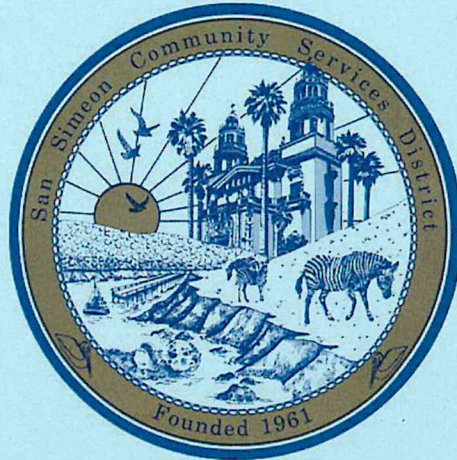


**Board of Directors  
San Simeon Community Services District**



**BOARD PACKET**

**Wednesday, May 9, 2018  
Special Meeting 5:00 pm  
Regular Meeting 6:00 pm**

**Cavalier Banquet Room  
250 San Simeon Avenue  
San Simeon, CA**

Prepared by:



**GRACE**  
ENVIRONMENTAL SERVICES



**AGENDA**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, May 9, 2018**  
**6:00 pm**

**CAVALIER BANQUET ROOM**  
**250 San Simeon Avenue**  
**San Simeon, CA 93452**

**1. REGULAR SESSION: 6:00 PM**

A. Roll Call

B. Pledge of Allegiance

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

**Public Comment** - Any member of the public may address and ask questions of 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 April.

**B. CLOSED SESSION. The Board will hold a Closed Session to discuss the following item: Conference with Legal Counsel – Anticipated Litigation.** Decide whether to initiate litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: Number of case(s): 1.

**C. RECONVENE TO OPEN SESSION** – An announcement of any reportable action taken in closed session will be made in open session.

**D. STAFF REPORTS:**

ii. **General Manager's Report** – Summary of April Activities.

iii. **Superintendent's Report** - Summary of April Activities.

iv. **District Financial Summary** – Update on Monthly Financial Status.

v. **District Counsel's Report** – Summary of April activities

**E. BOARD OF DIRECTORS AND COMMITTEE REPORTS:**

**F. SPECIAL PRESENTATION:**

**G. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:**

**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 to this time, Public Comment is limited to three (3) minutes.



#### **4. CONSENT AGENDA ITEMS:**

**Public Comment** - Members of the public wishing to speak on consent agenda items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak to this time, Public Comment is limited to three (3) minutes.

A. Review and approval of Minutes for the Regular Meeting on April 11, 2018.

B. Review and approval of Disbursements Journal.

C. Review and approval of Minutes for the Special Meeting on April 11, 2018.

#### **5. PUBLIC HEARING:**

**Public Comment** - Members of the public wishing to speak on the public hearing items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak to this time, Public Comment is limited to three (3) minutes.

A. Consideration of adoption of ordinance no. 119 regarding abatement of hazardous weeds. -Move Ordinance be read in title only and all further readings be waived.

#### **6. BUSINESS ITEMS:**

**Public Comment** - 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 to this time, Public Comment is limited to three (3) minutes.

A. Review of Draft Budget Fiscal Year 2018/2019.

B. Discussion regarding Board member attendance at NCAC, WRAC and IRWM meetings.

C. Authorization for the General Manager to retain Dechance Construction Co, Inc. to perform meter installation and repair work not to exceed the amount of \$8,000.00.

**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.

**3. A. ii GENERAL MANAGER'S REPORT**  
**Charles Grace**  
**Update for April 2018**





## GENERAL MANAGER'S REPORT

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### Item 3.A.ii

#### 1. Staff Activity – Report on Staff activities for the month of April.

Regular day to day activities performed by District staff include:

Monday-Thursday office hours, processing of utility payments, customer service duties, answering phone calls, mailing of regular monthly utility bills, along with the preparation and distribution of the Agenda and Board packet.

During the month of April, staff also attended to the following items:

- Responded to four (4) public records requests.
- Prepared the quarterly newsletter.
- Worked with Julia Stanert to finalize the items needed for her Board appointment.
- Staff began preparing the necessary items for the weed abatement resolution that will be presented at the June Board meeting.

#### 2. Grant update –

**PROP 1 DAC Grant** –The DAC (Disadvantaged Community) reimbursement process has begun. Ms. Osborne will be submitting invoices for reimbursement on behalf of the District. As per past experience with reimbursement, it is projected that we would see our first check in December 2018/January 2019. When we get better direction on reimbursement timing, we will advise the Board.

**PROP 1 IMPLEMENTATION Grant** –The next round of the Prop 1 Grant procedures, guidelines and application are currently being assembled by the DDW (Division of Drinking Water), but have not been released yet. The Reservoir Expansion Project Phase 1 will be submitted for the Implementation portion of the Prop 1 Grant. Ms. Osborne is on the team of project reviewers. Once the forms are released, Ms. Osborne will be submitting our project for review. As a reminder, this is a 50%/50% grant, and there is only \$6 Million dollars that will need to be shared amongst all the project winners.

A large project with concurrent workable phases is the best way to obtain grant funding.



**3. A. iii. SUPERINTENDENT'S REPORT**  
**Jerry Copeland**  
**Facilities Update for April 2018**





## SUPERINTENDENT'S REPORT

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### Item 3.A.iii

Prepared by: Jerry Copeland

#### 1. Wastewater Treatment Plant

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB.
- One load of sludge was hauled away.

#### 2. Water Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW), including additional reporting required with filter operation.
- We continued to operate the HARMSCO filter daily.
- Monthly repickling of the R.O. unit was performed.
- Monthly water meter reading was performed.

#### 3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.



	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Total for 2018
Wastewater Influent	1,762,514	1,707,154	2,752,139	2,188,423									8,410,230
Wastewater Final Effluent (Month Cycle)	1,718,650	1,748,894	2,796,460	2,287,640									8,551,644
Adjusted Wastewater Influent (- State Flow)	1,516,601	1,459,319	2,320,828	1,819,468									7,116,216
Water Produced (month cycle)	1,464,210	1,578,354	1,677,091	1,845,614									6,565,270
Sewer Influent/Water Produced Ratio	1.20	1.08	1.64	1.19									N/A
Adjusted Sewer/Water Produced Ratio	1.04	0.92	1.38	0.99									N/A
Well 1 Water Pumped	314,983	582,542	40,691	885,332									1,823,549
Well 2 Water Pumped	1,149,227	995,812	1,636,400	960,282									4,741,722
Total Well Production	1,464,210	1,578,354	1,677,091	1,845,614									6,565,270
Water Well 1 Avg Depth to Water	10.6	10.1	9.5	10.1									N/A
Water Well 2 Avg Depth to Water	11.0	10.5	9.9	10.5									N/A
Average Depth to Water of Both Wells	10.8	10.3	9.7	10.3									N/A
Change in Average Depth to Water from 2017	+2.7	+2.3	-0.3	+0.3									N/A
Average Chloride mg/L at the Wells	34.5	35.5	32	35.5									N/A
State Wastewater Treated	245,913	247,835	431,311	368,955									1,294,014
State % of Total WW Flow	14%	15%	16%	17%									N/A
Recycled Water Sold (Gallons)	0	0	0	0									0
Biosolids Removal (Gallons)	9,600	0	4,800	4,800									19,200
<b>WW Permit Limitation Exceeded</b>	0	0	0	0									N/A
<b>RW Permit Limitation Exceeded</b>	0	0	0	0									N/A
<b>Constituent Exceeded</b>	N/A	N/A	N/A	N/A									N/A
<b>Sample Limit</b>	N/A	N/A	N/A	N/A									N/A
<b>Sample Result</b>	N/A	N/A	N/A	N/A									N/A
<b>2017</b>													
Wastewater Influent	4,686,295	4,225,605	2,454,810	2,674,358	2,408,421	2,400,006	3,248,977	2,976,582	2,314,982	2,167,268	1,852,863	1,972,595	33,382,762
Wastewater Final Effluent (Month Cycle)	4,621,950	4,185,250	2,372,800	2,628,130	2,496,660	2,398,120	2,953,830	2,648,061	2,259,220	2,140,520	1,816,710	1,893,300	32,414,551
Adjusted Wastewater Influent (- State Flow) *	3,757,902	3,410,095	2,084,624	2,263,137	2,035,569	2,008,272	2,675,674	2,492,452	1,942,728	1,840,359	1,577,793	1,670,528	27,759,133
Water Produced (month cycle)	1,602,216	1,806,869	1,773,957	1,960,209	2,111,454	2,153,118	2,598,851	2,392,456	2,060,913	1,943,827	1,706,552	1,744,635	23,855,056
Sewer Influent/Water Produced Ratio	2.90	2.34	1.38	1.36	1.14	1.12	1.25	1.24	1.10	1.10	1.08	1.13	N/A
Adjusted Sewer/Water Ratio	2.50	1.89	1.18	1.16	0.96	0.93	1.03	1.04	0.94	0.95	0.92	0.92	N/A
Average Depth of Both Wells	8.1	8.0	10.0	10.0	9.9	9.7	10.1	10.4	10.5	11.0	11.8	11.8	N/A
Change in Average Depth to Water from 2016	-2.0	-2.6	0.0	-0.6	-0.7	-1.0	-1.0	-1.5	-2.4	-2.6	-0.9	+1.2	N/A
Average Chloride mg/L at the Wells	66	65	46	36	53	69	60	51	40	37	36	35	N/A
State Wastewater Treated	928,393	815,510	370,186	411,221	372,852	391,734	573,303	484,130	372,254	326,909	275,070	302,067	5,623,629
State % of Total WW Flow	0.2	0.19	0.15	0.15	0.16	0.16	0.18	0.16	16%	15%	15%	15%	N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0	0	0	0	0	0
Biosolids Removal (Gallons)	9,600	4,800	4,800	9,600	9,600	9,600	0	9,600	4,800	4,800	0	4,800	72,000
<b>WW Permit Limitation Exceeded</b>	0	0	0	0	0	0	0	0	0	0	0	0	N/A
<b>RW Permit Limitation Exceeded</b>	0	0	0	0	0	0	0	0	0	0	0	0	N/A
<b>Constituent Exceeded</b>	None	None	None	None	None	None	None	None	None	None	None	None	N/A
<b>Sample Limit</b>	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
<b>Sample Result</b>	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

