

Board of Directors San Simeon Community Services District



REGULAR BOARD MEETING PACKET

**Thursday, July 8, 2021
Meeting Start Time 5:00 pm**

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

Prepared by:



GRACE
ENVIRONMENTAL SERVICES

Board Meeting Brown Act Check Sheet

Does the agenda have the correct:

Meeting location CM
 Meeting time CM

Is the agenda posted 72 hours prior to the Regular meeting

Posting 1 District Office CM
 Posting 2 Post Office CM
 Posting 3 Chamber of Commerce CM
 District Website CM Sent

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

sent

Has the Board Packet been distributed to the Board

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

Distributed to the individuals / entities on the Distribution List YES
 Loaded on the Website sent

Budget Committee Meeting

Does the agenda have the correct:

Meeting location _____
 Meeting time _____

Is the agenda posted 72 hours prior to the Regular meeting

Posting 1 District Office _____
 Posting 2 Corner Store _____
 Posting 3 Chamber of Commerce _____

Water Committee Meeting

Does the agenda have the correct:

Meeting location _____
 Meeting time _____

Is the agenda posted 72 hours prior to the Regular meeting

Posting 1 District Office _____
 Posting 2 Corner Store _____
 Posting 3 Chamber of Commerce _____

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

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

Internet Meeting Location

Join Zoom Meeting

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

Meeting ID: 927 053 7206

Password: 114376

One tap mobile

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

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

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

Time: **July 8, 2021 5:00 PM Pacific Time**

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

1. REGULAR SESSION: 5:00 PM

A. Roll Call

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

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

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

- i. **Sheriff's Report** – Report for June.
- ii. **CHP Report** – Report for June.

- iii. **Superintendent's Report** – Summary of June activities.
- iv. **General Manager's Report** – Summary of June Activities.
- v. **District Financial Summary** – Summary of June Financials.
- vi. **District Counsel's Report** – Summary of June Activities.

B. AD-HOC COMMITTEE REPORTS:

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

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

4. CONSENT AGENDA ITEMS:

- A. Review and approval of Minutes for the Regular Meeting on June 10, 2021.**
- B. Review and approval of Minutes for the Special Meeting on June 4, 2021.**
- C. Review and approval of Disbursements Journal.**

5. BUSINESS ACTION ITEMS:

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

- A. Discussion regarding the Districts existing liability insurance policy with Special District Risk Management Authority (SDRMA) renewal invoice due July 15, 2021.**
- B. Discussion regarding responses to the request for proposal (RFP) to update the Water Master Plan to include an Urban Water Management Plan and Instream Flow Study.**
- C. Review of the draft Budget FY 2021/2022 and Adoption of Resolution 21-431 establishing the District's Appropriation Limit for Fiscal year 2021-2022.**

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 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the District office, 111 Pico

Avenue, San Simeon. If requested, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for a disability-related modification or accommodation, contact the District Administrator at 805-927-4778 as soon as possible and at least 48 hours prior to the meeting date. This agenda was prepared and posted pursuant to Government Code Section 54954.2.

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



SUPERINTENDENT'S REPORT

Item 3.A.ii

Prepared by: Jerry Copeland

1. Wastewater Treatment Plant

- All sampling, testing and reporting at the Wastewater Treatment Plant was performed as required by the RWQCB.
- The monthly report was submitted to the SWRCB.
- One load of sludge was hauled away.

2. Water Treatment and 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).
- Filter operations were terminated for the season on Friday, June 18.
- Monthly water meter reading was performed.

3. District and Equipment Maintenance

- Curbs and fire hydrants were painted around the District.
- Staff continues with all scheduled preventive maintenance for all the equipment at the facilities.

San Simeon Community Services District

Superintendent's Report

June 2021

MONTHLY DATA REPORT

Date	Day	Wastewater Influent Daily Flow	Wastewater Effluent Daily Flow	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Daily Influent Flow	R.O. Daily Effluent Flow	R.O. Daily Brine Flow	Distribution Chloride	Chloride Wells 1	Chloride Wells 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Flows
06/01/21	Tuesday	56,004	59,880	85,347	2,543	87,890	0	0	0	-	-	-	0	10.3	10.1	0.00	2,403
06/02/21	Wednesday	44,769	52,940	3,590	45,852	49,443	0	0	0	-	-	-	0	10.4	10.1	0.00	1,805
06/03/21	Thursday	45,119	51,350	61,037	5,984	67,021	0	0	0	-	-	-	0	10.3	10.1	0.00	1,588
06/04/21	Friday	59,254	66,210	11,594	80,036	91,630	4,446	2,924	1,522	-	-	-	0	10.3	10.0	0.00	1,797
06/05/21	Saturday	67,985	71,040	59,915	24,310	84,225	0	0	0	-	<30	-	0	10.4	10.1	0.00	1,640
06/06/21	Sunday	68,236	74,090	3,142	74,800	77,942	0	0	0	-	-	<30	0	10.3	10.1	0.00	3,961
06/07/21	Monday	52,992	57,260	56,848	11,220	68,068	0	0	0	-	-	-	0	10.4	10.2	0.00	2,473
06/08/21	Tuesday	70,662	78,770	5,760	64,403	70,162	0	0	0	-	-	-	0	10.4	10.0	0.00	1,161
06/09/21	Wednesday	40,336	54,550	56,250	1,421	57,671	0	0	0	<30	<30	<30	0	10.4	10.0	0.00	1,763
06/10/21	Thursday	54,562	82,200	12,492	63,131	75,623	0	0	0	-	-	-	0	10.4	10.0	0.00	2,011
06/11/21	Friday	66,291	47,530	70,013	17,428	87,441	0	0	0	-	-	-	0	10.4	10.0	0.00	1,971
06/12/21	Saturday	69,828	75,220	17,054	61,710	78,764	0	0	0	-	-	-	0	10.5	10.2	0.00	1,794
06/13/21	Sunday	65,098	75,070	74,875	2,169	77,044	0	0	0	-	-	-	0	10.5	10.2	0.00	4,489
06/14/21	Monday	64,035	60,820	3,516	71,733	75,249	0	0	0	-	-	-	0	10.6	10.2	0.00	1,790
06/15/21	Tuesday	48,572	53,170	85,272	4,712	89,984	0	0	0	-	-	-	0	10.6	10.2	0.00	1,987
06/16/21	Wednesday	65,337	70,290	6,882	58,045	64,926	0	0	0	<30	<30	<30	0	10.6	10.4	0.00	1,979
06/17/21	Thursday	38,549	66,050	84,300	0	84,300	0	0	0	-	-	-	0	10.7	10.4	0.00	2,396
06/18/21	Friday	69,774	74,570	102,700	0	102,700	0	0	0	-	-	-	0	10.7	10.4	0.00	2,384
06/19/21	Saturday	84,926	88,150	56,100	0	56,100	0	0	0	-	-	-	0	10.7	10.4	0.00	2,822
06/20/21	Sunday	65,228	69,230	93,051	0	93,051	0	0	0	-	-	-	0	10.7	10.4	0.00	4,946
06/21/21	Monday	73,773	78,060	75,548	0	75,548	0	0	0	-	-	-	0	10.8	10.3	0.00	3,641
06/22/21	Tuesday	54,790	65,740	78,241	1,197	79,438	0	0	0	-	-	-	0	10.7	10.4	0.00	1,990
06/23/21	Wednesday	69,846	67,070	79,737	0	79,737	0	0	0	<30	<30	<30	0	10.7	10.4	0.00	1,982
06/24/21	Thursday	70,582	72,140	87,067	0	87,067	0	0	0	-	-	-	0	10.8	10.4	0.00	1,927
06/25/21	Friday	74,317	77,480	120,428	0	120,428	0	0	0	-	-	-	0	10.7	10.4	0.00	2,338
06/26/21	Saturday	76,390	79,270	99,409	0	99,409	0	0	0	-	-	-	0	10.8	10.4	0.00	2,839
06/27/21	Sunday	71,844	71,850	71,434	0	71,434	0	0	0	-	-	-	0	10.8	10.5	0.00	4,169
06/28/21	Monday	70,459	76,390	127,310	0	127,310	0	0	0	-	-	-	0	10.7	10.4	0.00	3,531
06/29/21	Tuesday	81,488	76,560	31,940	0	31,940	0	0	0	-	-	-	0	10.7	10.4	0.00	3,435
06/30/21	Wednesday	60,501	64,600	72,631	1,122	73,753	0	0	0	<30	<30	<30	0	10.7	10.4	0.00	2,924
TOTALS		1,901,547	2,057,550	1,793,480	591,818	2,385,297	4,446	2,924	1,522				0			0.00	75,936
Average		63,385	68,585	59,783	19,727	79,510	148	97	51	30	30	30	0	10.6	10.3	0.00	2,531
Minimum		38,549	47,530	3,142	0	31,940	0	0	0	30	30	30	0	10.3	10.0	0.00	1,161
Maximum		84,926	88,150	127,310	80,036	127,310	4,446	2,924	1,522	30	30	30	0	10.8	10.5	0.00	4,946

