

Board of Directors San Simeon Community Services District



BOARD PACKET

**Wednesday, August 12, 2020
Regular Meeting 3:00 pm**

Virtual Board Meeting via Zoom
Meeting Room: 927-053-7206
Password: 114376

Prepared by:



GRACE
ENVIRONMENTAL SERVICES

Board Meeting Brown Act Check Sheet

CM

Does the agenda have the correct:

Meeting location

Meeting time

Is the agenda posted 72 hours prior to the Regular meeting

Posting 1 District Office

Posting 2 Corner Store

Posting 3 Chamber of Commerce

Is the agenda on the website 72 hours prior to the Regular meeting

Has the Board Packet been distributed to the Board

At the time of Packet Distribution to the Board has the Packet Been:

Distributed to the individuals / entities on the Distribution List

Loaded on the Website

Budget Committee Meeting

Does the agenda have the correct:

Meeting location

Meeting time

Is the agenda posted 72 hours prior to the Regular meeting

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Water Committee Meeting

Does the agenda have the correct:

Meeting location

Meeting time

Is the agenda posted 72 hours prior to the Regular meeting

Posting 1 District Office

Posting 2 Corner Store

Posting 3 Chamber of Commerce

THIS PAGE I N T E N T I O N A L L Y L E F T B L A N K

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, August 12, 2020
3:00 pm

Pursuant to Governor Gavin Newsom's Executive Order N-29-20 dated March 17, 2020 and the San Luis Obispo County Local Emergency Order and Regulation regarding COVID-19 dated March 18, 2020, this meeting shall occur as a virtual teleconference using the Zoom app. Members of the public cannot physically attend this meeting.

Internet Meeting Location

Join Zoom Meeting

<https://us02web.zoom.us/j/9270537206?pwd=RDNNcTErb2E1TmswRG51WGNEZVJLQT09>

Meeting ID: 927 053 7206

Password: 114376

One tap mobile

+1 669 900 9128, 9270537206# US (San Jose)

+1 346 248 7799, 9270537206# US (Houston)

Time: Aug 12, 2020 03:00 PM Pacific Time

NOTE: On the day of the meeting, the virtual meeting room will be open beginning at 2:30 PM. If you are unable to access the meeting please contact the District office at (805) 927-4778 prior to the 3:00 PM meeting start time and staff can assist you in accessing the meeting. Should you have any questions related to the information on this agenda or if you wish to submit public comment in the written format you can email Cortney Murguia at admin@sansimeoncsd.org. Members of the public can also contact the District office at (805) 927-4778 with any questions or concerns related to this agenda or accessing the meeting.

1. REGULAR SESSION: 3:00 PM

A. Roll Call

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

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

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

i. Sheriff's Report – Report for July.

- ii. **Superintendent's Report** – Summary of July activities.
- iii. **General Manager's Report** – Summary of July Activities.
- iv. **District Financial Summary** – Summary of Monthly Financials.
- v. **District Counsel's Report** – Summary of July 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 July 8, 2020.

B. Review and approval of Minutes for the Special Meeting on July 31, 2020.

C. Review and approval of Disbursements Journal.

D. Review and approval of updates to the Policy and Procedures Manual.

5. BUSINESS ACTION ITEMS:

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

A. Review of authorization of powers to the General Manager awarded under Resolution 20-419.

B. Adoption of Resolution 20-424 approving the Fiscal Year Budget for 2020/2021.

C. Discussion related to the LAFCO solid waste authority powers related to District Resolution 20-425.

D. Discussion and review of resumes for the on call engineering services for the District Office.

6. 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).

7. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (Number of cases:1)

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 July 2020



SUPERINTENDENT'S REPORT

Item 3.A.ii

Prepared by: Jerry Copeland

1. Wastewater Treatment Plant

- All sampling, testing and reporting at the Wastewater Treatment Plant was performed as required by the RWQCB.
- The Equalization Basin was cleaned and the air distribution system was replaced.
- Two loads of sludge were hauled away.

2. Water Treatment and Distribution System

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

3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all these activities.