MONTHLY DATA REPORT																	
Date	Day	Wastewater Inflow	Wastewater Effluent Daily Flow	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Daily Inflow	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 Inflow Daily Flow
04/01/18	Sun	86,987	87,550	0	69,714	69,714	0	0	0	-	-	-	0	9.9	10.3	0.00	18,373
04/02/18	Mon	82,454	83,270	0	51,313	51,313	0	0	0	-	-	-	0	10.0	10.4	0.00	15,520
04/03/18	Tue	83,919	85,030	63,804	0	63,804	0	0	0	-	-	-	0	10.0	10.4	0.00	18,379
04/04/18	Wed	79,049	82,090	0	67,395	67,395	0	0	0	-	-	-	0	10.1	10.4	0.00	15,775
04/05/18	Thu	83,680	80,090	66,796	0	66,796	0	0	0	-	39	32	0	10.0	10.4	0.00	12,284
04/06/18	Fri	87,544	84,650	0	71,284	71,284	0	0	0	-	-	-	0	10.1	10.5	0.04	16,640
04/07/18	Sat	102,393	100,830	60,812	0	60,812	0	0	0	-	-	-	0	10.1	10.5	0.36	16,610
04/08/18	Sun	80,103	82,000	0	72,556	72,556	0	0	0	-	-	-	0	10.2	10.6	0.00	22,204
04/09/18	Mon	71,285	71,540	49,218	0	49,218	0	0	0	-	39	<32	0	10.2	10.6	0.00	14,223
04/10/18	Tue	66,740	68,520	0	51,762	51,762	0	0	0	-	-	-	0	10.2	10.5	0.00	8,865
04/11/18	Wed	64,781	67,520	0	53,407	53,407	0	0	0	-	-	-	0	10.2	10.6	0.00	14,466
04/12/18	Thu	76,494	72,430	69,190	0	69,190	0	0	0	-	-	-	0	10.2	10.5	0.00	12,628
04/13/18	Fri	58,530	60,000	0	47,049	47,049	0	0	0	-	-	-	0	10.2	10.5	0.00	10,171
04/14/18	Sat	89,010	90,790	81,756	0	81,756	0	0	0	-	-	-	0	10.2	10.5	0.00	8,983
04/15/18	Sun	76,278	81,140	0	62,084	62,084	0	0	0	-	-	-	0	10.1	10.5	0.12	12,417
04/16/18	Mon	62,452	65,730	50,041	0	50,041	0	0	0	-	-	-	0	10.1	10.4	0.00	5,604
04/17/18	Tue	50,379	55,840	0	37,849	37,849	0	0	0	-	-	-	0	10.1	10.6	0.00	7,006
04/18/18	Wed	48,659	56,100	50,266	0	50,266	0	0	0	-	39	32	0	10.1	10.5	0.08	7,872
04/19/18	Thu	61,113	68,020	0	55,726	55,726	0	0	0	-	-	-	0	10.1	10.4	0.00	8,856
04/20/18	Fri	56,509	64,140	59,690	0	59,690	0	0	0	-	-	-	0	10.1	10.5	0.00	10,190
04/21/18	Sat	85,245	92,940	0	56,399	56,399	0	0	0	-	-	-	0	10.2	10.5	0.00	10,319
04/22/18	Sun	87,462	94,500	90,657	0	90,657	0	0	0	-	-	-	0	10.2	10.5	0.00	8,133
04/23/18	Mon	65,877	71,380	0	57,372	57,372	0	0	0	-	39	<32	0	10.2	10.5	0.00	11,862
04/24/18	Tue	62,843	68,890	54,529	0	54,529	0	0	0	-	-	-	0	10.2	10.5	0.00	4,685
04/25/18	Wed	59,519	67,580	0	62,308	62,308	0	0	0	-	-	-	0	10.1	10.4	0.00	9,544
04/26/18	Thu	62,046	67,450	55,352	0	55,352	0	0	0	-	-	-	0	10.2	10.5	0.00	9,914
04/27/18	Fri	64,822	69,500	0	64,627	64,627	0	0	0	-	-	-	0	10.2	10.6	0.00	13,182
04/28/18	Sat	77,833	84,080	65,375	0	65,375	0	0	0	-	-	-	0	10.2	10.6	0.00	8,033
04/29/18	Sun	87,073	92,890	0	79,437	79,437	0	0	0	-	-	-	0	10.3	10.6	0.00	368,955
04/30/18	Mon	67,344	71,150	67,844	0	67,844	0	0	0	-	-	-	0	10.3	10.6	0.00	12,299
TOTALS		2,188,423	2,287,640	885,332	960,282	1,845,614	0	0	0	0	39	32	0	10.1	10.5	0.64	4,685
Average		72,947	76,255	29,511	32,009	61,520	0	0	0	0	39	32	0	9.9	10.3	0.00	22,204
Minimum		48,659	55,840	0	0	37,849	0	0	0	0	39	32	0	10.3	10.6	0.00	4,685
Maximum		102,393	100,830	90,657	79,437	90,657	0	0	0	0	39	32	0	10.3	10.6	0.36	22,204

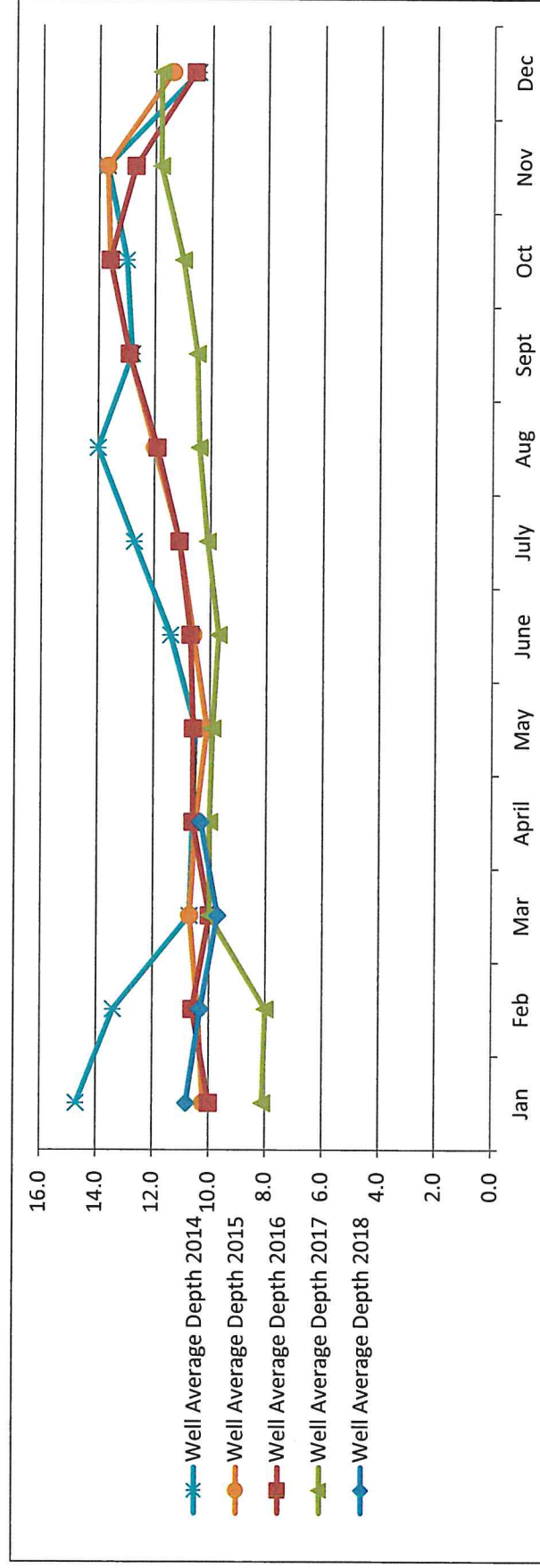


San Simeon Community Services District

Superintendent's Report

April 2018

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Well Average Depth 2014	14.7	13.4	10.7	10.6	10.5	11.4	12.7	14.0	12.8	13.0	13.7	10.5
Well Average Depth 2015	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9	13.6	13.7	11.4
Well Average Depth 2016	10.0	10.6	10.0	10.6	10.6	10.7	11.1	11.9	12.9	13.6	12.7	10.6
Well Average Depth 2017	8.1	8.0	10.0	10.0	9.9	9.7	10.1	10.4	10.5	11.0	11.8	11.8
Well Average Depth 2018	10.8	10.3	9.7	10.3								



