

# Board of Directors San Simeon Community Services District



## SPECIAL BOARD MEETING PACKET

May 23, 2023

Meeting Start Time 5:30 pm

This meeting shall occur In Person and Via Zoom.

Prepared by:



**GRACE**  
ENVIRONMENTAL SERVICES

**AGENDA**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS SPECIAL BOARD MEETING**  
**1000 MAIN STREET**  
**CAMBRIA, CA 93428**  
**Tuesday, May 23, 2023**  
**5:30 pm**

**This meeting shall occur In Person and Via Zoom.**

**Join Zoom for Regular Board Session:**  
<https://us02web.zoom.us/j/9270537206>

**Meeting ID: 927 053 7206**

**Or One tap mobile:**  
**US: +16699009128, 9270537206#**

**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: 927 053 7206**

**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 [admin@sansimeoncsd.org](mailto:admin@sansimeoncsd.org). Members of the public can also contact the District office at (805) 927-4778 with any questions or concerns related to this agenda or accessing the meeting.

**1. REGULAR SESSION:**

A. Roll Call

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

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

**3. SPECIAL PRESENTATIONS AND REPORTS:**

**A. STAFF REPORTS:**

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

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

**B. AD-HOC & STANDING COMMITTEE REPORTS:**

- i. **Status Update** – Budget/Finances Committee
- ii. **Status Update** – Water/Facilities Committee
- iii. **Status Update** – Camping Ordinance on District Streets
- iv. **Status Update** – Grant Acquisition Committee
- v. **Status Update** – Policies and Procedures Committee

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

**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 Consent Agenda Items. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes or less with additional time at the discretion of the Chair.

- A. REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL BOARD MEETING ON APRIL 25, 2023.**
- B. REVIEW AND APPROVAL OF DISBURSEMENTS JOURNAL.**

**5. BUSINESS ACTION ITEMS:**

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

- A. CONSIDERATION OF CANDIDATES TO FILL THE BOARD OF DIRECTOR VACANCIES CREATED BY THE RESIGNATION OF GWEN KELLAS AND DANIEL DE LA ROSA AND BOARD APPOINTMENT OF THE NEW DIRECTORS.**
- B. DISCUSSION, REVIEW AND APPROVAL OF A BOOKKEEPER PROPOSAL FOR SSCSD BOOKKEEPING SERVICES.**

**6. CLOSED SESSION:**

The Board will adjourn to Closed Session to address the following item:

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

**Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code § 5456.9: Three (3) Potential Cases**

**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 Office 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'S REPORT**



## SUPERINTENDENT'S REPORT – APRIL 2023

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### Item 3.A.iii

Prepared By: Steve Orellana

#### 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).
- Standard Maintenance was performed on Reactor/Clarifier #3

#### 2. Water Treatment and Distribution System

- 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.
- Monthly water meter reading was performed.

#### 3. District and Equipment Maintenance

- Staff continues with the scheduled preventive maintenance for the equipment at the facilities.
- Staff responded to 3 service requests.
- Potholes were filled on District Streets.

## 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	
04/01/23	Saturday	88,794	91,390	0	88,862	88,862	0	0	0	-	-	0	8.3	8.9	0.00	14,416	
04/02/23	Sunday	90,398	97,520	0	83,103	83,103	0	0	0	-	-	0	9.1	8.7	0.00	4,701	
04/03/23	Monday	85,461	92,380	0	97,539	97,539	0	0	0	-	-	0	9.1	8.7	0.00	4,924	
04/04/23	Tuesday	76,266	81,450	0	81,308	81,308	0	0	0	-	-	0	9.2	8.7	0.00	3,108	
04/05/23	Wednesday	75,517	84,100	823	88,488	89,311	0	0	0	32	35	32	9.3	8.8	0.00	3,031	
04/06/23	Thursday	88,869	93,550	0	59,616	59,616	0	0	0	-	-	0	9.2	8.8	0.00	2,814	
04/07/23	Friday	83,964	93,500	0	83,552	83,552	0	0	0	-	-	0	9.3	9.0	0.00	2,475	
04/08/23	Saturday	64,703	72,010	0	56,998	56,998	0	0	0	-	-	0	9.0	9.0	0.00	1,887	
04/09/23	Sunday	74,950	81,730	0	90,059	90,059	0	0	0	-	-	0	-	-	0.00	2,180	
04/10/23	Monday	50,546	58,990	0	62,982	62,982	0	0	0	-	-	0	9.2	9.0	0.00	1,830	
04/11/23	Tuesday	75,544	81,500	0	61,860	61,860	0	0	0	-	-	0	9.4	9.0	0.00	1,837	
04/12/23	Wednesday	49,513	56,370	1,496	58,344	59,840	0	0	0	32	32	32	9.4	9.1	0.00	1,557	
04/13/23	Thursday	59,869	64,680	0	64,178	64,178	0	0	0	-	-	0	9.3	9.1	0.00	1,499	
04/14/23	Friday	54,969	61,450	0	44,356	44,356	0	0	0	-	-	0	9.3	9.0	0.00	1,236	
04/15/23	Saturday	61,656	70,470	0	66,123	66,123	0	0	0	-	-	0	9.4	8.9	0.00	1,560	
04/16/23	Sunday	54,877	63,270	0	102,850	102,850	0	0	0	-	-	0	9.4	8.8	0.00	1,238	
04/17/23	Monday	46,397	51,430	0	18,401	18,401	0	0	0	-	-	0	9.4	9.0	0.00	1,486	
04/18/23	Tuesday	47,499	55,430	54,828	0	54,828	0	0	0	-	-	0	9.4	9.0	0.00	1,190	
04/19/23	Wednesday	40,555	48,560	50,266	2,319	52,584	0	0	0	-	-	0	9.2	8.7	0.00	2,628	
04/20/23	Thursday	45,575	52,000	53,258	0	53,258	0	0	0	-	-	0	9.1	8.5	0.00	610	
04/21/23	Friday	50,993	59,620	67,769	0	67,769	0	0	0	-	-	0	9.1	8.5	0.00	908	
04/22/23	Saturday	69,883	77,070	79,886	0	79,886	0	0	0	-	-	0	9.5	9.2	0.00	920	
04/23/23	Sunday	52,699	59,940	67,021	0	67,021	0	0	0	-	-	0	9.5	9.2	0.00	1,411	
04/24/23	Monday	53,359	58,810	54,903	0	54,903	0	0	0	-	-	0	9.7	9.4	0.00	1,448	
04/25/23	Tuesday	40,205	47,110	55,651	0	55,651	0	0	0	-	-	0	9.7	9.4	0.00	607	
04/26/23	Wednesday	36,080	44,610	48,171	1,047	49,218	0	0	0	32	32	32	9.7	9.4	0.00	598	
04/27/23	Thursday	42,246	50,330	66,647	0	66,647	0	0	0	-	-	0	9.7	9.4	0.00	599	
04/28/23	Friday	47,367	56,460	54,754	0	54,754	0	0	0	-	-	0	9.8	9.4	0.00	911	
04/29/23	Saturday	59,230	66,000	75,324	0	75,324	0	0	0	-	-	0	9.8	9.4	0.00	1,468	
04/30/23	Sunday	48,280	53,860	88,040	0	88,040	0	0	0	-	-	0	10.1	9.6	0.00	1,498	
<b>TOTALS</b>		<b>1,816,264</b>	<b>2,025,590</b>	<b>818,836</b>	<b>1,211,984</b>	<b>2,030,820</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>			<b>0.00</b>	<b>66,575</b>	
Average		<b>60,542</b>	<b>67,520</b>	<b>27,295</b>	<b>40,399</b>	<b>67,694</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>33</b>	<b>32</b>	<b>0</b>	<b>9.4</b>	<b>9.0</b>	<b>0.00</b>	<b>2,219</b>
Minimum		<b>36,080</b>	<b>44,610</b>	<b>0</b>	<b>0</b>	<b>18,401</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>32</b>	<b>30</b>	<b>0</b>	<b>8.3</b>	<b>8.5</b>	<b>0.00</b>	<b>598</b>
Maximum		<b>90,398</b>	<b>97,520</b>	<b>88,040</b>	<b>102,850</b>	<b>102,850</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>35</b>	<b>32</b>	<b>0</b>	<b>9.5</b>	<b>9.6</b>	<b>0.00</b>	<b>14,416</b>

