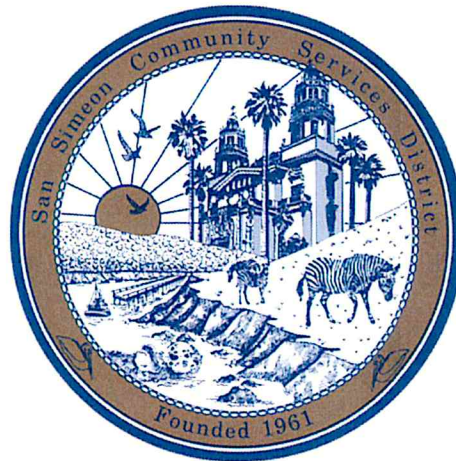


**Board of Directors  
San Simeon Community Services District**



**BOARD PACKET**

**Wednesday, March 14, 2018  
Regular Meeting 6:00 pm**

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

**Prepared by:**



**GRACE**  
ENVIRONMENTAL SERVICES

**AGENDA**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, March 14, 2018**  
**6:00 pm**

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

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

A. Roll Call

B. Pledge of Allegiance

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

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

**3. SPECIAL PRESENTATIONS AND REPORTS:**

**A. STAFF REPORTS:**

- i. **Sheriff's Report** – Report for February.
- ii. **General Manager's Report** – Summary of February Activities.
- iii. **Superintendent's Report** - Summary of February Activities.
- iv. **District Financial Summary** – Update on Monthly Financial Status.
- v. **District Counsel's Report** – Summary of February activities

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

- i. **Budget Committee Meeting Report Out**
- ii. **Water Committee Meeting Report Out**

**C. SPECIAL PRESENTATION:**

- i. **Seth Sutherland** – Presentation on GIS Mapping for the District

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

**Public Comment** - This public comment period provide an opportunity for members of the public to address the Board on matters discussed during Agent Item #3 – Special Presentations and Reports. If a member of the public wishes to speak to this time, Public Comment is limited to three (3) minutes.

**4. CONSENT AGENDA ITEMS:**

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

- A. Review and approval of Minutes for the Regular Meeting on February 14, 2018.
- B. Review and approval of Disbursements Journal.
- C. Review and approval of Minutes for the Special Meeting on February 14, 2018.

**5. BUSINESS ITEMS:**

**Public Comment** - Members of the public wishing to speak on business items may do so when recognized by the Presiding Officer. Presentations are limited to three (3) minutes or less with additional time at the discretion of the Chair.

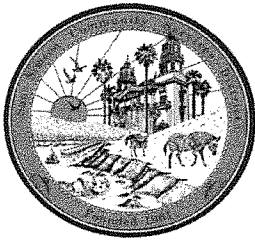
- A. Adoption of Resolution 18-397. A resolution authorizing staff to make payroll and federal tax payments to the government electronically.
- B. Adoption of Resolution 18-398. A resolution authorizing staff to remove and destroy specified documents from the master archive repository.
- C. Discussion and Direction to Staff regarding the amended Policies and Procedures Manual (Board of Directors and Board Meeting sections) for the District.
- D. Discussion on Procedure to Fill the Vacancy on the San Simeon Community Services District Board of Directors Created by the Resignation of Ken Patel; Direction to Staff to Post Notice of Vacancy pursuant to Gov't Code 1780; Schedule meeting at which candidates will be considered and the appointment made.
- E. Board Discussion and Direction to Staff regarding the County Beautification Grant and whether to expend additional funds on the walkway proposed project.
- F. Authorization for the General Manager to initiate the water storage tank and water distribution system project(s) - Phase One projects.
- G. Authorization for the General Manager to retain Marine Diving Solutions, Inc. to perform structural analysis and annual inspection of the wastewater treatment facility ocean outfall in the amount of \$30,000.00.

**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.

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



## GENERAL MANAGER'S REPORT

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### Item 3.A.ii

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

Regular day to day activities performed by District staff include:

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

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

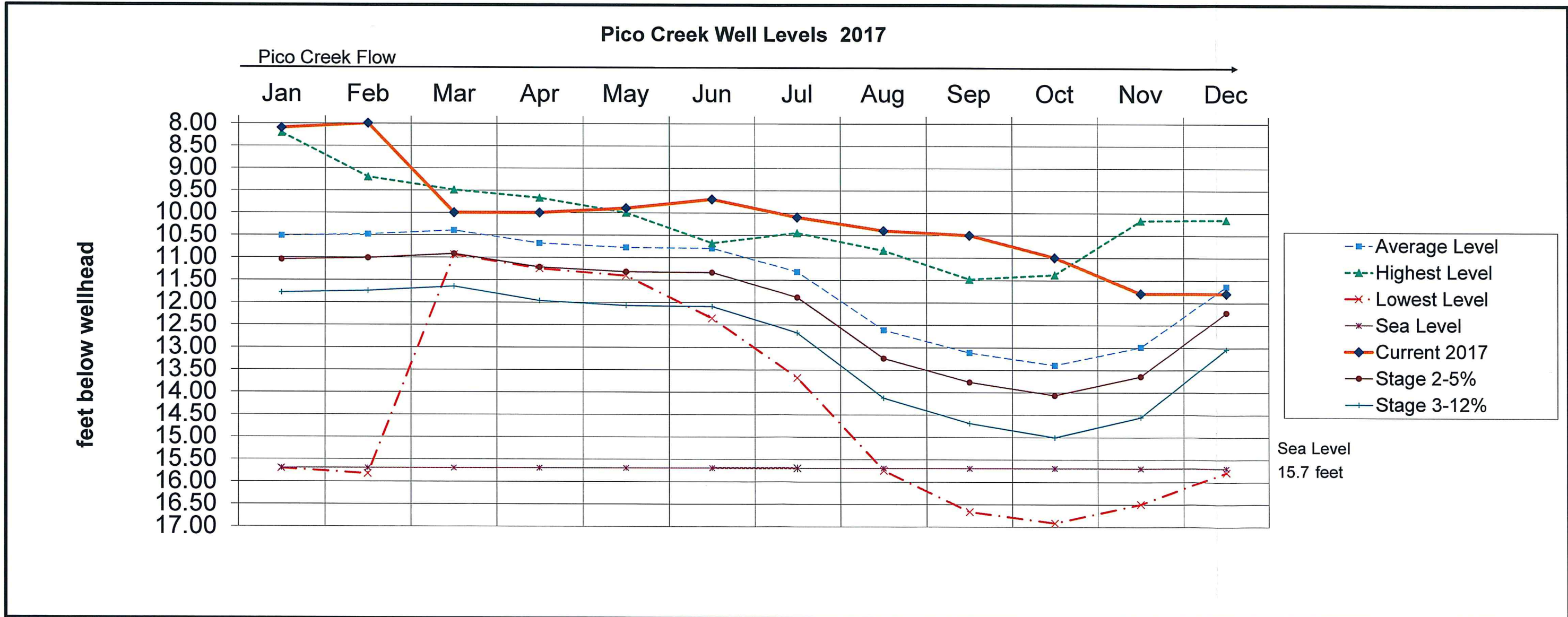
- Responded to 2 public records requests.
  - Gathered information and conducted research for the Reservoir Project.
  - Continued working with Phoenix Engineering on the Master Plan.
  - Attended a webinar on infrastructure funding.
  - Gathered bids and project information needed to submit the application for the beautification grant to the County.
  - Submitted paperwork to the County Clerk Recorder's Office regarding the resignation of Director Ken Patel.
  - Coordinated activities for GIS mapping work.
  - Summarized archived documents for disposal.
2. **Pico Bluff Project** – Staff received the final project approval permit for the application that was submitted to the County.
3. **Coastal Commission Rip Rap CDP** – The Coastal Commission Staff postponed the March 7 permit hearing to provide time for the Commission's Executive Director to review and meet with SSCSD staff / representatives.
4. **Additional Information** – Staff is still following up on the status of the pedestrian survey with Caltrans.

The payment to the USDA in the amount of \$10,345.00 will be made during the month of March.

In response to Director's Russell's request at the last meeting to review / forecast a chloride impact timeframe for 2018, attached is the water level aquifer spreadsheet, demonstrating the most likely time for elevated chloride levels to occur is October 2018. Additional rain fall, high tides and system water demand will limit or increase the severity of chloride impact.

**Aquifer Water level Depth to Groundwater**

Month	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Avg	5%	12%	High	Low	Sea Lvl	Month
Jan	8.21	9.87	10	10.15	9.55	10.65	10.5	9.8	10.1	10.5	10.27	10.1	11.5	9.8	10.4	10.6	11.2	14.7	10.2	10	8.1	10.8	10.52	11.05	11.78	8.21	15.71	15.7	Jan
Feb	10.56	9.4	10.4	9.2	10.95	10.55	10.58	9	9	10.51	10.1	10.1	10.4	10.1	10.7	11	11.1	13.4	10.4	10.6	8	10.3	10.49	11.01	11.75	9.2	15.83	15.7	Feb
Mar	10.77	9.92	10.15	10.5	10.55	10.42	10.61	9.6	10.7	10.26	10.5	10.71	10.6	10.4	9.6	11.1	11.2	10.7	10.7	10	10		10.40	10.92	11.65	9.49	10.94	15.7	Mar
Apr	10.65	10.48	10.32	10.7	10.8	10.51	10.61	9.5	11.75	9.94	10.69	10.9	10.8	10.6	10.6	11.2	11.3	10.6	10.5	10.6	10		10.68	11.22	11.97	9.67	11.25	15.7	Apr
May	10.98	10.33	10.43	10.7	11.2	10.85	10.91	9.8	10.8	10.54	10.84	10.75	10.8	10.7	10.8	11.4	11.3	10.5	10.1	10.6	9.9		10.78	11.32	12.07	10	11.41	15.7	May
Jun	11.74	10.68	10.72	11.35	11.2	11.75	11.75	10.8	0	10.93	11.92	11.25	11	10.8	10.8	11.2	11.3	11.4	10.6	10.7	9.7		10.80	11.34	12.09	10.68	12.36	15.7	Jun
Jul	12.73	10.45	10.8	11	12.3	12.05	11.5	11.1	0	10.79	12.35	11.7	11.7	11.6	11	11.3	12.4	12.7	11.1	11.1	10.1		11.32	11.89	12.68	10.45	13.68	15.7	Jul
Aug	13.97	10.84	11.9	11.8	13.1	13.6	11.5		12.67	11.04	13.66	12.5	12.5	11.88	10.5	12	13.4	14	12	11.9	10.4		12.61	13.25	14.13	10.84	15.75	15.7	Aug
Sep	14.05	11.48	12.1	12.83	14	14.2	12		11.62	11.52	14.55	13.3	13.4	11.5	10.7	12.6	14.2	12.7	12.9	12.9	10.5		13.12	13.78	14.69	11.48	16.67	15.7	Sep
Oct	14.3	11.88	12.85	11.4	12.8	14.77	13.8		12.32	11.78	15.3	14.4	12.5	12.2	10.7	13.2	14.9	13	13.6	13.6	11		13.40	14.07	15.01	11.38	16.92	15.7	Oct
Nov	12.05	11.69	12.9	11.23	10.8	11.2	13.7		12.47	11.79	15.7	14	10.8	12.5	10.7	13.9	15.2	13.7	13.7	13.7	11.8		13.00	13.65	14.56	10.17	16.5	15.7	Nov
Dec	10.64	10.5	10.9	11.42	10.25	10.9			11.34	11.42	13.6	12.8	10.7	10.2	10.8	11	15.5	10.5	11.4	10.6	11.8		11.64	12.22	13.04	10.15	15.79	15.7	Dec



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



## SUPERINTENDENT'S REPORT

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Item 3.A.iii

Prepared by: Jerry Copeland

### 1. Wastewater Treatment Plant

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB, including semi-annual Oil and Grease report.
- The chlorine analyzer at the Chlorine Contact Chamber was rebuilt.

### 2. Water Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW), including additional reporting required with filter operation.
- On February 6th we discontinued operation of the filter after receiving multiple results of "absent" of bacteria at the wells over the course of several weeks.
- The solenoid that operates the isolation valve on Well #1 was replaced after failure.
- A leak was repaired at the water service to 533 Casa Del Mar Drive.
- Monthly water meter reading was performed.

### 3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- Quarterly maintenance was performed on the stand-by generators at the WWTP and the well site.
- There was a power outage on 2/26/18. Staff was on site to monitor the facilities which included filling the reservoir manually under generator power.
- Annual Emissions Inventories were submitted to the Air Pollution Control District.





