

**Board of Directors
San Simeon Community Services District**



**SPECIAL BOARD MEETING
PACKET**

**September 20, 2022
Meeting Start Time 5:00 pm**

Virtual Board Meeting via Zoom Webinar

Prepared by:



GRACE
ENVIRONMENTAL SERVICES

**SPECIAL BOARD MEETING AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING
Tuesday, September 20, 2022
5:00 pm**

Pursuant to San Simeon CSD Resolution 22-456 and in compliance with AB 361 this meeting shall occur as a virtual teleconference using the Zoom app.

Internet Meeting Location – Via ZOOM

Join Zoom for Regular Board Session:

<https://us02web.zoom.us/j/87307810050>

Or One tap mobile:

US: +16699009128, 87307810050#

Or Telephone:

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

US: +1 669 900 9128

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**.

Webinar ID: 873 0781 0050

NOTE: On the day of the meeting, the virtual meeting room will be open 30 minutes prior to the meeting start time. 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.

1. REGULAR SESSION:

A. Roll Call

2. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

- i. **Superintendent's Report** – Summary of August Activities.
- ii. **General Manager's Report** – Summary of August Activities.
- iii. **District Financial Summary** – Summary of August Financials.
- iv. **District Counsel's Report** – Summary of August Activities.
- v. **Board Member Report** – Summary of August Activities.

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 Special Presentations and Reports. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes.

3. 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 #3 Consent Agenda Items. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes.

A. REVIEW AND APPROVAL OF MINUTES FOR THE REGULAR MEETING ON JULY 12, 2022.

B. REVIEW AND APPROVAL OF DISBURSEMENTS JOURNAL.

C. ADOPTION OF RESOLUTION 22-457 TO CONTINUE VIRTUAL MEETINGS PURSUANT TO THE PROVISIONS OF AB 361.

4. 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 three (3) minutes per person for each business item.

A. DISCUSSION, REVIEW AND APPROVAL OF A PROPOSAL FROM DUDEK TO PERFORM PUBLIC OUTREACH FOR THE COASTAL HAZARD RESPONSE PLAN NOT TO EXCEED THE AMOUNT OF \$43,420.00.

B. DIRECTION TO STAFF REGARDING RELEASE OF UN-REDACTED LEGAL INVOICES.

C. DISCUSSION REVIEW AND APPROVAL OF PROPOSAL FROM PADRE ASSOCIATES, INC. FOR THE DISTRICT OCEAN OUTFALL LINE MAINTENANCE PROJECT – PERMITTING SUPPORT \$32,980.00.

D. DISCUSSION, CONSIDERATION, AND APPOINTMENT OF PERSONS TO SERVE ON THE BUDGET AND WATER COMMITTEES.

5. CLOSED SESSION:

Public Comment – Public comment will be allowed for the closed session item. Members of the public wishing to speak on this item 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 three (3) minutes per person for this item.

THE BOARD WILL ADJOURN TO CLOSED SESSION TO ADDRESS THE FOLLOWING ITEM:

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code § 54956.9: One (1) Potential Case.”

MEMBERS OF THE PUBLIC: Please Join Us for the Remainder of the Meeting –

Part Two is Here:

<https://us02web.zoom.us/j/89334961643?pwd=NWx2V3lKaUdTTmI2RmVVaGpBYk5hQT09>

Meeting ID: 893 3496 1643

- 6. 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).

7. ADJOURNMENT –

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Board within 24 hours of a special 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.

**2.A.i. Special Presentations and Reports:
Superintendent Reports**



SUPERINTENDENT'S REPORT

Item 3.A.ii

1. Wastewater Treatment Plant

- Sampling, testing, and reporting at the Wastewater Treatment Plant was performed as required by the Regional Water Quality Control Board (RWQCB).
- The monthly report was submitted to the State Water Resources Control Board (SWRCB).
- Continued Yearly Preventative Maintenance was performed on pumps and blowers at WWTP.
- Fixed leaking airline and valve to Reactor #2

2. Water Treatment and Distribution System

- 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.
- Monthly water meter reading was performed.
- RO Re-Pickling was performed.
- Backflow Testing was performed.

3. District and Equipment Maintenance

- Staff continues with the scheduled preventive maintenance for the equipment at the facilities.
- Staff cleaned up various spots on district street of dirt and debris.
- Maintenance and Painting of the Reservoir Roof is approximately 50% complete.
- Patched Avonne Ave trench at San Simeon Lodge Meters
- Trimmed Trees and Bushes along well easement road.
- Prepared District Generators for possible blackouts or brownouts. Quarterly Maintenance performed.

San Simeon Community Services District

Superintendent's Report

August 2022

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	Chloride Wells 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Flows (Hearst Castle V/C)
08/01/22	Monday	73,835	77,000	96,791	0	96,791	0	0	0	<30	-	-	0	-	-	0.00	1,069
08/02/22	Tuesday	83,704	78,830	1,571	81,756	83,327	0	0	0	-	-	-	0	11.9	11.6	0.00	1,069
08/03/22	Wednesday	74,742	70,570	0	79,961	79,961	0	0	0	-	<30	<30	0	11.8	11.7	0.00	1,071
08/04/22	Thursday	71,007	72,420	89,910	8,153	98,063	0	0	0	-	-	-	0	11.8	11.8	0.00	1,576
08/05/22	Friday	74,084	75,930	83,926	0	83,926	4,512	2,984	1,528	-	-	-	0	12.0	11.8	0.00	2,539
08/06/22	Saturday	85,932	84,000	76,296	0	76,296	0	0	0	-	-	-	0	-	-	0.00	1,587
08/07/22	Sunday	75,211	75,260	34,184	0	34,184	0	0	0	-	-	-	0	12.1	11.9	0.00	2,059
08/08/22	Monday	76,291	71,960	113,920	0	113,920	0	0	0	-	-	-	0	12.1	11.9	0.00	1,648
08/09/22	Tuesday	81,187	80,220	97,315	0	97,315	0	0	0	-	-	-	0	12.1	11.9	0.00	1,499
08/10/22	Wednesday	64,402	60,930	103,448	0	103,448	0	0	0	-	-	-	0	12.2	12.0	0.00	2,208
08/11/22	Thursday	70,653	69,640	59,167	0	59,167	0	0	0	-	-	-	0	12.2	12.0	0.00	583
08/12/22	Friday	64,076	64,010	19,822	0	19,822	0	0	0	-	-	-	0	12.4	12.0	0.00	2,634
08/13/22	Saturday	73,229	71,620	94,622	0	94,622	0	0	0	-	-	-	0	12.4	12.2	0.00	1,572
08/14/22	Sunday	71,418	69,520	94,024	0	94,024	0	0	0	-	-	-	0	12.3	12.1	0.00	2,516
08/15/22	Monday	85,222	82,750	74,351	0	74,351	0	0	0	-	-	-	0	12.1	12.1	0.00	2,046
08/16/22	Tuesday	64,053	64,380	86,768	0	86,768	0	0	0	-	-	-	0	-	-	0.00	1,338
08/17/22	Wednesday	64,044	65,180	87,292	0	87,292	0	0	0	-	-	-	0	12.4	12.2	0.00	1,317
08/18/22	Thursday	66,080	65,740	65,749	0	65,749	0	0	0	-	-	-	0	12.4	12.1	0.00	2,325
08/19/22	Friday	70,028	68,200	84,524	0	84,524	0	0	0	<30	<30	-	0	-	-	0.00	1,579
08/20/22	Saturday	77,822	75,860	83,402	0	83,402	0	0	0	-	-	-	0	12.3	12.2	0.00	2,211
08/21/22	Sunday	74,273	75,540	96,268	0	96,268	0	0	0	-	-	-	0	12.6	12.2	0.00	1,638
08/22/22	Monday	72,629	70,430	63,430	0	63,430	0	0	0	-	-	-	0	-	-	0.00	2,433
08/23/22	Tuesday	56,400	57,200	114,818	0	114,818	0	0	0	-	-	-	0	12.7	12.5	0.00	1,103
08/24/22	Wednesday	61,543	62,630	70,312	0	70,312	0	0	0	-	-	-	0	12.7	12.4	0.00	1,633
08/25/22	Thursday	61,100	66,070	42,412	0	42,412	0	0	0	-	-	-	0	12.8	12.5	0.00	1,245
08/26/22	Friday	64,207	64,690	121,700	0	121,700	0	0	0	-	-	-	0	12.7	12.4	0.00	1,624
08/27/22	Saturday	73,516	74,160	44,207	0	44,207	0	0	0	<30	<30	-	0	12.8	12.5	0.00	2,011
08/28/22	Sunday	59,337	65,490	87,142	0	87,142	0	0	0	-	-	-	0	12.8	12.5	0.00	1,969
08/29/22	Monday	54,138	59,580	119,456	0	119,456	0	0	0	-	-	-	0	12.8	12.5	0.00	2,117
08/30/22	Tuesday	53,827	58,310	14,287	0	14,287	0	0	0	-	-	-	0	12.8	12.6	0.00	1,404
08/31/22	Wednesday	46,786	51,020	0	54,978	54,978	0	0	0	-	-	<30	0	12.8	12.7	0.00	2,895
TOTALS		2,144,776	2,149,140	2,221,111	224,849	2,445,960	4,512	2,984	1,528				0			0.00	54,518
Average		69,186	69,327	71,649	7,253	78,902	146	96	49	<30	<30	<30	0	12.4	12.2	0.00	1,759
Minimum		46,786	51,020	0	0	14,287	0	0	0	<30	<30	<30	0	11.8	11.6	0.00	583
Maximum		85,932	84,000	121,700	81,756	121,700	4,512	2,984	1,528	<30	<30	<30	0	12.7	12.7	0.00	2,895