**DATA SUMMARY SHEET**

<b>2023</b>													
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Total for 2023
Wastewater Influent	2,687,609	1,375,627	3,270,293	1,816,264									9,149,793
Wastewater Final Effluent (Month Cycle)	2,830,860	1,510,800	3,331,640	2,025,590									9,698,890
Adjusted Wastewater Influent (- State Flow)	2,154,586	1,251,178	2,665,765	1,749,689									7,821,218
Water Produced (month cycle)	1,493,382	1,427,184	1,517,094	2,030,820									6,468,480
Water Sold	1,312,822	1,550,776	1,310,914	1,699,157									5,873,669
Sewer Influent/Water Produced Ratio	1.80	0.96	2.16	0.89									N/A
Adusted Sewer/Water Produced Ratio	1.44	0.88	1.76	0.86									N/A
Well 1 Water Production	7,405	1,020,272	300,472	818,836									2,146,984
Well 2 Water Production	1,485,977	406,912	1,216,622	1,211,984									4,321,495
Total Well Production	1,493,382	1,427,184	1,517,094	2,030,820									6,468,480
Water Well 1 Avg Depth to Water	8.0	9.5	8.0	9.4									N/A
Water Well 2 Avg Depth to Water	7.6	9.1	7.6	9.0									N/A
Average Depth to Water of Both Wells	7.8	9.3	7.8	9.2									N/A
Change in Average Depth to Water from 2022	-1.8	-0.4	-1.7	-0.5									N/A
Average Chloride mg/L at the Wells	48	42	39	32									N/A
State Wastewater Treated	533,023	124,449	604,528	66,575									1,328,575
State % of Total WW Flow	19%	9%	18%	4%									N/A
Recycled Water Sold (Gallons)	0	0	0	0									0
Biosolids Removal (Gallons)	4,500	4,500	9,000	0									18,000
<b>WW Permit Limitation Exceeded</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>									<b>0</b>
<b>RW Permit Limitation Exceeded</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>									<b>0</b>
<b>Constituent Exceeded</b>	<b>None</b>	<b>None</b>	<b>Sett Solids</b>	<b>None</b>									<b>N/A</b>
<b>Sample Limit</b>	<b>N/A</b>	<b>N/A</b>	<b>3.0</b>	<b>N/A</b>									<b>N/A</b>
<b>Sample Result</b>	<b>N/A</b>	<b>N/A</b>	<b>4.5</b>	<b>N/A</b>									<b>N/A</b>
<b>2022</b>													
	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	1,389,949	1,589,863	1,719,101	1,798,328	2,016,224	2,377,922	2,144,776	1,831,090	1,703,468	1,749,106	2,260,766	22,151,815
Wastewater Final Effluent (Month Cycle)	1,649,170	1,498,768	1,725,410	1,871,010	1,996,900	2,172,360	2,440,050	2,149,140	1,989,820	1,877,540	1,939,200	2,434,660	23,744,028
Adjusted Wastewater Influent(- State Flow) *	1,522,839	1,356,607	1,549,685	1,690,058	1,608,515	1,780,084	2,203,484	2,090,258	1,774,814	1,650,919	1,700,028	2,159,699	21,086,990
Water Produced (month cycle)	1,683,299	1,654,800	1,924,903	2,059,394	2,175,259	2,390,458	2,811,134	2,445,960	2,414,544	2,119,832	2,071,137	1,905,829	25,656,550
Water Sold (Gals)	1,415,732	1,638,374	1,582,177	2,019,907	1,868,040	2,180,495	2,417,312	2,435,114	2,202,890	1,756,708	2,076,702	1,491,991	23,085,442
Sewer Influent/Water Produced Ratio	0.93	0.84	0.83	0.84	0.83	0.84	0.85	0.88	0.76	0.80	0.84	1.19	N/A
Adusted Sewer/Water Ratio	0.91	0.82	0.81	0.82	0.74	0.74	0.78	0.85	0.74	0.78	0.82	1.13	N/A
Average Depth of Both Wells	9.6	9.7	9.5	9.7	9.4	10.0	11.0	12.3	13.0	13.5	13.7	10.1	N/A
Change in Average Depth to Water from 2021	-0.9	0.0	-0.2	-0.3	-0.7	-0.5	1.1	1.9	1.7	0.8	3.1	0.4	N/A
Average Chloride mg/L at the Wells	<30	36	35	32	<30	<30	<30	<30	39	115	251	158	N/A
State Wastewater Treated	48,383	33,342	40,178	29,043	189,813	236,140	174,439	54,518	56,276	52,549	49,078	101,067	1,064,826
State % of Total WW Flow	3%	2%	3%	2%	11%	12%	7%	3%	3%	3%	3%	4%	5%
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0	0	0	0	0	0
Biosolids Removal (Gallons)	0	4,500	4,500	0	4,500	9,000	13,500	0	4,500	4,500	4,500	0	49,500
<b>WW Permit Limitation Exceeded</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>RW Permit Limitation Exceeded</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Constituent Exceeded</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>N/A</b>
<b>Sample Limit</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Sample Result</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

