

# Board of Directors San Simeon Community Services District



## REGULAR BOARD MEETING PACKET

**Thursday, August 12, 2021  
Meeting Start Time 5:00 pm**

Virtual Board Meeting via Zoom

Meeting Room: 927-053-7206

Password: 114376

Prepared by:



**GRACE**  
ENVIRONMENTAL SERVICES

## Board Meeting Brown Act Check Sheet

Does the agenda have the correct:

Meeting location CM

Meeting time CM

Is the agenda posted 72 hours prior to the Regular meeting

Posting 1 District Office CM

Posting 2 Post Office CM

Posting 3 Chamber of Commerce CM

District Website CM Sent

Is the agenda on the website 72 hours prior to the Regular meeting

sent

Has the Board Packet been distributed to the Board

At the time of Packet Distribution to the Board has the Packet Been:

Distributed to the individuals / entities on the Distribution List YES

Loaded on the Website sent

### Budget Committee Meeting

Does the agenda have the correct:

Meeting location \_\_\_\_\_

Meeting time \_\_\_\_\_

Is the agenda posted 72 hours prior to the Regular meeting

Posting 1 District Office \_\_\_\_\_

Posting 2 Corner Store \_\_\_\_\_

Posting 3 Chamber of Commerce \_\_\_\_\_

### Water Committee Meeting

Does the agenda have the correct:

Meeting location \_\_\_\_\_

Meeting time \_\_\_\_\_

Is the agenda posted 72 hours prior to the Regular meeting

Posting 1 District Office \_\_\_\_\_

Posting 2 Corner Store \_\_\_\_\_

Posting 3 Chamber of Commerce \_\_\_\_\_

**AGENDA**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Thursday, August 12, 2021**  
**5:00 pm**

Pursuant to Governor Gavin Newsom's Executive Order N-29-20 dated March 17, 2020 and the San Luis Obispo County Local Emergency Order and Regulation regarding COVID-19 dated March 18, 2020, this meeting shall occur as a virtual teleconference using the Zoom app. Members of the public cannot physically attend this meeting.

**Internet Meeting Location – Via ZOOM**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/9270537206?pwd=RDNNcTErb2E1TmswRG51WGNEZVJLQT09>**

**Meeting ID:** 927 053 7206

**Password:** 114376

One tap mobile

+1 669 900 9128, 9270537206# US (San Jose)

+1 346 248 7799, 9270537206# US (Houston)

The following commands can be entered via DTMF tones using your **phone's dial pad while in a Zoom meeting**: \*6 - Toggle mute/unmute. \*9 - **Raise hand**.

**Time:** August 12, 2021 5:00 PM Pacific Time

**NOTE:** On the day of the meeting, the virtual meeting room will be open beginning at 4:30 PM. If you are unable to access the meeting please contact Cortney Murguia at (805) 927-4778 prior to the 5:00 PM meeting start time and staff can assist you in accessing the meeting. Should you have any questions related to the information on this agenda or if you wish to submit public comment in the written format you can email Cortney Murguia at [admin@sansimeoncsd.org](mailto:admin@sansimeoncsd.org). Members of the public can also contact the District office at (805) 927-4778 or (805) 400-7399 with any questions or concerns related to this agenda or accessing the meeting.

**1. REGULAR SESSION: 5:00 PM**

**A. Roll Call**

**2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:**

**Public Comment** - Any member of the public may address the Board relating to any matter within the Board's jurisdiction, provided the matter is not on the Board's agenda. Presentations are limited to three (3) minutes or less with additional time at the discretion of the Chair. Your comments should be directed to the Board as a whole and not directed to individual Board members. The Brown Act restricts the Board from taking formal action on matters not published on the agenda.

**3. SPECIAL PRESENTATIONS AND REPORTS:**

**A. STAFF REPORTS:**

- i. **Sheriff's Report** – Report for July.
- ii. **CHP Report** – Report for July.
- iii. **Superintendent's Report** – Summary of July activities.

- iv. **General Manager's Report** – Summary of July Activities.
- v. **District Financial Summary** – Summary of July Financials.
- vi. **District Counsel's Report** – Summary of July Activities.

**B. AD-HOC COMMITTEE REPORTS:**

- i. **Status Update** – Disbursements Journal Review Committee.
- ii. **Status Update** – Policy & Procedures Committee.
- iii. **Status Update**– Update on District Ordinance 107 Parking on District Streets and draft Ordinance 122 Parking on District Streets.
- iv. **Status Update**– Budget Committee.
- v. **Status Update** – Water Committee.

**4. CONSENT AGENDA ITEMS:**

**Public Comment** – This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #4 – Consent Agenda Items. If a member of the public wishes to speak at this time, Public Comment is limited to two (2) minutes.

- A. **Review and approval of Minutes for the Regular Meeting on July 8, 2021.**
- B. **Review and approval of Corrected Minutes for Regular Meeting on June 10, 2021.**
- C. **Review and approval of Disbursements Journal.**

**5. PUBLIC HEARING:**

**Public Comment** – This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #5 – Public Hearing items. If a member of the public wishes to speak at this time, Public Comment is limited to two (2) minutes.

- A. **Consideration of Adoption of Resolution 21-432 approving the Fiscal Year Budget for 2021/2022.**

**6. BUSINESS ACTION ITEMS:**

**Public Comment** – Public comment will be allowed for each individual business item. Members of the public wishing to speak on business items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak at this time, Public Comment is limited to two (2) minutes per person for each business item.

- A. **Authorization for formation of an Ad-Hoc committee to review the Coastal Hazard Response Plan (CHRP).**
- B. **Discussion/Direction to staff to return to in person Board meetings.**
- C. **Authorization to resubmit request for proposal for on-call engineering services for the District.**
- D. **Authorization for the Chairperson to respond to citizen's concern regarding Government Code 61110.**



**7. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS** – Requests from Board members to Staff to receive feedback, prepare information, and/or place an item on a future agenda(s).

**8. ADJOURNMENT –**

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Board within 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the District office, 111 Pico Avenue, San Simeon. If requested, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for a disability-related modification or accommodation, contact the District Administrator at 805-927-4778 as soon as possible and at least 48 hours prior to the meeting date. This agenda was prepared and posted pursuant to Government Code Section 54954.2.

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**3. A. ii. SUPERINTENDENT REPORT**  
**Jerry Copeland**  
**Facilities Update for July 2021**



## SUPERINTENDENT'S REPORT

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### Item 3.A.ii

Prepared by: Jerry Copeland

#### 1. Wastewater Treatment Plant

- All sampling, testing and reporting at the Wastewater Treatment Plant was performed as required by the RWQCB.
- The monthly report was submitted to the SWRCB.
- Repairs were made to the main shaft and the bearings were replaced on Blower #5.
- Air lines on the WWTP aeration system were painted.
- Annual grease trap inspections were completed.
- Two loads of sludge were hauled away.

#### 2. Water Treatment and Distribution System

- All routine sampling, testing and reporting was performed as required by the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW).
- The monthly report was submitted to the (SWRCB), (DDW).
- A service line leak was repaired at the water supply to San Simeon Homes HOA irrigation system.
- Routine maintenance was performed on the Reverse Osmosis Unit.
- Annual backflow testing was performed at the District's two backflow devices.
- Monthly water meter reading was performed.

#### 3. District and Equipment Maintenance

- Staff continues with all the scheduled preventive maintenance for all the equipment at the facilities.

## San Simeon Community Services District

## Superintendent's Report

July 2021

## MONTHLY DATA REPORT

Date	Day	Wastewater Influent Daily Flow	Wastewater Effluent Daily Flow	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Daily Influent Flow	R.O. Daily Effluent Flow	R.O. Daily Brine Flow	Distribution Chloride	Chloride Wells 1 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Flows
07/01/21	Thursday	50,518	56,530	80,260	0	80,260	0	0	0	<30	<30 <30	0	10.8	10.4	0.00	2,029
07/02/21	Friday	59,780	64,880	114,893	0	114,893	0	0	0	-	- -	0	10.8	10.4	0.00	4,007
07/03/21	Saturday	72,480	74,590	83,103	0	83,103	0	0	0	-	- -	0	10.8	10.5	0.00	2,493
07/04/21	Sunday	70,259	77,960	90,134	0	90,134	0	0	0	-	- -	0	10.9	10.5	0.00	3,835
07/05/21	Monday	67,865	67,400	75,099	0	75,099	0	0	0	-	- -	0	11.0	10.7	0.00	3,847
07/06/21	Tuesday	81,129	78,610	65,674	1,122	66,796	0	0	0	-	- -	0	11.0	10.8	0.00	2,558
07/07/21	Wednesday	56,613	64,480	60,962	0	60,962	0	0	0	-	- -	0	11.1	10.8	0.00	2,016
07/08/21	Thursday	59,365	62,670	118,184	0	118,184	0	0	0	-	- -	0	11.1	10.8	0.00	965
07/09/21	Friday	72,864	77,660	98,287	0	98,287	0	0	0	<30	<30 <30	0	11.1	10.8	0.00	1,206
07/10/21	Saturday	82,624	85,910	77,343	0	77,343	0	0	0	-	- -	0	-	-	0.00	2,663
07/11/21	Sunday	66,440	72,370	85,048	0	85,048	0	0	0	-	- -	0	-	-	0.00	3,782
07/12/21	Monday	68,386	68,410	101,204	0	101,204	0	0	0	-	- -	0	11.2	10.8	0.00	3,807
07/13/21	Tuesday	64,431	65,880	119,904	1,047	120,952	0	0	0	-	- -	0	-	-	0.00	1,755
07/14/21	Wednesday	56,628	67,050	79,438	0	79,438	0	0	0	-	- -	0	-	-	0.00	1,092
07/15/21	Thursday	69,237	71,570	45,254	0	45,254	0	0	0	<30	<30 <30	0	11.5	11.1	0.00	1,051
07/16/21	Friday	73,366	73,230	158,052	0	158,052	4,855	3,196	1,659	-	- -	0	11.5	11.1	0.00	1,344
07/17/21	Saturday	82,473	90,740	63,804	0	63,804	0	0	0	-	- -	0	11.6	11.3	0.00	1,239
07/18/21	Sunday	75,347	81,660	111,078	0	111,078	0	0	0	-	- -	0	11.6	11.2	0.00	2,227
07/19/21	Monday	66,025	77,050	78,615	0	78,615	0	0	0	-	- -	0	11.8	11.3	0.00	2,500
07/20/21	Tuesday	78,680	83,550	98,736	0	98,736	0	0	0	-	- -	0	-	-	0.00	2,592
07/21/21	Wednesday	65,058	66,220	92,079	1,197	93,276	0	0	0	-	- -	0	11.7	11.4	0.00	3,325
07/22/21	Thursday	61,588	67,670	71,135	0	71,135	0	0	0	-	- -	0	11.8	11.4	0.00	2,598
07/23/21	Friday	79,015	83,080	87,666	0	87,666	0	0	0	32	<30 <30	0	11.9	11.4	0.00	2,550
07/24/21	Saturday	77,132	85,620	96,941	0	96,941	0	0	0	-	- -	0	11.8	11.4	0.00	2,954
07/25/21	Sunday	67,811	72,590	90,732	0	90,732	0	0	0	-	- -	0	11.8	11.5	0.00	4,154
07/26/21	Monday	72,966	71,210	92,303	0	92,303	0	0	0	-	- -	0	11.8	11.4	0.00	3,019
07/27/21	Tuesday	65,634	67,600	99,409	1,870	101,279	0	0	0	-	- -	0	12.1	11.7	0.00	1,452
07/28/21	Wednesday	64,530	66,450	972	0	972	0	0	0	-	- -	0	12.1	11.7	0.00	2,227
07/29/21	Thursday	74,398	79,020	87,890	0	87,890	0	0	0	<30	<30 <30	0	11.8	11.4	0.00	2,089
07/30/21	Friday	74,732	76,660	89,386	0	89,386	0	0	0	-	- -	0	-	-	0.00	2,504
07/31/21	Saturday	81,060	83,300	80,260	0	80,260	0	0	0	-	- -	0	11.9	11.6	0.00	6,014
<b>TOTALS</b>		<b>2,158,434</b>	<b>2,281,620</b>	<b>2,693,847</b>	<b>5,236</b>	<b>2,699,083</b>	<b>4,855</b>	<b>3,196</b>	<b>1,659</b>			<b>0</b>			<b>0.00</b>	<b>79,894</b>
Average		<b>69,627</b>	<b>73,601</b>	<b>86,898</b>	<b>169</b>	<b>87,067</b>	<b>157</b>	<b>103</b>	<b>54</b>	<b>0</b>	<b>0 0</b>	<b>0</b>	<b>11.5</b>	<b>11.1</b>	<b>0.00</b>	<b>2,577</b>
Minimum		<b>50,518</b>	<b>56,530</b>	<b>972</b>	<b>0</b>	<b>972</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>0 0</b>	<b>0</b>	<b>10.8</b>	<b>10.4</b>	<b>0.00</b>	<b>965</b>
Maximum		<b>82,624</b>	<b>90,740</b>	<b>158,052</b>	<b>1,870</b>	<b>158,052</b>	<b>4,855</b>	<b>3,196</b>	<b>1,659</b>	<b>32</b>	<b>0 0</b>	<b>0</b>	<b>11.9</b>	<b>11.7</b>	<b>0.00</b>	<b>6,014</b>

San Simeon Community Services District

Superintendent's Report

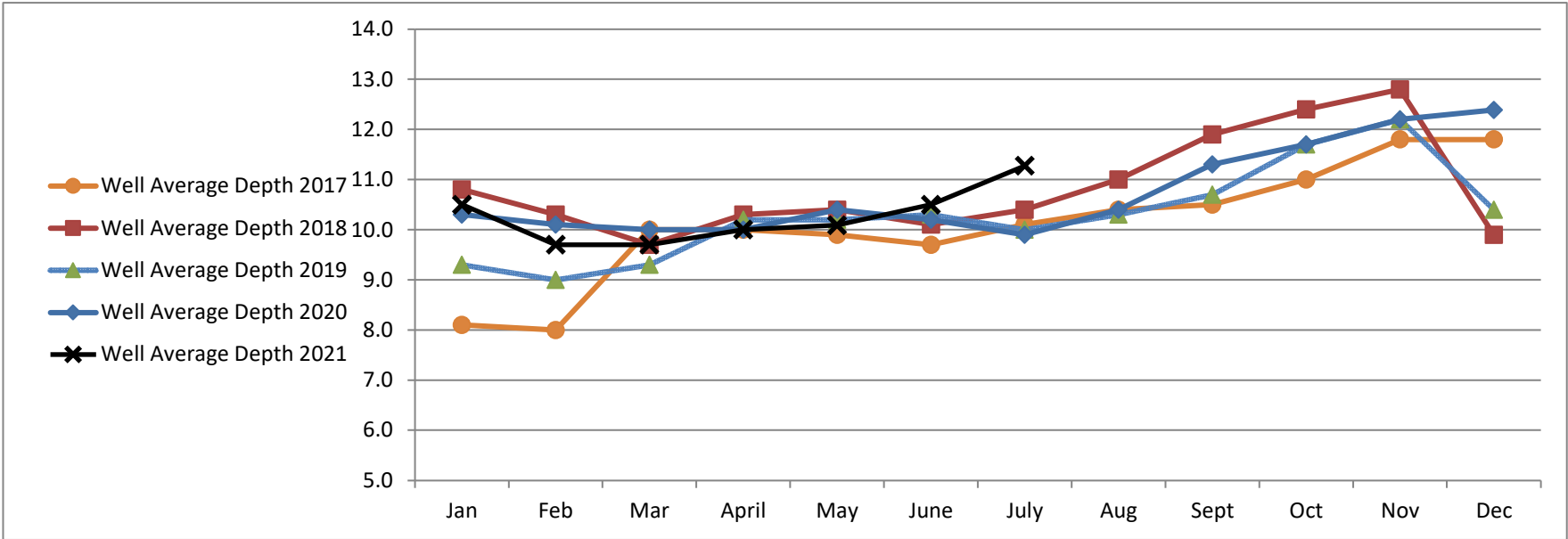
July 2021

**DATA SUMMARY SHEET**

<b>2021</b>													
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Total for 2021
Wastewater Influent	2,399,103	1,705,622	1,820,175	1,763,875	1,619,717	1,901,547	2,158,434						13,368,473
Wastewater Final Effluent (Month Cycle)	2,546,130	1,747,000	1,874,290	1,827,000	1,826,280	2,057,550	2,281,620						14,159,870
Adjusted Wastewater Influent (- State Flow)	2,148,485	1,645,420	1,765,245	1,705,967	1,552,211	1,825,611	2,078,540						12,721,479
Water Produced (month cycle)	1,851,150	1,682,402	1,907,250	2,114,147	2,080,786	2,385,297	2,699,083						14,720,116
Sewer Influent/Water Produced Ratio	1.30	1.05	0.95	0.83	0.78	0.80	0.80						N/A
Adjusted Sewer/Water Produced Ratio	1.16	0.95	0.93	0.81	0.75	0.77	0.77						N/A
Well 1 Water Production	90,358	3,590	101,952	972,774	1,010,847	1,793,480	2,693,847						6,666,849
Well 2 Water Production	1,760,792	1,678,811	1,805,298	1,141,373	1,069,939	591,818	5,236						8,053,267
Total Well Production	1,851,150	1,682,402	1,907,250	2,114,147	2,080,786	2,385,297	2,699,083						14,720,116
Water Well 1 Avg Depth to Water	10.6	9.9	9.8	10.1	10.2	10.6	11.5						N/A
Water Well 2 Avg Depth to Water	10.4	9.6	9.5	9.8	9.9	10.3	11.1						N/A
Average Depth to Water of Both Wells	10.5	9.7	9.7	10.0	10.1	10.5	11.3						N/A
Change in Average Depth to Water from 2020	+0.2	-0.4	-0.3	0.0	-0.2	+0.3	+1.4						N/A
Average Chloride mg/L at the Wells	352	169	77	41	31	30	30						N/A
State Wastewater Treated	250,618	60,202	125,914	57,908	67,506	75,936	79,894						717,978
State % of Total WW Flow	10%	4%	7%	3%	4%	4%	4%						N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0						0
Biosolids Removal (Gallons)	0	4,500	0	4,500	9,000	4,500	9,000						31,500
<b>WW Permit Limitation Exceeded</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>						<b>0</b>
<b>RW Permit Limitation Exceeded</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>						<b>0</b>
<b>Constituent Exceeded</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>						<b>N/A</b>
<b>Sample Limit</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>						<b>N/A</b>
<b>Sample Result</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>						<b>N/A</b>
<b>2020</b>													
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total for 2020
Wastewater Influent	2,215,755	1,971,958	1,944,913	1,583,618	1,850,716	2,266,319	2,341,110	2,516,424	1,858,385	1,825,386	1,542,483	1,305,557	23,222,624
Wastewater Final Effluent (Month Cycle)	2,168,690	1,922,920	1,846,450	1,555,350	1,707,500	2,045,070	2,304,980	2,397,730	1,907,070	1,915,400	1,661,370	1,431,330	22,863,860
Adjusted Wastewater Influent(- State Flow) *	1,958,507	1,780,122	1,818,999	1,500,460	1,748,006	2,201,429	2,262,301	2,440,274	1,798,005	1,763,948	1,490,514	1,257,657	22,020,222
Water Produced (month cycle)	1,843,670	1,872,693	1,514,688	1,215,724	1,962,303	2,261,129	2,673,502	2,726,684	2,321,568	2,242,803	1,894,160	1,785,252	24,314,177
Sewer Influent/Water Produced Ratio	1.20	1.05	1.28	1.31	0.94	1.00	0.88	0.92	0.80	0.81	0.81	0.73	N/A
Adjusted Sewer/Water Ratio	0.94	0.95	1.20	1.24	0.89	0.91	0.85	0.90	0.78	0.79	0.79	0.71	N/A
Average Depth of Both Wells	10.3	10.1	10.0	10.0	10.4	10.2	9.9	10.4	11.3	12.2	12.8	12.5	N/A
Change in Average Depth to Water from 2018	+1.0	+1.1	+0.7	-0.2	+0.2	+0.1	+0.1	+0.1	+0.6	+0.5	+0.6	+1.1	N/A
Average Chloride mg/L at the Wells	32	32	32	-	-	-	-	-	-	<30	<30	55	N/A
State Wastewater Treated	257,248	191,836	125,914	83,158	102,710	64,890	78,809	76,150	60,380	61,438	51,969	47,900	1,202,402
State % of Total WW Flow	12%	10%	6%	5%	6%	3%	3%	3%	3%	3%	3%	4%	N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0	0	0	0	0	0
Biosolids Removal (Gallons)	4,500	9,000	9,000	0	4,500	4,500	9,000	0	4,500	4,500	4,500	4,500	58,500
<b>WW Permit Limitation Exceeded</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>RW Permit Limitation Exceeded</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Constituent Exceeded</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>N/A</b>
<b>Sample Limit</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Sample Result</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

**San Simeon Community Services District Superintendent's Report July 2021**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Well Average Depth 2017</b>	8.1	8.0	10.0	10.0	9.9	9.7	10.1	10.4	10.5	11.0	11.8	11.8
<b>Well Average Depth 2018</b>	10.8	10.3	9.7	10.3	10.4	10.1	10.4	11.0	11.9	12.4	12.8	9.9
<b>Well Average Depth 2019</b>	9.3	9.0	9.3	10.2	10.2	10.3	10.0	10.3	10.7	11.7	12.2	10.4
<b>Well Average Depth 2020</b>	10.3	10.1	10.0	10.0	10.4	10.2	9.9	10.4	11.3	11.7	12.2	12.4
<b>Well Average Depth 2021</b>	10.5	9.7	9.7	10.0	10.1	10.5	11.3					



**3. A. iii GENERAL MANAGER'S REPORT**  
**Charles Grace**  
**Update for July 2021**





## GENERAL MANAGER'S REPORT

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### Item 3.A.iii

**Staff Activity** – Report on staff activities for the month of July 2021. Regular activities performed by District staff include:

Processing of utility payments, customer service duties, answering phone calls, mailing of the regular monthly utility bills. Prepared and distributed the agenda and Board packet for both a regular Board meeting.