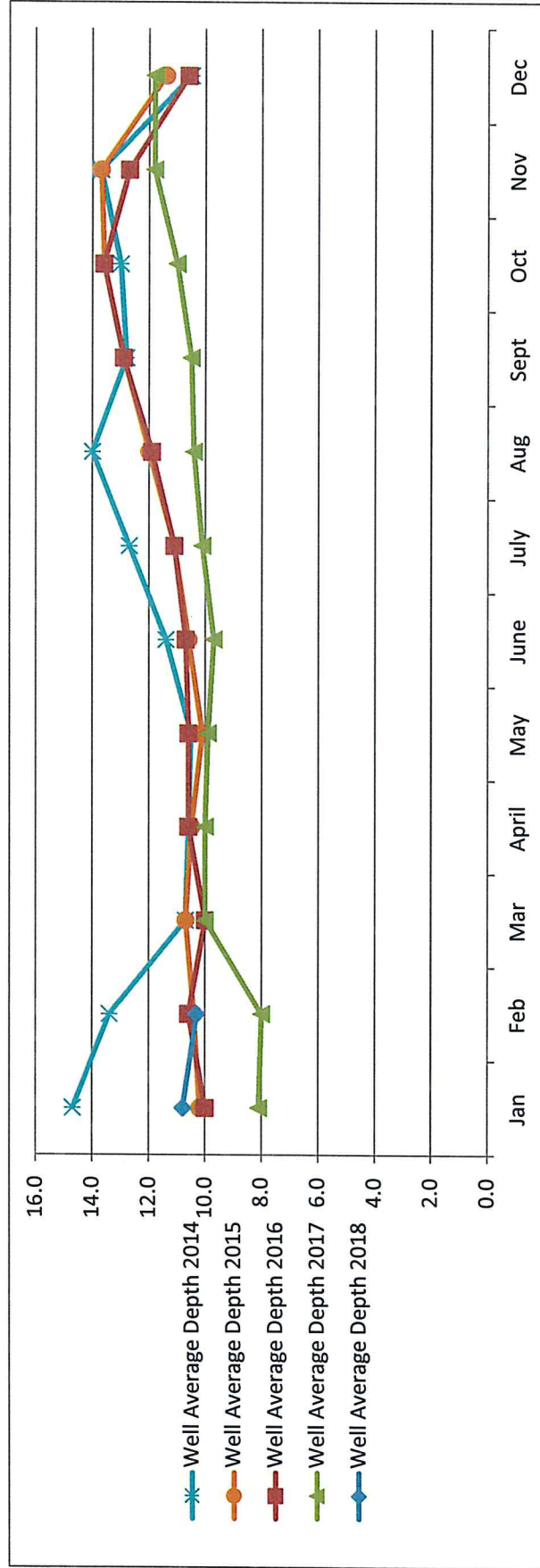
**San Simeon Community Services District      Superintendent's Report      February 2018**

**MONTHLY DATA REPORT**

Date	Day	Wastewater Inflow	Wastewater Effluent Daily Flow	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Daily Inflow	R.O. Daily Effluent Flow	R.O. Daily Brine Flow	Distribution Chloride	Chloride Wells 1	Chloride Wells 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Inflow Daily
02/01/18	Thu	49,219	40,310	898	38,148	39,046	0	0	0	-	-	-	0	9.7	10.0	0.00	6,177
02/02/18	Fri	54,923	51,990	0	45,553	45,553	0	0	0	-	-	-	0	9.7	10.0	0.00	4,353
02/03/18	Sat	65,641	60,790	0	50,939	50,939	0	0	0	-	-	-	0	9.7	10.0	0.00	5,375
02/04/18	Sun	56,333	61,390	1,197	58,793	59,990	0	0	0	-	-	-	0	9.7	10.0	0.00	8,824
02/05/18	Mon	45,875	58,890	0	41,065	41,065	0	0	0	-	-	-	0	9.9	10.4	0.00	8,486
02/06/18	Tue	50,111	48,970	0	41,664	41,664	3964	1546	1502	-	-	-	0	9.9	10.3	0.00	3,100
02/07/18	Wed	53,284	51,310	48,396	0	48,396	0	0	0	-	-	-	0	10.0	10.3	0.00	5,851
02/08/18	Thu	48,025	46,450	0	44,656	44,656	0	0	0	-	-	-	0	10.0	10.4	0.00	6,677
02/09/18	Fri	60,110	52,050	52,360	0	52,360	0	0	0	32	39	32	0	10.0	10.5	0.00	4,998
02/10/18	Sat	78,913	78,140	29,322	58,568	87,890	0	0	0	-	-	-	0	10.1	10.5	0.00	7,217
02/11/18	Sun	42,645	70,730	37,250	16,007	53,258	0	0	0	-	-	-	0	10.1	10.5	0.00	12,389
02/12/18	Mon	50,470	69,360	0	45,478	45,478	0	0	0	-	-	-	0	10.1	10.5	0.00	11,165
02/13/18	Tue	29,496	60,980	54,978	1,421	56,399	0	0	0	-	-	-	0	10.1	10.4	0.00	6,504
02/14/18	Wed	43,292	56,130	0	53,257	53,257	0	0	0	-	-	-	0	10.1	10.4	0.00	7,153
02/15/18	Thu	48,419	55,350	53,482	0	53,482	0	0	0	-	-	-	0	10.1	10.4	0.00	7,681
02/16/18	Fri	61,112	56,410	0	53,258	53,258	0	0	0	-	-	-	0	10.2	10.5	0.00	7,123
02/17/18	Sat	100,730	90,600	56,549	37,400	93,949	0	0	0	-	-	-	0	10.2	10.5	0.00	7,680
02/18/18	Sun	110,965	104,620	48,994	40,018	89,012	0	0	0	-	-	-	0	10.2	10.5	0.00	18,825
02/19/18	Mon	89,218	94,760	0	56,100	56,100	0	0	0	-	-	-	0	10.3	10.7	0.00	20,361
02/20/18	Tue	66,211	97,420	55,352	0	55,352	0	0	0	-	-	-	0	10.2	10.6	0.00	15,768
02/21/18	Wed	71,427	10,580	50,864	0	50,864	0	0	0	-	-	-	0	10.2	10.6	0.00	9,990
02/22/18	Thu	65,569	70,790	0	76,072	76,072	0	0	0	-	-	-	0	10.2	10.5	0.00	10,238
02/23/18	Fri	70,476	60,434	0	53,557	53,557	0	0	0	-	-	-	0	10.2	10.6	0.00	9,476
02/24/18	Sat	84,790	74,540	43,459	36,502	79,961	0	0	0	-	-	-	0	-	-	0.00	7,116
02/25/18	Sun	74,469	71,230	0	48,695	48,695	0	0	0	-	-	-	0	10.5	10.9	0.00	12,326
02/26/18	Mon	48,879	54,730	3,216	48,022	51,238	0	0	0	-	-	-	0	10.3	10.8	0.16	9,901
02/27/18	Tue	43,381	49,540	0	50,041	50,041	0	0	0	-	-	-	0	10.3	10.7	0.00	6,692
02/28/18	Wed	43,171	50,400	46,226	598	46,825	0	0	0	-	-	-	0	10.3	10.7	0.00	6,389
<b>TOTALS</b>		<b>1,707,154</b>	<b>1,748,894</b>	<b>582,542</b>	<b>995,812</b>	<b>1,578,354</b>	<b>3964</b>	<b>1546</b>	<b>1502</b>				<b>0</b>			<b>0.16</b>	<b>247,835</b>
Average		60,970	62,461	20,805	35,565	56,370	142	55	54	32	39	32	0	10.1	10.5	0.01	8,851
Minimum		29,496	10,580	0	0	39,046	0	0	0	32	39	32	0	9.7	10.0	0.00	3,100
Maximum		110,965	104,620	56,549	76,072	93,949	3964	1546	1502	32	39	32	0	10.5	10.9	0.16	20,361

San Simeon Community Services District Superintendent's Report February 2018

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



**3. A. iv. DISTRICT FINANCIALS**  
**Cortney Murguia**  
**February 2018**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet**  
**As of February 28, 2018**

	Feb 28, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Pacific Prem - General Checking	69,795.55
1016 · Pacific Premier-Wellhead	6.34
1017 · Pacific Premier-Money Market	881,785.02
1022 · USDA checking	234.05
1040 · Cash in county treasury	108.33
1050 · LAIF - non-restricted cash	523.77
Total Checking/Savings	952,603.06
Other Current Assets	
1200 · Accounts receivable	76,751.00
1220 · A/R - Hearst Castle	21,914.14
1300 · Prepaid expenses	3,078.52
Total Other Current Assets	101,743.66
Total Current Assets	1,054,346.72
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	190,554.98
1560 · Pipe bridge	28,075.58
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	262,932.67
1640 · Wellhead Rehab Project	450,827.53
1650 · Walkway access projects	21,511.00
1660 · RO Unit	825,012.64
1670 · Reservoir	37,693.50
1680 · Generator	29,101.14
Total 1400 · Fixed assets	4,896,842.30
1690 · Accumulated depreciation	(2,256,088.96)
Total Fixed Assets	2,640,753.34
<b>TOTAL ASSETS</b>	<b>3,695,100.06</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts payable	(106,954.33)
Total Accounts Payable	(106,954.33)
Other Current Liabilities	
2020 · Other accrued liabilities	200.00
2100 · Payroll liabilities	275.40
2500 · Customer security deposits	9,808.13
2510 · Connect hookup wait list	45,750.00
2520 · USDA Loan	417,240.00
Total Other Current Liabilities	473,273.53
Total Current Liabilities	366,319.20
Total Liabilities	366,319.20

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	Feb 28, 18
Equity	
3200 · Fund balance	2,932,892.38
3900 · Suspense	24,787.53
Net Income	371,100.95
Total Equity	3,328,780.86
TOTAL LIABILITIES & EQUITY	3,695,100.06

**SAN SIMEON COMMUNITY SERVICES DISTRICT**



**4C. FINANCIAL SUMMARY**

**BILLING**

**February 28, 2018**

<b>January Billing Revenue</b>	<b>\$ 55,243.87</b>
<b>February Billing Revenue</b>	<b>\$ 61,177.88</b>
Past Due (31 to 60 days)	\$ 172.50
Past Due (60 days)	\$ 153.71

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**ENDING BANK BALANCES**

**February 28, 2018**

**RABOBANK SUMMARY:**

**Well Rehab Project/USDA Checking Account** \$ **59.00**

**HERITAGE OAKS BANK:**

**Money Marketing Account Closing Balance January 31, 2018** \$ **831,555.01**

**Interest for February 2018** \$ **230.01**

**Deposit on 2/15/2018 Transfer from General Checking** \$ **50,000.00**

**Money Marketing Account Closing Balance February 28, 2018** \$ **881,785.02**

Reserve Fund (\$ 250,000.00)

Wait-list Deposits (\$ 45,750.00)

Customer Deposits (\$ 9,450.00)

**Available Funds** \$ **576,585.02**

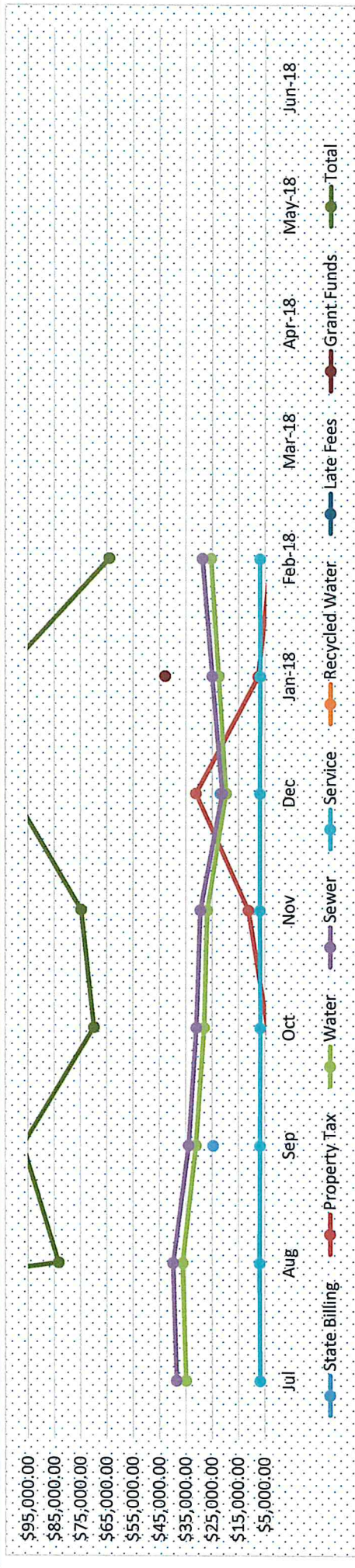
**General Checking Account February 28, 2018** \$ **27,664.89**

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**LAIF Closing Balance February 28, 2018** \$ **529.00**

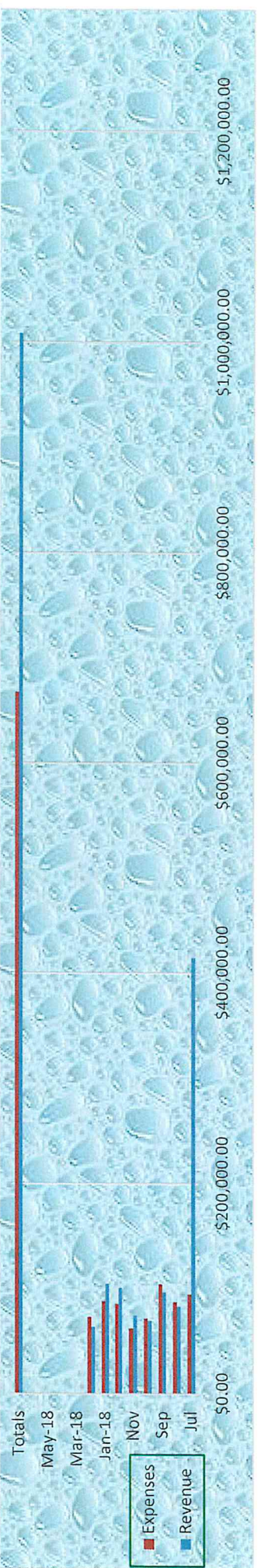
DISTRICT REVENUE FY 2017/2018

	Jul	Aug	Sep	Oct	Nov	Dec	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Totals
State Billing			\$24,606.31			\$21,914.14							\$46,520.45
Property Tax	\$1,282.43	\$0.00	\$121.78	\$3,983.38	\$11,222.22	\$31,099.09	\$7,506.90	\$2,750.02					\$57,965.82
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					\$224,911.47
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					\$247,282.24
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					\$54,668.52
Recycled Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00
Late Fees	\$628.24	\$379.06	\$292.61	\$241.85	\$221.14	\$159.01	\$113.69	\$197.92					\$2,233.52
Grant Funds	\$332,310.87						\$42,858.00						\$375,168.87
<b>Total</b>	<b>\$414,417.55</b>	<b>\$83,293.20</b>	<b>\$96,816.81</b>	<b>\$69,804.04</b>	<b>\$74,681.40</b>	<b>\$100,985.38</b>	<b>\$104,840.65</b>	<b>\$63,911.86</b>					<b>\$1,008,750.89</b>
Water Sold Cu Ft	299369	310960	266284	241692	232942	169355	194345	217741					1932688
Water Sold Acre ft	6.87	7.14	6.11	5.55	5.35	3.89	4.46	5.00					44.37



