



## **BUSINESS ACTION ITEM STAFF REPORT**

---

### **ITEM 6 B. DISCUSS, REVIEW, AND ADOPT A RESOLUTION ESTABLISHING A WAIT LIST DEPOSIT REFUND POLICY AND EXTENDING THE WATER, SEWER, AND SERVICE ALLOCATIONS WAIT LIST.**

#### Summary:

The San Simeon Community Services District (“District”) Board of Directors (“Board”) approved Resolution No. 20-426 on October 14, 2020, establishing a wait list for water, sewer, and service allocations (“Wait List”). Resolution No. 20-426 requires a property owner to submit a deposit to the District in the amount equal to ten percent (10%) of the capacity fee required for the requested number of EDUs (“Wait List Deposit”). Resolution No. 20-426 also states that a property owner may request a refund of the Wait List Deposit prior to issuance of a will serve letter, but no policy or procedures for the refund process currently exists.

The Wait List Deposit Refund Policy provides procedures for submitting and processing requests for Wait List Deposit refunds. To remain consistent with Resolution No. 20-426’s requirement for a Wait List Deposit to accompany placement on the Wait List, under the Wait List Deposit Refund Policy, all requests for Wait List Deposit refunds must include a request to withdraw from the Wait List. The Wait List Deposit Refund Policy outlines the information that must be included in the written request for the Wait List Deposit refund.

In addition, the proposed resolution extends the Wait List pending the outcome of the District’s dissolution proceedings. The District adopted a Resolution of Application for Dissolution during the District Board meeting on May 2, 2024. The District’s proposal for dissolution would dissolve the District, and the services provided by the District and management, administration, operations, and financial responsibilities would be transferred to the County of San Luis Obispo. The proposed resolution extending the current Wait List maintains the status quo throughout the dissolution process.

#### Board Actions:

1. The Board may approve the Resolution Establishing a Wait List Deposit Refund Policy and Extending the Water, Sewer, and Service Allocations Wait List.
2. The Board may approve the Resolution Establishing a Wait List Deposit Refund Policy

and Extending the Water, Sewer, and Service Allocations Wait List, subject to any changes as directed by the Board.

3. The Board may reject the Resolution Establishing a Wait List Deposit Refund Policy and Extending the Water, Sewer, and Service Allocations Wait List in its entirety.

Attachments:

1. Resolution.
2. Wait List Deposit Refund Policy
3. Resolution No. 20-426
4. Copy of Current Wait List.