DATA SUMMARY SHEET

2020													
	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							11,210,039
Wastewater Final Effluent (Month Cycle)	2,546,130	1,747,000	1,874,290	1,827,000	1,826,280	2,057,550							11,878,250
Adjusted Wastewater Influent (- State Flow)	2,148,485	1,645,420	1,765,245	1,705,967	1,552,211	1,825,611							10,642,939
Water Produced (month cycle)	1,851,150	1,682,402	1,907,250	2,114,147	2,080,786	2,385,297							12,021,033
Sewer Influent/Water Produced Ratio	1.30	1.05	0.95	0.83	0.78	0.80							N/A
Adjusted Sewer/Water Produced Ratio	1.16	0.95	0.93	0.81	0.75	0.77							N/A
Well 1 Water Production	90,358	3,590	101,952	972,774	1,010,847	1,793,480							3,973,002
Well 2 Water Production	1,760,792	1,678,811	1,805,298	1,141,373	1,069,939	591,818							8,048,031
Total Well Production	1,851,150	1,682,402	1,907,250	2,114,147	2,080,786	2,385,297							12,021,033
Water Well 1 Avg Depth to Water	10.6	9.9	9.8	10.1	10.2	10.6							N/A
Water Well 2 Avg Depth to Water	10.4	9.6	9.5	9.8	9.9	10.3							N/A
Average Depth to Water of Both Wells	10.5	9.7	9.7	10.0	10.1	10.5							N/A
Change in Average Depth to Water from 2020	+0.2	-0.4	-0.3	0.0	-0.2	+0.3							N/A
Average Chloride mg/L at the Wells	352	169	77	41	31	30							N/A
State Wastewater Treated	250,618	60,202	125,914	57,908	67,506	75,936							638,084
State % of Total WW Flow	10%	4%	7%	3%	4%	4%							N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0							0
Biosolids Removal (Gallons)	0	4,500	0	4,500	9,000	4,500							22,500
WW Permit Limitation Exceeded	0	0	0	0	0	0							0
RW Permit Limitation Exceeded	0	0	0	0	0	0							0
Constituent Exceeded	None	None	None	None	None	None							N/A
Sample Limit	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

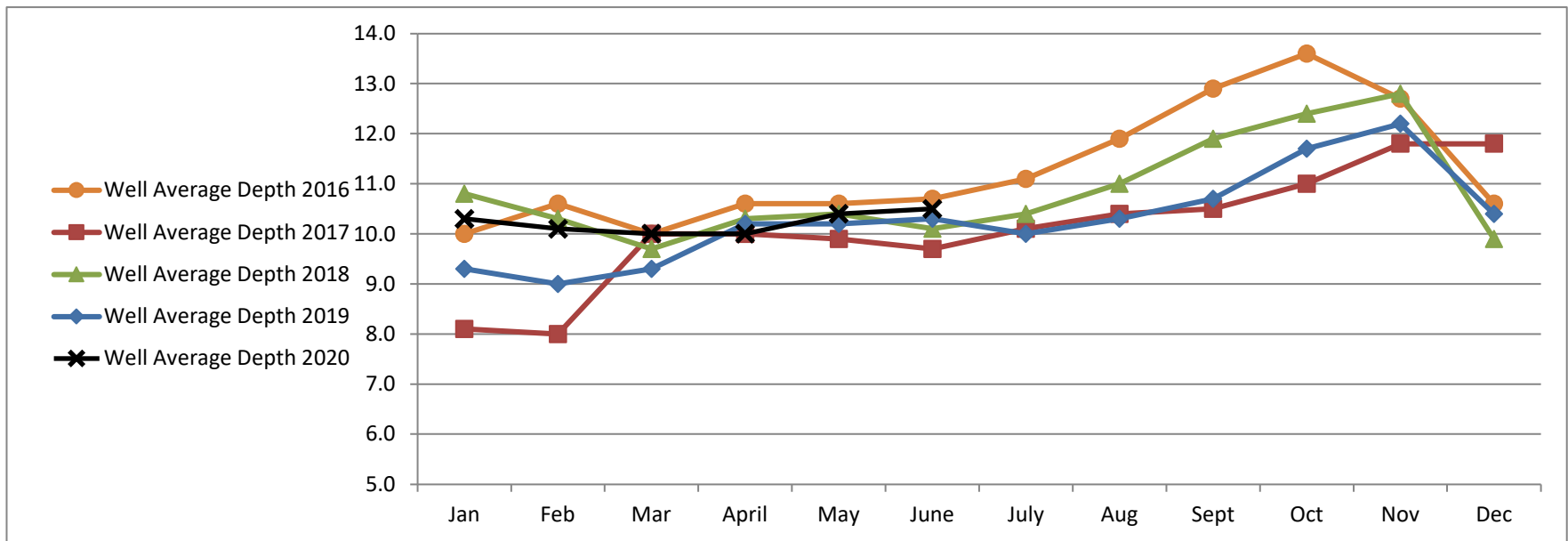
2020													
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total for 2020
Wastewater Influent	2,215,755	1,971,958	1,944,913	1,583,618	1,850,716	2,266,319	2,341,110	2,516,424	1,858,385	1,825,386	1,542,483	1,305,557	23,222,624
Wastewater Final Effluent (Month Cycle)	2,168,690	1,922,920	1,846,450	1,555,350	1,707,500	2,045,070	2,304,980	2,397,730	1,907,070	1,915,400	1,661,370	1,431,330	22,863,860
Adjusted Wastewater Influent(- State Flow) *	1,958,507	1,780,122	1,818,999	1,500,460	1,748,006	2,201,429	2,262,301	2,440,274	1,798,005	1,763,948	1,490,514	1,257,657	22,020,222
Water Produced (month cycle)	1,843,670	1,872,693	1,514,688	1,215,724	1,962,303	2,261,129	2,673,502	2,726,684	2,321,568	2,242,803	1,894,160	1,785,252	24,314,177
Sewer Influent/Water Produced Ratio	1.20	1.05	1.28	1.31	0.94	1.00	0.88	0.92	0.80	0.81	0.81	0.73	N/A
Adjusted Sewer/Water Ratio	0.94	0.95	1.20	1.24	0.89	0.91	0.85	0.90	0.78	0.79	0.79	0.71	N/A
Average Depth of Both Wells	10.3	10.1	10.0	10.0	10.4	10.2	9.9	10.4	11.3	12.2	12.8	12.5	N/A
Change in Average Depth to Water from 2019	+1.0	+1.1	+0.7	-0.2	+0.2	+0.1	+0.1	+0.1	+0.6	+0.5	+0.6	+1.1	N/A
Average Chloride mg/L at the Wells	32	32	32	-	-	-	-	-	-	<30	<30	55	N/A
State Wastewater Treated	257,248	191,836	125,914	83,158	102,710	64,890	78,809	76,150	60,380	61,438	51,969	47,900	1,202,402
State % of Total WW Flow	12%	10%	6%	5%	6%	3%	3%	3%	3%	3%	3%	4%	N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0	0	0	0	0	0
Biosolids Removal (Gallons)	4,500	9,000	9,000	0	4,500	4,500	9,000	0	4,500	4,500	4,500	4,500	58,500
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

June 2021

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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	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	10.5						



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



GENERAL MANAGER'S REPORT

Item 3.A.iii

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

Processing of utility payments, customer service duties, answering phone calls, mailing of the regular monthly utility bills. Prepared and distributed the agenda and Board packet for both a regular and one (1) special meeting.

Staff also attended to the following items:

- Responded to nine (9) public records requests. One (1) request is still being assembled.
- Submitted the certification of the consumer confidence report.
- Attended two budget committee meetings.
- Communicated with the CHP regarding abandoned vehicles.
- Coordinated with CHP to provide a verbal report during regular Board meetings.

Update on District Grants:

OPC Grant – None

LCP Grant – None

Update on District Projects:

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

Solid Waste Authority – RRM Design continues to work on the proposed rules that would be adopted by the District related to Solid Waste Authority. Additionally, staff attended a meeting with the Integrated Waste Management Authority (IWMA) related to SB 1383.

Suggested formation of an Ad-hoc committee.

Summary:

Design is the contractor that is overseeing this matter. The following tasks still need to be finalized by the District.

- 1) Execute a Letter of Agreement – This would be between the CSD and Mission Country to continue the terms and conditions of the existing franchise agreement. The existing agreement expires on June 30, 2023. The letter agreement would be in place until a new franchise agreement is negotiated. The IWMA is currently updating the agreements between CSD's and Mission Disposal.
- 2) Transfer of Funds – Once the letter of agreement has been executed, this document is sent to the County. This will allow the District to determine a date for the transfer of funds.
- 3) Rules & Regulations – The LAFCO approval of the solid waste power is conditioned that the CSD adopts rules and regulations for the service.

The purpose of the Ad-Hoc committee would be to oversee RRM Design on finalizing these items and to coordinate with the Mission Disposal and the IWMA.

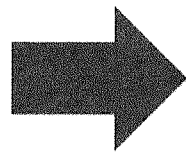
State Parks Contract – Placed a phone call to State Parks to update State Parks on the June 10, 2021 Board meeting.

