

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



**REGULAR BOARD MEETING
PACKET**

**February 8, 2022
Meeting Start Time 5:00 pm**

Virtual Board Meeting via Zoom Webinar

Prepared by:



GRACE
ENVIRONMENTAL SERVICES

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING
Tuesday, February 8, 2022
5:00 pm

Pursuant to San Simeon CSD Resolution 22-439 and in compliance with AB 361 this meeting shall occur as a virtual teleconference using the Zoom app.

Internet Meeting Location – Via ZOOM

Join Zoom for Regular Board Session:

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

Or One tap mobile:

US: +16699009128, 87307810050#

Or Telephone:

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

US: +1 669 900 9128

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

Webinar ID: 873 0781 0050

NOTE: On the day of the meeting, the virtual meeting room will be open 30 minutes prior to the meeting start time. If you wish to submit public comment in the written format you can email Cortney Murguia at admin@sansimeoncsd.org. Members of the public can also contact the District office at (805) 927-4778 or (805) 400-7399 with any questions or concerns related to this agenda or accessing the meeting.

1. REGULAR SESSION: 5:00 PM -

- A. Roll Call
- B. Report from 4:00 PM Closed Session

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 January.

- ii. **CHP Report** – Report for January.
- iii. **Superintendent’s Report** – Summary of January Activities.
- iv. **General Manager’s Report** – Summary of January Activities.
- v. **District Financial Summary** – Summary of January Financials.
- vi. **District Counsel’s Report** – Summary of January Activities.
- vii. **Board Member Report** – Summary of January Activities.

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

4. CONSENT AGENDA ITEMS:

Public Comment – This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #4 Consent Agenda Items. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes.

- A. REVIEW AND APPROVAL OF MINUTES FOR THE REGULAR MEETING ON JANUARY 11, 2022.**
- B. REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL MEETING ON JANUARY 11, 2022.**
- C. REVIEW AND APPROVAL OF MINUTES FOR THE 5PM SPECIAL MEETING ON JANUARY 31, 2022.**
- D. REVIEW AND APPROVAL OF DISBURSEMENTS JOURNAL.**
- E. ADOPTION OF RESOLUTION 22-441 TO CONTINUE VIRTUAL MEETINGS PURSUANT TO THE PROVISIONS OF AB 361.**

5. PUBLIC HEARING:

Public Comment – Public comment will be allowed for each individual public hearing item. Members of the public wishing to speak on public hearing 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 public hearing item.

- A. CONSIDERATION OF INPUT FROM THE COMMUNITY REGARDING THE VOTING AREAS SCENARIOS FOR A DISTRICT BASED ELECTION SYSTEM.**
- B. SECOND READING AND ADOPTION OF ORDINANCE NO. 122 OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT REGARDING PARKING REGULATIONS.**

6. BUSINESS ACTION ITEMS:

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

- A. PRESENTATION FROM AKEL ENGINEERING TO DISCUSS AND REVIEW THE PROCESS FOR THE URBAN WATER MANAGEMENT PLAN.**
- B. DISCUSSION, REVIEW AND APPROVAL OF A CONTRACT WITH MOSS, LEVY & HARTZHEIM, LLP TO PERFORM AUDITING SERVICES FOR FISCAL YEARS 2021/2022, 2022/2023 AND 2023/2024.**
- C. DISCUSSION, REVIEW AND APPROVAL OF STANDING COMMITTEE MEMBERS PURSUANT TO DISTRICT POLICY 13.01.**
- D. DISCUSSION, REVIEW AND APPROVAL OF PROPOSED EDITS TO THE POLICY AND PROCEDURES MANUAL.**
- E. DISCUSSION, REVIEW AND APPROVAL OF THE 2022 LIST OF GOALS AND PRIORITIES FOR THE SAN SIMEON COMMUNITY SERVICES DISTRICT.**
- F. DISCUSSION, REVIEW AND DIRECTION TO STAFF REGARDING EMERGENCY REPAIRS TO THE PICO AVENUE STAIRCASE BEACH ACCESS.**

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.iii Special Presentations and Reports:
Superintendent Reports
Jerry Copeland**



SUPERINTENDENT'S REPORT

Item 3.A.ii

Prepared by: Jerry Copeland

1. Wastewater Treatment Plant

- Sampling, testing, and reporting at the Wastewater Treatment Plant was performed as required by the Regional Water Quality Control Board (RWQCB).
- The monthly report was submitted to the State Water Resources Control Board (SWRCB).
- The WWTP Annual Report, The Biosolids Annual Report and The Outfall Inspection Report were submitted to the SWRCB.

2. Water Treatment and Distribution System

- Routine sampling, testing, and reporting was performed as required by the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW).
- The monthly report was submitted to the (SWRCB), (DDW).
- Filter Operations continue for the season.
- Routine maintenance was performed on the R.O. Unit.
- Monthly water meter reading was performed.

3. District and Equipment Maintenance

- Staff continues with the scheduled preventive maintenance for the equipment at the facilities.

San Simeon Community Services District

Superintendent's Report

January 2022

MONTHLY DATA REPORT

Date	Day	Wastewater Influent Daily Flow	Wastewater Effluent Daily Flow	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Daily Influent Flow	R.O. Daily Effluent Flow	R.O. Daily Brine Flow	Distribution Chloride	Chloride Wells 1 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Flows
01/01/22	Saturday	90,067	90,790	0	91,780	91,780	-	-	-	-	-	0	9.2	8.7	0.00	3,138
01/02/22	Sunday	76,793	71,190	0	69,863	69,863	-	-	-	-	-	0	9.4	9.0	0.00	6,295
01/03/22	Monday	72,670	70,570	0	45,852	45,852	-	-	-	-	-	0	9.6	9.2	0.00	2,904
01/04/22	Tuesday	70,140	71,150	1,496	65,674	67,170	-	-	-	-	-	0	9.7	9.2	0.00	1,891
01/05/22	Wednesday	47,506	54,800	39,569	0	39,569	-	-	-	-	-	0	9.7	9.3	0.00	1,769
01/06/22	Thursday	55,708	52,870	44,656	7,181	51,836	-	-	-	-	-	0	9.8	9.6	0.00	1,162
01/07/22	Friday	58,334	59,400	0	51,986	51,986	-	-	-	-	-	0	9.8	9.6	0.00	1,080
01/08/22	Saturday	56,329	59,250	47,872	0	47,872	-	-	-	-	-	0	9.9	9.5	0.00	1,108
01/09/22	Sunday	52,309	54,930	11,669	58,194	69,863	-	-	-	-	-	0	9.9	9.4	0.00	1,132
01/10/22	Monday	37,747	42,150	30,219	0	30,219	-	-	-	-	-	0	9.9	9.5	0.00	1,061
01/11/22	Tuesday	33,554	38,070	0	43,085	43,085	-	-	-	-	-	0	10.0	9.5	0.00	1,022
01/12/22	Wednesday	40,600	43,480	41,140	17,877	59,017	-	-	-	-	-	0	9.9	9.6	0.00	1,288
01/13/22	Thursday	43,088	48,190	33,959	0	33,959	-	-	-	-	-	0	9.9	9.5	0.00	1,534
01/14/22	Friday	41,531	44,840	39,420	7,031	46,451	-	-	-	-	-	0	9.9	9.6	0.00	2,511
01/15/22	Saturday	62,897	62,520	0	59,466	59,466	-	-	-	-	-	0	9.9	9.5	0.00	1,266
01/16/22	Sunday	69,137	71,840	64,852	14,586	79,438	-	-	-	-	-	0	9.9	9.6	0.00	1,596
01/17/22	Monday	54,172	67,630	5,161	46,376	51,537	-	-	-	-	-	0	9.9	9.7	0.00	1,672
01/18/22	Tuesday	44,769	34,990	35,680	5,161	40,841	-	-	-	-	-	0	9.9	9.6	0.00	938
01/19/22	Wednesday	37,466	38,800	3,366	51,462	54,828	-	-	-	-	-	0	9.9	9.5	0.00	1,316
01/20/22	Thursday	38,283	44,100	41,738	1,122	42,860	-	-	-	-	-	0	9.9	9.4	0.00	1,291
01/21/22	Friday	44,770	47,730	44,356	0	44,356	-	-	-	-	-	0	9.9	9.4	0.00	1,281
01/22/22	Saturday	54,169	56,480	62,832	0	62,832	-	-	-	-	-	0	9.9	9.4	0.00	632
01/23/22	Sunday	46,110	51,090	6,508	64,253	70,761	-	-	-	-	-	0	9.9	9.5	0.00	1,065
01/24/22	Monday	41,956	44,150	41,589	3,815	45,404	-	-	-	-	-	0	9.9	9.6	0.00	1,577
01/25/22	Tuesday	47,063	50,650	1,197	46,974	48,171	-	-	-	-	-	0	9.9	9.6	0.00	816
01/26/22	Wednesday	37,069	42,810	41,963	3,366	45,329	-	-	-	-	-	0	9.8	9.6	0.00	1,241
01/27/22	Thursday	47,029	49,320	52,958	0	52,958	4,441	2,885	1,556	-	-	0	9.8	9.6	0.00	636
01/28/22	Friday	35,644	41,170	55,128	0	55,128	-	-	-	-	-	0	9.8	9.3	0.00	1,264
01/29/22	Saturday	48,202	52,230	0	72,855	72,855	-	-	-	-	-	0	9.8	9.5	0.00	989
01/30/22	Sunday	44,427	47,930	4,338	56,474	60,812	-	-	-	-	-	0	9.8	9.5	0.00	1,590
01/31/22	Monday	41,683	44,050	47,199	0	47,199	-	-	-	<30	<30	0	9.8	9.4	0.00	1,318
TOTALS		1,571,222	1,649,170	798,864	884,435	1,683,299	4,441	2,885	1,556			0			0.00	48,383
Average		50,685	53,199	25,770	28,530	54,300	4,441	2,885	1,556	<30	<30	0	9.8	9.4	0.00	1,561
Minimum		33,554	34,990	0	0	30,219	4,441	2,885	1,556	<30	<30	0	9.2	8.7	0.00	632
Maximum		90,067	90,790	64,852	91,780	91,780	4,441	2,885	1,556	<30	<30	0	10.0	9.7	0.00	6,295

DATA SUMMARY SHEET

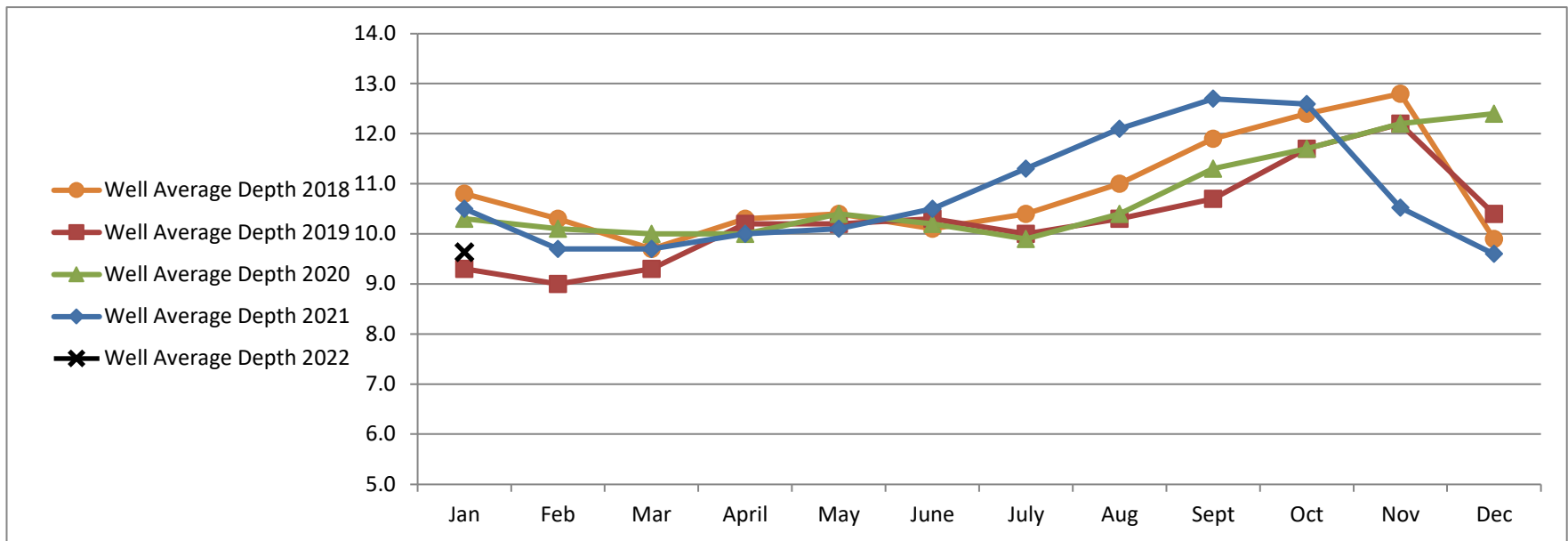
2022													
	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Total for 2022
Wastewater Influent	1,571,222												1,571,222
Wastewater Final Effluent (Month Cycle)	1,649,170												1,649,170
Adjusted Wastewater Influent (- State Flow)	1,522,839												1,522,839
Water Produced (month cycle)	1,683,299												1,683,299
Sewer Influent/Water Produced Ratio	0.93												N/A
Adjusted Sewer/Water Produced Ratio	0.91												N/A
Well 1 Water Production	798,864												798,864
Well 2 Water Production	884,435												884,435
Total Well Production	1,683,299												1,683,299
Water Well 1 Avg Depth to Water	9.8												N/A
Water Well 2 Avg Depth to Water	9.4												N/A
Average Depth to Water of Both Wells	9.6												N/A
Change in Average Depth to Water from 2021	-0.9												N/A
Average Chloride mg/L at the Wells	<30												N/A
State Wastewater Treated	48,383												48,383
State % of Total WW Flow	3%												N/A
Recycled Water Sold (Gallons)	0												0
Biosolids Removal (Gallons)	0												0
WW Permit Limitation Exceeded	0												0
RW Permit Limitation Exceeded	0												0
Constituent Exceeded	None												N/A
Sample Limit	N/A												N/A
Sample Result	N/A												N/A
2021													
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Total for 2021
Wastewater Influent	2,399,103	1,705,622	1,820,175	1,763,875	1,619,717	1,901,547	2,158,434	1,943,680	1,675,426	1,703,610	1,507,913	2,546,220	22,745,322
Wastewater Final Effluent (Month Cycle)	2,546,130	1,747,000	1,874,290	1,827,000	1,826,280	2,057,550	2,281,620	1,997,150	1,837,180	1,801,220	1,613,060	2,699,710	24,108,190
Adjusted Wastewater Influent(- State Flow) *	2,148,485	1,645,420	1,765,245	1,705,967	1,552,211	1,825,611	2,078,540	1,854,274	1,603,573	1,644,544	1,471,062	2,368,128	21,663,060
Water Produced (month cycle)	1,851,150	1,682,402	1,907,250	2,114,147	2,080,786	2,385,297	2,699,083	2,171,145	2,100,384	1,955,870	1,743,588	1,887,877	24,578,981
Sewer Influent/Water Produced Ratio	1.30	1.05	0.95	0.83	0.78	0.80	0.88	0.92	0.80	0.87	0.87	1.35	N/A
Adjusted Sewer/Water Ratio	1.16	0.95	0.93	0.81	0.75	0.77	0.85	0.90	0.78	0.84	0.84	1.25	N/A
Average Depth of Both Wells	10.5	9.7	9.7	10.0	10.1	10.5	9.9	10.4	11.3	12.7	10.6	9.7	N/A
Change in Average Depth to Water from 2020	-0.2	0.4	0.3	0.0	0.3	-0.3	0.0	0.0	0.0	-0.5	2.2	2.8	N/A
Average Chloride mg/L at the Wells	352	169	77	41	31	30	-	-	-	<30	41	37	N/A
State Wastewater Treated	250,618	60,202	125,914	57,908	67,506	75,936	79,894	89,406	71,853	59,066	36,851	178,092	1,153,246
State % of Total WW Flow	10%	4%	7%	3%	4%	4%	4%	5%	4%	3%	2%	7%	4.82%
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0	0	0	0	0	0
Biosolids Removal (Gallons)	0	4,500	0	4,500	9,000	4,500	9,000	0	4,500	22,500	0	0	58,500
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	N/A
RW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Constituent Exceeded	None	None	None	None	None	None	None	None	None	None	None	None	N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

San Simeon Community Services District

Superintendent's Report

January 2022

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



**3.A.iv Special Presentations and Reports:
General Manager's Report
Charlie Grace**



GENERAL MANAGER'S REPORT

Item 3.A.iii

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

Processing of utility payments, customer service duties, answering phone calls, mailing of the regular monthly utility bills. Prepared and distributed the agenda and Board packet for a regular Board and three (3) special Board meetings.