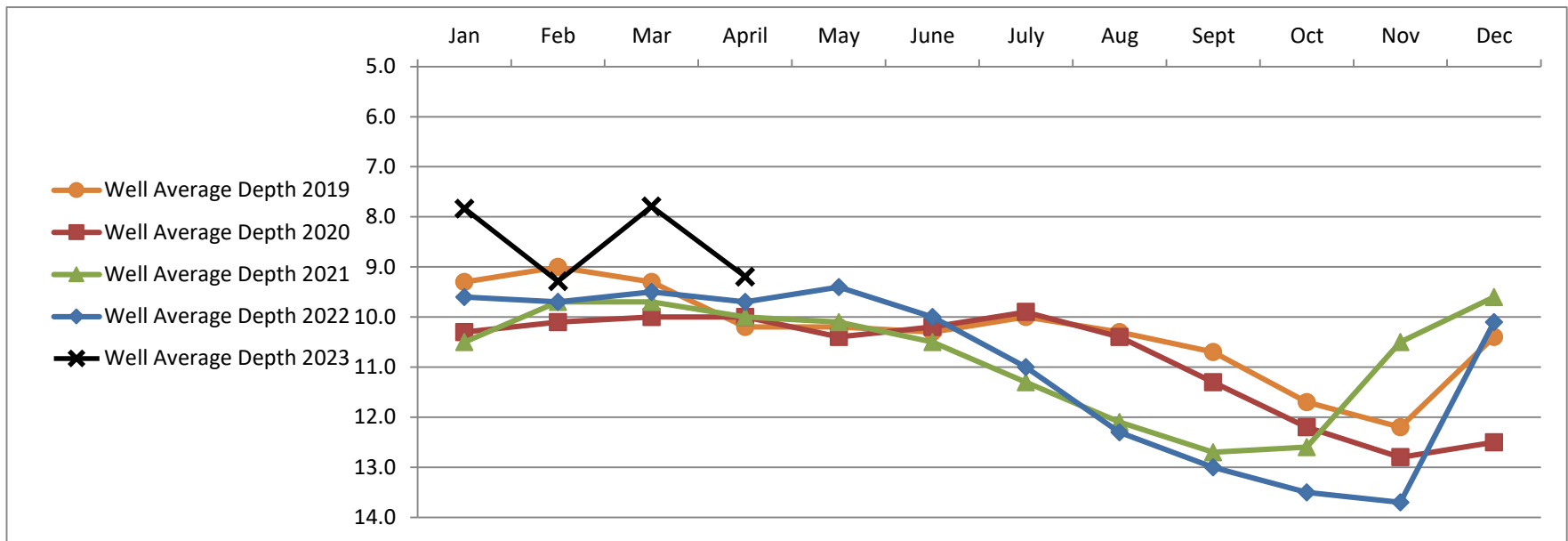


San Simeon Community Services District

Superintendent's Report

April 2023

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Well Average Depth 2019</b>	9.3	9.0	9.3	10.2	10.2	10.3	10.0	10.3	10.7	11.7	12.2	10.4
<b>Well Average Depth 2020</b>	10.3	10.1	10.0	10.0	10.4	10.2	9.9	10.4	11.3	12.2	12.8	12.5
<b>Well Average Depth 2021</b>	10.5	9.7	9.7	10.0	10.1	10.5	11.3	12.1	12.7	12.6	10.5	9.6
<b>Well Average Depth 2022</b>	9.6	9.7	9.5	9.7	9.4	10.0	11.0	12.3	13.0	13.5	13.7	10.1
<b>Well Average Depth 2023</b>	7.8	9.3	7.8	9.2								



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**3.A. IV. SPECIAL PRESENTATIONS AND REPORTS:**  
**GENERAL MANAGERS REPORT**  
**CHARLIE GRACE**



## GENERAL MANAGER'S REPORT

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### Item 3.A.iv.

**GES Staff Activity** – Report on staff activities for the month of March and April 2023.

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 a regular Board meeting agenda and packet. Distributed a special meeting agenda and packet.

GES Staff also attended to the following items:

- Responded to twelve (12) written public records requests in March
  - Responded to eighteen (18) written public records requests in April
- 

**LCP Grant** – Prepared the LCP grant quarterly report and submitted to SLO County

**Update on the Pico Creek Instream Flow Study** – SLO County is reviewing the Management Plan and Flow Study.

**Update on the Rate Study** – Suggested Water rates by RCAC and wastewater rates by RDN have been prepared and are ready for review by the Budget Committee.