Ad-Hoc Committee's –

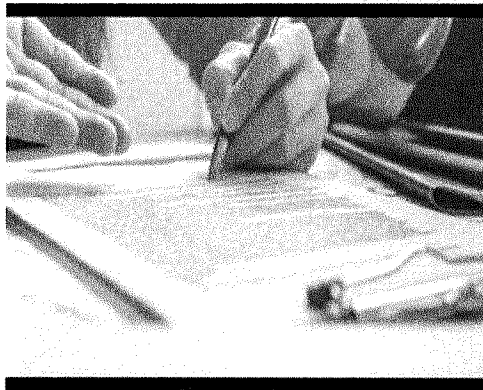
Formation Discussion regarding the formation of an Ad-Hoc committee to review the Coastal Hazard Response Plan (CHRP).

The purpose of this Ad-Hoc committee would be to create a separation of relocation and restoration related to the wastewater treatment facility/CHRP.

Enc: Solid Waste Ordinances and Policies in effect January 1, 2022



**SEVEN (7)
NEW
ORDINANCES
REQUIRED**



ORDINANCES AND POLICIES



By January 1, 2022



- Recycling/organics ordinance for all generators*
- Self-haul/back-haul reporting ordinance*
- Edible food recovery ordinance
- CALGreen building standards ordinance*
- Enforcement ordinance
- Hauler regulation ordinance
- Procurement policies for organic waste products
- Water Efficient Landscaping Ordinance

Note: Potential amendment of existing ordinances, policies, or procedures to remove restrictions prohibited by SB 1383 for some organics-related locally-adopted standards and policies

*Exemptions may apply if performance-based compliance is pursued.

3. A. iv. DISTRICT FINANCIALS
Cortney Murguia
June 30, 2021

SAN SIMEON COMMUNITY SERVICES DISTRICT



3.A.iv FINANCIAL SUMMARY

Billing June 30, 2021

May Billing Revenue	\$	75,868.84
June Billing Revenue	\$	92,648.21
Past Due (60+ days)	\$	12,720.70

ENDING BANK BALANCES

June 30, 2021

PACIFIC PREMIER BANK:

Money Market Account Closing Balance May 31, 2021	\$	1,094,048.41
Interest for June	\$	101.42
Money Market Account Closing Balance June 30, 2021	\$	1,094,149.83
Reserve Fund	(250,000.00)	
Wait-list Deposits	(80,098.60)	
Customer Deposits	8,750.00	
Available Funds	\$	772,801.23

General Checking Account June 30, 2021 \$ 140,861.51

LAIF Closing Balance June 30, 2021 \$ 560.50

Interest Money Market Account 2019 \$ 22,529.11

Interest Money Market Account 2020 \$ 12,206.44

Interest Money Market Account 2021 \$ 762.89

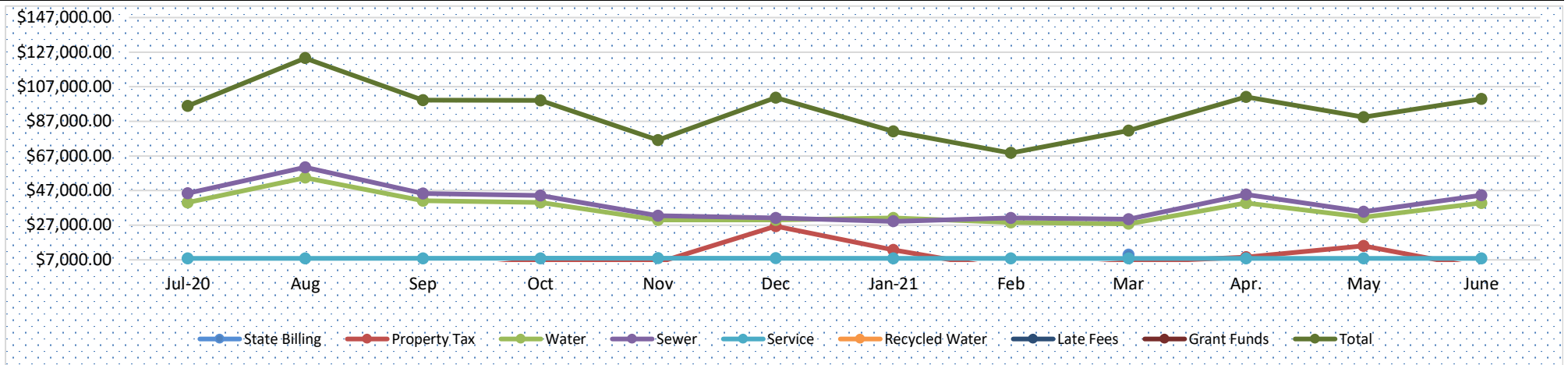
SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Pac Prem Ckg-6603	140,676.81
1017 · Pacific Premier-Money Market	1,014,277.14
1050 · LAIF - non-restricted cash	560.50
Total Checking/Savings	1,155,664.45
Other Current Assets	
1200 · Accounts receivable	116,529.54
Total Other Current Assets	116,529.54
Total Current Assets	1,272,193.99
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	869,343.61
1600 · Water system	235,615.43
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	568,063.00
1640 · Wellhead Rehab Project	448,253.95
1650 · Walkway access projects	26,791.00
1660 · RO Unit	948,021.38
1680 · Generator	18,291.00
Total 1400 · Fixed assets	3,735,712.89
1450 · Construction in Progress	
1670 · Reservoir / Water Tanks	287,693.56
Total 1450 · Construction in Progress	287,693.56
1690 · Accumulated depreciation	(1,539,333.18)
Total Fixed Assets	2,484,073.27
TOTAL ASSETS	3,756,267.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll liabilities	(30.60)
2500 · Customer security deposits	8,700.00
2510 · Connect hookup wait list	80,098.60
2520 · USDA Loan	442,920.02
Total Other Current Liabilities	531,688.02
Total Current Liabilities	531,688.02
Total Liabilities	531,688.02

	Jun 30, 21
Equity	
3200 · Fund balance	2,329,133.43
3201 · BOD designated - water improve	53,618.00
3202 · BOD designated-VVV improvement	53,315.00
3203 · BOD designated-gen fund improve	15,065.00
3204 · BOD designated for reserves	250,000.00
3205 · BOD designated for customer dep	80,140.00
3206 · Unrestricted net equity	576,332.00
3900 · Suspense	16.08
Net Income	(133,040.27)
Total Equity	3,224,579.24
TOTAL LIABILITIES & EQUITY	3,756,267.26

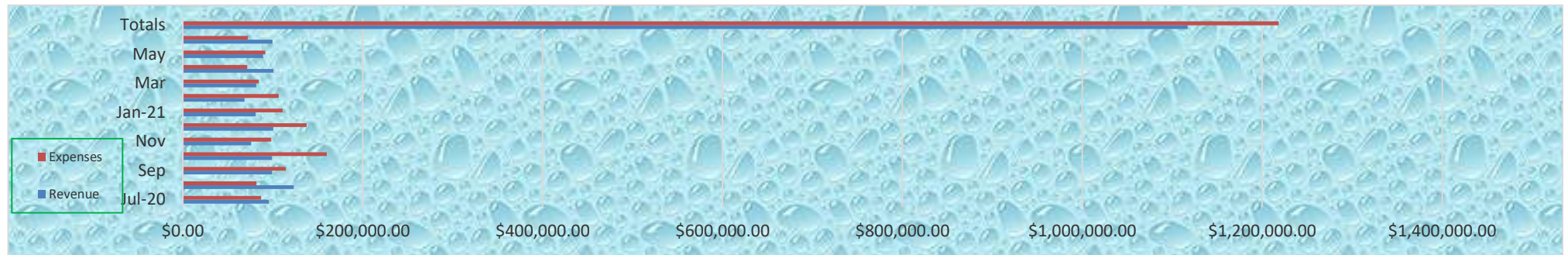
DISTRICT REVENUE FY 2020/2021

	Jul-20	Aug	Sep	Oct	Nov	Dec	Jan-21	Feb	Mar	Apr.	May	June	Totals
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	\$34,747.31	\$44,261.59	\$474,241.59
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
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
Total	\$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	\$89,381.86	\$99,926.99	\$1,116,981.27
Water Sold Cu Ft	292033	387244	297886	291236	218802	217498	215864	209660	203888	291683	230285	288809	3144888
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



REVENUE VS EXPENSES

	Jul-20	Aug	Sep	Oct	Nov	Dec	Jan-21	Feb	Mar	Apr.	May	June	Totals
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	\$89,381.86	\$99,926.99	\$1,116,981.27
Expenses	\$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)