REVENUE VS EXPENSES

	Jul	Aug	Sep	Oct	Nov	Dec	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Totals
Revenue	\$414,417.55	\$83,293.20	\$96,816.81	\$69,804.04	\$74,681.40	\$100,985.38	\$104,840.65	\$63,911.86					\$1,008,750.89
Expenses	\$94,660.34	\$87,503.06	\$104,489.98	\$71,763.52	\$62,490.35	\$85,613.60	\$88,196.48	\$73,251.65					\$667,968.98
Balance	\$319,757.21	(\$4,209.86)	(\$7,673.17)	(\$1,959.48)	\$12,191.05	\$15,371.78	\$16,644.17	(\$9,339.79)					\$340,781.91





**SAN SIMEON COMMUNITY SERVICES  
HISTORICAL FISCAL REVIEW**

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

<b>2015 / 2016</b>													
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$7,200.02			\$8,584.90			\$11,992.94			\$10,529.30	\$38,307.16
Property Tax	\$1,299.10	\$78.29	\$89.78	\$6,473.88	\$5,162.73	\$31,035.95	\$732.82	\$3,907.74	\$4,380.61	\$20,311.05	\$670.65	\$812.49	\$74,955.09
Water	\$32,179.33	\$35,048.63	\$31,023.24	\$30,062.47	\$23,260.87	\$19,903.42	\$28,833.61	\$24,410.65	\$22,300.83	\$24,943.58	\$27,395.80	\$29,375.50	\$328,737.93
Sewer	\$38,340.31	\$41,800.72	\$36,517.90	\$35,482.63	\$27,568.63	\$23,716.44	\$33,983.50	\$28,929.28	\$26,405.46	\$29,496.09	\$31,742.13	\$34,065.24	\$388,048.33
Service	\$6,052.80	\$6,081.90	\$6,111.00	\$6,111.00	\$6,111.00	\$6,111.00	\$6,169.20	\$6,111.00	\$6,140.10	\$6,140.10	\$6,111.00	\$6,111.00	\$73,361.10
Recycled Water			\$1,359.75			\$854.07							\$2,213.82
Late Fees	\$118.83	\$71.20	\$72.27	\$239.83	\$386.63	\$99.38	\$153.29	\$138.82	\$86.36	\$485.53	\$657.24	\$418.39	\$2,927.77
<b>Total Revenue</b>	<b>\$77,990.37</b>	<b>\$83,080.74</b>	<b>\$82,373.96</b>	<b>\$78,369.81</b>	<b>\$62,489.86</b>	<b>\$90,305.16</b>	<b>\$69,872.42</b>	<b>\$63,497.49</b>	<b>\$71,306.30</b>	<b>\$81,376.35</b>	<b>\$66,576.82</b>	<b>\$81,311.92</b>	<b>\$908,551.20</b>
<b>Total Expense</b>	<b>\$56,735.48</b>	<b>\$80,703.14</b>	<b>\$62,573.67</b>	<b>\$62,460.00</b>	<b>\$90,307.21</b>	<b>\$78,261.91</b>	<b>\$62,999.58</b>	<b>\$69,646.10</b>	<b>\$68,440.42</b>	<b>\$78,744.51</b>	<b>\$62,608.05</b>	<b>\$60,034.80</b>	<b>\$833,514.87</b>
Water Sold Cu Ft	311247	338869	297896	288860	223460	191579	276707	234583	213757	239168	260907	278,453	3,155,486
Water Sold Acre ft	7.15	7.78	6.84	6.63	5.13	4.40	6.35	5.39	4.91	5.49	5.99	6.39	72.44

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

## **4. CONSENT AGENDA**

- A. Review & Approval of Minutes for the Regular Meeting  
–March 14, 2018.**

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, March 14, 2018**  
**6:00 pm**

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

**1. REGULAR SESSION @ 6:17 PM**

**A. Roll Call**

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

**B. Pledge of Allegiance**

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

NONE

**3. SPECIAL PRESENTATIONS AND REPORTS:**

**A. STAFF REPORTS:**

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

There were 12 calls for service in February. Commander Voge also provided information about the sheriff's department preparing for school shootings using funds they received from a Homeland Security grant.

**ii. General Manager's Report** –

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

Regular day to day activities performed by District staff include:

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

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

- Responded to 2 public records requests.
- Gathered information and conducted research for the Reservoir Project.
- Continued working with Phoenix Engineering on the Master Plan.
- Attended a webinar on infrastructure funding.
- Gathered bids and project information needed to submit the application for the beautification grant to the County.
- Submitted paperwork to the County Clerk Recorder's Office regarding the resignation of Director Ken Patel.

- Coordinated activities for GIS mapping work.
- Summarized archived documents for disposal.

**Pico Bluff Project** – Staff received the final project approval permit for the application that was submitted to the County.

**Coastal Commission Rip Rap CDP** – The Coastal Commission Staff postponed the March 7 permit hearing to provide time for the Commission’s Executive Director to review and meet with SSCSD staff/representatives.

**Additional Information** – Staff is still following up on the status of the pedestrian survey with Caltrans. The payment to the USDA in the amount of \$10,345.00 will be made during the month of March. In response to Director’s Russell’s request at the last meeting to review/forecast a chloride impact timeframe for 2018, attached is the water level aquifer spreadsheet, demonstrating the most likely time for elevated chloride levels to occur is October 2018. Additional rain fall, high tides and system water demand will limit or increase the severity of chloride impact.

iii. **Superintendent’s Report –**

**1. Wastewater Treatment Plant**

- All sampling, testing, and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB, including semi-annual Oil and Grease report.
- The chlorine analyzer at the Chlorine Contact Chamber was rebuilt.

**2. Water Distribution System**

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW), including additional reporting required with filter operation.
- On February 6th we discontinued operation of the filter after receiving multiple results of "absent" of bacteria at the wells over the course of several weeks.
- The solenoid that operates the isolation valve on Well #1 was replaced after failure.
- A leak was repaired at the water service to 533 Casa Del Mar Drive.
- Monthly water meter reading was performed.

**3. District and Equipment Maintenance**

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- Quarterly maintenance was performed on the stand-by generators at the WWTP and the well site.
- There was a power outage on 2/26/18. Staff was on site to monitor the facilities which included filling the reservoir manually under generator power.
- Annual Emissions Inventories were submitted to the Air Pollution Control District.

<b>iv. District Financial Summary –</b>	
<b>January Billing Revenue</b>	<b>\$ 55,243.87</b>
<b>February Billing Revenue</b>	<b>\$ 61,177.88</b>
Past Due (31 to 60 days)	\$ 172.50
Past Due (60 days)	\$ 153.71

**ENDING BANK BALANCES**  
**February 28, 2018**

**RABOBANK SUMMARY:**

<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 59.00</b>
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**HERITAGE OAKS BANK:**

<b>Money Marketing Account Closing Balance January 31, 2018</b>	<b>\$ 831,555.01</b>
<b>Interest for February 2018</b>	<b>\$ 230.01</b>
<b>Deposit on 2/15/2018 Transfer from General Checking</b>	<b>\$ 50,000.00</b>

<b>Money Marketing Account Closing Balance February 28, 2018</b>	<b>\$ 881,785.02</b>
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Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,450.00)
<b>Available Funds</b>	<b>\$ 576,585.02</b>

<b>General Checking Account February 28, 2018</b>	<b>\$ 27,664.89</b>
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<b>LAIF Closing Balance February 28, 2018</b>	<b>\$ 529.00</b>
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**v. District Counsel’s Report –**

Natalie Fry Laacke responded to two questions that had been asked during the previous Board meeting. She provided information about handouts that were provided during the Board meeting. She clarified that the Brown Act did not require these handouts to become part of the meeting minutes. Natalie also provided information regarding the contract with State Parks for the Waste Water Treatment Plant and how this information correlated with the District’s quarterly billing system.

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

**i. Budget Committee Meeting Report Out**

Mike Hanchett provided a summary of the budget committee meeting and recommended that a Budget Workshop be held on April 11, 2018 at 5 pm.

**ii. Water Committee Meeting Report Out**

Director McGuire provided a recap of the Water Committee meeting. Director McGuire stated that the committee voted to recommend to the Board that they move forward with Phase I in the Master Plan using the 400,000 gallon tank and extra piping scenario. Additionally, that the groundwork for the second tank be completed.

Henry Krzciuk commented.

### **C. SPECIAL PRESENTATION**

- i. This presentation was given after the Sheriff's Report. Seth Sutherland provided a presentation on the spatial database that he had created for the District.  
Henry Krzciuk asked a question about who would be maintaining the database.

Seth Sutherland replied to this question.

### **D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:**

Henry Krzciuk commented about the Water Committee meeting. He also made a comment about the timeline for the tank project and installation of a fire hydrant in the mobile home park.

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

### **Public Comment**

Vice-Chairperson McGuire recommended one change be made regarding the spelling of Jon Turner's name.

Director Russell recommended a change to the special meeting minutes regarding the addition of Greg Sanders' name to the minutes.

Hank Krzciuk commented on two items on the disbursement journal.

A motion was made to approve consent agenda items 4A-4C with the changes recommended by Vice-Chairperson McGuire and Director Russell.

Motion by: Vice-Chairperson McGuire

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

All in: 4/ 0

## **5. BUSINESS ITEMS:**

### **Public Comment –**

- A. Adoption of Resolution 18-397. A resolution authorizing staff to make payroll and federal tax payments to the government electronically.

Charlie Grace introduced the item.

A motion was made to approve Resolution 18-397.

Motion by: Vice-Chairperson McGuire

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

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

Director Kellas: YES

- B.** Adoption of Resolution 18-398. A resolution authorizing staff to remove and destroy specified documents from the master archive repository.

Charlie Grace introduced the item.

A motion was made to approve Resolution 18-398.

Motion by: Vice-Chairperson McGuire

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

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

Director Kellas: YES

- C.** Discussion and Direction to Staff regarding the amended Policies and Procedures Manual (Board of Directors and Board Meeting sections) for the District.

Charlie Grace introduced the item.

Natalie Fry Laacke provided an explanation about the creation of the new policy manual and explained that we would be asking the Board to adopt the changes in sections.

Director McGuire suggested that any reference to [board president] and [vice-president] be changed to reflect chairperson and vice-chairperson.

Director Russell discussed section 1.02 Officers. All language after “shall be one (1) year.” Is to be removed from the manual.

The recommended changes to Section 4.01 were approved.

Henry Krzciuk commented about the need for language that allows Board members the ability to make direct contact with District counsel. He also stated that the Board members should be allowed to conduct research about District business. He also mentioned that there is no language that sanctions Board members.

Natalie Frye Laacke responded stating that this language existed via government code.

Director Russell, Director Williams, and Hank Krzciuk further discussed the matter of Board members being able to contact the attorney directly.

The recommended changes to Section 6.01 and 6.05 were approved.

The Board needs to revisit section 5.03. Starting place for next meeting is page 5.

Director Russell asked that this matter be tabled until the next Board meeting.

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

All in: 4/0

- D.** Discussion on Procedure to Fill the Vacancy on the San Simeon Community Services District Board of Directors Created by the Resignation of Ken Patel; Direction to Staff to Post Notice of Vacancy

pursuant to Gov't Code 1780; schedule meeting at which candidates will be considered and the appointment made.

Charlie Grace introduced this item.

A motion was made to direct staff to move forward with the process of filling the vacancy.

Motion by: Director Russell

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

All in: 4/ 0

- E.** Board Discussion and Direction to Staff regarding the County Beautification Grant and whether to expend additional funds on the walkway proposed project.

Charlie Grace introduced the item.

Chairperson Williams and Vice-Chairperson McGuire discussed this item.

Henry Krzciuk commented on this item.

Vice-Chairperson McGuire asked that staff conduct more research regarding this matter in preparation for next year's application process.

A motion was made to withdraw the grant application for this year, and to conduct further research for next year's grant process.

Motion by: Vice-Chairperson McGuire

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

All in: 4 / 0

- F.** Authorization for the General Manager to initiate the water storage tank and water distribution system project(s) - Phase One projects.

Charlie Grace introduced the item and discussed the attachments. He provided information on interest rates for USDA loans and clarified scenarios 1-3 on his handout.

There was discussion between Charlie Grace, Director Russell, and Director Kellas.

Mike Hanchett clarified what the motion had been during the Water Committee meeting. He explained that the grading work would be completed for both pads but not the concrete work.

A motion was made to allow staff to move forward with Phase 1 as provided and move forward the dirt work proposed in Phase 2.

Motion by: Director Kellas

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

All in: 4 / 0



- G.** Authorization for the General Manager to retain Marine Diving Solutions, Inc. to perform structural analysis and annual inspection of the wastewater treatment facility ocean outfall in the amount of \$30,000.00.

Charlie Grace introduced the item and discussed the attachments.

Director Kellas asked for clarification on the cleaning process and the possibility of a leak.

Charlie Grace responded to her questions.

