

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



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, October 14, 2021 - 2:00 PM

AGENDA

REGULAR MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/95094578492?pwd=QTdEZW5sSmdlenJuK1pBREYVYmVtZz09>

Passcode: 392416

Or One tap mobile:

US: +16699006833,,95094578492# or +12532158782,,95094578492#

Or Telephone:

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

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

Webinar ID: 950 9457 8492

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

1. OPENING

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

2. BOARD MEMBER COMMUNICATIONS

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

3. COMMISSION REPORT

- A. PROS Chairman's Report**

4. PUBLIC COMMENT

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

5. 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 Direct Staff to Advertise for an Open Position on the Finance Committee and a Second Open Position on the Policy Committee

6. REGULAR BUSINESS

- A.** Update Regarding California Voting Rights Act Report by National Demographics Corporation
(Note: Due to the limited availability of consultant, this item will likely be moved to the beginning of the agenda)
- B.** Discussion and Consideration of East Ranch Restroom Design and Presentation
- C.** Discussion and Consideration of Adoption of Ordinance 03-2021 Amending Chapter 4.12 of the CCSD Municipal Code Relating to the Emergency Water Shortage Contingency Plan
- D.** Discussion and Consideration of Board Ad Hoc Committee Report on Policies

7. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

- A.** Public Comment: The President will be asking for public comment before the reports
- B.** Finance Committee's Report
- C.** Policy Committee's Report
- D.** Resources and Infrastructure Committee's Report
- E.** Other Liaison Reports and Ad Hoc Committee Reports

8. FUTURE AGENDA ITEM(S)

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

9. ADJOURN

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.A.**

FROM: John F. Weigold IV, General Manager

Meeting Date: October 14, 2021	Subject: Consideration to Direct Staff to Advertise for an Open Position on the Finance Committee and a Second Open Position on the Policy Committee
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RECOMMENDATIONS:

Staff recommends that the Board of Directors direct staff to advertise for an open position on the Finance Committee and an open position on the Policy Committee.

FISCAL IMPACT:

There are minimal costs associated with this action, which would include staff time and advertising expenses. These costs will be funded from the General Fund's – Administrative Department.

DISCUSSION:

Dewayne Lee, a member of the Finance Committee, passed away on September 1, 2021. Leslie Richards, a member of the Policy Committee, resigned on September 14, 2021. In accordance with the Cambria Community Services District (CCSD) Standing Committee Bylaws, staff recommends that the Board of Directors direct staff to advertise to solicit candidates to fill the open positions. These vacancies will be advertised for a minimum of two weeks in the local newspaper, on the CCSD website, and posted on all CCSD public information bulletin boards. The Standing Committee Bylaws are attached for the Board's reference. The selected candidates will serve the remainder of the respective terms, which expire on February 18, 2023.

The current Finance Committee Chairperson is Tom Gray and the current Policy Committee Chairperson is Donn Howell.

Staff recommends the Board direct staff to advertise for the open positions on the Finance Committee and the Policy Committee.

Attachments: CCSD Standing Committee Bylaws
Finance Committee Appointment Schedule
Policy Committee Appointment Schedule

CAMBRIA COMMUNITY SERVICE DISTRICT STANDING COMMITTEE BYLAWS

1. SCOPE OF RESPONSIBILITY

1.1. Standing Committees are advisory to the Board of Directors. The committees shall gather information, explore alternatives, examine implications, and offer options for the review and deliberation by the Board of Directors.

1.2 Each Standing Committee shall consider District related issues approved and assigned to it by the Board of Directors.

1.3 Apart from their normal function as part of an advisory resource, committees and their individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.

1.4 The committee and its members shall maintain collaborative working relationships with the public, other Standing Committees and the CCSD Board of Directors.

1.5 Any Standing Committee, or their ad hoc committees, may meet with staff and/or District consultants but shall not interfere with their operational duties, as determined by the General Manager. Any information requests to staff will be specific in nature and relate to the business of the committee.

1.6 Board directed policies developed outside the Policy Committee, shall be referred to that committee for assignment of a policy number and formatting as appropriate but will not require further content review or consideration by the Policy Committee

1.7 Standing Committee Statements of Purpose and Responsibilities

1.7.1 The Finance Committee shall:

- (a) Provide review for transparent budget processes and financial management that promote fiscal stability and instill public trust;
- (b) Support and work directly with the CCSD General Manager and Finance Manager in enhancing financial integrity and monetary discipline;
- (c) Discuss and receive public input during committee meetings and advise the Board of Directors on financial matters;
- (d) Provide financial review, assessment, and recommendation to CCSD Board of Directors regarding staff identified potential funding sources available to the District from private, public, County, State or federal entities;
- (e) Support other Standing Committees' fiscal review needs.

1.7.2 The Resources and Infrastructure Committee shall:

- (a) Assess existing resources and gather information regarding infrastructure and resource needs of the community;
- (b) Support and work directly with the CCSD General Manager and Utilities Manager in identifying/defining plans to meet the infrastructure needs of the community,

working within the bounds of current and potential resources and priorities of the District;

- (c) Provide recommendations to the Board of Directors regarding actions to meet the community's infrastructure needs;
- (d) Support other Standing Committees' resource and infrastructure review needs.

1.7.3 The Policy Committee shall:

- (a) Review existing operational and governance policies that the Board has identified as requiring assessment, update, or organization for consistency with other existing policies;
- (b) Identify potential areas of policy needs not currently addressed in the Policy Handbook, develop needs assessment regarding impact due to lack of policy and immediacy of need, and provide to the Board, through the committee chair, for definition of content, consideration of timing needs and approval to proceed in policy development;
- (c) Support other Standing Committees' policy review needs.

2. COMMITTEE MEMBERS

2.1 The Committee shall consist of five volunteer members from the community and one CCSD Board Director to act as chairperson.

2.2 Each Committee member must live and be registered to vote within the CCSD boundaries.

2.3 Method of appointment

- (a) The Chairperson shall be appointed by the President of CCSD Board of Directors, subject to Board approval.
- (b) Volunteer committee members shall serve two-year terms. Such terms shall begin in February of odd numbered years.
- (c) At the end of a term of office a Committee member wishing to continue for another term shall fill out an application as specified in 2.3.(d) below and will be considered for appointment along with the other applicants.
- (d) Prior to the beginning of a term, or in the event of a vacancy during an unexpired term, the CCSD shall invite applications for committee membership. Such invitation shall be advertised for a minimum of two weeks in the local newspaper, on the CCSD website and at all Cambria CSD public information bulletin boards. Application forms may be obtained and submitted on the website and Administrative Offices during normal business hours during the application period.
- (e) Any applications received per 2.3.(d) above shall be retained by the District and remain active for two years.
- (f) Committee members shall be appointed from the pool of applicants (see 2.3.(d) above) by recommendation of the Committee Chairperson and a majority vote of CCSD Board of Directors.
- (g) The Committee Chairperson shall be responsible for interviewing new applicants and determining their qualifications prior to making a recommendation to the CCSD Board of Directors.

2.4. Vacancies of unexpired terms of office of regular Committee members shall be filled by recommendation of the Committee Chairperson from the pool of applicants (see 2.3.(d) above) and appointment by the CCSD Board of Directors.

3. COMMITTEE OFFICERS

- 3.1. The Chairperson shall be chosen annually from members of the Board of Directors by majority vote of the Board
- 3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the Committee.
- 3.3. No member of the committee shall hold more than one office.
- 3.4. Chairperson Duties:
 - (a) vote only in the event of a tie vote,
 - (b) preside over meetings,
 - (c) establish committee meeting agendas, consistent with direction from a majority of the Board of Directors,
 - (d) appoint appropriate ad hoc committees,
 - (e) sign reports,
 - (f) represent the Committee at regular CCSD Board meetings,
 - (g) coordinate with CCSD staff input for agenda preparation for the monthly Committee meetings,
 - (h) develop a meeting calendar, including joint Committee meetings, to be approved by the CCSD board.
- 3.5. Vice Chairperson duties:
 - (a) perform the duties of the Chairperson in their absence,
 - (b) act as liaison to another Standing Committee as determined by the Chairperson or a majority of the Committee.
- 3.6. Secretary duties:
 - (a) record the minutes of the meetings in action form, ensuring the accuracy of when, how and by whom the Committee's business was conducted.
 - (b) Submit the draft written minutes and recording to CCSD staff for the public record.
 - (c) Minutes should include at a minimum:
 - the date, time and location of the meeting,
 - a list of the Committee members present and absent,
 - a record of reports presented and by whom,
 - the text of motions presented and description of any action taken,
 - list of items considered for future agenda,
 - time of meeting adjournment.

4. COMMITTEE MEMBER GUIDELINES AND AUTHORITY

- 4.1. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Code Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).

- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff and to members of the audience present at Committee meetings.
- 4.5. Committee members have the right to disagree with ideas or opinions, while being respectful. Once the Committee takes action, individual Committee members should not create barriers to the implementation of any action voted upon by the Committee.
- 4.6. Apart from their normal function as part of an advisory resource, committees and their individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.
- 4.7. After two consecutive unexcused absences of a Committee member, the Committee, by a vote of a majority of a quorum of the Committee, may recommend action to the CCSD Board.
- 4.8. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.

5. AGENDA PROCEDURE

- 5.1. Members shall provide input on the agenda to the Chairperson.
- 5.2. Chair shall develop the draft agenda in cooperation with the Vice Chair and CCSD staff.
- 5.3. CCSD staff shall prepare the final agenda and attachments.
- 5.4. CCSD staff shall post agendas at the District Administrative Office and be distributed to all Committee members and the agenda distribution list.

6. MEETINGS

- 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD, except as otherwise permitted by the Brown Act.
- 6.2. Information that is exchanged before meetings shall be distributed through the District Clerk, and Committee members will receive all information being distributed as part of the normal meeting Agenda.
- 6.3. The Committee shall meet monthly on dates set annually by the Committee, unless otherwise publicly noticed 72 hours in advance. The Committee may call publicly noticed special meetings as needed, with required 24-hour notice.
- 6.4. A majority of all Committee members, including the Chair, shall constitute a quorum.
- 6.5. The business at regular meetings of the Committee, shall be conducted for no more than a two-hour period, unless extended by a majority vote of a quorum of the Committee. In the event there are remaining items on the agenda at the end of the two-hour period, the Committee may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Committee's business is discussed and to protect against fatigue in discussing and deciding important issues.
- 6.6. All Committee meetings shall be conducted by laws governing open meetings and public participation.
- 6.7. The CCSD General Manager shall determine a staff liaison to the Committee for the purpose of improving the flow of communication.

7. PARLIAMENTARY AUTHORITY

- 7.1. The rules contained in the current edition of Rosenberg's Rules of Order (and Roberts Rules of Order 11th Edition for matters on which Rosenberg is silent, shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Committee may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence.
8. AMENDMENTS TO BYLAWS
 - 8.1. The CCSD Board of Directors retains sole authority to amend these bylaws. In addition to reviewing these bylaws in odd numbered years, committee chairpersons may include any urgent suggestions or ideas for changes during their monthly report. The Board of Directors may provide the chairperson direction regarding the suggestion or place the item on a future agenda for consideration. Any amendments must be approved by majority of a quorum of the CCSD Board of Directors.

CAMBRIA COMMUNITY SERVICES DISTRICT



FINANCE STANDING COMMITTEE

APPOINTMENT SCHEDULE

Committee Members	Date Appointed	Term Expiration
Ted Siegler-Vice Chair	2/23/2021	2/18/2023
Vacant		2/18/2023
Mary Maher- Secretary	2/23/2021	2/18/2023
Marvin Corne	1/17/2019	2/18/2023
Cheryl McDowell	1/17/2019	2/18/2023

Ex Officio Board Member	Date Appointed
Tom Gray - Chairman	12/17/2020

At the end of a term of office, and with the request of the member and approval by the Committee, the CCSD Board of Directors may reappoint that member for additional two-year terms, in increments.

*Ted Siegler was appointed as vice chair on 2/23/2021.

*Mary Maher was appointed as secretary on 2/23/2021.

CAMBRIA COMMUNITY SERVICES DISTRICT**POLICY COMMITTEE****APPOINTMENT SCHEDULE**

Committee Members	Date Appointed	Term Expiration
Gordon Heinrichs – Vice Chair	2/18/2021	2/18/2023
Vacant - Secretary		2/18/2023
Ted Key	2/18/2021	2/18/2023
Claudia Worthen	2/18/2021	2/18/2023
Vacant		2/18/2023

Ex Officio Board Member	Date Appointed
Donn Howell- Chairman	8/15/2019

At the end of a term of office, and with the request of the member and approval by the Committee, the CCSD Board of Directors may reappoint that member for additional two-year terms, in increments.

*Gordon Heinrichs was appointed to the vice chair position on 3/25/2021

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.A.**

FROM: John F. Weigold, IV, General Manager

Meeting Date: October 14, 2021

Subject:

Update Regarding California Voting Rights Act Report by National Demographics Corporation

RECOMMENDATIONS:

It is recommended that the Board of Directors receive a report and presentation regarding the California Voting Rights Act and district-based elections in the Cambria Community Services District completed by National Demographics Corporation, including a demographic study and election review.

FISCAL IMPACT:

The fiscal year 2021/2022 Administrative budget includes \$3,600 for this activity. No budget adjustment is required at this time.

DISCUSSION:

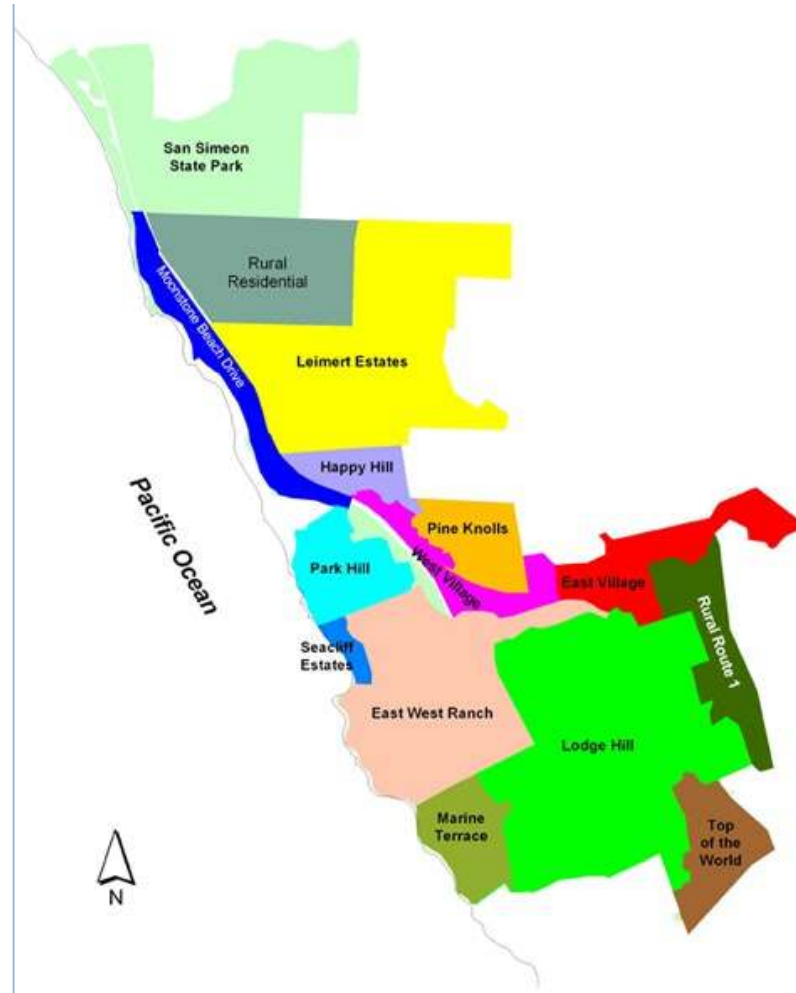
There is an ongoing trend of cities, school districts and special districts throughout the State being threatened with litigation under the California Voting Rights Act ("CVRA") if they don't change their at-large election systems to district based elections. The vast majority of agencies that have received such threats of litigation have changed their voting system due to the fact that the cost of resisting such a change is extremely high, and entities that have fought doing so have also been assessed attorney fee awards against them of millions of dollars. In addition, there is little appellate case law to guide agencies, as far as standards relating to whether an at-large voting system violates the CVRA. A case is currently pending at the State Supreme Court involving the CVRA; however, the case is many months away from being decided and the outcome is uncertain. The Board may also be aware that the cities of Paso Robles, Grover Beach and Arroyo Grande have all been threatened with litigation if they do not change the at-large system of electing city council members and have all either initiated or completed the process to transition to district-based elections.

Cambria currently utilizes an at-large election system, which means that the CCSD board members are elected through a system in which a board member may reside anywhere within the CCSD boundaries. Each board member is elected by the voters of the entire electorate to provide CCSD-wide representation. All voters may elect two or three board members during each election cycle, resulting in a five-member Board of Directors elected to serve the purposes of the electorate. A "by district" based election system is one in which the CCSD would be physically divided into five (5) separate districts, each with one board member who resides in that district who is chosen by the electors residing there as well. Opponents of this system believe it limits the accountability of each board member to the interests of his or her district, rather than to consideration of what is best for the agency as a whole.

At the April 15, 2021 regular meeting, the Board considered these issues and approved an agreement with the National Demographics Corporation to prepare a report analyzing the use

of district based elections in the Cambria Community Services District to better inform the Board and the community regarding this issue.

Attachment: National Demographics Corporation Presentation and Report



Cambria Community Service District CVRA Analysis

October 7, 2021

Douglas Johnson, President
National Demographics Corporation

Election Systems

1. “At Large”
2. “From District” or “Residence” Districts
3. “By District”

**The California Voting Rights Act
was written to specifically
encourage by-district elections.**

California Voting Rights Act (CVRA)

- ❑ Under the Federal Voting Rights Act (passed in 1965), a jurisdiction must fail 4 factual tests before it is in violation of the law.
- ❑ The California VRA makes it significantly easier for plaintiffs to force jurisdictions into “by-district” election systems by eliminating two of the US Supreme Court *Gingles* tests:
 - ~~1. Can the protected class constitute the majority of a district?~~
 2. Does the protected class vote as a bloc?
 3. Do the voters who are not in the protected class vote in a bloc to defeat the preferred candidates of the protected class?
 - ~~4. Do the “totality of circumstances” indicate race is a factor in elections?~~
- ❑ Liability is now determined only by the presence of racially polarized voting

CVRA Impact

- ❑ Switched (or in the process of switching) as a result of CVRA:
 - ❑ At least 215 school districts
 - ❑ 34 Community College Districts
 - ❑ 126 cities
 - ❑ 1 County Board of Supervisors
 - ❑ 35 water and other special districts.
- ❑ Cases So Far:
 - ❑ Palmdale, Santa Clara and Santa Monica went to trial on the merits. Palmdale and Santa Clara lost. Santa Monica is awaiting a decision.
 - ❑ Modesto and Palmdale each spent about \$1.8 million on their defense (in addition to the attorney fee awards in those cases). Santa Monica has spent an estimated \$7 million so far.
- ❑ Key settlements:
 - ❑ Palmdale: \$4.7 million
 - ❑ Modesto: \$3 million
 - ❑ Highland: \$1.3 million
 - ❑ Anaheim: \$1.1 million
 - ❑ Whittier: \$1 million
 - ❑ Santa Barbara: \$600,000
 - ❑ Tulare Hospital: \$500,000
 - ❑ Camarillo: \$233,000
 - ❑ Compton Unified: \$200,000
 - ❑ Madera Unified: about \$170,000
 - ❑ Hanford Joint Union Schools: \$118,000
 - ❑ Merced City: \$42,000
- ❑ An estimated \$16 million in total settlements and court awards so far.

Demographic & Election Review

Key Demographics

The courts view
Citizen Voting Age
Population data as the
best available measure
of “eligible voters.”

Category	Field	Count	Pct
2020	Estimated Pop.	5,663	-6.5%
2010	Official Census	6,056	
Total Pop (2010)	Hisp	1,195	20%
	NH White	4,643	77%
	NH Black	24	0%
	Asian-American	107	2%
Citizen Voting Age Pop	Total	4,827	
	Hisp	607	13%
	NH White	4,056	84%
	NH Black	15	0%
	Asian/PacIsl.	134	3%

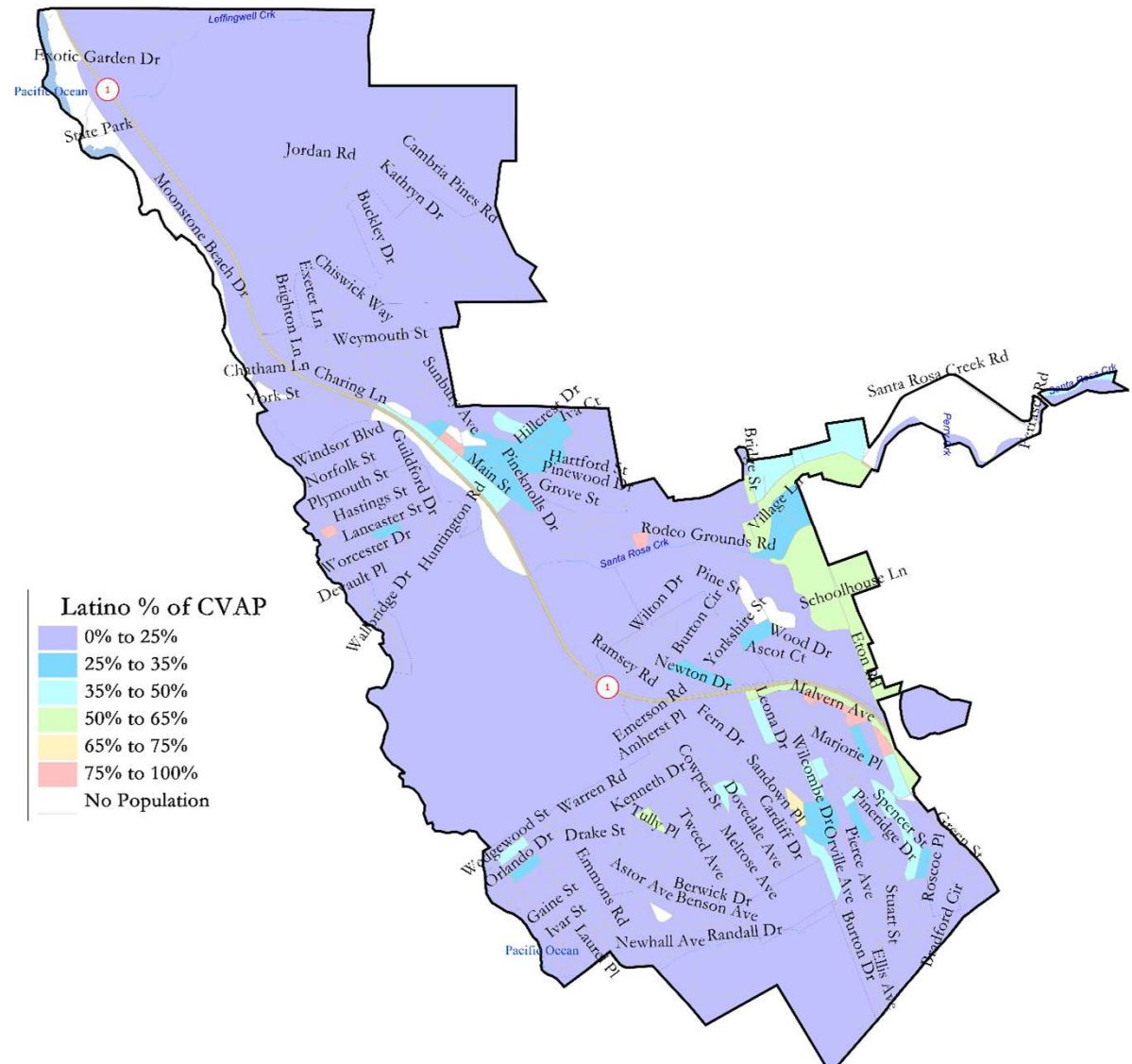
Demographic Summary

These additional demographic data can be used to identify “communities of interest” in the districting process.