**SAN SIMEON COMMUNITY SERVICES
HISTORICAL FISCAL REVIEW**

FY 2017/2018

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$24,606.31			\$21,914.14			\$21,542.66			\$23,690.87	\$91,753.98
Property Tax	\$1,282.43		\$121.78	\$3,983.38	\$11,222.22	\$31,099.09	\$7,506.90	\$2,750.02	\$640.94	\$22,168.20	\$1,686.05	\$771.97	\$83,232.98
Water	\$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	\$27,795.23	\$36,075.95	\$333,932.48
Sewer	\$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	\$31,492.38	\$40,773.70	\$371,557.38
Service	\$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	\$6,724.64	\$6,724.64	\$81,567.08
Late Fees	\$628.24	\$379.06	\$292.61	\$241.85	\$221.14	\$159.01	\$113.69	\$197.92	\$487.09	\$284.43	\$202.63	\$179.47	\$3,387.14
Grant Funds	\$332,310.87						\$42,858.00						
Revenue	\$82,106.68	\$83,293.20	\$96,816.81	\$69,804.04	\$74,681.40	\$100,985.38	\$61,982.65	\$63,911.86	\$65,244.73	\$90,486.76	\$67,900.93	\$108,216.60	\$965,431.04
Expense	\$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	\$80,363.24	\$80,743.66	\$1,009,442.75
Balance	(\$12,553.66)	(\$4,209.86)	(\$7,673.17)	(\$1,959.48)	\$12,191.05	\$15,371.78	(\$26,213.83)	(\$9,339.79)	(\$44,265.93)	\$19,630.55	(\$12,462.31)	\$27,472.94	(\$44,011.71)
Water Sold Cu Ft	299369	310960	266284	241692	232942	169355	194345	217741	144425	244412	237414	308832	2,867,771
Water Sold Acre f	6.87	7.14	6.11	5.55	5.35	3.89	4.46	5.00	3.32	5.61	5.45	7.09	65.84

FY 2018/2019

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

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 f	7.73	7.33	7.43	7.57	5.58	4.12	5.97	6.00	4.27	3.15	5.00	6.29	70.44

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



ADHOC COMMITTEE REPORTS

List of Committee Members:

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

4. CONSENT AGENDA

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

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
 July 2021

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Paycheck	07/08/2021	2247	GWEN KELLAS	Board Service June 2 through July 1, 2021.	-92.35
Paycheck	07/08/2021	2248	MARY P GIACOLETTI	Board Service June 2 through July 1, 2021.	-92.35
Paycheck	07/08/2021	2249	WILLIAM E MAURER	Board Service June 2 through July 1, 2021.	-92.35
Paycheck	07/08/2021	2250	WILLIAM J CARSON	Board Service June 2 through July 1, 2021.	-92.35
Bill Pmt -Check	07/08/2021	2251	Kathleen Fry Bookkeeping Services	Bookkeeping services June 2021. Inv CSD-2021-06 dated 6/30/21.	-1,320.00
Bill Pmt -Check	07/08/2021	2252	Lori Mather Video Services	Video services for regular board meeting held on 7/8/2021. Invoice dated 6/29/21.	-300.00
Bill Pmt -Check	07/08/2021	2253	McCollum & Assoc dba Just Resolutio	Mediation services provided through June 8, 2021 re: Robert Hather vs San Simeon CSD et al. Inv 060821 dated 06/09/21.	-1,260.00
Bill Pmt -Check	07/08/2021	2254	SDRMA	Liability Insurance Policy: Property & Equipment, General Liability, Auto Liability for 2021-202...	-11,793.43
Bill Pmt -Check	07/08/2021	2255	Simply Clear Marketing & Media	Monthly Website Service and Mgt fee service period July 21 - Aug 20, 2021. Inv 31685 dated 6/2...	-400.00
Bill Pmt -Check	07/08/2021	2256	Grace Environmental Services	Operations Management July 2021	-54,197.39
Bill Pmt -Check	07/08/2021	2257	Oliveira Environmental Consulting	Prof Svcs related to CHRP-Coastal hazard response plan and other CSD tasks. 6/3/2021-07/01/2021...	-1,063.75
Liability Check	07/26/2021	Elec Pymt	United States Treasury (US Treasury)	Payroll tax payment for paychecks dated 07/08/2021.	-61.20
Check	07/26/2021	Elec Pymt	CalPERS Fiscal Svcs Div	Retiree Health monthly premium.	-351.65
Check	07/26/2021	Elec Pymt	CalPers Fiscal Svcs Divn	Monthly Unfunded Accrued Liability payment. Cust. ID # 7226734344.	-1,317.97
TOTAL					-72,434.79

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

Internet Meeting Location – VIA ZOOM

1. REGULAR SESSION @ 5:03 PM

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

2. CLOSED SESSION – (1:30)

A. Public Comment –

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

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

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

3. HEARING ITEM – (8:28)

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

(11:50) Open public hearing.

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

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

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

Public Comment –

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

(1:06:20) Tina Dickason commented.

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

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

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

(1:29:45)

A motion was made stating the following finding of facts:

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

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

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

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

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

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

Public Comment –

(1:34:40) Henry Krzciuk commented.

(1:37:21) Julie Tacker commented.

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

A. STAFF REPORTS:

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

A. AD-HOC COMMITTEE REPORTS:

- i. Status Report – (1:50:07) Director Maurer provided an update on the committee's progress.
- ii. Status Report – (1:51:20) Chairperson Kellas provided an update on the committee's progress.

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

6. CONSENT AGENDA ITEMS – (1:54:00)

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

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

(1:55:00) Henry Krzciuk commented.

(1:57:54) Julie Tacker commented.

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

7. BUSINESS ACTION ITEMS:

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

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

Public Comment –

(2:01:55) Julie Tacker commented.

(2:03:44) Henry Krzciuk commented.

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

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

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

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

Public Comment –

(2:11:50) Henry Krzciuk commented.

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

Motion: Director Maurer

2nd: Director Carson

Vote: 4/0

Recused: Kellas

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

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

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

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

(2:34:45) Henry Krzciuk commented.

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

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

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

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

Chairperson Kellas introduced the item.

(2:40:54) Julie Tacker commented.

(2:43:09) Henry Krzciuk commented.

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

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

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

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

Chairperson Kellas introduced the item.

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

(2:54:44) Henry Krzciuk commented

(2:56:35) Julie Tacker commented.

(2:58:58) April commented.

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

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

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

Motion: Chairperson Kellas

2nd: Director Maurer

Vote: 2/3

Abstain: Giacoletti

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

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

Chairperson Kellas introduced the item.

(3:08:30) Henry Krzciuk commented.

(3:10:18) Julie Tacker commented.

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

Motion: Chairperson Kellas

2nd: Director Carson

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

(3:19:00) Jeffrey Minnery commented.

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

Motion: Chairperson Kellas

2nd: Vice-Chairperson Giacoletti

Vote: 5/0

Abstain:

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

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

Chairperson Kellas introduced the item.

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

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

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

(3:36:30) Henry Krzciuk commented.

(3:39:16) Julie Tacker commented.

(3:43:17) April commented.

(3:46:30) Chairperson Kellas made a motion that the public comment allotment be combined (allowing for a single three minutes) for items not on the agenda, special presentations and reports, and consent agenda items. That public comment on Business Actions be reduced to allow for two minutes per speaker.

Motion: Chairperson Kellas

2nd: Vice-Chairperson Giacoletti

Vote: 5/0

Abstain:

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

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

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

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

9. ADJOURNMENT @ 9:34 pm

4. CONSENT AGENDA

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

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



Internet Meeting Location – Via Zoom

1. OPEN SESSION @ 4:05 pm

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

2. PUBLIC COMMENT ON BUSINESS ACTION ITEM –

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

3. BUSINESS ACTION ITEM –

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

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

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

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

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

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

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

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

Motion: Vice-Chairperson Giacoletti

2nd: Chairperson Kellas

Vote: 5/0

Abstain:

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

4. ADJOURNMENT @ 4:43 pm

4. CONSENT AGENDA

C. Approval of the disbursements journal

5. A. Business Items



BUSINESS ACTION ITEMS STAFF REPORT

Item 5.A. Discussion regarding the Districts existing liability insurance policy with Special District Risk Management Authority (SDRMA) renewal invoice due July 15, 2021.

Summary:

This item was placed on the June Board meeting agenda at the request of the Chairperson. The Board was asked to review the existing insurance policy for the District to develop questions and or suggested updates to the policy. The existing insurance policy expires on July 15, 2021, the annual renewal payment is due on or before that time.

Staff requests direction from the Board regarding this matter.

Enc: Copy of invoice from SDRMA for 2021/2022



Property/Liability Package Program Invoice

Program Year 2021-22

San Simeon Community Services District

111 Pico Avenue
San Simeon, California 93452

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

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

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

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

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

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

For invoice questions call the SDRMA Finance Department.

