

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Policy Standing Committee and staff will participate in this meeting via a teleconference. Members of the public can submit written comments to the Board Secretary at [boardcomment@camabriacsd.org](mailto:boardcomment@camabriacsd.org).



## POLICY COMMITTEE

REGULAR MEETING  
Thursday, June 24, 2021 - 2:30 PM

### AGENDA

**Please click the link below to join the webinar:**

<https://zoom.us/j/93757974460?pwd=ODJsQ3k1MzBuTXNJS05VVDBkNlI3dz09>

**Passcode: 945377**

**Or One tap mobile:**

US: +16699006833,,93757974460# or +12532158782,,93757974460#

**Or Telephone:**

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

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301  
715 8592 or +1 312 626 6799

**Webinar ID: 937 5797 4460**

International numbers available: <https://zoom.us/j/93757974460>

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

- A. ESTABLISH QUORUM
- B. CALL TO ORDER
- C. CHAIRMAN'S REPORT
- D. COMMITTEE MEMBER COMMUNICATIONS

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

- E. AD HOC SUBCOMMITTEE REPORTS

**1. PUBLIC COMMENT**

Members of the public may now address the Committee on any item of interest within the jurisdiction of the Committee but not on its agenda today. Future agenda items can be suggested at this time. In compliance with the Brown Act, the Committee cannot discuss or act on items not on the agenda. Each speaker has up to three minutes.

**2. CONSENT AGENDA**

- A. Consideration to Approve the May 27, 2021 Regular Meeting Minutes

**3. REGULAR BUSINESS**

- A. Discussion and Consideration of a Policy Regarding Surveillance Cameras on District Properties
- B. Discussion and Consideration of Policy Regarding Purchase of Used Equipment
- C. Discussion and Consideration of Policy 2425 California Public Records Act Response Procedures

**4. FUTURE AGENDA ITEMS****5. ADJOURN**

**POLICY COMMITTEE**  
REGULAR MEETING  
Thursday, May 27, 2021 - 2:30 PM

**MINUTES**

A. ESTABLISH QUORUM

A quorum was established.

Committee Members present: Donn Howell, Gordon Heinrichs, Ted Key, Claudia Harmon Worthen, Leslie Richards and Stephen Boyett.

Staff present: General Manager John Weigold and Board Secretary Ossana Terterian.

B. CALL TO ORDER

Chairman Howell called the meeting to order at 2:30 p.m.

C. CHAIRMAN'S REPORT

- Chairman Howell gave an update on the policy inventory work of the Board's ad hoc policy committee.
- Chairman Howell summarized the operating practices of the other standing committees (Finance and R&I), which typically have limited their activity to reviewing and commenting on the proposals of the Board and District staff. Independent research and recommendations are within the charge of the standing committees.
  - Members Worthen, Key and Richards expressed concerns regarding the appearance of an effort to strip this Committee of responsibility.
  - General Manager Weigold notified the Committee that the discussion was straying from the approved agenda and should be added to a future agenda if additional discussion is needed.
- Chairman Howell reported that the Board rejected the Committee's proposed dark sky lighting policy in favor of postponing any district action on lighting until after San Luis Obispo County releases its lighting regulations currently under review.
  - Member Worthen raised concerns about the Board's willingness in an earlier meeting to issue a letter of support in favor of a comprehensive lighting policy and subsequent decision to reject in whole a policy on the topic.

- Chairman Howell clarified that the Board agenda item was limited to whether to approve work on a lighting policy, and the Board declined to grant such approval. While the Board reviewed the policy proposed by Member Worthen, it did not pass judgment on the contents of that policy and instead declined to approve further work on that policy until such time as the County has issued its regulations.
- Chairman Howell reported that the policy proposed to the Board for filling vacancies on the Board was adopted. The examples set forth in that policy required correction, and those revisions will be up for Board approval at its next meeting.

#### D. AD HOC SUBCOMMITTEE REPORTS

- None.

### 1. PUBLIC COMMENT

Members of the public may now address the Committee on any item of interest within the jurisdiction of the Committee but not on its agenda today. Future agenda items can be suggested at this time. In compliance with the Brown Act, the Committee cannot discuss or act on items not on the agenda. Each speaker has up to three minutes.

- The meeting was interrupted by hackers and the Zoom meeting was closed to clear the gathering of hackers.
- Chairman Howell continued the regular monthly meeting of the Committee as a quorum was established.
- No member of the public submitted advance written comment.
- No member of the public offered verbal comment.

