from;

- A. Any and all claims and demands which may be made against DISTRICT, its officers, agents, or employees by reason of any injury to or death of or damage to any person or corporation caused by any negligent act or omission of POST under this Agreement or of POST'S members, guest, employees or agents;
- B. Any and all damage to or destruction of the property of DISTRICT, its officers, agents, or employees occupied or used by or in the care, custody, or control of POST, caused by any negligent act or omission of POST under this Agreement or of POST'S members, guests, employees or agents;
- C. Any and all claims and demands which may be made against DISTRICT, its officers, agents, or employees by reason of any injury to or death of or damage suffered or sustained by any member, guest, employee or agent of POST under this Agreement, however caused, excepting, however, any such claims and demands which are the result of the sole negligence or willful misconduct of DISTRICT, its officers, agents, or employees;
- D. Any and all claims and demands out of the cause of serving any alcoholic beverages within any portion of the Veteran's Memorial Building for any event or effect under POST sponsorship;
- E. Any and all penalties imposed or damages sought on account of the violation of any law or regulation or of any term or condition of any permit, when said violation of any law or regulation or of any term or condition of any permit is due to negligence on the party of the POST;
- F. Any and all claims, demands, suits, actions, or other legal proceedings, at its own cost, expense, and risk including those to enforce any penalty that

may be brought against DISTRICT, it's officers, agents or employees, and pay and satisfy any judgment or decree that may be rendered against DISTRICT, it's officers, agents, or employees in any such suit, action or other legal proceeding, when same were due to negligence of the POST.

**17. WORKER'S COMPENSATION**

POST certifies that it is aware of the provisions of the Labor Code of the State of California, which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and it certifies that it will comply with such provisions before contracting any work associated with lower area or the Veteran's Memorial Building.

**18. ENTIRE AGREEMENT**

This document represents the entire and integrated Agreement between DISTRICT and POST and supersedes all prior negotiations, representations, or agreements, either written or oral. This document may be amended only by written instrument, signed by both DISTRICT and POST. All provisions of this Agreement are expressly made conditions. The laws of the State of California shall govern this Agreement.

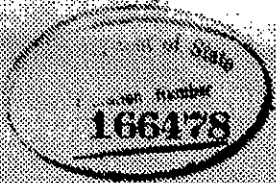
The DISTRICT and POST have executed this Agreement the day and year first above written.

CAMBRIA COMMUNITY SERVICES DISTRICT

BY: Jimmy A. Rudock for V.L. Hamilton  
 Asst. GM. V. L. Hamilton, General Manager  
 8/1/03

AMERICAN LEGION POST NO. 432

BY: John L. Sampson 8/20/2003  
 Commander post 432



ARTICLES OF INCORPORATION  
CAMBRIA POST NO. 432, AMERICAN LEGION

FILED  
In the office of the Secretary of State  
OF THE STATE OF CALIFORNIA

APR 8 - 1936

FRANK C. JORDAN  
SECRETARY OF STATE  
DEPUTY

166478

That we the undersigned, officers of the American Legion Cambria Post NO. 432, an unincorporated association, in order to form a non-profit corporation under Title XII, Part IV of Division I of the Civil Code of the State of California, for the purpose of incorporated association hereby certify as follows:

ARTICLE I.

That the name of this corporation shall be Cambria Post NO. 432, American Legion.

ARTICLE II.

That this Corporation does not contemplate pecuniary gain or profit to the members thereof.

ARTICLE III.

That the purposes for which this Corporation is formed are:

To uphold and defend the Constitution of the United States of America.

To maintain law and order, to foster and perpetuate a one hundred percent Americanism.

To preserve the memories and incidents of our association in the Great War.

To inculcate a sense of individual obligation to the Community, State and Nation.

To combat the autocracy of both the classes and the masses.

To make right the master of might.

To promote peace and good will on earth.

To safeguard and transmit to posterity the principles of Justice, Freedom and Democracy.

To consecrate and sanctify our comradeship by our devotion to mutual helpfulness.