DATA SUMMARY SHEET

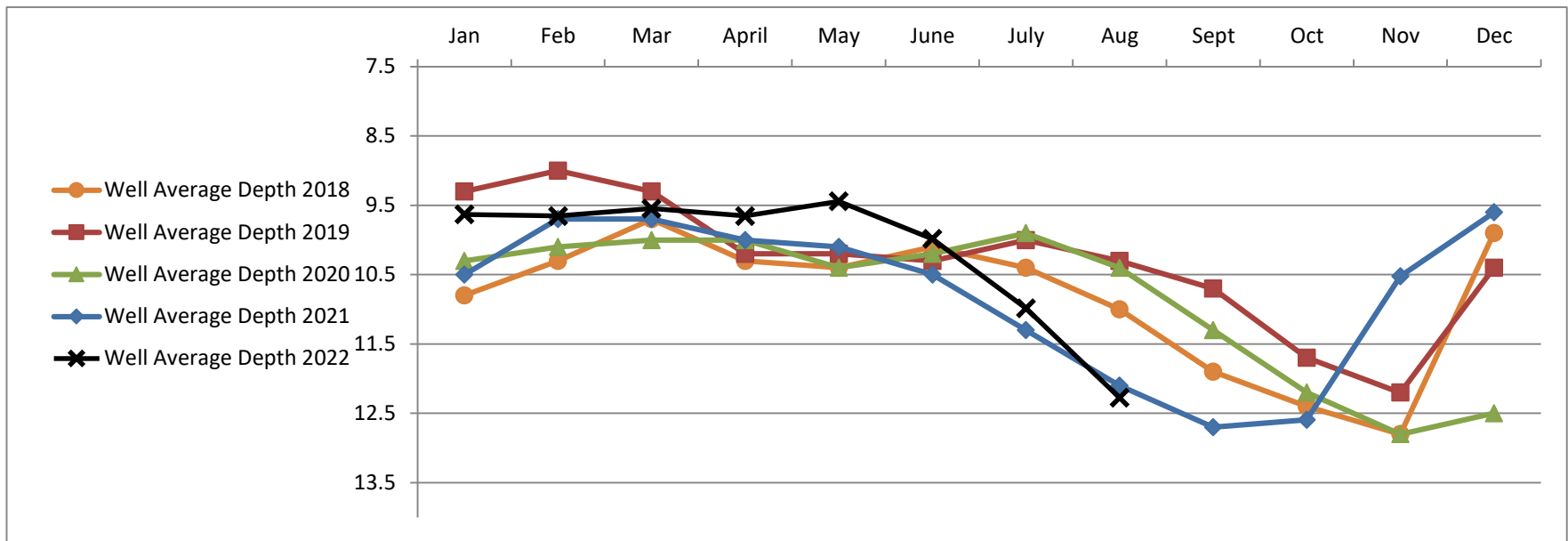
2022													
	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Total for 2022
Wastewater Influent	1,571,222	1,389,949	1,589,863	1,719,101	1,798,328	2,016,224	2,377,922	2,144,776					14,607,385
Wastewater Final Effluent (Month Cycle)	1,649,170	1,498,768	1,725,410	1,871,010	1,996,900	2,172,360	2,440,050	2,149,140					15,502,808
Adjusted Wastewater Influent (- State Flow)	1,522,839	1,356,607	1,549,685	1,690,058	1,608,515	1,780,084	2,203,484	2,090,258					13,801,530
Water Produced (month cycle)	1,683,299	1,654,800	1,924,903	2,059,394	2,175,259	2,390,458	2,811,134	2,445,960					17,145,207
Sewer Influent/Water Produced Ratio	0.93	0.84	0.83	0.84	0.83	0.84	0.85	0.88					N/A
Adusted Sewer/Water Produced Ratio	0.91	0.82	0.81	0.82	0.74	0.74	0.78	0.85					N/A
Well 1 Water Production	798,864	892,663	1,308,402	1,210,189	1,818,687	2,225,599	2,698,709	2,221,111					13,174,225
Well 2 Water Production	884,435	762,137	616,502	849,204	356,572	164,859	112,424	224,849					3,970,982
Total Well Production	1,683,299	1,654,800	1,924,903	2,059,394	2,175,259	2,390,458	2,811,134	2,445,960					17,145,207
Water Well 1 Avg Depth to Water	9.8	9.8	9.7	9.8	9.6	10.1	11.1	12.4					N/A
Water Well 2 Avg Depth to Water	9.4	9.5	9.4	9.5	9.3	9.9	10.9	12.2					N/A
Average Depth to Water of Both Wells	9.6	9.7	9.5	9.7	9.4	10.0	11.0	12.3					N/A
Change in Average Depth to Water from 2021	-0.9	0.0	-0.2	-0.3	-0.7	-0.5	+1.1	+1.9					N/A
Average Chloride mg/L at the Wells	<30	36	35	32	<30	<30	<30	<30					N/A
State Wastewater Treated	48,383	33,342	40,178	29,043	189,813	236,140	174,439	54,518					805,855
State % of Total WW Flow	3%	2%	3%	3%	11%	12%	7%	3%					N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0					0
Biosolids Removal (Gallons)	0	4,500	4,500	0	4,500	9,000	13,500	0					36,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0					0
RW Permit Limitation Exceeded	0	0	0	0	0	0	0	0					0
Constituent Exceeded	None	None	None	None	None	None	None	None					N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A					N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A					N/A
2021													
	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	1,943,680	1,675,426	1,703,610	1,507,913	2,546,220	22,745,322
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	1,997,150	1,837,180	1,801,220	1,613,060	2,699,710	24,108,190
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	1,854,274	1,603,573	1,644,544	1,471,062	2,368,128	21,663,060
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	2,171,145	2,100,384	1,955,870	1,743,588	1,887,877	24,578,981
Sewer Influent/Water Produced Ratio	1.30	1.05	0.95	0.83	0.78	0.80	0.88	0.92	0.80	0.87	0.87	1.35	N/A
Adusted Sewer/Water Ratio	1.16	0.95	0.93	0.81	0.75	0.77	0.85	0.90	0.78	0.84	0.84	1.25	N/A
Average Depth of Both Wells	10.5	9.7	9.7	10.0	10.1	10.5	9.9	10.4	11.3	12.7	10.6	9.7	N/A
Change in Average Depth to Water from 2020	-0.2	0.4	0.3	0.0	0.3	-0.3	0.0	0.0	0.0	-0.5	2.2	2.8	N/A
Average Chloride mg/L at the Wells	352	169	77	41	31	30	-	-	-	<30	41	37	N/A
State Wastewater Treated	250,618	60,202	125,914	57,908	67,506	75,936	79,894	89,406	71,853	59,066	36,851	178,092	1,153,246
State % of Total WW Flow	10%	4%	7%	3%	4%	4%	4%	5%	4%	3%	2%	7%	N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0	0	0	0	0	0
Biosolids Removal (Gallons)	0	4,500	0	4,500	9,000	4,500	9,000	0	4,500	22,500	0	0	58,500
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	N/A
RW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Constituent Exceeded	None	None	None	None	None	None	None	None	None	None	None	None	N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

San Simeon Community Services District

Superintendent's Report

August 2022

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Well Average Depth 2018	10.8	10.3	9.7	10.3	10.4	10.1	10.4	11.0	11.9	12.4	12.8	9.9
Well Average Depth 2019	9.3	9.0	9.3	10.2	10.2	10.3	10.0	10.3	10.7	11.7	12.2	10.4
Well Average Depth 2020	10.3	10.1	10.0	10.0	10.4	10.2	9.9	10.4	11.3	12.2	12.8	12.5
Well Average Depth 2021	10.5	9.7	9.7	10.0	10.1	10.5	11.3	12.1	12.7	12.6	10.5	9.6
Well Average Depth 2022	9.6	9.7	9.5	9.7	9.4	10.0	11.0	12.3				



**2.A.ii. Special Presentations and Reports:
General Manager's Report
Charlie Grace**



GENERAL MANAGER'S REPORT

Item 3.A.iv.

GES Staff Activity – Report on staff activities for the month of August 2022. Regular activities performed by staff include:

Processing of utility payments, customer service duties, answering phone calls, mailing of the regular monthly utility bills. Prepared and distributed agenda packets for two (2) Special Meetings and a Regular Board meeting.

GES Staff also attended to the following items:

- Responded to seventeen (17) written public records requests.

Update on District Grants:

LCP Grant – No update from last month.

Prop 1 Grant – No update from last month.

Update on District Projects and RFP's:

Update on the Instream Flow Management Plan – In progress.

Update on the Rate Study – In progress.

Update on the Hearst Encroachment Agreement – In progress; the Wildlife Conservation Board is reviewing.

Update on the Water Tank Project Update – Discussed timing of easement with the property owner. Priority is the Reverse Osmosis Hearst Encroachment Agreement completion mentioned above.

Update on Repair of Pico Avenue Beach Access (Bottom of Stairs) –

Update on Steps for lifting Moratorium (presented at the October 2020 Board meeting).

Steps for Removal of Water Service Moratorium

1. ~~Compile water usage data for the existing users to determine water quantity availability and determine Aquifer Safe Sustainable Water Yield (Completed 3/2022).~~
2. ~~Present Analysis of water availability compared to waitlist demand (Completed 3/2022).~~
3. ~~Address water quality issues install Reverse Osmosis System (Completed).~~
4. ~~Contact persons on the water waitlist regarding continues plans to develop (removing this item from the task list unless otherwise directed by the Board).~~
5. Development of Instream Flow Management Plan (IFMP) and Program to Accommodate Affordable Housing (North Coast Plan) (In progress – estimated completion 12/2022).
6. Conduct an Environmental review and analysis California Environmental Quality Act (CEQA). (UWMP and IFMP may satisfy CEQA) (UWMP is complete).
7. ~~Conduct a Source Capacity Planning Study required by the State Water Resources Control Board, Division of Drinking Water. (Found not to be a requirement)~~
8. ~~Review and (potentially) modify the District's Ordinance 117 regarding water conservation. (No modification is necessary)~~
9. Develop process for reviewing and processing requests for will-serve letters (in progress anticipated that a draft will serve letter was presented at the June Board meeting).
10. Administrative Process to Repeal District Ordinance 102 – Water Connection Moratorium (in progress, the draft Ordinance 124 presented at the July meeting and is being presented at a August 30 meeting).
11. ~~Implement system of periodic review of water availability (currently described in Resolution 20-426, 4a).~~