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

www.sdrma.org



Property/Liability Credit Incentive Program



San Simeon Community Services District

CIP Points Earned as of: 3/31/2021

The Credit Incentive Program (CIP) is designed to encourage our Members to take a proactive approach for loss prevention administration, training and safety/risk management. In an effort to assist our Members in achieving the lowest contributions possible, we performed a review of the documents submitted to date for the CIP program year 2020-21. **The CIP points earned will be applied toward the invoice for the 2021-22 program year. However, the actual dollar credit shown as 'Earned CIP Credits' on the invoice may differ from this report due to the actual General and Auto Liability amounts on the invoice.** The following earned credits have been documented:

CIP Criteria Description*	CIPs Earned	CIP \$ Earned	Unearned CIPs	Unearned CIP \$
SDRMA Safety Specialist Certificate	0	\$0	2	\$227
Special District Administrator designation from SDLF	0	\$0	2	\$227
Staff Attendance at SDRMA Workshop	0	\$0	2	\$227
Additional Staff Attendance at SDRMA Workshop	0	\$0	1	\$114
Management Staff Attendance at CSDA Sponsored Training	1	\$114	0	\$0
Additional Management Staff Attendance at CSDA Sponsored Training	0	\$0	1	\$114
Attendance at Approved Legal Seminar	0	\$0	1	\$114
Additional Attendance at Approved Legal Seminar	0	\$0	1	\$114
TargetSolutions Online Training Program	0	\$0	3	\$341
Use of SDRMA Safety Video Library	0	\$0	2	\$227
ADMINISTRATION TRACK TOTALS - 9 POINTS MAXIMUM	1	\$114	8	\$910
SDLF District of Distinction designation	0	\$0	4	\$455
Single Board Member Attendance at SDRMA Workshop	0	\$0	1	\$114
Additional Board Member Attendance at SDRMA Workshop	0	\$0	1	\$114
Single Board Member Attendance at CSDA Training	1	\$114	0	\$0
Additional Board Member Attendance at CSDA Training	0	\$0	1	\$114
Completion of two CSDA Education / Webinar sessions	2	\$227	0	\$0
General Safety Specialist Certificate	0	\$0	1	\$114
GOVERNANCE TRACK TOTALS - 4 POINTS MAXIMUM	3	\$341	1	\$114
No Claims during the year	2	\$227	0	\$0
CLAIMS TRACK TOTALS - 2 POINTS MAXIMUM	2	\$227	0	\$0
COMBINED TRACK TOTALS - 15 POINTS MAXIMUM	6	\$682	9	\$1,024
5 YEAR NO CLAIMS BONUS	0	\$0	3	\$341
TOTAL CREDIT INCENTIVE POINTS	6	\$682	12	\$1,365

*For detailed information, please see the Property/Liability CIP criteria for the applicable Program Year. For questions, please contact us at memberplus@sdrma.org or 800.537.7790.

2021-22 Credit Incentive Program Criteria

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability coverage through the Credit Incentive Program.

Credit incentives of up to 15 points can be earned based on an Agency's participation in meeting the following program guidelines. One CIP point is equal to a 1% discount on the Agency's Property/Liability Program for the Auto and General Liability net contributions invoice only. Participating members may choose among various options to complete during the CIP period (April 1 – March 31) to reach the maximum points allowable within each track.

The maximum total points a member can receive is 15 points (not including bonus points) and points earned before March 31, 2022 will be applied to the 2022-23 Program Year. Options allowing a member to earn points for both Property/Liability and Workers' Compensation are designated with ***(Credit will be applied to both programs)***. Points are currently awarded as follows:

LOSS PREVENTION TRACK (8 POINTS MAXIMUM)

For staff accredited with the SDRMA General Safety Specialist Certificate or Supervisor Safety Specialist Certificate. This certificate program is a way for the Agency's staff to demonstrate their dedication to safety and loss prevention. The General Safety Specialist certificate requires the Agency employee complete and pass four OSHA certified general training courses and to receive the Supervisor Safety Specialist certificate, complete and pass two supervisory safety courses in addition to the four OSHA certified general training courses. Certificates are valid for 2 years. (Credits earned for first year only)

2 points maximum

No Documentation Required - Will be confirmed by SDRMA.

(Credit will be applied to both programs)

For each full-day attendance by the Agency's safety officer, designated individual, or employee(s) at an SDRMA Safety/Claims Education Day. (First attendee earns 2 points, second attendee earns 1 point)

3 Points maximum

No Documentation Required - Will be confirmed by SDRMA.

(Credit will be applied to both programs)

For management staff or governing body member attending an approved Legal Seminar relating to Employment Practices or Human Resource issues. (Each attendee earns 1 point)

2 Points maximum

Documentation Required – Course syllabus and certificate of completion.

For staff participation in SDRMA's online safety training program – Vector Solutions (formerly TargetSolutions) Safety Programs. 25% of member employees (FT, PT and volunteer firefighters) must each successfully complete a minimum of four individual e-training modules.

3 points maximum

No Documentation Required - Will be confirmed by SDRMA.

For staff participation in defensive driving course for members with scheduled vehicles – all drivers must participate.

2 points maximum

Documentation Required – Course syllabus and certificate of completion of drivers must be submitted to SDRMA for credit.

For members who utilize positive pay on bank accounts for checks, ACH's, and wires.

2 points maximum

Documentation Required – Submit bank documentation annually to SDRMA.

ADMINISTRATION TRACK (2 POINTS MAXIMUM)

For management staff accredited with the Certified Special District Manager (CSDM) designation by the Special District Leadership Foundation (SDLF). This certification program is a way for special district administrators to affirm – to their customers, to their board of directors, and to themselves – that they are competent and experienced in their profession. Requirements for this certification include management experience, continuing education, community service, and ultimately an exam. (Credits earned for first year only)

2 points maximum

No Documentation Required - Will be confirmed by SDLF.

(Credit will be applied to both programs)

For each full-session attendance by the Agency's management staff in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops and/or the Special District Leadership Academy (Each attendee earns 1 point).

2 points maximum

No Documentation Required - Will be confirmed by CSDA.

(Credit will be applied to both programs)

GOVERNANCE TRACK – GOVERNING BODY RELATED (2 POINTS MAXIMUM)

For Agency accredited with District of Distinction designation by the Special District Leadership Foundation (SDLF). This accreditation program enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply to SDLF for designation as a "District of Distinction" by submitting financial audits, policies and procedures and proof of Governance and Ethics training received by directors and executive staff. (Credits earned for first year only)

2 points maximum

No Documentation Required - Will be confirmed by SDLF.

(Credit will be applied to both programs)

For each full-session attendance by a member of the Agency's governing body in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops (SDRMA approved), Board Leadership Training, Special District Leadership Academy and/or Special District Leadership Foundation (Each attendee earns 1 point).

2 points maximum

No Documentation Required - Will be confirmed by CSDA training attendance sheet.

(Credit will be applied to both programs)

CLAIMS TRACK (3 POINTS MAXIMUM)

For a participating member agency not having any “paid” **and/or** “filed” claims for one year as well as having a 10-year Loss Ratio 1.0 or less (excluding CAT claims).

1 point

No Documentation Required - Will be confirmed by SDRMA.

For a participating member agency not having any “paid” **and/or** “filed” claims for three years as well as having a 10-year Loss Ratio 1.0 or less (excluding CAT claims).

2 points

No Documentation Required - Will be confirmed by SDRMA.

The following bonus points are in addition to the 15 CIP point limit:

CLAIMS BONUS TRACK (3 POINTS MAXIMUM)

For a participating member agency not having any “paid” **and/or** “filed” claims for five years as well as having a 10-year Loss Ratio 1.0 or less (excluding CAT claims).

3 points

No Documentation Required - Will be confirmed by SDRMA.

CONTACT INFORMATION

For questions regarding point credits or the Credit Incentive Program, please contact SDRMA Chief Risk Officer Debbie Yokota at dyokota@sdrma.org or call the SDRMA office at 800.537.7790.

Also, visit our website at www.sdrma.org, click on MemberPlus Services and then click on Vector Solutions (formerly TargetSolutions) Program to view information about the program Online Certified Safety Training Program Courses available to all members including:

Over 800 member safety-training courses in English and Spanish

- Courses that meet State and Federal government regulations for required contact hours for certified water and wastewater operators
- Courses endorsed by the National Fire Protection Association (NFPA)
- Courses that are recognized and accepted by the California Water Environmental Association (CWEA) and the California Department of Health Services (DHS)
- OSHA approved training courses – 40 new courses
- Professional Development Courses in Leadership, Management, Computer Skills, Customer Service, Finance, Health and Wellness
- Online Driver Training and Compliance Program
- Emergency Vehicle Operator
- Law Enforcement, Online Police Training
- Human Resources

5. B. Business Items



BUSINESS ACTION ITEMS STAFF REPORT

Item 5.B. Discussion regarding responses to the request for proposal (RFP) to update the Water Master Plan to include an Urban Water Management Plan and Instream Flow Study.

Summary:

On May 28, 2021 a Request for Proposal (RFP) for the addendum to the District's Water Master Plan Notice was direct mailed to thirty-five (35) firms, the notice was also sent to several trade journals, and an ad was posted in the New Times. The deadline for responses was June 24, 2021. There were no responses to the RFP.

Enc: Copy of RFP

San Simeon Community Services District



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

REQUEST FOR PROPOSAL PREPARATION OF AN ADDENDUM TO THE DISTRICT MASTER PLAN BASED ON THE REQUIREMENTS OF URBAN WATER MANAGEMENT PLANS

The San Simeon Community Service District (the “District”) is making a Request for Proposal (RFPs) from qualified engineering consulting firms to prepare an Addendum to the existing District Master Plan, based on the requirements of Urban Water Management Plans.

