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## CAMBRIA COMMUNITY SERVICES DISTRICT

REGULAR MEETING

**Thursday, January 29, 2015 – 12:30 PM**

VETERANS MEMORIAL BUILDING, 1000 MAIN ST., CAMBRIA, CA

### **AGENDA**

This agenda is prepared and posted pursuant to Government Code Section 54954.2. By listing a topic on this agenda, the District's Board of Directors has expressed its intent to discuss and act on each item. In addition to any action identified in the summary description of each item, the action that may be taken by the Board of Directors shall include: a referral to staff with specific requests for information; continuance; specific direction to staff concerning the policy or mission of the item; discontinuance of consideration; authorization to enter into negotiations and execute agreements pertaining to the item; adoption or approval; and disapproval.

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the Office of the District Clerk, available for public inspection during District business hours. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The District Clerk will answer any questions regarding the agenda.

**1. OPENING**

- A. Call to Order
- B. Pledge of Allegiance
- C. Establishment of Quorum
- D. Report from Closed Session

**2. ACKNOWLEDGMENTS/PRESENTATIONS**

- A. Present Certificates of Appreciation to Students who Created Banners to Encourage Sustainable Conservation Practices and to the YMCA Director Dan Hartzell, Shawna Volpa, and Community Volunteer Taylor Hilden

**3. SPECIAL REPORTS**

- A. Sheriff's Department Report

**4. AGENDA REVIEW: ADDITIONS/DELETIONS AND PULLED CONSENT ITEMS**

**5. PUBLIC COMMENT (LIMITED TO 30 MINUTES)**

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

**6. MANAGER'S AND BOARD REPORTS**

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

**7. CONSENT AGENDA**

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

- A.** Consideration to Approve the Expenditure Report for December 2014
- B.** Consideration to Approve the Minutes from the December 18, 2014 Board of Director's Meeting
- C.** Consideration to Authorize Execution of Revised Memorandum of Understanding between the Cambria Community Services District and the Friends of the Fiscalini Ranch Preserve Regarding Donations and Merchandise Sales on the Fiscalini Ranch Preserve

**8. HEARINGS AND APPEALS**

- A.** Continued Public Hearing Regarding Adoption of Resolution 01-2015 Revising Enhanced Water Conservation Measures, Restrictions on the Use of Potable Water and Maximum Water Use Allotments

**9. REGULAR BUSINESS**

- A.** Consideration of 2013/2014 Fiscal Year Financial Audit Presentation by Bob Crosby
- B.** Discussion and Consideration of Proposed 2015 Board Goals, Ad Hoc Committee and Director Assignments
- C.** Discussion and Consideration of the CCSD Board of Director's Bylaws
- D.** Discussion and Consideration of Whether to Implement the Emergency Water Supply Operating Charge Associated with the Startup of the Emergency Water System Project
- E.** Consideration and Vote on the Election for a Special District Representative on the Local Agency Formation Commission (LAFCO)

**10. PUBLIC COMMENT (CONTINUED)**

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

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

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

**12. ADJOURN TO CLOSED SESSION**

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



CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.A.**

FROM: Jerry Gruber, General Manager

-----  
Meeting Date: January 29, 2015

Subject: MANAGER'S REPORT

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**Administration**

On behalf of the CCSD Board of Directors and staff, we would like to thank the Community for their continued conservation efforts. Water production continues to be reduced.

On January 20, 2015 at approximately 1:15 P.M the Emergency Water Supply Project (EWS) went into full production. I would like to thank the community of Cambria, the CCSD Board of Directors, CCSD staff, Tom Gray the Districts Public Information Officer, the County Board of Supervisors and the County staff, the RWQCB and staff, the Division of Drinking Water staff, CCI and CDM Smith, and RBF consulting for working collaboratively during the past twelve months in order for the Emergency Water Supply Project to be fully operational. We will continue to move forward with the Environmental Impact Report and the Regular Costal Development Permit during 2015. The Emergency Water Supply Project will be operational for the next three months to make sure everything is functioning properly, monitoring and sampling are ongoing and CCSD staff are properly trained. I more than likely have inadvertently overlooked someone in my recognitions and for that I sincerely apologize.

I wanted to take a few minutes to reflect on the goals for 2014 and bring the Board of Directors up to date on the progress that was made during 2014 on those adopted goals.

Goal No. 1- Rate Adjustments. The District was successful in complying with the procedural requirements of Proposition 218 and passing rates relating to the funding and operational components for the EWS.

Goal No. 2- Alternative Water Supply Project. The Emergency Water Supply Project was put into full operation on January 20, 2015. As part of my General Managers Report for February, I will review the change orders relating to the EWS and the total project cost to date for the EWS.

Goal No. 3- East Ranch Improvements. On April 14, 2014 David Foote of Firma presented the Fiscalini Ranch Community Park Phase 1 Design Development Plan documents. The attached information is part of the CCSD Board of Directors Packet today and will be discussed as part of the Goals for 2015. The Plan included a design development site plan, grading and grading plan, phase 1 cost estimates and preliminary drainage calculations. The Plan identifies the critical next steps and required funding for phase 1 of the East Ranch Improvements to move forward. Additional accomplishments relating to the East Ranch were the removal of several large Eucalyptus trees. Additional work is needed to remove the remaining stumps and roots of the Eucalyptus trees on the East Ranch. Overall progress was made relating to improvements to the East Ranch Phase 1 project.

Attachment: Firma Fiscalini Ranch Community Park Phase 1 Design Development Plan



April 7, 2014

Carlos Mendoza  
Fiscalini Ranch Preserve Manager  
Cambria Community Services District  
**Sent via email**

**RE: Fiscalini Ranch Community Park Phase 1 Design Development Documents**

Dear Carlos,

Please find attached in digital format the Phase 1 documents including the County's Determination of Substantial Conformity for the change in dog park location. The scope services for the Design Development work was to identify the appropriate level of grading and drainage infrastructure needed for phased park implementation, and to relocate the dog park closer to the parking area. The documents include:

- Phase 1 Design Development Site Plan
- Grading and Drainage Plan with import to achieve minimum 1% slopes
- Grading and Drainage Plan with balanced earthwork on-site (no import)
- Phase 1 cost estimate (includes all park earthwork)
- Preliminary Drainage Calculation Report

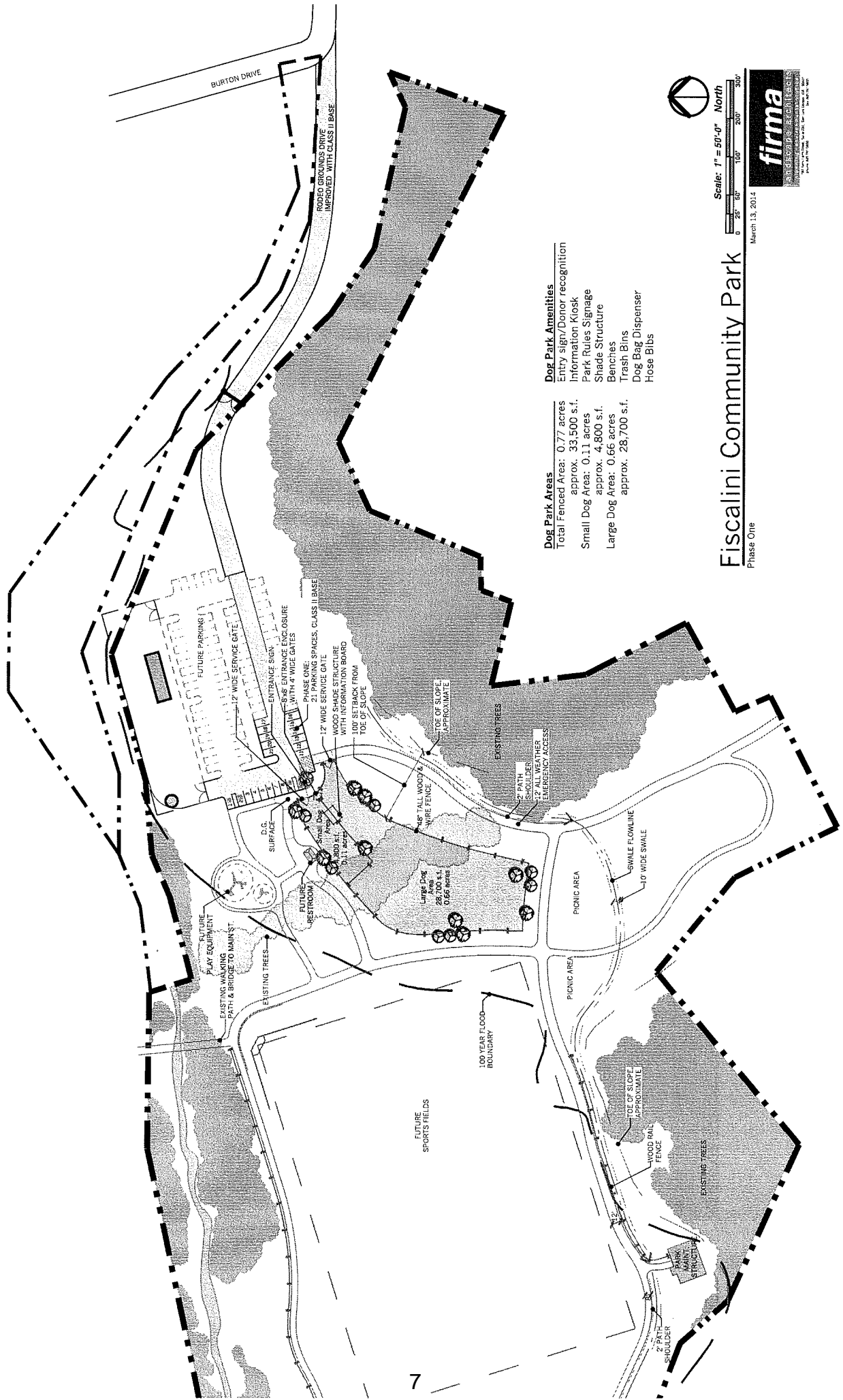
As indicated above the cost estimate includes all park grading and drainage infrastructure. We have had ongoing discussion within our design team as well as with PROS on the comparative merits of the import fill solution vs. the balance on site solution. We think given the magnitude of cost for the import solution that the next stage of design (construction documents for grading and building permits) should take a closer look at the options. A key part of the next stage is to obtain a topographic survey of the park. With this information the grading can be refined more accurately.

As always it has been a pleasure to work with the Cambria Community Services District on this great Ranch Preserve and Park!

Sincerely,

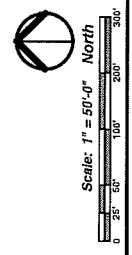
David Foote ASLA

*Firma Consultants Incorporated  
David W. Foote ASLA  
187 Tank Farm Road Suite 200  
San Luis Obispo, CA 93401  
(805) 781-9800 • fax (805) 781-9803*



**Dog Park Areas**  
 Total Fenced Area: 0.77 acres  
 approx. 33,500 s.f.  
 Small Dog Area: 0.11 acres  
 approx. 4,800 s.f.  
 Large Dog Area: 0.66 acres  
 approx. 28,700 s.f.

**Dog Park Amenities**  
 Entry sign/Donor recognition  
 Information Kiosk  
 Park Rules Signage  
 Shade Structure  
 Benches  
 Trash Bins  
 Dog Bag Dispenser  
 Hose Bibs



**Fiscalini Community Park**  
 Phase One

March 13, 2014



**firma**

landscape architecture  
 environmental studies  
 planning  
 ecological restoration

**Opinion of Probable Cost****DESIGN DEVELOPMENT PHASE****Phase 1**

PROJECT: Fiscalini Ranch Community Park

DATE: February 20, 2013

site work:	QUANTITY	UNIT		UNIT COST	=	TOTAL COST
<b>SITE PREPARATION:</b>						
Tree removal	14	EA	x	\$850.00	=	\$11,900.00
Bulk excavation*	9,550	CY	x	\$3.22	=	\$30,751.00
Import labor**	2,900	CY	x	\$13.75	=	\$39,875.00
Mobilization/ OH/ Erosion control	1	LS	x	\$10,000.00	=	\$10,000.00
<b>STORM DRAIN:</b>						
Storm Drain Inlet Minor	1	EA	x	\$1,700.00	=	\$1,700.00
Storm Drain - 12" or less	150	LF	x	\$25.00	=	\$3,750.00
<b>PAVING/SURFACING:</b>						
Access Road	20,000	SF	x	\$0.77	=	\$15,400.00
Parking DG / CL 2 base	370	CY	x	\$27.33	=	\$10,112.10
Decomposed Granite paths	1,200	SF	x	\$1.50	=	\$1,800.00
<b>DOG PARK Improvements</b>						
Fence, structures, surface etc per PROS / Roche estimate	1	LS	x	\$32,480.00	=	\$32,480.00
<b>TOTAL SITE WORK:</b>						<b>\$157,768.10</b>
<b>TOTAL SITE WORK:</b>						<b>\$157,768.10</b>
AE Topo, Design and permits	1		x	25,000		\$25,000.00
<b>TOTAL ***</b>						<b>\$182,768.10</b>

\* Assumes all earthwork for ballfield/swale. Other phase 1 options merit exploration.

\*\* If CCSD elects to not import to get 1% gradients, deduct this amount. Assumes no cost for material.

\*\*\* No contingency shown, normal practice is add a 10% contingency

187 Tank Farm Road, Suite 230  
 San Luis Obispo, CA 93401  
 (805)781-9800 • fax (805)781-9803

CIVIL DESIGN STUDIO  
 CIVIL, ENGINEERING, PLANNING, PERMITTING  
 18111 Via Arroyo, San Jose, CA 95131  
 TEL: 415.774.1818

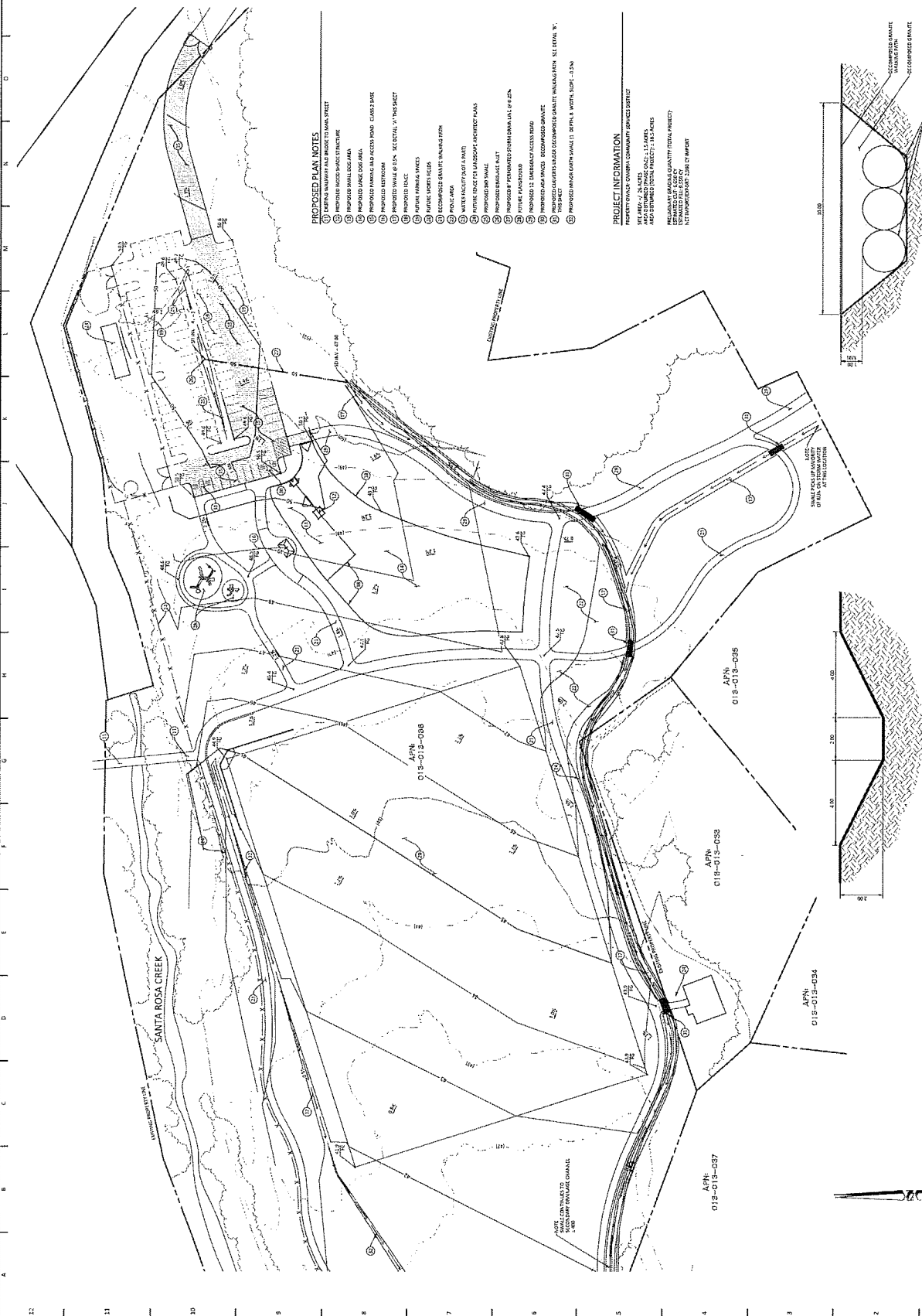
PROJECT LOCATION:  
 RODEO GROUNDS ROAD  
 CAMBRIDGE, CA  
 APN: 013-013-038

PROJECT NAME:  
 FISCALINI RANCH PRESERVE COMMUNITY PARK  
 PHASE 1 - INFRASTRUCTURE STUDY & DOG PARK

CLIENT:  
 FIRM CONSULTANTS  
 187 TANK FARM ROAD #230  
 SAN LUIS OBISPO, CA 93401

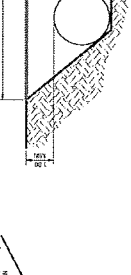
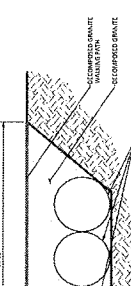
DESIGNED BY: RDW  
 PREPARED BY: MBS  
 DATE: FEBRUARY 4, 2014  
 SCALE: AS SHOWN  
 CONTROL NO: 13-109

PRELIMINARY  
 GRADING PLAN  
 C-1  
 SHEET 1 OF 1 SHEETS



- PROPOSED PLAN NOTES**
1. EXISTING UTILITIES AND PROTECT TO MAIN STREET
  2. PROPOSED WALKING PATH STRUCTURE
  3. PROPOSED SMALL DOG AREA
  4. PROPOSED PARKING AND ACCESS ROAD - LAND BANK
  5. PROPOSED INTERSECTION
  6. PROPOSED WALKING PATH - SEE DETAIL "A" THIS SHEET
  7. PROPOSED WALKING PATH - SEE DETAIL "B" THIS SHEET
  8. PROPOSED WALKING PATH
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**PROJECT INFORMATION**  
 PROJECT TOTAL AREA: 24 ACRES  
 SITE AREA: 24 ACRES  
 TOTAL GRADING AREA: 1.5 ACRES  
 TOTAL EXCAVATION AREA: 1.5 ACRES  
 TOTAL FILL AREA: 1.5 ACRES  
 TOTAL CUT AREA: 1.5 ACRES  
 TOTAL FILL VOLUME: 100,000 CU YD  
 TOTAL CUT VOLUME: 100,000 CU YD  
 TOTAL FILL VOLUME: 100,000 CU YD  
 TOTAL CUT VOLUME: 100,000 CU YD



APN 013-013-037  
 APN 013-013-038  
 APN 013-013-039  
 APN 013-013-034

SCALE 1" = 50'

SCALE 1" = 10'

SCALE 1" = 10'

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# Preliminary Drainage Calculation Report

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Prepared By:

**Monte Soto, PE**

9700 El Camino Real, Suite 300

Atascadero, CA 93422

805.706.0401

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**FISCALINI RANCH**

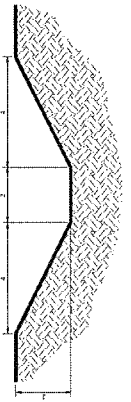
APN: 013-131-038

Cambria, CA



- PROPOSED PLAN NOTES**
- 1) EXISTING MAINWAY AND BRIDGE TO MAIN STREET
  - 2) PROPOSED WADSWORTH BRIDGE STRUCTURE
  - 3) PROPOSED SMALL DONG AREA
  - 4) PROPOSED PARKING AND ACCESS ROAD - CLASS 2 PAVE
  - 5) PROPOSED SIDEWALKS - SEE DETAIL "A" FOR DETAIL
  - 6) PROPOSED SIDEWALKS - SEE DETAIL "B" FOR DETAIL
  - 7) FUTURE PARKING SPACES
  - 8) FUTURE LIGHT FIXTURES
  - 9) RECOMMENDED GRANITE WALKING PATH
  - 10) HOLEY AREA
  - 11) FUTURE BUILDING
  - 12) FUTURE FENCE FOR LANDSCAPE ARCHITECTURE PLANS
  - 13) PROPOSED SIGN SPAN
  - 14) PROPOSED DRAINAGE INLET
  - 15) PROPOSED 8" FIBERGLASS STORM DRAINAGE @ 2.0% SLOPE
  - 16) FUTURE LANDSCAPING
  - 17) PROPOSED 12" DRAINAGE @ 2.0% SLOPE
  - 18) PROPOSED 12" DRAINAGE @ 2.0% SLOPE
  - 19) PROPOSED 12" DRAINAGE @ 2.0% SLOPE
  - 20) PROPOSED 12" DRAINAGE @ 2.0% SLOPE
  - 21) PROPOSED 12" DRAINAGE @ 2.0% SLOPE
  - 22) PROPOSED 12" DRAINAGE @ 2.0% SLOPE
  - 23) PROPOSED 12" DRAINAGE @ 2.0% SLOPE
  - 24) PROPOSED 12" DRAINAGE @ 2.0% SLOPE
  - 25) PROPOSED 12" DRAINAGE @ 2.0% SLOPE

**PROJECT INFORMATION**  
 1. SITE AREA: 1.5 ACRES  
 2. TOTAL GRADING AREA: 1.5 ACRES  
 3. ESTIMATED TOTAL GRADING VOLUME: 12,000 CY  
 4. ESTIMATED TOTAL GRADING COST: \$1,200,000



DETAIL "A" - SIDEWALK



## Fiscalini Ranch

---

**Attn: David Foote**

**FIRMA**

187 Tank Farm Road #230  
San Luis Obispo, CA 93401

**Subject: Fiscalini Ranch Park Project**

**Re: Drainage Calculation Report**

Dear David:

Please find enclosed the Drainage Calculation Report for the above referenced project.

The study calculations were prepared using the most conservative approach: the USGS stream stats website.

Please contact me for any clarifications or supporting information you need with reference to this report.

Regards,



*Monte Soto*

Monte Soto, PE



# Fiscalini Ranch

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Supporting Documentation .....	8
Tributary Area .....	8
USGS StreamStats Site Report .....	8

# Fiscalini Ranch

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## Introduction

### Site Location

The proposed project site is located in the community of Cambria, County of San Luis Obispo. The site is South of Main Street in Cambria. Historically, the site was used for the old Cambria Rodeo Grounds.

The subject parcel is owned by the Cambria Community Services District (CCSD). The parcel is +/-26 acres.



Figure 1: Site Location - SLO County Permit View

## Fiscalini Ranch

---

### Existing Conditions

The majority of the existing site is open space. The only improvements are a relatively small parking lot (Class 2 Base) and an old abandoned cattle corral. The majority of the site is composed of rangeland (native grasses) with the remainder composed of pine forest. The rangeland portion of the site is relatively flat (approximately 1%).

The site contains two outlets for storm water. The first is Santa Rosa Creek, which generally follows the North border of the property and flows towards the West. The second storm water outlet is an existing secondary drainage channel, which runs parallel to Santa Rosa Creek, and spills into Santa Rosa Creek where Santa Rosa Creek crosses Highway 1.

Approximately 1/3 of existing site storm water sheet flows from the project site into Santa Rosa Creek and approximately 2/3 of existing site storm water is collected by the secondary drainage channel. In addition to site runoff, the site receives water from a residential area to the South.



Figure 2: Aerial View - SLO County Permit View

### Proposed Project

The proposed project consists of the following features broken into at least two phases. Phase 1 construction will include:

- Parking area – Covered in class 2 base
- Picnic area
- Dog park
- Restroom

## Fiscalini Ranch

---

The future portion of this project may be one or more phases. For simplicity, we will call it Phase 2. This phase includes the following features:

- Additional Parking area – Covered in class 2 base
- Sports fields
- Playground

Post-construction impervious area will remain effectively the same as pre-construction impervious area. The only new fully impervious area to be added is the restroom. This project will utilize a main swale to direct sheet flow from the offsite tributary area (residential and pine forest) towards the existing secondary drainage channel. In addition, the parking lot will contain a bio-swale, which will collect drainage from the parking area, provide an opportunity for infiltration, and then convey excess drainage into the main swale via an 8" perforated pipe. The outlet for the bio-swale will be set approximately 4" above grade, which will allow some ponding in the bio-swale and enhance infiltration for small storms.

## Summary

### Peak Flow Analysis

The USGS California StreamStats Website was utilized to estimate the peak flow for the tributary area. This method is extremely conservative. It includes an area south of highway 1 that does not actually drain to the site because Highway 1 intercepts this drainage, however, the USGS website does not account for this fact. **Figure 3** shows the area tributary to the project site.

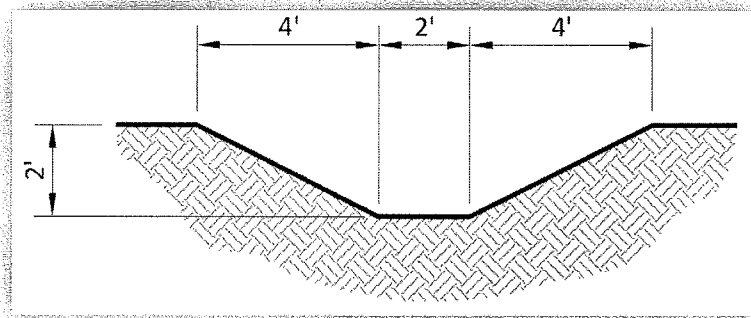


Figure 3: Tributary Area - USGS StreamStats

The full summary of peak flow from the USGS website can be found at the end of this report. However, the 50yr storm is estimated at 50.4 CFS.

### Earthen Swale Analysis

The earthen swale dimensions for this project have been chosen to create a drainage feature that will convey the projected flows. A diagram of the earthen swale is shown below:



## Fiscalini Ranch

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To analyze the flow capacity of this earthen swale, Mannings equation will be utilized with the values from the table below:

Mannings Equation Input	Value
Manning's n	0.025 (Chow, V. T. (1959), Open Channel Hydraulics, McGraw-Hill) clean, straight channel, no rifts or deep pools
Cross sectional Area, (sq. ft.)	12
Wetted Perimeter (ft.)	10.9
Hydraulic Radius (area/perimeter) (ft.)	1.1
Slope (ft/ft)	0.005

When the values from the table above are input into Mannings Equation, the corresponding velocity is 4.5 ft/sec.

Therefore, the capacity of the earth swale is (velocity x area) = **53.8 cfs**

### Report Conclusion

The swale, as designed, is capable of conveying the 50 year storm as predicted by USGS (conservative).

## Fiscalini Ranch

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### Supporting Documentation

#### Tributary Area

The tributary area for has been determined from the USGS StreamStats Website. The resulting tributary area has been estimated at 0.1 square miles. In addition, a Google Earth image and surface has been imported into Autodesk Civil 3d for drainage analysis.

#### USGS StreamStats Site Report

**Date: Tue Dec 31 2013 10:41:53 Mountain Standard Time**

**Site Location: California**

**NAD27 Latitude: 35.5608 (35 33 39)**

**NAD27 Longitude: -121.0844 (-121 05 04)**

**NAD83 Latitude: 35.5608 (35 33 39)**

**NAD83 Longitude: -121.0854 (-121 05 08)**

**Drainage Area: 0.1 mi<sup>2</sup>**

**Percent Urban: 79.0 %**

**Percent Impervious: 20.1 %**

<b>Peak-Flow Basin Characteristics</b>			
<b>100% Central Coast Region (0.1 mi<sup>2</sup>)</b>			
<b>Parameter</b>	<b>Value</b>	<b>Regression Equation Valid Range</b>	
		<b>Min</b>	<b>Max</b>
Drainage Area (square miles)	0.1 (below min value 0.17)	0.17	4156
Mean Annual Precipitation (inches)	22	8	52
Altitude Index (thousand feet)	0.19	0.1	2.4

*Warning: Some parameters are outside the suggested range. Estimates will be extrapolations with unknown errors.*

<b>Peak-Flow Streamflow Statistics</b>					
<b>Statistic</b>	<b>Flow (ft<sup>3</sup>/s)</b>	<b>Standard Error (percent)</b>	<b>Equivalent years of record</b>	<b>90-Percent Prediction Interval</b>	
				<b>Minimum</b>	<b>Maximum</b>
PK2	11.7				
PK5	22.4				
PK10	30.8				
PK25	42.3				
PK50	50.4				
PK100	60.3				
PK500	82.6				



SAN LUIS OBISPO COUNTY  
DEPARTMENT OF PLANNING AND BUILDING

April 4, 2014

David Foote  
Firma  
187 Tank Farm Road Suite 230  
San Luis Obispo, CA 93401

SUBJECT: Substantial Conformity for DRC2010-00026 (CCSD – Fiscalini Ranch)

The land use permit and the environmental determination approved for the above-referenced project have been reviewed and the county has determined that the proposed changes are in substantial conformity:

- × Satisfies all conditions of approval
- × Conforms to environmental determination

Other: \_\_\_\_\_

Description of proposed changes:

Relocation and expansion of the dog park (closer to the parking area) – see attached site plan

Drainage system adjustment – from a piped drain system to an overland swale system

Approved changes attached.

Nancy Orton, Division Manager  
Department of Planning & Building





February 20, 2014

Kerry Brown  
Department of Planning and Building  
County of San Luis Obispo  
**Sent via email**

**RE: Request for Determination of Substantial Conformity for the Fiscalini Community Park Phase 1 Improvements**

Dear Kerry,

As discussed at our meeting today, this letter is to request a determination of substantial conformity for the Phase 1 improvements to Fiscalini Ranch Preserve Community Park. The Phase 1 plan is attached along with the approved Master Plan blow up of the affected area, for reference.

There are two proposed changes to the Master Plan shown on the Phase 1 Plan:

- The dog park is shifted closer to the parking area. The required 100 foot buffer setback from the toe of the wooded slope has been accommodated. The informal open picnic areas would be on either side of the dog park. The path system is essentially the same.
- The Master Plan piped storm drain system has been changed to an overland swale system. The off-site watershed is captured by a grassy swale at the toe of the wooded slope and flows to meet the existing secondary channel that enters Santa Rosa creek at Highway 1. The swale along the north side of the ballfields will capture the park runoff and convey water similarly to the creek. The approved concept of these long bioswales to filter runoff water is accommodated well.

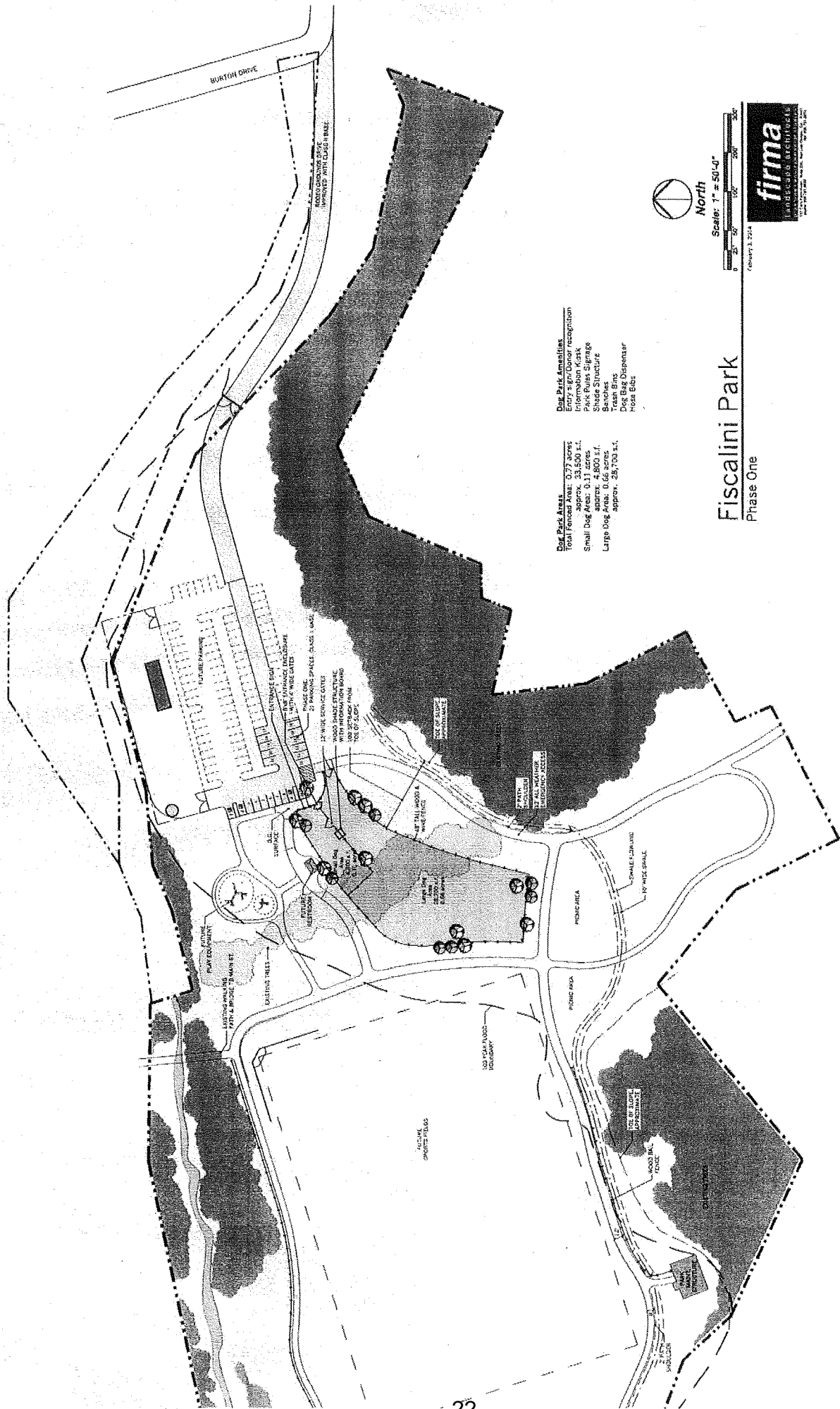
Please call me if I can answer any questions about the phase 1 Plan.

Sincerely,

David Foote ASLA

C: Carlos Mendoza, FRP Ranch Manager  
Jerry Gruber, CCSD District Manger

*Firma Consultants Incorporated*  
David W. Foote ASLA  
187 Tank Farm Road Suite 230  
San Luis Obispo, CA 93401  
(805) 781-9800 • fax (805) 781-9803



North  
 Scale: 1" = 50'-0"  
 0 25' 50' 100' 200' 300'

**firma**  
 LANDSCAPE ARCHITECTS  
 1000 17th Street, Suite 1000, San Francisco, CA 94103  
 (415) 774-8888  
 www.firmalandscape.com

**Fiscalini Park**  
 Phase One

**BOARD OF DIRECTORS' MEETING**  
**JANUARY 29, 2015**  
ADDENDUM TO GENERAL MANAGER'S REPORT  
ADMINISTRATIVE SERVICES OFFICER REPORT

**UTILITY BILLS:**

The programming for the Operational Emergency Water Supply Project Rates has been finalized.

The new test pilot program for meters with the new technology has begun. This pilot program, allows the meters electronic signal to be sent directly to the Administrative Office on a daily basis which in turn allows the billing clerk to review the reports daily. This will help to alleviate water loss. When fully implemented it will allow the Water Department to suspend their need to read the meters while driving through town for up to two days. We will keep you apprised of the progress as we make our way through the installation and technology training.