**Special Presentations and Reports:
District Financial Summary**

SAN SIMEON COMMUNITY SERVICES DISTRICT



3.A.iv FINANCIAL SUMMARY

Billing August 31, 2022

July Billing Revenue	\$	108,517.62
August Billing Revenue	\$	115,502.75
Past Due (60+ days)	\$	6,296.98

ENDING BANK BALANCES

August 31, 2022

PACIFIC PREMIER BANK:

Money Market Account Closing Balance July 31, 2022	\$	991,374.53
Interest for August	\$	57.85
Deposit for Waitlist		\$678,999.00
Money Market Account Closing Balance July 31, 2022	\$	1,670,431.38
Reserve Fund		(250,000.00)
*Wait-list Deposits		(770,851.60)
Customer Deposits		(8,500.00)
Available Funds	\$	641,079.78

General Checking Account August 31, 2022 \$ 115,502.75

***LAIF Closing Balance August 31, 2022** \$ 563.11

Interest Money Market Account 2019 \$ 22,529.11

Interest Money Market Account 2020 \$ 12,206.44

Interest Money Market Account 2021 \$ 1,104.91

Interest Money Market Account 2022 \$ 257.00

* Staff is continuing to finalize the LAIF Transfer

* Refund to Hather in the amount of \$3420.00

SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of August 31, 2022

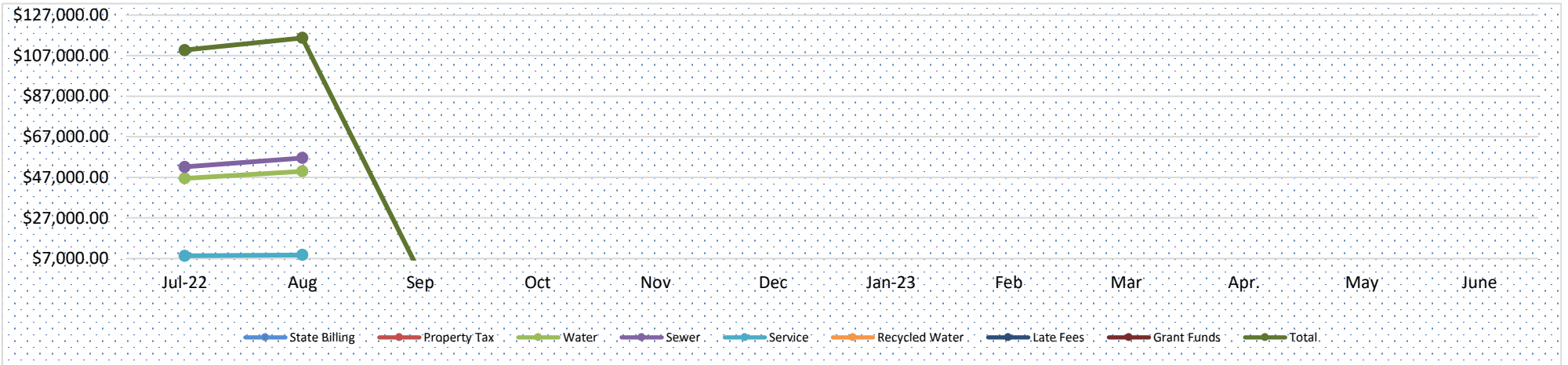
	<u>Aug 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Pac Prem Ckg-6603	137,374.34
1017 · Money Market PPBI	
1017a · Pacific Premier-Money Market	986,432.38
1017b · USDA short lived asset fund	<u>5,000.00</u>
Total 1017 · Money Market PPBI	991,432.38
1050 · LAIF - non-restricted cash	<u>561.74</u>
Total Checking/Savings	1,129,518.46
Other Current Assets	
1200 · Accounts receivable	125,270.74
1220 · A/R - Hearst Castle	13,043.36
1300 · Prepaid insurance expense	<u>9,807.14</u>
Total Other Current Assets	<u>148,121.24</u>
Total Current Assets	<u>1,277,639.70</u>
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
1590 · Sewer plant equipment	12,468.83
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	<u>18,291.00</u>
Total 1400 · Fixed assets	3,748,190.27
1450 · Construction in Progress	
1670 · Reservoir / Water Tanks	<u>287,693.56</u>
Total 1450 · Construction in Progress	287,693.56
1690 · Accumulated depreciation	<u>(1,646,613.18)</u>
Total Fixed Assets	<u>2,389,270.65</u>
TOTAL ASSETS	<u><u>3,666,910.35</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2500 · Customer security deposits	8,500.00
2510 · Connect hookup wait list	<u>95,272.60</u>
Total Other Current Liabilities	<u>103,772.60</u>

SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of August 31, 2022

	Aug 31, 22
Total Current Liabilities	103,772.60
Long Term Liabilities	
2520 · USDA Loan Principal Bal	434,352.98
Total Long Term Liabilities	434,352.98
Total Liabilities	538,125.58
Equity	
3200 · Fund balance (= PY Net Inc)	(158,556.71)
3201 · Net Investment in Capital Asset	2,061,612.00
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
3211 · Restricted for USDA loan	20,690.00
3220 · Unrestricted-Undesignatd Equity	527,442.38
3900 · Suspense	(482.82)
Net Income	73,495.10
Total Equity	3,128,784.77
TOTAL LIABILITIES & EQUITY	3,666,910.35

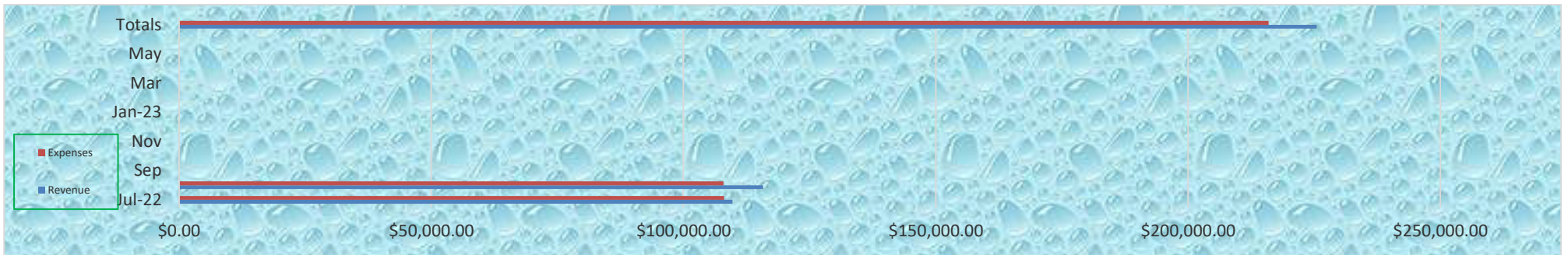
DISTRICT REVENUE FY 2021/2022

	Jul-22	Aug	Sep	Oct	Nov	Dec	Jan-23	Feb	Mar	Apr.	May	June	Totals
State Billing													\$0.00
Property Tax	\$1,155.48												\$1,155.48
Water	\$46,591.56	\$50,027.56											\$96,619.12
Sewer	\$52,231.30	\$56,585.04											\$108,816.34
Service	\$8,391.83	\$8,833.46											\$17,225.29
Recycled Water													\$0.00
Late Fees	\$1,359.93	\$351.81											\$1,711.74
Grant Funds	\$0.00	\$0.00											\$0.00
Total	\$109,730.10	\$115,797.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225,527.97
Water Sold Cu Ft	323170	325550											648720
Water Sold Acre ft	7.42	7.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.89



REVENUE VS EXPENSES

	Jul-22	Aug	Sep	Oct	Nov	Dec	Jan-23	Feb	Mar	Apr.	May	June	Totals
Revenue	\$109,730.10	\$115,797.87											\$225,527.97
Expenses	\$108,042.12	\$107,950.12											\$215,992.24
Balance	\$1,687.98	\$7,847.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,535.73



**SAN SIMEON COMMUNITY SERVICES
HISTORICAL FISCAL REVIEW**

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	\$70,776.79
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	\$89,218.05
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	\$396,135.82
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	\$441,678.56
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	\$88,422.48
Recycled Water													\$0.00
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	\$25,015.47
Grant Funds			\$8,750.00	\$167,376.61						\$1,485.90		\$8,369.50	\$185,982.01
Revenue	\$100,145.43	\$97,323.44	\$122,628.16	\$105,278.12	\$80,949.64	\$104,400.04	\$94,429.02	\$86,479.39	\$80,624.31	\$65,619.29	\$80,039.02	\$93,331.31	\$1,111,247.17
Expense	\$90,205.84	\$67,705.50	\$94,401.58	\$97,595.50	\$87,822.01	\$86,173.97	\$85,716.44	\$75,643.11	\$62,582.54	\$73,942.83	\$90,232.61	\$79,762.52	\$991,784.45
Balance	\$9,939.59	\$29,617.94	\$28,226.58	\$7,682.62	(\$6,872.37)	\$18,226.07	\$8,712.58	\$10,836.28	\$18,041.77	(\$8,323.54)	(\$10,193.59)	\$13,568.79	\$119,462.72
Water Sold Cu Ft	336845	319458	323518	329822	242893	179311	260006	261505	185972	137196	217871	274085	3,068,482
Water Sold Acre ft	7.73	7.33	7.43	7.57	5.58	4.12	5.97	6.00	4.27	3.15	5.00	6.29	70.44

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	\$25,429.53
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	\$87,294.70
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	\$435,324.49
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	\$474,211.59
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	\$94,690.96
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	\$0.00
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	\$0.00
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	\$0.00
Revenue	\$95,923.37	\$123,586.32	\$99,320.15	\$99,174.94	\$76,142.99	\$100,673.38	\$81,231.55	\$68,818.18	\$81,730.64	\$101,070.90	\$89,351.86	\$99,926.99	\$1,116,951.27
Expense	\$87,144.37	\$81,902.63	\$114,623.38	\$160,041.02	\$98,357.85	\$137,804.21	\$111,151.88	\$106,602.36	\$84,771.53	\$71,795.69	\$91,754.68	\$72,434.79	\$1,218,384.39
Balance	\$8,779.00	\$41,683.69	(\$15,303.23)	(\$60,866.08)	(\$22,214.86)	(\$37,130.83)	(\$29,920.33)	(\$37,784.18)	(\$3,040.89)	\$29,275.21	(\$2,372.82)	\$27,492.20	(\$101,403.12)
Water Sold Cu Ft	292033	387244	297886	291236	218802	217498	215864	209660	203888	291683	230285	288809	3,144,888
Water Sold Acre ft	6.70	8.89	6.84	6.69	5.02	4.99	4.96	4.81	4.68	6.70	5.29	6.63	72.20