**3. A. iv DISTRICT FINANCIALS**  
**Cortney Murguia**  
**April 30, 2018**



**SAN SIMEON COMMUNITY SERVICES DISTRICT**



**4C. FINANCIAL SUMMARY**

**BILLING**

**April 30, 2018**

<b>March Billing Revenue</b>	<b>\$ 42,891.73</b>
<b>April Billing Revenue</b>	<b>\$ 69,184.20</b>

Past Due (31 to 60 days)	\$ 52.63
Past Due (60 days)	\$ 277.35

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**ENDING BANK BALANCES**

**April 30, 2018**

**RABOBANK SUMMARY:**

<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 39.00</b>
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**HERITAGE OAKS BANK:**

<b>Money Marketing Account Closing Balance March 31, 2018</b>	<b>\$ 871,674.69</b>
<b>Interest for April 2018</b>	<b>\$ 246.43</b>
<b>Refund transfer fee for USDA payment</b>	<b>\$ 25.00</b>

**\*Transfer to General Checking (\$ 35,000.00)**

<b>Money Marketing Account Closing Balance April 30, 2018</b>	<b>\$ 836,946.12</b>
---	----------------------

Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,450.00)
<b>Available Funds</b>	<b>\$ 576,585.02</b>

<b>General Checking Account April 30, 2018</b>	<b>\$ 46,030.23</b>
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<b>LAIF Closing Balance April 30, 2018</b>	<b>\$ 530.97</b>
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**\*SSCSD waiting for a payment from the State of California in the amount of \$21,914.14.**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet**  
**As of April 30, 2018**

	Apr 30, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Pacific Prem - General Checking	45,887.88
1016 · Pacific Premier-Wellhead	6.34
1017 · Pacific Premier-Money Market	836,946.12
1022 · USDA checking	234.05
1040 · Cash in county treasury	108.33
1050 · LAIF - non-restricted cash	529.00
<b>Total Checking/Savings</b>	<b>883,861.72</b>
Other Current Assets	
1014 · *Deposits in Transit	5,609.84
1200 · Accounts receivable	68,295.90
1220 · A/R - Hearst Castle	43,456.80
1300 · Prepaid expenses	1,562.54
<b>Total Other Current Assets</b>	<b>118,925.08</b>
<b>Total Current Assets</b>	<b>1,002,786.80</b>
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	192,311.82
1560 · Pipe bridge	28,075.58
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	262,932.67
1640 · Wellhead Rehab Project	450,827.53
1650 · Walkway access projects	21,511.00
1660 · RO Unit	931,966.97
1670 · Reservoir	38,510.50
1680 · Generator	29,101.14
<b>Total 1400 · Fixed assets</b>	<b>5,006,370.47</b>
1690 · Accumulated depreciation	(2,269,388.96)
<b>Total Fixed Assets</b>	<b>2,736,981.51</b>
<b>TOTAL ASSETS</b>	<b>3,739,768.31</b>

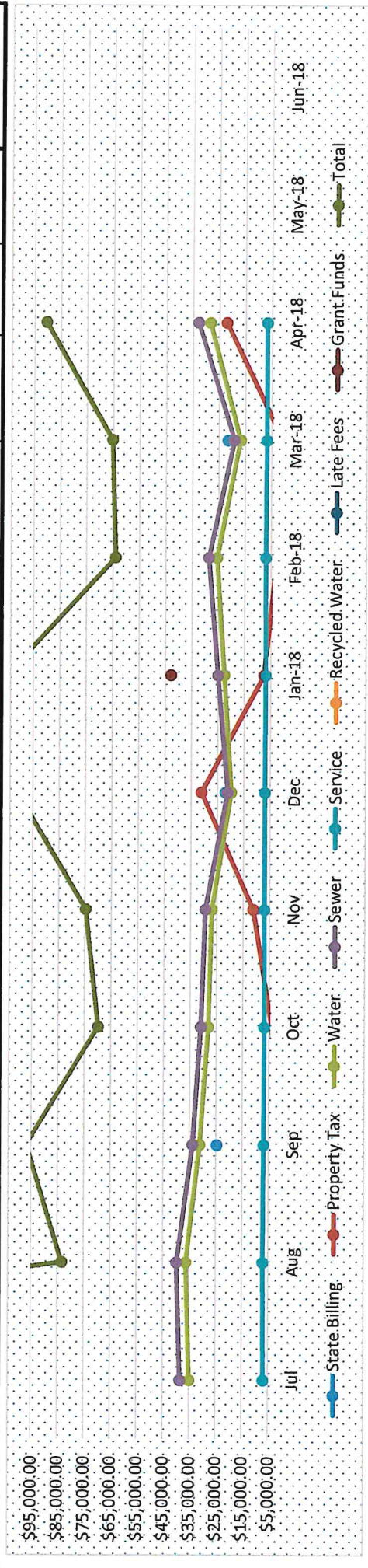


Apr 30, 18

LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll liabilities	397.80
2500 · Customer security deposits	9,450.00
2510 · Connect hookup wait list	45,750.00
2520 · USDA Loan	406,895.00
Total Other Current Liabilities	462,492.80
Total Current Liabilities	462,492.80
Total Liabilities	462,492.80
Equity	
3200 · Fund balance	2,933,212.38
Net Income	344,063.13
Total Equity	3,277,275.51
TOTAL LIABILITIES & EQUITY	3,739,768.31

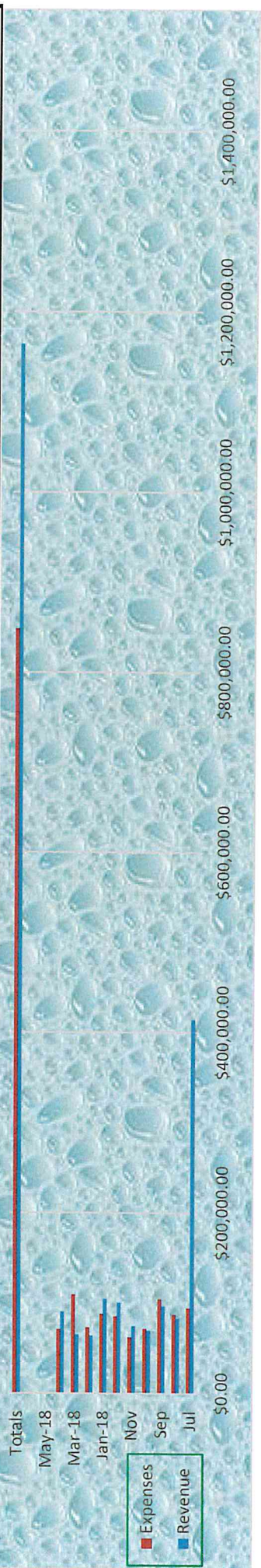
DISTRICT REVENUE FY 2017/2018

	Jul	Aug	Sep	Oct	Nov	Dec	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Totals
<b>State Billing</b>			\$24,606.31			\$21,914.14			\$21,542.66				\$68,063.11
<b>Property Tax</b>	\$1,282.43	\$0.00	\$121.78	\$3,983.38	\$11,222.22	\$31,099.09	\$7,506.90	\$2,750.02	\$640.94	\$22,168.20			\$80,774.96
<b>Water</b>	\$34,880.43	\$36,192.33	\$31,137.52	\$27,999.25	\$26,930.07	\$19,762.53	\$22,551.64	\$25,457.70	\$16,741.07	\$28,408.76			\$270,061.30
<b>Sewer</b>	\$38,495.46	\$39,770.86	\$33,836.96	\$30,919.58	\$29,421.68	\$21,164.32	\$25,021.12	\$28,652.26	\$19,108.33	\$32,900.73			\$299,291.30
<b>Service</b>	\$6,820.12	\$6,950.95	\$6,821.63	\$6,659.98	\$6,886.29	\$6,886.29	\$6,789.30	\$6,853.96	\$6,724.64	\$6,724.64			\$68,117.80
<b>Recycled Water</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
<b>Late Fees</b>	\$628.24	\$379.06	\$292.61	\$241.85	\$221.14	\$159.01	\$113.69	\$197.92	\$487.09	\$284.43			\$3,005.04
<b>Grant Funds</b>	\$332,310.87						\$42,858.00						\$375,168.87
<b>Total</b>	\$414,417.55	\$83,293.20	\$96,816.81	\$69,804.04	\$74,681.40	\$100,985.38	\$104,840.65	\$63,911.86	\$65,244.73	\$90,486.76			\$1,164,482.38
Water Sold Cu Ft	299369	310960	266284	241692	232942	169355	194345	217741	144425	244412			2321525
Water Sold Acre ft	6.87	7.14	6.11	5.55	5.35	3.89	4.46	5.00	3.32	5.61			53.30