San Simeon Community Services District

Superintendent's Report

July 2020

MONTHLY DATA REPORT

Date	Day	Wastewater Influent Daily Flow	Wastewater Effluent Daily Flow	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Daily Influent Flow	R.O. Daily Effluent Flow	R.O. Daily Brine Flow	Distribution Chloride	Chloride Wells 1 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Flows
07/01/20	Wednesday	64,635	72,990	69,040	1,122	70,162	0	0	0	-	-	0	9.8	9.7	0.00	1,382
07/02/20	Thursday	74,295	65,070	100,681	0	100,681	0	0	0	-	-	0	9.7	9.6	0.00	1,681
07/03/20	Friday	70,625	72,830	95,968	0	95,968	0	0	0	-	-	0	-	-	0.00	3,447
07/04/20	Saturday	93,623	94,810	115,491	0	115,491	0	0	0	-	-	0	-	-	0.00	2,757
07/05/20	Sunday	85,961	77,050	74,875	0	74,875	0	0	0	-	-	0	9.7	9.6	0.00	3,045
07/06/20	Monday	82,730	75,580	67,769	0	67,769	0	0	0	-	-	0	9.6	9.4	0.00	3,366
07/07/20	Tuesday	60,453	66,280	68,367	0	68,367	0	0	0	-	-	0	9.6	9.4	0.00	1,970
07/08/20	Wednesday	51,921	50,420	72,406	823	73,229	0	0	0	-	-	0	9.6	9.5	0.00	1,955
07/09/20	Thursday	60,814	58,750	73,454	0	73,454	0	0	0	-	-	0	9.6	9.5	0.00	2,497
07/10/20	Friday	80,812	77,960	76,296	0	76,296	4,338	2,751	1,587	-	-	0	9.7	9.5	0.00	1,949
07/11/20	Saturday	98,676	94,170	147,655	0	147,655	0	0	0	-	-	0	-	-	0.00	2,266
07/12/20	Sunday	80,282	83,900	84,225	0	84,225	0	0	0	-	-	0	-	-	0.00	3,711
07/13/20	Monday	76,619	71,690	69,040	0	69,040	0	0	0	-	-	0	10.1	9.9	0.00	2,968
07/14/20	Tuesday	103,848	99,800	72,780	0	72,780	0	0	0	-	-	0	10.0	9.8	0.00	1,955
07/15/20	Wednesday	83,322	84,370	823	73,678	74,501	0	0	0	-	-	0	10.0	9.8	0.00	2,154
07/16/20	Thursday	54,905	57,750	66,796	0	66,796	0	0	0	-	-	0	10.0	9.8	0.00	3,093
07/17/20	Friday	72,938	70,100	0	2,992	2,992	0	0	0	-	-	0	10.0	9.8	0.00	2,459
07/18/20	Saturday	48,837	49,460	225,298	0	225,298	0	0	0	-	-	0	10.0	9.8	0.00	2,848
07/19/20	Sunday	86,133	89,290	72,556	0	72,556	0	0	0	-	-	0	10.3	10.1	0.00	3,356
07/20/20	Monday	66,324	60,930	68,966	0	68,966	0	0	0	-	-	0	10.0	9.8	0.00	2,539
07/21/20	Tuesday	62,352	67,240	70,387	972	71,359	0	0	0	-	-	0	10.0	9.9	0.00	2,538
07/22/20	Wednesday	58,256	62,250	66,946	0	66,946	0	0	0	-	-	0	10.0	9.9	0.00	2,199
07/23/20	Thursday	77,518	75,850	73,828	0	73,828	0	0	0	-	-	0	10.0	9.8	0.00	2,238
07/24/20	Friday	84,507	81,030	127,010	0	127,010	0	0	0	-	-	0	-	-	0.00	1,813
07/25/20	Saturday	116,878	100,720	107,637	0	107,637	0	0	0	-	-	0	-	-	0.00	2,446
07/26/20	Sunday	84,565	83,680	74,800	0	74,800	0	0	0	-	-	0	10.1	10.0	0.00	3,248
07/27/20	Monday	72,629	70,680	70,761	0	70,761	0	0	0	-	-	0	10.1	9.9	0.00	2,844
07/28/20	Tuesday	51,357	65,450	69,265	0	69,265	0	0	0	-	-	0	10.1	10.0	0.00	1,863
07/29/20	Wednesday	70,900	72,790	97,988	1,047	99,035	0	0	0	-	-	0	10.1	9.9	0.00	1,919
07/30/20	Thursday	75,258	67,190	65,974	0	65,974	0	0	0	-	-	0	10.1	9.9	0.00	1,317
07/31/20	Friday	89,137	84,900	145,785	0	145,785	0	0	0	-	-	0	10.1	9.9	0.00	4,986
TOTALS		2,341,110	2,304,980	2,592,867	80,634	2,673,502	4,338	2,751	1,587			0			0.00	78,809
Average		75,520	74,354	83,641	2,601	86,242	140	89	51	0	0	0	9.9	9.8	0.00	2,542
Minimum		48,837	49,460	0	0	2,992	0	0	0	0	0	0	9.6	9.4	0.00	1,317
Maximum		116,878	100,720	225,298	73,678	225,298	4,338	2,751	1,587	0	0	0	10.3	10.1	0.00	4,986