GES Staff also attended to the following items:

- Responded to twenty-one (21) public records requests.
- Coordinated with Town & Country Fence on the installation of the fence on District property.
- Completed information request for meter size information for utility accounts as part of the Rate Study with the RCAC.
- Completed information requests for data from Akel information as part of the Urban Water Management Plan update.

Update on District Grants:

OPC Grant – No update.

LCP Grant – Completed the quarterly report & started the process for invoice reimbursement.

Prop 1 Grant – Attended the County RWMG prop 1 round 2 meeting.

Update on District Projects:

Update on Coastal Hazard Response Plan (CHRP) – Staff continues to work with Dudek. A draft outline is scheduled to be presented at the March Board meeting.

Update on the Instream Flow Management Plan – Stillwater performed their first Pico Creek survey from approximately old county road bridge to the north and south fork of Pico.

Update on the Urban Water Management – This item is on the regular meeting agenda.

Rate Study – In progress. Data has been provided to RCAC and work has begun on a Rate Study for the community of San Simeon. Once the Rate Study has been completed this item will be brought to the Board and community for feedback.

Hearst Encroachment Agreement – GES anticipates receiving a final PDF of the agreement from Hearst to be executed and recorded.

Water Tank Project Update – No update.

**3.A.iv Special Presentations and Reports:
District Financial Summary
Cortney Murguia**

SAN SIMEON COMMUNITY SERVICES DISTRICT



3.A.iv FINANCIAL SUMMARY

Billing January 31, 2022

December Billing Revenue	\$	69,463.21
January Billing Revenue	\$	62,687.50
Past Due (60+ days)	\$	10,228.73

ENDING BANK BALANCES

January 31, 2022

PACIFIC PREMIER BANK:

Money Market Account Closing Balance December 31, 2021	\$	1,064,517.74
Interest for December	\$	29.78
Deposit Check Property Taxes and CSDA COVID funds	\$	161,483.64
Money Market Account Closing Balance January 31, 2022	\$	1,226,031.16
Reserve Fund		(250,000.00)
Wait-list Deposits		(80,098.60)
Customer Deposits		(8,400.00)
Available Funds	\$	887,532.56
General Checking Account December 31, 2021	\$	155,704.59
LAIF Closing Balance December 31, 2021	\$	561.30
Interest Money Market Account 2019	\$	22,529.11
Interest Money Market Account 2020	\$	12,206.44
Interest Money Market Account 2021	\$	1,134.69

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

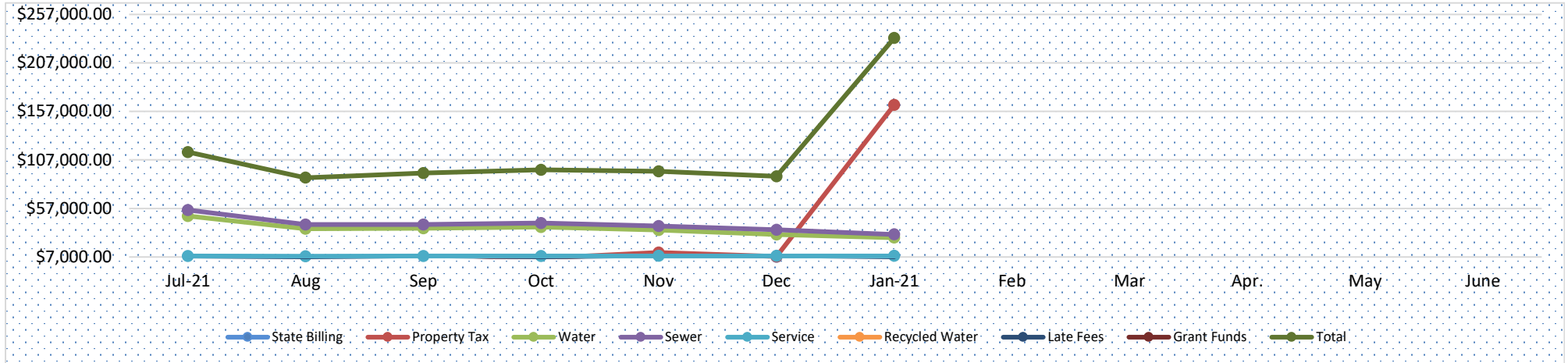
	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Pac Prem Ckg-6603	105,191.55
1017 · Money Market PPBI	
1017a · Pacific Premier-Money Market	1,221,031.16
1017b · USDA short lived asset fund	5,000.00
Total 1017 · Money Market PPBI	1,226,031.16
1050 · LAIF - non-restricted cash	560.96
Total Checking/Savings	1,331,933.67
Other Current Assets	
1200 · Accounts receivable	101,271.81
1220 · A/R - Hearst Castle	7,273.93
1300 · Prepaid insurance expense	4,913.90
Total Other Current Assets	113,459.64
Total Current Assets	1,445,393.31
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	279,580.67
1500 · Equipment	12,689.93
1560 · Pipe bridge	29,497.00
1580 · Sewer plant	869,352.16
1590 · Sewer plant equipment	12,468.83
1600 · Water system	235,615.43
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	568,063.00
1640 · Wellhead Rehab Project	448,253.95
1650 · Walkway access projects	26,791.00
1660 · RO Unit	948,021.38
1680 · Generator	18,291.00
Total 1400 · Fixed assets	3,748,190.27
1450 · Construction in Progress	
1670 · Reservoir / Water Tanks	287,693.56
Total 1450 · Construction in Progress	287,693.56
1690 · Accumulated depreciation	(1,594,113.18)
Total Fixed Assets	2,441,770.65
TOTAL ASSETS	3,887,163.96
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll liabilities	(15.30)
2500 · Customer security deposits	8,500.00
2510 · Connect hookup wait list	80,098.60
Total Other Current Liabilities	88,583.30
Total Current Liabilities	88,583.30
Long Term Liabilities	
2520 · USDA Loan Principal Bal	434,352.98
Total Long Term Liabilities	434,352.98

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

	<u>Jan 31, 22</u>
Total Liabilities	522,936.28
Equity	
3200 · Fund balance	(143,282.78)
3201 · Net Investment in Capital Asset	2,061,612.00
3204 · Board Assigned for Water CIP	155,505.10
3205 · Board Assigned for WW CIP	155,784.69
3206 · Board Assigned for General CIP	43,295.03
3207 · BOD committed for Oper Reserves	250,000.00
3209 · Waitlist and Security Deposits	88,798.60
3211 · Restricted for USDA loan	20,690.00
3220 · Unrestricted-Undesignatd Equity	581,926.56
3900 · Suspense	2,604.63
Net Income	147,293.85
Total Equity	<u>3,364,227.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,887,163.96</u></u>

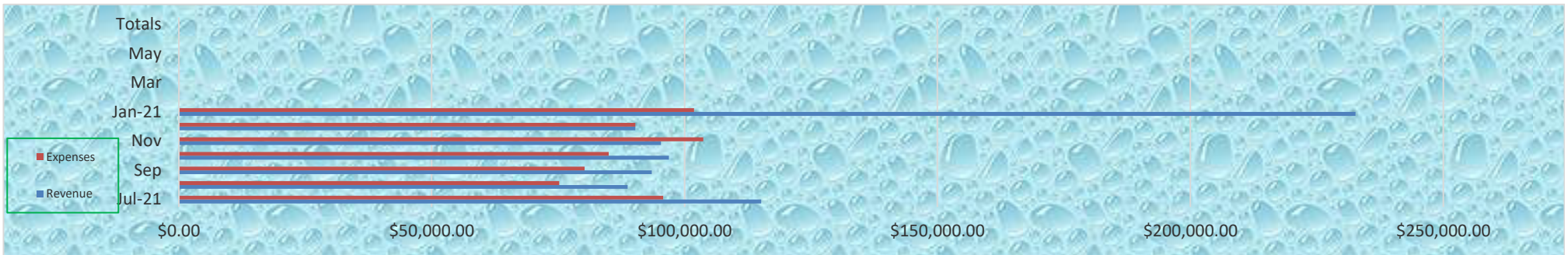
DISTRICT REVENUE FY 2021/2022

	Jul-21	Aug	Sep	Oct	Nov	Dec	Jan-21	Feb	Mar	Apr.	May	June	Totals
State Billing			\$6,340.85			\$7,273.93							\$13,614.78
Property Tax	\$115.78	\$1,381.14	\$10.01	\$5,809.34	\$11,583.42	\$7,622.03	\$163,743.57						\$190,265.29
Water	\$49,269.78	\$36,018.10	\$36,656.78	\$37,820.36	\$34,769.42	\$30,061.95	\$27,060.11						\$251,656.50
Sewer	\$55,516.22	\$40,331.83	\$40,336.81	\$42,047.97	\$38,874.20	\$35,068.70	\$30,298.87						\$282,474.60
Service	\$7,910.24	\$7,834.18	\$7,977.48	\$8,080.85	\$8,272.49	\$8,272.49	\$8,272.49						\$56,620.22
Recycled Water													\$0.00
Late Fees	\$2,349.85	\$3,168.75	\$2,222.38	\$3,159.93	\$1,854.16	\$1,966.24	\$3,291.71						\$18,013.02
Grant Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						\$0.00
Total	\$115,161.87	\$88,734.00	\$93,544.31	\$96,918.45	\$95,353.69	\$90,265.34	\$232,666.75						\$812,644.41
Water Sold Cu Ft	357524	261467	253458	262346	241618	210787	189269						1776469
Water Sold Acre ft	8.21	6.00	5.82	6.02	5.55	4.84	4.35						40.78



REVENUE VS EXPENSES

	Jul-21	Aug	Sep	Oct	Nov	Dec	Jan-21	Feb	Mar	Apr.	May	June	Totals
Revenue	\$115,161.87	\$88,734.00	\$93,544.31	\$96,918.45	\$95,353.69	\$90,265.34	\$232,666.75						
Expenses	\$95,803.89	\$75,209.49	\$80,233.53	\$84,995.77	\$103,695.19	\$90,282.75	\$103,403.23						
Balance	\$19,357.98	\$13,524.51	\$13,310.78	\$11,922.68	(\$8,341.50)	(\$17.41)	\$130,805.39						



**SAN SIMEON COMMUNITY SERVICES
HISTORICAL FISCAL REVIEW**

FY 2018/2019

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

FY 2019/2020

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$25,528.71			\$22,455.35			\$15,776.54			\$7,016.19	\$70,776.79
Property Tax	\$1,218.61	\$2,752.21	\$3,126.48	\$5,305.64	\$6,019.52	\$23,503.23	\$13,612.60	\$5,282.91	\$2,659.00	\$15,436.18	\$9,385.45	\$916.22	\$89,218.05
Water	\$41,718.97	\$39,623.52	\$40,324.01	\$43,808.36	\$32,208.00	\$23,432.56	\$33,732.14	\$34,067.23	\$24,268.55	\$17,909.86	\$28,582.31	\$36,460.31	\$396,135.82
Sewer	\$48,137.21	\$45,503.27	\$45,161.69	\$48,244.57	\$34,916.02	\$26,527.95	\$39,321.56	\$39,368.21	\$27,637.52	\$19,243.28	\$29,934.22	\$37,683.06	\$441,678.56
Service	\$7,113.60	\$7,045.20	\$7,079.40	\$7,451.10	\$7,489.26	\$7,344.54	\$7,525.44	\$7,453.08	\$7,489.26	\$7,489.26	\$7,489.26	\$7,453.08	\$88,422.48
Recycled Water													\$0.00
Late Fees	\$1,957.04	\$2,399.24	\$1,407.87	\$468.45	\$316.84	\$1,136.41	\$237.28	\$307.96	\$2,793.44	\$5,540.71	\$4,647.78	\$3,802.45	\$25,015.47
Grant Funds			\$8,750.00	\$167,376.61						\$1,485.90		\$8,369.50	\$185,982.01
Revenue	\$100,145.43	\$97,323.44	\$122,628.16	\$105,278.12	\$80,949.64	\$104,400.04	\$94,429.02	\$86,479.39	\$80,624.31	\$65,619.29	\$80,039.02	\$93,331.31	\$1,111,247.17
Expense	\$90,205.84	\$67,705.50	\$94,401.58	\$97,595.50	\$87,822.01	\$86,173.97	\$85,716.44	\$75,643.11	\$62,582.54	\$73,942.83	\$90,232.61	\$79,762.52	\$991,784.45
Balance	\$9,939.59	\$29,617.94	\$28,226.58	\$7,682.62	(\$6,872.37)	\$18,226.07	\$8,712.58	\$10,836.28	\$18,041.77	(\$8,323.54)	(\$10,193.59)	\$13,568.79	\$119,462.72
Water Sold Cu Ft	336845	319458	323518	329822	242893	179311	260006	261505	185972	137196	217871	274085	3,068,482
Water Sold Acre f	7.73	7.33	7.43	7.57	5.58	4.12	5.97	6.00	4.27	3.15	5.00	6.29	70.44

FY 2020/2021

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$4,898.26			\$4,898.26			\$9,978.14			\$5,654.87	\$25,429.53
Property Tax	\$2,336.92	\$751.11	\$11.88	\$6,945.71	\$5,461.44	\$26,458.17	\$12,827.64	\$1,063.98	\$5,505.65	\$8,582.80	\$15,086.53	\$2,262.87	\$87,294.70
Water	\$40,209.97	\$54,512.44	\$41,179.63	\$40,129.44	\$30,132.26	\$30,099.00	\$31,207.86	\$28,567.08	\$27,866.11	\$39,907.47	\$31,637.78	\$39,875.45	\$435,324.49
Sewer	\$45,546.00	\$60,488.59	\$45,320.14	\$44,227.62	\$32,486.93	\$31,269.68	\$29,285.81	\$31,276.88	\$30,546.56	\$44,784.48	\$34,717.31	\$44,261.59	\$474,211.59
Service	\$7,830.48	\$7,834.18	\$7,910.24	\$7,872.17	\$8,062.36	\$7,948.27	\$7,910.24	\$7,910.24	\$7,834.18	\$7,796.15	\$7,910.24	\$7,872.21	\$94,690.96
Recycled Water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grant Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue	\$95,923.37	\$123,586.32	\$99,320.15	\$99,174.94	\$76,142.99	\$100,673.38	\$81,231.55	\$68,818.18	\$81,730.64	\$101,070.90	\$89,351.86	\$99,926.99	\$1,116,951.27
Expense	\$87,144.37	\$81,902.63	\$114,623.38	\$160,041.02	\$98,357.85	\$137,804.21	\$111,151.88	\$106,602.36	\$84,771.53	\$71,795.69	\$91,754.68	\$72,434.79	\$1,218,384.39
Balance	\$8,779.00	\$41,683.69	(\$15,303.23)	(\$60,866.08)	(\$22,214.86)	(\$37,130.83)	(\$29,920.33)	(\$37,784.18)	(\$3,040.89)	\$29,275.21	(\$2,372.82)	\$27,492.20	(\$101,403.12)
Water Sold Cu Ft	292033	387244	297886	291236	218802	217498	215864	209660	203888	291683	230285	288809	3,144,888
Water Sold Acre f	6.70	8.89	6.84	6.69	5.02	4.99	4.96	4.81	4.68	6.70	5.29	6.63	72.20

**4.A. Consent Agenda Items:
Approval of January 11, 2022 Regular Meeting Minutes**

MEETING MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING
Tuesday, January 11, 2021
5:00 pm

Pursuant to San Simeon CSD Resolution 21-438 and incompliance with AB 361 this meeting occurred as a virtual teleconference using the Zoom app.

Internet Meeting Location – Via ZOOM

1. REGULAR SESSION @ 5:04 PM -

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

(1:35) Report from the January 11, 2022 Special Meeting Closed Session was that Mr. Krzciuk and Mrs. Tacker would be sent letters from the District responding to their complaints.

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment –

(2:30) Julie Tacker commented on the bookkeeper RFP and the fence quotes stating that there were mistakes on these items.

(5:50) Henry Krzciuk commented on the closed session report out. He commented on the quality of the RFPs, the General Manager, and District Counsel.

3. SPECIAL PRESENTATIONS AND REPORTS: (8:45)

A. STAFF REPORTS:

- i. **Sheriff's Report & CHP Report** – None.
- iii. **Superintendent's Report** – (9:15) Jerry Copeland provided a summary of December activities.
- iv. **General Manager's Report** – (10:40) Charlie Grace provided a summary of December activities.
- v. **District Financial Summary** – (12:53) Charlie Grace provided a summary of December financials.
- vi. **District Counsel's Report** – (14:20) Jeffrey Minnery provided a summary of December activities.
- vii. **Board Member Report** – (14:45) None.

B. AD-HOC COMMITTEE REPORTS:

- i. Status Update Disbursements Journal Review Committee – (14:51) No update was provided.
- ii. Status Update Policy & Procedures Committee – (15:09) No update was provided.
- iii. Status Update Parking on District Streets – (15:20) Director de las Rosa recommended that the second reading of Ordinance 122 be delayed until the February meeting.
- iv. Status Update Budget & Water Committee – (16:15) No update was provided.