### 2. CONSENT AGENDA

#### A. Consideration to Approve the April 29, 2021, Regular Meeting Minutes

- Member Heinrichs requested that the minutes be revised to reflect Member Richards' approved absence.
- Member Heinrichs requested that vote counts during the meeting reflect only 4 members voting, as the Chairman does not vote absent a tie.
- Member Key requested that the minutes be revised to reflect that the City of Piru was the municipal entity upgrading to a tertiary

wastewater facility, instead of the listed City of Ventura.

- Member Heinrichs moved to accept the April 29, 2021, regular meeting minutes as revised.
- Member Worthen seconded the motion.
- Chairman Howell conducted a rollcall vote:
  - Member Heinrichs – aye;
  - Member Richards – aye;
  - Member Worthen – aye;
  - Member Boyett – aye;
  - Member Key -- aye
- Ayes – 5; Nays – 0. The motion passed, and said minutes, as revised, were approved.

### 3. REGULAR BUSINESS

#### A. Discussion and Consideration of Policy Matters Related to Climate Change

- Chairman Howell requested the committee discuss item D first, as this Item A would require the most discussion time.
  - No Committee member objected to this reordering.
- Upon return to this item, Chairman Howell called for discussion on this policy.
  - Member Ted summarized the draft policy he drafted and proposed. He stressed the pressing nature of a need for this policy given the increasingly common occurrence of disasters driven by changes to the climate, as well as the financial boon to the District of upgrading to renewable energy related improvements.
  - Chairman Howell called for public comment.
    - A member of the public stated that the policy may be too focused on minute steps as opposed to broad based goals to guide the District.
  - Chairman Howell stated that the draft policy is a great starting point, and proposed it appear on a future agenda. Members are to spend time reviewing and thinking through further development of this policy.

#### B. Discussion and Consideration of Policy 1040 Regarding Correspondence to the Board

- Chairman Howell requested that discussion of this Item B be postponed to a future meeting.

- No Committee member objected to this postponement.
  - Member Worthen asked that at future meetings, reordering or changes to the agenda be formally approved during each such meeting.
- Upon return to this item, Chairman Howell proposed that he, as a member of the Board, would compile all discussion on this topic and propose a policy for the Committee's review and comment.
  - Member Heinrichs expressed concerns over the Committee's responsibilities if the Committee will not spearhead this type of drafting.
  - Member Key proposed that the policy should be derived from the policy currently in place with further detail to be drafted re: specific categories of communication.
  - Member Worthen expressed agreement with the concerns raised by Member Heinrichs re: Committee responsibility.
  - Member Richards expressed similar concerns about the Board hemming in the responsibility and work of the Committee.
- Member Richards stated frustration with a lack of clarity in the Committee's scope of responsibility as compared to the ad hoc policy committee run by Chairman Howell and Board member Gray.
  - Chairman Howell read the motion creating the Board's ad hoc policy committee to clarify that the primary purpose of the ad hoc committee was to inventory existing District policies and identify gaps in coverage.
- General Manager Weigold notified the Committee that the discussion was straying from the approved agenda and should be added to a future agenda if additional discussion is needed.
- Member Key and Member Worthen agreed to work on a draft policy on communications to the Board, subject to receipt from the Board of more guidance and information on what the policy should cover.
  - Chairman Howell offered to put a request for such information on a future Board agenda.
- Chairman Howell called for public comment.
  - No public comment was offered.
- Chairman Howell proposed that Chairman Howell, Member Key and Member Worthen meet up to discuss how to proceed on this policy.
  - No member objected.

- C. Discussion and Consideration of a Policy Regarding Purchase of Used Equipment
- No discussion on this Item C was undertaken.
- D. Discussion and Consideration of a Policy Regarding Surveillance Cameras on District Properties
- Chairman Howell summarized previous discussion of the district's use of surveillance equipment.
    - There were stated concerns about cameras being a good idea, subject to limitations on additional lighting and the use of drones, as well as protections for the privacy of private property within the view of such cameras.
  - Chairman Howell expressed the opinion that no surveillance policy is necessary at this time.
  - Chairman Howell called for questions from the Committee members and public.
    - Member Worthen would like to know how many cameras are currently in use by the district, and where those cameras are located.
      - That information is not currently known, but will be requested of District staff.
    - Member Worthen asked Chairman Howell to explain why he recommends no policy at this time.
    - Member Richards asked why the district would not want a policy on this matter.
      - Chairman Howell noted that his recommendation for no policy at this time was based on his personal opinion and not a reflection of the Board's position on the matter.
    - No member of the public posed any questions.
  - Chairman Howell called for discussion of this topic.
    - Member Worthen stated that in her opinion, a policy is needed to protect the privacy interests of those in the community.
    - Member Richards supports the development of a policy as a matter of protecting the District from potential liability. Requirements vis a vis signage noticing individuals of the operation of cameras is essential.
    - Member Key expressed support for Member Richards' comments.
    - Member Heinrichs expressed support for Member Richards' comments.