DATA SUMMARY SHEET

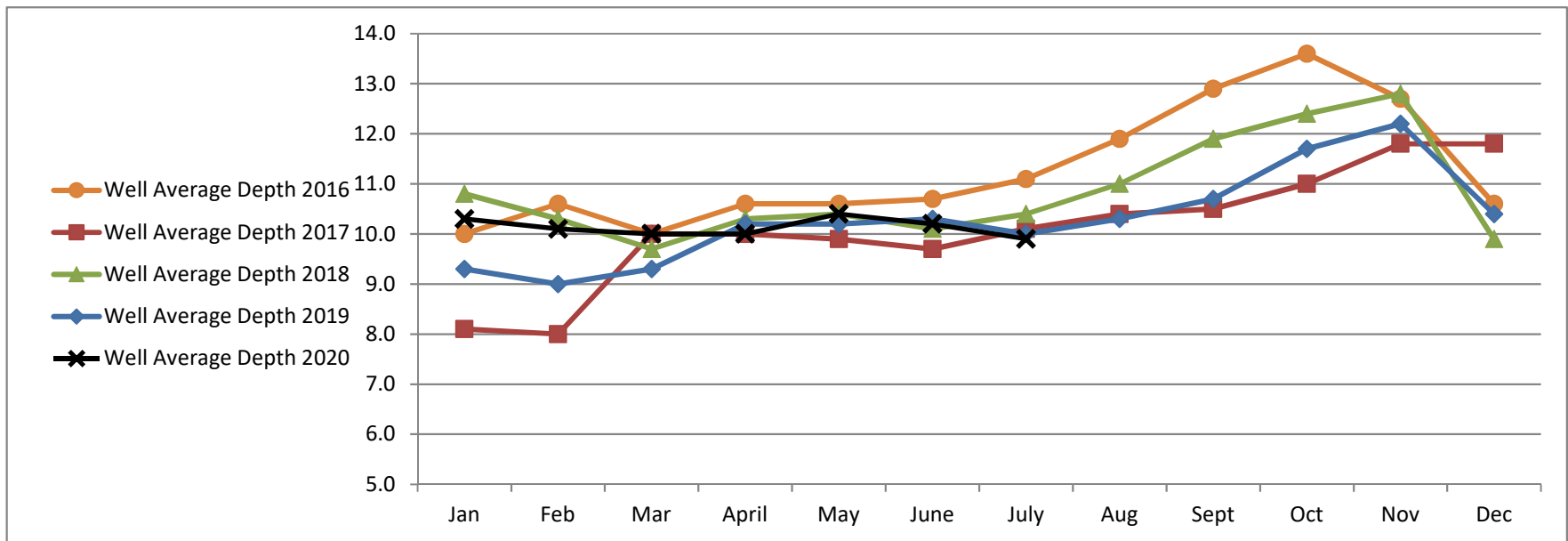
2020													
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total for 2020
Wastewater Influent	2,215,755	1,971,958	1,944,913	1,583,618	1,850,716	2,266,319	2,341,110						14,174,389
Wastewater Final Effluent (Month Cycle)	2,168,690	1,922,920	1,846,450	1,555,350	1,707,500	2,045,070	2,304,980						13,550,960
Adjusted Wastewater Influent (- State Flow)	1,958,507	1,780,122	1,818,999	1,500,460	1,748,006	2,201,429	2,262,301						13,269,824
Water Produced (month cycle)	1,843,670	1,872,693	1,514,688	1,215,724	1,962,303	2,261,129	2,673,502						13,343,710
Sewer Influent/Water Produced Ratio	1.20	1.05	1.28	1.31	0.94	1.00	0.88						N/A
Adjusted Sewer/Water Produced Ratio	0.94	0.95	1.20	1.24	0.89	0.91	0.85						N/A
Well 1 Water Production	1,841,426	403,172	3,665	5,685	5,535	1,653,903	2,592,867						6,506,253
Well 2 Water Production	2,244	1,469,521	1,511,023	1,210,040	1,956,768	607,226	80,634						6,837,456
Total Well Production	1,843,670	1,872,693	1,514,688	1,215,724	1,962,303	2,261,129	2,673,502						13,343,710
Water Well 1 Avg Depth to Water	10.3	10.1	10.0	10.0	10.4	10.2	9.9						N/A
Water Well 2 Avg Depth to Water	10.2	10.0	9.9	9.9	10.3	10.1	9.8						N/A
Average Depth to Water of Both Wells	10.3	10.1	10.0	10.0	10.4	10.2	9.9						N/A
Change in Average Depth to Water from 2019	+1.0	+1.1	+0.7	-0.2	+0.2	+0.1	+0.1						N/A
Average Chloride mg/L at the Wells	32	32	32	-	-	-	-						N/A
State Wastewater Treated	257,248	191,836	125,914	83,158	102,710	64,890	78,809						904,565
State % of Total WW Flow	12%	10%	7%	5%	6%	3%	3%						N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0						0
Biosolids Removal (Gallons)	4,500	9,000	9,000	0	4,500	4,500	9,000						40,500
WW Permit Limitation Exceeded	0	0	0	0	0	0	0						0
RW Permit Limitation Exceeded	0	0	0	0	0	0	0						0
Constituent Exceeded	None	None	None	None	None	None	None						N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A						N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A						N/A
2019													
	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Total for 2019
Wastewater Influent	2,974,678	2,978,722	3,279,598	2,517,042	2,622,942	2,407,688	2,798,408	2,948,183	2,466,442	2,409,305	2,067,815	2,722,375	32,193,198
Wastewater Final Effluent (Month Cycle)	2,921,320	2,950,740	3,186,710	2,456,140	2,464,900	2,553,710	3,022,860	2,737,320	2,323,010	2,323,340	1,984,940	2,611,160	31,536,150
Adjusted Wastewater Influent(- State Flow) *	2,599,672	2,540,371	2,840,773	2,267,805	2,227,432	2,089,028	2,339,678	2,543,256	2,152,297	2,116,543	1,802,882	2,355,957	27,875,694
Water Produced (month cycle)	1,849,654	1,643,730	2,013,823	2,212,060	2,175,858	2,456,058	2,832,302	2,609,472	2,373,404	2,390,682	2,001,947	1,865,437	26,424,428
Sewer Influent/Water Produced Ratio	1.61	1.81	1.63	1.14	1.24	0.98	1.09	1.13	1.04	1.01	1.03	1.46	N/A
Adjusted Sewer/Water Ratio	1.41	1.55	1.41	1.03	1.06	0.85	0.91	0.98	0.91	0.86	0.90	1.26	N/A
Average Depth of Both Wells	9.3	9.0	9.3	10.2	10.2	10.3	10.0	10.3	10.7	11.7	12.2	10.4	N/A
Change in Average Depth to Water from 2018	-1.5	-1.3	-0.4	-0.1	-0.2	+0.2	-0.4	-0.8	-1.3	-0.7	-0.6	+0.5	N/A
Average Chloride mg/L at the Wells	55	44	44	46	46	38	38	38	38	32	32	32	N/A
State Wastewater Treated	375,006	438,351	438,825	294,237	395,510	318,660	458,730	404,927	314,145	292,762	264,933	366,418	4,362,504
State % of Total WW Flow	13%	15%	13%	12%	15%	13%	16%	14%	13%	12%	13%	14%	N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0	0	0	0	0	0
Biosolids Removal (Gallons)	4,500	0	9,000	9,000	4,500	9,000	9,000	4,500	4,500	4,500	0	4,500	63,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	N/A
RW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Constituent Exceeded	None	None	None	None	None	None	None	None	None	None	None	None	N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