(16:35) Director Donahue commented about items not on the agenda stating that he proposed that each of the Directors be paid for Special meetings.

Public Comment –

(17:20) Henry Krzciuk commented.
(18:55) Jacquelyn Diamond commented.
(20:35) Julie Tacker commented.

4. CONSENT AGENDA ITEMS: (22:00)

- A. REVIEW AND APPROVAL OF MINUTES FOR THE REGULAR MEETING ON DECEMBER 14, 2021.**
- B. REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL MEETING ON DECEMBER 21, 2021.**
- C. REVIEW AND APPROVAL OF DISBURSEMENTS JOURNAL.**
- D. ADOPTION OF RESOLUTION 22-439 TO CONTINUE VIRTUAL MEETINGS PURSUANT TO THE PROVISIONS OF AB 361.**

Public Comment –

(23:30) Henry Krzciuk commented.
(25:05) Julie Tacker commented.

(26:15) A motion was made to approve items A-D of the consent agenda.

Motion: Chairperson Kellas
2nd: Vice-Chairperson Giacoletti
Vote: 3/1
Abstain: 1

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

5. PUBLIC HEARING:

- A. SECOND READING AND ADOPTION OF ORDINANCE NO. 122 OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT REGARDING PARKING REGULATIONS. (26:55)**

Chairperson Kellas commented that Director de la Rosa had asked to have this item pulled and brought back to the February Board meeting.

(27:27) A motion was made to move this item to the February Board meeting.

Motion: Chairperson Kellas
2nd: Director de la Rosa

Public Comment –
(28:00) Henry Krzciuk commented.
(29:25) Julie Tacker commented.

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

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

6. BUSINESS ACTION ITEMS:

A. DISCUSSION, REVIEW AND APPROVAL OF CANDIDATES TO REPLACE THE BOARD OF DIRECTOR VACANCY CREATED BY THE RESIGNATION OF WILLIAM CARSON AND BOARD APPOINTMENT OF THE NEW DIRECTOR. (39:40)

Chairperson Kellas introduced the item.

(33:50) Director de la Rosa, Director Donahue, Vice-Chairperson Giacoletti, and Chairperson Kellas discussed the applicants, their applications, and the appointment process.

Public Comment –

(36:29) Mike Hanchett commented.

(37:30) Julie Tacker commented.

(40:00) Chairperson Kellas, Director Donahue, and Director de la Rosa, further discussed the voting process. Director de la Rosa asked questions to the candidates.

(46:29) A motion was made to nominate Roberta Reinstein to fill the Board member vacancy.

Motion: Chairperson Kellas

2nd: Vice-Chairperson Giacoletti

Vote: 4/0

Absent: 0

Roll Call: Kellas: Yes

Giacoletti: Yes

de la Rosa: Yes

Donahue: Yes

B. DISCUSSION, REVIEW AND APPROVAL OF STANDING COMMITTEE MEMBERS AND AD-HOC COMMITTEE MEMBERS PURSUANT TO DISTRICT POLICY 13.01 AND 13.03. (47:38)

Charlie Grace introduced the item. Chairperson Kellas further discussed the existing committees.

(53:20) Jeff Minnery commented that Director Reinstein (newly appointed) was able to participate in the discussion.

(55:10) Director Donahue asked if Director Reinstein would be interested in participating in a legal bill minimization committee. Director Reinstein responded that she needed to verify that there were no conflicts. Chairperson Kellas discussed combining the standing committees. Director de la Rosa stated that he thought the water and budget committees should be kept separate.

Public Comment –

(57:39) Henry Krzciuk commented. He volunteered for the water committee and the budget committee.

(59:25) Julie Tacker commented.

(1:01:00) Michael Hanchett commented.

(1:01:35) April Dury commented.

(1:02:20) Director de la Rosa clarified that committee members must be residents of San Simeon.

(1:02:50) Chairperson Kellas stated that the water committee would consist of: Michael Hanchett, Daniel de la Rosa, and Henry Krzciuk. On the budget committee: Michael Hanchett, Luz Hernandez, Miguel Sandoval and Henry Krzciuk. Chairperson Kellas went on to comment that the ad-hoc committees would remove the disbursement journal review, the policy and procedures and keep the other two ad-hoc committees (CHRP and parking on District streets).

(1:03:50) A motion was made to add Mr. Krzciuk to both the water and budget committee and keep the parking on District streets (de la Rosa and Giacoletti) and the CHRP (Kellas and de la Rosa). The policy and procedures and the disbursement review are dissolved. The standing committees will remain separate, and staff is to check with Leroy Price to verify if he wishes to stay on the water committee.

Motion: Chairperson Kellas
2nd: Director Donahue
Vote: 4/1
Abstain: 1

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

C. DISCUSSION, REVIEW AND APPROVAL OF THE 2022 LIST OF GOALS AND PRIORITIES FOR THE SAN SIMEON COMMUNITY SERVICES DISTRICT. (1:06:48)

(1:06:55) Chairperson Kellas introduced the item. Director Donahue commented that the number one priority that the District should be addressing was the threat of legal action beginning with the Hather lawsuit. Jeff Minnery commented on the Hather lawsuit clarifying the judges ruling. Chairperson Kellas commented about placing this matter on the list of goal and priorities.

Public Comment –

(1:10:28) Henry Krzciuk commented.
(1:13:35) Julie Tacker commented.
(1:15:09) Michael Hanchett commented.

(1:15:52) Director Donahue further commented on the list suggesting that the item number 8 be removed. Vice-Chairperson commented that the District plant more trees.

(1:18:00) Chairperson Kellas suggested that this item be tabled and asked that the Directors submit information on items that they would like to see added to the list, further stating that this matter would come back to the Board in either February or March.

D. DISCUSSION, REVIEW AND APPROVAL OF PROPOSED EDITS TO THE POLICY AND PROCEDURES MANUAL. (1:18:27)

(1:18:32) Director Donahue asked that this item be moved to another meeting. Vice-Chairperson Giacoletti seconded the motion.

Public Comment –

(1:19:20) Henry Krzciuk commented.
(1:20:18) Julie Tacker commented.

Motion: Director Donahue
2nd: Vice-Chairperson Giacoletti
Vote: 4/1

No: 1

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

E. DISCUSSION, REVIEW AND APPROVAL OF KATHLEEN FRY BOOKKEEPING SERVICES TO PERFORM BOOKKEEPING SERVICES FOR THE DISTRICT. (1:23:00)

(1:23:20) Charlie Grace introduced the item.

(1:25:50) Director Donahue commented that the RFP was ridiculous and that ads needed to be taken out on Craigslist or Indeed.

Public Comment –

(1:26:45) Henry Krzciuk commented.

(1:29:00) Julie Tacker commented.

(1:31:18) Michael Hanchett commented.

(1:32:30) April Dury commented.

(1:34:30) Director Donahue commented that this RFP needed to be done again. Chairperson Kellas commented that the RFP process followed the Policy and Procedures manual. Vice-Chairperson Giacoletti commented that Kathleen Fry did an excellent job.

(1:36:35) A motion was made to award the contract to Kathleen Fry Bookkeeping Services for another year.

Motion: Chairperson Kellas

2nd: Vice-Chairperson Giacoletti

Vote: 4/1

No: 1

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

F. DISCUSSION, REVIEW AND APPROVAL OF A PROPOSAL FROM COOPERATIVE STRATEGIES FOR REDISTRICTING SERVICES NOT TO EXCEED THE AMOUNT OF \$19,500.00. (1:37:30)

Charlie Grace introduced the item.

Public Comment – None

(1:39:24) A motion was made to accept the proposal from cooperative strategies for redistricting services not to exceed the amount of \$19,500.00.

Motion: Chairperson Kellas

2nd: Director Donahue

Vote: 4/1

No: 1

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

7. CLOSED SESSION: (1:40:37)

Jeff Minnery introduced the item.

Public Comment –
(1:42:19) Henry Krzciuk commented.
(1:45:18) Julie Tacker commented.
(1:47:30) Michael Hanchett commented.

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (1:49:55)**
Pursuant to Government Code section §54956.9(d)(1)
Name of Case – Robert Hather v. San Simeon Community Services District, et al.

******RECONVENE TO OPEN SESSION******
(1:50:02)

Report on Closed Session: No reportable action

- 8. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS – None**
- 9. ADJOURNMENT @ 8:01 PM**

DRAFT

4.B. Consent Agenda Items:
Approval of January 11, 2022 Special Meeting Minutes

**NOTICE AND CALL OF A SPECIAL MEETING MINUTES:
January 11, 2022 3:30 PM
San Simeon Community Services**



Internet Meeting Location – Via ZOOM

Pursuant to San Simeon CSD Resolution 21-438 and in compliance with AB 361 this meeting occurred as a virtual teleconference using the Zoom app.

1. REGULAR SESSION: @ 3:30 PM

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

2. BUSINESS ACTION ITEMS:

- Public Comment –
- (1:35) Julie Tacker commented.
- (7:42) Henry Krzciuk commented.
- (12:58) Mike Hanchett commented.
- (14:25) Miguel Sandoval commented.

3. CLOSED SESSION:

A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section §54956.9

One (1) Potential Case – Demand to Cure and Correct from Julie Tacker

B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section §54956.9

One (1) Potential Case – Demand to Cure and Correct and Cease and Desist from Henry Krzciuk

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

Report on Closed Session was provided as part of the Regular Meeting Session

4. ADJOURNMENT - @ 3:45 PM

**4.C. Consent Agenda Items:
Approval of January 31, 2022 5 PM Special Meeting
Minutes**

**MEETING MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL BOARD MEETING
Monday, January 31, 2022
5:00 pm**

Pursuant to San Simeon CSD Resolution 22-439 and incompliance with AB 361 this meeting occurred as a virtual teleconference using the Zoom app.

Internet Meeting Location – Via ZOOM

1. OPEN SESSION @ 5:01 PM

- A. Chairperson Kellas – Present
- Vice-Chairperson Giacoletti – Present
- Director de la Rosa – Present
- Director Donahue – Present
- Director Reinstein – Present (not called on but present)

2. CLOSED SESSION:

Chairperson Kellas introduced the item.

Public Comment –

(2:14) Henry Krzciuk commented.

(4:25) Julie Tacker commented.

(5:15) Michael Hanchett commented.

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (7:40)

Pursuant to Government Code section §54956.9(d)(1)

Number of Cases – Two (2): *Robert Hather v. San Simeon Community Services District, et al.*, U.S. District Court, Central District of California, Western Division, Case No. 2:21-cv-04711-VAP-SK; *Robert Hather v. San Simeon Community Services District, et al.*, SLO Superior Court, Paso Robles Branch, Case No. 22CVP-0008.

******Report on Closed Session occur at the 6 PM Special Meeting******

There was no reportable action.

**4.D. Consent Agenda Items:
Review and Approval of Disbursements Journal**

SAN SIMEON COMMUNITY SERVICES DISTRICT

Disbursements Journal

February 2022

Type	Date	Num	Name	Memo	Paid Amount
Additional disbursements issued in January, 2022 after BOD packet prepared:					
Bill Pmt -Check	01/12/2022	2470	Richard Davega	Notary Service for oath of office for Director Reinstein on 1/12/2022.	-15.00
Bill Pmt -Check	01/12/2022	2471	SWRCB-State Watr Res Ctrl Bd	Annual Permit Fee WW Collection System and Overflow 7/1/21 to 6/30/22; Facility ID 3400110001. Inv WD-019676 dated 01/05/22.	-5,649.00
Total Add'l January 2022 Disbursements:					-5,664.00
February 2022 Disbursements:					
Paycheck	02/08/2022	2359	GWEN KELLAS	Board Service January 2 through February 1, 2022.	-92.35
Paycheck	02/08/2022	2360	MARY P GIACOLETTI	Board Service January 2 through February 1, 2022.	-92.35
Bill Pmt -Check	02/08/2022	2361	Adamski Moroski Madden Cumberland & Green	General legal services through 12/31/21. Inv 56457 dated 1/26/22.	-7,890.00
Bill Pmt -Check	02/08/2022	2362	Adamski Moroski Madden Cumberland & Green	Legal fees re: Hather litigation through 12/31/21. Inv 56458 dated 1/26/22.	-4,406.73
Bill Pmt -Check	02/08/2022	2363	Advantage Technical Services, Inc.	Inspection of Pipe Bridge structure. Inv 4425 dated 1/5/22.	-3,542.00
Bill Pmt -Check	02/08/2022	2364	Akel Engineering Group, Inc	Prof Svcs re: addendum to the District Master Plan services through 01/15/22. Inv 21775-02 dated 1/24/22.	-15,832.50
Bill Pmt -Check	02/08/2022	2365	CDTFA - CA Dpt Tax & Fee Admin	Annual Water Rights Fee for Acct WR-STF-94-006560. Account #094-006560 dated 1/19/22.	-347.28
Bill Pmt -Check	02/08/2022	2366	Kathleen Fry Bookkeeping Services	Bookkeeping services January 2022. Inv CSD-2022-01 dated 02/01/22.	-1,500.00
Bill Pmt -Check	02/08/2022	2367	Kathleen Fry Bookkeeping Services	Reimburse annual subscription fee Quickbooks Desktop Accountant with Payroll software bundle. Inv CSD-Software dated 2/1/22.	-849.00
Bill Pmt -Check	02/08/2022	2368	Lori Mather Video Services	Video services for 3 special meetings held January 2022 and regular board meeting 2/8/2022. Invoice# 2/1/22.	-900.00
Bill Pmt -Check	02/08/2022	2369	Moss, Levy & Hartzheim, LLP	Audit to Date for FYE 6/30/2021. Inv 29721 dated 12/31/21.	-4,115.00
Bill Pmt -Check	02/08/2022	2370	New Times	Public notice for public hearing re CVRA (Calif Voting Rights Act). Inv 335466 dated 1/20/22.	-106.00
Bill Pmt -Check	02/08/2022	2371	New Times	Public notice for public hearing re CVRA (Calif Voting Rights Act). Inv 335703 dated 1/27/22.	-106.00
Bill Pmt -Check	02/08/2022	2372	Oliveira Environmental Consulting LLC	Prof Svcs related to CHRP-Coastal hazard response plan, Prop 1 grant, LCP to move WWTP, Pipe Bridge, and other CSD tasks. Svc Per: 11/30/21 thru 01/27/22. Inv OEC-2022-01 dated 01/28/22.	-3,277.50
Bill Pmt -Check	02/08/2022	2373	Simply Clear Marketing & Media	Monthly Website Service and Mgt fee service period Feb 21 - Mar 20, 2022. Inv 43165 dated 1/18/22.	-400.00
Bill Pmt -Check	02/08/2022	2374	SLO County APCD (Air Poll Ctrl Dist)	Annual permit fee for backup generators for water system and wastewater system. Inv 21881 dated 1/14/22.	-1,900.70
Bill Pmt -Check	02/08/2022	2375	William Carson	Refund of customer security deposit for account #408 as of 1/25/2022.	-50.00
Bill Pmt -Check	02/08/2022	2376	Grace Environmental Services	Operations Management	-56,231.95
Check	02/25/2022	Elec Pymt	CalPERS Fiscal Svcs Div	Retiree Health monthly premium.	-383.85
Check	02/25/2022	Elec Pymt	CalPers Fiscal Svcs Divn	Monthly Unfunded Accrued Liability payment. Cust. ID # 7226734344.	-1,349.42
Liability Check	02/25/2022	Elec Pymt	United States Treasury (US Treasury)	Payroll tax payment for paychecks dated 02/08/22.	-30.60
TOTAL				February 2022 Disbursements	-103,403.23

**4.E. Consent Agenda Items:
Adoption of Resolution 22-441**



CONSENT AGENDA ITEM STAFF REPORT

ITEM 4.E. ADOPTION OF RESOLUTION 22-441 TO CONTINUE VIRTUAL MEETINGS PURSUANT TO THE PROVISIONS AB 361.

Summary

At a Special Meeting on September 30, 2021, the Board approved District Resolution 21-433 to continue virtual meetings of the Board of Directors and District committees pursuant to AB 361. AB 361 requires periodic review of the determination for a legislative body to continue to meet via teleconference, and if a state of emergency remains active, then no later than 30 days after meeting via teleconference, the body must make a subsequent finding that it “has reconsidered the circumstances of the state of emergency” and determined that in-person meetings continue to pose a risk to public health. During the January 11, 2022 meeting, the Board approved Resolution 22-439 which extended the “state of emergency” for an additional 30 days. Resolution 21-441 extends the “state of emergency” for an additional 30 days to allow continued virtual meetings.

Possible Options:

- 1) The Board may direct the meetings be held in person.
- 2) The Board may direct that the meetings remain being held via teleconference.