**Update on the Water Tank Project** – No updates at this time.

**Update Pipe Bridge Draft Design 30% review** – At the Direction of the SSCSD Board the project is delayed until Dudek is further along in the WWTP relocation process.

**Discussion and Review of the Recent Aquifer High Turbidity** – Due to historic amounts of rain fall in San Simeon and more specifically Rocky Butte that feeds Pico Creek, approximately 78,000 gallons of potable water was trucked to San Simeon to supplement the San Simeon CSD potable water supply. The extreme amount of rain led to high turbidity aquifer water (well water) over 7.5NTU and at times well over 10NTU (nephelometric turbidity units).

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1. The well water is first pumped and treated using a filter with 0.35-micron mesh cartridges for turbidity removal.
2. The well water is then treated using a filter designed for bacteria removal using a 1.0-micron mesh cartridge.

3. High levels of well water turbidity (7.5 and greater) overwhelm filters such that the 1.0NTU State limit would have been exceeded *ref. Title 22 Table 64653 Filter Effluent Turbidity Standards (2)(B)1*, had pumping continued.
4. Given the interruption in well pumping, staff monitored the reservoir level continuously, requested that the community conserve water by distributing a conservation request flyer. Ultimately it became evident that the existing reservoir would not sustain a third day of no water well pumping.
5. 78,000 gallons of potable water was trucked to San Simeon to supplement the potable water stored in the 150,000 gallons CSD reservoir.
6. Water hauling cost = \$10,226.18 + Cost of water \$925.52 = \$11,151.70 total
7. Recommendations:

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  - a. Consult with an Engineering Firm that is experienced with water treatment facility design to determine if increased filtration and / or sedimentation basins with chemical addition would increase treatment capacity during a similar event.
  - b. Increase storage capacity to allow for up to 10 days of storage.
  - c. Combination of both a. and b. above (Division of Drinking Water preferred option based on discussion with DDW).

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**3.A.V. SPECIAL PRESENTATIONS AND REPORTS:  
DISTRICT FINANCIAL SUMMARY**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet - Draft**  
**As of April 30, 2023**

	Apr 30, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Pac Prem Ckg-6603	15,209.27
1017 · Money Market PPBI	
1017a · Pac Prem - Mon Mkt Unrestric...	(20,496.82)
1017b · USDA short lived asset fund	5,000.00
1017c · USDA Reserve for Annual Pymt	20,690.00
1017d · Operating Reserves	340,000.00
1017e · Reserves-Capital Rehab & Re...	448,076.82
1017f · Capacity Fees Held	678,999.00
1017g · Wait List deposits held	93,538.60
1017h · Cust sec dep held (06/30/22)	8,450.00
Total 1017 · Money Market PPBI	1,574,257.60
1050 · LAIF - non-restricted cash	571.81
Total Checking/Savings	1,590,188.68
Other Current Assets	
1200 · Accounts receivable default	95,796.02
1220 · A/R - Hearst Castle	27,586.67
1300 · Prepaid insurance expense	1,961.46
Total Other Current Assets	125,344.15
Total Current Assets	1,715,532.83
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	279,580.67
1500 · Equipment	
1500a · Equip-PA System	7,591.16
1500b · Equip-Muffin Monster	5,098.32
1500 · Equipment - Other	0.45
Total 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	(1,702,582.24)
Total Fixed Assets	2,333,301.59
<b>TOTAL ASSETS</b>	<b>4,048,834.42</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts payable	742.34
Total Accounts Payable	742.34

	Apr 30, 23
Other Current Liabilities	
2500 · Customer security deposits	8,100.00
2510 · Connect hookup wait list	93,538.60
2515 · Unearned Revenue- Capacity F...	678,999.00
	<hr/>
Total Other Current Liabilities	780,637.60
	<hr/>
Total Current Liabilities	781,379.94
Long Term Liabilities	
2520 · USDA Loan Principal Bal	425,548.72
	<hr/>
Total Long Term Liabilities	425,548.72
	<hr/>
Total Liabilities	1,206,928.66
Equity	
3201 · Net Investment in Capital Asset	1,980,565.00
3204 · BOD Assigned-Rehab & Replace	
3204G · Board Assigned for General CIP	50,051.03
3204S · Board Assigned for WW CIP	199,047.69
3204W · Board Assigned for Water CIP	198,978.10
	<hr/>
Total 3204 · BOD Assigned-Rehab & Repla...	448,076.82
3207 · BOD Assigned for Oper Reserves	
3207G · Op Reserves -Gen Fd	40,000.00
3207S · Op Reserves - Sewer Fd	150,000.00
3207W · Op Reserves - Water Fd	150,000.00
	<hr/>
Total 3207 · BOD Assigned for Oper Reser...	340,000.00
3211 · Restricted-USDA Annual Loan Pmt	20,690.00
3212 · Restricted-USDA Short Liv Ass	5,000.00
3220 · Unrestricted-Undesignatd Equity	271,846.27
Net Income	(224,272.33)
	<hr/>
Total Equity	2,841,905.76
	<hr/>
TOTAL LIABILITIES & EQUITY	4,048,834.42
	<hr/> <hr/>

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Profit & Loss by Month (FYTD) - Draft**  
 July 2022 through April 2023