San Simeon Community Services District

Superintendent's Report

July 2020

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Well Average Depth 2016	10.0	10.6	10.0	10.6	10.6	10.7	11.1	11.9	12.9	13.6	12.7	10.6
Well Average Depth 2017	8.1	8.0	10.0	10.0	9.9	9.7	10.1	10.4	10.5	11.0	11.8	11.8
Well Average Depth 2018	10.8	10.3	9.7	10.3	10.4	10.1	10.4	11.0	11.9	12.4	12.8	9.9
Well Average Depth 2019	9.3	9.0	9.3	10.2	10.2	10.3	10.0	10.3	10.7	11.7	12.2	10.4
Well Average Depth 2020	10.3	10.1	10.0	10.0	10.4	10.2	9.9					



3. A. iii GENERAL MANAGER'S REPORT
Charles Grace
Update for July 2020



GENERAL MANAGER'S REPORT

Item 3.A.iii

Staff Activity – Report on Staff activities for the month of July 2020. 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.

Staff also attended to the following items:

- Responded to nine (9) public records requests.
- Prepared the meeting agenda and corresponding documents for the July 31, 2020 Special Board meeting.
- Continued assisting members of the community with questions related to the MHI survey.
- Manually waived late fees on forty-one (41) customer accounts for a total credit amount of \$5,890.67.
- Entered the new billing rates into RVS (Billing Program) and ran test bills to verify accuracy.
- Mailed a monthly newsletter.

Update on District Grants:

Prop. 1 Grant: Entering final award process. Attended a conference call with the State Water Board and County to discuss information needs, including receipt of the District's Audited Financial Statement, discussion of any changes to budget or project schedule (needed by 8/3/20), preparation of an Environmental Information Form (EIF) and a new Resolution requested by the County (RESO template to be supplied by the County for District adoption). **(Grant relates to the water storage project)**

NFWF Grant: SSCSD submitted a final grant agreement signature page to NFWF. Additional information needed, including the NFWF sub recipient FFATA form, and NFWF Vendor Setup Form. Forms have been submitted to SSCSD for completion. **(Grant relates to the Coastal Development Permit (CDP) for moving the waste water treatment plant (WWTP)).**

Coastal Commission LCP Amendment Grant: Continued communication with County staff (County is the actual grant holder) re: accounting and initial invoicing. No invoices submitted yet. Working with the County to set up an accounting report process

for the grant. Provided CCC staff with an update on the progress of the project (CHRP).

OPC Grant: Continued coordination with Wood re: submittal of the final work plan, budget and schedule (draft documents already reviewed by OPC). OEC is working with SSCSD on reviewing Wood's final version, more edits needed. Continued communications with Wood re: nature of the project (CHRP) for submittal to OPC. **(Grant relates to the Coastal Development Permit (CDP) for moving the waste water treatment plant (WWTP)).**

Update on District Projects:

Disadvantaged Community Survey (MHI) – SUSP continues to receive responses to the survey requests that were July 1, 2020. Staff will continue to work with SUSP and provide progress updates to the Board.