- Member Boyett moved that (i) the Committee not foreclose the development of a surveillance policy due to a lack of information, and (ii) the Committee seek out information on the number of cameras and drones in use and their present operating locations, to further development of a policy that both protects the privacy of community members and limits potential liability exposure for the District, while enhancing public safety.
- Member Key seconded the motion.
- Chairman Howell conducted a rollcall vote:
  - Member Boyett – aye.
  - Member Key – aye.
  - Member Heinrichs – aye.
  - Member Richards – aye.
  - Member Worthen – aye.
- Ayes – 5; Nays – 0. The motion passed.
- Member Richards proposed that separate policies be created for district use of cameras and drones, as they invoke different concerns and legal questions.
- Chairman Howell proposed that he, as a member of the Board, would work up a policy for the Committee’s consideration and comment.

#### **4. FUTURE AGENDA ITEMS**

Chairman Howell asked for any future agenda items.

- Item D from this meeting’s agenda.
- Item A from this meeting’s agenda.
- Item B from this meeting’s agenda.

#### **ADJOURN**

Chairman Howell adjourned the meeting at 4:32 p.m.





SR 3 C

**POLICY TITLE:** California Public Records Act Response Procedures  
**POLICY NUMBER:** 2425

The California Public Records Act (Government Code, section 6250 et seq.) grants California residents important rights to obtain access to records held by public agencies. ~~[Special District]~~ Cambria Community Services District adopts this policy to clarify how it will respond to requests for records under the Public Records Act.

2425.1 All requests for public records shall be in writing on a form approved by the ~~Board of Directors~~ General Manager, unless the request is to review an agenda, agenda reports, or minutes of the Board or ordinances or resolutions of the Board or any of its committees, which are available in the ~~District~~ Administrative office.

2425.2 Staff will respond to all requests as soon as possible after they are received, but not later than the 10-day period, or extensions thereof, provided by Government Code section 6253.

- a) Staff shall review each request and determine whether it seeks identifiable records and, if not, staff shall help the requestor identify records responsive to the request.
- b) Staff shall request all Directors who may have the records requested to search their files and report whether they have the records and, if so, when the records can be made available to the requestor.
- c) Staff shall respond to the requestor, advising him or her in writing of the availability of the documents, a description of the medium (paper, electronic format, etc.) and location of the records, and whether any are exempt from disclosure under the Public Records Act. As the Public Records Act requires, to the extent feasible, staff will provide suggestions to overcome any practical basis for denying access to the records sought.
- d) If a request is made for copies of records, staff shall also advise the requestor of the estimated copying cost.
- e) The person requesting the copies shall pay the charges for the requested copies established by the Board. At present those are: photocopying is \$.20 per page for black and white copies plus any additional pass-through costs if applicable; Drawings & Maps are actual costs with a minimum of \$2 per page; Audio, CD or DVD are actual cost (including any vendor costs, materials, staff time, 10% admin overhead, mailing costs and any other related costs); and, Custom Report/Data Queries are \$.20 per page for black and white copies plus actual costs (including staff time and 10% administrative overhead). ~~[\$1.00 for the first page, \$.05 each additional page, \$.10 per page for Political Reform Act materials, CD's \$5.00, DVD's \$10.00].~~ Staff shall not make the requested copies until a deposit of the estimated copying cost is received and shall not release the copies until the actual copying cost is paid.

2425.3 In accordance with the Public Records Act, the administrative staff will provide specific, identifiable records but will not research records for particular types of information or analyze information which may be contained in public records.



---

SR 3 C

2425.4 Administrative staff will respond to requests for public records in accordance with the Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.



SR 3 C

[District]  
REQUEST FOR PUBLIC RECORDS

Date requested:	Date required:
-----------------	----------------

Please list each document, file, or record separately

- I wish to
- Review
  - Obtain copies of the following public records:

I/We, the undersigned, request documents as indicated and agree to pay the [District] for copies at the rate of ~~\$4.2000 for the first per page~~ for black and white copies plus any additional pass-through costs if applicable; Drawings & Maps are actual costs with a minimum of \$2 per page; Audio, CD or DVD are actual cost (including any vendor costs, materials, staff time, 10% admin overhead, mailing costs and any other related costs); and, Custom Report/Data Queries are \$.20 per page for black and white copies plus actual costs (including staff time and 10% administrative overhead) and \$0.05 for each additional page (\$0.10 per page for documents requested pursuant to the Political Reform Act) when I receive or my representative receives them.