To cooperate with the American Legion, a national corporation, formed conformably to the Act of Congress of the United States of America under date of September 16, 1919, and with the American Legion, Department of California, incorporated under the laws of the State of California.

166478

To create a spirit of fraternity among its members and the association of those who are qualified for membership in accordance with the provisions of the constitution and by-laws of The American Legion.

To incorporate an existing unincorporated Association.

To exercise and enjoy any or all of the powers given to a non-profit corporation by Title XII, Part IV. of Division I. of the Civil Code of California

The foregoing clauses shall be construed both as objects and purposes and as powers, and it is hereby expressly provided that the foregoing enumeration of specific objects and purposes shall not be held in any manner to limit or restrict the powers of this Corporation.

ARTICLE IV.

That the principal office in the State of California for the transaction of business of this Corporation shall be located in the County of San Luis Obispo.

ARTICLE V.

That the names and addresses of the persons who are to act in the capacity of directors until the selection of their successors, and who may be given such titles as may be deemed appropriate, are as follows:

Chas. Wblen	Commander	Cambrisa, California
Hugh J Carter	Adjutant	Cambrisa, Calif.
Andy Skanse	1st. Vice Commander	Cambrisa, Calif
W. L. Frizzell,	2nd. Vice-Commander,	Cambrisa, Calif
Carl Hansen	Executive Committee,	Cambrisa, Calif.
Ray Shamel,	Americanism Committee,	Cambrisa "



That the number of persons above named shall constitute the number of directors of this Corporation until changed by a duly adopted amendment to these articles of Incorporation, or by a duly adopted by-law of this Corporation, for which authority is hereby given.

ARTICLE VI.

That the authorized number and qualifications of the members of this Corporation, the different classes of membership, if any, the property, voting and other rights and privileges of each class of membership, and the liabilities of each or all classes to dues and assessments and the method of collection thereof, shall be set forth in the by-laws of this Corporation.

ARTICLE VII.

That the name of the existing unincorporated Association which is being incorporated is American Legion Cambria Post NO. 432.

IN WITNESS WHEREOF we have hereunto set our hands and seals this 7th day of Mar. 1936

Chas. E. Olsen  
Post Commander of

Cambria  
Post NO. 432

Harold Carter  
Post Adjutant of

Cambria  
Post NO. 432

STATE OF CALIFORNIA } SS:  
County of San Luis Obispo }

On this seventh day of March in the year one thousand  
nine hundred and thirty-six, before me, William M. Lyons,  
a Notary Public in and for Camaria, County of San Luis Obispo  
State of California, residing therein, duly commissioned and  
sworn, personally appeared Hugh J. Carter

personally know to me to be the person  
described in and whose name  
subscribed to the within instrument,  
and acknowledged to me that he executed  
the same.

IN WITNESS WHEREOF, I have hereunto set  
my hand and affixed my official seal and  
finger print, at my office in the County  
of San Luis Obispo, the day and year in  
this certificate first above written.

Finger print  
of Notary

W. M. Lyons  
Notary Public in and for the San Luis  
Obispo County of State of California.  
My Commission expires July 1937

166478

STATE OF CALIFORNIA )  
County of San Luis Obispo ) SS:

On this Seventh day of March in the year one thousand nine hundred and thirty-six, before me, William M. Lyons, a Notary Public in and for Cambria, County of San Luis Obispo, State of California, residing therein, duly commissioned and sworn, personally appeared Chas. Eblen

S personally known to me to be the person described in and whose name subscribed to the within instrument and acknowledged to me that he executed the same.  
E

A IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal and finger print, at my office in the County of San Luis Obispo the day and year in this certificate first above written.  
L

Finger print  
of Notary



*W. M. Lyons*

Notary Public in and for the San Luis Obispo County of State of California.

My Commission expires - JULY 11, 1936.

STATE OF CALIFORNIA                    )  
 COUNTY OF SAN LUIS OBISPO        ) SS:

On this Seventh day of March, Nineteen hundred and thirty-six, before me, William M Lyons, a Notary Public in and for the said County and State, residing therein, duly commissioned and sworn personally appeared Chas. Eblen and Hugh J. Carter, who, being sworn, each for himself, deposes and says: That the said Chas. Eblen is the Commander of Cambria Post NO. 432, American Legion, and that the said Hugh J. Carter is the Adjutant of Cambria Post NO. 432 American Legion.