RESOLUTION NO. 22-441

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR ISSUED ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT FOR THE PERIOD OFFEBRUARY 8, 2022, TO MARCH 10, 2022, PURSUANT TO BROWN ACT PROVISIONS

Recitals

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

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

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

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

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

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

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

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

WHEREAS, emergency conditions persist in the District, specifically, the State of Emergency declared by Governor Newsom on March 4, 2020, due to COVID-19, and the Proclamation of Local Emergency declared by the County of San Luis Obispo on March 13, 2020; and

WHEREAS, on September 1, 2021, the San Luis Obispo County Health Officer issued Order Number 6 requiring face coverings in all public indoor settings attributable to the rise in SARS-CoV-2 Delta variant; and

WHEREAS, the Board of Directors does hereby find that the rise in SARS-CoV-2 Delta and Omicron variants have caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California and the San Luis Obispo County Health Officer's Order Number 6; and

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

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

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

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

4. Remote Teleconference Meetings. The General Manager and Staff of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) March 10, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

ADOPTED by the Board of Directors of the San Simeon Community Services District on February 8 , 2022, by the following roll call votes:

AYES:
NOES:
ABSENT:
ABSTAINED:

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

ATTEST:

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

APPROVED AS TO FORM:

Jeffrey A. Minnery, District Counsel

5.A. Public Hearing Item



PUBLIC HEARING ITEM STAFF REPORT

ITEM 5.A. CONSIDERATION OF INPUT FROM THE COMMUNITY REGARDING THE VOTING AREAS SCENARIOS FOR A DISTRICT BASED ELECTION SYSTEM.

Summary:

The first Public Hearing regarding this matter occurred at a Special Board meeting held on January 31, 2022 at 6 PM. This is the second Public Hearing (Hearing No. 2) will be The purpose of this hearing will be to continue seeking public input and provide direction on criteria to be considered while drafting area maps.

The Board adopted resolution 21-430 at the January 11, 2021 Board meeting declaring its intent to transition to by-area elections by November 2022. The District currently elects its Board through an at-large electoral system. The California Voting Rights Act (CVRA) allows for legal challenges alleging that an at-large system has resulted in racially polarized voting within a jurisdiction and seeking a court order that a jurisdiction convert to a by-area election system. At the January 11, 2021 Board meeting, the Board approved the proposal from Cooperative Strategies to provide an analysis of the 2020 census data and mapping services in order for the District to be in full compliance with the CVRA. Two (2) “pre-map” Public Hearings are scheduled to discuss how the process works to draw the by-area map, gain input from the community on their expectations and details for the follow up meetings which are required by law. This is the first of four (4) Public Hearings.

Discussion:

Elections Code Section 10010 provides that before any map or maps of the boundaries for the proposed areas are drawn, the District must conduct two (2) Public Hearings over a period of no more than thirty (30) days, at which time the public is invited to provide input regarding the composition of said area boundaries. This is the first Public Hearing. The Public Hearing was noticed in the New Times and on the District website.

The purpose of this Public Hearing is to involve the public in the area creation process and get community feedback on what factors should be taken into consideration while

creating area boundaries. Some considerations in establishing the voting areas are but not limited to:

- 1) Each area shall contain nearly equal number of inhabitants.
- 2) Drawn to comply with the Federal Voting Rights Act.
- 3) Compact and contiguous, as much as possible.
- 4) Respect communities of interest, as much as possible.
- 5) Follow man-made and natural geographic features, as much as possible.
- 6) Respect incumbency, if possible.
- 7) Any other local considerations.

The meeting schedule is as follows:

- The District is scheduled to conduct Public Hearing #3 to seek public input on the draft voting area scenarios on March 8, 2022.
- The District is scheduled to conduct Public Hearing #4 to continue the public discussion of the draft voting area scenarios on April 12, 2022.
- The District is *tentatively* scheduled to consider the change to the by area election method and to select and adopt a preferred voting area map during Public Hearing #4.
- The Board may determine the need to schedule a fifth (5) Public Hearing.

District staff and the demographer will then work with the County Elections Office to have the division maps integrated into the countywide voting system. The first by-division election will be held in November 2022.

Recommendation:

It is recommended that the Board take the following actions:

- 1) Receive a report on the area creation process and permissible criteria to be considered to create voting area boundaries.
- 2) Conduct a public hearing to receive public input on voting area boundaries.
- 3) Approve the timeline for transition.



▶ **TRUSTEE AREA
PROCESS**

SAN SIMEON COMMUNITY
SERVICE DISTRICT

FEBRUARY 8, 2022

 **COOPERATIVE
STRATEGIES**
ASSESS • PLAN • FUND • BUILD

▶ BACKGROUND

WHAT IS THE CALIFORNIA VOTING RIGHTS ACT (“CVRA”)?

- Took effect January 1, 2003.
- Prohibits the use of “at-large” elections when such an election system:

“impairs the ability of a protected class to elect candidates of its choice or its ability to influence the outcome of an election....”

-(Elections Code §14027.)

▶ TRUSTEE AREA PROCESS

DATE	ACTIVITY
January 31, 2022	Board Meeting: First Pre-Map Public Hearing and Presentation
February 8, 2022	Board Meeting: Second Pre-Map Public Hearing and Presentation
February-March 2022	Preparation of draft trustee area scenarios
March 8, 2022	Board Meeting: First Public Hearing on Trustee Area Scenarios
April 12, 2022	Board Meeting: Second Public Hearing on Trustee Area Scenarios
TBD - If Necessary	Board Meeting: Third Public Hearing on Trustee Area Scenarios (If Necessary)
April – May 2022	Cooperative Strategies sends Final Voting Area Map to the County Registrar of Voters
November 8, 2022	First Election Held Utilizing Trustee Areas

▶ CONSIDERATIONS IN TRUSTEE AREAS



Each area shall contain nearly equal number of inhabitants



Follow man-made and natural geographic features, as much as possible



Drawn to comply with the Federal Voting Rights Act



Respect incumbency, if possible



Compact and contiguous, as much as possible



Other local considerations (i.e., school boundaries, locations of school sites)



Respect communities of interest, as much as possible

▶ **DISTRICT DEMOGRAPHICS**
2010 and 2020 CENSUS DATA COMPARISON

2010 to 2020 Census Comparison (Trustee Area Creation)

Population	2010 Census		2020 Census		Change	
	Total	Percent	Total	Percent	Population	Percent
Hispanic/Latino	249	55.3%	296	66.5%	47	18.9%
White	181	40.2%	125	28.1%	-56	-30.9%
Black/ African American	1	0.2%	0	0.0%	-1	-100.0%
American Indian/Alaska Native	5	1.1%	2	0.4%	-3	-60.0%
Asian	6	1.3%	10	2.2%	4	66.7%
Native Hawaiian/ Pacific Islander	0	0.0%	0	0.0%	0	0.0%
Other	0	0.0%	0	0.0%	0	0.0%
Two or More Races	8	1.8%	12	2.7%	4	50.0%
Total Population	450	100%	445	100%	-5	-1.1%

**Source: Statewide 2021 Redistricting Database (Sept 27 file) (Census 2020)*

► DISTRICT DEMOGRAPHICS 2020 CENSUS DATA

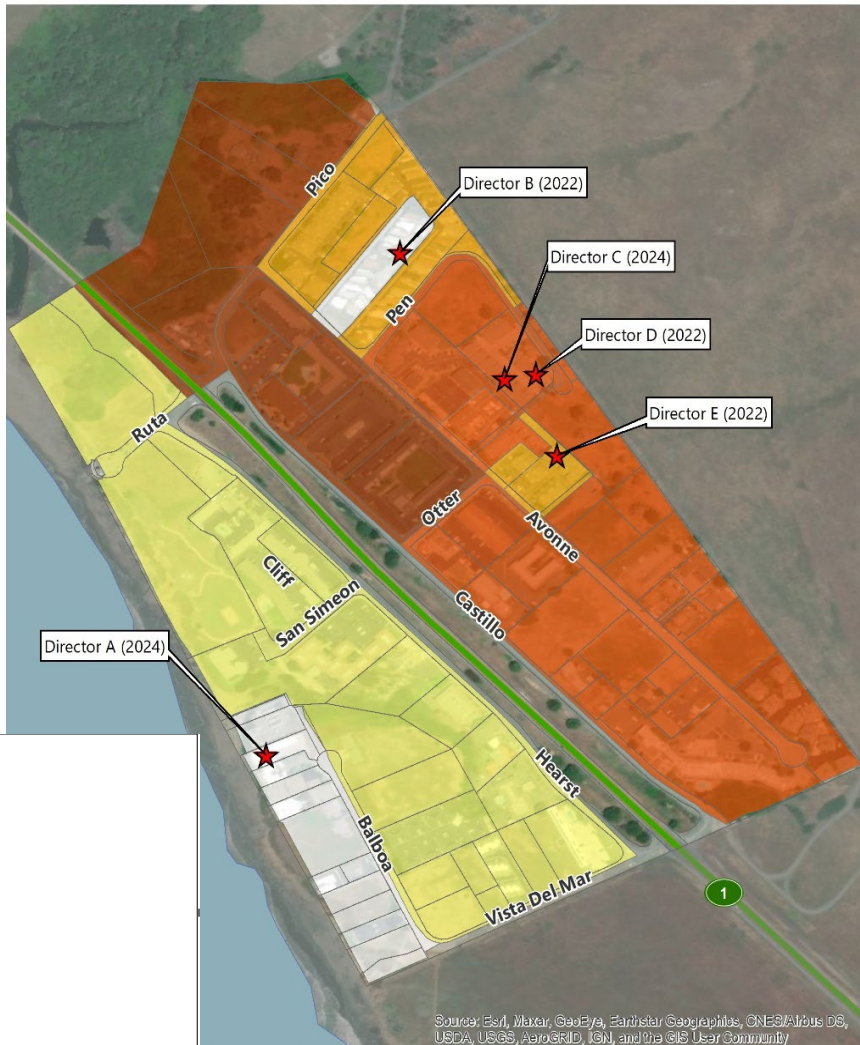


Population	Total Population		Age 18 and over	
	Total	%	Total	%
Hispanic/Latino	296	66.5%	197	58.1%
White	125	28.1%	119	35.1%
Black / African American	0	0.0%	0	0.0%
American Indian /Alaska Native	2	0.4%	2	0.6%
Asian	10	2.2%	10	2.9%
Hawaiian/ Pacific Islander	0	0.0%	0	0.0%
Two or More Races	0	0.0%	0	0.0%
Other	12	2.7%	11	3.2%
Total	445	100%	339	100%

*Source: Statewide 2021 Redistricting Database (Sept 27 file) (Census 2020)

► DISTRICT DEMOGRAPHICS

CITIZEN VOTING AGE POPULATION ESTIMATES



Population	2015-2019 CVAP	
	Total	%
Hispanic/Latino	103	46.8%
White	97	44.1%
Black / African American	0	0.0%
American Indian / Alaska Native	0	0.0%
Asian	20	9.1%
Hawaiian/ Pacific Islander	0	0.0%
Two or More Races	0	0.0%
Total	220	100%

*Source: American Community Survey, 2015-2019 Data

▶ HOW SHOULD LINES BE DRAWN?



▶ PRE-MAP PUBLIC HEARING
EXAMPLES OF FEEDBACK FOR MAPPING PROCESS

“I would like to keep Neighborhood X and Neighborhood Y in the same Director Area...”

▶ PRE-MAP PUBLIC HEARING
EXAMPLES OF FEEDBACK FOR MAPPING PROCESS

I think:

- Major Roads, Highways/Freeways
- All of Y community should be in one area
- Every Director Area should serve ___ boundaries/sites

... may make sense as a Director Area boundary because ...

- It keeps communities together
- It provides good representation

A row of yellow school buses is parked in a grassy field under a cloudy sky. A large, stylized, semi-transparent 'S' graphic is overlaid on the image, framing the word 'QUESTIONS' in the center.

QUESTIONS

5.B. Public Hearing Item



PUBLIC HEARING ITEM STAFF REPORT

ITEM 5.B. SECOND READING AND ADOPTION OF ORDINANCE NO. 122 OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT REGARDING PARKING REGULATIONS.

Summary:

Ordinance No. 122 was introduced to the Board and public during the December 14, 2021 Board meeting. During the January Board meeting Director Donahue and Director de la Rosa had several questions about enforcement of the Ordinance and asked that District Counsel revise Ordinance 122. The revised Ordinance is included as part of the Board packet.

Should the Board have proposed edits, Legal Counsel should be directed to incorporate these edits and the Ordinance would be brought back to the Board at the March Board meeting.

Recommendation:

If the Board has no recommend changes or edits to the Ordinance then they may choose to approve Ordinance No. 122.

Enc: Ordinance No. 122 – Revised parking ordinance
Ordinance No. 107 – Original parking ordinance

ORDINANCE NO. 122
AN ORDINANCE OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT
REGARDING PARKING REGULATIONS

WHEREAS, unauthorized overnight parking of vehicles on public property by individuals has caused, and continues to cause, a disturbance of the peace and general welfare of the community; and

WHEREAS, by this Ordinance, the San Simeon Community Services District (“District”) desires to establish uniform rules regarding overnight vehicular parking within District boundaries; and

WHEREAS, the District finds that the use of District streets, rights of way, and other similar property for vehicular parking, especially when used on a long-term basis, is inappropriate and incompatible with the intended purpose of such facilities (i.e. such use interferes with the public’s use).

NOW, THEREFORE, BE IT ORDAINED by the San Simeon Community Services District that the District does hereby repeal Ordinance 107 and adopts the following Ordinance 122:

SECTION 1: REPEAL and ADOPT

Ordinance 107 is hereby repealed, and this Ordinance 122 is adopted.

SECTION 2: PURPOSE

The streets and public areas within the District should be readily accessible and available to residents and the public at large. The use of these areas for overnight vehicular parking interferes with the rights of others to use the areas for which they were intended. Such activity can constitute a public health and safety hazard which adversely impacts the community. The purpose of this chapter is to maintain public areas within the District in a clean, sanitary, and accessible condition and to adequately protect the health, safety, and public welfare of the community. Nothing in this Ordinance is intended to interfere with otherwise lawful and ordinary uses of public property.

SECTION 3: DEFINITIONS

As used in this Ordinance, the following words and phrases have the meanings set forth in this section, unless the context in which any such word or phrase is used clearly requires another meaning:

- A. “District Public Property” means any publicly owned property within the District, including but not limited to Streets (as defined).

- B. “Recreational Vehicle” means recreational vehicle as defined in Health and Safety Code section 18010, semi-trailer as defined in Vehicle Code section 550, trailer as defined in Vehicle Code section 630, trailer coach as defined in Vehicle Code section 635, trailer bus

as defined in Vehicle Code section 636, a truck tractor as defined in Vehicle Code section 655, or any of the following:

1. "Travel trailer" means a vehicular portable structure built on a chassis designed to be used as a temporary dwelling for camping, travel, recreational, and vacation uses permanently identified as a travel trailer by the manufacturer;
 2. "Camper" means a structure designed primarily to be mounted upon a motor vehicle and with sufficient facilities to render as suitable for use as a temporary dwelling for camping, travel, recreational, and vacation purposes;
 3. "Motorized home" means a portable, self-contained dwelling designed and constructed as an integral part of a self-propelled vehicle; and
 4. "Full tent trailer" means a canvas folding structure mounted on wheels and designed for camping, travel, recreational, and vacation use.
- C. "Street(s)" means the following streets within the District: Jasper Way, Penn Way, Avonne Avenue, Balboa Avenue, Pico Avenue, Vista Del Mar, Otter Way, and any other public roads, alleys, or rights-of-way of the District.
- D. "Trailer" means a structure or similar conveyance designed to be drawn, carried or towed by a Vehicle or required to be registered with the State of California.
- E. "Vehicle" means a device by which any person or property may be propelled, moved, or drawn upon a highway, except a device moved by human power or used exclusively upon stationary rails or tracks.

SECTION 4: POSTING OF NOTICE

Appropriate signs or markings giving adequate notice of the restrictions provided for in this Ordinance shall be placed upon the affected Streets and District Public Property. Notice of removal of Vehicles, Recreational Vehicles, and Trailers for violation of this Ordinance shall also be provided.

SECTION 5: NO VEHICLE PARKING FOR MORE THAN SEVENTY-TWO HOURS

Pursuant to California Vehicle Code section 22507, no motor Vehicle or Trailer, whether operational or non-operational for any reason, shall be parked or left standing upon any Street or District Public Property for seventy-two or more consecutive hours. When a Vehicle or Trailer is parked or left standing upon a Street or District Public Property for seventy-two or more consecutive hours, the District may remove such Vehicle or Trailer or cause the same to be removed without notice. Any such Vehicle or Trailer left standing for such period shall be deemed to have been abandoned by the registered owner.

SECTION 6: PARKING OF BROKEN DOWN, WRECKED, AND UNREGISTERED VEHICLES

No person shall park or stand or permit to remain for a longer period than two (2) hours on any Street or District Public Property, any motor vehicle that is wrecked, broken down, or incapable

of operating under its own power, or any Vehicle or Recreational Vehicle that is not registered with appropriate fees having been paid pursuant to the California Vehicle Code.