Name/Organization: \_\_\_\_\_

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

Phone Number: ( ) \_\_\_\_\_ Signature: \_\_\_\_\_

FAX Number: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

FOR INTERNAL USE ONLY	
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Signature: _____
Reason, if denied:	
Disposition of Request: Documents/response provided on (date)	
By: <input type="checkbox"/> Mail <input type="checkbox"/> Pick-up <input type="checkbox"/> FAX <input type="checkbox"/> Email <input type="checkbox"/> Delivered <input type="checkbox"/> Verbal <input type="checkbox"/> Phone	



SR 3 C

Comments:		
Date Completed:	Staff Member(s):	Staff Time:

## EXHIBIT "A"

## Cambria Community Services District Fee Schedule

Type of Fee	Fee
<b>CUSTOMER SERVICE CHARGES</b>	
Account Start	\$38.50
Security Deposit for non-owner customers / or after disconnect	\$100
Returned Check	\$25 first time \$35 per each additional time
Late Fee – after 30 days <i>Fee can be waived once each calendar year at District's discretion.</i>	10% of delinquent amount with a \$10 minimum charge plus 0.5% of delinquent amount each additional month bill remains delinquent
48-Hour Notice fee	\$29.50
Service Disconnect / Reconnect Fee	\$140
Service Disconnect only	\$70
Service Reconnect only	\$70
Off Hours Reconnect	\$155
Meter Tampering	\$50 + actual cost
Payment Plan	Fee waived for first payment plan. Late Fee applies to second payment plan. <i>Maximum of 2 payment plans allowed per calendar year.</i>
Remodel Application Review Fee with Water Fixtures	Actual cost (including 10% admin overhead), \$250 deposit required
Remodel Application Review Fee without Water Fixtures	Actual cost (including 10% admin overhead), \$100 deposit required
Special Agreement Fee	Actual cost (including 10% admin overhead), \$1,000 deposit required
Application Fee to Place Banners or Decorations on Main Street Light Lamp Posts	\$50 Non-Refundable Fee
Other/Miscellaneous Services	The District reserves the authority to levy fees for other services not specified herein at a level not exceeding the District's costs for providing each service. Such fees will be based on District estimates for staff time and materials, including overhead and administration.
Application Fee for Events Using Fiscalini Ranch	\$100
<b>GENERAL ADMINSTRATIVE CHARGES</b>	
Photo-copying	\$0.20 per page for black & white copies plus any additional pass-through costs if applicable
Drawings & Maps	Actual costs with a minimum of \$2 per page
Audio, CD, or DVD	Actual cost (including any vendor costs, materials, staff time, 10% admin overhead, mailing costs, and any other related costs)
Custom Report / Data Queries	\$0.20 per page for black & white copies plus actual costs (including staff time and 10% administrative overhead)
Agenda Subscription (by Email)	\$36 annual
Agenda Subscription (by Postal Mail)	\$54 annual (including postage)