REVENUE VS EXPENSES

	Jul	Aug	Sep	Oct	Nov	Dec	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Totals
<b>Revenue</b>	\$414,417.55	\$83,293.20	\$96,816.81	\$69,804.04	\$74,681.40	\$100,985.38	\$104,840.65	\$63,911.86	\$65,244.73	\$90,486.76			\$1,164,482.38
<b>Expenses</b>	\$94,660.34	\$87,503.06	\$104,489.98	\$71,763.52	\$62,490.35	\$85,613.60	\$88,196.48	\$73,251.65	\$109,510.66	\$70,856.21			\$848,335.85
<b>Balance</b>	\$319,757.21	(\$4,209.86)	(\$7,673.17)	(\$1,959.48)	\$12,191.05	\$15,371.78	\$16,644.17	(\$9,339.79)	(\$44,265.93)	\$19,630.55			\$316,146.53





**SAN SIMEON COMMUNITY SERVICES  
HISTORICAL FISCAL REVIEW**

<b>2014 / 2015</b>													
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$9,972.00			\$6,480.49			\$7,042.78			\$8,943.33	\$32,438.60
Property Tax	\$1,749.86		\$170.96	\$4,304.07	\$6,305.04	\$30,755.69	\$1,698.01	\$680.91	\$4,730.41	\$20,998.75	\$444.16	\$624.12	\$72,461.98
Water	\$34,524.91	\$30,347.28	\$26,979.15	\$24,551.71	\$23,063.39	\$16,542.19	\$24,980.71	\$22,031.38	\$23,713.28	\$29,614.92	\$25,535.77	\$26,568.29	\$308,452.98
Sewer	\$41,554.68	\$36,609.57	\$32,364.61	\$29,124.18	\$27,266.32	\$19,555.31	\$29,619.69	\$25,800.68	\$27,563.38	\$35,077.17	\$30,393.05	\$31,702.68	\$366,631.32
Service	\$5,773.50	\$5,747.70	\$5,747.70	\$5,747.70	\$5,775.07	\$5,747.70	\$5,775.07	\$5,747.70	\$5,747.70	\$5,747.70	\$5,802.44	\$5,747.70	\$69,107.68
Late Fees	\$123.97	\$44.80	\$94.76	\$153.10	\$221.66	\$168.17	\$78.17	\$106.62	\$194.28	\$19.45	\$192.34	\$47.19	\$1,444.51
<b>Total Revenue</b>	<b>\$83,726.92</b>	<b>\$72,749.35</b>	<b>\$75,329.18</b>	<b>\$63,880.76</b>	<b>\$62,631.48</b>	<b>\$79,249.55</b>	<b>\$62,151.65</b>	<b>\$54,367.29</b>	<b>\$69,166.14</b>	<b>\$91,457.99</b>	<b>\$62,367.76</b>	<b>\$74,431.29</b>	<b>\$851,509.36</b>
<b>Total Expense</b>	<b>\$58,555.68</b>	<b>\$53,848.94</b>	<b>\$56,471.91</b>	<b>\$67,511.62</b>	<b>\$68,584.98</b>	<b>\$63,061.56</b>	<b>\$68,239.78</b>	<b>\$75,948.43</b>	<b>\$67,780.30</b>	<b>\$71,023.34</b>	<b>\$70,022.86</b>	<b>\$70,473.36</b>	<b>\$791,522.76</b>
Water Sold Cu Ft	352622	309962	275523	250905	235552	169443	255324	224325	240675	300989	260697	306,222	3,182,239
Water Sold Acre ft	8.10	7.12	6.33	5.76	5.41	3.89	5.86	5.15	5.53	6.91	5.98	7.03	73.05

<b>2015 / 2016</b>													
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$7,200.02			\$8,584.90			\$11,992.94			\$10,529.30	\$38,307.16
Property Tax	\$1,299.10	\$78.29	\$89.78	\$6,473.88	\$5,162.73	\$31,035.95	\$732.82	\$3,907.74	\$4,380.61	\$20,311.05	\$670.65	\$812.49	\$74,955.09
Water	\$32,179.33	\$35,048.63	\$31,023.24	\$30,062.47	\$23,260.87	\$19,903.42	\$28,833.61	\$24,410.65	\$22,300.83	\$24,943.58	\$27,395.80	\$29,375.50	\$328,737.93
Sewer	\$38,340.31	\$41,800.72	\$36,517.90	\$35,482.63	\$27,568.63	\$23,716.44	\$33,983.50	\$28,929.28	\$26,405.46	\$29,496.09	\$31,742.13	\$34,065.24	\$388,048.33
Service	\$6,052.80	\$6,081.90	\$6,111.00	\$6,111.00	\$6,111.00	\$6,111.00	\$6,169.20	\$6,111.00	\$6,140.10	\$6,140.10	\$6,111.00	\$6,111.00	\$73,361.10
Recycled Water			\$1,359.75			\$854.07							\$2,213.82
Late Fees	\$118.83	\$71.20	\$72.27	\$239.83	\$386.63	\$99.38	\$153.29	\$138.82	\$86.36	\$485.53	\$657.24	\$418.39	\$2,927.77
<b>Total Revenue</b>	<b>\$77,990.37</b>	<b>\$83,080.74</b>	<b>\$82,373.96</b>	<b>\$78,369.81</b>	<b>\$62,489.86</b>	<b>\$90,305.16</b>	<b>\$69,872.42</b>	<b>\$63,497.49</b>	<b>\$71,306.30</b>	<b>\$81,376.35</b>	<b>\$66,576.82</b>	<b>\$81,311.92</b>	<b>\$908,551.20</b>
<b>Total Expense</b>	<b>\$56,735.48</b>	<b>\$80,703.14</b>	<b>\$62,573.67</b>	<b>\$62,460.00</b>	<b>\$90,307.21</b>	<b>\$78,261.91</b>	<b>\$62,999.58</b>	<b>\$69,646.10</b>	<b>\$68,440.42</b>	<b>\$78,744.51</b>	<b>\$62,608.05</b>	<b>\$60,034.80</b>	<b>\$833,514.87</b>
Water Sold Cu Ft	311247	338969	297896	288860	223460	191579	276707	234583	213757	239168	260907	278,453	3,155,486
Water Sold Acre ft	7.15	7.78	6.84	6.63	5.13	4.40	6.35	5.39	4.91	5.49	5.99	6.39	72.44