Staff also attended to the following items:

- Responded to twelve (12) public records requests.
- Attended a budget committee meeting.
- Communicated with the CHP regarding abandoned vehicles.
- Mailed the 3<sup>rd</sup> quarter newsletter.
- Mailed Implementation of Stage 1 Water Restrictions notice.

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#### **Update on District Grants:**

**OPC Grant** – None

**LCP Grant** – None

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#### **Update on District Projects:**

**Update on CHRP** – Jeff Oliveira will provide an update on the Coastal Hazard Response Plan (CHRP).

**Rate Study/Finance Items** – This item will be on the September meeting agenda.

**Hearst Encroachment** – Staff is working with a title company and survey company on this matter.

**Water Tank Project Update** – Progress is pending County's response regarding proposition 84 and proposition 1 grant funding request for information submittal and or SSCSD obtaining a funding source. In addition, coordination with the landowner will need to be re-established by the SSCSD. The tank design contract has expired, the SSCSD will need to procure engineering professional services to complete the design.

**Solid Waste Authority** – RRM Design continues to work on the proposed rules that would be adopted by the District related to Solid Waste Authority. A draft version of the Rules and Regulations are anticipated for the September Board meeting.

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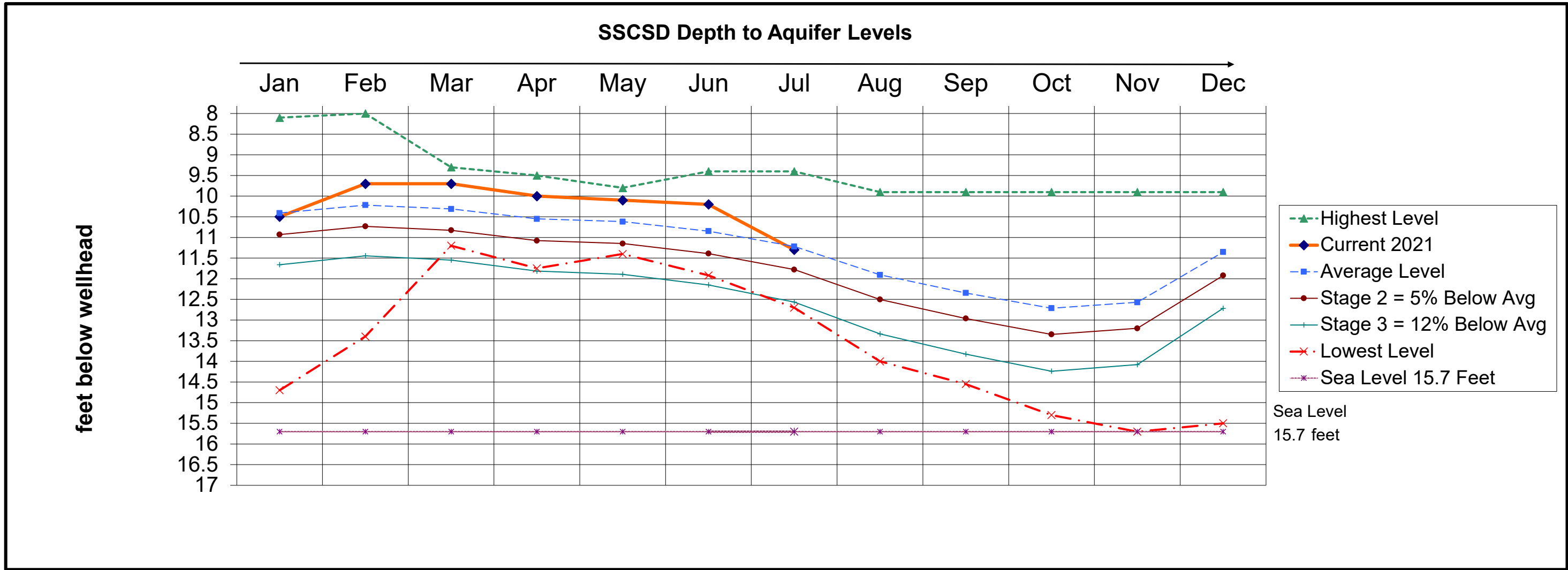
**Inflow Management Plan** – On May 28, 2021 the RFP for the addendum to the District’s Water Master Plan Notice was direct mailed to thirty-five (35) firms, the notice was also sent to several trade journals, and an ad was posted in the New Times. The deadline for responses was June 24, 2021. There were no responses to the RFP. During the July Board meeting, the Board discussed the lack of responses to the RFP and directed staff to move forward with executing a contract with Cleath and Associates. The scope of work covered under this contract is for an Instream Flow Management Plan (IFMP).

Director Maurer’s motion at the July Board meeting included language that this work could be “sole-sourced” assuming that this action was 1) legal and 2) followed the purchasing policy. Legal counsel has reviewed this matter and advised that the issuance of another RFP is needed.

Enc: Well Level Chart

**Aquifer Water level Depth to Groundwater**

Month	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Avg	5%	12%	High	Low	Sea Lvl	Month
Jan	10.2	9.6	10.7	10.5	9.8	10.1	10.5	10.3	10.1	11.5	9.8	10.4	10.6	11.2	14.7	10.2	10.0	8.1	10.8	9.3	10.3	10.5	10.41	10.93	11.66	8.1	14.7	15.7	Jan
Feb	9.2	11.0	10.6	10.6	9.0	9.0	10.5	10.1	10.1	10.4	10.1	10.7	11.0	11.1	13.4	10.4	10.6	8.0	10.3	9.0	10.1	9.7	10.22	10.73	11.44	8	13.4	15.7	Feb
Mar	10.5	10.6	10.4	10.6	9.6	10.7	10.3	10.5	10.7	10.6	10.4	9.6	11.1	11.2	10.7	10.7	10.0	10.0	9.7	9.3	10.0	9.7	10.31	10.83	11.55	9.3	11.2	15.7	Mar
Apr	10.7	10.8	10.5	10.6	9.5	11.8	9.9	10.7	10.9	10.8	10.6	10.6	11.2	11.3	10.6	10.5	10.6	10.0	10.3	10.2	10.0	10.0	10.55	11.08	11.82	9.5	11.75	15.7	Apr
May	10.7	11.2	10.9	10.9	9.8	10.8	10.5	10.8	10.8	10.8	10.7	10.8	11.4	11.3	10.5	10.1	10.6	9.9	10.4	10.2	10.4	10.1	10.62	11.15	11.89	9.8	11.4	15.7	May
Jun	11.4	11.2	11.8	11.8	10.8	9.4	10.9	11.9	11.3	11.0	10.8	10.8	11.2	11.3	11.4	10.6	10.7	9.7	10.1	10.3	10.2	10.2	10.85	11.39	12.15	9.4	11.92	15.7	Jun
Jul	11.0	12.3	12.1	11.5	11.1	9.4	10.8	12.4	11.7	11.7	11.6	11.0	11.3	12.4	12.7	11.1	11.1	10.1	10.4	10.0	9.9	11.3	11.22	11.78	12.56	9.4	12.7	15.7	Jul
Aug	11.8	13.1	13.6	11.5	9.9	12.7	11.0	13.7	12.5	12.5	11.9	10.5	12.0	13.4	14.0	12.0	11.9	10.4	11.0	10.3	10.4		11.91	12.50	13.34	9.9	14	15.7	Aug
Sep	12.8	14.0	14.2	12.0	9.9	11.6	11.5	14.6	13.3	13.4	11.5	10.7	12.6	14.2	12.7	12.9	12.9	10.5	11.9	10.7	11.3		12.34	12.96	13.82	9.9	14.55	15.7	Sep
Oct	11.4	12.8	14.8	13.8	9.9	12.3	11.8	15.3	14.4	12.5	12.2	10.7	13.2	14.9	13.0	13.6	13.6	11.0	12.4	11.7	11.7		12.71	13.35	14.24	9.9	15.3	15.7	Oct
Nov	11.2	10.8	11.2	13.7	9.9	12.5	11.8	15.7	14.0	10.8	12.5	10.7	13.9	15.2	13.7	13.7	13.7	11.8	12.8	12.2	12.2		12.57	13.20	14.08	9.9	15.7	15.7	Nov
Dec	11.4	10.3	10.9	11.6	9.9	11.3	11.4	13.6	12.8	10.7	10.2	10.8	11.0	15.5	10.5	11.4	10.6	11.8	9.9	10.4	12.4		11.35	11.92	12.72	9.9	15.5	15.7	Dec
High	9.2	9.6	10.4	10.5	9.0	9.0	9.9	10.1	10.1	10.4	9.8	9.6	10.6	11.1	10.5	10.1	10.0	8.0	9.7	9.0	9.9	9.7							
Low	12.8	14.0	14.8	13.8	11.1	12.7	11.8	15.7	14.4	13.4	12.5	11.0	13.9	15.5	14.7	13.7	13.7	11.8	12.8	12.2	12.4	11.3							
Avg	11.0	11.5	11.8	11.6	9.9	11.0	10.9	12.5	11.9	11.4	11.0	10.6	11.7	12.8	12.3	11.4	11.4	10.1	10.8	10.3	10.7	10.2							



**3. A. iv. DISTRICT FINANCIALS**  
**Cortney Murguia**  
**July 31, 2021**

## SAN SIMEON COMMUNITY SERVICES DISTRICT



### 3.A.iv FINANCIAL SUMMARY

#### Billing July 31, 2021

June Billing Revenue	\$	92,648.21
July Billing Revenue	\$	114,565.74
 Past Due (60+ days)	 \$	 14,453.33

#### ENDING BANK BALANCES

July 31, 2021

##### PACIFIC PREMIER BANK:

Money Market Account Closing Balance June 30, 2021	\$	1,094,149.83
Interest for July	\$	86.15
Money Market Account Closing Balance July 31, 2021	\$	1,094,235.98
Reserve Fund		(250,000.00)
Wait-list Deposits		(80,098.60)
Customer Deposits		8,750.00
<b>Available Funds</b>	<b>\$</b>	<b>772,887.38</b>
<hr style="border-top: 3px double #000;"/>		
<b>General Checking Account July 31, 2021</b>	<b>\$</b>	<b>161,098.30</b>
<b>LAIF Closing Balance July 31, 2021</b>	<b>\$</b>	<b>560.96</b>
<b>Interest Money Market Account 2019</b>	<b>\$</b>	<b>22,529.11</b>
<b>Interest Money Market Account 2020</b>	<b>\$</b>	<b>12,206.44</b>
<b>Interest Money Market Account 2021</b>	<b>\$</b>	<b>950.46</b>

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet**  
**As of July 31, 2021**

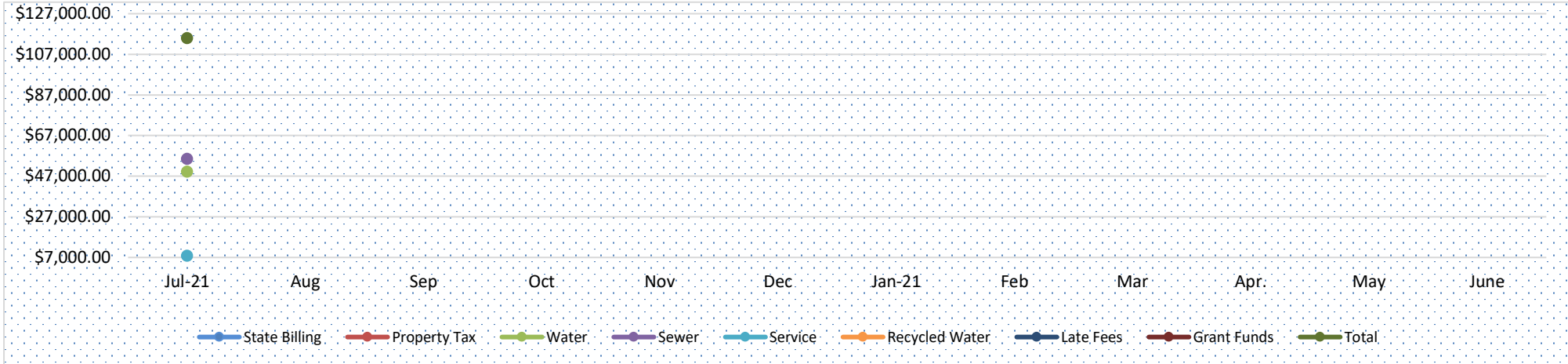
	Jul 31, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Pac Prem Ckg-6603	161,005.95
1017 · Pacific Premier-Money Market	1,014,363.29
1050 · LAIF - non-restricted cash	560.50
Total Checking/Savings	1,176,079.74
Other Current Assets	
1200 · Accounts receivable	136,587.99
1220 · A/R - Hearst Castle	5,654.87
1300 · Prepaid insurance expense	10,713.48
Total Other Current Assets	152,956.34
Total Current Assets	1,329,036.08
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	279,580.67
1500 · Equipment	12,689.93
1560 · Pipe bridge	29,497.00
1580 · Sewer plant	869,352.16
1600 · Water system	235,615.43
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	568,063.00
1640 · Wellhead Rehab Project	448,253.95
1650 · Walkway access projects	26,791.00
1660 · RO Unit	948,021.38
1680 · Generator	18,291.00
Total 1400 · Fixed assets	3,735,721.44
1450 · Construction in Progress	
1670 · Reservoir / Water Tanks	287,693.56
Total 1450 · Construction in Progress	287,693.56
1690 · Accumulated depreciation	(1,547,075.18)
Total Fixed Assets	2,476,339.82
<b>TOTAL ASSETS</b>	<b>3,805,375.90</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2500 · Customer security deposits	8,700.00
2510 · Connect hookup wait list	80,098.60
Total Other Current Liabilities	88,798.60
Total Current Liabilities	88,798.60
Long Term Liabilities	
2520 · USDA Loan Principal Bal	434,352.02
Total Long Term Liabilities	434,352.02
Total Liabilities	523,150.62

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	<u>Jul 31, 21</u>
Equity	
3200 · Fund balance	(118,856.46)
3201 · Net Investment in Capital Asset	2,065,680.00
3204 · Board Assigned for Water CIP	155,505.10
3205 · Board Assigned for WW CIP	155,784.69
3206 · Board Assigned for General CIP	43,295.03
3207 · BOD committed for Oper Reserves	250,000.00
3209 · Waitlist and Security Deposits	88,798.60
3210 · Unrestricted-Undesignatd Equity	598,548.56
3900 · Suspense	50.00
Net Income	43,419.76
Total Equity	<u>3,282,225.28</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,805,375.90</u></u>

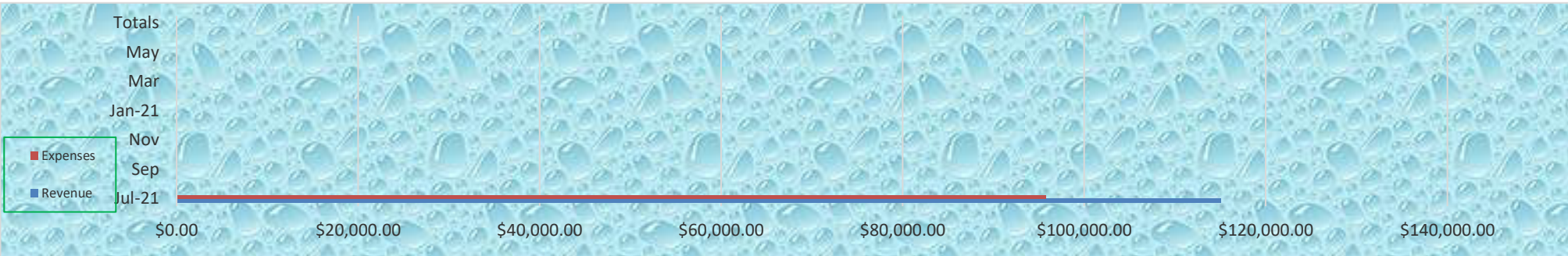
DISTRICT REVENUE FY 2021/2022

	Jul-21	Aug	Sep	Oct	Nov	Dec	Jan-21	Feb	Mar	Apr.	May	June	Totals
State Billing													\$0.00
Property Tax													\$0.00
Water	\$49,269.78												\$49,269.78
Sewer	\$55,516.22												\$55,516.22
Service	\$7,910.24												\$7,910.24
Recycled Water													\$0.00
Late Fees	\$2,349.85												\$2,349.85
Grant Funds	\$0.00												\$0.00
<b>Total</b>	<b>\$115,046.09</b>												<b>\$115,046.09</b>
Water Sold Cu Ft	357524												357524
Water Sold Acre ft	8.21												8.21



REVENUE VS EXPENSES

	Jul-21	Aug	Sep	Oct	Nov	Dec	Jan-21	Feb	Mar	Apr.	May	June	Totals
Revenue	\$115,046.09												
Expenses	\$95,803.89												
Balance	\$19,242.20												





**SAN SIMEON COMMUNITY SERVICES  
HISTORICAL FISCAL REVIEW**

**FY 2018/2019**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$26,723.91			\$20,971.00			\$19,858.71			\$19,390.52	<b>\$86,944.14</b>
Property Tax	\$1,288.59		\$169.19	\$7,205.82	\$8,542.19	\$33,187.58	\$1,319.32	\$4,888.55	\$2,227.01	\$22,928.34	\$3,062.24	\$1,057.02	<b>\$85,875.85</b>
Water	\$41,336.59	\$45,279.14	\$41,178.74	\$34,050.67	\$30,760.16	\$24,353.21	\$29,009.60	\$27,745.06	\$24,146.67	\$35,445.24	\$29,158.01	\$38,455.33	<b>\$400,918.42</b>
Sewer	\$47,258.33	\$53,156.35	\$47,379.43	\$39,628.31	\$35,491.84	\$28,149.21	\$34,169.78	\$32,181.86	\$27,850.19	\$41,666.62	\$33,854.74	\$44,856.07	<b>\$465,642.73</b>
Service	\$7,111.73	\$7,113.60	\$7,113.60	\$7,113.60	\$7,079.40	\$7,079.40	\$7,147.80	\$7,079.40	\$7,079.40	\$7,079.40	\$7,045.20	\$7,079.40	<b>\$85,121.93</b>
Late Fees	\$461.43	\$201.49	\$290.08	\$168.71	\$600.53	\$135.60	\$178.43	\$146.51	\$126.87	\$177.46	\$111.54	\$272.66	<b>\$2,871.31</b>
Grant Funds				\$11,367.00		\$18,753.05							
Revenue	<b>\$97,456.67</b>	<b>\$105,750.58</b>	<b>\$122,854.95</b>	<b>\$88,167.11</b>	<b>\$82,474.12</b>	<b>\$113,876.00</b>	<b>\$71,824.93</b>	<b>\$72,041.38</b>	<b>\$81,288.85</b>	<b>\$107,297.06</b>	<b>\$73,231.73</b>	<b>\$111,111.00</b>	<b>\$1,127,374.38</b>
Expense	<b>\$81,495.91</b>	<b>\$74,250.58</b>	<b>\$102,279.81</b>	<b>\$104,990.12</b>	<b>\$111,554.79</b>	<b>\$92,037.25</b>	<b>\$94,850.91</b>	<b>\$94,625.06</b>	<b>\$71,744.58</b>	<b>\$105,016.25</b>	<b>\$89,244.32</b>	<b>\$98,066.81</b>	<b>\$1,120,156.39</b>
Balance	<b>\$15,960.76</b>	<b>\$31,500.00</b>	<b>\$20,575.14</b>	<b>(\$16,823.01)</b>	<b>(\$29,080.67)</b>	<b>\$21,838.75</b>	<b>(\$23,025.98)</b>	<b>(\$22,583.68)</b>	<b>\$9,544.27</b>	<b>\$2,280.81</b>	<b>(\$16,012.59)</b>	<b>\$13,044.19</b>	<b>\$7,217.99</b>
Water Sold Cu Ft	334631	367360	332914	275609	243491	195107	236456	227602	197397	288979	236030	311046	<b>3,246,622</b>
Water Sold Acre f	7.68	8.43	7.64	6.33	5.59	4.48	5.43	5.23	4.53	6.63	5.42	7.14	<b>74.53</b>