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	TOTAL
<b>Ordinary Income/Expense</b>											
<b>Income</b>											
4000 · Services	108,574.62	115,502.75	111,399.08	85,368.40	97,969.85	73,145.57	71,288.14	75,981.22	92,895.59	82,874.93	915,000.15
4100 · Property tax income	1,155.48	1,181.01	1,373.09	62.27	0.00	28,047.21	30,353.81	3,837.66	3,288.50	7,330.74	76,629.77
<b>Total Income</b>	109,730.10	116,683.76	112,772.17	85,430.67	97,969.85	101,192.78	101,641.95	79,818.88	96,184.09	90,205.67	991,629.92
<b>Gross Profit</b>	109,730.10	116,683.76	112,772.17	85,430.67	97,969.85	101,192.78	101,641.95	79,818.88	96,184.09	90,205.67	991,629.92
<b>Expense</b>											
6000 · Accounting	0.00	0.00	0.00	0.00	4,000.00	2,000.00	0.00	0.00	0.00	0.00	6,000.00
6020 · Bank fees	12.49	0.00	21.29	109.14	124.77	(114.75)	123.41	121.40	118.02	147.55	663.32
6025 · Bookkeeping	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,550.00	1,550.00	15,100.00
6030 · Directors fee	600.00	200.00	400.00	700.00	300.00	300.00	900.00	600.00	600.00	600.00	5,200.00
6031 · Payroll expenses-yr taxes	45.90	15.30	30.60	53.55	22.95	22.95	68.85	45.90	45.90	45.90	397.80
6035 · Dues and subscriptions	0.00	650.00	0.00	0.00	0.00	4,358.00	0.00	1,149.00	0.00	0.00	6,157.00
6045 · Electrical power	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	10,006.59	6,242.34	60,248.93
6075 · Insurance - PERS health	0.00	0.00	0.00	0.00	0.00	0.00	(384.46)	0.00	0.00	0.00	(384.46)
6076 · Pension plan - PERS retirement	1,433.58	1,433.58	1,433.58	1,433.58	1,433.58	1,433.58	1,433.58	1,433.58	1,433.58	1,433.58	14,335.80
6080 · Insurance - liability	980.71	980.71	980.71	980.71	980.71	980.71	980.71	980.71	980.71	980.71	9,807.10
6095 · LAFCO cost apportionment	0.00	3,023.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,023.15
6100 · Legal fees	0.00	0.00	11,606.00	0.00	154,754.19	0.00	10,053.58	8,771.55	15,298.51	8,634.70	209,118.53
6105 · Licenses and permits	0.00	171.10	0.00	122.70	0.00	10,397.00	0.00	2,274.90	2,176.44	0.00	15,142.14
6115 · Miscellaneous expenses	221.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	221.02
6125 · Operations management	47,398.62	56,497.18	50,528.90	51,474.90	51,474.90	51,474.90	51,474.90	51,474.90	51,474.90	51,474.90	514,749.00
6130 · R&M allowance - GES Contract	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	33,333.30
6145 · Professional fees	900.00	1,631.25	18,962.71	14,622.00	15,204.25	25,244.61	36,493.42	12,563.25	7,130.00	55,589.50	188,340.99
6191 · Emergency water stand by	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	15,000.00
6192 · Repair & Maint-Dist Responsibility	0.00	0.00	0.00	0.00	3,073.94	16,981.70	2,285.77	11,703.00	0.00	4,220.03	38,264.44
6195 · Website	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	4,500.00
<b>Total Expense</b>	62,375.65	75,385.60	94,747.12	80,279.91	242,152.62	123,862.03	114,213.09	101,901.52	109,597.98	134,702.54	1139218.06
<b>Net Ordinary Income</b>	47,354.45	41,298.16	18,025.05	5,150.76	(144,182.77)	(22,669.25)	(12,571.14)	(22,082.64)	(13,413.89)	(44,496.87)	(147,588.14)
<b>Other Income/Expense</b>											
<b>Other Income</b>											
8020 · Interest - money market	26.64	57.85	269.53	283.86	274.98	277.07	267.25	241.43	267.34	258.76	2,224.71
8030 · Interest - LAIF	1.37	0.00	0.00	1.92	0.00	0.00	2.95	0.00	0.00	3.83	10.07
8044 · Grant income	0.00	0.00	0.00	16,232.06	0.00	11,620.25	0.00	0.00	28,608.42	0.00	56,460.73
8090 · Other misc income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	928.45	0.00	928.45
<b>Total Other Income</b>	28.01	57.85	269.53	16,517.84	274.98	11,897.32	270.20	241.43	29,804.21	262.59	59,623.96
<b>Other Expense</b>											
9010 · Depreciation expense	7,281.24	7,281.24	7,281.24	7,281.24	7,281.24	7,281.24	7,281.24	7,281.24	7,281.24	7,281.24	72,812.40
9020 · USDA loan repayment	0.00	0.00	10,345.00	0.00	0.00	0.00	0.00	0.00	10,345.00	0.00	20,690.00
9030 · Capital proj/improve	0.00	0.00	240.00	3,501.25	6,844.75	17,970.00	5,218.00	1,939.25	3,857.50	3,235.00	42,805.75
<b>Total Other Expense</b>	7,281.24	7,281.24	17,866.24	10,782.49	14,125.99	25,251.24	12,499.24	9,220.49	21,483.74	10,516.24	136,308.15
<b>Net Other Income</b>	(7,253.23)	(7,223.39)	(17,596.71)	5,735.35	(13,851.01)	(13,353.92)	(12,229.04)	(8,979.06)	8,320.47	(10,253.65)	(76,684.19)
<b>Net Income</b>	<b>40,101.22</b>	<b>34,074.77</b>	<b>428.34</b>	<b>10,886.11</b>	<b>(158,033.78)</b>	<b>(36,023.17)</b>	<b>(24,800.18)</b>	<b>(31,061.70)</b>	<b>(5,093.42)</b>	<b>(54,750.52)</b>	<b>(224,272.33)</b>



## **4.A. CONSENT AGENDA ITEM**

### **A. REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL BOARD MEETING ON APRIL 25, 2023**

**MEETING MINUTES  
SAN SIMEON COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS SPECIAL BOARD MEETING  
1000 MAIN STREET  
CAMBRIA, CA 93428  
Tuesday, April 25, 2023  
5:30 pm**

This meeting occurred in Person and Via Zoom.