<b>2016 / 2017</b>													
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$12,485.00			\$13,996.07			\$29,440.40			\$23,960.29	\$79,881.76
Property Tax	\$1,161.69		\$1,184.42	\$6,789.01	\$6,970.82	\$28,878.98	\$2,456.74	\$2,966.66	\$2,421.97	\$23,540.38	\$415.92	\$1,111.78	\$77,898.37
Water	\$36,292.1	\$36,746.52	\$31,241.74	\$29,953.03	\$22,549.49	\$19,445.8	\$25,600.5	\$22,112.36	\$19,816.90	\$27,563.35	\$27,763.55	\$31,331.40	\$330,416.71
Sewer	\$41,862.8	\$43,190.60	\$36,386.89	\$35,106.74	\$25,574.57	\$21,817.9	\$29,037.7	\$24,590.36	\$22,440.87	\$31,022.32	\$31,228.75	\$34,851.59	\$377,111.12
Service	\$6,559.5	\$6,472.20	\$6,472.20	\$6,472.20	\$6,626.30	\$6,533.8	\$6,503.0	\$6,503.02	\$6,503.02	\$6,503.02	\$6,564.66	\$6,626.30	\$78,339.28
Recycled Water						\$216.4							\$216.35
Late Fees	\$485.7	\$97.52	\$595.71	\$316.72	\$353.70	\$1,587.7	\$366.8	\$1,387.73	\$735.52	\$202.87	\$187.94	\$804.03	\$7,121.95
<b>Total Revenue</b>	<b>\$86,361.78</b>	<b>\$86,506.84</b>	<b>\$88,365.96</b>	<b>\$78,637.70</b>	<b>\$62,074.88</b>	<b>\$92,476.61</b>	<b>\$63,964.81</b>	<b>\$57,560.13</b>	<b>\$81,358.68</b>	<b>\$88,831.94</b>	<b>\$66,160.82</b>	<b>\$98,685.39</b>	<b>\$950,985.54</b>
<b>Total Expense</b>	<b>\$127,105.89</b>	<b>\$72,035.48</b>	<b>\$114,268.09</b>	<b>\$71,273.31</b>	<b>\$75,340.87</b>	<b>\$66,017.87</b>	<b>\$71,441.43</b>	<b>\$72,822.48</b>	<b>\$152,049.21</b>	<b>\$62,994.78</b>	<b>\$77,525.44</b>	<b>\$71,657.28</b>	<b>\$1,034,532.13</b>
Water Sold Cu Ft	324654	324654	281207	269907	203338	175391	232048	200704	179990	249876	249279	282352	2,973,400
Water Sold Acre ft	7.45	7.45	6.46	6.20	4.67	4.03	5.33	4.61	4.13	5.74	5.72	6.48	68.26

## **4. CONSENT AGENDA**

- A. Review & Approval of Minutes for the Regular Meeting  
–May 9, 2018.**

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, May 9, 2018**  
**6:00 pm**

**CAVALIER BANQUET ROOM**  
**250 San Simeon Avenue**  
**San Simeon, CA 93452**

**1. REGULAR SESSION @ 6:02 PM**

**A. Roll Call**

Chairperson Williams – present	General Manager, Charles Grace
Vice-Chairperson McGuire – present	District Counsel, Natalie Frye Laacke
Director Russell – present	
Director Kellas – present	
Director Stanert –present	

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

Mike Hanchett asked that the Board write a letter of support regarding the Highway One closure stating that he would like District reinforcement regarding this matter.

**3. SPECIAL PRESENTATIONS AND REPORTS:**

**A. STAFF REPORTS:**

**i. Sheriff's Report – Report for April.**

During the month of April there were 11 calls for service including one call for a runaway juvenile, one call for a suspicious suspect, and one call of a telephone scam.

Director Russell inquired about an incident with an unmarked car on Highway One that had what appeared to be police lights but no sirens.

Commander Voge responded that he was unaware of this incident.

**B. CLOSED SESSION – 6:11 PM**

**Conference with Legal Counsel – Anticipated Litigation.** Decide whether to initiate litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: Number of case(s): 1.

**C. RECONVENE TO OPEN SESSION – 7:10 PM**

No reportable action was taken regarding this matter.

**D. STAFF REPORTS:**

**ii. General Manager's Report –**

**Staff Activity – Report on Staff activities for the month of April.**

Regular day to day activities performed by District staff include:

Monday-Thursday office hours, processing of utility payments, customer service duties, answering phone calls, mailing of regular monthly utility bills, along with the preparation and distribution of the Agenda and Board packet.



During the month of April, staff also attended to the following items:

- Responded to four (4) public records requests.
- Prepared the quarterly newsletter.
- Worked with Julia Stanert to finalize the items needed for her Board appointment.
- Staff began preparing the necessary items for the weed abatement resolution that will be presented at the June Board meeting.

**Grant update –**

**PROP 1 DAC Grant** –The DAC (Disadvantaged Community) reimbursement process has begun. Ms. Osborne will be submitting invoices for reimbursement on behalf of the District. As per past experience with reimbursement, it is projected that we would see our first check in December 2018/January 2019. When we get better direction on reimbursement timing, we will advise the Board.

**PROP 1 IMPLEMENTAION Grant** –The next round of the Prop 1 Grant procedures, guidelines, and application are currently being assembled by the DDW (Division of Drinking Water), but have not been released yet. The Reservoir Expansion Project Phase 1 will be submitted for the Implementation portion of the Prop 1 Grant. Ms. Osborne is on the team of project reviewers. Once the forms are released, Ms. Osborne will be submitting our project for review. As a reminder, this is a 50%/50% grant, and there is only \$6 Million dollars that will need to be shared amongst all the project winners.

A large project with concurrent workable phases is the best way to obtain grant funding.

**iii. Superintendent’s Report –**

**Wastewater Treatment Plant**

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB.
- One load of sludge was hauled away.

**Water Distribution System**

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW), including additional reporting required with filter operation.
- We continued to operate the HARMSCO filter daily.
- Monthly re-pickling of the R.O. unit was performed.
- Monthly water meter reading was performed.

**District and Equipment Maintenance**

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.

**iv. District Financial Summary –**

<b>March Billing Revenue</b>	<b>\$ 42,891.73</b>
<b>April Billing Revenue</b>	<b>\$ 69,184.20</b>
Past Due (31 to 60 days)	\$ 52.63
Past Due (60 days)	\$ 277.35

**ENDING BANK BALANCES**

April 30, 2018

**RABOBANK SUMMARY:**

Well Rehab Project/USDA Checking Account \$ 39.00

**HERITAGE OAKS BANK:**

Money Marketing Account Closing Balance March 31, 2018 \$ 871,674.69

Interest for April 2018 \$ 246.43

Refund transfer fee for USDA payment \$ 25.00

\*Transfer to General Checking (\$ 35,000.00)

Money Marketing Account Closing Balance April 30, 2018 \$ 836,946.12

Reserve Fund (\$ 250,000.00)

Wait-list Deposits (\$ 45,750.00)

Customer Deposits (\$ 9,450.00)

**Available Funds \$ 576,585.02**

General Checking Account April 30, 2018 \$ 46,030.23

LAIF Closing Balance April 30, 2018 \$ 530.97

**\*SSCSD waiting for a payment from the State of California in the amount of \$21,914.14.**

**v. District Counsel's Report –**

Natalie Frye Laacke reported on the two mandatory training requirements for the Board members. She explained that these trainings must be completed by the Board members every two years. Natalie also provided information regarding the mandatory website requirements for government agencies that will take effect January 1, 2019.

Julia Stanert inquired about an email addresses being provided by the District. Staff explained the current process and potential costs that would be associated with this request. Natalie provided information about personal email addresses and public records requests.

**E. BOARD OF DIRECTORS AND COMMITTEE REPORTS:**

None

**F. SPECIAL PRESENTATION:**

None

**G. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:**

None

**4. CONSENT AGENDA ITEMS:**

**Public Comment – None**

**A. Review and approval of Minutes for the Regular Meeting on April 11, 2018.**

Cortney Murguia asked that on page 5 the language in Director Kellas's motion be changed from "Phase 1" to "Phase 2".

Director Russell asked that on page 1 under public comment that "crowd" be changed to "public".

Director McGuire asked that on page 6 "with in" be changed to "within".

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

No changes.

**C. Review and approval of Minutes for the Special Meeting on April 11, 2018.**

Director Kellas asked that the duplicate wording "will be presented" be removed.

A motion was made to approve consent agenda items 4A-4C with the recommended changes.

Motion by: Director Russell

2<sup>nd</sup>: Director Kellas

All in: 5 / 0

**5. PUBLIC HEARING:**

**Public Comment –**

None

**A. Consideration of adoption of ordinance no. 119 regarding abatement of hazardous weeds. -  
Move Ordinance be read in title only and all further readings be waived.**

A motion was made that Ordinance 119 be read in title only and all further readings be waived.

Motion by: Director Kellas

2<sup>nd</sup>: Chairperson Williams

All in: 5 / 0

A motion was made to approve Ordinance 119 regarding abatement of hazardous weeds.

Motion by: Director Russell

2<sup>nd</sup>: Director Kellas

All in: 5 / 0

Roll Call: Chairperson Williams: YES    Vice-Chairperson McGuire: YES    Director Russell: YES  
Director Kellas: YES    Director Stanert: YES

**6. BUSINESS ITEMS:**

**Public Comment –**

Mike Hanchett commented that the North Coast Advisory Council (NCAC) meetings were not part of the District charter, stating that he did not believe that a Board member needed to attend these meetings as a District representative.



**A. Review of Draft Budget Fiscal Year 2018/2019.**

Mike Hanchett presented the draft budget for fiscal year 2018/2019. He provided information related to various items in the draft budget. He addressed items related to a decline in revenue.

No action was taken.

**B. Discussion regarding Board member attendance at NCAC, WRAC and IRWM meetings.  
\*North Coast Advisory Council (NCAC), Water Resources Advisory Committee (WRAC),  
Integrated Regional Water Management (IRWM)**

Charlie Grace introduced this item.