**FY 2019/2020**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$25,528.71			\$22,455.35			\$15,776.54			\$7,016.19	<b>\$70,776.79</b>
Property Tax	\$1,218.61	\$2,752.21	\$3,126.48	\$5,305.64	\$6,019.52	\$23,503.23	\$13,612.60	\$5,282.91	\$2,659.00	\$15,436.18	\$9,385.45	\$916.22	<b>\$89,218.05</b>
Water	\$41,718.97	\$39,623.52	\$40,324.01	\$43,808.36	\$32,208.00	\$23,432.56	\$33,732.14	\$34,067.23	\$24,268.55	\$17,909.86	\$28,582.31	\$36,460.31	<b>\$396,135.82</b>
Sewer	\$48,137.21	\$45,503.27	\$45,161.69	\$48,244.57	\$34,916.02	\$26,527.95	\$39,321.56	\$39,368.21	\$27,637.52	\$19,243.28	\$29,934.22	\$37,683.06	<b>\$441,678.56</b>
Service	\$7,113.60	\$7,045.20	\$7,079.40	\$7,451.10	\$7,489.26	\$7,344.54	\$7,525.44	\$7,453.08	\$7,489.26	\$7,489.26	\$7,489.26	\$7,453.08	<b>\$88,422.48</b>
Recycled Water													<b>\$0.00</b>
Late Fees	\$1,957.04	\$2,399.24	\$1,407.87	\$468.45	\$316.84	\$1,136.41	\$237.28	\$307.96	\$2,793.44	\$5,540.71	\$4,647.78	\$3,802.45	<b>\$25,015.47</b>
Grant Funds			\$8,750.00	\$167,376.61						\$1,485.90		\$8,369.50	<b>\$185,982.01</b>
Revenue	<b>\$100,145.43</b>	<b>\$97,323.44</b>	<b>\$122,628.16</b>	<b>\$105,278.12</b>	<b>\$80,949.64</b>	<b>\$104,400.04</b>	<b>\$94,429.02</b>	<b>\$86,479.39</b>	<b>\$80,624.31</b>	<b>\$65,619.29</b>	<b>\$80,039.02</b>	<b>\$93,331.31</b>	<b>\$1,111,247.17</b>
Expense	<b>\$90,205.84</b>	<b>\$67,705.50</b>	<b>\$94,401.58</b>	<b>\$97,595.50</b>	<b>\$87,822.01</b>	<b>\$86,173.97</b>	<b>\$85,716.44</b>	<b>\$75,643.11</b>	<b>\$62,582.54</b>	<b>\$73,942.83</b>	<b>\$90,232.61</b>	<b>\$79,762.52</b>	<b>\$991,784.45</b>
Balance	<b>\$9,939.59</b>	<b>\$29,617.94</b>	<b>\$28,226.58</b>	<b>\$7,682.62</b>	<b>(\$6,872.37)</b>	<b>\$18,226.07</b>	<b>\$8,712.58</b>	<b>\$10,836.28</b>	<b>\$18,041.77</b>	<b>(\$8,323.54)</b>	<b>(\$10,193.59)</b>	<b>\$13,568.79</b>	<b>\$119,462.72</b>
Water Sold Cu Ft	336845	319458	323518	329822	242893	179311	260006	261505	185972	137196	217871	274085	<b>3,068,482</b>
Water Sold Acre f	7.73	7.33	7.43	7.57	5.58	4.12	5.97	6.00	4.27	3.15	5.00	6.29	<b>70.44</b>

**FY 2020/2021**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$4,898.26			\$4,898.26			\$9,978.14			\$5,654.87	<b>\$25,429.53</b>
Property Tax	\$2,336.92	\$751.11	\$11.88	\$6,945.71	\$5,461.44	\$26,458.17	\$12,827.64	\$1,063.98	\$5,505.65	\$8,582.80	\$15,086.53	\$2,262.87	<b>\$87,294.70</b>
Water	\$40,209.97	\$54,512.44	\$41,179.63	\$40,129.44	\$30,132.26	\$30,099.00	\$31,207.86	\$28,567.08	\$27,866.11	\$39,907.47	\$31,637.78	\$39,875.45	<b>\$435,324.49</b>
Sewer	\$45,546.00	\$60,488.59	\$45,320.14	\$44,227.62	\$32,486.93	\$31,269.68	\$29,285.81	\$31,276.88	\$30,546.56	\$44,784.48	\$34,717.31	\$44,261.59	<b>\$474,211.59</b>
Service	\$7,830.48	\$7,834.18	\$7,910.24	\$7,872.17	\$8,062.36	\$7,948.27	\$7,910.24	\$7,910.24	\$7,834.18	\$7,796.15	\$7,910.24	\$7,872.21	<b>\$94,690.96</b>
Recycled Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Late Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Grant Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>
Revenue	<b>\$95,923.37</b>	<b>\$123,586.32</b>	<b>\$99,320.15</b>	<b>\$99,174.94</b>	<b>\$76,142.99</b>	<b>\$100,673.38</b>	<b>\$81,231.55</b>	<b>\$68,818.18</b>	<b>\$81,730.64</b>	<b>\$101,070.90</b>	<b>\$89,351.86</b>	<b>\$99,926.99</b>	<b>\$1,116,951.27</b>
Expense	<b>\$87,144.37</b>	<b>\$81,902.63</b>	<b>\$114,623.38</b>	<b>\$160,041.02</b>	<b>\$98,357.85</b>	<b>\$137,804.21</b>	<b>\$111,151.88</b>	<b>\$106,602.36</b>	<b>\$84,771.53</b>	<b>\$71,795.69</b>	<b>\$91,754.68</b>	<b>\$72,434.79</b>	<b>\$1,218,384.39</b>
Balance	<b>\$8,779.00</b>	<b>\$41,683.69</b>	<b>(\$15,303.23)</b>	<b>(\$60,866.08)</b>	<b>(\$22,214.86)</b>	<b>(\$37,130.83)</b>	<b>(\$29,920.33)</b>	<b>(\$37,784.18)</b>	<b>(\$3,040.89)</b>	<b>\$29,275.21</b>	<b>(\$2,372.82)</b>	<b>\$27,492.20</b>	<b>(\$101,403.12)</b>
Water Sold Cu Ft	292033	387244	297886	291236	218802	217498	215864	209660	203888	291683	230285	288809	<b>3,144,888</b>
Water Sold Acre f	6.70	8.89	6.84	6.69	5.02	4.99	4.96	4.81	4.68	6.70	5.29	6.63	<b>72.20</b>

**3. B. i. v. AD-HOC COMMITTEE REPORTS**  
**List of committee members**



## ADHOC COMMITTEE REPORTS

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### List of Committee Members:

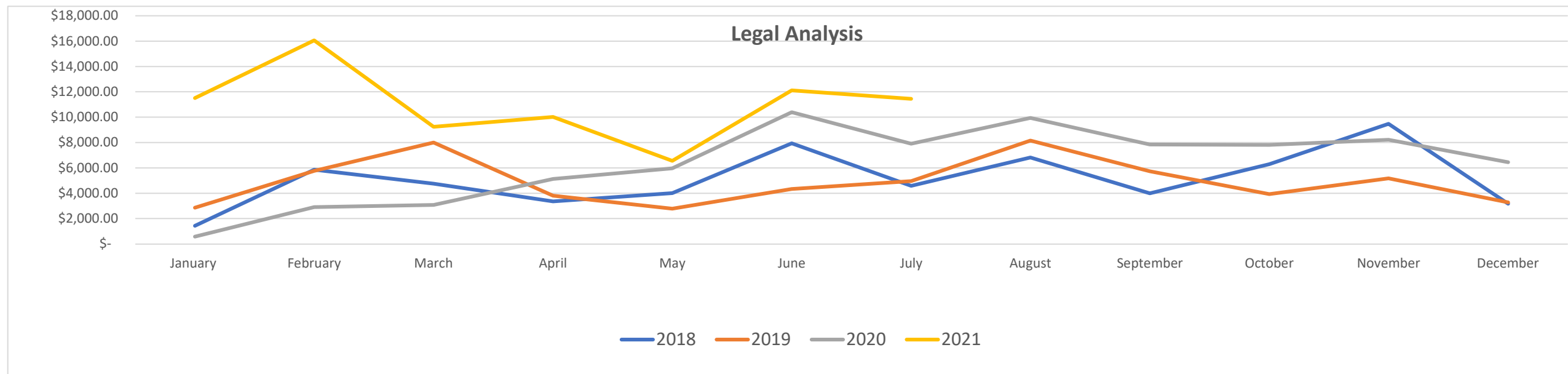
- i. **Status Update**– Disbursements Journal Review Committee members:  
Director Maurer and Vice-Chairperson Giacoletti.
- ii. **Status Update** – Policy & Procedures Committee members:  
Chairperson Kellas and Director Carson.
- iii. **Status Update** – Parking on District Streets Committee members:  
Director de la Rosa and Vice-Chairperson Giacoletti.
- iv. **Status Update** – Budget Committee members:  
Michael Hanchett, Miguel Sandoval, Luz Hernandez, Director William Maurer  
(Committee Chairperson)
- v. **Status Update** – Water Committee members:  
John Russell, Leroy Price, Michael Hanchett, Director Daniel de la Rosa

### **3. B. i. v. AD-HOC COMMITTEE REPORTS**

- i. Status Update – Disbursements Journal Review Committee.  
Analysis of Legal Costs**

**i. Status Update - Disbursements Journal Review Committee  
Analysis of Legal Costs**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2018 \$	1,440.50	\$ 5,863.61	\$ 4,752.47	\$ 3,354.00	\$ 4,001.35	\$ 7,931.83	\$ 4,587.56	\$ 6,825.96	\$ 3,987.15	\$ 6,284.43	\$ 9,482.01	\$ 3,173.75	\$ 63,702.62
2019 \$	2,859.50	\$ 5,756.03	\$ 7,997.96	\$ 3,806.11	\$ 2,781.96	\$ 4,341.28	\$ 4,961.94	\$ 8,157.01	\$ 5,732.07	\$ 3,934.50	\$ 5,165.52	\$ 3,285.19	\$ 60,798.07
2020 \$	580.55	\$ 2,902.50	\$ 3,082.09	\$ 5,126.75	\$ 5,959.52	\$ 10,400.28	\$ 7,905.76	\$ 9,939.00	\$ 7,847.50	\$ 7,807.60	\$ 8,210.31	\$ 6,450.84	\$ 78,232.70
2021 \$	11,509.27	\$ 16,069.50	\$ 9,236.50	\$ 10,013.00	\$ 6,565.99	\$ 12,114.50	\$ 11,447.79						\$ 78,977.55



<b>2018</b>	Staff Emails - P&P - CAL FIRE	Rip Rap -CCC	Rip Rap - CCC / P&P	Weed Abate. - Power	Weed Abate. - Power	Rip Rap -CCC	Weed Abate. - Power	P&P	Rip Rap -CCC	Rip Rap -CCC	Rip Rap -CCC	CDP - Special Conditions - CCC
<b>2019</b>	Rip Rap -CCC / P&P	Social Media Policy	P & P	Beautification Grant - CEQA - Citizen Concern	Tank Project RFP - Citizen Concern	Prop 218	Prop 218	CDP -Special Conditions - CCC	FPPC - Relocation WWTP	FPPC - Relocation WWTP	MND/LOI - Concerned Citizen	MND/LOI -
<b>2020</b>	Staff Emails - AB2257	LCP Grant, CCC communications	CVRA Claim - Citizen Concern	COVID 19, RFP Design Build Citizen Concern, RNM Contract	COVID 19 Zoom Meetings, Parking VC 22651, GOV Exec. Order, OPC Grant, Citizen Concerns	D.A. PRR - Citizen Concern	D.A. PRR - Citizen Concern	FPPC Complaint - Citizen Concern	NFWF Grant - Citizen Concern	Oceanside Claim	CPRA request	Hardship Request - Moratorium
<b>2021</b>	Hardship Request - Moratorium	SLO County - Grant Inquiry - Citizen Concern	CHRP	Moratorium	D.A. Brown Act Investigation	Water Moratorium, CPRA, Allegation Brown Act violation	Response to County Grant Inquiry, Water Moratorium					

#### **4. CONSENT AGENDA**

- A. Review and approval of Minutes for the Regular Meeting on July 8, 2021.**

**MEETING MINUTES  
SAN SIMEON COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Thursday, July 8, 2021  
5:00 pm**

**Internet Meeting Location – Via ZOOM**

**1. REGULAR SESSION: @ 5:00 PM**

- A. Chairperson Kellas – Present
- Vice-Chairperson Giacoletti – Present
- Director Carson – Present
- Director Maurer – Present
- Director de la Rosa – Present

**2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:**

**Public Comment –**

(1:54) Julie Tacker commented on the checklist that is part of the Board packet. She also commented that the Board had not adopted a budget for the current fiscal year. She remarked about the Hearst agreement not being on the meeting agenda.

(5:10) Michael Donahue commented on the budget not being adopted in a timely manner. He also remarked about the water master plan RFP.

(7:20) Henry Krzciuk commented on the lack of progress on the Hearst encroachment agreement and the budget.

**3. SPECIAL PRESENTATIONS AND REPORTS:**

**A. STAFF REPORTS:**

- i. Sheriff's Report – (11:00) Chris Langston provided a report for the month of June.
- ii. CHP Report – There was no report.
- iii. Superintendent's Report – (9:50) Jerry Copeland provided a summary of June activities.
- iv. General Manager's Report – (13:17) Charles Grace provided a summary of June activities.
- v. District Financial Summary – (19:30) Charles Grace provided a summary of June Financials.
- vi. District Counsel's Report – (22:05) Jeffrey Minnery provided a summary of June activities.

**A. AD-HOC COMMITTEE REPORTS:**

- i. Status Update Disbursements Review – (22:35) Director Maurer provided an update.
- ii. Status Update Policy & Procedures – (22:55) Chairperson Kellas provided on update.
- iii. Status Update Parking on District Streets – (23:32) Director de la Rosa provided an update.
- iii. Status Report Budget Committee – (26:34) Director Maurer provided an update.
- iv. Status Report Water Committee – (27:15) No update was provided.

(28:15) There was discussion between Director Carson, Chairperson Kellas, Charles Grace and Cortney Murguia regarding parking on District streets and if the District could be reimbursed by the County for any costs associated with this matter.

**4. CONSENT AGENDA ITEMS:**

(35:00) Director Carson commented on that the Vote count for the June 10, 2021 meeting minutes stating that was incorrect and should be marked as 4/1 with him voting “No”.

(35:36) Chairperson Kellas commented that the word “ages” should be changed to “outages” on the June 10, 2021 meeting minutes.

**PUBLIC COMMENT –**

(36:44) There was dialogue between Julie Tacker, Chairperson Kellas, and Jeffrey Minnery.

(39:33) Henry Krzciuk commented.

(41:15) Julie Tacker commented.

(42:30) Henry Krzciuk commented.

(44:00) Chairperson Kellas commented on changes to the June 4, 2021 meeting minutes. Stating that that word “pay” should be changed to “way”.

(45:00) Henry Krzciuk commented.

(46:00) Julie Tacker commented.

**A. Review and approval of Minutes for the Regular Meeting on June 10, 2021.**

**B. Review and approval of Minutes for the Special Meeting on June 4, 2021.**

**C. Review and approval of Disbursements Journal.**

(47:30) A motion was made to approve the consent agenda items 4A-4C with the recommended changes.

Motion: Chairperson Kellas

2nd: Director Maurer

Vote: 5/0

Abstain:

Roll Call: Kellas: Yes    Giacoletti: Yes    Carson: Yes    Maurer: Yes    de la Rosa: Yes

**5. BUSINESS ACTION ITEMS:**

**A. Discussion regarding the Districts existing liability insurance policy with Special District Risk Management Authority (SDRMA) renewal invoice due July 15, 2021. (48:50)**

(49:20) Julie Tacker commented.

(50:18) Michael Cruz commented.

(51:19) Henry Krzciuk commented.



(53:00) Chairperson Kellas made a motion to approve payment to SDRMA for the invoice due July 15, 2021.

Motion: Chairperson Kellas  
2nd: Director Carson  
Vote: 5/0  
Abstain:

Roll Call: Kellas: Yes Giacoletti: Yes Carson: Yes Maurer: Yes de la Rosa: Yes

**B. Discussion regarding responses to the request for proposal (RFP) to update the Water Master Plan to include an Urban Water Management Plan and Instream Flow Study. (53:50)**

Chairperson Kellas introduced the item.

(55:15) Vice-Chairperson Giacoletti and Chairperson Kellas discussed the lack of responsive bidders and the timeline associated with the RFP.

(56:45) Director de la Rosa asked if the RFP would be revisited.

(57:17) Director Carson asked about liability issues related to the RFP and revising the RFP to allow more protections to any responsive bidders.

(1:00:00) Director Maurer and Chairperson Kellas

(1:01:05) Michael Donahue commented.

(1:02:18) Bob Hather commented.

(1:04:54) Henry Krzciuk commented.

(1:07:03) Julie Tacker commented.

(1:08:20) Chairperson Kellas discussed the various options available to the District. She referenced the P&P section 19.00 purchasing policy.

(1:11:15) Director de la Rosa suggested that the RFP be revised and broken into two separate components.

(1:11:55) Vice-Chairperson Giacoletti agreed with Director de la Rosa stating that the RFP should be revised.

(1:12:05) Director Maurer, Chairperson Kellas, Director Carson and Charles Grace discussed the splitting the RFP into two separate components. Charles Grace provided information on performing a drought risk assessment and an inflow stream management.

(1:22:15) Chairperson Kellas and Jeffrey Minnery discussed sole sourcing the instream flow management with Cleath and Associates.

\*(1:24:10) A motion was to made to proceed with sole sourcing the instream flow management plan with Cleath. (Assuming that legal counsel verified that this was legal and compliant with the purchasing policy.)

(1:24:48) Chairperson Kellas and Director Maurer further discussed the motion clarifying that a second RFP needed to be performed for the urban water management plan to include the drought risk assessment.

(1:25:40) Director de la Rosa asked that the advertisement for the notice of RFP be placed in a different newspaper.

\*(1:26:35) Chairperson Kellas recaps Director Maurer's motion. Proceed with sole sourcing the instream flow management plan with Cleath. (Assuming that legal counsel verified that this was legal and compliant with the purchasing policy.) For staff to issue a second RFP for the urban water management plan to include a drought risk assessment and that the invitation to bid to be printed in the tribune.

(1:27:30) Vice-Chairperson Giacoletti suggested that due to the complexity of the items that separating the two items might not be a good idea.

(1:27:50) Chairperson Kellas, Director Maurer, and Charles Grace further discussed the RFP process and the studies.

(1:32:45) Director Mauer repeated the motion with the stipulation that legal counsel and GES verify

Motion: Director Maurer

2nd: Director Carson

Vote: 4/1

Abstain: Giacoletti

Roll Call: Kellas: Yes    Giacoletti: Abstain    Carson: Yes    Maurer: Yes    de la Rosa: Yes

**C. Review of the draft Budget FY 2021/2022 and Adoption of Resolution 21-431 establishing the District's Appropriation Limit for Fiscal year 2021-2022. (1:34:10)**

Chairperson Kellas introduced the item.

**Public Comment –**

(1:35:07) Julie Tacker commented.

(1:37:20) Henry Krzciuk commented.

(1:41:00) Chairperson Kellas and District Counsel discussed the "legal" questions that were made during public comment about the timeline of adopting a FY budget.

(1:43:00) Director Maurer, Vice-Chairperson Kellas, and District Counsel discussed the timeline of adopting a budget.

(1:44:00) A motion was made to approve Resolution 41-431.

Motion: Chairperson Kellas

2nd: Vice-Chairperson Giacoletti

Vote: 5/0

Abstain:

Roll Call: Kellas: Yes    Giacoletti: Yes    Carson: Yes    Maurer: Yes    de la Rosa: Yes

**6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS – (1:44:48)**

Vice-Chairperson Giacoletti asked that returning to in-person meetings be added to the agenda.

Director Maurer asked for an update from Paavo Ogren and an update on the CHRP. Director de la Rosa asked that having an engineer firm on retainer be added to the agenda. Chairperson Kellas asked about rate study/finance matters be on the agenda.

**7. ADJOURNMENT – @ 6:57 PM**

DRAFT

**4. CONSENT AGENDA**

- B. Approval of Correct Meeting Minutes June 10, 2021 Regular Board meeting**

**MEETING MINUTES  
SAN SIMEON COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Thursday, June 10, 2021  
5:00 pm**

**Internet Meeting Location – VIA ZOOM**

**1. REGULAR SESSION @ 5:03 PM**

- A. Chairperson Kellas – Present
- Vice-Chairperson Giacoletti – Present
- Director Carson – Present
- Director Maurer – Present
- Director de la Rosa – Present

**2. CLOSED SESSION – (1:30)**

**A. Public Comment –**

- (1:37) Julie Tacker commented.
- (3:28) Henry Krzciuk commented.
- (5:20) Michael Donahue commented.

- B. Pursuant to Government Code Section 54956.9 (d)(2)** Conference with District Legal Counsel regarding anticipated litigation. Number of cases: one (1) Robert Hather. (8:05)

(8:17) **RECONVENE TO OPEN SESSION** – there was no reportable action.

**3. HEARING ITEM – (8:28)**

**A. Public hearing regarding Robert Hather request for hardship exemption under Ordinance 102.**

(11:50) Open public hearing.

(12:08) Jeffrey Minnery introduced the item and presented the Board with a power point presentation related to Mr. Hather's request.

(23:15) Chairperson Kellas asked if Jeff Stulberg was on the call. She allowed Robert Hather the ability to speak.

(26:00) The Board members asked questions related to the hardship.

Public Comment –

- (49:15) Greg Sanders commented.
- (53:37) Julie Tacker commented.
- (58:00) Henry Krzciuk commented.
- (1:04:50) Michael Donahue commented.

(1:06:20) Tina Dickason commented.

(1:08:00) Public comment was closed.

(1:08:31) The Chairperson started the finding of the facts process.

(1:26:00) Discussion occurred between Jeffrey Minnery and the Board.

(1:29:45)

A motion was made stating the following finding of facts:

Based on the information received by the Board in discussion today the Board lacks information sufficient to grant a hardship exemption at this time without first going thru the necessary process to determine the availability of water and therefore, the granting of a hardship would not be in harmony with the purpose and intent of Ordinance 102.

(1:30:40) Director de la Rosa commented that water storage and water quality were important components in the finding of facts.

(1:33:22) The motion was given a 2<sup>nd</sup> by Vice-Chairperson Giacoletti.

Motion: Chairperson Kellas  
2nd: Vice-Chairperson Giacoletti.  
Vote: 4/1  
Abstain:

Roll Call: Kellas: Yes    Giacoletti: Yes    Carson: No    Maurer: Yes    de la Rosa: Yes

#### 4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA: (1:34:00)

##### Public Comment –

(1:34:40) Henry Krzciuk commented on the Hearst encroachment not being on the meeting agenda. He also remarked on the Coastal Hazard Response Plan (CHRP) not being on the meeting agenda.