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

- I. Background
- II. Introduction and Objectives
- III. Existing Information
- IV. Timing
- V. Scope of Work
- VI. Submittal Procedures and Deadline
- VII. Evaluation Criteria
- VIII. Consultant Services Agreement
- IX. Required Insurance
- X. Acceptance or Rejection of Proposal
- XI. Equal Opportunity Clause
- XII. Equal Opportunity Employment Compliance
- XIII. Legal Responsibilities
- XIV. Discrepancies and Misunderstandings
- XV. Proper Licensing Requirements
- XVI. Non-Collusion Affidavit
- XVII. Exhibits

I. Background:

The San Simeon Community Services District is a disadvantaged community providing several municipal services to the community. The District water service is considered a small community water system and does not meet the status of an Urban Water Supplier pursuant to Water Code Section 10617. As a result, the District is not required to prepare and Urban Water Management Plan and is exempt from various requirements mandated on Urban Water Suppliers. Nevertheless, the District is requesting proposals from qualified Consultants to prepare an update to the District’s Master Plan (2018) based on certain requirements for Urban Water Management Plans (UWMP Standards) for the purpose of obtaining a determination of water that is available for new development.

The District, formed in 1961, covers approximately 100 acres located on the North Coast of San Luis Obispo County, approximately 35 miles north of the City of San Luis Obispo. The District owns the community water system that serves approximately 199 residential and 10 non-residential customers. The current average annual water production is approximately 80-acre feet per year (“AFY”). Of that amount, residential water customers utilize approximately 16 AFY (20 %) and non-residential customers utilize approximately 64 AFY (80 %). The District has a water rights license issued by the State Water Board to extract 140 AFY from Pico Creek wells subject to conditions identified in the license.

II. Introduction and Objectives:

As a Small Water System, and not an Urban Water Supplier, the District is not mandated to prepare an Urban Water Management Plan because it does not have 3,000 customers nor does it deliver more than 3,000 AFY of water to customers. As a result, the District’s current Master Plan (2018) focuses primarily on technical details needed for the sizing and design of District infrastructure. Information in the Master Plan includes existing demands, projected growth, projected demands, fire flow requirements, the existing system, hydraulic modelling, and proposed improvements.

The District’s Master Plan does not include information required in Urban Water Management Plans identified in the Urban Water Management Plan Guidebook 2020 prepared by the California Department of Water Resources (DWR) on water supply reliability, drought risk assessment, water shortage contingency plans, and demand management measures. Instead, the District has adopted a water conservation ordinance that includes water shortage levels and demand management measures. In addition to the Master Plan and water conservation ordinance, a 2014 study on the Pico Creek groundwater basin provides information on the District’s source of supply and changes in water availability and water quality based on differing conditions including droughts, tides and other influences on Pico creek and its small coastal basin.

The Primary Objective: Determining Water Supply Availability for New Development

The District’s objective in preparing the addendum is to obtain a determination of “Water Supply Availability” for new development. In 1986, the District adopted an ordinance prohibiting the issuance of new water will-serve letters (moratorium).

Since the District established the water moratorium, the nature and extent of water conservation, water use efficiencies, implementation of water quality facilities, and an updated water license issued by the State Water Resources Control Board provide significant and substantial evidence indicating that repealing, or more likely, modifying the moratorium should be considered because objective evidence compels a conclusion that water is now available for new development.

The Board of Director’s direction to obtain proposals for preparing the update to the District’s Master Plan was approved on February 9, 2021. The agenda item is attached as Exhibit A.

Water production in 1986 and 1987 were 149.5 acre feet and 148.8 acre feet, respectively, exceeding the District’s water rights permit. Subsequent District and community efforts led to successful conservation and water use efficiencies that have reduced annual production to approximately 80 AFY. The District is seeking an update to its Master Plan, utilizing standards established pursuant to the California Water Code for Urban Water Management Plans, to determine the amount of water that is now available for new development.

Instream Flow Management Study

The SSCSD is requesting that the proposed Addendum to the District Master Plan include an Instream Flow Management Study and execute the study within Pico Creek. The main goal of this study shall be to provide a collaborative work plan to guide the collection and analysis of high-quality science that is robust, credible, transparent, and relevant. In addition, the SSCSD intends the study to satisfy the recommendations stated within the North Coast Area Plan.

This task includes development of an Instream Flow Management Study for Pico Creek that meets the standards of the California Department of Fish and Wildlife (“CDFW”) to identify instream flow criteria. This includes preparation of a technical report summarizing the results of the Instream Flow Management Study that will include a monitoring plan for long-term sustainable environmental stewardship. The study shall be developed in full compliance with the CDFW Instream Flow Program and consistent with the Instream Flow Incremental Methodology. In preparing the study, the Consultant shall review and consider historical documents and data, including but not limited to, previous special species and habitat studies for the study area and other documents and data relevant to the project.

Underlying Assumptions

It is important for the consultant to understand that the District is seeking a “determination” of water supply availability from qualified professionals as opposed to a “recommendation.” Water Code section 350 et seq. provides statutory requirements associated with repealing or modifying the District’s moratorium, and the District’s premise is that doing so is a non-discretionary decision.

In seeking proposals, the District’s position is that the determination of water supply availability should be made by a qualified professional based on requirements of Urban Water Management Plans since those requirements are established by statutes incorporated in the State of California Water Code and reflect an objective approach for a non-discretionary determination to rescind a moratorium which also exists pursuant to provisions of the Water Code.

The District recognizes that the consultant may identify assumptions where District guidance may be desired by the consultant. While the District will preclude the possible need for guidance to the consultant, the District’s preference on any such assumptions is for the consultant to prepare a sensitivity analysis on those assumptions and for the consultant to make a conservative determination of water supply availability when considering those assumptions as a whole.

The Plan Approach

The District is seeking a cost-effective approach to updating its Master Plan. The update to the Master Plan does not necessarily need to be formatted based on the Urban Water Management Plan Guidebook 2020 prepared by the California Department of Water Resources (DWR). The guidebook itself includes a disclaimer that it is a voluntary option prepared by DWR so that complying with the Water Code is simpler for Urban Water Suppliers.

The consultant has options in its proposal to update the District’s Master Plan. The consultant may choose a) to prepare an addendum to the 2018 Master Plan, b) to prepare the equivalent of an Urban Water Management Plan for the District, c) to prepare technical memorandums that address requirements of Urban Water Management Plans with a concluding report on water supply availability for new development, or d) the consultant may propose an alternative approach, that the consultant deems to be the most cost effective, to meet the District’s objective. The consultant may also base its proposal on 1) the most cost-effective approach deemed feasible by the consultant with 2) an option to

prepare the equivalent of an Urban Water Management Plan. The consultant’s proposal must clearly state that the requirements of California Water Code sections 10610-10656 and 10608 are being followed for the Master Plan update.

III. Existing Information

The following is a list of the District’s existing information, which can be located at www.sansimeoncsd.org:

- San Simeon CSD Master Plan (2018)
- Pico Creek Groundwater Availability Study (2014)
- SSCSD Water Conservation Plan (2016)
- Water Usage Calculations (2014)
- Water Wait List Reconciliation (2020)
- Water License issued by the State Water Board (2012)
- Water Treatment Capabilities
- North Coast Area Plan (Revised October 5, 2018)

The addendum to the Master Plan will not include a review of environmental issues, or limitations on the District’s rights to use its source of supply pursuant to its water license, if any, that may be imposed by state or federal agencies with applicable regulatory jurisdiction. Consideration of any legal requirements associated with the California Environmental Quality Act, the California Coastal Act and other state and federal laws and regulations are separated from the scope of work because it is the District’s intent at this time to have a “Baseline” determination of its water supply availability while separately evaluating requirements associated with possible public trust and environmental issues.

San Simeon CSD Master Plan (2018)

The District’s Master Plan was most recently updated in 2018 by Phoenix Engineering, Inc. (Santa Paula, Ca). The plan was prepared with “the intent of recommending improvements to SSCSD’s potable water system” and other District infrastructure. It utilized water meter data from 2012-2017.

The consultant is expected to be familiar with the Master Plan and the proposal should include a) general information needed for the proposed scope of work and b) a task in the project schedule for coordinating detailed information needed. The consultant should be aware that a component of demand is for residential units with part-time occupancy, and potential increases in demand should be considered for increases in occupancy percentages.

Pico Creek Groundwater Availability Study (2014)

The “Groundwater Availability Study, Pico Creek Valley Groundwater Basin, 2014 Update” dated September 2014, was prepared by Cleath-Harris Geologists, Inc. (San Luis Obispo, Ca). Consultants can anticipate that Cleath-Harris will be available to confer on the groundwater availability study. The consultant is expected to be familiar with the Groundwater Availability Study and to be able to explain the relationship of significant data in the groundwater report to the Master Plan update and determinations of water supply availability.

The District anticipates that the existing reverse osmosis (RO) system will need to be operated in certain circumstances. The consultant is expected to illustrate how water quality information in the

groundwater report relates to RO operations at the various water shortage levels incorporated in the Water Shortage Contingency Plan that is developed as part of the proposed scope of work.