**STAGE 3 WATER EMERGENCY:**

We are continuing to process Permanent Resident forms requesting an increase in water allotments as we receive them. At the time of the writing of this report the following numbers represent the total number of requests for an increase in water allotments:

- 2,054 permanent resident forms have been received and processed
- 117 medical waivers have been received and processed
- 37 exception approvals have been received and processed
- 25 exception denials have been received and processed

**HUMAN RESOURCES:**

Recruitments:

*Wastewater Operator I or II:* We held interviews for the two open Wastewater Positions. We hope to hire two operators by the middle of February.

*Water Treatment Operator I:* We continue to work through the hiring process for this position.

*Administrative Technician I:* We are in the process of re-evaluating the needs of the Administrative Office and will be determining the needs of the organizations staffing level.

*Maintenance Technician I:* We have closed this recruitment and will hold interviews very soon. We hope to hire an individual for this position by the end of February.

**PUBLIC RECORDS REQUESTS:**

There is only one pending response to the public record requests which have been received to date. I have attached a spreadsheet which is used to track the number of public record requests received by the district.

Submitted by:  
Monique Madrid  
Administrative Services Officer/District Clerk

## PUBLIC RECORD REQUESTS FOR 2014

	A	B	C	D	E	F
1		Date	Name of Requestor	Request	Staff time allocated	CCSD Response
2	1 (continued from 2014)	12/17/2014	LandWatch of SLO Co.	Various Agendas, Resolutions and Staff Reports related to EWS	3 hours	Initial Response: 12/18/2014 Second Response 12/26/2014 Final Response 1/9/2015
3	2	1/5/2015	Gregg Berge	Copies of PSU applications etc.	30 minutes	1/20/2015
4	3	1/5/2015	Gregg Berge	Copies of other applications etc.	30 minutes	1/20/2015
5	4	1/20/2015	Tony Church	Various questions	TBD	pending
6						
7						
8						
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**BOARD OF DIRECTORS JANUARY 29, 2015  
CONSERVATION REPORT  
ADDENDUM TO THE GENERAL MANAGER’S REPORT**

**Residential Water Surveys/Audits:**

As of January 1, 2015 there were 152 customers on our “Leak Report.” Of these customers 113 properties were residential and the remaining 39 properties were commercial. The Water Department responded to 36 of the residential properties based on the property having higher than normal usage. The Administrative staff is working to contact the remaining residential customers via telephone as time allows.

**Retrofit Point Bank:**

As of 1/1/2015 the rebate point’s bank total is 7989 points. The individual fixture count breakdown is as follows:

- Washing Machines = 679
- Recirculating Pumps = 288
- Toilets = 434
- Aerators = 2166
- Showerheads = 4422

Rebates Total Points Bank: **7989**

Retrofit Upon Resale Bank: **4603**

**Total Points Bank: 12,592**

**Public Outreach & Training:**

Cortney Upthegrove attended two software training courses through Beacon Advanced Technology.

**BOARD OF DIRECTORS' MEETING –JANUARY 29, 2015  
ADDENDUM TO GENERAL MANAGER'S REPORT  
DISTRICT ENGINEER'S REPORT**

The following table summarizes activities from December 10, 2014 to January 16, 2015. A summary discussion on well levels also follows.

<b>Item No.</b>	<b>Description</b>	<b>Activities/Project Status</b>
1	Assistance to Water & Wastewater Operations	<ul style="list-style-type: none"> <li>• Assistance was provided to Wastewater operations for the completion of repairs and pump replacements at Lift Station 9 on Moonstone Beach Drive, and Lift Station A1 on Sherwood. Change Orders were prepared and issued to D-Kal Construction for revising the pump speeds at Station 9, and for potholing inoperable bypass valves at Station A1.</li> <li>• A 1/14/2015 meeting was attended with consultant Bill Bellis, as well as Justin Smith, and Jerry Gruber on the need to replace the Fiscalini Water Tank due to the state of its corrosion and other deficiencies.</li> </ul>
2	Wastewater Treatment Plant Improvement Project – Enhanced Compliance Action (ECA)	The next progress report to the RWQCB is due on February 24, 2015. Presentation of the project's 10-percent design report is planned for April 24, 2015.
3	Rodeo Grounds Pump Station Replacement and Stuart Street Tank 3.	There was no progress made this reporting period.
4	Emergency Water Supply Project	<p>Completed contracting with RBF for the EIR to support the Emergency Water Supply Project's regular Coastal Development Permit. A second contract with RBF for providing an Adaptive Management Plan (AMP) during operation was also completed to coincide with Plant startup. CDM Smith completed updates to the Project's Operation Maintenance, and Monitoring Plan, which was subsequently approved by the RWQCB and Division of Drinking Water. The RWQCB also approved the financial assurance bond obtained by the District to cover potential evaporation pond repairs. As of the date of this staff report, (1/16/2015), Plant operation is schedule to begin on Tuesday, 1/20/2015.</p> <p>On January 8, 2015, staff reviewed the Project site with Cal Fire representatives, CCSD Fire, and CCI. Several recommendations were made, which are currently being completed. Their most substantial recommendations were the addition of a 10,000 gallon water tank or hydrant service, as well as additional roadway base. These items are planned to be added to the project as change order items. Staff is currently reviewing all change order items on the contract to date with CCI.</p>

		Other Project related activities occurred on providing the County with information to support the Project's Proposition 84, Integrated Regional Water Management grant.
5	Long Term Water Supply Project	A conference call is planned for 1/22/2015 to review how the Emergency Water Supply Project will be considered by the Corps team within the EIS being developed for the long-term water supply project.
6	County Water Resource Development Advisory Committee (WRAC)	Attended the 1/7/2015 WRAC meeting, during which, an excellent summary presentation was made on the 2014-enacted Sustainable Groundwater Management Act (SGMA). This essentially requires public agencies within high and medium priority groundwater basins to form Groundwater Sustainability Agencies (GSAs) in order to complete Groundwater Sustainability Plans. Because the San Simeon and Santa Rosa basins do not fall into the State's high or medium categories, the formation of, or participation into a GSA by the CCSD would be optional at this time as opposed to meeting the SGMA's specific completion milestones. Other key WRAC activities include the County's pending completion of its biennial Resource Management System report.

The attached water well level summary table shows the Santa Rosa and San Simeon supply well levels as of January 12, 2015 with the San Simeon production wells at an average of 20.49 feet above sea level, the Santa Rosa well SR4 level at 51.50 feet above sea level, and the average of wells SR1 and SR3 levels at 30.79 feet above mean sea level.

The attached production report shows that the December 2014 production of 33.44 acre-feet was the lowest on record since the summary table began in 1988. This indicates that Cambrians are continuing to do an outstanding job in conserving water. Comparing December 2013 production against December 2014, shows a reduction of 38 percent. Comparing the January through December cumulative production totals between 2013 and 2014 shows a reduction of 36 percent. As of the end of December 2014, 266.31 acre-feet (87 million gallons) of production water has been conserved/reduced when compared against the same cumulative period during 2013.

The rainfall occurring during the month of December 2014 totaled 8.81 inches at the CCSD's well SS-1 rain gage. As of the end of December 2014, the cumulative seasonal rainfall total at the well SS-1 rain gage was 10.99 inches. The most significant December rainfall event of 2.6 inches occurred on 12/12/2015.

Attachments:

- Well Levels Summary as of 1/12/2015
- Annual Production through the month of December 2014
- Line plot of Santa Rosa well levels
- Line plots of San Simeon well levels by year
- Plot showing statistical analysis of San Simeon well levels
- Line plot of San Simeon well levels for historic minimum, average, and maximum
- Line plot of San Simeon well levels for past five years

1/12/14

CAMBRIA COMMUNITY SERVICES DISTRICT  
WELL WATER LEVELS FOR 1/12/14

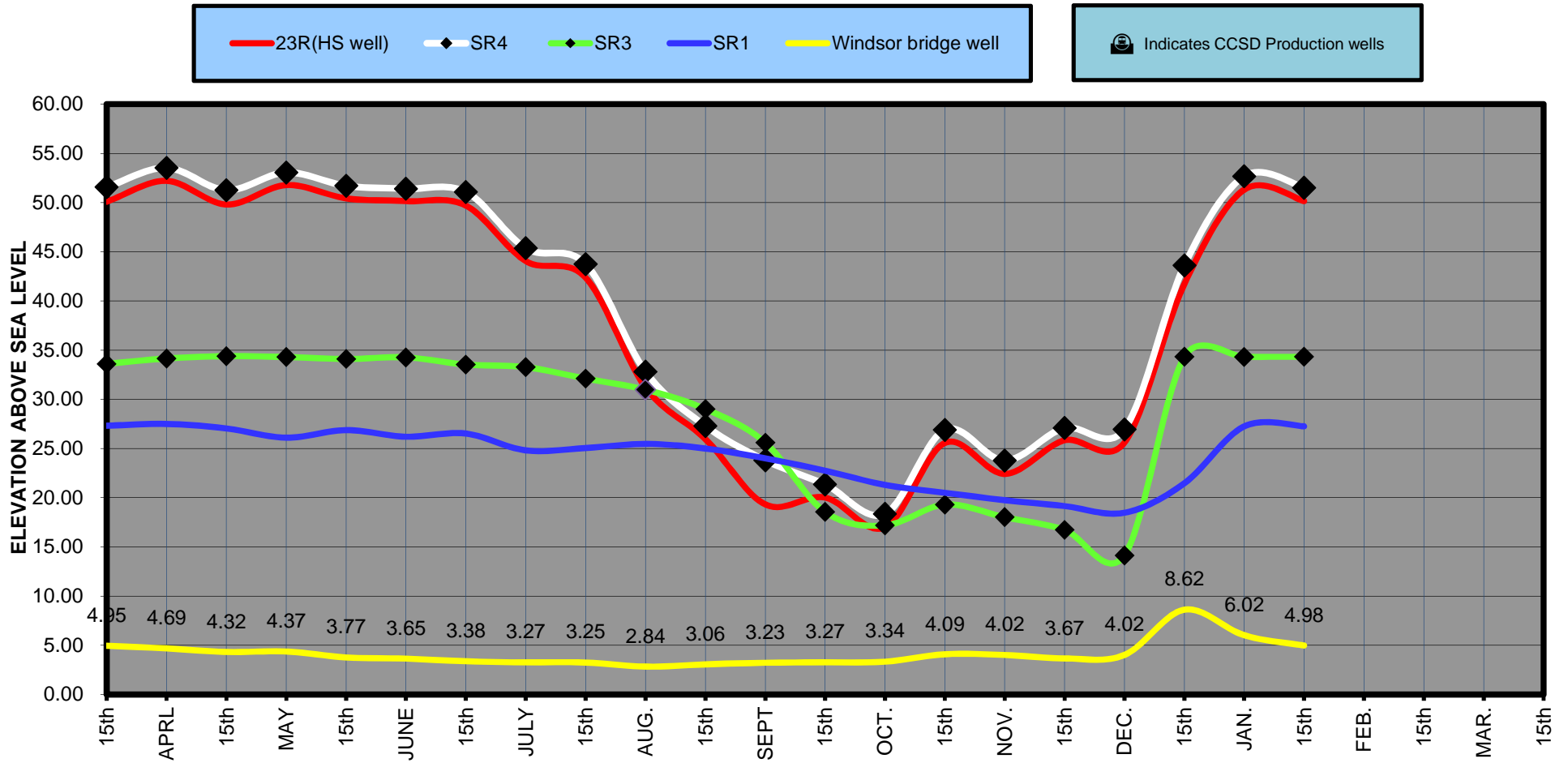
Well Code	Distance Ref. Point to Water Level	Reference Point Distance Above Sea Level	Depth of Water to Sea Level	Remarks
SANTA ROSA CREEK WELLS				
23R	33.28	83.42	50.14	
SR4	30.50	82.00	51.50	
SR3	19.98	54.30	34.32	
SR1	19.14	46.40	27.26	
RP#1	20.84	46.25	25.41	
RP#2		33.11		Not Read
21R3	7.85	12.88	5.03	
WBE	11.89	16.87	4.98	
WBW		17.02		Not Read
AVERAGE LEVEL OF CCSD SANTA ROSA WELLS SR1 & SR3 =				30.79 FEET
<b>CCSD SANTA ROSA WELL SR4 =</b>				<b>51.50 FEET</b>

SAN SIMEON CREEK WELLS				
16D1	5.92	11.81	5.89	
9M1		65.63		Not Read
9P2	9.17	19.11	9.94	
9P7		19.59		
9L1	10.47	27.33	16.86	
SS4		25.92		<b>SS4 to 9P2 Gradient = - N/A</b>
9K2		30.23		Not Read
SS3	14.02	33.25	19.23	
SS2	13.02	34.01	20.99	
SS1	12.81	34.07	21.26	
11B1		105.43		Not Read
11C1	14.30	98.20	83.90	
PFNW		93.22		Not Read
10A1		78.18		Not Read
10G2		62.95		Not Read
10G1		59.55		Not Read
10F2		66.92		Not Read
10M2	23.26	55.21	31.95	
9J3		43.45		Not Read
AVERAGE LEVEL OF CCSD SAN SIMEON WELLS SS1,SS2 & SS3 =				20.49 FEET

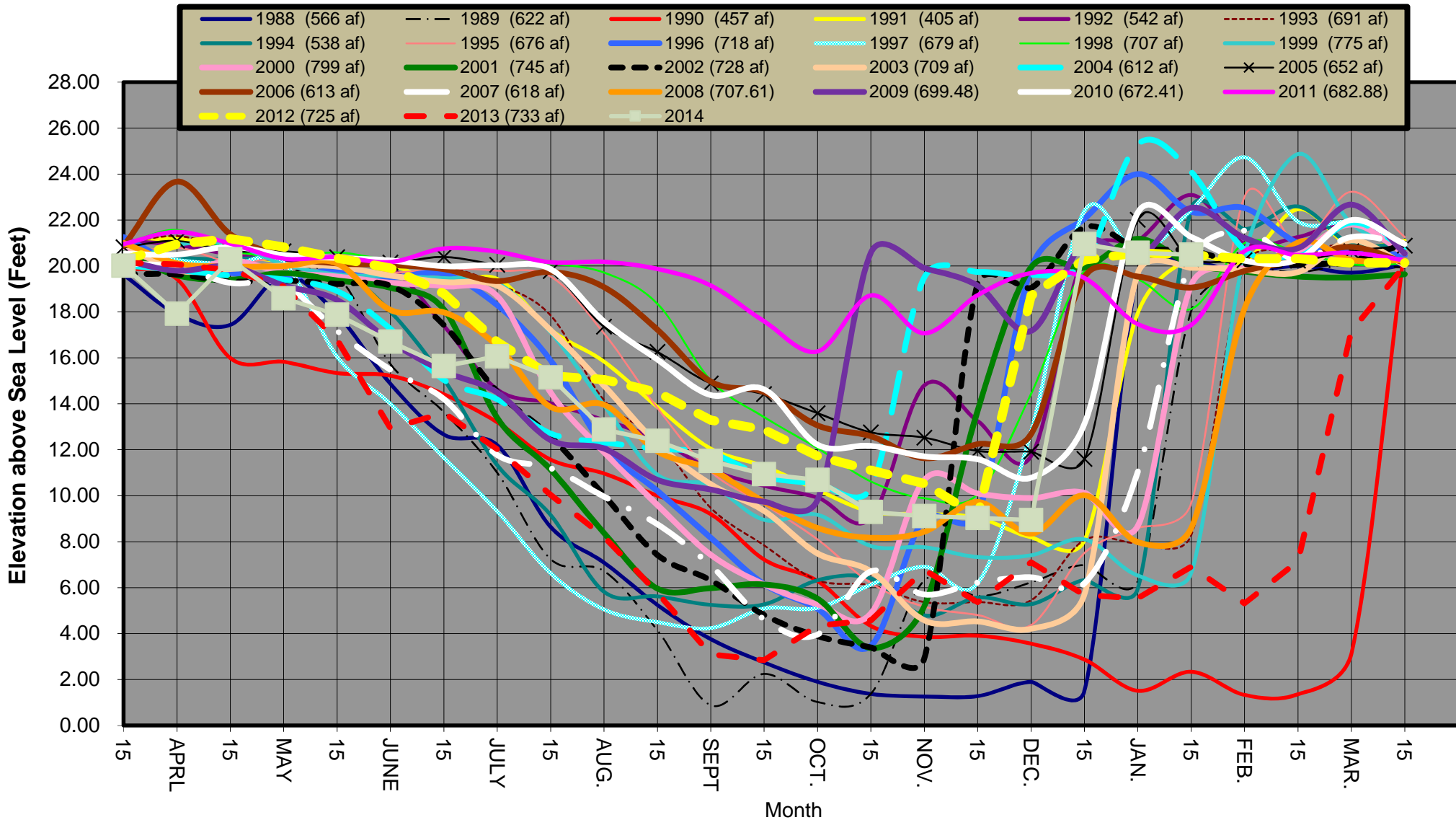
Red Font are the CCSD's Production Wells, as measured on 1/12/14  
Report format revised 7/23/2013



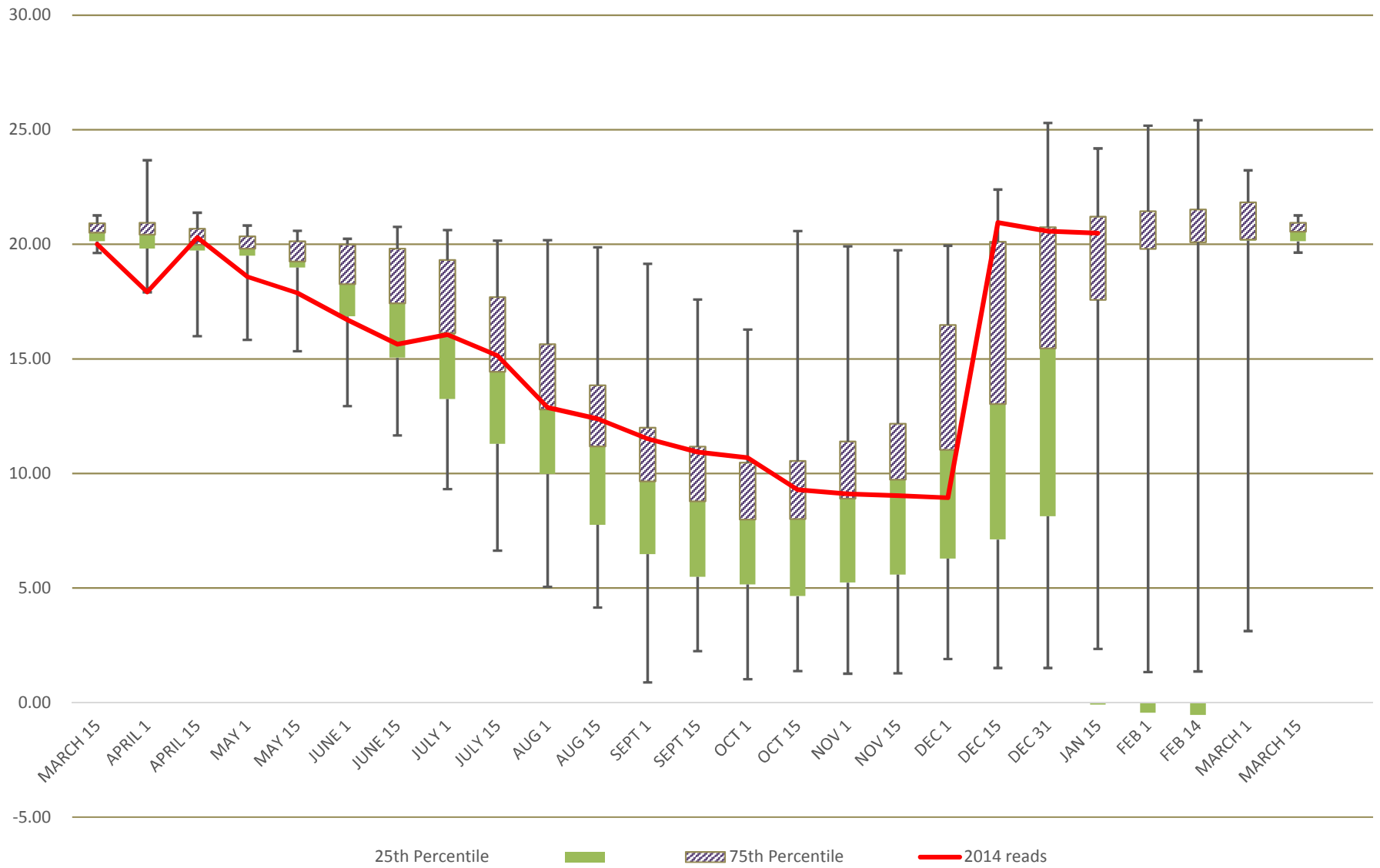
## SANTA ROSA CREEK WELL LEVELS March 15th, 2014 - Current



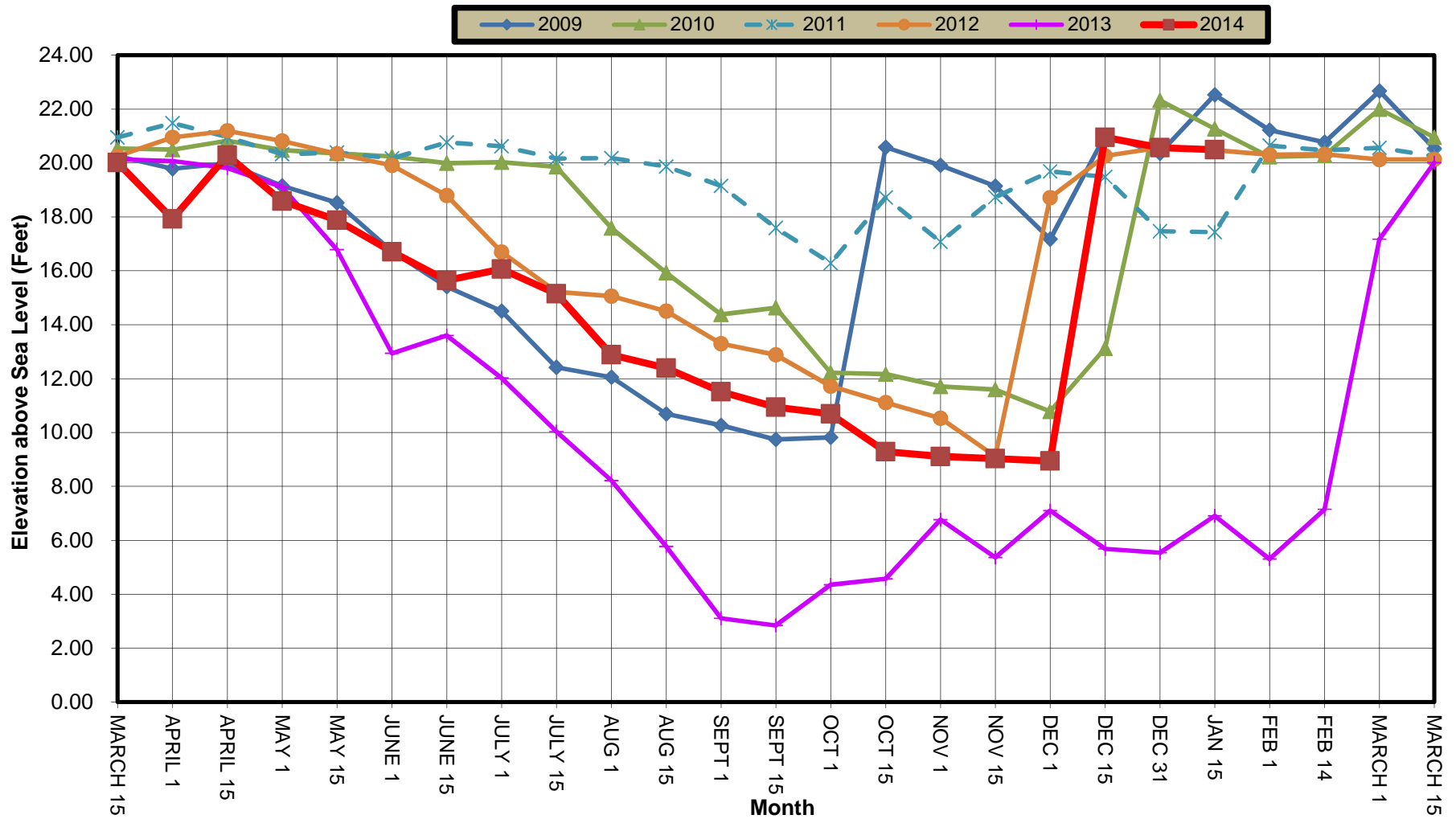
### San Simeon Creek Well Levels 1988 - mid-January, 2015



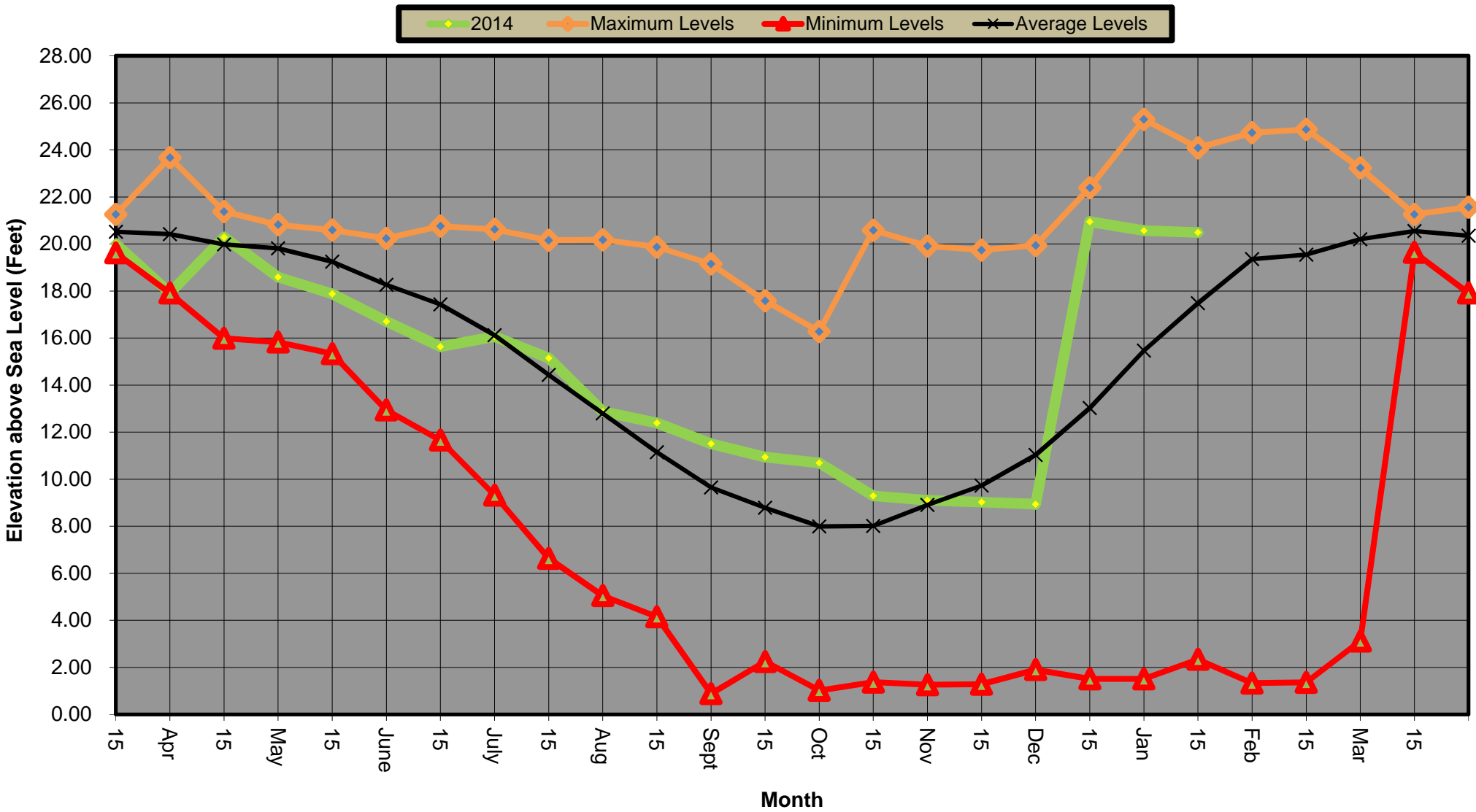
**1988 -2014 Statistical San Simeon Well Level Summary by Month**  
**showing Minimums, Maximums, 25 % Percentile, 75% Percentile**  
**Average Level is the line between the Purple (hatched) and Green (solid) bars**



### San Simeon Creek Well Levels Last 5 years March, 2009 - Current



### San Simeon Creek Well Levels 2014 levels to date and 1988 to 2014 Min, Max, & Average



**BOARD OF DIRECTORS' MEETING – JANUARY 29, 2015  
ADDENDUM TO GENERAL MANAGER'S REPORT  
FINANCE MANAGER'S REPORT**

**ADMINISTRATION**

The Finance Department is now operating with a full-time finance manager, two full-time admin clerks (utility billing and payroll) and two part-time admin clerks. Only one person, Cortney Upthegrove, has been here more than one year so we are all learning each day. One of our goals is to cross-train on all functions and we have staff meetings so everyone can keep abreast of what everyone else is doing. There are also several ex-employees available to come in to help us when needed which has been very helpful.

**BUDGET**

- A Fiscal Year 2014/2015 Budget was adopted on June 26, 2014.
- A Budget Amendment funding emergency water supply improvements at Santa Rosa Creek, the development of an emergency water supply system at San Simeon Creek, increasing general fund expenditure authority to maintain trees on CCSD property and decreasing total appropriation authority in the Waste Water Fund was adopted on November 20, 2014.
- A mid-year budget review will be presented to the Board in February 2015. Preliminary staff analysis of financial data through November 2014 indicates the General Fund will end the year with a surplus of \$141,632, the Water Fund will end the year with a deficit of \$24,393 and the Wastewater Fund will end the year with a deficit of \$12,616. Those projections are based on the following data.

	Actual	Budget	Projected
	JUL - NOV 2014	FY END 6/30/15	FY END 6/30/15
<b>DISTRICT SUMMARY</b>			
GF: FIRE DEPARTMENT	(352,634)	39	(19,500)
GF: FACILITIES AND RESOURCES	(129,102)	(14,925)	(20,887)
GF: PARKS AND RECREATION	2,042	(11)	2,265
GF: ADMINISTRATION	(544,228)	-	179,754
<b>TOTAL GENERAL FUND</b>	<b>(1,023,923)</b>	<b>(14,897)</b>	<b>141,632</b>
WATER FUND	114,717	(45,897)	(24,393)
WASTEWATER FUND	115,818	(117,512)	(12,616)

Staff will perform significant additional research considering December revenue and expenditure data prior to the February meeting to improve the reliability of the projected amounts.

**WATER AND WASTEWATER REVENUE**

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

The chart on the next page shows (on line 51) that actual CCFs billed in the first three billing cycles in fiscal year 2015 were 51%, 56% and 59% compared to what was billed in fiscal year 2013. The projected billings for the remaining three billing cycles (also shown on line 51) are 54%, 56% and 47%.

1	<b>WATER SALES</b>								
2									
3	<b>FY 12/13</b>	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CASH</u>	
4	TOTAL	381,951	313,702	250,683	255,453	277,670	333,616		
5	BASE	102,586	102,672	102,722	102,809	102,906	102,915	616,610	
6	USAGE	278,488	210,933	146,434	151,971	173,955	229,755	1,191,536	
9	ADJ	877	97	1,527	673	809	946	4,929	
11	TOTAL CASH							1,813,075	
12	<b>CCF</b>	<b>61,407</b>	<b>51,098</b>	<b>40,051</b>	<b>40,943</b>	<b>44,201</b>	<b>54,173</b>	291,873	
13	<b>USAGE \$/CCF</b>	<b>4.54</b>	<b>4.13</b>	<b>3.66</b>	<b>3.71</b>	<b>3.94</b>	<b>4.24</b>		
14									
15	<b>FY 13/14</b>	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CASH</u>	
16	TOTAL	393,622	298,103	242,203	232,597	271,413	231,812		
17	BASE	102,895	102,793	102,784	102,907	102,885	102,755	617,019	100%
18	USAGE	288,512	192,906	137,197	129,137	97,979	99,313	945,044	79%
21	ADJ	2,215	2,404	2,222	553	(157)	(17,035)	(9,798)	
22	PEN/SURC					70,706	46,779	117,485	
23	TOTAL CASH							1,669,750	92%
24	<b>CCF</b>	<b>63,113</b>	<b>47,345</b>	<b>38,827</b>	<b>36,576</b>	<b>24,917</b>	<b>25,500</b>	236,278	81%
25	<b>USAGE \$/CCF</b>	<b>4.57</b>	<b>4.07</b>	<b>3.53</b>	<b>3.53</b>	<b>3.93</b>	<b>3.89</b>		
26									
27						PROJECTIONS			
28	<b>FY 14/15</b>	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	<u>CASH</u>	
29	TOTAL	315,646	386,085	328,775	320,249	360,572	363,710		
30	BASE	102,952	102,867	102,837	102,837	102,837	102,837	617,167	100%
31	USAGE	127,246	103,268	83,048	78,106	97,979	99,313	588,960	49%
32	EWS BASE		62,097	62,094	62,094	62,094	62,094	310,473	
33	EWS USAGE		89,005	60,235	56,651	77,101	78,905	361,897	
34	ADJ	(7,277)	(15,945)	(12,369)	(12,369)	(12,369)	(12,369)	(72,698)	
35	PEN/SURC	92,725	44,793	32,930	32,930	32,930	32,930	269,238	
36	TOTAL CASH							2,075,037	114%
37	<b>CCF</b>	<b>31,592</b>	<b>28,764</b>	<b>23,723</b>	<b>22,311</b>	<b>24,917</b>	<b>25,500</b>	156,807	54%
38	<b>PRIOR YR</b>	<b>50%</b>	<b>61%</b>	<b>61%</b>	<b>61%</b>	<b>100%</b>	<b>100%</b>		
39	<b>USAGE \$/CCF</b>	<b>4.03</b>	<b>3.59</b>	<b>3.50</b>	<b>3.50</b>	<b>3.93</b>	<b>3.89</b>		
40	<b>EWS\$/CCF</b>		<b>3.09</b>	<b>2.54</b>	<b>2.54</b>	<b>3.09</b>	<b>3.09</b>		

42	<b>COMPARISON OF WATER USAGE BILLED</b>						
43							
44		<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>
45	<b>FY 2013</b>	<b>100%</b>	<b>83%</b>	<b>65%</b>	<b>67%</b>	<b>72%</b>	<b>88%</b>
46	<i>Each billing cycle compared to Jul/Aug billing cycle</i>						
47							
48	<b>FY 2014</b>	<b>103%</b>	<b>93%</b>	<b>97%</b>	<b>89%</b>	<b>56%</b>	<b>47%</b>
49	<i>Each billing cycle compared to fiscal year 2013 billing cycle</i>						
50							
51	<b>FY 2015</b>	<b>51%</b>	<b>56%</b>	<b>59%</b>	<b>54%</b>	<b>56%</b>	<b>47%</b>
52	<i>Each billing cycle compared to fiscal year 2013 billing cycle</i>						
53							

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

<b>SEWER SALES</b>							
<b>FY 12/13</b>	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	
SEWER SALES	353,040	333,530	314,016	316,887	322,690	339,547	1,979,710
BASE	248,975	248,931	248,991	249,061	248,917	248,880	
USAGE	104,065	84,599	65,025	67,826	73,773	90,667	
<i>PERCENT SALES COMPARED TO JUL/AUG 2013:</i>							
	100%	81%	62%	65%	71%	87%	
<b>FY 13/14</b>	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	
TOTAL	356,678	327,765	312,334	309,020	288,655	288,937	1,883,389
BASE	249,916	249,111	249,098	249,489	249,415	249,153	95%
USAGE	106,762	78,654	63,236	59,531	39,240	39,784	
<i>COMPARISON TO SAME PERIOD FY 12/13</i>							
TOTAL %	101%	98%	99%	98%	89%	85%	
USAGE %	103%	93%	97%	88%	53%	44%	
<b>FY 14/15</b>	<u>JUL/AUG</u>	<u>SEP/OCT</u>	<u>NOV/DEC</u>	<u>JAN/FEB</u>	<u>MAR/APR</u>	<u>MAY/JUN</u>	
TOTAL	298,877	291,469	286,650	286,893	289,224	289,768	1,742,881
BASE	250,263	250,012	249,984	249,984	249,984	249,984	88%
USAGE	48,614	41,457	36,666	36,909	39,240	39,784	
<i>COMPARISON TO SAME PERIOD FY 12/13</i>							
TOTAL %	85%	87%	91%	91%	90%	85%	
USAGE %	47%	49%	56%	62%	100%	100%	



**EXPENDITURES OVER \$100,000 DURING DECEMBER 2014**

There was one disbursement in excess of \$100,000 during December 2014.