(1:37:21) Julie Tacker commented on the District's response to the County's grant inquiry. She also remarked on the District's failure to respond to citizen's complaint.

#### 5. SPECIAL PRESENTATIONS AND REPORTS: (1:39:50)

##### A. STAFF REPORTS:

- i. Sheriff's Report – (1:40:40) Chris Langston provided a report for the month of May.
- ii. Superintendent's Report – (1:42:00) Charles Grace provided a summary of May activities.
- iii. General Manager's Report – (1:44:11) Charles Grace provided a summary of May Activities.
- iv. District Financial Summary – (1:46:46) Cortney Murguia provided the May Financials.
- v. District Counsel's Report – (1:48:40) Summary of May Activities.

**A. AD-HOC COMMITTEE REPORTS:**

- i. Status Report – (1:50:07) Director Maurer provided an update on the committee’s progress.
- ii. Status Report – (1:51:20) Chairperson Kellas provided an update on the committee’s progress.
- iii. Status Report – (1:51:50) Director de la Rosa provided an update on the committee’s progress.
- iv. Status Report – (1:52:40) Director Maurer provided a brief update about the Budget Committee meeting
- v. Status Report – (1:53:35) No updates.

**6. CONSENT AGENDA ITEMS – (1:54:00)**

- A. Review and approval of Minutes for the Regular Meeting on May 13, 2021.**
- B. Review and approval of Minutes for the Special Meeting on May 27, 2021.**
- C. Review and approval of Disbursements Journal.**

**PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS/CONSENT AGENDA ITEMS -**

- (1:55:00) Henry Krzciuk commented.
- (1:57:54) Julie Tacker commented.

Review of the meeting recording reflects that there was never a formal motion made to approve the consent agenda items.

**7. BUSINESS ACTION ITEMS:**

**A. Discussion regarding the FY 2021/2022 Budget. (2:01:10)**

Chairperson Kellas stated that this item had been pulled from the agenda.

- Public Comment –
- (2:01:55) Julie Tacker commented.
- (2:03:44) Henry Krzciuk commented.

**B. Direction to staff regarding entering into an agreement with Raider Painting to recoat the pipe bridge not to exceed the amount of \$45,000.00. (2:05:20)**

(2:05:35) Chairperson Kellas recused herself. She asked that Director Maurer please help fill in.

(2:05:49) Director Maurer asked that Charlie Grace provide a summary report of this matter. Charles Grace introduced the item.

(2:09:30) Vice-Chairperson Giacoletti asked Charlie Grace for clarification on the Trombley Painting Quote.

- Public Comment –
- (2:11:50) Henry Krzciuk commented.

(2:16:22) Director Maurer made a motion to approve the Raider Painting quote.

Motion: Director Maurer

2nd: Director Carson  
Vote: 4/0  
Recused: Kellas

Roll Call: Carson: Yes Maurer: Yes de la Rosa: Yes Giacoletti: Yes

**C. Direction to staff regarding entering into an agreement with RNM Engineering, Inc. for construction services management not to exceed the amount of \$9000.00. (2:17:30)**

Chairperson Kellas introduced the item. Charlie Grace provided additional background information about the project.

(2:24:50) Director Carson, Charlie Grace, and Vice-Chairperson Giacoletti discussed community power outages during a rain event, system reliability, and the life expectancy of the generator.

(2:34:45) Henry Krzciuk commented.

(2:37:24) Chairperson Kellas made a motion to approve the item not to exceed the amount of \$9,000.00.

Motion: Chairperson Kellas  
2nd: Director de la Rosa  
Vote: 4/0  
Abstain: 1/0

Roll Call: Kellas: Yes Giacoletti: Abstain Carson: Yes Maurer: Yes de la Rosa: Yes

**D. Discussion regarding the Districts existing liability insurance policy with Special District Risk Management Authority (SDRMA) renewal invoice due July 15, 2021. (2:39:07)**

Chairperson Kellas introduced the item.

(2:40:54) Julie Tacker commented.

(2:43:09) Henry Krzciuk commented.

(2:44:55) Chairperson Kellas made a motion that the Board review the policy and provide suggested changes to staff on or before June 24, 2021.

Motion: Chairperson Kellas  
2nd: Vice-Chairperson Giacoletti  
Vote: 5/0  
Abstain:

Roll Call: Kellas: Yes Giacoletti: Yes Carson: Yes de la Rosa: Yes Maurer: Yes

**E. Discussion regarding the District hiring a public relations consultant. (2:50:00)**

Chairperson Kellas introduced the item.

(2:51:25) Director Maurer suggested that quotes should be obtained. Vice-Chairperson Giacoletti stated that she was opposed to the idea. Director Carson also suggested that without the overall cost figures he was hesitant to make any determination.



(2:54:44) Henry Krzciuk commented  
(2:56:35) Julie Tacker commented.  
(2:58:58) April commented.

(3:00:00) Chairperson Kellas made a motion to hire a public relations consultant.  
(Clarifying, quotes would be obtained and this information would be provided to the Board.) There was no 2<sup>nd</sup>.

(3:02:20) Vice-Chairperson suggested that the item be tabled. She made a motion to table the item. There was no 2<sup>nd</sup>.

(3:03:20) Director Carson made a 2<sup>nd</sup> for Chairperson Kellas's motion.

Motion: Chairperson Kellas  
2nd: Director Maurer  
Vote: 2/3  
Abstain: Giacoletti

Roll Call: Kellas: Yes    Giacoletti: Abstain    Carson: Yes    Maurer: No    de la Rosa: No

**F.    Direction to staff regarding the contract with the State of California regarding State Parks' wastewater treatment. (3:06:57)**

Chairperson Kellas introduced the item.

(3:08:30) Henry Krzciuk commented.  
(3:10:18) Julie Tacker commented.

(3:12:00) Chairperson Kellas made a motion that it be passed to staff to either obtain third party quotes or work with district counsel.

Motion: Chairperson Kellas  
2nd: Director Carson

(3:13:07) Director de la Rosa commented that the relationship with the community of San Simeon and State Parks should be symbiotic. Vice-Chairperson Giacoletti suggested that perhaps the contract could be renegotiated without legal to reduce costs. Charlie Grace spoke and explained that the contract had not expired. He went on to clarify why the negotiation process would require counsel to be involved.

(3:19:00) Jeffrey Minnery commented.

(3:20:30) Chairperson Kellas repeated her motion.

Motion: Chairperson Kellas  
2<sup>nd</sup>: Vice-Chairperson Giacoletti  
Vote: 5/0  
Abstain:

Roll Call: Kellas: Yes    Giacoletti: Yes    Carson: Yes    Maurer: Yes    de la Rosa: Yes

**G. Discussion regarding public comment and Regular Meeting Agenda layout.**  
(3:21:10)

Chairperson Kellas introduced the item.

(3:24:48) Director Maurer, Vice-Chairperson Giacoletti, and Chairperson Kellas discussed the current process for the District and potential alternatives.

(3:31:30) Director Carson asked for clarification on Brown Act compliance as it related to the other agendas that were provided as part of the packet. Jeffrey Minnery provided a response stating that these formats met the requirements of the Brown Act.

(3:33:00) Director Maurer and Kellas suggested that any motion include language related to “at the Chair’s discretion” and that any changes be reviewed after two months.

(3:36:30) Henry Krzciuk commented.

(3:39:16) Julie Tacker commented.

(3:43:17) April commented.

(3:46:30) Chairperson Kellas made a motion that three minutes of public comment would be allowed for items not on the agenda. The rest of it staff reports, ad-hoc, public comments, and consent agenda would allow for one single three minutes. That public comment on Business Actions be reduced to allow for two minutes per speaker.

Motion: Chairperson Kellas

2<sup>nd</sup>: Vice-Chairperson Giacoletti

Vote: 5/0

Abstain:

Roll Call: Kellas: Yes    Giacoletti: Yes    Carson: Yes    Maurer: Yes    de la Rosa: Yes

**8. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS – (3:47:40)**

Director de la Rosa requested that an update be provided on the water tank project and the State Parks contract.

Chairperson Kellas asked that Ordinance 102 be added to the agenda.

**9. ADJOURNMENT @ 9:34 pm**

## **4. CONSENT AGENDA**

### **C. Approval of the disbursements journal**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**Disbursements Journal**

August 2021

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
<b>July 2021 Disbursement made after BOD packet assembled</b>					
Bill Pmt -Check	07/08/2021	2484	A-1 Metals and Auto Salvage	Removal of 3 travel trailers from Avonne Ave on 7/1/2021. Inv 31053 dated 7/7/2021.	-1,770.00
<b>August 2021 Disbursements</b>					
Paycheck	08/12/2021	2257	GWEN KELLAS	Board Service July 2 through August 1, 2021.	-92.35
Paycheck	08/12/2021	2258	MARY P GIACOLETTI	Board Service July 2 through August 1, 2021.	-92.35
Paycheck	08/12/2021	2259	WILLIAM E MAURER	Board Service July 2 through August 1, 2021.	-92.35
Paycheck	08/12/2021	2260	WILLIAM J CARSON	Board Service July 2 through August 1, 2021.	-92.35
Bill Pmt -Check	08/12/2021	2261	Adamski Moroski Madden Cumberland & Green	General legal fees through 05/31/21. Inv 54327 dated 6/17/21.	-12,114.50
Bill Pmt -Check	08/12/2021	2262	Adamski Moroski Madden Cumberland & Green	General legal fees through 06/30/21. Inv 54783 dated 7/31/21.	-11,447.79
Bill Pmt -Check	08/12/2021	2263	CGS Engineering Corp	Blower #5 bearings and shaft repair. Inv 105 dated 7/16/21.	-2,880.25
Bill Pmt -Check	08/12/2021	2264	Dechance Construction Co. Inc.	Locate and repair leak on 2" landscape service at 9042 Avonne. Inv 8721-19 dated 7/16/21.	-3,289.70
Bill Pmt -Check	08/12/2021	2265	Kathleen Fry Bookkeeping Services	Bookkeeping services July 2021. Inv CSD-2021-07 dated 7/31/21.	-1,320.00
Bill Pmt -Check	08/12/2021	2266	Lori Mather Video Services	Video services for regular board meeting held on 8/12/2021. Invoice dated 8/3/21.	-300.00
Bill Pmt -Check	08/12/2021	2267	New Times	Public hearing notice re: budget. Inv 328528 dated 7/22/21.	-106.00
Bill Pmt -Check	08/12/2021	2268	New Times	Public hearing notice re: budget. Inv 328796 dated 7/29/21.	-106.00
Bill Pmt -Check	08/12/2021	2270	Rogelio Salas	Weed Abatement May 2021: Castillo, Pico, Jasper, Vista Del Mar, Pico Ave Beach. Inv 10863 dated 6/30/21.	-2,175.00
Bill Pmt -Check	08/12/2021	2271	Significant Digits, Inc.	Annual license fee for SD reader route manager software and reading device. Inv 21H-179-223 dated 7/1/21.	-550.00
Bill Pmt -Check	08/12/2021	2272	Simply Clear Marketing & Media	Monthly Website Service and Mgt fee service period Aug 21 - Sept 20, 2021. Inv 31800 dated 7/26/21.	-400.00
Bill Pmt -Check	08/12/2021	2273	SLO County - Environmental Health	Public notice hearing re: budget. Inv 0132188 dated 5/31/21 and Inv 0132356 dated 6/30/21.	-51.40
Bill Pmt -Check	08/12/2021	2274	Grace Environmental Services	Operations Management Fees Aug 2021 and retro CPI July 2021. Inv 1466 dated 8/1/21.	-58,266.51
Check	08/25/2021	Elec Pymt	CalPERS Fiscal Svcs Div	Retiree Health monthly premium.	-351.72
Check	08/25/2021	Elec Pymt	CalPers Fiscal Svcs Divn	Monthly Unfunded Accrued Liability payment. Cust. ID # 7226734344.	-1,349.42
Liability Check	08/25/2021	Elec Pymt	United States Treasury (US Treasury)	Payroll tax payment for paychecks dated 08/12/2021.	-61.20
<b>TOTAL</b>					<b>-95,138.89</b>

## **5. A. PUBLIC HEARING ITEM**



## **PUBLIC HEARING ITEM STAFF REPORT**

---

### **Item 5.A. Consideration of Adoption of Resolution 21-432 approving the Fiscal Year Budget for 2021/2022.**

#### Summary:

The draft version of the proposed final budget will be presented.

If the Board has any proposed changes to the operating budget for Fiscal Year 2021/2022 a special meeting could be called before August 31, 2021. If there are no changes or updates, it is requested that the Board approve the final version of the budget and adopt resolution 21-432.

Enc: Resolution 21-432

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**RESOLUTION NO. 21-432**

**A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE  
SAN SIMEON COMMUNITY SERVICES DISTRICT  
ADOPTING THE 2021-2022 FISCAL BUDGET**

**WHEREAS**, the District is required, pursuant to Government Code Section 61110, to designate a Fiscal Budget for its expenditures and revenues; and

**WHEREAS**, the Fiscal Budget must conform to generally accepted accounting and budgeting procedures for special districts; and

**WHEREAS**, the District desires to make known its planned activities and associated costs for the 2021-2022 fiscal year; and

**WHEREAS**, the District held a noticed, public hearing on August 12, 2021 to present and receive public comment on the proposed Fiscal Budget and has duly considered all public comment.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED** by the Board of Directors, San Simeon Community Services District, San Luis Obispo County, California, as follows:

1. That the proposed 2021-2022 Fiscal Budget for San Simeon Community Services District, attached hereto as Exhibit "A," be adopted.
2. That the adopted Fiscal Budget be administered as established by the District's policies and procedures.

Upon motion of Chairperson \_\_\_\_\_, seconded by Director \_\_\_\_\_ and on the following roll call vote to wit:

Chairperson Kellas:  
Vice-Chairperson Giacoletti:  
Director Carson:  
Director de la Rosa:  
Director Maurer:

The foregoing Resolution is hereby adopted this 12<sup>th</sup> day of August, 2021.

\_\_\_\_\_  
Gwen Kellas  
Chairperson of the Board of Directors

ATTEST:

\_\_\_\_\_  
Jeffrey Minnery  
District Legal Counsel



A	B	C	D	E	F	G	H	I	J	K	L	M	N
<b>San Simeon Community Services District</b>													
<b>Proposed Final Budget-v.2</b>													
<b>Fiscal Year Ending June 30 2022</b>													
7/23/21 18:05 @ hrs					(CPI = ID CUURS49ASAO, CUUSS49ASAO	Sanatation	Water		General	Total			
					All Item Los Angles-Long Beach-Anaheim, CA	Fund	Fund		Fund	Budget			
					<b>Ordinary Expenses CPI 1982-84=100</b>	1.60%	1.60%		1.60%	1.60%			
					<b>Income</b>	Rate Increase = CPI +	4.60%	4.60%	4.60%	4.60%			
					<b>Operating Revenues</b>								
				4000	Utility fees-waste	\$ 455,000.00	\$ -			\$ 455,000.00			
				4010	Utility fees-water	\$ -	\$ 420,000.00		\$ -	\$ 420,000.00			
				4025	Service fees	\$ -	\$ -		\$ 97,000.00	\$ 97,000.00			
				4050	State of Calif utility fees-waste	\$ 30,000.00	\$ -		\$ -	\$ 30,000.00			
						\$ -	\$ -		\$ -	\$ -			
						\$ -	\$ -		\$ -	\$ -			
					<b>Total Operating Revenue</b>	\$ 485,000.00	\$ 420,000.00		\$ 97,000.00	\$ 1,002,000.00			
				4100	<b>Property Taxes</b>								
				4101	4110 Prop Tax current secured	\$ -	\$ -		\$ 93,075.00	\$ 93,075.00			
				4120	4120 Prop Tax current secured supp	\$ -	\$ -		\$ -	\$ -			
				4130	4130 Prop Tax current unsecured	\$ -	\$ -		\$ -	\$ -			
				4140	4140 Prop Tax current unsecured supp	\$ -	\$ -		\$ -	\$ -			
				4150	4150 Prop Tax prior secured	\$ -	\$ -		\$ -	\$ -			
				4160	4160 Prop Tax prior secured supp	\$ -	\$ -		\$ -	\$ -			
				4170	4170 Prop Tax prior unsecured	\$ -	\$ -		\$ -	\$ -			
				4180	4180 Prop Tax prior unsecured supp	\$ -	\$ -		\$ -	\$ -			
				4190	4190 Penalties and interest prop tax	\$ -	\$ -		\$ -	\$ -			
				4220	4220 Homeowners prop tax relief	\$ -	\$ -		\$ -	\$ -			
				4230	4230 Prop tax admin fee SB 2557	\$ -	\$ -		\$ -	\$ -			
				4270	4270 Current utility tax	\$ -	\$ -		\$ -	\$ -			
				4280	4280 State aid-homeowners	\$ -	\$ -		\$ -	\$ -			
						\$ -	\$ -		\$ -	\$ -			
						\$ -	\$ -		\$ -	\$ -			
					<b>Total Property Taxes</b>	\$ -	\$ -		\$ 93,075.00	\$ 93,075.00			
					<b>Other Income</b>								
				4750	Fema-storm damage funds	\$ -	\$ -		\$ -	\$ -			
				4800	Miscellaneous Income	\$ -	\$ -		\$ -	\$ -			
				4900	Late fees & adjustments	\$ -	\$ -		\$ -	\$ -			
						\$ -	\$ -		\$ -	\$ -			
						\$ -	\$ -		\$ -	\$ -			
					<b>Total Income</b>	\$ 485,000.00	\$ 420,000.00		\$ 190,075.00	\$ 1,095,075.00			
					<b>Expense</b>								
				6000	Accounting	\$ 3,412.74	\$ 3,412.74		\$ 3,413.79	\$ 10,239.27			
				6015	Auto Expenses	\$ -	\$ -		\$ -	\$ -			
				6017	Bad Debts	\$ -	\$ -		\$ -	\$ -			
				6020	Bank Fees	\$ -	\$ -		\$ 173.88	\$ 173.88			
				6025	Bookkeeping	\$ 5,083.50	\$ 5,084.55		\$ 5,083.50	\$ 15,251.54			
				6030	Director Fees	\$ 1,816.36	\$ 1,815.31		\$ 1,710.56	\$ 5,342.23			
				6031	Payroll Expense	\$ 138.27	\$ 139.32		\$ 138.27	\$ 415.86			
				6035	Dues and Subscriptions	\$ 933.32	\$ 933.32		\$ 3,090.11	\$ 4,956.75			
				6045	Electrical Power	\$ 54,250.00	\$ 15,500.00		\$ 7,750.00	\$ 77,500.00			
				6050	Election Expenses	\$ -	\$ -		\$ -	\$ -			
				6055	Road Maintenance	\$ -	\$ -		\$ 25,400.00	\$ 25,400.00			
				6060	RipRap Engineering	\$ 10,000.00	\$ -		\$ -	\$ 10,000.00			
				6065	Equipment Rental	\$ -	\$ -		\$ -	\$ -			
				6075	Insurance-PERS Health	\$ -	\$ -		\$ 4,488.52	\$ 4,488.52			
				6076	Pension Plan - PERS Retirement	\$ -	\$ -		\$ 13,825.90	\$ 13,825.90			
				6080	Insurance - Liability	\$ 4,708.05	\$ 5,885.06		\$ 1,177.00	\$ 11,770.11			
				6095	LAFCO Costs Apportionment	\$ 887.23	\$ 886.18		\$ 1,773.41	\$ 3,546.82			
				6100	Legal Fees	\$ 27,500.00	\$ 22,000.00		\$ 5,500.00	\$ 55,000.00			
				6105	Licenses and permits	\$ 15,281.92	\$ 2,458.47		\$ -	\$ 17,740.39			
				6110	Memberships and seminars	\$ -	\$ -		\$ -	\$ -			
				6115	Miscellaneous expenses	\$ 294.35	\$ 459.85		\$ 842.19	\$ 1,596.38			
				6120	Office Expenses	\$ -	\$ -		\$ 5,000.00	\$ 5,000.00			
				6125	Operations Management	\$ 284,391.73	\$ 227,513.39		\$ 56,878.35	\$ 568,783.47			
				6130	Operating Repairs & Supplies	\$ 20,000.00	\$ 15,000.00		\$ 5,000.00	\$ 40,000.00			
				6135	Weed Abatement	\$ -	\$ -		\$ 3,048.00	\$ 3,048.00			
				6145	Professional Fees	\$ 20,000.00	\$ 24,900.00		\$ 4,000.00	\$ 48,900.00			
				6150	Contingency	\$ -	\$ -		\$ -	\$ -			
				6180	Street lights	\$ -	\$ -		\$ -	\$ -			
				6191	Emergency Water Standby/RO	\$ -	\$ 15,000.00		\$ -	\$ 15,000.00			
				6192	Excess Repairs	\$ 20,750.00	\$ 26,750.00		\$ -	\$ 47,500.00			
					Unreimbursed Utilities	\$ -	\$ -		\$ -	\$ -			
				6195	Website Support	\$ 1,828.80	\$ 1,828.80		\$ 1,828.80	\$ 5,486.40			
					<b>Total Expense</b>	\$ 471,276.26	\$ 369,566.99		\$ 150,122.28	\$ 990,965.53			
					<b>Net Operating Income(Loss)</b>	\$ 13,723.74	\$ 50,433.01		\$ 39,952.72	\$ 104,109.47			
					<b>Other Income/Expenses</b>								
					<b>Other Income</b>								
				8010	Interest Income	\$ -	\$ 15.71		\$ 2,500.00	\$ 2,515.71			
				8030	Interest - LAIF	\$ -	\$ -		\$ -	\$ -			
					Grant Funds	\$ 87,000.00	\$ -		\$ -	\$ 87,000.00			
					Trash Franchise Rebate	\$ -	\$ -		\$ 10,000.00	\$ 10,000.00			
						\$ -	\$ -		\$ -	\$ -			
					<b>Total Other Income</b>	\$ 87,000.00	\$ 15.71		\$ 12,500.00	\$ 99,515.71			
					<b>Other Expenses</b>								
				9010	Depreciation Expense	\$ 41,992.82	\$ 45,469.71		\$ 16,232.00	\$ 103,694.52			
				9030	Capital Projects/Improvements	\$ -	\$ -		\$ -	\$ -			
					Water Well Loan Interest	\$ -	\$ 11,885.00		\$ -	\$ 11,885.00			
					Water Well Loan Repayment	\$ -	\$ 8,805.00		\$ -	\$ 8,805.00			
					Capital Project Funding	\$ 110,000.00	\$ 90,000.00		\$ -	\$ 200,000.00			
					CHRP Coastal Hazard Plan	\$ 87,000.00	\$ -		\$ -	\$ 87,000.00			
						\$ -	\$ -		\$ -	\$ -			
					<b>Total Other Expenses</b>	\$ 238,992.82	\$ 156,159.71		\$ 16,232.00	\$ 411,384.52			
					<b>Net Other Income (Loss)</b>	\$ (151,992.82)	\$ (156,143.99)		\$ (3,732.00)	\$ (311,868.81)			
					<b>Net Income (Loss)</b>	\$ (138,269.08)	\$ (105,710.98)		\$ 36,220.72	\$ (207,759.34)			

✓ This figure is updated to include the contractual CPI increase made available to the SSCSD July 28, 2021.