SECTION 8: PARKING OF RECREATIONAL VEHICLES

No Recreational Vehicle shall be parked or left standing between the hours of midnight and 6:00 a.m. upon any Street unless a permit has first been issued therefor by the General Manager of the District or an authorized representative of the District.

SECTION 9: PERMITS FOR RECREATIONAL VEHICLES

Notwithstanding Section 8, a Recreational Vehicle may be parked on any Street if a 72-hour parking permit is issued pursuant to this section. The purpose of a parking permit is to allow users of a Recreational Vehicle to park adjacent to their residences or businesses to load and unload and to allow out-of-town visitors to park in front of the residence which they are visiting for a limited period of time. The provisions of this section shall not supersede any covenants, conditions and restrictions or other private agreements. The terms of such parking permit shall be as follows:

- A. Issuance of Permit. Parking Permits shall be issued by the General Manager, or designee, upon receipt of an application on a form the District shall establish for that purpose. Any resident of the District may obtain a parking permit authorizing such a Recreational Vehicle to park in front of their residence or place of business. Any out-of-town visitor of a residence may obtain a parking permit authorizing the visitor to park such Recreational Vehicle in front of such residence, but may not reside in that Recreational Vehicle overnight while it is so parked, or run water, waste or power lines to the Recreational Vehicle over a public right of way. For purposes of this section, "out-of-town visitor" means any person who does not reside in the District.
- B. Description of Permit; display. The parking permit shall include the license number of the Recreational Vehicle authorized to be parked, the date of issuance, the time period the parking permit is valid, and the telephone number of the applicant. Such permit shall be taped to the Recreational Vehicle on the inside of the driver's side window and be clearly visible to District staff and the public.
- C. Duration and renewal. The parking permit shall be valid for 72 hours. Upon expiration of a parking permit issued under this section, the applicant may apply for and be granted a parking permit if the applicant still qualifies under the conditions set forth herein. In no event shall more than two (2) parking permits be issued to an applicant within a thirty-day period.

SECTION 10: VIOLATIONS AND PENALTIES

Any person who is in violation of any provision of this Ordinance shall be issued a citation by the General Manager, or designee, in the following amounts:

- A. A fine not exceeding fifty dollars (\$50) for a first violation;
- B. A fine not exceeding one hundred dollars (\$100) for a second violation of this Ordinance within one year;

C. A fine not exceeding two hundred fifty dollars (\$250) for each additional violation of this Ordinance within one year.

Furthermore, pursuant to section 22651 of the California Vehicle Code, any Vehicle, Trailer, or Recreational Vehicle left standing on any Street in violation of this Ordinance may be removed from the Street. Any person whose Vehicle, Recreational Vehicle, or Trailer has been towed away under this Ordinance will be responsible for paying any District costs and/or towing costs directly to the towing company in order to reclaim the Vehicle, Recreational Vehicle, or Trailer.

SECTION 11: SEVERABILITY

If any subdivision, paragraph, sentence, clause, or phrase of this Ordinance is, for any reason, held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforcement of the remaining portions of this Ordinance, or of any other provisions of other ordinances of the District. It is the District's express intent that each remaining portion would have been adopted irrespective of the fact that one or more subdivisions, paragraphs, sentences, clauses, or phrases be declared invalid or unenforceable.

SECTION 12: EFFECTIVE DATE

This Ordinance shall become effective thirty (30) days after adoption.

SECTION 13: PUBLICATION

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

This Ordinance was passed and adopted at a meeting of the Board of Directors of the San Simeon Community Services District on _____, 2022, upon motion by Director _____ and seconded by Director _____, by the following roll call vote:

Chairperson Kellas: Director De La Rosa: Director Giacoletti:

Director Donahue: Director _____:

Gwen Kellas, Chairperson

ATTEST:

Charles Grace
Secretary/General Manager

APPROVED AS TO FORM:

Jeffrey A. Minnery
District Counsel

DRAFT

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Ordinance 107

AMENDED ORDINANCE NO. 107

**AN AMENDED ORDINANCE OF THE SAN SIMEON COMMUNITY SERVICES
DISTRICT REPEALING, AMENDING, AND REENACTING ORDINANCE 67 and 88
REGARDING PARKING REGULATIONS**

**BE IT ORDAINED BY THE BOARD OF DIRECTORS OF
THE SAN SIMEON COMMUNITY SERVICES DISTRICT AS FOLLOWS:**

SECTION 1: REPEAL and REENACT. That Ordinance 67 and 88 are hereby repealed, and previously enacted Ordinance 107 is amended, and reenacted to read as follows:

SECTION 2: PARKING FOR MORE THAN SEVENTY-TWO HOURS PROHIBITED. Pursuant to California Vehicle Code Section 22507, no motor vehicle shall be parked or left standing upon any street, highway, or public area (whether improved or unimproved) within the District for seventy-two or more consecutive hours without having been moved at least one-tenth of a mile during that period.

SECTION 3: PARKING OF BROKEN DOWN OR WRECKED VEHICLES. No person shall park or stand or permit to remain for a longer period than two (2) hours on any public street, any motor vehicle unless it is registered and the appropriate fees have been paid under the California Vehicle Code or any motor vehicle that is wrecked or incapable of operating under its own power.

SECTION 4: SLEEPING IN VEHICLES. It is unlawful for any person to sleep in any vehicle parked on any street within the San Simeon Community Services District owned or maintained by the District between the hours of 10:00 P.M. and 6:00 A.M. of the following day.

SECTION 5: PARKING OF RECREATIONAL AND COMMERCIAL VEHICLES. No recreational vehicle as defined in Health and Safety Code Section 18010, semi-trailer as defined in Vehicle Code Section 550, trailer as defined in Vehicle Code Section 630, trailer coach as defined in Vehicle Code Section 635, or truck tractor as defined in Vehicle Code Section 655 shall be parked or left standing between the hours of 10:00 P.M. and 6:00 A.M. upon any street within the San Simeon Community Services District ("District") owned or maintained by the District unless a permit has first been issued therefore by the Manager of the District or an authorized representative of the District.

SECTION 6: EXCEPTION. Notwithstanding Section 5, a recreational vehicle, semi-trailer, trailer or trailer coach or truck tractor may be parked in the District if a 72-hour parking permit is issued pursuant to this section. The purpose of a parking permit is to allow users of a recreational vehicle, semi-trailer, trailer or trailer coach or truck tractor to park adjacent to their residences or businesses to load and unload and to allow out-of-town visitors to park in front of the residence which they are visiting for a limited time

period. The provisions of this section shall not supersede any covenants, conditions and restrictions or other private agreements. The terms of such parking permit shall be as follows:

A. Issuance of Permit. Parking Permits shall be issued by the General Manager or his/her designee, upon receipt of an application on a form the District shall establish for that purpose. Any resident of the District may obtain a parking permit authorizing him or her to park such a vehicle in front of his or her residence or place of business. Any out-of-town visitor of a residence may obtain a parking permit authorizing the visitor to park such vehicle in front of such residence, but may not reside in that vehicle overnight while it is so parked, or run water, waste or power lines to the vehicle over a public right of way. For purposes of this section, "out-of-town visitor" means any person who does not reside in the District.

B. Description of Permit; display. The Parking Permit shall include the license number of the vehicle authorized to be parked, the date of issuance, the time period the Parking Permit is valid, and the telephone number of the applicant. Such permit shall be taped to the vehicle on the inside of driver's side window and be clearly visible to District staff and the public.

C. Duration and renewal. The parking permit shall be valid for 72 hours. Upon expiration of a parking permit issued under this section, the applicant may apply for and be granted a parking permit if the applicant still qualifies under the conditions set forth herein. In no event shall more than two (2) parking permits be issued to an applicant within a thirty-day period.

SECTION 7: POSTING OF NOTICE. Appropriate signs or markings giving adequate notice of the restrictions provided for in this Ordinance shall be placed upon the affected streets and highways. Notice of removal of vehicle for violation of this Ordinance shall also be provided.

SECTION 8: VIOLATIONS AND PENALTIES. Any person who is in violation of any provision of this Ordinance shall be issued a citation by the General Manager or his/her designee in the following amounts:

- a. A fine not exceeding fifty dollars (\$50) for a first violation;
- b. A fine not exceeding one hundred dollars (\$100) for a second violation of this Ordinance within one year;
- c. A fine not exceeding two hundred fifty dollars (\$250) for each additional violation of this Ordinance within one year.

Furthermore, pursuant to Section 22651 of the California Vehicle Code, any recreational vehicle, utility trailer, or camper parked or left standing on a public street or highway within the district in violation of this Ordinance may be removed from the street

or highway. Any person whose vehicle has been towed away under this Ordinance will be responsible for paying any District costs and/or towing costs directly to the towing company in order to reclaim the vehicle.

SECTION 9: SEVERABILITY. If any subdivision, paragraph, sentence, clause, or phrase of this Ordinance is, for any reason, held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforcement of the remaining portions of this Ordinance, or of any other provisions of other ordinances of the District. It is the District's express intent that each remaining portion would have been adopted irrespective of the fact that one or more subdivisions, paragraphs, sentences, clauses or phrases be declared invalid or unenforceable.

SECTION 10: EFFECTIVE DATE. This Ordinance shall become effective immediately upon its adoption.

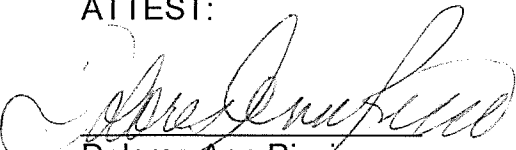
SECTION 11. PUBLICATION. Within fifteen (15) days of passage, this Ordinance shall be published one time in a newspaper of general circulation published in the District, if there is one, and if not, then this Ordinance shall be posted for one week in three (3) public places in the District.

On motion of Director Williams, Seconded by Director Price, and on the following roll call vote to wit:

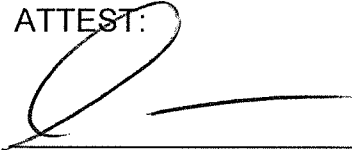
Chairperson Ricci Y Vice-Chair McAdams Y
Director Fields Y Director Price Y Director Williams Y

Amended Ordinance No.107 is hereby adopted this 10th day of April, 2013.

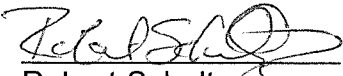
ATTEST:


Dolores Ann Ricci
Chairperson, Board of Directors

ATTEST:


Charles Grace
General Manager/
District Secretary

APPROVED AS TO FORM


Robert Schultz
District Counsel

6.A. Business Action Item



BUSINESS ACTION ITEM STAFF REPORT

ITEM 6.A. PRESENTATION FROM AKEL ENGINEERING TO DISCUSS AND REVIEW THE PROCESS FOR THE URBAN WATER MANAGEMENT PLAN.

Discussion:

Tony Akel from Akel Engineering will be present at the meeting to discuss the process for the Urban Water Management Plan. The San Simeon CSD is seeking input from the community.

6.B. Business Action Item



BUSINESS ACTION ITEM STAFF REPORT

ITEM 6.B. DISCUSSION, REVIEW AND APPROVAL OF A CONTRACT WITH MOSS, LEVY & HARTZHEIM, LLP TO PERFORM AUDITING SERVICES FOR FISCAL YEARS 2021/2022, 2022/2023, AND 2023/2024.

Summary:

On August 14, 2013 a contract for services was executed with Moss, Levy & Hartzheim, LLP to provide auditing services to the District. At the time this contract was executed, the current purchasing policy was not in effect. The new policy, adopted in May 2019, contains more formal language about contracts of this nature.

Discussion:

The District's fiscal year end 2022 budget for auditing services is \$10,239.27. Section 19.03 B. of the current purchasing policy states the following:

a. Solicitation of Three Written Bids or Requests for Proposals for Expenditures Exceeding \$10,000 but Not Exceeding \$50,000

When any expenditure is expected to exceed \$10,000, but not exceed \$50,000, the General Manager, or said designee, shall solicit a minimum of three (3) vendors or contractors to submit written bids or proposals. Written entries documenting that three written proposals were solicited shall be noted by the General Manager in the project file. There may be special circumstances, however, when fewer than three (3) vendors are available to submit a proposal or fewer than three (3) vendors submit proposals. In such cases, the General Manager shall justify the reason(s) three vendors could not be solicited with written documentation retained in the project file.

Per the purchasing policy, GES Staff contacted three vendors to obtain quotes to provide the District with auditing services. Staff contacted David Farnsworth, CPA, Glen Burdette, and Moss, Levy, Hartzheim, LLP to obtain quotes.

All three companies provided responses which have been included as part of the packet. The lowest responsive bidder was the existing auditor Moss, Levy, Hartzheim, LLP. The existing purchasing policy requires that the lowest responsive bidder be selected to perform services.

Recommendation:

If the Board wishes to change the audit company, they may choose to direct staff to obtain additional quotes from agencies other than Moss, Levy & Hartzheim, LLP. Or the Board can approve the proposal from Moss, Levy and Hartzheim, LLP to perform auditing services for the next 3 fiscal years.

Enc: Proposals from:
Moss, Levy & Hartzheim, LLP
Glen Burdette Accounting Services
David Farnsworth, CPA



January 21, 2022

To the Board of Directors
San Simeon Community Services District
111 Pico Avenue
San Simeon, CA 93452

We are pleased to confirm our understanding of the services we are to provide San Simeon Community Services District (the District) for the fiscal years ended June 30, 2022, June 30, 2023, and June 30, 2024. We will audit the basic financial statements of the District, including the related notes to the financial statements, as of and for the fiscal years ended June 30, 2022, June 30, 2023, and June 30, 2024. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. Generally Accepted Accounting Principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. Generally Accepted Accounting Principles and to report on the fairness of the supplementary information when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the Standards for Financial Audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Directors of San Simeon Community Services District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with

governance that an audit in accordance with U.S. Generally Accepted Auditing Standards and the Standards for Financial Audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by U.S. Generally Accepted Auditing Standards.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. Generally Accepted Accounting Principles based on information provided by you. We will also perform the additional service of preparing the District's Special Districts Financial Transactions Report in accordance with the records provided to us by the District's management. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. Generally Accepted Accounting Principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. Generally Accepted Accounting Principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with U.S. GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Moss, Levy & Hartzheim LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Moss, Levy, & Hartzheim LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit for the fiscal year ending June 30, 2022 on approximately September 2, 2022 and to issue our reports no later than December 31, 2022. The preparation of the District's Special District Financial Transactions Report will be completed no later than January 31, 2023. Ronald A. Levy, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$9,775 for the year ended June 30, 2022, \$9,875 for the year ended June 30, 2023, and \$9,975 for the year ended June 30, 2024. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to San Simeon Community Services District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Moss, Levy & Hartzheim LLP

Moss, Levy & Hartzheim LLP

RESPONSE:

This letter correctly sets forth the understanding of San Simeon Community Services District.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

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Re: Audit

Erin M. Nagle <Erin.Nagle@glennburdette.com>

Thu, Jan 27, 2022 at 2:55 PM

To: Cortney Murguia <cmurguia@graceenviro.com>, SSCSD Bookkeeper <bookkeeper@sansimeoncsd.org>

Cc: Charles Grace <cgrace@graceenviro.com>

Hello Cortney, thanks for responding. MD&A is Management's Discussion and Analysis which is required to precede the financial statements under GASB reporting requirements. I see in the audit report that it's qualified for this so I was just checking to see if that would change for you going forward.

I reviewed your responses along with last year's financial statements and can prepare a proposal for you and the Board to review. Before I complete that, I wanted to let you know we won't be able to come close to your current audit fees of approximately \$10,000. I have estimated our fees to approximate \$14,000-\$16,000, so please let me know if that is a non-starter or if I should proceed with preparing the proposal.

Let me know if you'd also like a phone call to discuss, thanks!

Erin

Erin M. Nagle, CPA

Principal

GLENN BURDETTE

erin.nagle@glennburdette.com

p 805 544 1441

f 805 593 1269

SAN LUIS OBISPO | PASO ROBLES | SANTA MARIA | glennburdette.com

From: Cortney Murguia <cmurguia@graceenviro.com>

Sent: Tuesday, January 25, 2022 11:44 AM

To: SSCSD Bookkeeper <bookkeeper@sansimeoncsd.org>

Cc: Erin M. Nagle <Erin.Nagle@glennburdette.com>; Charles Grace <cgrace@graceenviro.com>

Subject: Re: Audit

CAUTION: This email originated from outside of Glenn Burdette. Do NOT click any links, open any attachments or download images unless you were expecting this email and you trust the sender.

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PROFESSIONAL AUDIT SERVICES PROPOSAL

SAN SIMEON COMMUNITY SERVICES DISTRICT

CONTACT: DAVID FARNSWORTH, CPA

FEBRUARY 1, 2022

**AUDIT PROPOSAL
SAN SIMEON COMMUNITY SERVICES DISTRICT**

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AUDIT PROPOSAL SECTION

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EXECUTIVE SUMMARY

From The
CPA

February 1, 2022

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

Dear Members of the Board and Management,

Getting ready and preparing reports for an annual financial audit is not easy and is extremely inconvenient. Combine the headache of going through an audit with the fact that only between 3% - 5% of fraudulent activity is discovered by a financial audit, choosing a new auditing firm can be daunting to say the least. As board members you assume a heavy burden to ensure that all financial practices of the District are running properly and managed responsibly.