The proposal should also include a task on the schedule to confer with the District and with Cleath-Harris on whether additional hydrogeological investigations and/or analysis is needed for the consultant to complete the proposed scope of work.

SSCSD Water Conservation Plan

On December 14, 2016, the District adopted Ordinance No. 117, which includes three (3) stages of water shortages. The consultant is expected to provide a recommendation at the Preliminary Review Milestone (subsequently described) on whether it would be appropriate for the Water Shortage Contingency Plan to be based on Six Standard Water Shortage Levels or based on the District's existing shortage levels with a crosswalk that clearly translates the Supplier's Water Shortage Levels to those mandated by the statute for Urban Water Suppliers.

Water Usage Calculations

Water usage calculations were prepared by Phoenix Engineering, Inc. The consultant should become familiar with the existing water usage calculations and provide explanations of differences that may exist between those calculations and similar calculations developed by the consultant and used in the determination of water availability (i.e. – differences in data periods and in methodologies, if any).

Water Wait List Reconciliation

The reconciliation is dated September 28, 2020 and illustrates the existing wait list for water will-serve letters. It includes some preliminary estimates on whether sufficient water is available for properties on the wait list. The consultant should consider it informational only as it is provided as examples of expected increases in demand based on existing land use designations.

Water License (State Water Board)

The water license issued to the District provides annual limits of 140-acre feet per year and a maximum diversion rate of 0.27 cubic feet per second with other provisions allowing diversion of greater quantities over shorter periods of time while adhering to seven (7) day limitations. The consultant is expected to illustrate the relationship between maximum diversion rates, peak demands, and other factors resulting in the determination of water availability.

Water Treatment Capabilities

The District installed a reverse-osmosis system in 2016 with approximately 300 gallon per minute flow capacity rate. As described in the Pico Groundwater Basin Availability Study, the water quality of the District's source of supply becomes subject to tidal influences with corresponding increases in salinity. The consultant is expected to generally describe the operations of the reverse-osmosis system at the various water shortage levels.

North Coast Area Plan

The North Coast Area Plan is part of the County of San Luis Obispo Local Coastal Plan. The North Coast Planning Area extends from the Monterey/San Luis Obispo County Line on the north, to Point

Estero on the south, and inland generally to the main ridge of the Santa Lucia range. The planning area includes the communities of Cambria and San Simeon Acres. This report describes county land use policies for the North Coast Planning Area, including regulations which are also adopted as part of the Land Use Ordinances and Local Coastal Program.

This Area Plan allocates land use throughout the planning area by land use categories. The land use categories determine the varieties of land use that may be established on a parcel of land, as well as defining their allowable density and intensity.

IV. Timing

Time is of the essence with respect to this contract. The District intends to consider adoption of the addendum to the Master Plan based on the same noticing and process requirements established for Urban Water Management Plans.

In addition, the consultant is expected to propose a milestone (the “Preliminary Review Milestone”) to update the Board of Directors on overall work progress, to provide recommendations on water shortage levels, and to review critical factors associated with water availability determinations. The consultant proposal shall include the following for the Preliminary Review Milestone:

- A presentation at a public meeting of the Board of Directors with special emphasis on water shortage levels and critical factors associated with water availability determinations.
- Coordination with the District on public notices to help engage community members and other stakeholders on development of the Master Plan update.

V. Scope of Work:

Qualifications

A statement of the consultant’s qualifications, as described below, are to be submitted with the Consultant’s name, address, telephone number, and email address. The statement of qualifications (SOQ) shall be concise, well-organized and demonstrate the Consultant’s qualifications and experience relating to the proposed project. SOQs shall be submitted in hard copy and in .pdf format. At minimum, SOQs shall include the following information:

- Cover Letter: The Consultant’s legal name, address, telephone number, email address, and designated contact person for the remainder of the selection process.

Statements identifying the overall qualifications of the members of the consultant’s team, including relevant experience and other evidence of the Consultant’s ability to meet the requirements of Urban Water Management Plans and the District’s objective for a water availability determination.

- Statement of Qualifications: Brief description of the consultant’s firm, the type of organization (partnership, corporation, etc.) and a listing of the proposed project personnel, including personnel experience and resumes for prime consultants and sub-consultants, if any. Emphasis should be given to highlighting work completed for relatively small public agencies.

Description of consultant and sub-consultant experience with preparation of an UWMP. Please include names, current telephone numbers, and email addresses of references for existing and past public agency clients.

- Project Communications: Description of how consultant will approach coordination with District staff and preparation of materials for public review and community presentations.

Proposed staffing plan/organizational chart illustrating who will serve in the roles of Contract Manager, Project Manager, and Subject Matter Experts. The Contract Manager is responsible for direct communications with the District's General Manager on periodic progress addendums and conflict resolution, if needed. The Project Manager is responsible for day-to-day communications and overall management of the scope, schedule, and budget. The Project Manager is responsible for maintaining consistent communication with the District's project manager.

Other information that will assist District in understanding the consultant's approach to communications and public outreach.

Proposals

Proposals, as described below, are to be submitted in sealed envelopes clearly marked with the consultant's name, address, telephone number, and email address. The envelope shall be clearly identified as the "MASTER PLAN UPDATE." Proposals shall be submitted in hard copy and in .pdf format. At minimum, proposals shall include the following information:

Project Understanding and Approach: This section should demonstrate the consultant's understanding of the project, how the work will be organized, and anticipated key issues to be addressed. This section should include:

- Description of consultant's overall approach to the project, such as an outline work plan that describes how the consultant will organize the project.
- Description of those areas which are most likely to include challenges, and discuss how consultant's approach will help resolve those conflicts or prevent them in advance.
- Other information that will assist District in selecting the most qualified consultant.

Fee Estimates and Rates: The project proposal should include hourly rates, estimated hours by work task, and estimated cost by each phase of work, as defined by the consultant.

VI. Submittal Procedures and Deadline:

Statements of Qualifications and Proposals are to be submitted to the District on or before **2:00 p.m.** on **June 24, 2021**, with the fee estimate and rates in a separate envelope. Responses to this RFP received after the stated deadline will not be accepted. The time of delivery shall be definitively determined by the time-stamping clock located in the San Simeon Community Services District Office at 111 Pico Avenue, San Simeon, CA 93452. It is the proposer's sole responsibility to see that its SOQ and Proposal are received in proper time, and proposers assume all risks arising out of the means of delivery. Any

submittal received after the deadline will be returned to the proposer unopened. Submittals are to be addressed to:

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

All responses must be completed as required, signed by an officer of the firm who is authorized to enter into a binding agreement with the District on behalf of the company, and must be received at the place and time designated above.

Inquiries and Addenda

For inquiries regarding this SOQ/RFP, please contact the, Charles Grace, via electronic mail at cgrace@graceenviro.com, no later than **4:00 PM on June 10, 2021**. Inquiries received after that date will be disregarded. Please include the following in the subject line of the email: “Inquiry Re: Master Plan Update Proposal.” Telephonic inquiries will not be taken.

The District reserves the right to issue revisions to the RFP and the deadline for submittal. The District reserves the right to reject all proposals.

Anticipated SOQ/RFP Schedule

Milestone (Estimates)	Date
RFP Issued	5/27/2021
Deadline for Clarifications/Inquiries	6/10/2021
Deadline to Submit Statements of Qualifications & Proposals	6/24/2021
Interviews (if Desired by District)	7/5-8/2021
District Selection of Consultant	7/8/2021
Certificate of Insurance & Contract Execution	7/15/2021
Notice to Proceed	7/22/2021

VII. Evaluation Criteria

Evaluation of each SOQ and Proposal will be performed by a committee of individuals to be selected by the District. The submissions will be scored and ranked based on the selection committee’s evaluation of content and completeness. In the event of close scoring, a shortlist interview may be performed. All selected firms will be contacted with specific information as to location and time of the interviews. Evaluation and review will focus on the following criteria:

Organization. Does the firm offer the breadth and quality of services required by the Scope of Services? Does the firm’s organizational structure show sufficient depth/capacity for its present and additional workload? Do the consultant’s qualifications illustrate the ability to promote efficient communications and public outreach?

Project Understanding/Project Approach. Does the firm's proposal adequately demonstrate understanding and experience in completing the Scope of Services? Does the consultant have experience in conducting the data analysis and calculations required for Urban Water Management Plans? This understanding can be demonstrated in various manners, including, but not limited to, the firm's successful completion of UWMPs for other agencies.

Experience. Does the SOQ demonstrate expertise and professional qualifications with similar work? What are the qualifications of the firm and the individuals assigned to perform the work?

Project Schedule. Is the project schedule thorough and realistic? The District will review and rank consultants based on the submitted documents and will subsequently review fee estimates and rates. Final consultant selection will be at the District's discretion and may include revisions to the Proposed Scope of Services.

VIII. Consultant Services Agreement

The District will identify the firm that best meets the needs of the District and enter contract negotiations with that highest ranked firm. Contracts must be executed within 30 days of offer (or other agreed to time frame, on a case by case basis), or negotiations will be terminated and the offer to contract will be rescinded. Should the District fail to reach agreement with the top ranked firm, the District may enter negotiations with the next highest rated firm and so on. District Staff will make a recommendation to the District's Board of Directors for the award of the Consultant Services Agreement to the firm that best furthers the District's objectives.