## **6. A. Business Items**



## BUSINESS ACTION ITEM STAFF REPORT

---

### **Item 6.A. Authorization for formation of an Ad-Hoc committee to review the Coastal Hazard Response Plan (CHRP).**

#### Summary:

During the July 8, 2021 Board meeting the General Manager's report recommended the formation of an Ad-Hoc committee occur to help oversee the Coastal Hazard Response Plan (CHRP). This committee would be formed to create a separation of relocation and restoration related to the wastewater treatment facility/CHRP.

The District's Policy and Procedures manual states the following:

**13.03 Ad Hoc Committees.** Ad hoc Committees may be created by the Board of Directors to undertake special assignments on behalf of the Board. An ad hoc Committee shall exist for a specified term or until its special assignments are completed, whichever comes first, but its existence may be extended for an added term or added assignments by action of the Board. Unless otherwise specified, members of an ad hoc Committee shall be appointed by the Chairperson of the Board, subject to Board approval, and shall serve at the Board's pleasure.

#### Discussion:

Chairperson Kellas and Director de la Rosa have expressed interest in being on this committee. Direction from the Board is needed on this matter.

## **6. B. Business Items**



## **BUSINESS ACTION ITEM STAFF REPORT**

---

### **Item 6.B. Discussion/Direction to staff to return to in person Board meetings.**

#### Summary:

This item was placed on the agenda at the request of Vice-Chairperson Giacoletti. Staff has been in contact with the California Special District Association (CSDA) to gather information regarding any legal requirements or recommendations regarding in person meetings. The CSDA provided a copy of a handout for AB-361 which has been attached to this report.

#### Possible Options Discussion:

- 1) Return to in person meetings.
- 2) Continue Zoom meetings.
- 3) Hybrid meetings both in person and online.

Enc: CSDA - AB 361 hand out





## AB 361 – Brown Act: Remote Meetings During Emergencies

### SUMMARY

Assembly Bill 361 will provide additional flexibility for local city councils, boards, commissions, and other agencies to meet remotely via video and teleconference during a local emergency that makes meeting in person unsafe, while still maintaining high levels of public access and transparency. This legislation will not allow local agencies to meet remotely during emergencies that would not prevent the local agency board from meeting in person, nor will this legislation create any new authorization for a local agency to declare a local emergency.

### BACKGROUND

In 1953, the Ralph M. Brown Act, known simply as the “Brown Act” ever since, guaranteed the public’s right to attend and participate in meetings of local legislative bodies. To meet this objective, the Brown Act drew up requirements regarding public notices of meetings, the posting of agendas, and physical access to those meetings.

In 1988, AB 3191 (Frazee) updated the Brown Act by authorizing local legislative bodies to use video teleconferencing in connection with any meeting or proceeding authorized by law, for the benefit of the public. However, AB 3191 also required that the public had to have physical access to each remote meeting location. Subsequently, in 1998, SB 138 (Kopp) expanded the allowable uses of teleconferencing even further.

When the COVID-19 pandemic started, local agency boards struggled to conduct their meetings in compliance with the Brown Act’s public accessibility requirements while still abiding by stay-at-home orders. As a result, Governor Newsom signed Orders [N-25-20](#), [N-29-20](#), and [N-35-20](#) to grant local agencies the flexibility to meet remotely during the COVID-19 pandemic.

### PROBLEM

The Governor’s executive orders allowed public agencies to meet remotely and did not require physical public access to those meeting locations. Unfortunately, those Executive Orders only apply to the current health pandemic and do not contemplate future health, fire, flood, or other unforeseen emergencies.

### SOLUTION

AB 361 will provide additional flexibility for local agencies looking to meet remotely in order to continue providing the public with essential services during a proclaimed state of emergency or local emergency. In doing so, local agency boards will not have to rely on an Executive Order from the Governor.

While maintaining high standards of public transparency and access, AB 361 will allow public agencies to meet remotely to continue providing services to the public without jeopardizing the safety of the public, local agency personnel, or board members. Local agencies will accommodate both internet video conferencing platforms and phone lines to ensure that the public can access these meetings with or without an internet connection. This means that if a specified state or local emergency is declared, a local city council would be allowed to meet via a videoconferencing platform and/or phone. The public would be able to participate through such online and telephonic platforms, too.

Most importantly, if a meeting could still be held in-person without endangering local agency board members or personnel, then the local agency will not be entitled to meet remotely.

Local agencies looking to meet remotely pursuant to these provisions will have to do so in accordance with a locally declared emergency or an emergency declared by the Governor of California. A local emergency could include a toxic leak or wildfire evacuation that inhibits the local body from meeting in person. Together, these important provisions will provide local agencies with the flexibility necessary to meet remotely while preserving public access during a specified emergency.

### SUPPORT

- California Special Districts Association (Sponsor)

### FOR MORE INFORMATION

Julio Mendez Vargas, *Associate Consultant*  
Email: [Julio.MendezVargas@asm.ca.gov](mailto:Julio.MendezVargas@asm.ca.gov)  
Phone: (760) 848-8224

## **6. C. Business Items**



## BUSINESS ACTION ITEM STAFF REPORT

---

### **Item 6.C. Authorization to resubmit request for proposal for on-call engineering services for the District.**

#### Summary:

This item was placed on the agenda at the request of Director de la Rosa. In 2020 staff sent a request for qualifications (RFQ) to fourteen (14) firms and posted notice inviting bids with the New Times and on the District Website. Two engineering firms responded to the District's RFQ; Taylor & Syfan and Parsons. The RFQ and agency qualifications have been included as part of the Board packet.

At the July 2020 meeting a motion was made to table this matter.

#### Possible Options Discussion:

- 1) The Board may direct to revise the RFQ for a second attempt.
- 2) The Board may direct to contact the responsive bidders to obtain rate sheets and execute a not to exceed / limited term contract.
- 3) The Board may direct not to pursue on call engineering support.

Enc: Copy of RFP  
Agency Qualifications - Tyler & Syfan  
Agency Qualifications - Parsons



## San Simeon Community Services District



111 Pico Avenue, San Simeon, California 93452  
(805) 927-4778 Fax (805) 927-0399

### REQUEST FOR PROPOSAL ON-CALL ENGINEERING SERVICES

The San Simeon Community Service District (the “District”) is making a Request for Proposal (RFPs) from qualified engineering consulting firms to provide a variety of municipal services for on-call engineering services.

The following subjects are discussed in this Request for Proposal to assist statement preparation.

- I. Background
- II. Scope of Work
- III. Required Insurance
- IV. Statement Format and Content
- V. Evaluation Criteria and Selection Process
- VI. Submittal
- VII. Scoring & Contracting

#### **I. Background:**

In order to provide timely and efficient design and construction of District projects and complete District staff needs to be periodically augmented. The District needs specialized expertise in the engineering fields, as described below in Section II, Scope of Work, not expected to exceed \$50,000 per year.

The District provides water, wastewater collection, street maintenance/ lighting, and week abatements services to a community of approximately 460 people. The community is predominately residential, but also includes hotels and motels. The District is governed by a five-member elected Board of Directors (the “Board”). The Board meetings are held on the 2<sup>nd</sup> Wednesday of every month at 2:00pm at 250 San Simeon Ave in the Cove Room in the Cavalier Business Center. The District staff consists of a General Manager, Office Manager, Utilities Superintendent and Utilities Operator.

San Simeon, is a small unincorporated community situated within San Luis Obispo County on California’s central coast, is located along State Highway 1 approximately halfway between Los Angeles and San Francisco.

## II. Scope of Work:

Consultant shall provide engineering services to the District on an on-call basis. The general scope of services needed by the District typically fall into the following categories:

- Preparation and draft of Requests for Proposals for other professional services that may be needed for the District.
- Design, review, coordination, administration, and construction engineering and technical support of District projects by consultant from their office.

The San Simeon CSD current Master Plan can be found on the District's website at: [www.sansimeoncsd.org](http://www.sansimeoncsd.org)

The general engineering and technical areas of service required by District may include, but are not limited to:

- Surveying and mapping
- Civil, Structural, Mechanical and Electrical Engineering
- Geological/Geotechnical
- Water/ wastewater/ storm water/ drainage
- Street and roadway
- Transportation
- Site planning/ permitting/ development/ plan review
- Environmental documentation
- CADD
- Utility services and rates analysis
- Construction plans and specifications
- Estimating
- Construction support

## III. Required Insurance:

1. Worker's Compensation insurance in accordance with the statutory coverage required by the State of Washington and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work.
2. Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.
3. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
4. Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.

5. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate.

Each policy of insurance required by this section shall provide for no less than 30-days advance notice to the District prior to cancellation.

In addition, the District, its officers, employees, and volunteers shall be named as “Additional Insured” by all contractors and subcontractors and a “Waiver of Subrogation” shall be included in favor of the District.

The insurance shall be placed with insurers with a Best’s rating of at least VII. Certificates of insurance, including all of these requirements, are required prior to signature of the contract.

#### **IV. Statement Format and Content:**

In submitting the statement of qualifications, your firm acknowledges that the District shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of Commission action approving or disapproving any proposed agreement. The District may accept or reject any proposal or proposed agreement without limitation. Nothing in this RFP or in subsequent negotiations creates any vested rights in any person.

Statements that do not address the items listed in this section will be considered incomplete and will be deemed non-responsive by the District.

##### A. Letter of Transmittal

##### B. Narrative

1. Brief resumes of the “Principal-in Charge” and the key technical personnel to be assigned to projects.
2. A description of the services available from your firm that would be used to support on-call service needs of the District. Describe how your firm would use their existing staff and services to meet the needs of the District in support of planning, design, permitting, and construction of various Capital projects.

##### C. References

Provide names and telephone numbers of at least three references willing to attest to your firm’s ability to complete projects on time and within budget.

##### D. Confirmation of Business Organization

On the last page of the proposal, the proposer shall identify the business organization under which it operates. Partnerships and joint ventures will list each member’s name, business address, business license, tax ID, telephone and fax numbers on a separate sheet of paper attached to the proposal.

**Important:** Statement of Qualification submittals shall not exceed a total of 15 (fifteen) pages. This number includes the Confirmation of Business Organization form. Additionally, submissions shall not include any items, documents or enclosures not specifically requested above in Section IV – Statement Format and Content. This includes brochures, business cards, handouts, etc.

## V. Evaluation Criteria and Selection Process

The basis of award will be to the top firms receiving the most points based on the following criteria:

- 1) Qualifications of the consultant and firm. (MAXIMUM 5 POINTS AVAILABLE)
- 2) Past experience of the consulting firm related to on-call services. (MAXIMUM 3 POINTS AVAILABLE)
- 3) Past Performance/references. (MAXIMUM 2 POINTS AVAILABLE)

The District hereby notifies that it will affirmatively ensure that in any agreement entered into pursuant to this invitation, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration for an award.

The District is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with the District shall be in conformity with the District's policy on non-discrimination.

## VI. Submittal

Three (3) copies of the complete response to the Request for Proposal are due to the District, prior to **2:00 p.m. on July 29, 2020**. Proposals may be hand-delivered, mailed, or delivered by courier. Facsimiles and emailed proposals WILL NOT be accepted, and considered non-responsive to this RFP. Submissions including less than the requested number of copies will be deemed non-responsive and ineligible for further consideration during the selection process.

Submittal Address: District Office  
111 Pico Avenue  
San Simeon, CA 93452

Additional Contact Information, for inquiries only/submittals WILL NOT be accepted, via email, as outlined above:

General Manager  
805-431-6253

All proposals must be clearly marked on the outside of the envelope: "**ON-CALL ENGINEERING SERVICES POOL.**". The District may consider proposals that do not address the items listed in this section as non-responsive.

Inquiries regarding the RFP can be directed to the General Manager, at the address and phone number, or noted above. ***Response to inquiries cannot be guaranteed unless received in writing prior to July 15, 2020.*** Addendum will be distributed and will outline all questions and their associated answers, for questions received prior to the inquiry deadline.

## **VII. Scoring and Contracting**

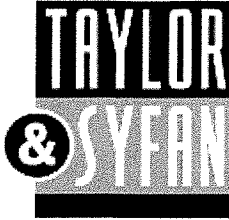
Evaluation of the statements will be performed by a committee of individuals to be selected by the District. The submissions will be scored and ranked based on the selection committee's evaluation. In the event of close scoring, a shortlist interview may be performed. All selected firms will be contacted with specific information as to location and time of the interviews.

The firms with the highest cumulative scores will be invited to enter into contract negotiations; contracts must be executed within 30 days of offer (or other agreed to time frame, on a case by case basis), or negotiations will be terminated and the offer to contract will be rescinded. **The District reserves the right to award the contract to the highest ranked firm(s) without further discussions. The District reserves the right to reject all proposals received.**

Following the successful execution of an agreement, firms will be required to provide the District copies of their current State of California and/ or County of San Luis Obispo business licenses, and Certificates of Insurance.

Individual projects will be approved on a Work Order basis, determined by the type of services required.

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**Central Coast:**

684 Clarion Court  
San Luis Obispo, CA 93401  
805.547.2000  
805.547.2001 fax  
800.579.3881

**Southern California:**

553 S. Oak Knoll Ave.  
Pasadena, CA 91101  
626.793.7438  
626.793.7439 fax

**Letter of Transmittal**

**To:** General Manager  
San Simeon Community  
**Company:** Service District

**From:** Michelle McCovey-Good

Job No: 20268  
Date: 2020-07-20

**Inclusions:**

- |                            |                             |
|----------------------------|-----------------------------|
| 1. 3 Sets of the following | 5. Confirmation of Business |
| 2. Key Personnel           | 6.                          |
| 3. Description of Services | 7.                          |
| 4. References              | 8.                          |

**TRANSMITTED AS:**

- For Submittal
- For Approval
- Rev. & Comment
- As Requested

**TRANSMITTED VIA:**

- |                                 |  |  |
|---------------------------------|--|--|
| <input type="checkbox"/> E-Mail | <input type="checkbox"/> Digital       | <input checked="" type="checkbox"/> Mail |
| <input type="checkbox"/> Pickup | <input type="checkbox"/> Hand Delivery | <input type="checkbox"/> OnTrack         |
| <input type="checkbox"/> UPS    | <input type="checkbox"/> FedEx         | <input type="checkbox"/> GSO             |

**SUBJECT:** Statement of Qualifications - On-call Engineering Services

**COMMENTS:**

Taylor & Syfan Consulting Engineers Inc. is pleased to submit this statement of qualifications for on-call engineering services.





**MICHELLE MCCOVEY-GOOD**

**PRINCIPAL, CEO**

## EDUCATION:

### **CAL POLY, SAN LUIS OBISPO**

Bachelor of Science Architectural (Structural) Engineering

## AFFILIATIONS

American Indian Council of Architects & Engineers (AICAE)  
American Indian Science & Engineering Society (AISES)  
United States Green Building Council (USGBC)

## CERTIFICATIONS

NCEES Model Law Engineer (MLE)  
USGBC Accredited Professional (AP)

## LICENSURES

Professional Engineer,  
California License No. C65495  
Professional Engineer NV, CO, UT, PA, MO, MT, MA, RI, IL, VT, OH

Michelle McCovey-Good, Principal and CEO initially enrolled in Cal Poly, San Luis Obispo as an Architecture major. While participating in design labs and enjoying the artistic aspect of architecture, she found an interest and fascination with the physics and science behind creating structures and transferred into the Architectural Engineering Department.

During her years of study, Michelle was able to intern with PG&E at Diablo Canyon Power Plant, attend the Harvard Design School Career Discovery summer program and intern at the Smithsonian Institute in Washington, D.C. during the construction of the National Museum of the American Indian's Cultural Resource Center in Suitland Maryland and during the final design phase of the National Museum of the American Indian on the Smithsonian Mall. Upon graduation, Michelle began working as a project engineer at Taylor & Syfan Consulting Engineers.

The quality of Michelle's work, engineering expertise, and level commitment led to a partnership in the firm. Michelle has over 20 years of experience in the engineering of residential, commercial, mixed use, industrial, historic rehabilitation, tenant improvement, and solar installation projects in numerous building system types and materials. Michelle is a licensed Professional Engineer in California as well as a number of other states. Michelle has a commitment to community and has served on the City of San Luis Obispo's Architectural Review Commission, the San Luis Obispo Chamber of Commerce Seismic Task Force, is a regular blood donor and volunteers her time to Canyon Country 4-H.

## EXPERIENCE

### **TAYLOR & SYAFAN CONSULTING ENGINEERS INC.**

2016 to Present.....Principal / CEO  
2005 to 2016.....Principal / COO  
2004 to 2005.....Senior Managing Engineer  
2002 to 2004.....Senior Engineer  
1998 to 2002.....Project Engineer

- High-end custom residential estates, tract residential, commercial, educational, medical, multi-phase wineries, mixed-use, and civic projects.
- Structural systems of concrete, masonry, steel, timber, tilt-up construction, sustainable design, Integrated Concrete Formwork (ICF), spancrete, Structural Insulated Panels (SIPs), Unreinforced Masonry (URM) Retrofit, T-Mass structural panels.
- Foundation systems including caissons, mat foundations, large scale retaining walls, multiple subterranean level garages.
- Multi-story apartments and condominiums, and hotels.
- Universities, secondary and primary education structures.
- Hillside Construction







JOEL J. NEAL, P.E., LEED AP

PRINCIPAL

**EDUCATION:**

**CAL POLY, SAN LUIS OBISPO**

Bachelor of Science, Civil and Environmental Engineering (Structures)

Masters of Science, Civil and Environmental Engineering (Structures)

**AFFILIATIONS**

American Concrete Industry (ACI), Professional Member

American Society of Civil Engineers (ASCE), Professional Member

**CERTIFICATIONS**

USGBC LEED Accredited Professional

**LICENSURES**

Professional Engineer:  
California License No. C78971

Joel Neal studied civil engineering with a focus in structures and went on to pursue graduate work at Cal Poly, San Luis Obispo for a M.S. in Civil and Environmental Engineering with a focus in Structures with minors in Construction Management and Mathematics.

Research Areas include: FEM modeling, non-linear plasticity, advanced non-linear earthquake design of structures, constitutive mechanics, structural applications in Bioengineering, engineering mathematics, advanced steel modeling and design, energy dissipation in steel structures, and Steel-Plate Shear Walls (SPSWs). Joel has been a lecturer for the Cal Poly Civil Engineering Department as well as having published research on the design and application of Steel Plate Shear Walls through the Structures Congress.

As a leader in sustainable design, Joel was a founding member of the 2030 Committee through the AIA to reduce our carbon footprint in design with the goal of being carbon neutral by the year 2030. As part of this effort, he is the Principal structural designer of hundreds of solar projects across the globe.

Active in the community, Joel is involved with eMi (Engineering Ministries International), Habitat for Humanity, and has been a big part of evaluating and restoring homes to people and families that were affected by the recent wildfires in California.

**EXPERIENCE**

**TAYLOR & SYFAN CONSULTING ENGINEERS INC.**

2006 to Present.....Principal

**RBF CONSULTING**

2005 to 2006...Design Tech & Project Engineer

**WEBCOR BUILDERS**

2003.....Project Engineer

- Design and supervision of design for multiple types of facilities, including residential, retail, office, civic, educational, and healthcare projects.
- Design projects have incorporated timber, concrete, masonry, and steel structural systems for new structures as well as additions, remodels, and seismic retrofits (including unreinforced masonry).
- Retrofit, preservation, and rehabilitation of historical and significant structures
- Multi-story residential, hotel, condo, and mixed-use development
- Lead designer and innovator of PV array products and projects around the world
- Additional projects and responsibilities have included peer review, feasibility reports, forensic analysis, structural observations, research & development of new structural systems, and development and maintenance of in-house structural design tools and details.