- \$3,959,810 to CDM Smith for the Emergency Water Supply Project

**EXPENDITURES FOR THE EMERGENCY WATER SUPPLY**

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

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

- Total **invoices** paid to-date for the Emergency Water Supply projects associated with Santa Rosa Creek equal \$354,135. This figure includes costs associated with the rehabilitation of the Filtronics Plant and the SR1 and SR3 wells.
- With respect to the Brackish Water Treatment at San Simeon Creek project, total commitments made to-date, in the form of issued **purchase orders**, equal \$9,126,647. These relate to Task Orders in the following way:

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

- Invoices paid to-date to CDM Smith, the Emergency Water Supply Project’s primary design/build contractor, equal \$7,080,285.
  - \$114,212 for a progress billing for Task Order 1
  - \$60,282 for a progress billing for Task Order 1
  - \$299,165 for a progress billing for Task Order 2
  - \$629,682 for a progress billing for Task Order 3
  - \$133,543 for a progress billing for Task Order 3
  - \$33,781 for a progress billing for Task Order 3
  - \$498,495 for a progress billing for Task Order 4
  - \$1,447 for a progress billing for Task Order 4
  - \$141,764 for a progress billing for Task Order 5
  - \$56,711 for a progress billing for Task Order 5
  - \$1,150,530 for a progress billing for the Design/Build Contract through Sep 2014
  - \$3,959,810 for a progress billing for the Design/Build Contract through Oct 2014

Column ID	A	B	C	E	F	G	
Column Math			A - B = C		B - E = F	A - E = G	
	Task Order Number	Total Task Order Budget	Purchase Orders Issued to Date	Unencumbered Balance (or Budget Available to write Purchase Orders)	Total Invoices Paid to Date	Unpaid Balance Remaining on Purchase Order Commitments	Unpaid Balance Remaining on Budgeted Amount
<b>Vendor: CDM Smith</b>							
Hydrogeological Modeling	1	\$174,495	\$174,495	\$0	\$174,495	\$0	\$0
Preconstruction Engineering	2	\$299,601	\$299,601	\$0	\$300,029	(\$428)	(\$428)
Preconstruction Services	3	\$920,084	\$920,084	\$0	\$797,005	\$123,079	\$123,079
Engineering; Permitting; Prepurchase Assistance	4	\$499,941	\$499,941	\$0	\$499,941	\$0	\$0
Permitting & Environmental	5	\$584,607	\$584,607	\$0	\$198,475	\$386,132	\$386,132
Design/Build Contract	n/a	\$6,647,919	\$6,647,919	\$0	\$5,110,340	\$1,537,579	\$1,537,579
<b>EWS Construction Project Grand Total</b>		<b>\$9,126,647</b>	<b>\$9,126,647</b>	<b>\$0</b>	<b>\$7,080,285</b>	<b>\$2,046,362</b>	<b>\$2,046,362</b>
Initial Operations Oversight		\$100,000	\$0	\$100,000	\$0	\$0	\$100,000
<b>Construction + Initial O&amp;M Total</b>		<b>\$9,226,647</b>	<b>\$9,126,647</b>	<b>\$100,000</b>	<b>\$7,080,285</b>	<b>\$2,046,362</b>	<b>\$2,146,362</b>

- With respect to the Brackish Water Treatment at San Simeon Creek project, total expenditures to all vendors, meaning checks issued, equal \$7,380,443.
- The first loan payment to TPB Investments, Inc. for \$326,754 for principal and interest on the loan for the Emergency Water System will be paid on February 1, 2015.

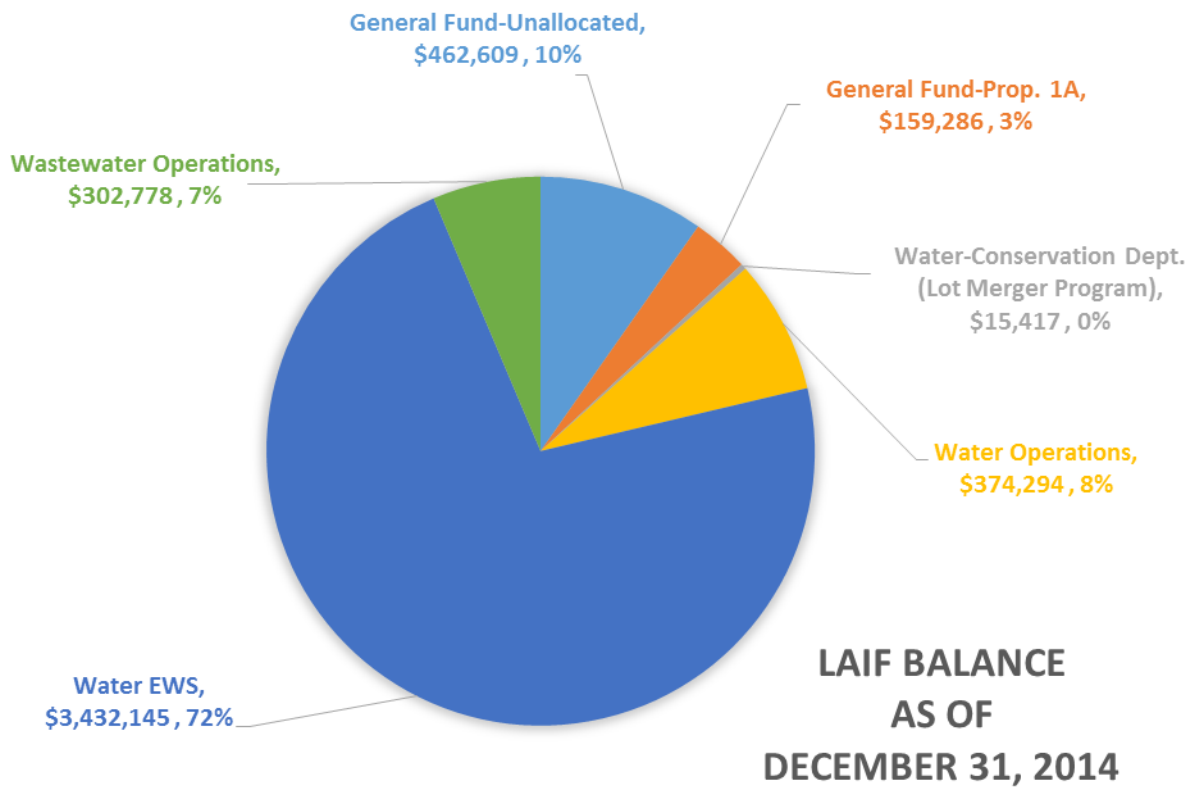
**SAVINGS ACCOUNT BALANCE – aka LAIF BALANCE**

The following information does not include other cash accounts such as checking accounts.

The balance in the Local Agency Investment Fund (LAIF) as of December 31, 2014 was \$4,746,529.

The LAIF Balance is made up as follows (restrictions, if applicable, are noted):

<u>FUND</u>	<u>AMOUNT</u>
General	\$ 395,523
General (Proposition 1A)	\$ 159,286
Water (Conservation Dept.-Lot Merger Program)	\$ 15,417
Water (Operations)	\$ 374,294
Water (EWS)	\$ 3,432,145
Wastewater (Operations)	\$ 302,778
<b>Total</b>	<b>\$ 4,746,529</b>



With the exception of the restricted funds to offset a potential future Proposition 1A take-away, final balance amounts are determined after all other fiscal year activity is recorded, reconciled and audited, although the balances are monitored during the fiscal year to ensure that funds set-aside for specific programs, such as the Lot Merger Program, are not overspent. The above amounts have been updated based on the audit for the fiscal year ended June 30, 2014. The amounts have also been updated for the interest revenue actually received through December 31, 2014.

As noted above, the majority of the balances are updated based on final, audited results. (The District's audit is performed at the end of the calendar year.)

<sup>1</sup> Pooled Cash & Investments - This account is used to inform the financial statement user that a pooling method is used and that these assets (e.g., cash) are not held by any specific fund. It should be noted that under the pooling approach a fund may overdraw its account in the pool. These overdrafts should be reported as liabilities, with a corresponding receivable (i.e., due to/from other funds), on the balance sheet. Bean, David R., Stephen J. Gauthier, and Paul E. Glick. *Governmental Accounting, Auditing, and Financial Reporting*. Chicago, IL: Government Finance Officers Association, 1988. Print.

**INTERNAL LOANS**

The only internal loan is the Army Corp of Engineers matching loan which was made consistent with the District’s practice of maintaining pooled cash<sup>1</sup> available to cover the cash flow needs of the agency and of any individual Fund, to be restored to the General Fund.

<b><u>BORROWING FUND</u></b>	<b><u>LOAN AMOUNT AUTHORIZED</u></b>	<b><u>COSTS TO DATE</u></b>	<b><u>AMOUNT OF LOAN OUTSTANDING TO DATE</u></b>	<b><u>PURPOSE OF LOAN</u></b>
Water	\$ 166,000	\$ 166,000	\$ 157,726	Army Corp of Engineers Matching

**EXTERNAL LOANS**

As of December 31, 2014, the CCSD external debt is as shown in the chart on the following page, including interest rates and prepayment penalty provisions.

**BOARD OF DIRECTORS' MEETING - OCTOBER 23, 2014  
ADDENDUM TO GENERAL MANAGER'S REPORT  
FINANCE MANAGER'S REPORT ATTACHMENT  
SCHEDULE OF LONG-TERM INFRASTRUCTURE-RELATED DEBT**

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

\*Average is based on years with a balance outstanding for the entire year. Payoff years are excluded if final amount is less than normal.

\*\*Presumes all scheduled payments are timely made.

**BOARD OF DIRECTORS' MEETING JANUARY 29, 2015**  
**ADDENDUM TO GENERAL MANAGER'S REPORT**  
**FIRE CHIEF'S REPORT**

Response information is attached and represents activities for the month of December 2014. Progress updates and highlights regarding the different programs and services our Department provides are identified below:

**Prevention and Education** (December 2014)

- **04** residential new and remodel fire plan reviews were completed.
- **06** residential and commercial technical fire inspections were conducted
- **15** engine company commercial fire and life safety inspections were conducted.
- **04** public education events.
- **07** residential smoke detectors were installed and or the batteries changed.

**Meetings and Affiliations** (December 2014)

- SLO County Chiefs Assn. Meeting Dec. 03 0900-1200, Morro Bay
- Ethics Course Dec. 09 0900-1200, Cambria
- New Chief Pinning Ceremony Dec. 12 1400-1600, Arroyo Grande

**Operations**

Fire crews responded to a mutual aid request to assist Cal Fire on a vehicle roll over on San Simeon Creek Road on January 11<sup>th</sup>. The accident was a single vehicle roll over with two occupants, an unrestrained driver and a properly seated and belted child. The driver was severely injured after being ejected from the vehicle and the child was uninjured. This is a testament to the effectiveness of seatbelts and children's car seats.

The Fire Department received a credible Great White Shark sighting on Wednesday January 7<sup>th</sup> at about 4:00 p.m. The shark was sighted about 300 yards off shore from the Bluffs Trail. The sighting was made by a couple bird watching with binoculars who stated that the shark was feeding on a seal.

The 2014 Season of Hope campaign ended successfully this year after collecting a fairly large volume of food and toys. The annual Season of Hope drive is coordinated by the KSBY news network and donations go to various food banks and charitable organizations around San Luis Obispo and Santa Barbara Counties. The Fire Station is one of many collection points around the two Counties.

**Prevention**

The Cambria Fire Department and Code Enforcement Inspectors from Cal Fire completed a comprehensive Fire and Life Safety and construction code compliance inspection on the new Emergency Water supply (EWS) facility. Although technically the EWS is within Cal Fire's jurisdictional boundaries, the inspection and review were conducted as a cooperative effort between the two agencies. Future training and efforts to familiarize all local emergency responders with the facility and operations is being planned.

A meeting was held on January 19<sup>th</sup> with stakeholders of the Cambria Monterey Pine forest to discuss strategy for upcoming grant proposals due at the end of the month. The grants are to provide programs to improve forest health in the wake of the extreme pine mortality caused by the extended drought conditions over the last 4 years. The grants are funded by SRA fees and managed through the Fire Safe Council. Roughly \$500,000 may be allocated to improve Cambria's forest health. Members of the Cambria Forest Committee, FFRP,

Greenspace and CCSD are responsible for crafting the grant proposal which has successfully advanced to the second round for consideration. If funded, the monies received would provide crews to work in Cambria to improve forest health.

## CMB Fire Monthly Stats: Incidents

Categories	14-Jan	14-Feb	14-Mar	14-Apr	14-May	14-Jun	14-Jul	14-Aug	14-Sep	14-Oct	14-Nov	Dec-14	Totals
Fire	2	1	2	1	2	0	1	2	2	3	1	1	18
Hazardous Mat.	0	0	0	0	0	0	0	0	0	0	0	0	0
Medical*	55	40	52	32	36	38	43	41	29	35	50	56	507
Vehicle TC	2	0	1	1	3	2	3	2	1	2	3	7	27
Hazardous Situations	1	10	5	5	1	3	6	3	3	3	2	17	59
Public Service Assist	18	14	14	7	10	17	16	15	12	13	5	16	157
False Alarms	11	12	4	18	10	11	11	13	7	7	5	16	125
Agency Assist	0	0	0	0	0	0	0	0	0	0	0	0	0
Mutual Aid	0	0	0	0	0	0	0	0	0	0	0	0	0
Auto Aid	0	3	3	2	3	2	0	0	2	3	0	0	18
Rescue	1	0	0	0	0	0	0	0	0	0	0	0	1
Fire Investigations	0	0	0	0	0	0	0	0	0	0	1	0	1
<b>Monthly Response Totals</b>	90	80	81	66	65	73	80	76	56	66	69	113	915
<b>Cumulative Totals</b>	90	170	251	317	382	455	535	611	667	733	802	915	915



**BOARD OF DIRECTORS' MEETING – January 29, 2015**  
**ADDENDUM TO GENERAL MANAGER'S REPORT FACILITIES AND RESOURCES**  
**MANAGER'S REPORT**

- Fiscalini Ranch:
  - § Staff reopened forest trails after 6 trees fell across them.
  - § Dangerous Trees:
    - Many have been able to see the effect the prolonged drought has had on the towns Monterrey pine forest. The Ranch is no exception. Many trees that were healthy 3 years ago are now dead or dying.
    - Those trees that are next to homes bordering the ranch pose a threat to the homeowners. During last month staff has received multiple calls from neighbors along Warren Rd. concerned about dead trees.
    - In the past month 10 trees along Warren Rd that posed a threat were cut down by staff. 3 more trees are being hired out to be either topped or cut down completely.
- CCSD Lots:
  - § Staff is collecting bids to top two dead and dangerous trees on CCSD lots that are next to homes. One tree is located on the 900 block of Hartford St. and the other on the 5300 block of Pembroke.
  - § Monitoring Report:
    - In December the District received the annual monitoring report from the Land Conservancy of San Luis Obispo.
    - All District lots that have been acquired through the Land Conservancy of San Luis Obispo have a conservation easement on them. Every year the Land Conservancy inspects every property to assure that the land is being used as it was intended.
    - Included in this report is a copy of that report.
- Vet's Hall:
  - § 42 events were held at Veterans Memorial Building since last Board Meeting. Among those events were: Weekly Farmers Market and Art and Wine Festival
  - § Refinishing of Wood Floors:
    - Refinishing of wood floors in the Main Hall and Dining Room began on December 15<sup>th</sup>.
    - The refinishing took a total of 7 days. 3 days were used to prep and apply 2 coats of finish and 4 days were needed for the finish to harden on the floor.
    - The work was scheduled during a week where few events were scheduled. 2 portable restrooms were ordered to accommodate Farmers Market.

Submitted by:  
Carlos Mendoza  
Facilities and Resources Supervisor/  
Fiscalini Ranch Preserve Manager

# The Land Conservancy

## OF SAN LUIS OBISPO COUNTY

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PO BOX 12206 • SAN LUIS OBISPO, CA • 93406  
(805)544-9096 • WWW.LCSLO.ORG

December 11, 2014

Jerry Gruber  
General Manager  
Cambria Community Services District  
P.O. Box 65  
Cambria, CA 93428

**RE: Annual Monitoring Report –Lodge Hill Easements**

Dear Jerry,

Please find the enclosed easement monitoring report for the Lodge Hill easements. To the best of my knowledge and observation no violations of the easement terms were found at the time of this visit. However, homeless encampments and dumping continues to be a problem on the north side of Hwy 1 in Fern canyon. This concludes the easement monitoring for 2014.

Should you have any questions or concerns regarding the above, please do not hesitate to contact me at (805) 544-9096. Thank you.

Sincerely,



Dylan Theobald  
Stewardship Manager  
The Land Conservancy of San Luis Obispo County

Enclosures DT: Easement Monitoring Report

Cc: Mr. Timothy Duff  
State Coastal Conservancy  
1330 Broadway St, 13<sup>th</sup> Floor  
Oakland, CA 94612

**LODGE HILL  
MONITORING CHECKLIST**

COPY

**Monitoring Report** includes: **Monitoring Checklist, Photographs** taken during the site visit, documented on a **Photo Index** with the easement name, name of photographer, signature of photographer, photo point, location, GPS point, compass direction and an **Monitoring Map** (aerial map with location of photo points and route) and **Post Monitoring Letter**.

Address and Directions: <u>Lodge Hill, Cambria</u>	
Date of Inspection: <u>12-10-2014</u>	Inspector(s): <u>Dylan Theobald, Judith Hildinger</u>
Others Present: _____	
Current owner: <u>Cambria Community Services District</u> Has the owner changed since last Inspection? <u>No</u>	
Mode of Travel: <u>Car/Foot</u>	Ground Conditions/Weather <u>overcast and mild</u>
Description of Area (e.g. entire property) <u>See monitoring map</u>	
Review Materials:	
<input checked="" type="checkbox"/> Aerial photo or Topo Map with property boundaries	<input checked="" type="checkbox"/> Baseline Conditions Report
<input checked="" type="checkbox"/> Easement or Summary of Rights and Restrictions	<input checked="" type="checkbox"/> Previous Monitoring Notes/Photos
Other: _____	

**EASEMENT SPECIFIC INSPECTION ITEMS**

**Easement Purpose**

*Retain scenic and open space condition; prevent any uses that would significantly impair with the conservation values (natural, scenic, and open space values).*

**Acceptable Uses**

*Sightseeing and passive recreation*

**Reserved Rights**

*Grantors reserve the right to remove hazardous substances, understory vegetation, non-native vegetation, installation or repair of utility lines, posting of no trespassing signs, and restoration activities.*

**Prohibited Uses**

Did you observe any act on or affecting the Property that is inconsistent with this easement?

No change evident       Change evident (describe) \_\_\_\_\_

Did you observe any use or activity that would diminish or impair the conservation values of natural, scenic and open space values?

No change evident       Change evident (describe): \_\_\_\_\_

**Land Use Specific**

**Construction or Placement of Buildings and Other Structures**

*Did you observe any construction of any structures including building, road, pipe, flume, conduit, siphon, aqueduct, telephone line, and electrical power and distribution line?*

No change evident       Change Evident (describe) \_\_\_\_\_

COPY

COPY

**Alteration of Land**

Did you observe any grading, removing, dredging, mining or extraction of material?

No change evident       Change Evident (describe) \_\_\_\_\_

**Vegetation**

Did you observe the removal or harvesting of any vegetation?

No change evident       Change Evident (describe) \_\_\_\_\_

**Monitoring Report Completed by:**

Dylan Theobald      12/11/14  
Dylan Theobald, Stewardship Manager      Date

Follow-up Actions/Date Completed (attach memo if needed): \_\_\_\_\_

**Report Reviewed and Follow-up Actions Addressed:**

Kaila Dettman      12/17/14  
Kaila Dettman, Executive Director      Date

BOARD OF DIRECTORS' MEETING JANUARY, 2015  
ADDENDUM TO GENERAL MANAGER'S REPORT  
WASTEWATER SUPERVISOR REPORT

Wastewater Treatment Plant Operations:

- Orlando Archuleta assumed Wastewater Supervisor duties on December 29<sup>th</sup>.
- Clarifier #1 drive chain and gear repaired by FRM.
- PM performed on WWTP generator, coolant, oil and fuel.
- Repairs performed on WWTP vehicles: F350 and tool truck
- All operators responded to high flows at the WWTP and lift station due to storm on 12/12/14.
- Preparing *monthly* report for December, 2014 to the "State Water Resources Control Board".
- Preparing 2014 *annual* report to the "State Water Resources Control Board" to be submitted at end of January, 2015.
- Submitted signed "Chief Operator Acknowledgement Form" to the "State Water Resources Control Board" for CCSD wastewater treatment facility.

Collection Systems & Lift Stations:

- Fluid Resource Management is doing repairs on Lift Station 9, pump #2, check valve and piping.
- Responded to alarms on LS-B, A-1, A, LS-4, LS-9
- Checked that all alarms are functioning at all lift stations.

Laboratory:

- Storm samples gathered on 12/15/15 for Abalone Coast Analytical.
- Samples gathered for FGL.
- Daily Testing for compliance reporting to local and state agencies.

**CAMBRIA COMMUNITY SERVICES DISTRICT  
EXPENDITURE REPORT  
FOR THE MONTH OF DECEMBER, 2014**

<u>Vendor Name</u>	<u>Check#</u>	<u>Check Date</u>	<u>Line #</u>	<u>Line Amt</u>	<u>Line Description</u>
ABILITY ANSWERING SERVICE	59731	12/12/2014	1	2,245.00	ADM/ANNUAL PRE-PMT ANS SERVICE DEC.2014-DEC.2015
ACCURATE MAILING SERVICE	59732	12/12/2014	5	55.92	WD/REMAINDER DUE POSTAGE
ACCURATE MAILING SERVICE	59732	12/12/2014	6	55.92	WW/REMAINDER DUE POSTAGE
ACCURATE MAILING SERVICE	59732	12/12/2014	7	11.36	WD/REMAINDER DUE MAILING SERVICES
ACCURATE MAILING SERVICE	59732	12/12/2014	8	11.36	WW/REMAINDER DUE MAILING SERVICES
				134.56	
AGP VIDEO	59733	12/12/2014	1	647.50	ADM/VIDEO PROD'N & DISTRBTN BRD MTG 11/20
AGP VIDEO	59814	12/31/2014	1	710.00	ADM/VIDEO PROD'N & DISTRBTN BRD MT 12/18/14
				1,357.50	
AIRGAS USA, LLC	59776	12/18/2014	1	180.94	FD/INDUSTRIAL ARGON
ALL WAYS CLEAN	59734	12/12/2014	1	130.00	WD/MONTHLY CLEANING
ALL WAYS CLEAN	59734	12/12/2014	2	130.00	WW/MONTHLY CLEANING
				260.00	
ALLEN, TERRILL/JOANNE	59694	12/4/2014	1	220.46	MQ CUSTOMER REFUND
ALLSTAR INDUSTRIAL SUPPLY	59804	12/24/2014	1	85.00	WW/SERVICE TO SAFETY CABINETS 12/14
ALPHA ELECTRICAL SERVICE	59735	12/12/2014	1	995.54	WW/LIFT STATION B TRANSDUCER UPGRADE
ALPHA ELECTRICAL SERVICE	59805	12/24/2014	1	2,176.53	WD/SERVICE CALL- OLD ALARM & SYSTEMS REMOVAL
ALPHA ELECTRICAL SERVICE	59805	12/24/2014	1	2,306.97	WD/EMERGENCY SERVICE CALL- TROUBLESHOOT ELECTRICAL
ALPHA ELECTRICAL SERVICE	59805	12/24/2014	1	236.25	WD/EMERGENCY SERVICE CALL- TROUBLE SHOOT GENERATOR
ALPHA ELECTRICAL SERVICE	59805	12/24/2014	1	315.00	WD/SERVICE CALL- TROUBLESHOOT SR4 ALARM & FIX BUG
ALPHA ELECTRICAL SERVICE	59805	12/24/2014	1	379.73	WD/SERVICE FEE- REMOTE MONITORING SERVICE
ALPHA ELECTRICAL SERVICE	59805	12/24/2014	1	315.00	WD/SERVICE CALL- FISCALINI COMMUNICATIONS LOSS
ALPHA ELECTRICAL SERVICE	59805	12/24/2014	1	525.00	WD/SERVICE CALL- WIRING FOR SCADA CONTROL
ALPHA ELECTRICAL SERVICE	59805	12/24/2014	1	1,050.00	WD/SERVICE CALL- RODEO GROUNDS PUMP
ALPHA ELECTRICAL SERVICE	59805	12/24/2014	1	315.00	WD/SERVICE CALL- SR3 DEBUG DATA LOGGER
ALPHA ELECTRICAL SERVICE	59805	12/24/2014	1	1,209.82	WD/SERVICE CALL- STUART UPS
ALPHA ELECTRICAL SERVICE	59805	12/24/2014	1	749.53	WD/SERVICE CALL- WBE UPS
				10,574.37	
ARCHULETA, ORLANDO	59697	12/18/2014	1	1,000.00	WW/REIMB. TRAVEL EXPENSE-INTERVIEWSUPERVISOR POS.
ARCHULETA, ORLANDO	59813	12/29/2014	1	2,083.78	ADM/REIMB MOVING EXPENSES
				3,083.78	
AT&T	59771	12/18/2014	1	285.77	WD/ALARM VAN GORDON WELL FIELD DEC 2014
AT&T	59771	12/18/2014	1	59.97	WW/ALARM LIFT STATION B4 SVC THRU 12/24/14
				345.74	
BC PUMP SALES & SERVICE, INC.	59736	12/12/2014	1	2,574.41	WW/REBUILD OF A PUMP FOR LIFT STATION A1
BEN MEADOWS	59737	12/12/2014	1	113.10	WW/LAB SUPPLIES-SAMPLE COLLECTION DIPPERS
BITTO, JOHN STEVEN	59670	12/4/2014	1	283.20	FD/TRAINING(FRESNO)-REIMB. MEAL & MILEAGE EXPENSE
BRENNTAG PACIFIC, INC.	59738	12/12/2014	1	1,073.78	WW/CHEMICALS 11/17/14
BRENNTAG PACIFIC, INC.	59738	12/12/2014	1	415.09	WD/CHEMICALS 11/25/14
BRENNTAG PACIFIC, INC.	59738	12/12/2014	1	2,547.16	EWS/CHEMICALS 12/1/14
BRENNTAG PACIFIC, INC.	59738	12/12/2014	1	9,077.72	EWS/CHEMICALS 12/1/14
BRENNTAG PACIFIC, INC.	59738	12/12/2014	1	2,379.82	EWS/CHEMICALS 12/1/14
BRENNTAG PACIFIC, INC.	59738	12/12/2014	1	350.72	WW/CHEMICALS 12/03/14
BRENNTAG PACIFIC, INC.	59777	12/18/2014	1	564.14	WD/CHEMICALS 12/04/14
BRENNTAG PACIFIC, INC.	59777	12/18/2014	1	2,741.26	EWS/CHEMICALS 12/04/14
BRENNTAG PACIFIC, INC.	59806	12/24/2014	1	327.41	WD/CHEMICALS 12/09/14
				19,477.10	
BURTON'S FIRE, INC.	59739	12/12/2014	1	584.27	FD/MAINT & REPAIR EQUIPMENT-FOAM PUMP
BURTON'S FIRE, INC.	59778	12/18/2014	1	584.27	FD/MAINT & REPAIR VEHICLES - FOAM PUMP
				1,168.54	
CA CENTRAL COAST RWQCB	59658	12/1/2014	1	1,704.00	EWS/PERMIT FOR D/C WITH LOW THREAT TO H2O QUALITY
CAL-COAST MACHINERY	59779	12/18/2014	1	170.71	F&R/MAINT & REPAIR NON-LICENSED VEHICLE
CALIF SPECIAL DIST ASSN	59743	12/12/2014	1	5,691.00	ADM/ANNUAL MEMBERSHIP FEESJAN-DEC 2015
CAMBRIA HARDWARE CENTER	59791	12/18/2014	1	35.96	WD/HARDWARE SUPPLIES NOVEMBER
CAMBRIA HARDWARE CENTER	59791	12/18/2014	2	153.92	WD/HARDWARE SUPPLIES NOVEMBER
CAMBRIA HARDWARE CENTER	59791	12/18/2014	3	46.09	WD/HARDWARE SUPPLIES NOVEMBER



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CAMBRIA HARDWARE CENTER	59791	12/18/2014	1	150.83	WW/HARDWARE SUPPLIES NOVEMBER
CAMBRIA HARDWARE CENTER	59791	12/18/2014	1	46.21	ADM/HARDWARE SUPPLIES NOVEMBER
CAMBRIA HARDWARE CENTER	59791	12/18/2014	1	75.24	F&R/HARDWARE SUPPLIES NOVEMBER
CAMBRIA HARDWARE CENTER	59791	12/18/2014	2	60.63	F&R/HARDWARE SUPPLIES NOVEMBER
CAMBRIA HARDWARE CENTER	59791	12/18/2014	3	12.54	F&R/HARDWARE SUPPLIES NOVEMBER
CAMBRIA HARDWARE CENTER	59791	12/18/2014	4	9.65	F&R/HARDWARE SUPPLIES NOVEMBER
CAMBRIA HARDWARE CENTER	59791	12/18/2014	5	4.43	F&R/HARDWARE SUPPLIES NOVEMBER
CAMBRIA HARDWARE CENTER	59791	12/18/2014	1	151.91	FD/HARWARE SUPPLIES NOVEMBER
CAMBRIA HARDWARE CENTER	59791	12/18/2014	2	62.24	FD/HARDWARE SUPPLIES NOVEMBER
CAMBRIA HARDWARE CENTER	59791	12/18/2014	3	23.64	FD/HARDWARE SUPPLIES NOVEMBER
				<u>833.29</u>	
CAMBRIA VILLAGE SQUARE	59668	12/1/2014	1	3,182.13	ADM/MONTHLY OFFICE LEASE PYMT 1316 TAMSEN 12/2014
CAMBRIA VILLAGE SQUARE	59769	12/12/2014	1	509.53	ADM/COMMON AREA MAINT & INS. SEP/OCT 2014
				<u>3,691.66</u>	
CARMEL & NACCASHA LLP	59659	12/1/2014	1	10,000.00	ADM/MONTHLY RETAINER 12/2014
CDM CONSTRUCTORS INC.	59781	12/18/2014	1	3,959,810.00	EWS/DESIGN-BUILD AWTP & DISTRIBUTION SYSTEMS
CDM SMITH INC.	59780	12/18/2014	1	28,132.77	EWS/T-3 INJECTION WELL DESIGN & BORING
CDM SMITH INC.	59780	12/18/2014	2	5,647.92	EWS/PROJECT MANAGEMENT
CDM SMITH INC.	59780	12/18/2014	1	1,939.93	EWS/TRACER TESTING
CDM SMITH INC.	59780	12/18/2014	2	7,134.03	EWS/ENVIRONMENTAL IS/MND
CDM SMITH INC.	59780	12/18/2014	3	31,112.57	EWS/ADDITIONAL PERMIT
CDM SMITH INC.	59780	12/18/2014	4	16,523.98	EWS/O&M MANUAL
CDM SMITH INC.	59780	12/18/2014	1	1,447.02	EWS/PROJECT MANAGEMENT
				<u>91,938.22</u>	
CENTRAL COAST COFFEE ROASTI	59740	12/12/2014	1	66.96	ADM/OFFICE SUPPLIES
CENTRAL COAST COFFEE ROASTI	59782	12/18/2014	1	150.80	FD/OFFICE SUPPLIES
				<u>217.76</u>	
CHARTER COMMUNICATIONS	59671	12/4/2014	1	175.99	FD/MONTHLY INTERNET SERVICE NOV. 2014
CHARTER COMMUNICATIONS	59671	12/4/2014	2	87.99	F&R/MONTHLY INTERNET SERVICE NOV. 2014
CHARTER COMMUNICATIONS	59671	12/4/2014	3	185.99	F&R/MONTHLY INTERNET SERVICE NOV. 2014
CHARTER COMMUNICATIONS	59671	12/4/2014	4	88.00	WD/MONTHLY INTERNET SERVICE NOV. 2014
CHARTER COMMUNICATIONS	59671	12/4/2014	5	279.99	ADM/MONTHLY INTERNET SERVICE NOV. 2014
CHARTER COMMUNICATIONS	59671	12/4/2014	6	87.99	WW/MONTHLY INTERNET SERVICE NOV. 2014
				<u>905.95</u>	
COAST ELECTRONICS/RADIO	59741	12/12/2014	1	128.00	FD/RADIO PROGRAMMING
COASTAL COPY, LP	59783	12/18/2014	1	134.32	ADM/USAGE C3503
COASTAL COPY, LP	59815	12/31/2014	1	116.63	ADM/USAGE C350 11/20/14 - 12/19/14
				<u>250.95</u>	
CORBIN WILLITS SYSTEMS	59660	12/1/2014	1	1,199.12	ADM/MTHLY SUPPORT AGRMT - MOM SOFTWARE 12/2014
CORBIN WILLITS SYSTEMS	59816	12/31/2014	1	5,100.00	EWS/BILL PROGRAMMING FOR EWS OPERATIONAL CHARGES
				<u>6,299.12</u>	
COURIER SYSTEMS	59672	12/4/2014	1	68.00	ADM/DELIVERY SERVICE CC WATER BOARD 11/13/14
COURIER SYSTEMS	59672	12/4/2014	2	0.92	ADM/DELIVERY SERVICE FUEL CHARGE
COURIER SYSTEMS	59672	12/4/2014	1	12.00	ADM/DELIVERY SERVICE TO CAR & NACC 11/12/14
COURIER SYSTEMS	59672	12/4/2014	1	12.00	ADM/DELIVERY SERVICE TO REGIONAL WATER DISTRICT
COURIER SYSTEMS	59784	12/18/2014	1	10.64	ADM/DELIVERY SERVICE TO CARMEL & NACCASHA
				<u>103.56</u>	
CRYSTAL SPRINGS WATER CO.	59742	12/12/2014	1	26.40	WW/DISTILLED WATER NOV. 2014
CRYSTAL SPRINGS WATER CO.	59742	12/12/2014	1	11.49	WW/SPRING DRINKING WATER NOV. 2014
				<u>37.89</u>	
CSD RANCH HOUSE,	59695	12/4/2014	1	71.46	MQ CUSTOMER REFUND
CULLIGAN-KITZMAN WATER	59785	12/18/2014	1	80.00	FD/WATER SOFTENER SERVICES
D-KAL ENGINEERING	59786	12/18/2014	1	29,800.00	WW/AERATION BASIN CLEANING
D-KAL ENGINEERING	59786	12/18/2014	2	3,840.00	WW/SLEEVE REPLACEMENT
				<u>33,640.00</u>	
DELTA LIQUID ENERGY	59673	12/4/2014	1	571.82	WD/PROPANE GAS
ERIC'S EQUIPMENT REPAIR	59745	12/12/2014	1	435.72	FD/MAINT & REPAIR VEHICLES

