

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



BOARD PACKET

**Wednesday, April 10, 2019
Regular Meeting 6:00 pm**

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

Prepared by:



GRACE
ENVIRONMENTAL SERVICES

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, April 10, 2019
6:00 pm

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

1. REGULAR SESSION: 6:00 PM

A. Roll Call

B. Pledge of Allegiance

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

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

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

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

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS:

C. SPECIAL PRESENTATION:

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

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

4. CONSENT AGENDA ITEMS:

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

A. Review and approval of Minutes for the Regular Meeting on March 13, 2019.

B. Review and approval of Disbursements Journal.

5. PUBLIC HEARING:

Public Comment Members of the public wishing to speak on the 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.

A. Public Hearing on Adoption of an Ordinance Amending the District's Water and Wastewater Capacity Fee Charges.

6. BUSINESS ITEMS:

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

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

B. Authorization for the General Manager to purchase a Harmsco pre-filter not to exceed the amount of \$12,000.00.

C. Discussion regarding the road maintenance agreement for San Simeon Avenue.

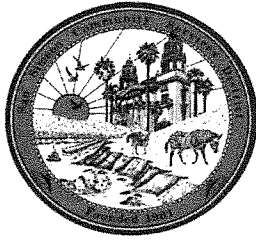
D. Approval of the Policy & Procedures Manual.

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

8. ADJOURNMENT

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

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



SUPERINTENDENT REPORT

Item 3.A.ii

Prepared by: Jerry Copeland

1. Wastewater Treatment Plant

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB.
- The control panel for the grinder in the headworks at the WWTP was replaced.
- Marine Diving Solutions were out to do the annual outfall inspection and make scheduled repairs.
- A valve and a section of pipe that was leaking were replaced in the air line going to Clarifier #3.

2. Water Treatment and Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW).
- Filter operations continue daily.
- Monthly water meter reading was performed.
- A hotel water meter was replaced.

3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- Pot holes were filled around the District streets.
- Weed abatement was performed around the District facilities including the office, well site, reservoir and WWTP.

San Simeon Community Services District Superintendent's Report March 2019

MONTHLY DATA REPORT																	
Date	Day	Wastewater Inflow	Wastewater Effluent Daily Flow	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Daily Inflow	R.O. Daily Effluent Flow	R.O. Daily Brine Flow	Distribution Chloride	Chloride Wells 1	Chloride Wells 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Flows
03/01/19	Fri	99,058	95,510	31,266	49,218	80,485	0	0	0	-	-	-	0	9.2	9.8	0.20	4,621
03/02/19	Sat	139,410	134,980	0	50,490	50,490	0	0	0	-	-	-	0	8.9	9.2	0.36	22,079
03/03/19	Sun	103,908	102,950	0	54,978	54,978	0	0	0	-	-	-	0	7.3	7.8	0.00	21,151
03/04/19	Mon	94,031	89,600	0	57,222	57,222	0	0	0	-	-	-	0	7.9	8.5	0.00	15,137
03/05/19	Tue	126,969	123,040	0	36,876	36,876	0	0	0	-	-	-	0	8.8	9.2	0.77	11,334
03/06/19	Wed	116,389	111,950	0	42,112	42,112	0	0	0	-	-	44	0	8.8	9.2	0.36	23,242
03/07/19	Thu	124,539	120,800	0	40,242	40,242	0	0	0	-	-	-	0	7.4	7.9	0.24	10,775
03/08/19	Fri	117,202	116,000	0	15,110	15,110	0	0	0	-	-	-	0	8.5	8.2	0.00	15,990
03/09/19	Sat	123,643	123,210	0	112,649	112,649	0	0	0	-	-	-	0	8.5	8.9	0.20	16,684
03/10/19	Sun	109,671	109,650	0	52,435	52,435	0	0	0	-	-	-	0	8.6	9.1	0.00	18,864
03/11/19	Mon	97,166	95,440	0	53,272	53,272	0	0	0	-	-	-	0	8.8	9.2	0.00	15,887
03/12/19	Tue	92,772	94,590	1,122	58,942	60,064	0	0	0	-	-	-	0	9.1	9.5	0.00	13,337
03/13/19	Wed	80,302	80,330	0	64,253	64,253	0	0	0	-	-	-	0	9.0	9.5	0.00	10,000
03/14/19	Thu	75,624	77,420	0	48,470	48,470	0	0	0	-	-	-	0	9.0	9.5	0.00	14,797
03/15/19	Fri	86,875	83,850	0	64,777	64,777	0	0	0	-	-	44	0	9.2	9.8	0.00	10,148
03/16/19	Sat	96,870	97,510	0	65,375	65,375	0	0	0	-	-	-	0	9.4	9.9	0.00	12,514
03/17/19	Sun	95,228	94,810	0	85,272	85,272	0	0	0	-	-	-	0	9.6	10.0	0.00	13,148
03/18/19	Mon	99,861	95,060	25,731	70,611	96,342	0	0	0	-	-	-	0	9.7	10.0	0.00	11,231
03/19/19	Tue	102,324	99,400	0	53,950	53,950	0	0	0	-	-	-	0	9.3	9.6	0.08	7,887
03/20/19	Wed	122,742	115,000	0	54,754	54,754	0	0	0	-	-	-	0	9.3	9.6	1.02	14,514
03/21/19	Thu	105,397	101,700	748	65,076	65,824	0	0	0	-	-	-	0	8.9	9.4	0.08	14,961
03/22/19	Fri	101,192	95,370	0	77,418	77,418	0	0	0	-	-	-	0	9.4	9.6	0.19	11,910
03/23/19	Sat	128,224	121,600	0	72,485	72,485	0	0	0	-	-	-	0	9.6	9.6	0.00	11,815
03/24/19	Sun	125,711	121,810	0	54,399	54,399	0	0	0	-	-	-	0	9.4	9.6	0.00	20,005
03/25/19	Mon	105,429	101,290	0	79,737	79,737	0	0	0	-	-	-	0	9.4	9.9	0.00	13,190
03/26/19	Tue	110,294	104,920	0	78,540	78,540	0	0	0	-	-	-	0	9.6	10.0	0.00	11,770
03/27/19	Wed	104,381	97,340	0	71,434	71,434	0	0	0	-	-	44	0	9.6	10.0	0.12	16,386
03/28/19	Thu	83,096	82,750	1,795	64,926	66,722	0	0	0	-	-	-	0	9.6	10.0	0.00	14,642
03/29/19	Tue	101,590	98,200	0	75,623	75,623	0	0	0	-	-	-	0	9.5	10.0	0.00	11,784
03/30/19	Wed	112,886	108,330	0	86,095	86,095	0	0	0	-	-	-	0	9.6	10.1	0.00	12,572
03/31/19	Thu	96,814	92,300	0	96,417	96,417	0	0	0	-	-	-	0	9.6	10.1	0.00	16,450
TOTALS		3,279,598	3,186,710	60,663	1,953,160	2,013,823	0	0	0				0			3.62	438,825
Average		105,793	102,797	1,957	63,005	64,962	0	0	0	0	0	0	0	9.0	9.5	0.12	14,156
Minimum		75,624	77,420	0	15,110	15,110	0	0	0	0	0	44	0	7.3	7.8	0.00	4,621
Maximum		139,410	134,980	31,266	112,649	112,649	0	0	0	0	0	44	0	9.8	10.1	1.02	23,242

DATA SUMMARY SHEET

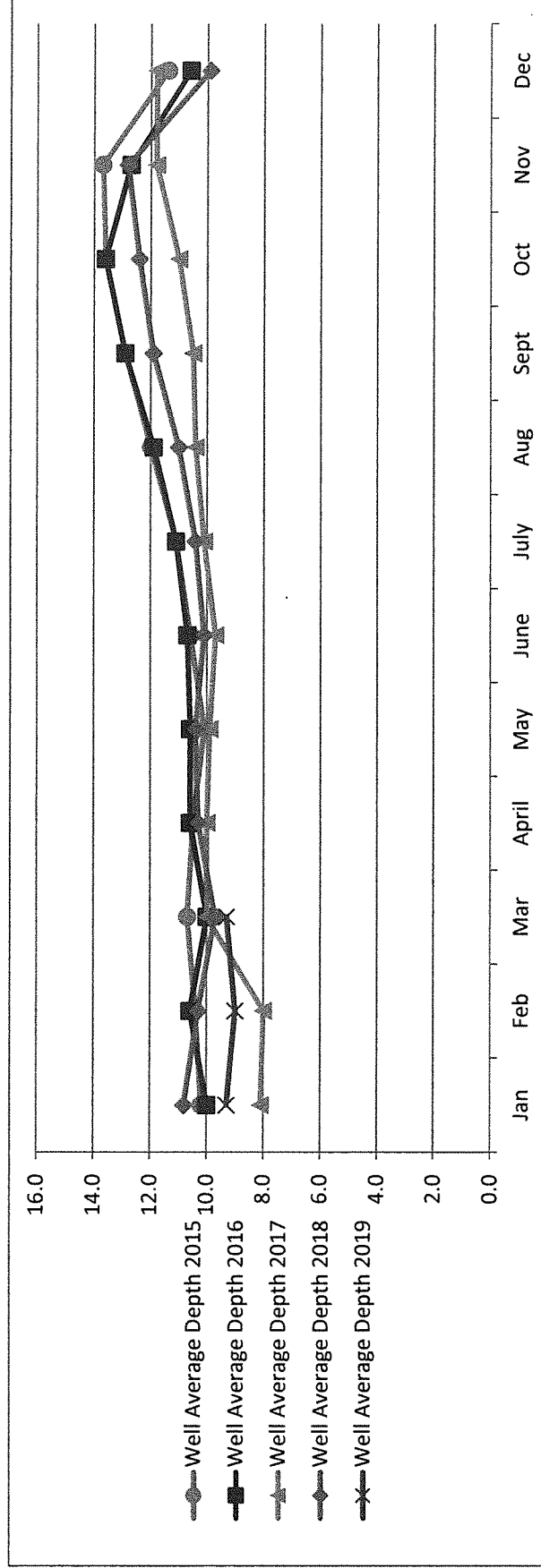
	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Total for 2019
Wastewater Influent	2,974,678	2,978,722	3,279,598										9,232,998
Wastewater Final Effluent (Month Cycle)	2,921,320	2,950,740	3,186,710										9,058,770
Adjusted Wastewater Influent (- State Flow)	2,599,672	2,540,371	2,840,773										7,980,816
Water Produced (month cycle)	1,849,654	1,643,730	2,013,823										5,507,208
Sewer Influent/Water Produced Ratio	1.61	1.81	1.63										N/A
Adjusted Sewer/Water Produced Ratio	1.41	1.55	1.41										N/A
Well 1 Water Production	103,897	59,616	60,663										224,176
Well 2 Water Production	1,745,757	1,584,114	1,953,160										5,283,032
Total Well Production	1,849,654	1,643,730	2,013,823										5,507,208
Water Well 1 Avg Depth to Water	9.0	8.7	9.0										N/A
Water Well 2 Avg Depth to Water	9.5	9.2	9.5										N/A
Average Depth to Water of Both Wells	9.3	9.0	9.3										N/A
Change in Average Depth to Water from 2018	-1.5	-1.3	-0.4										N/A
Average Chloride mg/L at the Wells	55	44	44										N/A
State Wastewater Treated	375,006	438,351	438,825										1,252,182
State % of Total WW Flow	13%	15%	13%										N/A
Recycled Water Sold (Gallons)	0	0	0										0
Biosolids Removal (Gallons)	4,500	0	9,000										13,500
WW Permit Limitation Exceeded	0	0	0										N/A
RW Permit Limitation Exceeded	0	0	0										N/A
Constituent Exceeded	None	None	None										N/A
Sample Limit	N/A	N/A	N/A										N/A
Sample Result	N/A	N/A	N/A										N/A

2018

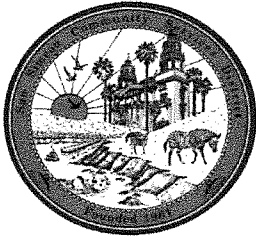
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Total for 2018
Wastewater Influent	1,762,514	1,707,154	2,752,139	2,188,423	2,254,636	2,475,142	3,200,941	3,139,374	2,539,174	2,339,012	2,096,790	2,227,833	28,683,132
Wastewater Final Effluent (Month Cycle)	1,718,650	1,748,894	2,796,460	2,287,640	2,303,330	2,485,760	3,156,580	3,158,998	2,479,999	2,286,320	2,004,920	2,144,640	28,572,191
Adjusted Wastewater Influent(- State Flow) *	1,516,601	1,459,319	2,320,828	1,819,468	1,901,248	2,082,826	2,641,403	2,500,033	2,107,514	1,951,269	1,800,530	1,941,526	24,042,565
Water Produced (month cycle)	1,464,210	1,578,354	1,677,091	1,845,614	2,252,051	2,539,202	2,954,183	2,975,092	2,423,071	2,187,526	1,858,930	1,887,877	25,643,203
Sewer Influent/Water Produced Ratio	1.20	1.08	1.64	1.19	1.00	0.99	1.08	1.05	1.05	1.07	1.13	1.18	N/A
Adjusted Sewer/Water Ratio	1.04	0.92	1.38	0.99	0.84	0.82	0.89	0.84	0.87	0.89	0.97	1.03	N/A
Average Depth of Both Wells	10.8	10.3	9.7	10.3	10.4	10.1	10.4	11.0	11.9	12.4	12.8	9.9	N/A
Change in Average Depth to Water from 2017	+2.7	+2.3	-0.3	+0.3	+0.5	+0.4	+0.3	+0.6	+1.4	+1.4	+1.0	-1.9	N/A
Average Chloride mg/L at the Wells	34.5	35.5	32	35.5	35.5	32	32	32	32	34.5	45	65	N/A
State Wastewater Treated	245,913	247,835	431,311	368,955	353,388	392,298	559,538	639,341	431,660	387,743	269,260	286,307	4,613,549
State % of Total WW Flow	14%	15%	16%	17%	16%	16%	18%	20%	17%	17%	13%	13%	N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0	0	0	0	0	0
Biosolids Removal (Gallons)	9,600	0	4,800	9,600	4,800	4,800	13,500	13,500	9,000	4,500	4,500	4,500	83,100
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	N/A
RW Permit Limitation Exceeded	None	None	None	None	None	None	None	None	None	None	None	None	N/A
Constituent Exceeded	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 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 March 2019

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



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



GENERAL MANAGER'S REPORT

Item 3.A.iii

Staff Activity – Report on Staff activities for the month of March.

Regular activities performed by District staff include:

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

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

- Responded to seven (6) public records requests.
- Met with Policy and Procedures Committee and made final edits and recommendations to the policy and procedures manual.
- Began working on the policy and procedures 2000 series.
- Met with a representative from Congressman Carbajal's office regarding potential grant opportunities for the District.
- Mailed a "public notice" as directed by the Division of Drinking Water (DDW) as a result a low Contact Time (CT) event in December of 2018.

The District Office will be closed the week of April 15-18, 2019.

County Wide Hazardous Mitigation Plan –

As previously mentioned, the County went through the RFP process and hired Wood Consulting to help write the HMP. Ms. Osborne will continue attending the review meetings and will keep the Board updated. When the District's draft is ready, it will be presented to the Board for review.

Prop 1 Grant Update –

Staff attended the Integrated Regional Water Management (IRWM) meeting on Wednesday April 3, 2019. During this meeting 13 agencies presented information on 14 different projects throughout the County. All of these agencies are asking for funds from the 3 million in Proposition 1 money. The sub-committee that determines award amounts will be meeting on April 22, 2019. As more information is made available staff will continue to provide information the Board.

Attached for your review is an email from Brendan Clark, P.E. with the SLO County Public Works department.

Coastal Commission Rip Rap Permit Update –

Draft special conditions were re-submitted to the Coastal Commission and an internal review of the concept to install a splash wall inside the wastewater facility took place. A cover letter and application, as strongly recommended by Brian O’Neill with the Coastal Commission, was submitted to the Coastal Commission.

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

Phase 1 Tank Project Environmental Review – Please see attached Oliveira Report.

Enc: Email from Brendan Clark
IRWM Agenda Packet
Oliveira Consulting Report
Phoenix Engineering Report



Cortney Murguia <cmurguia@graceenviro.com>

Fwd: Prop 1, Round 1 Grant Application Follow-up

16 messages

Grace enviro <cgrace@graceenviro.com>
To: cmurguia@graceenviro.com
Cc: rosborne@losososcsd.org

Thu, Mar 28, 2019 at 3:17 PM

Cortney,

Please print this email from Brenden as a grant update for the GM report. Please remove Brendens contact information.

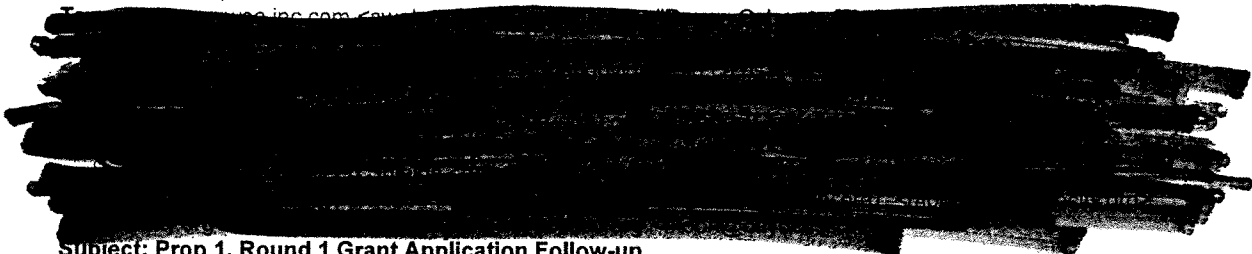
Thank you,

Charles Grace



Begin forwarded message:

From: Brendan Clark <BClark@co.slo.ca.us>
Date: March 28, 2019 at 10:01:21 AM PDT



Subject: Prop 1, Round 1 Grant Application Follow-up

Thank you for submitting a project for the 2019 Prop 1, Round 1 IRWM Implementation Grant. Thirteen projects were submitted!

(I tried to capture each submitter, and if submitted by a consultant, the staff of the submitting agency. Please feel free to forward along. An all-RWMG email will follow by Friday)

With about \$3 million dollars available and the requests totaling over \$17 million, the RWMG (via the Working Group) will have some tough decisions to make in order to create an application recommendation for the region. Please note an eligibility screening has not yet been performed.

The next step in the process, as described in the Call for Projects materials, is presenting your project at the April 3rd RWMG meeting. This is a requirement. The meeting is from 10am to 12pm in the Community Room of the SLO City/County Library, San Luis Obispo, CA 93401

Please respond with the following information:

1. Confirm attendance at the Meeting
2. Who will be presenting the project

This will be the primary agenda item for the meeting. I kindly ask presentations be capped at 3 minutes a piece in order to keep things moving. At this point, I expect project proponents will present in alphabetical order by agency/organization name:

	Submitting Agency	Project Name
1	Avila Beach CSD	Wastewater Treatment Plant Improvements Project
2	Cambria CSD	WWTP Nutrient Removal and Efficiency Improvements
3	Cayucos Sanitary District	Cayucos Sustainable Water Project
4	City of San Luis Obispo	One Water SLO - MBR/UV Component
5	County of San Luis Obispo	Mountain Springs Road Sedimentation Control
6	County of San Luis Obispo	Oceano 13th Street Drainage Project
7	Los Osos CSD	8th Street Well Construction
8	Morro Bay National Estuary Program	CCC Center Stormwater Treatment Project
9	Nipomo CSD	Supplemental Water Project, Final Phase
10	Oceano CSD	Water Resource Reliability Projects #1-2 & #1-9
11	San Simeon CSD	Coastal Hazards Response and Mitigation Plan
12	San Simeon CSD	Reservoir Expansion Project - Phase 1 Distribution System
13	South SLO County Sanitation District	WWTP Redundancy Project

****FYI:** as with the other IRWM Grants, there will be a Grant Admin component for ~5% of the grant funds for the County; this is about \$155,000

Please let me know if you have any questions, or feel free to ask them at the RWMG meeting on 4/3

Thank you,



Brendan Clark, P.E.

Water Resources Engineer

Public Works, County of San Luis Obispo
 [Redacted] | An APWA Accredited Agency
 Website | Twitter | Map





San Luis Obispo County Region
 Integrated Regional Water Management (IRWM)
slocountywater.org/irwm

2019 RWMG SCHEDULE

IRWM Plan Adoption and Prop 1 Grant Application

The following meetings, workshops, and actions are scheduled to achieve adoption of the 2019 Integrated Regional Water Management (IRWM) Plan and respond to Proposition 1 IRWM grant opportunities for San Luis Obispo County.

For notices via e-mail, please sign up for the IRWM Stakeholder Mailing List online at <http://www.slocountywater.org/irwm>

Date	Activity	Location	Key Actions
2019			
January 2, 2019		No RWMG Meeting	
February 6	RWMG Meeting	SLO City Council Chambers	<i>Prop 1 Grant Project Selection Process</i>
March 6		No RWMG Meeting	
April 3	RWMG Meeting	SLO City/County Library Community Room	<i>Grant Updates and Project Showcase</i>
May 1	RWMG Meeting	SLO City Council Chambers	<i>Prop 1 Grant Project Selection</i>
June 5**	RWMG Meeting	SLO City/County Library Community Room	<i>Plan, Program and Grant Updates</i>
July 3		No RWMG Meeting scheduled at this time	
August 7		No RWMG Meeting scheduled at this time	
Mid 2019		IRWM Plan Adoption by RWMG Members due	
Mid 2019		Round 1 Grant Applications Due to DWR.	

**This meeting will be moved to later in June to accommodate the Final IRWM Plan Submittal to DWR.

RWMG = Regional Water Management Group

WRAC = Water Resources Advisory Committee

SLO City/County Library Community Room is located at 995 Palm Street in San Luis Obispo, CA

SLO City Council Chambers is located at 990 Palm St, San Luis Obispo, CA 93401

County of SLO Board of Supervisors Chambers is located at 1055 Monterey Street in San Luis Obispo, CA

University of California Coop. Ex. Auditorium is located at 2156 Sierra Way, Suite C, in San Luis Obispo, CA



**Proposition 1 IRWM Implementation Grant, Round 1
Key Facts/Dates based on Draft PSP**

Proposition 1 IRWM Implementation Grant Proposal Solicitation Process and Schedule	
Draft Proposal Solicitation Package (PSP) for Public Comment	October 2018
Draft PSP Public Comment Period Closes	November 20, 2018
DWR Releases Final PSP	March/April 2018
Funding Area Pre-Application Workshop	<i>Est. June 2019*</i>
Round 1 Grant Applications Due to DWR ³	<i>Est. October 2019*</i>
Round 1 Grant Awards	<i>Est. December 2019*</i>
Round 1 Agreements Finalized	<i>Est. March 2020*</i>
Round 2 Grant Solicitation Process Begins	2020

<https://water.ca.gov/Work-With-Us/Grants-And-Loans/IRWM-Grant-Programs/Proposition-1>

* Note: these are the best estimated times for our Funding Area's workshop, application and award.

Grant Award Timing (mid to late 2019):

- Application submittal dates vary by Funding Area.
- I expect our application to be due **Oct. 2019**.

Local Cost Share:

- 50% of total proposal cost being paid by for with non-State funds.
- Costs incurred after **January 1st, 2015** can be used for local cost share
- Waived or partially reduced for projects/proposals that directly benefits DACs

Reimbursement Eligibility:

- The "funding award date" as the date reimbursements will start.
- For the Central Coast Funding Area, this roughly points to **Dec. 2019**.

Agreement Requirements:

- CEQA and Construction permits must be complete by the Agreement, est. **March 2020**.
 - If not, project will be dropped from the application by DWR.
 - This may be waived for DACs.

TO: IRWM Regional Water Management Group
 FROM: Brendan Clark, Water Resources Engineer
 DATE: March 28, 2019
 SUBJECT: Item #3: Prop 1, Round 1 Grant – Updates and Overview

Discussion

1. Grant Process
2. Submitted Projects Summary

1. Grant Process

	Total Prop 1 Funds (per MOA)	Available for Round 1 (per DWR)	Available for Round 1	Available for Round 2
DAC Involvement (2017)	\$ 938,570	n/a	n/a	n/a
DAC Implementation (future)	\$ 774,099	35%	\$ 270,934	\$ 503,165
Planning Grant (2017)	\$ 204,183	n/a	n/a	n/a
Implementation Grants (future)	\$ 5,790,160	50%	\$ 2,895,080	\$ 2,895,080
Total for SLO Region (Per MOA)	\$ 7,707,012		\$ 3,166,014	\$ 3,398,245

RWMG Process for Selecting Projects

The schedule for our local solicitation is as follows:

1. **March 5th – 27th, 2019.** Call for projects is open (23 days).
2. **March 28th – 29th, 2019.** Eligibility Screening.
3. **April 3rd, 2019, Project Showcase @ RWMG Meeting, 10am – 12pm.** Applications will present projects to members and public stakeholders (more details below).
4. **April 5th-12th, 2019.** Initial project scoring by staff-level team.
5. **April 22nd, 2019, 1:30pm to 4:30pm.** RWMG Working Group meeting (open to public) to finalize scores and prepare funding recommendation
6. **May 1st, 2019 @ RWMG Meeting, 10am – 12pm.** Members to vote on the projects and funding recommendation by the Working Group for the DWR application.
7. **May 1st, 2019 @ WRAC Meeting, 1:30pm – 3:30pm.** Project sponsors selected by RWMG will present their projects to WRAC prior to getting WRAC approval for application.

DWR Process for Selecting Projects (Dates are estimated)

1. **June, 2019.** Pre-Workshop Submittal of Project Information Form to DWR
2. **June/July, 2019.** Funding Area presentations of projects to DWR, SWRCB, others. Each applicant agency/organization must present their project at this event.
3. **October 2019.** Final applications due to DWR.
4. **December, 2019.** Grant awards announced by DWR
5. **March, 2020.** Agreement development and finalization.

2. Submitted Projects

In preparation of the Final Proposal Solicitation Package (PSP) from DWR for the Prop 1, Round 1 Implementation grant, the RWMG ran a call for projects from March 5th to March 27th, 2019. In total, 14 projects were submitted. As shown in the table below, the projects advance the goals of SLO County IRWM - Water Supply, Ecosystem & Watershed, Groundwater Management, Flood Control and Water Resources Management and Communication.

Submitted Project Information Forms (PIF) are available at www.slocountywater.org/irwm in the "Prop 1, Round 1 - Call for Projects" module.

The eligibility screening has not yet been performed.

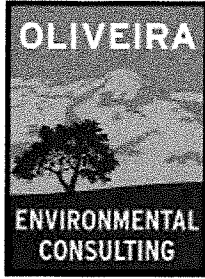
We will hear from each of these project sponsors during the 4/3 meeting.

Project Sponsor	Project Name	Grant Request
Avila Beach CSD	Wastewater Treatment Plant Improvements Project	\$ 1,267,600
Cambria CSD	WWTP Nutrient Removal and Efficiency Improvements	\$ 1,745,624
Cayucos Sanitary District	Cayucos Sustainable Water Project	\$ 2,895,080
City of San Luis Obispo	One Water SLO MBR/UV Component	\$ 3,166,014
County of San Luis Obispo	Mountain Springs Road Sedimentation Control	\$ 1,301,310
County of San Luis Obispo	Oceano 13th Street Drainage Project	\$ 1,000,000
Los Osos CSD	8th Street Well Construction	\$ 238,100
Morro Bay National Estuary Program	CCC Center Stormwater Treatment Project	\$ 1,180,000
Nipomo CSD	Supplemental Water Project, Final Phase	\$ 1,000,000
Oceano CSD	Water Resource Reliability Projects #1-2 & #1-9	\$ 274,500
San Simeon CSD	Coastal Hazards Response and Mitigation Plan	\$ 500,000
San Simeon CSD	Reservoir Expansion Project - Phase 1 Distribution System	\$ 1,400,000
South SLO County Sanitation District	WWTP Redundancy Project	\$ 1,000,000
County of San Luis Obispo	Grant Admin	\$ 155,000
	Total	\$ 17,123,228

Table 4 – Scoring Criteria

SCORING CRITERIA – PROPOSAL LEVEL		Leg Citation (CA Water Code)	Form/ Question No.	Max Points
1	How does the proposal support the intent of IRWM? Is coordination and/or collaboration within and between agencies, regions, and/or funding areas discussed? Are any efficiencies or mutual solutions realized discussed?	10521; 79741(b)	Proposal Summary, Question 7	3
2	If the IRWM region has been identified as an area where contaminants listed in AB 1249 exist, does the proposal include projects that address the contaminant(s)? (Full points if N/A)	10541(e)(14)	PIF Section D.5	1
3	Does the proposal include one or more projects that provide safe, clean, affordable and accessible water adequate for human consumption, cooking and sanitary purposes?	106.3 (AB 685)	PIF Section D.6	1
SCORING CRITERIA – PROJECT LEVEL		Maximum Possible Proposal Score	Project Information Form Question No.	Max Points
Meeting Needs of the Region/Nexus to IRWM Plan				
4	Does the project address a critical water resource related needs and priorities of the IRWM region as identified in the IRWM plan?	79707(a)	B.2	1
5	Is the project sufficiently justified by the description given in the narrative of Section D.1? Does the narrative include requisite referenced supporting documentation such as models, studies, engineering reports, etc.? Did the narrative include other information that supports the justification for the proposed project, including how the project can achieve the claimed level of benefits?	NA	D.1	3
6	Does the project address any or adapt to the effects of climate change? Does the project address the climate change vulnerabilities assessed in the IRWM Plan?	79741(a); 79742(e)	B.4	2
Work Plan, Budget, Schedule, and Grant Agreement Readiness				
7	Does the Work Plan include a complete description of all tasks necessary to result in a completed project? Are all necessary and reasonable deliverables identified? Collectively, are the workplan, schedule, and budget thorough, reasonable, and justified; and consistent with each other?	NA	C.1.a	3
8	Considerations include (one point each): <ul style="list-style-type: none"> Does the project description clearly and concisely address all required topics, including summarizing the major components, objectives and intended outcomes/benefits of the project? Are the tasks shown in the Workplan, Schedule and Budget consistent? Are the costs presented in the Budget backed up by and consistent with supporting justification/documentation? Is the schedule reasonable considering the tasks presented in the workplan? Does the applicant have legal access rights, easements, or other access capabilities, to the property to implement the project; and if not, did the applicant provide a clear and concise narrative / schedule to obtain the necessary access? (Full points if N/A)	NA	C	4
9	Does the applicant have legal access rights, easements, or other access capabilities, to the property to implement the project; and if not, did the applicant provide a clear and concise narrative / schedule to obtain the necessary access? (Full points if N/A)	NA	D.10	1
Project Benefits and Program Preferences				
10	Does the budget leverage funds with other private, Federal, or Local fund resources above and beyond cost share requirements? If additional cost share is not provided, did the applicant provide descriptive attempts to use other funding sources and justify why it was not included.	79707(b)	C.2	1
11	For each of the anticipated physical benefit(s) claimed, described, and quantified in Table 4 of the Project Information Form? Is each benefit claimed logical and reasonable given the information provided in the Work Plan?	NA	D.2	2
12	Does the project provide multiple (more than one) benefits?	NA	D.2	1
13	Does the project provide benefits to more than one IRWM region and/or Funding Area?	79742(a)	D.3	1
14	If the proposed project addresses contamination per the requirements of AB 1249, does the project benefit a small disadvantaged community?	10545	D.5	1
15	Does the proposed project employ new or innovative technology/ or practices?	79707(e)	D.7	1
Cost Considerations				
16	Did the applicant provide a narrative on cost considerations that is fully explained based on information requested in the Project Information Form?	NA	D.4	2
Average Project Score		Maximum Possible Individual Project Score		23
(Sum of Individual Project Scores/# of Projects; rounded to nearest whole number)		Average Project Score		23
Total Application Score		Enter Proposal Score		5
		Enter Average Project Score		23
		Bonus Point: At the time of original submittal, was the application deemed complete and eligible?		1
		Total Application Score (Sum Above Two Rows)		29

Note to SLO County IRWM Project sponsors:
 The RWMG Working Group will score projects only for the highlighted fields. These highlighted criteria evaluate project merit.



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April 1, 2019

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

Subject: Project Update – April 2019. San Simeon Community Services District Water Tank Project CEQA Review and Permitting

SSCSD Board:

Thank you for the opportunity to submit the following update for the San Simeon Community Services District (SSCSD) Water Tank Project CEQA review and permitting process. This memo is intended as a follow-up to the environmental review process and project permitting update presented to the SSCSD Board of Directors at the December 2018 hearing.

As you recall, the SSCSD Water Tank project is considered a "project" under the California Environmental Quality Act (CEQA). After a preliminary review of the potential project environmental impacts and discussion with County staff, it was determined that the preparation of a Mitigated Negative Declaration (MND) would be the appropriate level of environmental review.

County Coordination

We met with County staff on March 27, 2019 to provide an update on the project MND progress and discuss the results of the technical surveys (see below) completed to-date and to get direction on the eventual land user permit process. The County appreciated the update and confirmed that the SSCSD has covered all of the environmental issues that they would like to see analyzed since the County will have to rely on the CSD's MND to process the land use permit.

The County confirmed that the project will trigger a Conditional Use Permit/Development Plan, which will require a hearing at the Planning Commission. The County provided guidance on what that process will entail and what information will be needed and noted that the CSD is meeting all of the information needs that they anticipate. The County also confirmed that they will support a Fee Waiver Request in order to waive permit fees up to \$5,000. If additional fees are needed, the CSD will have the option to request further waivers from the Board of Supervisors.

The following is a brief update for each of the previously identified milestones.

Prepare Technical Reports (Archaeological, Biological Resource Assessment, Visual Simulations)

The archaeological report is complete and no pre-historic resources were discovered. The visual simulations have been finalized as of December. It has been confirmed that the proposed water tanks would be almost completely blocked from views along Highway 1 by intervening topography and vegetation. The biological assessment has been completed as of last week, confirming the presence of native coastal terrace habitat and identifying mitigation measures to address any impacts.

In-Season (springtime) Rare Plant Survey: As previously reported, a springtime rare plant survey of the site will be required based on the coastal marine terrace habitat observed on-site during initial biological assessment. As we begin to move into the blooming season, I have discussed survey timing with the project biologist. Based on the 2019 weather patterns, the blooming season for the rare plants of concern for this site, and observations of study populations of regional rare plants, it has been determined that an April survey and a follow up survey in early June will be necessary to determine if rare plants will be impacted by the project.

The local agencies (County of SLO, Coastal Commission, CDFW) prefer for seasonal surveys to be done prior to issuing a MND in order to rule out any impacts upfront. This approach is more in line with CEQA legislation and provides for a more accurate impact analysis. As such, we discussed this approach with County staff in a project update meeting on March 27, 2019 and confirmed that since they will rely on our analysis for the project land use permitting, their preference is to have the rare plant survey completed prior to issuing the MND. This will likely result in publication of the MND in late June 2019.

Issue Tribal Consultation Invitation per the Requirements of AB 52

As required by State law, a notice has been sent to the Tribal Representatives in the project area identified by the Native American Heritage Commission. This is a requirement for all CEQA projects, with the exception of CEQA Exemptions. Tribes have 30 days to request consultation on the project if they have any concerns. The comment period ended on January 7, 2019), consultation was requested and the project team was able to discuss project questions with Tribal Representatives. Additional comments have been received and noted and we will work with the County to ensure compliance.

Prepare Draft MND

Preparation of the Draft MND has already been initiated. However, publication of the Final MND will be timed with the preparation of seasonally timed (April/June) rare plant surveys.

Once reviewed, a Final MND will be printed and published through the State Clearinghouse for the required 30-day public review period. Any comments received will be noted and presented to the SSCSD Board during the hearing for Certification and Adoption of the MND. Please note that the timing for this task is subject to change.

Prepare Final MND

To be initiated upon final review of the Draft MND.

Publish MND and Notice of Availability

To be completed upon preparation of the Final MND. The Final MND will be printed and published with the State Clearinghouse for the 30-day public review period.

Public Review (30 Days)

To be initiated upon publication of the Final MND.

Consideration of MND for Certification by SSCSD Board

Once the public review period is complete, the MND will be considered for Certification and Adoption by the SSCSD Board.

File Notice of Determination with County Clerk

To be completed within 5 working days after Board Certification.

Submit Permit Application to County

To be completed upon filing of the NOD with the County. It is expected that the project will trigger the need for a Conditional Use Permit from the County. We will work with the County to waive any project permit fees possible. CEQA review will have been completed already, which should speed up the County's review process.

County Permit Hearing

The project Land Use Permit will require a public hearing, to be scheduled by the County, for project approval.

Thank you for the opportunity to provide a brief project update. Please feel free to contact me if you have any questions.

Sincerely,



Jeff Oliveira, Principal Environmental Planner

Oliveira Environmental Consulting LLC



Phoenix Civil Engineering, Inc.

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

Memorandum – Project Design Status Water Systems Improvement Project Phase 1 San Simeon Community Services District April 5, 2019

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

- Phase 1 Pipeline Improvements design has been completed to 75% level. Electrical, instrumentation and civil/piping team continued to design and coordinate on the interface of the equipment and lighting systems at the tank site.
- Reservoir site grading and pipeline design plans were completed to a 75% level and were provided for the District to review. A list of technical specifications was prepared and submitted along with the front-end document to the District for their review. The District had no comments on the design package.
- Confirmation of the required USDA front end documents was performed. It was determined after extensive research that the EJCDC documents the USDA requires have not been updated since 2013. The last set of EJCDC documents will be used for this project front end document.
- Compilation of the District front end document for the purpose of bidding the tank manufacturer portion of the project was performed.
- Received preliminary input from the California Division of Drinking Water (DDW) on the tank piping configuration. Incorporated their comments into the plan set.
- Worked with District to confirm if USDA funding is going to be pursued. Once verified, confirmed the review process with the USDA Local Office Specialist, Al Correale. Began working on the requirements for the Preliminary Engineering Report for the project. This has to be completed prior to any advertisement of a project to prospective contractors. The USDA Engineering Staff has to review the documents to ensure that they contain the proper forms to be in compliance with the USDA funding requirements. This has caused a delay in the issuance of the tank contractor package.
- Provided review of District staff concerns about the tank project. Provided responses to the questions.
- Participated in a conference call with the environmental consultant and District staff regarding the appropriate environmental process to be followed for the project.

Anticipated activities for the month of April:

- Finalize the Preliminary Engineering Report (PER) for the project and submit to the USDA for review.



Phoenix Civil Engineering, Inc.

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

- Review comments and discussions with USDA representatives as directed by the District to obtain their approval on the bid package concept.
- Finalize the tank manufacturer coordination Contract Documents to advertise for bids.
- Contact steel tank manufacturers to notify them of the upcoming project.
- Pre-bid meeting with prospective tank manufacturers (steel, aboveground) to be performed in late April.
- Refinement of the OPCC to the District for review once the tank manufacturers provide cost data.

3. A. iv. DISTRICT FINANCIALS
Cortney Murguia
March 31, 2019

SAN SIMEON COMMUNITY SERVICES DISTRICT



3.A.iv FINANCIAL SUMMARY

Billing March 31, 2019

February Billing Revenue	\$ 67,417.85
March Billing Revenue	\$ 60,198.60
Past Due (31 to 60 days)	\$ 213.07
Past Due (60 days)	\$ 34.20

ENDING BANK BALANCES

March 31, 2019

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account	\$ 69.00
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PACIFIC PREMIER BANK:

Money Market Account Closing Balance February 28, 2019	\$ 929,860.79
Interest for March	\$ 1,867.59
Transfer from Money Market Account for USDA Payment	\$ (10,345.00)
Wire Transfer Fee	\$ (25.00)

Money Market Account Closing Balance March 31, 2019	\$ 921,358.38
--	----------------------

Reserve Fund	(250,000.00)
Wait-list Deposits	(69,750.00)
Customer Deposits	(9,350.00)
Available Funds	<u>\$ 592,258.38</u>

General Checking Account March 31, 2019	\$ 57,851.25
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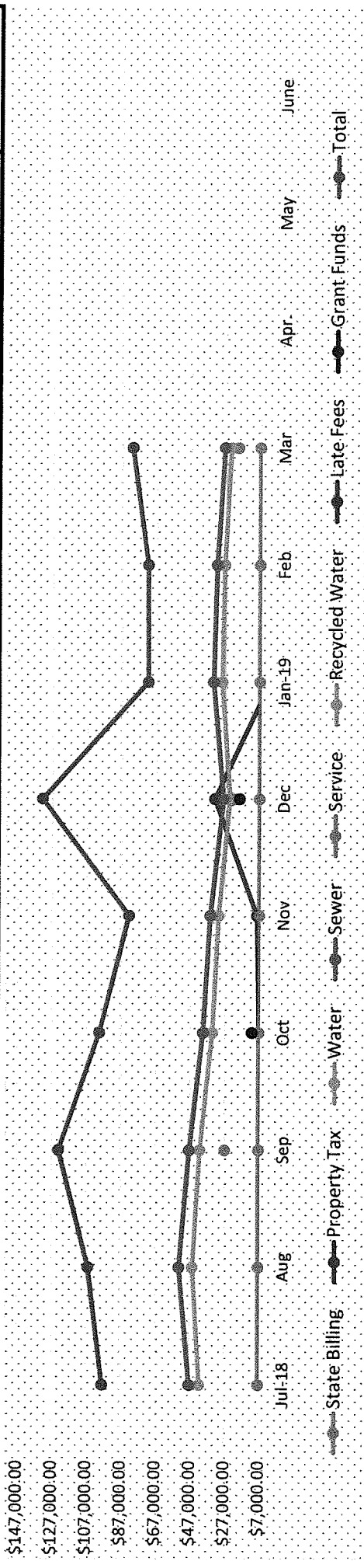
LAIF Closing Balance March 31, 2019	\$ 539.63
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SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of March 31, 2019

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Pacific Prem - General Checking	57,632.35
1017 · Pacific Premier-Money Market	921,358.38
1022 · USDA checking	164.00
1040 · Cash in county treasury	108.33
1050 · LAIF - non-restricted cash	536.39
Total Checking/Savings	979,949.45
Other Current Assets	
1200 · Accounts receivable	59,413.64
1220 · A/R - Hearst Castle	20,971.00
1300 · Prepaid expenses	2,473.13
Total Other Current Assets	82,857.77
Total Current Assets	1,062,807.22
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major Water Projects	190,360.90
1560 · Pipe bridge	28,075.58
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	262,932.67
1640 · Wellhead Rehab Project	450,827.53
1650 · Walkway access projects	21,511.00
1660 · RO Unit	931,966.97
1670 · Reservoir	146,115.91
1680 · Generator	29,101.14
Total 1400 · Fixed assets	5,112,024.96
1690 · Accumulated depreciation	(2,417,130.17)
Total Fixed Assets	2,694,894.79
TOTAL ASSETS	3,757,702.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2500 · Customer security deposits	9,250.00
2510 · Connect hookup wait list	69,750.00
2520 · USDA Loan	451,436.07
Total Other Current Liabilities	530,436.07
Total Current Liabilities	530,436.07
Total Liabilities	530,436.07
Equity	
3200 · Fund balance	3,238,681.99
3900 · Suspense	(77.02)
Net Income	(11,339.03)
Total Equity	3,227,265.94
TOTAL LIABILITIES & EQUITY	3,757,702.01

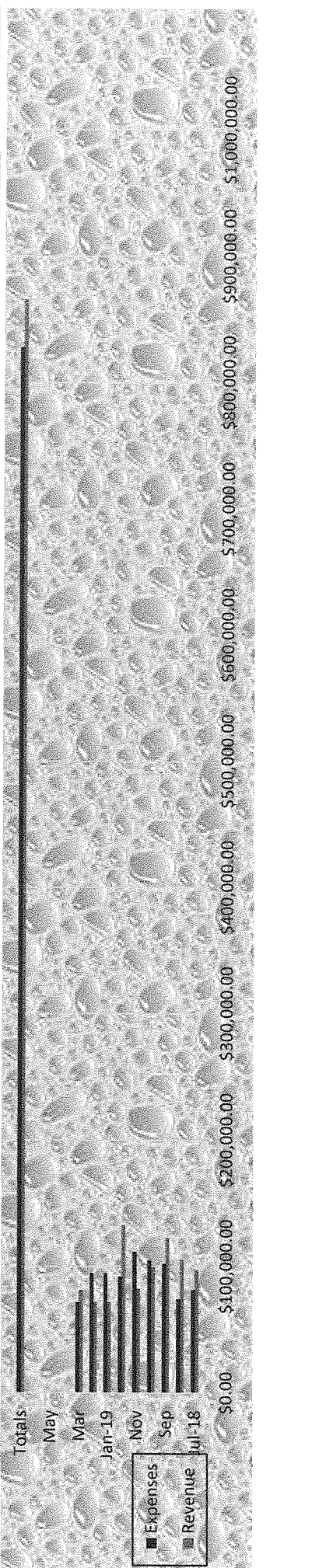
DISTRICT REVENUE FY 2018/2019

	Jul-18	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Apr.	May	June	Totals
State Billing			\$26,723.91			\$20,971.00			\$19,858.71				\$67,553.62
Property Tax	\$1,288.59	\$0.00	\$169.19	\$7,205.82	\$8,542.19	\$33,187.58	\$1,319.32	\$4,888.55	\$2,227.01				\$58,828.25
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				\$297,859.84
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				\$345,265.30
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				\$63,917.93
Recycled Water													\$0.00
Late Fees	\$461.43	\$201.49	\$290.08	\$168.71	\$600.53	\$135.60	\$178.43	\$146.51	\$126.87				\$2,309.65
Grant Funds				\$11,367.00		\$18,753.05							\$30,120.05
Total	\$97,456.67	\$105,750.58	\$122,854.95	\$99,534.11	\$82,474.12	\$132,629.05	\$71,824.93	\$72,041.38	\$81,288.85				\$865,854.64
Water Sold Cu Ft	334631	367360	332914	275609	243491	195107	236456	227602	197397				2410567
Water Sold Acre ft	7.68	8.43	7.64	6.33	5.59	4.48	5.43	5.23	4.53	0.00	0.00	0.00	55.34



REVENUE VS EXPENSES

	Jul-18	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Apr.	May	June	Totals
Revenue	\$97,456.67	\$105,750.58	\$122,854.95	\$99,534.11	\$82,474.12	\$132,629.05	\$71,824.93	\$72,041.38	\$81,288.85				\$865,854.64
Expenses	\$81,495.91	\$74,250.58	\$102,279.81	\$104,990.12	\$111,554.79	\$92,037.25	\$94,850.91	\$94,625.06	\$71,744.58				\$827,829.01
Balance	\$15,960.76	\$31,500.00	\$20,575.14	(\$5,456.01)	(\$29,080.67)	\$40,591.80	(\$23,025.98)	(\$22,583.68)	\$9,544.27				\$38,025.63



**SAN SIMEON COMMUNITY SERVICES
HISTORICAL FISCAL REVIEW**

Y 2015 / 2016

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Rate Billing			\$7,200.02			\$8,584.90			\$11,992.94			\$10,529.30	\$38,307.16
Property Tax	\$1,299.10	\$78.29	\$89.78	\$6,473.88	\$5,162.73	\$31,035.95	\$732.82	\$3,907.74	\$4,380.61	\$20,311.05	\$670.65	\$812.49	\$74,955.09
Water	\$32,179.33	\$35,048.63	\$31,023.24	\$30,062.47	\$23,260.87	\$19,903.42	\$28,833.61	\$24,410.65	\$22,300.83	\$24,943.58	\$27,395.80	\$29,375.50	\$328,737.93
sewer	\$38,340.31	\$41,800.72	\$36,517.90	\$35,482.63	\$27,568.63	\$23,716.44	\$33,983.50	\$28,929.28	\$26,405.46	\$29,496.09	\$31,742.13	\$34,065.24	\$388,048.33
Service	\$6,052.80	\$6,081.90	\$6,111.00	\$6,111.00	\$6,111.00	\$6,111.00	\$6,169.20	\$6,111.00	\$6,140.10	\$6,140.10	\$6,111.00	\$6,111.00	\$73,361.10
Recycled Water			\$1,359.75			\$854.07							\$2,213.82
Rate Fees	\$118.83	\$71.20	\$72.27	\$239.83	\$386.63	\$99.38	\$153.29	\$138.82	\$86.36	\$485.53	\$657.24	\$418.39	\$2,927.77
Total Revenue	\$77,990.37	\$83,080.74	\$82,373.96	\$78,369.81	\$62,489.86	\$90,305.16	\$69,872.42	\$63,497.49	\$71,306.30	\$81,376.35	\$66,576.82	\$81,311.92	\$908,551.20
Total Expense	\$56,735.48	\$80,703.14	\$62,573.67	\$62,460.00	\$90,307.21	\$78,261.91	\$62,999.58	\$69,646.10	\$68,440.42	\$78,744.51	\$62,608.05	\$60,034.80	\$833,514.87
Water Sold Cu Ft	311247	338889	297896	288860	223460	191579	276707	234583	213757	239168	260907	278453	3,155,486
Water Sold Acre ft	7.15	7.78	6.84	6.63	5.13	4.40	6.35	5.39	4.91	5.49	5.99	6.39	72.44

Y 2016/2017

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

Y 2017/2018

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

4. CONSENT AGENDA

- A. Review & Approval of Minutes for the Regular Meeting
–March 13, 2019**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, March 13, 2019
6:00 pm

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

1. REGULAR SESSION: @ 6:04 PM

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

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:
Public Comment – None

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

- i. Sheriff's Report – Absent**
- ii. Superintendent's Report –** Jerry Copeland provided a summary of March activities.

Director Russel asked about the notice of violation from the State Water Resources Control Board (SWRCB) and if fines had to be paid.

Jerry Copeland replied that the cost was for SWRCB staff time only which was 1.5 hours.

- iii. General Manager's Report –** Charlie Grace provided a summary of February Activities.
- iv. District Financial Summary –** Cortney Murguia provided a summary report of the District Financials.
- v. District Counsel's Report –** Natalie Frye Laacke provided a summary of March Activities.

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS:

Chairperson Kellas presented a summary of the water committee meeting. Gwen Kellas was appointed as the committee Chairperson. Charlie Grace provided a summary of the filter cartridge process and talked about changes from year to year in the water quality and state standards.

C. SPECIAL PRESENTATION: None

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

Public Comment – None

4. CONSENT AGENDA ITEMS:

Public Comment – None

Vice-Chairperson McGuire asked that under item 3Aii. that all of the letter B's in the Beautification Grant be capitalized. Formatting issues on page two be corrected and that on page four the word "change" be modified to "addition".

- A. Review and approval of Minutes for the Regular Meeting on February 13, 2019.
- B. Review and approval of Disbursements Journal.
- C. Adoption of Resolution 19-408. A resolution authorizing destruction of certain district records pursuant to the records retention schedule.

A motion was made to approve items 4A – 4C with the changes recommended by Chairperson McGuire

Motion by: Chairperson Kellas

2nd: Director Russell

All in: 4 /0

Absent: Director Smith

Chairperson Kellas: YES

Vice-Chairperson McGuire: Yes

Director Russell: YES

Director Stanert: YES

5. PUBLIC HEARING:

Public Comment – None

A. Public Hearing on Adoption of an Ordinance Amending the District's Water and Wastewater Capacity Fee Charges.

Clayton Tuckfield (Tuckfield and Associates) presented a power point presentation on the proposed capacity fees. The fees were explained and the methodology used to calculate the water and wastewater fees was explained.

There was discussion between Clayton Tuckfield, Director Russell, Vice-Chairperson McGuire, and Director Stanert about various components of the charge such as incorporating the cost of moving the wastewater treatment plant (WWTP) into the proposed fees including additional projects and multi-family EDU costs.

Chairperson Kellas closed the hearing.

6. BUSINESS ITEMS:

Public Comment – None

A. Authorization for the General Manager to retain Marine Diving Solutions, Inc. to perform an annual inspection and pipe strap repair of the wastewater treatment facility ocean outfall in the amount of \$40,000.00.

Charlie Grace Introduced the item.

Charlie Grace and Director Russell discussed the six day estimated time frame and determined that this estimate allowed enough time for the work to be completed.

A motion was made to authorize Marine Diving Solutions, Inc. to perform the work not to exceed the amount of \$40,000.00.

Motion by: Chairperson Kellas

2nd: Director Stanert

All in: 4 /0

Absent: Director Smith

B. Authorization for the General Manager to retain Alpha Electric Service to repair the Muffin Monster not to exceed the amount of \$5,000.00.

Charlie Grace presented the item and provided a green sheet containing a revised estimate for the repair.

A motion was made to approve the work not to exceed the amount of \$5100.00.

Motion by: Director Russell

2nd: Chairperson Kellas

All in: 4 /0

Absent: Director Smith

C. Discussion regarding the Beautification Grant application submitted by the District.

Charlie Grace, Director Russell, and Director Stanert discussed the grant application and various items related to the project description such as the easement, the pedestrian traffic, and dogs.

Michael Hanchett commented on the difference between a right of way and an easement.

No action was taken regarding this item.

D. Discussion regarding the creation of an Ad-Hoc Committee to review the 2000's series from the policy and procedures manual.

Chairperson Kellas introduced the item.

There was a brief discussion between Chairperson Kellas, Vice-Chairperson McGuire, and Director Russell regarding forming an ad-hoc committee.

A motion to form an ad-hoc committee to review and create new language for the 2000 series was made with Chairperson McGuire and Director Russell on the committee.

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

E. Discussion and Review Draft Policy & Procedures Manual.

Vice-Chairperson McGuire proposed changes to the social media policy on page 46, item 21.02 # 4 asking for consistent language.

There was discussion between Director Stanert, Director Russell, and Vice-Chairperson McGuire about Facebook, the Brown Act, and the definition of "staff member".

Natalie Frye Laacke commented about the first amendment and the District wanting to create balanced polices that help to prevent Brown Act violations while not limiting free speech.

No action was taken on this item.

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

Director Russell asked that the purchase of the pre-filter be added to the next Board meeting agenda.

8. ADJOURNMENT @ 7:40 PM

4. CONSENT AGENDA

B. Consideration of approval of Disbursements Journal

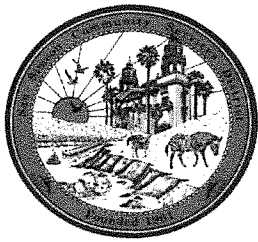
SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
 April 2019

Type	Date	Num	Name	Memo	Paid Amount
Paycheck	04/01/2019	1774	GWEN KELLAS	Board Service March 2 through April 1, 2019.	-92.35
Paycheck	04/01/2019	1775	HUNTER C SMITH	VOID:	0.00
Paycheck	04/01/2019	1776	JULIA A GREENAN	Board Service March 2 through April 1, 2019.	-92.35
Paycheck	04/01/2019	1777	MARY M MCGUIRE	Board Service March 2 through April 1, 2019.	-92.35
Paycheck	04/01/2019	1778	JOHN K RUSSELL	Board Service March 2 through April 1, 2019.	-92.35
Bill Pmt -Check	04/10/2019	1779	Adamski Moroski Madden Cumberland & Green	Legal services regarding Rip-Rap matter through Feb 28, 2019. Inv 46662 dated 03/25/19.	-688.00
Bill Pmt -Check	04/10/2019	1780	Adamski Moroski Madden Cumberland & Green	Legal services regarding general matters through Feb 28, 2019. Inv #46663 dated 3/25/19.	-4,471.96
Bill Pmt -Check	04/10/2019	1789	Adamski Moroski Madden Cumberland & Green	Legal services regarding policy manuals through Feb 28, 2019. Inv 46664 dated 3/25/19.	-2,838.00
Bill Pmt -Check	04/10/2019	1782	Alpha Electrical Service	Muffin Monster Control Panel Replacement. Invoice #8344 Dated 3/29/19.	-5,098.32
Bill Pmt -Check	04/10/2019	1783	Harrington Industrial Plastics, LLC	Water Filters - 30-3/4" - quantity 3. Inv 013A7755 dated 3/8/19.	-1,799.70
Bill Pmt -Check	04/10/2019	1784	Kathleen Fry Bookkeeping Services	Bookkeeping Services March 2019. Inv 2019-03 dated 03/31/19.	-1,200.00
Bill Pmt -Check	04/10/2019	1785	Phoenix Civil Engineering, Inc	Prof Svcs on Reservoir Project through Feb 28, 2019. Inv 19-048 dated 3/26/19.	-468.88
Bill Pmt -Check	04/10/2019	1786	SLO County - Environmental Health	Cross Connection Costs for chargeable report by Jon Williams. Facility ID FA0004646. Inv 0120063 dated 3/8/19.	-63.60
Bill Pmt -Check	04/10/2019	1787	Tuckfield & Associates	Prof Svcs for capacity charge study. Services 3/1 - 3/31/19. Inv 0526 dated 3/31/19.	-1,298.14
Bill Pmt -Check	04/10/2019	1788	Grace Environmental	Operations Management and Maintenance Fees April 2019. Inv #1277 dated 04/01/2019.	-51,892.67
Check	04/25/2019	Elec Pymt	CalPERS Fiscal Services Division	Retiree Health monthly premium for May 2019.	-1,132.64
Check	04/25/2019	Elec Pymt	CalPERS Fiscal Services Division	Retiree Health monthly premium for May 2019.	-362.07
Liability Check	04/25/2019	Elec Pymt	United States Treasury (US Treasury)	Payroll tax payment for paychecks dated 04/01/2019	-61.20

-71,744.58

5. A. PUBLIC HEARING

**Public Hearing on Adoption of an Ordinance Amending the
District's Water and Wastewater Capacity Fee Charges.**

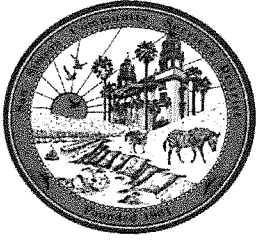


BUSINESS ACTION ITEM STAFF REPORT

Item 5.A. Public Hearing on Adoption of an Ordinance Amending the District's Water and Wastewater Capacity Fee Charges.

Staff is continuing to work with Tuckfield and Associates and this information will be presented during the May Board meeting.

6.A. BUSINESS ITEMS

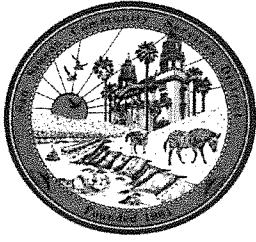


BUSINESS ACTION ITEM STAFF REPORT

Item 6.A. Discussion regarding the Draft Budget for Fiscal Year 2019/2020.

A draft version of the 2019/2020 budget will be presented.

6.B. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 6.B. Authorization for the General Manager to purchase a Harmsco pre-filter not to exceed the amount of \$12,000.00.

Attached are two quotes for a Harmsco (Muni-3-3FL-304) or Water Better (WB-3X 170) water pre-filter. Staff reached out to additional suppliers, Meissner Filtration and Pall Filtration. However, these companies do not carry the same products. Purchase of a pre-filter will protect the more expensive bacteria removal filter cartridges already in place.

Enc: Harrington Quote, Filtration Technology Quote

Harrington Industrial Plastics
 2221 Celsius Avenue Suite A
 Oxnard CA 93030
 805-644-6894
 805-644-2167 Fax

Quotation# 01339675
 Written: RIL
 Quote Date 02/07/19
 Expire Date 03/09/19
 Page 1 OF 1

Quotation

044101
 SAN SIMEON DISTRICT

Ship To:
 SAN SIMEON DISTRICT

111 PICO AVENUE
 SAN SIMEON, CA 93452

111 PICO AVENUE
 SAN SIMEON, CA 93452

Job:

RFQ#

Contact: JERRY
 Phone#: 805-927-2028
 Fax: 805-927-2109

Ship Via: BEST WAY POSSIBLE
 FOB / Delivery ARO: SHIPPING POINT
 Frt-Terms: CHRG INBOUND & OUTBOUND

Product/Description	Quantity	Price	U/M	Extension
---------------------	----------	-------	-----	-----------

FILTER HOUSING BELOW WILL
 TAKE 3 FILTERS SIMILAR TO
 WHAT YOUR CURRENTLY USING NOW

HC/170-0.35 30-3/4" FILTER 0.35 MIC PEST PLEAT FOR MDL HUR 170HP	3	211.71	EA	635.13
WB 3X170 FILTER HOUSING 304SS 3" NPT IN/OUT 450 GPM 1-1/2" DRAIN	1	5693.16	EA	5,693.16

Merchandise	Tax	Est.Freight / Handling	Net Quote	Total
6,328.29	458.80	0.00		6,787.09

Thanks For Thinking Harrington.

Respectfully Bob I. Lufting

All Quotations are subject to review upon placement of order.
 Freight/Handling and applicable taxes if not listed above will be added.
 Harrington standard terms and conditions apply to this quote.

Filtration Technology, Inc.

A Clear Water Company

2218 So. Crosscreek Ln., Boise, ID 83706 • Ph. (208)-336-6611 • Fax (208)-336-6637

Surface Water Treatment
Iron /Arsenic Removal
Industrial Filtration
Odor Control
Disinfection

March 21, 2019

Harmsco Filter Proposal

San Simeon Community Service District

The following is Filtration Technology, Inc.'s filter proposal as per your request:

Option #1

Harmsco WB 3 X 170 filter vessel

- \$5,330.00
- Price includes CA Sales Tax and Freight to San Simeon (there is an additional fee if a liftgate is required and/or the drop off location is considered remote)
- Ship: 1-2 days

Option #2

Harmsco MUNI-3-3FL-304 filter vessel

- \$9,646.00
- Price includes CA Sales Tax and Freight to San Simeon (there is an additional fee if a liftgate is required and/or the drop off location is considered remote)
- Ship: 2 weeks

Harmsco HC/170-0.35 "pre-filter" cartridge filters

- \$208.50 ea
- Price includes CA Sales Tax and Freight to San Simeon
- Ship: 1 day

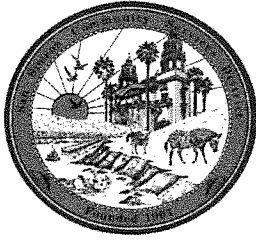
Harmsco HC/170-LT2 "final" cartridge filters

- \$489.40 ea
- Price includes CA Sales Tax and Freight to San Simeon
- Ship: 1 day

Please call if I can assist further. Thank you.

Gregg Fisher

6.C. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 6.C. Discussion regarding the road maintenance agreement for San Simeon Avenue.

A request has been made by the Cavalier Corporation asking if the District is interested in vacating the remaining approximately 100 feet of San Simeon Avenue. Starting from Hearst Drive and terminating 100 feet towards the west. A map is included for your reference along with page 1 of the agreement.

Staff is looking for direction from the Board regarding this matter.

Enc: Page 1 of the Road Maintenance
Exhibit B Map

RECORDING REQUESTED BY AND

WHEN RECORDED MAIL TO:

SAN SIMEON COMMUNITY SERVICES DISTRICT
ROUTE 1, S-17
SAN SIMEON, CA 93452

Doc No: 1994-038089

Rec No: 00045997

Official Records
San Luis Obispo Co.
Francis M. Cooney
Recorder
Jun 22, 1994
Time: 16:28

RF 85.00

@@ [27]

TOTAL 85.00

ROAD MAINTENANCE AGREEMENT

This agreement is made and entered into this 27th day of May, 1994, by and between Cavalier Investments, Inc. and Cavalier Acres, Inc. (California Corporations) (hereinafter referred to as "**OWNERS**") and the San Simeon Community Services District, a political subdivision of the State of California (hereinafter referred to as "**DISTRICT**").

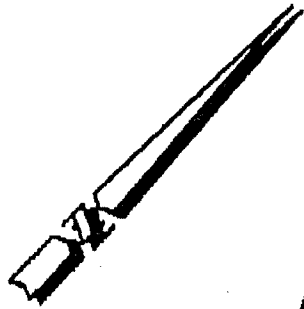
WITNESSETH

WHEREAS, **OWNERS** are the owners of four parcels of real property located in the San Simeon Community Services District, adjacent to San Simeon Avenue and Cliff Drive in the town of San Simeon, County of San Luis Obispo, State of California, as described on Exhibit "A" attached hereto and incorporated herein by this reference (hereinafter referred to as the "affected real property").

WHEREAS, the affected real property abuts rights-of-way for San Simeon Avenue and Cliff Drive, street rights-of-way to be vacated as shown in Exhibits B, and C (Legal description - Exhibit B, Map - Exhibit C).

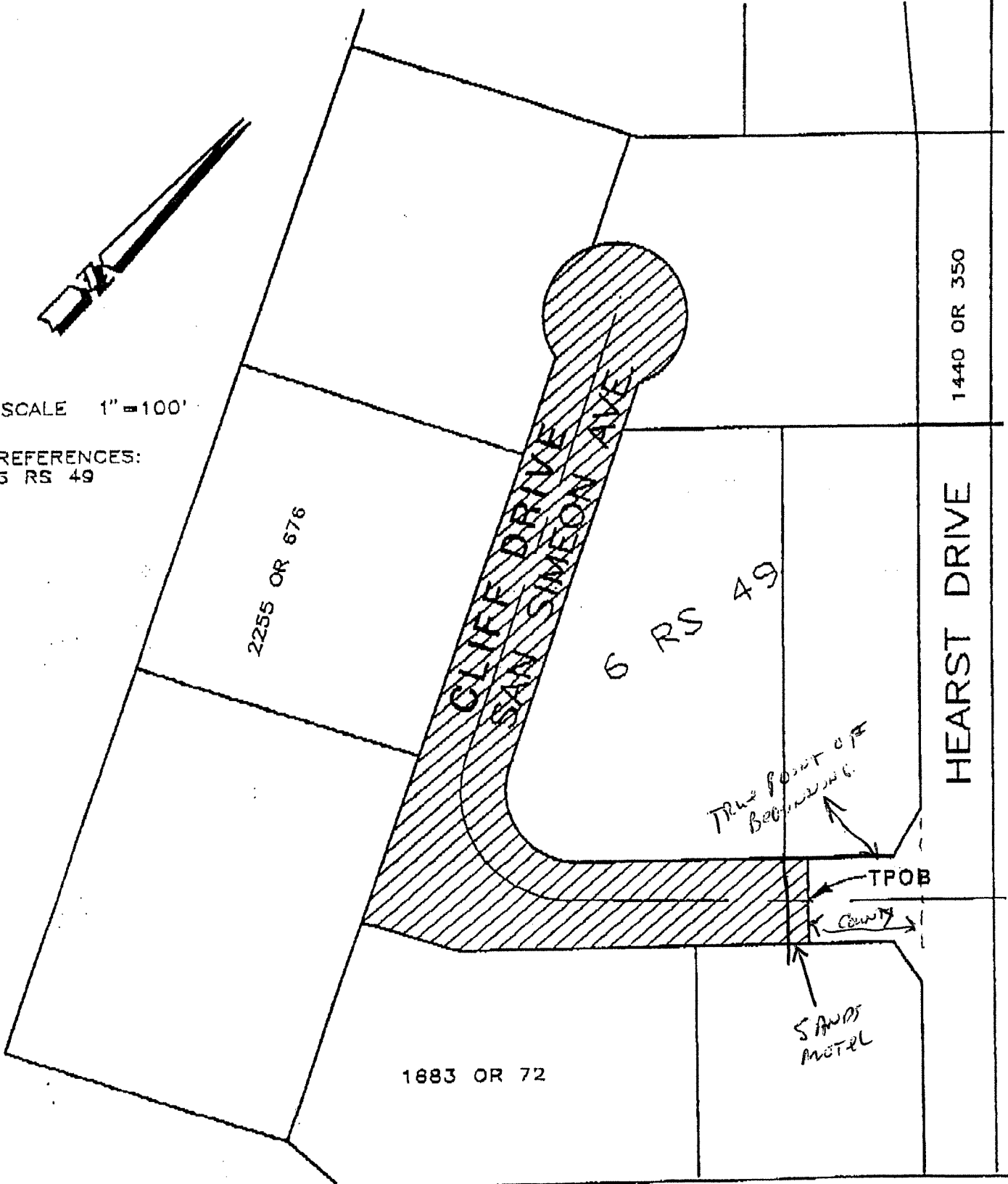
WHEREAS, on July 14, 1993, the Board of Directors of said **DISTRICT** adopted in accordance with the provisions of the Streets & Highway Code, Resolution 93-193, which conditionally vacated San Simeon Avenue and Cliff Drive; and

EXHIBIT B



SCALE 1" = 100'

REFERENCES:
6 RS 49



EDA

ENGINEERING
DEVELOPMENT
ASSOCIATES

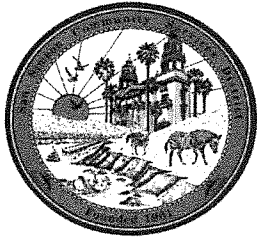
ENGINEERING LAND SURVEYING PROJECT ADMINISTRATION

1320 NIPOMO STREET SAN LUIS OBISPO CALIFORNIA 93401

VACATION OF
SAN SIMEON AVE. / CLIFF DR.

JOB NO. 20-1185.14 NOV 11, 1992

6.D. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 6.D. Approval of the Policy & Procedures Manual.

Summary:

Over the course of several Board meetings the Board of Directors has reviewed the new and improved Policy and Procedures Manual. Included in this Board packet is a new version of the grant policy. Staff is asking for the Board to review this policy and make recommendations.

Recommendation:

The Board of Supervisors has not approved the Conflict of Interest policy yet. Once this has been approved it will be added to this manual.

Staff recommends the Board of Directors approve the attached version of the manual and that the motion provide for language that allows the Conflict of Interest to be added at a later time.

Enc: Draft Policy and Procedures Manual

SAN SIMEON COMMUNITY SERVICES DISTRICT

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

TABLE OF CONTENTS

SECTION 1.00	General Policies
SECTION 2.00	Board of Directors
SECTION 3.00	Duties of the Board of Directors
SECTION 4.00	Staff and Consultants
SECTION 5.00	Duties of Staff
SECTION 6.00	Board Meetings: Time, Place and Manner
SECTION 7.00	Board Meeting Agendas.
SECTION 8.00	Board Meeting Minutes
SECTION 9.00	Rules of Order for Board Meetings
SECTION 10.00	Actions and Decisions of the Board of Directors
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SECTION 12.00	Records
SECTION 13.00	Committees of the District
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SECTION 16.00	Ordinance Adoption Policy
SECTION 17.00	Complaints/ Claims Procedures
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SECTION 22.00	Applying for Grants

SAN SIMEON COMMUNITY SERVICES DISTRICT

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

SECTION 1.00 General Policies

Introduction. The Board of Directors is the governing and legislative body of the District. All action of the District shall be taken by the Board and not by individual Directors. The Board of Directors, shall be the policymakers of the District, establishing policy after receiving necessary information from staff and other persons as deemed necessary. No individual Board Member shall represent a policy as the District's policy unless said policy has been determined by the Board. Nor shall any board member act unilaterally in regard to representing the board or its policies in any public forum.

1.01 Purpose of Board Policies. It is the intent of the Board of Directors of the San Simeon Community Services District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1.02 Conflicts with the Law. If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over San Simeon Community Services District, said rules, regulations or legislation shall prevail.

1.03 Adoption/ Amendment of Policies. A Director or General Manager may initiate the consideration of a new policy or to amend a policy. A written draft of the proposed new policy or amendment should be submitted to the General Manager to be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors. Adoption of a new policy or an amendment shall be accomplished at a regular meeting of the Board of Directors and shall require a 3/5 affirmative vote of the entire Board of Directors.

1.03.01 Process of Adopting or Amending Policy. Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting of consideration.

SECTION 2.00 Board of Directors

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

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 Remuneration. Members of the Board of Directors shall receive a monthly "Director's 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 "Director's Fee".

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.

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 person so designated, shall represent the Board where it is appropriate or desirable for the District to appear, at meetings of other public agencies, private entities, before public or private groups, or on other public or private

occasions. However, this provision shall not limit the attendance of any Director or authorized officer or staff member of the District at other public gatherings or meetings. Prior to attending such a gathering or meeting, Directors are encouraged the 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 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 or otherwise authorized by the Board, shall have no independent power to act for the District, or the Board, or to direct staff of the District.

SECTION 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 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. The District Secretary shall prepare and mail or send by electronic media to each person entitled thereto copies of agendas, minutes of the preceding meeting, and notice of meetings. The District Secretary shall prepare minutes for adoption by the Board of Directors setting forth all actions taken by the Board and shall preserve minutes and other records of actions of the governing Board.

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

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

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.

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 on the agenda shall be given to the Board Chairperson or their 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 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 from time to time by the direction of the Board of Directors or by the General Manager and the District Secretary, as they deem appropriate: (1) Approval of Minutes, (2) Approval of Bills Paid (3) Informational Items, (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 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 vote of the members of the Board present at the meeting, or, if less than two-thirds 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.

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

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 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 new 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 byname;

- 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. (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 Director meetings shall be public records open to inspection by the public. The Secretary shall make copies available to any person who has made a request in compliance with the California Public Records Request Act.

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. These rules of order are intended to be informal and applied flexibly. The board prefers a flexible form of meeting and, therefore, does not strictly follow Robert's Rules of Order.

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.

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

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

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

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

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

If any meeting is willfully interrupted by a person or a group so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

SECTION 10.00 Actions and Decisions

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

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

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

Example 1: If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if 1 Director abstains on a particular action and the other 2 -cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

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

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

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 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 Directors challenge the statement of the Chairperson, a voice vote may be requested. A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.). Informal action by the Board is still Board action and shall only occur 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.

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 to five members of the public to serve on the Standing Committees, subject to Board approval. The Chairperson of the Board of Directors shall publicly announce the members of the standing committees for the ensuing year at the next regular Board meeting following the appointment of the Chairperson of the Board of Directors. Committees shall be governed by the following policies and rules.

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

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

13.04. Special Committees. In addition to the other committees discussed above, Special Committees may be created by the Board of Directors to undertake special assignments on behalf of the Board. A Special Committee shall continue in existence indefinitely. Unless otherwise specified, members of a Special Committee shall be appointed by the Chairperson, subject to Board approval, and shall serve at the Board’s pleasure. All Special Committee meetings shall be open to the public, have an agenda and otherwise be subject to the Brown Act.

SECTION 14.00 Board Conduct

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 is, and shall remove him or herself from the Board room during the discussion. The Director's removal shall be noted on the record by the District Secretary, who shall also note the Director's return when the item is completed.

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 their 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.
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 such 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 a particular conference or seminar when it is apparent that their attendance is beneficial to the District. If multiple Directors are to attend an educational conference it is recommended that prior to attending the conference, the Directors review Government Code Section 54952.2 or confer with District Counsel.

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

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

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

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

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

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

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

16.00 Ordinance Adoption Policy

16.01 Adoption and Waiting Period. Ordinances should be adopted on a roll call vote. Unlike cities and counties, a community services district does not have a first and second reading prior to an adoption. Rather, the appropriate motion to adopt an ordinance would be to move adoption of Ordinance No. ___ entitled "_____." Ordinarily, it is advisable to

have a 30-day waiting period before the effective date of the ordinance, although, unlike city and county adopted ordinances, this is not a mandatory requirement.

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

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

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

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

SECTION 17.00 Complaints/ Claims Procedures

17.01 General Public Complaints. The Board of Directors desires that complaints from the public be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic. A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute of which the individual has been adversely affected.

17.02 Method of Handling General Public Complaints Against the District. The method of resolving complaints shall be as follows:

1. The individual with a complaint shall first discuss the matter with the General Manager with the objective of resolving the matter informally.
2. If the complaint refers to the General Manager, it will be referred to the Board Chairperson with the objective of resolving the matter informally.
3. If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager or Board Chairperson, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's or Chairpersons decision.
4. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. A written decision from the Board may be requested by the individual filing the complaint.

This policy in no way prohibits or is intended to deter a member of the community or staff member from appearing before the Board to present verbally a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

17.03 Complaints Concerning Staff or Contractors of the District. The Board states their support of staff and their expectation that each shall perform in the spirit of excellent service to the community. The Board wishes to defend staff against malicious complaints while upholding standards of performance for each staff member and correcting problems. Board members individually will refer compliments, suggestions and criticisms about staff directly to the General Manager for appropriate consideration and action.

17.04 Method of Handling Complaints Against District Staff/ Contractors. The method of resolving complaints shall be as follows:

1. Complaints should first be made directly by the complainant to the staff member against whom the complaint is lodged. Community members are encouraged to attempt to orally resolve concerns with the staff member personally as soon as possible, within 30 days of the occurrence.
2. If the issue cannot be resolved between the community member and the staff member informally, the complaint should be referred to the General Manager.
3. The General Manager shall investigate the complaint and shall take appropriate measures to address the complaint once the investigation is complete. The individual making the complaint shall be informed of the results of the investigation and with any actions/ measures that were taken.
4. If the General Manager deems it necessary, the matter may be referred to the Board. All charges or complaints against a staff member brought to a Board meeting shall comply with the requirements of Cal. Gov't Code § 54950 et seq.
5. No anonymous complaints concerning staff members will be processed by the District or Board. Such complaints shall be given to the General Manager, who shall note the content. Board and staff shall inform complainants that anonymous complaints will not be handled, receive attention or be acted upon.
6. Each person involved in a complaint shall act quickly so that the complaint may be solved promptly. Training on the appropriate resolution of complaints within the guidelines of this policy shall be held annually.

17.05 Claims Against the District. The purpose of this policy is to provide direction to District staff for processing and resolving claims against the District. Inherent in this policy is the recognition that every claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

17.05.01. Property (Land and Improvements) Damage Claims. In the course of District's operations, damage to land and improvements thereon occasionally occur due to the proximity of the District's facilities to the private property. When District staff are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

- When a property owner informs a District staff member (by telephone or in person) of damage to their property, the staff member receiving the claim will document in writing the time and date, and a description of the stated

circumstances and allegations. Staff members should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

- As soon as possible after information about the damage has been received, it shall be given to the General Manager. The General Manager or his/her designee shall investigate the property owner's allegations.
- If the owner of damaged property informs a member of the Board of Directors, the information will be given to the General Manager. Directors should not independently investigate claims, but may go with staff to observe.
- Claims in excess of the District's insurance deductible shall be forwarded to the insurance company (Special District Risk Management Authority, SDRMA), and the claimant shall be advised of this action.
- Claims for personal injury/wrongful death shall not be investigated by District staff or Directors but shall be immediately forwarded to the District's insurance company.

17.05.02. Property (Vehicles and Unsecured Property) Damage Claims. All claims of damage to vehicles or other unsecured property shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$500. Claims in excess of \$500 shall be forwarded to the insurance company.

17.05.03. Claims Form. All damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District. District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, California Government Code. Section 910 specifies that a claim needs to show all of the following:

- The name and post office address of the claimant.
- The post office address to which the person presenting the claim desires notices to be sent.
- The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.
- The name or names of the staff member(s) causing the injury, damage, or loss, if known.
- The amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of presentation of the claim, together with the basis of computation of the amount claimed.
- Section 910.2 of the California Government Code specifies the following: "the claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a

billhead or invoice regularly used in the conduct of the business of the claimant.”

- If the filed letter/claim does not meet the requirements of the California Government Code 910 and 910.2, then a letter shall be sent to the claimant informing them of this fact.

SECTION 18.00 Staff and Operations

18.01 Substance Abuse

18.01.01. Purpose of Policy. This policy sets forth the District’s position regarding substance abuse and provides guidance to staff in addressing substance abuse problems. The District recognizes its responsibility to maintain a safe, healthful and productive environment and staff’s responsibility to perform services for the public, effectively and efficiently. The District will act to eliminate any substance abuse which increases the risk for accidents, absenteeism, substandard performance, poor morale or damage to the District’s property or reputation. Substance abuse includes the use or possession of illegal drugs, alcohol or controlled substances or misuse of prescription or over-the-counter drugs which could impair staff’s ability to perform his or her services safely, effectively and efficiently.

18.01.02 Definitions.

For purposes of this Guideline:

(1) “Illegal drugs or other controlled substances” means any drug or substance that (a) is not legally obtainable; or (b) is legally obtainable but has not been legally obtained; or (c) has been legally obtained but is being sold or distributed unlawfully.

(2) “Legal drug” means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.

(3) “Abuse of any legal drug” means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.

(4) “Possession” means that a staff member has the substance on his or her person or otherwise under his or her control.

18.01.03 Prohibited Conduct.

A. Scope

The prohibitions of this section apply whenever the interests of the District may be adversely affected, including any time a staff member is:

- (1) On District premises;
- (2) Conducting or performing District business, regardless of location;
- (3) Operating or responsible for the operation, custody, or care of District equipment or other property; or
- (4) Responsible for the safety of others in connection with, or while performing, District-related business.

B. Alcohol

The following acts are prohibited by this policy.

- (1) The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or
- (2) Being under the influence of alcohol from unauthorized consumption.

C. Illegal Drugs

The following acts are prohibited by this policy.

- (1) The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or
- (2) Being under the influence of any illegal drug or other controlled substance.

D. Legal Drugs

The following acts are prohibited by this policy.

- (1) The abuse of any legal drug;
- (2) The purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or
- (3) Performing services for the District while impaired by the use of a legal drug whenever such impairment might:
 - (a) Endanger the safety of the staff member or some other person;
 - (b) Pose a risk of significant damage to Company property or equipment; or
 - (c) Substantially interfere with the work performance or the efficient operation of the District's business or equipment.

18.01.04 Violations of this Policy. A violation of this policy will be immediately referred to the General Manager for review. Disciplinary action, up to and including termination, for a violation of these policies, are potential consequence for a violation of this policy, but will be at the discretion of the General Manager.

18.02 Anti-Discrimination and Anti-Harassment Policy

18.02.01 No Discrimination or Harassment. The District does not unlawfully discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity and transitioning), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws. Consistent with the law, the District also makes reasonable accommodations for disabled applicants and staff; for pregnant staff who request an accommodation [with the advice of their health care providers], for pregnancy, childbirth, or related medical conditions; for staff who are victims of domestic violence, sexual assault, or stalking; and for applicants and staff based on their religious beliefs and practices. The District prohibits discrimination and harassment of staff by Board members, managers, co-workers or third parties with whom staff members come into contact. Similarly, the District will not tolerate harassment or discrimination by its staff

of non-staff members, Board members or other third parties with whom the District's staff has a business, service or professional relationship.

18.02.02. Harassment Defined. Harassment includes [verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of providing services to the District; (2) submission or rejection of the conduct is used as the basis for a District decision; or (3) the harassment interferes with work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and may include, but is not limited to, the following (when based upon a protected status as noted above): slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings, or cartoons, violating someone's "personal space," foul or obscene language, leering, stalking, staring, unwanted or offensive letters or poems, offensive email or voicemail messages.

Sexually harassing conduct in particular may include all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Sexually harassing conduct can be by a person of either the same or opposite sex. Sexually harassing conduct need not be motivated by sexual desire to be violative of this policy.

18.02.03. Reporting and Investigating Harassing Conduct. The District understands that victims of harassment are often embarrassed and reluctant to report acts of harassment for fear of being blamed, concern about being retaliated against, or because it is difficult to discuss sexual matters openly with others. However, no one should have to endure harassing conduct, and the District therefore encourages staff to promptly report any incidents of harassment so that corrective action may be taken. Any incidents of harassment should be reported to the General Manager. If that is the individual who is committing harassment, the incident should be reported to a member of the Board. The investigation will be handled in as confidential a manner as possible consistent with a fair, timely, and thorough investigation in a manner that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.

18.02.04. Corrective Action. The District will not tolerate retaliation against someone for making a good faith complaint of harassment or for cooperating in an investigation. If harassment or retaliation in violation of this policy is established, the District will take appropriate corrective action. Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment or other service contracts, depending on the circumstances.

18.03 Smoke Free Workplace Policy

18.03.01. Purpose. The District would like to contribute to the health and well-being of all staff and third-parties that may have a business, service or professional relationship with the District. Therefore, the District promotes a smoke-free environment. The use of all smoking products, including vapor products and electronic cigarettes (E-cigarettes), is banned from the District premises, except as designated in this policy. The successful implementation of this policy depends upon the thoughtfulness, consideration and

cooperation of smokers and non-smokers alike. All individuals on District premises share in the responsibility of adhering to this policy.

18.03.02. Prohibited Activities. Smoking is prohibited within the buildings and facilities of the District, without exception. This includes common work areas, conference and meeting rooms, private offices, hallways, lunchrooms, restrooms, District vehicles, and all other enclosed facilities.

18.03.03. Designated Smoking Areas. The only designated smoking areas at the District are outdoors at least 25 feet from any building entrances and exits, including any doors and windows that open. No one may smoke along any path way or walk way leading to or from a designated smoking area. Smokers must dispose of the remains of smoking products in the proper containers. This helps to keep a neat and clean environment for all.

18.04 Investment of Public Funds

18.04.01. Policy and Purpose. It is the policy of the District to invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all state and local statutes governing the investment of public funds. As a public entity, the District places particular importance on the preservation of capital and protection of District funds above other investment objectives. All investments require prior approval by the Board of Directors.

18.04.02. Scope. This investment policy applies to all financial assets of the District. These funds are accounted for in the District Annual Financial Report and may include:

General Fund
Enterprise Funds
Any new fund established by the District

18.04.03. Prudence. Investments shall be made with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

18.04.04. Objective. The primary objective in priority order, of the District's investment activities shall be:

- Safety of Principal – Investments shall be undertaken in a manner which first seeks to preserve portfolio principal.
- Liquidity – Investments shall be made with maturity dates that are compatible with cash flow requirements and which will permit easy and rapid conversion into cash, at all times, without a substantial loss of value.
- Return on Investment – Investments shall be undertaken to produce an acceptable rate of return after first consideration for principal and liquidity.

18.04.05. Delegation of Authority. Pursuant to the Government Code, the District Board delegates the authority to invest or to reinvest funds, or to sell or exchange securities so purchased, to the General Manager for a one-year period. The General Manager is charged with the responsibility for carrying out the policies of the District Board and shall assume full responsibility for investment transactions until the delegation of authority is revoked or expires.

The daily cash management, investment transactions and account reconciliation's are the primary responsibilities of the General Manager. The General Manager has authority to transfer funds between any of the accounts that have been established by the District in order to accomplish the purpose and objective of this policy. The General Manager shall report any transfer of funds at the next regular Board meeting during the General Manager or Financial report. These activities are also carried out by other members of the District's staff under the direction of the General Manager. The General Manager shall establish procedures for the operation consistent with this investment policy.

The General Manager and authorized individuals acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

18.04.06. Ethics and Conflicts of Interest. District staff involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program or which could impair their ability to make impartial decisions. District staff involved in the investment process shall abide by the District's Conflict of Interest Code, the provisions of California Government Code Section 1090 et seq. and the California Political Reform Act, California Government Code Section 81000 et seq.

18.04.07. Permitted Investments. California Government Code Sections 53601, 53635 and 16429.1 governs the investments permitted for purchase by the District. Within the investments permitted by the Code, the District seeks to further restrict eligible investments to the investments listed below.

Percentage limitations, where indicated, apply at the time of the purchase. Rating requirements, where indicated, apply at the time of purchase. In the event a security held by the District is subject to a rating change that brings it below the minimum specified rating requirement, the General Manager shall notify the District Board of the change. The course of action to be followed will then be decided on a case-by-case basis, considering such factors as the reason for the rate drop, prognosis for recovery or further rate drops, and the market price of the security. Investment maturities shall be based on review of cash flow forecasts. Maturities will be scheduled so as to permit the District to meet all projected obligations.

No investment shall be made in any security, other than a security underlying a repurchase or reverse repurchase agreement, that at the time of the investment has a term remaining to maturity in excess of five years, unless the District Board of Directors has granted express authority to make that investment no less than three months prior to the investment.

18.04.08. Eligible Investments.

- State of California Local Agency Investment Fund (“LAIF”) pursuant to Gov’t Code § 16429.1. The District may invest in LAIF. A maximum of \$50 million may be invested in this category.
- California Asset Management Trust. The District may invest in the shares in the California Asset Management Trust, so long as the portfolio is rated among the top two rating categories by one of the nationally recognized rating agencies. A maximum of \$50 million may be invested in this category, net of bond proceeds.
- U.S. Treasury Obligations. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.
- Negotiable Certificates of Deposit. Negotiable certificates of deposit issued by a nationally or state chartered bank or a state or federal savings and loan association or by a state; licensed branch of a foreign bank; provided that the senior debt obligations of the issuing institution are rated “AA” or better by Moody’s or Standard & Poor’s. Investments in negotiable certificates of deposit are limited to 30% of the portfolio.
- Banker’s Acceptances. Banker’s acceptances issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System. Purchases of banker’s acceptances may not exceed 180 days maturity. Eligible banker’s acceptances are restricted to issuing financial institutions with short-term paper rated in the highest category by one or more nationally recognized rating services. Investments in banker’s acceptances are further limited to 40% of the portfolio with no more than 30% of surplus invested in the banker’s acceptances of any one commercial bank.
- Federal Agency Securities. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- Municipal Obligations: Bonds, notes, warrants, or other evidences of indebtedness of the State of California or of any local agency within the State of California, including bonds.
- Money Market Funds. Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission (SEC) under the Investment Company Act of 1940 (15 U.S.C., Sec. 80a-1, et seq.).
 - The District may invest in shares of beneficial interest issued by a company shall have met either of the following criteria:

- Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized rating services. (or)
 - Retained an investment advisor registered or exempt from registration with the SEC with not less than five years experience in managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).
- The purchase price of shares of beneficial interest purchased pursuant to this subdivision shall not include any commission that the companies may charge. Investments in Money Market Funds are limited to 20% of the portfolio.
- Local Agency Bonds. Bonds, including Certificates of Participation, notes or evidences of indebtedness issued by any state, municipality or local agency, whether payable from any fund of such entity or from special revenues pledged for such payment.

18.04.09. Ineligible Investments. As provided in California Government Code section 53601.6, the District shall not invest any funds in inverse floaters, range notes, mortgage derived interest-only strips or in any security that could result in zero interest accrual if held to maturity. The purchase of any security not listed above, but permitted by the California Government Code is prohibited unless the District Board approves the investment specifically.

18.04.10. Safekeeping. All securities purchased may be delivered against payment and held in safekeeping pursuant to a safekeeping agreement. All financial institutions shall be instructed to mail confirmations and safekeeping receipts directly to the General Manager.

18.04.11. Performance Standards. An annual appraisal of the investment portfolio shall be conducted to evaluate the effectiveness of the District's investment program. The purpose of this review, in addition to evaluation of performance, is to provide the platform for recommendations of change and improvements to the portfolio to the Board.

18.04.12. Reporting Requirements. Each month the Finance Officer shall prepare and submit a report of investment transactions to the Board of Directors. This report will be sufficiently detailed to provide information for investment evaluation.

18.04.13. Annual Review of Investment Policy. The investment policy shall be adopted by resolution of the District Board on, at minimum, an annual basis. The investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, and its relevance to current law and financial and economic trends. Any amendments to the policy shall be approved by the District Board.

18.05 Disposal of Surplus Equipment/ Property.

18.05.01. Equipment.

A. Policy and Procedure. The General Manager, in conjunction with the Office Manager and the Plant Superintendent, shall be responsible for identifying obsolete/ surplus materials, goods and equipment (“Surplus Equipment.”) Once Surplus Equipment is identified by the General Manager, it shall be presented to the Board of Directors at a meeting. The Board of Directors shall declare the obsolete/ surplus materials, goods and equipment as Surplus Equipment.

B. Definitions.

Disposal – Sell, discard, destroy, donate or otherwise remove from District ownership.

Equipment – The term “equipment” as used in this procedure consists of material, goods, furniture, vehicles, computers and other substantive objects that had value at the time of purchase or acquisition and are owned by the District.

Near Relative – Near relative is defined as spouse or significant other, father, mother, daughter, son, sister, brother, and step-relatives and in-laws in the same relationships.

Obsolete Material, Goods and Equipment – Material, goods and equipment no longer usable in the service for which they were purchased, and cannot be used safely or economically for any other purpose.

Surplus Material, Goods and Equipment – That portion of material, goods, and equipment that is in excess of operating, maintenance, repair, or spare parts requirements, or any item not having a use within the foreseeable future.

C. Determination of When to Dispose of Items. As a general rule, when the cost of repairing an item becomes more than what an item is worth, the item should be disposed of. Items that are obsolete or surplus should be disposed of using one of the methods below.

D. Disposal Methods.

Resell – Surplus Equipment or working equipment that cannot be economically repaired or put back into service will be sold. The District shall publish notice of the sale noting location/ hours/ days the equipment can be seen and a deadline for submission of sealed bids. The publication shall note that the equipment is sold “AS-IS” and that the District reserves the right to reject any or all bids. The sealed bids are opened at the next regular Board meeting and action by the Board shall be taken to accept or reject bids. Bidders shall be notified of the Board’s action.

Disposal or Recycling – If it is determined that equipment is obsolete or cannot meet any of the above categories, the General Manager will dispose of or recycle the equipment in compliance with all state and federal laws.

Donation – Giving equipment that has little or no value to the District to nonprofit organizations such as school districts. Such donations would be done to forgo the cost of disposal of the equipment.

E. Limitations of Transfers to Directors, Staff, or Near Relatives. No member of the Board of Directors, staff member or their near relatives may buy or receive equipment from the District pursuant to this policy.

18.05.02. Real Property.

A. Policy. The General Manager shall be responsible for identifying real property that is no longer of value to the District and should be disposed of. Once real property is identified by the General Manager as surplus, it shall be presented to the Board of Directors at a meeting. The Board of Directors shall declare the real property surplus and authorize staff to obtain an appraisal of the real property.

B. Procedure. The General Manager shall obtain an appraisal and provide notice to public agencies in the manner prescribed by Government Code § 54220. In the event that no public agency desires the real property, the District shall publish a notice inviting bids. Notices inviting bids shall include a legal description of the subject property, a vicinity map showing the general location of the subject property and a statement that transfer of the surplus real property shall be by quitclaim deed. Sealed bids shall be submitted to the General Manager and shall be opened at the next regular Board meeting. The notice shall also include that the District reserves the right to reject any or all bids. The sealed bids are opened at the next regular Board meeting and action by the Board shall be taken to accept or reject bids. Bidders shall be notified of the Board's action.

18.06 Guidelines for Accepting and Providing Gifts, Entertainment and Services.

18.06.01. Policy. This policy establishes the procedures for the receipt of gifts offered to the District, its Board members and/or its staff. District staff is prohibited from accepting, or providing to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, services or other benefits unless the transaction meets all the following guidelines: (a) is customary and gives no appearance of impropriety and does not have more than a nominal value; (b) does not impose any sense of obligation on either the giver or the receiver; (c) does not result in any kind of special or favored treatment; (d) cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense; and (e) is given and received with no effort to conceal the full facts by either the giver or receiver. Any individual or entity that desires to make a donation to the District, shall be referred to the General Manager. The General Manager shall consult with the District Counsel and the District's accounting professional prior to accepting any donations on behalf of the District.

18.07 Budget Preparation. The annual budget proposal is prepared by the General Manager, in conjunction with the Chairperson of the Budget/ Finance Committee. The Budget/ Finance Committee shall meet with the General Manager and review the annual budget proposal at its meeting in April of each year. The annual budget proposal shall be reviewed and amended by the Budget/ Finance Committee. The annual budget proposal shall be presented to the Board of Directors for review and approval no later than its meeting in June of each year.

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 Director, 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 from time to time, 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 method. 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.

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

When any expenditure is expected to exceed \$50,000, the District shall publish a notice inviting bids or a request for proposals a minimum of one week prior to the time of receiving bids, in a general circulation newspaper published within the District boundaries. 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 less than three vendors are available to submit a proposal or less than three 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 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.

B. Solicitation of Three Written Bids or Requests for Proposal 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 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 less than three vendors are available to submit a proposal or less than three 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 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 shall then execute the contract.

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 which 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 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 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 shall then execute the contract.

D. Expenditures Not Exceeding \$5,000

The General Manager or 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 his/her 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.

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 vendors or contractors as applicable under this policy are unsuccessful, the General Manager may authorize a limited availability bidding process with less than three 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 and professional nature and, due to the nature of the 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, which 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 more of a technical nature and involve little 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 to be 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 more of a technical nature and involve little 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 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.
- 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 less than three vendors are available to submit a proposal or less than three 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. The General Manager or his/her authorized 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 proposals. There may be special circumstances, however, when less than three vendors are available to submit a proposal or less than three 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 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 his/her authorized 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 on 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. 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, diskings, 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 the 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 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 which 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 there exists a conflict of interest, 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.

C. Violations of This Policy

Staff members are subject to disciplinary action up to and including termination for violation of this Policy.

Section 20.00 needs to be approved by the County of Board of Supervisors. This policy is tentatively on their agenda for March, 2019. The language in portions of this document could be modified after the County approves it. Section 20.00 will be revisited after County's approval.

SECTION 20.00 Conflict of Interest Policy

Section 20.01. Conflict of Interest Code.

The Political Reform Act, Government Code Section 81000 requires local agencies to adopt and promulgate Conflicts of Interest Codes. The District approved Resolution 18-XXX, attached here as Appendix 1, which adopted the conflict of interest regulations included in 2 Cal. Code of Regs. §18730 (the "Resolution.") The Resolution and the regulations of 2 Cal. Code of Regs. 18730, reproduced below, constitute the Conflict of Interest Code and policies for the District.

Conflict of Interest Regulations

A. Incorporation of this Regulation – Adoption of Conflict of Interest Code

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Exhibit referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Section 87300 or the amendment of a conflict of interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest.

B. Conflict of Interest Code

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions. The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Regulations 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees. The persons holding positions listed in the Exhibit are designated employees. It has been determined that these persons make or

participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories. This code does not establish any disclosure obligation for those designated employees who are also specified in Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Section 87200; and

(C) The filing officer is the same for both agencies.¹

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Exhibit specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Exhibit. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office. Any person who resigns within 12 months of initial appointment, or within 30 days of

the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

- (1) File a written resignation with the appointing power; and
- (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754.

(D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting. Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure. When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds \$2,000, exceeds \$10,000, exceeds \$100,000, or exceeds \$1,000,000.

(B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating \$500 or more in value, or \$50 or more in value if the income was a gift, and a general description of the business activity, if any, of each source;

2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was \$1,000 or less, greater than \$1,000, greater than \$10,000, or greater than \$100,000;

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000.

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section.

(D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$470.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$470 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed \$500 at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of \$100 or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification. No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have

a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$500 or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$470 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation. No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees. In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

(10) Section 10. Disclosure of Disqualifying Interest. When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel. Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations. This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may

expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.

2 See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

3 For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

4 Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

5 A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

6 Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Section 20.02. Statement of Economic Interest. Board members and staff shall file statements of economic interests with the Clerk of the County of San Luis Obispo.

Appendix 1 to Section 20.01 – Conflict of Interest Policy

Conflict of Interest Resolution Adopted by the Board
[to be inserted upon County approval and Board approval]

RESOLUTION NO. 19-XXX

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN SIMEON COMMUNITY SERVICES DISTRICT
AMENDING THE SAN SIMEON COMMUNITY SERVICES DISTRICT
CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act, Government code Section 81000, et seq., requires that state and local public agencies adopt and promulgate a Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission ("FPPC") has adopted a model Conflict of Interest Code for consideration by local governments, set forth at Title 2 California Code of regulations, Section 18730, and to which future amendments may be adopted by the FPPC; and

WHEREAS, the Board of Directors of the San Simeon Community Services District ("District") adopted and incorporated by reference the terms of California Code of Regulations, Title 2, Section 18730 on October 8, 2014; and

WHEREAS, pursuant to Government Code Section 87306.5, the District is required to review its Conflict of Interest Code each even-numbered year and if a change to its code is necessary, the agency must submit an amended conflict of interest code to the reviewing body; and

WHEREAS, the Board of Directors wishes to submit an amended Conflict of Interest Code to the County Board of Supervisors, pursuant to Government Code Section 87303.

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

1. All previously adopted resolutions and policies regarding the creation of a District Conflict of Interest Code are hereby repealed.
2. The terms of California Code of Regulations, Title 2, Section 18730 and any and all amendments duly adopted by the FPPC, are hereby adopted and incorporated by reference by and for the use of this District and shall constitute the District's Conflict of Interest Code for the designated positions described on Exhibit "A" and disclosure categories set forth on Exhibit "B".

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

AYES:	NOES:
ABSTAIN:	ABSENT:

The foregoing resolution is hereby adopted this ___ day of _____, 2019.

Chairperson of the Board of Directors

ATTEST:

Charles Grace
General Manager/ Secretary SSCSD

**San Simeon Community Services District
Conflict of Interest Code**

EXHIBIT "A"

**LIST OF DESIGNATED POSITIONS SUBJECT TO THE PROVISIONS
OF THE
DISTRICT'S CONFLICT OF INTEREST CODE**

I. DESIGNATED POSITIONS

The persons occupying the positions listed below are hereby considered designated officers and positions and are deemed to make, or participate in the making of, decisions, which may have a material effect on a financial interest.

DESIGNATED POSITION	ASSIGNED DISCLOSURE CATEGORIES
District Legal Counsel	1, 2, 3
Office Manager	1, 2, 3

II. OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Disclosure is required of the following positions and shall be provided as stated in Government Code section 87200:

DESIGNATED POSITION	ASSIGNED DISCLOSURE CATEGORIES
Members of the Board of Directors	As provided in Government Code § 87200
General Manager	As provided in Government Code § 87200

**San Simeon Community Services District
Conflict of Interest Code**

EXHIBIT "B"

DISCLOSURE CATEGORIES

Category Number:

Category 1: All persons in this disclosure category shall disclose all interests in real property located in the District or within two miles of the District's boundaries. This disclosure is not applicable to the person's principal residence or real property interests with a fair market value of less than \$2,000.

Category 2: All persons in this disclosure category shall disclose all investments in business entities and business positions in business entities that have an interest in real property in the District, or that have done business with the District during the year prior to the date of the person's disclosure statement, or that are likely to do business with District during the year subsequent to the date of the person's disclosure statement. This disclosure category is not applicable to investments with a fair market value of less than \$2,000.

Category 3: All persons in this disclosure category shall disclose all sources of personal and business entity income from entities that provide services, materials, machinery equipment, or supplies of the type utilized by the District or that are located within the District, including gifts, loans and travel payments. This disclosure category is not applicable to income received from the District.

For purposes of these categories, investment or interest means any investment or interest owned by the spouse, registered partner or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse, registered partner and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.

Consultants. "Consultant" means an individual who, pursuant to a contract with the District, either: (A) Makes a governmental decision whether to (1) approve a rate, rule, or regulation; (2) adopt or enforce a law; (3) issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement; (4) authorize the District to enter into, modify, or renew a contract provided it is the type of contract that requires District approval; (5) grant District approval to a contract that requires District approval and to which the District is a party, or to the specifications for such a contract; (6) grant District approval to a plan, design, report, study, or similar item; or (7) adopt or grant District approval of policies, standards, or guidelines for the agency, or for any subdivision thereof; or (8) Serves in a staff capacity with the District and in that capacity participates in making a governmental decision as defined in California Code of Regulations, title 2, section 18702.2 or performs the same or substantially all the same duties for the District that would otherwise be performed by an individual holding a position specified in the District's conflict of interest code. (California Code of Regulations, title 2, section 18700.3)

"Consultants" are included in the list of designated positions and must disclose interests and investments in accordance with the broadest disclosure category in the District's conflict of interest code, subject to the following limitation: The General Manager may determine in writing that a particular consultant, although a "consultant" and "designated position," nevertheless is hired or retained to perform a range of duties that is limited in scope and therefore is not required to fully comply with the disclosure requirements

described in this section. The General Manager's written determination shall include a description of the consultant's duties, and, based on that description, a statement of the extent of disclosure requirements. The written determination is a public record and shall be retained for public inspection in the same manner and location as the District's conflict of interest code.

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.

1. 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.
2. 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, and threats of violence or similar inappropriate or unlawful conduct may subject Staff Members to disciplinary action up to and including termination.
3. 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. Disclosures. Social media should remain personal in nature and be used to share personal opinions or non-District related information. ~~Staff Members who use social media to comment on District business should:~~ Staff members should neither claim nor imply that the Staff Member is speaking on behalf of the District. (Please refer to 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. 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. Keep in mind you are more likely to resolve~~ Work-related issues should be resolved by speaking directly (not via social media) to the individual or by utilizing the District's procedures for raising concerns or complaints (i.e., the District's Complaints/Claims, 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. 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. 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. 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, ~~without identifying themselves as a Staff Member.~~ 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. 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 Member 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 ~~without prior written permission of the Board or their designee.~~

SECTION 22.00 Applying for Grants Policy

22.01 Purpose. Grants are defined as 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 his or her 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 a status update at the next Board meeting.

~~All grant applications shall be reviewed and approved by the Board of Directors. After the grant application is submitted, the submittal shall be reported to the Board of Directors. The General Manager or his or her designee has the authority to approve, through signature, the submission of grant applications, the acceptance of grant awards, and the execution of grant contracts and grant agreements once the grant application has been approved of the Board of Directors.~~

~~Any grant that is proposed to be applied for that could have a significant financial impact on the District, including those with matching requirements, must first be submitted to the Budget/ Finances Committee for review. The General Manager shall also consult with the Budget/ Finances Committee regarding any concerns relating to budget impacts, ability to meet funding matches, financial reporting requirements and related matters.~~

~~Grant applications often require the name and contact information for the "Project Administrator" or a similar title representing the senior authority for the District. In these cases the name and requested information of the General Manager or his or her designee shall be provided.~~