A motion was made to approve the authorization and use the pipe clamping procedure.

Motion by: Director Kellas

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

All in: 4 / 0

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

Special Workshop Meeting 4/11/18 at 5 pm.

**7. ADJOURNMENT @ 8:31 PM**

## **4. CONSENT AGENDA**

- B. Consideration of approval of Disbursements Journal**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Disbursements Journal**  
 March 2018

Type	Date	Name	Memo	Paid Amount
Check	03/01/2018	CaIPERS	Cust. ID # 7226734344, Annual Unfunded Accrued Liability and Retiree Health Prem for April 2018	-\$1,279.64
Paycheck	03/01/2018	DAN WILLIAMS	Board Service Feb 2 to Mar 1, 2018	-\$92.35
Paycheck	03/01/2018	Gwen Kellas	Board Service Feb 2 to Mar 1, 2018	-\$92.35
Paycheck	03/01/2018	John K Russell	Board Service Feb 2 to Mar 1, 2018	-\$92.35
Paycheck	03/01/2018	Mary M McGuire	Board Service Feb 2 to Mar 1, 2018	-\$92.35
Bill Pmt -Cher	03/14/2018	Grace Environmental	Operations Management March 2018 Inv #1153	-\$50,025.00
Bill Pmt -Cher	03/14/2018	Grace Environmental	Reimbursement for Weed Abatement 5/26/17 & 1/25/18 Inv #1156	-\$2,975.00
Bill Pmt -Cher	03/14/2018	Grace Environmental	Reimb from PG&E Rebate Inv #1157	-\$200.00
Bill Pmt -Cher	03/14/2018	Nancy Hough	Customer Security Deposit Refund Acct #404	-\$50.00
Bill Pmt -Cher	03/14/2018	Quality Inn Hotels	Security Deposit Refunds Account #'s 252, 253, 254, 255, 256	-\$250.00
Bill Pmt -Cher	03/14/2018	Adamski Moroski Madden Cumberland & Green	Legal Services Jan'18, Inv date 02.20.18	-\$5,863.61
Bill Pmt -Cher	03/14/2018	Kathleen Fry Bookkeeping Services	Bookkeeping Services February 2018	-\$1,200.00
Bill Pmt -Cher	03/14/2018	Phoenix Civil Engineering, Inc	SSCSD Master Plan Update thru 2/23/18, Inv. PHOE18-372	-\$6,607.00
Bill Pmt -Cher	03/14/2018	RVS Software	Annual Software Maintenance and Updates 3/21/18 to 3/20/19	-\$766.00
Bill Pmt -Cher	03/14/2018	Seth Sutherland	GIS mapping of Wtr & WW svc features; Data processing & consolidation	-\$2,430.00
Bill Pmt -Cher	03/14/2018	State Water Resources Control Board	Community Water Sys Fee 7/1/17 to 6/30/18; System 4000568	-\$1,236.00

**TOTAL** **-\$73,251.65**

## **4. CONSENT AGENDA**

- C. Review & Approval of Minutes for the Special Meeting  
– February 14, 2018**

**SPECIAL MEETING  
MINUTES  
SAN SIMEON COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Wednesday, February 14, 2018  
5:00 pm**

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

**1. REGULAR SESSION - 5:12 PM**

**A. Roll Call**

Chairperson Williams – Present

General Manager, Charles Grace

Vice-Chairperson McGuire – Present

District Counsel, Natalie Frye Laacke

Director Patel – Absent

Director Russell – Present

Director Kellas – Present

**B. Pledge of Allegiance**

**2. PUBLIC COMMENT**

None

**3. CLOSED SESSION**

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

**4. RECONVENE TO OPEN SESSION**

No reportable action was taken regarding this matter.

**5. ADJOURNMENT @ 5:54 PM**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **Item 5.A. Adoption of Resolution 18-397. A resolution authorizing staff to make payroll and federal tax payments to the government electronically.**

On a quarterly basis the District is required to submit tax payments to the IRS. Past practice has been to make these payments via check, which is then mailed to the IRS. The IRS typically requires that these types of payments be made electronically. Due to the infrequency of our payments, staff had been advised that this function was not required.

At this time the District bookkeeper has advised that the District should enroll in the IRS electronic payment program. Enrollment will reduce the number of checks the Board is required to sign as part of the warrant report. Staff has enclosed a handout from the IRS website which provides information about this process.

Staff is recommending approval of Resolution No. 18-397.

**RESOLUTION NO. 18-397**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE SAN SIMEON COMMUNITY SERVICES DISTRICT  
AUTHORIZING THE USE OF ELECTRONIC FUNDS  
TRANSFERS FOR IRS EMPLOYMENT TAX PAYMENTS**

**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**, the District, as an employer, must submit federal employment tax deposits to the Internal Revenue Service; and

**WHEREAS**, the Internal Revenue Service, now mandates the use of electronic funds transfer for federal employment tax deposits; and

**WHEREAS**, the District desires to comply with the mandate and to utilize electronic funds transfers for federal employment tax deposits to the Internal Revenue Service.

**NOW, THEREFORE, BE IT RESOLVED**, by the San Simeon Community Services District Board of Directors as follows: The District General Manager and their designee are authorized to utilize electronic funds transfers for federal tax deposits to the Internal Revenue Service.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

the foregoing Resolution is hereby adopted this \_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Daniel Williams, Chairperson  
Board of Directors

ATTEST:

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



# Depositing and Reporting Employment Taxes

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## Depositing Employment Taxes

In general, you must deposit federal income tax withheld, and both the employer and employee social security and Medicare taxes.

There are two deposit schedules, monthly and semi-weekly. Before the beginning of each calendar year, you must determine which of the two deposit schedules you are required to use. To determine your payment schedule, review Publication 15 for Forms 941, 944 and 945, or Publication 51 for Form 943. If you fail to make a timely deposit, you may be subject to a failure-to-deposit penalty of up to 15 percent.

Deposits for FUTA Tax (Form 940) are required for the quarter within which the tax due exceeds \$500. The tax must be deposited by the end of the month following the end of the quarter.

You **must** use electronic funds transfer (EFTPS) to make all federal tax deposits. See the Employment Tax Due Dates page for information on when deposits are due.

## Reporting Employment Taxes

Generally, employers must report wages, tips and other compensation paid to an employee by filing the required form(s) to the IRS. You must also report taxes you deposit by filing Forms 940, 941 and 944 on paper or through e-file.

### Federal Income Tax and Social Security and Medicare Tax

In general, employers who withhold federal income tax or social security and Medicare taxes must file Form 941, Employer's Quarterly Federal Tax Return each quarter. This includes withholding on sick pay and supplemental unemployment benefits

File Form 943, Employer's Annual Federal Tax Return for Agricultural Employees if you are filling to report agricultural wages.

File Form 944, Employer's Annual Federal Tax Return if you have received written notification about the Form 944 program.

File Form 945, Annual Return of Withheld Federal Income Tax if you are filing to report backup withholding.

### Federal Unemployment Tax Act (FUTA)

## Related Topics

- Understanding Employment Taxes
- EFTPS payment procedures
- Employment Tax Due Dates
- Withholding Tables
- IRS Tax Calendar for Businesses and Self Employed
- Correcting Employment Taxes
- e file Form 940 941 or 944 for Small Businesses
- Employment Taxes

## Publications

- Employment Tax Publications

## Videos

- Small Business Taxes: The Virtual Workshop
- IRS Videos for Employers

## Forms & Instructions

- Employment Tax Forms



Only the employer pays FUTA tax; it is not withheld from the employee's wages. Report your FUTA taxes by filing Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return.

## **Preparing and Filing Form W-2**

At the end of the year, the employer must complete Form W-2, Wage and Tax Statement to report wages, tips and other compensation paid to an employee. File Copy A of all paper Forms W-2 with Form W-3, Transmittal of Wage and Tax Statements, to the Social Security Administration (SSA). File Copy 1 to an employee's state or local tax department.

## **Due Dates**

See the Employment Tax Due Dates page for filing and depositing due dates. For more information on depositing and filing these forms, refer to Publication 15, Employer's Tax Guide.

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Rate the Small Business and Self-Employed Website

*Page Last Reviewed or Updated: 01-Dec-2017*

## **5. BUSINESS ITEMS**

**B. Adoption of Resolution 18-398. A resolution authorizing staff to remove and destroy specified documents from the master archive repository.**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **Item 5.B. Adoption of Resolution 18-398. A resolution authorizing staff to remove and destroy specified documents from the master archive repository.**

Attached is a copy of District Policy # 4090. Policy # 4090 contains the current records retention policy for the District. Staff has currently begun the process of updating the policy and procedures manual. However, staff believes that any updates to this particular policy would not require that the documents listed in "Exhibit A" be retained as part of the District's master archive. It should also be noted that these items are not required to be kept under the current policy. Additionally, staff believes that these documents have no historical use to the District

Policy #4090 authorizes the General Manager to seek Board approval prior to the destruction of any items. The documents staff is requesting be destroyed are attached as part of Resolution No.18-399 "Exhibit A".

Staff is requesting approval to destroy all documents specified in "Exhibit A".

**RESOLUTION NO. 18-398**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE SAN SIMEON COMMUNITY SERVICES DISTRICT AUTHORIZING  
DESTRUCTION OF CERTAIN DISTRICT RECORDS**

**WHEREAS**, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the San Simeon Community Services District; and

**WHEREAS**, Sections 60200 through 60203 of the California Government Code provides a procedure whereby a District may authorize the destruction or disposition of records; and

**WHEREAS**, the District Records Retention Policy No. 4090 allows for the destruction of records under certain conditions; and

**WHEREAS**, District policy states that the General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records as described in the District's Record Retention Policy No. 4090; and

**WHEREAS**, District finds that destruction of the records specified in Exhibit A will not adversely affect any interest of the District or the public and their destruction complies with the District's Records Retention Policy No. 4090 and other applicable local, State and Federal law; and

**WHEREAS**, District shall permanently maintain a list, by category, of the types of records destroyed that reasonably identifies the information contained in the records of each category.

**NOW THEREFORE, BE IT RESOLVED**, that the San Simeon Community Services District Board of Directors hereby grants the General Manager and designee authorization to destroy records (documents, etc.) specified in Exhibit A.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

the foregoing Resolution is hereby adopted this \_\_\_\_ day of \_\_\_\_\_, 2018.

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Daniel Williams, Chairperson  
Board of Directors

ATTEST:

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Charles Grace,  
Secretary/General Manager

RESO NO. 18-398  
EXHIBIT A

Description of Records	Date of Record	Recommended Retention Period	Group Number
Record of Office Break-Ins	1993	5 Years	8
Record of Office Break-Ins	1994	5 Years	8
A/R Control Billing Payments	6/30/1990-6/30/1996	15 Years	8
USA North Tickets	2009	3 Years	9
USA North Tickets	2010	3 Years	9
USA North Tickets	2011	3 Years	9
USA North Tickets	2012	3 Years	9
Deposits by Name	7/1/91-6/30/92	10 Years*	N/A
Deposits by Name	7/1/91-6/30/93	10 Years*	N/A
Deposits by Name	7/1/93-6/30/94	10 Years*	N/A
Deposits by Name	7/1/94-6/30/95	10 Years*	N/A
Deposits by Name	7/1/95-6/30/96	10 Years*	N/A
Deposits by Name	7/1/96-6/30/97	10 Years*	N/A
Deposits by Name	7/1/97-6/30/98	10 Years*	N/A
Deposits by Name	7/1/98-6/30/99	10 Years*	N/A
Deposits by Name	7/1/99-6/30/00	10 Years*	N/A
Deposits by Name	1/9/03-5/27/03	10 Years*	N/A
Customer Deposits	2003	10 Years*	N/A
Customer Deposits	2004	10 Years*	N/A
Conflict of Interest Forms (700 Forms)	1990	10 Years*	N/A
Conflict of Interest Forms (700 Forms)	1996	10 Years*	N/A
Conflict of Interest Forms (700 Forms)	1997	10 Years*	N/A
Conflict of Interest Forms (700 Forms)	1998	10 Years*	N/A
Conflict of Interest Forms (700 Forms)	2000	10 Years*	N/A
Conflict of Interest Forms (700 Forms)	2001	10 Years*	N/A
Memo's from the County re: 700 forms	1977-1996	10 Years*	N/A
Formal Requests for Monthly BOD Distribution	1981-1982	10 Years*	N/A
Copies of Agendas	1994-1998	12 Years	5
Copies of Checks for A/P	2002	Not specified	(a)8
Hand Written Check Book Ledger	1/31/76-11/30/98	Not specified	(a)8
Checking Account Register	7/3/00-3/12/2004	Not specified	(a)8
Copies of A/P Invoices and Check Stubs	2007-2012	Not specified	N/A

RESO NO. 18-398  
EXHIBIT A

Description of Records	Date of Record	Recommended Retention Period	Group Number
Information for 2002 Audit and Draft Copy of Audit	2002	10 Years*	N/A
A/R Accounts With Unpaid Balances	8/1990-2/26/1997	10 Years*	N/A
Mid State Bank Statements Gen. Checking	1992	Not specified	(a)6
Mid State Bank Statements Gen. Checking	1993	Not specified	(a)6
Mid State Bank Statements Gen. Checking	1994	Not specified	(a)6
Mid State Bank Statements Gen. Checking	1995	Not specified	(a)6
Mid State Bank Statements Gen. Checking	1996	Not specified	(a)6
Mid State Bank Statements Gen. Checking	1997	Not specified	(a)6
Mid State Bank Statements Gen. Checking	1998	Not specified	(a)6
Mid State Bank Statements Gen. Checking	1999	Not specified	(a)6
Mid State Bank Statements Gen. Checking	2000	Not specified	(a)6
Mid State Bank Statements Gen. Checking	2001	Not specified	(a)6
Mid State Bank Statements Gen. Checking	2002	Not specified	(a)6
Mid State Bank Statements Gen. Checking	2003	Not specified	(a)6
Mid State Bank Statements Gen. Checking	2004	Not specified	(a)6
SLO County Fund Revenues by Class	1998	10 Years*	N/A
SLO County Fund Revenues by Class	1999	10 Years*	N/A
SLO County Fund Revenues by Class	2000	10 Years*	N/A
Files Related to Weed Abatement	1990-1998	10 Years*	N/A
Warrant Register	8/12/87-6/30/94	Staff is Requesting Destruction	ES
Water Service Account Applications for Closed Accts.	1988-2002	Not specified	N/A
Remittance Coupons	1999-2002	Not specified	N/A
Check Stubs from County Property Tax Payments	1999-2002	Not specified	N/A
Billing Account Payments	5/1/89-6/30/90	Not specified	N/A
Billing Account Payments	7/1/90-6/30/92	Not specified	N/A
Billing Account Payments	7/1/92-6/30/94	Not specified	N/A
Billing Account Payments	7/1/94-6/30/96	Not specified	N/A

\* No time frame specifically listed in the District policy manual.