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ESTRELLA PAVING AND OIL SEAL	59698	12/8/2014	1	2,600.00	F&R/CLEAN & RE-STRIPE PARKING LOT ON CENTER ST
FEDEX	59674	12/4/2014	1	56.65	EWS/EXPRES SHIPPING SERVICE 11/12/14
FENCE FACTORY, THE	59746	12/12/2014	1	52.50	F&R/FENCE RENTAL 11/14-12/14
FERGUSON ENTERPRISES, INC #1	59747	12/12/2014	1	1,347.81	WD/MAINT & REPAIR DISTRIBUTION SYSTEM
FERGUSON ENTERPRISES, INC #1	59747	12/12/2014	1	106.16	WD/MAINT & REPAIR DISTRIBUTION SYSTEM
				<u>1,453.97</u>	
FGL ENVIRONMENTAL	59675	12/4/2014	1	56.00	WD/INORGANIC ANALYSIS 10/28/14
FGL ENVIRONMENTAL	59675	12/4/2014	1	25.00	WD/BACTI & SUPPORT ANALYSIS
FGL ENVIRONMENTAL	59675	12/4/2014	1	90.00	WD/BACTI & SUPPORT ANALYSIS
FGL ENVIRONMENTAL	59675	12/4/2014	1	110.00	WD/BACTI & SUPPORT ANALYSIS
FGL ENVIRONMENTAL	59748	12/12/2014	1	1,560.00	WD/IRGNC, SUB CONTR. & SUPPORT ANALYSIS 10/7/14
FGL ENVIRONMENTAL	59748	12/12/2014	1	100.00	WD/ORGANIC ANALYSIS 10/28/14
FGL ENVIRONMENTAL	59748	12/12/2014	1	322.00	WD/ORGANIC ANALYSIS 11/04/14
FGL ENVIRONMENTAL	59748	12/12/2014	1	84.00	WW/ORGANIC & SUPPORT ANALYSIS 11/04/14
FGL ENVIRONMENTAL	59748	12/12/2014	1	409.00	WW/INORGANIC & ORGANIC ANALYSIS 11/04/14
FGL ENVIRONMENTAL	59748	12/12/2014	1	100.00	WD/ORGANIC ANALYSIS 11/04/14
FGL ENVIRONMENTAL	59748	12/12/2014	1	56.00	WD/INORGANIC ANALYSIS 11/10/14
FGL ENVIRONMENTAL	59748	12/12/2014	1	126.00	WD/RADIO ANALYSIS 11/10/14
FGL ENVIRONMENTAL	59787	12/18/2014	1	130.00	WD/BACTI & SUPPORT ANALYSIS
FGL ENVIRONMENTAL	59787	12/18/2014	1	20.00	WD/BACTI ANALYSIS
FGL ENVIRONMENTAL	59787	12/18/2014	1	20.00	WD/BACTI ANALYSIS
FGL ENVIRONMENTAL	59787	12/18/2014	1	50.00	WD/BACTI ANALYSIS
FGL ENVIRONMENTAL	59787	12/18/2014	1	110.00	WD/BACTI & SUPPORT ANALYSIS
				<u>3,368.00</u>	
FIRST AMERICAN TITLE CO	59749	12/12/2014	1	750.00	EWS/PRELIMINARY REPORT-500 SAN SIMEON CREEK RD
FIRST AMERICAN TITLE CO	59749	12/12/2014	1	2,500.00	EWS/ADD'L FEE-PRELIM. REPORT 500 SAN SIMEON CREEK
				<u>3,250.00</u>	
FIRST BANKCARD	59676	12/4/2014	2	7.00	F&R/C MENDOZA VISA CHARGES NOV 2014
FIRST BANKCARD	59676	12/4/2014	2	29.15	ADM/MEETING EXPENSE
FIRST BANKCARD	59676	12/4/2014	3	8.08	ADM/MEETING EXPENSE
FIRST BANKCARD	59676	12/4/2014	4	54.56	ADM/MEETING EXPENSE COUNTY ADMIN TOUR OF EWS
FIRST BANKCARD	59676	12/4/2014	5	4.25	ADM/MEETING EXPENSE TOURISM BOARD MEETING
FIRST BANKCARD	59676	12/4/2014	6	10.00	EWS/NOTARY SERVICES INS DOCUMENT TITLE 27 PERMIT
FIRST BANKCARD	59676	12/4/2014	7	1,656.13	WWW/SETUP/CONFIG MX60 CONTENT FILTER @ WWTP/W YARD
FIRST BANKCARD	59676	12/4/2014	8	79.88	ADM/OFFICE SUPPLIES
FIRST BANKCARD	59676	12/4/2014	9	10.00	EWS/NOTARY SERVICES INSURANCE INFORMATION
FIRST BANKCARD	59676	12/4/2014	10	49.28	ADM/MEETING EXPENSE RWQCB MEEING IN SLO
FIRST BANKCARD	59676	12/4/2014	11	1.00	ADM/MEETING EXPENSE RWQCB MEEING IN SLO
FIRST BANKCARD	59676	12/4/2014	2	30.80	FD/MEETING EXPENSE
FIRST BANKCARD	59676	12/4/2014	3	478.88	FD/FIRE COMMAND 1C COURSE
FIRST BANKCARD	59676	12/4/2014	4	425.00	FD/CA FIRE CHIEF'S ETHICS COURSE
FIRST BANKCARD	59676	12/4/2014	5	59.29	FD/MEETING EXPENSE
FIRST BANKCARD	59676	12/4/2014	6	543.68	FD/COMMAND C1 COURSE
FIRST BANKCARD	59676	12/4/2014	7	135.92	FD/INSTRUCTOR 1B COURSE
FIRST BANKCARD	59676	12/4/2014	8	291.54	FD/FIRE INSTRUCTOR 1A
FIRST BANKCARD	59676	12/4/2014	2	28.16	ADM/MEETING EXPENSE
FIRST BANKCARD	59676	12/4/2014	3	48.93	ADM/MEETING EXPENSE
FIRST BANKCARD	59676	12/4/2014	4	535.26	ADM/CALPELRA CONFERENCE IN MONTEREY CALIF
				<u>4,486.79</u>	
GERBER'S AUTO SERVICE	59788	12/18/2014	1	76.70	ADM/MAINT & REPAIR VEHICLE-FORD FUSION LIC#1397089
GFOA - GOVT FIN OFCRS ASSN	59817	12/31/2014	1	160.00	ADM/GOVT FINANCE OFFMBRSHIP DUES 7/1/14-6/30/15
GIERLICH MITCHELL	59750	12/12/2014	1	16,882.67	WWW/SELF PRIMING CEN. BASE MOUNT LIFT STAT.PUMP A1
GIERLICH MITCHELL	59750	12/12/2014	1	5,826.70	WWW/MAINT & REPAIR LIFT STATION A1
				<u>22,709.37</u>	
GRAINGER	59751	12/12/2014	1	414.95	WWW/BLOWER FOR DRY WELL AT LIFT STATIONS
GRAINGER	59751	12/12/2014	1	80.94	WWW/LAB SUPPLIES-2000 ML BOTTLES
				<u>495.89</u>	
GRAND FLOW	59789	12/18/2014	1	308.53	ADM/W2'S AND 1099'S FOR 2014
GRESENS, ROBERT C.	59661	12/1/2014	1	45.00	WD/WIRELESS REIMB 12/2014
GRUBER, JEROME	59662	12/1/2014	1	45.00	ADM/WIRELESS REIMB 12/2014



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HACH COMPANY	59790	12/18/2014	1	57.18	WD/FERROZINE & ASCORBIC ACID
HACH COMPANY	59808	12/24/2014	1	3,187.08	EWS/AWTP SAMPLING
				3,244.26	
HARRIS, DOROTHY	59753	12/12/2014	1	192.19	RC/REIMB. DEP. FOR WL ASNMT
HARVEYS HONEYHUTS	59678	12/4/2014	1	1,857.38	RC/POTABLE TOILET RENTAL CENTER ST. 10/14-11/14
HARVEYS HONEYHUTS	59678	12/4/2014	1	1,717.38	RC/PORTABLE TOILET RENTAL SHEFFIELD 10/14-11/14
HARVEYS HONEYHUTS	59678	12/4/2014	1	279.23	RC/PORTABLE TOILET RENTAL VET'S HALL 10/14-11/14
HARVEYS HONEYHUTS	59754	12/12/2014	1	250.00	RC/PORTABLE TOILET REMOVAL CENTER ST 11/24/14
HARVEYS HONEYHUTS	59754	12/12/2014	1	398.72	RC/PORTABLE TOILET RENTAL SHEFFIELD 11/15-11/24/14
				4,502.71	
HENRY SCHEIN, INC.	59679	12/4/2014	1	1,127.31	FD/MEDICAL SAFETY SUPPLIES
HENRY SCHEIN, INC.	59679	12/4/2014	1	124.71	FD/MEDICAL SAFETY SUPPLIES
HENRY SCHEIN, INC.	59679	12/4/2014	1	33.66	FD/MEDICAL SAFETY SUPPLIES
HENRY SCHEIN, INC.	59792	12/18/2014	1	442.43	FD/MEDICAL SAFETY SUPPLIES
				1,728.11	
HOME DEPOT CREDIT SERVICE	59680	12/4/2014	1	173.58	F&R/DEPARTMENT OPERATING SUPPLIES
INDEPENDENT ELECTRIC SUPPLY	59793	12/18/2014	1	19.84	F&R/MAINT & REPAIR VET'S HALL- FLOURESCENT LAMPS
INNOVATIVE CONCEPTS	59663	12/1/2014	1	25.00	ADM/CIS HOSTING & FIRE WEBSITE HOSTING 12/2014
INNOVATIVE CONCEPTS	59663	12/1/2014	2	25.00	FD/CIS HOSTING & FIRE WEBSITE HOSTING 12/2014
				50.00	
J B DEWAR	59681	12/4/2014	1	1,484.36	FD/200.1 GLS GASOLINE & 250 GLS DIESEL
J B DEWAR	59755	12/12/2014	1	1,373.20	WW/425 GLS DIESEL
J B DEWAR	59755	12/12/2014	1	908.34	WW/290 GLS DIESEL
J B DEWAR	59755	12/12/2014	1	924.92	F&R/200 GLS GASOLINE & 72.9 GLS DIESEL
J B DEWAR	59794	12/18/2014	1	869.68	FD/30 GLS GASOLINE & 244.3 GLS DIESEL
				5,560.50	
JOHN DEERE FINANCIAL	59664	12/1/2014	1	522.49	F&R/MONTHLY PYMT COMPACT UTILITY TRACTOR 12/2014
KNOBLOCH, EARL/BEVERLY	59756	12/12/2014	1	140.61	RC/REIMB. DEP. FOR WL TRANSFER
LIEBERT CASSIDY WHITMORE	59818	12/31/2014	1	32.20	F&R/LEGAL SERVICES THRU 11/30/14
LIGHTHOUSE LITHO	59757	12/12/2014	1	129.01	ADM/BUSINESS CARDS FOR FINANCE MANAGER
MARSHALL, DAVID	59758	12/12/2014	1	106.26	RC/REIMB. DEPOSIT FOR WL ASSIGNMENT
MCCONNELL, LISSA	59759	12/12/2014	1	286.19	RC/REIMB. DEP FOR WL TRANSFER
MCMASTER-CARR SUPPLY CO	59809	12/24/2014	1	1,181.47	WD/CORROSION RSSTNT WSHDWN ENC. WINDOW & PANEL
MEDSTOP URGENT CARE	59682	12/4/2014	1	284.00	ADM/PRE-EMPLOYMENT PHYSICAL- O'REILLY, P.
MEDSTOP URGENT CARE	59682	12/4/2014	2	150.00	WW/DMV PHYSICAL- BLACKBURN, D.
MEDSTOP URGENT CARE	59760	12/12/2014	1	2,050.00	FD/ANNUAL DEPT. PHYSICAL EXAMS & NEW HIRE PHYSICAL
				2,484.00	
MENDOZA, CARLOS	59665	12/1/2014	1	22.50	F&R/WIRELESS REIMB 12/2014
MENDOZA, CARLOS	59665	12/1/2014	2	22.50	ADM/WIRELESS REIMB 12/2014
				45.00	
MILLER, MARK	59666	12/1/2014	1	45.00	FD/WIRELESS REIMB 12/2014
MILLER, MARK	59795	12/18/2014	1	339.00	FD/REIMB TUITION FEES- ALLAN HANCOCK, FIRE TRNG
				384.00	
MISSION LINEN SUPPLY	59683	12/4/2014	1	4,471.98	WW/100 NEW SHIRTS W/ LOGO
MISSION LINEN SUPPLY	59683	12/4/2014	2	266.67	WW/LINEN SERVICE & UNIFORM CLEANING OCT. 2014
MISSION LINEN SUPPLY	59683	12/4/2014	1	237.12	WD/LINEN SERVICE & CLEANING SERVICE OCT. 2014
MISSION LINEN SUPPLY	59810	12/24/2014	1	194.22	WW/LINEN SERVICE & UNIFORM CLEANING NOV. 2014
MISSION LINEN SUPPLY	59810	12/24/2014	1	264.79	WD/LINEN SERVICE & UNIFORM CLEANING NOV. 2014
				5,434.78	
MORRISON, VIOLA TETERS	59696	12/4/2014	1	150.00	MQ CUSTOMER REFUND
NAPA AUTO PARTS	59684	12/4/2014	1	21.47	FD/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	59684	12/4/2014	1	34.35	FD/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	59684	12/4/2014	1	38.15	WW/MAINT & REPAIR VEHILCES
NAPA AUTO PARTS	59684	12/4/2014	1	34.39	FD/MAINT & REPAIR VEHICLES

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NAPA AUTO PARTS	59811	12/24/2014	1	38.60	F&R/OPERATING SUPPLIES
NAPA AUTO PARTS	59811	12/24/2014	1	90.73	F&R/MAINT & REPAIR NON-LICENSED VEHICLES
NAPA AUTO PARTS	59811	12/24/2014	1	53.64	FD/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	59811	12/24/2014	1	5.90	F&R/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	59811	12/24/2014	1	15.67	F&R/MAINT & REPAIR NON-LICENSED VEHICLES
NAPA AUTO PARTS	59819	12/31/2014	1	10.42	FD/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	59819	12/31/2014	1	759.81	FD/BATTERIES FOR ENG 5791
				1,103.13	
NATIONAL METER & AUTOMATION	59820	12/31/2014	1	2,365.00	WD/NEW METER SOFTWARE & TRAINING
NOBLE SAW, INC.	59761	12/12/2014	1	260.00	FD/MAINT & REPAIR EQUIPMENT
OGDEN, JUDITH/DWAINE	59685	12/4/2014	1	231.27	RC/REIMB DEP FOR WL ASNMT & TRANS
PACIFIC GAS & ELECTRIC	59686	12/4/2014	1	19.06	ADM/ELEC SVC 1316 TAMSEN #203 NOV 2014
PACIFIC GAS & ELECTRIC	59686	12/4/2014	1	9.52	WD/ELEC SVC VAN GORDON CRK RD NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	1	25.34	WD/9110 CHARING LN NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	2	369.72	WD/1320 SAN SIMEON CRK RD NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	3	498.77	WD/1330 SAN SIMEON CRK WELL SS-2 NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	4	2,363.50	WD/1340 SAN SIMEON CRK WELL SS-1 NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	5	431.00	WD/6425 CAMBRIA PINES RD LEIMERT TANK NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	6	29.69	WD/988 MANOR WAY NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	7	2,418.36	WD/2031 RODEO GROUNDS WATER YARD NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	8	617.44	WD/2499 VILLAGE LN WELL SR-3 NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	9	345.54	WD/975 STUART STREET TANKS NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	1	36.51	F&R/WEST VILLAGE NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	2	15.52	F&R/EAST VILLAGE NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	3	1,185.79	F&R/STREET LIGHTING NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	4	280.50	F&R/VET'S HALL NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	5	497.87	FD/2850 BURTON DRIVE NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	6	22.37	FD/2850 BURTON DRIVE NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	7	348.46	ADM/ADMIN OFFICE NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	8	88.92	ADM/RADIO SHACK NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	1	242.72	WWW/LIFT STA A NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	2	138.69	WWW/LIFT STA 9 NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	3	80.53	WWW/LIFT STA B-2 NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	4	170.25	WWW/LIFT STA A-1 NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	5	405.41	WWW/LIFT STA B NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	6	127.13	WWW/LIFT STA B-3 NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	7	222.16	WWW/LIFT STA B-4 NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	8	37.81	WWW/LIFT STA WELL 9P7 NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	9	17.98	WWW/LIFT STA LIFT STA 8 NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	10	10,083.18	WWW/TREATMENT PLANT NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	11	15.13	WWW/LIFT STA 4 NOV 2014
PACIFIC GAS & ELECTRIC	59773	12/18/2014	12	103.30	WWW/LIFT STA B1 NOV 2014
PACIFIC GAS & ELECTRIC	59775	12/18/2014	1	1,317.66	WD/ELEC SVC SR CRK WELL PUMP NOV 2014
				22,565.83	
PITNEY BOWES PURCH POWER	59762	12/12/2014	1	1,098.00	ADM/POSTAGE DOWNLOADED TO METER 12/3/14
POTTER PLUMBING, INC	59687	12/4/2014	1	4,482.50	WD/REPAIR MAIN LINE AT 1600 BLOCK OF MAIN ST.
PROCARE JANITORIAL SUPPLY	59821	12/31/2014	1	84.71	ADM/SWING TOP FLOOR RECEPTACLE
QUILL CORP	59688	12/4/2014	1	96.74	WD/OFFICE SUPPLIES
QUILL CORP	59688	12/4/2014	1	76.42	ADM/OFFICE SUPPLIES
QUILL CORP	59688	12/4/2014	1	34.18	ADM/OFFICE SUPPLIES
QUILL CORP	59688	12/4/2014	1	233.09	ADM/OFFICE SUPPLIES
QUILL CORP	59688	12/4/2014	1	54.17	ADM/OFFICE SUPPLIES
QUILL CORP	59688	12/4/2014	1	26.11	ADM/OFFICE SUPPLIES
QUILL CORP	59688	12/4/2014	1	19.33	ADM/OFFICE SUPPLIES
QUILL CORP	59688	12/4/2014	1	199.97	ADM/OFFICE SUPPLIES
QUILL CORP	59688	12/4/2014	1	58.00	ADM/OFFICE SUPPLIES
QUILL CORP	59688	12/4/2014	1	11.46	ADM/OFFICE SUPPLIES
QUILL CORP	59688	12/4/2014	1	33.31	ADM/OFFICE SUPPLIES
QUILL CORP	59688	12/4/2014	1	4.83	ADM/OFFICE SUPPLIES
QUILL CORP	59688	12/4/2014	1	399.37	ADM/OFFICE SUPPLIES
QUILL CORP	59688	12/4/2014	1	18.37	FD/OFFICE SUPPLIES
QUILL CORP	59688	12/4/2014	1	16.44	ADM/OFFICE SUPPLIES
QUILL CORP	59803	12/24/2014	1	197.78	ADM/OFFICE SUPPLIES
QUILL CORP	59822	12/31/2014	1	30.95	ADM/OFFICE SUPPLIES 11/20/14
QUILL CORP	59822	12/31/2014	1	253.73	ADM/OFFICE SUPPLIES 12/08/14
QUILL CORP	59822	12/31/2014	1	4.34	ADM/OFFICE SUPPLIES 12/08/14

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QUILL CORP	59822	12/31/2014	1	195.14	ADM/OFFICE SUPPLIES 12/15/14
QUILL CORP	59822	12/31/2014	1	85.13	WW/OFFICE SUPPLIES 12/16/14
				2,048.86	
RAIN FOR RENT	59689	12/4/2014	1	818.40	WD/MAINT & REPAIR SR-4 WELL
RAIN FOR RENT	59763	12/12/2014	1	35.92	EWS/SERVICE CHARGE
RAIN FOR RENT	59796	12/18/2014	1	80.75	EWS/SERVICE CHARGE
				935.07	
REGIONAL GOVERNMENT SERVIC	59764	12/12/2014	1	10,800.00	ADM/FINANCIAL SERVICES NOVEMBER 2014
RETIREE00	59700	12/11/2014	1	417.78	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE01	59701	12/11/2014	1	703.91	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE02	59702	12/11/2014	1	560.84	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE04	59703	12/11/2014	1	417.78	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE05	59704	12/11/2014	1	417.78	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE06	59705	12/11/2014	1	149.39	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE07	59706	12/11/2014	1	292.45	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE08	59707	12/11/2014	1	417.78	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE09	59708	12/11/2014	1	149.39	ADM/MONTHLY HEALTH INSUR PREM REIMB FOR JAN '15
RETIREE10	59709	12/11/2014	1	292.45	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE11	59710	12/11/2014	1	149.39	FR/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE12	59711	12/11/2014	1	703.91	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE13	59712	12/11/2014	1	149.39	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE14	59713	12/11/2014	1	149.39	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE15	59714	12/11/2014	1	149.39	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE16	59715	12/11/2014	1	417.78	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE17	59716	12/11/2014	1	417.78	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE19	59717	12/11/2014	1	703.91	FD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE20	59718	12/11/2014	1	149.39	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE22	59719	12/11/2014	1	703.91	WW/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE23	59720	12/11/2014	1	417.78	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE24	59721	12/11/2014	1	149.39	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE26	59722	12/11/2014	1	950.78	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE27	59723	12/11/2014	1	703.91	FR/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE28	59724	12/11/2014	1	417.78	F&R/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE29	59725	12/11/2014	1	417.78	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE30	59726	12/11/2014	1	703.91	WD/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE31	59727	12/11/2014	1	292.45	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE32	59728	12/11/2014	1	703.91	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
RETIREE33	59729	12/11/2014	1	292.45	ADM/MONTHLY HEALTH INSUR PREMIUM REIMB FOR JAN '15
				12,563.93	
RITTERBUSH REPAIR SERVICE	59765	12/12/2014	1	1,270.00	FD/MAINT & REPAIR W.T 5,ENG 5791& 5797
RUTAN & TUCKER, LLP	59766	12/12/2014	1	10,017.03	EWS/SPECIAL COUNSEL:LANDWATCH CEQA PETITION
RUTAN & TUCKER, LLP	59797	12/18/2014	1	15,806.66	EWS/SPECIAL COUNSEL-LANDWATCH CEQA PETITION
				25,823.69	
SCOTT O'BRIEN FIRE SAFETY	59823	12/31/2014	1	125.88	F&R/FIRE EXTINGUISHER INSPECT & SVC -VET'S HALL
SCOTT O'BRIEN FIRE SAFETY	59823	12/31/2014	1	26.00	ADM/FIRE EXTINGUISHER INSPECTIONS & SERVICES
SCOTT O'BRIEN FIRE SAFETY	59823	12/31/2014	1	247.48	F&R/FIRE EXTINGUISHER INSPECTIONS AND SERVICES
				399.36	
SDRMA	59798	12/18/2014	1	28,532.00	ADM/QUARTERLY WORKER'S COMP PREMIUM JAN-MAR 2015
SEGAL, KIMBERLY	59767	12/12/2014	1	106.26	RC/REIMB. DEP. FOR WL ASSIGNMENT
SLATER, DAVID	59690	12/4/2014	1	190.55	RC/REIM DEP FOR WL ASNMT
SLO COUNTY	59812	12/24/2014	1	628.20	WW/BACTERIOLOGICAL WATER SAMPLE INSPECTION/FEES
SLO COUNTY	59812	12/24/2014	1	536.30	WW/ADMINISTRATIVE FEES
				1,164.50	
SP MAINTENANCE SERVICES, INC.	59799	12/18/2014	1	418.00	WW/SWEEPING SERVICES
STANLEY CONVERGENT	59691	12/4/2014	1	462.00	FD/ANNUAL MONITORING CHARGES 2850 BURTON 2015
STATE WATER RES.CTRL.BRD.	59800	12/18/2014	1	170.00	WW/OIT LICENSE FOR J. BLOCK
STATE WATER RESOURCE CONTF	59699	12/9/2014	1	68,901.00	WW/ANNUAL PERMIT FEES WWTP FAC ID:3 400102001
SWRCB FEES	59667	12/1/2014	1	1,704.00	EWS/PERMIT FOR D/C WITH LOW THREAT TOH2O QUALITY
				70,775.00	
TECHXPRESS, INC.	59669	12/2/2014	1	3,005.00	ADM/MONTHLY NETGUARD IT SERVICE NOV 2014

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TECHXPRESS, INC.	59692	12/4/2014	1	3,005.00	ADM/MONTHLY NETGUARD IT SERVICE DEC 2014
				6,010.00	
TERRAIN	59824	12/31/2014	1	520.28	WW/CONSTRUCTION ADMN SVC FOR LIFT STATION 9
TERRAIN	59824	12/31/2014	1	650.00	WW/ADD'L CNSTRCTN LIFT STATION B-COATING & PRIME
TERRAIN	59824	12/31/2014	1	2,080.00	WW/CONSTRUCTION ADM SVC FOR LIFT STATION 9
TERRAIN	59824	12/31/2014	1	1,120.00	WW/REPLACEMENT OF WWTF MOTOR CONTROL/START SYSTEM
TERRAIN	59824	12/31/2014	1	1,260.00	WW/FINANCIAL PARTNERING CONSULTING SERVICES
TERRAIN	59824	12/31/2014	1	1,034.00	WW/ADM SVC-LIFT STA 9(SITE VISIT, RECORDS, BIDS)
				6,664.28	
THE CAPRICORN GROUP	59807	12/24/2014	1	354.72	WW/PALL GELMAN 47MM GLASS FILTER
THE CAPRICORN GROUP	59807	12/24/2014	1	346.68	WW/GLASS FIBER CIRCLES
				701.40	
THE DOCUTEAM	59744	12/12/2014	1	319.84	ADM/DOCUMENT STORAGE NOVEMBER 2014
THE GAS COMPANY	59677	12/4/2014	1	33.39	WW/GAS SVC 5500 HEATH LANE #8 NOV 2014
THE GAS COMPANY	59677	12/4/2014	1	88.27	F&R/GAS SVC VETERAN'S HALL NOV 2014
THE GAS COMPANY	59677	12/4/2014	1	3.91	FD/GS SVC 5490 HEATH LANE NOV 2014
THE GAS COMPANY	59677	12/4/2014	1	40.26	WW/GAS SVC 5500 HEATH LANE NOV 2014
THE GAS COMPANY	59772	12/18/2014	1	100.93	FD/GAS SVC 2850 BURTON DR NOV 2014
				266.76	
THOMAS S. GRAY	59752	12/12/2014	1	3,000.00	EWS/PUBLIC OUTREACH SERVICE NOVEMBER 2014
THOMPSON, MICHAEL	59693	12/4/2014	1	40.88	ADM/REIMB TRAVEL EXP MEETING SLO-CC RWQCB
UPTHEGROVE, CORTNEY	59801	12/18/2014	1	54.55	ADM/REIMB. TRVL EXP SLO, LEADERSHIP TTRAINING
USA BLUE BOOK	59768	12/12/2014	1	275.30	WD/MAINT & REPAIR TREATMENT PLANT
USA BLUE BOOK	59768	12/12/2014	1	538.53	WD/MAINT & REPAIR TREATMENT PLANT
USA BLUE BOOK	59768	12/12/2014	1	394.77	WW/LAB SUPPLIES-OAKTON CONDUCTIVITY METER
				1,208.60	
VERIZON WIRELESS	59774	12/18/2014	1	33.23	FD/MONTHLY CELL PHONE 0751 SERVICE NOV 2014
VERIZON WIRELESS	59774	12/18/2014	2	61.83	FD/MONTHLY CELL PHONE 1237 SERVICE NOV 2014
VERIZON WIRELESS	59774	12/18/2014	1	26.30	FD/MONTHLY CELL PHONE SERVICE NOV 2014
VERIZON WIRELESS	59774	12/18/2014	2	67.11	WD/MONTHLY CELL PHONE SERVICE NOV 2014
VERIZON WIRELESS	59774	12/18/2014	3	34.10	WW/MONTHLY CELL PHONE SERVICE NOV 2014
				222.57	
WINSOR CONSTRUCTION, INC.	59802	12/18/2014	1	575.50	FD/BLOW SAND & DUMP TRUCK RENTAL
WISENER, IRMA	59770	12/12/2014	1	286.19	RC/REIMB. DEP FOR WL TRANSF
ZIONS FIRST NATIONAL BANK	59730	12/11/2014	1	5,250.00	WD/3 YEARS OF TRUSTEE FEE ANNUAL FEE 2014-2016
ZIONS FIRST NATIONAL BANK	59730	12/11/2014	2	750.00	WD/SET UP FEE FOR FINANCIAL ASSURANCE BOND
				6,000.00	
AFLAC (AMER FAM LIFE INS)	3974	12/5/2014	1	186.43	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	3974	12/5/2014	1	36.37	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	3990	12/16/2014	1	186.43	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	3990	12/16/2014	1	36.37	VOLUNTARY INS-PRETAX
				445.60	
AMERITAS	4006	12/22/2014	1	2,467.98	DENTAL INSURANCE-YER
AMERITAS	4006	12/22/2014	2	60.44	DENTAL INSURANCE-YER
AMERITAS	4006	12/22/2014	3	(0.06)	DENTAL INSURANCE-YER
AMERITAS	4006	12/22/2014	1	348.76	DENTAL INSURANCE-YER
				2,877.12	
CAMBRIA COMMUNITY SERVICES I	3975	12/5/2014	1	950.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES I	3975	12/5/2014	2	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES I	3975	12/5/2014	3	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES I	3975	12/5/2014	4	350.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES I	3975	12/5/2014	5	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES I	3975	12/5/2014	6	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES I	3991	12/16/2014	1	950.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES I	3991	12/16/2014	2	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES I	3991	12/16/2014	3	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES I	3991	12/16/2014	4	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES I	3991	12/16/2014	5	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES I	3991	12/16/2014	6	250.00	MEDICAL REIMBURSEMNT

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				3,800.00	
CAMBRIA FIRE FIGHTERS LOCAL 4	3977	12/5/2014	1	240.00	DUES-FIRE IAFF
CAMBRIA FIRE FIGHTERS LOCAL 4	3994	12/16/2014	1	240.00	DUES-FIRE IAFF
CAMBRIA FIREFIGHTERS ASSN	3993	12/16/2014	1	133.16	RESERVE FIREFTR DUES
				<u>613.16</u>	
EMPLOYMENT DEVELOPMENT DP	3976	12/5/2014	1	2,683.89	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	3976	12/5/2014	1	568.32	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	3992	12/16/2014	1	3,892.00	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	3992	12/16/2014	1	727.77	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	4003	12/19/2014	1	163.28	STATE INCOME TAX
				<u>8,035.26</u>	
H.O.B.-DIRECT DEPOSIT	3978	12/5/2014	1	3,249.00	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	3978	12/5/2014	1	45,135.97	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	3995	12/16/2014	1	3,249.00	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	3995	12/16/2014	1	54,261.70	Direct Deposit Flat
				<u>105,895.67</u>	
ICMA-VNTGPT TRSFR AGT 457	3980	12/5/2014	1	2,206.33	457 DEFERRED COMP
ICMA-VNTGPT TRSFR AGT 457	3980	12/5/2014	1	909.25	457 DEFERRED COMP
ICMA-VNTGPT TRSFR AGT 457	3997	12/16/2014	1	2,206.33	457 DEFERRED COMP
ICMA-VNTGPT TRSFR AGT 457	3997	12/16/2014	1	909.25	457 DEFERRED COMP
				<u>6,231.16</u>	
IRS/FEDERAL PARYOLL TAXES	3979	12/5/2014	1	7,783.00	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	3979	12/5/2014	1	7,130.84	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	3979	12/5/2014	1	2,153.64	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	3996	12/16/2014	1	11,125.44	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	3996	12/16/2014	1	9,440.90	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	3996	12/16/2014	1	2,702.82	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4004	12/19/2014	1	618.49	FEDERAL INCOME TAX
IRS/FEDERAL PARYOLL TAXES	4004	12/19/2014	1	71.74	FEDERAL INCOME TAX
				<u>41,026.87</u>	
LINCOLN FINANCIAL GROUP	4007	12/22/2014	1	182.67	LIFE INSURANCE
LINCOLN FINANCIAL GROUP	4007	12/22/2014	2	19.89	LIFE INSURANCE
				<u>202.56</u>	
PERS HEALTH BENEFIT SERV	4008	12/22/2014	1	19,314.60	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4008	12/22/2014	2	81.90	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4008	12/22/2014	3	1,365.60	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4008	12/22/2014	4	80.32	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4008	12/22/2014	5	488.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4008	12/22/2014	6	488.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4008	12/22/2014	7	1,342.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4008	12/22/2014	8	732.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4008	12/22/2014	9	851.00	MEDICAL INSURANC-YER
PERS HEALTH BENEFIT SERV	4008	12/22/2014	1	4,137.50	MEDICAL INSURANC-YER
				<u>28,880.92</u>	
PERS RETIREMENT SYSTEM	3981	12/5/2014	2	23,911.16	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	3998	12/16/2014	2	26,201.93	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	3998	12/16/2014	4	(171.31)	PERS PAYROLL REMITTANCE
				<u>49,941.78</u>	
SEIU LOCAL 620	3982	12/5/2014	1	337.83	SEIU UNION DUES
SEIU LOCAL 620	3999	12/16/2014	1	336.27	SEIU UNION DUES
				<u>674.10</u>	
VARIABLE ANNUITY LIFE (VALIC)	3983	12/5/2014	1	50.00	DEFERRED COMP -VALIC
VARIABLE ANNUITY LIFE (VALIC)	4000	12/16/2014	1	50.00	DEFERRED COMP -VALIC
				<u>100.00</u>	

Payroll Payable Vendor Subtotal 248,724.20

TOTAL DISBURSEMENTS FOR DECEMBER, 2014 4,683,669.84

CAMBRIA COMMUNITY SERVICES DISTRICT  
 BOARD OF DIRECTORS REGULAR MEETING MINUTES  
 THURSDAY, DECEMBER 18, 2014, 12:30 PM

AGENDA ITEM	DISCUSSION OR ACTION										
1A. CALL TO ORDER	President Bahringer called the regular meeting to order at 12:31 PM.										
1B. PLEDGE OF ALLEGIANCE	President Bahringer led the pledge of allegiance.										
1C. ESTABLISHMENT OF QUORUM	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">President Bahringer</td> <td style="text-align: right;">Present</td> </tr> <tr> <td>Vice President Robinette</td> <td style="text-align: right;">Present</td> </tr> <tr> <td>Director Thompson</td> <td style="text-align: right;">Present</td> </tr> <tr> <td>Director Clift</td> <td style="text-align: right;">Present</td> </tr> <tr> <td>Director Rice</td> <td style="text-align: right;">Present</td> </tr> </table> <p>Staff Present: General Manager Jerry Gruber, Deputy District Counsel David Hirsch, District Engineer Bob Gresens, Administrative Services Officer/District Clerk Monique Madrid, and Finance Manager Patrick O'Reilly.</p>	President Bahringer	Present	Vice President Robinette	Present	Director Thompson	Present	Director Clift	Present	Director Rice	Present
President Bahringer	Present										
Vice President Robinette	Present										
Director Thompson	Present										
Director Clift	Present										
Director Rice	Present										
1D. REPORT FROM CLOSED SESSION  1.E. Accept Certification by San Luis Obispo County Clerk-Recorder of November 4, 2014 Election Results  1F Election of Board of Directors' Officers	<p>1D. District Counsel David Hirsch indicated that there was nothing to report from closed session.</p> <p>1E. General Manager introduced the item and turned it over to the Clerk. The Clerk presented the report and it was accepted by the Board.</p> <p>1F. General Manager introduced the item. President Bahringer asked for nominations for President.</p> <p>Director Thompson nominated Vice-President Robinette to serve as President for the term of the year 2015. No other nominations were made.</p> <p>Roll Call vote:                      Thompson-yes                      Clift-yes                      Rice -yes                      Robinette-yes                      Bahringer-yes</p> <p>Director Bahringer nominated Director Clift for Vice-President. No other nominations were made for Vice-President.</p> <p>Roll Call vote:</p>										

	<p>Director Bahringer-yes  Director Thompson-yes  Director Clift-yes  Director Rice-yes  President Robinette-yes</p> <p>Public Comment: None</p>
<b>2. SPECIAL REPORTS</b>	
<b>A. Sheriff's Department Report</b>	<p>2A. No representative was present.</p> <p>Public Comment: None</p>
<b>3. ACKNOWLEDGEMENTS/PRESENTATIONS</b>	<p>President Robinette and Director Bahringer presented a Proclamation recognizing 20 years of service by North Coast Ocean Rescue Team (NCOR) to the Cambria Community.</p> <p>Public Comment: NONE</p>
<b>4. AGENDA REVIEW: Additions/Deletions and Pulled Consent Items</b>	<p>Director Rice asked to pull items 7C &amp; D  Director Rice commented on item 7E  Director Thompson commented on item 7D</p> <p>Public Comment: None</p>
<b>5. PUBLIC COMMENT</b>	<p>Public Comment:  Ron Crummit</p>
<b>6. MANAGER'S AND BOARD REPORTS</b>	
<b>A. GENERAL MANAGER'S REPORT</b>	<p>General Manager Jerry Gruber introduced the report, presented the other managers reports and took questions.</p> <p>Public Comment: NONE</p>
<b>B. AD HOC COMMITTEE REPORTS</b>	<p>Director Clift reported on the budget and ad hoc water committee meetings.</p> <p>Director Rice reported on the Cambria Forest Committee meeting and the tour of the EWS with the Coastal Commissioner Erik Howell last week.</p> <p>Public Comment: None</p>
<b>7. CONSENT AGENDA</b>	
<b>A. Consideration to Approve the Expenditure Report for the Month of November 2014</b>	<p>Pulled Items: 7C, 7D, and 7E.</p>
<b>B. Consideration to Approve the Minutes from the November 20, 2014 Board of Directors Meeting</b>	<p>Director Rice commented on item 7B the minutes: she was not at closed session. This change will be made on the minutes.</p>
<b>C. Consideration to Approve Adoption of Resolution 47-2014 Setting the Salary Range for Administrative Services</b>	<p>Director Bahringer moved to approve the consent agenda for items 7A and 7B.</p>

<p>Officer/District Clerk of \$7,977.00-\$9,696.00</p> <p>D. Consideration to Adopt 2015 CCSD Regular Board Meeting Schedule</p> <p>E. Consideration and Discussion to Adopt Resolution 46-2014 to Authorize the General Manager to Enter into an Agreement with the State of California to receive grant funds in the amount of \$353,000.00</p>	<p>Director Clift seconded the motion.</p> <p>Motion passed unanimously Ayes-5, No's-0 Absent-0.</p> <p>Public Comment: None</p> <p><u>Item 7C:</u></p> <p>Director Bahringer moved to accept item 7C as written.</p> <p>Director Clift seconded the motion.</p> <p>Motion passed unanimously: Ayes-5, No's-0, Absent-0.</p> <p><u>Item 7D:</u></p> <p>Director Bahringer moved to approve this schedule and evening meeting schedule will be brought back to the board for consideration.</p> <p>Director Clift seconded the motion.</p> <p>Motion passed unanimously. Ayes-5, No's-0, Absent-0.</p> <p><u>Item 7E:</u></p> <p>Director Bahringer moved to approve the item.</p> <p>Director Thompson seconded the motion.</p> <p>The motion passed unanimously. Ayes-5, Nos-0, Absent-0.</p> <p>Public Comment: None</p>
<p>8. HEARINGS AND APPEALS</p>	
<p>A. Hold a Public Hearing to Adopt Resolution 48-2014 Revising Enhanced Conservation Measures, Restriction on the Use of Potable Water and Maximum Water Use Allotments</p>	<p>8A. General Manager introduced the item.</p> <p>President Robinette opened the public hearing.</p> <p><u>Public Comment:</u>  Paul Carlson  Crosby Schwartz</p>



	<p>President Robinette closed the public hearing.</p> <p>Director Clift moved to continue the public hearing to next month's meeting.</p> <p>Director Bahringer seconded the motion.</p> <p>Motion passed unanimously. Ayes-5, Nos-0, Absent-0</p>
9. REGULAR BUSINESS	
<p>A. Discussion Regarding CCSD Board of Directors Bylaws</p> <p>B. Presentation on Environmental Compliance Action (ECA)</p>	<p>9A. General Manager Jerry Gruber introduced the item</p> <p>President Robinette suggested that Directors with suggested changes make them in redline version and send to the Clerk to combine and place on January agenda for board consideration.</p> <p>Public Comment: None</p> <p>9B. General Manager Jerry Gruber introduced the item and turned it over to District Engineer Bob Gresens. Bob introduced Brandon Stipe of Carollo Engineering. Mr. Stipe presented a report regarding the Environmental Compliance Action.</p> <p>Public Comment: None</p>
10. PUBLIC COMMENT	<p>Public Comment:</p> <p>John Terwilliger</p> <p>Jim Aaron</p>
11. FUTURE AGENDA ITEM(S)	<p>Public Comment:</p> <p>Jerry McKinnon</p>
12. ADJOURN	<p>President Robinette adjourned the meeting at 4:15 p.m.</p>

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. 7.C.