Type of Fee	Fee
<b>WATER METER ALLOCATIONS</b>	
Wait List Administration Fee	\$88 (includes 10% admin overhead)
Intent to Serve Letter (Good for 18 months)	Actual cost (including 10 % admin overhead), <i>\$900 deposit required</i>
Extension of Intent to Serve Letter	Actual cost (including 10 % admin overhead) with deposit required
Single Permit	<i>\$200 deposit required</i>
Permits for more than 3 EDUs	<i>\$400 deposit required</i>
Transfer of Meter/Position Location	Replaced with 2 separate fees (listed below)
Meter/Position Relocation: For parcels without an existing connection	Actual cost (including 10% admin overhead), <i>\$750 deposit required</i>
Active Service Transfer	Actual cost (including 10% admin overhead), <i>\$750 deposit required</i>
Special Project Agreement	Actual cost (including 10% admin overhead), <i>\$1,000 deposit required</i>
Fireflow Evaluation of Infrastructure	Actual cost (including 10% admin overhead), <i>\$200 deposit required</i>
Assignment of Position (Change of Owner)	Actual cost (including 10% admin overhead), <i>\$500 deposit required</i>
Assignment requiring Board Approval	Actual cost (including 10% admin overhead), <i>\$1,000 deposit required</i>
<b>UTILITY SERVICE &amp; WATER CONSERVATION</b>	
Construction Damage	Actual cost (including 10% admin overhead)
Customer Service Call for Water Loss (formerly callout to private property leak)	No charge first call ; actual cost thereafter; After hours minimum 2 hours fully burdened overtime rate <i>No charge if meter is malfunctioning</i>
Water Capacity Fee	Actual cost + \$12,688 per EDU
Sewer Capacity Fee for properties in Cambria Assessment District No. 2 (formerly Sewer Connection Fee)	Actual cost + \$7,161 per EDU
Sewer Capacity Fee for properties outside Cambria Assessment District No. 2 (formerly Sewer Connection Fee)	Actual cost + \$9,330 per EDU
Engineering Plan Check	\$206 + actual costs over 2 hours (including 10% admin overhead)
New Construction Application Fee	\$55
New Construction Plan Review	\$110 + actual costs over 2 hours (including 10% admin overhead)
Remodel Application Fee	\$55
Remodel Plan Review	\$110 + actual costs over 2 hours (including 10% admin overhead)
Water & Sewer Impact Fee – New fixtures added to Existing Service	
Each Add'l Sink/Lavatory, Toilet, Urinal, or Clothes Washer	\$400
Each Add'l Shower or Bathtub	\$800
Each Add'l Bar or Laundry Sink	\$200
Meter Test <i>Fee waived if meter found defective</i>	Actual costs (including 10% admin overhead), <i>\$125 deposit required</i>
Meter Relocation	Actual costs (including 10% admin overhead), <i>\$100 deposit required</i>

Type of Fee	Fee
Water Conservation Fixture(s) Inspection(s): Applies to: New Construction, Retrofits, Resale Pre-Inspection, Remodels of greater than 20% of existing square footage, and Remodels of less than 20% of existing square footage	\$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs
Sewer Wye Inspection	\$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs
Sewer Lateral Agreement	Eliminate
Response to Private Sewer Spill	Eliminate
Pre-Treatment Inspection Related to SSMP	\$105 plus actual costs over 1 hour
<b>EQUIPMENT RENTAL COSTS (EXCLUDES STAFF TIME)</b>	
Backhoe	\$90 / hour
Portable Trailer Mounted Compressor	\$30 / hour
Service Truck	\$50 / hour
Dump Truck	\$70 / hour
Vactor Truck	\$100 / hour
Labor (each worker)	\$45 / hour
Other Equipment	Actual cost
<b>FIRE DEPARTMENT</b>	
Fireworks/Pyrotechnics Show Permit and Inspection	\$250 + actual costs over 2 hours
Tent Fire Permit and Inspection	\$150 + actual costs over 1 hour
Movie Set Fire Permit and Inspection	\$250 + actual costs over 2 hours
Plan Check w/Inspection and Fire Letter Residential New Construction Residential Remodel Commercial New Construction Commercial Remodel	\$350 + actual costs over 3 hours \$350 + actual costs over 3 hours \$450 + actual costs over 4 hours \$350 + actual costs over 3 hours
Fire Alarm Plan Check & Inspection	\$350 + actual costs over 3 hours
On-site Hydrant(s) Inspections(s)	\$300 + actual cost over 2.5 hours
Sprinkler System	\$250 standard + actual costs over 2 hours + if required, \$100 for bucket flow test + if required, \$100 for underground inspection + if required, \$100 for line test
Hydrant / Fire Flow Calculations	\$175 + actual cost over 1.5 hours
Administration of Fire Hazard Fuel Reduction Order	\$200 + contractor cost pass through
Incident Report	\$0.20 per page for black & white copies
Fire Investigation Report	\$0.20 per page for black & white copies
<b>Fire Service Vehicle Reimbursement Rates for Mutual Aid Calls</b>	
Fire Engine Type I (1,500 gpm)	\$90 per hour
Fire Engine Type II	\$56 per hour
Rescue Vehicle	\$56 per hour
Command Vehicle	\$56 per hour
Utility Vehicle	\$56 per hour
Water Tender CAF (Compressed Air Foam) (500 gpm)	\$70 per day
Vehicle Mileage	Per IRS allowance
Personnel Costs	Actual cost