That Cambria Post NO. 432 American Legion is an unincorporated association and that said association has duly authorized its incorporation. That Chas. Eblen being the Commander of said association and Hugh J. Carter being the Adjutant of said association, being officers in said association and holding offices corresponding to that of President and Secretary, have executed these articles of incorporation in their official capacity and by authority of such association.

*Chas. E. Eblen*  
 Commander

*Hugh J. Carter*  
 Adjutant

Subscribed and sworn to before me  
 this 7th day of March 1936

*W. M. Lyons*  
 Notary Public in and for said County and State

(SEAL)

166478

**AMENDMENT NO. 1 TO  
AGREEMENT FOR USE OF VETERAN'S  
MEMORIAL BUILDING FACILITIES**

This Amendment No. 1 to Agreement for Use of Veteran's Memorial Building Facilities is made and entered into this 22nd day of March 2007, by and between the Cambria Community Services District, a special services district organized and existing under the laws of the State of California (hereinafter referred to as "DISTRICT"), and American Legion Post No. 432 (hereinafter referred to as "POST").

The Agreement for Use of Veteran's Memorial Building Facilities between the DISTRICT and the POST referred to herein is that agreement existing between the parties, made and entered into on July 24, 2003. To that agreement, the following amendments are made:

**1. USE**

*The following subsection C is added:*

The POST is authorized to use:

C. The entire Veteran's Building facility, five (5) days/nights per year upon advance request to the DISTRICT and facility availability for additional POST meetings and/or related activities or functions, with fees waived.

**2. SERVICES AND FACILITIES**

*The following subsection B is amended to read as follows:*

B. The parties agree to the services and facility uses as indicated below;  
POST agrees to contribute to DISTRICT the sum of \$1,000.00 annually for reimbursement of the POST share of the cost for gas, water, sewer and refuse disposal services. Such contribution shall be made on or before June 30th of each year.

**3. TERM**

*The existing language in this section is incorporated herein until the present term expires on June 30, 2008. Thereafter, the language remains the same*

*except that the term is extended for five (5) years from July 1, 2008, until June 30, 2013.*

**4. FLAG MEMORIAL**

*This section remains exactly the same as the existing Agreement but includes reference to the Merchant Marine Monument in addition to the Flag Memorial, and is specifically amended to add the following subsection A.1.*

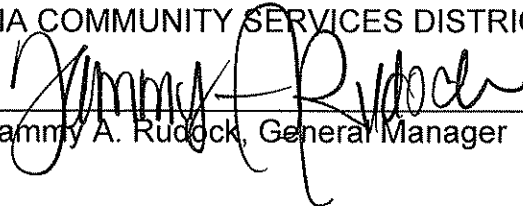
A.1. The POST is further authorized to install and maintain, in the Northeaserly corner of the Cambria Veteran's Memorial Building Parking Lot, approximately seven (7) feet west of the existing Flag Memorial, a Merchant Marine Monument with the base dimensions being 24" x 16", and the marker being made of sierra white granite installed in an upright position with the dimensions of 24" x 8" x 24."

All other terms and conditions within the existing Agreement remain in full force and effect.

The DISTRICT and POST have executed this Agreement the day and year first above written.

CAMBRIA COMMUNITY SERVICES DISTRICT

BY: \_\_\_\_\_

  
Tammy A. Rudock, General Manager

AMERICAN LEGION POST NO. 432

BY: \_\_\_\_\_

  
Vern Kalshan, Commander

**AMENDMENT NO. 2 TO REVIVE AND AMEND  
AGREEMENT FOR USE OF VETERANS  
MEMORIAL BUILDING FACILITIES**

This Amendment No. 2 to Revive and Amend the Agreement for Use of the Veterans Memorial Building Facilities is made and entered into this 28<sup>th</sup> day of September, 2017, by and between the Cambria Community Services District, a special services district organized and existing under the laws of the State of California (hereinafter referred to as "DISTRICT"), and American Legion Post No. 432 (hereinafter referred to as "POST").