FROM: Carlos Mendoza, Fiscalini Ranch Preserve Manager

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Meeting Date: January 29, 2015 Subject: Consideration to Authorize Execution of Revised Memorandum of Understanding between the Cambria Community Services District and the Friends of the Fiscalini Ranch Preserve Regarding Donations and Merchandise Sales on the Fiscalini Ranch Preserve

**RECOMMENDED ACTION:**

Authorize the execution of the attached revised Memorandum of Understanding (MOU) between the Cambria Community Services District and the Friends of the Fiscalini Ranch Preserve (FFRP) regarding donations and merchandise sales on the Fiscalini Ranch Preserve.

**FISCAL IMPACT:**

All funds raised will be used for the upkeep and maintenance of the Fiscalini Ranch Preserve.

**DISCUSSION:**

At the April 25, 2013 Board Meeting, the CCSD Board of Directors approved an MOU between the CCSD and the Friends of the Fiscalini Ranch, for a one year term. That term has since expired. The Friends of the Fiscalini Ranch is a nonprofit organization whose mission is to protect and maintain the Fiscalini Ranch Preserve. In order to raise funds to further its purposes FFRP desires to have the MOU extended for another year, in order to continue to conduct a program to seek donations and conduct fundraising activities on the Ranch.

In order for the MOU to be in compliance with the Ranch Management Plan and the Conservation Easement it has also been revised to indicate that, if merchandise is to be sold, the table will be located off Ranch property. The revised MOU was presented to the FFRP Board of Directors at their November meeting. The FFRP Board accepted the changes.

The MOU sets forth the definition of fundraising activities and type of merchandise that can be sold or distributed. It also provides that all FFRP volunteers that come into contact with the public wear clothing that distinguishes them as volunteers of FFRP, and be educated and trained. The MOU allows the CCSD to review FFRP records relating to their performance of the MOU, along with an annual audit of all funds raised pursuant to the MOU.

A redlined version of the MOU is attached for the Board’s reference showing the changes from the original MOU.

Attachments: Revised MOU between the CCSD and FFRP Regarding Donations and Merchandise Sales on the Fiscalini Ranch Preserve

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

UNANIMOUS: \_\_\_ ROBINETTE \_\_\_ CLIFT \_\_\_ BAHRINGER \_\_\_ THOMPSON \_\_\_ RICE \_\_\_

**MEMORANDUM OF UNDERSTANDING BETWEEN THE CAMBRIA  
COMMUNITY SERVICES DISTRICT AND THE FRIENDS OF THE FISCALINI  
RANCH PRESERVE REGARDING DONATIONS AND MERCHANDISE SALES ON  
THE FISCALINI RANCH PRESERVE**

This Memorandum of Understanding (“MOU”) is made and entered into this     day of January 2015, by and between the Cambria Community Services District (“CCSD”) and the Friends of the Fiscalini Ranch Preserve (“FFRP”),

**RECITALS**

WHEREAS, the Friends of the Fiscalini Ranch Preserve (“FFRP”) is a 501(c)3 nonprofit organization whose mission is to protect and maintain the Fiscalini Ranch (“Ranch”) and FFRP is committed to the on-going restoration and protection of the habitat, natural and cultural features of the Ranch while maintaining its historic public access; and

WHEREAS, in order to raise funds to further its purposes, FFRP desires to conduct a program to seek donations and conduct fundraising activities on the Ranch and desires to enter into this MOU with the Cambria Community Services District to set forth the manner in which such fundraising activities may take place.

NOW, THEREFORE, in consideration of the mutual covenants herein made, the parties understand and agree as follows:

**SECTION 1. DEFINITIONS**

1. Donation – is a type of fundraising income to FFRP, the use of which may or may not be subject to restrictions by the donor. Donations are typically given to the non-profit organization by willing donors and may either be solicited or unsolicited, restricted or general.
2. Fundraising – means the organized activity or an instance of soliciting money, pledges or gifts. Fundraising includes, but is not limited to, soliciting donations grants, planned giving, and other similar activities. Fundraising does not include sales.
3. Interpretative material – is a mission-based communication creating emotional and intellectual connections between the audience and the resource or organization.
4. Sales – for purposes of this MOU means the commercial activity of offering a product or service for a specific price.

**SECTION 2. Fundraising Activities on the Fiscalini Ranch**

1. FFRP agrees to maintain a close relationship and consult regularly with the CCSD on all matters pertaining to activities authorized under this MOU.

2. FFRP agrees to meet at least annually to coordinate with CCSD on activities related to the implementation of this MOU and to review compliance with terms of this MOU.

3. FFRP will seek necessary approvals of CCSD for any planned activities. FFRP may plan and carry out fundraising activities on the Ranch with the agreement of either the Ranch Manager, CCSD General Manager or CCSD Board of Directors.

4. FFRP may engage in fundraising / taking donations and providing organizational and preserve information and FFRP merchandise and interpretive materials sales activities at the north and/or south entrances to the Bluff Trail.

- This would include a donations tube at each end of the **Bluff Trail** on the Ranch and permission to have an information table on selected weekends, possibly extending to every weekend if the number of volunteers allows.
- Volunteers would sit at an information table, answer questions, hand out brochures take donations and sell FFRP merchandise, such as Ranch t-shirts and baseball caps. **If merchandise is to be sold the table will be located off the Ranch property.**
- Volunteers will not approach visitors but will wait to be approached.
- Volunteers who come in direct contact with the public shall wear a name badge by which they may be known and distinguished as volunteers of FFRP, representing the organization.
- FFRP will educate, train, and regularly review the conduct of its volunteers having contact with the public.

5. Inappropriate merchandise will not be sold or distributed on site. Inappropriate merchandise includes, but is not limited to, those items that meet the following criteria:

- Items that imply or perpetuate inaccurate information or stereotypes.
- Items that violate state, federal or international laws in their production or sales.
- Items that are in conflict with cultural or natural resource preservation or conservation principles.
- Items that are in conflict with resource protection on the Ranch.

6. CCSD agrees to provide the venue and support for special events.

7. A CCSD representative will have the right to review FFRP records pertaining to the performance of this MOU.

8. FFRP shall have an audit performed annually related to the funds raised pursuant to this MOU.

9. All funds raised shall be used for the upkeep and maintenance of the Ranch.

10. The term of this Memorandum of Understanding shall be for one year.

Executed at Cambria, California, on the date and year first appearing above.

**Cambria Community Services District**

**Friends of the Fiscalini Ranch  
Preserve**

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

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

Gail Robinette, President

Its: \_\_\_\_\_

Attest:

\_\_\_\_\_

Monique Madrid, District Clerk

Approved As To Form:

\_\_\_\_\_

Timothy J. Carmel, District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.A.**

FROM: Jerry Gruber, General Manager

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Meeting Date: January 29, 2015 Subject: CONTINUED PUBLIC HEARING REGARDING ADOPTION OF RESOLUTION 01-2015 REVISING ENHANCED WATER CONSERVATION MEASURES, RESTRICTIONS ON USE OF POTABLE WATER AND MAXIMUM WATER USE ALLOTMENTS

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**RECOMMENDATIONS:**

Staff recommends that the Board of Directors continue its consideration of adoption of Resolution 01-2015 revising the enhanced water conservation measures, restrictions on the use of potable water and maximum water use allotments.

Staff recommends that the Board of Directors:

1. Open the Continued Public Hearing;
2. Receive public testimony;
3. Close the Public Hearing;
4. Consider Resolution 01-2015 Revising Enhanced Water Conservation Measures, Restrictions on the Use of Potable Water and Maximum Water Use Allotments

**FISCAL IMPACT:**

The exact impact of implementing any additional changes to the enhanced water conservation measures, restrictions on use of potable water and maximum water use allotments cannot be determined at this time. Depending on the changes, water revenues could decrease as a result of less water being used due to further revisions to the enhanced water conservation measures, however, other modifications may result in more water being used by those uses than under the previously approved allotments. Additional staff time may also be required to administer any changes to the program.

**DISCUSSION:**

At the December 18, 2014 meeting the Board of Directors held a public hearing to consider a resolution to modify the restriction on outdoor watering of landscaping and gardens with potable water. The resolution also included the deletion of the provision that public restrooms be closed and replaced with porta-potties, since the General Manager had made a determination to reopen the restrooms pursuant to his authority under Resolution 19-2014. After discussing the item the Board continued the public hearing to its January, 2015 meeting. Accordingly, this matter is on today's agenda for further consideration.

As the Board of Directors is aware, beginning on January 30, 2014 the Board of Directors has adopted several resolutions relating to the Stage 3 Water Shortage Condition and has

implemented enhanced water conservation measures, restrictions on the use of potable water and maximum water use allotments for its customers in the District. Maximum water use allotments have been established for public, commercial, and residential customers. Use of potable water in excess of the monthly water use allotments is prohibited and subject to surcharge/penalty levied on all water that is used in excess of the maximum water use allotment.

As the Board is also aware, the restrictions include a prohibition on outdoor watering of landscaping and gardens with potable water. That restriction expressly says that the prohibition on outdoor watering of landscaping and gardens applies regardless of whether or not a particular customer uses less than their monthly use allotment. Staff is aware that many in the community believe that the restrictions on use should be modified to allow customers to use their water allotment in whatever manner they choose. Previously, some Board Members have also indicated that they are in favor of such an approach. If the restriction on outdoor watering of landscaping and gardens with potable water were changed in that manner, potable water could be used on landscaping and gardens so long as the amount of water used is kept within the established maximum water use allotment.

As staff has previously advised, since 2002, the adoption of water use restrictions has been based upon the CCSD's existing declared Water Code Section 350 water shortage emergency. In this respect, Water Code Section 353 authorizes the Board to adopt regulations and restrictions on the delivery of water which will conserve the water supply for the greatest public benefit. Also, Water Code Sections 375, et seq., provides the authority for the District to adopt and enforce water conservation measures to reduce the quantity of water being used in order to conserve water supplies, and a public hearing is required to be held prior to adopting a resolution under Section 375. If Resolution 01-2015 is adopted, it will be effective immediately upon adoption, subject to the publication requirements set forth in Water Code Section 376 which are consistent with the notice requirements of CCSD Municipal Code Section 4.12.060. After publication, violations of the requirements of the water conservation program are a misdemeanor and punishable pursuant to Water Code Section 377.

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

UNANIMOUS:    \_\_\_ ROBINETTE \_\_\_ CLIFT \_\_\_ THOMPSON \_\_\_ BAHRINGER \_\_\_ RICE

RESOLUTION NO. 01 2015  
January 29, 2015

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT  
REVISING ENHANCED WATER CONSERVATION MEASURES,  
RESTRICTIONS ON THE USE OF POTABLE WATER AND  
MAXIMUM WATER USE ALLOTMENTS

WHEREAS, the Board of Directors of the Cambria Community Services District (“CCSD”) has declared a Water Code Section 350 Water Shortage Emergency; and

WHEREAS, pursuant to Water Code Section 353, the Board of Directors may adopt such regulations and restrictions on the delivery of water which will conserve the water supply for the greatest public benefit; and

WHEREAS, based upon determinations related to the condition of the CCSD’s water supplies, on September 20, 2013 the Board of Directors, after holding a duly noticed public hearing, adopted Resolution 37-2013 approving enhanced water conservation measures and restrictions on the use of potable water; and

WHEREAS, on January 17, 2014, the Governor of the State of California declared a state of emergency (the “Proclamation”) due to record dry conditions and concerns over the State’s dwindling water supplies. The Proclamation states that “[l]ocal urban water suppliers and municipalities are called upon to implement their local water shortage contingency plans immediately in order to avoid or forestall outright restrictions that could become necessary later in the drought season”;

WHEREAS, the domestic water supply for the CCSD may be inadequate based upon the continued lack of precipitation and the current water levels in the aquifers that provide the domestic water supply for the CCSD, and specifically that water levels in the San Simeon and Santa Rosa creek aquifers are such that staff has determined that the available water supply may be insufficient to meet demand; and

WHEREAS, after holding a duly noticed public hearing on January 30, 2014 the Board of Directors declared a Stage 3 Water Shortage Condition and determined that it is necessary and desirable to adopt further revised enhanced water conservation measures and restrictions on the use of potable water, which included maximum water use allotments, and has subsequently adopted additional resolutions modifying the enhanced water conservation measures, restrictions on the use of potable water, and maximum water use allotments; and

WHEREAS, in addition to Water Code Section 353, Water Code Section 375 provides that a public entity which supplies water may, after holding a public hearing, adopt and enforce water conservation programs to reduce the quantity of water used by persons within the entity’s service area or jurisdiction for the purpose of conserving the entity’s water supplies; and



WHEREAS, after holding a duly noticed public hearing on December 18, 2014, and January 29, 2015 the Board of Directors determined that additional revisions to the enhanced water conservation measures, restrictions on the use of potable water, and maximum water use allotments were appropriate.

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

- 1 Based upon the existing water conditions, as described above, and in numerous staff reports and presentations to the Board of Directors, the Board of Directors hereby finds that the demands and requirements of water consumers cannot be satisfied without depleting the water supply of the CCSD to the extent that there would be insufficient water for human consumption, sanitation and fire protection and that, based on this condition and on concerns regarding the anticipated prolonged drought conditions, the Board of Directors declares that the Stage 3 Water Shortage Emergency Condition continues to exist and hereby implements revisions to the Stage 3 Water Conservation Program with enhanced water conservation measures, as further set forth herein and in Exhibit "A", all of which the Board of Directors finds are necessary and appropriate to protect the health, safety and welfare of the public.
- 2 Resolution 19-2014 is hereby repealed and replaced by this Resolution with the revised Enhanced Water Conservation Measures, Restrictions on the Use of Potable Water, and Maximum Water Use Allotments set forth in Exhibit "A," which exhibit is attached hereto and incorporated herein. The revised Enhanced Water Conservation Measures, Restrictions on the Use of Potable Water, and Maximum Water Use Allotments shall be effective immediately and apply within the jurisdictional boundaries of the Cambria Community Services District until rescinded or modified by the Board of Directors. All other CCSD water conservation rules, regulations, restrictions, definitions, enforcement procedures, violation provisions and appeal procedures which are in force shall remain in force, except where they may conflict with the Enhanced Water Conservation Measures and Restrictions set forth in this Resolution.
- 3 The District Clerk shall publish this Resolution in full within 10 days of its adoption in accordance with the provisions of Water Code Section 376(a). After such publication, and in accordance with the provisions of Water Code Section 377, violation of the Enhanced Water Conservation Measures and Restrictions on the Use of Potable Water set forth in Exhibit "A" is a misdemeanor and punishable as set forth in Water Code Section 377.
- 4 Within fourteen (14) days from the date of this Resolution, the General Manager is hereby directed to provide notice to all effected water customers of the revised Maximum Water Use Allotments as set forth

herein as well as the surcharges/ penalties and other consequences  
for a violation thereof.

PASSED AND ADOPTED THIS 29<sup>th</sup> day of January, 2015.

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Gail Robinette, President  
Board of Directors

APPROVED AS TO FORM:

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Timothy J. Carmel  
District Counsel

ATTEST:

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Monique Madrid  
District Clerk

EXHIBIT "A" TO RESOLUTION 01 2015  
ENHANCED WATER CONSERVATION MEASURES,  
RESTRICTIONS ON THE USE OF POTABLE WATER, AND  
MAXIMUM WATER USE ALLOTMENTS

A. RESTRICTIONS ON USE OF POTABLE WATER:

Effective immediately, outdoor use of potable water is restricted as follows:

1. Guests in hotels, motels, and other commercial lodging establishments shall be provided the option of not laundering towels and linens daily. The CCSD will provide lodging establishments notices to advise guests of this option free of charge.
2. Washing vehicles, boats, and trailers with potable water is prohibited.
3. Washing down sidewalks, driveways, streets, walkways, parking lots, windows, buildings, porches, or patios and all other hard-surfaced areas by direct hosing or pressure washers with potable water is prohibited.
4. Emptying and refilling swimming pools and commercial spas is prohibited, except to prevent structural damage and/or to provide for the public health and safety.
5. The use of potable water for fire drills is prohibited.

B. MAXIMUM WATER USE ALLOTMENT:

The use of potable water in excess of the monthly water use allotment set forth below is prohibited.

1. Public Uses. The CCSD will meet with school districts, public park agencies, and all other public agencies to establish appropriate agreements to reduce water consumption. The objective of such agreements shall be to eliminate irrigation of decorative landscape and reduce irrigation of turf and play areas to the minimum levels necessary to protect the health and safety of school children and park visitors. A five hundred (500) percent surcharge/penalty shall apply to all public water use in excess of three units per EDU per month.
2. Commercial Uses. The maximum water use allotment for all commercial uses shall be 80% of the actual average monthly water usage measured during the same monthly billing periods for the previous three (3) years that were used preceding implementation of this Stage 3 Water Shortage Emergency Condition. In the event a commercial use has not previously had an EDU allocation determined, the general manager shall determine and assign the

EDU allocation according to the criteria provided in Title 8 of the CCSD Municipal Code, as subsequently amended or replaced.

3. Residential Uses. A maximum monthly use limit of two units per permanent resident is established for separately metered individual residential dwellings and for each separate residence within residential uses with two or more residential dwellings on the same meter (e.g., apartments and mobile homes). Each residential customer account is allotted two units per month. Customers may request an increase in the allotment of units by completing a permanent resident certification form provided by the district. The breakdown by household size is as follows:

Household Size	Units/Month
<u>1</u> permanent resident	<u>2</u> Units
Each additional permanent resident	<u>2</u> Units each

4. Adjustment of Maximum Water Use Allotment. Each customer shall have the right to request an adjustment of the number of permanent residents in his or her household used to compute the maximum water use allotment by completing the permanent resident certification. The permanent resident certification is a form provided by the CCSD that must be completed by the customer and filed at the CCSD office in order to receive an increased water allotment. It is the consumer's responsibility to complete and file an amended permanent resident certification with the CCSD whenever there is a change in the number of "permanent residents" in the customer's household. Permanent resident certification forms shall be signed under penalty of perjury.

C. WATER RATE SCHEDULE:

The amount of water provided by the CCSD for the minimum bi-monthly residential service charge shall be **reduced from six units to four units**. Therefore, the first tier of the CCSD's graduated water rate schedule, as adopted pursuant to Title 3 of the CCSD's Municipal Code, applies to usage of between zero and four units. The second tier of the graduated water rate schedule applies to usage of between five and fifteen (15) units.

D. MONITORING:

Meters will be read monthly but bills will be prepared bi-monthly for the duration of this Stage 3 Water Shortage Emergency Condition. Customers with meter

readings above the maximum use limits set forth herein shall be notified of a violation. Thirty (30) days after a water bill is mailed, the bill will become delinquent if the bill or any portion thereof which is not in dispute remains unpaid. A delinquent bill shall be increased by penalty of ten (10) percent of the amount of delinquency. If not paid within ten (10) days after receipt of notice of delinquency, service may be disconnected.

#### E. SURCHARGES/PENALTIES FOR VIOLATION OF MAXIMUM WATER USE ALLOTMENT:

Starting June 1, 2014, a surcharge/penalty will be levied on all water use in excess of the maximum water use allotment set forth as follows:

1. A one hundred percent (100%) surcharge/penalty shall be levied for all water use in excess of the maximum water use allotment for between five (5) – eight (8) units for bi-monthly service; and
2. A five hundred percent (500%) surcharge/penalty shall be levied for water use in excess of the maximum water use allotment for all usage of more than eight (8) units for bi-monthly service.

A delinquent bill shall be increased by penalty of ten (10) percent of the amount of delinquency. If the bill is not paid within ten (10) days after receipt of notice of delinquency, service may be disconnected.

#### F. CITATIONS FOR VIOLATIONS:

In addition to any other penalty permitted by law, the following fines shall apply to citations for violations of the water use restrictions contained herein: (reference CCSD Municipal Code Section 4.12C Section F(2))

First Violation: The District shall issue a written citation and impose a fine of fifty dollars (\$50.00.) Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.

Second Violation: A fine of one hundred fifty dollars (\$150.00.) Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.

Third Violation: A fine of two hundred fifty dollars (\$250.00.) Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.

Subsequent  
Violations:

A fine of one thousand dollars (\$1000.00.) Written notice shall be given to the owner by certified mail. The fine will be billed to the customer on the regular bi-monthly water bill.

Failure to pay  
fines:

The District may discontinue water service to any customer who fails to pay fines billed on the regular bi-monthly bill. Service will be restored upon full payment of all outstanding balances and reconnection charges. The charge for reconnection and restoration of normal service shall be twenty-five dollars (\$25.00.)

Discontinuance of  
Service:

Repeated violations (i.e. more than two violations) of the measures adopted by the Board of Directors during the water shortage emergency condition shall be subject to discontinuance of service. The District will send a "Discontinuance Notice" for repeated violation of the measures. The water customer shall have ten (10) days to enter into a mandatory "Water Use and Retrofit Agreement" with the District. The "Water Use and Retrofit Agreement" shall specify mandatory water use restrictions and retrofits that must be implemented by the customer within thirty (30) days. Failure to enter into this agreement within ten (10) days after receipt of the "Discontinuance Notice" shall result in discontinuance of water service.

The general manager or his/her designee may only restore service under a "Water Use and Retrofit Agreement" between the customer and the District. Failure to comply with the "Water Use and Retrofit Agreement" within thirty (30) days from the date water service is restored shall result in discontinuance of water service.

G. EXCEPTIONS:

1. The general manager may, in his or her discretion, grant exceptions to the terms of this chapter not already provided for, if he or she finds and determines that:
  - a. Restrictions herein would cause an undue hardship or emergency condition; or
  - b. That the granting of the exception will not adversely affect the water supply or service to other existing water consumers.

Such exceptions may be granted only upon application in writing. Applications for exceptions from maximum commercial use allotments must be accompanied by a water conservation plan which identifies specific conservation measures to be implemented according to a detailed implementation schedule. Upon granting any such exception, the general manager may impose any conditions he or she determines to be just and proper. The terms of any exception shall be set forth in writing, the original to be kept on file with the district, and a copy to be furnished to the applicant. All exceptions granted shall be reported to the Board of Directors at a regularly scheduled meeting.

2. Specific Exceptions.

- a. The intent of exceptions for laundromats and restaurants with public restrooms shall be to reduce water consumption and provide for surcharges/penalties at Stage 2 levels.
- b. Medical exceptions shall be allowed based on an additional two units of water a month. The general manager shall issue exceptions consistent with current district policy.
- c. Exceptions for public governmental agencies shall be consistent with water conservation policies of the district.

3. An applicant for an exception under this section may appeal the general manager's decision to the Board of Directors. A request for appeal must be submitted to the district in writing not more than ten (10) days after the general manager's decision. The board of directors shall consider the appeal within thirty (30) days of the request for appeal.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.A.**

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

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Meeting Date: January 29, 2015

Subject:

Consideration of 2013/2014  
Fiscal Year Financial Audit  
Presentation by Bob Crosby

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**RECOMMENDATIONS:**

Receive Fiscal Year 2013/2014 Comprehensive Annual Financial Report (CAFR) by Crosby Company, Certified Public Accountant.

**FISCAL IMPACT:**

While the final billing has not been received, we have been advised that the cost will not exceed the contract amount of \$14,500 (the contract allows for additional charges if the CCSD's records are not in good order and/or additional audit procedures other than as normally required are needed). \$15,000 was budgeted. It is also noted that Robert (Bob) Crosby, CPA, provided additional services for CCSD Staff at no additional cost during the past year.

**DISCUSSION:**

A draft of the CCSD's CAFR for the fiscal year ended June 30, 2014 is attached for review. Bob Crosby, CPA, will present a brief summary of the audit and respond to questions and comments from the Board of Directors.

The fourth section of the Independent Auditors' Report is the auditors' opinion of the CCSD's financial statements and adequacy of internal controls. The auditors issued an unqualified opinion, which states that as of June 30, 2014, the financial statements present fairly, in all material respects, the financial position of the governmental and business-type activities of the CCSD.

The CCSD implemented the requirements of the Governmental Accounting Standards Board Statement (GASB) No. 34 as of the fiscal year ended June 30, 2004. A component of GASB 34 is a Management Discussion and Analysis (MD&A), which is incorporated in the CAFR. It is not a required component of the financial statements, but becomes supplemental information required by GASB. While the auditor is not responsible for the MD&A, he does apply certain limited procedures to it.



The CCSD implemented the requirements of the GASB No. 45 as of the fiscal year ended June 30, 2010, which required an OPEB (Other Post Employment Benefits) analysis.

While the General Fund had a surplus of expenditures over revenues of \$35,195, it had a decrease in its Cash and Investments balance of \$2,038,573. The difference is mainly the result of loaning cash to the Water Fund for expenditures for the Emergency Water System. Both of the CCSD enterprise funds had a net operating loss (Water's was \$948,709 and Wastewater's was \$571,166). The Water Fund had a net negative cash flow for the fiscal year of \$104,880 and the Wastewater Fund had a positive cash flow of \$138,626. The main reasons for the negative cash flow in the Water Fund was related to large expenditures on capital assets and the net operating loss. The main reasons for the positive cash flows in the Wastewater Fund, while incurring net operating losses, is due to depreciation (an expense not directly related to cash spent during the 2013/2014 fiscal year). These are detailed on the STATEMENT OF CASH FLOWS on page 12 of the CAFR.

Attachment: Draft FY 2013/2014 CAFR

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

UNANIMOUS:    \_\_\_ ROBINETTE \_\_\_ CLIFT \_\_\_ BAHRINGER \_\_\_ THOMPSON \_\_\_ RICE

**CAMBRIA  
COMMUNITY SERVICES DISTRICT**

Independent Auditor's Report  
and  
Financial Statements

For the Year Ended  
June 30, 2014

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**INDEPENDENT AUDITOR'S REPORT AND FINANCIAL STATEMENTS**  
For the Year Ended June 30, 2014

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Independent Auditor's Report

To the Management of  
Cambria Community Services District  
Cambria, California 93428

**Report on the Financial Statements**

I have audited the accompanying financial statements of the Cambria Community Services District (CCSD), as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the CCSD's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

**Opinion**

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the District, as of June 30, 2014, and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**INDEPENDENT AUDITOR'S REPORT**  
(Continued)

**Other Matters**

*Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages *i* through *xi*, the budgetary comparison information on page 27, and the schedule of funding progress listed on page 28, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**CROSBY COMPANY**  
**Certified Public Accountant**  
**San Luis Obispo, California**

December 23, 2014

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT’S DISCUSSION AND ANALYSIS  
Fiscal Year Ended June 30, 2014**

Our discussion and analysis of the Cambria Community Services District’s (CCSD) financial performance provides an overview of the CCSD’s financial activities for the fiscal year ended June 30, 2014. The Management’s Discussion & Analysis is to be read in conjunction with the CCSD’s financial statements, which follow this section.

The Cambria Community Services District is a multi-purpose special district formed on December 9, 1976. Formation took place under the Community Services District Law, Section 61000, et. seq. of the California Government Code. At the time of formation it absorbed and combined the responsibilities of five existing special districts. These independently operated districts were as follows:

- The Cambria Community Services District - Moonstone Beach Drive area
- The Cambria County Water District
- The Cambria Fire Protection District
- The Cambria Garbage Disposal District
- San Luis Obispo County Service Area No. 6 - Street Lighting Service

The CCSD is a political subdivision of the State of California and operates under a Board of Directors-Manager form of government. A five-member Board of Directors governs it with each member serving a four-year term. The CCSD has a population of 6,400 residents within its boundaries. Tourism in the summer months and on holiday weekends creates seasonal increases in the population. The CCSD provides the following services:

- Water
- Wastewater
- Fire Protection
- Facilities and Resources
- Parks and Recreation
- Resource Conservation
- Administration

**Fund Financial Statements**

The accounting system of the CCSD is organized and operated on a fund basis. A fund is considered a separate self-balancing entity with assets, liabilities, fund equity, revenues, and expenditures/expenses.

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ended June 30, 2014**

The basis of accounting depends on the fund. Basis of accounting refers to “when” revenues and expenses are recognized in the accounts and reported in the financial statements.

Governmental funds use the modified-accrual basis of accounting. Revenues are recognized when measurable and available as net current assets. Measurable means the amounts can be estimated or determined. Available means the amounts were collected during the reporting period or soon enough to finance the expenditures accrued for the reporting period.

Enterprise or business-like funds use the accrual basis of accounting. Revenues, expenses, assets and liabilities are recognized when the event happens.

**Financial Statements**

There are two government-wide financial statements that include all of the CCSD's funds. These are:

- STATEMENT OF NET POSITION
- STATEMENT OF ACTIVITIES

The Statement of Net Position was previously the Statement of Net Assets and includes all of the CCSD's assets and liabilities, with the difference between the two reported as net assets. (The governmental Accounting Standards Board (GASB) sets the standards for government entities' financial statement reporting. As stated in NOTE 6: STATEMENT OF NET POSITION, the CCSD adopted GASB 63 and GASB 65 as of June 30, 2013. One effect of adopting the new standards was to change the Statement of Net Assets to the Statement of Net Position.

The Net Position may be displayed in the following categories:

- Invested in Capital Assets, Net of Related Debt
- Restricted
- Unrestricted

The Statement of Net Position provides the basis for computing rate of return, evaluating the capital structure of the CCSD and assessing the liquidity and financial flexibility of the CCSD.

The Statement of Activities includes all of the CCSD's individual functions presented using the accrual basis of accounting. One objective of the Statement of Activities is to report the relative financial burden of each of the CCSD's functions.

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ended June 30, 2014**

The remainder of the CCSD's financial statements is grouped into 2 categories:

- Governmental Activities
- Business-Type Activities

**Governmental Activities**

Governmental activities include the following fund:

- General Fund

The General Fund includes the following Departments:

- Fire Department
- Administration
- Facilities and Resources
- Parks and Recreation

The CCSD's financial statements for governmental activities include six components:

- BALANCE SHEET
- RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION
- STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
- RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
- NOTES TO THE FINANCIAL STATEMENTS
- STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - Budget and Actual-Governmental Funds (Shown as Other Required Supplemental Information)

The Balance Sheet-Governmental Funds first presents the CCSD's assets (resources it controls that enable it to provide services), liabilities (financial obligations) and fund balance (in essence, what would be left over if the assets were used to satisfy the liabilities). The assets and liabilities are current in nature. Notably absent are capital assets. This is due to the statement being presented using the modified accrual basis of accounting. Fund balance is the difference between assets and liabilities. Fund balance is reported in up to five classifications, which are as follows:



**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ended June 30, 2014**

- Nonspendable-amounts that are not in a spendable form, such as Prepaid Expenses or Deposits.
- Restricted-amounts constrained to specific purposes by their providers through constitutional provisions or legislation.
- Committed-amounts constrained to specific purposes by the government itself using its highest level of decision-making authority.
- Assigned-amounts a government intends to use for a specific purpose.
- Unassigned-amounts that are available for any purpose. These amounts are only found in the general fund.

In prior years, Fund Balance was reported in up to three components; Reserved, Designated and Unreserved. GASB 54 was issued to clarify Fund Balance reported as well as to provide additional information.

The Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position is the final component of the Balance Sheet. The reconciling items explain the differences in the accounting bases (the presence of capital assets and long-term liabilities in the government-wide financial statements, but their absence in the governmental funds).

The Statement of Revenues, Expenditures, and Changes in Fund Balances is the governmental funds' income statement, tracking the flow of resources in as Revenues and out as Expenditures. Revenues and Expenditures are not the only resources that flow in and out. Other financing sources (uses) identify transfers in and out of the governmental funds. Besides the fact that transfers are neither revenues nor expenditures, they are shown separately to assist the statement reader in assessing the balance between ongoing revenues and expenditures related to the basic operations of the CCSD. For this same reason, special items such as prior period adjustments (corrections of material errors related to a prior period or periods) are shown separately.

The Reconciliation of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities describes the differences between change in fund balance and change in governmental activities net assets in the government-wide statement of activities. Items are individually described.

The Notes to the Financial Statements are disclosures presented to assist the reader in understanding the information found in the financial statements.

The Statement of Revenues, Expenditures, and Changes in Fund Balances-Budget and Actual-Governmental Funds compares the budgeted amounts to the actual amounts.