**1. REGULAR SESSION @ 5:30 PM**

- A. Director Diamond - Present
- Director Donahue - Present
- Vice-Chairperson Tiwana - Present

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

Public Comment –

(1:58) Karen Dean (Cambria CSD present) introduced the new General Manager of the Cambria CSD.

(2:40) Michael Hanchett thanked Director's de la Rosa and Kellas for their service to the District.

**3. CONSENT AGENDA ITEMS: (3:50)**

- A. REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL BOARD MEETING ON FEBRUARY 28, 2023.**
- B. REVIEW AND APPROVAL OF MINUTES FOR THE REGULAR BOARD MEETING ON MARCH 14, 2023.**
- C. REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL BOARD MEETING ON MARCH 28, 2023.**
- D. REVIEW AND APPROVAL OF DISBURSEMENTS JOURNAL.**

Public Comment –

(4:50) Julie Tacker commented.

(5:45) A motion was made to accept the consent agenda as written.

Motion: Director Diamond

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

Vote: 3/0

Absent:

Roll Call:

Diamond: Yes    Tiwana: Yes    Donahue: Yes

**4. BUSINESS ACTION ITEMS: (6:18)**

**A. DISCUSS AND PROVIDE DIRECTION ON SELECTION OF A BOARD REPRESENTATIVE TO ENGAGE IN DISCUSSIONS WITH CAMBRIA COMMUNITY SERVICES DISTRICT REGARDING MUTUAL AID.**

The Board discussed further discussed this item.

Public Comment –  
(10:30) Tina Dickason commented.

A motion was made to select Vice-Chairperson Tiwana as the representative to work with Cambria as the liaison to work between the two Districts regarding water and wastewater, what have you....(continued speaking).

(12:48) The Vice-Chairperson asked Director Donahue to repeat the motion.

A motion was made that Karina be the liaison with Cambria.

Motion: Director Donahue  
2<sup>nd</sup>: Director Diamond  
Vote: 3/0  
Absent:

Roll Call:  
Diamond: Yes      Tiwana: Yes      Donahue: Yes

**B. DIRECTION TO STAFF REGARDING THE PROCUREMENT OF A BOOKKEEPER FOR THE DISTRICT. (13:11)**

There was conversation between the Board members regarding this matter. There was conversation about allowing a contract for a bookkeeper on an emergency basis.

The Vice-Chair did not call for public comment on this item.

(16:31) A motion was made to direct staff to seek an alternative method for filling the position as bookkeeper.

Motion: Director Diamond  
2<sup>nd</sup>: Director Donahue  
Vote: 3/0  
Absent:

Roll Call:  
Diamond: Yes      Tiwana: Yes      Donahue: Yes

**C. DISCUSS BOARD MEMBER RESIGNATIONS AND PROVIDE STAFF DIRECTION ON POSTING A NOTICE OF VACANCY TO FILL THE VACANT POSITIONS. (16:58)**

Public Comment –  
(17:20) Julie Tacker commented.

(18:00) Nubia Goldstein provided information to the Board on this matter. The Board further discussed this matter.

(23:35) A motion was made to fulfill the two vacancies by community outreach by mailers to the 90 or so registered voters and to publish a note on our website showing the vicinity of our open areas that we are trying to fill. The deadline was 30 days.

(26:00) There was further discussion about the deadlines to fill being June 2, and June 15, 2023.

Motion: Director Diamond  
2<sup>nd</sup>: Director Donahue  
Vote: 3/0  
Absent:

Roll Call:  
Diamond: Yes      Tiwana: Yes      Donahue: Yes

Public Comment –  
(28:35) Ron Garner commented.

**D. DISCUSS AND PROVIDE DIRECTION TO STAFF CONCERNING MAY AND JUNE BOARD MEETINGS. (29:39)**

Public Comment –  
None

(30:15) The Board further discussed this matter. It was suggested that May be meeting be moved to May 23, 2023.

(35:08) A motion was made to move the May 8, 2023 Board meeting to May 23, 2023.

Motion: Director Donahue  
2<sup>nd</sup>: Director Diamond  
Vote: 3/0  
Absent:

Roll Call:  
Diamond: Yes      Tiwana: Yes      Donahue: Yes

**E. DISCUSS AND ELECT CHAIRPERSON AND VICE-CHAIRPERSON FOR THE REMAINDER OF THE 2023 CALENDAR YEAR. (35:30)**

Public Comment –  
None

(36:30) Vice-Chairperson Tiwana suggested that the Board delay this vote until the Board had appointed the two new Board members.

(39:15) A motion was made to have Vice-Chair Tiwana remain as the Vice-Chairperson and serve as the Chair until we at least have someone else who wants to be and applies for the Chair.

Motion: Director Diamond  
2<sup>nd</sup>: Director Donahue  
Vote: 3/0  
Absent:

Roll Call:  
Diamond: Yes      Tiwana: Yes      Donahue: Yes

**5. CLOSED SESSION: (39:50)**

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

**Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code § 54956.9: Three (3) Potential Cases**

Public Comment –

(41:00) Gwen Kellas was called on but had technical difficulties.

(43:08) Return to Open Session: Nubia Goldstein reported that on two potential cases direction was provided to staff. On one item the Board voted to approve a thorough and complete investigation of the allegations made by former Director de la Rosa.

**6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS – (43:50)**

Director Donahue asked that discussion regarding a liaison to speak with Hearst be added to a future agenda item. Vice-Chairperson asked that discussion about records be added to a future agenda item, she also asked that discussion regarding District owned devices be added to a future agenda.