# SAN SIMEON COMMUNITY SERVICE DISTRICT POLICY HANDBOOK



**POLICY TITLE:**       **Records Retention**  
**POLICY NUMBER:**   **4090**

**4090.10**   The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of SSCSD records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

**4090.20**   Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

**4090.30**   The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

**4090.40**   Pursuant to the provisions of California Government Code § 60200 through 60204, California Water Code § 21404, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the SSCSD.

**4090.41**   Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

**4090.42**   Originals of records, papers and documents more than two (2) years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

**4090.43**   In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

**4090.44**   Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

**4090.441**   The record, paper or document is photographed, microphotographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copies to an approved electronic media;

**4090.442**   The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,



**4090.443** The photographs, microphotographs, or other reproductions on film are placed in conveniently accessible files and provisions is made for preserving, examining, and using the same, together with documents stored via electronic media.

**4090.45** Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

**4090.451** There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

**4090.452** There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

**4090.453** Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;

**4090.454** Said audit or audits contain the expression of an unqualified opinion.

**4090.46** Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time:

**4090.461** Duplicated (original-subject to aforementioned requirements).

**4090.462** Rough drafts, notes or working papers (except audit).

**4090.463** Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

**4090.47** All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction section 4, above. Payroll and personnel records include the following:

**4090.4701** Accident reports, injury claims and settlements.

**4090.4702** Medical histories.

**4090.4703** Injury frequency charts.

**4090.4704** Applications, changes and terminations of employees.

**4090.4705** Insurance records of employees.

**4090.4706** Time cards.

**4090.4707** Classification specifications (job descriptions).

**4090.4708** Performance evaluation forms.

**4090.4709** Earning records and summaries.

**4090.4710** Retirements.

**4090.48** All assessing records may upon authorization be destroyed after seven years retention from lien date; however, their records may be destroyed three years after the lien date when said records are microfilmed as provided for section 4, above.

**4090.49** Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if microfilmed as provided for in section 4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for ten years.

**4090.50** Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 4, above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

**4090.51** Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

**4090.52** Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two (2) years old may be destroyed.

**4090.53** Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

**Appendix A**  
**Definitions for Records Retention and Disposal Policy**

1. AUTHORIZATION. Approval from the General Manager, as authorized by the District's Board of Directors.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
  - a. SOURCE DOCUMENTS
    - (1) Invoices
    - (2) Warrants
    - (3) Requisitions/Purchase Orders (attached to invoices)
    - (4) Cash Receipts
    - (5) Claims (attached to warrants in place of invoices)
    - (6) Bank Statements
    - (7) Bank Deposits
    - (8) Checks
    - (9) Bills
    - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
  - b. JOURNALS
    - (1) Cash Receipts
    - (2) Accounts Receivable or Payable Register
    - (3) Check or Warrant (payables)
    - (4) General Journal
    - (5) Payroll Journal
  - c. LEDGERS
    - (1) Expenditure
    - (2) Revenue
    - (3) Accounts Payable or Receivable Ledger
    - (4) Construction
    - (5) General Ledger
    - (6) Assets/Depreciation
  - d. TRIAL BALANCE

- e. STATEMENTS (Interim or Certified - Individual or All Fund)
    - (1) Balance Sheet
    - (2) Analysis of Changes in Available Fund Balance
    - (3) Cash Receipts and Disbursements
    - (4) Inventory of Fixed Assets (Purchasing)
  
  - f. JOURNAL ENTRIES
  
  - g. Payroll and personnel records include but are not limited to the following:
    - (1) Accident reports, injury claims and settlements
    - (2) Applications, changes or terminations of employees
    - (3) Earnings records and summaries
    - (4) Fidelity Bonds
    - (5) Garnishments
    - (6) Insurance records of employees
    - (7) Job Descriptions
    - (8) Medical Histories
    - (9) Retirements
    - (10) Time Cards
  
  - h. OTHER
    - (1) Inventory Records (Purchasing)
    - (2) Capital Asset Records (Purchasing)
    - (3) Depreciation Schedule
    - (4) Cost Accounting Records
3. LIFE. The inclusive or operational or valid dates of a document.
  4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.
  5. RECORD COPY. The official District copy of a document or file.
  6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
  7. RECORDS CENTER. The site selected for storage of inactive records.
  8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
  9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
  10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.

11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:

- (a) The resumption and/or continuation of operations;
- (b) The recreation of legal and financial status of the District, in case of a disaster;
- (c) The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following:

- (1) Agreements
- (2) Annexations and detachments
- (3) As-built drawings
- (4) Audits
- (5) Contract drawings
- (6) Customer statements
- (7) Deeds
- (8) Depreciation schedule
- (9) Disposal of surplus & excess property
- (10) Disposal of scrap materials
- (11) District insurance records
- (12) District water rights
- (13) Employee accident reports, injury claims & settlements
- (14) Employee earning records
- (15) Employee fidelity bonds
- (16) Employee insurance records
- (17) Encroachment permits (by others)
- (18) Encroachment permits (by OWID)
- (19) Facility improvement plans
- (20) Improvement districts
- (21) Individual water rights
- (22) Individual claims/settlements
- (23) Inventory
- (24) Journal vouchers
- (25) Ledgers
- (26) Licenses & permits (to operate)
- (27) Loans & grants
- (28) Maps
- (29) Minutes of Board meetings
- (40) Payroll register
- (41) Policies, Rules & Regulations
- (42) Purchase orders & requisitions
- (43) Restricted materials permits
- (44) Rights of ways & easements
- (45) Spray permits
- (46) Statements of Economic Interest
- (47) State surplus acquisitions
- (48) Warehouse requisitions
- (49) Warrant/Voucher register
- (40) Warrants (with backup)
- (41) Water rights history

**Appendix B**  
**Records Retention & Storage Summary**

Group No.	Title or Description	Original	Duplicate	Retention Periods		
				Office	Record Center	Retain or Destroy
1	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	ES
2	Records required to be kept permanently by statute.	X		2 yrs.	OP	ES
3	Minutes, ordinances & resolutions of Board.	X		2 yrs.	OP	ES
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years, but no more than fifteen years by statute or administrative value.	X		2 yrs.	14 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to fifteen years.		X	2 yrs.	14 yrs.	15 yrs.
9	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2 yrs.	1 yr.	4 yrs.
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	4 yrs.	5 yrs.
11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3
12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, feeder reports, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		1 yr.
13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for	X	X	3 mos.		3 mos.

	information and publication, tracer letters, feeder reports, and other duplicate copies no longer needed.					
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	X		2 yrs.	3 yrs.	5 yrs.
15	Policy files and reference sets of publications.		X	I		I
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		X	I		I

OP = Original or photographic copy.

ES = May be destroyed if stored in electronic media.

I = Indefinitely

## **5. BUSINESS ITEMS**

- C. Discussion and Direction to Staff regarding the amended Policies and Procedures Manual (Board of Directors and Board Meeting sections) for the District.**





## BUSINESS ACTION ITEM STAFF REPORT

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### **Item 5.C. Discussion and Direction to Staff regarding the amended Policies and Procedures Manual (Board of Directors and Board Meeting sections) for the District.**

It has been many years since the District's Policy and Procedure manual has been updated. District Counsel is currently working on updating the manual to be in compliance with the newest version that was approved by the California Special District Association (CSDA) last year.

Both Counsel and Staff have determined that the preferred way to move forward with adopting the new manual will be to present small sections. Staff will present a small section to the Board for their input. The recommended changes received at the meeting section will be incorporated and a final version shall be presented at the following Board meeting. This will allow for the Board to approve the final version of each individual section.

Attached please find a draft version of the proposed changes to the policy and procedures manual section **1.0 Board of Directors** intended to replace existing sections 5000 and 6000. Staff has used red strikethrough font to document the proposed changes to the CSDA version. Staff is requesting that Board go through each edited section and determine if this language can be removed.

## **SAN SIMEON COMMUNITY SERVICES DISTRICT**

### **POLICIES AND PROCEDURES OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT**

#### **SECTION 1.00 Board of Directors (PREVIOUSLY THE 5000 & 6000 SERIES)**

**1.01 Authority of the Board.** The Board of Directors is the governing body of the District. The Board shall act only at its regular meeting, regular adjourned meetings, special meetings or emergency meetings.

**1.02 Officers.** At the regular meeting in December following a general election, the Directors shall elect one of their members Chairperson of the Board and another of the members Vice Chairperson of the Board. Term of office for each shall be one (1) year. The elected Chairperson or the Vice Chairperson may succeed him or herself in office once, for two (2) terms or two (2) years in office. Should the Chairperson or Vice Chairperson vacate his or her office prior to the end of the prescribed one-year term, a replacement shall be appointed by the Directors to complete the term of the replaced officer.

**1.03 Attendance at Meetings.** Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

**1.04 Vacancy.** A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months except as authorized by the Board of Directors.

**1.05 Remuneration.** Members of the Board of Directors shall receive a monthly "Director's Fee," the amount of which shall be annually established by the Board as set forth in the adopted budget. However, a member of the Board who does not attend the regular monthly meeting of the Board is not entitled to the monthly "Director's Fee".

**1.06 Reimbursement.** Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with policies. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle.

**1.07 Membership in Associations.** The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training. The Board of Directors shall maintain membership in the California Special Districts Association and shall insure that annual dues are paid when due. The Chairperson shall be selected to represent the District in accordance with said chapter's constitution/bylaws, and the Vice Chairperson shall serve as an alternate for the representation.

#### **SECTION 2.00 Duties of the Board of Directors**

**2.01 Presiding Officer.** The Chairperson shall preside at all meetings of the Board. The Vice Chairperson shall preside at all meetings of the Board in the absence of the Chairperson.

If both the Chairperson and Vice Chairperson are absent, the Directors in attendance shall select a Director to preside over the meeting.

**2.02 Duties of the Chairperson.** The Chairperson of the Board shall preserve order and decorum and shall decide questions of order, subject to appeal to the Board of Directors. The Chairperson from the chair may place a motion before the Board, second a motion and vote irrespective of the existence of an otherwise tie vote.

The Chairperson shall act as spokesperson for the Board with respect to its actions and policies, and those of the District. This provision, however, shall not preclude any other member of the Board from making appropriate comments within the scope of his or her position.

The Chairperson, or any member of the Board or staff person so designated, shall represent the Board where it is appropriate or desirable for the District to appear, at meetings of other public agencies, private entities, before public or private groups, or on other public or private occasions. However, this provision shall not limit the attendance of any Director or authorized officer or employee of the District in conformance with the requirements of the Brown Act.

The Chairperson shall work through the General Manager, counsel or other officer of the District to obtain such information as may be necessary and appropriate to assist the Board in its deliberations, and may direct staff to implement the policies and decisions of the Board. Individual members of the Board shall not act independently to direct staff in the performance of their duties, unless specifically provided for in these policies or as approved by the Board.

**2.03 Duties of the Vice Chairperson.** The Vice Chairperson shall act if the Chairperson is absent or unable to act and shall exercise all of the powers of the Chairperson on such occasions.

**2.04 Authority of Individual Board Members.** All powers of the District shall be exercised and performed by the Board as a body. Individual Board Members, except as provided in these policies or otherwise authorized by the Board, shall have no independent power to act for the District, or the Board, or to direct staff of the District.

**SECTION 3.00 Staff and Consultants**

**3.01 Staff.** The Board shall, as necessary, appoint a General Manager and a District Secretary. The General Manager may also act as District Secretary, but no Director shall be appointed as General Manager or District Secretary. The General Manager, District Secretary or a third party may also be appointed as the Finance Officer.

**3.02 Consultants and Compensation.** The Board may also appoint and employ, fix the compensation of, and prescribe the duties and authorities of other officers, employees, attorneys, engineers, and other professional consultants as necessary or convenient for the business of the District.

**SECTION 4.011 Duties of Staff**

**4.01 Duties of General Manager.** The General Manager shall be responsible for all of the following:

- The implementation of the policies established by the Board of Directors for the operation of the District.
- ~~The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors.~~
- The supervision of the District's facilities and services.
- The supervision of the District's finances.

**Commented [RL1]:** It is recommended that this language be removed because the District does not have any employees. This is a matter that would be handled by the contractor.