Request for Proposal (RFP) for CEQA – Pending on-call engineer support

Water Tank Project Update – Tank design is approximately 30% complete.

3. A. iv. DISTRICT FINANCIALS
Cortney Murguia
July 31, 2020

SAN SIMEON COMMUNITY SERVICES DISTRICT



3.A.iv FINANCIAL SUMMARY

Billing July 31, 2020

June Billing Revenue	\$	81,877.72
July Billing Revenue	\$	93,040.11
Past Due (60+ days)	\$	14,289.85

ENDING BANK BALANCES

July 31, 2020

PACIFIC PREMIER BANK:

Money Market Account Closing Balance June 30, 2020	\$	1,166,487.88
Interest for July *1.2170 to .2000 % July	\$	901.88
Money Market Account Closing Balance July 31, 2020	\$	1,167,389.76
Reserve Fund		(250,000.00)
Wait-list Deposits		(69,750.00)
Customer Deposits		(9,300.00)
Available Funds	\$	<u>838,339.76</u>
General Checking Account July 31, 2020	\$	78,552.99
LAIF Closing Balance July 31, 2020	\$	557.83
Interest Money Market Account 2019	\$	22,529.11
*Interest Money Market Account 2020	\$	11,237.37

SAN SIMEON COMMUNITY SERVICES DISTRICT

Balance Sheet

As of July 31, 2020

Jul 31, 20

ASSETS

Current Assets

Checking/Savings

1010 · Petty cash	150.00
1015 · Pacific Prem - General Checking	76,902.99
1017 · Pacific Premier-Money Market	1,167,389.76
1040 · Cash in county treasury	108.33
1050 · LAIF - non-restricted cash	555.80

Total Checking/Savings 1,245,106.88

Other Current Assets

1200 · Accounts receivable	138,121.30
1220 · A/R - Hearst Castle	7,016.19
1300 · Prepaid expenses	11,879.40

Total Other Current Assets 157,016.89

Total Current Assets 1,402,123.77

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 / Water Tanks	229,630.68
1680 · Generator	29,101.14

Total 1400 · Fixed assets 5,195,539.73

1690 · Accumulated depreciation (2,548,630.93)

Total Fixed Assets 2,646,908.80

TOTAL ASSETS 4,049,032.57

LIABILITIES & EQUITY

Liabilities

Current Liabilities

2500 · Customer security deposits	9,165.50
2510 · Connect hookup wait list	70,890.00
2520 · USDA Loan	443,122.00

Total Current Liabilities 523,177.50

Total Liabilities 523,177.50

Equity

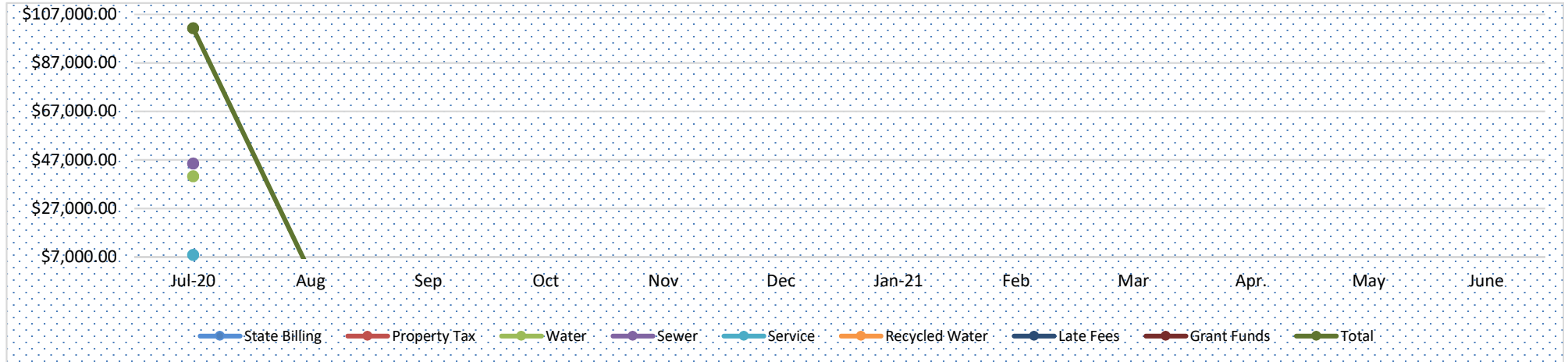
3200 · Fund balance	3,510,532.36
3900 · Suspense	1,797.05
Net Income	13,525.66

Total Equity 3,525,855.07

TOTAL LIABILITIES & EQUITY 4,049,032.57

DISTRICT REVENUE FY 2019/2020

	Jul-20	Aug	Sep	Oct	Nov	Dec	Jan-21	Feb	Mar	Apr.	May	June	Totals
State Billing													\$0.00
Property Tax	\$2,336.92												\$2,336.92
Water	\$40,209.97												\$40,209.97
Sewer	\$45,546.00												\$45,546.00
Service	\$7,830.48												\$7,830.48
Recycled Water													\$0.00
Late Fees	\$5,344.33												\$5,344.33
Grant Funds	\$0.00												\$0.00
Total	\$101,267.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$101,267.70
Water Sold Cu Ft	292033												292033
Water Sold Acre ft	6.70												6.70