In consideration of the mutual covenants and conditions set forth herein, the parties agree to revive and amend the Agreement for Use of the Veterans Memorial Building Facilities, which was entered into on July 24, 2003, as amended by Amendment No. 1 entered into on March 22, 2007 (hereinafter referred to collectively as the "Agreement"), as follows:

1. Section 1 of the Agreement, "USE," is hereby amended by adding a new subsection D, as follows:

D. Notwithstanding anything in the Agreement to the contrary, the POST shall have a first priority for use of the Veterans Memorial Building facilities over any other users, with the exception of the District.

2. Section 2B of the Agreement, "SERVICES AND FACILITIES," is hereby amended as follows:

B. POST agrees to contribute to DISTRICT the sum of \$1 annually for reimbursement of the POST share of the cost for gas, water, sewer and refuse disposal services. Such contribution shall be made on or before June 30<sup>th</sup> of each year.

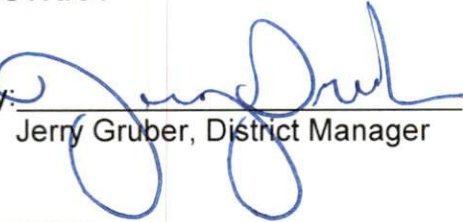
3. Section 3 of the Agreement, "TERM," is hereby amended to provide for an additional five (5) year term, beginning on the date of execution of this Amendment. All other provisions in Section 3 of the Agreement shall remain unchanged.

Except as amended herein, all other terms and conditions in the Agreement are hereby deemed revived and shall remain in full force and effect.


*[Signatures on following page.]*

The District and POST have executed this Amendment No. 2 to the Agreement on the day and year first above written.

**CAMBRIA COMMUNITY SERVICES DISTRICT**

By:   
Jerry Gruber, District Manager


ATTEST:

  
Monique Madrid, District Clerk

Approved As To Form:

  
Timothy J. Carmel, District

**AMERICAN LEGION POST NO. 432**

By:   
RONALD E. WALTMAN  
FINANCE OFFICER



### AMENDMENT NO. 3 TO AGREEMENT FOR USE OF VETERANS MEMORIAL BUILDING FACILITIES

This Amendment No. 3 to the Agreement for Use of the Veterans Memorial Building Facilities is made and entered into this 27<sup>th</sup> day of September, 2022, by and between the Cambria Community Services District, a California special district organized and existing under the laws of the State of California (hereinafter referred to as "DISTRICT"), and American Legion Post No. 432 (hereinafter referred to as "POST").

In consideration of the mutual covenants and conditions set forth herein, the parties agree to amend the Agreement for Use of the Veterans Memorial Building Facilities, which was entered into on July 24, 2003, as amended by Amendment No. 1 entered into on March 22, 2007, and Amendment No. 2 entered into on September 28, 2017 (hereinafter referred to collectively as the "Agreement"), as follows:

1. Section 3 of the Agreement, "TERM," is hereby amended to extend the expiration date of the Agreement to March 28, 2023. All other provisions in Section 3 of the Agreement shall remain unchanged.
2. Except as amended herein, all other terms and conditions in the Agreement shall remain in full force and effect.

The District and POST have executed this Amendment No. 3 to the Agreement on the day and year first above written.

#### CAMBRIA COMMUNITY SERVICES DISTRICT

#### AMERICAN LEGION POST NO. 432

DocuSigned by:  
  
 By: \_\_\_\_\_  
 John F. Weigold, IV, General Manager

DocuSigned by:  
  
 By: \_\_\_\_\_  
 Dave Ehlers, Commander

#### ATTEST:

DocuSigned by:  
  
 \_\_\_\_\_  
 Leah Reedall, Board Secretary

#### Approved as to Form:

DocuSigned by:  
  
 \_\_\_\_\_  
 Timothy J. Carmel, District Counsel

## AMENDMENT NO. 4 TO AGREEMENT FOR USE OF VETERANS MEMORIAL BUILDING FACILITIES

This Amendment No. 4 to the Agreement for Use of the Veterans Memorial Building Facilities is made and entered into this 16<sup>th</sup> day of March, 2023, by and between the Cambria Community Services District, a California special district organized and existing under the laws of the State of California (hereinafter referred to as "DISTRICT"), and American Legion Post No. 432 (hereinafter referred to as "POST").