**4.02 Duties of District Secretary.** The District Secretary shall prepare and mail or send by electronic media to each person entitled thereto copies of agendas, minutes of the preceding meeting, and notice of meetings. The District Secretary shall prepare minutes for adoption by the Board of Directors setting forth all actions taken by the Board and shall preserve minutes and other records of actions of the governing Board. Upon Board Action, a recording secretary may be appointed to record and transcribe the minutes of meetings.

#### **SECTION 5.00 Meetings: Time, Place and Manner**

**5.01 Time.** The time for regular meetings of the Board of Directors shall be the second Wednesday of each calendar month at 6:00 p.m. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organization meeting of the Board.

**5.02 Place.** The place of meetings of the Board of Directors shall be in Cavalier Banquet Room located at 250 San Simeon Avenue, San Simeon, California, unless otherwise designated by the Board of Directors.

**5.03 Recording.** The proceedings of all regular ~~and special~~ meetings shall be recorded by audiotape or other electronic media. Recordings shall be retained for a period of 10 years. Video and audio taping of regular ~~or special~~ meetings shall conform to Government Code Sections 54953.5 & 54953.6.

**5.04 Special and Emergency Meetings.** The time, place and manner of calling all other meetings of the Board of Directors shall be undertaken as prescribed in the Government Code Section 54950 *et seq.*

**5.05 Adjourned Meetings.** A majority vote by the Board of Directors may terminate any meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place.

**5.06 Compliance with the Brown Act.** All meetings of the Board of Directors and Committees shall be open and public and all persons shall be permitted to attend any public meeting of the Board of Directors except as provided by law; provided, however, that closed sessions may be held when permitted by law.

**5.07 Secret Ballots.** Secret ballots are not allowed.

#### **SECTION 6.00 Agendas.**

**6.01 Setting of Agenda.** The General Manager, in consultation with the Board Chairperson, shall set the agenda. Committee recommendations on topics to be updated on the agenda shall be given to the Board Chairperson or their designee General Manager. ~~Individual Directors may request items to be placed on the agenda by notifying the General Manager of their request, no later than 5:00 p.m. 10 days prior to the meeting date.~~

**Commented [RL2]:** It is recommended that this language be removed. There is a place on the agenda which allows for future agenda items to be discussed. This method allows for a consensus to be reached in order for an item to be placed on the next agenda.

**6.02 Consent Calendar.** Agendas of Board meetings shall incorporate a consent calendar listing items of a routine nature not normally requiring discussion. The following is a listing of consent calendar items, which may be amended from time to time by the direction of the Board of Directors or by the General Manager and the District Secretary, as they deem appropriate: (1) Approval of Minutes, (2) Reports, (3) Approval of Bills Paid (4) Informational Items. Approval of the consent calendar shall take place by a motion and a second of the Board and passed by a roll call vote indicating a majority vote.

**6.03 Distribution.** The District Secretary shall prepare an agenda for each regular meeting and shall post and mail or send by electronic media the agenda to persons entitled thereto at least 72 hours prior to the meeting. The District Secretary shall prepare an agenda for each special meeting and post this agenda 24 hours prior to the meeting.

**6.04 Additional Distribution.** Agendas shall be mailed or sent by electronic media to any person who has on file a written request to receive agendas, after the District has received payment of the appropriate fees to cover either faxing or mailing of said agendas.

~~**6.05 Request to Appear.** Any person who desires to address the Board at length on a matter, which is not on the agenda, shall make a request to do so to the District Secretary at least forty-eight hours in advance of the posting of the agenda (five (5) business days before the meeting). This provision shall not prevent any person from addressing the Board at a time designated therefore on the agenda.~~

**Commented [RL3]:** It is recommended that this item also be removed. If the agenda has not been posted yet then how would someone know if they should make this request. Additionally, there is a place on the agenda which allows for a person to discuss items not on the agenda. Also see section 6.08

**6.06 Agenda Change.** The Board can add an item to the agenda with a 2/3 vote of the Board if the body determines that the matter in question constitutes an emergency or for other cause permitted under Government Code Section 54954.2(b).

**6.07 Public Comments on Agenda Items.** Any member of the public may address the Board on any item on the agenda at the time that item is being considered by the Board. Speakers will be limited to three (3) minutes per agenda item as monitored by the District Secretary. Additional time may be extended by the Chairperson. Speakers shall not be allowed to “split” their time, nor shall they be permitted to “reserve” all or any portion of their allotted time. If any person fails or refuses to abide by these rules, the Chairperson, after warning the speaker, may declare that the speaker is disrupting, disturbing or impeding the orderly conduct of the meeting and order the speaker to leave the meeting room.

**6.08 Public Comments on Items Not on the Agenda.** Any member of the public may address the Board on any item of interest to the public that is within the subject matter jurisdiction of the District that is not on the agenda, subject to the time limits and restrictions for public comments on agenda items. No action shall be taken on any item not appearing on the agenda unless authorized in accordance with the procedures set forth in Government Code Section 54954.2. The Board shall not engage in debate, dialogue, or take action on any matter brought to its attention under public comment, except to refer the matter to staff or to determine that the matter should be included on a future agenda for consideration and action.

**6.09 Manning of Address the Board by an Individual.** A member of the public addressing the Board may give his or her name – in an audible tone of voice for the record. All remarks shall be addressed to the Board as body, not to any individual Director. No person, other than a Director, General Manager or District Counsel, and the person having the floor, shall be permitted to enter into any general discussion without the permission of the Chairperson.

**6.10 Manner of Addressing the Board by a Group of Persons.** Whenever members of the public wish to address the Board on the same subject matter, it shall be proper for the Chairperson to request that a spokesperson be chosen by the group to address the Board and, in case additional matters are to be presented at the time by any member of that group, to limit the number of persons so addressing the Board, so as to avoid repetition before the Board. The Chairperson may set a time limit for each side of an issue. Government Code 54957.9 permits the legislative body to clear the room if the meeting is willfully interrupted so as to render further conduct of the meeting unfeasible.

~~6.11— Correspondence to the Board. All written or electronic correspondence addressed to the Board of Directors is to be sent to the District office. Copies of the written or electronic correspondence and written responses in reply thereto, if any, shall be distributed to each member of the Board together with the next regular agenda or at the next regular meeting of the Board, depending on date of receipt or response.~~

**Commented [RL4]:** It is recommended that this language be removed. There is not a way for staff to enforce this. The current practice is that any correspondence that is mailed to a Board member is distributed to each Board member. If a member of the public emails one Board member only, there is not a way for staff to enforce the distribution of this correspondence.

**SECTION 7.00 Minutes**

**7.01 Minutes.** The District Secretary shall keep minutes of regular and special meetings of the Board. ~~In addition, the Secretary shall mail or send by electronic media copies of the proposed minutes to the Board Chairperson for review.~~ Copies of said minutes shall be made for distribution to each member of the Board with the agenda for the next regular Board meeting.

**Commented [RL5]:** It is recommended that this language be removed. The minutes are approved by Board action each month.

~~7.02— Audio/ Video Recordings. A video and/or audio tape recording of any meeting of the Board of Directors, including closed sessions, may be made at the request of the Secretary, General Manager or any Director when such request is approved by a majority of the whole Board. Recordings made during closed sessions of the Board are deemed not to be public records.~~

**Commented [RL6]:** It is recommended that this language be removed. Closed sessions items are to be kept confidential. Recording of a closed session meeting could potentially create issues for the District.

**7.03 Record of Motions, Resolutions and Ordinances.** Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each fiscal year.

**7.04 Procedure for Minutes.** The minutes of Board meetings shall be maintained as hereinafter outlined.

- 7.04.01** Procedure:
- Date, place and type of each meeting;

- Directors present and absent by name;
- Call to order;
- Arrival of tardy Directors by name;
- Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;
- Adjournment of the meeting;
- ~~Record of written notice of special meetings; and;~~
- ~~Record of items to be considered at special meetings;~~

**Commented [RL7]:** It is recommended that this language be removed. There are separate agendas and minutes taken for special meetings.

**7.04.02 Board Actions:**

- Approval or amended approval of the minutes of preceding meetings;
- ~~Complete information as to each subject of the Board's deliberation;~~
- Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;
- All Board resolutions and ordinances in complete context, numbered serially for each fiscal year;
- ~~A record of all contracts entered into;~~
- ~~All employments and resignations or terminations of employment within the District;~~
- ~~A record of all bid procedures, including calls for bids authorized, bids received, and other action taken;~~
- A record by number of all warrants approved for payment;
- Adoption of the annual budget;
- Financial reports, including water and wastewater sales, balances of District checking accounts, and a monthly balance sheet. ~~collections received and deposited and sales of District property, shall be presented to the Board every month;~~
- ~~A record of all important correspondence;~~
- ~~A record of the General Manager's report to the Board;~~
- ~~Approval of all policies and Board-adopted regulations; and~~
- ~~A record of all visitors and delegations appearing before the Board.~~

**Commented [RL8]:** It is recommended that this language be removed. It is redundant. The item listed below it covers this information.

**Commented [RL9]:** It is recommended that this language be removed for several reasons. The General Manager has purchasing authority under a specified amount. This language is redundant because entering into a contract for an amount over the General Manager's limit requires Board action. The District does not have any "employees". Record of all bid procedures, etc. would be included under the specific agenda item. Record of all important correspondence. I am unclear how staff would go about making this determination without Board action. The last two items are already included as part of the minutes.

**Commented [RL10]:**

**7.02 Storage.** The official minutes of the regular and special meetings of the Board shall be saved on the District computer. This computer shall be backed up onto a hard drive that is stored in a safe deposit box that is located at Pacific Premiere Bank. ~~shall be kept in a fire-proof vault or in fire-resistant, locked cabinets.~~ Minutes of the Board of Director meetings shall be public records open to inspection by the public. The Secretary shall make copies available to any person who has made a request in compliance with the California Public Records Request Act.

**Commented [RL11]:** It is recommended that this language be edited. In the event of a natural disaster storing paper copies of minutes onsite does not protect these items.

**SECTION 8.00 Rules of Order for Meetings**

**8.01 General.** Action items shall be brought before and considered by the board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The board prefers a flexible form of meeting and, therefore, does not strictly follow Robert's Rules of Order.

**8.02 Obtaining the Floor.** Any member of the Board desiring to speak should address the Chairperson and upon recognition by the Chairperson, may address the subject under discussion.

**8.03 Motions.** Any member of the Board, including the Chairperson, may make or second a motion. A motion shall be brought and considered when a member of the Board makes a motion and another Director seconds the motion. The motion is then open to discussion and debate. After the matter has been fully discussed and debated, the Chairperson will call for the vote.

**8.04 Motion to Amend.** A main motion may be amended before it is voted on, either by the consent of the members of the Board who moved and seconded, or by a new motion and second.

**8.05 Motion to Postpone.** A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority of the Board.

**8.06 Motion to Refer to Committee.** A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

**8.07 Motion to Close Debate and Vote Immediately.** As provided above, any member of the Board may move to close debate and immediately vote on a main motion.

**8.08 Motion to Adjourn.** A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

**8.09 Decorum.** The Chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The Chairperson may eject any person or persons making personal impertinent or slanderous remarks, refusing to abide by a request from the Chairperson, or otherwise interrupting the meeting or hearing.

## **SECTION 9.00 Actions and Decisions**

**9.01 Method of Action.** The Board of Directors shall act only by ordinance, resolution or motion in accordance with these policies.

**9.02 Majority/ Quorum.** The majority of the Board shall constitute a quorum for the transaction of business.

**9.03 Majority Vote Required.** No ordinance, resolution or motion shall be passed or shall become effective without the affirmative vote of at least a majority of the members of the Board. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law). A member abstaining in a vote is considered as absent for that vote.

Example 1: If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if 1 Director abstains on a particular action and the other 2 -cast



"aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

Example 2: If an action is proposed requiring a two-thirds vote and 2 Directors abstain, the proposed action cannot be approved because 4 of the 5 Directors would have to vote in favor of the action.

Example 3: If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, 3 Directors must vote in favor of the appointment for it to be approved. If 2 of the 4 Directors present abstain, the appointment is not approved.

**9.04 Recordation of Vote Exceptions.** For action taken by motion without the unanimous vote of all Directors present voting, the names of the Ayes and Noes shall be entered in the minutes. For passage of all ordinances and resolutions, the names of the Ayes, Noes, Abstain and Absent shall be entered into the minutes of the Board.

**9.05 Direction to Staff.** The Board may give directions, however, which are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager. The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chairperson, a voice vote may be requested. A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.). Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board meeting during which said informal action is taken.

**SECTION 10.00 Deviations**

**10.00 Deviations.** No deviation from or failure to follow the procedures set forth in this Code shall invalidate any action or decision of the Board of Directors unless such deviation or failure has substantially prejudiced the rights of an interested person.

**SECTION 11.00 Records**

**11.01 Records.** Public records of the San Simeon Community Services District shall be open to inspection as provided in the California Public Records Act.

**SECTION 12.00 Committees**

**12.01 Standing Committees.** The District has the following standing committees:

- ~~Policy/ Ordinance — This committee shall be concerned with the formulation of plans for arranging, realizing and achieving District goals and concerned with proposed ordinances, resolutions and/or District policies.~~
- Budget/ Finances – This committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.
- ~~Water/ Facility — This committee shall be concerned with the formulation of plans for arranging, realizing and/or achieving the District's goals in regard to alternative water sources and facility maintenance and upgrades.~~

Commented [RL12]:

Commented [RL13]: Many of the items that are discussed at the Water Committee (WC) meetings are later presented to the Board. The issue of Board members that are not part of the WC wanting to attend these meetings has been addressed several times. The Board may want to consider just handling WC business as part of the regular Board meetings? Or the WC could meet on an as needed basis when there are specific tasks assigned to them.