**EXHIBIT "A"****VETERAN'S MEMORIAL HALL RENTALS**

		<b>Community Groups &amp; Civic Organizations</b>		<b>For Profit Entities &amp; Private Events</b>	
<b>SECURITY/CLEANING DEPOSIT</b>					
Partial Facility Use:					
Class I & II		\$50		\$100	
Class III		\$50		\$400	
Full Facility Use:					
Class I & II		\$250		\$250	
Class III		\$250		\$1,000	
Events with alcohol		\$500			
Class IV Events		n/a		\$1,500	
<b>CLASS I - III FEES</b>					
<b>Main Hall &amp; Full Facility</b>		<u>Main Hall</u>	<u>Full Facility</u>	<u>Main Hall</u>	<u>Full Facility</u>
Class I	Per hour	\$20	n/a	\$50	\$80
	Half Day (4 Hours)	n/a	n/a	\$150	\$250
	Full Day (8 Hours)	n/a	n/a	\$300	\$500
Class II	Per hour	\$25	n/a	\$70	\$100
	Half Day (4 Hours)	n/a	n/a	\$200	\$300
	Full Day (8 Hours)	n/a	n/a	\$400	\$600
Class III	Half Day (4 Hours)	\$30	n/a	\$300	\$600
	Full Day (8 Hours)	n/a	n/a	\$500	\$1,000
	Each Add'l Hour	n/a	n/a	\$60	\$120
Overnight Add-On Fee		n/a		\$50	
<b>Dining Room with Deck</b>					
	Per hour	\$12		\$35	
	Half Day (4 Hours)	n/a		\$90	
	Full Day (8 Hours)	n/a		\$180	
<b>Kitchen (Add-On Fee)</b>					
<i>Only rented as an add-on to rental of Main Hall or Dining Room</i>					
	1 hour	\$6		\$30	
	Each Add'l Hour	\$6		\$15	
<b>BBQ Pit</b>					
	Per hour	\$6			
	Half Day (4 Hours)	n/a		\$60	
	3/4 Day (6 Hours)	n/a		\$80	
	Full Day (8 Hours)	n/a		\$100	
<b>Parking Lot Only (Includes Restrooms)</b>					
	Per hour	\$9		n/a	
	Half Day (4 Hours)	n/a		\$200	
	Each Add'l Hour	n/a		\$50	
<b>CLASS IV FEES</b>		<u>Parking Lot Only</u>	<u>Full Facility</u>	<u>Parking Lot Only</u>	<u>Full Facility</u>
	Half Day	n/a	n/a	\$800	\$1,200
	All Day	n/a	n/a	\$1,500	\$2,000
<b>STAFFING</b>	n/a for community and civic groups		\$40 per hour per staff member, 2 hour minimum		
<i>Onsite District staff may be required for profit and private events, at the discretion of the General Manager or his/her designee.</i>					
Class I—Low or Minimum Impact (Events up to 35 people, includes passive uses, such as group meetings or exercise classes.)					
Class II—Medium Impact (Events with more than 35 people but less than 100, or where equipment or materials, supplies, or displays are brought in, such as woodcarving or art instruction, educational seminars, health fairs, craft shows, holiday benefits, and events with similar impact.)					
Class III—Moderate to Higher Impact (Events from 100 up to 500 people, events where alcohol liability is required, dances, large exhibits, and other events with similar impact.)					
Class IV—High Impact (Events with attendance by over 500 people)					
<i>Community groups and civic organizations and Veterans Organizations may receive a fee reduction as determined by the General Manager.</i>					



**CAMBRIA COMMUNITY SERVICES DISTRICT  
PUBLIC RECORDS REQUEST FORM**

The California Public Records Act (Government Code 6250. et seq.) was enacted to ensure public access to public records. This form will enable us to accurately and efficiently fill your request. You will be charged the direct cost of duplication, as set forth in the CCSD Fee Schedule. Documents will not be copied until payment has been received.

To expedite your request for District records, please identify specifically the type of records you are requesting. Requests should reasonably describe identifiable records prepared, owned, used or retained by the District. The District is not required by law to create a new record or list from an existing record.

NAME: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

PHONE: \_\_\_\_\_ Email Address: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Full description of document(s). Please be as specific as possible and include date(s), if known. (if necessary, add additional pages)

---

---

---

---

---

---

---

---

**YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT.** Within 10 days from receipt of the request, the District will determine whether the request, in whole or in part, seeks copies of disclosable public records and will promptly notify the person making the request of the determination and the reasons therefore. As permitted by law, in unusual circumstances, the time limit to respond may be extended. "Unusual circumstances" means: 1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request. 2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request. 3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination

Signature of Requestor: \_\_\_\_\_