

STANDING COMMITTEE AGENDA



SAN SIMEON COMMUNITY SERVICES DISTRICT BUDGET COMMITTEE MEETING

Thursday June 17, 2021
10:00 AM

This will be an in-person meeting. Masks are required and social distancing will be strictly enforced.

Physical Meeting Location:
**250 Hearst Drive
San Simeon, CA 93452
Cavalier Business Center
BUTTE ROOM - Upstairs Meeting Room**

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 Committee relating to any matter within the Committee's jurisdiction, provided the matter is not on the Committee's agenda. Presentations are limited to three (3) minutes or less with additional time at the discretion of the Committee Chair. Your comments should be directed to the Committee 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. BUSINESS ITEMS:

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

A. Approval of February 13, 2020 Budget Committee meeting minutes.

B. Approval of July 8, 2020 Budget Committee meeting minutes.

C. Approval of October 15, 2020 Budget Committee meeting minutes.

D. Approval of May 27, 2021 Budget Committee meeting minutes.

E. Discussion regarding the Draft FY Year 2021 - 2022 SSCSD Annual Budget.

F. Discussion regarding scheduling meeting dates for the month of June and July.

4. GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS – Requests from committee members to Staff to receive feedback, prepare information, and/or place an item on a future agenda(s).

5. 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.

Budget Committee Meeting Minutes
Thursday, October 15 2020
10:00 AM
250 Hearst Drive
Cavalier Business Center
BUTTE ROOM - Upstairs Meeting Room

1. REGULAR SESSION @ 10:05 AM

- A. Daniel de la Rosa - Present
Mike Hanchett - Present
Kathy Fry - Present
William Maurer - Present

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment - None

3. BUSINESS ITEMS:

Public Comment - None

A. Discussion regarding special district reserve guidelines.

The committee reviewed a handout from the CSDA regarding reserve policies. The committee discussed moving forward with the creation of a draft policy to present to the Board of Directors.

B. Discussion and consideration of implementing semi-annual budget reviews.

There was discussion about COVID19 and how it was difficult to conduct the meetings via Zoom. The committee discussed revisiting this item after the COVID19 restrictions were loosened by the State of California. There was not action on this matter.

C. Discussion regarding method to allocate expenses across funds.

The committee discussed this matter and the committee asked that Kathy Fry work with Cortney Murguia to review the existing allocations related to expenses.

D. Discussion to formalize capitalization policy within the existing policy and procedures manual.

The committee reviewed a handout from the CSDA regarding capitalization policies for special districts. The committee discussed moving forward with the creation of a draft policy to present to the Board of Directors.

4. ADJOURNMENT @ 11:15 AM

MEETING MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BUDGET COMMITTEE MEETING
Wednesday, July 8, 2020
10:00 am

Internet Meeting Location – via ZOOM

1. REGULAR SESSION @ 10:07 am

A. Mike Hanchett – Present

Kathy Fry - Present

Gwen Kellas – Absent

Daniel de la Rosa - Present

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment –

Hank Krzciuk commented on the previous audits and the sanitation and water funds and how the water funds are funding the wastewater fund.

Mike Hanchett responded that because the District did not have a CIP budget that this statement was not entirely correct. He also stated that he would look into this matter to verify that was not occurring.

3. BUSINESS ITEMS:

A. Approval of February 13, 2020 Budget Committee meeting minutes.

A draft version of the February 13, 2020 meeting minutes were not available.

B. Discussion regarding the Draft FY Year 2020 - 2021 SSCSD Annual Budget.

There was a discussion about how COVID19 was impacting the District's revenue. Henry Krzciuk suggested that the District raise the wastewater fund by an additional 1% to help cover the fund. The overages related to the legal bills, electricity costs, SDRMA insurance coverage, and the closure of Hearst Castle.

A motion was made to present the draft version of the Budget to the Board of Directors.

Motion: Mike Hanchett

2nd: Daniel de la Rosa

All in: 3/0

Roll Call: Hanchett: YES De la Rosa: YES Fry: YES

4. ADJOURNMENT @ 11:12 am

**Meeting Minutes
SAN SIMEON COMMUNITY SERVICES DISTRICT
BUDGET COMMITTEE MEETING**

Thursday, February 13, 2020

10:00 AM

**COVE BANQUET ROOM
(UPSTAIRS)**

**250 San Simeon Avenue
San Simeon, CA**

1. REGULAR SESSION @ 10:04 AM

- A. Mary Margaret McGuire - Present
- Gwen Kellas - Present
- Daniel de la Rosa - Present
- Kathy Fry - Present
- Mike Hanchett - Present

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment - None

3. BUSINESS ITEMS:

A. Approval of November 13, 2019 Budget Committee meeting minutes.

A motion was made to approve the November 13, 2019 meeting minutes.

Motion: Mary Margaret McGuire

2nd: De la Rosa

All in: 5/0

B. Appointment of a Committee Chairperson.

A motion was made to for Mary Margaret McGuire to serve as the Chairperson.

Motion: Mike Hanchett

2nd: Kathy Fry

All in: 5/0

C. Discussion regarding the Draft FY Year 2020 - 2021 SSCSD Annual Budget.

There was discussion about potential for the auditor to change for the next fiscal year audit. It was mentioned that the current budget was on track.

D. Discussion of the Water System Improvement Project Phase 1 Stage 1 tank analysis of contractor bid submittals provided by Phoenix Engineering. Discussion regarding

whether to include the Water System Improvement Phase 2 tank installation as a part of Phase 1 projects.

Charlie Grace was present and presented information related to the decision that the Board made on February 12, 2020 to direct staff to gather more information related to the bid submitted Crosno Construction. The committee discussed the different funding options related to the existing project, the USDA payment, the DAC survey, and the differences in pricing for 1 tank versus 2 tanks.

4. ADJOURNMENT @ 10:52 AM

DRAFT

Budget Committee Meeting Minutes
Thursday, May 27, 2021
10:00 AM
250 Hearst Drive
Cavalier Business Center
BUTTE ROOM - Upstairs Meeting Room

1. REGULAR SESSION @ 10:00 AM

- A. Mike Hanchett - Present
- Miguel Sandoval - Present
- Luz Hernandez - Present
- William Maurer - Present

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment - None

3. BUSINESS ITEMS:

Public Comment – Henry Krzciuk commented.

A. Approval of February 13, 2020 Budget Committee meeting minutes.

B. Approval of July 8, 2020 Budget Committee meeting minutes.

C. Approval of October 15, 2020 Budget Committee meeting minutes.

A motion was made to table the updates of minutes, items A-C.

Motion: Mike Hanchett
Second: Luz Hernandez
All in: 4/0

D. Appointment of a Committee Chairperson.

A motion was made to select William Maurer as the chairperson.

Motion: Mike Hanchett
Second: Miguel Sandoval
All in: 4/0

E. Discussion regarding the Draft FY 2021-2022 SSCSD Annual Budget.

Mike Hanchett presented a draft version of the 2021/2022 budget. He explained that there was a need to calculate the revenue and provided an explanation of page seven from the handout. He explained the CPI percentage that is used and how the calculation is calculated between cities. He discussed page seven and how the market and events influence the revenue and expenses. He then explained the

spikes in revenue fees and the correlation between higher expenses and less revenue coming in.

F. Discussion regarding scheduling meeting dates for the month of June.

The next Budget Committee meeting will be held on June 17th 2021 at 10:00 am.

4. ADJOURNMENT @ 11:48 AM

DRAFT