We take our role seriously to help carry this burden for you and to ensure that you are protected from unexpected misuse of funds and fraud of any kind. We have witnessed firsthand the negative impact of loose and unsecured processes and have committed ourselves to providing the very best in financial controls and fraud prevention in government organizations and non-profit agencies such as yours.

The scope of our services includes the following:

1. Audit the financial statements of the San Simeon Community Services District, to include all applicable footnotes
2. Special District Financial Transactions Report

As owner and principal, I am authorized to make representations for and to bind our firm. Should you have any questions, please feel free to contact me via email at david@dfarnsworthcpa.com or via phone at (408) 780-2236. Our mailing address is 11501 Dublin Blvd, #200, Dublin, CA 94568. This proposal is a final and irrevocable offer for a period of sixty (60) calendar days from the submitted date.

Sincerely,

David Farnsworth, CPA

David Farnsworth, CPA

OUR APPROACH

Our approach is different than other auditing firms because we educate and train our clients to understand fraudulent red flags and prevent abuse and fraud in addition to performing the financial audit in accordance with the applicable audit standards. Many special districts depend on their auditors to discover fraud and be the tool to prevent or detect fraud. As discussed in the previous page, only 3% - 5% of audits discover fraudulent activity (*See ACFE Study, Report to the Nations Study 2020, P. 78 of 88*). Our approach is designed to assist the District in discovering ways to improve financial processes and strengthen fraud prevention and detection procedures. Our financial audit is performed in accordance with generally accepted auditing standards and generally accepted government auditing standards. Our engagements are supervised and managed by the principal owner.

STEP 1 – LEARN AND UNDERSTAND THE DISTRICT OPERATIONS AND FINANCES

We first need to understand how the District operates its finances. This is called the ‘Planning phase’ of the audit. We learn the financial processes of the District. For example, staff will walk us through the customer billing cycle and the vendor billing cycle. In addition, we perform many different procedures ranging from reading board meeting minutes to analyzing the financial reports and comparing them to prior periods, and interviewing board members and key financial staff.

This phase gives us the information to tailor the audit procedures specific to your District.

STEP 2 – PERFORM FINANCIAL AUDIT AND REVIEW THE AUDIT PROCESS

This step is where the bulk of the audit will be performed. After tailoring or customizing the audit specific to how you operate the financial operations, we will be confirming various balances (i.e., cash, accounts receivable, etc.) with third parties such as banks and customers. We reconcile accounts and compare invoices with the financial reports. We speak with legal counsel and the predecessor auditors. Included in the audit is a review or inspection of the financial activity after the year-end date. We will have most of the proposed adjusting journal entries (if needed) documented, along with any audit findings identified in the audit. Our Firm also has a quality control reviewer to further ensure the financial audit is performed in accordance with applicable standards. A few of the procedures performed in this step is to reconcile the workpapers to the balances found in the financial report trial balance. We perform further analytical procedures (three-year comparison of the financial statements, trend analysis, etc.) to ensure the financial statements are correctly reported.

STEP 3 – PRESENT CONCLUSIONS OF AUDIT

We will prepare the audit report and the accompanied financial statements, notes to financial statements, and supplemental information. After the financial statements are prepared, the financial statements will be forwarded to the District manager for review. After the District manager approves them, the audit will be forwarded to the Board of Directors for approval. I will present the conclusions of the audit at the next board meeting.

After the audit is concluded, we will setup bi-monthly meeting with the District manager to answer any management questions and keep up to date with District operations that pertain to the financial audit.

SCOPE OF SERVICES

The period covered will be for the fiscal years ending June 30, 2022, 2023, and 2024. This scope of services will be performed for San Simeon Community Services District. It is our understanding the scope of the services will be the following:

1. Pre-audit conference with District staff
2. Perform financial audit
3. Prepare financial statements for San Simeon Community Services District
4. Present conclusions of financial audit to the board of directors at a schedule monthly meeting
5. Exit conference with District staff
6. Submit final audit report
7. Prepare the special district financial transactions report

The financial audit will be performed in accordance with generally accepted accounting standards; generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, and generally accepted government auditing standards.

License

The firm and all key personnel are properly licensed to practice in California.

Independence

David Farnsworth, CPA is independent of the San Simeon Community Services District as defined by GAGAS. David Farnsworth, CPA has not had any professional relationships with the District or its staff.

FIRM'S EXPERIENCE

Our Firm and Client Base

Our firm specializes solely in performing audits of local governments. Our clients range from community services districts, sewer districts, water districts, and many other types of special districts. We perform financial audits all year long and only perform financial audits and financial reviews.

Our Principles

We are a customer-focused, flexible, hard-working firm that strives to improve the financial position of every client we serve. We hold ourselves to the highest standards and believe in the core principles of:

Relationship – Having a caring relationship with our clients who are the lifeblood of our firm, taking a personal stake in the future success of our clients, and shared leadership based on positive influence, honest dialogue, empowerment, and trust.

Professionalism – Maintaining a culture that is high-performing, open-minded, respectful, supportive, and enjoyable, while embracing systems documentation as a way of life so we can efficiently over-deliver on our service promises.

Progressive – Using progressive thinking and technology so we can do more for our clients while promoting mutual responsibility and ownership so we can anticipate obstacles and exceed our clients’ expectations.

Our Founder

David holds a Certified Public Accounting license with the state of California. He has specialized in financial audits while serving local governments through relationships with their board of directors and management. He has established and implemented new accounting systems, new accounting processes and stabilized many accounting operations. His hands-on experiences include preparing financial statements, verifying payroll, audit reports, fraud prevention protocols and client-specific policies and procedures.

Our Commitment and Service

We are committed to providing the very best in financial controls and fraud prevention to government organizations. We provide complementary customized training of internal controls and fraud prevention training to strengthen processes and reduce fraud and human error. We endorse and follow the proven techniques that work the best in the government sector according to the fraud study done by the Association of Certified Fraud Examiners. Our goal is to help you improve business operations and the transparency of the District so you can better serve your community.

REFERENCES

Name of District	Contact Name and Title	Phone Number	Email Address
East Palo Alto Sanitary District	Micheline Wegem, CPA Accountant	(650) 325-9021	mwegem@epasd.com
Merquin Water District	Jamie Sams, District Manager	(209) 634-5060	merquincwd@gmail.com
Crockett Community Services District	Vaughn Gunkelman, Administrative Services Manager	(510) 787-2992	admin@town.crockett.ca.us
Salsipuedes Sanitary District	Delia Brambila, District Manager	(831) 722-7760	salsan@sbcglobal.net

AUDIT PROPOSAL SAN SIMEON COMMUNITY SERVICES DISTRICT

COST PROPOSAL

In accordance with the request for proposal for audit services, we hereby submit the following cost proposals:

<u>3-Year Cost Proposal</u>	<u>June 30,</u> <u>2022</u>	<u>June 30,</u> <u>2023</u>	<u>June 30,</u> <u>2024</u>	<u>3-Year</u> <u>Engagement</u> <u>Total Fee</u> ⁽¹⁾
Financial audit	\$ 12,880	\$ 13,266	\$ 13,664	\$ 39,811
Travel, admin, and software cost ⁽²⁾	966	995	1,025	2,986
Special District Financial Transactions Report	500	515	530	1,545
Total not to exceed fee	<u>\$ 14,346</u>	<u>\$ 14,776</u>	<u>\$ 15,220</u>	<u>\$ 44,342</u>

(1) Each year 3 percent is added to the total fee to account for inflation.

(2) A 7.5% charge is added for travel, admin, and software cost.

<u>Phase of Financial Audit</u>	<u>Estimated</u> <u>Hours</u>	<u>Hourly</u> <u>Rate</u>	<u>Total</u> <u>Cost</u>
Planning	16	\$ 150	\$ 2,400
Field-work	40	\$ 175	7,000
Review	16	\$ 150	2,400
Report preparation	8	\$ 135	<u>1,080</u>
Total audit fee			<u>\$ 12,880</u>

Audit Engagement Letter—Yellow Book

February 1, 2022

To Governing Board and Management
San Simeon Community Services District
111 Pico Avenue
San Simeon, California 93452

We are pleased to confirm our understanding of the services we are to provide San Simeon Community Services District for the years ended June 30, 2022 - 2024. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of San Simeon Community Services District as of and for the years ended June 30, 2022 - 2024. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement San Simeon Community Services District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to San Simeon Community Services District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies San Simeon Community Services District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Introductory Section - Organization
- 2) Schedule of Revenues and Expenses by Function for the year ended June 30

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records

AUDIT PROPOSAL SAN SIMEON COMMUNITY SERVICES DISTRICT

of San Simeon Community Services District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of San Simeon Community Services District's financial statements. Our report will be addressed to Governing Board and Management of San Simeon Community Services District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that San Simeon Community Services District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations

from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of San Simeon Community Services District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of San Simeon Community Services District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate

AUDIT PROPOSAL
SAN SIMEON COMMUNITY SERVICES DISTRICT

confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We expect to begin our audit after your accountant finishes the year-end closing entries and to issue our reports no later than 3 months after we complete the fieldwork of the audit. David Farnsworth, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$14,346, \$14,776, and \$15,220 for the years ending June 30, 2022 - 2024. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

We appreciate the opportunity to be of service to San Simeon Community Services District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

David Farnsworth, CPA

David Farnsworth, CPA

RESPONSE:

This letter correctly sets forth the understanding of San Simeon Community Services District.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

6.C. Business Action Item



BUSINESS ACTION ITEM STAFF REPORT

ITEM 6.C. DISCUSSION, REVIEW, CONSIDERATION AND APPROVAL OF STANDING COMMITTEE MEMBERS PURSUANT TO DISTRICT POLICY 13.01.

Summary:

During the January 11, 2022 Board meeting the Board voted to appoint the following persons as standing committee members:

- Water Committee - Michael Hanchett, Daniel de la Rosa, and Henry Krzciuk.
- Budget Committee - Michael Hanchett, Luz Hernandez, Miguel Sandoval and Henry Krzciuk.

Discussion:

This item was placed back on the agenda at the request of the Chairperson to allow for additional review of the committee members. The Policy & Procedures manual pertaining to the standing committees is referenced below:

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

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

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

- At its first meeting, each Standing Committee shall select a Chairperson, who shall be one of the Board members on the committee.

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

6.D. Business Action Item



BUSINESS ACTION ITEM STAFF REPORT

ITEM 6.D. DISCUSSION, REVIEW, CONSIDERATION AND APPROVAL OF PROPOSED EDITS TO THE POLICY AND PROCEDURES MANUAL.

Summary:

This item was on the January 11, 2022 meeting agenda and the Board voted to table this discussion.

The ad-hoc committee members Will Carson and Chairperson Kellas met in July and September to incorporate their proposed edits and revisions to the current Policy & Procedures (P&P) Manual. Below is a summary of the suggested edits that be implemented into the current P&P. The proposed “redlined” edits are included as part of the packet. A summary of these proposed edits is below:

- Page 3 - Section 2.05: Note about the monthly stipend amount
- Page 4 - Section 3.04: Language stating (reference 3.02 and 13.00)
- Page 5 - Language related to the meeting time. Section 6.01
- Page 5 - Section 6.03. The Board may choose to require the video recording of Special Board meetings.
- Page 7 - Section 7.06: The Board may wish to add language pertaining to Government Code 54954.3 (a).
- Page 8 - The Board may wish to add language allowing for storage to occur via the cloud rather than a safe deposit box.
- Page 10 - Section 12.01 Records. The Board may wish to direct legal counsel to create a written CPRA policy.
- Page 12 - Section 14.01. Grammatical edits have been suggested.
- Page 26 - Section 19.03 – proposed language modifications.
- Page 28 - Section C - proposed language modifications. Grammatical edits.
- Page 31 - Section 5 – proposed language modifications
- The addition of the following words:

- i. “And/or designee” Page 4, section 5.01 & Page 6, section 7.01 & Page 7, section 8.01,
- ii. “Or Office Manager (OM)” Page 4, section 5.02, Page 6 & section 7.03,

Recommendation:

The ad-hoc committee is requesting that the Board provide additional feedback and removal or addition of language relevant to this item.

Enc: Proposed “redline” edits to the Policy and Procedures Manual

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

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SECTION 21.00	Social Media Policy
SECTION 22.00	Applying for Grants

Approved May 2019
Amended January 2022 ~~February 2021~~

2.02 Officers. At the regular meeting in December, the Directors shall elect one of their members Chairperson of the Board and another of the members Vice-Chairperson of the Board. Term of office for each shall be one (1) year.

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

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

2.05 Renumeration. Members of the Board of Directors shall receive a monthly stipend, the amount of which shall be annually established by the Board as set forth in the adopted budget. However, a member of the Board who does not attend the regular monthly meeting of the Board is not entitled to the monthly stipend.

Commented [CU1]: This states that the Board shall annually establish the monthly stipend amount. This has not been occurring.

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

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

SECTION 3.00 Duties of the Board of Directors

3.01 Presiding Officer. The Chairperson shall preside at all meetings of the Board. The Vice-Chairperson shall preside at all meetings of the Board in the absence of the Chairperson. If both the Chairperson and Vice-Chairperson are absent, the Directors in attendance shall select a Director to preside over the meeting.

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

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

The Chairperson, or any member of the Board or staff persons so designated, shall represent the Board where it is appropriate or desirable for the District to appear at meetings of other

public agencies, private entities, before public or private groups, or on other public or private occasions. However, this provision shall not limit the attendance of any Director or authorized officer or staff member of the District at other public gatherings or meetings--Prior to attending such a gathering or meeting, Directors are encouraged to review Government Code Section 54952.2(c)-and ensure their attendance is in conformance with the requirements of the Brown Act. (Please refer to Section 3.04)

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

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

3.04 Authority of Individual Board Members. All powers of the District shall be exercised and performed by the Board as a body. Individual Board Members, except as provided in these policies (reference 3.02 and 13.00) or otherwise authorized by the Board, shall have no independent power to act for the District, the Board, or to direct staff of the District.

SECTION 4.00 Staff and Consultants

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

4.02 Consultants and Compensation. The Board may also appoint and employ, fix the compensation of, and prescribe the duties and authorities of other officers, employees, attorneys, engineers, and other professional consultants as necessary or convenient for the business of the District subject to the Procurement Policy. (Please refer to Section 19.00)

4.03 General Manager. The General Manager shall be the Executive Officer of the San Simeon Community Services District and for the Board of Directors. The General Manager may be employed by the District through written agreement or retained as a consultant through written agreement. If any such written agreement between the General Manager and the District is in conflict with any District policy, said agreement shall prevail.

SECTION 5.00 Duties of Staff

5.01 Duties of General Manager. The General Manager (or designee) shall be responsible for all of the following:

- the implementation of the policies established by the Board of Directors for the operation of the District,
- the supervision of the District's facilities and services,
- the supervision of the District's finances.

5.02 Duties of District Secretary/Office Manager. ~~The (DS/OM) The District Secretary~~ shall prepare and mail or send by electronic media to each person entitled thereto copies of agendas, minutes of the preceding meeting, and notice of meetings. The ~~DS/OM District Secretary~~ shall prepare minutes for adoption by the Board of Directors setting forth all actions taken by the Board and shall preserve minutes and other records of actions of the governing Board as per the Records Retention Policy (Please see Ord.19-407).

SECTION 6.00 Meetings: Time, Place, and Manner

6.01 Time. ~~The time for regular meetings of the Board of Directors shall be the second Thursday of each calendar month at 5:00 p.m.~~ The date, time, and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

6.02 Place. The place of meetings of the Board of Directors shall be in a Cavalier Banquet Room located at 250 San Simeon Avenue, San Simeon, California, unless otherwise designated by the Board of Directors. Due to the COVID19 pandemic Board meetings are being held using Zoom.

Commented [CU2]: If the Board chooses to return to in-person meetings the District may need to work with the property owner to establish COVID19 protocols.

6.03 Recording. The proceedings of all regular meetings shall be recorded by videographer. The proceedings of all special meetings shall be recorded ~~by audio~~. Recordings shall be retained in accordance with the record retention policy pursuant to Resolution 19-407. Video and audio taping of regular or special meetings shall conform to Government Code Sections 54953.5 & 54953.6.

Commented [CU3]: The Board needs to decide if they want language that all special meetings be video recorded. There are several potential solutions that could be proposed. Once a decision is made this paragraph can be revised and the redlined version can go before the Board and the public.

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

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

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

6.07 Secret Ballots. Secret ballots are not allowed.

SECTION 7.00 Agendas.