**7. ADJOURNMENT – time not stated.**

**4.B. CONSENT AGENDA ITEM**  
**B. REVIEW AND APPROVAL OF DISBURSEMENT'S JOURNAL**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Disbursements Journal For Review**  
**May, 2023**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
<b>Disbursements Journal for Board Approval: May, 2023 Disbursements Including April activity which occurred after April Disbursement Journal was prepared</b>					
Check	04/13/2023	Bank Fee	Pacific Premier Bank - PPBI	Monthly bank fee 04.13.23.	-147.55
Bill Pmt -Check	04/20/2023	2666	PG&E	Electricity WWTP Acct 3179514655-9. Paid by SSCSD. Bill dated 3/31/2023.	-4,506.59
Bill Pmt -Check	05/01/2023	2668	PG&E	Electricity Street Lights Acct 7190979697-2. Paid by SSCSD. Bill dated 4/17/23.	-742.34
Bill Pmt -Check	05/09/2023	2669	PG&E	Electricity WWTP Acct 3179514655-9. Paid by SSCSD. Bill dated 04/28/2023.	-5,067.17
Bill Pmt -Check	05/09/2023	2670	PG&E	Electricity RO System Acct 8181635836-0. Paid by SSCSD. Bill dated 05/01/2023.	-686.59
Bill Pmt -Check	05/09/2023	2671	PG&E	VOID: Electricity district office - bill paid by GES. Bill dated 05/01/2023.	0.00
Bill Pmt -Check	05/09/2023	2672	PG&E	VOID: Electricity wells. Bill paid by GES. Bill dated 05/02/2023.	0.00
Paycheck	05/23/2023	2673	JACQUELINE M DIAMOND	Board Service April 2 through May 1, 2023.	-92.35
Paycheck	05/23/2023	2674	MICHAEL C DONAHUE	Board Service April 2 through May 1, 2023.	-92.35
Bill Pmt -Check	05/23/2023	2675	Ashley & Vance Engineering Inc	Pipe Bridge Replacement - Engineering services through 3.31.23. Inv 69853 dated 4/27/23.	-2,861.02
Bill Pmt -Check	05/23/2023	2676	CrisCom Company	Grant research, writing, and grant related services May, 2023. Inv #271111 dated 4/18/23.	-2,000.00
Bill Pmt -Check	05/23/2023	2677	Kathleen Fry Bookkeeping Services	Regular monthly bookkeeping services for prior month (through 04.30.23). Inv CSD-2023-04 dated 4/30/23.	-1,550.00
Bill Pmt -Check	05/23/2023	2678	Kathleen Fry Bookkeeping Services	Final invoice for monthly bookkeeping services for current month (through 05.27.23). Inv CSD-2023-05 dated 05/31/23.	-1,350.00
Bill Pmt -Check	05/23/2023	2679	Lori Mather Video Services	Video services for meeting scheduled for: 5/23/23 and carry-over from updated invoice for April 2023. Invoice #5/1/23.	-500.00
Bill Pmt -Check	05/23/2023	2680	Padre Associates, Inc	Environmental consulting services through 03.31.23: Outfall pipeline, Pico Stairs, and General services. Inv 2023-902 dated 4/13/23.	-3,722.50
Bill Pmt -Check	05/23/2023	2681	Padre Associates, Inc	Environmental consulting services through 04.30.23: Outfall pipeline and general services. Inv 2023-1042 dated 5/8/23.	-5,942.50
Bill Pmt -Check	05/23/2023	2682	Simply Clear Marketing & Media	Monthly Website Service and Mgt fee service period 05.20.23 - 06.20.23. Inv 44697 dated 4/17/23.	-450.00
Bill Pmt -Check	05/23/2023	2683	SLO County Clerk-Recorder	Statement of charges for general election on Nov 8, 2022. 205 registered voters. Stmt dated 5/4/23.	-612.91
Bill Pmt -Check	05/23/2023	2684	Stillwater Sciences	Pico Creek instream flow management plan services through 04.02.23. Inv 9840015 dated 04/10/23.	-441.75
Bill Pmt -Check	05/23/2023	2685	White Brenner LLP	Legal services through 03.31.23. Matters include: General, PRA, Water, Hurlbert, and Mouchawar. Invoices 47518-47522 dated 4/20/23.	-24,814.00
Bill Pmt -Check	05/23/2023	2686	White Brenner LLP	Legal services through 04.30.23. Matters include: General, PRA, Water, Hurlbert, and Mouchawar. Invoices 47674-47679 dated 5/12/23.	-11,398.50
Bill Pmt -Check	05/23/2023	2687	Grace Environmental Services	Operations Management, Electrical and Maintenance Fees May 2023. Inv # 1622 dated 04/24/23.	-60,308.23
Check	05/25/2023	Elec Pymt	CalPers Fiscal Svcs Divn	Monthly Unfunded Accrued Liability payment. Cust. ID # 7226734344.	-1,433.58

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Disbursements Journal For Review**  
 May, 2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Liability Check	05/25/2023	Elec Pymt	United States Treasury	Payroll tax payment for paychecks issued current month.	-30.60
<b>TOTAL</b>					<u><u>-128,750.53</u></u>



## **5.A. BUSINESS ACTION ITEM**

**A. CONSIDERATION OF CANDIDATES TO FILL THE BOARD OF DIRECTOR  
VACANCIES CREATED BY THE RESIGNATION OF GWEN KELLAS AND DANIEL DE LA  
ROSA AND BOARD APPOINTMENT OF THE NEW DIRECTORS**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **5.A. CONSIDERATION OF CANDIDATES TO FILL THE BOARD OF DIRECTOR VACANCIES CREATED BY THE RESIGNATION OF GWEN KELLAS AND DANIEL DE LA ROSA AND BOARD APPOINTMENT OF THE NEW DIRECTORS.**

#### Summary:

With the resignation of Director Gwen Kellas and Director Daniel de la Rosa, the Board directed GES staff to, post a vacancy notice on the District website and mail the vacancy notice to registered voters in District Area A and C. Vacancy notices in both English and Spanish along with District Area maps were direct mailed to registered voters residing in Area A and Area C. In addition the same vacancy notice material was and is posted on the home page of the San Simeon CSD web site.