Vice-Chairperson McGuire asked about the language in NCAC agenda allowing for a Board member to provide information about activities of the SSCSD.

Director Russell stated that he agreed that the NCAC meetings were not within the jurisdiction of the District.

Natalie Fry Laacke provided information about the correct protocol of Board members attending meetings as a representative of the District.

Charlie Grace provided information about two recent instances of SSCSD business that required NCAC approval.

Director Kellas commented that she agreed with Mr. Hanchett's comments about the NCAC meetings.

A motion was made to allow Vice-Chairperson McGuire to attend the WRAC meetings.

Motion by: Director Russell  
2<sup>nd</sup>: Chairperson Williams  
All in: 5 / 0

**C. Authorization for the General Manager to retain Dechance Construction Co, Inc. to perform meter installation and repair work not to exceed the amount of \$8,000.00.**

Charlie Grace introduced the item.

Director Kellas asked Charlie Grace about the cost and if the District had previously worked with this contractor.

Charlie Grace responded that the District had previously worked with this contractor, the bid was reasonable, and that their staff was familiar with the District's specific needs and time constraint issues.

A motion was made to approve the General Manager's request to retain Dechance Construction to perform the repair.

Motion by: Director Kellas  
2<sup>nd</sup>: Chairperson Williams  
All in: 5 / 0

## **7. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS –**

Mike Hanchett provided information to the Board about the need for a letter of support regarding the Highway One reopening. He explained that this item was urgent and that they needed the letter before the next Board meeting would occur.

Chairperson Williams asked Natalie Frye Laacke if this item needed to be agendized.

She replied that this item would need to be on the agenda. She explained that due to the urgent time constraints regarding this matter that section (54954.2 B2) of government code allowed the Board to add this item to the agenda. She explained that a majority of the Board needed to approve adding the item.

A motion was made to add this item to the agenda.

Motion by: Director Kellas  
2<sup>nd</sup>: Director Russell  
All in: 5 / 0

There was a brief discussion among the Board members regarding District staff creating a letter of legislative support regarding the opening of Highway One.

A motion was made to direct staff to send a letter of support regarding the Highway One opening.

Motion by: Director Russell  
2<sup>nd</sup>: Director Kellas  
All in: 5 / 0

Director Russell discussed adding an item to the next Board agenda. He explained that there had been several instances of tourists becoming confused about the elephant seal viewing area. He stated that he wanted the Board to discuss the idea of writing a letter to Caltrans to clearly mark the elephant seal location.

There was brief discussion about the District's sphere of influence.

A consensus was reached to add this item to the agenda.  
All in: 5 / 0

## **8. ADJOURNMENT @ 8:19 PM**

## **4. CONSENT AGENDA**

### **B. Consideration of approval of Disbursements Journal**



**SAN SIMEON COMMUNITY SERVICES DISTRICT**

Disbursements Journal

May 2018

Type	Date	Num	Name	Memo	Amount
Check	05/01/2018	Elec Pymt	CaIPERS	Cust. ID # 7226734344, Annual Unfunded Accrued Liability and Retiree Health Prem for June 2018	-1,279.64
Paycheck	05/01/2018	1570	DAN WILLIAMS	Board Service April 2 through May 1, 2018	-92.35
Paycheck	05/01/2018	1571	GWEN KELLAS	Board Service April 2 through May 1, 2018	-92.35
Paycheck	05/01/2018	1572	JOHN K RUSSELL	Board Service April 2 through May 1, 2018	-92.35
Paycheck	05/01/2018	1573	MARY M MCGUIRE	Board Service April 2 through May 1, 2018	-92.35
Bill Pmt -Check	05/09/2018	1574	Adamski, Moroski, Madden, Cumberland & Green	Legal Services through March 18 Inv date 4/18/18 RipRap, Policy & Procedures Manual, and Weed Abatment	-3,354.00
Bill Pmt -Check	05/09/2018	1575	ERA A Waters Company	Testing pH, Residual Chlorine, Settleable Solids, Dissolved Oxygen. Inv 861847 Date 04/16/2018	-502.31
Bill Pmt -Check	05/09/2018	1576	Kathleen Fry Bookkeeping Services	Bookkeeping Services through 4/30/2018. Inv 2018-04	-1,200.00
Bill Pmt -Check	05/09/2018	1577	New Times	PO Ordinance Summary No. 119 Weed Abatement 04/19/2018	-54.00
Bill Pmt -Check	05/09/2018	1578	Nossaman LLP	Professional Legal Services throug 3/31/2018. Inv 478909 and Inv 479156 Rip Rap Coastal Commission Matter	-11,842.86
Bill Pmt -Check	05/09/2018	1579	SDRMA	Re: Claim PD 1617006988. SSCSD Property Deductible \$500. Date of Loss 1/23/2017	-500.00
Bill Pmt -Check	05/09/2018	1580	Terry Lambeth	Professional services Water Storage Project, Hearst Corp Project, State Parks Meeting through 03/14/2018	-1,729.00
Bill Pmt -Check	05/09/2018	1581	Grace Environmental	Operations Management and Maintenance Fees May 2018	-50,025.00

**TOTAL** -70,856.21

## **4. CONSENT AGENDA**

- C. Review & Approval of Minutes for the Special Meeting  
– April 11, 2018**

**MEETING MINUTES**  
**2018-2019 Fiscal Year BUDGET WORKSHOP**

San Simeon Community Services District April 11, 2018  
Cavalier Banquet  
Room 250 San Simeon  
Avenue San Simeon,  
CA 93452

5:00 p.m.

**1. SPECIAL MEETING SESSION @ 5:06 PM**

**A. Roll Call**

Chairperson Williams – Present

Vice-Chairperson McGuire – Present

Director Russell – Present

Director Kellas – Present

General Manager, Charles Grace

District Counsel, Natalie Frye Laacke

**2. PUBLIC COMMENT**

None

**3. BUSINESS ITEMS**

**A. Discussion regarding the draft 2018/2019 Fiscal year budget.**

Mike Hanchett presented the item and discussed the draft budget handout. Mike provided a line by line analysis of the budget. He also mentioned a timeline regarding the requirement to adopt the budget at the June Board meeting.

Mike said that the Budget committee discussed account codes 6125 (repairs and maintenance) and 6130 (operating supplies). He explained that they need to be reallocated correctly based on the current contract language with Grace Environmental Services. Account 6130 needs an updated description on the final budget. The new description will be "operation maintenance and repair".

Charlie Grace stated that the Board will be presented will be presented with another draft version of the budget during the May meeting.

No action was taken.

**4. ADJOURNMENT @ 5:34 PM**



## **5. PUBLIC HEARING**

- A. Consideration of adoption of ordinance no. 119 regarding abatement of hazardous weeds. -Move Ordinance be read in title only and all further readings be waived.**



## **BUSINESS ACTION ITEM STAFF REPORT**

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**Item 5.A. Public Hearing -Consideration of adoption of ordinance no. 119 regarding abatement of hazardous weeds. -Move Ordinance be read in title only and all further readings be waived.**

During the April Board meeting the draft version of Ordinance 119 was presented to both the Board of Directors and the public for their input and review. All of the proposed changes discussed during the April meeting have been incorporated into the attached Ordinance.

Attached is the final version of Ordinance 119, regarding abatement of hazardous weeds, trees and debris. Staff asks for a roll call vote for this item.

Once this item has been approved, staff will bring forward a resolution at the June Board meeting. This resolution will allow the declaration of a public nuisance and allow staff to send weed abatement notices to the owners of unimproved vacant parcels.

## ORDINANCE NO. 119

### AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT REGARDING ABATEMENT OF HAZARDOUS WEEDS

**WHEREAS**, the San Simeon Community Services District ("District") is a community services district duly formed under Government Code Section 61000 et seq. to provide community services within the District's service area; and

**WHEREAS**, on November 8, 2017, the District adopted Resolution No. 17-393 allowing the District to obtain weed abatement authority on vacant unimproved parcels; and

**WHEREAS**, on January 18, 2018, San Luis Obispo County's Local Agency Formation Commission ("LAFCO") approved weed abatement power for the District; and

**WHEREAS**, on March 14, 2018, LAFCO held a protest hearing for activation of the District's weed abatement powers and having received no written protests ordered the activation of the District weed abatement power, pending adoption of a weed abatement ordinance by the District; and

**WHEREAS**, Government Code Section 61100(t) provides weed abatement authority for community services districts that have such authority. Upon adoption of this weed abatement ordinance, the District will have weed abatement authority; and

**WHEREAS**, the District now adopts the following weed abatement ordinance to reduce the risk of fire from hazardous weeds to protect the health, safety, and welfare of the individuals within the District.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

#### **SECTION 1. Authority, Intent and Purpose.**

This Ordinance is adopted pursuant to Health & Safety Code sections 14875 through 14922. Pursuant to the authority of Government Code section 61100(t), the Board finds and declares that it is necessary to establish a procedure for requiring of and providing for the removal of weeds on sidewalks, parking areas or streets and from privately owned vacant unimproved parcels and to provide for the cost of removal collected per Government Code section 61115 and Health and Safety Code sections 14915 through 14922.