7.01 Setting of Agenda. The General Manager, in consultation with the Board Chairperson, shall set the agenda. The General Manager and Board Chairperson shall consider any matter requested by a Director for inclusion on the agenda. Committee recommendations on topics to be added to the agenda shall be given to the Board Chairperson or said designee. A member of the public may also request that a matter directly related to District business be placed on the agenda. Such a request must be made to the General Manager (or designee) or the Board

Chairperson at least fifteen (15) day prior to the date of the meeting. With regard to all requests to add items to the agenda, the General Manager and the Board Chairperson may use their discretion as to which items are included. The agenda shall also contain any matter requested by a majority of the Board.

7.02 Consent Calendar. Agendas of Board meetings shall incorporate a consent calendar listing items of a routine nature not normally requiring discussion. The following is a listing of consent calendar items which may be amended by the direction of the Board of Directors or by the General Manager and the District Secretary as they deem appropriate: (1) approval of minutes, (2) approval of bills paid, (3) informational items, and (4) certain resolutions (example: banking authority). Approval of the consent calendar shall take place by a motion and a second of the Board and passed by a roll call vote indicating a majority vote.

The District adopts the following general guidelines in reviewing and approving consent agenda items:

1. The Chairperson shall announce the item and read each consent agenda item into the record.
2. The Chairperson shall ask if there are any public comments on any item within the consent agenda.
3. Once all public comments are done, the Chairperson shall ask the Board members if they would like to pull an item off the consent agenda for full discussion. If an item is pulled off the consent agenda, it shall be added as a Business Item for full Board discussion.
4. The Chairperson shall next ask if the Board members have any minor comments (typographical/spelling errors) or minor questions about any of the consent agenda items. If so, the Board member shall then make the minor comment or ask staff a question.
5. Once all minor comments/questions have been dealt with, the Chairperson shall ask if there is a motion to approve the consent agenda (if motion is not already made independently by another Board member); the motion, if it passes, shall approve all items within the consent agenda.

7.03 Distribution. The District Secretary/Office Manager (OM) shall prepare an agenda for each regular meeting and shall post and mail or send by electronic media the agenda to persons entitled thereto at least 72 hours prior to the meeting. The District Secretary shall prepare an agenda for each special meeting and post this agenda 24 hours prior to the meeting.

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

7.05 Agenda Change. Upon a determination by a two-thirds (2/3) vote of the members of the Board present at the meeting, or, if fewer than two-thirds (2/3) of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted, the Board may add an item to the agenda in accordance with Government Code Section 54954.2(b). Example: If there are five (5) Board members present, four (4) affirmative votes would be needed to add an agenda item. If there are three (3) Board members present, three (3) affirmative votes would be needed to add an agenda item.

7.06 Public Comments on Agenda Items. Any member of the public may address the Board on any item on the agenda at the time that item is being considered by the Board. Each speaker will be limited to three (3) minutes per agenda item as monitored by the District Secretary. Additional time may be extended by the Chairperson. Speakers shall not be allowed to “split” their time, nor shall they be permitted to “reserve” all or any portion of their allotted time. If any person fails or refuses to abide by these rules, the Chairperson, after warning the speaker, may declare that the speaker is disrupting, disturbing, or impeding the orderly conduct of the meeting and order the speaker to leave the meeting room. If another Board member disagrees that a speaker is disrupting the proceeding, that Board member may object to having the speaker leave the meeting room. At such time, the full Board shall vote on whether the speaker should be required to leave or not. Public Comment is regulated by Government Code 54954.3(a).

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

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

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

SECTION 8.00 Minutes

8.01 Minutes. The District Secretary (or designee) shall keep minutes of regular and special meetings of the Board. Copies of said minutes shall be made for distribution to each member of the Board with the agenda for the next regular Board meeting.

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

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

8.03.01 Procedure:

- date, place, and type of each meeting
- directors present and absent by name
- call to order
- arrival of tardy Directors by name
- pre-adjournment departure of Directors by name or if absence takes place when any agenda items are acted upon
- adjournment of the meeting

8.03.02 Board Actions:

- approval or amended approval of the minutes of preceding meetings
- complete information as to each subject, including the roll call record of the vote on a motion if not unanimous
- all Board resolutions and ordinances in complete context, numbered serially for each fiscal year
- a record by number of all warrants approved for payment
- adoption of the annual budget
- financial reports, including water and wastewater sales, balances of District checking accounts, and a monthly balance sheet

8.04 Storage. The official minutes of the regular and special meetings of the Board shall be saved on the District computer in accordance with the Records Retention Policy. (Please see Resolution 19-407.) This computer shall be backed up onto a hard drive that is stored in a safe deposit box that is located at an offsite location. Approved minutes of the Board of Directors' meetings shall be public records open to inspection by the public. The Secretary shall make copies available to any person who has made a request in compliance with the California Public Records Request Act.

Commented [CU4]: Would the Board like to change this language and allow for the computer backups to occur via a cloud storage system?

SECTION 9.00 Rules of Order for Meetings

9.01 General. Action items shall be brought before and considered by the board by motion in accordance with this policy. The board prefers a flexible form of meeting and, therefore, does not strictly follow Robert's Rules of Order.

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

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

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

Example 2: If a proposed action requires a two-thirds (2/3) vote and two (2) Directors abstain, the proposed action cannot be approved because four (4) of the five (5) Directors would have to vote in favor of the action.

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

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

10.05 Direction to Staff. During a public meeting, the Board may give directions, however, which are not formal action. Such directions do not require formal procedural process. For example, after an ordinance is adopted at a public meeting, the Board may direct staff to publish an ordinance summary in a newspaper of general circulation. The Board may also direct staff to research a particular topic and place it on the agenda at the next regular Board meeting. Such directions include the Board's directives and instructions to the General Manager. The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two (2) Directors challenge the statement of the Chairperson, a voice vote may be requested. A formal motion may be made to place a disputed directive on a future agenda for Board consideration or to take some other action (such as referring the matter to the General Manager for review and recommendation, etc.). Informal action by the Board is still Board action and shall only occur during public meetings regarding matters which appear on the agenda for the Board meeting during which said informal action is taken.

SECTION 11.00 Deviations

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

SECTION 12.00 Records

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

Commented [CU5]: The Board may wish to direct staff to create a CPRA response policy.

SECTION 13.00 Committees

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

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

13.02 General Rules Governing Committees. The Chairperson of the Board of Directors shall appoint one (1) or two (2) Board members and three (3) to five (5) members of the public to serve on the Standing Committees subject to Board approval. The Chairperson of the Board

14.01 Conflict of Interest. No Director shall make, participate in, or in any way attempt to use his or her official position to influence a decision on any issue when prohibited from doing so by the Political Reform Act of 1974 (Government Code Section 81000, *et seq.*), any other law, or the District's Conflict of Interest Code. (Please refer to Section 20.00.) A Director shall, when an agenda item is called, declare that he or she has a conflict of interest, state what the conflict of interest (reason) is, and shall ~~recuse~~ ~~remove~~ him or herself from the ~~meeting~~ ~~Board~~ room during the discussion. The Director's ~~recusal~~ ~~removal~~ shall be noted on the record by the District Secretary, who shall also note the Director's return when the item is completed.

14.02 Ethics. Directors shall comply with the requirements of Government Code Section 53235 by receiving at least two hours of training in general ethics principles and ethics laws relevant to District service every two years and shall file with the District Secretary a copy of the certificate verifying the completion of such training. Directors shall work with the General Manager, or said designee, to ensure adherence with all requirements of Government Code Section 53235.

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

- The immediate and future needs of the District's constituents should be the priority of the Board of Directors.
- Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.
- The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

14.04 Other Procedures for Directors. Directors should practice the following procedures.

1. In seeking clarification on informational items, Directors may approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
2. In handling items related to safety, concerns for safety or hazards should be reported to the General Manager, said designee, or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
3. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager or District Counsel.
4. When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.
5. Directors should develop a working relationship with the General Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly.
6. Unless a conflict of interest exists, Directors should not abstain from the Board's decision-making responsibilities.

SECTION 15.00 Training, Education and Conferences.

15.00 Educational Conferences. Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activity is to improve District operation. Hence, there is no limit as to the number of Directors attending

18.08 Expense Authorization.

18.08.01. Expenditures. All expenditures and purchases made by the District shall be authorized in the District’s annual budget and by the General Manager. Any commitment of District funds, expenditures, and/or purchases in the amount of \$5,000 or greater require prior authorization/approval by the Board of Directors in conformance with the Procurement Policy. Expenditures in the amount of \$4,999 or less require authorization by the General Manager.

18.08.02. Petty Cash. This policy seeks to ensure that petty cash is managed appropriately and that staff members are not financially disadvantaged as a result of incurring minor work-related expenses. The amount of petty cash shall be as determined by the General Manager but, in general, should not exceed \$150.00. The General Manager shall ensure that petty cash is used to cover only those expense reimbursements for which it is not feasible, or for which it is unreasonably inconvenient, to use normal purchasing methods. Any expense that is predictable, regular, or significant should be dealt with through normal accounting procedures. All expenses incurred using petty cash funds must be substantiated by acceptable supporting documentation such as receipts and invoices. The petty cash shall be kept in a secure (locked) location and the key held securely. The General Manager may delegate petty cash duties to the Office Manager.

19.00 Procurement Policy.

19.01. Purpose. The purpose of this policy is to provide direction on how to efficiently and legally obtain suitable quality services, supplies, materials, and labor at the lowest possible cost.

19.02. Definitions. For the purposes of this Policy, the term "purchasing" refers collectively to contracting or procurement of services, supplies, materials, or labor, including Capital Improvements.

19.03. Procurement Procedures.

Sections A, and B, and ~~C~~ are governed by the following conditions:

The contract shall be awarded to the lowest responsible, responsive bidder, in accordance with the Public Contract Code. Written entries documenting that the required bidding process has been followed shall be entered in the project file, and a copy of the Board Report and contract shall be saved in the District files. Following Board approval, the General Manager and one Board member shall then execute the contract.

A. Solicitation of Formal, Advertised Bids or Requests for Proposals (RFP) for Expenditures Exceeding \$50,000

When any expenditure is expected to exceed \$50,000, the District shall publish a notice inviting bids or requests for proposals a minimum of one week prior to the time of receiving bids in a general circulation newspaper published within San Luis Obispo

County. This type of formal bidding process typically includes the issuance of written plans and/or specifications describing the goods or services to be provided and the receipt of written bids from the vendors or contractors involved. The General Manager, or a designated staff member, shall solicit a minimum of three (3) vendors or contractors to bid on the project. There may be special circumstances, however, when fewer than three (3) vendors are available to submit a proposal or fewer than three (3) vendors submit proposals. In such cases, the General Manager shall justify the reason(s) three vendors could not be solicited with written documentation retained in the project file.

B. Solicitation of Three Written Bids or Requests for Proposals for Expenditures Exceeding \$10,000 but Not Exceeding \$50,000

When any expenditure is expected to exceed \$10,000, but not exceed \$50,000, the General Manager, or said designee, shall solicit a minimum of three (3) vendors or contractors to submit written bids or proposals. Written entries documenting that three written proposals were solicited shall be noted by the General Manager in the project file. There may be special circumstances, however, when fewer than three (3) vendors are available to submit a proposal or fewer than three (3) vendors submit proposals. In such cases, the General Manager shall justify the reason(s) three vendors could not be solicited with written documentation retained in the project file.

1. Alternative Selection Procedure for Expenditures Exceeding \$10,000

When the District is seeking a unique solution to a problem or situation that cannot necessarily be resolved by the lowest bidder (i.e. when the methods, approaches, and procedures to be used in performing the work are of primary importance), a “Point Count/High Score” method of selecting a proposal may be utilized. Before soliciting proposals, the District must determine the method of evaluation and include the appropriate information in the request for proposal. If a “Point Count/High Score” method will be used, a comprehensive evaluation plan must be developed and finalized. All rating and scoring factors that are to be considered must be included, criteria for considering costs must be developed, and the evaluation plan must provide for a fair and equitable evaluation of all proposals. Scoring factors must take into consideration cost and that factor cannot be less than 30% of the total points available. Proposals received under this method shall first be evaluated to determine whether they were received in time and in the manner prescribed to determine which ones meet the format requirements specified in the request for proposal. Those proposals that meet the format requirements shall then be submitted to an evaluation committee which shall be comprised of the General Manager and one Board member. The evaluation committee will evaluate and score the proposals using the methods specified in the request for proposal. The contract must be awarded to the responsible, responsive proposal given the highest score by the evaluation committee.

Note: *Invitation for Bids* are typically used to obtain simple, common, or routine services that may require personal or mechanical skills (i.e. little discretion is used in performing the work). *Requests for Proposals* are used to obtain complex services in which professional expertise is needed and may vary. *Requests for Proposals that will utilize the alternative selection procedure* should be used only to obtain very complex and/or unique services in which professional expertise and methods vary greatly or

creative/innovative approaches are needed. (i.e. public relations, advertising, complex research projects).

C. Solicitation of Three Verbal Quotes for Expenditures Exceeding \$5,000 but Not Exceeding \$10,000

When any expenditure is expected to exceed \$5,000 but not exceed \$10,000, the General Manager, or said designee, shall solicit a minimum of three (3) verbal quotes to provide the goods or services. Written entries documenting ~~that~~ three verbal quotes were solicited shall be made in the project file. The General Manager after approval by the Chairperson shall approve the payment.

D. Expenditures Not Exceeding \$5,000

The General Manager, or said designee, shall obtain competitive cost information, whenever reasonably feasible, for any District purchase even though formal cost quotations are not required for goods or services costing \$5,000 or less. The General Manager shall approve the payment.

19.04. Exceptions to Standard Purchasing Procedures.

A. Public Projects.

On June 11, 2014, the District passed Resolution No. 14-363 adopting the Uniform Public Construction Cost Accounting Procedures (California Public Contract Code § 22000 *et seq.*) in the contracting for construction of “public projects.” The District is therefore subject to the uniform construction cost account procedures set forth in Pub. Con. Code § 22000 *et seq.* and incorporates the procedures set forth therein to this policy manual. “Public project” means any of the following: (1) construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility; (2) painting or repainting of any publicly owned, leased, or operated facility.

B. Emergency Conditions

An emergency is defined as a breakdown in machinery and/or equipment resulting in the inability of the District to provide essential services or a threat to public health, safety, or welfare, including, but not limited to, threatened damage to natural resources or an imminent threat of injury or damage to any person or property.

In the case of such an emergency, the formal RFP process is suspended. The General Manager, or said designee, shall secure, in the open market at the lowest obtainable price, any services, supplies, material, or labor required to respond to the emergency. The Purchase Order should indicate "Emergency Conditions" with written documentation of the nature of the emergency and lowest obtainable price information. The General Manager shall consult with two Board members prior to taking significant action.

In the case of a natural disaster or for civil defense, nothing contained in this Policy shall limit the authority of the General Manager to make purchases and take necessary emergency steps.

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C. Limited Availability/Sole Source

Occasionally, necessary supplies, material, equipment, or services are of a unique type, are of a proprietary nature, or are otherwise of such a specific design or construction, or are specifically necessary for purposes of maintaining cost-effective system consistency so as to be available from only one source. The General Manager may dispense with the requirement of competitive bids and recommend negotiating a fair price and making the purchase from a sole source if, after reasonable efforts by District staff to find alternative suppliers, there exists only a single source. Alternatively, if reasonable efforts by District staff to identify three (3) vendors or contractors as applicable under this policy are unsuccessful, the General Manager may authorize a limited availability bidding process with fewer than three (3) vendors or contractors. The basis for the sole source recommendation shall be documented in writing on the contract or purchase order and approved, in advance, by the Board for purchases exceeding \$10,000 and the General Manager, or other authorized District staff, under this policy for purchases not exceeding \$10,000.

D. Cooperative Purchasing

The District shall have the authority to join in cooperative purchasing agreements with other public agencies (e.g. the State of California or other counties, cities, or special districts) to purchase goods or services at a price established by that agency through a competitive bidding process consistent with California public bidding requirements. The Board may authorize participation in cooperative purchasing agreements.

E. Professional Consultant Services

1. Definition and Restrictions

Professional consultant services are of a technical nature and, due to the type of services to be provided, do not readily fall within the "low bid" competitive bidding process. California Government Code Section 4525 *et. seq.* requires that selection of professional consultants in the categories of architects, landscape architects, engineers, surveyors, and environmental consulting be made on the basis of demonstrated competence and the professional qualifications necessary for the satisfactory performance of the required services. Professional consultants should be individually selected for a specific project or problem with the objective of selecting the most qualified consultant at a price that is fair and reasonable. Professional service agreements shall not be split into smaller units, nor shall contract amendments be used, for the purpose of circumvention of the expenditure limits of this Policy.

As used in this Policy, "professional consultant service agreement" shall mean and include all professional services provided by the same consultant that are provided

as part of or related to the same project or program for which the consultant is being retained. Consultants who are retained to provide services on an ongoing basis, such as geotechnical peer reviews of District projects, shall be retained by means of an annual service agreement unless an agreement providing for renewal or extension of services has been approved.