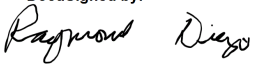
In consideration of the mutual covenants and conditions set forth herein, the parties agree to amend the Agreement for Use of the Veterans Memorial Building Facilities, which was entered into on July 24, 2003, as amended by Amendment No. 1 entered into on March 22, 2007, Amendment No. 2 entered into on September 28, 2017, Amendment No. 3 entered into on September 27, 2022 (hereinafter referred to collectively as the "Agreement"), as follows:

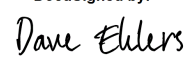
1. Section 3 of the Agreement, "TERM," is hereby amended to extend the expiration date of the Agreement to September 28, 2023.
2. Except as amended herein, all other terms and conditions in the Agreement shall remain unchanged and in full force and effect.

The District and POST have executed this Amendment No. 4 to the Agreement on the day and year first above written.


### CAMBRIA COMMUNITY SERVICES DISTRICT

### AMERICAN LEGION POST NO. 432

DocuSigned by:  
  
 By: \_\_\_\_\_  
DB3C5DBCD2EE410...  
 Ray Dienzo, Acting General Manager

DocuSigned by:  
  
 By: \_\_\_\_\_  
BCC2B794CFC4489...  
 David Ehlers, Commander

### ATTEST:

DocuSigned by:  
  
 \_\_\_\_\_  
A9BEC4CBA9044B3...  
 Haley Dodson, Administrative Analyst

### Approved as to Form:

DocuSigned by:  
  
 \_\_\_\_\_  
B64D40A50AA141E...  
 Timothy J. Carmel, District Counsel

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.C.**FROM: Matthew McElhenie, General Manager  
Timothy J. Carmel, District Counsel  
Jim Green, Utilities Department Manager

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Meeting Date: September 21, 2023      Subject: Discussion and Consideration to Authorize District Counsel to Obtain an Appraisal of the SR4 Well Site Easement and Related Access Easements to be Used for Negotiations with Coast Union School District for the Voluntary Purchase and Sale of the Site or Alternatively for Potential Acquisition by Condemnation

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**RECOMMENDATIONS:**

It is recommended that the Board of Directors discuss and consider authorizing District Counsel to obtain an appraisal of the Santa Rosa 4 (SR4) Well Site easement and related access easements and to use the appraisal to engage in negotiations with Coast Union School District (CUSD) for the voluntary purchase and sale of the SR4 Well Site easement and related access easements or alternatively, if negotiations fail, for potential condemnation of the SR4 Well Site easement and related access easements, if in the future, the Board makes the required findings and adopts a resolution of necessity .

**FISCAL IMPACT:**

The initial fiscal impact will be the cost of the appraisal, which is estimated to be between \$10,000 and \$15,000. In order to acquire the easements, the CCSD will need to pay just compensation as determined by the appraisal. Otherwise, if the District is unable to acquire the easements by voluntary purchase from the CUSD, it will be necessary to initiate a condemnation lawsuit. The potential costs of litigating a condemnation case such as this would vary greatly depending on whether the CCSD is able to reach a quick resolution with CUSD, which could occur prior to litigation, or any time during the case once initiated.

As discussed below, since 2000, substantial amounts have been paid by ratepayers to the CUSD under several Well Site Agreements, estimated to be approximately \$738,244.10. Under the most recent proposal for a ten-year agreement from the CUSD, the CCSD would initially pay \$46,686 per year, which amount would be increased annually based upon changes in the Consumer Price Index (CPI). Assuming an average annual CPI increase of 3%, the annual payment for the final year of the proposed agreement would be \$60,914.64 and the total payments over the life of the agreement would be an additional \$535,202.67. It is anticipated that this onerous ten-year agreement cycle will continue to be imposed by the CUSD for the life of the well, unless the CCSD takes some action to protect the ratepayers.