ANGEL TREJO

PROJECT ENGINEER

**EDUCATION: CAL POLY, SAN LUIS OBISPO**

Masters of Science, Structural Engineering  
Bachelor of Science, Civil Engineering

**EXPERIENCE**

**TAYLOR & SYFAN CONSULTING ENGINEERS INC.**

2018 to Present.....Project Engineer

- Working on various project types from residential to commercial
- Produce calculations packages and contact documents

**SPACE X**

2018 to 2018.:.....Associate Launch Engineer

- Acted as the project manager for several civil/structural projects
- Designed/installed/tested critical seismic floor anchors
- Performed concrete repairs in rocket exhaust/flame duct
- Put together complete proposal for new structure to be added

**AECOM**

2016 to 2017.....Structural Engineer

- Worked on various steel and concrete Universal Studios attraction buildings
- Modeled various structures in Revit and analyzed in SAP2000/ETABS
- Reviewed shop drawings
- Coordinate building framing with architects and client for more efficient design

**THE NASSAL COMPANY**

2015 to 2016.....Structural Engineer

- Designed/Analyzed an exhibit for NASA's Kennedy Space Center Visitor Complex
- Designed the internal steel structure for 13 Universal Studios Parade Floats
- Created 3D models in Revit/Autocad and analyzed them in RISA
- Produced complete fabrication drawings and calculation packages
- Held coordination meetings with clients, vendors, and architects



## COMPANY DESCRIPTION

Our firm offers structural engineering services including retaining wall designs, foundation repair, as well as framing plans for new structures. We currently have 24 engineers available to provide services. We would intake individual job requests directly from the district. One of our seven principal engineers would provide a quote for services. Once approved, the job would be assigned to one of our 7 project managers to over see a project engineer on preparation of the necessary construction documents to issue. From there, meetings could be schedule to establish project budget and providing schematic information to receive pricing. After the issuance of construction documents, we would respond to any plan check review comments and provide responses and corrections as necessary. Additionally we would be able to assist with bid review and negotiations. Once construction begins, we would be available to assist with construction administration services and work directly with builders and sub consultants to see the project through to completion including site visits.





## REFERENCES

### COL DARRYL BALCAO, US ARMY (RET.)

*Project Manager*

*Facilities & Engineering*

*California Army National Guard*

*9800 Goethe Rd, Sacramento CA, 95827*

*Office 916-854-3539 / Cell 916-712-8071*

*darryl.j.balcao.nfg@mail.mil*

### ANDREW C. GOODWIN, AIA, LEED AP

*Project Manager*

*Andrew Goodwin Design*

*2050 Parker Street, San Luis Obispo, CA 93401*

*Office 805-439-1611*

*andrew@andrewgoodwin.us*

### ADAM SHARKEY, AIA

*Project Manager*

*Blackbird Architects*

*235 Palm Avenue, Santa Barbara CA, 93101*

*Office 805-957-1315*

*sharkey@bbird.com*





## CONFIRMATION OF BUSINESS ORGANIZATION

TAYLOR & SYFAN CONSULTING ENGINEERS INC.

684 Clarion Court  
San Luis Obispo, CA 93401  
805.547.2000  
Fax: 805.547.2001

ESOP - 60%

Privately Owned - 40%

- Michelle McCovey-Good, P.E.
- Garrett Mills, S.E.
- Nathan White, P.E., S.E.
- Bret Rooks, P.E., LEED AP
- Randy Davidson, P.E.
- Joel Neal, P.E., LEED AP
- Brian Dean, S.E.

Federal TAX ID# (FEIN) 77-0466685  
California Business License Entity #C2056051

### GOVERNMENT WORK CERTIFICATIONS:

California Certified Small Business (SB) Cert. #61694  
Federal Certified Small Business (SB) DUNS  
#011395909

SIC Code - 8711001  
NAIC Code - 541330  
DUNS # 011395909  
SBA User ID P1054081



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**July 27, 2020**

San Simeon Community Services District Office  
111 Pico Avenue  
San Simeon, CA 93452

Attn. General Manager  
Phone 805-431-6253

Subject: Letter of Transmittal: Request for Proposal "On-Call Engineering Services Pool"

Dear Sir,

Parsons appreciates the opportunity to submit this proposal to provide On-Call Engineering Services to the San Simeon Community Services District. This proposal outlines our understanding of the proposed Scope of Work, in accordance with the requirements outlined in the reference Request for Proposal (RFP), as received July 6, 2020.

Presented in our proposal are the following sections:

- **Overview** – Summarizes the project scope, insurance requirements, assumptions
- **Statement of Qualifications** – Identifies key members and qualifications/experience of the Parsons Project Team, services available to the District, and implementation plan.
- **Appendices** – Includes Parsons past and recent experience with on-call engineering support.

Parsons Value Proposition can be summarized as follows:

**We are Industrial and Infrastructure project experts.** For more than 75 years, Parsons has served municipalities, utilities, and governments, as well as heavy industrial clients by providing a full range of management, planning, engineering, and construction services.

**Parsons has an absolute commitment to safety.** Parsons is firmly committed to maintaining a safe and healthy environment in all aspects of our operations. Our goal is the pursuit of SH&E performance excellence leading to an improved quality of life for our customers, employees, sub-contractors, and the local community. Our SH&E management system is grounded in our OWN ZERO philosophy which is built on three primary elements: (1) protecting the sanctity of life, (2) employee ownership and, (3) exposure control.

**We are environmental and permitting experts.** Parsons employs a full spectrum of permitting and environmental compliance specialists available to assist with permitting matters as they arise. We possess knowledge of local and industry required permitting procedures to ensure timely submittals with minimal comments and our discipline SME's (Subject Matter Experts) are capable of delivering and stamping electrical, structural, civil grading, APCD, SWPPP permit packages, among others.

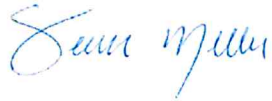
**Project Controls benefits.** Parsons' project controls group consists of planners, schedulers, estimators, and cost engineering professionals who support project managers and the Client in delivering the project on schedule and within budget, using earned value management (EVM) to analyze, predict, and report cost, schedule, and status updates, to manage resources and focus attention on areas with the most potential for impact to the project's objectives.

**Quality Management System.** Parsons' approach to quality assurance/quality control (QA/QC) is carried out through a process-based quality management system (QMS). Our QMS is designed to control and manage work processes both within and across organizational functions. Our adherence to this system ensures that the principles of quality are a part of our everyday work processes with a focus on meeting our Clients' requirements.

Letter of Transmittal: On-Call Engineering Services Pool

We appreciate being considered for this On-Call Engineering Services Agreement and are confident that you will be satisfied with the timely, cost effective services we consistently deliver. If you have any questions regarding this proposal, please contact us at your convenience.

Sincerely,



**Sean Miller**  
**Sr. BD Specialist**  
Cell: 661.599.6921  
[Sean.M.Miller@parsons.com](mailto:Sean.M.Miller@parsons.com)



**Alberto Trujillo**  
**Sr. Project Manager**  
Cell: 661.827.7423  
[Alberto.Trujillo@parsons.com](mailto:Alberto.Trujillo@parsons.com)



## PROPOSAL TO EXECUTE ON-CALL ENGINEERING CONSULTING FOR THE SAN SIMEON COMMUNITY SERVICES DISTRICT

### Table of Contents

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<b>SECTION 1 - OVERVIEW .....</b>	<b>4</b>
EXECUTIVE SUMMARY .....	4
SCOPE OF SERVICES .....	4
INSURANCE REQUIREMENTS.....	4
ASSUMPTIONS .....	5
<b>SECTION 2 - STATEMENT OF QUALIFICATIONS .....</b>	<b>5</b>
ACKNOWLEDGEMENT .....	5
PROPOSED ORGANIZATION CHART .....	5
BIOGRAPHIES OF KEY TEAM MEMBERS .....	6
ALBERTO TRUJILLO – PROJECT MANAGER.....	6
JOHN HANNA, PE –CHIEF CIVIL/STRUCTURAL ENGINEER.....	6
DOUG RAY, PE – PRINCIPAL PROJECT ENGINEER, MECHANICAL .....	7
DAVID LLEWELLYN, PE –CHIEF INSTRUMENTATION AND CONTROLS ENGINEER .....	7
MEHRAN DIBAZAR – PRINCIPAL PROJECT CONTROLS ENGINEER/SPECIALIST .....	7
QUALIFICATIONS TO DIFFERENTIATE PARSONS .....	7
PARSONS PAST EXPERIENCE RELATED TO ON-CALL SERVICES.....	9
REFERENCES TO ATTEST PARSONS ABILITY TO PERFORM ON TIME AND WITHIN BUDGET .....	9
CONFIRMATION OF PARSONS BUSINESS ORGANIZATION.....	10
<b>SECTION 3 – APPENDICES .....</b>	<b>11</b>
A. KERN COUNTY BUILDING DIVISION ELECTRICAL PLAN CHECK ON-CALL ENGINEERING SUPPORT .....	11
B. SAN LUIS OBISPO FLOOD CONTROL & WATER CONSERVATION DISTRICT ON-CALL ENGINEERING SUPPORT .....	11

## Section 1 - Overview

### EXECUTIVE SUMMARY

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Parsons is pleased to present this proposal to the San Simeon Community Service District to provide a variety of municipal on-call specialized engineering services to complement District staff needs, and to support timely and efficient design and construction of District projects. The estimated contract amount is expected not to exceed \$50,000 per year.

The District projects are mainly related to water supply, wastewater collection, street maintenance, lighting, and week abatements services to a community of approximately 460 people. San Simeon, a small unincorporated community situated within San Luis Obispo County on California's central coast, is located along State Highway 1 approximately halfway between Los Angeles and San Francisco.

### SCOPE OF SERVICES

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Parsons scope of on-call engineering services to be provided to the District from our Bakersfield Office typically fall into the following categories:

1. Preparation and draft of Requests for Proposals for other professional services that may be needed for the District.
2. Design, review, coordination, administration, and construction engineering and technical support of District projects.

The general engineering and technical areas of service required by the District may include, but are not limited to:

- Surveying and mapping
- Civil, Structural, Mechanical and Electrical Engineering
- Geological/Geotechnical Studies
- Water/ wastewater/ storm water/ drainage
- Street and roadway
- Transportation
- Site planning / permitting / development/ plan review
- Environmental documentation
- CADD
- Utility services and rates analysis
- Construction plans and specifications
- Estimating
- Construction support

### INSURANCE REQUIREMENTS

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Parsons confirms its capability of meeting the requirement for each insurance item listed in the RFP. Subsequent to the successful execution of an agreement with the District and prior to the signature of the contract, Parsons will provide the District the corresponding Certificates of Insurance.

Each Certificate of Insurance shall be provided for no less than 30-days advance notice to the District prior to cancellation.

In addition, the District, its officers, employees, and volunteers shall be named as "Additional Insured" by all contractors and subcontractors and a "Waiver of Subrogation" shall be included in favor of the District.

The insurance shall be placed with insurers with a Best's rating of at least VII. Certificates of insurance, including all of these requirements, must be submitted to the District prior to signature of the contract.

## ASSUMPTIONS

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1. Each on-call service required by the District shall be handled as individual projects with their specific scope of work and man-hours cost estimate. Once a Work Order is approved by the District for a specific scope and list of deliverables, any changes or additions to the scope will require the approval of both the District representative and Parsons Project Manager via a Project Change Notification (PCN).
2. The man-hours cost estimate for each individual project will include review cycles by the District at 30%, 60%, 90% progress and IFC (Issue for Construction). Depending on the type of services required fewer review cycles may be agreed upon at the time of requesting the on-call service. In the case that a County permit is required the 90% IFR (Issue for Review) will be considered as IFP (Issue for Permit).
3. Additional review cycles required by the District to the ones established in the Work Order will be considered as changes or additions to the scope.
4. Compensation for each individual project /Work Order will be considered as T&M (Time & Material) Not-To-Exceed amounts. Changes to the established amounts require previous approval of PCN(s).
5. The effort required to develop the specific scope and man-hours estimate for each on-call service shall be included in the estimate for the individual project.
6. On-call services that require modifications to existing facilities or updating of drawings will assume that native files will be made available by the District unless specified otherwise, which if not available will require as-built effort in the specific scope.
7. The District shall provide Parsons the information available for existing facilities subject to the on-call service including: Applicable engineering standards, piping drawings, operating conditions, P&ID's, electrical single-line diagrams, controls documents, etc.
8. Parsons subcontracts for survey, Geotech soils report, and other third-party services to be billed to the District at cost plus a 10% markup.
9. Subcontracted work that may be required to develop the specific scope will require including man-hours for Parsons procurement services.

## Section 2 – Statement of Qualifications

### ACKNOWLEDGEMENT

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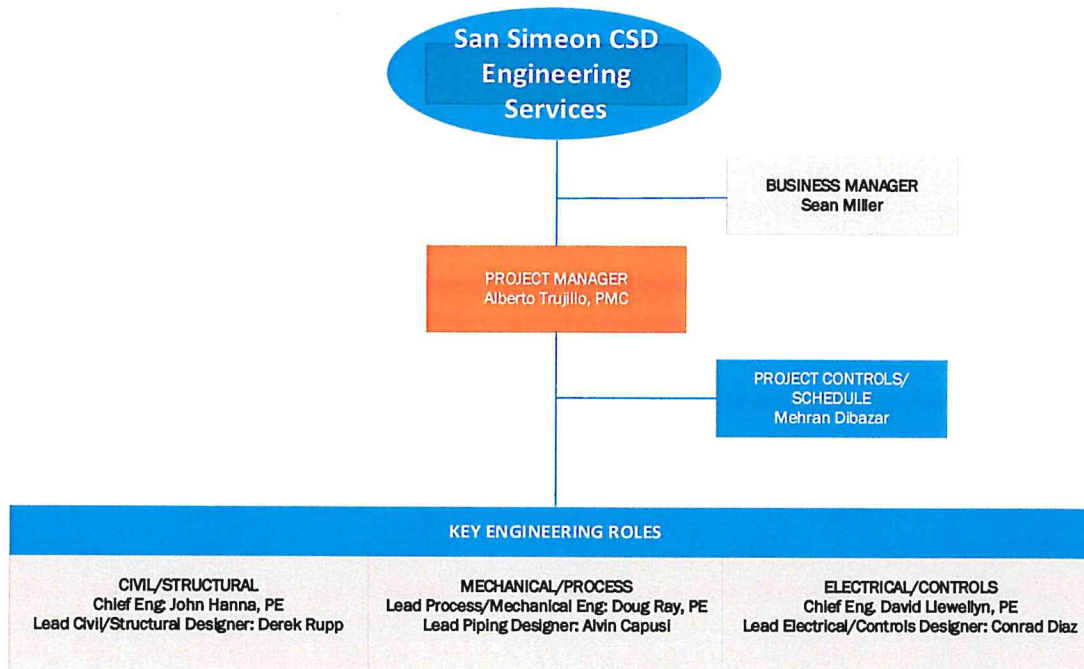
Parsons acknowledges that the District shall not be liable for any costs incurred in connection with the development of this proposal or subsequent negotiations, in relation to reaching or not of an agreement with the District for providing the required On-Call Engineering Services subject of this RFP.

### PROPOSED ORGANIZATION CHART

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Parsons will execute this project from its Bakersfield, CA, Office and utilize some of our personnel located around San Simeon area. The organizational chart below depicts the structure and combined resources of the Parsons Team to support On-Call Engineering Services. Following the organizational chart, we are including brief biographies describing the qualifications of our key team members.





## BIOGRAPHIES OF KEY TEAM MEMBERS

The following individuals are well-qualified disciplinary representatives and have proven to be excellent resources.

### ALBERTO TRUJILLO – PROJECT MANAGER

Alberto Trujillo holds a Master Degree in Mechanical Engineering and 20+ years of professional experience. Most recent work experience has been as Senior Project Manager at Parsons and in the Oil & Gas area and as Senior Facilities Engineer in a California onshore oil production company.

Alberto can simultaneously lead multiple projects complying with integrity, transparency, and company vision. Alberto can identify priorities and achieve results with minimal oversight, whilst been a respectful and cooperative teammate. He is an effective communicator and problem solver, always analyzing and evaluating issues and opportunities. Alberto is a trustworthy and reliable leader with strong conflict resolution skills, handling difficult situations with professional and calm demeanor to overcome challenges. He collaborates with cross-functional groups, evaluating operational field problems, and identifying and implementing cost-effective solutions.

### JOHN HANNA, PE – CHIEF CIVIL/STRUCTURAL ENGINEER

John is the proposed civil/structural engineering manager and will oversee all civil/structural engineering deliverables. John has 15 years of experience in managing and overseeing a civil/structural team of engineers and designers for Oil and Gas development projects, municipal, programing, design and delivery of maintenance, site infrastructure system, and application of accessibility requirements. John prepares and administrates project proposals, maintain cost control to ensure profitability, fabricators and contractors to ensure collaboration, discusses specifications for constructability reviews, maintenance requirements, and provides answers to possible inquiries regarding the project, and coordinates

with multidisciplinary teams including mechanical engineers, electrical engineers, architects, and contractors. He also performs complete analysis and construction oversight for building and facility elements including foundations, roofing, site drainage, planning, building controls, building standards and code review, prepares complete design package and construction documents necessary for permitting and meetings with building officials, performs site evaluation and inspection for civil and structural scope to ensure compliance with code and industry standards, creates new design tools and modifies existing ones to increase efficiency and improve the design process.

### **DOUG RAY, PE – PRINCIPAL PROJECT ENGINEER, MECHANICAL**

---

Douglas (Doug) Ray has experience in mechanical engineering for oilfield projects and experience in air pollution control, evaluating applications to local air districts for oilfield and other industrial or commercial projects.

Doug's experience includes developing process flow diagrams, piping and instrumentation diagrams, plot plan layouts, detailed cost estimates, instrument datasheets, piping design and material takeoffs, combustion calculations, equipment and pipeline sizing calculations, equipment specifications, tank and vessel appurtenance drawings, and spreadsheets. In addition, he has experience with air pollution control, evaluating compliance with local and federal air pollution regulations, quantifying air pollutant emissions, and determining appropriate control technologies.

### **DAVID LLEWELLYN, PE – CHIEF INSTRUMENTATION AND CONTROLS ENGINEER**

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David Llewellyn has 20 years automation experience in the oil and gas industry and is highly competent in all phases of project management and development, including scoping, estimating, scheduling, front-end engineering design, hazards and operability reviews, detailed engineering, field testing, and start-up. David's experience includes control panel component and instrumentation specification and design, and he has considerable experience in programmable logic controller (PLC), human-machine interface (HMI), and supervisory control and data acquisition software programming. David also has experience with service-oriented architecture, cost-oriented automation, and safety instrumented system (SIS) analysis. David is also a trained process hazard analysis (PHA) facilitator and a Certified Functional Safety Professional.

### **MEHRAN DIBAZAR – PRINCIPAL PROJECT CONTROLS ENGINEER/SPECIALIST**

---

Mehran Dibazar is an experienced mechanical engineer and project controls professional serving the oil and gas industry. Over the course of his career, he has worked on a variety of industrial engineering and construction projects, performing project controls responsibilities that include scheduling, estimating, and preparing the work breakdown structure for projects.

### **QUALIFICATIONS TO DIFFERENTIATE PARSONS**

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**We have an absolute commitment to safety.** As a core value, Parsons has an "OWN ZERO" safety culture. Process and field safety are more than a priority for us; it's how we drive our business. We recognize that a focus on process safety is key for this project, and our team members have experience in process safety practices (PHA, HAZOP, SIL, LOPA), as well as industry safety-in design standards for surface facilities.

**Engineering, Design, and Field Implementation comprise the core of our business.** We are a full-service contractor with strength and experience in multi-disciplinary engineering and design work, construction support, pre-startup safety reviews, and commissioning services. Our approach in successful project execution begins with strong Client communication to focus on the needs of each project. We then assign the appropriate, qualified personnel who possess substantial engineering, design, permitting, procurement, commissioning, and startup experience. These resources are managed to efficiently carry support throughout the full project lifecycle. As you will see in the below



resource bios, Parsons has identified a balanced and highly qualified selection of team members to provide fully integrated services from conception to startup.

**Whether single or multi-disciplinary, seconded or dedicated, our staff and leadership team will prioritize project success.** Parsons approaches each project with the goal of adding value every step of the way. Key focus areas for each team include lean engineering with optimized fit-for-purpose deliverables, constant communication with the Client counterparts (including construction and operations teams), and skilled field services that optimize quality standards, cost efficiency, and operability. The same methodology applies to our Owners Engineering Teams, who share and maintain the same level of excellence expected by the Client.

**Our Scheduling and Project Controls capabilities help drive our projects.** Parsons is well versed in the use of Primavera P6 and Microsoft Project to schedule labor and guide projects. We believe the use of a well-developed and detailed schedule is an effective way to identify and eliminate many “surprises” during planning and construction stages. By verifying if scheduled durations, relationships, resources, etc., are valid and achievable before setting a baseline, this master schedule provides our Project Managers excellent leading indicators of performance (including earned value reports, CPI, and SPI). While a full resource loaded schedule isn’t always a necessity, especially for small and dedicated resource projects, Parsons possess strong scheduling capabilities that can support construction activities as well.

**We honor commitments and keep our promises.** For seven consecutive years, Ethisphere has named Parsons one of the world’s most ethical companies. We differentiate ourselves from the rest of the marketplace with how seriously we take the Foreign Corrupt Practices Act, working safely, and doing what we say we will. Integrity is a core value that will underlie all our services.

**Our Technical Capabilities.** Parsons Team has the combined technical capabilities to support the District in the planning, design, permitting, and construction of Capital projects that include several or all of the following tasks and deliverables:

**Mechanical:**

- a. Develop P&ID’s and PFD’s
- b. Develop PDMS 3D model, Plot Plan, Equipment List, and Line List.
- c. Stress analysis for piping systems.
- d. Develop Piping Plans, Isometrics, Tie-In List, Tie-In details, and BOM.
- e. Datasheets for Relief Valves, Control Valves and Pressure Regulators.