**12.02 General Rules Governing Committees.** The Chairperson of the Board of Directors shall appoint members of the Board of Directors to serve on these Standing Committees. The Chair shall appoint, subject to Board approval, and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January. Committees shall be governed by the following policies and rules.

- No more than two Directors of the Board shall serve on any one Committee. Other Directors may attend Committee meetings as observers in accordance with the Brown Act, but have no authority to participate in any way in Committee discussions.
- Committees should focus on matters, which typically require extensive research and review, but should not operate in such a way that they make management decisions better left to paid staff.
- A Committee may take no action. Recommendations for formal action of the Board of Directors are made in the Committee reports.
- Any Committee that is appointed by action of the Board of Directors and/or has members of the public serving on the Committee shall then come under the posting requirements of the Brown Act and shall be open to the public.
- The meetings of Standing Committees shall be held when called by the Chair or other Director member.
- Duties and Functions: At the time the Chairperson forms the Standing Committee, he/she shall give instructions of the duties for each Committee. Additional duties and functions may be delegated by the Chairperson, as the needs arise.
- The Committee shall give a report at the regular meeting of the Board of Directors and if a need to take action should arise, the Committee shall bring a recommendation to the Board of Directors at any duly noticed meeting. The Committee Chairman shall notify the General Manager of items to be placed on the agenda where action is needed, if possible, one week prior to the meeting.

Commented [RL14]: Depending on what is decided this language may need to be edited or even removed.

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

**12.04. Special Committees.** Special Committees may be created by the Board of Directors to undertake special assignments on behalf of the Board. A Special Committee shall continue in existence indefinitely. Unless otherwise specified, members of a Special Committee shall be appointed by the Chairperson of the Board and shall serve at the Chairperson's pleasure.

**12.05 Subcommittees.** Subcommittees may be created by any Standing Committee of the Board of Directors to undertake specific assignments on behalf of the Committee. The Standing Committee creating a Subcommittee shall establish such term, as it deems desirable. Unless otherwise specified, members of a Subcommittee shall be appointed by the Chairman of the Subcommittee's parent Committee and shall serve at the Chairperson's pleasure.

## **SECTION 13.00 Board Conduct**

**13.01 Conflict of Interest.** No Director shall make, participate in or in any way attempt to use his or her official position to influence a decision on any issue when prohibited from doing so by the Political Reform Act of 1974 (Government Code Section 81000, *et seq.*), or any other law. A Director shall, when an agenda item is called, declare that he or she has a conflict of interest, state what the conflict of interest is, and shall remove him or herself from the Board room during the discussion. The Director's removal shall be noted on the record by the District Secretary, who shall also note the Director's return when the item is completed.

**13.02 Ethics.** Directors shall at all times comply with the District's Ethics Policy for Board of Directors. Directors shall comply with the requirements of Government Code Section 53235 by receiving at least two hours of training in general ethics principles and ethics laws relevant to District service every two years and shall file with the District Secretary a copy of the certificate verifying the completion of such training.

**13.03 Decorum of Board of Directors during Board Meetings.** The Directors shall adhere to the following guidelines for conduct during all meetings.

- The dignity, style, values and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication is encouraged.
- The needs of the District's constituents should be the priority of the Board of Directors.
- Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues should be avoided.
- Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.
- In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.
- The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through the General Manager.

**13.04 Other Procedures for Directors.** Directors should practice the following procedures:

- In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
- In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

- In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.
- When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.
- The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
- Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
- Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
- Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.
- Information that is exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.
- Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
- Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention, or dissenting vote).
- Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.
- Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager. Board Chairperson

#### **SECTION 14.00 Training, Education and Conferences.**

**14.00 Educational Conferences.** Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities is to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District. "Junkets" (a tour or journey for pleasure at public expense), however, are not permitted.

**14.01 Reimbursement for Educational Conferences.** It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

**14.01.01** ~~The General Manager is~~ The Board member is responsible for making arrangements for ~~Directors~~ for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the General Manager, together with validated receipts.

**14.02 Approval by President.** Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs.

**14.03 Expenses for Educational Conferences.** Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and - housing accommodations put forth by the General Manager and by:

- Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
- Directors traveling together whenever feasible and economically beneficial.
- Requesting reservations sufficiently in advance, when possible, to obtain discounted airfares and hotel rates.

**14.04 No Educational Activities After Resignation.** A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

**14.05 Report to Board After Educational Conferences.** Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

## **15.00 Ordinance Adoption Policy**

**15.01 Adoption and Waiting Period.** Ordinances should be adopted on a roll call vote. Unlike cities and counties, a community services district does not have a first and second reading prior to an adoption. Rather, the appropriate motion to adopt an ordinance would be to move adoption of Ordinance No. \_\_\_ entitled "\_\_\_\_\_." Ordinarily, it is advisable to have a 30-day waiting period before the effective date of the ordinance, although, unlike city and county adopted ordinances, this is not a mandatory requirement.

**15.02 Publication Requirements.** Unlike cities and counties, there is no overall requirement for publication of all ordinances. However, it is a good practice to publish adopted ordinances in a newspaper of general circulation in the area (such as The Cambrian, Sun-Bulletin, or Telegram Tribune) within 15 days after passage. Some types of ordinances may have specific requirements for publication of the ordinance before their effective date. This sometimes includes Federal or State grant projects. Likewise, there is not a general requirement for all ordinances to be adopted after public hearing. However, some specific actions require public hearings, such as certain grant projects or increases in fees. District Counsel should either prepare all District resolutions and ordinances or carefully review drafts of such documents prior to their placement on the board's agenda to insure that any notice, hearing, or format requirements are met.

**15.03 Reading and Alterations.** All ordinances shall be read in full either at the time of introduction or passage, except when, after reading the title, further reading is waived by regular motion adopted by unanimous vote of the Board by the directors present. Corrections of typographical or clerical errors are not alterations within the meaning of this section.

**15.04 Enacting Clause of Ordinance.** The form of enacting clause of all ordinances passed by the Board shall be: "Be it ordained by the Board of Directors of the San Simeon Community Services District as follows".

**15.05 Execution of Ordinances.** All ordinances shall be signed by the Chairperson and attested by the District Secretary.

## **5. BUSINESS ITEMS**

- D. Discussion on Procedure to Fill the Vacancy on the San Simeon Community Services District Board of Directors Created by the Resignation of Ken Patel; Direction to Staff to Post Notice of Vacancy pursuant to Gov't Code 1780; Schedule meeting at which candidates will be considered and the appointment made.**



## **BUSINESS ACTION ITEM STAFF REPORT**

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**Item 5.D. Discussion on Procedure to Fill the Vacancy on the San Simeon Community Services District Board of Directors Created by the Resignation of Ken Patel; Direction to Staff to Post Notice of Vacancy pursuant to Gov't Code 1780; Schedule meeting at which candidates will be considered and the appointment made.**

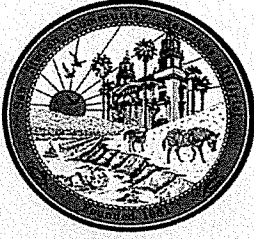
With the resignation of Ken Patel, the Board will need to make a decision to either hold elections, or appoint a new director. As in previous similar situations, holding an election for the replacement of one Board member would be a costly procedure for the District and would leave the Board with only four (4) members until June, 2018.

Staff is requesting the Board go through the appointment process to fill the vacant director position, and direct Staff to post notice of the vacancy. The notice of vacancy can also be mailed to members of the public who reside in San Simeon. The new Board member would need to be appointed at the April 11, 2018 Board meeting.



## **5. BUSINESS ITEMS**

**E. Board Discussion and Direction to Staff regarding the County Beautification Grant and whether to expend additional funds on the walkway proposed project.**



## **BUSINESS ACTION ITEM STAFF REPORT**

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**Item 5.E. Board Discussion and Direction to Staff regarding the County Beautification Grant and whether to expend additional funds on the walkway proposed project.**

As of Thursday March 8, 2018 staff was waiting for documentation related to this item. Once staff receives the necessary documentation a staff report will be made available.

## **5. BUSINESS ITEMS**

- F. Authorization for the General Manager to initiate the water storage tank and water distribution system project(s) - Phase One projects.**

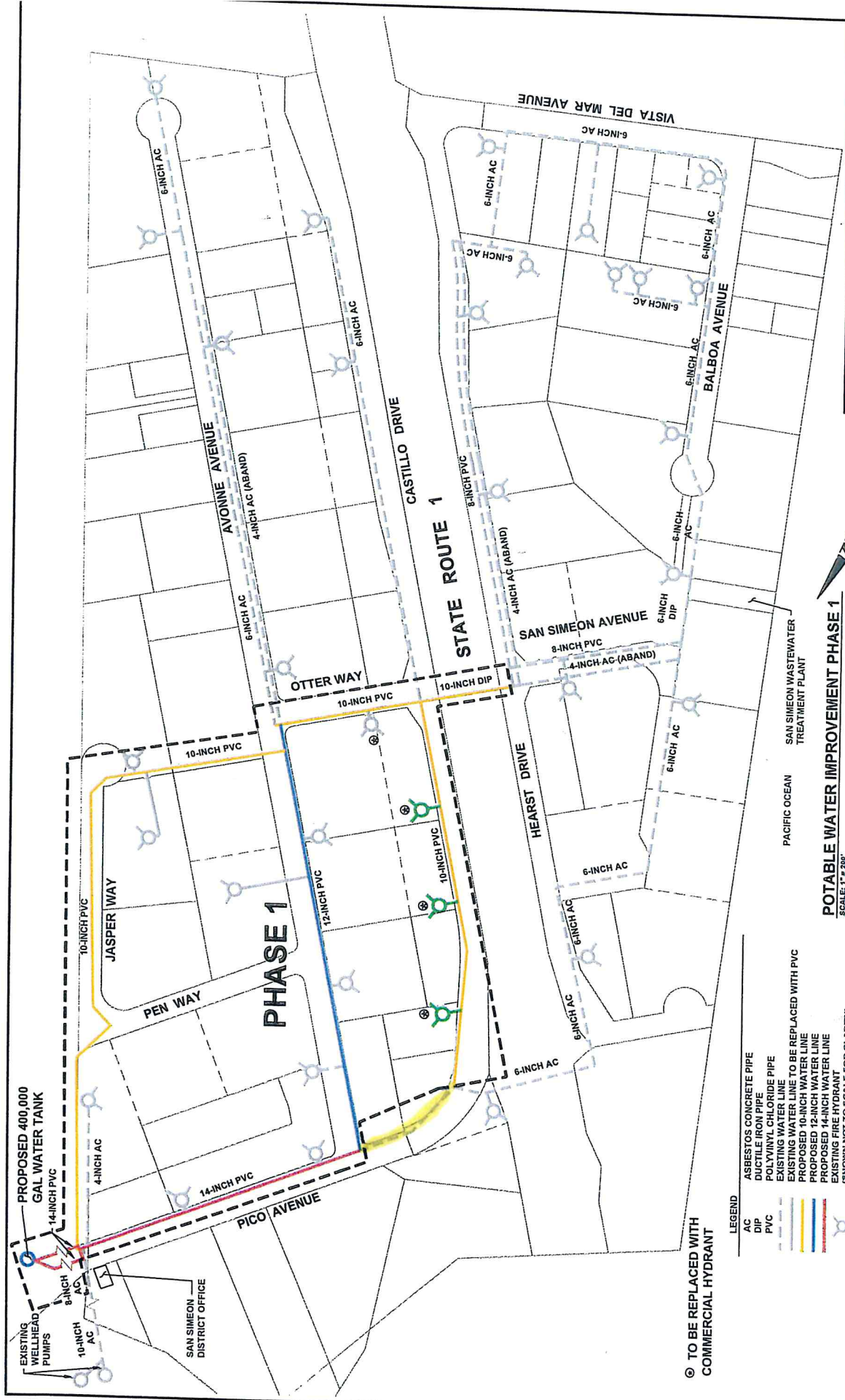


## **BUSINESS ACTION ITEM STAFF REPORT**

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### **Item 5.F. Authorization for the General Manager to initiate the water storage tank and water distribution system project(s) - Phase One projects.**

During the February Board meeting John Turner from Phoenix Engineering presented data from the Master Plan. During this presentation there was discussion regarding the portion of this data related to the water storage project. After receiving input from the Board, staff reduced the phase one tank volume to 400,000 gallons. This phase one volume was approved by the Board at the January meeting. In addition staff added the new section of pipe on Castillo, shown as phase two at the February meeting to phase one. Staff is requesting approval of the Reservoir / Tank phase one project.