#### **SECTION 2. Definitions.**

As used in this chapter:

"Weeds" means and includes the following plants growing upon unimproved vacant parcels within the district when the plants are within 100 feet of a structure:

- (a) Vegetation that bears seeds of a downy or wingy nature.
- (b) Vegetation that is not pruned or is otherwise neglected so as to attain such large growth as to become, when dry, a fire menace to adjacent improved property.
- (c) Vegetation that is otherwise noxious or dangerous.
- (d) Poison oak and poison ivy when the conditions of growth are such as to constitute a menace to the public health.
- (e) Dry grass, stubble, brush, litter, or other flammable material which endangers the public safety by creating a fire hazard in an urbanized portion of the district and is located upon an unimproved vacant parcel.

**SECTION 3. Weeds prohibited.**

It shall be the duty of every owner of property located in the district to remove or destroy, or cause the removal or destruction of weeds accumulating on the owner's unimproved vacant parcel. It shall be unlawful for an owner of property located within the district to cause or permit such accumulations of weeds to remain on the property.

**SECTION 4. Declaration of Public Nuisance.**

In accordance with Health and Safety Code sections 14876 through 14884, the Board of Directors may adopt a resolution identifying weeds accumulating on an unimproved vacant parcel and declaring the weeds to constitute a public nuisance (the "resolution"). The resolution shall refer, by the name under which it is commonly known, to the street, highway, or road upon which the nuisance exists, upon which the sidewalks are located, or upon which the private property affected fronts or abuts or nearest to which the private property is located. If the private property fronts or abuts upon more than one street, highway, or road, it is necessary to refer to only one of the streets, highways, or roads. The resolution shall describe the property upon which, or in front of which the nuisance exists by describing the property by reference to the tract, block, lot, code area and parcel number as used in the records of the county assessor or in accordance with the map used in describing property for taxation purposes. No other description is necessary. Any number of streets, highways, roads, or parcels of private property may be included in one resolution.

**SECTION 5. Notice to Remove or Destroy Weeds.**

For properties identified as public nuisances in the resolution, the general manager shall notify the property owners of their obligations to remove or destroy the weeds pursuant to the following procedures:

A. Notice to the affected property owners shall be prepared on district letterhead and entitled, "NOTICE TO REMOVE OR DESTROY WEEDS" in words not less than one inch (1") in height, and the notice shall read substantially as follows:



**NOTICE TO REMOVE OR DESTROY WEEDS**

Notice is hereby given that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the Board of Directors of the San Simeon Community Services District adopted Resolution No. \_\_\_\_\_, a resolution declaring that noxious or dangerous weeds were accumulating on property on or nearest to [Name of street] in the District, which property is more particularly described in the resolution, and that the weeds constitute a public nuisance which must be abated by removal or destruction of the weeds. Resolution No. \_\_\_\_\_ further provides that if the weeds are not so abated, they will be removed or destroyed by the District, in which case the cost of removal or destruction shall be assessed upon the property on which the weeds are located, and such cost will constitute a lien upon the property until paid. For further details, please refer to Resolution No. \_\_\_\_\_ copies of which are available during regular business hours from the District office at the address listed above.

All property owners having objections to the proposed removal or destruction of the weeds described above are hereby notified to attend a Public Hearing of the Board of Directors of the San Simeon Community Services District, to be held at \_\_\_\_\_ p.m. on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California, at which time any objections will be heard and given due consideration.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

[Name of General Manager]  
General Manager  
San Simeon Community Services District

B. At least ten (10) days before the date of the hearing described in the notice, the general manager shall post the notice conspicuously in front of the properties on which the declared public nuisances exists, or on the portions of the properties nearest to the street most likely to give actual notice to the properties' owners. The notices shall be posted not more than one hundred feet (100') apart, but at least one notice shall be posted on each property identified in the resolution.

C. The general manager shall cause the notice to be published once in a newspaper of general circulation in the district not less than ten (10) days before the date of the hearing described in the notice.

D. As an alternative to posting and publishing the notice pursuant to subsections B and C of this section, the general manager may mail the notice to the owners of the properties identified in the resolution, as the owners' names and addresses appear on San Luis Obispo County's latest equalized assessment roll, at least fifteen (15) days before the date of the hearing described in the notice.

## **SECTION 6. Public Hearing and Abatement Order.**

A. At the time and date specified in the notice, the board shall conduct a public hearing to hear and consider all objections (if any) to the proposed removal or destruction of weeds identified in the resolution. The board may continue the hearing, if necessary, upon discretion of the board. The board shall allow or overrule each objection, if any. The board's decisions regarding the objections are final.

B. After the board disposes of objections received by the board, or if no objections are received, the board shall order the general manager to proceed with abatement of the public nuisances identified in the resolution in accordance with this chapter.

## **SECTION 7. Abatement of Public Nuisance.**

A. If the person (or persons) owning a property identified in the resolution fails or refuses to remove or destroy weeds on the property in accordance with the provisions of this Ordinance within ten (10) calendar days after the public hearing at which the board issued an abatement order pursuant to Section 6 of this chapter, the general manager shall remove or destroy, or cause to be removed or destroyed, the weeds in accordance with this section.

B. When the "weeds", as defined in Section 2 of this code, are not in plain view of the general manager or his designee from a place that he lawfully has the right to be, the general manager shall request the consent of the person or persons owning, occupying, leasing, managing or controlling the property before entering the property for purposes of inspection and abatement under this chapter. If consent is refused and if the persons owning, occupying, leasing, managing or controlling the property have a reasonable expectation of the privacy for the area where the district seeks to enter, the general manager shall apply for an inspection/abatement warrant, as defined in Code of Civil Procedure section 1822.50, to enter the property for inspection and abatement purposes, and entry onto the property shall be made only pursuant to an inspection warrant applied for, issued and executed in accordance with Code of Civil Procedure sections 1822.51 through 1822.59. A warrant may authorize district employees access to property only to do one or more of the following:

1. Inspect to determine the presence of public nuisances that the district has the authority to abate.

2. Abate public nuisances, either directly or by giving notice to the property owner to abate the public nuisance.

3. Determine if a notice to abate a public nuisance has been complied with. If the person owning, occupying, leasing, managing or controlling the property has no reasonable expectation of privacy, employees of the district may enter the property without an abatement warrant for any of the reasons stated directly above.

C. It shall be unlawful for any person to interfere with, hinder or refuse to allow the general manager's entry onto a property to abate public nuisances pursuant to this section.

D. Any person or persons owning, occupying, leasing, managing or controlling property identified in the resolution shall have the right to remove or destroy weeds on their property, at their own expense, at any time before arrival of the general manager for entry onto the property pursuant to this section; provided, however, that the costs of the district to enforce the abatement upon the subject property, including investigation, boundary determinations, measurement, clerical and other related costs, may be imposed as a special assessment and lien on such property pursuant to a resolution of the board adopted pursuant to the provisions of this Code.

**SECTION 8. Abatement Costs.** In any case in which the board issues an abatement order pursuant to Section 6 of this code, the board may adopt a resolution ordering that a special assessment and lien be imposed on the property which the public nuisance is located in accordance with the following procedures:

A. When enforcing the abatement of, or abating, a public nuisance pursuant to this chapter, the general manager shall keep a written account of the enforcement and abatement costs incurred for each property identified in the resolution, which may include costs incurred by the district for investigations, boundary determinations, measurement, abatement, and clerical work related to abatement of the public nuisance. Based on these accounts, the general manager shall prepare a written report stating the enforcement and abatement costs incurred for each property. A statement shall be sent to each owner outlining the expenses incurred and the amount to pay to the District for the abatement.

B. Before the general manager's report is presented to the board, a copy of the report shall be posted outside the board's meeting room for at least three (3) days before the meeting at which the board will consider the report, along with a notice of the time and date of the meeting. Copies of the report and the notice also shall be mailed to the owner of each property identified in the report, using the owner's name and address as it appears on San Luis Obispo County's latest equalized assessment roll, at least fifteen (15) days before the meeting. At the meeting, the board shall consider the report, along with any objections by owners of property identified in the report as subject to assessment for enforcement and abatement costs. After making any necessary modifications to the general manager's report, the board shall confirm the report by resolution.

C. Upon confirmation of the general manager's report by the board, the district shall submit certified copies of the general manager's report and the board's resolution confirming the report to the San Luis Obispo County recorder's office to be recorded. On or before the next August 10 following the board's confirmation of the general manager's report, the district also shall file copies of the general manager's report and the board's resolution confirming the report with the San Luis Obispo County auditor for entry of the assessments onto the San Luis Obispo County tax roll.