**Civil/Structural:**

- a. Hydrology and Erosion Control Studies.
- b. Develop Grading and Drainage Plans.
- c. Develop Foundation Location Plans.
- d. Develop Foundation Calculations for Mechanical and Electrical Equipment.
- e. Develop Structural Foundation and Anchoring Design for Mechanical and Electrical Equipment.
- f. Foundation Calculations and Design for Pipe supports, Cable Tray supports, and Stiles.
- g. Concrete and Masonry designs, Steel structures and Wood structure designs, structural shop drawings.

**Controls:**

- a. Develop Control Block Diagram.
- b. Develop Instrument List, Cause & Effect, and Control System Architecture.
- c. Develop Control Narrative documents.
- d. Develop PLC/RIO layouts and Wiring diagrams.
- e. Develop SCADA Index.

**Electrical:**

- a. Develop Single Line Diagrams.
- b. Develop Fiber Optic Cable block diagram.
- c. Develop Pole Line Routing Plan including Fiber Optics.

- d. Develop Electrical Equipment Location Plans including PLC/RIO Panels.
- e. Develop Area Classification Plans.
- f. Develop Switch-Rack/MCC/VFD Elevation and Motor Controls Schematics.
- g. Develop Conduit & Cable, Cable Reel, and Circuit schedules including Fiber Optics.
- h. Develop Conduit & Cable Tray Routing.
- i. Develop Grounding & Lighting plans.
- j. Develop Instrument Location plans including Junction Boxes.
- k. Develop Junction Box layouts and Wiring diagrams.
- l. Develop System Analysis and ETAP Model.
- m. Develop I&E BOM.

### **PARSONS PAST EXPERIENCE RELATED TO ON-CALL SERVICES**

---

The Parsons Bakersfield, CA, Office is a legacy of TJ Cross Engineers, Inc., who's acquisition back in 2015 was aimed to expand and strengthen Parsons engineering, procurement and construction services platform in the region.

The Parsons Bakersfield office business model is such that major Clients are structured as programs with a compilation of multiple small individual projects of short durations usually between 8 to 12 weeks classified under a Work-Breakdown-Structure (WBS) approach. Depending on the nature and scope of the projects these are handled by the Project Manager responsible for the program (by Client) or by individual WBS Managers.

This work experience is very similar to what is described in this RFP as on-call engineering services for which we at Parsons have in place the organizational structure and work processes as an integrated project management system to execute and control each individual project /Work Order under the proposed contract.

As an example for on-call engineering services, Parsons Electrical Department has been functioning since 2001 as Consultant Plan Checker for the Kern County Engineering, Surveying, and Permit Services Department. We review on behalf of the County project documents such as drawings and calculations against applicable codes, for solar, wind substation and industrial facility designs, required for issuance of building permits. As reference we are listing in the Appendices a sample of Parsons past and recent experience with on-call engineering support for the Kern County Electrical Plan Check and for San Luis Obispo County Flood Control & Water Conservation District.

### **REFERENCES TO ATTEST PARSONS ABILITY TO PERFORM ON TIME AND WITHIN BUDGET**

---

The following client contacts can attest on Parsons ability to complete projects on time and within budget:

1. Kern County Building & Code Division  
Public Works Department  
Al A. Annan, PE, CBO  
Assistant Director  
(661) 862-8671  
[alia@kerncounty.com](mailto:alia@kerncounty.com)
2. Southern California Gas Company  
Gas Engineering  
Cristina Marquez  
Design & Drawing Governance Team Lead  
(714) 231-4362  
[CXMarquex@SocalGas.com](mailto:CXMarquex@SocalGas.com)

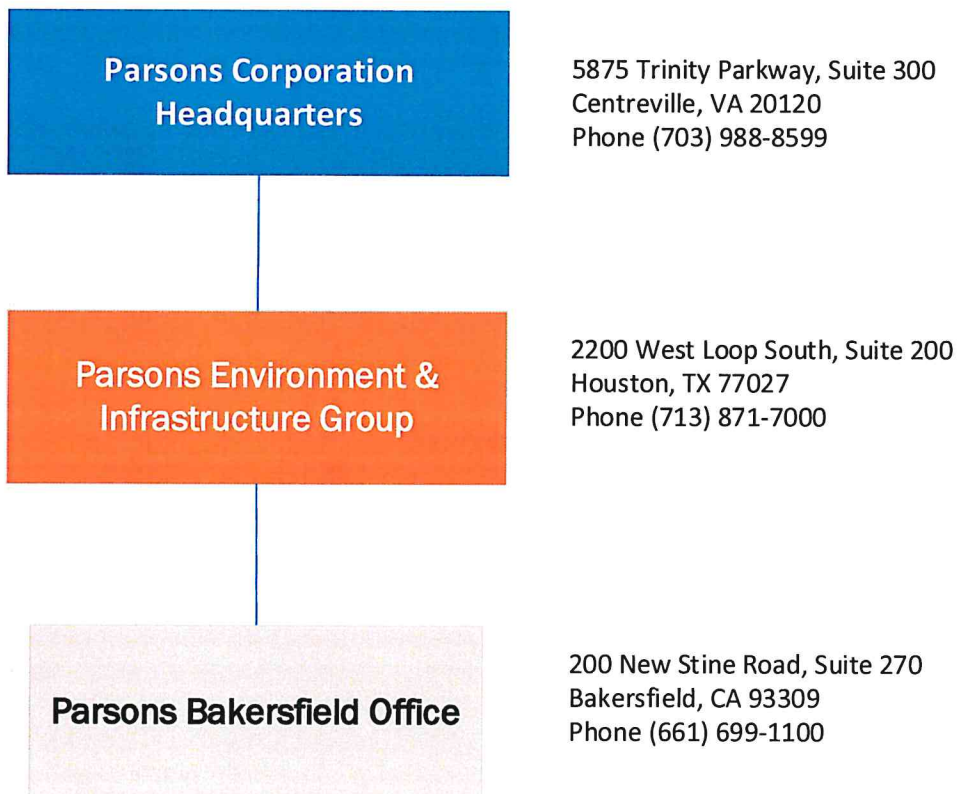
3. Chevron Pipeline & Power  
Chevron Pipeline Company  
Parviz Rashidi  
Project Manager  
(661) 432-0475  
[Parviz.Rashidi@chevron.com](mailto:Parviz.Rashidi@chevron.com)

### CONFIRMATION OF PARSONS BUSINESS ORGANIZATION

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The Parsons Bakersfield, CA Office is a 2015 acquisition of Parsons Corporation founded in 1944, with operations worldwide focused on defense, intelligence, and critical infrastructure markets. Our Bakersfield Office is under the direction of Parsons Environment & Infrastructure Group Market Sector and operates as a standalone organization performing Engineering, Design, and Professional Consulting Services serving the Oil and Gas Industry, as well as municipalities, utilities, and government agencies. Parsons Organization includes permitting and environmental compliance specialists that can assist with any permitting requirements.

The Parsons Business Organization structure is as shown below:



No partnerships or joint ventures are part of Parsons Corporation core organization and are established on a need basis for specific projects.



## **Section 3 – Appendices**

### **A. KERN COUNTY BUILDING DIVISION ELECTRICAL PLAN CHECK ON-CALL ENGINEERING SUPPORT**

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### **B. SAN LUIS OBISPO FLOOD CONTROL & WATER CONSERVATION DISTRICT ON-CALL ENGINEERING SUPPORT**

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## A. KERN COUNTY BUILDING DIVISION ELECTRICAL PLAN CHECK ON-CALL ENGINEERING SUPPORT:

Client	Project Name	Area or Field	Project Date	Project Amount
Kern County Bldg Div	5MWAC SINGLEAXISTRACKERSOLAR(K201905720)	Kern County	1/17/2020	\$4,000.00
Kern County Bldg Div	CONVEYOR EQUIPMENT ELEC (K2020000157)	Kern County	1/17/2020	\$3,000.00
Kern County Bldg Div	GROUND MOUNT SOLAR (K201909794)	Kern County	1/17/2020	\$3,000.00
Kern County Bldg Div	INSTALL BATTERY BACKUP SYS (K201907008)	Kern County	1/3/2020	\$3,000.00
Kern County Bldg Div	77MW BATTERY STORAGE FAC (K201907740)	Kern County	1/31/2020	\$4,500.00
Kern County Bldg Div	SKY RIVER WIND (K201909601)	Kern County	1/31/2020	\$3,000.00
Kern County Bldg Div	30MW SUB ACC CVX LH SOLAR (K201902962)	Kern County	10/11/2019	\$3,000.00
Kern County Bldg Div	NESTLE PURINA MARICOPA EXP (K201804548)	Kern County	10/26/2018	\$5,000.00
Kern County Bldg Div	INSTALL SOLAR PV SYST (K201907484)	Kern County	11/22/2019	\$3,000.00
Kern County Bldg Div	NEW PV SYST 266.4kW (K201907788)	Kern County	11/22/2019	\$3,000.00
Kern County Bldg Div	NEW PV SYST 266.46KW (K201907787)	Kern County	11/22/2019	\$3,000.00
Kern County Bldg Div	INSTALL FUEL CELL GEN (K201908599)	Kern County	11/22/2019	\$3,000.00
Kern County Bldg Div	SUBSTATION MODIFICATIONS (K2020000544)	Kern County	2/14/2020	\$3,000.00
Kern County Bldg Div	ELEC UPG SKY RIVER SUB (K201907678)	Kern County	2/28/2020	\$5,000.00
Kern County Bldg Div	INSTALL GND MOUNT SOLAR (K201902395)	Kern County	2/28/2020	\$3,000.00
Kern County Bldg Div	ROSAMOND CENTRAL SOLAR (K201908768)	Kern County	2/28/2020	\$3,000.00
Kern County Bldg Div	INSTALL 1.8 MW SOLAR FARM (K201804492)	Kern County	3/13/2020	\$3,000.00
Kern County Bldg Div	875 kW AC GRND MNTD SOLAR (K201902219)	Kern County	4/26/2019	\$3,000.00
Kern County Bldg Div	PISTACHIO/ALMOND FARM (K201902282)	Kern County	4/26/2019	\$3,000.00
Kern County Bldg Div	SUN PACIFIC SOLAR (K201808840)	Kern County	5/10/2019	\$5,000.00
Kern County Bldg Div	5428KW ROOF M SOLAR (K201909552)	Kern County	5/22/2020	\$3,000.00
Kern County Bldg Div	GND MOUNT SOLAR #3 (K201909799)	Kern County	5/22/2020	\$3,000.00
Kern County Bldg Div	115KV OH LINE (K202002392)	Kern County	5/22/2020	\$3,000.00
Kern County Bldg Div	5.0MW SOLAR PV SYSTEM (K202002819)	Kern County	5/22/2020	\$3,000.00
Kern County Bldg Div	NEW CELL SITE LATTICE TWR (K201901877)	Kern County	5/24/2019	\$2,000.00
Kern County Bldg Div	INST 1MW SOLAR (K202001584)	Kern County	5/8/2020	\$3,000.00
Kern County Bldg Div	5428KW ROOF M SOLAR (K201909550)	Kern County	6/19/2020	\$3,000.00
Kern County Bldg Div	UPGRADE SUB ROSAMOND (K202003418)	Kern County	6/19/2020	\$3,000.00
Kern County Bldg Div	POINT WIND PROJECT (K202002507)	Kern County	6/19/2020	\$3,000.00
Kern County Bldg Div	POSO P&D RANCH SOLAR (K201901830)	Kern County	6/21/2019	\$2,000.00
Kern County Bldg Div	3MW GRND MOUNT SOLAR SITE (K201901699)	Kern County	6/21/2019	\$3,000.00
Kern County Bldg Div	GRND MNT SOLAR PV ARRAY ACC (K201903581)	Kern County	6/21/2019	\$4,000.00
Kern County Bldg Div	EAGLE CREEK-2 SOLAR (K202002909)	Kern County	6/5/2020	\$3,000.00
Kern County Bldg Div	7.83 MW SOLAR PV (PERMIT K202002437)	Kern County	6/5/2020	\$3,000.00
Kern County Bldg Div	AERA VICTORY SUBSTATION (K201901635)	Kern County	6/7/2019	\$5,000.00
Kern County Bldg Div	POSO DAIRY BARN SOLAR (K201901832)	Kern County	7/19/2019	\$2,000.00
Kern County Bldg Div	3-2.3MW GE WIND TURBINES (K202003245)	Kern County	7/3/2020	\$3,000.00
Kern County Bldg Div	WINDHUB SOLAR FLD HV SUBST (K201903579)	Kern County	8/16/2019	\$3,000.00
Kern County Bldg Div	NEW CRUSHED ROCK PLANT (K201905160)	Kern County	8/16/2019	\$4,000.00
Kern County Bldg Div	SKIC20 Solar Project (K201903892)	Kern County	8/2/2019	\$4,000.00
Kern County Bldg Div	INST GND PV ARRAY- BELRIDGE (K201905039)	Kern County	8/2/2019	\$4,000.00
Kern County Bldg Div	ADD ELEC SYS TO TURBINE (k201904434)	Kern County	8/30/2019	\$4,000.00
Kern County Bldg Div	CVX LOST HILLS SOLAR (K201901688)	Kern County	9/13/2019	\$2,500.00
Kern County Bldg Div	20 MW SOLAR FIELD WINDHUB A(K201904123)	Kern County	9/27/2019	\$4,000.00
Kern County Bldg Div	CONSTRUCT NEW PDC (K201906451)	Kern County	9/27/2019	\$3,000.00
Kern County Bldg Div	Electrical Plan Check - Echeverria Solar (K201805685)	Kern County	8/27/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Springbok 3 Solar (K201805189)	Kern County	8/23/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - CRC 115kV Transmission Line (K2018	Kern County	7/18/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - CRC Lost Hills Solar (K201804492)	Kern County	6/29/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rattlesnake Switchyard Temp Gen (K2	Kern County	5/22/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Desert Flower Substation Temp Gen (t	Kern County	5/22/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Peter Dejong Solar (K201803038)	Kern County	5/17/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Boschma Dairy Solar (K201803040)	Kern County	5/17/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rattlesnake Substation Temp Gen (K2	Kern County	5/17/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - NGV Refueling Sta (K201802777-2779,	Kern County	5/14/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Buena Vista Solar Powerline (K20180C	Kern County	4/17/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Voyager Wind Transmission Line (K20	Kern County	4/11/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Willow Springs Solar Collector Line (K2	Kern County	4/10/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Voyager Substation Structural (K2018C	Kern County	4/10/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Voyager II Wind V112 (K201800536)	Kern County	2/21/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Voyager II Wind V117 (K201800591)	Kern County	2/21/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rattlesnake-Whirlwind T-Line (K20180	Kern County	2/21/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Desert Flower-Rattlesnake T-Line (K20C	Kern County	2/21/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rosamond PVS Project (K201800749)	Kern County	2/7/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - IKEA Conveyor System (K201800789)	Kern County	2/7/2018	\$5,000.00
Kern County Bldg Div	Linear Gas Pipeline (K201800709)	Kern County	2/1/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Willow Springs 1 Solar (K201800635)	Kern County	2/1/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Suncreek Switchyard Addition (K2018C	Kern County	2/1/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Skyview Dairy Site 1 Solar (K2018004C	Kern County	2/1/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Holmes Western Solar (K201708613)	Kern County	1/4/2018	\$5,000.00

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Client	Project Name	Area or Field	Project Date	Project Amount
Kern County Bldg Div	Electrical Plan Check - Rosamond Solar (K201708730)	Kern County	12/28/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Voyager Wind Substation (K20170858)	Kern County	12/19/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Crimson Solar (K201708148)	Kern County	12/14/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Garland Switchyard Expansion (K201708148)	Kern County	10/19/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Gaskell West 1 Transmission Line (K201705903)	Kern County	9/19/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Gaskell West Solar Phase 1 (K201705903)	Kern County	9/19/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Johnston Farms Solar (K201706180)	Kern County	9/8/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Gaskell West Switchyard (K201705903)	Kern County	8/24/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Gaskell West 1 Substation (K201705448)	Kern County	8/24/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Redwood 4 Solar Transmission Line (K201704497)	Kern County	8/14/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Solari Aggregate (K201704818)	Kern County	8/14/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Frito-Lay Electrical Upgrades (K201704967)	Kern County	7/27/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - SunSelect Cogen (K201704967)	Kern County	7/27/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Willow Springs Solar Substation (K201704967)	Kern County	7/18/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - North Rosamond Solar Substation (K201704967)	Kern County	7/18/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - North Rosamond Switching Station (K201704284)	Kern County	7/18/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Redwood 4 Solar (K201704284)	Kern County	7/18/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Delano Farms Solar (K201704497)	Kern County	6/29/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Maya Dairy Solar (K201704152)	Kern County	6/22/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Buena Vista Solar (K201703152)	Kern County	6/1/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Lakeview Farms Anaerobic Digester (K201609489)	Kern County	5/12/2017	\$1,000.00
Kern County Bldg Div	Electrical Plan Check - Carlos Echeverria & Sons Farms Anaerobic Digester (K201609489)	Kern County	5/12/2017	\$1,000.00
Kern County Bldg Div	Electrical Plan Check - Holmes Western Solar Installation (K201609489)	Kern County	5/12/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Ikea Conveyor (K201700286)	Kern County	5/12/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria Solar Project Storage Container (K201609489)	Kern County	5/12/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Southern Cross Dairy Solar Addition (K201609489)	Kern County	4/25/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Redwood Solar Substation (K201701707)	Kern County	3/24/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - CED Lost Hills Solar (K201700931)	Kern County	2/21/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Solari Asphalt Plant (K201609455)	Kern County	1/27/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Delano Land 1 Solar (K201609489)	Kern County	1/27/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Lost Hills Solar Spare Transformer (K201609489)	Kern County	11/21/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Shafter Ginning Solar (K201607403)	Kern County	11/1/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Alicomp Service Upgrade (K20160560)	Kern County	9/9/2016	\$0.00
Kern County Bldg Div	Electrical Plan Check - 3901 S. Chester Solar (K201602781)	Kern County	8/25/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Borda Delfino Solar (K201605193)	Kern County	8/10/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Delano Farms Solar (K201609821)	Kern County	6/29/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Shell Travel Center LNG Tank (K201609821)	Kern County	6/22/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Lamont PUD Solar (K201603618)	Kern County	6/9/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Wasco West Solar (K201603315)	Kern County	5/23/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Wasco East Solar (K201603319)	Kern County	5/23/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Sun Pacific Solar (K201602761)	Kern County	5/6/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Home Depot Fuel Cell (K201600209)	Kern County	5/6/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria 2 Backup Power (K201602647)	Kern County	4/21/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria 1 Backup Power (K201602648)	Kern County	4/21/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Castor Solar (K201501211)	Kern County	4/20/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Kimberlina Ag Pumping Solar (K201601663)	Kern County	3/16/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Mozingo Ag Pumping Solar (K201601663)	Kern County	3/16/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Garland SS Metering (K201601663)	Kern County	3/14/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rosamond Teddy Solar Substation T-L (K201509408)	Kern County	3/3/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rosamond Teddy Solar Substation (K201509408)	Kern County	2/16/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Wildwood 2 Solar Substation (K201600209)	Kern County	1/30/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Wildwood 115kV Transmission Line (K201600209)	Kern County	1/30/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Pumpjack 115kV Transmission Line (K201600209)	Kern County	1/30/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Wildwood 1 Substation Modifications (K201600209)	Kern County	1/30/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - West Star North Dairy Solar (K201600209)	Kern County	1/30/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Pumpjack Substation Modifications (K201600209)	Kern County	1/27/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rio Bravo 1 Solar Substation (K201600209)	Kern County	1/27/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rio Bravo 2 Solar Substation (K201600209)	Kern County	1/27/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - North House Dairy North Solar (K201509408)	Kern County	1/19/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Western Sky Dairy Digester (K201509408)	Kern County	1/13/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Romanini Farms Solar (K201509408)	Kern County	1/6/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Delano Farms Solar (K201509821)	Kern County	1/6/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Pumpjack Solar Substation Temp H-F (K201509334)	Kern County	12/23/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - SKIC 10 Solar Substation Structures (K201509334)	Kern County	12/18/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Wildwood Solar 1 Substation Temp H-I (K201509334)	Kern County	12/18/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Linn 21Z Cogen Facility (K201509334)	Kern County	12/16/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Linn Pan Fee Cogen Facility (K201509334)	Kern County	12/16/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - T&W Farms Solar Phase 2 (K2015087)	Kern County	12/16/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Grid Interconnect MOC Solar (K2015087)	Kern County	12/9/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Beacon 5 Solar (K201508839)	Kern County	12/4/2015	\$5,000.00