© TO BE REPLACED WITH COMMERCIAL HYDRANT

- LEGEND**
- AC ASBESTOS CONCRETE PIPE
  - DIP DUCTILE IRON PIPE
  - PVC POLYVINYL CHLORIDE PIPE
  - - - EXISTING WATER LINE TO BE REPLACED WITH PVC
  - PROPOSED 8-INCH WATER LINE
  - PROPOSED 10-INCH WATER LINE
  - PROPOSED 12-INCH WATER LINE
  - PROPOSED 14-INCH WATER LINE
  - ⊕ EXISTING FIRE HYDRANT (SHOWN NOT TO SCALE FOR CLARITY)

VERIFY SCALES  
 BAR IS ONE INCH ON ORIGINAL DRAWING  
 NOT ONE INCH ON THIS SHEET.  
 IF ADJUST SCALES ACCORDINGLY

**POTABLE WATER IMPROVEMENT PHASE 1**  
 SCALE: 1" = 200'

PACIFIC OCEAN  
 SAN SIMEON WASTEWATER TREATMENT PLANT

DESIGNED BY  
**FLUOR CORP. CIVIL ENGINEERING, INC.**  
 845 S. MAIN ST.  
 SANTA ANA, CA 92705  
 949-954-6600

**Figure 29**

**San Simeon Community Services District  
Master Plan Update  
Phase 1 Opinion of Probable Construction Cost**

**Summary of Phase 1 Work:**

See "Phasing Breakdown"

Item	Description	Unit	UnitCost	Quantity	Total
<b><i>1.. General</i></b>					
1a	Mobilization	IS	\$92,400	1	\$92,400
1b	Traffic Control	IS	\$9,200	1	\$9,200
1e	Record Drawings	IS	\$3,000	1	\$3,000
				<i>Subtotal</i>	<i>\$104,600</i>
<b><i>2. Potable Water</i></b>					
2a	400,000 Aboveground Steel Tank	IS		1	\$724,210
2b	10 inch diameter Potable PVC Pipe	LF	\$160	1,850	\$296,000
2c	12 inch diameter Potable PVC Pipe	LF	\$180	1,025	\$184,500
2d	14 inch diameter Potable PVC Pipe	LF	\$200	1,525	\$305,000
2e	10 inch diameter Potable Ductile Iron Pipe	LF	\$175	250	\$43,800
2f	Gate Valves	EA	\$2,500	25	\$62,500
2g	Commercial Hydrants	EA	\$9,000	4	\$36,000
2h	Residential Hydrants	EA	\$6,000	9	\$54,000
2i	Temporary Water Service	IS	\$12,000	1	\$12,000
2j	Pressure Testing and Disinfection	IS	\$9,000	1	\$9,000
2k	New Loop from Pico to Otter				\$160,000
				<i>Subtotal</i>	<i>\$1,727,010</i>
<b><i>3. Sanitary Sewer</i></b>					
Not Used					
				<i>Subtotal</i>	
<b><i>4. Recycled Water</i></b>					
Not Used					
				<i>Subtotal</i>	
<b><i>S. Road improvements</i></b>					
Not Used					
				<i>Subtotal</i>	
<b>Overall Subtotal</b>					<b><u>\$1,831,610</u></b>
Overhead/Insurance/Bond/Profit			20%		\$388,100
Contingency			15%		\$291,100
Design			15%		\$207,000
Construction Management			8%		\$155,200

**ESTIMATED TOTAL                      \$2,873,010**

**USDA = Approx. \$124,000/yr**

**Notes**

**1. General**

Mobilization is 5% of the sum of the remaining bid items.

Design and Construction Management costs are based on industry averages and are not proposed fees. \*Where applicable, the costs associated with items that have already been designed are removed from the design cost.

Traffic control is 0.5% of remaining bid items excluding mobilization.

**2. Potable Water**

The aboveground steel tank includes all labor, tank materials, erection, coatings, foundation, excavation, and associated piping and appurtenances needed to connect the tank to the potable water system.

The PVC pipe:line items include saw cutting (if in paved areas), excavation, abandonment of existing pipeline in place (if replacing existing pipeline), PVC pipe, appurtenances, fittings, installation, backfill, and pavement replacement (if in paved areas).

All pipeline lengths are rounded.

Temporary water service include the efforts needed to provide temporary service to homes affected by the water line improvements during construction.

Pressure testing and disinfection include all materials and labor required to pressure test and disinfect the potable water lines prior to placing them back in service.

Gate valves are included at all pipeline intersections, along the main line at all hydrants, and on all hydrant feed lines. Valves on existing hydrants are assumed to be replaced as a part of the project. Subtractions from this value are made based on engineering judgement for valves located within close proximity to one another.

It is assumed that all hydrants will be replaced when their associated mains are replaced. The cost for each hydrant includes associated pipe and fittings. Hydrants on Castillo Drive and Hearst Drive will be replaced with commercial hydrants.

3. *Sanitary Sewer*

Not used

4. *Recycled Water*

Not used

5. *Road improvements*

Not used

## 10.6 TANK VOLUME

### 10.6.1 Trade-offs in Tank Volume Design

Selecting the optimal tank volume involves trade-offs between improved reliability of the system provided by larger tanks and the higher costs and the disinfectant decay problems caused by loss of disinfectant residual in larger tanks. The issue is complicated further by the fact that there are substantial economies of scale in tank construction—doubling the volume of a tank only increases the cost by roughly 60 to 70 percent. Traditionally, the philosophy has been to build as big a tank as possible given long-term

**10.6.3.3 Emergency Storage.** No formula exists for determining the amount of emergency storage required. The decision will have to be made on a judgment about the perceived vulnerability of the utility's water supply.

- \* If a utility has several sources and treatment facilities with an auxiliary power supply (or power supplied from several sources), the need for emergency storage is small. Some storage should be available to handle a catastrophic pipe break that cannot be isolated easily.
- \* If a utility has a single source without auxiliary power and a relatively unreliable distribution system, a significant volume of emergency storage is prudent.

**10.6.3.4 Combination Equalization, Fire, and Emergency Storage.** The volume of effective storage required should be based on a combination of equalization, fire, and emergency storage. Some engineers use the sum of the three types of storage, whereas others base design on the sum of equalization storage plus which is larger fire or emergency storage. The logic in such cases is that the fire is not likely to occur at the same time as a critical pipe break or power outage. The total storage can be summarized by equalization+maximum (fire, emergency).

The most economical tanks are constructed in standard sizes, so the number above is rounded (usually upward) to a standard size.

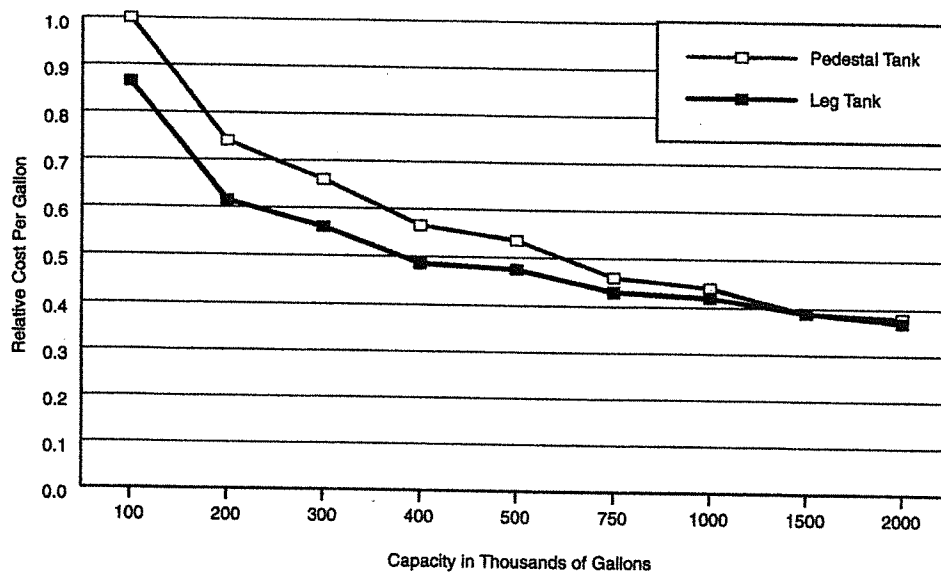
**10.6.3.5 Summary of Functional Sizing.** The results from an analysis of storage requirements, based on functional sizing should yield storage requirements similar to regulatory-based sizing. If there are significant differences, the utility and the regulatory agency need to work together to determine the appropriate storage requirement. No volume of storage can protect a utility from every possible emergency (e.g., several catastrophic fires and pipe breaks during a plant outage). However, the guidance above should provide for reasonable amounts of storage.

The amount of equalization storage required is given by the area between the demand and pumping curves on a peak day. The fraction of daily water production that must be stored depends on the individual community and the type of operation. Some typical values are summarized below.

Type of Operation	Equalization volume needed as a fraction of maximum daily demand
Constant pumping	0.10–0.25
Follow demand (constant speed)	0.05–0.15
Off peak pumping	0.25–0.50
Variable speed pumps	0

The higher values in the list are for systems with fairly peaked demands, and the lower values are for those with a flatter daily demand curve. For example, a utility with 7.5





NOTE: Horizontal axis not to scale.

Figure 5-4 Relative cost by type of elevated steel tank

**Tank size scenario 1 semi conventional engineering standards**

Summer Average Day Demand	88224 Gallons	
Winter Average Day Demand	58385 Gallons	
Summer Max Day Demand	133480 Gallons	
Winter Max Day Demand	136438 Gallons	
		Typical Ops Storage planning is 0.25 to 0.5 of MDD
Operational Storage	136,438 Gallons	136,438 gallons represents 1 day of storage at MDD.
Emergency Storage	272,866 Gallons	Typical planning is 2 days MDD.
Effective Storage	20,000	Accounts for placement of overflow & discharge line.
Peaking Factor	0	Typical 2 times MDD.
Fire Storage	0	
	429,304 Gallons	
	<b><u>400,000 Gallons</u></b>	

Water Quality

Summer	4.5 Days Storage
Winter	6.9 Days Storage

Fire Flow Storage @	1500 gpm	4.8	hrs
	2000 gpm	3.6	hrs
	3000 gpm	2.4	hrs
	4000 gpm	3.6	hrs
	5000 gpm	1.4	hrs
	6000 gpm	1.2	hrs

**Tank size scenario 2 max well draw**

140 acft max production  
 16 acft hearst draw from aquifer  
 124 acft available = 110,692 Average Day Demand

Average Day Demand	110,692	
		Typical Ops Storage planning is 0.25 to 0.5 of MDD
Operational Storage	110,692 Gallons	110,692 gallons represents 1 day of storage at MDD.
Emergency Storage	221,384 Gallons	Typical planning is 2 days MDD.
Effective Storage	20,000	Accounts for placement of overflow & discharge line.
Peaking Factor	0	Typical 2 times MDD.
Fire Storage	0	
	<b>352,076 Gallons</b>	

Water Quality

Summer	3.2 Days Storage
Winter	3.2 Days Storage

## **5. BUSINESS ITEMS**

- G. Authorization for the General Manager to retain Marine Diving Solutions, Inc. to perform structural analysis and annual inspection of the wastewater treatment facility ocean outfall in the amount of \$30,000.00.**



## **BUSINESS ACTION ITEM STAFF REPORT**

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**Item 5.G. Authorization for the General Manager to retain Marine Diving Solutions, Inc. to perform structural analysis and annual inspection of the wastewater treatment facility ocean outfall in the amount of \$30,000.00.**

The wastewater treatment plant (WWTP) ocean outfall is inspected annually. In addition the State Lands Commission has required a structural integrity test as part of the updated lease agreement. Two previous attempts to perform the integrity test were unsuccessful because of the amount of sand that has accumulated on the pipe. The attached quote accounts for the additional time and effort to remove the sand in order to perform ultrasonic readings at 20 foot intervals from the diffusers toward the beach as well as perform video inspection from the WWTP toward the beach.



7275 South Revere Parkway  
 Centennial, Colorado 80112  
 Office Phone: 800-637-1322  
 Office Fax: 303-309-0097

Charles Grace Grace Environmental 111 Pico Avenue San Simeon, CA 93452	Phone: 805-927-4778 Cell: Fax: Email: cgrace@graceenviro.com
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**Scope of Work:**

Visual Inspection of an 8" outfall pipe located at San Simeon, CA. Marine Diving Solutions will provide a commercial dive team to assess the outfall pipeline located at San Simeon, CA to conduct an integrity test and visual inspection. Due to the past 2 inspections findings of the pipeline being buried, the dive team will need to perform an initial inspection on the first day to determine whether jetting will be necessary to expose the pipeline. If jetting is necessary, the dive team will proceed to remove the sand and expose the pipe at 20' increments to allow for inspection, video and an integrity test. The integrity test will consist of taking ultrasonic thickness readings of pipe wall thickness and depth elevations. Videos will be saved to a DVD or flash drive and will be delivered on site. A written report will be furnished 1 week later with still photos noting the condition of the pipe, metal loss readings and any deficiencies noted. (Still photos and video may be affected by turbidity and water clarity.)

Project is anticipated to take 5 days

**Cost for Mobilization/De-mob of commercial dive team and equipment \$3,500.00**

**Commercial Dive Team Day Rate \$5,000.00**

Remotely Operated Vehicle (ROV) pipe crawler video inspection from access point at shoreline to approximately 300' inside of pipeline towards ocean. Inspection will be conducted by a certified NASSCO PACP inspector. Utility will be given a DVD video of the inspection and a narrative report with still photos will be provided 1 week after inspection.

**ROV Video Inspection \$1,500.00**

The proposal price listed above is good for 90 days unsigned and valid for 1 year upon acceptance.

Payment Terms: 1% Ten Days, Net 30 Days. 2.5% interest per month on all accounts past 30 days.

Marine Diving Solutions will provide all personnel and equipment necessary to perform described scope of work.

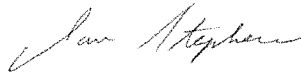
All work will be in compliance with AWWA, NACE, OSHA, ACI, AWS, and SSPC regulations.

MDS has a \$2,000,000 liability and \$4,000,000 aggregate insurance policy and is fully bondable.

All dates are tentative till bid is signed and utility is put on schedule, dates may change with given advance notice to utility.

Proposal does not include Sales or Use Taxes, Registration fees, or City/Municipality licenses unless noted in proposal above. If MDS is liable for any additional fees requested or required by utility and not noted in proposal, the charges will be added to the invoice when billed.

If MDS has to stop working due to unforeseen reasons (utility not on site to direct dive team, utility request team to wait, or etc.) a fee of \$625 an hour will be charged.



\_\_\_\_\_  
Owner

3/01/18

Dated

To accept, please sign and date proposal. Please mail, fax, or email this signed contract to the office.

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature