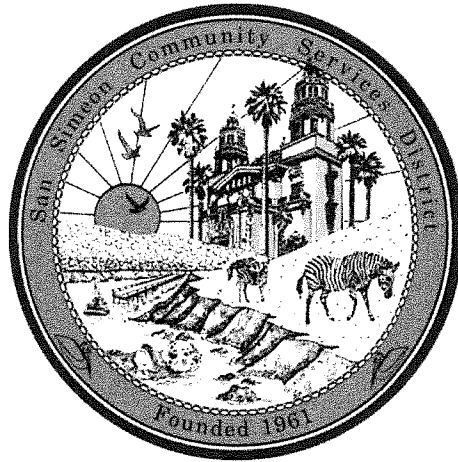


**Board of Directors
San Simeon Community Services District**



BOARD PACKET

**Wednesday, July 10, 2019
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, July 10, 2019
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 the Board relating to any matter within the Board's jurisdiction, provided the matter is not on the Board's agenda. Presentations are limited to three (3) minutes or less with additional time at the discretion of the Chair. Your comments should be directed to the Board as a whole and not directed to individual Board members. The Brown Act restricts the Board from taking formal action on matters not published on the agenda.

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

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

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS:

C. SPECIAL PRESENTATION:

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

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

- A. Review and approval of Minutes for the Regular Meeting on May 8, 2019.
- B. Review and approval of Minutes for the Regular Meeting on June 12, 2019.
- C. Review and approval of Minutes for the Special Board Meeting on June 24, 2019.
- D. Review and approval of Disbursements Journal.

5. PUBLIC HEARING:

- A. Hearing to consider the amended Water and Wastewater Capacity Fee Study, recommendations to: Introduce (and First Reading by Title Only) of Ordinance No. 120 Amending Water and Wastewater Capacity Fee Charges.**
- B. Hearing to consider protests to a proposed increase in water and wastewater system rates, recommendations to: Introduce (and First Reading by Title Only) of Ordinance No. 121 Amending the Water and Wastewater Rates.**

6. BUSINESS ITEMS:

Public Comment – Public comment will be allowed for each individual business item. Members of the public wishing to speak on business items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes per person for each business item.

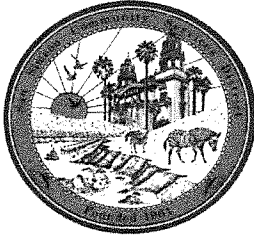
- A. Discussion regarding the California Coastal Commission meeting and permit conditions for the Waste Water Treatment Plant after the fact permit for the rip-rap.**
- B. Consideration of candidates to replace the Board of Director Vacancy created by the Failure of Director Hunter Smith to Attend Three Consecutive Board Meetings and Board Appointment of a new Director.**
- C. Authorization for the General Manager to enter into an agreement with Simply Clear Marketing & Media in the amount of \$10,900.00 for website overhaul.**
- D. Discussion regarding the formation of a sub-committee related to regional infrastructure.**
- E. Approval of Resolution 19-411 authorizing matching funds for the NFWF Grant application.**
- F. Discussion regarding the Beautification Grant award and the scope of work to be completed.**
- G. Authorization for the General Manager to retain De Alba Construction to perform repairs at the Waste Water treatment plant (WWTP) not to exceed the amount of \$11,870.00.**

- 7. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS** – Requests from Board members to Staff to receive feedback, prepare information, and/or place an item on a future agenda(s).

8. ADJOURNMENT

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Board within 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the District office, 111 Pico Avenue, San Simeon. If requested, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for a disability-related modification or accommodation, contact the District Administrator at 805-927-4778 as soon as possible and at least 48 hours prior to the meeting date. This agenda was prepared and posted pursuant to Government Code Section 54954.2.

3. A. ii. SUPERINTENDENT REPORT
Jerry Copeland
Facilities Update for June 2019



SUPERINTENDENT REPORT

Item 3.A.ii

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.
- Annual Hazardous Material Inspections were performed by the County.
- New turbine ventilators were installed on the roof of the blower building.
- Quarterly maintenance was performed on the blowers.
- Two loads of sludge were hauled away.

2. Water Treatment and Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW).
- Monthly maintenance of the R.O. unit was performed.
- Monthly water meter reading was performed.

3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- Great Western Alarm came out to replace the alarm control panel for the District Office and the Water Treatment Facility.
- Weed abatement was performed around the District.

San Simeon Community Services District Superintendent's Report May 2019

MONTHLY DATA REPORT

Date	Day	Wastewater Inflow	Wastewater Effluent	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Daily Inflow	R.O. Daily Effluent	R.O. Daily Brine Flow	Distribution Chloride	Chloride Wells 1 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Flows
05/01/19	Wed	67,441	65,190	54,604	0	54,604	0	0	0	-	-	0	10.1	10.3	0.00	5,824
05/02/19	Thu	65,726	65,480	70,536	449	70,985	0	0	0	-	-	0	10.1	10.4	0.00	9,046
05/03/19	Fri	71,603	69,860	57,970	0	57,970	0	0	0	-	-	0	10.1	10.3	0.00	7,164
05/04/19	Sat	85,567	85,640	84,300	0	84,300	0	0	0	-	-	0	10.1	10.3	0.00	8,098
05/05/19	Sun	92,160	107,810	83,252	0	83,252	0	0	0	-	-	0	10.0	10.3	0.00	11,400
05/06/19	Mon	80,433	59,850	71,434	0	71,434	0	0	0	-	-	0	10.0	10.1	0.04	8,479
05/07/19	Tue	84,425	82,830	64,777	0	64,777	4456	2830	1626	-	-	0	10.2	10.1	0.00	10,834
05/08/19	Wed	73,454	72,010	89,311	0	89,311	0	0	0	-	-	0	10.4	10.2	0.00	10,834
05/09/19	Thu	73,401	68,400	54,231	898	55,128	0	0	0	-	-	0	10.4	10.3	0.00	6,211
05/10/19	Fri	64,556	61,900	65,076	0	65,076	0	0	0	-	44	0	10.4	10.3	0.00	8,268
05/11/19	Sat	83,468	80,460	66,497	0	66,497	0	0	0	-	-	0	10.4	10.3	0.00	7,724
05/12/19	Sun	81,389	79,220	76,969	0	76,969	0	0	0	-	-	0	10.2	10.3	0.00	12,519
05/13/19	Mon	83,712	80,100	68,143	0	68,143	0	0	0	-	-	0	10.2	10.2	0.00	10,056
05/14/19	Tue	77,368	73,280	62,757	0	62,757	0	0	0	-	-	0	10.3	10.2	0.00	6,969
05/15/19	Wed	75,237	68,040	61,336	0	61,336	0	0	0	-	-	0	10.3	10.2	0.12	8,780
05/16/19	Thu	81,104	73,470	66,497	0	66,497	0	0	0	-	-	0	10.2	10.2	0.39	9,928
05/17/19	Fri	85,293	80,800	75,698	748	76,446	0	0	0	-	44	0	10.3	10.3	0.00	8,392
05/18/19	Sat	100,971	93,100	59,690	0	59,690	0	0	0	-	-	0	10.3	10.3	0.44	10,466
05/19/19	Sun	101,576	98,740	89,087	0	89,087	0	0	0	-	-	0	10.3	10.2	0.39	14,956
05/20/19	Mon	84,574	79,470	57,147	0	57,147	0	0	0	-	-	0	10.0	9.9	0.00	10,587
05/21/19	Tue	85,394	78,680	59,840	0	59,840	0	0	0	-	-	0	10.0	10.0	0.08	15,507
05/22/19	Wed	83,100	75,610	70,836	374	71,210	0	0	0	-	-	0	10.1	10.1	0.00	13,610
05/23/19	Thu	86,282	76,840	68,666	0	68,666	0	0	0	-	-	0	10.2	10.1	0.00	18,027
05/24/19	Fri	89,643	81,190	63,804	0	63,804	0	0	0	-	-	0	10.0	10.0	0.00	14,523
05/25/19	Sat	117,088	107,730	98,661	0	98,661	0	0	0	-	-	0	10.0	10.0	0.00	17,311
05/26/19	Sun	129,923	120,140	88,488	0	88,488	0	0	0	-	44	0	10.2	10.2	0.08	31,074
05/27/19	Mon	104,226	95,640	77,967	0	77,967	0	0	0	-	-	0	10.2	10.2	0.00	37,932
05/28/19	Tue	86,527	77,660	69,265	0	69,265	0	0	0	-	-	0	10.1	10.2	0.00	27,539
05/29/19	Wed	79,111	70,840	0	64,852	64,852	0	0	0	-	-	0	10.2	10.2	0.00	12,191
05/30/19	Thu	72,757	65,170	67,470	0	67,470	0	0	0	-	-	0	10.2	10.1	0.00	13,172
05/31/19	Fri	75,433	69,750	64,328	0	64,328	0	0	0	-	-	0	10.3	10.2	0.00	8,089
TOTALS		2,622,942	2,464,900	2,108,538	67,320	2,175,858	4456	2830	1626			0			1.54	395,510
Average		84,611	79,513	68,017	2,172	70,189	144	91	52	0	47	0	10.2	10.2	0.05	12,758
Minimum		64,556	59,850	0	0	54,604	0	0	0	0	44	0	10.0	9.9	0.00	5,824
Maximum		129,923	120,140	98,661	64,852	98,661	4456	2830	1626	0	44	0	10.4	10.4	0.44	37,932

San Simeon Community Services District Superintendent's Report June 2019

MONTHLY DATA REPORT

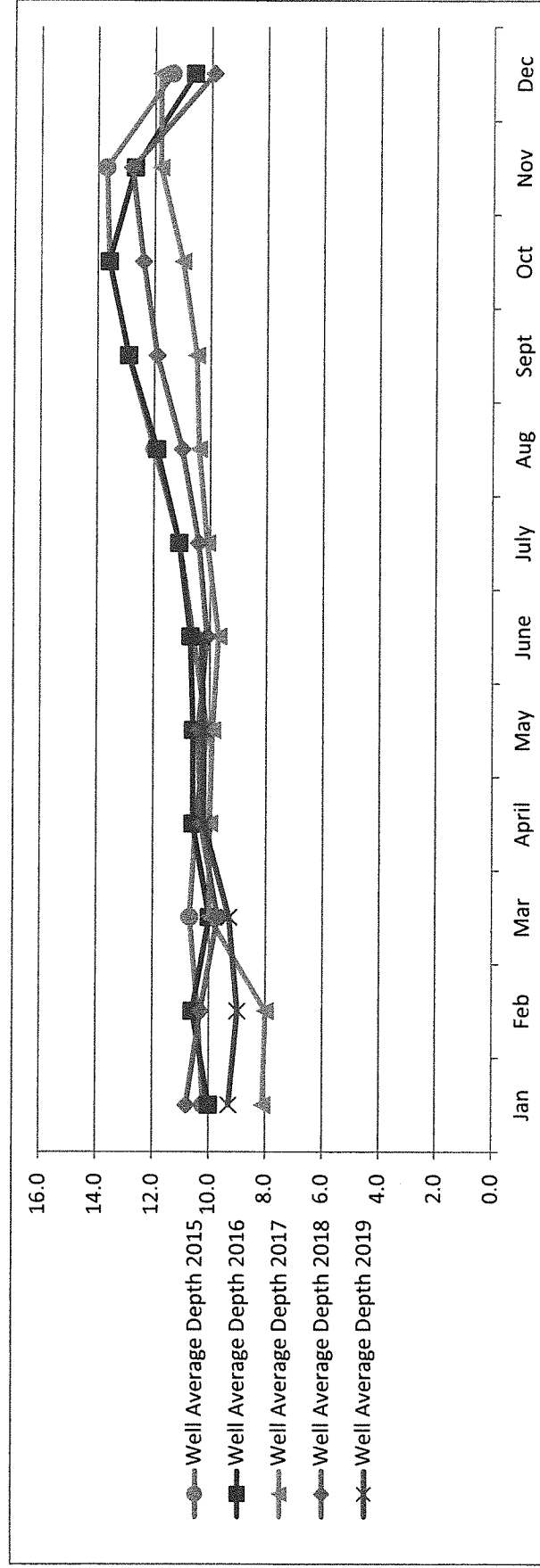
Date	Day	Wastewater Inflow	Wastewater Effluent Daily Flow	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Daily Inflow	R.O. Daily Effluent Flow	R.O. Daily Brine Flow	Distribution Chloride	Chloride Wells 1 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Flows
06/01/19	Sat	81,638	84,130	92,453	0	92,453	0	0	0	-	-	0	10.4	10.2	0.00	8,822
06/02/19	Sun	80,909	88,150	78,690	0	78,690	0	0	0	-	-	0	10.3	10.2	0.00	9,787
06/03/19	Mon	64,297	76,160	85,571	0	85,571	0	0	0	-	-	0	10.3	10.1	0.00	11,059
06/04/19	Tue	63,521	68,480	26,778	0	26,778	0	0	0	-	-	0	10.3	10.1	0.00	6,765
06/05/19	Wed	66,292	64,040	62,458	0	62,458	0	0	0	-	-	0	10.3	10.0	0.00	8,605
06/06/19	Thu	71,837	67,550	0	67,844	67,844	0	0	0	-	-	0	10.3	10.0	0.00	8,707
06/07/19	Fri	75,423	82,170	74,501	0	74,501	0	0	0	-	-	0	10.4	10.1	0.00	7,513
06/08/19	Sat	81,487	83,140	74,576	0	74,576	0	0	0	-	-	0	10.5	10.2	0.00	10,953
06/09/19	Sun	80,463	82,970	111,976	0	111,976	0	0	0	-	-	0	-	-	0.00	9,968
06/10/19	Mon	73,088	89,270	59,316	0	59,316	0	0	0	-	-	0	10.5	10.3	0.00	9,850
06/11/19	Tue	72,141	75,880	62,458	82,355	144,813	0	0	0	-	-	0	10.5	10.3	0.00	9,394
06/12/19	Wed	85,136	91,470	0	32,538	32,538	0	0	0	-	-	0	10.6	10.3	0.00	10,175
06/13/19	Thu	79,561	83,100	76,221	24,385	100,606	0	0	0	-	-	0	10.6	10.3	0.00	10,588
06/14/19	Fri	94,724	96,890	90,732	0	90,732	0	0	0	-	-	0	10.6	10.3	0.00	8,283
06/15/19	Sat	91,746	101,410	89,012	0	89,012	0	0	0	-	-	0	10.6	10.3	0.00	12,022
06/16/19	Sun	73,566	89,950	68,517	0	68,517	0	0	0	-	-	0	10.6	10.3	0.00	11,230
06/17/19	Mon	84,137	82,280	51,986	0	51,986	0	0	0	-	-	0	10.2	10.2	0.00	11,495
06/18/19	Tue	70,970	88,300	63,879	0	63,879	0	0	0	-	-	0	-	-	0.00	9,702
06/19/19	Wed	88,249	87,430	87,965	0	87,965	0	0	0	-	-	0	10.0	10.1	0.00	11,975
06/20/19	Thu	77,412	85,990	0	85,197	85,197	0	0	0	-	-	0	10.2	10.2	0.00	12,180
06/21/19	Fri	82,195	85,450	126,562	0	126,562	0	0	0	-	-	0	10.5	10.3	0.00	10,804
06/22/19	Sat	93,132	94,400	98,886	0	98,886	0	0	0	-	-	0	10.5	10.3	0.00	11,436
06/23/19	Sun	98,812	106,210	79,363	0	79,363	0	0	0	-	-	0	10.5	10.3	0.00	16,681
06/24/19	Mon	82,868	90,360	77,119	0	77,119	0	0	0	-	-	0	10.6	10.5	0.00	12,116
06/25/19	Tue	78,483	77,610	70,162	0	70,162	0	0	0	-	-	0	10.6	10.5	0.00	10,463
06/26/19	Wed	85,257	88,260	69,938	0	69,938	0	0	0	-	-	0	10.4	10.3	0.00	11,541
06/27/19	Thu	77,195	72,450	73,678	1,571	75,249	0	0	0	-	-	0	10.4	10.3	0.00	6,363
06/28/19	Fri	84,949	80,410	88,414	0	88,414	4318	2737	1581	-	38	0	-	-	0.00	15,700
06/29/19	Sat	78,109	86,080	84,374	0	84,374	0	0	0	-	-	0	-	-	0.00	11,457
06/30/19	Sun	90,091	103,720	136,585	0	136,585	0	0	0	-	-	0	-	-	0.00	13,026
TOTALS		2,407,688	2,553,710	2,162,169	293,889	2,456,058	4318	2737	1581			0			0.00	318,660
Average		80,256	85,124	72,072	9,796	81,869	144	91	53	0	38	0	10.4	10.2	0.00	10,622
Minimum		63,521	64,040	0	0	26,778	0	0	0	0	38	0	10.0	10.0	0.00	6,363
Maximum		98,812	106,210	136,585	85,197	144,813	4318	2737	1581	0	38	0	10.6	10.5	0.00	16,681

DATA SUMMARY SHEET

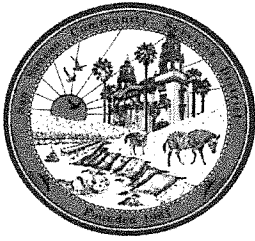
	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Total for 2019
Wastewater Influent	2,974,678	2,978,722	3,279,598	2,517,042	2,622,942	2,407,688							16,780,670
Wastewater Final Effluent (Month Cycle)	2,921,320	2,950,740	3,186,710	2,456,140	2,464,900	2,553,710							16,533,520
Adjusted Wastewater Influent (- State Flow)	2,599,672	2,540,371	2,840,773	2,267,805	2,227,432	2,089,028							14,565,081
Water Produced (month cycle)	1,849,654	1,643,730	2,013,823	2,212,060	2,175,858	2,456,058							12,351,184
Sewer Influent/Water Produced Ratio	1.61	1.81	1.63	1.14	1.24	0.98							N/A
Adjusted Sewer/Water Produced Ratio	1.41	1.55	1.41	1.03	1.06	0.85							N/A
Well 1 Water Production	103,897	59,616	60,663	1,010,024	2,108,538	2,162,169							5,504,907
Well 2 Water Production	1,745,757	1,584,114	1,953,160	1,202,036	67,320	293,889							6,846,277
Total Well Production	1,849,654	1,643,730	2,013,823	2,212,060	2,175,858	2,456,058							12,351,184
Water Well 1 Avg Depth to Water	9.0	8.7	9.0	10.0	10.2	10.4							N/A
Water Well 2 Avg Depth to Water	9.5	9.2	9.5	10.3	10.2	10.2							N/A
Average Depth to Water of Both Wells	9.3	9.0	9.3	10.2	10.2	10.3							N/A
Change in Average Depth to Water from 2018	-1.5	-1.3	-0.4	-0.1	-0.2	+0.2							N/A
Average Chloride mg/L at the Wells	55	44	44	46	46	38							N/A
State Wastewater Treated	375,006	438,351	438,825	294,237	395,510	318,660							2,260,589
State % of Total WW Flow	13%	15%	13%	12%	15%	13%							N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0							0
Biosolids Removal (Gallons)	4,500	0	9,000	9,000	4,500	9,000							36,000
WW Permit Limitation Exceeded	0	0	0	0	0	0							N/A
RW Permit Limitation Exceeded	0	0	0	0	0	0							N/A
Constituent Exceeded	None	None	None	None	None	None							N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A							N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A							N/A
2018													
Wastewater Influent	1,762,514	1,707,154	2,752,139	2,188,423	2,254,636	2,475,142	3,200,941	3,139,374	2,539,174	2,339,012	2,096,790	2,227,833	28,683,132
Wastewater Final Effluent (Month Cycle)	1,718,650	1,748,894	2,796,460	2,287,640	2,303,330	2,485,760	3,156,580	3,158,998	2,479,999	2,286,320	2,004,920	2,144,640	28,572,191
Adjusted Wastewater Influent(- State Flow) *	1,516,601	1,459,319	2,320,828	1,819,468	1,901,248	2,082,826	2,641,403	2,500,033	2,107,514	1,951,269	1,800,530	1,941,526	24,042,565
Water Produced (month cycle)	1,464,210	1,578,354	1,677,091	1,845,614	2,252,051	2,539,202	2,954,183	2,975,092	2,423,071	2,187,526	1,858,930	1,887,877	25,643,203
Sewer Influent/Water Produced Ratio	1.20	1.08	1.64	1.19	1.00	0.99	1.08	1.05	1.05	1.07	1.13	1.18	N/A
Adjusted Sewer/Water Ratio	1.04	0.92	1.38	0.99	0.84	0.82	0.89	0.84	0.87	0.89	0.97	1.03	N/A
Average Depth of Both Wells	10.8	10.3	9.7	10.3	10.4	10.1	10.4	11.0	11.9	12.4	12.8	9.9	N/A
Change in Average Depth to Water from 2017	+2.7	+2.3	-0.3	+0.3	+0.5	+0.4	+0.3	+0.6	+1.4	+1.4	+1.0	-1.9	N/A
Average Chloride mg/L at the Wells	34.5	35.5	32	35.5	35.5	32	32	32	32	34.5	45	65	N/A
State Wastewater Treated	245,913	247,835	431,311	368,955	353,388	392,298	559,538	639,341	431,660	387,743	269,260	286,307	4,613,549
State % of Total WW Flow	14%	15%	16%	17%	16%	16%	18%	20%	17%	17%	13%	13%	N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0	0	0	0	0	0
Biosolids Removal (Gallons)	9,600	0	4,800	9,600	4,800	4,800	13,500	13,500	9,000	4,500	4,500	4,500	83,100
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	N/A
RW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Constituent Exceeded	None	None	None	None	None	None	None	None	None	None	None	None	N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

San Simeon Community Services District Superintendent's Report June 2019

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Well Average Depth 2015	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9	13.6	13.7	11.4
Well Average Depth 2016	10.0	10.6	10.0	10.6	10.6	10.7	11.1	11.9	12.9	13.6	12.7	10.6
Well Average Depth 2017	8.1	8.0	10.0	10.0	9.9	9.7	10.1	10.4	10.5	11.0	11.8	11.8
Well Average Depth 2018	10.8	10.3	9.7	10.3	10.4	10.1	10.4	11.0	11.9	12.4	12.8	9.9
Well Average Depth 2019	9.3	9.0	9.3	10.2	10.2	10.3						



3. A. iii GENERAL MANAGER'S REPORT
Charles Grace
Update for June 2019



GENERAL MANAGER'S REPORT

Item 3.A.iii

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

Processing of utility payments, customer service duties, answering phone calls, mailing of the regular monthly utility bills. Prepared and distributed the agenda and Board packet.

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

- Responded to four (4) public records requests.
- Provided information to the budget committee as requested.
- Special meeting on June 24, 2019.
- Handled several customer concerns related to private property and vacant parcels.
- Assisted Chairperson Kellas and Wood, Inc. with the National Fish Wildlife Foundation (NFWF) Grant application.
- Worked with the Coastal Commission Staff on the ATF CDP Special Conditions.

County Wide Hazardous Mitigation Plan – No new update at this time.

Future Agenda Items – At the June Board meeting the Board directed staff to place an item on the agenda related to fire sprinklers. Staff is recommending that this matter be included in the revision of the 2000 series of the policy and procedures manual.

Coastal Commission Rip Rap Permit Update – See Business Action Item 6.A.

Phase 1 Tank Project Engineering Report – Please see attached Phoenix Report.

Enc: Phoenix Engineering Report



Phoenix Civil Engineering, Inc.

535 East Main Street Santa Paula, California 93060 805.658.6800
info@phoenixcivil.com www.phoenixcivil.com

Memorandum – Project Design Status Water Systems Improvement Project Phase 1 San Simeon Community Services District May 31, 2019

This memo is providing you a project status update. The following activities have been performed to date:

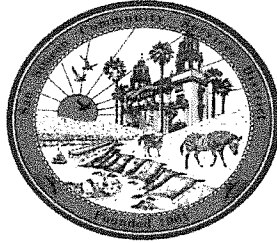
- Phase 1 Pipeline Improvements design has been completed to 95% level. Electrical, instrumentation and civil/piping team continued to design and coordinate on the interface of the equipment and lighting systems at the tank site.
- Reservoir site grading and pipeline design plans were completed to a 75% level and were provided for the District to review. A list of technical specifications was prepared and submitted along with the front-end document to the District for their review. The District had no comments on the design package.
- Compilation of the District front end document for the purpose of bidding the tank manufacturer portion of the project was performed. Provided the updated documents to the District for review. Incorporated the EJCDC documents in the document. District provided review comments. Working on incorporating their comments into the package.
- Continued working on the requirements for the Preliminary Engineering Report for the project. This has to be completed prior to any advertisement of a project to prospective contractors. The USDA Engineering Staff has to review the documents to ensure that they contain the proper forms to be in compliance with the USDA funding requirements. This has caused a delay in the issuance of the tank contractor package. District reviewed and provided comments. Comments are being incorporated into the document.

Anticipated activities for the month of June:

- Finalize the Preliminary Engineering Report (PER) for the project and submit to the USDA for review.
- Review comments and discussions with USDA representatives as directed by the District to obtain their approval on the bid package concept.
- Advertise the tank manufacturer coordination Contract Documents to solicit construction bids (pending USDA approval).
- Contact steel tank manufacturers to notify them of the upcoming project.
- Pre-bid meeting with prospective tank manufacturers (steel, aboveground) to be performed in July/August.

3. A. iv. DISTRICT FINANCIALS
Cortney Murguia
June 30, 2019

SAN SIMEON COMMUNITY SERVICES DISTRICT



3.A.iv FINANCIAL SUMMARY

Billing June 30, 2019

May Billing Revenue	\$ 70,138.86
June Billing Revenue	\$ 90,668.54
Past Due (31 to 60 days)	\$ 685.93
Past Due (60 days)	\$ 272.11

ENDING BANK BALANCES

June 30, 2019

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account \$ **39.00**

PACIFIC PREMIER BANK:

Money Market Account Closing Balance May 31, 2019 \$ **925,113.87**

Interest for June \$ 1,862.84

Money Market Account Closing Balance June 30, 2019 \$ **926,976.71**

Reserve Fund (250,000.00)

Wait-list Deposits (69,750.00)

Customer Deposits (9,250.00)

Available Funds \$ 597,976.71

General Checking Account June 30, 2019 \$ **75,613.46**

LAIF Closing Balance June 30, 2019 \$ **543.02**

Interest Money Market Account 2018 \$ **5,473.10**

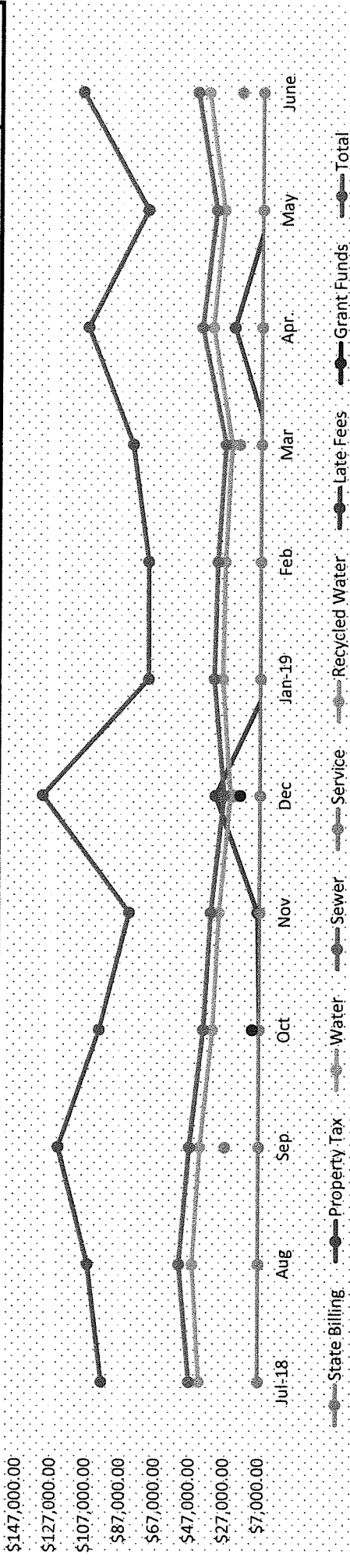
Interest Money Market Account Year to Date \$ **10,913.75**

SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of June 30, 2019

	Jun 30, 19
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Pacific Prem - General Checking	73,419.70
1017 · Pacific Premier-Money Market	926,976.71
1022 · USDA checking	164.00
1040 · Cash in county treasury	108.33
1050 · LAIF - non-restricted cash	536.39
Total Checking/Savings	1,001,355.13
Other Current Assets	
1200 · Accounts receivable	90,826.40
1300 · Prepaid expenses	10,162.86
Total Other Current Assets	100,989.26
Total Current Assets	1,102,344.39
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major Water Projects	190,360.90
1560 · Pipe bridge	28,075.58
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	262,932.67
1640 · Wellhead Rehab Project	450,827.53
1650 · Walkway access projects	21,511.00
1660 · RO Unit	931,966.97
1670 · Reservoir	160,668.04
1680 · Generator	29,101.14
Total 1400 · Fixed assets	5,126,577.09
1690 · Accumulated depreciation	(2,442,330.17)
Total Fixed Assets	2,684,246.92
TOTAL ASSETS	3,786,591.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2500 · Customer security deposits	9,150.00
2510 · Connect hookup wait list	69,750.00
2520 · USDA Loan	451,436.07
Total Other Current Liabilities	530,336.07
Total Current Liabilities	530,336.07
Total Liabilities	530,336.07
Equity	
3200 · Fund balance	3,238,681.99
Net Income	17,573.25
Total Equity	3,256,255.24
TOTAL LIABILITIES & EQUITY	3,786,591.31

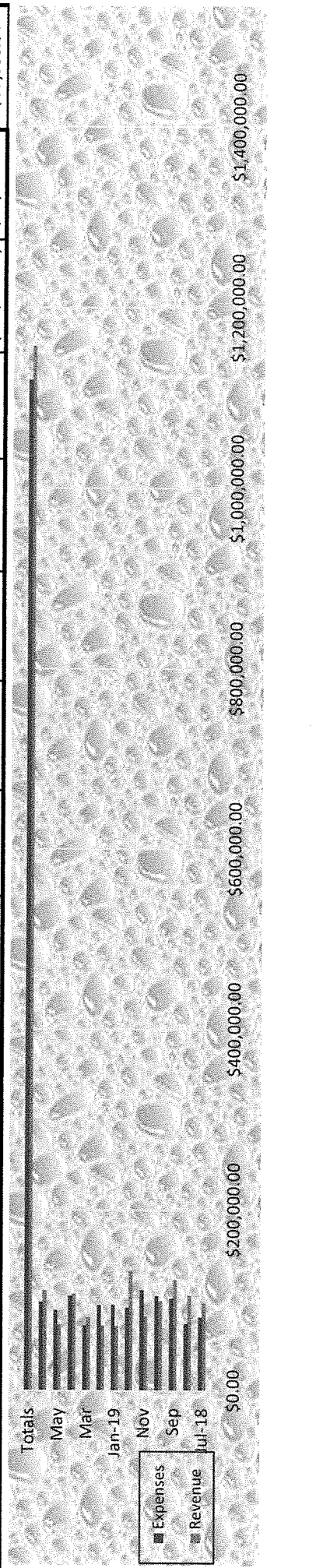
DISTRICT REVENUE FY 2018/2019

	Jul-18	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Apr.	May	June	Totals
State Billing			\$26,723.91			\$20,971.00			\$19,858.71			\$19,390.52	\$86,944.14
Property Tax	\$1,288.59	\$0.00	\$169.19	\$7,205.82	\$8,542.19	\$33,187.58	\$1,319.32	\$4,888.55	\$2,227.01	\$22,928.34	\$3,062.24	\$1,057.02	\$85,875.85
Water	\$41,336.59	\$45,279.14	\$41,178.74	\$34,050.67	\$30,760.16	\$24,353.21	\$29,009.60	\$27,745.06	\$24,146.67	\$35,445.24	\$29,158.01	\$38,455.33	\$400,918.42
Sewer	\$47,258.33	\$53,156.35	\$47,379.43	\$39,628.31	\$35,491.84	\$28,149.21	\$34,169.78	\$32,181.86	\$27,850.19	\$41,666.62	\$33,854.74	\$44,856.07	\$465,642.73
Service	\$7,111.73	\$7,113.60	\$7,113.60	\$7,113.60	\$7,079.40	\$7,079.40	\$7,147.80	\$7,079.40	\$7,079.40	\$7,079.40	\$7,045.20	\$7,079.40	\$85,121.93
Recycled Water													\$0.00
Late Fees	\$461.43	\$201.49	\$290.08	\$168.71	\$600.53	\$135.60	\$178.43	\$146.51	\$126.87	\$177.46	\$111.54	\$272.66	\$2,871.31
Grant Funds				\$11,367.00		\$18,753.05							\$30,120.05
Total	\$97,456.67	\$105,750.58	\$122,854.95	\$99,534.11	\$82,474.12	\$132,629.05	\$71,824.93	\$72,041.38	\$81,288.85	\$107,297.06	\$73,231.73	\$111,111.00	\$1,157,494.43
Water Sold Cu Ft	334631	367360	332914	275609	243491	195107	236456	227602	197397	288979	236030	311046	3246622
Water Sold Acre ft	7.68	8.43	7.64	6.33	5.59	4.48	5.43	5.23	4.53	6.63	5.42	7.14	74.53



REVENUE VS EXPENSES

	Jul-18	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Apr.	May	June	Totals
Revenue	\$97,456.67	\$105,750.58	\$122,854.95	\$99,534.11	\$82,474.12	\$132,629.05	\$71,824.93	\$72,041.38	\$81,288.85	\$107,297.06	\$73,231.73	\$111,111.00	\$1,157,494.43
Expenses	\$81,495.91	\$74,250.58	\$102,279.81	\$104,990.12	\$111,554.79	\$92,037.25	\$94,850.91	\$94,625.06	\$71,744.58	\$105,016.25	\$89,244.32	\$98,066.81	\$1,120,156.39
Balance	\$15,960.76	\$31,500.00	\$20,575.14	(\$5,456.01)	(\$29,080.67)	\$40,591.80	(\$23,025.98)	(\$22,583.68)	\$9,544.27	\$2,280.81	(\$16,012.59)	\$13,044.19	\$37,338.04



**SAN SIMEON COMMUNITY SERVICES
HISTORICAL FISCAL REVIEW**

FY 2015 / 2016

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
Total Revenue	\$77,990.37	\$83,080.74	\$82,373.96	\$78,369.81	\$62,489.86	\$90,305.16	\$69,872.42	\$63,497.49	\$71,306.30	\$81,376.35	\$66,576.82	\$81,311.92	\$908,551.20
Total Expense	\$56,735.48	\$80,703.14	\$82,573.67	\$62,460.00	\$90,307.21	\$78,261.91	\$62,999.58	\$69,646.10	\$68,440.42	\$78,744.51	\$62,608.05	\$60,034.80	\$833,514.87
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

FY 2016/2017

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
Total Revenue	\$86,361.78	\$86,506.84	\$88,365.96	\$78,637.70	\$62,074.88	\$92,476.61	\$63,964.81	\$57,560.13	\$81,358.68	\$88,831.94	\$66,160.82	\$98,685.39	\$950,985.54
Total Expense	\$127,105.89	\$72,035.48	\$114,268.09	\$71,273.31	\$75,340.87	\$66,017.87	\$71,441.43	\$72,822.48	\$152,049.21	\$62,994.78	\$77,525.44	\$71,657.28	\$1,034,532.13
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

FY 2017/2018

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$24,606.31			\$21,914.14			\$21,542.66			\$23,690.87	\$91,753.98
Property Tax	\$1,282.43		\$121.78	\$3,983.38	\$11,222.22	\$31,099.09	\$7,506.90	\$2,750.02	\$640.94	\$22,168.20	\$1,686.05	\$771.97	\$83,232.98
Water	\$34,880.43	\$36,192.33	\$31,137.52	\$27,999.25	\$26,930.07	\$19,762.53	\$22,551.64	\$25,457.70	\$16,741.07	\$28,408.76	\$27,795.23	\$36,075.95	\$333,932.48
Sewer	\$38,495.46	\$39,770.86	\$33,836.96	\$30,919.58	\$29,421.68	\$21,164.32	\$25,021.12	\$28,652.26	\$19,108.33	\$32,900.73	\$31,492.38	\$40,773.70	\$371,557.38
Service	\$6,820.12	\$6,950.95	\$6,821.63	\$6,659.98	\$6,886.29	\$6,886.29	\$6,789.30	\$6,853.96	\$6,724.64	\$6,724.64	\$6,724.64	\$6,724.64	\$81,567.08
Recycled Water													\$0.00
Late Fees	\$628.24	\$379.06	\$292.61	\$241.85	\$221.14	\$159.01	\$113.69	\$197.92	\$487.09	\$284.43	\$202.63	\$179.47	\$3,387.14
Total Revenue	\$82,106.68	\$83,293.20	\$96,816.81	\$69,804.04	\$74,681.40	\$100,985.38	\$61,982.65	\$63,911.86	\$65,244.73	\$90,486.76	\$67,900.93	\$108,216.60	\$965,431.04
Total Expense	\$94,660.34	\$87,503.06	\$104,489.98	\$71,763.52	\$62,490.35	\$85,613.60	\$88,196.48	\$73,251.65	\$109,510.66	\$70,856.21	\$80,363.24	\$80,743.66	\$1,009,442.75
Water Sold Cu Ft	299369	310960	266284	241692	232942	169355	194345	217741	144425	244412	237414	308832	2,867,771
Water Sold Acre	6.87	7.14	6.11	5.55	5.35	3.89	4.46	5.00	3.32	5.61	5.45	7.09	65.84

4. CONSENT AGENDA

- A. Review and approval of Minutes for the Regular Meeting on May 8, 2019.**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, May 8, 2019
6:00 pm

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

1. REGULAR SESSION: @ 6:01 PM

A. Chairperson Kellas – Present	District Counsel, Natalie Frye Laacke
Vice-Chairperson McGuire – Present	General Manager, Charlie Grace
Director Russell – Present	
Director Stanert – Present	
Director Smith – Absent	

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment – Leroy Price commented about early morning noise that was related to the work being performed at the District office.

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

- i. Sheriff's Report** – Commander Manuele reported 57 calls for service during the month of April.
- ii. Superintendent's Report** – Jerry Copeland provided a summary of April activities. Chairperson Kellas inquired about testing of chloride levels.
- iii. General Manager's Report** – Charlie Grace provided a summary of April activities.
- iv. District Financial Summary** – Cortney Murguia provided a summary of the District financials.
- v. District Counsel's Report** – Natalie Frye Laacke provided a summary of March activities

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS: None

C. SPECIAL PRESENTATION: None

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

Public Comment – None

4. CONSENT AGENDA ITEMS:

Public Comment – None

Vice-Chairperson McGuire asked that a hyphen be added on page 3.

A. Review and approval of Minutes for the Regular Meeting on April 10, 2019.

B. Review and approval of Disbursements Journal.

A motion was made to approve items 4A – 4B with the changes recommended Vice-Chairperson McGuire.

Motion by: Vice-Chairperson McGuire

2nd: Director Russell

All in: 4 /0

Absent: Director Smith

5. BUSINESS ITEMS:

Public Comment – None

A. Discussion regarding the Draft Budget for Fiscal Year 2019/2020.

Mike Hanchett presented a draft version of the budget. He also reviewed previous rate increases and stated that staff and the Board had been trying to avoid large spikes in the rates.

Staff was directed to begin the Prop. 218 process.

No formal action was taken regarding this matter.

B. Discussion regarding draft amended Water and Wastewater Capacity Fee Study.

Charlie Grace introduced the item and discussed the additional project costs that had been added into the revised capacity fee study.

Chairperson Kellas asked that a conference call be scheduled and that during the next Board meeting Tuckfield be on the phone to answer questions regarding the capacity fee study.

No formal action was taken regarding this matter.

C. Discussion regarding entering into a contract with Wood not to exceed the amount of \$10,500 for grant writing services related to the National Fish and Wildlife Foundation (NFWF) Grant.

Chairperson Kellas introduced the item. She provided background information about the scope of work in the project proposal.

A motion to use Wood, Inc. for the 1st phase of the grant submittal not to exceed the amount of \$10,500.00

Motion by: Chairperson Kellas

2nd: Vice-Chairperson

All in: 4 /0

Absent: Director Smith

D. Discussion regarding a proposed road maintenance agreement for San Simeon Avenue.

Natalie Fry Laacke provided information and a timeline on the current agreement. She also summarized the process to vacate and how this is legally defined. Resolution 93-193 was mentioned along with laws related to vacating ownership of property and providing information related to the process.

Director Stanert inquired about the possibility of the Cavalier, Inc. just billing us for the costs related to the paving of the District's 100 ft. portion of San Simeon Avenue.

Eddie Price and Leroy Price commented on the previous agreement and existing language related to the agreement for Penn Way.

No formal action was taken regarding this matter. Status quo to remain.

E. Discussion and direction to Staff regarding the formation of an ad-hoc committee related to regional infrastructure.

Chairperson Kellas introduced the item. She stated that direction had come from both the County and the California Coastal Commission to start working with Cambria to discuss the possibility of a joint infrastructure between the communities. Chairperson Kellas recommended the creation of an ad-hoc committee. She also commented that she was interested in being on the committee and recommended that Director Stanert also be on the committee.

Director Stanert and Mike Hanchett also volunteered for the committee. Chairperson Kellas stated that Carolyn Skinner (Marine Biologist) was also interested in being on the ad-hoc committee.

Amanda Rice (Cambria CSD) clarified what the process would be for the Cambria CSD and suggested that communication between the two agencies was needed in order to figure out what the best process would be. She stated that she would return to the Cambria Board and have this matter placed on their agenda.

Chairperson Kellas spoke about the possibility of SSCSD Board members touring the Cambria wastewater plant and the advanced water treatment plant.

Tina Dickason (Cambria) commented on the General Manager position in Cambria, the Coastal Development Permit (CDP) for the riprap, she questioned why State Parks wasn't present in the discussion, and questioned the need for a committee.

Natalie Frye Laacke provided an explanation of the different types of committees and the legal requirements of each committee.

Mike Hanchett said that he thought that the SSCSD needed to form a committee to make a determination as to what the best way to move forward would be prior to meeting with the other agencies.

This item was tabled until the June meeting.

F. Discussion regarding Board members touring the constructed wetlands plant in Arcata, California.

Chairperson Kellas introduced the item.

There was discussion between Chairperson Kellas and Natalie Fry Laacke related to the Brown Act and applicable language related to more than two (2) Board members attending educational conferences. Natalie Frye Laacke provided a handout to the Board related to the Brown Act and clarified that a tour of the Arcadia wetlands area would not fall under the education requirements criteria.

There was additional discussion between Directors Russell, Stanert, and McGuire related to the wetlands concept, the purpose of the trip, and the need for more information related to this topic.

There was a motion for Director Stanert and Chairperson Kellas to tour the constructed wetlands plant w/ reasonable travel expenses to be paid by the District.

Motion by: Director Russell

2nd: Vice-Chairperson McGuire

All in: 4 /0

Absent: Director Smith

G. Approval of the Policy & Procedures Manual.

Vice-Chairperson McGuire introduced the item.

There was discussion between the Directors regarding recommended grammatical changes to the document. There was also discussion about the grant policy (page 26) and recommended changes in two (2) places. 1) Change from two (2) days to "two (2) business days" and 2) change the publication requirements to be within San Luis Obispo County.

There was a motion to approve the policy & procedures manual pending the County Board of Supervisors' approval of the District's conflict of interest policy.

Motion by: Vice-Chairperson McGuire

2nd: Director Russell

All in: 4 /0

Absent: Director Smith

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

There was discussion about the newsletter and providing census information in this document. No direction was given to staff.

7. ADJOURNMENT @ 7:46 PM

4. CONSENT AGENDA

- B. Review and approval of Minutes for the Regular Meeting on June 12, 2019.**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, June 12, 2019
6:00 pm

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

1. REGULAR SESSION: @ 6:02 PM

- | | |
|---|---|
| A. Chairperson Kellas – Present
Vice-Chairperson McGuire – Present
Director Russell – Present
Director Stanert – Present
Director Smith – Absent | District Counsel, Natalie Frye Laacke
General Manager, Charlie Grace |
|---|---|

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment – None

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

- i. Sheriff's Report** – Commander Manuele reported that there were 87 call for service during the month of May.
- ii. Superintendent's Report** – Jerry Copeland provided a summary of May activities.
- iii. General Manager's Report** – Grace Charles provided a summary of May Activities.

Renee Osborne provided information related to the grant application for the District. The IRWM is recommending that the SSCSD be awarded \$500,000 for phase 1 of the water reservoir project. The final award determination will be made in 2020.

Director Russell and Mike Hanchett complimented staff for their hard work and dedication related to the grant funding.

Charlie Grace addressed the reservoir project funding options. He also discussed on the riprap Coastal Development Permit (CDP) stating this matter had been placed on the July Coastal Commission meeting agenda. He provided information related to mitigation requirements. He stated that the staff report was not yet available and that staff would schedule a special board meeting once the agenda was made available. Allowing for Board feedback on this matter.

Amanda Rice (Cambria CSD) commented that on July 12 the California Coastal Commission (CCC) would be holding a workshop on short term rentals and climate change in San Luis Obispo.

- iv. District Financial Summary** – Cortney Murguia provided a summary of the District financials.

v. **District Counsel's Report** – Natalie Frye Laacke provided a summary of May activities.

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS: None

C. SPECIAL PRESENTATION: None

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

Public Comment – None

4. CONSENT AGENDA ITEMS:

Public Comment – None

A. Review and approval of Disbursements Journal.

A motion was made to approve the disbursements journal.

Motion by: Chairperson Kellas

2nd: Vice-Chairperson McGuire

All in: 4 /0

Absent: Director Smith

5. BUSINESS ITEMS:

Public Comment – None

A. Discussion on Draft Budget FY 2019/2020.

Mike Hanchett introduced the item and provided a copy of the draft budget to the Board members and members of the public.

Charlie Grace provided information related to public hearing noticing requirements and stated that the District would need to hold a special meeting to meet these legal requirements. The meeting will be held on June 24, 2019 @9:30 am to approve the final version of the budget.

Mike Hanchett provided information related to the budget including income and expenses for the District. He also touched on the five points related to Prop. 218 and explained that these items were meeting the requirements.

Charlie Grace commented that there had been four (4) public meetings related to the budget process. All of these meetings allowed for public participation. The special meeting would be the 5th meeting related to budget approval for 2019/2020.

There was no public comment on this item.

No action was taken on this matter.

B. Discussion regarding the proposed rate increases in water and wastewater.

It was noted that the July 12th date in the staff report was incorrect and should be July 10th.

There were multiple calls for public comment on this matter made by Chairperson Kellas.

No action was taken on this matter.

C. Discussion on Procedure to Fill the Vacancy on the San Simeon Community Services District Board of Directors Created by the Failure of Director Hunter Smith to Attend Three Consecutive Board Meetings; 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.

Chairperson Kellas and Charlie Grace discussed the noticing requirements and when the notices would be mailed to members of the public.

A motion was made to direct staff to mail the notice of vacancy to the public.

Motion by: Vice-Chairperson McGuire

2nd: Director Russell

All in: 4 /0

Absent: Director Smith

D. Approval of Chairperson's appointment of a Board member to the Budget Committee.

A motion was made for Chairperson Kellas to be on the Budget Committee.

Motion by: Chairperson Kellas

2nd: Vice-Chairperson McGuire

All in: 4 /0

Absent: Director Smith

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

Chairperson Kellas asked that the Board members vote to place the District application for the NFWF grant application on the agenda as an emergency item, she referenced California statute section 54954.2. She provided background information on the July 22 application deadline and timeline requirements that would need to be met in order to submit a final proposal on behalf of the District.

A motion was made to add this item to the agenda as an emergency item.

Motion by: Director Russell

2nd: Director Stanert

All in: 4 /0

Absent: Director Smith

A motion to allow staff to move forward with phase two of the grant submittal process not to exceed the amount of \$15,000.00.

Mike Hanchett commented about what the scope of the project would be.

Chairperson Kellas responded that the scope was still being created but would relate to the design phase/portion.

Motion by: Chairperson Kellas

2nd: Vice-Chairperson McGuire

All in: 4 /0

Absent: Director Smith

Director Russell asked that an item related to fire sprinklers, waterline upgrade costs, and fire plan reviews be added to the next agenda.

Chairperson Kellas asked that an item related to the Beautification grant be added to the next agenda.

7. ADJOURNMENT @ 7:11 PM

4. CONSENT AGENDA

- C. Review and approval of Minutes for the Special Board Meeting on June 24, 2019.**

**SPECIAL MEETING MINUTES:
San Simeon Community Services**



San Simeon Community Services District
June 24, 2019
Cavalier Banquet Room
250 San Simeon Avenue
San Simeon, CA 93452

9:30 a.m.

1. CALL TO ORDER @ 9:30 AM

- A. Chairperson Kellas – Present District Counsel, Natalie Frye Laacke
Vice-Chairperson McGuire – Present General Manager, Charlie Grace (via phone)
Director Russell – Present
Director Stanert – Present

2. PUBLIC COMMENT - None

3. BUSINESS ITEMS

A. Approval of the Fiscal Year 2019-2020 proposed final budget.

Mike Hanchett introduced the item.

A motion was made to approve the FY budget for 2019-2020.

Motion by: Chairperson Kellas

2nd: Director Russell

All in: 4 /0

Chairperson Kellas: YES

Vice-Chairperson McGuire: YES

Director Russell: YES

Director Stanert: YES

B. Adoption of Resolution 19-410 establishing the District's Appropriation Limit for Fiscal year 2019-2020.

A motion was made to approve Resolution 19-410 establishing the appropriation limit for fiscal year 2019-2020.

Motion by: Chairperson Kellas
2nd: Vice-Chairperson McGuire
All in: 4 /0

Chairperson Kellas: YES
Vice-Chairperson McGuire: YES
Director Russell: YES
Director Stanert: YES

C. Discussion regarding the Beautification Grant award and the scope of work to be completed.

Director Russell apologized for not realizing that he had a conflict related to this matter. He recused himself because he owns the property along Pico Avenue that would be covered under the grant award. He left the meeting.

Chairperson Kellas introduced the item.

Chairperson Kellas made a motion to approve the grant and add \$6,000 of District money to award amount.

There was no second for this motion.

Mike Hanchett commented on the work that would occur on Pico Avenue and if this is actually allowed under the district charter. He suggested that it might be better to do the work at the WWTP as it was being required by the Coastal Commission.

Director Stanert made a motion to split the grant award amount 50%/50% between the Pico project and the WWTP project.

There was no second for this motion.

There was discussion between Director Stanert, Chairperson Kellas, Vice-Chairperson McGuire, and Natalie Frye Laacke related to the proposed work, rights of way, easements, and the scope of work that could be done on this property.

A motion was made to direct staff to move forward with the Beautification grant.

Motion by: Chairperson Kellas
2nd: Director Stanert
All in: 3 /0
Absent: Director Russell
Director Russell returned to the table.

Natalie Frye Laacke asked that under California statute section 54954.2 the Board members vote to place the Coastal Development Permit (CDP) for the riprap on the agenda.

A motion was made to add this item to the agenda as an emergency item.

Motion by: Chairperson Kellas

2nd: Director Russell

All in: 4 /0

Charlie Grace provided a summary of his conversation with Coastal Commission staff related to the special conditions that would be listed as part of the CDP application process. He stated that the pedestrian bridge requirement had been removed from the conditions. He also commented that the 20-year timeline requirement would now be 10 years. He advised the Board that when the staff report was made available from the Coastal Commission that District staff would schedule a special meeting to allow for the Board members to review the revised specifications.

No action was taken on this matter.

4. ADJOURNMENT @ 10:04 AM.

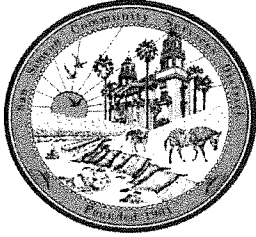
4. CONSENT AGENDA

D. Review and approval of Disbursements Journal.

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
 July 2019

Type	Date	Num	Name	Memo	Paid Amount
Paycheck	07/01/2019	1822	GWEN KELLAS	Board Service June 2 through July 1, 2019.	-92.35
Paycheck	07/01/2019	1823	JOHN K RUSSELL	Board Service June 2 through July 1, 2019.	-92.35
Paycheck	07/01/2019	1824	JULIA A GREENAN	Board Service June 2 through July 1, 2019.	-92.35
Paycheck	07/01/2019	1825	MARY M MCGUIRE	Board Service June 2 through July 1, 2019.	-92.35
Bill Pmt -Check	07/10/2019	1826	June Kuglin	Security Deposit Refund for Account #425. 7/1/2019.	-50.00
Bill Pmt -Check	07/10/2019	1827	Adamski Moroski Madden Cumberland & Green	Legal services re: general matters through May 31, 2019. Inv 47475a dated 6/19/19.	-1,075.00
Bill Pmt -Check	07/10/2019	1828	Adamski Moroski Madden Cumberland & Green	Legal services regarding policy manuals through May 31, 2019. Inv 47476 dated 6/19/19.	-43.00
Bill Pmt -Check	07/10/2019	1829	Adamski Moroski Madden Cumberland & Green	Legal services regarding Prop 218 through May 31, 2019. Inv 47475b dated 6/19/19.	-3,223.28
Bill Pmt -Check	07/10/2019	1830	Kathleen Fry Bookkeeping Services	Bookkeeping Services June 2019. Inv 2019-06 dated 06/30/19.	-1,200.00
Bill Pmt -Check	07/10/2019	1831	Marina Michel	2019 CCR water system report. Invoice dated 6/8/19.	-100.00
Bill Pmt -Check	07/10/2019	1832	New Times	Public Hearing Notice re: Annual Budget. Inv 298688 dated 6/6/19.	-54.00
Bill Pmt -Check	07/10/2019	1833	Phoenix Civil Engineering, Inc	Prof Svcs on Reservoir Project through June 21, 2019. Inv 19-136 dated 06/24/19.	-6,184.75
Bill Pmt -Check	07/10/2019	1834	SLO County - Environmental Health	Cross Connection - Admin Cost. . Facility ID FA0004646. Inv 0120576 dated 6/6/19.	-72.20
Bill Pmt -Check	07/10/2019	1835	SLOACTTC	LAFCO 2019-2020. Invoice dated 6/12/2019.	-3,385.69
Bill Pmt -Check	07/10/2019	1836	Grace Environmental	Filter project labor - December 2018 to June 9, 2019. Inv 1299 dated 7/1/19.	-5,849.26
Bill Pmt -Check	07/10/2019	1837	Grace Environmental	Electricity Reimbursement for 2018-2019 fiscal year. Inv 1300 dated 6/26/2019.	-7,695.37
Bill Pmt -Check	07/10/2019	1838	Grace Environmental	Facility Maintenance Rebate for 2018-2019 fiscal year. Inv 1301 dated 6/26/2019.	-15,316.28
Bill Pmt -Check	07/10/2019	1839	Grace Environmental	Operations Management and Maintenance Fees July 2019. Inv dated 07/01/2019.	-51,892.67
Check	07/25/2019	Elec Pymt	CalPERS Fiscal Services Division	Unfunded Accrued Liability only - prepaid for August 2019. Cust. ID # 7226734344.	-1,132.64
Check	07/25/2019	Elec Pymt	CalPERS Fiscal Services Division	Retiree Health monthly premium for August 2019.	-362.07
Liability Check	07/25/2019	Elec Pymt	United States Treasury (US Treasury)	Payroll tax payment for paychecks dated 07/01/19.	-61.20
					-98,066.81

5. A. Public Hearing



PUBLIC HEARING ITEM STAFF REPORT

Item 5.A. Hearing to consider the amended Water and Wastewater Capacity Fee Study, recommendations to: Introduce (and First Reading by Title Only) of Ordinance No. 120 Amending Water and Wastewater Capacity Fee Charges.

During the March, April, and May Board meetings staff presented several draft versions of the capacity fee schedule. During these meetings, staff was given feedback from both the Board of Director's and members of the public. Since the last meeting the General Manager and Board Chairperson has worked with Tuckfield and Associates to add additional capital improvements projects to the overall total. There was also a correction made to the price of the two (2) District owned parcels. These items resulted in an increase to the capacity fee amount for both water and wastewater.

Staff is asking that the Board consider approving the Capacity Fee study. Should the Board approve the Capacity Fee Schedule, staff will also be introducing District Ordinance No. 120.

Enc: Draft Capacity Fee Schedule
Draft District Ordinance No. 120

Tuckfield & Associates

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Phone (949) 760-9454 Fax (949) 760-2725
Email ctuckfield@tuckfieldassociates.com

MEMORANDUM

San Simeon Community Services District

June 28, 2019

Subject: Capacity Charge Study

To: Mr. Charles Grace, General Manager, San Simeon Community Services District

From: G. Clayton Tuckfield, PE MBA, Tuckfield & Associates

INTRODUCTION

The San Simeon Community Services District (District) engaged Tuckfield & Associates to develop capacity charges for its water and wastewater systems. This technical memorandum presents the findings and results of the Capacity Charge Study (Study) that develops water and wastewater capacity charges to equitably recover the costs of existing and future system infrastructure that benefits new development. Establishing capacity charges requires compliance with the California legal framework and the capacity charges in this Study have been determined following this framework as well as American Water Works Association (AWWA) methodologies.

Background

The District commissioned a Potable Water, Wastewater, Recycled Water, and Road Network Improvement Plan (Master Plan) that evaluated the infrastructure needs of the water and wastewater systems. Specific projects were identified to buildout of both systems and those have been included into a Capital Improvement Program (CIP). These improvements consist of repair and replacement expenditures related to the existing system facilities as well as expanding the capacity of the systems. The improvements are required to maintain safe and reliable facilities that meet the needs of existing customers as well as new customer demand. From this CIP information and related information provided by the District, the capacity charges are updated in this Study.

Purpose and Scope

The purpose of this Study is to calculate new District capacity charges such that they address the following.

- Account for recent additions to the District's fixed assets and proposed CIP for both systems.

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- Determine a method for calculating capacity charges that fairly allocates cost to new development for the capacity provided.
- Establish capacity charges that are reasonable, conform to applicable laws, are easy to understand, and simple to implement.

This Study includes the review and analysis of water and wastewater fixed assets, capital improvement plans, existing and future water and wastewater system demands, and existing or planned financing. This Study provides the documentation necessary to implement proposed water and wastewater capacity charges that satisfies the requirements of the California Government Code and District financial administrative requirements.

COMPLIANCE WITH STATE LAW

Capacity charges are governed California Government Code (Code) section 66013. This section of the Code defines a "capacity charge" as "a charge for public facilities in existence at the time a charge is imposed or charges for new public facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged." The Code separately distinguishes "capacity charges" from "connection fees" which are defined as fees for the physical facilities necessary to make a water or sewer connection.

The capacity charges developed in this memorandum follow Section 66013, such that the capacity charges not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed. Section 66013 does not detail any specific methodology for calculating capacity charges.

To implement the capacity charges, section 66016 of the Code identifies the procedural requirements for adopting or increasing water and wastewater capacity charges. The Code requires a 14-day notice of public hearing on the capacity charges. Notices only need to be mailed for anyone who has filed a specific request to be notified. Ten (10) days before the hearing, the report establishing the fees must be made available to the public.

METHODOLOGY

There are several methodologies that may be used in the development of capacity charges that can be applied to various urban growth situations. Brief descriptions of each methodology are provided below.

System Buy-In - Charges are designed to derive from new customers an amount per connection equal to the "equity" in the system attributable to existing customers. This method employs either original costs or replacement costs in measuring equity.

Incremental Cost - Charges are designed to derive from new customers the incremental, or added, cost of system expansion associated with new customer growth. This method is based on the principle that new connections to the system should pay for those costs, which they cause to be incurred, resulting from the most recent or next increment of system capacity needed to serve new customers.

Combination of Buy-In and Incremental Cost - In some situations, utilities use a combination of system buy-in and incremental cost methods. This method recognizes capacity in the system that is available now and planned for future development and allocates capital improvement program projects between replacement and growth-related value.

The methodology used for the District is a combination of buy-in and incremental cost methodology. This methodology considers the contribution of both the existing facilities and growth-related facilities to accommodate new development. This methodology is used where the service area has existing facilities that will benefit new users of the system and where an expansion is anticipated or projected.

SYSTEM CAPACITY

System capacities of the water and wastewater facilities are used in the development of the capacity charges. Average daily consumption of water users and average daily wastewater flow, Biochemical Oxygen (BOD), Suspended Solids (SS), and number of customers of existing users was provided from several sources including the District and the Master Plan. Table 1 below summarizes the capacities used for this Study.

	Water gpd	Sewer			
		Flow gpd	BOD lbs/day	SS lbs/day	Customer Customers
Existing and Planned System Capacities					
1 Existing Customer Use Capacity [1]	76,500	80,000	218	189	225
2 Existing System Capacity [2]	80,800	200,000	546	472	238
3 Planned System Capacity [3]	122,400	200,000	546	472	360
Growth-Related System Capacities					
4 Planned Growth-Related Expansion Capacity	41,600	-	-	-	122
5 Excess Capacity	4,300	120,000	327	283	13
6 Total Excess and Planned Capacity	45,900	120,000	327	283	135

- [1] Average Day Demand from master plan in gpd.
- [2] Estimate based on master plan 2015 demand.
- [3] Capacity at the end of the CIP period from master plan.

FACILITY VALUE

Buy-in Component

The current facility value (for capacity charge purposes) for both the water and wastewater systems is based on Replacement Cost Less Depreciation (RCLD), derived from information and records provided by the District. Replacement cost refers to valuing the existing facilities at the cost to replace those facilities with facilities of similar usefulness, not necessarily with the exact equipment that currently exists.

The replacement cost of the water and wastewater existing facilities was determined by increasing each asset's original cost from its acquisition date to December 2018. This was accomplished by multiplying the asset original cost by the ratio of the Engineering News Record (ENR) Construction Cost Index (CCI) for December 2018 to the ENR CCI of its installation date. The replacement cost of the existing assets was then depreciated recognizing the percent that the asset has been depreciated in proportion to its original cost. Table 2 shows the District net investment in water and wastewater system facilities stated in terms of Replacement Cost Less Depreciation (RCLD). Detailed calculations of water and wastewater facility values are provided in Tables A-3 and B-2 respectively in the appendix to this memorandum.

Adjustments to the facility values are required to develop the buy-in component of the capacity charges. These adjustments include accounting for capital reserve contributions from existing customers and includes the replacement (system-wide) component of CIP projects, both of which are shown in Table 2. Capital reserve balances are added to facility value because the existing customers have paid into these reserves and future customers should buy-in for a proportionate share of the financial reserves as shown on line 4. Replacement (system-wide) CIP, shown on line 2, is included because these facilities will benefit both existing and new users of the system and the capacity charges are intended to be in effect for at least the next five years.

Incremental Cost Component

The District has developed a CIP plan that identifies facilities to be constructed to build out of the system. The CIP has system value that is related to both existing development and future growth. CIP costs that are related to replacement of current facilities have been included in the buy-in component of the capacity charges, whereas growth-related CIP is included with the incremental cost of facility value in the calculation. The water and wastewater CIP are provided in Tables A-1 and B-1 respectively in the appendix to this memorandum and shows the allocation of each CIP project to existing systemwide facilities (replacement) and growth-related facilities. Wastewater CIP is further allocated to wastewater cost component of flow, BOD, SS and Customer however, all of the CIP is assumed to be flow related.

PROPOSED CAPACITY CHARGE CALCULATIONS

Table 2 presents the calculations used to develop the water and wastewater capacity charges. The calculations use the facility values of the existing system facilities and future CIP facilities along with the system capacities from Table 1 to calculate a unit capacity charge in terms of dollars per gallon per day (\$/gpd) for water and dollars per unit for each wastewater parameter of flow, BOD, SS and Customer (\$/gpd, \$/lb, etc).

	Water	Wastewater			
		Volume	BOD	SS	Customer
Existing and Planned CIP Value					
1 Existing System Facility Assets Value	\$1,680,285	\$601,157	\$583,476	\$583,476	\$10,493
2 CIP Replacement (System-wide) Improvements	5,943,550	2,176,481	-	-	-
3 PV of Remaining Debt Service Related to Existing Facilities	(340,568)	-	-	-	-
4 Capital Reserves Balance	106,970	20,710	20,090	20,090	360
5 Total Existing and Planned System-wide Value	\$7,390,237	\$2,798,348	\$603,566	\$603,566	\$10,853
6 Planned System Capacity [1]	122,400	200,000	546	472	360
7 Existing and Planned Value per unit	\$60.378 gpd	\$13.992 gpd	\$1,105.859 lb BOD	\$1,277.795 lb SS	\$30.147 Customers
Growth-Related Value					
8 CIP Growth-Related Improvements	\$3,642,821	\$1,333,972	\$0	\$0	\$0
9 Total Growth-Related Value	\$3,642,821	\$1,333,972	\$0	\$0	\$0
10 Total Excess and Expansion Capacity [2]	45,900	120,000	327	283	6,642
11 Growth-Related Value per unit	\$79.364 gpd	\$11.116 gpd	\$0.000 lb BOD	\$0.000 lb SS	\$0.000 Customers
12 Capacity Charge per unit [3]	\$139.742 gpd	\$25.108 gpd	\$1,105.859 lb BOD	\$1,277.795 lb SS	\$30.147 Customers

[1] Capacity at the end of the CIP period.
 [2] Sum of Planned Growth-Related Expansion Capacity and Excess Capacity.
 [3] Sum of Existing/System-wide and Growth-Related Value per unit.

Facility values are reduced to account for financing of existing and future facilities as shown in Table 2. The present value of outstanding debt service payments is deducted from existing facility value to reflect the equity in the existing system, because debt service payments will be made from future water and wastewater rates. Table 3 provides the net capacity charge for one EDU, after financial adjustments, by multiplying each unit capacity charge component from Table 2 by the demand of one single-family residential customer.

Table 4 presents the schedule of proposed water and wastewater capacity charges for the District. Water system capacity charges for residential customers are based on an Equivalent Dwelling Unit (EDU) ratio assigned for residential development whereas non-residential customers are based on the water meter size. The water meter size and EDU ratios for the various types of development are

methods that conform to industry practice and applicable laws, is easy to understand, and is simple to implement and administrate by the District.

For the wastewater system, capacity charges for residential and non-residential customers are designed such that they are charged based on the flow, BOD, and SS of the new development applied to the individual components from line 1 of Table 3. By doing so, those customers that require a larger use of facilities designed to treat BOD and SS greater than standard strength, or one EDU, may be charged accordingly. Capacity charges for several current non-residential development types of the District are provided in Table 4.

	Water	Wastewater				Total
		Volume	BOD	SS	Customer	
Capacity Charge						
1 Capacity Charge per unit	\$139.74	\$25.10	\$1,105.86	\$1,277.79	\$30.15	
2 Single-family Residential Demand	36 gpd	18 gpd	0.0491 lb BOD	0.0425 lb SS	1 Customers	
3 Capacity Charge	\$5,030.64	\$451.80	\$54.29	\$54.29	\$30.15	\$590.53

	Capacity Ratio / EDU Ratio	Proposed Water	Proposed Wastewater	Wastewater Information Used (2)			
				Flow (gpd)	BOD (mg/l)	SS (mg/l)	Customers
1 Single-family Residential [1]	1.00	\$5,030	\$590	18	327	283	1
2 Multifamily Residential [1]	1.00	\$5,030	\$590	18	327	283	1
3 Mobile Home [1]	1.00	\$5,030	\$590	18	327	283	1
4 RV Space [1]	1.00	\$5,030	\$590	18	327	283	1
5 Motels (per unit)	0.70	\$3,521	\$381	12	310	120	1
6 Motels (Manager Apartment)	1.00	\$5,030	\$590	18	327	283	1
7 Restaurants (per square foot)			\$36.00	0.167	1,000	600	1
8 Service Stations (with 2 restrooms)			\$40,747	1,000	1,000	600	1
9 Retail Shops (each)			\$5,646	200	150	150	1
10 Public Restrooms (each)			\$5,478	175	327	283	1
11 Commercial Laundries (each machine)			\$5,561	200	150	110	1
Non-Residential							
Water Meter Size		Capacity Ratio					
12 5/8"		1.00	\$5,030				
13 3/4"		1.00	\$5,030				
14 1"		1.67	\$8,400				
15 1 1/2"		3.33	\$16,749				
16 2"		5.33	\$26,809				
17 3"		10.67	\$53,670				
18 4"		16.67	\$83,850				
19 6"		40.00	\$201,200				
20 8"		66.67	\$335,350				
Unspecified [3]				Flow (\$/gpd)	BOD (\$/lb)	SS (\$/lb)	Customer (\$/Cust)
21 Charge for Each Component				\$25.10	\$1,105.86	\$1,277.79	\$30.15

[1] Per dwelling unit.
 [2] Strength information from State Water Resources Control Board.
 [3] Capacity Charge calculated based on Non-residential customer flow and strength.

Table 5 provides a comparison of the current per dwelling unit water and wastewater capacity charges with the proposed capacity charges. The total of the proposed water and wastewater capacity charges increase for all development types presented in the table.

	Water			Wastewater			Total Current Charges	Total Proposed Charges
	Current Capacity Charge	Proposed Capacity Charge	Difference	Current Capacity Charge	Proposed Capacity Charge	Difference		
	EDU RATIO							
1 Single-family Residential [1]	\$1,140	\$5,030	\$3,890	\$1,140	\$590	(\$550)	\$2,280	\$5,620
2 Multifamily Residential [1]	\$1,140	\$5,030	\$3,890	\$1,140	\$590	(\$550)	\$2,280	\$5,620
3 Mobile Home [1]	\$1,140	\$5,030	\$3,890	\$1,140	\$590	(\$550)	\$2,280	\$5,620
4 RV Space [1]	\$1,140	\$5,030	\$3,890	\$1,140	\$590	(\$550)	\$2,280	\$5,620
5 Motels (per unit)	\$780	\$3,521	\$2,741	\$780	\$381	(\$399)	\$1,560	\$3,902
6 Motels (Manager Apartment)	\$1,140	\$5,030	\$3,890	\$1,140	\$590	(\$550)	\$2,280	\$5,620

[1] Per dwelling unit.

FUTURE CAPACITY CHARGES

The proposed water and wastewater capacity charges may be increased annually with the change in the ENR CCI to capture future construction cost inflation. The capacity charge adjustment should be made on the change in the index from the date of adoption of the proposed charges. The capacity charges should be updated at least every five years or when there are substantial changes to the CIP or projected demand.

I appreciate the opportunity to serve the District on this matter. If there are any questions regarding the analyses, please contact me at 949-760-9454.

Very Truly Yours,

TUCKFIELD & ASSOCIATES



G. Clayton Tuckfield
 Principal Consultant
 Tuckfield & Associates

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Table A-1
Water Capital Improvement Program

Description	Total	Percent		Percent	
		System-wide	Growth Related	System-wide	Growth-Related
Current Capital Improvement Projects (CIP) [1]					
Phase 1					
Mobilization	120,689	62%	38%	74,827	45,862
400,000 gallon Above Ground Steel Tank	725,000	62%	38%	449,500	275,500
10-inch Diameter Potable PVC Pipe	488,000	62%	38%	302,560	185,440
12-inch Diameter Potable PVC Pipe	184,500	62%	38%	114,390	70,110
14-inch Diameter Potable PVC Pipe	480,000	62%	38%	297,600	182,400
10-inch Diameter Ductile Iron Pipe	43,800	62%	38%	27,156	16,644
Gate Valves	92,500	62%	38%	57,350	35,150
Commercial Hydrants	36,000	62%	38%	22,320	13,680
Residential Hydrants	60,000	62%	38%	37,200	22,800
Temporary Water Service	12,000	62%	38%	7,440	4,560
Pressure Testing Disinfection	9,000	62%	38%	5,580	3,420
Overhead/Contingency/Design/Construction	1,225,296	62%	38%	759,684	465,612
Phase 2					
Mobilization	-	-	-	-	-
400,000 gallon Above Ground Steel Tank	52,100	62%	38%	32,302	19,798
10-inch Diameter Potable PVC Pipe	725,000	62%	38%	449,500	275,500
10-inch Diameter Potable PVC Pipe	64,000	62%	38%	39,680	24,320
10-inch Diameter Ductile Iron Pipe	48,000	62%	38%	29,760	18,240
Gate Valves	10,000	62%	38%	6,200	3,800
Commercial Hydrants	18,000	62%	38%	11,160	6,840
Temporary Water Service	12,000	62%	38%	7,440	4,560
Pressure Testing Disinfection	9,000	62%	38%	5,580	3,420
Overhead/Contingency/Design/Construction	544,000	62%	38%	337,280	206,720
Phase 3					
Mobilization	-	-	-	-	-
400,000 gallon Above Ground Steel Tank	72,986	62%	38%	45,251	27,735
400,000 gallon Above Ground Steel Tank	725,000	62%	38%	449,500	275,500
10-inch Diameter Potable PVC Pipe	436,000	62%	38%	270,320	165,680
Commercial Hydrants	27,000	62%	38%	16,740	10,260
Residential Hydrants	24,000	62%	38%	14,880	9,120
Gate Valves	32,500	62%	38%	20,150	12,350
Temporary Water Service	12,000	62%	38%	7,440	4,560
Pressure Testing Disinfection	9,000	62%	38%	5,580	3,420
Overhead/Contingency/Design/Construction	766,493	62%	38%	475,226	291,267
Phase 4					
Mobilization	-	-	-	-	-
400,000 gallon Above Ground Steel Tank	86,537	62%	38%	53,653	32,884
400,000 gallon Above Ground Steel Tank	725,000	62%	38%	449,500	275,500
6-inch Diameter Potable PVC Pipe	99,000	62%	38%	61,380	37,620
8-inch Diameter Potable PVC Pipe	350,000	62%	38%	217,000	133,000
10-inch Diameter Potable PVC Pipe	64,000	62%	38%	39,680	24,320
8-inch Diameter Ductile Iron Pipe	99,000	62%	38%	61,380	37,620
Gate Valves	65,000	62%	38%	40,300	24,700
Commercial Hydrants	27,000	62%	38%	16,740	10,260
Residential Hydrants	60,000	62%	38%	37,200	22,800
Temporary Water Service	12,000	62%	38%	7,440	4,560
Pressure Testing Disinfection	9,000	62%	38%	5,580	3,420
Overhead/Contingency/Design/Construction	925,970	62%	38%	574,102	351,869
Total Water CIP	\$9,586,372			\$5,943,550	\$3,642,821

Appendix A-2
Outstanding Debt Obligations

USDA Community Program Processing Loan								
Year	Fiscal Year	Beginning Balance	Payment	Principal	2.075% Interest	Total Debt Service	Ending Balance	PV Remaining Debt Service
1	2018-19	\$466,991.00	\$20,690.00	\$7,902.00	\$12,788.00	\$20,690.00	\$459,089.00	\$19,704.76
2	2019-20	459,089.00	20,690.00	8,121.00	12,569.00	20,690.00	450,968.00	\$18,766.44
3	2020-21	450,968.00	20,690.00	8,347.00	12,343.00	20,690.00	442,621.00	\$17,872.80
4	2021-22	442,621.00	20,690.00	8,577.00	12,113.00	20,690.00	434,044.00	\$17,021.71
5	2022-23	434,044.00	20,690.00	8,815.00	11,875.00	20,690.00	425,229.00	\$16,211.16
6	2023-24	425,229.00	20,690.00	9,059.00	11,631.00	20,690.00	416,170.00	\$15,439.20
7	2024-25	416,170.00	20,690.00	9,310.00	11,380.00	20,690.00	406,860.00	\$14,704.00
8	2025-26	406,860.00	20,690.00	9,568.00	11,122.00	20,690.00	397,292.00	\$14,003.81
9	2026-27	397,292.00	20,690.00	9,833.00	10,857.00	20,690.00	387,459.00	\$13,336.96
10	2027-28	387,459.00	20,690.00	10,105.00	10,585.00	20,690.00	377,354.00	\$12,701.87
11	2028-29	377,354.00	20,690.00	10,385.00	10,305.00	20,690.00	366,969.00	\$12,097.01
12	2029-30	366,969.00	20,690.00	10,673.00	10,017.00	20,690.00	356,296.00	\$11,520.97
13	2030-31	356,296.00	20,690.00	10,967.00	9,723.00	20,690.00	345,329.00	\$10,972.35
14	2031-32	345,329.00	20,690.00	11,271.00	9,419.00	20,690.00	334,058.00	\$10,449.86
15	2032-33	334,058.00	20,690.00	11,583.00	9,107.00	20,690.00	322,475.00	\$9,952.24
16	2033-34	322,475.00	20,690.00	11,904.00	8,786.00	20,690.00	310,571.00	\$9,478.33
17	2034-35	310,571.00	20,690.00	12,234.00	8,456.00	20,690.00	298,337.00	\$9,026.98
18	2035-36	298,337.00	20,690.00	12,572.00	8,118.00	20,690.00	285,765.00	\$8,597.12
19	2036-37	285,765.00	20,690.00	12,920.00	7,770.00	20,690.00	272,845.00	\$8,187.74
20	2037-38	272,845.00	20,690.00	13,277.00	7,413.00	20,690.00	259,568.00	\$7,797.84
21	2038-39	259,568.00	20,690.00	13,645.00	7,045.00	20,690.00	245,923.00	\$7,426.52
22	2039-40	245,923.00	20,690.00	14,023.00	6,667.00	20,690.00	231,900.00	\$7,072.87
23	2040-41	231,900.00	20,690.00	14,411.00	6,279.00	20,690.00	217,489.00	\$6,736.07
24	2041-42	217,489.00	20,690.00	14,811.00	5,879.00	20,690.00	202,678.00	\$6,415.31
25	2042-43	202,678.00	20,690.00	15,220.00	5,470.00	20,690.00	187,458.00	\$6,109.81
26	2043-44	187,458.00	20,690.00	15,641.00	5,049.00	20,690.00	171,817.00	\$5,818.87
27	2044-45	171,817.00	20,690.00	16,075.00	4,615.00	20,690.00	155,742.00	\$5,541.78
28	2045-46	155,742.00	20,690.00	16,520.00	4,170.00	20,690.00	139,222.00	\$5,277.89
29	2046-47	139,222.00	20,690.00	16,978.00	3,712.00	20,690.00	122,244.00	\$5,026.56
30	2047-48	122,244.00	20,690.00	17,447.00	3,243.00	20,690.00	104,797.00	\$4,787.20
31	2048-49	104,797.00	20,690.00	17,930.00	2,760.00	20,690.00	86,867.00	\$4,559.24
32	2049-50	86,867.00	20,690.00	18,427.00	2,263.00	20,690.00	68,440.00	\$4,342.13
33	2050-51	68,440.00	20,690.00	18,937.00	1,753.00	20,690.00	49,503.00	\$4,135.36
34	2051-52	49,503.00	20,690.00	19,461.00	1,229.00	20,690.00	30,042.00	\$3,938.44
35	2052-53	30,042.00	20,690.00	20,000.00	690.00	20,690.00	10,042.00	\$3,750.90
36	2053-54	10,042.00	20,690.00	10,042.00	303.00	10,345.00	0.00	\$1,786.14
			\$744,840.00	\$466,991.00	\$267,504.00	\$734,495.00		\$340,568.22

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Table B-1
Sewer Capital Improvement Program

Description	Total	System-wide		Growth-Related		System-wide Improvements		Growth-Related Improvements	
		Percent System-wide	Parent Growth Related	Volume	BOD	Volume	BOD	Volume	BOD
Current Capital Improvement Projects (CIP) [1]									
Phase 1									
Mobilization	5,211	62%	38%	3,231	1,980	3,231	1,980	-	-
8-inch Diameter Sewer PVC Pipe	66,500	62%	38%	41,230	25,270	41,230	25,270	-	-
Temporary Wastewater Bypassing	9,000	62%	38%	5,580	3,420	5,580	3,420	-	-
New Manhole Structure	16,500	62%	38%	10,230	6,270	10,230	6,270	-	-
Overhead/Contingency/Design/Construction	52,904	62%	38%	32,800	20,104	32,800	20,104	-	-
Phase 3									
Mobilization	3,114	62%	38%	1,931	1,183	1,931	1,183	-	-
6-inch Diameter Sewer PVC Pipe (eag repair)	45,000	62%	38%	27,900	17,100	27,900	17,100	-	-
Temporary Wastewater Bypassing	9,000	62%	38%	5,580	3,420	5,580	3,420	-	-
Overhead/Contingency/Design/Construction	32,707	62%	38%	20,278	12,429	20,278	12,429	-	-
Phase 4									
Mobilization	1,863	62%	38%	1,155	708	1,155	708	-	-
8-inch Diameter Sewer PVC Pipe	3,500	62%	38%	2,170	1,330	2,170	1,330	-	-
10-inch Diameter Sewer PVC Pipe	20,000	62%	38%	12,400	7,600	12,400	7,600	-	-
Temporary Wastewater Bypassing	9,000	62%	38%	5,580	3,420	5,580	3,420	-	-
Overhead/Contingency/Design/Construction	19,930	62%	38%	12,356	7,573	12,356	7,573	-	-
Phase 5									
Mobilization	95,300	62%	38%	59,086	36,214	59,086	36,214	-	-
8-inch Diameter Sewer CPP Lining	358,000	62%	38%	221,960	136,040	221,960	136,040	-	-
Conversion of Existing 6-inch Diameter AC Pipe to Recycled Water	30,500	62%	38%	19,840	12,160	19,840	12,160	-	-
Conversion of Existing 8-inch Diameter AC Pipe to Recycled Water	32,000	62%	38%	18,910	11,590	18,910	11,590	-	-
6-inch Recycled Water PVC Pipe	366,000	62%	38%	228,920	139,080	228,920	139,080	-	-
8-inch Recycled Water PVC Pipe	63,000	62%	38%	39,060	23,940	39,060	23,940	-	-
Pressure Testing	10,000	62%	38%	6,200	3,800	6,200	3,800	-	-
Recycled Water Pump Station	200,000	62%	38%	124,000	76,000	124,000	76,000	-	-
Conversion of Existing 150,000 gallon Reservoir to Irrigation Service	25,000	62%	38%	15,500	9,500	15,500	9,500	-	-
Title 22 Report	35,000	62%	38%	21,700	13,300	21,700	13,300	-	-
Pico Avenue Road Grind and Overlay with Spot Repairs	48,000	62%	38%	29,760	18,240	29,760	18,240	-	-
Pan Way Road Grind and Overlay and Spot Repairs	32,800	62%	38%	20,336	12,464	20,336	12,464	-	-
Jasper Avenue Dugout Repairs and Slurry	22,500	62%	38%	13,950	8,550	13,950	8,550	-	-
Avonue Avenue Road Grind and Overlay with Spot Repairs	264,600	62%	38%	164,052	100,548	164,052	100,548	-	-
Other Way Road Grind and Overlay with Spot Repairs	36,200	62%	38%	22,444	13,756	22,444	13,756	-	-
Balboa Avenue Road Grind and Overlay and Spot Repairs	59,900	62%	38%	37,138	22,762	37,138	22,762	-	-
Balboa Avenue Slurry	4,000	62%	38%	2,480	1,520	2,480	1,520	-	-
Vista Del Mar Avenue Road Grind and Overlay and Spot Repairs	36,500	62%	38%	22,630	13,870	22,630	13,870	-	-
Vista Del Mar Slurry	4,700	62%	38%	2,914	1,786	2,914	1,786	-	-
Sidewalk Additions	40,300	62%	38%	24,986	15,314	24,986	15,314	-	-
Overhead/Contingency/Design/Construction	965,300	62%	38%	598,486	366,814	598,486	366,814	-	-
Additional WWTP Improvements									
Screw Press	265,000	62%	38%	164,300	100,700	164,300	100,700	-	-
Polymer Injection Pad / Assembly	6,125	62%	38%	3,798	2,328	3,798	2,328	-	-
Piping Modification / Installation	125,000	62%	38%	77,500	47,500	77,500	47,500	-	-
Trailer	30,000	62%	38%	18,600	11,400	18,600	11,400	-	-
Design & Permitting	41,000	62%	38%	25,420	15,580	25,420	15,580	-	-
Construction Management	19,500	62%	38%	12,090	7,410	12,090	7,410	-	-
Total Wastewater CIP	\$3,510,453			\$2,176,481	\$1,333,972	\$2,176,481	\$1,333,972	\$0	\$0

ORDINANCE NO. 120

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
SAN SIMEON COMMUNITY SERVICES DISTRICT AMENDING
WATER AND WASTEWATER CAPACITY FEE CHARGES**

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

WHEREAS, on April 14, 1993, the District adopted Ordinance No. 81 establishing service charges and connection fees for water and sewer service within the District; and

WHEREAS, on June 14, 1995, the District adopted Ordinance No. 89 establishing service charges and connection fees for water and sewer service within the District which amended service charges but made no amendments to connection fees for water and sewer service; and

WHEREAS, on March 13, 2019 and June 12, 2019, the District held a properly noticed public hearings to amend water and wastewater capacity fee charges; and

WHEREAS, Government Code Sections 66013 and 66016 provide the District the authority to amend its capacity fee charges and the District has complied with all requirements of the Government Code; and

WHEREAS, the District therefore adopts the revised water and wastewater connection fees as provided in Exhibit "A" attached hereto and incorporated herein by this reference.

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

SECTION 1. Authority, Intent and Purpose.

A. This Ordinance is adopted pursuant to Government Code sections 66013 and 66016 for the purpose of amending the District's method of calculating water and wastewater capacity charges. The District last revised its water and wastewater capacity charges on April 14, 1993 in District Ordinance No. 81.

B. The District recently completed a study to review its water and wastewater capacity charges and propose revisions to reflect the cost of providing water and wastewater capacity for needed infrastructure projects (the "Study.") The Study reviewed and analyzed the District's water and wastewater fixed assets, capital improvement plans, existing and future water and wastewater system demands and existing or planned financing.

C. Based on the Study, the District's water and wastewater capacity charges as described in Exhibit A shall not exceed the estimated reasonable cost of providing the service for which the charges are imposed. The water and wastewater capacity charges collected under this Ordinance shall be used solely for the purposes for which the charges were collected and will not be used for general spending purposes.

D. The Study and related materials are on file at the District office and have been made available for public review and inspection for more than fourteen days prior to the public hearing on the proposed amendments to the water and wastewater capacity charges. The Study and the proposed amendments to the water and wastewater capacity charges were the subject of a properly noticed public hearings of the District Board of Directors on March 14, 2019 and June 12, 2019.

SECTION 2. Legal Authority.

This Ordinance is being adopted under the authority found in Government Code section 61100(a), 61115(a), 61060(b), 66013, 66016 and other applicable law.

SECTION 3. Water and Wastewater Capacity Charges

Water and wastewater capacity charges shall be imposed in connection with applications for water and wastewater will serve commitments as set forth in the schedule of charges in Exhibit A as follows: (1) for residential units based on the equivalent dwelling units needed to serve the subject premises as determined by the District in accordance with such applications and (2) for non-residential units based on water meter size as determined by the District in accordance with such applications. As described more fully in Exhibit A, the water and wastewater capacity charges shall be increased annually pursuant to the Engineering News Records - Construction Cost Index.

SECTION 4. CEQA Findings

The Board of Directors find that this Ordinance is exempt from the requirements of the California Environmental Quality Act pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3) in that it is not a project which has the potential for causing a significant effect on the environment.

SECTION 5. Inconsistent Provisions.

This Ordinance amends portions of Ordinance 81 and Ordinance 89. To the extent that the provisions of this Ordinance may be inconsistent or in conflict with the terms and conditions of any prior district ordinance, resolution, rule or regulation governing the same subject, the provisions of this Ordinance shall prevail with respect to the subject matter thereof, and such inconsistent or conflicting terms or conditions of prior ordinances, resolutions, rules or regulations are hereby repealed.

SECTION 6. Severability.

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

SECTION 7. Effective Date and Publication.

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

This Ordinance was introduced by the Board of Directors on April 10, 2019. This Ordinance was passed and adopted at a meeting of the Board of Directors of the San Simeon Community Services District on _____, 2019; Upon motion by Director _____ and seconded by Director _____, by the following roll call vote:

Chairperson Kellas: Vice-Chair McGuire:

Director Stanert: Director Russell:

Gwen Kellas, Chairperson

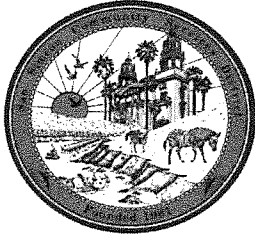
ATTEST:

Charles Grace
Secretary/General Manager

APPROVED AS TO FORM:

Natalie F. Laacke
District Counsel

5. B. PUBLIC HEARING



PUBLIC HEARING ITEM STAFF REPORT

Item 5.B. Hearing to consider protests to a proposed increase in water and wastewater system rates, recommendations to: Introduce (and First Reading by Title Only) of Ordinance No. 121 Amending the Water and Wastewater Rates.

On May 24, 2019 following direction from the Board, staff mailed a public hearing notice on proposed water & sewer rate increases and fees to local residents. A copy of the mailed notice is included with this report. A total of 208 notices were mailed to both the property owner and utility customer of record. As part of public hearing process, the District must determine whether a "majority" protests exists. A majority protest exists if a protest is received from 50% + 1 of the parcels served.

If a majority protest exists, the Board may not implement the rate increase. If no majority protest exists, the Board may consider implementation of the rate increase.

The number of parcels served is as follows:

Water: 186 parcels served. Majority = $93 + 1 = 94$.

Wastewater: 174 parcels served (12 irrigation meters) = $87 + 1 = 88$

Staff is asking that the Board consider approving the proposed water and wastewater rates.

Enc: Copy of Comparative Profit and Loss by Year
Draft District Ordinance No. 121

	A	B	C	D	E	F	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
Budget Total/Audited																				
Comparative Profit and Loss by Year																				
	7/2023-6/2024	7/2022-6/2023	7/2021-6/2022	7/2020-6/2021	7/2019-6/2020	7/2018-6/2019	7/2017-6/2018													
	Profirma	Profirma	Profirma	Profirma	Profirma	Final	Audited													
5	7/1/19	17:38 @ hrs	(CPI = ID CUJRS49ASAO, CUJRS49ASAO All Item Los Angeles-Long Beach-Anaheim, CA	\$ 583,055.34	\$ 526,719.38	\$ 477,750.00	\$ 455,000.00	\$ 477,750.00	\$ 455,000.00	\$ 386,561.00	\$ 380,472.00									
6	7	Ordinary Expenses	CPI 1992-84=100	\$ 480,124.97	\$ 457,261.88	\$ 435,487.50	\$ 395,000.00	\$ 414,750.00	\$ 395,000.00	\$ 347,965.00	\$ 333,668.00									
			Rate Increase = CPI +	\$ 110,298.13	\$ 105,045.84	\$ 100,043.65	\$ 90,742.54	\$ 95,279.67	\$ 90,742.54	\$ 85,768.00	\$ 81,567.00									
			Operating Revenues	\$ 101,374.58	\$ 98,421.92	\$ 95,555.26	\$ 90,070.00	\$ 92,772.10	\$ 90,070.00	\$ 75,000.00	\$ 91,754.00									
			Utility fees-waste	\$ 563,055.34	\$ 526,719.38	\$ 501,637.50	\$ 455,000.00	\$ 477,750.00	\$ 455,000.00	\$ 386,561.00	\$ 380,472.00									
			Utility fees-water	\$ 480,124.97	\$ 457,261.88	\$ 435,487.50	\$ 395,000.00	\$ 414,750.00	\$ 395,000.00	\$ 347,965.00	\$ 333,668.00									
			Service fees	\$ 110,298.13	\$ 105,045.84	\$ 100,043.65	\$ 90,742.54	\$ 95,279.67	\$ 90,742.54	\$ 85,768.00	\$ 81,567.00									
			State of Calif utility fees-waste	\$ 101,374.58	\$ 98,421.92	\$ 95,555.26	\$ 90,070.00	\$ 92,772.10	\$ 90,070.00	\$ 75,000.00	\$ 91,754.00									
			Total Operating Revenue	\$ 1,244,853.02	\$ 1,187,449.01	\$ 1,132,723.92	\$ 1,030,812.54	\$ 1,080,551.77	\$ 1,030,812.54	\$ 895,294.00	\$ 887,461.00									
			Property Taxes	\$ 93,424.01	\$ 91,592.16	\$ 89,796.24	\$ 86,309.34	\$ 88,035.53	\$ 86,309.34	\$ 84,617.00	\$ 83,231.00									
			4100	\$ 93,424.01	\$ 91,592.16	\$ 89,796.24	\$ 86,309.34	\$ 88,035.53	\$ 86,309.34	\$ 84,617.00	\$ 83,231.00									
			4101																	
			4120																	
			4130																	
			4140																	
			4150																	
			4160																	
			4170																	
			4180																	
			4190																	
			4220																	
			4230																	
			4270																	
			4280																	
			Total Property Taxes	\$ 93,424.01	\$ 91,592.16	\$ 89,796.24	\$ 86,309.34	\$ 88,035.53	\$ 86,309.34	\$ 84,617.00	\$ 83,231.00									
			Other Income																	
			4750																	
			4800																	
			4900																	
			Total Other Income																	
			Total Income	\$ 1,338,277.03	\$ 1,279,041.17	\$ 1,222,520.16	\$ 1,117,121.88	\$ 1,168,587.30	\$ 1,117,121.88	\$ 979,911.00	\$ 970,692.00									
			Expense																	
			6000																	
			6015																	
			6017																	
			6020																	
			6025																	
			6030																	
			6031																	
			6035																	
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			6080																	
			6095																	
			6100																	
			6105																	
			6110																	
			6115																	
			6120																	
			6125																	
			6130																	
			6135																	
			6145																	
			6150																	
			6180																	
			6191																	
			6192																	
			6195																	
			Total Expense	\$ 10,787.88	\$ 10,473.67	\$ 10,168.61	\$ 9,584.89	\$ 9,872.44	\$ 9,584.89	\$ 9,234.00	\$ 9,125.00									
			Net Operating Income(Loss)	\$ 324,363.48	\$ 324,363.48	\$ 295,648.61	\$ 243,456.66	\$ 268,712.01	\$ 243,456.66	\$ 161,373.13	\$ 25,315.00									
			Other Income/Expenses																	
			8010																	
			8030																	
			Total Other Income	\$ 324,363.48	\$ 324,363.48	\$ 295,648.61	\$ 243,456.66	\$ 268,712.01	\$ 243,456.66	\$ 161,373.13	\$ 25,315.00									
			Other Expenses																	
			9010																	
			9030																	
			Total Other Expenses	\$ 147,508.04	\$ 141,967.73	\$ 136,648.01	\$ 126,633.82	\$ 131,539.66	\$ 126,633.82	\$ 121,997.90	\$ 119,820.00									
			Interest Income																	
			Interest - LAIF																	
			Grant Funds																	
			Total Other Income	\$ 20,259.16	\$ 19,669.09	\$ 19,096.20	\$ 18,000.00	\$ 18,540.00	\$ 18,000.00	\$ 2,029.62	\$ 2,908.00									
			Total Other Expenses	\$ 147,508.04	\$ 141,967.73	\$ 136,648.01	\$ 126,633.82	\$ 131,539.66	\$ 126,633.82	\$ 121,997.90	\$ 119,820.00									
			Net Other Income (Loss)	\$ 184,843.18	\$ 184,843.18	\$ 159,459.81	\$ 116,822.84	\$ 157,172.01	\$ 116,822.84	\$ -140,698.28	\$ 245,305.00									
			Net Income (Loss)	\$ 184,843.18	\$ 184,843.18	\$ 159,459.81	\$ 116,822.84	\$ 157,172.01	\$ 116,822.84	\$ -140,698.28	\$ 245,305.00									
			Capital Reserves	\$ 866,295.16	\$ 718,787.12	\$ 576,819.39	\$ 308,631.72	\$ 440,171.38	\$ 308,631.72	\$ 121,997.90	\$ 970,692.00									

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ORDINANCE NO. 121

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SAN SIMEON
COMMUNITY SERVICES DISTRICT AMENDING WATER AND WASTERWATER
SYSTEM SERVICE RATES AND CHARGES**

WHEREAS, San Simeon Community Services District (“District”) is a community services district duly formed under Government Code § 61000 *et seq.* to provide community services, including water and wastewater services, within the District’s service area; and

WHEREAS, California law, including but not limited to, Government Code § 61115, provides that the District may prescribe and collect rates or other charges for the services and facilities furnished by it; and

WHEREAS, it is necessary for the District to produce additional revenues to offset the annual increases in operating, maintenance and capital costs; and

WHEREAS, on July 10, 2019, the District conducted a duly noticed public hearing wherein the Board of Directors considered public comment in support and in opposition to the proposed water and wastewater rate increase and whether or not a majority protest to the proposed rate increase exists pursuant to Section 6 of Article XIII D of the California Constitution. At the conclusion of the public hearing, the Board found that approximately XXX written protests were received and that a majority protest did not exist; and

WHEREAS, the District makes the following findings of fact regarding its compliance with the procedural requirements under Section 6 of Article XIII D of the California Constitution for the water and wastewater rate increase:

- District staff mailed notices of the proposed rates and charges to record owners of identified parcel upon which the rates and charges would be imposed. The District complied with this procedural requirement by mailing the notice to the owners of properties within the boundaries of the District at the address shown on the last equalized assessment roll as provided by the San Luis Obispo County Assessor’s Office.
- District staff mailed notices of the proposed rates and charges to the property owners and tenants to the addresses which the water/ wastewater service billing statements are customarily mailed.
- The notices were mailed on May 22, 2019, which is at least forty-five (45) days prior to the public hearing to determine whether a majority protest exists against the rates and charges.
- The notices included (1) the amount of the rates and charges proposed in water/ wastewater increase, (2) the basis and reasons for the proposed rate and charges increase, (3) the date, time and location of the public hearing to protest the rate increase and (4) the manner by which a landowner could protest.

- A duly noticed public hearing was held on July 10, 2019 wherein the Board of Directors considered public comment in support and in opposition to the proposed water and wastewater rate increase and the Board determined whether or not a majority protest to the proposed rate increase existed.

WHEREAS, the District makes the following findings of fact regarding its compliance with the substantive requirements under Section 6 of Article XIII D of the California Constitution for the water and wastewater rate increase:

- Revenues derived from the fee or charge do not exceed the funds required to provide the property related service.
- Revenues derived from the fee or charge are not used for any purpose other than that for which the fee or charge was imposed.
- The amount of a fee or charge imposed upon any parcel or person as an incident of property ownership does not exceed the proportional cost of the service attributable to the parcel.
- No fee or charge may be imposed for a service unless that service is actually used by, or immediately available to, the owner of the property in question.
- No fee or charge may be imposed for general governmental services including, but not limited to, police, fire, ambulance or library services, where the service is available to the public at large in substantially the same manner as it is to property owners.

WHEREAS, the Board of Directors of the San Simeon Community Services District, do ordain as follows:

NOW, THEREFORE, BE IT ORDAINED, by the Board of Directors of the District:

SECTION 1: Pursuant to Government Code Section 25215.5, and in accordance with Article XIID of the California Constitution and the Proposition 218 Omnibus Implementation Act (commencing with Section 53750 of the California Government Code), there are hereby established within the San Simeon Community Services District, Rates for Water and Wastewater Service and a Schedule of Adjustment for Inflation as specified in Exhibit "A" hereto, which Exhibit "A" is incorporated herein by this reference, for the purpose of providing water and wastewater service.

SECTION 2: Effective Date and Publication. This ordinance shall take effect and be in full force and effect thirty (30) days after its passage and before the expiration of fifteen (15) days after passage of this ordinance, it shall be published once with the names of the members of the Board of Directors voting for and against the ordinance in a newspaper of general circulation published in the County of San Luis Obispo, State of California.

SECTION 3. Inconsistent Provisions. To the extent that the provisions of this Ordinance may be inconsistent or in conflict with the terms and conditions of any prior District ordinance, resolution, rule or regulation governing the same subject, the provisions of this Ordinance shall prevail with respect to the subject matter thereof, and such inconsistent or conflicting terms or conditions of prior ordinances, resolutions, rules or regulations are hereby repealed.

SECTION 4. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of California, such decision shall not affect the validity of the remaining portions of this Ordinance. The District Board hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

SECTION 5: CEQA Findings. The Board of Directors of the District finds that the rates and charges adopted by this Ordinance are exempt from the California Environmental Quality Act pursuant to Public Resources Code § 21080(b)(8) and CEQA Guidelines Section 15273. The District General Manager is directed to prepare and file appropriate notices.

This Ordinance was introduced at a regular meeting of the Board of Directors held on July 10, 2019. This Ordinance was passed and adopted at a meeting of the Board of Directors of the San Simeon Community Services District on _____; Upon motion by Director _____ and seconded by Director _____, by the following roll call vote:

Chairperson Kellas: Vice-Chair McGuire:
Director Russell: Director Stanert:

Gwen Kellas, Chairperson

ATTEST:

Charles Grace
Secretary/General Manager

APPROVED AS TO FORM:

Natalie F. Laacke
District Counsel

EXHIBIT "A"

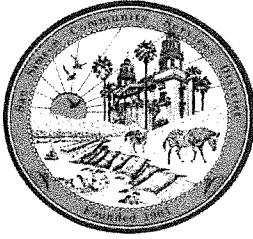
SCHEDULE OF WATER AND WASTEWATER SYSTEM SERVICE RATES



EXHIBIT "A"

Service Fee	Current Rates	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Per Month - Per Meter	\$34.20	\$36.18	\$37.27	\$38.39	\$39.54	\$40.72
**CPI + % increase		5.8%	CPI + 3.0%	CPI + 3.0%	CPI + 3.0%	CPI + 3.0%
Water Rates						
*Per 100cf Water Used						
All Users	\$12.22	\$12.93	\$13.32	\$13.72	\$14.13	\$14.55
**CPI + % increase		5.8%	CPI + 3.0%	CPI + 3.0%	CPI + 3.0%	CPI + 3.0%
Irrigation Meters	\$20.47	\$21.65	\$22.30	\$22.97	\$23.66	\$24.37
**CPI + % increase		5.8%	CPI + 3.0%	CPI + 3.0%	CPI + 3.0%	CPI + 3.0%
Sewer Rates						
*Per 100cf Water Used						
Motels	\$14.93	\$15.79	\$16.27	\$16.75	\$17.26	\$17.77
**CPI + % increase		5.8%	CPI + 3.0%	CPI + 3.0%	CPI + 3.0%	CPI + 3.0%
Residences	\$9.19	\$9.72	\$10.01	\$10.31	\$10.62	\$10.94
**CPI + % increase		5.8%	CPI + 3.0%	CPI + 3.0%	CPI + 3.0%	CPI + 3.0%
Restaurants	\$23.12	\$24.46	\$25.19	\$25.95	\$26.73	\$27.53
**CPI + % increase		5.8%	CPI + 3.0%	CPI + 3.0%	CPI + 3.0%	CPI + 3.0%
Commercial	\$9.19	\$9.72	\$10.01	\$10.31	\$10.62	\$10.94
**CPI + % increase		5.8%	CPI + 3.0%	CPI + 3.0%	CPI + 3.0%	CPI + 3.0%
<p align="center"><i>*100cf = 748 gallons = 1 unit of water (accounts are billed in units)</i></p> <p align="center"><i>**CPI + (The dollar amounts shown above for FY 2021 to 2024 include the proposed percentage increase. CPI is added when the Bureau of Labor Statistics publishes CPI).</i></p>						

6. A. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

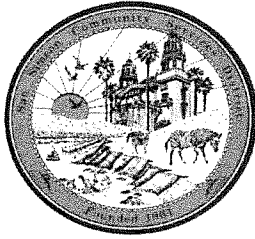
Item 6.A. Discussion regarding the California Coastal Commission meeting and permit conditions for the Waste Water Treatment Plant after the fact permit for the rip-rap.

SSCSD Staff provided a copy of the revised special conditions recommended by Coastal Commission Staff at a Special Meeting of the SSCSD Board held on July 3, 2019. These conditions will be included in the Coastal Commission Staff report being presented to the Coastal Commissioners during their July 11, meeting. The full staff report can be found at: <https://www.coastal.ca.gov/meetings/agenda/#/2019/7>.

A letter response from the SSCSD Chairperson and comments have been prepared for the Coastal Commission meeting per direction to staff at the SSCSD Special Meeting.

Staff is asking the Board if there are any additional comments or direction to staff.

6. B. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 6.B. Consideration of candidates to replace the Board of Director Vacancy created by the Failure of Director Hunter Smith to Attend Three Consecutive Board Meetings and Board Appointment of a new Director.

Per the County Clerk Records office, staff posted the appointment request for applications in three places (District Office, Chamber Office, and Post Office) on June 14, 2019. Additionally, notices were mailed to all rate payers with San Simeon and Cambria mailing addresses, and the residents of the mobile home park.

We received one application, which has been enclosed with this packet. Staff recommends the appointment of a candidate to the Board. Once the appointment has been made, the appointee can be sworn during the August 14, 2019 Board meeting.

Enc: Application

SAN SIMEON COMMUNITY SERVICES DISTRICT



RECEIVED

JUN 26 2019

BY: CAW

APPLICATION FOR VACANT BOARD OF DIRECTOR SEAT

Name: William John Carson

Phone # [REDACTED]

Address: [REDACTED]

Email [REDACTED]

Please list experience you have that would benefit your serving on the SSCSD Board.

Have been a business owner for 30 years
Owned Gold Coast Realty in Cambria for 22 years
Have worked with employees and customers.
Owned and developed Real Estate Subdivisions
Can and will use tact and restraint when
dealing with the public.

Why do you want to be a Director on the SSCSD Board?

To help provide good clean water to the
Community of San Simeon
To help make the sewer system "State of
the Art" at the least cost possible to
rate payers in San Simeon
To obtain an additional source of water
so San Simeon can be built out in the
best way possible.

I am a registered voter residing in the above named jurisdiction. If appointed, I will qualify and accept the above stated office and serve to the best of my ability.

I am aware that any person who files or submits for filing a declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine or imprisonment, or both, as set forth in Election Code § 18203.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

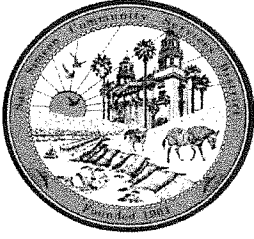
[Handwritten Signature]
Signature of candidate

6/22/19
Date

Caitlyn Murguia
Application received by

6/26/19
Date

6. C. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 6.C. Authorization for the General Manager to enter into an agreement with Simply Clear Marketing & Media in the amount of \$10,900.00 for website overhaul.

A representative from Simply Clear Marketing & Media will be presenting information at the Board meeting.

In 2017, the Board authorized staff to obtain Techbunnies to create a new website for the District. The cost for the new website was \$11,500.00. Prior to this agreement, the District website was being maintained by an independently owned business, which often resulted in a delayed response time when posting new items on the website. Additionally, there was a monthly maintenance fee for this service. One of the main reasons for having Techbunnies create a new website for the SSCSD was to avoid the monthly maintenance fee.

Over the last two years, the District has paid \$1,500 to have updates made to the website. Recently, the State of California has passed several bills (SB 2294, SB998) that will require additional information be made available on our website. These changes will impact the overall structure of the District website. Staff believes that it would best serve the constituents to work with a local company that can be responsive to any updates and changes that need to occur on the website.

Some of the important changes that the proposal includes are:

- The District website will now be .org instead of .com. This will make it easier for people to find on the web.
- The Board of Directors will have @sansimeoncsd.org email addresses.
- Customers will be able to make a payment to their utility account using a credit card via the website.
- Although there will be a monthly service fee, this will allow for the site to be easily updated. There are three monthly cost options listed in the proposal.
- Existing information on the website, such as the resolutions and ordinances, will be presented in a more user friendly format.

The estimated cost to have Techbunnies make these changes would be equal to or greater than having a new website created.

Two other local website design companies were solicited for bids and both did not provide proposals. Information from a fourth company was recently suggested to staff. They were contacted and information was not obtained prior to distribution of the Board Packet.

Staff is recommending acceptance of the proposal from Simply Clear Marketing & Media. Their response time and the ability to easily contact the firm during business hours increases the efficiency of District staff. They also offer after hours support, should the District chose this option.

Staff is recommending that the Board approve the proposal.