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Client	Project Name	Area or Field	Project Date	Project Amount
Kern County Bldg Div	Electrical Plan Check - Rio Bravo 1 Solar (K201508909)	Kern County	11/30/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rio Bravo 2 Solar (K201508910)	Kern County	11/30/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Wildwood 2 Solar (K201508911)	Kern County	11/30/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - T&W Farms Solar (K201508521)	Kern County	11/25/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Lost Hills Solar Substation (K20150846)	Kern County	11/24/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Western Sky Dairy Solar (K201508522)	Kern County	11/18/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Beacon 2 Solar (K201508397)	Kern County	11/5/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Sill Shafter 173 Solar (K201507792)	Kern County	10/30/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Sill Shafter 174 Solar (K201507793)	Kern County	10/30/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Peterson Rd Solar 1 (K201508204)	Kern County	10/30/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Bidart North Dairy Solar (K201507440)	Kern County	10/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Bidart South Dairy Solar (K201507442)	Kern County	10/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Lakeview North Well Solar (K201507444)	Kern County	10/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Mojave West Transmission Line (K201507444)	Kern County	10/27/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Springbok Solar Transmission Line (K201507444)	Kern County	10/27/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Crettol Farms Solar (K201507343)	Kern County	10/9/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Springbok Solar Substation (K201507444)	Kern County	10/9/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - SKIC10 Solar Project (K201507368)	Kern County	9/30/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Jaco Metering Station (K201506835)	Kern County	9/25/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Beacon 1 Solar (K201506831)	Kern County	9/25/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria 2 Electrical (K201505924)	Kern County	9/25/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - MEC Round Mountain Solar (K201506835)	Kern County	9/8/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Lerdo Jail Expansion (K201506403)	Kern County	9/1/2015	\$20,000.00
Kern County Bldg Div	Electrical Plan Check - Garland Substation BC (K201506328)	Kern County	8/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Garland Solar PV Plant (K201506410)	Kern County	8/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Garland 220kV Transmission Lines (K201506410)	Kern County	8/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rosamond Solar Phase 1 (K20150611)	Kern County	8/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rosamond Solar Phase 2 (K20150611)	Kern County	8/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rosamond Solar Phase 3 (K20150611)	Kern County	8/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Beacon 3 Solar Project (K201506224)	Kern County	8/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Garland Switching Station (K20150633)	Kern County	8/27/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Garland Substation A (K201506329)	Kern County	8/27/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Kingbird Solar Block 2 (K201506088)	Kern County	8/12/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Electrical Substation for SEPV Mojave	Kern County	8/11/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Beacon 4 Solar Project (K201505697)	Kern County	8/8/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Springbok 2 Solar Farm (K201505725)	Kern County	8/8/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Desert Star Switchyard for Exist Astoria	Kern County	8/7/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Springbok 1 Solar Farm (K201505064)	Kern County	7/13/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria Solar (K201504516)	Kern County	7/3/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria Solar Gen-Tie (K201503817)	Kern County	7/3/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Mojave West Solar (K201503996)	Kern County	7/3/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - T-Lines for Astoria 1 Solar (K20150454)	Kern County	7/3/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - T-Lines for Astoria 2 Solar (K20150454)	Kern County	7/3/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Kingbird Solar (K201504072)	Kern County	7/3/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - 115kV Interconnect Substation (K201504072)	Kern County	7/3/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Morelos Del Sol Substation (K2015041)	Kern County	6/15/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Morelos Del Sol Solar (K201503407)	Kern County	5/22/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - SKIC-10 Solar Substation (K20150333)	Kern County	5/14/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Kingbird Solar Substation (K20150294)	Kern County	5/12/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Del Sol Solar (K201503059)	Kern County	5/8/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Maricopa West Solar (K201502014)	Kern County	4/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Barren Ridge Solar (K201502760)	Kern County	4/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Kingbird Solar (K201502526)	Kern County	4/16/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria 1 Solar Substation (K20150255)	Kern County	4/16/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria 2 Solar Substation (K20150255)	Kern County	4/16/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Desert Star Switchyard (K201502563)	Kern County	4/16/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Maricopa West Solar Substation (K201502563)	Kern County	4/9/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Del Sol Solar Substation (K201501883)	Kern County	3/23/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Cinco-Barren Ridge Solar Gentle (K201501883)	Kern County	3/9/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria 1 Solar (K201500416)	Kern County	2/11/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria 2 Solar (K201500417)	Kern County	2/11/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - RE Cinco-Barren Ridge Substation (K201500417)	Kern County	2/11/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Woolridge Switchyard (K201408930)	Kern County	1/13/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Redwood Solar Substation (K201408216)	Kern County	12/23/2014	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Redwood Solar Transmission Line (K201408216)	Kern County	12/18/2014	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Redcrest Solar (K201408214)	Kern County	12/11/2014	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Woodmere Solar (K201408211)	Kern County	12/11/2014	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Hayworth Solar (K201408216)	Kern County	12/11/2014	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Pleito Ranch Substation #2 (K2014080)	Kern County	12/10/2014	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Pleito Ranch Substation #1 (K2014080)	Kern County	11/26/2014	\$5,000.00

**B. SAN LUIS OBISPO FLOOD CONTROL & WATER CONSERVATION DISTRICT ON-CALL ENGINEERING SUPPORT:**

<b>Client</b>	<b>Project Name</b>	<b>Area or Field</b>	<b>Project Date</b>	<b>Project Amount</b>
SLO County F.C. & W.C.D.	Mussel Prevention Project Management	San Luis Obispo County	7/23/2012	
SLO County F.C. & W.C.D.	Reimbursable Expenses	San Luis Obispo County	3/23/2012	
SLO County F.C. & W.C.D.	Public Information	San Luis Obispo County	3/23/2012	
SLO County F.C. & W.C.D.	Training Coordination	San Luis Obispo County	3/23/2012	
SLO County F.C. & W.C.D.	Interagency Coordination	San Luis Obispo County	3/23/2012	
SLO County F.C. & W.C.D.	Legislative Efforts	San Luis Obispo County	3/23/2012	
SLO County F.C. & W.C.D.	Long Term Planning	San Luis Obispo County	3/23/2012	
SLO County F.C. & W.C.D.	Private Ramp Coordination	San Luis Obispo County	3/23/2012	
SLO County F.C. & W.C.D.	Mussel Prevention Program Support	San Luis Obispo County	11/23/2011	\$150,447.95
SLO County F.C. & W.C.D.	Operational Impact of Mussel Infestation	Nacimiento	1/13/2011	\$19,300.00
SLO County F.C. & W.C.D.	3rd Party Review of Intake Pipe Repair Plan	San Luis Obispo County	12/29/2010	\$16,800.00
SLO County F.C. & W.C.D.	Quagga Mussel Activities	San Luis Obispo County	7/20/2009	\$79,240.00
SLO County F.C. & W.C.D.	Nacimiento Billing Model Development	San Luis Obispo County	4/20/2009	
SLO County F.C. & W.C.D.	Nacimiento Project Documentation/History	San Luis Obispo County	4/20/2009	\$15,950.00
SLO County F.C. & W.C.D.	Billing Model Development	San Luis Obispo County	4/21/2008	
SLO County F.C. & W.C.D.	Portal Selection Procedure	San Luis Obispo County	4/21/2008	
SLO County F.C. & W.C.D.	Nacimiento Water Project	San Luis Obispo County	9/28/2007	\$500,000.00
SLO County F.C. & W.C.D.	Reimbursable Expenses	San Luis Obispo County	9/28/2007	
SLO County F.C. & W.C.D.	TSG Meeting Support	San Luis Obispo County	9/28/2007	\$87,145.00
SLO County F.C. & W.C.D.	Commission Meeting Support	San Luis Obispo County	9/28/2007	\$36,975.00
SLO County F.C. & W.C.D.	Camp Roberts / Sec106 Consultation	San Luis Obispo County	9/28/2007	
SLO County F.C. & W.C.D.	CM / Env Monitoring Coordination	San Luis Obispo County	9/28/2007	
SLO County F.C. & W.C.D.	Right of Way Acquisition Efforts	San Luis Obispo County	9/28/2007	
SLO County F.C. & W.C.D.	General Coordination Support	San Luis Obispo County	9/28/2007	\$33,350.00
SLO County F.C. & W.C.D.	Easement Acquisition Coordination	San Luis Obispo County	12/4/2006	\$28,750.00
SLO County F.C. & W.C.D.	New Participant Outreach	San Luis Obispo County	5/15/2006	\$18,750.00
SLO County F.C. & W.C.D.	CM Services Procurement	San Luis Obispo County	4/28/2006	\$14,375.00
SLO County F.C. & W.C.D.	Design Submittal Review	San Luis Obispo County	4/28/2006	\$7,500.00
SLO County F.C. & W.C.D.	Power Point Presentation	San Luis Obispo County	12/22/2005	\$2,000.00
SLO County F.C. & W.C.D.	MCWRA Agreement Amendment	San Luis Obispo County	12/22/2005	\$2,750.00
SLO County F.C. & W.C.D.	Appraisal Services Support	San Luis Obispo County	12/22/2005	\$5,000.00
SLO County F.C. & W.C.D.	Cost Allocation Model Support	San Luis Obispo County	12/22/2005	\$2,500.00
SLO County F.C. & W.C.D.	Corps of Engineers Cost for Easement	San Luis Obispo County	12/22/2005	\$4,375.00
SLO County F.C. & W.C.D.	TSG Meeting and Agenda Packet Support	San Luis Obispo County	12/22/2005	\$36,250.00
SLO County F.C. & W.C.D.	Commission Meeting and Agenda Packet Support	San Luis Obispo County	12/22/2005	\$24,375.00
SLO County F.C. & W.C.D.	General Coordination Support	San Luis Obispo County	12/22/2005	\$61,894.00
SLO County F.C. & W.C.D.	Nacimiento Engineering Support Services	San Luis Obispo County	12/16/2005	\$220,000.00
SLO County F.C. & W.C.D.	Nacimiento Project Engineering Support	San Luis Obispo	2/11/2005	\$100,000.00
SLO County F.C. & W.C.D.	Nacimiento Project Management Services	San Luis Obispo County	8/20/2004	\$50,000.00

## **6. D. Business Items**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **Item 6.D. Authorization for the Chairperson to respond to citizen concerns regarding Government Code 61110.**

#### Summary:

On Friday July 2, 2021 the District received a citizen concern regarding Government Code 61110. This correspondence along with a copy of draft responses is included with this staff report.

#### Discussion:

The Board may wish to authorize the Chairperson to respond in writing to these concerns.

Enc: Citizen complaint re: Government Code 61110  
Draft version of response to citizen 8.12.2021

July 2, 2021

To: San Simeon CSD Directors and General Manager

Subject: Violation of Government Code, Community Service Districts, Chapter 2 Finance, Section 61100(c)

As of today July 2<sup>nd</sup>, the District appears to be in direct violation of State Community Services District finance laws.

There are multiple violations that have occurred with the budget process and budget itself. The District has now failed to meet the most basic noticing requirements for the new fiscal year budget that started Thursday July 1, 2021.

Government Code Section 61100 for Community Service Districts Chapter 2 Finance (copy attached) unambiguously states:

*(c) ON OR BEFORE JULY 1 OF EACH YEAR or, for districts using two one-year budgets or a biennial budget, every other year, THE BOARD OF DIRECTORS SHALL PUBLISH A NOTICE STATING ALL OF THE FOLLOWING:*

*(1) Either that it has adopted a preliminary budget or that the general manager has prepared a proposed final budget which is available for inspection at a time and place within the district specified in the notice.*

*(2) The date, time, and place when the board of directors will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.*

The required notice was not published on or before July 1<sup>st</sup>. The Board has not adopted a preliminary budget. The General Manager has not prepared a proposed final budget nor is such available at a time and place specified in the notice. That was not possible again because no notice was published.

As a resident of San Simeon CSD, I am asking that the District 1) investigate this matter; 2) that immediate corrective actions be taken including publication of the required notice; 3) that the notice include a public apology and commitment not to repeat; and 4) that the District look into what appear to be other violations of this Chapter of Community Service District law.

Earlier this year the Board took steps to remove the General Manager from the budget process with changes to District policies. This section of Government Code effectively states that the General Manager is responsible for preparation of the final budget. The District cannot override Government Code. I am asking that the District's General Manager budget related responsibilities be brought back into compliance with the law.

This serious failure-to-notice error is not the fault of the volunteers on the Budget Committee. This is a failure of our General Manager to perform his legally required budget responsibilities. It is also in part our District Counsel's fault for not providing the necessary oversight of the legal requirements of the District.



Copies of properly done Oceano and Los Osos CSD's notices are also included. These are CSD's represented by District Counsel Minnery. Oceano's is notice of a preliminary budget. Los Osos's is notice of final budget. Suggest our General Manager review this section of Government Code with our District Counsel.

These laws are specifically intended to protect communities from financial mismanagement. Again, the District's timely action is requested. It would be reasonable for the community to assume that water and sewer rates will not be raised until full compliance with Gov. Code Section 61100 is completed. Attempting to do retroactive rate increases to July 1 will not be well received.

Sincerely,



Henry Krzciuk  
San Simeon Resident

.cc District Counsel Jeff Minnery  
San Luis Obispo County Auditor James Hamilton  
SLO Deputy District Attorney Kenneth Jorgenson

**GOVERNMENT CODE - GOV**

**TITLE 6. DISTRICTS [58000 - 62262]** ( Title 6 added by Stats. 1951, Ch. 331. )

**DIVISION 3. COMMUNITY SERVICES DISTRICTS [61000 - 61250]** ( Division 3 repealed and added by Stats. 2005, Ch. 249, Sec. 3. )

**PART 3. PURPOSES, SERVICES, AND FACILITIES [61100 - 61226.5]** ( Part 3 repealed and added by Stats. 2005, Ch. 249, Sec. 3. )

**CHAPTER 2. Finance [61110 - 61119]** ( Chapter 2 repealed and added by Stats. 2005, Ch. 249, Sec. 3. )

**61110.** (a) On or before July 1 of each year or, for districts using two one-year budgets or a biennial budget, every other year, the board of directors may adopt a preliminary budget that conforms to generally accepted accounting and budgeting procedures for special districts.

(b) The board of directors may divide the preliminary budget into categories, including, but not limited to, the following:

- (1) Maintenance and operation.
- (2) Services and supplies.
- (3) Employee compensation.
- (4) Capital outlay.
- (5) Interest and redemption for indebtedness.
- (6) Designated reserve for capital outlay.
- (7) Designated reserve for contingencies.

(c) On or before July 1 of each year or, for districts using two one-year budgets or a biennial budget, every other year, the board of directors shall publish a notice stating all of the following:

- (1) Either that it has adopted a preliminary budget or that the general manager has prepared a proposed final budget which is available for inspection at a time and place within the district specified in the notice.
- (2) The date, time, and place when the board of directors will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

(d) The board of directors shall publish the notice at least two weeks before the hearing in at least one newspaper of general circulation in the district pursuant to Section 6061.

(e) At the time and place specified for the hearing, any person may appear and be heard regarding any item in the budget or regarding the addition of other items. The hearing on the budget may be continued from time to time.

(f) On or before September 1 of each year or, for districts using two one-year budgets or a biennial budget, every other year, the board of directors shall adopt a final budget that conforms to generally accepted accounting and budgeting procedures for special districts. The general manager shall forward a copy of the final budget to the auditor of each county in which the district is located.

(Repealed and added by Stats. 2005, Ch. 249, Sec. 3. Effective January 1, 2006.)

**61111.** (a) At any regular meeting or properly noticed special meeting after the adoption of its final budget, the board of directors may adopt a resolution amending the budget and ordering the transfer of funds between categories, other than transfers from the designated reserve for capital outlay and the designated reserve for contingencies.

(b) The board of directors may authorize the general manager to transfer funds between budget categories, other than transfers from the designated reserve for capital outlay and the designated reserve for contingencies.

**61112.** (a) In its budget, the board of directors may establish a designated reserve for capital outlay and a designated reserve for contingencies. When the board of directors establishes a designated reserve, it shall declare the exclusive purposes for which the funds in the reserve may be spent. The funds in the designated reserve shall be spent only for the exclusive purposes for which the board of directors established the designated reserve. The reserves shall be maintained according to generally accepted accounting principles.

(b) Any time after the establishment of a designated reserve, the board of directors may transfer any funds to that designated reserve.

(c) If the board of directors finds that the funds in a designated reserve are no longer required for the purpose for which it established the designated reserve, the board of directors may, by a four-fifths vote of the total membership of the board of directors, discontinue the designated reserve or transfer any funds that are no longer required from the designated reserve to the district's general fund.

(d) Notwithstanding any other provision of this section, in a state of emergency or in a local emergency, as defined in Section 8558, a board of directors may temporarily transfer funds from the designated reserve for capital outlay or the designated reserve for contingencies to the district's general fund. The board of directors shall restore these funds to the designated reserves when feasible.

(e) The board of directors of each district that has designated an alternative depository pursuant to Section 61053 and appointed a district treasurer shall adopt and annually review a policy for the management of reserves.

*(Repealed and added by Stats. 2005, Ch. 249, Sec. 3. Effective January 1, 2006.)*

**61113.** (a) On or before July 1 of each year, the board of directors shall adopt a resolution establishing its appropriations limit, if any, and make other necessary determinations for the following fiscal year pursuant to Article XIII B of the California Constitution and Division 9 (commencing with Section 7900).

(b) Pursuant to subdivision (c) of Section 9 of Article XIII B of the California Constitution, this section shall not apply to a district which existed on January 1, 1978, and which did not as of the 1977-78 fiscal year levy an ad valorem tax on property in excess of 12<sup>1</sup>/<sub>2</sub> cents per one hundred dollars (\$100) of assessed value.

(c) This section shall not apply to any district that has previously transferred services and all of the property tax revenue allocation associated with those services to another local agency.

*(Repealed and added by Stats. 2005, Ch. 249, Sec. 3. Effective January 1, 2006.)*

**61114.** The auditor of each county in which a district is located shall allocate to the district its share of property tax revenue pursuant to Chapter 6 (commencing with Section 95) of Part 0.5 of Division 1 of the Revenue and Taxation Code.

*(Repealed and added by Stats. 2005, Ch. 249, Sec. 3. Effective January 1, 2006.)*

**61115.** (a) The board of directors may, by resolution or ordinance, do the following:

(1) Establish rates or other charges for services and facilities that the district provides.

(2) Provide for the collection and enforcement of those rates or other charges.

(3) Among the permissible methods for collection and enforcement are:

(A) To provide that the charges for any of these services and facilities may be collected with the rates or charges for any other services and facilities provided by the district, and that all charges may be billed on the same bill and collected as one item.

(B) To provide that if all or part of a bill is not paid, the district may discontinue any ~~or all~~ services.

(C) To provide for a basic penalty for the nonpayment of charges of not more than 10 percent, plus an additional penalty of not more than 1 percent per month for the nonpayment of the charges and the basic penalty. The board of directors may provide for the collection of these penalties.

(b) The board of directors may provide that any charges and penalties may be collected on the tax roll in the same manner as property taxes. The general manager shall prepare and file with the board of directors a report that describes each affected parcel of real property and the amount of charges and delinquencies for each affected parcel for the year. The general manager shall give notice of the filing of the report and of the time and place for a public hearing by publishing the notice pursuant to Section 6066 in a newspaper of general circulation, and by mailing the notice to the owner of each affected parcel. At the public hearing, the board of directors shall hear and consider any objections or protests to the report. At the conclusion of the public hearing, the board of directors may adopt or revise the charges and penalties. The board of directors shall make its determination on each affected parcel and its determinations shall be final. On or before August 10 of each year following these determinations, the general manager shall file with the county auditor a copy of the final report adopted by the board of directors. The county auditor shall enter the amount of the charges and penalties against each of the affected parcels of real property as they appear on the current assessment roll. The county tax collector shall include the amount of the charges and penalties on the tax bills for each affected parcel of real property and collect the charges and penalties in the same manner as property taxes.

(c) The board of directors may recover any charges and penalties by recording in the office of the county recorder of the county in which the affected parcel is located, a certificate declaring the amount of the charges and penalties due, the name and last known address of the person liable for those charges and penalties. From the time of recordation of the certificate, the amount of the charges and penalties constitutes a lien against all real property of the delinquent property owner in that county. This lien shall have the force, effect, and priority of a judgment lien. Within 30 days of receipt of payment for all amounts due, including the recordation fees paid by the district, the district shall record a release of the lien. In filing any instrument for recordation, the district shall pay the fees required by Article 5 (commencing with Section 27360) of Chapter 6 of Part 3 of Title 3.

(d) A district shall reimburse the county for the reasonable expenses incurred by the county pursuant to this section.

(e) Any remedies for the collection and enforcement of rates or other charges are cumulative and the district may pursue remedies alternatively or consecutively.

*(Repealed and added by Stats. 2005, Ch. 249, Sec. 3. Effective January 1, 2006.)*

**61116.** (a) A district may accept any revenue, money, grants, goods, or services from any federal, state, regional, or local agency or from any person for any lawful purpose of the district.

(b) In addition to any other existing authority, a district may borrow money and incur indebtedness pursuant to Article 7 (commencing with Section 53820), Article 7.4 (commencing with Section 53835), Article 7.5 (commencing with Section 53840), Article 7.6 (commencing with Section 53850), and Article 7.7 (commencing with Section 53859) of Chapter 4 of Part 1 of Division 2 of Title 5.

*(Amended by Stats. 2010, Ch. 699, Sec. 18.5. (SB 894) Effective January 1, 2011.)*

**61117.** The board of directors may establish a revolving fund pursuant to Article 15 (commencing with Section 53950) of Chapter 4 of Part 1 of Division 2 of Title 5.

*(Repealed and added by Stats. 2005, Ch. 249, Sec. 3. Effective January 1, 2006.)*

**61118.** (a) The board of directors shall provide for regular audits of the district's accounts and records pursuant to Section 26909.

(b) The board of directors shall provide for the annual financial reports to the Controller pursuant to Article 9 (commencing with Section 53890) of Chapter 4 of Part 1 of Division 2 of Title 5.

**61119.** All claims for money or damages against a district are governed by Part 3 (commencing with Section 900) and Part 4 (commencing with Section 940) of Division 3.6 of Title 1.

*(Repealed and added by Stats. 2005, Ch. 249, Sec. 3. Effective January 1, 2006.)*



The Budget Committee Chairperson, William Maurer and I are in agreement with staff and Legal Counsel that the SSCSD is 100% in compliance for the 2021/2022 fiscal year. We request that you, the Lead for Nextdoor, please remove the incorrect posting with an explanation of how your assertion of Government Code 61110 is incorrect. The post that you made is completely misleading to the Community.

Best Regards,

Gwen Kellas  
Chairperson San Simeon CSD

Cc: SLO County Auditor

DRAFT