FY 2021/2022

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$6,340.85			\$7,273.93			\$7,273.93				\$20,888.71
Property Tax	\$115.78	\$1,381.14	\$10.01	\$5,809.34	\$11,583.42	\$7,622.03	\$163,743.57	\$4,095.69	\$4,104.27	\$14,321.21	\$12,933.74		\$225,720.20
Water	\$49,269.78	\$36,018.10	\$36,656.78	\$37,820.36	\$34,769.42	\$30,061.95	\$27,060.11	\$31,533.31	\$30,350.63	\$38,738.36	\$36,177.32	\$41,905.35	\$430,361.47
Sewer	\$55,516.22	\$40,331.83	\$40,336.81	\$42,047.97	\$38,874.20	\$35,068.70	\$30,298.87	\$35,079.28	\$33,573.78	\$44,078.35	\$39,679.66	\$47,223.70	\$482,109.37
Service	\$7,910.24	\$7,834.18	\$7,977.48	\$8,080.85	\$8,272.49	\$8,272.49	\$8,272.49	\$8,232.71	\$8,272.49	\$8,232.71	\$8,312.27	\$8,232.71	\$97,903.11
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
Late Fees	\$2,349.85	\$3,168.75	\$2,222.38	\$3,159.93	\$1,854.16	\$1,966.24	\$3,291.71	\$2,803.97	\$211.71	\$2,566.37	\$1,996.72	\$1,813.47	\$27,405.26
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	\$0.00
Revenue	\$115,161.87	\$88,734.00	\$93,544.31	\$96,918.45	\$95,353.69	\$90,265.34	\$232,666.75	\$81,744.96	\$83,786.81	\$107,937.00	\$99,099.71	\$99,175.23	\$1,284,388.12
Expense	\$95,803.89	\$75,209.49	\$80,233.53	\$84,995.77	\$103,695.19	\$90,282.75	\$103,403.23	\$102,972.34	\$153,478.50	\$111,977.33	\$101,809.55	\$101,809.55	\$1,205,671.12
Balance	\$19,357.98	\$13,524.51	\$13,310.78	\$11,922.68	(\$8,341.50)	(\$17.41)	\$129,263.52	(\$21,227.38)	(\$69,691.69)	(\$4,040.33)	(\$2,709.84)	(\$2,634.32)	\$78,717.00
Water Sold Cu Ft	357524	261467	253458	262346	241618	210787	189269	219034	211521	270041	249738	291510	3,018,313
Water Sold Acre ft	8.21	6.00	5.82	6.02	5.55	4.84	4.35	5.03	4.86	6.20	5.73	6.69	69.29

CONSENT AGENDA ITEMS:

- A. REVIEW AND APPROVAL OF MINUTES FOR THE REGULAR MEETING ON JULY 12, 2022.**

MEETING MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING
Tuesday, July 12, 2022
5:00 pm

Pursuant to San Simeon CSD Resolution 22-449 and incompliance with AB 361 this meeting occurred as a virtual teleconference using the Zoom app.

Internet Meeting Location – Via ZOOM

1. REGULAR SESSION @ 5:05 PM

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

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment –

(3:10) Sherry Brajcich commented on applying to be on the water waitlist and applying for a hardship request.

(7:30) Julie Tacker commented that during the agenda item for future Board meeting agenda items was not being discussed at the meetings. She also spoke about the public being disenfranchised.

(10:40) Henry Krzciuk commented (the first portion of comments were not audible). He went on to speak about Jerry Copeland leaving and how this impacts the GES contract. He stated that Chairperson should be recalled.

(13:35) Karina Tiwana commented about the Board running a deficit each month. She expressed her concern about the District's spending.

(15:20) Marlena Ramey commented on the District's running a deficit.

A. BOARD DISCUSSION, CONSIDERATION, AND APPROVAL OF PROPOSALS RELATED TO GRANT WRITING SERVICES FOR THE PERIOD OF THREE YEARS. (18:03)

Public Comment –

(18:45) Karina Tiwana commented.

(20:05) Henry Krzciuk commented.

(21:55) Jeff Stolberg commented.

(23:00) Julie Tacker commented.

(26:15) Mike Hanchett commented.

(28:50) Karina Tiwana commented.

Chairperson Kellas introduced the item. Jason Siegen from Criscom was present. Jason presented information related to the retainer fee along with the process Criscom follows

to locate grants for their clients. Director de la Rosa spoke about the 30-day termination option that would be part of the contract.

(44:15) There was further discussion between Vice-Chairperson Giacoletti, Director Donahue, and Jason Siegen related to the grant application process.

(47:35) There was a motion to except Criscom Company to work on grant applications on a monthly basis until the Board decides to terminate the contract.

Motion: Chairperson Kellas
2nd: Director Donahue
Vote: 4/0

Roll Call:
Kellas: Yes Giacoletti: Yes de la Rosa: Yes Donahue: Yes

3. SPECIAL PRESENTATIONS AND REPORTS: (48:30)

A. STAFF REPORTS:

- i. **Sheriff's Report** – None.
- ii. **CHP Report** – None.
- iii. **Superintendent's Report** – (49:22) Charlie Grace provided a summary of June activities.
- iv. **General Manager's Report** – (51:40) Charlie Grace provided a summary of June activities.
- v. **District Financial Summary** – (56:30) Charlie Grace provided a summary of June financials.
- vi. **District Counsel's Report** – (58:15) Jeff Minnery provided a summary of June activities.
- vii. **Board Member Report** – (59:55) Chairperson Kellas commented that this was a place holder on the agenda. There was no report provided on this item.

B. AD-HOC & STANDING COMMITTEE REPORTS: (1:00:21)

- i. **Status Update** – Director Donahue provided a summary of the Parking/Camping on District Streets, stating that the Supervisor Gibson's office was working on this matter.
- ii. **Status Update** – Vice-Chairperson Giacoletti and Director Donahue provided a summary on the District Insurance Policy Update.

Public Comment – (1:09:30)
(1:09:50) Julie Tacker commented.

(1:10:15) Director de la Rosa inquired about the well depth average chart. Charlie Grace responded to this question. They further discussed the Pico Avenue Stairs being repaired. They also spoke about the water repair on Avonne Avenue. There was also discussion about the mobile home park owners encroaching on Penn Way.

Public Comment –

(1:17:04) Julie Tacker commented.

(1:20:06) Karina Tiwana commented.

(1:23:05) Tina Dickason commented.

(1:27:30) Henry Krzciuk commented.

(1:32:00) Charlie Grace asked Director Donahue to clarify his question about the electricity bills.

4. CONSENT AGENDA ITEMS: (1:32:53)

A. REVIEW AND APPROVAL OF MINUTES FOR THE REGULAR MEETING ON JUNE 14, 2022.

B. REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL MEETING ON JUNE 9, 2022.

C. REVIEW OF APPROVAL OF MINUTES FOR THE SPECIAL MEETING ON JUNE 29, 2022.

D. REVIEW AND APPROVAL OF DISBURSEMENTS JOURNAL.

E. ADOPTION OF RESOLUTION 22-452 TO CONTINUE VIRTUAL MEETINGS PURSUANT TO THE PROVISIONS OF AB 361.

F. ADOPTION OF RESOLUTION 22-453 REQUESTING CONSOLIDATION OF THEIR BIENNIAL ELECTION WITH THE NOVEMBER 8, 2022 CONSOLIDATED ELECTION.

G. ADOPTION OF RESOLUTION 22-454 ADOPTING THE SECOND AMENDED AND RESTATED JOINT POWERS AGREEMENT AND AUTHORIZING DISTRICT PARTICIPATION IN THE SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY (IWMA).

(1:34:48) Vice-Chairperson Giacoletti asked that meeting minutes for the June 14, 2022 page six (6), she stated that she was opposed to the direction provided to staff.

Public Comment – (1:35:51)

(1:36:27) Julie Tacker commented.

(1:37:41) Henry Krzciuk commented.

(1:39:54) Director Donahue commented about the trash services and the electricity bills.

(1:42:10) A motion was made to approve Consent Agenda items A-G as is with respect to the question about the June 14, 2022 meeting minutes.

(1:43:34) The motion was repeated. Approve Consent Agenda items with review of the June 14, 2022 minutes.

Motion: Chairperson Kellas

2nd: Vice-Chairperson Giacoletti

Vote: 4/0

Roll Call:

Kellas: Yes Giacoletti: Yes de la Rosa: Yes Donahue: Yes

5. PUBLIC HEARING: (1:44:10)

A. INTRODUCTION OF ORDINANCE NO. 124 OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT AMENDING AND MODIFYING THE MORATORIUM OF THE ISSUANCE OF WATER CONNECTIONS WITHIN THE BOUNDARIES OF THE DISTRICT.

(1:44:47) Director Donahue suggested that Exhibit A was missing.

(1:46:00) Jeff Minnery asked that Board introduce Ordinance 124.

Public Comment –

(1:49:06) Claire commented.

(1:50:20) Henry Krzciuk commented.

(1:54:15) Jeff Minnery provided additional background information on Ordinance No. 124 stating that this Ordinance helped to establish policy related to the waitlist. Vice-Chairperson Giacoletti commented about the need for the Stillwater report to be released and recommended that this matter be delayed. Director Donahue commented about persons waiting to be on the waitlist.

(1:56:57) Cortney Murguia asked the Board who was contractually responsible for tracking and maintaining a water waitlist.

Public Comment –

(2:05:50) Bob Hather commented.

(2:08:06) Sherry Brajich commented.

(2:13:20) Tina Dickason commented.

(2:15:45) Karina Tiwana commented.

(2:18:32) Julie Tacker commented.

(2:22:30) Henry Krzciuk commented.

(2:24:20) Sherry Brajich commented.

(2:25:30) Michael Hanchett commented.