Diversion from the SR4 Well was just under 80 acre feet for 2022. Thus, the cost of production related to CUSD agreement costs alone was approximately \$583/acre foot. In the 10<sup>th</sup> year of the proposed agreement, that figure would increase to approximately \$760/acre foot at the same diversion rate. For comparison, San Simeon Well Site production costs are less than \$100/acre foot.

## **DISCUSSION:**

### Introduction

The CCSD entered into an agreement in December 2000 for “Alternative Point of Water Diversion at Coast Union High School.” The agreement provided an alternative location for the CCSD to appropriate water from the Santa Rosa Creek underflow as a result of the MBTE plume, which resulted in the District being unable to use its Santa Rosa Creek wells. As discussed below, the SR4 Well has become a critical part of the CCSD’s source of water for the community.

The initial ten-year agreement was replaced by a new agreement in 2012 (the “2012 Agreement”). The 2012 Agreement was for another ten-year term and included renewal of easements related to access to and use of the SR4 Well that had been granted to CCSD under the original agreement. The 2012 Agreement was to expire in September 2022, but has been extended so that the CCSD and the CUSD could enter into negotiations for a new agreement. The 2012 Agreement now expires at the end of September.

The 2012 Agreement includes recitals that reflect the fact that the SR4 Well is a “critical domestic water source for the community of Cambria, including for drinking, firefighting and other purpose...” and is a “...critical resource to the citizens of Cambria in order to protect life, health, property and the provision of essential public services.”

Water Department staff has advised that the SR4 Well, in conjunction with Santa Rosa Well 3 (SR3), provides the dry season supplemental water supply to the community. During drought years, use of the wells is limited in terms of diversion. Annual Diversion is 218-acre feet in total for SR3 and SR4. Of that 218 AF annually, 155.3 are available for “dry season” diversion. The dry season begins in May and extends until October. In addition, of SR3 and SR4, only SR4 provides consistent water quality. SR4 is located in a relatively shallow and highly porous part of the aquifer with good raw water quality. SR3 is unstable, intermittent and is vulnerable to flooding. Even if SR3 becomes more reliable through additional treatment trains, SR4 is still absolutely necessary to maintain an appropriate and safe contingency.

The 2022 diversion from the SR4 Well produced less than 80 AF total for the year. While that number might seem small, it provided 26 million gallons of critical water for the community with record low well levels in the San Simeon Creek aquifer. It also should be noted that in January 2022 the CCSD had to rely solely on the SR4 Well during the major repair of the San Simeon transmission line.

### Negotiations with CUSD

Unfortunately, the CCSD has not been able to negotiate an acceptable new agreement with the CUSD for the SR4 Well Site and CUSD has refused to consider selling the SR4 Well Site

easement and related access easement to the CCSD. Without getting into an extended discussion related to the negotiations, the CUSD has insisted on including an annual CPI increase, in addition to annual payments that would begin at \$46,686 for a new agreement with a ten-year term. It might be noted that the initial payment in 2000 for the first fiscal year for the site was in the amount of \$32,000, followed by payments of \$26,000 for the rest of the ten-year term, increased by CPI. The 2012 Agreement provided for payments beginning at \$34,592 for the new 10-year term, again annually increased by CPI. In considering the newest proposal by the CUSD, the CCSD didn't believe that including CPI increases was appropriate, despite past practice. Given that the CCSD owns, operates, and maintains the SR4 Well and related infrastructure, which was installed by and is operated at the CCSD's expense, the CUSD incurs no costs related to the SR4 Well. Since CPI adjustments are meant to account for inflation in operating expenses and CUSD has no such expenses, increases as a result of inflation are an unnecessary and inappropriate cost to have to continue to pass on to the ratepayers.

As a result of the breakdown in negotiations with the CUSD, and the importance of the SR4 Well, upon reflection as to what would be in the best interests of the CCSD and its ratepayers, the conclusion is that acquiring the needed rights to the SR4 Well site and easements in order to continue to maintain this critically important resource for the community would be the most cost-effective approach. Over time, staff believes that this will save the CCSD and its ratepayers a substantial amount of money.

#### Condemnation

Acquiring an interest in property by the use of condemnation is a very specialized area of law. Accordingly, District Counsel has consulted with legal counsel that has expertise in representing public agencies in condemnation matters. Generally, a public agency such as the CCSD has the power to condemn private property if it can show that it will put that property to a public use, which is very broadly interpreted. In this case, where CCSD would condemn property already owned by a public agency, we would have the burden of showing that it would be put to a "more necessary" public use than that for which it is currently used. As stated in the 2012 Agreement with CUSD, the CCSD's SR4 Well is a critical resource for the community.

There are a number of procedural steps that need to be followed in order to proceed with acquiring the SR4 Well Site and related easements by condemnation. The process that has been outlined by the condemnation legal counsel includes the following:

1. Retain an appraiser to appraise the property to be condemned. The property to be condemned would likely be a permanent easement to access the Well, and ownership over the Well site and treatment plant, to the extent the CCSD does not already own the physical improvements.
2. Provide the CUSD with a notice of intent to appraise the property, and allow the opportunity to accompany appraiser to the site.
3. Provide the CUSD with a formal written offer to purchase the property based on appraised value, including a summary of the appraisal. (See, Government Code Section 7267.2.)

4. Schedule a CCSD Board hearing on a resolution of necessity, and provide notice to the CUSD.
5. Hold a public hearing and adopt a resolution of necessity authorizing condemnation. (See, Code of Civil Procedure Section 1245.230.)
6. File an eminent domain lawsuit.
7. Deposit with the Superior Court the probable just compensation based on the appraised value of the property, and move for prejudgment possession. This allows the CCSD to take possession of the Well Site in the early stages of litigation, even before the parties agree on just compensation (or a trial determining the same).
8. As necessary, conduct discovery and proceed to trial (estimated to be a 2+ year process). If the case does not settle, a jury trial would be required to determine the just compensation amount for the condemned property.

Based on the foregoing, the Board is now being requested to authorize District Counsel to obtain an appraisal of the SR4 Well Site easement and related access easements and to use the appraisal to engage in negotiations with the CUSD for the voluntary purchase and sale of the SR4 Well Site easement and related access easements or alternatively, if negotiations fail, for potential condemnation of the SR4 Well Site easement and related access easements. Prior to actually initiating a condemnation proceeding, another public hearing will be required for the Board to consider adoption of a resolution of necessity. Nothing in this recommendation commits the CCSD to condemn the SR4 Well Site easement and related access easements at this time. This is simply a recommendation to obtain an appraisal to evaluate a course of action in order to preserve a critical resource for CCSD ratepayers.

TO: Board of Directors

AGENDA NO. **8.D.**

FROM: Matthew McElhenie, General Manager

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Meeting Date: September 21, 2023      Subject: Discussion and Consideration of  
Approval to Hire a Third Maintenance  
Technician for the Facilities &  
Resources Department

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**RECOMMENDATIONS:**

It is recommended that the Board of Directors discuss and consider hiring a third Maintenance Technician for the Facilities & Resources Department.

**FISCAL IMPACT:**

The fully burdened cost for an entry-level Maintenance Technician is approximately \$56,321. The budget impact is offset by eliminating outsourcing to other vendors for janitorial services and various projects.

**DISCUSSION:**

In July 2023, the Maintenance Technician position description and outsourcing costs were reviewed to determine how much the Facilities & Resources Department was outsourcing and what could be done in-house. District staff determined that one vendor was paid \$133,450 over the last two fiscal years for vegetation clearing, removing and chipping trees, removing ice plants, cutting fire breaks, homeless camp cleanups on the Fiscalini Ranch, homeless camp cleanups on CCSD-owned properties, weed abatement for CCSD lots, and various other projects for the Facilities & Resources Department.