Category	Field	Count	Pct	Category	Field	Count	Pct
2020	Estimated Pop.	5,663	-6.5%	ACS Pop. Est.	Total	5,663	
2010	Official Census	6,056		Age	age0-19	665	12%
Total Pop (2010)	Hisp	1,195	20%		age20-60	2,095	37%
	NH White	4,643	77%		age60plus	2,903	51%
	NH Black	24	0%	Immigration	immigrants	597	11%
	Asian-American	107	2%		naturalized	354	59%
Citizen Voting Age Pop	Total	4,827		Language spoken at home	english	4,658	84%
	Hisp	607	13%		spanish	662	12%
	NH White	4,056	84%		asian-lang	146	3%
	NH Black	15	0%		other lang	87	2%
	Asian/Pac Isl.	134	3%	Language Fluency	Speaks Eng. "Less than Very Well"	342	6%
Voter Registration (Nov 2020)	Total	4,612		Education (among those age 25+)	hs-grad	1,929	40%
	Latino est.	457	10%		bachelor	1,160	24%
	Spanish-Surnamed	410	9%		graduatedegree	822	17%
	Asian-Surnamed	46	1%	Child in Household	child-under18	258	9%
	Filipino-Surnamed	26	1%	Pct of Pop. Age 16+	employed	350	113%
	NH White est.	4,018	87%	Household Income	income 0-25k	351	13%
	NH Black	16	0%		income 25-50k	554	20%
Voter Turnout (Nov 2018)	Total	3,477			income 50-75k	556	20%
	Latino est.	242	7%		income 75-200k	1,105	40%
	Spanish-Surnamed	217	6%		income 200k-plus	181	7%
	Asian-Surnamed	28	1%	Housing Stats	single family	3,985	95%
	Filipino-Surnamed	13	0%		multi-family	193	5%
	NH White est.	3,168	91%		rented	686	25%
	NH Black	8	0%		owned	2,061	75%
Voter Turnout (Nov 2020)	Total	4,206		<p>Total population data from the 2010 Decennial Census. 2020 Estimated Population figure estimated by NDC using modified American Community Survey data. Surname-based Voter Registration and Turnout data from the California Statewide Database. Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Population, Age, Immigration, and other demographics from the 2015-2019 American Community Survey and Special Tabulation 5-year data.</p>			
	Latino est.	359	9%				
	Spanish-Surnamed	322	8%				
	Asian-Surnamed	42	1%				
	Filipino-Surnamed	23	1%				
	NH White est.	3,722	88%				
	NH Black est.	15	0%				

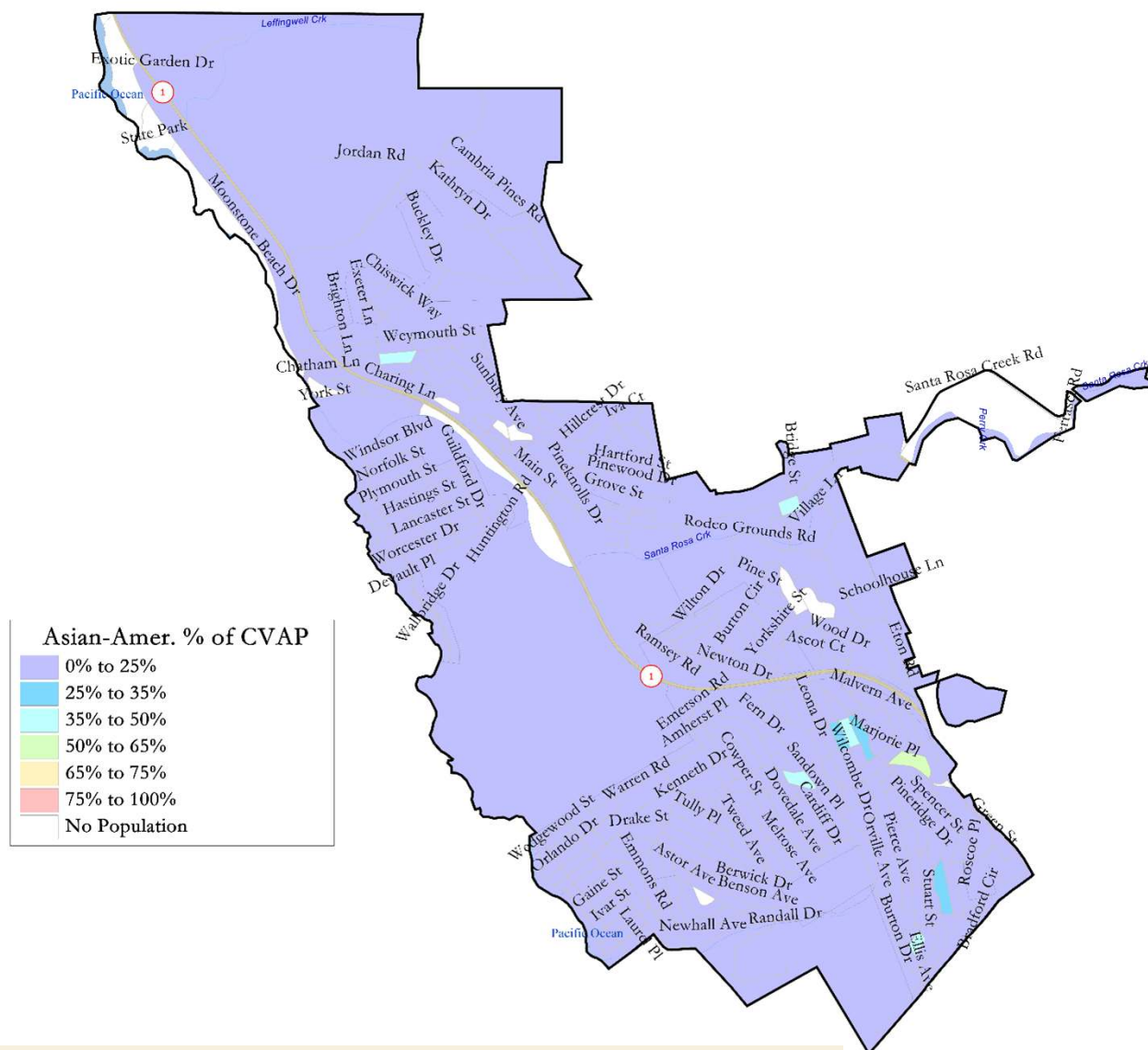
Latino Population

Latinos are particularly concentrated around in the eastern part of the District.



Asian-Americans

There are only a few isolated Census Blocks where Asian-Americans are over 25% of CVAP.



Election History

date	first	last	inc	votes	percent	elected
11/3/2020	Harry	Farmer		2529	30%	Yes
11/3/2020	Karen	Dean		2298	27%	Yes
11/3/2020	Tom	Gray		1901	23%	Yes
11/3/2020	David	Pierson		1697	20%	No
11/4/2014	Jim	Bahringer	Y	1557	29%	Yes
11/4/2014	Mike	Thompson	Y	1541	29%	Yes
11/4/2014	Jeff	Hellman	N	1089	20%	No
11/4/2014	Richard	Hawley	N	1078	20%	No

It appears that at least since 2000, there were only two contested elections and no Latino, Asian-American, or African-American candidates ran in either election.

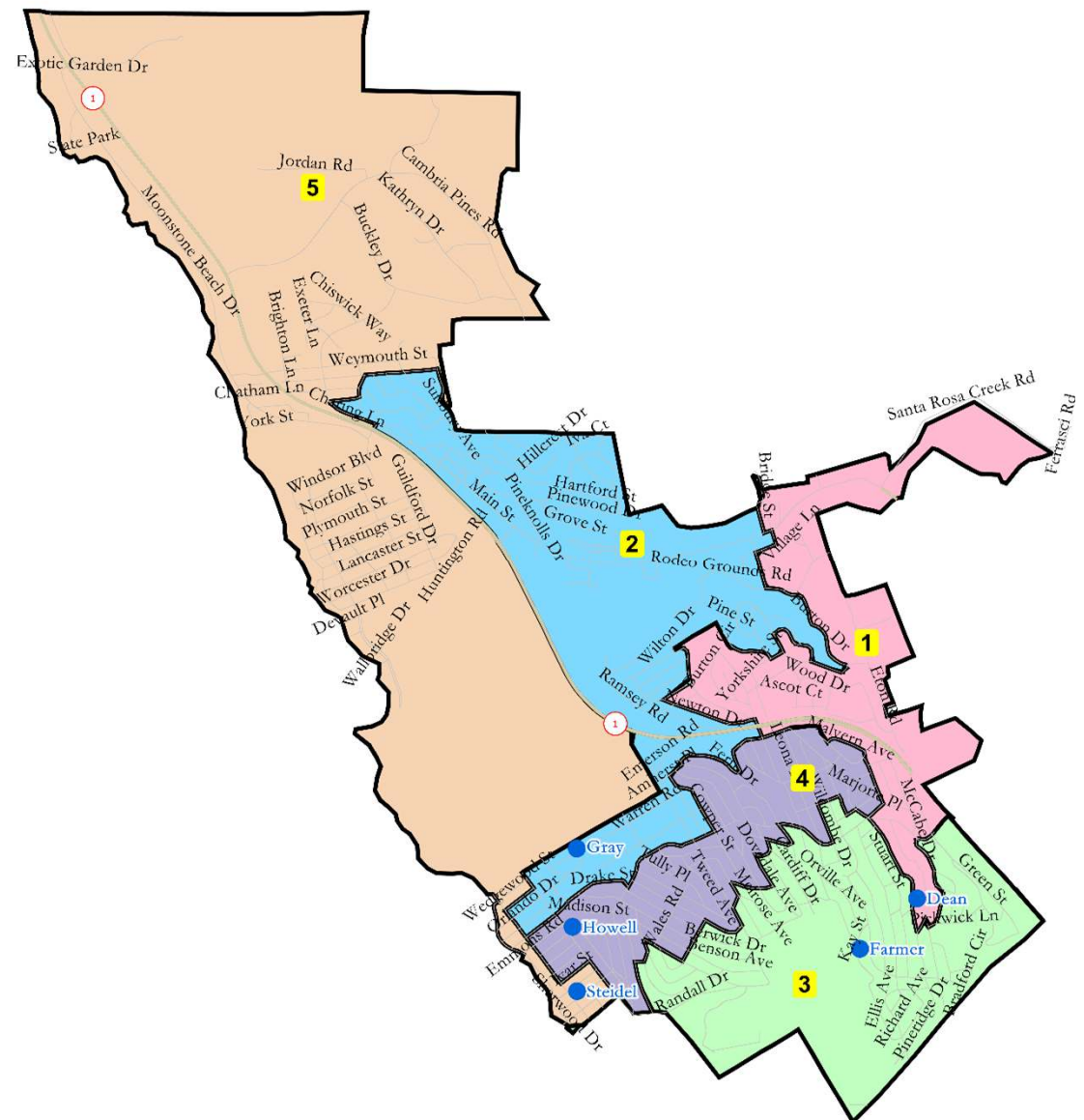
Test Plans

Drawn to test what plaintiffs might want and to determine whether majority-protected-class election areas are possible.

These are NOT proposed maps for adoption.

No Pair Test

A map with no paired Directors can be drawn, including a 28% Latino Division 1. Both Division 2 and Division 3 would be 13% Latino. But it is not compact.



Summary

1. Latinos are 20% of total population and just over 13% of the eligible voters. Asian-Americans are 3% of eligible voters, while Whites are 84% of eligible voters.
2. It appears that in the two contested elections back to 2010, no Latino or Asian-American candidates ran.
3. A “maximum Latino” division could reach 32% of CVAP, while two more-compact divisions could be 24% and 16% Latino by CVAP. This would put all the Directors in Divisions 3 or 4.
4. A non-compact “no pairing” map could be drawn with a 28% Latino CVAP division.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.B.**

FROM: John F. Weigold, IV, General Manager

Meeting Date: October 14, 2021	Subject: Discussion and Consideration of East Ranch Restroom Design and Presentation
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RECOMMENDATIONS:

Staff recommends that the Board discuss and consider the East Ranch Restroom Design following a presentation by Civil Design Studios.

FISCAL IMPACT:

This is a multi-year project which is budgeted in General Fund – PROS Department at \$14,925. During fiscal year 2020/2021, a San Luis Obispo County Beautification Grant was received, in the amount of \$20,000 for the design of this project.

Based on Board's direction in proceeding with the next phase of the project, a future budget adjustment may be required.

DISCUSSION:

The District received a grant from San Luis Obispo County for the design of a restroom on the East Ranch of the Fiscalini Ranch. Civil Design Studios was awarded the contract for the design, and the PROS Commission has been working with District staff and Civil Design Studios on the design for a restroom facility on the East Ranch next to the current Dog Park facility.

Civil Design Studios, has refined its design plan following Board guidance to pursue a premanufactured restroom option. The cost of the Board directed option is \$160,000 with additional expenses, such as pouring a foundation, trenching, utilities connections to the building, and providing an ADA accessible walkway from the parking lot to the restroom. Civil Design Studios is estimating an additional \$100,000 for that work.

Civil Design Studios will present their final report to the Board today per the design contract.

Attachment: Civil Design Studios presentation



CIVIL DESIGN STUDIO

CIVIL ENGINEERING | PLANNING | PERMITTING

P.O. Box 199
Cambria, CA 93428
805.706.0401

Date:
Job Number:
Job Name:

10/1/2021
21-016
Fiscalini Bathroom - Preliminary

PRELIMINARY, PRE-SITE PLAN Engineers Estimate

CAT.	ITEM	QUANT	UNIT	\$/UNIT	% REMAIN.	\$	DESCRIPTION
GENERAL PROJECT COSTS							
	MOBILIZATION / OVERHEAD	1	LS	10000.00	100	\$10,000	
	SURVEYING	1	LS	4000.00	100	\$4,000	
	SOILS ENGINEERING/SPECIAL INSPECTION	1	LS	10000.00	100	\$10,000	
	OTHER						
GENERAL PROJECT COSTS SUBTOTAL:						\$24,000	
DEMO & EARTHWORK							
	CLEARING & GRUBBING	1.0	LS	2500.00	100	\$2,500	LIGHT DENSITY
	OVEREXCAVATION	1	LS	5000.00	100	\$5,000	
	GRADING	1	LS	5000.00	100	\$5,000	
	OTHER						
DEMO & EARTHWORK SUBTOTAL:						\$12,500	

PRELIMINARY, PRE-SITE PLAN Engineers Estimate

CAT.	ITEM	QUANT	UNIT	\$/UNIT	% REMAIN.	\$	DESCRIPTION
ONSITE IMPROVEMENTS							
	CONCRETE	920	SF	20.00	100	\$18,400	
	CLASS 2 AGGREGATE BASE	1,100	SF	15.00	100	\$16,500	
	SEWER PIPE	100	LF	50.00	100	\$5,000	
	WATER PIPE	100	LF	25.00	100	\$2,500	
	RECYCLED WATER PIPE	460	LF	25.00	100	\$11,500	
	PREMANUFACTURED BUILDING	1	LS	175000.00	100	\$175,000	
	ELECTRICAL CONDUIT	500	LF	35.00	100	\$17,500	
	OTHER						

ONSITE IMPROVEMENTS SUBTOTAL: \$246,400

MISCELLANEOUS:							
	EROSION CONTROL MEASURES	1	LS	10000.00	100	\$10,000	
	OTHER						

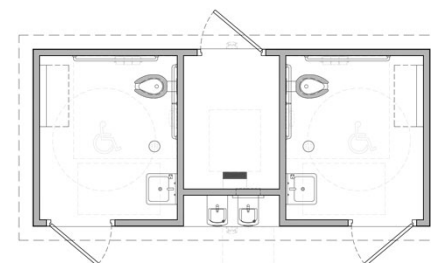
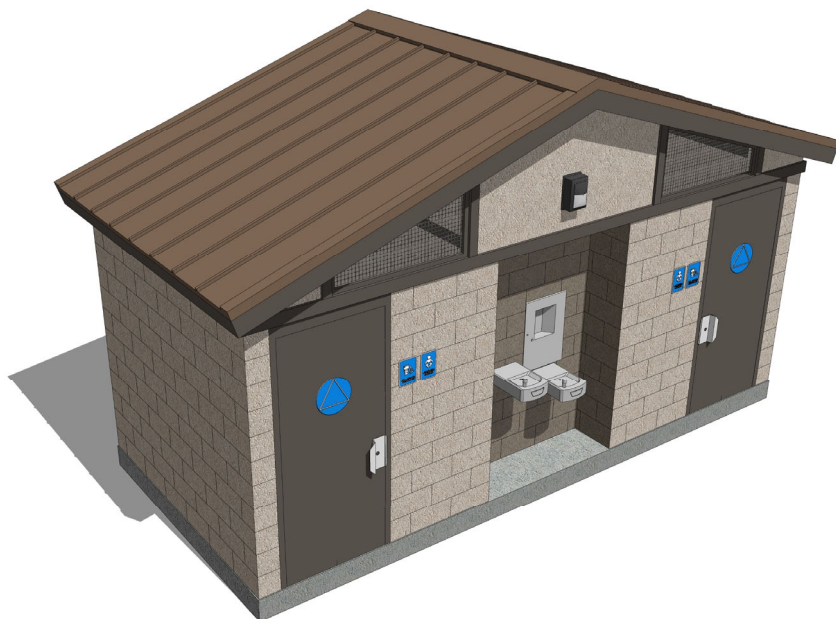
MISCELLANEOUS: SUBTOTAL: \$10,000

AC	ACRE						
CY	CUBIC YARD						
EA	EACH						
LF	LINEAR FOOT						
LS	LUMP SUM						
SF	SQUARE FOOT						
HR	HOUR						
				SUBTOTAL:		292,900	
				CONTINGENCIES & INFLATION %:	20	58,580	
				ENGINEERING ADMINISTRATION %:			
				TOTAL:		351,480	



NOTES:

- 1 This estimate has been prepared for public works bonding purposes only. The contractor / owner is responsible for providing independent cost and quantities.
- 2 The unit prices in this estimate are derived using the 2020 BNI Public Works Cost Book.
- 3 In the event that additional items are encountered during the bidding process, contact the engineer for clarification.



FLOOR PLAN

SCALE: NOT TO SCALE

California, **RESTROOM BUILDING**
CAMBRIA COMMUNITY SERVICE DISTRICT
PUBLIC BATHROOM
FISCALINI RANCH

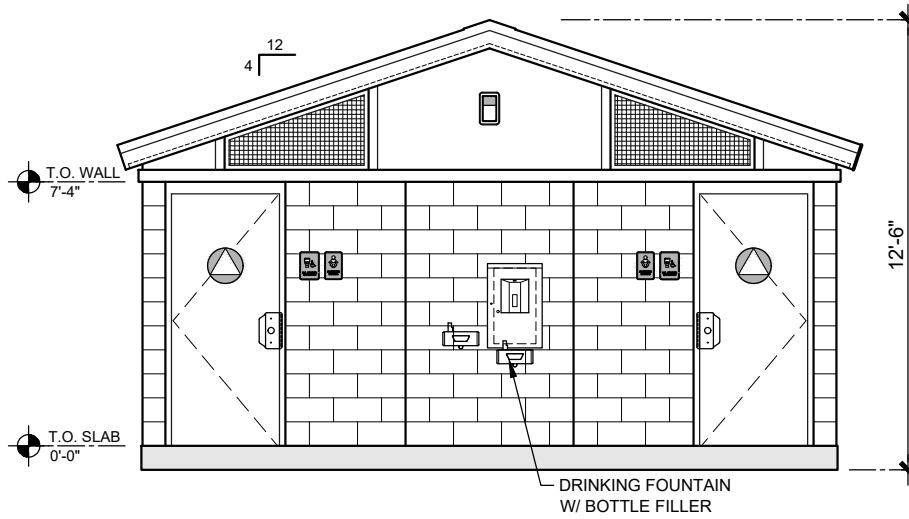
ARTIST IMPRESSION: 3D RENDERING ONLY FOR REPRESENTATION. COLORS AND MATERIALS ARE SUBJECT TO CHANGE

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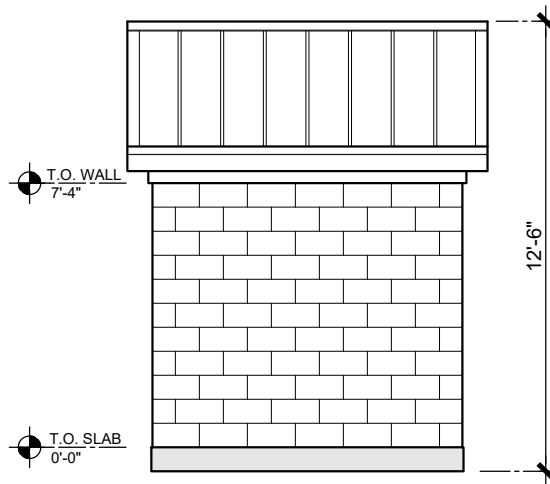
www.PublicRestroomCompany.com

2587 BUSINESS PARKWAY
MINDEN NEVADA 89423
P: 888-888-2060 F: 888-888-1448



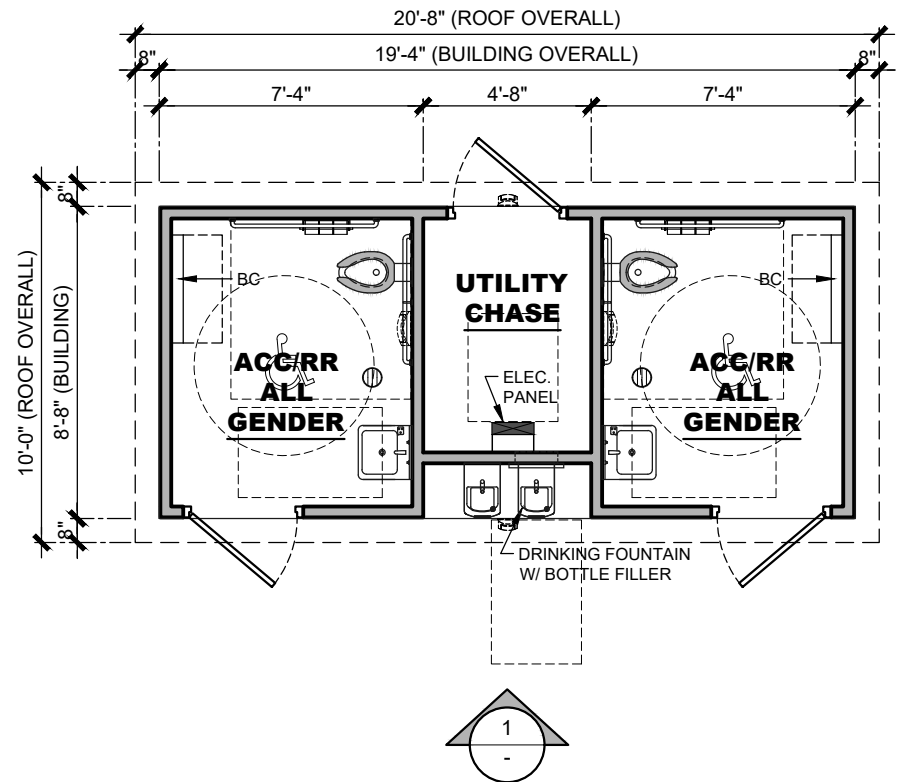
ELEVATION 1

SCALE: 3/16"=1'-0"



ELEVATION 2

SCALE: 3/16"=1'-0"



FLOOR PLAN

SCALE: 3/16"=1'-0"



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BUILDING TYPE:

RESTROOM BUILDING - 'A'

PROJECT:

**FISCALINI RANCH PUBLIC RESTROOM
CAMBRIA COMMUNITY SERVICE DISTRICT, CA**

REVISION #

1

REVISION DATE: **7/29/2021**

DRAWN BY: EOR

PROJECT #:

11060A

START DATE: **7/28/2021**

DRAWN BY: EOR

SHEET#

MAX. PERSON / HOUR:

90 S

A horizontal number line with four tick marks. The first tick mark is labeled 'J'. The second tick mark is unlabeled. The third tick mark is labeled 'K'. The fourth tick mark is labeled 'L'. There is an unlabeled tick mark between K and L.