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ended June 30, 2014**

**Business-Type Activities**

Business-type activities include the following funds:

- Water Fund
- Wastewater (Sewer) Fund

The Water Fund includes the following Departments:

- Water
- Resource Conservation

The CCSD's financial statements for business-type activities include four components:

- STATEMENT OF NET POSITION-Proprietary Funds
- STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN NET POSITION-Proprietary Funds
- STATEMENT OF CASH FLOWS-Proprietary Funds
- NOTES TO THE FINANCIAL STATEMENTS

The Statement of Net Position includes all of the proprietary funds' assets and liabilities, with the difference between the two reported as net assets. Net position may be displayed in the following categories:

- Invested in Capital Assets, Net of Related Debt
- Restricted
- Unrestricted

The Statement of Net Position provides the basis for computing rate of return, evaluating the capital structure of the Water and Wastewater Funds and assessing their liquidity and financial flexibility.

The Statement of Revenues, Expenditures, and Changes in Net Position presents information which shows how the Water and Wastewater Fund's net assets changed during the year. All of the current year's revenues and expenditures are recorded when the underlying transaction occurs, regardless of the timing of the related cash flows. The Statement of Revenues, Expenditures, and Changes in Fund Balance measures the success of the CCSD's operations over the past year and determines whether the CCSD has recovered its costs through user fees, property taxes and other changes.

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ended June 30, 2014**

The Statement of Cash Flows provides information regarding the Water and Wastewater Fund's cash receipts and cash disbursements during the fiscal year. The statement reports cash activity in three categories:

- Operating Activities
- Capital and Related Financing Activities
- Investing and Non-Operating Activities

**Notes to the Financial Statements**

The Notes to the Financial Statements are disclosures presented to assist the reader in understanding the information found in the financial statements.

NOTE 1 is required in all financial statements, even in cases where only the minimum notes are given. It provides a brief description of the CCSD; which financial statements are provided; how activity is recorded/reported; the accounting basis on which the financial statements are presented; certain financial policies of the CCSD, such as its capitalization policy and some definition of terms.

NOTE 2 provides information related to the CCSD's cash and investments such as how much cash is on-hand, how much is in the CCSD's bank accounts and how much is held in the Local Agency Investment Fund (LAIF). LAIF is a voluntary program offered to California's local governments to allow them to participate in a major portfolio. It is administered by the California State Treasurer. It has the same objectives in its investment policy as does the CCSD (Safety, Liquidity and Yield, in that order). LAIF does not invest in securities or derivatives and no agency has ever lost funds invested in LAIF. It is not subject to seizure by the State of California. On June 30, 2013, the fair market value of LAIF's investments was slightly in excess of the cost plus accrued interest of those assets. Slightly over 61% of LAIF's funds were invested in United States Treasury Bills/Notes.

NOTE 3 provides additional information on the CCSD's Property, Plant and Equipment (Fixed Assets). This is mainly in the form of showing the amounts added and deleted for a given fiscal year by type of asset.

NOTE 4 provides additional information on the CCSD's accrued liabilities.

NOTE 5 provides additional information on the CCSD's Long-Term Debt such as original balances, interest rates and annual amounts due through the end of the terms of the debt.

NOTE 6 provides information related to the CCSD's pension plan such as the actuarial assumptions.

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ended June 30, 2014**

NOTE 7 is required by the Governmental Accounting Standards Board (GASB) Statements 43 & 45. While the note is titled Post-Employment Benefits, the purpose of the note is to report on Other Post-Employment Benefits (OPEB) with "Other" signifying other than pensions. For the purposes of the CCSD, this means retiree healthcare benefits. The amount shown is based on an actuarial prepared "in-house" as of June 30, 2012. It is required to do an actuarial every third year and the next one will be done for the fiscal year ending June 30, 2015. The actuarial is based on the number of employees, retirees and their spouses as well as their ages (and presumed life spans) and presumed retirement dates as of June 30, 2011. The estimated costs are projected forward through the year 2068. (It should be noted that while there were 30 eligible employees as of June 30, 2009, there were 24 eligible employees as of June 30, 2011 although there were unfilled vacancies).

The CCSD currently operates on a "pay as you go" basis for OPEB. Current retiree costs are fully paid, but nothing is specifically set-aside for future benefits. To account for these future benefits an additional expenditure of \$25,050 was recorded as a future obligation, with no outflow of cash. \$29,737 of this balance is related to the Governmental Funds, \$9,475 is related to the Water Fund and the Wastewater Fund had a credit of (\$14,162). The credit in the Wastewater Fund occurred because of multiple factors. As discussed in the next section, as of January 1, 2013, retirees began paying a greater percentage of their healthcare benefits. In addition, healthcare premiums for retirees on Medicare were reduced by over 22%. Finally, the timing of the valuation affects the computation. Because OPEB is computed for the future, these recent changes are factored in, but they had no effect on the costs as of June 30, 2012. It is important to note that this is not a credit in the sense that any excess funds were expended or will be applied to future costs. It only signifies that future costs would be expected to decrease based on the existing information.

NOTE 8 provides information related to agreements with other government entities for mutual aid and the use of property.

**Other Required Supplemental Information**

This section contains The STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - Budget and Actual-Governmental Funds is found here as is the SCHEDULE OF FUNDING PROGRESS for Other Post Employment Benefits.

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ended June 30, 2014**

**Economic Factors and Budget**

While property valuation and the employment rate remains below what they were before the United States and especially California's economy took a significant turn for the worse in recent years, there were positive developments in the 2013-2014 fiscal year. Ad valorem property tax revenue (net of the County's administrative fee) increased again for the second time in the last five years. However, it is still \$36,000 (1.5%) below its peak in fiscal year 2009-2010. For fiscal year 2014-2015, it is projected to increase by approximately \$31,000. In the fiscal year 2014-2015 budget, ad valorem property tax accounts for 72% of Fire Department revenue; 93% of Facilities and Resources revenue; 99% of Parks & Recreation revenue and 13% of Administration revenue.

Because the Fire Suppression Benefit Assessment is a parcel assessment, it is not impacted by property value fluctuations. If approved by the CCSD Board of Directors, it can increase by the annual increase in the consumer price index, up to a maximum of 5.4%. It increased by \$9,248 (2.2%) from fiscal year 2012-2013 to fiscal year 2013-2014. It represents 26% of the Fire Department's revenue in the CCSD's fiscal year 2013-2014 Budget.

The economic situation also may have been impacting utility sales for the last several years, although this is not as readily discernable as with property tax revenue. Water and sewer sales decreased at the start of the economic downturn in fiscal year 2007-2008, staying depressed until the 2011-2012 fiscal year at which time they rebounded significantly, although they remained slightly below their highest level, which occurred in fiscal year 2006-2007.

Environmental factors also substantially impacted utility sales during fiscal year 2013-2014. Because of persistent drought conditions in California and a predicted shortage of water availability, in January 2014 the District declared a Stage 3 Water Emergency and implemented a Stage 3 Water Conservation plan in the District which included the imposition of water use restrictions. It was anticipated that the restrictions would result in a 20% reduction in water use in the community. The actual reduction in water use was almost 40% for the last four months of the fiscal year which resulted in a decrease in water sales for the fiscal year of 13% and a decrease in sewer sales for the year of 4.7%.

Also in January 2014, the District began planning and developing an emergency water supply project that would preclude future similar water shortages. The project selected is comprised of a brackish water desalination plant and related equipment capable of converting available brackish water into reusable water which is diverted back into the ground for use as potable water. The system is expected to eliminate the need for any future water emergency condition in the District.

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ended June 30, 2014**

In anticipation of this project, the District also authorized a "Water and Sewer Plan Rate Study to evaluate the existing rate structure in the District and develop a proposed rate structure that would promote water conservation and fund construction of the emergency water supply project. In July 2014, the District adopted a special surcharge to water rates that is anticipated to generate \$782,000 per year in additional revenue to fund the emergency water supply project.

Once the increased water rates were approved, the District borrowed \$8,939,000 in a private placement loan from Western Alliance Bank Corporation in August 2014 to pay for the Emergency Water Supply Project. Expenditures of \$2,094,181 had already been authorized during fiscal year 2013-2014 with the remaining funds expected to be expended no later than January 2015 when the project is expected to be operational.

Two significant factors other than the general economic situation and the current drought, impact the financial strength of the CCSD. They are:

- Minimal capacity fee revenue; and
- Stagnate customer base

These conditions present significant fiscal challenges to the CCSD. Having only minimal capital revenue has resulted in most enterprise funds' capital outlays being financed by operating revenue or by transfers from the General Fund after fiscal year 2005-2006. A stagnate customer base results in little or no growth in revenue as well as in lost economies of scale. To meet these challenges, the CCSD increased water fees by 9.75% and sewer fees by 15% as of July 1, 2009 and reduced staffing and employee benefits costs as well as reducing other operating costs. While a hiring freeze was imposed by the Board of Directors has since been reversed, several positions remain vacant including the Assistant General Manager, Assistant Fire Chief, Assistant Finance Manager, Administrative Technician (Fire Department) and an Administrative Technicians (Finance). Reduced retirement formulas have been adopted for new employees and all newly hired employees contribute the full employee portion to their pensions. For existing employees, all employee groups are now paying a portion of their retirement benefit and management/confidential employees and SEIU employees will be paying the full employee portion to their pensions within three years. Greater cost-sharing for medical insurance is also being paid by management/confidential employees and SEIU employees. After increasing from \$2,563,201 in fiscal year 2007-2008 to \$2,566,283 in fiscal year 2008-2009, total salaries and wages decreased to \$2,386,305 in fiscal year 2009-2010, to \$2,299,794 (this figure does not include the severance pay paid to the previous General Manager) in fiscal year 2010-2011 and to \$2,228,801 in fiscal year 2011-2012. Total salaries and wages increased to \$2,281,216 in fiscal year 2012-2013, and to \$2,393,418 in fiscal year 2013-2014 but there is still a net decrease of \$172,865 or 6.7% over the last six fiscal years. The preceding amounts include all salaries and wages, including any capitalized amounts.

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ended June 30, 2014**

Retirement is the most expensive employee benefit of the CCSD. The annual pension cost decreased from \$675,070 in fiscal year 2007-2008 to \$647,662 in fiscal year 2008-2009, to \$628,216 in fiscal year 2009-2010, and to \$553,184 in fiscal year 2010-2011. While it increased to \$568,541 in fiscal year 2011-2012 and to \$598,842 in fiscal year 2012-2013, it decreased in fiscal year 2013-2014 to \$552,184 which is a decrease of \$122,889, or 18.2% over the five year period. There are various factors that will impact the retirement rates and cost in the future. While such factors as total salaries, inflation rates and returns on investments are always involved and the agreements with employees to institute a second tier of retirement rates for newly hired employees and for current employees to pay a greater portion of their retirement contributions will serve to lower rates, there are 2 other factors that will impact the retirement rates for employees hired under the first tier formula in the short term (one of which will impact the rates permanently). The first item is a recently CalPERS approved methodology for amortization and smoothing. These are outlined in CalPERS Circular Letter 200-019-13. This policy change calls for increasing retirement rates from fiscal year 2015-2016 through fiscal year 2019-2020 with the projected increases for Safety (Fire Department) employees being 2.38% in fiscal year 2015-2016 rising to 11.9% in fiscal year 2019-2020. For Miscellaneous employees (all other departments) being 1.28% in fiscal year 2015-2016 rising to 6.4% in fiscal year 2019-2020. After fiscal year 2019-2020, the increases will be deleted. The second item is the retirement of the CCSD's Side Funds. "Side Fund" is the term used by CalPERS "to account for the difference between the funded status of the (entity's) pool and the funded status of the (entity's) plan, in addition to your existing unfunded liability". It is the 'catch-up' required when a higher formula plan is adopted by an entity. For fiscal year 2013-2014, paying the Safety Side Fund adds 4.343% to the Net Employer Contribution rate of 30.492% and paying the Miscellaneous Side Fund adds 11.484% to the Net Employer Contribution rate of 27.208%. The final year for paying the Safety Side Fund is fiscal year 2014/2015 and the final year for paying the Miscellaneous Side Fund is fiscal year 2016/2017 at which time, contribution rates should decrease by the Side Fund rates.

Employee health insurance is the second most expensive employee benefit of the CCSD. The annual employee medical insurance cost decreased from \$349,459 in fiscal year 2007-2008 to \$341,026 in fiscal year 2008-2009, to \$242,246 in fiscal year 2009-2010 (approximately \$48,400 of this decrease was due to a two-month premium "holiday" from paying monthly premiums due to excess profits of the provider), increased to \$253,951 in fiscal year 2010-2011, decreased to \$244,632 in fiscal year 2011-2012, increased to \$281,801 in fiscal year 2012-2013 and decreased to \$262,217 in fiscal year 2013-2014. This is an overall decrease of \$87,242 or 25.0%. The CCSD changed the insurance plan from a PPO to a HMO January 1, 2010, which reduced its contribution (employees staying in the PPO paid all of the excess cost). Agreements with management/confidential employees and SEIU employees provide for increased premium contributions to be made by employees.

**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ended June 30, 2014**

Retiree health insurance is the third most expensive employee benefit of the CCSD. It increased from \$174,820 in fiscal year 2007-2008 to \$178,943 in fiscal year 2008-2009, it decreased to \$148,546 in fiscal year 2009-2010 (approximately \$35,700 of this decrease was due to a two-month premium "holiday" from paying monthly premiums due to excess profits of the provider), it increased to \$209,186 in fiscal year 2010-2011, increased to \$270,349 in fiscal year 2011-2012 and decreased to \$240,734 in fiscal year 2012-2013 and decreased again I fiscal year 2013-2014 to \$222,500. This is an overall increase of \$43,557 or 24.3% since fiscal year 2007-2008. Agreements with management/confidential employees and SEIU employees provide for increased premium contributions to be made by retirees and newly hired employees will receive a reduced health insurance premium benefit equal to the Public Employees' Medical and Hospital Care Act (PEMHCA) minimum, which is currently \$115. These changes are expected to result in a great reduction of retiree health insurance costs in the future. In addition, the premium rate for retirees on Medicare was reduced by over 22% as of January 1, 2013.

After decreasing for several years, the CCSD's total Cash and Investments was \$4,265,148 as of June 30, 2009. It increased to \$4,499,040 as of June 30, 2010, decreased to \$4,386,277 as of June 30, 2011 (however, while the balance decreased \$112,763, it would have increased by \$293,084 if the capital lease for the fire pumper had not been paid off early and the severance package for the prior general manager had not occurred), increased to \$4,654,815 as of June 30, 2012, increased to \$4,890,266 as of June 30, 2013 and decreased to \$3,877,738 as of June 30, 2014.

Personnel costs represent 47.1% of the CCSD's operating expenditures for fiscal year 2013-2014. Several steps, the most significant being discussed above, have been taken to control these costs. While some costs will continue to increase, at least in the short-term future, the overall cost structure has been greatly improved and personnel costs appear to be sustainable.

While personnel costs are the largest category of expenditures, another cost area warrants discussion as the costs are rising rapidly plus the underlying exposure has the potential to greatly impact the CCSD's economic viability. These are the maintenance and repair costs. While these costs range from copier repairs to vehicle repairs to pump repairs, the vast majority are related to maintenance and repair costs of the water and sewer infrastructure. The total maintenance and repair costs were \$296,877 in fiscal year 2008-2009. They increased to \$380,638 in fiscal year 2009-2010, increased to \$419,797 in fiscal year 2010-2011, increased to \$530,902 in 2011-2012, increased to \$798,283 in fiscal year 2012-2013, and increased to \$1,023,755 in fiscal year 2013-2014. This is a 244% increase in four years.



**CAMBRIA COMMUNITY SERVICES DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
Fiscal Year Ended June 30, 2013**

Related to the increase in maintenance and repair costs is the increase in capital outlay costs. Capital outlay involves either the purchase of new fixed assets or the betterment of existing fixed assets. As with maintenance and repair costs, these costs can range from the purchase of a copier to a fire engine to a new water or sewer infrastructure and, as with maintenance and repair costs, the vast majority are related to the water and sewer departments. These costs do not include capital improvement projects, which are multi-year projects that usually have very high costs, such as a new water tank. The total capital outlay costs were \$14,224 in fiscal year 2008-2009, they increased to \$82,298 in fiscal year 2009-2010, decreased to \$28,243 in fiscal year 2010-2011, increased to \$182,859 in 2011-2012, increased to \$200,766 in fiscal year 2012-2013 and increased to \$324,345 in fiscal year 2013-2014. This is a 2180% increase in five years.

Even with the large increases noted above, a large number of projects necessary to maintain water and sewer services have been identified and these costs have the possibility of creating serious economic consequences for the CCSD. To address this, the CCSD is in the process of conducting a rate study specifically related to these costs.

The Board of Directors approved the operating budget for fiscal year 2014-2015 on June 26, 2014 and amended it on November 20, 2014. Projected activity for all funds is as follows: Water-a deficit of \$45,897 (the \$45,987 is expected to be transferred from reserves); Wastewater (Sewer)-a deficit of \$64,216 (the \$64,216 is expected to be transferred from reserves); Governmental (General)-\$102 surplus.

**CAMBRIA COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS AND ADMINISTRATION**

June 30, 2014

BOARD OF DIRECTORS

<u>NAME</u>	<u>TERM EXPIRES</u>
Jim Bahringer, President	December 2014
Gail Robinette, Vice President	December 2016
Muril Clift, Director	December 2016
Amanda Rice, Director	December 2016
Michael Thompson, Director	December 2014

ADMINISTRATION

Jerry Gruber	General Manager
Tim Carmel	District Counsel

**CAMBRIA COMMUNITY SERVICES DISTRICT**

**STATEMENT OF NET POSITION**

June 30, 2014

	Primary Government		
	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Cash and investments	\$ 1,900,666	\$ 1,977,072	\$ 3,877,738
Receivables:			
Interest receivable	1,423		1,423
Taxes	50,207		50,207
Other	43,728	558,329	602,057
Prepaid costs	168,693	29,749	198,442
Note receivable	4,042		4,042
Due from other funds	2,251,907		2,251,907
Intangible-water master plan, net of amortization		1,503,871	1,503,871
Capital assets:			
Nondepreciable	15,232,873	7,446,127	22,679,000
Depreciable, net	1,268,373	12,093,815	13,362,188
Total capital assets, net of depreciation	16,501,246	19,539,942	36,041,188
 Total assets	 \$ 20,921,912	 \$ 23,608,963	 \$ 44,530,875
<b>LIABILITIES</b>			
Accounts payable	\$ 63,921	\$ 221,276	\$ 285,197
Accrued expenses	111,107	34,554	145,661
Accrued interest payable		14,899	14,899
Refundable deposits	5,234	41,458	46,692
Deferred revenue	5,042	92,740	97,782
Due to other funds		2,251,907	2,251,907
Long-term liabilities			
Due within one year	27,590	353,647	381,237
Due within more than one year	303,046	1,497,170	1,800,216
Total liabilities	515,940	4,507,651	5,023,591
<b>NET POSITION</b>			
Invested in capital assets-net of related debt	16,395,379	17,788,864	34,184,243
Unrestricted	4,010,593	1,312,448	5,323,041
 Total net position	 \$ 20,405,972	 \$ 19,101,312	 \$ 39,507,284

The accompanying notes are an integral part of these financial statements

# CAMBRIA COMMUNITY SERVICES DISTRICT

## STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2014

**Net (Expense) Revenue and Change in Net Assets**  
**Primary Government**

**Functions/Programs**

**Program Revenues**

Primary government:	Expenses	Charges for Services	Operating Grants	Governmental Activities	Business-type Activities	Totals
Governmental activities:						
Administration	\$ 1,375,622	\$ 1,205,100	\$ -	\$ (170,522)		\$ (170,522)
Fire	1,804,535	14,124		(1,790,411)		(1,790,411)
Parks and recreation	19,780			(19,780)		(19,780)
Facilities and resources	562,859			(562,859)		(562,859)
Total governmental activities	3,762,796	1,219,224	-	(2,543,572)		(2,543,572)
Business-type activities:						
Water	3,037,859	2,079,638			\$ (958,221)	(958,221)
Wastewater	2,565,045	1,913,373			(651,672)	(651,672)
Total business-type activities	5,602,904	3,993,011			(1,609,893)	(1,609,893)
Total primary government	\$ 9,365,700	\$ 5,212,235	\$ -	(2,543,572)	(1,609,893)	(4,153,465)
General revenues:						
Taxes:						
Property taxes and assessments				2,333,136		2,333,136
Availability charges					292,860	292,860
Connection fees					89,965	89,965
Franchise taxes					72,721	72,721
Investment income					2,321	2,321
Other income					550	550
Total general revenues, investment and other income				2,508,347	385,696	2,894,043
Change in net assets				(35,225)	(1,224,197)	(1,259,422)
Net assets - beginning				20,441,197	20,325,509	40,766,706
Net assets - ending				\$ 20,405,972	\$ 19,101,312	\$ 39,507,284

**CAMBRIA COMMUNITY SERVICES DISTRICT**

BALANCE SHEET  
Governmental Funds  
June 30, 2014

**ASSETS**

Cash and investments  
Receivables:  
    Interest  
    Taxes  
    Other  
Prepaid items  
Note receivable  
Amount due from other funds

Total assets

**LIABILITIES AND FUND BALANCES**

**Liabilities:**

Accounts payable  
Accrued expenses  
Refundable deposits  
Deferred revenue

Total liabilities

**Fund balances:**

Nonspendable  
Assigned

Total fund balances

Total liabilities and fund balances

General Fund
\$ 1,900,666
1,423
50,207
43,728
168,693
4,042
2,251,907
<b>\$ 4,420,666</b>
\$ 63,921
111,107
5,234
5,042
185,304
172,735
4,062,627
4,235,362
<b>\$ 4,420,666</b>

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET**  
**TO THE STATEMENT OF NET POSITION**  
 June 30, 2014

<b>Total fund balances - government funds</b>	\$ 4,235,362
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	16,501,246
Long-term liabilities and compensated absences have not been included in the governmental funds activity:	
Compensated absences	(224,769)
Loans payable	(105,867)
<b>Net position of governmental activities</b>	<b>\$ 20,405,972</b>

**CAMBRIA COMMUNITY SERVICES DISTRICT**

STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES

Governmental Funds  
For the Year Ended June 30, 2014

	General Fund
<b>Revenues:</b>	
Property taxes and assessments	\$ 2,333,136
Weed abatement	14,124
Franchise fees	72,721
Use of money and property	32,483
Charges for administrative services	1,205,100
Other	70,007
 Total revenues	 3,727,571
<b>Expenditures:</b>	
<b>Current:</b>	
Administration	1,403,379
Fire	1,660,578
Parks and Recreation	19,780
Facilities and Resources	537,647
<b>Debt service:</b>	
Principal	14,078
Interest and other charges	1,137
<b>Capital outlay</b>	55,777
 Total expenditures	 3,692,376
 Excess of revenues over expenditures	 35,195
<b>Other financing sources:</b>	
Capital-related debt issued	84,962
 Total other financing sources	 84,962
 <b>Net change in fund balance</b>	 120,157
<b>Fund balance at beginning of year</b>	4,115,205
 <b>Fund balance at end of year</b>	 \$ 4,235,362

**CAMBRIA COMMUNITY SERVICES DISTRICT**

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND  
BALANCES OF GOVERNMENT FUNDS TO THE STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2014

<b>Net change in governmental fund balances</b>	\$ 120,157
<p>Loan proceeds provide current financial resources to governmental funds; however, issuing debt increases long-term liabilities in the statement of net position. In the current period, these amounts are:</p>	
Proceeds from loans payable	\$ (84,962)
Repayment of loans payable	14,078
	<hr/>
Combined adjustment for loans payable	(70,884)
<p>In the statement of activities, compensated absences are measured by the amounts earned during the fiscal year. In governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially the amount paid).</p>	
	(7,150)
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets are allocated over their estimated useful lives and expensed as depreciation expense. In the current period, these amounts are:</p>	
Capital outlay	55,777
Depreciation expense	(133,125)
	<hr/>
Combined adjustment for capital outlay and depreciation	(77,348)
<b>Change in Net Assets of Governmental Activities</b>	<u><u>\$ (35,225)</u></u>



**CAMBRIA COMMUNITY SERVICES DISTRICT**

STATEMENT OF NET POSITION

Proprietary Funds

June 30, 2014

ASSETS	Business-type Activities Enterprise Funds		Totals
	Water Fund	Wastewater Fund	
<b>Current assets:</b>			
Cash and investments	\$ 1,674,294	\$ 302,778	\$ 1,977,072
Accounts receivable, net of allowance	238,126	320,203	558,329
Prepaid expense	18,648	11,101	29,749
Total current assets	1,931,068	634,082	2,565,150
<b>Noncurrent assets:</b>			
Capital assets:			
Construction in progress	5,083,378	88,370	5,171,748
Land	898,949	1,375,430	2,274,379
Plant and facilities	18,027,237	23,606,852	41,634,089
Machinery and equipment	522,802	963,341	1,486,143
Less: accumulated depreciation	(12,029,265)	(18,997,152)	(31,026,417)
Total noncurrent assets	12,503,101	7,036,841	19,539,942
<b>Other assets:</b>			
Intangible-water master plan, net \$107,419 amortization	1,503,871		1,503,871
Total other assets	1,503,871		1,503,871
Total assets	\$ 15,938,040	\$ 7,670,923	\$ 23,608,963
<b>LIABILITIES</b>			
<b>Current liabilities:</b>			
Accounts payable	\$ 188,588	\$ 32,688	\$ 221,276
Accrued expenses	34,554		34,554
Accrued interest payable	312	14,587	14,899
Refundable deposits	41,458		41,458
Deferred revenue	92,740		92,740
Due to other funds	2,251,907		2,251,907
Current portion of noncurrent liabilities	49,930	303,717	353,647
Total current liabilities	2,659,489	350,992	3,010,481
<b>Noncurrent liabilities:</b>			
Compensated absences	49,428	50,311	99,739
Loan payable, less current portion	17,344	17,236	34,580
Note payable, less current portion		1,362,851	1,362,851
Total noncurrent liabilities	66,772	1,430,398	1,497,170
Total liabilities	\$ 2,726,261	\$ 1,781,390	\$ 4,507,651
<b>NET POSITION</b>			
Invested in capital assets - net of related debt	\$ 12,435,827	\$ 5,353,037	\$ 17,788,864
Unrestricted	775,952	536,496	1,312,448
Total net position	\$ 13,211,779	\$ 5,889,533	\$ 19,101,312

The accompanying notes are an integral part of these financial statements

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
Proprietary Funds  
For the Year Ended June 30, 2014

	Business-type Activities		Totals
	Water Fund	Wastewater Fund	
<b>Operating revenues:</b>			
Utility sales	\$ 1,767,070	\$ 1,896,183	\$ 3,663,253
Service charges and fees	312,568	17,190	329,758
Total operating revenues	2,079,638	1,913,373	3,993,011
<b>Operating expenses:</b>			
Salaries and wages	426,811	346,373	773,184
Payroll taxes and benefits	257,422	210,157	467,579
Maintenance and repairs	471,772	364,472	836,244
Office supplies, publications, and dues	58,247	16,664	74,911
Licenses and fees	20,070	79,173	99,243
Rent	35,284		35,284
Professional services	192,611	71,311	263,922
Operating supplies	55,709	163,185	218,894
Employee travel and training	4,410	7,023	11,433
Retrofit and rebate program	158,353		158,353
Utilities	128,899	160,536	289,435
General and administrative overhead	528,857	380,975	909,832
Amortization	107,419		107,419
Depreciation	582,483	684,670	1,267,153
Total expenses	3,028,347	2,484,539	5,512,886
Net operating loss	(948,709)	(571,166)	(1,519,875)
<b>Non-operating revenues (expenses):</b>			
Availability charges	177,428	115,432	292,860
Connection fees	53,979	35,986	89,965
Investment income	962	1,359	2,321
Other income	550		550
Interest expense	(9,512)	(80,506)	(90,018)
Total non-operating revenues (expenses)	223,407	72,271	295,678
<b>Change in net assets</b>	(725,302)	(498,895)	(1,224,197)
<b>Net position at beginning of year</b>	13,937,081	6,388,428	20,325,509
<b>Net position at end of year</b>	\$ 13,211,779	\$ 5,889,533	\$ 19,101,312

The accompanying notes are an integral part of these financial statements

**CAMBRIA COMMUNITY SERVICES DISTRICT**

STATEMENT OF CASH FLOWS

Proprietary Funds

For the Year Ended June 30, 2014

	Business-type Activities		Totals
	Enterprise Funds		
	Water Fund	Wastewater Fund	
<b>Cash flows from operating activities:</b>			
Cash received from operating revenue	\$ 2,154,305	\$ 1,944,632	\$ 4,098,937
Payments to suppliers	(1,832,374)	(1,459,633)	(3,292,007)
Payments to employees	(426,811)	(346,373)	(773,184)
Net cash provided (used) by operating activities	(104,880)	138,626	33,746
<b>Cash flows from non-capital financing activities:</b>			
Proceeds from interfund loan	2,094,181		2,094,181
Net cash provided by non-capital financing activities	2,094,181	-	2,094,181
<b>Cash flows from capital and related financing activities:</b>			
Principal paid on capital debt	(182,530)	(361,219)	(543,749)
Interest paid on capital debt	(9,512)	(80,506)	(90,018)
Purchase of capital assets	(750,211)	(103,600)	(853,811)
Standby availability	177,428	115,432	292,860
Connection fees	53,979	35,986	89,965
Net cash used by capital and related financing activities	(710,846)	(393,907)	(1,104,753)
<b>Cash flows from investing and non-operating activities:</b>			
Investment income	962	1,359	2,321
Other income	550		550
Net cash provided by investing and non-operating activities	1,512	1,359	2,871
<b>Net change in cash</b>	1,279,967	(253,922)	1,026,045
<b>Cash and cash equivalents-beginning</b>	394,327	556,700	951,027
<b>Cash and cash equivalents-end</b>	\$ 1,674,294	\$ 302,778	\$ 1,977,072
<b>Reconciliation of operating loss to net cash provided by operating activities:</b>			
Operating loss	\$ (948,709)	\$ (571,166)	\$ (1,519,875)
Adjustments to reconcile operating loss to net cash used by operating activities:			
Depreciation	582,483	684,670	1,267,153
Amortization	107,419		107,419
Net changes in assets and liabilities:			
Decrease in accounts receivable	74,667	48,449	123,116
(Increase) decrease in prepaid expense	(18,648)	943	(17,705)
Increase (decrease) in accounts payable	3,254	(9,448)	(6,194)
Increase (decrease) in accrued expenses	23,982	(23,832)	150
Decrease in accrued interest payable	(1,309)	(2,146)	(3,455)
Increase in refundable deposits	388		388
(Increase) decrease in deferred revenue	69,970	(15,683)	54,287
Increase (decrease) in compensated absences	1,623	26,839	28,462
<b>Net cash provided (used) by operating activities</b>	\$ (104,880)	\$ 138,626	\$ 33,746

The accompanying notes are an integral part of these financial statements

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2014

**NOTE 1: REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Reporting Entity**

The Cambria Community Services District (CCSD) is a multi-purpose special district established on December 9, 1976. CCSD is a political subdivision of the State of California and operates under a Board of Directors-Manager form of government. CCSD provides water, wastewater, fire protection, parks and recreation, open space, street lighting, conservation and general administrative services.

There are no component units included in this report which meet the criteria of Governmental Accounting Standards Board (GASB) Statement No. 14, The Financial Reporting Entity as amended by GASB Statement No. 39.

**Basis of Accounting, Measurement Focus, and Financial Statements Presentation**

The basic financial statements of CCSD are composed of the following:

- Government-Wide and Fund Financial Statements
- Fund Financial Statements
- Notes to the Financial Statements

**Government-Wide Financial Statements**

Government-wide financial statements display information about the reporting government as a whole. These Statements include separate columns for the governmental activities and business-type activities of the primary government (including its blended component units), as well as its discreetly presented component units. Eliminations have been made in the Statement of Activities so that certain allocated expenses are recorded only once (by the function to which they were allocated). However, general government expenses have not been allocated as indirect expenses to the various functions of CCSD.

Government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Under the economic resources measurement focus, all (both current and long-term) economic resources and obligations of the reporting government are reported in the government-wide financial statement. Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Under the accrual basis of accounting, revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains losses, assets, and liabilities resulting from non-exchange transaction are recognized in accordance with the requirements of GASB Statement number 33.

Program revenues include charges for services, special assessments, and payments made by parties outside of the reporting government's citizenry if that money is restricted to a particular program. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program.

# CAMBRIA COMMUNITY SERVICES DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS

June 30, 2014

### **NOTE 1: REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** **(continued)**

#### **Basis of Accounting, Measurement Focus, and Financial Statements Presentation (continued)**

##### Fund Financial Statements

The underlying accounting system of CCSD is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government are presented after the government-wide financial statements. These statements display information about major funds individually and non-major funds in the aggregate for governmental and enterprise funds.

##### Governmental Funds

In the fund financial statements, governmental funds are presented using the modified – accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Measurable means that the amounts can be estimated, or otherwise determined. Available means that the amounts were collected during the reporting period or soon enough thereafter to be available to finance the expenditures accrued for the reporting period. Revenue recognition is subject to the measurable and availability criteria for the governmental funds in the fund financial statements. Exchange transactions are recognized as revenues in the period in which they are earned (i.e., the related goods or services are provided). Locally imposed derived tax revenues are recognized as revenues in the period in which the underlying exchange transaction upon which they are based takes place. Imposed non-exchange transactions are recognized as revenues in the period for which they were imposed. If the period of use is not specified, they are recognized as revenues in the period for which they were imposed. If the period of use is not specified, they are recognized as revenues when an enforceable legal claim to the revenues arises or when they are received, whichever occurs first. Government-mandated and voluntary non-exchange transactions are recognized as revenues when all applicable eligibility requirements have been met.

In the fund financial statements, governmental funds are presented using the current financial resources measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. The reported fund balance (net current assets) is considered to be a measure of “available spendable resources.” Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2014

**NOTE 1: REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(continued)**

**Basis of Accounting, Measurement Focus, and Financial Statements Presentation (continued)**

Non-current portions of long-term receivables due to governmental funds are reported on their balance sheets in spite of their spending measurement focus. Special reporting treatments are used to indicate, however, that they should not be considered "available spendable resources," since they do not represent net current assets. Recognition of governmental fund type revenue represented by non-current receivables are deferred until they become current receivables. Non-current portions of other long-term receivables are offset by fund balance reserve accounts. Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the fiscal year that resources were expended, rather than as capital assets. The proceeds of long-term debt are recorded as an other financing sources rather than as a fund liability. Amounts paid to reduce long-term indebtedness are reported as fund expenditures.

When both restricted and unrestricted resources are combined in a fund, expenditures/expenses are considered to be paid first from restricted resources, and then from unrestricted resources.

CCSD reports the following major governmental fund:

**General Fund:** is the primary operating fund of CCSD. It is used to account for all financial resources except those required to be accounted for in another fund.

CCSD reports the following major proprietary funds:

**Water Fund:** accounts for the activities of CCSD's water operations.

**Wastewater Fund:** accounts for activities of CCSD's sewer operations.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services, and producing and delivering goods in connection with proprietary funds' principal ongoing operations. The principal operating revenues of the Water and Wastewater Funds are charges to customers. Operating expenses for the Water and Wastewater Funds include non-capital expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2014

**NOTE 1: REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(continued)**

**Budgets and Budgetary Accounting**

An annual budget is adopted by the Board of Directors at the start of each fiscal year. Any changes or revisions to that budget throughout the year must be approved by the Board of Directors.

**Estimates**

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Encumbrances**

Encumbrance accounting is used for the General Fund. Encumbrances are recorded when purchase orders are issued but are not considered expenditures until liabilities for payments are incurred. Encumbrances are no longer reported as a separate fund balance category on the balance sheet. Encumbrances do not lapse at the close of the fiscal year but are carried forward until liquidated.

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, CCSD considers all highly liquid investments with a maturity of three months or less to be cash and cash equivalents.

**Investments**

Investments are stated at fair value.

**Accounts Receivable**

CCSD water and wastewater charges are billed bimonthly for all residential and commercial customers. Customer accounts receivable are placed on the tax roll when the receivable is deemed uncollectible by CCSD. Management has determined that an allowance for doubtful accounts is zero and not considered necessary since it would not be material.

**Prepaid Expenses**

Payments made to vendors for services that will benefit periods beyond June 30, 2014, are recorded as prepaid expenses.