(2:28:30) Chairperson Kellas read comments from David Sansone.

(2:29:58) Director Donahue made a motion to defer introduction of Ordinance No. 124 to a further date. (This motion was summarized because the length of the motion was too long to dictate). Added that he wanted this deferred to the August 2nd: Vice-Chairperson Giacoletti

(2:32:20) Jeff Minnery, Director Donahue, and Chairperson Kellas spoke about the Ordinance.

(2:37:03) Director Donahue repeated a motion to defer this matter until September.

Motion: Director Donahue
2nd: Vice-Chairperson Giacoletti
Vote: 2/2

Roll Call:
Kellas: No Giacoletti: Yes de la Rosa: No Donahue: Yes

(2:39:30) Chairperson Kellas made a motion to approve Ordinance No. 124. (The Ordinance was too long to transcribe.

(2:40:00) There was further discussion between Vice-Chairperson Giacoletti, Director Donahue, Chairperson Kellas about Ordinance No. 124.

(2:47:25) Director de la Rosa proposed that this matter be deferred 6 weeks to allow for time to work through some of the concerns related to this Ordinance. There was further conversation between the Directors and Jeff Minnery about this proposal.

(2:51:03) Director de la Rosa made a motion that this item be tabled until Tuesday August 30, 2022 to further discuss this issue.

Motion: Director de la Rosa
2nd: Vice-Chairperson Giacoletti
Vote: 3/1

Roll Call:
Kellas: Yes Giacoletti: No de la Rosa: Yes Donahue: Yes

B. PUBLIC OUTREACH AND DISCUSSION REGARDING THE COASTAL HAZARD RESPONSE PLAN (CHRP)/ LOCAL COASTAL PLAN (LCP) PERTAINING TO THE RELOCATION OF THE WASTE WATER TREATMENT PLANT. (2:52:20)

Charlie Grace introduced the item. Jeff Oliveira from Oliveira Environmental Consulting (OEC) provided background information about the Dudek Plant Relocation memo.

(3:02:50) Director Donahue commented that John Davis should have been present at this meeting. He further stated that he had been in contact with Don Howell from the Cambria CSD to ask that Cambria form an ad-hoc committee to discuss joint infrastructure between the two communities.

Public Comment –

(3:08:40) Sherry Brajich commented.
(3:10:20) Tina Dickason commented.
(3:13:15) Henry Krzciuk commented.
(3:25:40) Bob Hather commented.
(3:28:25) Karina Tiwana commented.
(3:32:00) Claire commented.

(3:34:25) Julie Tacker commented.

(3:39:10) Jeff Oliveira (OEC) provided information on CEQA and permitting of the WWTP plant.

(3:40:35) Marlene Ramey commented.

(3:44:25) Henry Krzciuk commented.

(3:45:10) Julie Tacker commented.

(3:46:38) Marshall Pihl commented.

(3:47:40) Director Donahue made a motion to reauthorize their services for the next few months. There was no second.

6. BUSINESS ACTION ITEMS: (3:51:50)

B. BOARD DISCUSSION, CONSIDERATION, AND APPROVAL OF PROPOSALS RELATED TO ENVIRONMENTAL PLANNING SERVICES FOR THE PERIOD OF THREE YEARS.

Chairperson Kellas introduced the item. Crysthal Taylor with Padre was present. Director Donahue stated that he had thoroughly researched this item and he recommended that the District select Padre.

Public Comment –

(3:58:00) Julie Tacker commented.

(4:00:00) Henry Krzciuk commented.

(4:03:00) Karina Tiwana commented.

(4:07:15) Michael Hanchett commented.

Director Donahue, Crysthal Taylor discussed the various projects within the community. There was additional conversation about the various proposals. Chairperson Kellas stated that there would be a learning curve for a new contractor. Her and Director Donahue further discussed this matter.

(4:13:50) Simon Poulter (Padre) further discussed the experience of Padre related to various coastal projects.

(4:17:20) Director Donahue made a motion to accept the proposal from Padre.

Motion: Director Donahue

2nd: Vice-Chairperson Giacoletti

Vote: 2/2

Roll Call:

Kellas: No Giacoletti: Yes de la Rosa: No Donahue: Yes

(4:19:00) Director de la Rosa asked if it was feasible to have both Oliveira and Padre work together for a set amount of time during the transition period. The Board members discussed this matter.

(4:24:20) A motion was made to hire Padre with Jeff Oliveira as a consultant for the period of six (6) months.

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

Roll Call:
Kellas: Yes Giacoletti: Yes de la Rosa: Yes Donahue: Yes

C. DISCUSSION, CONSIDERATION OF PROPOSALS FROM CANON AND ASHLEY & VANCE ENGINEERING, LLC FOR DESIGN AND SPECIFICATIONS, PROJECT MANAGEMENT, PERMITTING, BID PHASE SERVICES, AND CONSTRUCTION MANAGEMENT OF THE COMMUNITY WATER AND SEWER PIPE BRIDGE REPLACEMENT NOT TO EXCEED THE AMOUNT OF \$ 258,000.00. (4:25:15)

Charlie Grace introduced the item.

(4:27:10) Vice-Chairperson Giacoletti and Director Donahue discussed the proposal and the elevation of the pipe bridge. Charlie Grace clarified that these elements were related to the design phase of the project. Ian Shoebridge from Ashley Vance and Marshall Pihl from Canon answered questions from the Board. Charlie Grace inquired about specific costs listed in the Ashley Vance proposal. There was continued conversation about the proposals.

Public Comment –

(4:47:00) Henry Krzciuk commented.

(4:52:00) Julie Tacker commented.

(4:56:20) A motion was made to approve the proposal from Ashley Vance.

Motion: Director Donahue
2nd: Vice-Chairperson Giacoletti
Vote: Chairperson Kellas recused herself.

Roll Call:
Giacoletti: Yes de la Rosa: Yes Donahue: Yes

7. CLOSED SESSION: (4:58:00)

Jeff Minnery introduced the item.

Public Comment –

(4:59:35) Julie Tacker commented.

(5:02:30) Henry Krzciuk commented.

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code § 54956.9. One (1) Potential Case - Cavalier Inn, Inc., et al.

B. CONFERENCE WITH LEGAL COUNSEL – REAL PROPERTY NEGOTIATIONS

Pursuant to Government Code §54956.8: Conference with Real Property Negotiators. Property: (APN: 013.091.027 East end of Pico Avenue); Agency negotiators: District Board of Directors, Charles Grace, and Jeff Minnery. Negotiating Parties: Director de la Rosa, Charles Grace, Jeff Minnery for the District; Ron Hurlbert for the subject property

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

Report on Closed Session: There was no reportable action.

8. ADJOURNMENT – 10:06 PM

DRAFT

CONSENT AGENDA ITEMS:
B. REVIEW AND APPROVAL OF DISBURSEMENTS JOURNAL.

SAN SIMEON COMMUNITY SERVICES DISTRICT

Disbursements Journal

September 2022

Type	Date	Num	Name	Memo	Paid Amount
Additional disbursements issued in August, 2022 after BOD meeting					
Bill Pmt -Check	08/11/2022	2790	SLOACTTC - LAFCO	LAFCO 2022-2023. Invoice dated 7/1/2022.	-3,023.15
Bill Pmt -Check	08/11/2022	2791	SLO County - Environmental Health	Cross Connection direct costs for facility id FA0004646. Inv 0138298 dated 7/6/22.	-171.10
<i>Total Additional Disbursements issued August 2022</i>					<u>-3,194.25</u>
September 2022 Disbursements					
Paycheck	09/20/2022	2506	GWEN KELLAS	Board Service August 2 through September 1, 2022.	-184.70
Paycheck	09/20/2022	2507	MARY P GIACOLETTI	Board Service August 2 through September 1, 2022.	-92.35
Paycheck	09/20/2022	2508	MICHAEL C DONAHUE	Board Service August 2 through September 1, 2022.	-92.35
Bill Pmt -Check	09/20/2022	2509	Adamski Moroski Madden Cumberland & Green	General legal services through 07.31.22. Inv 58651 dated 08/31/22.	-11,505.50
Bill Pmt -Check	09/20/2022	2510	Adamski Moroski Madden Cumberland & Green	Legal fees re: Hather litigation through 07.31.22. Inv 58652 dated 8/31/22.	-100.50
Bill Pmt -Check	09/20/2022	2511	Dudek	CHRP expense (Coastal Hazard Response Plan). Contract services through 07.29.22. See grant from CCC/SLO Co 19-02_SLO_A1. Inv 2022-06968 dated 8/29/22.	-6,301.46
Bill Pmt -Check	09/20/2022	2512	Kathleen Fry Bookkeeping Services	Bookkeeping services August 2022. Inv CSD-2022-08 dated 08/31/22.	-1,500.00
Bill Pmt -Check	09/20/2022	2513	Kathleen Fry Bookkeeping Services	Special Bkpg Svcs: Assist with Rate/Cost Study & Reserve Policy draft. Svc Per: 08.01 - 08.31-2022. Invoice dated 8/31/22.	-693.75
Bill Pmt -Check	09/20/2022	2514	Lori Mather Video Services	Video services for Special BOD Mtgs 08.23.22 (cxld), 08.30.22, and 09.06.22. Invoice #9/1/22.	-750.00
Bill Pmt -Check	09/20/2022	2515	Oliveira Environmental Consulting LLC	Prof Svcs related to CHRP-Coastal hazard response plan, Prop 1 grant, LCP to move WWTP, Ocean Outfall, Pico Staircase, and other CSD tasks. Svc Per: 07.01.22 - 09.01.22. Inv OEC-2022-17 dated 09/01/22.	-4,830.00
Bill Pmt -Check	09/20/2022	2516	Padre Associates, Inc	Environmental consulting services through 7/31/2022. Inv 2022-1496 dated 08/04/22.	-1,825.00
Bill Pmt -Check	09/20/2022	2517	Robert Hather.	Refund Waitlist Deposit. 9/1/2022.	-3,420.00
Bill Pmt -Check	09/20/2022	2518	Simply Clear Marketing & Media	Monthly Website Service and Mgt fee service period 09.20.22 - 10.20.22. Inv 43811 dated 8/15/22.	-450.00
Bill Pmt -Check	09/20/2022	2519	Simply Clear Marketing & Media	Website updates for ADA compliance - annual fee for Sept 2022 - August 2023. Inv 43779 dated 08/15/22.	-1,250.00
Bill Pmt -Check	09/20/2022	2520	Stillwater Sciences	Pico Creek instream flow management plan services through 07.31.22. Inv 9840007 dated 8/22/22.	-1,552.50
Bill Pmt -Check	09/20/2022	2521	The CrisCom Company	Grant research, writing, and grant related services August 2022. Inv #270940 dated 08/01/22.	-2,000.00
Bill Pmt -Check	09/20/2022	2522	Grace Environmental Services (GES)	Operations Management, Electrical and Maintenance Fees September 2022.	-59,362.23
Bill Pmt -Check	09/01/2022	2523	Heather Aguayo	Sec Dep Ref Acct 476. 9/1/22.	-50.00
Bill Pmt -Check	09/01/2022	2524	Kimberly Palowitch	Sec Dep Ref Acct 2. 9/1/2022.	-50.00
Bill Pmt -Check	09/01/2022	2525	Martha Vargas	Sec Dep Ref Acct 337. \$29.04 to SSCSD for final bill. Remaining balance of \$20.96 to customer. 9/1/22.	-20.96