REVENUE VS EXPENSES

	Jul-20	Aug	Sep	Oct	Nov	Dec	Jan-21	Feb	Mar	Apr.	May	June	Totals
Revenue	\$101,267.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$101,267.70
Expenses	\$87,144.37												\$87,144.37
Balance	\$14,123.33												\$14,123.33



**SAN SIMEON COMMUNITY SERVICES
HISTORICAL FISCAL REVIEW**

FY 2017/2018

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$24,606.31			\$21,914.14			\$21,542.66			\$23,690.87	\$91,753.98
Property Tax	\$1,282.43		\$121.78	\$3,983.38	\$11,222.22	\$31,099.09	\$7,506.90	\$2,750.02	\$640.94	\$22,168.20	\$1,686.05	\$771.97	\$83,232.98
Water	\$34,880.43	\$36,192.33	\$31,137.52	\$27,999.25	\$26,930.07	\$19,762.53	\$22,551.64	\$25,457.70	\$16,741.07	\$28,408.76	\$27,795.23	\$36,075.95	\$333,932.48
Sewer	\$38,495.46	\$39,770.86	\$33,836.96	\$30,919.58	\$29,421.68	\$21,164.32	\$25,021.12	\$28,652.26	\$19,108.33	\$32,900.73	\$31,492.38	\$40,773.70	\$371,557.38
Service	\$6,820.12	\$6,950.95	\$6,821.63	\$6,659.98	\$6,886.29	\$6,886.29	\$6,789.30	\$6,853.96	\$6,724.64	\$6,724.64	\$6,724.64	\$6,724.64	\$81,567.08
Late Fees	\$628.24	\$379.06	\$292.61	\$241.85	\$221.14	\$159.01	\$113.69	\$197.92	\$487.09	\$284.43	\$202.63	\$179.47	\$3,387.14
Grant Funds	\$332,310.87						\$42,858.00						
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
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
Balance	(\$12,553.66)	(\$4,209.86)	(\$7,673.17)	(\$1,959.48)	\$12,191.05	\$15,371.78	(\$26,213.83)	(\$9,339.79)	(\$44,265.93)	\$19,630.55	(\$12,462.31)	\$27,472.94	(\$44,011.71)
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

FY 2018/2019

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

FY 2019/2020

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

4. CONSENT AGENDA

- A. Review and approval of Minutes for the Regular Meeting on July 8, 2020.**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, July 8, 2020
3:00 pm

Internet Meeting Location

1. REGULAR SESSION: 3:00 PM

- | | |
|---|---|
| A. Chairperson Kellas – Present
Vice-Chairperson Russell – Present
Director Carson – Present
Director Maurer – Present
Director de la Rosa – Present | General Manager, Charlie Grace
District Counsel, Natalie Frye Laacke |
|---|---|

Vice-Chairperson Russell and Director de la Rosa had technical difficulty and were delayed in joining the meeting.

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment – Bob Hather commented on the moratorium in San Simeon and the need for an Environmental Impact Review (EIR). He stated that as a property owner this requirement impacted him.

Henry Krzciuk commented that delaying additional development was related to the water storage project and unnecessary delays that were related to project mismanagement. He also discussed the conservation easement, the Ranchland Trust and the view shed impacts.

Director Carson inquired with Charlie Grace about water quantity in the community and the possibility of removing the moratorium.

Charlie Grace responded about the amount of allowable water being pumped under the well permits.

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

- i. Sheriff's Report** – Commander Nelson provided the report for June.
- ii. Superintendent's Report** – Jerry Copeland provided a summary of June activities.
- iii. General Manager's Report** – Charlie Grace provided a summary of June Activities.

Vice-Chairperson Russell requested that the grant summaries listed as part of the GM report include a brief description of what the grant related too.

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

- v. **District Counsel's Report** – Natalie Frye Laacke provided a Summary of June Activities.

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS: None

C. SPECIAL PRESENTATION: None

4. CONSENT AGENDA ITEMS:

Public Comment – Henry Krzciuk commented on the meeting minutes and requested that his written comments become part of the meeting minutes. He also commented on an agreement between the District and Oliveira Consulting that he referred to as a secret agreement that needed to be brought forward so that the Board and the public could provide feedback.

A. Review and approval of Minutes for the Regular Meeting on June 10, 2020.

B. Review and approval of Disbursements Journal.

C. Approval of Resolution 20-422 updating signatures including facsimile signatures for Banking services on behalf of the SSCSD.

A motion was made to approve items 4A-4C.

Motion: Kellas

2nd: Russell

All in: 5/0

Roll Call:

Kellas: Yes

Russell: Yes

Carson: Yes

Maurer: Yes

De la Rosa: Yes

5. BUSINESS ACTION ITEMS:

A. Review of authorization of powers to the General Manager awarded under Resolution 20-419.

Chairperson Kellas introduced this item.