Enc: Proposal from Simply Clear Marketing & Media



Website and Marketing

San Simeon CSD

June 03, 2019

Proposal by: Simply Clear Marketing
Proposal for: Cortney Upthegrove-Murguia

About Simply Clear Marketing

Established in 2005, Simply Clear Marketing & Media is a multi-faceted marketing & media company dedicated to connecting, educating & supporting community members and business leaders throughout San Luis Obispo County. Clients appreciate working with us because of our results-oriented, partner-like approach, that is why 90% of our business is generated through repeat clients and referrals. Our Simply Clear Marketing team is passionate about small business, relationship building and innovative technology. With this in mind, our goal is to educate local businesses on how to build an online presence and support them in growing their business through a variety of creative and cutting edge digital products and services.

Client case studies and testimonials may be viewed at simplyclearmarketing.com/digital-marketing

Website Proposal Overview

This proposal is for the complete design, development, hosting, and support of your new website, including:

- Strategic Consulting – work together on defining goals and direction for your new site to help ensure its success
- Front-end Design – create an engaging user experience with custom graphics that support your brand and goals
- Setup of Wordpress, a user-friendly interface for you to effortlessly administer your site
- Import your supplied data and assist with laying out your content
- Pre-launch training on administrating your new site
- Pre-launch and post-launch quality assurance testing to ensure all is operating as intended
- Secure hosting and system maintenance
- Ongoing technical support, training, and feature updates

The following sections go into greater detail of the services and features you'll be receiving:

Custom CMS Design

We will work together with you and your team to create an engaging user experience (UX) with a visual design that supports your brand and site goals. This includes the development of a creative brief, mood board, custom wire frames, and design mock ups for your home page. Your category, product and interior content pages will be designed based upon our system's existing platform and a uniquely constructed website architecture customized with your brand's fonts, colors, and graphics based on the home page.

We will work independently based on our discovery session and our experience to research key word, key phrase and voice enabled searches related to your business and the industry/vertical it exists in. This includes an in-depth analysis and research of your competition and peers locally, regionally and nationally. It also includes various software audits combined with an intuitive and creative industry specific application component. This will form the foundation of the back-end of your website and serve as the architecture for the website designer and programmer to translate into the finished product.

This includes the creation of:

- custom wire frames
- design mock ups for your home page

Your interior content pages will be designed based upon our system's existing architecture (customized with your brand's fonts, colors, and graphics).

Up to 2 revisions are included for each design mock up. A revision is defined as a change that does not alter the entire layout, but alters specific elements; fonts, colors, icons, or layout of elements (within the existing architecture).

Marketing Features

- **SEO/SEM** – each page will contain user-friendly search engine optimization tags for ranking higher in search engines
- **MicroData Implementation** - an effective technique to enhance search engine visibility and click-thru rates. Once implemented, your page data will show up in search engines (rating, # of reviews)

Platform Features

Your new website will include access for administration of day-to-day functions. Without any programming skills you'll be able to control:

- All dynamic text, images, videos, and links
- Navigation menu including sub-menus
- Search Engine Optimization
- Admin users and permissions
- Export of data
- Report of site performance

Digital Marketing Toolbox

What gets measured gets done. However, it's challenging to measure without reporting tools that help you determine success (or failure). Our Digital Marketing Toolbox is that kind of effective reporting matrix.

It includes a variety of robust monitoring and reporting suites like **Google Ads, Google Webmaster, Google Analytics, and Google My Business**. Each tool offers different benefits for reporting and measuring your online platform's success.

Google Ads, and its interface with Google Analytics, provides detailed reporting on your online media spend. Google Analytics is a sophisticated platform for monitoring website visits, actions, and customer demographics. Google Webmaster is a powerful tool in uncovering website issues. And Google My Business is a must-have for brick-and-mortar businesses.

We'll set up and configure each platform for you, and train your staff in its ongoing use.

Gmail Email - Set Up

"I never got your email"... Said by customers of many companies who aren't using a leading email platform.

Setting up domain-branded email addresses, along with complicated anti-spam configurations, device installation, and other requirements make email management confusing and time consuming.

Trusted by over 5M businesses, Gmail for Business is the premier cloud-based email platform for managing your company's online communication.

We'll use best business practices to configure your website domain as your email address, create up to five email addresses, configure applicable options, and provide training to help your team set up matching email accounts on their own devices.

Business Listing BOOST

When customers search for local businesses online, the number one item they seek is hours of operation, according to research from Google. The study also found that businesses with complete online listings are three times as likely to be viewed as dependable and high quality.

With our Listings Boost software, your business details, like website, phone number, and hours of operation will be installed and updated in over 100 of the most popular web platforms (like Yelp, Google, Apple, Facebook, among others).

After setting you up, we'll scour the Internet every month to find places where your business isn't listed—and get it listed.

Fee Summary

Setup Fee for Website Platform	\$10,900
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Includes everything outlined in the proposal for the initial build out of your new website.

Gmail Email - Set Up	\$0
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Please refer to Project Overview for description. Does not include ongoing support or service fees from Google.

Business Listing BOOST - Set up	\$0
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Please refer to Project Overview for description. Service fee renews annually.

Total	\$10,900
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Optional Items

Note: Optional items are not included in proposal fees

Website Maintenance & Support for Website Platform *(per month)* \$249

This recurring monthly service fee commences the month your new site goes live.

- Wordpress maintenance subscription with ongoing security updates to your site's modules
- Unlimited defect resolution for reported bugs with your site. Afterhours support is always available for mission-critical emergencies related to your site's performance. Support for third party applications will be quoted on an as needed basis
- Website and Blog
 - 100 GB of Monthly Bandwidth / Data Transfer is included. Additional 1 GB: \$8/month
 - 5 GB of Web Storage is included. Additional 1 GB: \$5/month

Website Maintenance & Support for Platform *(per month)* \$325

This recurring monthly service fee commences the month your new site goes live.

- Wordpress maintenance subscription with ongoing security updates to your site's modules
- Unlimited defect resolution for reported bugs with your site. Afterhours support is always available for mission-critical emergencies related to your site's performance. Support for third party applications will be quoted on an as needed basis
- Website and Blog
 - 100 GB of Monthly Bandwidth / Data Transfer is included. Additional 1 GB: \$8/month
 - 5 GB of Web Storage is included. Additional 1 GB: \$5/month

Website Maintenance & Support for Platform *(per month)* \$400

This recurring monthly service fee commences one month your new site goes live.

- Wordpress maintenance subscription with ongoing security updates to your site's modules
- Unlimited defect resolution for reported bugs with your site. Afterhours support is always available for mission-critical emergencies related to your site's performance. Support for third party applications will be quoted on an as needed basis

- Website and Blog
 - 100 GB of Monthly Bandwidth / Data Transfer is included. Additional 1 GB: \$8/month
 - 5 GB of Web Storage is included. Additional 1 GB: \$5/month

Authorization to Proceed

By hiring Simply Clear Marketing & Media, you've enlisted our expertise at how best to accomplish the goals that your team and our team have defined. In order to accomplish those goals we require your participation and cooperation. In the end, the quality of the result will depend significantly on the quality of your participation.

SCMM and San Simeon CSD agree upon the responsibilities and estimates described in this Authorization to Proceed document. San Simeon CSD agrees to pay the full fees detailed herein and authorizes SCMM to proceed with the work described in this document based on the time estimates provided.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the date first set forth herein above.

Client:

San Simeon CSD

Simply Clear Marketing & Media:

615 Clarion Ct. # 2
San Luis Obispo, CA 93401

Payment Terms

Project Setup Fee may be paid by money wire, check, or credit card via one of the following 2 payment options:

1. Prepay entire Setup Fee upfront and receive a 3% discount.
2. Pay 50% of Setup Fee upfront and the remaining 50% within 4 weeks of project commencement.

All recurring fee billings associated with your website will commence when your new site goes live. Digital Marketing Services fee billings (if any) will commence on a month-to-month basis as soon as they are implemented.

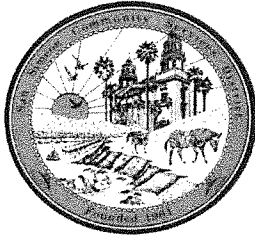
*Paying by credit card incurs a 3% charge based on the total amount paid.

This proposal is valid for 30 days from presentation. Thereafter, services and pricing is subject to change.

Getting Started

Please click "Accepted" on the very top of the page (next to the word "Pending") and digitally sign to confirm your understanding and agreement of the information written herein.

6. D. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 6.D. Discussion regarding the formation of a sub-committee related to regional infrastructure.

During the May Board meeting the Board discussed the formation of a sub-committee related to regional infrastructure. The need for this item is a result of the special conditions related to the Coastal Development Permit (CDP) for after-the fact rip rap installed at the waste water treatment plant. During the May Board meeting this item was tabled. In order for the Board to make a determination about what type of committee would best serve this task, staff has prepared the following information;

Options for Working on Regional Infrastructure Issues:

Ad hoc Committee

- Typically consists of two Board members and a staff member(s)
- Typically meetings are not open to the public
- The committee has no authority to take action
- The committee meets to gather and share information
- The committee makes recommendations to the Board on how to proceed and the Board makes the decision

Special Committee

- Typically consists of two Board members, members of the public and staff member(s)
- Meetings must be agenzized, open to the public and subject to the Brown Act
- The committee has no authority to take action
- The committee meets, gathers/ shares information and reports back to the Board
- The committee makes recommendations to the Board on how to proceed and the Board makes the decision

Below are relevant portions of the San Simeon CSD Policy Manual concerning committees:

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

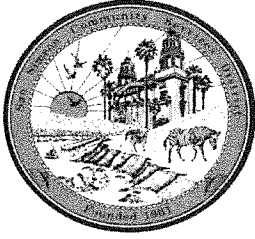
appointment of the Chairperson of the Board of Directors. Committees shall be governed by the following policies and rules.

- At its first meeting, each Standing Committee shall select a Chairperson, which shall be one of the two Board members on the committee.
- No more than two Directors of the Board shall serve on any one Committee. Other Directors may attend Committee meetings **as observers** in accordance with the Brown Act. "As observers" the Board members may not ask questions or make statements while attending the meeting, nor may they sit in the special chairs on the dais while attending the meeting. "As observers" the Board members have no authority to participate in any way in Committee discussions.
- Committees should focus on matters which typically require extensive research and review.
- 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 Chairperson of the Standing Committee or other Director member.
- Duties and Functions: At the time the Chairperson of the Board of Directors 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, subject to Board approval.
- The Committee shall give a report at the regular meeting of the Board of Directors and if a need to take action should arise, the Committee shall bring a recommendation to the Board of Directors at any duly noticed meeting. The Committee Chairperson shall notify the General Manager of items to be placed on the agenda where action is needed, if possible, one week prior to the meeting.

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

13.04. Special Committees. In addition to the other committees discussed above, 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, subject to Board approval, and shall serve at the Board's pleasure. All Special Committee meetings shall be open to the public, have an agenda and otherwise be subject to the Brown Act.

6. E. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 6.E. Approval of Resolution 19-411 authorizing matching funds for the NFWF Grant application in the amount of \$125,000.

During the June Board meeting this matter was added to the agenda as an emergency item. The deadline for the grant submittal is July 22, 2019. During the June discussion the Board voted to direct staff to move forward with submitting an application for a final project on behalf of the District. Additionally, the Board voted to allocate \$15,000 to Wood, Inc. to prepare the application packet on behalf of the District.

The grant requirement is for matching funds in the amount of \$125,000. If our project is selected the total award amount to the District would be \$250,000.

Staff has prepared resolution 19-411 which is a commitment from the District to meet any matching funds requirements for the NFWF grant not to exceed the amount of \$125,000. Staff is asking the Board to provide direction related to this item.

Enc: Resolution 19-411

RESOLUTION NO. 19-411

**A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE
SAN SIMEON COMMUNITY SERVICES DISTRICT
AUTHORIZING MATCHING FUNDS FOR THE NFWF GRANT**

WHEREAS, the San Simeon Community Services District (“District”) is a community services district duly formed under Government Code Section 61000 et seq. to provide community services within the District’s service area, including water, sewer and services; and

WHEREAS, pursuant to Government Code Section 61060(h), the District is authorized to enter into and perform all contracts; and

WHEREAS, the National Fish and Wildlife Foundation (“NFWF”) provides assistance to communities and public agencies through grants to enhance, sustain and restore fish, wildlife and plants and their habitats; and

WHEREAS, the District has applied for a NFWF grant to fund such restoration projects, primarily surrounding its wastewater treatment plant; and

WHEREAS, the NFWF requires grant recipients to provide “matching” funding on a particular project as a condition to being awarded a grant; and

WHEREAS, the District’s Board would like to commit to provide matching funding of up to \$125,000 for the restoration project proposed with the NFWF grant;

NOW THEREFORE, the Board of Directors of the San Simeon Community Services District, does resolve as follows:

1. Completion of the proposed restoration project submitted with the NFWF grant would be the best interests of the District and would enhance and sustain the District’s natural wildlife, plants and their habitat;
2. The General Manager is authorized to utilize up to \$125,000 of District funds for the NFWF restoration project, as “matching” funds, should the District be awarded the NFWF grant

PASSED AND ADOPTED by the Board of Directors of the San Simeon Community Services District on July 10, 2019 by the following roll call vote:

Chairperson Kellas: Vice-Chair McGuire:

Director Russell: Director Stanert:

Gwen Kellas, Chairperson
San Simeon Community Services District

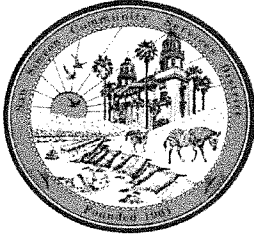
ATTEST:

Board Secretary of the
San Simeon Community Services

APPROVED AS TO FORM:

District Counsel

6. F. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 6.F. Discussion regarding the Beautification Grant award and the scope of work to be completed.

During the June 24, 2019 special meeting a motion was made to direct staff to move forward this application. Director Stanert requested that this matter be placed on the agenda for the July Board meeting.

6. G. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 6.G. Authorization for the General Manager to retain De Alba Construction to perform repairs at the Waste Water treatment plant (WWTP) not to exceed the amount of \$11,870.00.

Staff contacted two additional contractors to obtain quotes for these repairs. One declined to bid, the other did not return our phone call.

Staff was able to obtain quotes from De Alba Construction. Staff is asking that the Board approve these estimates and allow the District to proceed with the work described.

Enc: Proposals from De Alba Construction

Estimate

De Alba Construction

Lic. 892887

DATE: JUNE 6, 2019

540 Pico Ave San Simeon, CA 93452

Phone [REDACTED]
 [REDACTED]

TO SSCSD
 111 Pico ave
 San Simeon, CA 93452

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Remove carport and dispose of all trash		\$ 870
	Rebuild a Carport with pressured treated 4x6 posts and beams and 2x6 rafters. Install asphalt roll roof		\$3,500
TOTAL			\$4,370

Quotation prepared by: Jerardo De Alba _____

This is a quotation on the goods named, subject to the conditions noted below: Any changes to the estimate may result in price change, or if there is any unforeseen repairs.

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

Estimate

De Alba Construction

Lic. 892887

DATE: JUNE 6, 2019

540 Pico Ave San Simeon, CA 93452

Phone: [REDACTED]

TO SSCSD
111 Pico Ave
San Simeon, CA 93452

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Remove and replace Fascia around office, dispose of all trash		\$ 2,000
	Replace roof and dispose all trash		\$4,400
	Paint exterior of office		\$1,100
TOTAL			\$7,500

Quotation prepared by: Jerardo De Alba _____

This is a quotation on the goods named, subject to the conditions noted below: Any changes to the estimate may result in price change, or if there is any unforeseen repairs.

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!