D. The amounts of the enforcement and abatement costs assessed to each property identified in the general manager's report shall constitute special assessments against the respective properties and create liens on the properties for those amounts. The special assessments shall be collected at the same time and in the same manner as property taxes of San Luis Obispo County, and delinquent amounts are subject to the same penalties and foreclosure sale procedures as are county property taxes.

**SECTION 9. Removal method.**

The methods of removing weeds from property as provided in this chapter shall not be an exclusive method, but shall be an alternative method, and such weeds may be removed from such property pursuant to the provisions of any law of the state or of any ordinance of the District applicable thereto.

**SECTION 10. Cancellation or Refund of Assessments.**

Any portion of a special assessment, penalty or cost imposed pursuant to this Ordinance shall be canceled or refunded upon order of the board if imposed improperly, erroneously or illegally, within the meaning of Health and Safety Code section 14920. For assessments that already have been paid, refunds shall be given upon order of the board, provided that the recipient has filed a verified claim with the board within three (3) years after making the payment for which a refund is sought.

**SECTION 11. Inconsistent Provisions.**

To the extent that the provisions of this chapter may be inconsistent or in conflict with the terms and conditions of any prior district ordinance, resolution, rule or regulation governing the same subject, the provisions of this chapter shall prevail with respect to the subject matter thereof, and such inconsistent or conflicting terms or conditions of prior ordinances, resolutions, rules or regulations are hereby repealed.

**SECTION 12. Severability.**

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of California, such decision shall not affect the validity of the remaining portions of this Ordinance. The District Board hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

**SECTION 13. Effective Date and Publication.**

This Ordinance shall take effect thirty days after its adoption. A summary of this Ordinance shall be published in a newspaper of general circulation and a certified copy of the full text of the proposed Ordinance shall be posted in the office of the District at least five days prior to the meeting at which the proposed Ordinance is to be adopted. Within fifteen days after adoption of the Ordinance, the governing body shall publish a summary of the Ordinance with the names of those members voting for and against the ordinance and shall post in the office of the district a



certified copy of the full text of the adopted Ordinance along with the names of those members voting for and against the Ordinance.

This Ordinance was passed and adopted at a meeting of the Board of Directors of the San Simeon Community Services District on \_\_\_\_\_, 2018; Upon motion by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_, by the following roll call vote:

Chairperson Williams:            Vice-Chair McGuire:            Director Russell:

Director Kellas:                    Director Stanert:

\_\_\_\_\_  
Daniel Williams, Chairperson

ATTEST:

\_\_\_\_\_  
Charles Grace  
Secretary/General Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Natalie F. Laacke  
District Counsel

## **6. BUSINESS ITEMS**

- A. Review of Draft Budget Fiscal Year 2018/2019.**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **Item 6.A. Review of Draft Budget Fiscal Year 2018/2019.**

A draft version of the budget will be presented.

## **6. BUSINESS ITEMS**

- B. Discussion regarding Board member attendance at NCAC, WRAC and IRWM meetings.**





## **BUSINESS ACTION ITEM STAFF REPORT**

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### **Item 6.B. Discussion regarding Board member attendance at NCAC, WRAC and IRWM meetings.**

Staff is recommending that the Board Chairperson or Vice-Chairperson begin attending the North Coast Advisory Council (NCAC) monthly meeting. Staff has been in contact with the Chair and Vice-Chair of the NCAC. The NCAC has asked that a member of our Board be present at their monthly meetings to provide accurate information to the council about the items that were discussed during our regular monthly Board meeting. There is a section of the NCAC meeting agenda which allows for a CSD Board member to recap items discussed at the CSD Board meetings.

Staff is also suggesting that a Board member designee may wish to have the ability to attend the Water Resource Advisory Council (WRAC), and the Integrated Regional Water Management (IRWM) meetings on an as needed basis. One practice that the designee may wish to adopt, is reviewing the NCAC or IRWM meeting agenda ahead of time to see if any items on their agendas are applicable to the District. Renee Osborne currently attends the IRWM meetings and serves as the representative for the District.

Staff has attached a copy of correspondence received from the NCAC for your review.



P. O. Box 533  
Cambria, CA 93428  
[northcoastadvisorycouncil.org](http://northcoastadvisorycouncil.org)

Mr. Charles Grace  
General Manager  
San Simeon Community Services District  
111 Pico Ave.  
San Simeon, CA 93452

Dear Mr. Grace:

As the new chair of the North Coast Advisory Council, I am extending to you, or another designated San Simeon Community Services District representative, an invitation to attend our monthly advisory council meetings. We meet at 6:30 p.m. on the third Wednesday of each month at Rabobank in Cambria. Your agency's participation would be most welcome.

The NCAC represents to San Luis Obispo County decision-makers and planners the interests of local citizens who reside in communities between the Monterey County line and Harmony – which, of course, includes San Simeon. District 2 County Supervisor Bruce Gibson regularly attends our meetings, along with members of other agencies, including the Sheriff's Office and Cambria Community Services District. These representatives provide reports of general interest to North Coast communities, and several NCAC members have expressed interest in hearing from SSCSD at our meetings, as well.

Please know that, while we serve as advisors to the county on land use, traffic and other issues, we do not make recommendations to other jurisdictions, such as yours or the Cambria CSD. We do, however, receive referrals from the county and advise on minor use permits and other activities you may undertake that require county approval. For that reason, I believe it would be most beneficial to our members and the SSCSD that we become as familiar as possible with your agency. Our meetings would be a great place for us to hear from you.

Thank you for your consideration, and I hope to see you at our next meeting on May 16. Please let me know who would attend, so that I may add them to our agenda.

Best regards,

A handwritten signature in cursive script that reads "Susan McDonald".

Susan McDonald, Chair  
North Coast Advisory Council  
[smcdon04@gmail.com](mailto:smcdon04@gmail.com)

## **6. BUSINESS ITEMS**

- C. Authorization for the General Manager to retain Dechance Construction Co, Inc. to perform meter installation and repair work not to exceed the amount of \$8,000.00.**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **Item 6.C. Authorization for the General Manager to retain Dechance Construction Co, Inc. to perform a compound meter installation not to exceed \$8,000.00.**

Staff continues to move forward with our efforts to replace the few remaining hotel compound meters. The scope of work required on this particular meter replacement needs to be completed by an outside contractor. Repair work needs to be done to correct a long standing temporary repair, in addition to the installation of the new meter.

As part of the meter replacement, the inlet and outlet plumbing will become standardized. This means that moving forward any meter repairs, meter issues or future meter replacements can be performed or resolved by Staff.

A copy of the proposal from Dechance has been attached for your review. Staff is requesting approval of this item.



**DÉCHANCE CONSTRUCTION CO., INC.**  
**UTILITY PIPELINE CONTRACTS**  
 LIC. NO. 562824  
 PH. 805-489-7310 FAX 805-489-0396  
 1587 El Camino Real  
 Arroyo Grande, CA 93420

# PROPOSAL

PROPOSAL SUBMITTED TO SAN SIMEON COMMUNITY SERVICES DIST.		PHONE 927-0399	DATE 5/03/18
STREET 111 PICO AVE.		JOB NAME AVONNE WATER REPAIRS	
CITY, STATE AND ZIP CODE SAN SIMEON, CA 93452		JOB LOCATION AVONNE AVE.	
ARCHITECT NONE	DATE OF PLANS N/A	SAN SIMEON, CA	JOB PHONE 765-7163

We hereby submit specifications and estimates for:

THIS PROPOSAL INCLUDES ALL LABOR, MATERIAL AND EQUIPMENT NECESSARY TO COMPLETE THE FOLLOWING WORK:

COMPLEX ON AVONNE, 100' NORTH OF OTTER:  
 REPLACE EXISTING 2" WATER SERVICE FROM EXISTING CORP STOP ON MAIN IN AVONNE TO NEW ANGLE METER STOP AND 2" TRAFFIC RATED METER BOX AT BACK OF SIDE WALK (APPROX 15'), INCLUDING BACKFILL, REPLACEMENT OF TRENCH CONCRETE AND COLD MIX IN EXISTING ASPHALT.

\$ 7,716

- EXCLUSIONS**
- WATER METERS
  - STAKING & SURVEY
  - SOIL TESTING
  - INSPECTION
  - EROSION CONTROL
  - SWPPP
  - PERMITS

**We Propose** hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

SEVEN THOUSAND SEVEN HUNDRED SIXTEEN \_\_\_\_\_ dollars (\$ 7,716 ).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature \_\_\_\_\_



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Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

Should either party bring suit in court to enforce any of the terms hereof, it is agreed that the prevailing party shall be entitled to a judgement for his costs and reasonable attorney's fees.