Henry Krzciuk commented that the Resolution could be annulled or voided. He requested that legal counsel please provide a legal basis for the Resolution. He also stated that the document had not been signed and was not on the website.

There was no action taken regarding this matter.

B. Adoption of Resolution 20-423 establishing the District's Appropriation Limit for Fiscal year 2020-2021.

Chairperson Kellas introduced this item. There was no public comment on this item.
A motion was made to adopt resolution 20-423.

Motion: Kellas
2nd: De la Rosa
All in: 5/0

Roll Call:

Kellas: Yes Russell: Yes Carson: Yes Maurer: Yes De la Rosa: Yes

C. Review of the draft Budget FY 2020/2021.

Michael Hanchett introduced the item and provided a summary of what was discussed at the Budget Committee meeting. He commented on changes to the cost of liability insurance, the outfall inspection, and other changes to operation and maintenance items, and the increase in legal fees.

There was a motion to approve the preliminary version of the FY 20/21 budget.

Motion: Kellas
2nd: De la Rosa
All in: 4/1
Abstain: Carson

Roll Call:

Kellas: Yes Russell: Yes Carson: Abstain Maurer: Yes De la Rosa: Yes

D. Consideration of Chairperson's appointment of a new member to the Water & Budget Committees.

Chairperson Kellas introduced the item. She made the following recommendations for the committees. She also asked if any members of the public would like to be added as committee members.

David Sansone asked that be added to the Water Committee.

Budget Committee:

Daniel de la Rosa (D)
William Maurer (D)
Michael Hanchett
Kathy Fry

Water Committee:

Michael Hanchett
David Sansone
Leroy Price
John Russell (D)
Daniel de la Rosa (D)

A motion was made to add David Sansone to the Water Committee.

Motion: Kellas
2nd: Carson
All in: 5/0

Roll Call:

Kellas: Yes Russell: Yes Carson: Yes Maurer: Yes De la Rosa: Yes

A motion was made to remove Kellas from the Budget Committee and add Director Maurer.

Motion: Kellas
2nd: Russell
All in: 5/0

Roll Call:

Kellas: Yes Russell: Yes Carson: Yes Maurer: Yes De la Rosa: Yes

E. Direction to staff regarding real property offer for A.P.N. 013.091.027.

Chairperson Kellas introduced this item.

Natalie Frye Laacke commented that staff had determined that this matter did not need to be part of the closed session. She stated that the Board did not have enough information related to the property to be able to provide any direction to staff.

A copy of the letter from the property owner to the District was shown as part of the Zoom shared screen function. This allowed all members of the public to see the correspondence.

Henry Krzcuik commented that he had not received a copy of the letter.

Staff stated that an email was sent to the Board and members of the Board Packet Distribution list at 2:38 pm containing a copy of the letter.

6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS – None

7. PUBLIC COMMENT ON CLOSED SESSION ITEMS–

Henry Krzcuik commented about where the funds would come from. He expressed his concerns about using water funds to reimburse sewer funds while keeping in compliance with prop 218 laws.

Michael Hanchett stated that the Board had discussed this matter several years ago and he questioned the procedures for determining residential and commercial EDU allocations.

David Sansone remarked that he believed that the property used to be zoned commercial and not residential. He also asked that staff verify that any dates included in a refund request would be verified that the zoning determination had been finalized.

8. ADJOURN FOR CLOSED SESSION @ 4:09 PM

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:
(Number of cases: 1 – Manish Gupta)

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Gov. Code Section 54956.8)

*This matter was discussed as part of the Business Action Items E.

9. RECONVENE TO OPEN SESSION – 5:33 PM

No reportable action was taken regarding this matter.

10. ADJOURNMENT @ 5:34 PM

DRAFT

4. CONSENT AGENDA

- B. Review and approval of minutes for the special meeting on July 31, 2020.**

**SPECIAL MEETING MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS CLOSED SESSION MEETING
Friday July 31, 2020
9:00 AM**

Internet Meeting Location

1. CLOSED SESSION - @ 9:05 AM

A. Chairperson Kellas – Present	General Manager, Charlie Grace
Vice-Chairperson Russell – Present	District Counsel, Natalie Frye Laacke
Director Carson – Present	
Director Maurer – Present	
Director de la Rosa – Present	

2. PUBLIC COMMENT

There were no members of the public present and no public comment.

3. CLOSED SESSION. The Board will hold a Closed Session to discuss the following item:

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (Number of cases: 1 – Manish Gupta)

4. RECONVENE TO OPEN SESSION – @ 10:47 AM

Reportable Action (Government Code Section 54957.1. (2)) – A motion was passed to reject the claim.