District staff also determined that Always Clean was paid \$69,488.03 over the last two fiscal years for the maintenance, upkeep, and custodial duties for the Veterans' Memorial Hall, daily cleaning and maintenance of public restrooms, and custodial and maintenance duties for the CCSD Administrative Offices, Wastewater Treatment Plant, Facilities & Resources building at Rodeo Grounds, and the Facilities & Resources office at the Veterans' Memorial Hall. Additionally, landscaping maintenance, minor plumbing and electrical work, and a variety of maintenance duties at CCSD buildings and facilities, and cleaning and maintaining kitchen facilities at the Veterans' Memorial Hall were not being handled by Facilities & Resources staff:

There are currently two Maintenance Technician positions in the Facilities & Resources Department, which are held by Alberto Novas and Martin Garcia. Hiring a third Maintenance Technician will assist with the additional demands in the Facilities & Resources Department.

It is recommended that the Board of Directors approve hiring a third Maintenance Technician for the Facilities & Resources Department and eliminate outsourcing for work that can be done in-house.

Attachment: Maintenance Technician Position Description



## CAMBRIA COMMUNITY SERVICES DISTRICT

### POSITION SPECIFICATION

<b>Position</b>	Maintenance Technician
<b>Organization</b>	Cambria Community Services District
<b>Location</b>	Cambria, California
<b>Reports to</b>	Facilities & Resources Manager
<b>Website</b>	<a href="http://www.cambriacsd.org">www.cambriacsd.org</a>

#### **DEFINITION**

Under general supervision, performs a variety of building, facilities, landscape, parks, trails and open space maintenance and related activities on CCSD properties and facilities. Performs physically demanding tasks indoors and outdoors, in a variety of weather conditions, and operates tools, equipment and vehicles. Performs other related duties throughout the District.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Maintenance Technician will:

- Responsible for daily routine and special maintenance and upkeep of the Veteran's Memorial Building
- Provide general assistance to users of the Veteran's Memorial Building; coordinate scheduling with CCSD staff and conduct walk-through inspections as necessary
- Perform custodial and maintenance duties on a scheduled basis, outside normal business hours, for the CCSD Administrative Offices
- Performs daily cleaning and maintenance of public restrooms
- Empties public trash and recycling containers
- Unlocks and locks public restrooms and other public buildings according to usage patterns
- Maintains, plants, shrubs, lawns and other landscaping at public buildings and facilities
- Prepares meeting rooms for specific CCSD or public uses
- Sets up and maintains audio-visual equipment
- Cleans and maintains kitchen facilities
- Performs minor plumbing, electrical, landscape and carpentry work
- Performs a variety of maintenance duties, as assigned, at CCSD buildings and facilities
- Performs a variety of construction and maintenance tasks at CCSD parks and open space facilities, including vegetation management, brush removal, tree trimming and removal, trail maintenance and construction, erosion control, habitat restoration, and related duties
- May be assigned to assist CCSD Utility Department (Water and Wastewater) personnel in performing general maintenance duties
- Operates and maintains a variety of power tools, hand tools, and similar equipment.



- Operates motor vehicles while on duty
- Works a variety of schedules and hours, depending on CCSD needs
- Maintains effective working relationships with CCSD employees, supervisors, management, Board members, and the public

#### **MINIMUM QUALIFICATIONS**

- Willing to work nights, weekends and holidays, depending on the assigned schedule. May be required to work a split shift
- Able to work with a minimum of supervision
- Able to perform a variety of physically demanding tasks, including lifting and carrying objects in excess of 50 pounds, as needed
- Able to operate a variety of hand tools, power tools and construction/maintenance equipment
- Knowledge of basic facilities and buildings custodial and maintenance practices.
- Knowledge of basic electrical, plumbing, landscape and electrical maintenance activities
- Ability to climb a ladder and perform duties in confined spaces
- Ability to read and understand basic maintenance manuals and procedures.
- Equivalent of two years experience in janitorial, general maintenance, construction or related work
- Equivalent to High School graduate or G.E.D.
- Must possess and maintain a valid California class "C" driver's license and maintain a satisfactory DMV record to maintain District insurability