IX. Required Insurance:

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

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

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

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

X. Acceptance or Rejection of Proposal

The District reserves the right to accept or reject any and all SOQs and Proposals. The District also reserves the right to waive any informality or irregularity in any proposal or as deemed to be in its best interest. Additionally, the District may, for any reason, decide not to award an agreement as a result of this RFP or cancel the RFP process. The District shall not be obligated to respond to any proposal submitted, nor be legally bound in any manner by the submission of the proposal. The District reserves the right to negotiate project deliverables and associated costs.

XI. Equal Opportunity Clause

Consultants shall ensure against discrimination in employment practices based on State and Federal laws and regulations. The District hereby ensures that minority business enterprises will be afforded full opportunity to submit SOQs in response to this notice and will not be discriminated against based on requirements of State and Federal laws and regulations.

XII. Equal Opportunity Employment Compliance

Consultant shall certify that it has sought out and considered minority business enterprises for those portions of the work to be subcontracted and has fully documented such actions that said documentation is open to inspection, and that said action will remain in effect for the life of any contract awarded hereunder.

Furthermore, consultant shall certify that all steps will be taken to meet all equal employment opportunity requirements of the contract documents. Consultant shall certify that in all previous contracts or subcontracts, all reports which may have been due under the requirements of any agency, State, or Federal equal employment opportunity orders have been satisfactorily filed, and that no such reports are currently outstanding.

XIII. Legal Responsibilities

All SOQs must be submitted, filed, made, and executed in accordance with State and Federal laws relating to SOQs for contracts of this nature whether the same or expressly referred to herein or not. Any company submitting a proposal will by such action thereby agree to each and all terms, conditions, provision, and requirements set forth, contemplated, and referred to in the RFP, and other contract documents, and to full compliance therewith.

XIV. Discrepancies and Misunderstandings

Consultants must satisfy themselves by personal examination of the work site, specifications, and other contract documents and by any other means as they may believe necessary, as to the actual physical conditions, requirements, and difficulties under which the work must be performed. No consultant will at any time after submission of a proposal make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of work necessary for the

satisfactory completion of the job. Any errors, omissions, or discrepancies called to the attention of the District will be clarified by the District in writing to all Proposers prior to the submission of SOQs.

XV. Proposer Licensing Requirements

Any consultant or sub-consultant who is not licensed in accordance with the provisions of the State Business and Professional Code or who fails to maintain a required license will be considered to have created a material breach of contract.

XVI. Non-Collusion Affidavit

Proposer shall declare that the only persons or parties interested in its proposal as principals are those named therein; that no officer, agent, or employee of the District is personally interested, directly or indirectly, in its proposal; and that its proposal is in all respects fair and without collusion or fraud.

XVII. Exhibits

- A. February 9, 2021 Agenda Item

5. C. Business Items



BUSINESS ACTION ITEMS STAFF REPORT

Item 5.C. Review of the draft Budget FY 2021/2022 and Adoption of Resolution 21-431 establishing the District's Appropriation Limit for Fiscal year 2021-2022.

Summary Draft Budget 2021/2022:

The Budget Committee Chairperson Bill Maurer will provide a summary of the July 8, 2021 budget committee meeting.

Summary Resolution 21-431:

The appropriation limit amount calculation is based on information provided from the Department of Finance for the State of California. A copy of the data used to make the amount determination has been included with the staff report.

Staff requests approval of Resolution 21-431.

Enc: Resolution 21-431
Letter from the Department of Finance
Memo from Legal Counsel regarding the appropriations limit

RESOLUTION NO. 21-431

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON
COMMUNITY SERVICES DISTRICT APPROVING THE PROPOSITION 4
APPROPRIATION LIMIT FOR THE FISCAL YEAR 2021-2022**

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

WHEREAS, Government Code Section 7900 et seq. and Government Code Section 61113 provide that each year, the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit pursuant to Article XIII B of the California Constitution at a regularly scheduled meeting or a noticed special meeting; and

WHEREAS, the State of California Department of Finance provides the annual change in the California per capita personal income and population changes in the unincorporated portions of San Luis Obispo County, which are used to calculate the appropriations limit for the District; and

WHEREAS, the calculation factor for the appropriation limit in Fiscal Year - 2020-2021 is 1.0186, which is applied to the prior year appropriation limit of \$460,335 to yield an appropriation limit of \$468,897 for the Fiscal Year 2021-2022; and

WHEREAS, the San Simeon Community Services District plans to appropriate approximately \$93, 075 in direct property tax revenue proceeds during Fiscal Year 2021-2022.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors for the San Simeon Community Services District approves the Appropriation Limit for the District for Fiscal Year ending June 30, 2022, in the amount of \$468,897. This limit is greater than the expected total tax proceeds appropriation budgeted in the current fiscal year.

This Resolution shall take effect upon its adoption. **PASSED AND ADOPTED THIS** 8 day of July, 2021. Upon motion of _____, seconded by _____ and on the following roll call vote:

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

Gwen Kellas
Chairperson Board of Directors

ATTEST:

Jeffrey Minnery,
District Legal Counsel



May 2021

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2021, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2021-22. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2021-22 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2021.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER
Director
By:

Erika Li
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2021-22 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2021-22	5.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2021-22 appropriation limit.

2021-22:

Per Capita Cost of Living Change = 5.73 percent
 Population Change = -0.46 percent

Per Capita Cost of Living converted to a ratio: $\frac{5.73 + 100}{100} = 1.0573$

Population converted to a ratio: $\frac{-0.46 + 100}{100} = 0.9954$

Calculation of factor for FY 2021-22: $1.0573 \times 0.9954 = 1.0524$

Fiscal Year 2021-22

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2020-2021	1-1-20	1-1-21	1-1-2021
San Luis Obispo				
Arroyo Grande	-0.35	17,617	17,555	17,555
Atascadero	-0.83	28,900	28,660	29,623
El Paso De Robles	-0.55	31,245	31,073	31,073
Grover Beach	-0.58	13,204	13,128	13,128
Morro Bay	-0.30	10,151	10,121	10,121
Pismo Beach	-1.01	8,191	8,108	8,108
San Luis Obispo	0.31	45,916	46,058	46,058
Unincorporated	-3.66	116,697	112,430	115,506
County Total	-1.76	271,921	267,133	271,172

Memo

To: San Simeon Community Services District Board of Directors
From: Natalie F. Laacke
CC: Charles Grace
Date: 7/17/2018
Re: San Simeon CSD Appropriations Limit

This memorandum is meant to provide some additional information regarding appropriations limits and the requirements of Article XIII B of the California Constitution. I have also attached a handout to this memorandum which provides greater detail about appropriation limits.

An **appropriation** is an amount of money set aside for a certain purpose. It is not the same as spending or budget expenditures. Essentially, an *appropriation is an authorization for money to be spent* – the actual spending of the money occurs later. Proposition 4 added Article XIII B to the California Constitution which sets the limit on the amount of money which can be **appropriated** from tax revenue or “proceeds of taxes.”

The **appropriations limit** is based on a calculation of the prior year’s appropriation limit, population change, and Consumer Price Index (CPI). This calculation of the limit is not related to revenues received by the local agency.

Revenue received by the District may be more or less than the appropriations limit. Sometimes actual revenue received is the restraint, not the appropriations limit. If tax revenue from the County is less than the appropriations limit set by the District, the District will be limited in their spending by the revenue.

Following are two appropriations limit situations:

Situation A

If the District’s tax revenue from the County is more than the appropriations limit set by the District, the District would only be able to appropriate to budget line items, and later spend, up to the amount set by the appropriations limit.

Situation B

If the District’s tax revenue from the County is less than the appropriations limit set by the District, the District would be limited in its appropriations to budget line items by the amount of revenue received even though the appropriations limit is higher.

With regard to San Simeon, only a (small) portion of the District's revenue (\$84,617 for FY18-19) comes from San Luis Obispo County's one percent ad valorem charges (taxes based on assessed value of property). The appropriations limits required by Proposition 4 only apply to the revenue the District receives from taxes. The District receives the majority of its revenue from water/sewer utility fees. These proceeds are not governed by Proposition 4 and therefore the appropriations limits do not apply to that revenue. That is why it is not a problem that the appropriation limit for FY18-19 is 426,867, but the amount the District will spend is closer to \$800,000.

Additional Information

Appropriations Not Subject to Limit

Not all appropriations are subject to the limit. For CSDs, these exceptions include:

1. Appropriations to pay for costs of complying with federal laws and court mandates
2. Payments for interest and redemption charges on pre-existing (i.e. pre-Proposition 4) or voter-approved bonded indebtedness
3. Withdrawals from previously appropriated reserve funds
4. Refunds of taxes

Appropriations Permitted in Excess of Limit

1. Emergency – Declared Emergency appropriations do not count toward limit
2. Voter Approval – Voters may authorize an increase in the appropriations limit, not to exceed four years