As of the preparation of this document, the District office has not received applications from either of these District areas. The deadline to receive applications was May 19, 2023.

**5.B. BUSINESS ACTION ITEM**

**B. DISCUSSION, REVIEW AND APPROVAL OF A BOOKKEEPER PROPOSAL FOR  
SSCSD BOOKKEEPING SERVICES**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **ITEM 5.B. DISCUSSION, REVIEW AND APPROVAL OF A BOOKKEEPER PROPOSAL FOR SSCSD BOOKKEEPING SERVICES.**

#### Summary:

Enclosed is a proposal from Regional Government Services (RGS) to perform bookkeeping services on behalf of the District. The estimated cost for services is \$35,000 over a two-year period. Included as an optional service RGS could also conduct an initial assessment to review current processes for accuracy, assure internal controls and to recommend efficiencies for the transparent provision of financial services. The cost for this optional service is \$7500.00.

Mosaic Business Services was contacted and responded that they would not be providing a proposal.

Robert Stiltz Accounting Services was contacted and did not provide a proposal.

GES staff is looking for direction from the Board on this matter.

ENC: PROPOSAL FROM RGS FOR SERVICES



May 17, 2023

Delivered via email to: cgrace@graceenviro.com

Charles Grace, Interim General Manager  
111 Pico Avenue  
San Simeon, CA 93452

**SUBJECT: LETTER PROPOSAL COMPLIANT FINANCIAL ACCOUNTING AND REPORTING FOR SAN SIMEON COMMUNITY SERVICES DISTRICT**

Dear Mr. Grace,

Thank you for the opportunity to provide this proposal to support San Simeon Community Services District SSCSD. We look forward to partnering with SSCSD to support the finance needs of the District. Regional Government Services (RGS) finance advisors are experienced in public agency finance including accounting, reporting, and compliance with GASB.

**RELEVANT EXPERIENCE**

Regional Government Services is a Joint Powers Authority that has provided outsourced administrative services including public agency management serving approximately 400 other public agencies since our founding in 2002. Our team consists of approximately 200 employees with careers reflecting the best in professional public administration achievements. Our advisors consistently apply industry best practices based on their substantial experience. We approach fiscal responsibility informed by that depth of experience, while maintaining compliance with industry best practice.

Should Regional Government Services be selected, we will also conduct an initial assessment to review current processes for accuracy, assure internal controls, and to recommend efficiencies for the transparent provision of financial services. We anticipate this process occurring simultaneously with the delivery of accounting and financial services and expect to deliver a report with preliminary findings and recommendations within 6-8 weeks. The operational services and assessment can commence promptly providing that all contractual matters are concluded.

The initial assessment cost will not exceed \$7,500, which is addition to the cost of operational services estimates provided below.

RGS proposes to deliver the following operational services as described in the expired RFP of January 3, 2023.

- On a weekly basis, duties to include:
  - Update deposit amounts in QuickBooks.
  
- On a monthly basis, duties to include:
  - Write checks for signature and payment. (Typically, 10-20 checks).
  - Prepare the Warrant report, Balance Sheet Report, and Monthly Accounting report.
  - Reconcile the checking accounts.
  - Perform all payroll duties for the Board members. Provide monthly management reports which include:
    - GL entries.
    - Balance sheets.
    - Profit and loss statements three enterprise funds.
  
- Quarterly or annual basis as required to include:
  - Prepare a general ledger for the fiscal year end.
  - Prepare a trial balance for the fiscal year end.
  - Prepare a schedule of revenues and expenses by function for fiscal year end.
  - Prepare a general ledger and accounts payable report for the year-end audit.
  - Prepare all calendar year-end payroll forms including W-2's and W-3's.
  - Prepare all calendar year end vendor totals for reporting 1099's and form 1096.
  - Prepare quarterly payroll tax returns.
  - Tasks performed will be in compliance with state and federal payroll tax laws.
  - Perform monthly review/audit of general ledger to ensure all accounts balance.
  - Provide requested information to staff and the auditors on the fiscal year audit. The audit is typically performed in early September.

We project a cost of **\$35,000** for the two-year period June 1, 2023, through May 31, 2025. RGS invoices for services based on hours actually worked. We strive for cost efficiency utilizing our employees with lower bill rates whenever appropriate. Should we determine that the proper provision of these services requires additional effort that would exceed these projections we will communicate such as early in the engagement as possible. Attached please also find an RGS rate sheet. These rates are also applicable, for any additional out of scope services the district might request, such as budget development or financial analysis.

Charles Grace, Interim General Manager

May 17, 2023

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We have selected Irena Sekas to lead the provision of these operational services. Irena has served in many Finance Management roles including nine years as the Manager of Finance and Accounting for the Orange County Transportation Agency which had annual revenues of over \$100,000,000 in 2019. Her expertise includes conducting audits, cash management, and general accounting. In addition to Irena and the other advisors on your operational team, RGS has a deep bench of finance professionals, whose specialized expertise can address nearly any situation that your district may encounter. These staff may also assist with the initial assessment.

We look forward to further discussion of how RGS can provide these services to your district. I am available to provide any additional information needed at (650)587-7302 or [Glazof@rgs.ca.gov](mailto:Glazof@rgs.ca.gov).

Sincerely,



Glenn Lazof, Deputy of Finance Services

**REGIONAL GOVERNMENT SERVICES**

Email: [Glazof@rgs.ca.gov](mailto:Glazof@rgs.ca.gov)

PH: (650) 587-7302



<b>Title</b>	<b>Hourly Rate</b>
Chief Operating Officer	\$140 to \$230
Deputy Chief Operating Officer	\$135 to \$205
Senior/Lead Advisor	\$130 to \$200
Advisor	\$120 to \$170
Project Advisor	\$110 to \$130
Project Coordinator	\$90 to \$125
Technical Specialist	\$80 to \$120

Regional Government Services may charge travel expenses at the current Federal rate for advisor travel to and from agency worksite.