**Property Taxes**

The County of San Luis Obispo bills and collects property taxes for CCSD. The County charges CCSD for these services. Tax revenues are recognized as soon as the County indicates that they are due to the CCSD.

# CAMBRIA COMMUNITY SERVICES DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS

June 30, 2014

### **NOTE 1: REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** **(continued)**

#### **Property, Plant and Equipment**

General capital assets generally result from expenditures in governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net assets but are not reported in the fund financial statements.

All capital assets are valued at historical cost or estimated historical cost, if actual costs are not available. Donated fixed assets are stated at their fair market value on the date donated. CCSD currently maintains a capitalization threshold of \$5,000 and an estimated useful life exceeding two years. Improvements are capitalized and the cost of normal maintenance and repairs that do not add to the value of the net asset or materially extend the asset's life are not.

Capital assets used in operations are depreciated over their estimated useful lives using the straight-line method in the applicable governmental or business-type activity column in the government-wide financial statements. Depreciation is charged as an expense against operations and accumulated depreciation is reported on the respective statement of net assets. The estimated useful lives are as follows:

Equipment	3 to 10 years
Improvements	5 to 20 years

#### **Compensated Absences**

The accrual for vacation/sick time earned but not taken by staff employees was calculated based on actual vacation/sick days and applied to the individual employees' hourly rate.

#### **Long-term Obligations**

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities or business-type activities fund type statement of net assets. In the fund financial statements, governmental fund types report the face amount of debt issued as other financing sources.

#### **Concentrations**

CCSD will provide water/wastewater services to customers located in the County of San Luis Obispo. Consequently, its ability to collect amounts due from customers may be affected by economic fluctuations, within this region and within the State of California as a whole.



# CAMBRIA COMMUNITY SERVICES DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS

June 30, 2014

### **NOTE 1: REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** **(continued)**

#### **Interfund Transactions**

Quasi-external transactions are accounted for as revenues and expenditures. Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund, are recorded as expenses/expenditures in the reimbursing fund and as reductions of expenses/expenditures in the fund that is reimbursed.

With the exception of the loan between the general fund and the water fund, all other interfund transactions except quasi-external transactions and reimbursements are reported as transfers. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

#### **Intergovernmental Revenues**

For governmental funds, intergovernmental revenues, such as contributions awarded on a non-reimbursement basis, are recorded as receivables and revenues when measurable and available.

#### **Fund Balances**

Fund balance can now be displayed in the following classifications depicting the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Non-spendable fund balance – amounts that are not in a spendable form are required to be maintained intact.
- Restricted fund balance – amounts constrained to specific purposes by their providers, through constitutional provisions, or by enabling legislation.
- Committed fund balance – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
- Assigned fund balance – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
- Unassigned fund balance – amounts that have no specific restrictions, commitments or assignments.

If restricted and unrestricted assets are available for the same purpose, the restricted assets will be used before unrestricted assets.

#### **Net Position**

Net position presents the difference between assets and liabilities in the statement of net position. Net position invested in capital assets is reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are legal limitations imposed on their use by external restrictions by creditors, grantors, laws or regulations of other governments.

# CAMBRIA COMMUNITY SERVICES DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS

June 30, 2014

### NOTE 1: REPORTING ENTITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### **Future Government Accounting Standards Board (GASB) Statements**

GASB Statements Nos. 68-71 listed below will be implemented in future financial statements:

Statement No. 68	Accounting and Financial Reporting for Pension Plans-an amendment of GASB Statement No. 27	The provisions of this Statement are effective for financial statements for periods beginning after June 15, 2014.
Statement No. 69	Accounting and Financial Reporting for Government Combinations and Disposals of Government Operations	The provisions of this Statement are effective for financial statements beginning after December 15, 2013.
Statement No. 70	Accounting and Financial Reporting for Non-exchange Financial Guarantees	The provisions of this Statement are effective for financial statements for periods beginning after June 15, 2013.
Statement No. 71	Pension Transition for Contributions Made after the Measurement Date of a Government's beginning net pension	The provisions of this Statement are effective simultaneously with the provisions of Statement 68.

**CAMBRIA COMMUNITY SERVICES DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2014

**NOTE 2: CASH AND INVESTMENTS**

CCSD pools idle cash from all funds for the purpose of increasing income through investment. Earnings from such investments are allocated to the respective funds on the basis of applicable cash balances of each fund.

The values of cash and investments at June 30, 2014 are summarized as follows:

Petty cash	\$	600
Demand deposits		775,820
Cash and investments with:		
Local Agency Investment Fund (LAIF)		3,101,318
 Total cash and investments	 \$	 <u>3,877,738</u>

The California Government Code requires California banks and savings and loan associations to secure a district's deposits by pledging government securities as collateral. The market value of pledged securities must equal at least 110% of a district's deposits. California law also allows financial institutions to secure district deposits by pledging first trust deed mortgage notes having a value of 150% of a district's total deposits. CCSD may waive collateral requirements for deposits which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC).

**Credit Risk, Carrying Amount, and Market Value**

Cash is classified in three categories of credit risk as follows:

- Category 1 -insured or collateralized with securities held by the entity or by its agent in the entity's name;
- Category 2 -collateralized with securities held by the pledging financial institution's trust department or agent in the entity's name; and
- Category 3 -uncollateralized.

At June 30, 2014, the carrying amounts of the CCSD's cash demand deposits were \$775,820. The bank's balances were \$866,338. This difference is due to the normal deposits in transit and outstanding checks. CCSD cash deposits by category as of June 30, 2014, were as follows:

		Category			Bank		Carrying
	<u>1</u>	<u>2</u>	<u>3</u>		<u>Balance</u>		<u>Amount</u>
Bank accounts	\$ <u>866,338</u>	\$ <u>-0-</u>	\$ <u>-0-</u>	\$	<u>866,338</u>	\$	<u>775,820</u>

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2014

**NOTE 3: PROPERTY, PLANT AND EQUIPMENT**

summary of capital assets by major classifications is as follows:

<b><u>Governmental activities:</u></b>	<b>Balance June 30, 2013</b>	<b>Additions</b>	<b>Obsolete Assets/ Reclassified</b>	<b>Balance June 30, 2014</b>
Non-depreciable capital assets				
Land	\$ 14,990,732	\$ -	\$ -	\$ 14,990,732
Construction in progress	230,838	11,303		242,141
Total nondepreciable Capital assets	<u>15,221,570</u>	<u>11,303</u>		<u>15,232,873</u>
Depreciable capital assets				
Buildings and improvements	1,753,270			1,753,270
Equipment	1,786,614	44,475		1,831,089
Total depreciable capital assets	3,539,884	44,475		3,584,359
Less accumulated depreciation	<u>(2,182,861)</u>	<u>(133,125)</u>		<u>(2,315,986)</u>
Net depreciable capital assets	<u>1,357,023</u>	<u>(88,650)</u>	-	<u>1,268,373</u>
Net capital assets	<u>\$ 16,578,593</u>	<u>\$ (77,347)</u>	<u>\$ -</u>	<u>\$ 16,501,246</u>
 <b><u>Business-type activities:</u></b>				
Non-depreciable capital assets				
Land	\$ 2,274,379	\$ -	\$ -	\$ 2,274,379
Construction in progress	4,553,667	678,022	(59,941)	5,171,748
Total non-depreciable capital assets	<u>6,828,046</u>	<u>678,022</u>	<u>(59,941)</u>	<u>7,446,127</u>
Depreciable capital assets				
Buildings and facilities	41,398,359			41,398,359
Machinery and equipment	1,486,143	235,730		1,721,873
Total depreciable capital assets	42,884,502	235,730		43,120,232
Less accumulated depreciation	<u>(29,759,264)</u>	<u>(1,267,153)</u>		<u>(31,026,417)</u>
Net depreciable capital assets	<u>13,125,238</u>	<u>(1,031,423)</u>	-	<u>12,093,815</u>
Net capital assets	<u>\$ 19,953,284</u>	<u>\$ (353,401)</u>	<u>\$ (59,941)</u>	<u>\$ 19,539,942</u>

Depreciation expense for all funds was \$1,400,278 for the year ended June 30, 2014.

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
 June 30, 2014

**NOTE 4: ACCRUED EXPENSES**

Accrued expenses as of June 30, 2014, are summarized as follows:

Salaries payable	\$	156,234
Other post employment benefits (OPEB) payable		<u>(10,573)</u>
 Total accrued liabilities	 \$	 <u><u>145,661</u></u>

**NOTE 5: LONG-TERM DEBT**

**Loan Payable**

On February 17, 2006, the CCSD entered into a loan agreement for \$1,897,500 with the Municipal Finance Corporation to advance refund its 1995 water and wastewater bonds. The interest rate on the loan is 4.5%. At June 30, 2014, the loan payable principal balance outstanding was \$64,100. The loan is allocated 65% to water operations and 35% to wastewater operations. The loan payable is due May 1, 2015.

On November 1, 2012, the CCSD entered into a loan agreement for \$102,000 with the Municipal Finance Corporation to purchase vehicles. The interest rate on the loan is 3.25%. At June 30, 2013, the loan payable principal balance outstanding was \$77,710. The loan is allocated 34.3% to the general fund, 32.95% to water operations, and 32.75% to wastewater operations. The loan payable is due April 1, 2017.

On July 31, 2013, the CCSD entered into a loan agreement for \$31,350 with John Deere Finance to purchase a vehicle. The interest rate on the loan is 0.0%. At June 30, 2014, the loan payable principal balance outstanding was \$25,603. The loan payable is due July 30, 2018.

On October 30, 2013, the CCSD entered into a loan agreement for \$53,612 with Municipal Finance Corporation to purchase vehicles. The interest rate on the loan is 3.5%. At June 30, 2014, the loan payable principal balance outstanding was \$53,612. The loan is allocated 65.71% to the fire operations and 34.29% for general fund administration.

The loan payments are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2015	\$ 108,168	\$ 7,286	\$ 115,454
2016	45,330	3,142	48,472
2017	46,631	1,840	48,471
2018	20,373	493	20,866
2019	<u>523</u>		<u>523</u>
<b>Totals</b>	<b>\$ <u><u>221,025</u></u></b>	<b>\$ <u><u>12,761</u></u></b>	<b>\$ <u><u>233,786</u></u></b>

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2014

**NOTE 5: LONG-TERM DEBT (continued)**

**Notes Payable:**

A State Water Resource Control Board (SWRCB) note payable totaling \$2,512,330 was issued on September 13, 1994, with an interest rate at 3 percent. At June 30, 2014, the note payable principal balance outstanding was \$332,920. Note principal payments are due annually on May 28<sup>th</sup> through 2016.

A City National Bank note payable totaling \$1,585,000 was issued on September 23, 2010 with an interest rate at 4.5 percent. At June 30, 2014, the note payable principal balance outstanding was \$1,303,000. Note principal payments are due annually on September 23<sup>rd</sup> through 2023.

The note payments are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2015	\$ 273,069	\$ 66,795	\$ 339,864
2016	277,851	56,912	334,763
2017	114,000	46,774	160,774
2018	118,000	41,496	159,496
2019	128,000	35,900	163,900
2020-2024	725,000	85,881	810,881
Totals	\$ 1,635,920	\$ 333,758	\$ 1,969,678

Total future debt service payments by activity are as follows:

Fiscal Year Ending June 30,	<u>Governmental Activities</u>		<u>Business-type Activities</u>		Total
	Principal	Interest	Principal	Interest	
2015	\$ 27,590	\$ 2,742	\$ 353,647	\$ 71,339	\$ 455,318
2016	28,316	2,019	294,865	58,035	383,235
2017	29,065	1,269	131,566	47,345	209,245
2018	20,373	493	118,000	41,496	180,362
2019	523		128,000	35,900	164,423
2020-2024			725,000	85,881	810,881
Totals	\$ 105,867	\$ 6,523	\$ 1,751,078	\$ 339,996	\$ 2,203,464

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2014

**NOTE 5: LONG-TERM DEBT (continued)**

**Changes in long-term liabilities**

The following is a summary of long-term liabilities activity for the fiscal year ended June 30, 2014:

	<u>Balance</u> <u>June 30, 2013</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>June 30, 2014</u>	<u>Current</u>
<b>Governmental activities:</b>					
Loans payable	\$ 34,983	\$ 84,962	\$ (14,078)	\$ 105,867	\$ 27,590
Compensated absences	<u>217,618</u>	<u>7,151</u>	<u></u>	<u>224,769</u>	<u></u>
Governmental activity Long-term liabilities	<u>\$ 252,601</u>	<u>\$ 92,113</u>	<u>\$ (14,078)</u>	<u>\$ 330,636</u>	<u>\$ 27,590</u>
<b>Business-type activities:</b>					
Loan payable	\$ 399,617	\$	\$ (284,459)	\$ 115,158	\$ 80,578
Notes payable	1,895,210		(259,290)	1,635,920	273,069
Compensated absences	<u>71,277</u>	<u>28,462</u>	<u></u>	<u>99,739</u>	<u></u>
Business-type activity Long-term liabilities	<u>\$ 2,366,104</u>	<u>\$ 28,462</u>	<u>\$ (543,749)</u>	<u>\$ 1,850,817</u>	<u>\$ 353,647</u>

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
 June 30, 2014

**NOTE 6: PENSION PLAN**

The Cambria Community Services District contributes to the California Public Employees Retirement System (CalPERS), an agent multiple-employer public employee defined benefit pension plan. CalPERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by State statute and CCSD resolutions. Copies of CalPERS' annual financial report may be obtained from their Executive Office (400 P Street, Sacramento, CA 95814).

The CCSD has two retirement plans with CalPERS. The first plan is known as the Safety Plan and covers all full-time and some part-time Fire Department employees. The second plan, known as the Miscellaneous Plan, covers all other CCSD employees. Both plans have required employer and employee contributions. The employer contribution rates are determined by various factors and changes annually. The employee contribution rates are 9% for the Safety Plan and 8% for the Miscellaneous Plan. Currently, Safety Plan employees hired before April 23, 2010 pay 2% of the employee contribution and the full 9% if hired after April 23, 2010. Miscellaneous Plan employees currently pay 4% of the employee contribution if hired before July 22, 2010 (increasing to 6% as of July 1, 2014 and 8% as of July 1, 2015) and the full 8% if hired after July 22, 2010.

CCSD makes the contributions required of CCSD employees on their behalf and for their account. CCSD is required to contribute the actuarially determined remaining amounts necessary to fund the benefits for its members. The actuarial methods and assumptions used are those adopted by the CalPERS Board of Administration. The contribution requirements of the plan members are established by State statute and the employer contribution rate are established and may be amended by CalPERS.

The annual PERS pension cost for the year ended June 30, 2014 was \$552,182 and was equal to CCSD's required and actual contributions. The required contribution was determined as part of the June 30, 2012, actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions included (a) 7.5% investment rate of return (net of administrative expenses), (b) projected annual salary increases of 3.3% to 14.2% depending on age, service, and type of employment, and (c) 3% cost-of-living adjustment. Both (a) and (b) included an inflation component of 2.75%. The actuarial value of the risk pool's assets was determined using a technique that smoothes the effect of short-term volatility in the market value of investments over a two to five year period, depending on the size of investment gains and/or losses. The risk pool's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on a closed basis.

***Three Year Trend Information***

Actuarial information concerning this pension plan is now combined with other local districts and individual district information and three year trend information is no longer made available to the Cambria Community Services District.

***Annual Pension Costs***

<u>Fiscal</u> <u>Year</u>	<u>Annual Pension</u> <u>Cost (APC)</u>	<u>Percentage</u> <u>of APC</u> <u>Contributed</u>	<u>Net Pension</u> <u>Obligation</u>
2014	\$ 552,182	100%	\$ -
2013	598,842	100%	-
2012	568,541	100%	-



# CAMBRIA COMMUNITY SERVICES DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS

June 30, 2014

### NOTE 7: POST-EMPLOYMENT BENEFITS

In addition to pension benefits, the District provides post-retirement health care benefits through the California Public Employees' Retirement System (CalPERS). Employees who retire on or after attaining age 50 and are vested, are eligible for District paid health insurance. On June 30, 2012, the District conducted an internal actuarial calculation to determine the required funding for this health care benefits program.

The actuarial liability for the District's retiree health benefits program on this measurement date was determined to be \$4,594,225. This value is based on a discount rate of 5.5%. The District's funding policy is to pay 100% of the current year costs direct. This is the "pay as you go method". As of June 30, 2014, 33 retired employees are receiving 90% paid health care benefits totaling \$13,482 per month. Due to agreements with employees, 50% of the future rate increases will be paid by the CCSD and 50% will be paid by the retirees.

In addition, employees hired after October 1, 2012 will receive retiree health contributions in the amount equal to the CalPERS minimum, which is currently \$119 per month. This is a significant decrease from the current benefit. Actuarial calculations are required to be computed every three years and a new calculation was not required for the year ending June 30, 2014. The benefit reduction noted above would be expected to significantly reduce the employer's actuarially required contribution as well as the Actuarial Accrued Liability (AAL).

Below are the required disclosures for this plan:

Number of active participants		23
Employer's actuarially required contributions	\$	295,400
Employer's actual contributions	\$	222,600
Actuarial Accrued Liability(AAL)	\$	3,654,534
Actuarial Valuation of Assets(AVA)	\$	-
Unfunded Actuarial Accrued Liability(UAAL)=(AAL less AVL)	\$	3,654,534
Funded Ratio(AVA/AAL)		0%
Estimated Payroll	\$	2,393,575
UAAL as a Percentage of Covered Payroll		153%

**CAMBRIA COMMUNITY SERVICES DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2014

**NOTE 8: JOINT POWERS AGENCIES**

The Cambria Community Services District participates in a joint venture under a Joint Power Agency (JPA), the Special District Risk Management Authority (SDRMA). The SDRMA was established to provide general liability, workers compensation, automobile, errors and omission, and property loss coverage to special districts. The SDRMA is administered by a Board of Directors, consisting of seven members elected by districts participating. The Board is responsible for establishing premium rates and making budgeting decisions.

Coverage under current policies includes property loss, general liability, auto liability and comprehensive/collision, and public officials' and employees' errors and omissions. Claims over the self-insured amounts are covered by the SDRMA within the limits of the policy. Each member district is assessed a premium in accordance with the JPA agreement creating the agency.

CCSD is also participating in two separate Joint Powers Agreements. The first is an agreement with the City of Morro Bay, the Cayucos Fire District, and the South Bay Fire Department to operate an air fill compressor station for the respective fire departments. CCSD pays their share of the member contributions due on an annual basis, not to exceed \$1,000 per year. There is no contingent liability for CCSD at June 30, 2014.

The second is an agreement with the Coast Unified School District (CUSD) to lease property for the operation of the Santa Rosa Creek Well #4, the CUSD water well, pump, and distribution facilities for the purpose of securing the conveying groundwater. CCSD pays CUSD an annual fee for the easement and access to the site operation and maintenance repairs. On November 15, 2012, a new agreement was subsequently negotiated including a new initial annual payment of \$34,592. The agreement also provides for an annual adjustment for inflation based on the Consumer Price Index (CPI), with a cap on such increases of 4%. The annual fee for fiscal year ending 2014 was \$35,284.

**OTHER REQUIRED  
SUPPLEMENTAL INFORMATION**

**CAMBRIA COMMUNITY SERVICES DISTRICT**

STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE

Budget and Actual - Governmental Funds  
For the Year Ended June 30, 2014

	Budgeted Amounts		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>Revenues:</b>				
Property taxes and assessments	\$ 2,270,650	\$ 2,270,650	\$ 2,333,136	\$ 62,486
Grant income	-	-	-	-
Weed abatement	10,000	10,000	14,124	4,124
Franchise fees	73,161	73,161	72,721	(440)
Use of money and property	43,990	43,990	32,483	(11,507)
Charges for administrative services	1,209,929	1,209,929	1,205,100	(4,829)
Other	35,405	35,405	70,007	34,602
<b>Total revenues</b>	<b>3,643,135</b>	<b>3,643,135</b>	<b>3,727,571</b>	<b>84,436</b>
<b>Expenditures:</b>				
Administration	1,482,050	1,482,050	1,403,379	78,671
Fire	1,590,391	1,590,391	1,660,578	(70,187)
Parks and Recreation	25,232	25,232	19,780	5,452
Facilities and Resources	496,897	496,897	537,647	(40,750)
Debt service:				
Principal/interest and other charges	24,624	24,624	15,215	
Capital outlay	16,000	16,000	55,777	(39,777)
<b>Total expenditures</b>	<b>3,635,194</b>	<b>3,635,194</b>	<b>3,692,376</b>	<b>(66,591)</b>
Excess of revenues over (under) expenditures	7,941	7,941	35,195	17,845
<b>Other financing sources:</b>				
Loan payable	-	-	84,962	(84,962)
<b>Total other financing sources</b>	<b>-</b>	<b>-</b>	<b>84,962</b>	<b>84,962</b>
<b>Net change in fund balance</b>	<b>\$ 7,941</b>	<b>\$ 7,941</b>	<b>120,157</b>	<b>\$ 102,807</b>
<b>Fund balance at beginning of year</b>			4,115,205	
<b>Fund balance at end of year</b>			<b>\$ 4,235,362</b>	

The accompanying notes are an integral part of these financial statements

**CAMBRIA COMMUNITY SERVICES DISTRICT**

**REQUIRED SUPPLEMENTARY INFORMATION -**

**SCHEDULE OF FUNDING PROGRESS**

For the Year Ended June 30, 2014

**OTHER POST EMPLOYMENT BENEFITS (OPEB) PLAN**

The schedule of funding progress below shows the recent history of the actuarial value of assets, actuarial accrued liability, their relationship, and the relationship of the unfunded actuarial accrued liability (UAAL) to payroll for the District's OPEB plan.

**FUNDED PROGRESS OF THE OPEB PLAN**

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<u>Actuarial Valuation Date</u>	<u>Actuarial Accrued Liability (AAL) Entry Age</u>	<u>Actuarial Value of Assets</u>	<u>Unfunded Liability (Excess Assets) (UAAL)</u>	<u>Funded Status</u>	<u>Annual Covered Payroll</u>	<u>UAAL as a Percentage of Payroll</u>
7/1/2012	\$ 3,654,534	\$ -	\$ 3,654,534	0%	\$ 2,202,284	166%
1/1/2010	\$ 4,615,089	\$ -	\$ 4,615,089	0%	\$ 2,386,307	193%

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.B.**

FROM: Jerry Gruber, General Manager

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Meeting Date: January 29, 2015

Subject:

Discussion and Consideration of  
Proposed 2015 Board Goals,  
Ad Hoc Committee and Director  
Assignments

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**RECOMMENDATION:**

It is recommended that the Board of Directors discuss Board Goals and make any necessary appointments for Ad Hoc Committees and Director Assignments.

**FISCAL IMPACT:**

**Board Goals:**

Goals that are being considered by the Board have in part been incorporated into the 2014/2015 Fiscal Year Budget. Once the goals are agreed upon, adjustments to the 2014/2015 Fiscal Year Mid-Year Budget will be recommended for consideration by the Board. The Fiscal Year 2014/2015 Mid-Year Budget adjustment will be brought to the Board at the February meeting. Additional allocations that may be required will be incorporated into the 2015/2016 Fiscal Year Budget for consideration by the Board of Directors as part of the budget process.

**Committees:**

Miscellaneous costs associated with staff time, document preparation and any necessary research required for each committee.

**DISCUSSION:**

President Robinette will lead the discussion regarding the proposed Board Goals and the Ad Hoc Committees, and the proposed appointments of Directors to each committee. The following is a review of the three major goals proposed by President Robinette and the proposed Ad Hoc Committees and their tasks, which are to be considered by the Board.

**Proposed Board Goals:**

- Obtain a Regular Coastal Development Permit for the Brackish Water Treatment Facility (BWTF).
- Assess, prioritize, and determine actual costs and potential funding sources for the First Phase of the Wastewater Treatment Plant infrastructure improvements.
- Determine funding sources for the First Phase to implement and complete needed projects related to access to the Community Park including grading and swells.

**Proposed Committees:**

- 2015-16 Budget Ad Hoc Committee: President Robinette and Vice President Clift

Task: Review the proposed budget for Fiscal Year 2015-2016. Meet periodically to review and discuss adopted budget.

- Water Permitting Ad Hoc Committee: President Robinette and Director Thompson

Task: Review and identify essential issues relating to Water Supply Permitting and related matters with focus on the BWTF Regular Coastal Development Permit.

- Wastewater Plant Improvement Ad Hoc Committee: Director Bahringer and Director Rice

Task: Review issues relating to the Wastewater Treatment Plant improvements and related matters and develop the First Phase implementation plan.

- Conservation Ad Hoc Committee: Director Bahringer and Director Rice

Task: Meet periodically to discuss and recommend Water Conservation best practices for the District's Enhanced Water Conservation Measures and related items.

- Park's Recreation and Open Space (PROs) Ad Hoc Committee: Vice President Clift and Director Thompson

- By-Laws Ad Hoc Committee: Vice President Clift and Director Thompson

Task: review existing By-Laws and make recommendations to the CCSD Board of Directors regarding changes and adoption of the By-Laws to be presented during the February 26, 2015 Board of Directors meeting.

- Liaison Appointment:

PRO'S, Parks, Recreation and Open Space and Friends of the Fiscalini Ranch Preserve Liaison.

Director Thompson will continue to serve as the liaison to the Parks, Recreation and Open Space Commission and Friends of the Fiscalini Ranch Preserve.

- Other Liaison Appointments: As needed

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

UNANIMOUS:    \_\_\_ ROBINETTE \_\_\_ CLIFT \_\_\_ BAHRINGER \_\_\_ THOMPSON \_\_\_ RICE

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.C.**

FROM: Jerry Gruber, General Manager

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Meeting Date: January 29, 2015 Subject: Discussion and Consideration of the  
CCSD Board of Director's Bylaws  
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**RECOMMENDATIONS:**

It is recommended that the Board continue their review and consideration of the Board of Directors' Bylaws

**FISCAL IMPACT:**

None.

**DISCUSSION:**

At its December meeting the Board of Directors considered the Bylaws that had been adopted on March 27, 2014. After discussion it was decided that each Board Member would submit their proposed changes to the District Clerk and have them presented to the Board at the January meeting for further discussion and consideration. There was also discussion of the possibility of having an ad hoc committee review the Bylaws. Accordingly, attached are the proposed revisions submitted by Board Members for the Board's review and consideration.

In addition, Board President Robinette had requested that District Counsel prepare an annotated version of the Bylaws referencing with provisions are already covered by State law, in order to assist the Board Members in their review. At the further direction of the President, District Counsel has deleted several sections of the Bylaws that are unnecessary since they are already governed by State laws. A redlined copy of the annotated Bylaws showing the deletions is attached.

Attachments: Annotated redlined CCSD Board Bylaws  
Board Member suggested Bylaw changes

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

UNANIMOUS: \_\_\_ ROBINETTE \_\_\_ CLIFT \_\_\_ BAHRINGER \_\_\_ THOMPSON \_\_\_ RICE \_\_\_





## CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' BYLAWS

### 1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.

Several of these provisions are provided for in Government Code Section 61043(b), which states that "The officers of a board of directors are a president and a vice president. The president shall preside over meetings of the board of directors and the vice president shall serve in the president's absence or inability to serve." However, it is appropriate to include these provisions in the Bylaws.

- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as presiding officer for the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the first regular meeting in December and the term of office shall commence immediately upon election and continue until replaced.

### 2. MEETINGS

- 2.1 Regular meetings of the Board of Directors shall commence at 12:30 p.m. on the fourth Thursday of each calendar month in the Veterans' Memorial Hall located at 1000 Main Street, Cambria unless otherwise directed by the Board of Directors.
- 2.2 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for their absence.
- 2.3 No Board action may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or

of an urgent nature may be added to the agenda under the procedures of the Brown Act.

Its probably ok to keep Brown Act related requirements in the Bylaws, however, the Brown Act already addresses the issue of not being to take action on matters not on the agenda and related exceptions (Government Code Section 54954.2)

2.4 Pursuant to the Brown Act:

- (a) Board Members may briefly respond to statements or questions from the public; and
- (b) Board Members may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
- (c) The President of the Board or a Board majority in open session may take action to direct staff to place a matter on a future agenda.

As noted in this section, all of these matters are as provided for in the Brown Act.

2.5 The President shall conduct all meetings in a manner consistent with the policies of the CCSD. All comments shall be directed to the President. The President shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board and shall announce the Board's decision on all subjects. On roll call the maker of the motion shall be called first, the Board member seconding the motion shall be called second, and the remainder are polled with the President voting last, unless the President made the motion or seconded the motion.

2.6 A majority of the total membership of the Board shall constitute a quorum for the transaction of business. A majority of the total membership of the Board is sufficient to do business, however motions must be passed unanimously if only three attend. When there is no quorum for a regular meeting, the President, Vice President, or any Board member shall adjourn such meeting, or, if no Board member is present, the District Clerk shall adjourn the meeting.

The first sentence parrots Government Code Section 61045. As to the second sentence, Government Code Section 61045(c) provides that "Except as otherwise specifically provided by law, a majority vote of the total membership of the board of directors is required for the board of directors to take action." As to the issue of not having a quorum and adjournment, the last sentence basically tracks what is permitted under the Brown Act (Government Code Section 54955)

- 2.7 A roll call vote if required by law shall be taken upon votes on ordinances and resolutions, and shall be entered in the minutes of the Board showing those Board members voting aye, voting no and those abstaining or absent. Unless a Board member states that they are not voting because of a conflict of interest and steps down from the dais prior to the discussion of the item, his or her silence shall be recorded as an affirmative vote and vote of abstention shall be recorded as an abstention.

[Government Code Section 61045 \(d\) provides that the minutes are to record the votes on all ordinances, resolutions or motions.](#)

- 2.8 Any person attending a public meeting of the Board of Directors may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.

[This section basically restates Government Code Section 54953.5, which provides a right to audio or video record public meetings...](#)

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- 2.9 All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speaker's podium once the meeting begins. The President retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room.

### 3. AGENDAS

- 3.1 The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors. The General Manager shall establish a CCSD Policy to guide staff in the preparation of meeting agendas.
- 3.2 A block of approximately 20 minutes time shall be set aside to receive general public comment. Comments on agendaed items should be held until the appropriate item is called. Unless otherwise directed by the President, members of the public shall state their name and their general place of residence prior to giving their comment. Public comment shall be directed to the President of the Board and limited to three minutes unless extended or shortened at the President's discretion.

This section implements Government Code Section 54954.3(b), which provides that “The legislative body of a local agency may adopt reasonable regulations to ensure that the intent of subdivision (a) is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.” As to requiring the speaker to give their name and place of residence, under First Amendment principles and Government Code Section 54953.3 (which restricts requiring registering names as a condition of attendance at meetings), this can’t be required and the language should be modified to clarify that providing that information is voluntary.

3.3 Those items on the CCSD Agenda, which are considered to be of a routine and non-controversial nature, are placed on the Consent Agenda. These items shall be approved, adopted, and accepted, etc. by one motion of the Board of Directors. For example, approval of Minutes, approval of Warrants, various Resolutions accepting developer improvements, minor budgetary items, status reports, and routine CCSD operations.

- (a) Board members may request that any item listed under Consent Agenda be removed from the Consent Agenda, and the Board will then take action separately on that item. A member of the public will be given an opportunity to comment on the Consent Agenda, however, only a member of the Board of Directors can remove an item from the Consent Agenda. Items, which are removed (“pulled”) by members of the Board for discussion, will typically be heard after other Consent Agenda items are approved unless the President orders an earlier or later time.
- (b) A Board member may ask questions on any item on the Consent Agenda. When a Board member has a minor question for clarification concerning a consent item, which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the Consent Agenda. Board members are encouraged to seek clarifications prior to the meeting if possible.
- (c) When a Board member wishes to pull an item simply to register a dissenting vote, the Board member shall inform the presiding officer that they wish to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Agenda, and the District Clerk will register a “no” vote in the minutes.

4. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES

- 4.1 The minutes of the Board shall be kept by the District Clerk and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted in paragraphs with proper subheadings;
- 4.2 The District Clerk shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.3 and 4.6 below, shall not be required to record any remarks of Board Members or any other person;
- 4.3 Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed.
- 4.4 Written materials delivered to the Board at the meeting that were not contained in the Board Agenda Packet for review by the Board prior to the meeting shall not be included in the meeting minutes.
- 4.5 The District Clerk shall attempt to record the names and general place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter;
- 4.6 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Clerk shall compile a summary of the testimony of the witnesses.
- 4.7 Any electronic media of a CCSD meeting made for whatever purpose at the direction of the CCSD shall be subject to inspection pursuant to the California Public Records Act. CCSD tape and film records may be erased ninety (90) days after the taping or the recording.

[Government Code Section 54953.5\(b\) provides that audio and video recordings of open and public meetings are subject to inspection pursuant to the Public Records Act and may be erased or destroyed after 30 days.](#)

## 5. MEMBERS OF THE BOARD OF DIRECTORS

Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

- 5.1 Information that is exchanged before meetings shall be distributed through the District Clerk, and all Directors will receive all information being distributed.
  - 5.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
  - 5.3 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, while being respectful. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.
  - 5.4 At the President's discretion District Counsel shall act as parliamentarian.
6. AUTHORITY OF DIRECTORS
- 6.1 The Board of Directors is the unit of authority within the CCSD. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the CCSD to any policy, act or expenditure.
  - 6.2 Directors do not represent any fractional segment of the community, but are, rather, a part of the body, which represents and acts for the community as a whole.
  - 6.3 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the CCSD are to be referred to the General Manager.

[This is consistent with Government Code Section 61040\(a\) which provides that the Board is to establish policies and implementation is the responsibility of the General Manager.](#)

7. DIRECTOR GUIDELINES
- 7.1 Board Members, by making a request to the General Manager or District Clerk, shall have access to information relative to the operation of the CCSD, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager or District Clerk cannot provide the requested information in a timely manner by reason of information deficiency, or major interruption in work schedules, workloads, and priorities, then the General Manager or District Clerk shall inform the

individual Board Member why the information is not or cannot be made available.

- 7.2 In handling complaints from residents, property owners within the CCSD, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the CCSD's response, if any.
- 7.3 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should confer directly with the General Manager.
- 7.4 When approached by CCSD personnel concerning specific CCSD policy, Directors should direct inquiries to the General Manager or, in their absence, to the District Clerk. The chain of command should be followed.
- 7.5 Directors and General Manager should develop a working relationship so that current issues, concerns and CCSD projects can be discussed comfortably and openly.
- 7.6 When responding to constituent request and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager, or in their absence, to the District Clerk.
- 7.7 Directors are responsible for monitoring the CCSD's progress in attaining its goals and objectives, while pursuing its mission.

8. DIRECTOR COMPENSATION

- 8.1 Directors shall receive compensation of seventy five dollars (\$75.00) for each authorized meeting of the Board attended by him/her, or for each day's service rendered as a Director and approved by the Board.

[Government Code Section 61047 \(a\) provides that "The board of directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars \(\\$100\) for each day of service. A member of the board of directors shall not receive compensation for more than six days of service in a month."](#)

- 8.2 The following are authorized meetings for which a Director may be compensated:



- (a) Regular Board meetings
  - (b) Special Board meetings
  - (c) Advisory or Committee Body meetings
  - (d) Training and Educational seminars, conferences or webinars
  - (e) Negotiation Sessions
  - (f) Depositions
  - (g) Meetings with District consultants, engineers, or other professionals for the purpose of conducting District business or potential business
  - (h) Any other activity the Board requests a member attend in advance of attendance
- 8.3 Director compensation shall not exceed six days of service in any calendar month.
- 8.4 In no event shall Director compensation exceed \$75 per day, or \$450 per month.
- 8.5 Each Board Member is entitled to reimbursement for their travel, meals and lodging, and other actual and necessary expenses incurred in the performance of the duties required or authorized by the Board, pursuant to Government Code Section 53232.2.

It is the policy of the CCSD to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the CCSD for Board members and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

9. COMMITTEES

- 9.1 (a) As is customary with Board meetings, all committees shall meet within the jurisdictional boundaries of CCSD except, as may be permitted by the Brown Act.

[The Brown Act at Government Code Section 54954\(b\) addresses the issue of circumstances when "legislative bodies" may meet outside of the District's boundaries. If "committees" are legislative bodies for purposes of the Brown Act \(i.e. standing committees, or other committees whose membership is more than](#)



a quorum of the Board), then the Brown Act provisions will control, pursuant to Government Code Section 54952.

