

Board of Directors San Simeon Community Services District



REGULAR BOARD MEETING PACKET

Friday, August 20, 2021
Meeting Start Time 3:30 pm

Virtual Board Meeting via Zoom
Meeting Room: 927-053-7206
Password: 114376

Prepared by:



GRACE
ENVIRONMENTAL SERVICES

**NOTICE AND CALL OF A SPECIAL MEETING:
San Simeon Community Services**



I, Gwen Kellas, Chairperson of the San Simeon Community Services District Board of Directors, hereby call a Special Meeting of the Board of Directors, pursuant to California Government Code Section 54956. The Special Meeting will be held: August 20, 2021 at 3:30 pm.

Internet Meeting Location

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.

Join Zoom Meeting

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

Meeting ID: 927 053 7206

Password: 114376

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 20, 2021 3:30 PM Pacific Time

One tap mobile

+16699009128, 9270537206# US (San Jose)

+13462487799, 9270537206# US (Houston)

NOTE: On the day of the meeting, the virtual meeting room will be open beginning at 3:00 PM. If you are unable to access the meeting please contact the District office at (805) 927-4778 prior to the 3:30 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. Members of the public can also contact the District office at (805) 927-4778 with any questions or concerns related to this agenda or accessing the meeting.

The purpose of the Special Meeting is to discuss or transact the following business:

1. REGULAR SESSION: 3:30 PM

A. Roll Call

2. PUBLIC COMMENT

This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #3 and #4. If a member of the public wishes to speak at this time, Public Comment is limited to two (2) minutes.

3. BUSINESS ITEMS

A. Review and Approval of Minutes for the Special Meeting on June 4, 2021.

B. Review and Approval of liability insurance policy with Special District Risk Management Authority and authorization to renew policy.

C. Authorization to solicit/advertise a RFP to update the Water Master Plan and to solicit/ advertise a RFP for an Instream Flow Study.

4. CLOSED SESSION – The Board will adjourn to Closed Session pursuant to Government Code Section 54957(b) to consider the following:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: District Counsel

******RECONVENE TO OPEN SESSION******

Report on Closed Session

5. ADJOURNMENT

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, or to be able to participate in this Special meeting, please email Cortney Murguia at cmurguia@graceenviro.com and the District will work with you on your accommodation.



BUSINESS ACTION ITEMS STAFF REPORT

Item 3.A. Review and Approval of Minutes for the Special Meeting on June 4, 2021.

To ensure compliance with the Brown Act, this item is being repeated from the June regular Board meeting. This item is being revisited to allow for public comment on the meeting minutes.

Enc: June 4, 2021 Special Meeting Minutes

**SPECIAL MEETING MINUTES:
San Simeon Community Services
Board of Directors Special Meeting**



Internet Meeting Location – Via Zoom

1. OPEN SESSION @ 4:05 pm

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

2. PUBLIC COMMENT ON BUSINESS ACTION ITEM –

- (4:18) Henry Krzciuk commented.
- (9:04) Michael Donahue commented.
- (10:55) Julie Tacker commented.
- (13:38) Michael Hanchett commented.
- (14:58) Michael commented.

3. BUSINESS ACTION ITEM –

- A. Discussion regarding the District’s response to letter from San Luis Obispo County Public Works dated May 6, 2021 requesting additional information about District project that was funded by Proposition 84 and information about Proposition 1 grant award funding. (16:38)**

Jeffrey Minnery introduced the item and provided background information on the item.

(21:40) Director Carson commented that this subject matter was based on one tenth of an acre of property. He went on talk about the overall cost associated with looking into the ownership of this area and he implored the public to understand the importance of resolving this matter in a neighborly manner.

(26:54) Director de la Rosa inquired about the possibility of postponing the meeting to allow time for the Board to review the materials provided in the packet.

(27:24) Chairperson Kellas suggested that the Board allow her to run point on the letter and subsequent materials. She went on to explain that the Board could provide additional comments to staff containing any suggestions or edits. Jeffrey Minnery offered to have the Board email him directly so he coordinate changes.

(29:41) Vice-Chairperson Giacoletti commented that she thought the letter should be submitted to the County because it was clear that a lot of work had gone into the preparation of the materials.

(30:56) Director Maurer asked for Charlie Grace and Jeffrey Minnery to provide their thoughts on the best way to move forward. Jeffrey Minnery replied that the response had been well thought out and that because the response was a legal analysis, he anticipated that the Board would not have changes to the document. Charles Grace responded that he did not have any concerns about the document and that he would like to get more information from Mike Iphone's about his concerns that certain materials needed to be redacted. Jeffrey Minnery added that he did not believe that any of the attachments needed redaction.

(36:00) A motion was made to submit the letter to the county as is.

Motion: Vice-Chairperson Giacoletti

2nd: Chairperson Kellas

Vote: 5/0

Abstain:

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

4. ADJOURNMENT @ 4:43 pm



BUSINESS ACTION ITEMS STAFF REPORT

Item 3.B. Review and Approval of liability insurance policy with Special District Risk Management Authority and authorization to renew policy.

To ensure compliance with the Brown Act, this item is being repeated from the July regular Board meeting.

Summary:

This item was placed on the June Board meeting agenda at the request of the Chairperson. The Board was asked to review the existing insurance policy for the District to develop questions and or suggested updates to the policy. The existing insurance policy expires on July 15, 2021, the annual renewal payment was due on July 15, 2021 and payment for the invoice was approved as part of the July disbursements journal.

Request reapproval of the payment to SDRMA in the amount of \$ \$11,793.43.

Enc: Copy of invoice from SDRMA for 2021/2022



Property/Liability Package Program Invoice

Program Year 2021-22

San Simeon Community Services District

111 Pico Avenue
San Simeon, California 93452

Invoice Date: 06/03/2021
Invoice Number: 70527
Member Number: [Redacted]

Table with 2 columns: Description and Amount. Rows include Property, Boiler/Machinery, Pollution, Cyber (\$4,010.86), Mobile/Contractors Equipment (0.00), General Liability* (8,271.45), Auto Liability (50.00), Auto Comp / Collision (0.00), and Trailers (0.00).

Summary table with 2 columns: Description and Amount. Rows include Gross Package Contribution (\$12,332.31), Earned CIP Credits (6) (-463.88), Longevity Distribution Credit (0.00), MemberPlus Online RQ Bonus (-75.00), Other Discounts (0.00), Subtotal (\$11,793.43), and 5% Multi-Program Discount (\$0.00).

Total Contribution Amount Due by July 15 \$11,793.43

*Current Limit of Liability is \$2.5M for G/L, A/L and E&O (excluding outside excess liability limits)

Please pay in full by the due date. If not, a late charge of one percent (1%) per month, twelve percent (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment.

For invoice questions call the SDRMA Finance Department.

Special District Risk Management Authority
1112 I Street Suite 300, Sacramento, California 95814-2865
Tel 916.231.4141 or 800.537.7790 | Fax 916.231.4111

www.sdrma.org





BUSINESS ACTION ITEMS STAFF REPORT

Item 3.C. Authorization to solicit/advertise a RFP to update the Water Master Plan and to solicit/ advertise a RFP for an Instream Flow Study.

To ensure compliance with the Brown Act, this item is being repeated from the July regular Board meeting.

Summary:

On May 28, 2021 a Request for Proposal (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.

The District has mailed 2 separate RFPs. One for the Urban Water Management plan and one for the Instream Flow Management Plan.