	SD	STORM DRAIN LINE		ASPH
	SS	SANITARY SEWER LINE		CONCR
	SSM	SEWER FORCE MAIN		CONCR
	WL	WATER LINE		PLANT
	G	GAS LINE		DETECT
	(E) E	(E) ELECTRIC LINE		
		FLOWLINE		
	(E)	(E) FLOWLINE		
		MAJOR CONTOUR		
		MINOR CONTOUR		
		RETAINING WALL		(E) ELE
		PROPERTY LINE		FINISH
		STREET CENTERLINE		FINISH
		(E) BUILDING		(E) SUR

A horizontal number line with three tick marks. The first tick mark is labeled 'A', the second is labeled 'B', and the third is labeled 'C'. The tick marks are evenly spaced, representing intervals of 1 unit.

45/..

FISCALINI RANCH PRESERVE PARK: PHASE 2

RODEO GROUNDS ROAD
CAMBRIA, CA 93428
APN: 013-131-038

**CAMBRIA COMMUNITY
SERVICES DISTRICT**
1316 TAMSEN DRIVE
CAMBRIA, CA 93428

PROJECT NAME:

REVISIONS

REVIEWED BY: MRS

PREPARED BY: MRS

DATE: October 6, 2021

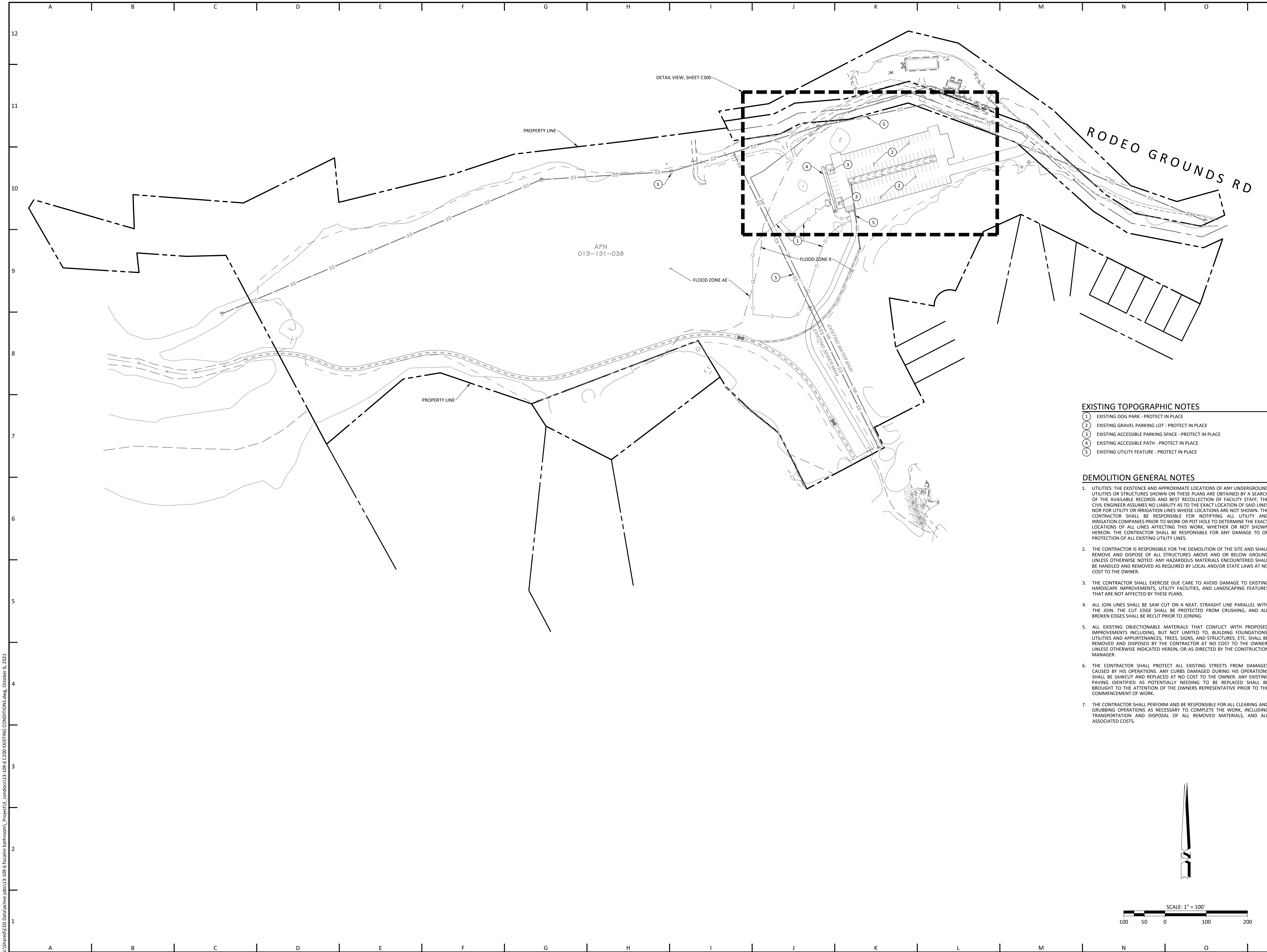
SCALE: AS SHOWN

CDS JOB #:	13-109.6
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EXISTING CONDITIONS

C200

SHEET 3 OF 8 SHEETS



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www.civil-studio.com

ENGINEER OF RECORD:

NOT REVIEWED
PLANNING
COMMITTEE
REGISTERED PROFESSIONAL ENGINEER
R. SOTO
No. 47478
STATE OF CALIFORNIA
CIVIL ENGINEERING

FISCALINI RANCH PRESERVE PARK: PHASE 2

PROJECT LOCATION:
RODEO GROUNDS ROAD
CAMBRIA, CA 93428
APN: 013-131-038

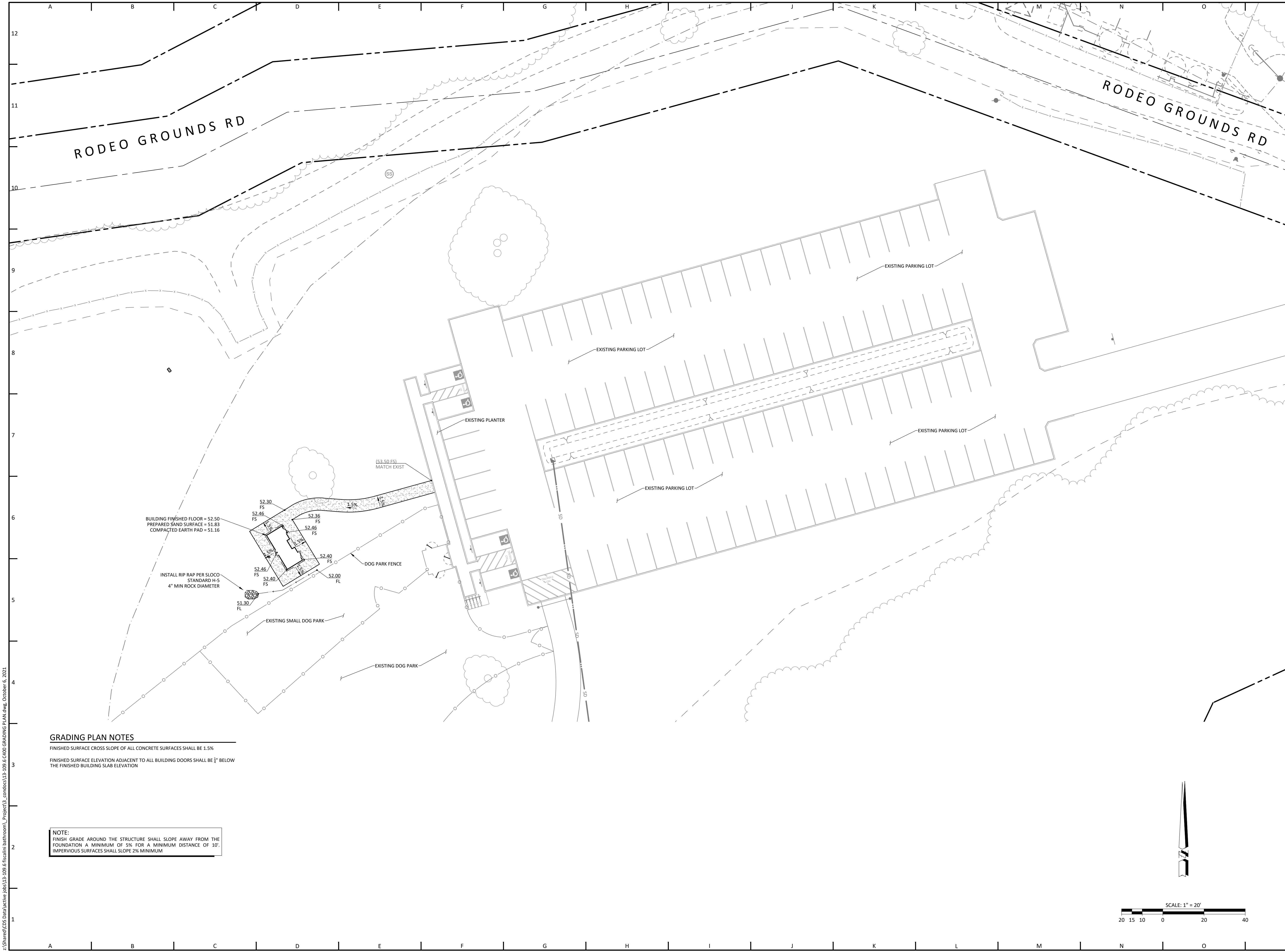
PLANS PREPARED FOR:
CAMBRIA COMMUNITY
SERVICES DISTRICT
1316 TAMSEN DRIVE
CAMBRIA, CA 93428

REVISIONS:

REVIEWED BY: MRS
PREPARED BY: MRS
DATE: October 6, 2021
SCALE: AS SHOWN
CDS JOB #: 13-109.6

SITE PLAN
C300

SHEET 4 OF 8 SHEETS



GRADING PLAN NOTES

FINISHED SURFACE CROSS SLOPE OF ALL CONCRETE SURFACES SHALL BE 1.5%
FINISHED SURFACE ELEVATION ADJACENT TO ALL BUILDING DOORS SHALL BE $\frac{1}{4}$ " BELOW THE FINISHED BUILDING SLAB ELEVATION

NOTE:
FINISH GRADE AROUND THE STRUCTURE SHALL SLOPE AWAY FROM THE FOUNDATION A MINIMUM OF 5% FOR A MINIMUM DISTANCE OF 10'.
IMPERVIOUS SURFACES SHALL SLOPE 2% MINIMUM

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CIVIL ENGINEERING

FISCALINI RANCH PRESERVE PARK: PHASE 2

PROJECT LOCATION:
RODEO GROUNDS ROAD
CAMBRIA, CA 93428
APN: 013-131-038

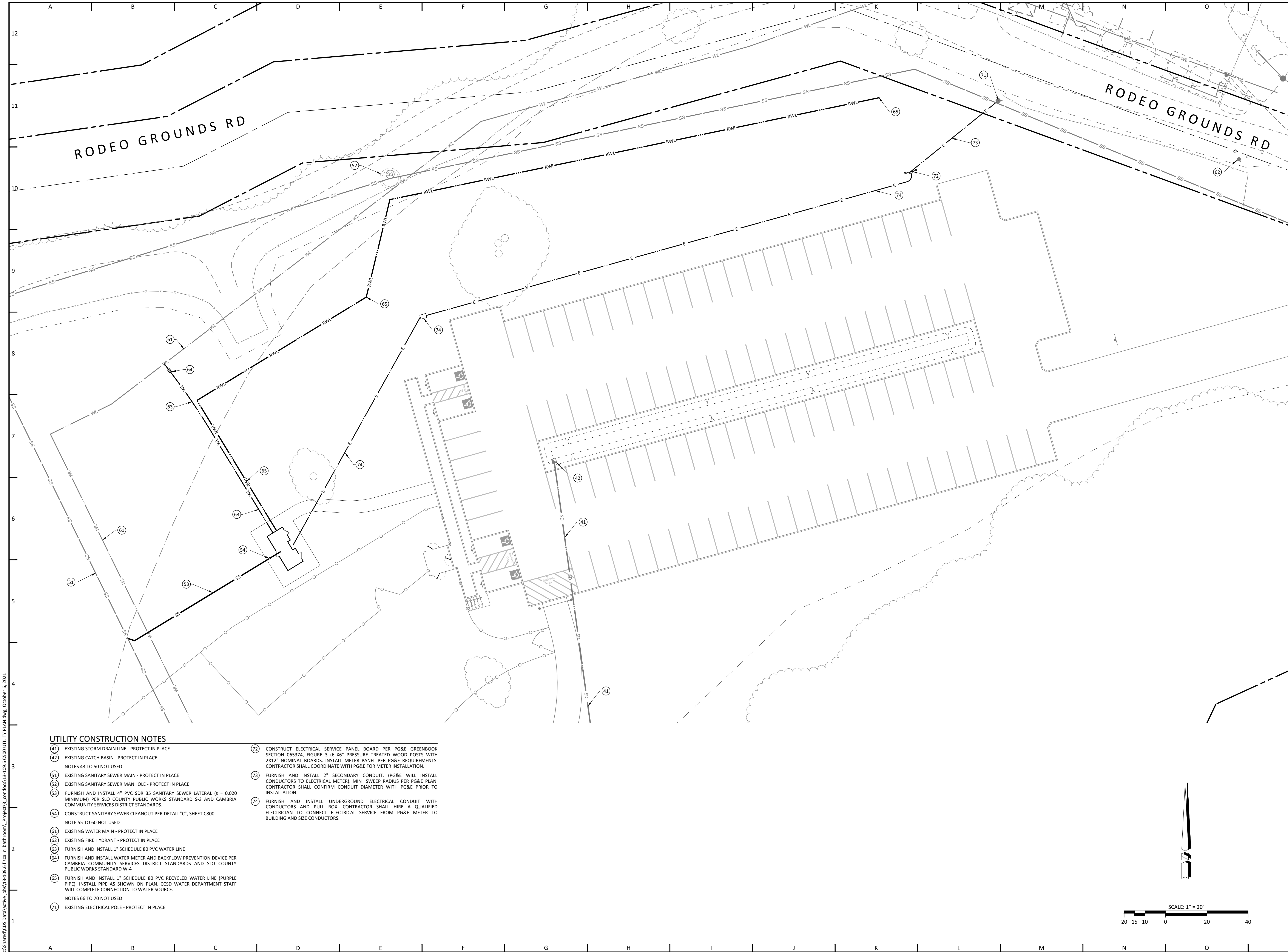
PLANS PREPARED FOR:
CAMBRIA COMMUNITY SERVICES DISTRICT
1316 TAMSEN DRIVE
CAMBRIA, CA 93428

REVISIONS:

REVIEWED BY: MRS
PREPARED BY: MRS
DATE: October 6, 2021
SCALE: AS SHOWN
CDS JOB #: 13-109.6

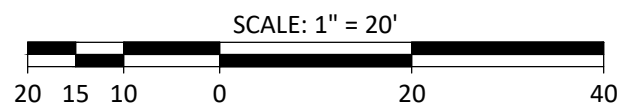
GRADING AND DRAINAGE PLAN
C400
SHEET 5 OF 8 SHEETS

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UTILITY CONSTRUCTION NOTES

- (41) EXISTING STORM DRAIN LINE - PROTECT IN PLACE
(42) EXISTING CATCH BASIN - PROTECT IN PLACE
NOTES 43 TO 50 NOT USED
(51) EXISTING SANITARY SEWER MAIN - PROTECT IN PLACE
(52) EXISTING SANITARY SEWER MANHOLE - PROTECT IN PLACE
(53) FURNISH AND INSTALL 4" PVC SDR 35 SANITARY SEWER LATERAL (s = 0.020 MINIMUM) PER SLO COUNTY PUBLIC WORKS STANDARD S-3 AND CAMBRIA COMMUNITY SERVICES DISTRICT STANDARDS.
(54) CONSTRUCT SANITARY SEWER CLEANOUT PER DETAIL "C", SHEET C800
NOTE 55 TO 60 NOT USED
(61) EXISTING WATER MAIN - PROTECT IN PLACE
(62) EXISTING FIRE HYDRANT - PROTECT IN PLACE
(63) FURNISH AND INSTALL 1" SCHEDULE 80 PVC WATER LINE
(64) FURNISH AND INSTALL WATER METER AND BACKFLOW PREVENTION DEVICE PER CAMBRIA COMMUNITY SERVICES DISTRICT STANDARDS AND SLO COUNTY PUBLIC WORKS STANDARD W-4
(65) FURNISH AND INSTALL 1" SCHEDULE 80 PVC RECYCLED WATER LINE (PURPLE PIPE). INSTALL PIPE AS SHOWN ON PLAN. CCSD WATER DEPARTMENT STAFF WILL COMPLETE CONNECTION TO WATER SOURCE.
NOTES 66 TO 70 NOT USED
(71) EXISTING ELECTRICAL POLE - PROTECT IN PLACE
(72) CONSTRUCT ELECTRICAL SERVICE PANEL BOARD PER PG&E GREENBOOK SECTION 065374, FIGURE 3 (6"X6" PRESSURE TREATED WOOD POSTS WITH 2X12" NOMINAL BOARDS. INSTALL METER PANEL PER PG&E REQUIREMENTS. CONTRACTOR SHALL COORDINATE WITH PG&E FOR METER INSTALLATION.
(73) FURNISH AND INSTALL 2" SECONDARY CONDUIT. (PG&E WILL INSTALL CONDUCTORS TO ELECTRICAL METER). MIN SWEEP RADIUS PER PG&E PLAN. CONTRACTOR SHALL CONFIRM CONDUIT DIAMETER WITH PG&E PRIOR TO INSTALLATION.
(74) FURNISH AND INSTALL UNDERGROUND ELECTRICAL CONDUIT WITH CONDUCTORS AND PULL BOX. CONTRACTOR SHALL HIRE A QUALIFIED ELECTRICIAN TO CONNECT ELECTRICAL SERVICE FROM PG&E METER TO BUILDING AND SIZE CONDUCTORS.



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PLANS REVIEWED FOR CONFORMANCE
NOT

FISCALINI RANCH PRESERVE PARK: PHASE 2

PROJECT LOCATION:
RODEO GROUNDS ROAD
CAMBRIA, CA 93428
APN: 013-131-038

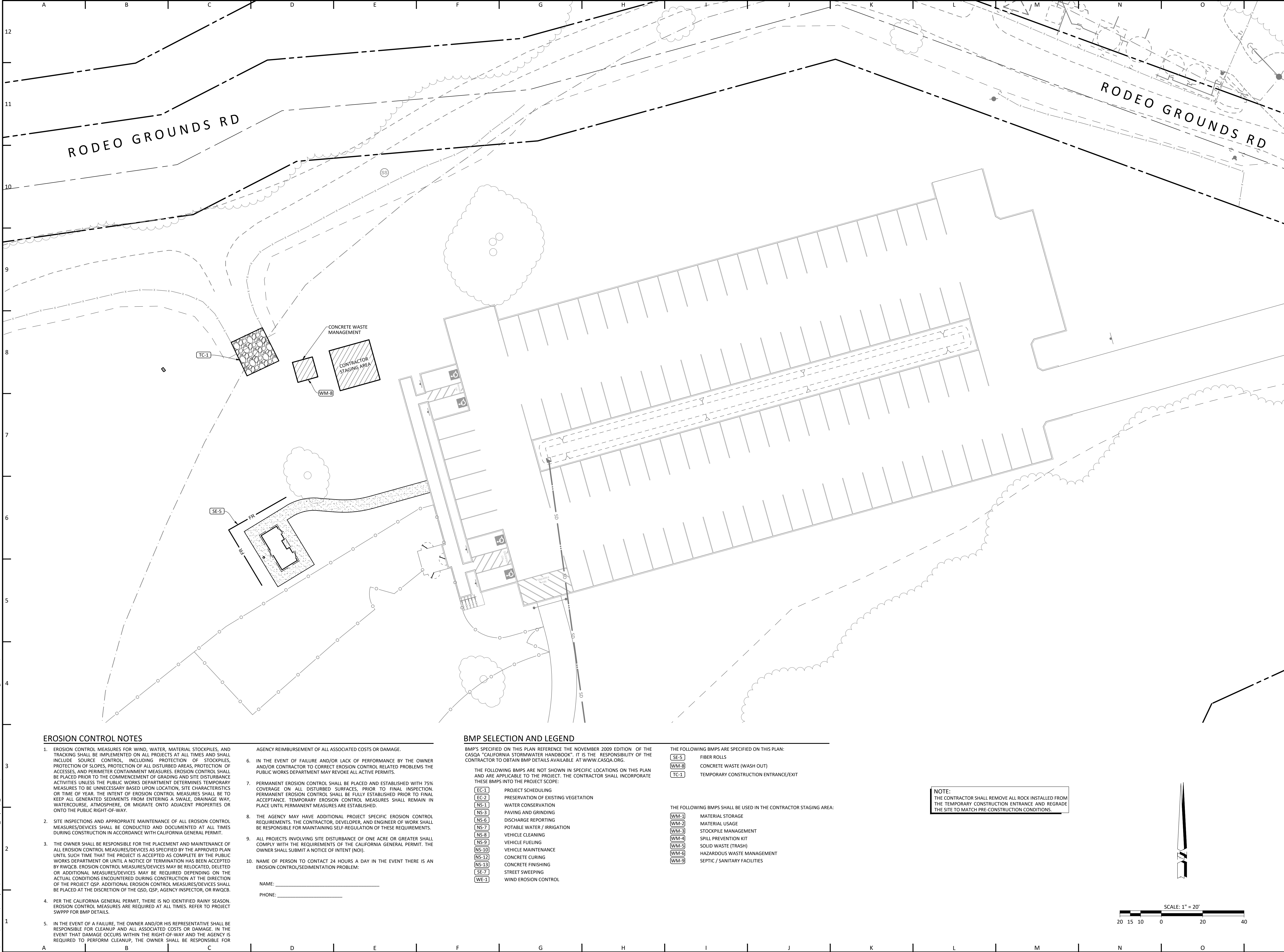
PLANS PREPARED FOR:
CAMBRIA COMMUNITY
SERVICES DISTRICT
1316 TAMSEN DRIVE
CAMBRIA, CA 93428

REVISIONS:

REVIEWED BY: MRS
PREPARED BY: MRS
DATE: October 6, 2021
SCALE: AS SHOWN
CDS JOB #: 13-109.6

UTILITY PLAN
C500
SHEET 6 OF 8 SHEETS

z:\Shared\CDS data\active jobs\13-109.6 fiscalini bathroom\Project\3-condens L13-109.6 C700 EROSION CONTROL PLAN.dwg, October 6, 2021