(b) Ad Hoc Committees

The Board shall appoint such ad hoc committees as may be deemed necessary or advisable. The duties of the ad hoc committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. Ad hoc committees shall meet on an as needed basis

9.2 Standing Committees

(a) The Board may create standing committees at its discretion. Standing committees shall be advisory committees to the Board of Directors and shall not commit the CCSD to any policy, act or expenditure. Each standing committee may consider CCSD related issues, on a continuing basis, assigned to it by the Board of Directors. The Board of Directors shall appoint committee members.

(b) All standing committees shall be conducted as public meetings in accordance with the Brown Act and Sections 2, 3 and 4 of these Bylaws. Summary notes for each meeting of each committee shall be forwarded to the Board of Directors as a public record.

Under the Brown Act, the exemption for ad hoc committees is based upon Government Code Section 54952(b), and committees with continuing subject matter jurisdiction or a formally established fixed meeting schedule are subject to the Brown Act.

10. CORRESPONDENCE DISTRIBUTION POLICY

Time permitting, the following letters and other documents shall be accumulated and electronically delivered to the Board of Directors and/or with the monthly agenda packet.

10.1 All letters approved by the Board of Directors and/or signed by the President on behalf of the CCSD; and

10.2 All letters and other documents received by the CCSD that are of CCSD-wide concern as determined by CCSD staff.

10.3 The CCSD General Manager shall establish a policy for receiving, processing and distribution of CCSD correspondence.

11. CONFLICTS OF INTEREST AND RELATED POLICY

State laws are in place, which attempt to eliminate any action by a Board Member or the CCSD that may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. Laws, which regulate conflicts, are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the FPPC at (916) 322-5660, prior to the day of the meeting, if they have a question about a particular agenda item.

[These Conflict of Interest matters are all comprehensively addressed in State law and do not need to be included in Bylaws.](#)

11.1 Conflict of Interest

Each Director is encouraged to review the CCSD Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: (1) reasonably foreseeable that the decision will have a (2) material financial effect on the (3) official or a member of his or her immediate family or on an economic interest of the official, and (4) the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is deemed to be directly involved in the decision.

11.2 Interest in Contracts, Government Codes Section 1090

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Board member has financial interest.

11.3 Incompatible Office, Government Code Section 1099

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment of the other public interest, their discharge by one person is incompatible with that interest and the first office is automatically vacated.

12. BOARD MEMBER VACANCY

The Community Services District Law specifically states in Government Code § 61042, subd. (c):

*Any vacancy in the office of a member elected to the board of directors shall be filled pursuant to Section 1780.*

Government Code §1780 states the options for filling a Board vacancy.

As noted in this section, the process for filling vacancies is set forth in Government Code Section 1780. The notice, posting and other provisions that follow are statutory and not necessary. The 2/3rds vote requirement is not in the statute, which provides that the remaining Board members can fill the vacancy. Since three affirmative votes are required, that would mean a 3/4ths vote of the remaining members to fill a vacancy.

Should the board of directors choose to fill a vacancy by appointment (allowed by law) the following process in addition to the required actions may include:

- 12.1 Adopt a resolution calling for posting of Notice of Vacancy.
  - 12.2 The notice is posted in compliance with Government Code §1780 which provides that the remaining board members may fill the vacancy by appointment and that a notice shall be posted at the three CCSD posting locations at least fifteen (15) days before the appointment is made.
  - 12.3 The notice may be published in a newspaper of general circulation.
  - 12.4 Within 30 days of vacancy notice and receipt of applications call a special meeting for applicant interview process.
  - 12.5 The appointment shall be made within 60 days after either the date on which the board is notified of the vacancy or the effective date of the vacancy, whichever is later.
  - 12.6 At next regular meeting hold nominations to fill the vacancy. The successful candidate will receive a motion, second and a two thirds majority of votes cast.
  - 12.7 The appointee will take the Oath of Office and is encouraged to participate in timely orientation.
13. EVALUATIONS  
The CCSD's General Manager and District Legal Counsel shall be evaluated annually.
14. CONTINUING EDUCATION AND ETHICS TRAINING
- 14.1 Members of the Board of Directors are encouraged to attend educational conferences or webinars and professional meetings when the purposes of such activities are to improve CCSD operations. Subject to budgetary constraints, there is no limit as to the number of Directors attending a

particular conference or seminar when it is determined by the Board that their attendance is beneficial to the CCSD.

- 14.2 Pursuant to sections 53234 et seq. of the Government Code all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.

As this section indicates, the ethics training requirement is statutory, as is the requirement in the following section regarding new members and designated staff receiving ethics training within one year of commencing service (Government Code Section 53235.1(b)).

- 14.3 Each newly elected Board member and designated District personnel shall receive ethics training no later than one year from the first day of service with the District.

15. BOARD BYLAW REVIEW POLICY

Subject to 3.1 the Board Bylaw Policy shall be reviewed annually at the first regular meeting in January and amendments to the Bylaws shall be considered for adoption by the Board at the first Regular meeting in February. The review shall be provided by District Counsel and implemented by Board action.

16. RESTRICTIONS ON RULES

The rules contained herein are guidelines only and shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.



## CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS' BYLAWS

### 1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.

Several of these provisions are provided for in Government Code Section 61043(b), which states that "The officers of a board of directors are a president and a vice president. The president shall preside over meetings of the board of directors and the vice president shall serve in the president's absence or inability to serve." However, it is appropriate to include these provisions in the Bylaws.

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- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as presiding officer for the meeting.
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calendar month in the Veterans' Memorial Hall located at 1000 Main Street, Cambria unless otherwise directed by the Board of Directors.

- 2.2 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for their absence.
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[Its probably ok to keep Brown Act related requirements in the Bylaws, however, the Brown Act already addresses the issue of not being to take action on matters not on the agenda and related exceptions \(Government Code Section 54954.2\)](#)

- 2.4 Pursuant to the Brown Act:
  - (a) Board Members may briefly respond to statements or questions from the public; and
  - (b) Board Members may, on their own initiative or in response to public questions, ask questions for clarification (to whom?), provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
  - (c) The President of the Board or a Board majority in open session may take action to direct staff to place a matter on a future agenda.

[As noted in this section, all of these matters are as provided for in the Brown Act.](#)

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[The first sentence parrots Government Code Section 61045. As to the second sentence, Government Code Section 61045\(c\) provides that "Except as otherwise specifically provided by law, a majority vote of the total membership of the board of directors is required for the board of directors to take action." As to the issue of not having a quorum and adjournment, the last sentence basically tracks what is permitted under the Brown Act \(Government Code Section 54955\)](#)

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3. AGENDAS
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with the rest of the Consent Agenda, and the District Clerk will register a “no” vote in the minutes.

#### 4. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES

- 4.1 The minutes of the Board shall be kept by the District Clerk and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted in paragraphs with proper subheadings;
- 4.2 The District Clerk shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.3 and 4.6 below, shall not be required to record any remarks of Board Members or any other person;
- 4.3 Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed. (clarify: request will be made during time item is under discussion)
- 4.4 Written materials delivered to the Board at the meeting that were not contained in the Board Agenda Packet for review by the Board prior to the meeting shall not be included in the meeting minutes.
- 4.5 The District Clerk shall attempt to record the names and general place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter;
- 4.6 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Clerk shall compile a summary of the testimony of the witnesses.

- 4.7 Any electronic media of a CCSD meeting made for whatever purpose at the direction of the CCSD shall be subject to inspection pursuant to the California Public Records Act. CCSD tape and film records may be erased ninety (90) days after the taping or the recording.

[Government Code Section 54953.5\(b\) provides that audio and video recordings of open and public meetings are subject to inspection pursuant to the Public Records Act and may be erased or destroyed after 30 days.](#)

## 5. MEMBERS OF THE BOARD OF DIRECTORS

Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or [\(clarify this related to Brown Act possible violation](#) exchanged between Directors before meetings.)

- 5.1 Information that is exchanged before meetings shall be distributed through the District Clerk, and all Directors will receive all information being distributed.
- 5.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 5.3 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, while being respectful. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.
- 5.4 At the President's discretion District Counsel shall act as parliamentarian.

## 6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the CCSD. Apart from their normal function as a

part of this unit, Directors have no individual authority. As individuals, Directors may not commit the CCSD to any policy, act or expenditure.

- 6.2 Directors do not represent any fractional segment of the community, but are, rather, a part of the body, which represents and acts for the community as a whole.
- 6.3 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the CCSD are to be referred to the General Manager.

[This is consistent with Government Code Section 61040\(a\) which provides that the Board is to establish policies and implementation is the responsibility of the General Manager.](#)

## 7. DIRECTOR GUIDELINES

- 7.1 Board Members, by making a request to the General Manager (or District Clerk?delete, as requested earlier this year by Jerry, not sure??), shall have access to information relative to the operation of the CCSD, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager or District Clerk cannot provide the requested information in a timely manner by reason of information deficiency, or major interruption in work schedules, workloads, and priorities, then the General Manager or District Clerk shall inform the individual Board Member why the information is not or cannot be made available.
- 7.2 In handling complaints from residents, property owners within the CCSD, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the CCSD's response, if any.

- 7.3 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should confer directly with the General Manager.
- 7.4 When approached by CCSD personnel concerning specific CCSD policy, Directors should direct inquiries to the General Manager or, in their absence, to the District Clerk. The chain of command should be followed.
- 7.5 Directors and General Manager should develop a working relationship so that current issues, concerns and CCSD projects can be discussed comfortably and openly.
- 7.6 When responding to constituent request and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager, or in their absence, to the District Clerk.
- 7.7 Directors are responsible for monitoring the CCSD's progress in attaining its goals and objectives, while pursuing its mission. (whose goals? Board goals and CCSD/department goals must be mutually focused and compatible?)
8. DIRECTOR COMPENSATION
- 8.1 Directors shall receive compensation of seventy five dollars (\$75.00) for each authorized meeting of the Board attended by him/her, or for each day's service rendered as a Director and approved by the Board. (When/how is board member authorized/approved by Board to attend meeting??)

Government Code Section 61047 (a) provides that "The board of directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100)(currently \$75) for each day of service. A

member of the board of directors shall not receive compensation for more than six days of service in a month.”

- 8.2 The following are authorized meetings for which a Director may be compensated:
- (a) Regular Board meetings
  - (b) Special Board meetings
  - (c) Advisory or Committee Body meetings (created for board input, ie Ad Hoc, board liaisons as needed and determined by Board president and vice president?)(also, committee must conduct business that relates to CCSD jurisdictional responsibilities)
  - (d) (Related) Training and Educational seminars, conferences or webinars
  - (e) Negotiation Sessions
  - (f) Depositions
  - (g) Meetings with District consultants, engineers, or other professionals for the purpose of conducting District business or potential business
  - (h) Any other activity the Board requests a member attend in advance of attendance  
?How/where? to fit in: Board president shall serve as primary spokesperson/liaison to represent board position to appropriate outside agencies. The board president may appoint other board members to serve in this role as needed.
- 8.3 Director compensation shall not exceed six days of service in any calendar month.
- 8.4 In no event shall Director compensation exceed \$75 per day, or \$450 per month.

- 8.5 Each Board Member is entitled to reimbursement for their travel, meals and lodging, and other actual and necessary expenses incurred in the performance of the duties required ~~and~~ authorized by the Board, pursuant to Government Code Section 53232.2.

It is the policy of the CCSD to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the CCSD for Board members and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

## 9. COMMITTEES

- 9.1 (a) As is customary with Board meetings, all committees shall meet within the jurisdictional boundaries of CCSD except, as may be permitted by the Brown Act.

[The Brown Act at Government Code Section 54954\(b\) addresses the issue of circumstances when “legislative bodies” may meet outside of the District’s boundaries. If “committees” are legislative bodies for purposes of the Brown Act \(i.e. standing committees, or other committees whose membership is more than a quorum of the Board\), then the Brown Act provisions will control, pursuant to Government Code Section 54952.](#)

### (b) Ad Hoc Committees

The Board shall appoint such ad hoc committees as may be deemed necessary or advisable. The duties of the ad hoc committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. Ad hoc committees shall meet on an as needed basis

### 9.2 Standing Committees

- (a) The Board may create standing committees at its discretion. Standing committees shall be advisory committees to the Board of Directors and shall not commit the CCSD to any policy, act or expenditure. Each standing committee



may consider CCSD related issues, on a continuing basis, assigned to it by the Board of Directors. The Board of Directors shall appoint committee members.

- (b) All standing committees shall be conducted as public meetings in accordance with the Brown Act and Sections 2, 3 and 4 of these Bylaws. Summary notes for each meeting of each committee shall be forwarded to the Board of Directors as a public record.

[Under the Brown Act, the exemption for ad hoc committees is based upon Government Code Section 54952\(b\), and committees with continuing subject matter jurisdiction or a formally established fixed meeting schedule are subject to the Brown Act.](#)

10. CORRESPONDENCE DISTRIBUTION POLICY

Time permitting, the following letters and other documents shall be accumulated and electronically delivered to the Board of Directors and/or with the monthly agenda packet.

- 10.1 All letters approved by the Board of Directors and/or signed by the President on behalf of the CCSD; and
- 10.2 All letters and other documents received by the CCSD that are of CCSD-wide concern as determined by CCSD staff.
- 10.3 The CCSD General Manager shall establish a policy for receiving, processing and distribution of CCSD correspondence.

11. CONFLICTS OF INTEREST AND RELATED POLICY

State laws are in place, which attempt to eliminate any action by a Board Member or the CCSD that may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. Laws, which regulate conflicts, are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the FPPC at (916) 322-5660, prior to the day of the



meeting, if they have a question about a particular agenda item.

[These Conflict of Interest matters are all comprehensively addressed in State law and do not need to be included in Bylaws.](#)

#### 11.1 Conflict of Interest

Each Director is encouraged to review the CCSD Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: (1) reasonably foreseeable that the decision will have a (2) material financial effect on the (3) official or a member of his or her immediate family or on an economic interest of the official, and (4) the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is deemed to be directly involved in the decision.

#### 11.2 Interest in Contracts, Government Codes Section 1090

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Board member has financial interest.

#### 11.3 Incompatible Office, Government Code Section 1099

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment of the other public interest, their discharge by one person is incompatible with that interest and the first office is automatically vacated.

### 12. BOARD MEMBER VACANCY

The Community Services District Law specifically states in Government Code § 61042, subd. (c):

*Any vacancy in the office of a member elected to the board of directors shall be filled pursuant to Section 1780.*

Government Code §1780 states the options for filling a Board vacancy.

As noted in this section, the process for filling vacancies is set forth in Government Code Section 1780. The notice, posting and other provisions that follow are statutory and not necessary. The 2/3rds vote requirement is not in the statute, which provides that the remaining Board members can fill the vacancy. Since three affirmative votes are required, that would mean a 3/4ths vote of the remaining members to fill a vacancy.

Should the board of directors choose to fill a vacancy by appointment (allowed by law) the following process in addition to the required actions may include:

- 12.1 Adopt a resolution calling for posting of Notice of Vacancy.
- 12.2 The notice is posted in compliance with Government Code §1780 which provides that the remaining board members may fill the vacancy by appointment and that a notice shall be posted at the three CCSD posting locations at least fifteen (15) days before the appointment is made.
- 12.3 The notice may be published in a newspaper of general circulation.
- 12.4 Within 30 days of vacancy notice and receipt of applications call a special meeting for applicant interview (and selection process if a qualified applicant interviews).
- 12.5 The appointment shall be made within 60 days after either the date on which the board is notified of the vacancy or the effective date of the vacancy, whichever is later.

12.6 At next regular meeting hold nominations to fill the vacancy. The successful candidate will receive a motion, second and a two thirds majority of votes cast. (not if 12.4 is followed)

12.7 The appointee will take the Oath of Office and is encouraged to participate in timely orientation.

13. EVALUATIONS

The CCSD's General Manager and District Legal Counsel shall be evaluated annually.

14. CONTINUING EDUCATION AND ETHICS TRAINING

14.1 Members of the Board of Directors are encouraged to attend educational conferences or webinars and professional meetings when the purposes of such activities are to improve CCSD operations. Subject to budgetary constraints, there is no limit as to the number of Directors attending a particular conference or seminar when it is determined by the Board that their attendance is beneficial to the CCSD.

14.2 Pursuant to sections 53234 et seq. of the Government Code all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.

[As this section indicates, the ethics training requirement is statutory, as is the requirement in the following section regarding new members and designated staff receiving ethics training within one year of commencing service \(Government Code Section 53235.1\(b\)\).](#)

14.3 Each newly elected Board member and designated District personnel shall receive ethics training no later than one year from the first day of service with the District.

15. BOARD BYLAW REVIEW POLICY

Subject to 3.1 the Board Bylaw Policy shall be reviewed annually at the first regular meeting in January and

amendments to the Bylaws shall be considered for adoption by the Board at the first Regular meeting in February. The review shall be provided by District Counsel and implemented by Board action.

16. RESTRICTIONS ON RULES

The rules contained herein are guidelines only and shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.

**Monique Madrid**

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**From:** Muril Clift <mnclift@charter.net>  
**Sent:** Sunday, December 21, 2014 11:20 PM  
**To:** Monique Madrid  
**Subject:** Fwd: Board agenda item 9A, By-laws

I have only two suggested changes to the By-laws.

First, they should be reduced by removing sections that are clearly a restatement of State Law.

Second, see below regarding the Brown Act.

Muril

Sent from my iPad

Begin forwarded message:

**From:** Muril Clift <mnclift@charter.net>  
**Date:** December 16, 2014 at 1:12:53 PM PST  
**To:** Tim Carmel <tcarmel@carnaclaw.com>, Jerry Gruber <JGruber@cambriacsd.org>  
**Subject: Board agenda item 9A**

Item 3.2 states "Unless otherwise directed by the President, members of the public "SHALL" state their name...."

Shall is mandatory and I think a little at odds with the Brown Act section 54953.3 which states no person has to reveal their name or complete any questionnaire for attendance at a public meeting. Although it does not specifically refer to speaking I find it questionable to demand (shall) a person to identify themselves to speak when the law specifically exempts them from having to identify themselves to attend.

I would be a lot more comfortable with replacing the word "shall" with the words "are requested to".

Muril

Sent from my iPad

**Monique Madrid**

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**From:** James Bahringer <jim@fogsend.com>  
**Sent:** Sunday, January 18, 2015 9:39 PM  
**To:** Monique Madrid  
**Subject:** Re: By Law suggested revision submittal due date

Ton's of notes and issues on the By Laws -> yet at the end of the day, the by-laws are the least of the issues we face.

The only thing that I would revise is in section 8.1 to read \$100 per -> and total -> etc"

Jim

On Jan 14, 2015, at 9:48 AM, Monique Madrid <[mmadrid@cambridgesd.org](mailto:mmadrid@cambridgesd.org)> wrote:

Good Morning,

Our distribution date for the January 29 board agenda is on Friday, January 23. It would be extremely helpful if you

Have any bylaw revisions if you would please submit them to me by Tuesday, January 20 at 12:00 p.m.

Monique Madrid  
Administrative Services Officer  
Cambria Community Services District  
805-927-6117

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## BYLAWS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

### Article I. NAME

The Cambria Community Services District (CCSD) was formed in 1978, with powers as provided by the Community Services District Law.

### Article II. PURPOSE

The purpose of CCSD is to provide services to the Cambria Community consistent with the General Plan, Master Plan, Specific Plan, the Development Agreements, the Public Service Allocation Agreement with San Joaquin County, the Master Acquisition and Reimbursement Agreements, and the resulting subdivision maps.

### Article III. BOARD OF DIRECTORS

#### Section 1 Responsibility

The Board shall govern the District; the Board establishes policies for the operation of the District. The Board shall provide for the implementation of the policies, which is the responsibility of the General Manager.

#### Section 2 Election and Number

The governing body of the District consists of five (5) elected Directors. Directors are elected at-large and serve staggered four year terms under the provisions of the Community Services District law (§61000)

#### Section 3 Compensation

Compensation and reimbursement for expenses for Directors complies with Government Code §61047 et seq.

*[NOTE: If it is appropriate, I'd like to use the language above, rather than including the code into the bylaws word by word. I've included the text here for your convenience, in case it must be included in below. At the CSDA training workshop, in bylaws that include §61047(a) they recommend including §61047(e) et seq ]*  
*61047. (a) The board of directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed one hundred dollars (\$100) for each day of service. A member of the board of directors may not receive compensation for more than six days of service in a month.*

*(b) The board of directors, by ordinance adopted pursuant to Chapter 2(commencing with Section 20200) of Division 10 of the Water Code, may increase the amount of compensation that may be received by members of the board of directors.*

*(c) The board of directors may provide, by ordinance or resolution, that its members may receive their actual and necessary traveling and incidental expenses incurred while on official business. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3.*

*(d) A member of the board of directors may waive any or all of the payments permitted by this section.*

*(e) For the purposes of this section, a "day of service" means any of the following:*

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- (1) A meeting conducted pursuant to the Ralph M. Brown Act, Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5.
- (2) Representation of the district at a public event, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public event.
- (3) Representation of the district at a public meeting or a public hearing conducted by another public agency, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and that the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the public meeting or public hearing.
- (4) Representation of the district at a meeting of a public benefit nonprofit corporation on whose board the district has membership, provided that the board of directors has previously approved the member's representation at a board of directors' meeting and the member delivers a written report to the board of directors regarding the member's representation at the next board of directors' meeting following the corporation's meeting.
- (5) Participation in a training program on a topic that is directly related to the district, provided that the board of directors has previously approved the member's participation at a board of directors' meeting, and that the member delivers a written report to the board of directors regarding the member's participation at the next board of directors' meeting following the training program.

#### Section 4 Resignation.

A Director may resign at any time by giving written notice to the Board, to the President, or to the District Clerk. Any resignation will take effect on the date received or at any later time specified in the notice; and, unless otherwise specified, the acceptance of the resignation is not necessary to make it effective.

#### Section 5 Vacancies.

Vacancies on the Board must be filled in accordance with Government Code §1780.

### Article IV. ELECTED OFFICERS.

#### Section 1 Officers

The elected officers will be chosen by the Board from among the five (5) members of the Board and shall consist of a President and a Vice-President.

#### Section 2 Terms of Officers.

The President and Vice President of the Board shall be elected annually at the first regular meeting in December and the term of office shall commence immediately upon election and continue until replaced.

#### Section 3 Duties of Officers.

##### A. President

1. The President of the Board of Directors shall serve as chairperson at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow.



B. Vice-President

- 1. Shall serve as chairperson in the absence of the President.

**Article V. BOARD COMMITTEES**

**Section 1 Ad Hoc Committees**

The President or a majority of the Board may create ad hoc committees from time to time with specific focus and duration as required. Such committees shall include no more than two Directors, either as assigned members or as meeting participants.

**Section 2 Standing Committees and Duties**

The following standing committees of the board of directors are hereby established for the purpose of reviewing the subject designated generally below:

- A. Finance: Responsible for financial and budgetary matters.
- B. Infrastructure: Responsible for long term plans for the development and maintenance of the district relating to infrastructure. (Water and Wastewater)
- C. Emergency Services: Responsible for and policies relating to the Fire Department

**Section 3 Composition and Appointment**

The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January. Each standing committee shall be composed of not more than two (2) board members appointed annually by the president. One member shall serve as chair of the committee. The committee chair schedules the meetings and sets the agenda with the general manager. The committee shall report to the board from time to time, as directed by the president.

**Section 4 Compliance With Statute**

All standing committees shall comply with the provisions of the Ralph M. Brown Act concerning the calling of public meetings. Per Brown Act requirements, committees will not include more than two Directors at any one time, either as assigned members or as meeting participants.

**Article VI. GENERAL MANAGER**

**Section 1 Appointment, Service and Compensation**

The board of directors shall appoint a general manager to run the day to day business of the District and implement Board Policies. The board of directors shall set the compensation, if any. The General Manager shall serve at the pleasure of the Board.

**Section 2**

The Board of Directors shall evaluate the General Manager on an annual basis.

## Article VII. BOARD PROCEEDINGS

### Section 1 Regular Meetings.

Regular meetings of the Board of Directors shall be held monthly at a reasonable time and place to be determined by the Board of Directors. The day, time, and location of regular meetings of the Board shall be as set forth by Resolution annually.

### Section 2 Ralph M. Brown Act.

The Board shall hold its meetings in the manner required by the Ralph M. Brown Act. (See Ca Gov Code 54950 et. seq)

### Section 3 Posting Notice.

Notices and other items required to be posted by law or Board direction shall be posted on bulletin board at the Veteran's Memorial Hall, in the window of the District Office, and on the District's website.

### Section 4 Attendance

Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for their absence.

A majority of the total membership of the Board is sufficient to do business, however motions must be passed unanimously if only three attend. When there is no quorum for a regular meeting, the President, Vice President, or any Board member shall adjourn such meeting, or, if no Board member is present, the District Clerk shall adjourn the meeting.

### Section 5 Meetings to be Informal; Robert's Rules of Order.

It is the intent of the Board that meetings shall remain as informal as reasonably possible, consistent with the business needs of the District. Failure to comply with these rules shall not invalidate an otherwise lawful action of the Board. Nevertheless, whenever the President, or a majority of the Board, deems it necessary for the orderly conduct of business, formal proceedings may be initiated. In such case, the meeting shall be conducted pursuant to Robert's Rules of Order except as otherwise provided in this Chapter.

### Section 6 Public Comment.

At every regular meeting, members of the public shall have an opportunity to address the Board on matters within the District's jurisdiction and not otherwise on the agenda. Except for matters scheduled for formal public hearing, public input and other matters on the posted agenda, public comment on matters not on the agenda shall be made during the time set aside for public comment. Each speaker shall limit his remarks to three (3) minutes, subject to the President's discretion.

### Section 7 Limitations on Board Action

No Board action may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act.

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**Section 8 Manner of Voting.**

The Board shall act only by ordinance, resolution or motion. The minutes of the Board shall record the ayes, noes and members present not voting for the passage of all ordinances, resolutions or motions. An abstention shall be recorded as an abstention and shall have the effect of a non-vote.

**Section 9 Agenda Preparation**

The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director’s request to place an item on the agenda must be approved by the President or a majority of the Board members.

**Article VIII.AMENDMENTS**

**Section 1** The Bylaws of the District shall be amended only with the approval of, at least, three Directors of the District at a regular or special meeting.

Passed and adopted by the Board of Directors of the Cambria Community Services District at its regular meeting this \_\_\_\_\_ day of \_\_\_\_\_, **2014** by the following Vote:

***Suggested for discussion:***

(to be included with reimbursement of expenses?)

Health benefits. Each Board member may have the option of either:

- (1) Obtaining health insurance independently and paying the premium. In which case the Board member may submit monthly proof of payment to the District for reimbursement up to 50% of the District’s contribution for employee and dependent coverage, or,
- (2) Having health insurance coverage through their spouse’s employer or from other employment. In which case the Board member may submit monthly proof of any premium not paid by the spouse’s or his/her employer for reimbursement up to 50% of the District’s contribution for employee and dependent coverage, or,
- (3) Selecting coverage under the District’s basic plan. In which case the District will pay the premium directly up to an amount equivalent to 50% of the District’s contribution for employee and dependent coverage.

Question: why are committees appointed by calendar year vs fiscal year?

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9. D.**

FROM: Jerry Gruber, General Manager

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Meeting Date: January 29, 2015

Subject:

Discussion and Consideration of Whether to Implement the Emergency Water Supply Operating Charge Associated with the Startup of the Emergency Water Supply Project.

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**RECOMMENDATION:**

Staff recommends that the CCSD Board of Directors consider two alternatives relating to the implementation of the Emergency Water Supply Operating Charge associated with the startup of the Emergency Water Supply Project (EWS).

Alternative No. 1- implement the Emergency Water Supply Operating Charge for the Emergency Water Supply Project. This alternative would result in \$ 135,000 in additional revenue for the District.

Alternative No. 2- Choose not to implement the Emergency Water Supply Operating Charge for the Emergency Water Supply Project. This alternative would result in \$ 135,000 less in revenue for the District.

**FISCAL IMPACT:**

The alternative the CCSD Board of Directors chooses will determine the financial impact to the District. If fees are implemented the results will be an additional \$ 135,000 to the CCSD. If fee's are not implemented the District will receive \$ 135,000 les in revenue.

**Discussion:**

The Emergency Water Project Charges that have been approved by the Board of Directors includes an Emergency Water Supply Operating Charge, which is only charged during billing periods of anticipated facility operation. Recently, the Water Alternatives Ad-hoc Committee met to discuss and be brought up to date on the progress of the EWS. A brief discussion ensued relating to the appropriateness and feasibility of charging Cambrians the Emergency Water Supply Operating Charge for the EWS during the initial startup. The following reasons were expressed for not imposing the fees for the initial startup phase of operations. The Water Alternatives Ad-hoc Committee is recommending that the fee not be imposed at this time, however, the Committee wants the entire Board of Directors to further deliberate the matter.

1. Since the initial startup of the EWS is to make sure the system in its entirety is functioning properly, the necessity to resolve and troubleshoot any problems, it may be appropriate for the Board to consider not imposing the Emergency Water Supply Operating Charge at this time.
2. The CCSD has intentionally chosen to operate the EWS for a three month period of time instead of running the system for a shorter period of time and then turning it off. This decision was made for operational purposes.
3. Current well levels as of January 12, 2015 are as follows. The Santa Rosa SR4 Well is at 51.50 feet. The Santa Rosa Well 3 is at 30.79 feet. The average Well level for the San Simeon Wells is 20.49 feet. Based upon those well levels, the District could choose to provide the community all of its potable water supply from both the Santa Rosa and San Simeon wells, instead of using the EWS.

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

UNANIMOUS:    \_\_\_ ROBINETTE \_\_\_ CLIFT \_\_\_ BAHRINGER \_\_\_ THOMPSON \_\_\_ RICE \_\_\_

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.E.**

FROM: Jerry Gruber, General Manager

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Meeting Date: January 29, 2015      Subject: Consideration and Vote on the Election for a Special District Representative on the Local Agency Formation Commission (LAFCO).

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**RECOMMENDATIONS:**

It is recommended that the Board of Directors consider and vote on the election for a Special District representative on the Local Agency Formation Commission (LAFCO).

**FISCAL IMPACT:**

No fiscal impact has been identified regarding this matter.

**DISCUSSION:**

The Local Agency Formation Commission is comprised of seven regular members: two County Board of Supervisors, two City Council Members, two Special District Members, and one Public Member. Attached is correspondence from David Church, Executive Director of the San Luis Obispo LAFCO, regarding voting for one of the Special District Members. As indicated in the attachment, each Independent Special District may vote for one nominee. The vote by a District is required to be considered by the District's Board of Directors as an item placed on its agenda and its selection must be submitted to the LAFCO office no later than January 31, 2015.

Two individuals have been nominated for the LAFCO Special District Member position, and their ballot statements are included in Mr. Church's correspondence. The term for this position expires in December 2018. The two candidates are:

- Barbara Bronson Gray, Cambria Healthcare District
- Marshall Ochylski, Los Osos Community Services District

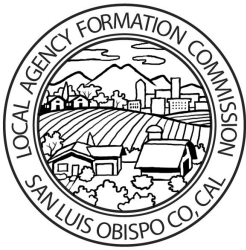
The balloting process provides for electronic submission of the Board's selection as set forth in Mr. Church's letter. Accordingly, staff recommends that the Board of Directors vote on one of the two nominees and staff will then submit the selection to LAFCO by the January 31, 2015 deadline.

Attachments: Correspondence from David Church regarding ballot for LAFCO Special District Member

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

UNANIMOUS: \_\_\_ ROBINETTE \_\_\_ CLIFT \_\_\_ BAHRINGER \_\_\_ THOMPSON \_\_\_ RICE



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

**TO: EACH INDEPENDENT SPECIAL DISTRICT**  
**FROM: DAVID CHURCH, AICP, EXECUTIVE OFFICER**  
**DATE: DECEMBER 4, 2014**  
**SUBJECT: BALLOT FOR LAFCO SPECIAL DISTRICT MEMBER**

Two individuals have been nominated for the LAFCO Special District position. The term for this position would expire in December 2018. The District's Board of Director's may select one of the following nominees:

- Barbara Bronson Gray, Cambria Healthcare District
- Marshall Ochylski, Los Osos Community Services District

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

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

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

**E-Mailed Ballot.** The Government Code allows for the balloting to be conducted electronically by the LAFCO Executive Officer if it is not possible for the Selection Committee to achieve a quorum. The Special Districts Selection Committee agrees that completing the election electronically is appropriate because attaining a quorum is not possible.

**Ballot Instructions.** Each Independent Special District may vote for one nominee. The vote by a District must be considered by the District's Board of Directors as an item placed on its agenda. The District's selection must be submitted to the LAFCO office no later than **January 31, 2015** via one of the following ways:

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

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

cc: Members, Formation Commission

**COMMISSIONERS**

Chairman  
ROBERTA FONZI  
City Member

Vice-Chairman  
TOM MURRAY  
Public Member

MURIL CLIFT  
Special District Member

BRUCE GIBSON  
County Member

FRANK MECHAM  
County Member

MARSHALL OCHYLSKI  
Special District Member

DUANE PICANCO  
City Member

**ALTERNATES**

ROBERT ENNS  
Special District Member

DAVID BROOKS  
Public Member

ADAM HILL  
County Member

Kris Vardas  
City Member

**STAFF**

DAVID CHURCH, AICP  
Executive Officer

RAYMOND A. BIERING  
Legal Counsel

MIKE PRATER  
Analyst

DONNA J. BLOYD  
Commission Clerk

## Barbara Bronson Gray

### Statement of Qualifications, Special District Representative

I'm running for election as your Special District Representative to LAFCO because I have the commitment, leadership experience and community understanding to speak for the interests of Special Districts.

As Vice President of the Cambria Community Healthcare District and trustee for the last several years, I understand the kind of representation to LAFCO that special districts need. **Never has the mission of LAFCO -- promoting the efficiency of public services while preserving the unparalleled character and the agricultural potential of San Luis Obispo – been more critical.**

**Still recuperating from the recession and struggling against historic drought conditions, our county's special districts have had to meet significant challenges that have tested their abilities to bring our communities together to solve complicated problems.**

As one of two Special District Commissioners on LAFCO, I would reach out to all of the districts on a regular basis to ensure my comments and votes represent your views and best interest.

#### Background and Qualifications

- Vice President, Cambria Community Healthcare District
- Member, Medical Reserve Corps, San Luis Obispo County, and the State of California
- B.S., M.N. degrees from UCLA
- Helped lead global communications for Amgen, the biotechnology firm in Thousand Oaks, Calif.
- Ran the Amgen Foundation
- Served as a Board Member of the Ventura County Economic Development Association, Boys & Girls Clubs of Conejo and Las Virgenes, and the New West Symphony
- Was responsible for communications for Engineering and the Sciences, UC Santa Barbara
- Led communications workshops for the Nonprofit Support Center, Santa Barbara
- Served on the Municipal Advisory Council of Oak Park, an elected body that makes recommendations to the Ventura County Supervisor on planning and county services for the unincorporated area of about 14,000 people
- San Luis Obispo County resident since 2005

Please call me at 927.2276 or email me at [bbgray@sbcglobal.net](mailto:bbgray@sbcglobal.net) if you would like to know more.

I ask for your vote.



## **Marshall Ochylski**

I am running for re-election as your Special District Representative to LAFCO because I believe I have the experience and ability to best represent our Special Districts and our unique needs on that Commission.

I have been serving as your Commissioner for the past 3 ½ years. During that time I have diligently attended and actively participated in LAFCO Meetings as your Special District representative. I look forward to continuing to represent our Special Districts on the Commission and request your support.

As one of your two regular Commissioners on LAFCO, I will continue to make decisions that promote the efficient use of our limited natural resources and infrastructure capacity, while providing for the interests and concerns of each of our Special Districts.

My record since my election in 2008 and re-election in 2012 as a Director of the Los Osos Community Services District, including three as Board President, has proven my ability to listen, learn, and lead on a variety of issues - skills that I will continue to bring to LAFCO.

I sincerely appreciate the previous support I have received from our various Special Districts and ask for your District's vote in this election.

### **Current Activities:**

**Board Member, Los Osos Community Services District**

**Commission Member**

**Local Area Formation Commission (LAFCO)**

**President, California Special Districts Association**

**San Luis Obispo County Chapter**