- a. For selection of architects, landscape architects, engineers, surveyors, and environmental consultants, the following procedures shall apply unless the services needed from such consultants are of a technical nature or involve professional judgment.

Cost is not to be included in the Request for Proposal (RFP). Only after a firm is selected, is compensation negotiated. The scope of work is the basis for negotiations for payment. If the parties cannot agree on fair compensation, negotiations may be formally terminated with the firm considered most qualified and may be commenced with the second highest-rated firm. Such procedure may be repeated until an agreement is reached with a qualified firm.

Alternatively, a fee or cost estimate can be requested at the time of the RFP by requiring it to be provided in a separate, sealed envelope. The fee estimate will only be opened after selecting the successful consulting firm.

- b. For consultants who do not fall under the qualifications-based selection method described above, or where the services needed from the vendors listed above are of a technical nature and involve professional judgment, cost can be included in the RFQ/RFP and used in ranking the consultants for selection. Examples of such consultants include, but are not limited to: training, safety, recruitment, personnel services, economic analysis, city and regional planning, property appraisals/analysis, property acquisition, title insurance, facilitators, legal services, financial services, and data processing.

2. Selection Procedures for Professional Services in Excess of \$50,000

When the cost for professional services is expected to be in excess of \$50,000, the District shall prepare a Request for Proposal (RFP) which should request the professional's qualifications, relevant experience, described approach, staffing, and support. The proposal should outline the terms, conditions, and specifications of the services required by the District. District staff will review the proposals received, rank the consultants based upon the following criteria, and invite the most qualified firms for interviews:

- a. ability of the consultants to perform the specific tasks outlined in the RFP,
- b. qualifications of the specific individuals who will work on the project,
- c. quantity and quality of time key personnel will be involved in their respective portions of the project,
- d. reasonableness of the fee requested to do the work; comparability of fee to similar services offered by other qualified consultants (except where fee is to be negotiated later),
- e. demonstrated record of success by the consultant on work previously performed for the District or for other public agencies or enterprises,

- f. the specific method and techniques to be employed by the consultant on the project or problem,
- g. ability of the consultant to provide appropriate insurance in adequate amounts, including errors and omissions if applicable, and
- h. responsiveness to the RFP.

The report to the Board shall summarize the basis for staff's consultant selection recommendation and the ranking of the consultants based upon these criteria. Following Board approval, the General Manager and one Board member shall then execute the contract.

3. Selection Procedures for Professional Services in Excess of \$10,000 but Not Exceeding \$50,000

District staff shall solicit written proposals from a minimum of three (3) qualified consultants. A formal RFP is not required. There may be special circumstances, however, when fewer than three (3) vendors are available to submit a proposal or fewer than three (3) vendors submit proposals. In such cases, the General Manager shall justify the reason(s) three (3) vendors could not be solicited with written documentation retained in the project file.

The selection shall be based upon the criteria noted in Section 2 above. The General Manager, or said designee, may approve the selection and execute the agreement. The ranking and selection recommendation, based upon these criteria and the written proposal information, shall be documented in the project file. Following Board approval, the General Manager shall then execute the contract.

4. Selection Procedures for Professional Services in Excess of \$5,000 Not Exceeding \$10,000

Formal RFP's are not required for professional services in excess of \$5,000 and not exceeding \$10,000. District staff may select a consultant from a pre-qualified consultant file if available. District staff shall contact at least three (3) qualified consultants and request an informal written proposal or verbal proposal. There may be special circumstances, however, when fewer than three (3) vendors are available to submit a proposal or fewer than three (3) vendors submit proposals. In such cases, the General Manager shall justify the reason(s) three vendors could not be solicited with written documentation retained in the project file.

The selection shall be based upon the criteria noted in Section 2 above. Notations documenting the proposals and reasons for selection shall be made in the project file. Following Board approval, the General Manager shall then execute the agreement.

5. Selection Procedure for Professional Services Not Exceeding \$5,000

Formal RFP's are not required for professional services \$5,000 or under. District staff may select a consultant from a prequalified consultant file if available. The General Manager and a Board Member shall approve the selection.

6. Renewal of Contracts with Professional Consultants

The District may, after following required consultant selection procedures, enter into consultant agreements which contain provisions authorizing their extension or renewal. Recommendations to extend or renew an existing contract with a professional consultant should include a written evaluation of the work performed by the consultant as well as a determination that the rationale for providing for the renewal option in the existing contract remains valid and that the fees being charged are comparable to fees for similar services offered by other consultants at the time of renewal or extension. If the total amount of the contract renewal does not exceed \$5,000, the General Manager, or said designee, may execute a contract amendment to formalize the renewal. If the total amount of the original agreement and any amendments exceed \$5,000, prior Board approval must be obtained.

7. Conflict of Law

These procedures are not applicable where superseded by local, state, or federal law; where the terms of grant funding provide for the use of other consultant selection procedures; or where the District is obligated to select consultants through the use of different procedures, such as the requirements of an insurance or self-insurance program.

8. Special Circumstances

These professional consultant selection procedures are not applicable when three (3) qualified professional service firms or individuals are unavailable or if it is appropriate and in the best interest of the District under the specific circumstances of the project at issue to limit the number of consultants solicited. Examples of such specific circumstances may include the following: the need to take immediate action on a project precludes the District's ability to follow these procedures; the absence of any fiscal or competitive advantage in following these procedures; only one consultant is known to be available and capable of providing needed services within the required time; the services to be provided are so unique that only one known consultant is qualified and available to perform them; or the terms of a legal mandate or negotiated agreement require the use of a particular consultant. The basis for such action shall be documented in writing and noted in the contract and approved by the General Manager. When Board approval is required, the documented basis for such action shall be included in the report to the Board.

9. Prequalified Consultant File

District staff may maintain a current file of consultants in their appropriate professional services categories after the selection procedures have been followed in this policy and a determination made that a consultant is qualified and competent. District staff may maintain this "prequalified consultant" file for a period of two (2) years from determination of the qualification of such consultant. The District may select a prequalified consultant from this file for services.

F. Open Purchase Orders for Routine and Repetitive Supplies and Services

Open purchase orders may be entered into with vendors who are expected to supply routine services, supplies, materials, or labor to the District on a regular basis throughout the fiscal year (such as gasoline, disking, road maintenance, vehicle maintenance, printing, office supplies, office machinery maintenance, computers, ergonomic equipment, field hardware, resource management supplies). Such open purchase orders should normally be closed at the conclusion of each fiscal year.

1. Competitive Bidding Procedures

Vendors of repetitive supplies and services shall be selected through the competitive procedures set out above, based upon the anticipated or budgeted cumulative cost of the supply or service. When competitive bidding procedures cannot feasibly be done due to the nature of the product to be purchased, a comparison of vendors' prices on representative sample items will be made and staff will provide written documentation of the price quotations used to select the vendor with the lowest cost. In the event that the vendor selected for repetitive supplies and services ceases to provide competitive costs for supplies or adequate services during the fiscal year, the District may replace that vendor with the next lowest cost vendor who participated in the cost comparison.

2. Multi-year Contracts

Multi-year contracts shall be selected through the competitive procedures set out above, based upon the anticipated or budgeted cumulative cost of the supply or service over the course of the contract. Multi-year contracts can be let only when it is documented that it is appropriate and necessary to secure the best pricing or to assure continuity of service. Whenever feasible, multi-year contracts for service or supplies shall provide that the option to renew or extend the contract is at the District's sole discretion.

19.05 General Provisions.

A. Conflict of Interest

No District staff member or elected official shall be financially interested, directly or indirectly, in any purchase, contract, sale, or transaction to which the District is a party and that comes before said official or staff member for recommendation or action. Any purchase, contract, sale, or transaction in which any staff or official is financially interested shall become void at the election of the District. No staff member or elected official shall realize any personal gain from any purchase, contract, sale, or transaction involving the District. When any staff member is in doubt as to whether a conflict of interest exists, that staff member shall consult with the District Counsel, and, if necessary, alternative actions may be taken to facilitate the purchase.

B. Purchase of Recycled Products

District staff shall purchase recycled products whenever such products are available at equal cost to non-recycled products and when suitability and quality are equal. When recycled products are used, the supplier shall label the products to indicate that they contain recycled materials and specify the minimum percentage of recycled material in the products.

SECTION 21.00 Social Media Policy

21.01 Purpose. The District respects the right of the Board of Directors and District personnel (collectively, “Staff Members”) to use social media as a medium of self-expression. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist Staff Members in making responsible decisions about their use of social media, the District has established these guidelines for appropriate use of social media. All Staff Members need to follow these requirements when posting on social media.

21.02 Guidelines.

Social Media. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to a Staff Member’s own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the District, as well as any other form of electronic communication. AB 992 permits a Board member to use a social media platform to engage in conversations or communications on matters within the subject matter jurisdiction of the Board:

(a) to answer questions,

(b) to provide information to the public, and

(c) to solicit information from the public.

However, a majority of members may not use social media to “discuss among themselves” official business. AB 992 broadly defines the meaning of “discuss among themselves” to include any “communications made, posted, or shared on an internet-based social media platform between members of a legislative body, including comments or use of digital icons that express reactions to communications made by other members of the legislative body.” AB 992 prohibits a member from communicating directly with the social media of any other member on a subject within the jurisdiction of the board.

By way of example, this means that a Board member may not respond directly, comment, like/dislike, express a digital reaction (i.e., an emoji), or even share the social media post of another Board member if that post concerns any matter within the subject matter jurisdiction of the Board. This law applies to all internet based social media platforms that are “open and accessible to the public,” including, but not limited to, Snapchat, Instagram, Facebook, Twitter, blogs, TikTok and Reddit.

AB 992 is significant because it restricts online communication between Board members to a greater extent than offline communication. Generally, subject to certain restrictions, a minority of Board members may discuss off-line a matter of official business outside of a Brown Act meeting. However, AB 992 absolutely prohibits any such discussion or communication of official business between two or more Board members on a social media platform.

Therefore, it is recommended that Board members completely refrain from any type of communication amongst yourselves via social media platforms that are open and accessible to the public.

1.

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2-1. Follow District Rules. Staff Members should carefully read these guidelines and the District's overall Board policies, including (but not limited to) the Sections on Board Conduct, Conflict of Interest Policy, Anti-Discrimination, and Anti-Harassment Policy, and ensure their postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct may subject Staff Members to disciplinary action up to and including termination.

3-2. District Business. District emails and computers are limited to conducting District business and are not to be used for personal social media. Staff Members must never use their District e-mail account or password in conjunction with a social media site. All data contained in the District's computer network systems is owned by and is the intellectual property of the District. Staff Members should not have an expectation of privacy with respect to information or communications that they post using the District's computers or networks. The District has the right to monitor all activity on its equipment and systems.

4-3. Disclosures. Social media should remain personal in nature and be used to share personal opinions or non-District related information. Staff members should neither claim nor imply that the Staff Member is speaking on behalf of the District. (Please see section 3.04) When appropriate, Staff Members should use a disclaimer to indicate the views expressed are the Staff Member's own, such as: "The postings on this site are my own and don't reflect or represent the opinions of the San Simeon Community Services District."

5-4. Exercise Best Judgment and Discretion.

- i. Staff Members should be fair and courteous to other Staff Members, District clients, members of the public, and individuals working on behalf of the District.
- ii. Work-related issues should be resolved by speaking directly (not via social media) to the individual or by utilizing the District's Complaints/Claims Procedures or, for concerns involving suspected harassment, discrimination, or retaliation, by using the complaint reporting procedure described in the Anti-Discrimination and Anti-Harassment Policy.
- iii. Staff Members should avoid using statements, photographs, video, or audio that reasonably could be viewed as obscene or contributing to a hostile work environment on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or any other status protected by law or District policy.

6-5. Be Honest and Accurate. Strive for accuracy and full disclosure in any social media post. Include a link to your sources of information. If you make a mistake, correct the information or retract it promptly. Remember the Internet archives almost everything; even deleted postings can be searched. Never post any information or rumors that you know to be false or inaccurate about the District, co-workers, District clients, or individuals working on behalf of the District.

7-6. Maintain Confidential Information. Staff Members must not disclose or discuss the confidential, sensitive, and/or proprietary information of the District and/or its officials,

officers, other Staff Members, agents, customers, or volunteers. For example, do not disclose another individual's social security number, medical, or financial information.

8.7. Do Not Promote the District Anonymously. Staff Members should not create a link from their blog, website, or other social networking site to the District's website. In addition, they must use their best judgment and exercise discretion when linking to people on social media sites. Other Staff Members and members of the public may see Staff Member connections and make judgments about them or their work.

9.8. Additional Considerations.

- i. Staff Members are free to express themselves as private citizens on social media to the degree that such speech does not impair or impede the performance of District duties, impair discipline and harmony among Staff Members, or negatively affect the public perception of the District.
- ii. The same principles and guidelines found in the District's policies apply to Staff Members' activities online. Before creating online content, Staff Members should consider some of the risks and rewards that are involved. Staff Member conduct that adversely affects job performance, the performance of fellow Staff Members, or otherwise adversely affects members of the public served by the District, suppliers, people who work on behalf of the District, or the District's legitimate business interests may result in disciplinary action up to and including termination.
- iii. Staff Members should not display District logos or similar identifying items on personal webpages.

SECTION 22.00 Applying for Grants Policy

22.01 Purpose. Grants are contracts or agreements whereby the District receives funding from an outside agency to subsidize a District project or program and for which the District has fiduciary oversight responsibility.

It shall be the policy of the District to identify and apply for grants that provide additional financial resources to the District to assist in carrying out its projects and programs. This Policy has been adopted by the Board of Directors to clarify responsibility and authority for applying for grants and to provide that all grants awarded to the District have been thoroughly researched, are financially feasible for the District, and do not create unforeseen financial or other burdens.

22.02 Policy. When submitting requests for grant funding, it shall be the policy of the District to solicit funds for projects or programs that are consistent with the goals of the District and to make sure that the nature of the grant is such that it can be administered in an efficient manner. Accordingly, the General Manager or said designee, has responsibility for applying for external funding for projects and programs subject to the provisions of this policy.

Prior to application submission, all grant applications must be reviewed by the General Manager who shall provide to the Board a report and recommendation regarding:

1. consistency with overall program goals of the District,
2. local match requirements and/or other budget impacts,

3. staff/personnel requirements to implement objectives of the grant, and
4. identification of responsible staff for program and fiscal monitoring.

In the event that timing constraints prevent staff from obtaining Board Approval of a grant application submittal prior to the application being submitted, staff shall provide the Board with notice and a status update within two business days.

6.E. Business Action Item



BUSINESS ACTION ITEM STAFF REPORT

ITEM 6.E. DISCUSSION, REVIEW, AND APPROVAL OF THE 2022 LIST OF GOALS AND PRIORITIES FOR THE SAN SIMEON COMMUNITY SERVICES DISTRICT.

Discussion:

This item was placed on the January 11, 2022 meeting agenda. During the meeting, the Board was directed to email any suggestions or edits to GES staff.

The list is presented for discussion, consideration, and approval.

Enc: 2022 List of Goals and Priorities

San Simeon Community Services District



111 Pico Avenue, San Simeon, California 93452

(805) 927-4778 Fax (805) 927-0399

2022 DRAFT Infrastructure Project List

January 4, 2021

Item No.	Priority	Description	Assigned	Status
1	1	CHRP (Coastal Hazard Response Plan)	Dudek	Planning kick-off meeting.
2	1	IFMP (Instream Flow Management Plan)	Stillwater	Planning kick-off meeting.
3	1	UWMP (Urban Water Management Plan)	Akel	Provided information to Akel.
4	2	WWTP Ocean Outfall Repair	TBD	Preparing RFP.
5	2	Pipe Bridge inspection & painting	Raider ATS	Seeking repair companies and preparing and RFP for replacement.
6	2	Reservoir / Tank Project	TBD	Currently 95% design.
7	3	Rate Study	RCAC CRWA	Provided information to RCAC, CRWA. Work to resume after Jan. 1, 2022.
8	3	Water Supply Generator Replacement Project	RNM	In progress

List of Request for Proposals (RFP) / quotes needed:

1. RFP - Environmental / Grant / Permitting support
2. RFP - 2000 Series
3. RFP - Audit services
4. RFP - Operations and maintenance services
5. RFP – Ocean outfall repair

6.F. Business Action Item



BUSINESS ACTION ITEM STAFF REPORT

ITEM 6.F. DISCUSSION, REVIEW AND DIRECTION TO STAFF REGARDING EMERGENCY REPAIRS TO THE PICO AVENUE STAIRCASE BEACH ACCESS.

Discussion:

This item was placed on the agenda at the request of Director de la Rosa. GES staff has taken pictures of the location. A cursory analysis of the location shows that there is about 2-3 feet of open space that needs to be reinforced to protect the structural integrity of the stairs.





Recommendation:

GES Staff is looking for direction from the Board regarding this item.