EROSION CONTROL NOTES

1. EROSION CONTROL MEASURES FOR WIND, WATER, MATERIAL STOCKPILES, AND TRACKING SHALL BE IMPLEMENTED ON ALL PROJECTS AT ALL TIMES AND SHALL INCLUDE SOURCE CONTROL, INCLUDING PROTECTION OF STOCKPILES, PROTECTION OF SLOPES, PROTECTION OF ALL DISTURBED AREAS, PROTECTION OF ACCESSES, AND PERIMETER CONTAINMENT MEASURES. EROSION CONTROL SHALL BE PLACED PRIOR TO THE COMMENCEMENT OF GRADING AND SITE DISTURBANCE ACTIVITIES UNLESS THE PUBLIC WORKS DEPARTMENT DETERMINES TEMPORARY MEASURES TO BE UNNECESSARY BASED UPON LOCATION, SITE CHARACTERISTICS OR TIME OF YEAR. THE INTENT OF EROSION CONTROL MEASURES SHALL BE TO KEEP ALL GENERATED SEDIMENTS FROM ENTERING A SWALE, DRAINAGE WAY, WATERCOURSE, ATMOSPHERE, OR MIGRATE ONTO ADJACENT PROPERTIES OR ONTO THE PUBLIC RIGHT-OF-WAY.
2. SITE INSPECTIONS AND APPROPRIATE MAINTENANCE OF ALL EROSION CONTROL MEASURES/DEVICES SHALL BE CONDUCTED AND DOCUMENTED AT ALL TIMES DURING CONSTRUCTION IN ACCORDANCE WITH CALIFORNIA GENERAL PERMIT.
3. THE OWNER SHALL BE RESPONSIBLE FOR THE PLACEMENT AND MAINTENANCE OF ALL EROSION CONTROL MEASURES/DEVICES AS SPECIFIED BY THE APPROVED PLAN UNTIL SUCH TIME THAT THE PROJECT IS ACCEPTED AS COMPLETE BY THE PUBLIC WORKS DEPARTMENT OR UNTIL A NOTICE OF TERMINATION HAS BEEN ACCEPTED BY RWQCB. EROSION CONTROL MEASURES/DEVICES MAY BE RELOCATED, DELETED OR ADDITIONAL MEASURES/DEVICES MAY BE REQUIRED DEPENDING ON THE ACTUAL CONDITIONS ENCOUNTERED DURING CONSTRUCTION AT THE DIRECTION OF THE PROJECT QSP. ADDITIONAL EROSION CONTROL MEASURES/DEVICES SHALL BE PLACED AT THE DISCRETION OF THE QSD, QSP, AGENCY INSPECTOR, OR RWQCB.
4. PER THE CALIFORNIA GENERAL PERMIT, THERE IS NO IDENTIFIED RAINY SEASON. EROSION CONTROL MEASURES ARE REQUIRED AT ALL TIMES. REFER TO PROJECT SWPPP FOR BMP DETAILS.
5. IN THE EVENT OF A FAILURE, THE OWNER AND/OR HIS REPRESENTATIVE SHALL BE RESPONSIBLE FOR CLEANUP AND ALL ASSOCIATED COSTS OR DAMAGE. IN THE EVENT THAT DAMAGE OCCURS WITHIN THE RIGHT-OF-WAY AND THE AGENCY IS REQUIRED TO PERFORM CLEANUP, THE OWNER SHALL BE RESPONSIBLE FOR AGENCY REIMBURSEMENT OF ALL ASSOCIATED COSTS OR DAMAGE.
6. IN THE EVENT OF FAILURE AND/OR LACK OF PERFORMANCE BY THE OWNER AND/OR CONTRACTOR TO CORRECT EROSION CONTROL RELATED PROBLEMS THE PUBLIC WORKS DEPARTMENT MAY REVOKE ALL ACTIVE PERMITS.
7. PERMANENT EROSION CONTROL SHALL BE PLACED AND ESTABLISHED WITH 75% COVERAGE ON ALL DISTURBED SURFACES, PRIOR TO FINAL INSPECTION. PERMANENT EROSION CONTROL SHALL BE FULLY ESTABLISHED PRIOR TO FINAL ACCEPTANCE. TEMPORARY EROSION CONTROL MEASURES SHALL REMAIN IN PLACE UNTIL PERMANENT MEASURES ARE ESTABLISHED.
8. THE AGENCY MAY HAVE ADDITIONAL PROJECT SPECIFIC EROSION CONTROL REQUIREMENTS. THE CONTRACTOR, DEVELOPER, AND ENGINEER OF WORK SHALL BE RESPONSIBLE FOR MAINTAINING SELF-REGULATION OF THESE REQUIREMENTS.
9. ALL PROJECTS INVOLVING SITE DISTURBANCE OF ONE ACRE OR GREATER SHALL COMPLY WITH THE REQUIREMENTS OF THE CALIFORNIA GENERAL PERMIT. THE OWNER SHALL SUBMIT A NOTICE OF INTENT (NOI).
10. NAME OF PERSON TO CONTACT 24 HOURS A DAY IN THE EVENT THERE IS AN EROSION CONTROL/SEDIMENTATION PROBLEM:
NAME: _____
PHONE: _____

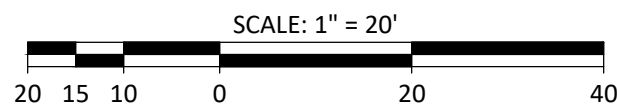
BMP SELECTION AND LEGEND

- BMP'S SPECIFIED ON THIS PLAN REFERENCE THE NOVEMBER 2009 EDITION OF THE CASQA "CALIFORNIA STORMWATER HANDBOOK". IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN BMP DETAILS AVAILABLE AT WWW.CASQA.ORG.
- THE FOLLOWING BMPS ARE NOT SHOWN IN SPECIFIC LOCATIONS ON THIS PLAN AND ARE APPLICABLE TO THE PROJECT. THE CONTRACTOR SHALL INCORPORATE THESE BMPS INTO THE PROJECT SCOPE:
- | | |
|-------|-------------------------------------|
| EC-1 | PROJECT SCHEDULING |
| EC-2 | PRESERVATION OF EXISTING VEGETATION |
| NS-1 | WATER CONSERVATION |
| NS-3 | PAVING AND GRINDING |
| NS-6 | DISCHARGE REPORTING |
| NS-7 | POTABLE WATER / IRRIGATION |
| NS-8 | VEHICLE CLEANING |
| NS-9 | VEHICLE FUELING |
| NS-10 | VEHICLE MAINTENANCE |
| NS-12 | CONCRETE CURING |
| NS-13 | CONCRETE FINISHING |
| SE-7 | STREET SWEEPING |
| WE-1 | WIND EROSION CONTROL |

- THE FOLLOWING BMPS ARE SPECIFIED ON THIS PLAN:
- | | |
|------|--------------------------------------|
| SE-5 | FIBER ROLLS |
| WM-8 | CONCRETE WASTE (WASH OUT) |
| TC-1 | TEMPORARY CONSTRUCTION ENTRANCE/EXIT |

- THE FOLLOWING BMPS SHALL BE USED IN THE CONTRACTOR STAGING AREA:
- | | |
|------|------------------------------|
| WM-1 | MATERIAL STORAGE |
| WM-2 | MATERIAL USAGE |
| WM-3 | STOCKPILE MANAGEMENT |
| WM-4 | SPILL PREVENTION KIT |
| WM-5 | SOLID WASTE (TRASH) |
| WM-6 | HAZARDOUS WASTE MANAGEMENT |
| WM-9 | SEPTIC / SANITARY FACILITIES |

NOTE:
THE CONTRACTOR SHALL REMOVE ALL ROCK INSTALLED FROM THE TEMPORARY CONSTRUCTION ENTRANCE AND REGRADE THE SITE TO MATCH PRE-CONSTRUCTION CONDITIONS.



FISCALINI RANCH PRESERVE PARK: PHASE 2

PROJECT NAME:

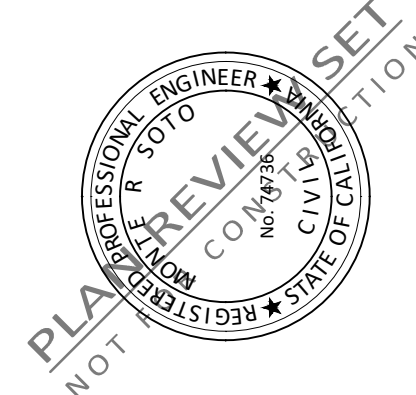
REVISIONS:

REVIEWED BY: MRS
PREPARED BY: MRS
DATE: October 6, 2021
SCALE: AS SHOWN
CDS JOB #: 13-109.6

EROSION CONTROL PLAN

C700

ENGINEER OF RECORD:



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CAMBRIA, CA 93428
APN: 013-131-038

CAMBRIA COMMUNITY
SERVICES DISTRICT
1316 TAMSEN DRIVE
CAMBRIA, CA 93428

SECTION A-A
NOT TO SCALE

NOTE: Construct sediment barrier and channelize runoff to sediment trapping device

SECTION B-B
N/S

Crushed aggregate greater than 3" but smaller than 6"
Corrugated steel panels
Original grade
Filter fabric
12" Min, unless otherwise specified by a soils engineer

PLAN
N/S

Match Existing Grade
EXISTING PAVED ROADWAY
12' or 16' Min
Ditch
Sediment trapping device
Corrugated steel panels
24' min
50' min
or four times the circumference of the largest construction vehicle tire, whichever is greater
10' min or as required to accommodate anticipated traffic, whichever is greater



31 22 13 - ROUGH GRADING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- 1.1.1 Consult with Project Architect/Engineer prior to continuing work within the scope / area of concern if discrepancies or conflicts should occur.
- 1.1.2 Project soils report and supplemental letters.
- 1.1.3 Construction drawings, project manual and general provisions of contract, including general and supplementary conditions and division, specification sections, apply to work of this section.
- 1.1.4 All consultant reports including but not limited to geotechnical report, soils report and any other construction documents regarding this trade apply.
- 1.1.5 Sections 03 30 00--Cast-In-Place Concrete; 31 22 19--Finish Grading; 32 05 19--Geogrids for Exterior Improvements; 32 05 23--Cement and Concrete for Exterior Improvements; 32 12 16--Asphalt Paving; 33 16 13.16--Curbs and Gutters; 32 31 00--Fences and Gates, 32 80 00--Irrigation; 32 90 00--Landscape; 33 00 00--Sewer; 33 11 00--Water Utility Distribution Piping; 33 40 00--Storm Drain, 33 71 73--Electrical Utility Services and 44 40 00--Water Treatment Equipment (Greywater) contain requirements that relate to this section.
- 1.1.6 Civil sheets and city standards of off-site scope of work and SWPPP requirements.

1.2 QUALITY ASSURANCE:

- 1.2.1 Testing and inspection service: contractor will employ and pay for a qualified independent geotechnical testing and inspection laboratory to perform soil testing and inspection service during earthwork operations.
- 1.2.2 Verification of suitability of each footing sub-grade material, in accordance with specified requirements will be required by the testing and inspection service.
- 1.2.3 Subcontractor shall notify the Owner of all special engineering inspections and testing required for this trade, notify General Contractor of scheduled tests and inspections and provide a copy of all test and Inspection reports to the General Contractor and the Owner. Subcontractor shall complete all government inspections in accordance with Contactor's schedule. Payment and contracting of special inspections shall be by the Contractor.

1.3 SUBMITTALS:

- 1.3.1 All submittals for the entire project shall be submitted at the same time. Submittals shall be provided in a tabulated pdf format. Incomplete or noncompliant submittals may be rejected.
- 1.3.2 Samples
- 1.3.3 Product data: Submit manufacturers' data on manufactured products showing compliance with specified requirements and installation instructions.
- 1.3.4 Safety data sheets.

- 1.3.5 Manufacturer's installation instructions.
- 1.3.6 Manufacturer's operations and maintenance manuals.
- 1.3.7 Manufacturer's warranty.
- 1.3.8 Shop drawings.
- 1.3.9 Color charts.

PART 2 – PRODUCTS

2.1 SOIL MATERIALS:

- 2.1.1 Satisfactory soil materials are defined as those complying with ASTM D2487 soil classification groups GW, GP, GM, SM, SW, and SP.
- 2.1.2 Unsatisfactory soil materials are defined as those complying with ASTM D2487 soil classification groups GC, SC, ML, MH, CL, CH, OL, OH, and PT.
- 2.1.3 Backfill and Fill Materials shall be satisfactory soil materials free of clay, rock or gravel larger than 2 inches in any dimension, debris, waste, frozen materials, vegetation and other deleterious matter.

PART 3 – EXECUTION

3.1 GENERAL

- 3.1.1 Coordinate with General Contractor and all trades to allow installation of specified equipment and materials. Trades include but not limited to the following: Cast-In-Place Concrete (03 30 00), Finish Grading (31 22 19), Geogrids For Exterior Improvements (32 05 19), Cement And Concrete For Exterior Improvements (32 05 23), Asphalt Paving (32 12 16), Curbs And Gutters (32 16 13.16), Fences And Gates (32 31 00), Irrigation (32 80 00), Landscape (32 90 00), Water Utility Distribution Piping (33 11 00), Sewer (33 33 00), Storm Drain (33 49 00), Electrical Utility Services (33 71 73) and Waste Treatment Equipment(Greywater) (44 40 00). Hereafter all trades listed above but not limited to shall be referred to as all trades. General Contractor shall mediate and give final direction if any construction conflicts arise.
- 3.1.2 Construction water including temporary water meter, water and meter fees and deposits, cost of water usage and temporary pipelines and storage tanks, water trucks, hoses, and labor to apply the water.
- 3.1.3 Twenty-four hour dust control as required by jurisdictional "conditions of approval" and local ordinances. See approved civil construction documents and registered Storm Water Pollution Prevention Plan for additional scope of work, SWPPP and bmp requirements.
- 3.1.4 Scope includes relocations and reinstallations of required bmp's, dust controls, and erosion controls as needed by the general contractor and/or directed by the QSP during the life of the construction project.

- 3.1.5 Off-site street cleaning to keep public streets clean during all construction operations.
- 3.1.6 Traffic and pedestrian control per local governing agencies.
- 3.1.7 Temporary bmp's for work in the public right of way.
- 3.1.8 Elevation shown on grading plans control grading, slopes are provided for plan check reference only. If additional grades are required, the contractor shall contact the engineer prior to continuing with work in the subject area.
- 3.1.9 Verify and comply with additional recommendations called for in project soils report and supplemental letters.
- 3.1.10 Follow all SWPPP procedures found in the SWPPP and Erosion Control Plans plan, including but not limited to: provide moisture content to soils to prevent dust during grading operations, place a cover over all spoils piles before leaving each day.

3.2 SITE PREPARATION

- 3.2.1 Clearing, stripping & debris export includes
 - 3.2.1.1 Removing all tree stumps below grade on site if required.
 - 3.2.1.2 Provide tree & site protection if required.
 - 3.2.1.3 Disking of site and removal of excessive organic debris.
 - 3.2.1.4 Sawcut and remove any items of existing concrete walks, curbs or flood control panel and flatwork to accommodate new facilities if required.
 - 3.2.1.5 Removal of all trash and debris to leave the site ready for rough grading operations.
 - 3.2.1.6 Pay all disposal and/or dump fees necessary to dispose of debris. Preparation of building pads includes:
 - 3.2.1.7 Over-excavation of the building pads per the soils report including scarification and recompaction of the bottom of the excavation and fill and compaction of soils up to the finished building pad including finish "blue-top" grading to leave pad ready for foundation construction.
 - 3.2.1.8 All required importing or exporting of soils as may be required to achieve finished pad grades for the building.
 - 3.2.1.9 At the completion of this phase of the work all building pads will be certified for compaction and elevation and completely ready for start of foundation work.
 - 3.2.1.10 Preparation of paved & landscaped areas includes:
 - 3.2.1.10.1 Grading and compaction of paved parking lot and landscaped areas shall achieve proper slopes and sub-grade to specified tolerances.
 - 3.2.1.10.2 Grading for paved and landscaped areas will include making sub-grade allowances for construction of adjacent curbs, gutters, cross gutters and walkways, v-ditches, drain swales and other site facilities. All required

importing or exporting of soils as may be required to achieve finished grades and sub-grades for all improved site areas.

- 3.2.1.11 At the completion of this part of the work all site areas will be graded to achieve designated slopes, flow lines, sub-grades, swales, and berms to accommodate all subsequent sub-grades. All excess spoils and debris will be removed from the site and/or a designated area will be over-excavated to allow sufficient room to accept spoils from building footings and site utility trenches.

3.3 EROSION CONTROL

- 3.3.1 Erosion control – Installation to follow SWPPP and Erosion Control Plans, and in conformance with the California Construction General Permit.

- 3.3.1.1 Install silt fences, fiber rolls or other approved methods as indicated on the on-site erosion control plan including:

- 3.3.1.1.1 Grading of earth erosion control swale.
- 3.3.1.1.2 Trench excavation to set silt fence and fiber rolls below grade.
- 3.3.1.1.3 Furnishing, placing and anchoring fiber rolls as shown.
- 3.3.1.1.4 Erosion control silt fencing – if applicable.
- 3.3.1.1.5 Furnish and install erosion control silt fencing per the plans including:
- 3.3.1.1.6 Trenching, stakes, and stretching of the filter fabric.
- 3.3.1.1.7 Backfill at the base of the filter fabric fence per the plan.

3.3. STORAGE OF EXCAVATED MATERIALS

- 3.3.1. Protection of stockpile excavated materials from grading and trenching acceptable for backfill and fill where directed prior to removal from site.
- 3.3.2. Place, grade, and shape stockpiles from grading and trenching for proper drainage.
- 3.3.3. Provide perimeter control and cover for stockpiles daily.
- 3.3.4. Locate and retain soil materials away from grading and trenching from edge of excavations. Do not store within drip line of trees indicated to remain.
- 3.3.5. Dispose of excess excavated soil material and materials not acceptable for use as backfill or fill.

3.4. BACKFILL AND FILL

- 3.4.1. General: Place soil material in layers to required sub-grade elevations, for each area classification listed below, using materials specified in Part 2 of this Section.

3.5. COORDINATION

- 3.5.1. See Civil Sheets and City Standards of Off-Site Scope of Work and SWPPP requirements.

3.6. PRODUCTION INSPECTION

- 3.6.1. Note: Subcontractor or his foreman **MUST** inspect all his work performed by his personnel according to the plans, specifications and code, prior to notifying the General Contractor/Site

Superintendent to call for inspection. If the pre-inspection has not occurred by Subcontractor or his foreman and the Building Inspector must return to re-inspect because of errors in his work, therefore, delaying the time schedule of the job, then the subcontractor may be held liable for a re-inspection fee.

- END OF SECTION -

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**32 05 23 – CEMENT AND CONCRETE FOR EXTERIOR
IMPROVEMENTS****PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- 1.1.1 Construction Drawings, Project Manual and general provisions of Contract, including General and Supplementary Conditions and Division-1 Specification sections, apply to work of this section.
- 1.1.2 All Consultant Reports including but not limited to Geotechnical report, Soils report and any other construction documents regarding this trade apply.
- 1.1.3 Sections 03 30 00--Cast-In-Place Concrete; 10 55 00--Postal Specialties; 11 68 13--Playground Equipment; 23 00 00—Heating, Ventilating and Air Conditioning; 26 00 00—Electrical; 26 56 23—Area Lighting; 31 22 13--Rough Grading, 31 22 19--Finish Grading; 32 16 13.16—Curbs and Gutters; 32 31 00—Fences and Gates; 32 80 00—Irrigation; 32 90 00--Landscape and 33 33 00—Sewer, 33 49 00—Storm Drain and 44 40 00—Water Treatment Equipment (Greywater) contain requirements that relate to this section.
- 1.1.4 Codes and Standards: Comply with provisions of following codes, specifications, and standards, except where more stringent requirements are shown or specified:
 - 1.1.4.1 ACI 301 "Specifications for Structural Concrete for Buildings".
 - 1.1.4.2 ACI 318 "Building Code Requirements for Reinforced Concrete."

1.2 SUBMITTALS

- 1.2.1 All submittals for the entire project shall be submitted at the same time. Submittals shall be provided in a tabulated pdf format. Incomplete or noncompliant submittals may be rejected.
- 1.2.2 Samples of materials
- 1.2.3 Product data: Submit manufacturers' data on manufactured products showing compliance with specified requirements and installation instructions.
- 1.2.4 Safety data sheets.
- 1.2.5 Manufacturer's installation instructions.
- 1.2.6 Manufacturer's operations and maintenance manuals.
- 1.2.7 Manufacturer's warranty.
- 1.2.8 Color charts.
- 1.2.9 Test reports
- 1.2.10 Mix design.
- 1.2.11 Delivery Tickets

1.3 PROJECT CONDITIONS:

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- 1.3.1 Protection of Flatwork Against Freezing: Cover completed work with sufficient temporary or permanent cover as required to protect flatwork and adjacent sub-grade against possibility of freezing; maintain cover for time period as necessary.
- 1.3.2 Protect adjacent finish materials against spatter during concrete placement.

PART 2 – PRODUCTS

2.1 REINFORCING MATERIALS

- 2.1.1 Reinforcing Bars: ASTM A 615, Grade 60, deformed. Size and occurrence per plans.
- 2.1.2 Welded Wire Fabric: ASTM A 185, welded steel wire fabric. Size and occurrence per plans.

2.2 CONCRETE MATERIALS

- 2.2.1 Portland Cement: ASTM C 150, Type I.
- 2.2.2 Use one brand of cement throughout project, unless otherwise acceptable to Architect and/or Engineer.
- 2.2.3 Fly-Ash: ASTM C 618, Type C or Type F.
- 2.2.4 Normal Weight Aggregates: ASTM C 33, and as herein specified. Provide aggregates from a single source for exposed concrete.
- 2.2.5 Local aggregates not complying with ASTM C 33 but which have shown by special test or actual service to produce concrete of adequate strength and durability may be used when acceptable to Architect.
- 2.2.6 Water: Drinkable.
- 2.2.7 Strength: as defined on plans

2.3 CONCRETE MIXING

- 2.3.1 Ready-Mix Concrete: Comply with requirements of ASTM C 94, and as herein specified.
- 2.3.2 During hot weather, or under conditions contributing to rapid setting of concrete, a shorter mixing time than specified in ASTM C 94 may be required.

PART 3 – EXECUTION

3.1 GENERAL

- 3.1.1 Coordinate with General Contractor and all trades to allow installation of specified equipment and materials. Trades include but not limited to the following: Cast-In-Place Concrete (03 30 00), Postal Specialties (10 55 00), Playground Equipment (11 68 13), Wet-Pipe Sprinkler System (21 13 13), Building Plumbing (22 40 00), Heating, Ventilation And Air Conditioning (23 00 00), Electrical (26 00 00), Area Lighting (26 56 23), Fire Detection And Alarm (28 31 00), Rough Grading (31 22 13), Finish Grading (31 22 19), Curbs And Gutters (32 16 13.16), Fences And Gates (32 31 00), Irrigation (32 80 00), Landscape (32 90 00), Sewer (33 33 00), Storm Drain (33 49 00) and Waste Treatment Equipment(Greywater) (44 40 00). Hereafter all trades listed above but not limited to shall be referred to as all trades. General Contractor shall mediate and give

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final direction if any construction conflicts arise.

- 3.1.2 The work defined in this section shall apply to the bid shall include, but not necessarily be limited to:
- 3.1.3 Concrete patios and walkways where shown and detailed on the drawings and as required for a complete and proper installation.
- 3.1.4 Subcontractor to provide all required equipment and labor to install forms, sand base and concrete slabs. Subcontractor to provide and install any "under slab" sleeves as directed by general contractor or his site superintendent.
- 3.1.5 Subcontractor to strip away all forms 48 hours after concrete placement and haul away all concrete spoils as well as all debris resulting from his work.
- 3.1.6 Formwork: design of formwork for structural stability and efficiency is contractor's responsibility.
- 3.1.7 Construct pads for transformer, mailboxes and condensers. Add base per civil plan sections.

3.2 GENERAL INSTALLATION

- 3.2.1 Refer to soils reports and civil construction documents for additional instructions regarding execution.
- 3.2.2 Coordinate the installation of joint materials and vapor retarders with placement of forms and reinforcing steel.

3.3 FORMS

- 3.3.1 Design, erect, support, brace and maintain formwork to support vertical and lateral, static, and dynamic loads that might be applied until such loads can be supported by concrete structure. Construct formwork so concrete members and structures are of correct size, shape, alignment, elevation and position.
- 3.3.2 Design formwork to be readily removable without impact, shock or damage to cast-in-place concrete surfaces and adjacent materials. Formwork: Design of formwork for structural stability and efficiency is contractor's responsibility.
- 3.3.3 Construct forms to sizes shapes, lines and dimensions shown, and to obtain accurate alignment, location, grades, level and plumb work in finished structures. Provide for openings, offsets, sinkages, keyways, recesses, moldings, rustications, reglets, chamfers, blocking, screeds, bulkheads, anchorages and inserts, and other features required in work. Use selected materials to obtain required finishes. Solidly butt joints and provide back-up at joints to prevent leakage of cement paste.

3.4 PLACING REINFORCEMENT

- 3.4.1 Comply with Concrete Reinforcing Steel Institute's recommended practice for "Placing Reinforcing Bars", for details and methods of reinforcement placement and supports, and as herein

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specified.

- 3.4.2 Avoid cutting or puncturing vapor retarder during reinforcement placement and concreting operations.
- 3.4.3 Clean reinforcement of loose rust and mill scale, earth, ice, and other materials which reduce or destroy bond with concrete.
- 3.4.4 Accurately position, support and secure reinforcement against displacement by formwork, construction, or concrete placement operations. Locate and support reinforcing by metal chairs, runners, bolsters, spacers, and hangers, as required.
- 3.4.5 Place reinforcement to obtain at least minimum coverages for concrete protection. Arrange, space and securely tie bars and bar supports to hold reinforcement in position during concrete placement operations. Set wire ties so ends are directed into concrete, not toward exposed concrete surfaces.

3.5 JOINTS

- 3.5.1 Construction Joints: Locate and install construction joints as indicated, or if not indicated, locate so as not to impair strength and appearance of the structure, as acceptable to Architect and/or Engineer.
- 3.5.2 Construction joints shall not be more than ½" in depth and more than ½" in width.
- 3.5.3 Expansion/felt joints in sidewalks shall occur at changes in direction, cold joints, and at boundary with other materials (cum walls, curbs, structure/building concrete).

3.6 CONCRETE PLACEMENT

- 3.6.1 Pre-placement Inspection: Before placing concrete, inspect and complete formwork installation, reinforcing steel, and items to be embedded or cast-in. Notify other trades to permit installation of their work; cooperate with other trades in setting such work. Moisten wood forms immediately before placing concrete where form coatings are not used.
- 3.6.2 Cement and Concrete shall not be installed prior to the confirmation from the following sub-contractors (but not limited to) that their work is properly installed and will not require repairs to the Cement and Concrete for Exterior Improvements after its installation: Gutters & Downspouts, Signage, Postal Specialties, Playground Equipment, Wet-Pipe Sprinkler System, Building Plumbing, Electrical, Area Lighting, Fire Detection And Alarm, Radon Mitigation, Asphalt Paving, Curbs And Gutters, Fences And Gates, Irrigation, Landscape, Water Utility Distribution Piping, Sewer, Storm Drain, Electrical Utility Services, Waste Treatment Equipment(Greywater)
- 3.6.3 Deposit concrete continuously or in layers of such thickness that no concrete will be placed on concrete which has hardened sufficiently to cause the formation of seams or planes of weakness. If a section cannot be placed continuously, provide construction joints as herein specified. Deposit concrete as nearly as practicable to its final location to avoid segregation.
- 3.6.4 Consolidate placed concrete by mechanical vibrating equipment supplemented by hand-spading, rodding or tamping. Use equipment and procedures for consolidation of concrete in accordance with ACI recommended practices.

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- 3.6.5 Broom Finish: Apply broom finish to monolithic slab surfaces to be exposed-to-view, and slab surfaces to be covered with resilient flooring, carpet, ceramic or quarry tile, paint, or other thin film finish coating system.
- 3.6.6 Decorative joints and recesses in concrete shall not be more than ½” in depth and more than ½” in width.
- 3.6.7 Concrete spoils must be disposed of in accordance with local and state regulations. Equipment and tools must be cleaned in contained areas in accordance with the project SWPPP.
- 3.7 CONCRETE CURING AND PROTECTION
 - 3.7.1 General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures.
- 3.8 QUALITY CONTROL TESTING DURING CONSTRUCTION
 - 3.8.1 The Owner will employ a testing laboratory to perform tests and to submit test reports.
- 3.9 PRODUCTION INSPECTION
 - 3.9.1 Note: Subcontractor or his foreman **MUST** inspect all of his work performed by his personnel according to the plans, specifications and code, prior to notifying the General Contractor/Site Superintendent to call for inspection. If the pre-inspection has not occurred by Subcontractor or his foreman and the Building Inspector must return to re-inspect because of errors in his work, therefore, delaying the time schedule of the job, then the subcontractor may be held liable for a re-inspection fee.

- END OF SECTION -

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33 11 00 – WATER UTILITY DISTRIBUTION PIPING**PART 1 – GENERAL****1.1 RELATED DOCUMENTS**

- 1.1.1 Consult with Project Architect/Engineer prior to continuing work within the scope / area of concern if discrepancies or conflicts should occur.
- 1.1.2 Construction Drawings, Project Manual and general provisions of Contract, including General and Supplementary Conditions and Division-1 Specification sections, apply to work of this section.
- 1.1.3 All Consultant Reports including but not limited to Geotechnical report, Soils report and any other construction documents regarding this trade apply.
- 1.1.4 Sections 03 30 00—Cast-In-Place Concrete; 21 13 13—Wet-Pipe Sprinkler System, 22 40 00--Building Plumbing; 31 22 13--Rough Grading, 31 22 19—Finish Grading; 32 05 23—Cement and Concrete for Exterior Improvements; 32 80 00--Irrigation; 32 90 00—Landscape; 33 33 00—Sewer; 33 49 00—Storm Drain and 33 71 73—Electrical Utility Services contain requirements that relate to this section.
- 1.1.1 See Civil Construction Documents and City Standards for Off-site Scope of Work and SWPP requirements. .

1.2 SUBMITTALS

- 1.2.1 All submittals for the entire project shall be submitted at the same time. Submittals shall be provided in a tabulated pdf format. Incomplete or noncompliant submittals may be rejected.
- 1.2.2 Samples
- 1.2.3 Product data: Submit manufacturers' data on manufactured products showing compliance with specified requirements and installation instructions.
- 1.2.4 Safety data sheets.
- 1.2.5 Manufacturer's installation instructions.
- 1.2.6 Manufacturer's operations and maintenance manuals.
- 1.2.7 Manufacturer's warranty.
- 1.2.8 Shop drawings.
- 1.2.9 Color charts.

1.3 QUALITY ASSURANCE

- 1.3.1 Comply with requirements of utility company supplying water to the project.
- 1.3.2 Subcontractor shall notify the Owner of all special engineering inspections and testing required for this trade, notify General Contractor of scheduled tests and inspections and provide a copy of all test and Inspection reports to the General Contractor and the Owner. Subcontractor shall complete all government inspections in accordance with Contactor's schedule. Payment and contracting of

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special inspections shall be by the Owner

1.4 PROJECT CONDITIONS

- 1.4.1 Site Information: Perform site survey, research public utility records, and verify existing utility locations. Verify that water service piping may be installed in compliance with the original design and referenced standards.

1.5 SEQUENCING AND SCHEDULING

- 1.5.1 Coordinate connection to public water main with utility company.
- 1.5.2 Coordinate with interior water distribution piping.
- 1.5.3 Coordinate with other utility work.

PART 2 – PRODUCTS

2.1 PIPE AND PIPE FITTINGS, GENERAL

- 2.1.1 Pipe and pipe fitting materials shall be compatible with each other. Where more than one type of material or product is indicated, contact Architect / Engineer for selection.

PART 3 – EXECUTION

3.1 GENERAL

- 3.1.1 Coordinate with General Contractor and all trades to allow installation of specified equipment and materials. Trades include but not limited to the following: Cast-In-Place Concrete (03 30 00), Wet-Pipe Sprinkler System (21 13 13), Building Plumbing (22 40 00), Rough Grading (31 22 13), Finish Grading (31 22 19), Irrigation (32 80 00); Landscape (32 90 00); Sewer (33 33 00); Storm Drain (33 49 00) and Electrical Utility Services (33 71 73). Hereafter all trades listed above but not limited to shall be referred to as all trades. General Contractor shall mediate and give final direction if any construction conflicts arise.
- 3.1.2 Construction water including temporary water meter, water and meter fees and deposits, cost of water usage and temporary pipelines and storage tanks, water trucks, hoses and labor to apply the water.
- 3.1.3 Twenty-four-hour Dust control as required by jurisdictional “conditions of approval” and local ordinances.
- 3.1.4 Off-site street cleaning to keep public streets clean during import and export operations.
- 3.1.5 Traffic and pedestrian control per local governing jurisdiction standards.
- 3.1.6 The work of this section shall be on private property outside of the Public street right-of-way.

3.2 WATER MAIN AND SERVICE LATERALS

- 3.2.1 Construct a complete water main line with distribution service laterals to all domestic connections from water meters to each unit as per the Civil Construction Documents, including all sawcut,

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trench, backfill, patching AC, end connections to existing mains, valves, accessories, thrust blocks, meter boxes, angle stops, air vac releases, backflow devices, pipeline, fittings of every kind as may be required for a complete and operational water system.

- 3.2.2 Subcontractor shall provide meter installation and configuration as shown on the Civil Construction Documents and City details. If the building water stub out is in place prior to installation of the water meter, then Subcontractor shall make the final connection between the meter and the unit stub out. Subcontractor will set the water meter if not set by City Crews and provide accurate as built drawings.
- 3.2.3 Subcontractor shall provide and install Building Fire Protection System line from water source to building connection flanges. Coordinate with Building Fire Protection System subcontractor regarding installation of connection flanges. Remainder of Building Fire Protection System will be by others.
- 3.2.4 At the completion of the work Subcontractor shall sterilize all lines and pass all required Local Governing Jurisdiction tests and inspections.
- 3.2.5 All excess trench spoils shall be loaded and removed from the jobsite and the sub-grade returned to its original condition in preparation for street base and paving.
- 3.2.6 At the completion of all final street paving Subcontractor shall return to the site and raise up all valve can lids to finish street surface.
- 3.2.7 Products installed but not furnished under this Section include water meters provided by the utility company to the site, ready for installation.

3.3 PREPARATION OF BURIED PIPE FOUNDATION

- 3.3.1 Grade trench bottom to provide a smooth, firm, stable, and rock-free foundation throughout the length of the piping. Remove unstable, soft, and unsuitable materials at the surface upon which pipes are to be laid and backfill with clean sand or pea gravel to indicated level.
- 3.3.2 Shape bottom of trench to fit bottom of piping. Fill unevenness with tamped sand backfill. Dig bell holes at each pipe joint to relieve the bells of all loads and to ensure continuous bearing of the pipe barrel on the foundation.
- 3.3.3 Refer to Civil Construction Documents for additional trench and backfill specifications.

3.4 DEPTH OF COVER:

- 3.4.1 Provide minimum cover over piping 36 inches below finished grade for water distribution piping and 48 inches below grade for fire onsite fire distribution piping.

3.5 WATER MAIN CONNECTION:

- 3.5.1 Arrange and pay for tap in water main, of size and in location as indicated, from water utility company.
- 3.5.2 Tap water main with size and in location as indicated, in accordance with requirements of water utility company.

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- 3.5.3 Install continuous plastic underground warning tape during back-filling of trench for underground water service piping. Locate 6 to 8 inches below finished grade, directly over piping.
- 3.5.4 Accurate as-built drawings of installation shall be provided.
- 3.6 **FIELD QUALITY CONTROL**
 - 3.6.1 Piping Tests: Conduct piping tests before joints are covered and after thrust blocks have sufficiently hardened. Fill pipeline 24 hours prior to testing and apply test pressure to stabilize system. Use only potable water.
- 3.7 **CLEANING**
 - 3.7.1 Clean and disinfect water distribution piping as follows:
 - 3.7.1.1 Purge all new water distribution piping systems and parts of existing systems that have been altered, extended, or repaired, prior to use.
 - 3.7.1.2 Use the purging and disinfecting procedure prescribed by the authority having jurisdiction.
 - 3.7.1.3 Following the allowed standing time, flush the system with clean, potable water until chlorine does not remain in the water coming from the system.
 - 3.7.1.4 Submit water samples in sterile bottles to the authority having jurisdiction. Repeat the procedure if the biological examination made by the authority shows evidence of contamination.
 - 3.7.1.5 Prepare reports for all purging and disinfecting activities.
- 3.8 **COORDINATION**
 - 3.8.1 See Civil Construction Documents and City Standards for Off-site Scope of Work and SWPPP requirements.
 - 3.8.2 Confirm that work is not in conflict with Sewer Distribution Piping, Sewer and Storm Drain.
- 3.9 **PRODUCTION INSPECTION**
 - 3.9.1 Note: Subcontractor or his foreman **MUST** inspect all his work performed by his personnel according to the plans, specifications and code, prior to notifying the General Contractor/Site Superintendent to call for inspection. If the pre-inspection has not occurred by Subcontractor or his foreman and the Building Inspector must return to re-inspect because of errors in his work, therefore, delaying the time schedule then the subcontractor may be held liable for a re-inspection fee.

- END OF SECTION -

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33 33 00 – SEWER**PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- 1.1.1 Consult with project architect/engineer prior to continuing work within the scope / area of concern if discrepancies or conflicts should occur.
- 1.1.2 Construction Drawings, Project Manual and general provisions of Contract, including General and Supplementary Conditions and Division-1 Specification sections, apply to work of this section.
- 1.1.3 All Consultant Reports including but not limited to Geotechnical report, Soils report and any other construction documents regarding this trade apply.
- 1.1.4 Sections 22 40 00--Building Plumbing; 26 56 23—Area Lighting; 31 22 13—Rough Grading; 32 90 00—Landscape; 33 11 00—Water Utility Distribution Piping; 33 49 00—Storm Drain; 33 71 73—Electrical Utility Services and 44 40 00—Water Treatment Equipment (Greywater) contains work that relates to this section.
- 1.1.5 See Civil Construction Documents and city standards for off-site scope of work and SWPP requirements

1.2 SEQUENCING AND SCHEDULING

- 1.2.1 Coordinate connection to public sewer with utility company.
- 1.2.2 Coordinate with interior building sanitary drainage piping.
- 1.2.3 Coordinate with other utility work.
- 1.2.4 Commence all work at the lowest, tie-in, elevation of the system.

1.3 SUBMITTALS

- 1.3.1 All submittals for the entire project shall be submitted at the same time. Submittals shall be provided in a tabulated pdf format. Incomplete or noncompliant submittals may be rejected.
- 1.3.2 Samples
- 1.3.3 Product data: Submit manufacturers' data on manufactured products showing compliance with specified requirements and installation instructions.
- 1.3.4 Safety data sheets.
- 1.3.5 Manufacturer's installation instructions.
- 1.3.6 Manufacturer's operations and maintenance manuals.
- 1.3.7 Manufacturer's warranty.
- 1.3.8 As-built drawings
- 1.3.9 Shop drawings.
- 1.3.10 Test reports

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1.3.11 PART 2 – PRODUCTS

2.1 PIPE AND FITTINGS

- 2.1.1 General: Provide pipe and pipe fitting materials compatible with each other and complying with Construction Documents. Where more than one type of materials or products is indicated, selection should be verified with General Contractor.

PART 3 – EXECUTION

3.1 GENERAL

- 3.1.1 Coordinate with General Contractor and all trades to allow installation of specified equipment and materials. Trades include but not limited to the following: Building Plumbing (22 40 00), Area Lighting (26 56 23), Rough Grading (31 22 13), Finish Grading (31 22 19), Cement and Concrete for Exterior Improvements (32 05 23), Landscape (32 90 00), Water Utility Distribution Piping (33 11 00), Storm Drain (33 49 00), Electrical Utility Services (33 71 73) and Waste Treatment Equipment (Greywater) (44 40 00). Hereafter all trades listed above but not limited to shall be referred to as all trades. General Contractor shall mediate and give final direction if any construction conflicts arise.
- 3.1.2 Construction water including temporary water meter, water and meter fees and deposits, cost of water usage and temporary pipelines and storage tanks, water trucks, hoses and labor to apply the water.
- 3.1.3 Twenty-four hour Dust control as required by the Local Governing Jurisdiction. See 02200.
- 3.1.4 Off-site street cleaning to keep public streets clean during all construction operations.
- 3.1.5 Traffic and pedestrian control per Local Governing Jurisdiction. See 02200 standards.
- 3.1.6 Shoring and trench protection per OSHA standards
- 3.1.7 Subcontractor shall notify the Owner of all special engineering inspections and testing required for this trade, notify General Contractor of scheduled tests and inspections and provide a copy of all test and Inspection reports to the General Contractor and the Owner. Subcontractor shall complete all government inspections in accordance with Contractor's schedule. Payment and contracting of special inspections shall be by the Owner.

3.2 PREPARATION OF FOUNDATION FOR BURIED SANITARY SEWER

- 3.2.1 Grade trench bottom to provide a smooth, firm, stable, and rock-free foundation, throughout the length of the pipe.
- 3.2.2 Remove unstable, soft, and unsuitable materials at the surface upon which pipes are to be laid, and backfill with clean sand or pea gravel to indicated level.
- 3.2.3 Shape bottom of trench to fit bottom of pipe. Fill unevenness with tamped sand backfill. Dig bell holes at each pipe joint to relieve the bells of all loads and to ensure continuous bearing of the pipe barrel on the foundation.

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3.2.4 See Civil Construction Documents for additional trench and backfill requirements.

3.3 INSTALLATION, GENERAL

3.3.1 General Locations and Arrangements: Drawings (plans and details) indicate the intended location and arrangement of the underground sanitary sewerage system piping. Location and arrangement of piping layout take into account many design considerations. Install the piping as shown on plans. Contact Engineer if discrepancies or conflicts occur prior to continuing with work.

3.3.2 Install piping beginning at low point of systems, true to grades and alignment indicated with unbroken continuity of invert. Place bell ends of piping facing upstream. Install gaskets, seals, sleeves, and couplings in accordance with manufacturer's recommendations for use of lubricants, cements, and other installation requirements. Maintain swab or drag in line and pull past each joint as it is completed.

3.4 PRIVATE SEWER MAIN AND LATERALS INCLUDES:

3.4.1 Install a complete and operable On Site sewer system throughout the private site areas including the sewer main lines and laterals connecting to each Building to the public sewer main as shown on plans per Project Utility Plans included in the Construction Documents.

3.4.2 Connect to the sewer main lateral in the street as shown on plans, installation of all on site sewer main collection lines, manholes, cleanouts and sewer service lateral from the main sewer line stubbed to within 3' of each building (location as shown on Plumbing and Civil Plans) and connected to each building sewer service stub-out.

3.4.3 At the completion of final paving over the sewer main (if required) Subcontractor shall return to the job to raise up all manhole and cleanout lids to the new finish parking pavement grades and/or finish grades.

3.4.4 Under the supervision of the Sewer District, Subcontractor shall perform all testing and cleaning of the sewer system as may be required to obtain final acceptance by the Sewer District.

3.4.5 All excess trench spoils shall be loaded and removed from the site (if required) and the sub-grade returned to its original condition prior to starting sewer excavations.

3.5 MANHOLES

3.5.1 General: Install manholes complete with accessories as indicated. Form continuous concrete or split pipe section channels and benches between inlets and outlet. Set tops of frames and covers flush with finish surface where manholes occur in pavements. Elsewhere, set tops 3 inches above finish surface, unless otherwise indicated.

3.6 TAP CONNECTIONS

3.6.1 Make connections to existing piping and underground structures so that finished work will conform as nearly as practicable to the requirements specified for new work.

3.7 INSTALLATION OF IDENTIFICATION

3.7.1 Install continuous plastic underground warning tape during back-filling of trench for underground

Fiscalini Bathroom

piping. Locate 6 to 8 inches below finished grade, directly over piping.

3.7.2 Accurate as-built drawings of installation shall be provided.

3.8 FIELD QUALITY CONTROL

3.8.1 Testing: Perform testing of completed piping in accordance with local authorities having jurisdiction.

3.9 COORDINATION

3.9.1 See Civil Construction Documents and City Standards for Off-site Scope of Work and SWPPP requirements.

3.8.2 Confirm that work is not in conflict with Water Utility Distribution Piping, Sewer and Storm Drain .

3.10 PRODUCTION INSPECTION

3.10.1 Note: Subcontractor or his foreman **MUST** inspect all of his work performed by his personnel according to the plans, specifications and code, prior to notifying the General Contractor/Site Superintendent to call for inspection. If the pre-inspection has not occurred by Subcontractor or his foreman and the Building Inspector must return to re-inspect because of errors in his work, therefore, delaying the time schedule of the job, then the subcontractor may be held liable for a re-inspection fee.

- END OF SECTION -

SECTION 13000

PREFABRICATED RESTROOM BUILDING

A. General, Specifications and Clarification of Prefabricated Building and Site Installation

1. This portion of the bid specifications does not follow the CSI standard format as the prefabricated structure in this bid is an **off-site constructed "product"** and not "typical" general construction.
2. The **installation of the product on-site is general construction** which must be coordinated between the owner or their general contractor and the supplier. Specifications for the building foundation/pad shall be provided herein by the specified design/build supplier. Due to the responsibility of the specified building supplier for architecture, engineering and a five-year warranty, the site pad/foundation must meet the suppliers design so the pad and building can be considered from a single source for warranty purposes. The supplier must accept the pad and compactions tests before they take responsibility for the entire system under their warranty.

B. Architectural Design/Engineering and Insurance Responsibility

1. While the District has provided bid specifications and a design for the building, the building design/build supplier remains legally responsible for architecture, engineering, and all applicable building, safety, health, fire, and accessibility code compliance. Since they hold professional design responsibility to the owner, the building supplier must furnish certification that they provide product liability insurance in the amounts required by the general specifications **to cover property damage and personal injury**. Final drawings shall be stamped by a California engineer and California Department of Housing and Community Development, suitable for local permitting.

C. Errors and Omissions Insurance

1. The building design/build supplier must also provide an additional Professional Architectural and Engineering Errors and Omissions insurance, in the minimum amount of \$2,000,000, **to cover claims against the owner or their general contractor for State and Federal ADA handicapped accessibility and other design/engineering code issues**. This Errors and Omission Policy must remain in effect for 5 years from the completion and owner acceptance of the project. Products liability insurance (since it does not cover professional design responsibility only) will be insufficient for this bid and will be cause for rejection of the bidder.

D. Insurance for the Building offsite, while in transit, and/or on site until turn over and final owner acceptance

1. The supplier may request invoicing for a percentage of building completion in-plant, monthly. Under UCC law, this means that the supplier is turning over

responsibility for the portion invoiced to the owner yet the building will not be on the owner's property and may not be covered by the owners insurance. Therefore, the building supplier must provide a separate insurance policy insuring the owner and their general contractor as additionally insured for liability, damage and/or vandalism to the building while in the manufacturing facility, while in transit, and/or while in storage at a certified bonded storage facility or at the final project site for up to \$200,000 for each prefabricated building module, until the building is final accepted by owner.

E. Owner or General Contractor Coordination with Design/Build Supplier

1. The specified prefabricated public restroom building requires coordination between the owner or their general contractor (who prepares the site pad and delivery access for the prefabricated storage building) and the prefabricated restroom building supplier (who completes the architectural design, engineering, off-site building construction, delivery and installation on site.) The specified prefabricated restroom building specifications include unique components/systems which are custom to the restroom building supplier. Since the restroom supplier is responsible for design, additional insurance requirements for errors and omissions is required.

F. Owner or General Contractor, General Scope of Work

1. The owner or their general contractor for this project is responsible for the site survey and staking the building location, finished slab survey elevations and marking on site, construction and compaction of the required building pad; access to the site for a large crane and tractor trailers delivering the prefabricated building; providing water, sewer, and power at a point of connection (POC) within 6 feet of the building and at the depth required by the building subcontractor and local code; and the installation of any sidewalks outside the building footprint.
2. The owner or their general contractor is responsible for verification to the building subcontractor design/build firm that there are no unanticipated site delivery issues such as overhead wires, trees, tree roots, or existing grade changes and that prevent a clear path of travel between a roadway and the final site exists for a tractor trailer and crane to expedite delivery. The design/build supplier requires that the owner or their general contractor certify that the required delivery crane must be able to set the building module/modules within 35' distance from the center of the building to the center of the crane hoist.

G. Supplier/Prefabricated Restroom Building, General Scope of Work

1. The prefabricated restroom building specialist will provide to the owner or their general contractor final building design architectural drawings and engineering calculations under the responsibility of a licensed structural engineer, in compliance with all local, state and federal codes. The design/build supplier shall construct the building offsite as a permanently relocatable building, transport it to the final required destination, and install the building turnkey, (to 6' from the building footprint) on an owner or general contractor prepared pad per the

drawings included in this bid.

H. Licensing:

The supplier must comply with all the State of California; Department of Housing and Community Development, prefabricated "Commercial Modular Requirements" as follows:

1. The building *manufacturer* must be licensed by the State of California, Department of Housing and Community Development as a manufacturer.
2. The selling dealer (if applicable) must be a California licensed dealer and present their license for verification with the bid.

The licensed dealer must also possess a State of California Contractors License Board Class B License and present their license for verification with the bid.

I. Bid Standard for the Prefabricated Restroom Building

1. The District understands that there are several firms who design and build various types of pre-fabricated public restroom buildings in varying quality and architectural styles, using similar or different construction methods and materials. For the purpose of this project, the owner has selected:

Public Restroom Company, 2587 Business Parkway, Minden, Nevada, 89423 and specifies herein that this firm is the standard for architectural design, safety, green design, code compliance, and site specific compatibility. Public Restroom Company is the standard of building performance and quality for the 50-year building design-life with low maintenance based upon the longevity of the materials selected.

Contact: **Chris Gaughan**, Regional Sales Manager
 Phone: **888-888-2060 extension 106**
 Fax: **888-888-1448**
 Email: **ChrisG@PublicRestroomCompany.com**
 Web: **www.publicrestroomcompany.com**

J. "Or Equal Restroom Design/Build Suppliers"

1. The District may also allow other firms to become qualified to bid but any firms so authorized to bid must comply with the bid specifications and plans, or be subject to post bid rejection.
2. In order to provide full and open competition, other firms may request approval as "or equal." **The following items must be provided to the District in accordance with substitution requirements outlined in the project specifications.** Failure to supply these items will result in bid rejection.
 - a) Or Equal applicant shall provide with their bid submission, scaled floor plans and elevations, to show general architectural design criteria is met.
 - b) Or Equal applicant shall provide with their bid submission, a written list of each and every deviation from the published bid specifications/plans. Lack of specificity to each deviation from the bid specifications will be cause for

rejection.

- c) Or Equal applicant shall provide with their bid submission, manufacturer's certification of test compliance from a national independent testing laboratory to support the claim for absorption resistance of the slab type that will be used in their proposed restroom. Or Equal applicant must provide a list of every building they designed and built over the last 3 years utilizing the same building materials/systems design criteria as published in this bid. Provide date of building bid, date of completion, and most knowledgeable owner contact.
 - d) Or equal applicant shall provide certification of the special insurance required in this bid.
 - e) Or Equal applicant shall be responsible for and bear all cost for architecture, plan checks, design and structural engineering and all fees in obtaining approvals and permits from applicable agencies.
- 3. Precast Concrete Structures will not be accepted.
 - 4. The District or their consultant will be solely responsible for the decision to accept or reject the "or equal" submission.

K. Certificate of Off-site Inspection and Construction Compliance, Provision for Maintenance Manuals, and Warranty

- 1. The off-site restroom construction requires that a licensed third party inspection firm provide the owner and the local building official with certification and compliance for the building with the approved plans and specifications. A certificate of compliance shall be issued by this inspector to the local building official to provide certification that the building meets and or exceeds the approve plans and applicable codes.
- 2. At the project conclusion, the building supplier shall furnish two sets of complete maintenance manuals including a trouble shooting guide, location of manufacturers of key components for replacement parts together with final as-built plans, and a **five (5) year warranty** to the owner or general contractor.

L. Site Scope of Work by Owner or Their General Contractor

The owner or general contractor shall prepare the restroom building sub grade pad to receive the prefabricated building in accordance with the bid drawings.

- 1. The building pad shall be excavated to 14" deep from the final building concrete slab elevation in accordance with the drawing titled "foundation pad design."
- 2. The building pad shall meet a 90% compaction in lifts using class II base for the first four inches and coarse sand for the last two inches of the pad, leaving the finished sub grade pad elevation at finished floor, minus 8".
- 3. The owner or general contractor shall provide water point of service at 30" below finished building slab; sewer at 24" below the finished building slab; and electrical at 36" below the finished building slab or other per bid plans.
- 4. Owner or their general contractor shall coordinate with restroom supplier to provide full site delivery access for a 70' tractor-trailer and hydro crane to the

final building site.

5. If the final site access is over existing sidewalks, utilities, or landscaping, the owner or their general contractor shall be responsible for plating and or tree trimming, utility line removal, or other to protect any existing conditions.
6. The hydro crane must be able to locate no greater than 35' from the center point of the building to the center point of the crane.
7. The utilities shall be furnished per bid site plans at specified points of connection (POC) nominally 6' from the building line.
8. Owner or their general contractor shall furnish and install final grading, landscaping and sidewalks.

M. Connection to Utilities

1. The restroom subcontractor will furnish Electrical, Water, and Sewer at the proper POINT OF CONNECTION AND AT THE PROPER ELEVATION BELOW GRADE, for this project. Restroom subcontractor shall provide final hook up of the water from building to POC; sewer hookup to POC; and electrical sleeve from building panel to POC only. Final utility connections shall be by owner, their general contractor, or others. Owner or their general contractor shall flush the water lines thoroughly before making final water connection to the building.

N. Concrete Slab, Required Independent Testing Laboratory Certification

1. The prefabricated building slab special concrete technology claims to be water and urine resistant for life due to special additive technology. The building subcontractor must furnish a test certification of compliance from a national independent testing laboratory to support the claim for absorption resistance. The written report must state the concrete compressive and absorption per ASTM standard #C642 and #C39 respectively. Since this non-absorbency capability is so significant, the design/build subcontractor must provide a general certification of compliance with the above standards.

O. Prefabricated Restroom Building

1. The District has evaluated several prefabricated restroom building suppliers. This bid requires such a building be used in lieu of site built traditional construction because of the unique built-in advantages guaranteed by the design/build firm. This technology includes many new innovations such as non-absorbent concrete; anti-microbial components to reduce health risks; built in vandal resistance design; lowered maintenance and long term warranties that reduce owner risk for failure. The specifications below are written around this new technology.

P. Mat Engineered Concrete Building Slab/Foundation

1. The mat engineered 8" thick slab/foundation shall be engineered and constructed to withstand the transportation weight of the building without cracking and to resist absorption from any liquids deposited on the surface. The concrete slab shall be constructed inside a steel angle curb, reinforced with dual mats (tension and compression,) and poured with a custom concrete formula with special admixtures to create a finished slab that is water proof for life.

2. Perimeter Steel Curb: 5/16" 50,000 kip steel 6" X 6" welded continuous angle.
3. Rebar Steel Mat: Two layers of 40,000 tensile steel rebar in varying sizes per engineers requirements, including a perimeter structural continuous grade beam design inside the exterior steel angle and at any other location deemed by the engineer of record as required for the use intended. In coastal locations or when required for corrosion resistance rebar shall be epoxy coated or fiberglass to resist permanent corrosion. Rebar mats shall be wire tied to code with a minimum of three turns of the wire and overlaps shall be minimum of 15 diameters for any connection.
4. All slab openings shall be surrounded with two layers of steel collars as required by the engineer of record to stop corner cracking and to reinforce the openings for lifting.
5. 1" thick by 3" minimum length threaded nuts shall be welded to the steel perimeter frame with continuous 1/4" fillet welds. Nuts shall be welded to common steel plates per the engineer of records design and attached to the interior steel rebar structural mats.
6. The engineer of record shall provide lifting locations with sufficient reinforcement to allow the safe lifting of the entire designed weight of the structure with dual 1" steel bolts and washers at each lifting location. The number of lifting locations with each location fitted with removable 3/4" 8" X 8" 50,000 tensile strength steel angles shall be determined by the engineer of record.
7. The slab shall be poured over a 1" thick steel plate table. The concrete mix design shall not exceed a 3" slump and shall be stinger vibrated for maximum consolidation. All floors shall slope to any floor drains within each room and if no floor drain is present the floor should not slope. The surface shall be a very light broom that should meet a coefficient of friction on the surface of .06. Birdbaths shall be cause for rejection.
8. The steel perimeter angle will remain below the concrete surface by nominal two inches to prevent corrosion. After the site concrete sidewalks are poured, the joint shall be full flow sealed with self-leveling grey urethane caulk to prevent penetration of water into the joint.
9. The building shall be designed for future relocation and shall provide protection for the lifting openings in the mat slab so that the threaded openings will be available for future use if needed.
10. The building system shall be designed for placement on an owner or their general contractor site prepared class 2 building pad/and or footings as required by code, per the bid drawings, suitable for 1500 pounds soil bearing capacity minimum. Any soils survey (if necessary) shall be by owner or engineer of record.

Q. Exterior & Interior Masonry Block Walls

1. The exterior walls shall be 4" thickness per State of California codes or engineering for wind and seismic. The interior walls shall be 4" block to ceiling height.
2. The 8" mat engineered concrete slab shall be cured a minimum of 7 days. Holes for vertical dowels shall be drilled into the mat engineered slab avoiding any

grade beams or other structural reinforcement. Once the holes are drilled, blow out the remaining material and using two part structural epoxy, wet set the #3 or #4 vertical rebar (as specified on the engineering calculations into holes drilled to the depth per the engineer of record requirements. Each rebar shall be held vertical to allow equal epoxy support to each dowel during the drying period. Engineering calculations require that rebar shall be installed in each concrete block center void or every block hole. The engineered uplift on each rebar shall be sufficient to restrain any load imposed on the masonry block wall for vertical rebar pull out from the concrete mat engineered slab.

3. The block walls shall be nominal 8" x 16" CMU. The building corners shall have special corner return block that matches the exterior finish and creates a uniform appearance. All 4" CMU shall be custom fabricated with an enlarged interior hole for placement of the grout and vertical rebar.

R. Roof System

1. The roof structure shall be 2" x 6" wood rafters at 24" on center with 5/8" OSB sheathing and ice and water shield membrane with 26 gauge standing seam metal roof panels, color selected by owner. The rake and fascia shall be 14 gauge formed steel painted in a color selected by owner. The rake and fascia shall be 14 or 16 gauge formed steel painted in a color selected by Owner.
2. Roof shall be designed per plans to reduce vandals climbing on roof and to obtain proper ventilation size openings for the gables to provide fan-free ventilation.
3. The restroom ventilation screens (described in a following section) shall be attached to the truss frames and non-removable by vandals. Roof color shall be determined by owner.

S. Interior Wall Finish

1. Interior precision CMU block masonry walls shall be smoothed to a pebble grain finish with 2-4 mil layers of 7-day curing block fillers and painted with two additional 4 mil layers of industrial high solids (white) industrial grade enamel.

T. Exterior Wall Finish, Masonry and Gable

1. The building exterior finishes shall be painted splitface block, painted with two layers of industrial high solids, gloss enamel to a 4 mil thickness. Color to be selected by Owner.

U. Gable Ventilation System

1. Shall be woven 1/4" X 1" X 1", 316T, stainless steel woven crimp-stop wire mesh set into grooved channels within the CMU block with a stainless steel channel at the connection to roof structure.

V. Doors and Gates

1. The restroom entry doors shall be 7'-0" high, custom fabricated, 14 gauge steel; reinforced with 14 gauge steel ribs welded at 6" intervals on each face, concealed; reinforced with a welded plate for door closer mounting; hung on a

single continuous, 1 million cycle, aluminum gear hinge with stainless steel vandal resistant screws at nominal 4" on center. The doors shall weigh nominally 176 lbs each for a 36" X 84" door. Custom fabricated 14 gauge steel door jambs with 4" steel heads shall be welded to the steel cap beam and be solid filled with 3000 psi masonry grout mix.

2. All entry doors shall have a 1/8" thick plate stainless steel "Z-shaped" anti-microbial pull handles with integral latch guard (latch guard on concession entry door and utility chase door only) and Schlage B-600 series commercial series dead bolts.
3. The door closer (restroom entry doors only) shall be "LCN" heavy duty #4210 Series, fastened to a structural reinforced door plate per door manufacturer design. Stainless steel vandal resistant fasteners shall be used on all hardware.
4. Stainless steel vandal resistant fasteners shall be used on all hardware.

W. Specialties

All specialty washroom equipment shall be commercial grade stainless steel fastened securely to walls with vandal resistant stainless steel screws to avoid removal by vandals as follows:

1. Toilet paper holder shall be a covered two-roll, 18 gauge stainless steel. Toilet paper holders shall be attached to block walls with 4 epoxy bedded vandal resistant stainless steel fasteners.
2. Stainless steel grab bars to code shall be 1 1/4" minimum exposed fastener vandal resistant design and installed at each accessible water closet.
3. Cast Aluminum ADA compliant signs shall be recessed into block surface flush with masonry exterior. Signs shall have raised pointed Braille tips and shall be blind secured with epoxy adhesive and stainless steel fasteners.
4. Baby Changing Stations shall be the Foundations Horizontal Surface Mount
5. Hand Dryer: Dyson Airblade V, nickel finish, mounted adjacent to lavatories
6. Soap Dispenser shall be a stainless steel thru wall nozzle with remote reservoir located in the mechanical chase.

X. Plumbing

1. Building shall be fully compliant with the following codes:
 - a) All applicable State of California Building Codes. Latest edition applicable.
 - b) California Plumbing Code. Latest edition applicable.
2. GENERAL: All components and fabrications shall be designed to reduce life cycle maintenance, be compatible with current maintenance spare parts, and shall be listed in a spare parts/maintenance manual (two copies) delivered in utility chase of building.
3. WATER PIPING: Shall be type L copper above grade and type K with silver solder below grade. All water piping shall be designed and constructed with high and low point drain fittings. All piping shall be mounted on Uni-strut wall brackets with neoprene isolators, to code.
4. WATER PRESSURE GAUGE/VALVE COMBO: install three commercial grade

industrial water pressure gauges, isolation ball valves, 10 micron water filter with clear canister and check valve.

5. **PLUMBING FAUCETS, ISOLATION VALVES AND ACTUATORS:** All fixtures except those with flush valves shall be isolated with ball valves for each fixture, concealed hydraulic button-type flush valves, and metered push-button type lavatory faucets.
6. **DWV PIPING:** DWV piping shall be concealed behind the wall. DWV piping shall be PVC DWV, solvent welded, for all concealed piping. A cast iron no hub DWV vent pipe with a cast iron roof mounted vandal cap vent shall be required, through the roof.
7. **REMOVABLE PIPE TRAPS:** All floor drain, sink drain, and waste traps shall be removable for maintenance. Floor drains shall be trapped behind the wall in the utility chase using a combination waste and vent system. Floor drains shall be increased two pipe sizes over standard to allow code use. All surface mounted utility chase piping shall be mounted on Uni-strut with plastic isolators to code. Sink drain traps shall be concealed behind the utility chase walls where maintenance staff can access all plumbing.
8. **PLUMBING FIXTURES:** Plumbing fixtures shall be 14 gauge 316 stainless steel manufactured by Acorn. Toilets shall be wall hung, rear discharge, with sensor flush valves. Toilet seats shall be black solid core plastic, non-flammable construction with continuous stainless steel concealed self-checking hinges. Lavatories shall have concealed remote traps behind the mechanical wall.
Schedule of fixtures:
 - a. Water Closets: Acorn Penal-Ware, 1675-W-1-HET-FVBO-ADA-PFS
 - b. Water Closet Flush Valve: Zurn ZEMS6152AV-HET-7L
 - c. Lavatories: Acorn Penal-ware 1652LRB-1-DMS-03-M
 - d. Lavatory Faucets: Zurn Z6913-XL-CWB
9. **FLOOR GRATES:** Removable 350 lbs per square foot pultruded fiberglass non-skid floor grates shall be installed over every opening in the utility chase for OSHA protection/compliance.
10. **HOSE BIB:** There shall be one Woodford 24-P hose bib provided in the utility chase.
11. **HOSE REEL:** One commercial grade hose reel with capacity for 75' X 3/4" commercial heavy duty hose and nozzle shall be hung in mechanical room for cleaning of restrooms. One 75' x 3/4" commercial hose shall be furnished.
12. **HI-LO DRINKING FOUNTAIN:** Shall be Murdock GSE64-FG, 14-gauge, 316 stainless steel.
13. **BOTTLE FILLER:** Shall be Murdock BF-3, 14-gauge, 316 stainless steel.

Y. Electrical

1. **GENERAL:** Electrical system and components shall be commercial grade or better and piping conduits shall be installed on commercial Uni-strut wall hangers. Interior and exterior electrical lighting fixtures in public areas shall provide lifetime manufacturer's warranty.
2. **PANEL/WIRING:** One 100 amp, three phase main industrial grade Panel Board,

Square "D" QO series, shall be mounted in the utility chase in the restroom building. All breakers shall be plug-on type, minimum 10,000 A.I.C. RMS (Sym) at 120/240 vac. Wiring shall be stranded copper wire #12 min in EMT piping with screw fittings.

3. PIPING: All piping shall be surface mounted to the masonry block walls with minimum of 2" fastener penetration. EMT conduit shall be compression type. Main panel shall maintain a 30" X 36" safety code required clear space, floor to 6' above finished floor.
4. EXTERIOR LIGHTING: Luminaire YWP610, LED, vandal resistant, high-impact polycarbonate lens fixtures shall be installed per plans
5. INTERIOR LIGHTING: Luminaire SWP1212, LED, vandal resistant high-impact polycarbonate lens fixtures shall be installed in the restrooms per plans The utility chase shall have one (1), 4' single-tube LED fixture, suitable for wet locations, with a single switch at door entry.
6. LIGHTING CONTROL: All exterior restroom lighting shall be controlled by a photo cell mounted 8' high on the utility chase/restroom wall. Two (2) bypass switches shall be located in the utility chase (one for interior lighting and one for exterior lighting), so maintenance staff can check operation during daylight hours. Integral occupancy sensors shall control the interior lighting.
7. ELECTRICAL OUTLETS: (1) commercial spec grade dedicated GFCI in the utility chase, per plans.
8. WATER HEATER: Steibel on demand water heater will be provided.

Z. Shipping Protection

The building, while traveling over roads to the destination may encounter inclement weather or road grime that could require substantial cleaning when it arrives on site. The building shall be shrink-wrapped before transportation and sufficiently strong to arrive at the owner site intact for exterior finish protection. Materials removed on site shall be disposed of and recycled by restroom building install staff.

AA. Certifications

Building shall be certified in compliance with the plan approval by the State of California, Department of Housing and Community Development and shall be delivered with an applied insignia in compliance with all State regulations. The local building authority shall provide site inspections for the underground mechanical piping and final connections, footings, and access issues outside the restroom footprint. Restroom building subcontractor shall also furnish 5 year warranty, certifications for the concrete slab specification compliance, and maintenance manuals for the building and components.

END OF SECTION

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.C.**

FROM: John F. Weigold, IV, General Manager
Timothy Carmel, District Counsel

Meeting Date: October 14, 2021	Subject: Discussion and Consideration of Adoption of Ordinance 03-2021 Amending Chapter 4.12 of the CCSD Municipal Code Relating to the Water Shortage Contingency Plan
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RECOMMENDATIONS:

It is recommended that the Board of Directors adopt Ordinance 03-2021 Amending Chapter 4.12 of the Cambria Community Services District Municipal Code Relating to the Water Shortage Contingency Plan by title only and waive further reading.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

At the June 17, 2021 regular meeting, the Board of Directors adopted the 2020 Water Shortage Contingency Plan (WSCP). The WSCP is based upon the District's adopted 2020 Urban Water Management Plan, and the requirements of California Water Code Section 10632(a)(3)(A). Section 10632(a)(3)(A) provides for the inclusion of six standard water shortage levels corresponding to progressive ranges of up to 10, 20, 30, 40, and 50 percent shortages, and greater than 50 percent shortage in water shortage contingency plans.

At the September 16, 2021 regular meeting, the Board introduced Ordinance 03-2021 implementing the WSCP and replacing the legacy Emergency Water Conservation Program in its entirety. Per California Water Code Section 10632, all urban water suppliers are required to include written procedures to conduct an Annual Water Supply & Demand Assessment as part of their WSCP. Appendix 4.12A includes the required procedures for the annual assessment.

It is recommended that the Board adopt the Ordinance by title only and waive further reading.

Attachment: Ordinance No. 03-2021
Exhibit A

ORDINANCE NO. 03-2021

CAMBRIA COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS

DATED: October 14, 2021

AN ORDINANCE AMENDING CHAPTER 4.12 OF THE
CAMBRIA COMMUNITY SERVICES DISTRICT MUNICIPAL CODE
RELATING TO THE WATER SHORTAGE CONTINGENCY PLAN

The Board of Directors of the Cambria Community Services District Ordains as follows:

Section 1. Chapter 4.12 of the Cambria Community Services District Municipal Code is hereby amended in its entirety to read as shown in Exhibit "A," attached hereto and incorporated by reference herein.

Section 2. A summary of this Ordinance shall be published in a newspaper published and circulated in the District at least five (5) days prior to the Board of Directors meeting at which the proposed Ordinance is to be adopted. A certified copy of the full text of the proposed Ordinance shall be posted in the office of the Board Secretary. Within fifteen (15) days after adoption of the Ordinance, the summary with the names of those Board members voting for and against the Ordinance shall be published again, and the Board Secretary shall post a certified copy of the full text of such adopted Ordinance.

Section 3. This Ordinance shall take effect and be in full force and effect thirty (30) days after its passage.

Section 4. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of this Ordinance would be subsequently declared invalid or unconstitutional.

The foregoing Ordinance was adopted at a regular meeting of the Board of Directors of the Cambria Community Services District held on the 14th day of October, 2021.

AYES:

NAYS:

ABSENT:

Cindy Steidel
President, Board of Directors

APPROVED AS TO FORM:

Ossana Terterian
Board Secretary

Timothy J. Carmel
District Counsel

EXHIBIT A

Title 4 - WATER SYSTEMS Chapter 4.12 WATER SHORTAGE CONTINGENCY PLAN

Chapter 4.12 WATER SHORTAGE CONTINGENCY PLAN

Sections:

4.12.010 Purpose.

It is the purpose and intent of this chapter to provide means by which the board of directors can restrict water use upon a determination that water supplies need to be conserved due to demands upon the water resource. The Water Shortage Contingency Plan contained in this Chapter is based upon the District's adopted 2020 Urban Water Management Plan, and the requirements of California Water Code Section 10632(a)(3)(A). Section 10632(a)(3)(A) provides for the inclusion of six standard water shortage levels corresponding to progressive ranges of up to 10, 20, 30, 40, and 50 percent shortages, and greater than 50 percent shortage in water shortage contingency plans.

4.12.020 Definitions.

The definitions contained in Chapter 4.04, as amended, shall be used for interpreting this chapter. The following definitions are for specific application to this chapter:

"9P2/SS4 Gradient" means the difference in elevation measured as feet above mean sea level between the District's 9P2 monitoring well at the wastewater effluent percolation ponds and SS4 monitoring well near the San Simeon potable water production well field. A positive gradient means water level elevations at the well field are higher than water level elevations at the percolation ponds.

"Annual Water Supply and Demand Assessment" means the written decision-making process for determining supply reliability each year, along with key data inputs, evaluation criteria, and methodology used to evaluate reliability.

"Dry Season" begins when streamflow falls below one cubic feet per second at the upper end of the San Simeon Creek stream underflow measured at the Palmer Flats gauging station. Dry season ends when streamflow resumes and persistently remains above one cubic feet per second.

Groundwater Levels. In reference to water levels in the San Simeon and Santa Rosa basins, "groundwater levels" means the average of water levels in the district's three wells in the San Simeon basin and the average of water levels in the district's two wells in the Santa Rosa basin.

"Permanent resident" means any person residing in a household during the entire billing period or for three months out of the past six months.

"Permanent Resident Certification" means a form provided by the district that must be completed by the consumer and filed at the district office to receive an increased water allotment. It is the consumer's responsibility to complete and file an amended permanent resident certification with the district 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. Permanent resident certification forms shall not be used for any purpose other than administration of this chapter.

"Shortage Response Actions" means the actions that may be implemented or considered for each stage to reduce gaps between supply and demand as well as minimize social and economic impacts to the community.

"Unit" means a quantity of water equivalent to one hundred (100) cubic feet in volume. One cubic foot is equivalent to 7.48 gallons. Therefore, one "unit" is equivalent to seven hundred forty-eight (748) gallons.

"Water Conservation Plan" means a plan identifying new water conservation measures that will be taken to reduce water consumption by commercial customers. This plan shall include an implementation schedule for conservation measures. A water conservation plan must be submitted with commercial applications for exceptions to the maximum commercial water use allotments.

"Water Customer" means the terms water user, water user account, service account, water customer, applicant, and consumer used herein shall apply to every person, firm, partnership, association, corporation, city, county, state or local agency, political subdivision, district, or entity of every kind receiving water services from the district. All water customers whose names are shown on district's account records shall be equally responsible and liable for water use by tenants, lessees, co-owners, and all other persons utilizing water on the premises through the account.

"Water Shortage Contingency Plan" (WSCP) means the board of directors-approved plan that specifies opportunities to reduce demand and augment supplies under numerous, and even unpredictable, water shortage conditions. The WSCP provides an action plan for a drought or catastrophic water supply shortage. As required by California Water Code Section 10632(a)(3)(A), the WSCP includes six standard water shortage levels to identify and respond to water shortage conditions, including three stages of water shortage emergency (stage 4, stage 5 and stage 6).

"Water Use and Retrofit Agreement" means a condition on restoration service after water service is discontinued for repeated violation of Shortage Response Actions. This agreement shall specify water use restrictions and retrofits that must be implemented by the customer within thirty (30) days from the date water service is restored.

4.12.030 Stage 1 – Water Use Efficiency is a Way of Life.

It is the purpose of a Stage 1 ("Water Use Efficiency is a Way of Life") to reduce consumption through voluntary conservation by up to ten (10) percent, as needed.

- A. Baseline. Stage 1, as the baseline stage, shall be in effect at all times and includes mandatory prohibitions on water waste as outlined in Chapter 4.08 of this Code. Except as required in Chapter 4.08, Stage 1 shortage response actions shall be voluntary and no penalties or fines shall be enforced.
- B. B. Authority: Water Code Section 375 et seq; Water Code Section 10632(a)(3)(A).

4.12.040 Stage 2 – Water Shortage Watch.

It is the purpose of a Stage 2 Water Shortage Watch to reduce consumption by up to twenty (20) percent.

- A. Public Information. The general manager is authorized and directed to pursue a vigorous public information program about water supply conditions, mandatory shortage response actions in effect, and the need to reduce water consumption. This shall be by announcements in local newspapers and other news media, by mailings to customers, by handouts, by school outreach programs, and by such other means deemed appropriate by the general manager.
- B. Authority: Water Code Section 375 et seq, Water Code Section 10632(a)(3)(A).

4.12.050 Stage 3 – Water Shortage Warning.

It is the purpose of a Stage 3 Water Shortage Warning to reduce consumption by up to thirty (30) percent.

- A. Public Information. The general manager is authorized and directed to expand the public information program about water supply conditions, mandatory shortage response actions in effect, and the

need to reduce water consumption to include a staffed booth at the Farmer's Market and water efficient product giveaways.

B. Authority: Water Code Section 350 et seq., Water Code Section 10632(a)(3)(A)

4.12.060 Stage 4 – Water Shortage Emergency.

It is the purpose of a Stage 4 Water Shortage Emergency to reduce consumption by up to forty (40) percent.

A. Maximum Water Use Allotment.

1. Public Uses. The district will meet with all 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 landscaping and reduce irrigation of turf and play areas to the minimum levels necessary to protect health and safety of school children and park visitors.
2. Commercial Uses. The maximum monthly water use allotment for all commercial uses shall be the lower of three (3) units per EDU assigned by the district, or actual average monthly water usage as measured during the twelve (12) months preceding implementation of a Stage 4 water shortage emergency. 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 this code, as subsequently amended or replaced.
3. Residential Uses. A maximum monthly use limit of three 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 three 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
1 permanent resident	3 Units
Each additional permanent resident	3 Units each

4. Vacation Rental Uses. A maximum monthly use limit of three units total is established for registered vacation rental units. Vacation rental does not include homestays, as defined by the County of San Luis Obispo's Local Coastal Program (County Code 23.08.265), which are accessory residential uses and receive no water use allotment.
5. 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 form. The permanent resident certification is a form provided by the district that must be completed by the customer and filed at the district office in order to receive an increased water allotment. It is the customer's responsibility to complete and file an amended permanent resident certification form with the district 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. Permanent resident certification forms shall not be used for any purpose other than administration of this chapter.

B. Public Information. The general manager is authorized and directed to continue the public information program about water supply conditions, mandatory shortage response actions in effect, and the need to

reduce water consumption. The general manager shall provide notice to all water customers regarding the board of director's declaration of a water shortage emergency and activation of the Stage 4 shortage response actions. Such notice shall be mailed within fourteen (14) days of the board's action.

- C. Monitoring. Meters will be read monthly but bills will be prepared bi-monthly for the duration of the emergency. Customers with meter readings above the maximum use limits for Stage 4 shall be notified, but no penalties for excess use will be applied.
- D. Authority: Water Code Section 350 et seq., Water Code Section 10632(a)(3)(A)

4.12.070 Stage 5 – Extreme Water Shortage Emergency.

It is the purpose of a Stage 5 Extreme Water Shortage Emergency to reduce consumption by up to fifty (50) percent.

- A. Maximum Water Use Allotment.
1. Public Uses. The district will meet with all 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 landscaping and reduce irrigation of turf and play areas to the minimum levels necessary to protect health and safety of school children and park visitors.
 2. Commercial Uses. The maximum monthly water use allotment for all commercial uses shall be the lower of two (2) units per EDU assigned by the district, or 75% of the actual average monthly water usage as measured during the twelve (12) months preceding implementation of a Stage 5 water shortage emergency. 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 this 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
1 permanent resident	2 Units
Each additional permanent resident	2 Units each

4. Vacation Rental Uses. A maximum monthly use limit of two units total is established for registered vacation rental units. Vacation rental does not include homestays, as defined by the County of San Luis Obispo's Local Coastal Program (County Code 23.08.265), which are accessory residential uses and receive no water use allotment.
5. 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 form. The permanent resident certification is a form provided by the district that must be completed by the customer and filed at the district office in order to receive an increased water allotment. It is the customer's responsibility to complete and file an amended permanent resident certification form

with the district 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. Permanent resident certification forms shall not be used for any purpose other than administration of this chapter.

- B. Public Information. The general manager is authorized and directed to continue a public information program about water supply conditions, mandatory shortage response actions in effect, and the need to reduce water consumption. The general manager shall provide notice to all water customers regarding the board of director's declaration of an extreme water shortage emergency and activation of the Stage 5 shortage response actions. Such notice shall be mailed within fourteen (14) days of the board's action.
- C. Monitoring. Meters will be read monthly but bills will be prepared bi-monthly for the duration of the emergency. Customers with meter readings above the maximum use limits for Stage 5 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.
- D. Violations.
 - 1. Penalties for Violation of Maximum Water Use Allotment. A penalty will be levied on all water use in excess of the maximum water use allotment. Water use that exceeds allotment by less than 25% will be subject to a five-hundred percent (500%) penalty levied on all usage above the customer's allotment. Water use that exceeds the allotment by more than 25% will be subject to a one-thousand percent (1000%) penalty levied on all usage above the customer's allotment.
- E. Authority: Water Code Section 350 et seq., Water Code Section 10632(a)(3)(A)

4.12.080 Stage 6 – Exceptional Water Shortage Emergency.

It is the purpose of a Stage 6 Exceptional Water Shortage Emergency to reduce consumption by more than fifty (50) percent.

- A. Maximum Water Use Allotment.
 - 1. Public Uses. The district will meet with all 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 landscaping and reduce irrigation of turf and play areas to the minimum levels necessary to protect health and safety of school children and park visitors.
 - 2. Commercial Uses. The maximum monthly water use allotment for all commercial uses shall be the lower of two (2) units per EDU assigned by the district, or 75% of the actual average monthly water usage as measured during the twelve (12) months preceding implementation of a Stage 6 water shortage emergency. 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 this 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
1 permanent resident	2 Units
Each additional permanent resident	2 Units each

4. Vacation Rental Uses. A maximum monthly use limit of two units total is established for registered vacation rental units. Vacation rental does not include homestays, as defined by the County of San Luis Obispo's Local Coastal Program (County Code 23.08.265), which are accessory residential uses and receive no water use allotment.
 5. 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 form. The permanent resident certification is a form provided by the district that must be completed by the customer and filed at the district office in order to receive an increased water allotment. It is the customer's responsibility to complete and file an amended permanent resident certification form with the district 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. Permanent resident certification forms shall not be used for any purpose other than administration of this chapter.
- B. Public Information. The general manager shall provide notice to all water customers regarding the board of director's declaration of an exceptional water shortage emergency and activation of the Stage 6 shortage response actions. Such notice shall be mailed within fourteen (14) days of the board's action. The general manager is authorized and directed to continue a vigorous public outreach campaign.
- C. Monitoring. Meters will be read monthly but bills will be prepared bi-monthly for the duration of the emergency. Customers with meter readings above the maximum use limits for Stage 6 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.
- D. Violations.
1. Penalties for Violation of Maximum Water Use Allotment. A penalty will be levied on all water use in excess of the maximum water use allotment. Water use that exceeds allotment by less than 25% will be subject to a five-hundred percent (500%) penalty levied on all usage above the customer's allotment. Water use that exceeds allotment by more than 25% will be subject to a one-thousand percent (1000%) penalty levied on all usage above the customer's allotment.
- E. Authority: Water Code Section 350 et seq. , Water Code Section 10632(a)(3)(A)

4.12.090 Implementation criteria for a Water Shortage Stage

The district will perform an Annual Water Supply and Demand Assessment ("Annual Assessment"), as set forth in the approved Water Shortage Contingency Plan and summarized in Appendix 4.12A, to forecast water supply availability for the upcoming anticipated dry season. If results of the assessment or subsequent analysis indicate that Stage 2, Stage 3, Stage 4, Stage 5, or Stage 6 water shortage criteria have been met, the general manager shall report in writing to the board at their next regularly scheduled meeting the results and recommended water shortage stage declaration.

4.12.100 Procedure to initiate a Water Shortage Stage.

The general manager or his/her designee shall report in writing to the board the results of the Annual Assessment and subsequent analysis at least once per month throughout the dry season, including a recommendation, if warranted, to initiate a Stage 2, Stage 3, Stage 4, Stage 5 or Stage 6 water shortage. The board shall, no later than four weeks after receipt of a recommended water shortage declaration, consider the general manager's report in a public hearing. Notice of the time and place of the public hearing shall be published one time at least seven days prior to the date of the hearing in a newspaper of general circulation published within the district. If the board concurs that a shortage declaration is warranted, it shall immediately consider adopting a resolution implementing the appropriate program pursuant to 4.12.040, 4.12.050, 4.12.060, 4.12.070, or 4.12.080.

- A. Shortage Response Actions. Each water shortage stage is prescribed specific shortage response actions as outlined in the approved Water Shortage Contingency Plan. Nothing in this chapter shall preclude the board of directors from modifying, adding, or suspending shortage response actions by resolution.

4.12.110 Integration with other water conservation rules and regulations.

Whenever water shortage response actions have been instituted by the board of directors pursuant to this chapter, all other district water conservation rules, regulations, restrictions, definitions, enforcement procedures, violation provisions and appeal procedures which are in force shall remain in force, except where they are in conflict with the provisions of this chapter, in which case the provisions established by this chapter shall prevail and govern.

(Ord. 3-2000 § 9)

4.12.120 Cessation of a Stage 2, 3, 4, 5 or 6 water shortage.

- A. The district shall utilize all metrics contained within the Annual Assessment and any other indices or measures, including water supply replenishment or augmentation, to determine the extent that a Stage 2, Stage 3, Stage 4, Stage 5 or Stage 6 condition is no longer necessary.
- B. The board of directors may terminate the Stage 2 or Stage 3 water shortage by resolution based upon findings that the district's water supply is sufficient to meet the ordinary demands and requirements of the water consumers without imposition of shortage response actions;
- C. The board of directors may terminate the Stage 4, Stage 5 or Stage 6 water shortage emergency by resolution based upon findings that the district's water supply has been replenished or augmented such that the water supply is sufficient to satisfy the ordinary demands and requirements of the water consumers;
- D. The board of directors may, by resolution, upgrade or downgrade between Stage 1, Stage 2, Stage 3, Stage 4, Stage 5 or Stage 6 condition based upon the implementation criteria set forth in Section 4.12.090.

4.12.130 Enforcement.

The general manager or his/her designee shall be the officer primarily charged with enforcement of this chapter.

(Ord. 3-2000 § 11)

4.12.140 Penalties for violations of water shortage response actions.

Except for violations of prohibition of waste (Chapter 4.08), fines will not be assessed for violations of Stage 1 or Stage 2 shortage response actions. Violations of the Stage 3, Stage 4, Stage 5 or Stage 6 water shortage response actions shall be subject to the following:

- A. First Violation. Except as provided in 4.08.050, for a first violation, the district shall issue a written notice of violation. Written notice shall be given to the owner by certified mail.
- B. Second Violation. A second violation of this chapter within a twelve (12)-month period is subject to 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.
- C. Third Violation. A third violation of this chapter within a twelve (12)-month period is subject to 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.
- D. Subsequent Violations. Subsequent violations of this chapter within a twelve (12)-month period are subject to a fine of five hundred dollars (\$500.00) per violation. 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.
- E. Failure to Pay Fines. The district may discontinue water service to any customer who fails to pay fines billed on the regular bi-monthly water bill. Service will be restored upon full payment of all outstanding balances. The charge for reconnection and restoration of normal service shall be twenty-five dollars (\$25.00).
- F. Discontinuance of Service. Repeated violations (i.e., more than three violations) of the Stage 3, Stage 4, Stage 5, or Stage 6 shortage response actions shall be subject to discontinuance of service. The district will send a "Discontinuance Notice" for repeated violation of shortage response actions. 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 or 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.

The district will send a reminder notice via certified mail at least forty-eight (48) hours prior to discontinuance of service, and will attempt to contact an adult person at the premises of the customer by telephone or personal contact, at least twenty-four (24) hours prior to discontinuance of service.

4.12.150 Exceptions.

- A. 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:
 - 1. Restrictions herein would cause an undue hardship or emergency condition; or
 - 2. 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 and conditions 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.

B. Specific Exceptions.

1. The intent of exceptions for laundromats and restaurants with public restrooms shall be to reduce water consumption and provide for penalties at Stage 4 levels.
 2. 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.
 3. Exceptions for governmental agencies shall be consistent with water conservation policies of the district.
- C. 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.

Appendix 4.12A ANNUAL WATER SUPPLY AND DEMAND ASSESSMENT

The CCSD continuously tracks water supply conditions to help forecast the estimated supply availability based on either the estimated dry season start date and length, streamflow monitoring, or the hydrologic year-type classification. The specific metrics that the CCSD utilizes to assess supply availability are included below.

A. Water Shortage Evaluation Criteria.

1. Dry season start date
 - a. Santa Rosa: May 1, per the CCSD's water license issued by the State Water Resources Control Board. The maximum amount allowed to be diverted from the Santa Rosa Creek aquifer during the dry season is 155.3 acre-feet.
 - b. San Simeon: The date of surface flow cessation at Palmer Flats, per the CCSD's water license issued by the State Water Resources Control Board. The maximum amount allowed to be diverted from the San Simeon Creek aquifer during the dry season is 370 acre-feet.
2. Rainfall totals
 - a. Rainfall data will be obtained from the County of San Luis Obispo's Public Works Department. The two gauges associated with the CCSD service area are Rocky Butte and Santa Rosa at Main. Data from both gauges will be analyzed for the assessment.
3. Groundwater levels
 - a. Groundwater levels are measured at a total of 31 well sites each month, but the critical well sites for the purpose of this assessment include the San Simeon Well Field production wells (SS1, SS2 and SS3), Santa Rosa Well 4, and the Windsor Bridge monitoring wells (WBE and WBW). When the water level at the Windsor Bridge wells

falls below 3.0 feet above mean sea level, the CCSD must cease diversions from the Santa Rosa wells.

4. 9P2/SS4 gradient
 - a. The 9P2/SS4 gradient is measured twice per month and represents the difference in groundwater elevation between monitoring wells 9P2, located at the CCSD wastewater percolation ponds, and monitoring well SS4, located just south-west of the San Simeon Well Field. A positive gradient means groundwater elevation at the San Simeon Well Field is higher than groundwater levels at the percolation ponds. Conversely, a negative gradient indicates that groundwater levels at the percolation ponds are higher than at the well field, which could result in migration of impaired water from the percolation ponds and saltwater lagoon towards the freshwater aquifer beneath the well field. When the 9P2/SS4 gradient falls to -0.9 for more than three months during the dry season, operation of the percolation ponds for wastewater disposal must cease.
- B. Each spring, staff will prepare the Annual Assessment for presentation to the board of directors with a request that the board vote on the findings and appropriately trigger any recommendations for shortage response actions resulting from the assessment.
- C. The Annual Assessment will be prepared as follows:
 1. Beginning April 1 of each year, the Utilities Department will gather and analyze key inputs and historical data to determine potential supply and demand gaps, as described within the WSCP. Water shortage evaluation criteria will be analyzed as a percent of normal with “normal” being represented as each metric’s average as of April 1st. If needed, the CCSD’s contract hydrogeologist will be consulted to validate assumptions about the conditions of the groundwater aquifer.
 2. No later than June 15, staff will present the findings of the Annual Assessment to the Board, including recommendations to adopt a specific water shortage stage, if warranted. Should the Board determine criteria have been met to declare a water shortage stage, it shall immediately consider adopting a resolution implementing the appropriate program.
 3. The Annual Assessment is due to the Department of Water Resources each year, starting July 1, 2022.
 4. At least once per month during the dry season, staff will provide an update to the Annual Assessment in the General Manager’s or Utilities’ Report. The update will include a brief comparison of the current percent of average for each water shortage indicator used in the report, along with any recommendation for movement within the stages.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.D.**

FROM: John F. Weigold IV, General Manager

Meeting Date: October 14, 2021

Subject: Discussion and Consideration of
Results of Board Ad Hoc Committee
Report on Policies

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider the Report prepared by the Ad Hoc Committee on CCSD Policies.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The Board Ad Hoc Committee on CCSD Policies was formed by the CCSD Board on March 11, 2021, to inventory existing District policies and make recommendations to the full Board, and to review the CSDA Policy Handbook in comparison with current CCSD policies, and make recommendations to the full Board regarding policies to consider for development or review, and a process to determine which policies should be developed or reviewed in the future.

The Board Ad Hoc Committee on CCSD Policies previously delivered their written report to the full CCSD Board at the August 12, 2021 meeting and the Report is being brought back for further discussion.

Staff recommends that the Board discuss and consider the Board Ad Hoc Committee work and recommendations, and provide direction to staff.

Attachment: Report by Ad Hoc Committee on CCSD Policies - Updated 7-26-21

REPORT BY AD HOC COMMITTEE ON CCSD POLICIES – UPDATED 7-26-21

Introduction and Summary:

On March 11, 2021, the Cambria Community Services District Board of Directors appointed an ad hoc committee, made up of directors Tom Gray and Donn Howell, “to inventory existing District policies and make recommendations to the full Board.”

Specifically, the ad hoc committee, in the words of the Staff Report, was to “review the CSDA Policy Handbook in comparison with current CCSD policies” and “make recommendations to the full Board regarding policies to consider for development or review, and a process to determine which policies should be developed or reviewed in the future.”

The following is the ad hoc committee’s report to the Board on its findings, including recommendations for future action by the Board.

Our recommendations are as follows:

-- Existing and future District policies are to be presented in a public document titled “CCSD Policy Handbook.” Policies will be organized by topic following the framework of the California Special District Association (CSDA) Policy Handbook. CCSD policies that correspond to numbered model CSDA policies are to be numbered accordingly.

-- CCSD policies not analogous to particular CSDA models are to be organized by CSDA topic areas (e.g., “General,” “Board of Directors,” “Inventory & Property Management”) but will have CCSD-assigned numbers. These include policies previously adopted and currently posted on the District website without CSDA Handbook numbers.

-- CSDA model policies are to be used only for convenience in classifying CCSD policies and as a general guide to the range of topics that the CCSD’s policies need to cover. They are not to be treated as requirements, and the CCSD Board is free to depart from CSDA recommendations as it sees fit. The existence of a numbered CSDA policy does *not* necessarily mean that the CCSD needs a policy for that topic.

-- In considering policies for development or review, the ad hoc committee recommends organizing all existing policies and topics for future policy development into three action categories, as follows:

- No action needed.
- For Staff review.
- For Board review.

-- “No action needed” covers policies that have recently been updated (as a rule, in 2019 or later), other existing policies (e.g., Board bylaws) that adequately cover the topic, or CSDA topics that are not relevant to the CCSD.

-- “For Staff review” covers policy that are administrative in nature – i.e., that apply only to activities under the purview of the General Manager and other CCSD managers. Though the Board of Directors has discretion to make changes to existing policies in this category or adopt new ones, such changes or additions will normally originate with staff and will be submitted to the Board for approval. Included in this category are cases in which multiple administrative policies exist on the same or similar topics. In such cases, the Staff will recommend changes to the Board to clarify which policies are in to be in force.

-- “For Board review” covers policies that apply to procedures or powers of the Board of Directors or that apply to the Board and Staff generally. This category includes, but is not limited to, Board bylaws. As with policies for Staff review, the Board will review cases in which multiple policies apply to a given topic.

-- Any action to adopt new policies or amend existing ones shall be governed by the Board’s current Policy No. 1000 (“Adoption/Amendment of Policies”).

--The Board at its discretion may refer a proposed policy adoption or amendment to a standing committee or ad hoc committee. However, it will not be required to do so.

Policies and Policy Topics: A Framework for Review

In consultation with General Manager John Weigold, the ad hoc committee conducted a review of general, administrative, and Board-specific CCSD policies. The committee sought to determine which existing policies are adequate as is, which need updating, and where a policy is needed but none currently exists.

As a result of that review, the committee has organized the CCSD’s general, administration and Board policies – existing, prospective, or currently under development – into the following **Policy Handbook Checklist** based on the CSDA categories and numbering system. For policies not fitting a specific CSDA description, numbers consistent with broad CSDA categories have been assigned. CSDA numbers are in Roman type, CCSD numbers in underlined italics.

Each policy or policy topic is assigned an action category – no action, Staff review or Board review – with a brief explanation as to why it is assigned to that category.

Not included here are the policies in the CSDA’s “Personnel” section (No. 3000 et seq.). These are administrative in nature and are all subject to Staff review as needed; in the interest of brevity, they are not spelled out in this report.

See the Appendix to this report for a complete inventory of policies, showing multiple versions, adoption history and current status.

Policy Handbook Checklist

Part 1: General Policies (1000 et Seq.)				
Number and Title	No action	Staff Review	Board Review	Reason for Classification
1000: Adoption/Amendment of Policies		√		Policy adopted on Aug. 15, 2019; earlier policy now on website needs to be archived.
1005: Association Memberships	√			Policy adopted on Aug. 15, 2019.
1010: Basis of Authority	√			Policy adopted on Aug. 15, 2019.
1015: Board Secretary	√			Included in Board bylaws (Section 4).
1020: Board/Staff Communication			√	Policy adopted on Dec. 12, 2019; needs to be reconciled to Board bylaws.
1025: Claims Against the District	√			Policy adopted on Dec. 12, 2019.
1030: Code of Ethics			√	Board considered and tabled this topic on Jan. 16, 2020.
1035: Conflict of Interest		√		Policy adopted on Dec. 12, 2019; needs Staff review to ensure that earlier policies are not still in effect.
1040: Correspondence to the Board and Staff	√			Policy adopted on Feb. 20, 2020.
<u>1042</u> : Use of Electronic Devices by Directors in Meetings	√			Policy Adopted on Jan. 20, 2020.
1045: Legal Counsel and Auditor			√	Responsibilities not described in Board bylaws.
1050: Overview of General Manager's Role			√	Responsibilities not described in Board bylaws.
1055: Legislative Advocacy			√	No policy on record.
<u>1060</u> : Privacy Policy		√		Document is gone from Policy quicklink at CCSD website; needs retrieval for review.
Part 2: Administration – Financial Management (2100 et Seq.)				
2100: Accounts Receivable Policy		√		No policy on record.
2105: Asset Protection and Fraud in the Workplace		√		No policy on record.
2110: Budget Preparation		√		Policy adopted on Dec. 10, 2020 & updated May 13, 2021; needs Staff review to harmonize with Purchasing Policy (#2135)

2115: Credit Card Use		√		Policy adopted Sept. 24, 2015; due for review.
2120: Employment of Outside Contractors		√		Policy adopted Sept. 24, 2015; due for review.
2125: Expense Authorization		√		Policy adopted Sept. 24, 2015; due for review.
2130: Investment of District Funds		√		Policy adopted Sept. 2002; due for review.
2135: Purchasing Policy		√		Policy adopted Sept. 24, 2015; due for review.
2140: Receiving/Depositing Remittances		√		Policy adopted Jan. 27, 2018; due for review.
2145: Records Retention		√		No policy on record.
2150: Reserve Policy			√	Policy last updated on May 13, 2021; needs Board review pending long-term financial plan.
2155: Debt Management		√		Policy adopted on Nov. 15, 2018; due for review.
2160: Internal Controls		√		No policy on record.
2170: Applying for Grants	√			Policy adopted on Feb. 11, 2021.
2175: Policy on Applying for Grants for SST Projects		√		Policy adopted Aug. 13, 2020, but needs review for consistency with Policy #2170.
<u>2180</u> : Fund Balance Cash Reserves		√		Current policy has no adoption date; due for review.
<u>2185</u> : Interfund Loans		√		Policy adopted Jan. 17, 2019, due for review.
<u>2190</u> : Capitalization		√		Policy adopted Jan. 22, 2004; due for review.
<u>2195</u> : Travel		√		Policy adopted April 26, 2007; due for review. May be incorporated into #2125.
Part 3: Administration – Inventory & Property Management (2200 et Seq.)				
2200: Disposal of Surplus Property or Equipment		√		No policy on record.
2205: District Electronic Resources Policies and Procedures		√		To be covered by updated policies #2415, #2420, #2430 and #2435.
2210: Use/Rental of District Facility		√		No policy on record.
2215: Naming of District Parks and Facilities		√		No policy on record.
2220: Flag Display Policy		√		No policy on record.
<u>2225</u> : Camping on District Property	√			Policy adopted on July 8, 2021
<u>2230</u> : District-owned Vehicle Policy		√		Policy on record with no adoption date; needs review.

Part 4: Administration – Risk Management (2300 et Seq.)				
2300: Emergency Preparedness		√		No policy on record.
2305: Emergency Response Guidelines for Hostile or Violent Incidents		√		No policy on record.
2310: Workers Compensation		√		Included in personnel policies to be reviewed by Staff.
Part 5: Administration – Communications and Technology (2400 et Seq.)				
2400: Customer Relations		√		No policy on record.
2405: Press Relations		√		No policy on record.
2410: Public complaints		√		No policy on record.
2415: Social Media Use		√		Draft policy is under Staff review; see also #2205.
2420: Web Page		√		No policy on record; see also #2205
2425: California Public Records Act Response Procedures		√		No policy on record.
2430: Electronic Document Retention Policy		√		No policy on record; see also #2205 and #4220 (regarding retention of Board minutes).
2435: Internet and Email policy		√		Policy adopted in 2003, needs updating; see also #2205.
Part 6: Administration – Miscellaneous (2500 et Seq.)				
<u>2510</u> : Discontinuance of Residential Water Service		√		Policy adopted on Dec. 12, 2019, needs to be assigned number on website.
Part 7: Board of Directors (4000 et Seq.)				
4100: Attendance at Meetings			√	Not in current bylaws.
4105: Committees of the Board of Directors	√			In current bylaws (Sections 9 & 10).
4110: Duties of Board President	√			In current bylaws (1.2).
4115: Ethics Training			√	Not in current bylaws; included in Section 14 of 2013 bylaws.
4120: Members of the Board of Directors	√			In current bylaws (Section 5).
4125: Training, Education and Conferences			√	Only reimbursement covered in current bylaws (8.5); topic fully covered in Section 14 of 2013 bylaws.
4150: Filling Mid-Term Vacancies on Board of Directors	√			Policy adopted on Jan. 21, 2021.

4200: Board Actions and Decisions			√	Section 6 of current bylaws covers topic in part only.
4205: Board Meeting Agenda	√			In current bylaws (Section 3).
4210: Board Meeting Conduct	√			In current bylaws (5.2-3).
4215: Brown Act Compliance; Open Meeting Requirements			√	Brown Act not specifically referenced in current bylaws. Review needed to decide what aspects of Act, if any, to include in bylaws.
4220: Minutes of Board Meetings			√	In current bylaws (Section 4) but needs review for consistency with electronic document retention policy (see #4220).
4225: Review of Administrative Decisions			√	Not in current bylaws; see Code of Civil Procedure Sec. 1094.6.
4230: Rules of Order of Conduct of Board and Committee Meetings			√	Rosenberg's/Roberts rules referenced in current bylaws (5.4), but review needed to clarify policies as to abstentions, roll-call votes & public's right to record meetings. See Jan. 17, 2013 bylaws for relevant material.
4235: Types of Board Meetings			√	Not in current bylaws. CSDA rule summarizes Brown Act on meeting types; see also #4215.
<u>4300</u> : Board Standing Committees		√		Needs to be included in Website text of current bylaws.
<u>4350</u> : Reimbursement of Standing Committee Travel Expenses	√			Policy adopted on Aug. 13, 2020.

Finance Committee Report for CCSD Board Agenda, Oct. 14, 2021:

The Finance Committee of the CCSD Board of Directors held its regular monthly meeting on Tuesday, Sept. 28, via Zoom. All four current members were present, along with Finance Manager Pam Duffield, General Manager John Weigold and Board Secretary Ossana Terterian.

The principal item of business was the discussion and consideration of a report to the CCSD Board regarding the Strategic Plan assignment to identify underfunded, under-resourced and understaffed activities and to seek possible funding sources for these.

Committee member Marvin Corne, representing the ad hoc subcommittee formed for this task, presented the panel's final report to the Committee. Committee members discussed possible changes to the report and concluded that the report should be sent to the full CCSD Board without changes to its recommendations. The Committee voted 3-1 to forward the report to the Board with changes only for clarity of presentation or updates based on new information. along with a statement noting that the report fulfills the first task in a multi-task effort to meet the Strategic Plan goal of achieving financial sustainability for the District.

In other business, Ms. Duffield reported that the auditors would be on-site in November for field work on the 2020-21 Audit, which is expected to completed early in 2022. She also report on the progress of the Tyler Incode installation, which is in transition from the implementation phase to the ongoing support phase.

Submitted by Tom Gray, Committee Chair, on Oct. 5, 2021.

Policy Committee Report to CCSD Board of Directors. 10/14/2021

The Policy Committee had its regular meeting Sept 30, all 3 current members and the chair attending. Note that the Committee has two vacancies yet to be filled.

The Committee took up three agenda items:

- 1) A short presentation, commentary and discussion regarding the possibility/desirability of conducting regular, annual evacuation drills in order to be prepared for wildfire.
- 2) After review of our latest draft of Policy 1040.2 – Answering Correspondence to the Board the Committee agreed to pass it on to District Counsel for review and modification as needed. The Committee will then forward the policy on to the Board along with the relevant report.
- 3) The Committee received a detailed report from the General Manager regarding the number and placement of surveillance cameras on District property. After discussion, the following motion passed by unanimous vote:

“The Policy Committee recommends that the CCSD have a policy regarding surveillance cameras.”

In support of our recommendation we make the following observations:

- The District has no written policy regarding surveillance cameras on District property.
- Surveillance cameras are an important tool for protecting District properties.
- However, due care must be taken to avoid any invasions of privacy.
- To be effective at preventing vandalism there should be signs indicating that an area is being surveilled.
- To discourage vandalism, cameras pointed to the entrances to the public restrooms are permissible, but there should be no surveillance of the interiors.

Resources & Infrastructure Committee Report for 10/14/2021 CCSD Board Meeting

The Resources & Infrastructure Committee held its regular meeting on September 13, 2021 via Zoom. Committee members Chair Karen Dean, Vice Chair David Pierson, Brad Fowles, James Webb, Michael Thomas, and Steven Siebuhr were all present., Staff Present were Utilities Manager Ray Dienzo, Finance Manager Pam Duffield, and Board Secretary Ossana Terterian.

Ad Hoc Committees were formed to work on the first two objectives of the Strategic Plan Goal "DEVELOP AND IMPLEMENT A LONG-TERM INFRASTRUCTURE AND RESOURCES PLAN".

For the first objective "Prioritize short term infrastructure requirement for future resourcing and present to the Board of Directors for review and possible consideration", two AdHoc Committees were formed. Vice Chair David Pierson, along with committee members James Webb and Brad Fowles, will work on the General Fund CIP prioritization. An AdHoc Committee for Water, Wastewater, and WRF CIP prioritization for the first objective was formed with Chair Karen Dean, along with committee members Michael Thomas and Steven Siebuhr. This AdHoc Committee will also work on Objective 2, "Prioritize the remaining non-funded Utility Department SST projects' requirements for future resourcing."

Utilities Manager Ray Dienzo gave a detailed update on the required studies in support of the Coastal Development Permit for the Water Reclamation Facility. He presented a power point slide that explained the Piezometers, where they are installed, the kind of data collected from them, and a graph of the data collected so far. This data will be used by Gus Yates from Todd Groundwater in his work on the groundwater modeling.

Environmental Biologist Cindy Cleveland has been working on AMP surveys on red legged frogs, tidewater goby, riparian vegetation, etc. These surveys are currently used to determine a baseline for further studies going forward. The data from both Cindy Cleveland and Gus Yates, will be used to form the Biological Assessments to complete the Task 2 Instream Flow Study, and to provide the data needed for the County requested Concurrence letters for our AMP from the regulatory agencies for the CDP.

We also received an update on the PG&E SST. The projects and priorities have not changed, a financial analysis by Bartles and Wells is being done to help determine our financing options.

Respectfully submitted by Karen Dean, Chair Resources and Infrastructure Committee.

Report from Friends of the Fiscalini Ranch Preserve meeting of September 14, 2021

Executive Director Kitty Connolly reported that nearly \$415,000 has been raised from Ranch bench dedications since 2007. And while there are no bench opportunities available at this time, there will be once the trail linking the fire road with the bluff trail has been completed. Regarding this "Boardwalk" project, the FFRP Board is still awaiting an elevation report, as well as the assessment of financial costs.

Also, before and after photos from August 2021 and September 2021 showed both an more aesthetically pleasing appearance and improved forest health as a result of work done on the ranch in recent months, including new trees growing due to the removal of dead and dying trees and therefore a more open canopy..

Concern was expressed regarding a home for sale on Huntington Drive that has a portion of its wall and gate encroaching on Ranch property. In this particular instance the issue is being addressed between FFRP, Cambria CSD General Manager John Weigold, and the property owner and realtor. A comment was made that the CCSD needs to enforce the ranch boundary, especially as homes being sold adjacent to the ranch are moving quickly. The suggestion was made that all home owners whose structures encroach on ranch property should be contacted by the CCSD, and that the District has the obligation to resolve to any disputes regarding the Ranch boundary and enforce the easement.

As it seemed cases of Covid 19 were lessening, FFRP has reestablished docent walks. The walk in August was well attended, and two more were planned for September, with great work being done by the volunteers hosting the walks. A Forest Walk App is now available, which should encourage visitors, especially children, to take photos of plants and birds and then obtain almost immediate information on the subject. Also, the potential is being examined for starting up tours for home schooled children, as well as considering activities for elementary, middle and high school students.

Financially, it was reported that investment revenue is currently up while spending is down. As a non profit organization, FFRP would want to spend surplus funds which would ultimately help to maintain and improve the Ranch experience. Pursuing ranch projects that may require contracted labor, such as construction of new trails or realigning current trails, would be a good use of these monies.

To ascertain how many folks visit the ranch, the plan is to initially place four or five counters at the entrances to the most traveled trails. Also, more mutt mitts are being ordered due to increased tourism with their four legged friends, and progress is being made on purchasing bike bells to allow for a safer walking, hiking, and bike riding experience for all concerned.

Finally, the Songs for the Season annual event will be happening on Saturday, December 11th from 2-4:30 PM. This is FFRP's seasonal celebration of friendship, song, and delicious refreshments. Tickets go on sale in November. Hope to see you there!

This report submitted by CCSD Board member Harry Farmer

To: CCSD Board, October 6, 2021

From: Board Appointed Committee Established to Review Process of Communication and Action Between the PROS Commission and the CCSD Board

On Wednesday, October 6, 2021, the Committee comprised of CCSD Board President Cindy Steidel, PROS Commission Chair Steve Kniffen and CCSD General Manager John Weigold met to discuss and respond to the following motion from the CCSD Board Special Meeting, dated 09/24/2021. *"Ask the Board President, the General Manager and the PRO's Chair to come back at the next available Board Meeting with a plan for improving and formalizing the process of communication and action between the PROS Commission and the CCSD Board".*

After review and discussion, the following Plan for communication was agreed to by all members and our Report is offered to the board. We recommend shared implementation of the plan among CCSD Board members /staff and the PROS Commission. Establishing this more formalized method of how requests and responses are conveyed between the organizations will ensure full and complete information exchanges, and significantly improve communication.

Plan for Communicating Questions, Needs and Responses
between the CCSD Board and PROS Commission

It is important that requests for information, clarification, or direction, between the CCSD Board and PROS take written form. This written approach ensures that needs, expectations, and results are clearly defined, communicated, and understood by the involved parties.

Generally, these communications fall into four ask/respond categories:

1. Direction by the CCSD Board to the PROS Commission regarding an action to be taken or request for feedback/information on a subject.
2. Responses by PROS to the Board communicating results of requested action or providing requested observations/information.
3. Requests from PROS Commission to the CCSD Board requiring their consideration of a topic or the clarification/direction on a prior matter.
4. Responses from the Board to PROS on their written request.

The basic elements, for both parties, in any of these interactions/exchanges are:

- A. All communications providing a request, direction, or response be provided in writing.
- B. If the basis of the communication is to advise that it reflects a change to a previous position, the requestor will provide the reason for change in the communication.
- C. PROS written communications to the CCSD Board are directed to the General Manager to be staffed and placed on the next available board meeting Agenda for discussion and consideration.
- D. The Board's written communications to PROS are directed to the PRO's chair through the General Manager.

Submitted 10-6-2021, C. Steidel

Submittal of this Report completes the action of the Board Assigned Committee

NCAC Liaison Report for Oct. 14, 2021 CCSD Meeting

The NCAC held its regular meeting on September 15, 2021, via Zoom.

The Council received a presentation from Morgan Torell and Kristin Eriksson with an overview of the SLO County Redistricting process. This presentation is archived on the NCACSLO.org site, and more information can also be found at www.slocounty.ca.gov/redistricting.

Supervisor Bruce Gibson reported on a \$5M grant awarded to the SLO County Fire Safe Focus Group for forest management including forest health. \$2.4M will be for Cambria and \$1.2M for San Simeon. The California Coastal Commission is also working to make sure projects for vegetation treatment coincide with the Coastal Zone Act.

Schani Siong from the SLO County Department of Planning and Building reported that the County is working with Cal Trans on two serious culvert repairs that are needed in the area of Hwy 1 and the Elephant Seal viewing area. Anti vacation rental signs in Leimert were discussed, and Code Enforcement Officer Jill Coomer will be consulted regarding this issue.

Mike McDonough from the CCHD reported that in home vaccinations for those who are shut-ins can be scheduled by visiting ReadySLO.org. Fall Prevention classes are being held at the Old Grammar School on Main Street on Wednesdays through October 13.

A presentation was received from Chuck Stevenson on the Ragged Point redevelopment project. This project will be going before the SLO County Planning Commission on November 4, and the presentation is archived on the NCACSLO.org website.

The Land Use Committee reported on a project by Dirk Winter to convert the Brambles Restaurant into hotel accommodations. The council voted to recommend approval of this project with three conditions involving parking, tree replacement, and blending with the character of Cambria's East Village,

The Outreach Committee is working on efforts to increase public awareness of the NCAC and increase attendance.

The next NCAC is scheduled for Wednesday October 20 @ 6:00pm via Zoom.

Respectfully submitted,
Karen Dean, Board Appointed Liaison

Report on CSDA Special District Leadership Academy for Oct 14, 2021 CCSD Meeting

I attended the CSDA 2021 Special District Leadership Academy Conference in South Lake Tahoe September 26th through September 29th.

This Conference was divided into 5 half day sessions, and was a very valuable learning experience. I am very appreciative that the Board authorized my attendance to this program. It was very gratifying to learn that our CCSD was so on track with the majority of the recommendations and guidelines that were provided in these sessions. It was interesting that all of the speakers that I had personal conversations with were familiar with the CCSD, had some previous interaction with our District, and/or had been watching our meetings online periodically. Many different types of Districts were represented: Water, Sewer, Parks & Recreation, Vector Control, Library, School, Fire, Healthcare, Cemetery, etc. Our District was one of the smaller districts represented, however we covered more different areas of responsibility of any of the other ones that I was able to determine. Attendees were Board/Trustees, Staff, General Managers/CEOs, and more. Districts represented had Boards consisting of anywhere from 2 to 24 Directors. Some of the Directors or General Managers had served in their positions for over 25 years. Lots of good information and experiences were shared amongst the attendees during breaks and at the end of each day, and we also had plenty of opportunity to speak individually with the lecturers and CSDA staff.

The first session was on Building A Foundation for Good Governance, and was presented by David Aranda, CSDM. This session covered how Boards are formed, their purpose, responsibilities and accountability, how to be effective Directors, to work with unity of purpose to carry out their mission, how to overcome their differences, to work for the good of the community as a whole and not just small groups of constituents, and the roles of Directors vs CEO/General Managers.

The second session was on Fulfilling Your District's Mission, and was presented by Brent Ives, BHI Management Consulting. This session covered how to set a vision for the District, creating a Mission Statement, developing and following through with a Strategic Plan with Goals and Objectives, and best practices for communication and outreach. I have to say that we as a district were very much among the most proactive at the Strategic Planning with our efforts of this past year. While some others said that their districts did Strategic Plans, we seemed to be the only district that could claim to have revisited our Goals and Objectives partway through the year as well as having monthly progress updates. When it came to public outreach and transparency, our district was among the very few that records and archives our meetings so those that could not attend could watch them at a later time. We also are now seeing meeting notices and other announcements and information posted on social media by our GM, social media is not being until by many other districts. We also seem to have more public comment.

The third session was on Defining Board and Staff Roles and Relationships, and was presented by Che Johnson of Liebert Cassidy Whitmore. This discussion covered HR policies, performance evaluations, how to deal with ethics and harassment issues, disciplinary procedures, defining the relationships between Board and Staff, communication guidelines, the Brown Act, labor relations, and legal liabilities.

The fourth session was focused on best Practices for Communication and Outreach, and was presented by Martin Rauch, Rauch Communication Consultants, Inc. This discussion was about how to better communicate with the public and increase public awareness of the districts and the Board's role in serving and meeting the needs of the community. Interaction between the community members and the board was also discussed along with how to be more sensitive to the

differences in the needs and concerns of the public. The use of social media as well as news media to keep the public informed and increase public engagement was discussed, as well as dealing with negative attacks and misinformation. We talked more about the Brown Act, the individual directors role in public communication and having a defined spokesperson for the Board and District.

The fifth and final session was regarding the Boards Role in District Finances, and was presented by David Becker, James Marta & Company LLP, CPAs. We discussed budget processes, fiscal responsibility, assets, capital project funds, restricted funds, encumbrances, reserves, debt service, balance sheets, audits and reporting requirements, retiree benefits and pensions, etc. Financial reporting requirements were also outlined. We also discussed how the Board evaluates the financial health of the District, and how to detect red flag indicators of financial or organizational problems, or fraud. This was a very in-depth session on finances, and I came away with the confidence that we have an extremely well qualified finance manager working with Cambria CSD.

All in all I found this to be an extremely valuable learning experience that will help me to become a more effective director.

Respectfully submitted by Director Karen Dean

Cambria Forest Committee meeting report from September 10, 2021

Several folks were present at this meeting, including representatives from: Greenspace - The Cambria Land Trust, Friends of the Fiscalini Ranch Preserve, the Upper Salinas-Las Tablas Resource Conservation District, Cal Fire, the San Luis Obispo County Fire Safe Council, and the local chapter of the California Native Plant Society. This was mainly to attend the presentation by Professional Forester Steve Auten of Auten Resource Consulting regarding an analysis of the Covell Ranch Forest Health Fuel Reduction Project.

Quite interesting was the impact upon the forested area of Cambria from 1937 to the present, due mainly to the increase in populated areas of our community, as well as the changing conditions in forest health, especially during the recent period of extended drought. Details were also provided as to dead and dying tree removal, diseased trees, and tree and understory thinning. The goal of this project is major forest health restoration on the Covell Ranch over the next ten years.

Concern was voiced by some attendees and letter writers as to the diameter of healthy trees that would be removed, especially young Monterey Pines, recommending that the size be lowered from 8 inches to closer to 4 inches. The use of one acre or larger test plots to determine the outcome of tree thinning, understory removal, and finding a balance between Monterey Pines and Coastal Live Oak was addressed, as well as being alert to the needs of the creatures that live in the forest. Ultimately dialogue took place as to finding a balance between the various approaches that should be considered to conduct this project and effectively create and maintain forest health and well being.

A discussion also took place regarding tree planting at Camp Ocean Pines. Greenspace, our local environmental organization that is a major producer of Monterey Pine seedlings, has offered to provide the trees for this project at a reasonable cost. In addition, volunteers from the Cambria Forest Committee as well as Greenspace will help in planting the trees. Greenspace also has these seedlings available for purchase, with the goal of local residents also doing planting, thereby helping to regenerate the forested areas of our town.

Future Forest Committee speakers include Bryant Baker, Executive Director of Los Padres Forest Watch, and professor, scientist, Forest Ecologist Chad Hanson, author of "Smokescreen: Debunking Wildfire Myths to Save Our Forests and Our Climate".

The next Cambria Forest Committee meeting is Wednesday, October 13th, at 6PM via Zoom.

This summary provided by CCSD Board Director Harry Farmer