SAN SIMEON COMMUNITY SERVICES DISTRICT

Disbursements Journal

September 2022

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -Check	09/01/2022	2526	San Simeon Community Services District	Sec Dep Ref Acct 337. \$29.04 to SSCSD for final bill. Remaining balance of \$20.96 to customer. 9/1/22.	-29.04
Bill Pmt -Check	09/01/2022	2527	Sharon Anderson	Sec Dep Ref Acct 482. Date 9/1/22.	-50.00
Liability Check	09/26/2022	Elec Pmt	United States Treasury (US Treasury)	Payroll tax payment for paychecks issued current month.	-61.20
Check	09/25/2022	Elec Pymt	CalPers Fiscal Svcs Divn	Monthly Unfunded Accrued Liability payment. Cust. ID # 7226734344.	-1,433.58
Check	09/20/2022	Elec Pymt	USDA Loan Repayment	USDA loan automatic repayment. 2nd of 2 semi-annual payments. 9/20/2022.	-10,345.00
<i>TOTAL Disbursements issued September 2022</i>					<i>-107,950.12</i>

CONSENT AGENDA ITEMS:

- C. ADOPTION OF RESOLUTION 22-457 TO CONTINUE VIRTUAL MEETINGS PURSUANT TO THE PROVISIONS OF AB 361.**



BUSINESS ACTION ITEM STAFF REPORT

ITEM 3.C. ADOPTION OF RESOLUTION 22-457 TO CONTINUE VIRTUAL MEETINGS PURSUANT TO THE PROVISIONS OF AB 361.

Summary:

At a Special Meeting on September 30, 2021, the Board approved District Resolution 21-433 to continue virtual meetings of the Board of Directors and District committees pursuant to AB 361. AB 361 requires periodic review of the determination for a legislative body to continue to meet via teleconference, and if a state of emergency remains active, then no later than 30 days after meeting via teleconference, the body must make a subsequent finding that it “has reconsidered the circumstances of the state of emergency” and determined that in-person meetings continue to pose a risk to public health. During the August 9, 2022 Regular meeting, the Board approved Resolution 22-455 which extended the “state of emergency” for an additional 30 days. Resolution 22-456 extends the “state of emergency” for an additional 30 days to allow continued virtual meetings.

Possible Outcomes:

- 1) The Board may direct meetings to be held in person.
- 2) The Board may direct meetings continue to be held via teleconference.

RESOLUTION NO. 22-457

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR ISSUED ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT FOR THE PERIOD OF SEPTEMBER, 22 2022, TO OCTOBER 22, 2022, PURSUANT TO BROWN ACT PROVISIONS

Recitals

WHEREAS, the San Simeon Community Services District ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Gov. Code, §§ 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 21-433 on September 30, 2021, finding that the requisite conditions exist for the legislative bodies of the District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, the State of Emergency declared by Governor Newsom on March 4, 2020, due to COVID-19, and strong recommendations by the California Department of Public Health that all persons, regardless of vaccination status, continue to undertake social distancing measures including wearing masks while in indoor public settings; and

WHEREAS, the Board of Directors does hereby find that the rise in SARS-CoV-2 Delta and Omicron variants have caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of the District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Board of Directors will ensure that the public has access to meetings and the opportunity to participate in meetings in the interest of transparency and as required by AB 361.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the San Simeon Community Services District, as follows:

1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District.
3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.
4. Remote Teleconference Meetings. The General Manager and Staff of the District are hereby authorized and directed to take all actions necessary to carry out the

intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) October 22, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

ADOPTED by the Board of Directors of the San Simeon Community Services District on September 20, 2022, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

President, Board of Directors of the
San Simeon Community Services District

ATTEST:

Charles Grace, General Manager of the
San Simeon Community Services District

APPROVED AS TO FORM:

Jeffrey A. Minnery, District Counsel

Business Action Item

- A. DISCUSSION, REVIEW AND APPROVAL OF A PROPOSAL FROM DUDEK TO PERFORM PUBLIC OUTREACH FOR THE COASTAL HAZARD RESPONSE PLAN NOT TO EXCEED THE AMOUNT OF \$43,420.00.**



BUSINESS ACTION ITEM STAFF REPORT

ITEM 4.A. DISCUSSION, REVIEW AND APPROVAL OF A PROPOSAL FROM DUDEK TO PERFORM PUBLIC OUTREACH FOR THE COASTAL HAZARD RESPONSE PLAN NOT TO EXCEED THE AMOUNT OF \$43,420.00.

Summary:

Attached is a proposal from Dudek, LLC to provide public outreach support for the Coastal Hazard Response Plan (Waste Water Treatment Plant relocation).

Outcome:

- 1) The Board can approve the proposal and direct the GM to enter into a contract for these services.
- 2) The Board can choose not to approve these additional services.

Enc: Proposal from Dudek, LLC.

September 13, 2022

13494

Sent via Email

Charles Grace, General Manager
San Simeon Community Services District
District Office
111 Pico Avenue
San Simeon, California 93452

Subject: Contract Amendment to conduct Public Outreach for the San Simeon Community Services District's Coastal Hazard Response Plan

Dear Mr. Grace:

Thank you for requesting Dudek to provide public outreach services in support of the preparation of a Coastal Hazards Response Plan (CHRP) for the San Simeon Community Service District (District). Dudek has further refined the scope of work following a meeting with the California Coastal Commission (CCC) and County of San Luis Obispo on September 6, 2022.

Understanding

In fulfillment of CCC Coastal Development Permit (CDP) No. 3-19-0020 and Local Coastal Program (LCP) Round 6 Grant No. LCP-19-02, the San Simeon Community Services District (District) is undertaking public and agency outreach as part of development of a Coastal Hazards Response Plan (CHRP). As outlined in the grant agreement,

Public outreach shall target all interested members of the public, including visitors and other non-residents to the maximum extent feasible for the purpose of meaningful engagement in policy development, technical studies, and other tasks conducted pursuant to the grant Project. All public outreach activities related to the Project shall, to the maximum extent feasible, proactively engage those who already face disproportionate environmental burdens or vulnerabilities to environmental hazards, and/or those who come from communities of existing social inequalities, including members of the public and organizations from the following communities: disadvantaged communities, communities of color and/or low income, communities with low capacity to adapt to climate change, and communities not in close proximity to the shoreline but who visit and recreate there. Outreach activities shall seek to provide maximum opportunities for these groups to engage with and provide input on the tasks of the Project.

The District has already performed some engagement with the public through Board meetings and a dedicated project website. The District has also established initial communication with relevant government agency stakeholders, including California State Parks (CSP), Regional Water Quality Control Board (RWQCB), and San Luis

Mr. Charles Grace

Subject: Contract Amendment to conduct Public Outreach for the San Simeon Community Services District's Coastal Hazard Response Plan

Obispo County. Dudek will build upon these activities to assist the District in further engage all stakeholders and fulfill all CCC outreach requirements.

To that end, a community engagement strategy shall be designed to meaningfully engage a broad set of community members from San Simeon starting from initial priority identification through review of draft documents prior to completion of the CHRP. The outreach plan focuses on conducting public meetings and virtual and in-person conversations. Other key components include an online visual preference survey, outreach by the District on its social media platforms, and a hosted project website that is continuously updated by the District throughout the CHRP development process. Flyers can be posted at several establishments, in English and Spanish (if needed), within the planning area announcing the first meeting to generate interest and attendance. Additionally, informational flyers and postcards in English and Spanish (if needed) can be distributed to property owners of record and businesses in the census tracts comprising the planning area to promote the plan, increase public awareness and increase participation. All the meetings, outreach materials, and on-line platforms should be provided in both English and Spanish (if needed). Through outreach efforts, the goal is for community members to identify common problems, areas of opportunity, key priorities, and potential solutions.

The scope of work and estimated cost is for Stakeholder Engagement is detailed below.

1. Stakeholder Engagement - Scope of Work

Task 1 Stakeholder Identification

Dudek will develop a list and contact information (physical and electronic) for key stakeholders that SSCSD/Dudek will coordinate with for development of Coastal Hazards Response Plan and eventual WWTP relocation. Stakeholders will include local, regional, state, and federal agencies, as well as all landowners under the CSD, and other interested parties.

The Stakeholder List will be provided to the District, CCC, RWQCB, and County for review. Dudek will revise the stakeholder list through the CHRP process, as necessary.

Cost for Task 1 \$3,525.00

Task 2 Community Engagement Plan

During the development of the CHRP, it is imperative to follow an established Outreach Plan to ensure adequate collaboration with the community. The Dudek team recognizes that the District strives to maintain open and transparent communication with stakeholders, and actively supports and encourages building on that trust.

Each community has its own unique identity. Community members are often vocal about the destiny of their communities. We understand that public and stakeholder outreach and engagement are foundational to successful

community planning and the District. Decision-makers must also have a straightforward approach to communicating goals and outcomes and ensuring efficient project implementation. Moreover, effective outreach and engagement must be rooted in the culture of the community and must be consensus driven to build agreement around the CHRP. Therefore, Dudek will generate a Communication and Engagement Plan (CEP) that will serve as a publicly available guide for outreach, communication, and engagement. The CEP will restate the purpose of the Coastal Hazards Response Plan, define and discuss stakeholders and the public, the role of the public and stakeholders in shaping and realizing the project, the overall timeline, eight (8) opportunities for direct engagement (i.e., focused stakeholder workshops and board meetings updates/Q&A) and other engagement (website, emails, etc.). The CEP will specify how the District will structure meetings and workshops, what virtual and/or in person platforms will be utilized, how messages will be delivered, i.e. email, social media posts, print media. In summary, the CEP acts as a project charter that will provide a clear guide to navigating of roles responsibilities of the District and stakeholders, characterize actions, accountability, and results of the project.

Cost for Task 2 \$5,025.00

Task 3 Stakeholder Outreach Strategy Meetings

Dudek staff will attend all strategy meetings as necessary throughout the project period. As necessary and appropriate, Dudek will coordinate with District staff, the public, and stakeholders in organizing and facilitating meetings, preparing meeting materials, and meeting summaries. The District will distributing information to all stakeholders.

Cost for Task 3 \$3,270.00

Task 4 Stakeholder/Community Engagement Meetings

Dudek will assist the District in structuring and facilitating the community engagement meetings. At the initial community engagement meeting, the District will introduce the CHRP, discuss the purpose and outcome, overview the outreach plan, discuss the immediate near-term, mid-term and longer term goals and the outcomes of the process as well as function as a forum for community dialogue and listening.

Meeting topics will include Alternative Site Selection, WWTP Design, Capabilities, and Economics, Alternative Analysis and Preferred Site Selection, and Draft Coastal Hazard Response Plan.

Community Engagement meetings will occur outside of typical work hours and will be planned for a maximum of 90 minutes in length with an opportunity for follow up with District and Dudek staff in the days/week following the meeting. Subsequent community engagement meetings will build upon this initial introduction to discuss obstacles and solutions relevant to the CHRP.

Mr. Charles Grace

Subject: Contract Amendment to conduct Public Outreach for the San Simeon Community Services District's Coastal Hazard Response Plan

Dudek staff will be at the community engagement meetings to assist the District in facilitating. Meetings will be recorded and notes will be taken so that Dudek can share out the proceedings and outcome. The District will take comments from the community at the subsequent meeting on the meeting notes and outcomes.

Dudek recommends convening at a community center or a school. To maximize attendance, Dudek recommends providing meeting attendees with childcare, food, and drinks and holding the meeting mid-week at 5:30 PM to 7:00 PM or 6:00 PM to 8:00 PM. If needed, Spanish translation of materials and simultaneous interpretation services should also be provided at all meetings. Dudek recommends that the District seek out a local translator or interpreter for the in-person meetings, if needed. The District will be responsible to send out meeting information, via email or postal service, to the stakeholder list at least 10 days prior to the meeting. The meeting agenda and materials will be posted on the District's website by the District 72 hours before the meeting.

Dudek attendees/presenters will include John Davis IV, Project Manager, Mike Metts, Principal WWTP Engineer, and Carolyn Groves, Coastal Planner. Time includes meeting/presentation preparation, outreach materials (as appropriate), meeting attendance, and meeting minutes. Drive Time and mileage from Santa Barbara is also included.

Cost for Task 4\$26,200.00

Task 5 Board Meetings (Virtual)

Dudek staff will attend 4 Board meetings (Virtual) throughout the project period. Dudek will be on standby to provide any consultation services to Board members and/or present information requested by the Board. No formal presentations are expected at the Board Meeting; however, materials may be presented, as necessary. The District has previously used the Board Meetings as stakeholder meetings for the CHRP and Dudek envisions the Board Meetings will continue to provide updates on the CHRP to interested stakeholders basically supplementing the focused in-person Stakeholder Engagement Meetings (Task 4), which will include presentations and direct engagement, and, thereby, in combination achieve eight (8) stakeholder meetings per LCP-19-02 A2 and the Community Engagement Plan (Task 2).

Dudek attendees will include John Davis IV, Project Manager, Mike Metts, Principal WWTP Engineer, and Carolyn Groves, Coastal Planner. Dudek assumes 2 hour per person, per meeting including limited preparation time. Dudek will also record meeting minutes and circulate within one-week following the board meeting.

Cost for Task 5\$5,400.00

3 Cost Estimate and Invoicing

The total cost estimate for the scope of work described in this proposal is **\$43,420.00**. This estimate represents our best approximation of labor and ODC's we expect to be required, based upon our experience with similar

Mr. Charles Grace

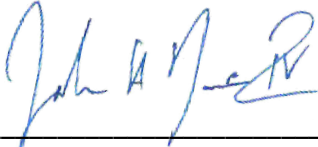
Subject: *Contract Amendment to conduct Public Outreach for the San Simeon Community Services District's Coastal Hazard Response Plan*

projects. Monthly invoicing for approved Tasks will be on a time and material basis. Should the actual effort required to complete the tasks be less than anticipated, the amount billed will be less than the total fee. Conversely, you will be notified should the actual effort to complete the proposed tasks be greater than anticipated.

4 Authorization

It is our understanding that authorization will be provided by the client prior to the initiation of any work effort covered under this proposal. If you have any questions or wish to discuss, please contact me at 805.252.7996 or jdavis@dudek.com.

Sincerely,



John Davis IV, MS, CE
Project Manager / Senior Coastal Ecologist

Mr. Charles Grace

Subject: *Contract Amendment to conduct Public Outreach for the San Simeon Community Services District's Coastal Hazard Response Plan*

Business Action Item

B. DIRECTION TO STAFF REGARDING RELEASE OF UN-REDACTED LEGAL INVOICES.



BUSINESS ACTION ITEM STAFF REPORT

ITEM 4.B. DIRECTION TO STAFF REGARDING RELEASE OF UN-REDACTED LEGAL INVOICES.

Summary:

This item was placed on the agenda at the request of Director Donahue. Director Donahue has suggested that he would like the Board to review the current processes related to redacted legal invoices.

Business Action Item

- C. DISCUSSION REVIEW AND APPROVAL OF PROPOSAL FROM PADRE ASSOCIATES, INC. FOR THE DISTRICT OCEAN OUTFALL LINE MAINTENANCE PROJECT – PERMITTING SUPPORT \$32,980.00.**



BUSINESS ACTION ITEM STAFF REPORT

ITEM 4.C. DISCUSSION REVIEW AND APPROVAL OF PROPOSAL FROM PADRE ASSOCIATES, INC. FOR THE DISTRICT OCEAN OUTFALL LINE MAINTENANCE PROJECT – PERMITTING SUPPORT \$32,980.00.

Summary:

Attached is a proposal from Padre Associates, Inc. to provide permitting support for the Ocean Outfall Line Maintenance Project.

Outcome:

- 1) The Board can approve the proposal and direct the GM to enter into a contract for these services.
- 2) The Board can direct GES Staff to create a Request for Proposal for this scope of work.

Enc: Proposal from Padre Associates, Inc.



ENGINEERS, GEOLOGISTS & ENVIRONMENTAL SCIENTISTS

August 8, 2022

Project No. 2202-1401

San Simeon Community Services District

111 Pico Avenue

San Simeon, California 93452

Attention: Charles Grace, General Manager

Subject: Proposal for the San Simeon Community Services District Outfall Pipeline Maintenance Project – Permitting Support

Dear Mr. Grace:

Padre Associates, Inc. (Padre) is pleased to submit this proposal to provide permitting support for the San Simeon Community Services District (SSCSD) Outfall Maintenance Project (Project). The proposal includes a scope of work and budget for preparation of the required permit application materials for the Project and coordination with Federal and State agencies during the permit application review process.

It is Padre's understanding that the Project will include an inspection of the outfall, replacement of anodes on exposed portions of the pipeline, placement of bags of marine grout under unsuspected spans of the pipeline, and the installation of Fabiform grout bag mattresses on the end cap of the outfall pipeline to stabilize the offshore end of the outfall. These activities will trigger permits from the California Coastal Commission (CCC), U.S. Army Corps of Engineers (ACOE), and the Regional Water Quality Control Board (RWQCB). The Project is within the Monterey Bay National Marine Sanctuary and the Cambria State Marine Conservation Area/State Marine Park (SMCA/SMP); therefore, Federal and State consultation will be required for the Project.

Below is a summary of the tasks included in this proposal:

SCOPE OF WORK

TASK 1 – TECHNICAL STUDIES

Task 1.1 – Biological Assessment

Padre anticipates use of Nationwide Permit 3 – Maintenance (Task 3). Nationwide Permit 3 requires submittal of a Preconstruction Notification, which will also require a Biological Assessment and Essential Fish Habitat Assessment. The Biological Assessment will provide a summary of biological conditions on and around the outfall structure based on any available inspection video or reports and will identify any Project-related affects to Federal threatened or endangered species. The Biological Assessment is required for the ACOE Federal Endangered Species Act Section 7 Consultation for authorization of the Nationwide Permit and will be included in the Preconstruction Notification application.

Task 1.2 – Essential Fish Habitat Assessment

Padre anticipates use of Nationwide Permit 3 – Maintenance (Task 3). Nationwide Permit 3 requires submittal of a Preconstruction Notification, which will also require an Essential Fish Habitat Assessment. The Essential Fish Habitat Assessment will provide a summary of essential fish habitat and conditions on and around the outfall structure based on any available inspection video or reports and will identify any Project-related affects to Federal threatened or endangered species. The Essential Fish Habitat Assessment is required for the ACOE Federal Endangered Species Act Section 7 Consultation for authorization of the Nationwide Permit and will be included in the Preconstruction Notification application.

Task 1.3 – Marine Biological Study

Padre will prepare a Marine Biological Study that will be used during consultation with State agencies, including California State Parks and the California Department of Fish and Wildlife (CDFW) for potential access agreements or use permits regarding the Cambria SMCA/SMP (Task 5). The Marine Biological Study will provide a brief summary of biological conditions on and around the outfall structure based on any available inspection video or reports and will identify any Project-related affects to State threatened or endangered species.

TASK 2 – CALIFORNIA COASTAL COMMISSION COASTAL DEVELOPMENT PERMIT (IMMATERIAL AMENDMENT)

Pursuant to email correspondence received from the CCC, an Immaterial Amendment to the existing Coastal Development Permit (CDP) 3-19-0020. Padre will prepare the Immaterial Amendment application and will submit it to the CCC.

TASK 3 – U.S. ARMY CORPS OF ENGINEERS NATIONWIDE PERMIT AUTHORIZATION

Implementation of the Project will result in the dredged and/or fill material within the Pacific Ocean, which is waters of the United States and within ACOE jurisdiction. Padre will prepare the Preconstruction Notification application and supporting materials to request a Nationwide Permit Authorization and submit the application package to the ACOE.

In order for the ACOE to issue a Nationwide Permit Authorization, they will need to consult with other Federal agencies regarding the Project, including, but not limited to National Marine Fisheries Service (NMFS) and the State Historic Preservation Officer (SHPO). Because the Project is considered a maintenance activity, and impacts to ACOE jurisdiction will be minimal, Padre does not expect that the ACOE will initiate formal consultation with NMFS pursuant to Section 7 the Federal Endangered Species Act. ACOE will also consult with the Monterey Bay Marine National Sanctuary regarding the Project. In addition, Padre does not expect ACOE will initiate consultation with SHPO regarding cultural resources.

TASK 4 – REGIONAL WATER QUALITY CONTROL BOARD WATER QUALITY CERTIFICATION

Implementation of the Project will result in the dredged and/or fill material within the Pacific Ocean, which is waters of the States and within RWQCB jurisdiction. Under the new Federal 401 Rules, Padre will request a Pre-Filling Meeting Request prior to issuance of the Water Quality Certification application. After the Pre-Filling Meeting Request or after 30 days of the request,

Padre will prepare the Water Quality Certification application and submit the application package to the RWQCB.

Prior to issuance of a Water Quality Certification, the RWQCB requires compliance with the California Environmental Quality Act (CEQA). The Project qualifies for a Categorical Exemption, 15301. Existing Facilities. Padre will prepare the Notice of Exemption for approval by the District as lead agency under CEQA.

A Water Quality Certification requires an application fee, which is dependent on the Project impact and fill quantities. The Project impacts are unknown at this time; therefore, Padre is not able to calculate the application fee, and it is not included in our budget for this task.

TASK 5 – STATE AGENCY CONSULTATION

Padre will contact California State Parks and the CDFW to determine if access agreements and/or use permits are required for the Project pursuant to the Cambria SMCA/SMP. If access agreements and/or use permits are required, Padre will work with the State agency to obtain all requirements.

COST ESTIMATE

Costs associated with obtaining the required permits for the Project are included in Table 1. Padre will complete the above scope of work on a time and materials basis invoiced in accordance with Padre’s 2021 fee schedule. Padre will not exceed the total amount without written approval from the SSCSD.

TABLE 1. COST ESTIMATE

Personnel/Item	Rate	Hours/Unit	Cost
TASK 1. TECHNICAL STUDIES			
Task 1.1 Biological Assessment			
Principal Professional II	\$210	2	\$420.00
Senior Professional II	\$160	2	\$320.00
Project Professional II	\$130	20	\$2,600.00
Staff Professional	\$95	20	\$1,900.00
Senior GIS Specialist	\$110	4	\$440.00
<i>Task 1.1 Subtotal</i>			\$5,680.00
Task 1.2 Essential Fish Habitat Assessment			
Principal Professional II	\$210	2	\$420.00
Senior Professional II	\$160	2	\$320.00
Project Professional II	\$130	4	\$520.00
Staff Professional	\$95	24	\$2,280.00
Senior GIS Specialist	\$110	4	\$440.00
<i>Task 1.2 Subtotal</i>			\$3,980.00
Task 1.3. Marine Biological Study			
Principal Professional II	\$210	2	\$420.00
Senior Professional II	\$160	2	\$320.00

Personnel/Item	Rate	Hours/Unit	Cost
Project Professional II	\$130	16	\$520.00
Staff Professional	\$95	16	\$1,520.00
Senior GIS Specialist	\$110	4	\$440.00
<i>Task 1.3 Subtotal</i>			\$4,780.00
<i>Task 1 Subtotal</i>			\$14,440.00
TASK 2. CALIFORNIA COASTAL COMMISSION COASTAL DEVELOPMENT PERMIT (IMMATERIAL AMENDMENT)			
Principal Professional II	\$210	2	\$420.00
Senior Professional II	\$160	8	\$1,280.00
Project Professional II	\$130	8	\$1,040.00
Staff Professional	\$95	24	\$2,280.00
Senior GIS Specialist	\$110	2	\$220.00
<i>Task 2 Subtotal</i>			\$5,240.00
TASK 3. U.S. ARMY CORPS OF ENGINEERS NATIONWIDE PERMIT AUTHORIZATION			
Senior Professional II	\$160	8	\$1,280.00
Project Professional II	\$130	8	\$1,040.00
Staff Professional	\$95	24	\$2,280.00
Senior GIS Specialist	\$110	4	\$440.00
<i>Task 3 Subtotal</i>			\$5,040.00
TASK 4. REGIONAL WATER QUALITY CONTROL BOARD WATER QUALITY CERTIFICATION			
Senior Professional II	\$160	10	\$1,600.00
Project Professional II	\$130	8	\$1,040.00
Staff Professional	\$95	24	\$2,280.00
Senior GIS Specialist	\$110	4	\$440.00
<i>Task 4 Subtotal</i>			\$5,360.00
TASK 5. STATE AGENCY CONSULTATION			
Senior Professional II	\$160	10	\$1,600.00
Project Professional II	\$130	10	\$1,300.00
<i>Task 5 Subtotal</i>			\$2,900.00
TOTAL			\$32,980.00

An Immaterial Amendment requires an application fee of \$1,291.00. This fee is not included in our budget for this task.

SCHEDULE AND ASSUMPTIONS

Several assumptions have been made in developing this proposal and cost estimate and, if not valid, will constitute a change in the scope of services, requiring an adjustment in Project cost and schedule. Padre will notify the SSCSD of any such changes in writing. Assumptions and limitations to our scope of services are presented below:

- The Biological Assessment and Essential Fish Habitat Assessment tasks will be based on existing literature and available inspection video or reports provided by the Client. Field surveys are not included in the budget for these tasks;
- The ACOE will request informal consultation from NMFS; therefore, formal Section 7 consultation is not anticipated;
- Padre does not expect ACOE will initiate consultation with SHPO regarding cultural resources; and
- Permit application fees are not included in the budget for Tasks 2 through 5.

CLOSING

If you should have any questions regarding Padre's proposal and/or require additional information for review purposes, please contact Crystahl Taylor at (805) 786-2650, ext. 111.

Sincerely,



Crystahl Taylor
Senior Project Manager

Business Action Item

- D. DISCUSSION, CONSIDERATION, AND APPOINTMENT OF PERSONS TO SERVE ON THE BUDGET AND WATER COMMITTEES.**



BUSINESS ACTION ITEM STAFF REPORT

ITEM 4.D. DISCUSSION, CONSIDERATION, AND APPOINTMENT OF PERSONS TO SERVE ON THE BUDGET AND WATER COMMITTEES.

Summary:

This item was placed on the agenda at the request of Chairperson Kellas. On an annual basis, the Board Chairperson appoints members to the Budget and Water Committees, subject to approval by the Board. Luz Hernandez has resigned from the Budget Committee and Director Daniel de la Rosa has resigned from the Water Committee.

The committee members are as follows:

Existing Standing Committee Members:

Water Committee: Michael Hanchett, Chuck Grash, Albert Barretto

Budget Committee: Mike Hanchett, Daniel de la Rosa, Miguel Sandoval

Discussion:

The Board Chairperson may request public comment from any person interested in being on either the Water or Budget Committee. Following public comment and any discussion from the Board, the Board Chairperson shall appoint committee members.

The Policy & Procedures manual pertaining to the standing committees and ad-hoc committees is referenced below:

13.01 Standing Committees. The District has the following standing committees:

- Budget/Finances – This committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

- Water/Facility – This committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving the District’s goals in regard to alternative water sources and facility maintenance and upgrades.

13.02 General Rules Governing Committees. The Chairperson of the Board of Directors shall appoint one (1) or two (2) Board members and three (3) to five (5) members of the public to serve on the Standing Committees subject to Board approval. The Chairperson of the Board of Directors shall publicly announce the members of the standing committees for the ensuing year at the next regular Board meeting following the appointment of the Chairperson of the Board of Directors. Committees shall be governed by the following policies and rules.

- At its first meeting, each Standing Committee shall select a Chairperson, who shall be one of the Board members on the committee.
- No more than two Directors of the Board shall serve on any one Committee. Other Directors may attend Committee meetings as *observers* in accordance with the Brown Act. As observers the Board members may not ask questions or make statements while attending the meeting, nor may they sit in the special chairs on the dais while attending the meeting. As observers the Board members have no authority to participate in any way in Committee discussions.
- Committees should focus on matters that typically require extensive research and review.
 - A Committee may take no action. Recommendations for formal action by the Board of Directors are made in the Committee reports.
 - Any Committee that is appointed by action of the Board of Directors and/or has members of the public serving on the Committee shall then come under the posting requirements of the Brown Act and shall be open to the public.
 - The meetings of Standing Committees shall be held when called by the Chairperson of the Standing Committee, other Director member, or the Board Chairperson.
 - Duties and Functions: At the time the Chairperson of the Board of Directors forms the Standing Committee, he/she shall give instructions as to the duties for each Committee. Additional duties and functions may be delegated by the Chairperson, as need arises, subject to Board approval.
 - The Committee shall give a report at the regular meeting of the Board of Directors and if a need to take action should arise, the Committee shall bring a recommendation to the Board of Directors at any duly noticed meeting. The Committee Chairperson shall notify the General Manager of items to be placed on the agenda where action is needed one week prior to the meeting if possible.

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.