5. ADJOURNMENT – @ 10:48 AM

4. CONSENT AGENDA

C. Review and approval of Disbursements Journal.

SAN SIMEON COMMUNITY SERVICES DISTRICT

Disbursements Journal

August 2020

Type	Date	Num	Name	Memo	Paid Amount
Check written before board meeting - service deposit required					
Bill Pmt -Check	08/03/2020	2490	Lost Coast Painting	Interior painting RO building. Bid 966958 dated 2/28/20	-6,500.00
August 2020 Disbursements					
Paycheck	08/12/2020	2053	DANIEL de la ROSA	Board Service July 2 through August 1, 2020.	-92.35
Paycheck	08/12/2020	2054	GWEN KELLAS	Board Service July 2 through August 1, 2020.	-92.35
Paycheck	08/12/2020	2055	JOHN K RUSSELL	Board Service July 2 through August 1, 2020.	-92.35
Paycheck	08/12/2020	2056	WILLIAM E MAURER	Board Service July 2 through August 1, 2020.	-92.35
Paycheck	08/12/2020	2057	WILLIAM J CARSON	Board Service July 2 through August 1, 2020.	-92.35
Bill Pmt -Check	08/12/2020	2072	Adamski Moroski Madden Cumberland & Green	Legal services. Service period through 6/30/20. Inv 51029 dated 07/17/20.	-7,905.76
Bill Pmt -Check	08/12/2020	2058	Kathleen Fry Bookkeeping Services	Bookkeeping services July 2020. Inv 2020-07-CSD dated 7/31/20.	-1,320.00
Bill Pmt -Check	08/12/2020	2059	Kathleen Fry Bookkeeping Services	Budget committee services. Assist budget prep FY 20/21. Inv 2020-7-spec dated 7/31/2020.	-385.00
Bill Pmt -Check	08/12/2020	2061	Lori Mather Video Services	Convert 187 board meeting videos from DVD to mp4 format. Inv dated 7/28/20.	-4,194.00
Bill Pmt -Check	08/12/2020	2062	New Times	Posting public notices regarding solid waste and budget meeting. Inv 314343 dated 7/16/20.	-108.00
Bill Pmt -Check	08/12/2020	2063	New Times	Public notice regarding on-call engineering. Inv 313915 dated 7/2/20.	-54.00
Bill Pmt -Check	08/12/2020	2064	Oliveira Environmental Consulting LLC	Prof svcs 6/24 - 7/28/20. Water tank project, grants: LCP, NFWF, OPC, et al. Inv OEC-2020-024 dated 7/28/20.	-3,190.00
Bill Pmt -Check	08/12/2020	2065	Rogelio Salas	Weed Abatement servces: Castillo, Pico, Jasper and Vista del Mar. Inv 9191 dated 6/30/20.	-2,175.00
Bill Pmt -Check	08/12/2020	2066	rrm design group	Solid waste authority, coordinate with LAFCO. Inv 0440-02-0620 dated 7/13/20.	-291.25
Bill Pmt -Check	08/12/2020	2067	Significant Digits, Inc.	Annual license fee for SD reader route manager software and reading device. Inv 20H-179-221 dated 7/1/20.	-550.00
Bill Pmt -Check	08/12/2020	2068	Simply Clear Marketing & Media	Monthly website service fee for period Aug 21 - Sep 20, 2020. Inv 305941 dated 7/31/20.	-400.00
Bill Pmt -Check	08/12/2020	2069	SLOACTTC	LAFCO 2020-2021. Invoice dated 7/7/2019.	-2,637.40
Bill Pmt -Check	08/12/2020	2070	Wood Environment & Infrastructure Solutio	On-Call Grant Support Services through 07/3/20. Inv S49833877 dated 07/20/20.	-325.00
Bill Pmt -Check	08/12/2020	2071	Grace Environmental Services	Operations Management and Maintenance Fees August 2020. Inv # 1388 dated 08/01/20.	-54,899.66
Check	08/12/2020	2060	void	Void check 2060 due to mis-print	0.00
Check	08/25/2020	Elec Pymt	CalPERS Fiscal Services Division	Retiree Health monthly premium for Sept 2020.	-353.08
Check	08/25/2020	Elec Pymt	CalPERS Fiscal Services Division	Unfunded Accrued Liability only - prepayment for Sept 2020. Cust. ID # 7226734344.	-1,317.97
Liability Check	08/27/2020	Elec Pymt	United States Treasury (US Treasury)	Payroll tax payment for paychecks dated 08/12/20.	-76.50
TOTAL					-87,144.37

4. CONSENT AGENDA

D. Updates to the policy and procedure manual



CONSENT AGENDA ITEM

Item 4.D. Review and approval of updates to the Policy and Procedures Manual.

Summary:

Staff has made three updates to the Policy & Procedures manual. The first relates to updating the Board meeting time, the second was the addition of the executed conflict of interest code. The third change was an update to the harassment policy that was approved by the Board in October 2019.

Enc: Policy and Procedures Manual with proposed changes

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

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Approved May 2019
Amended ~~October 2019~~August 2020

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

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. 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 the 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 three-fifths (3/5) affirmative vote of the entire Board of Directors.

1.03.01 Process of Adopting or Amending Policy. Before considering the adoption or amendment of 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 Renumeration. Members of the Board of Directors shall receive a monthly stipend, the amount of which shall be annually established by the Board as set forth in the adopted budget. However, a member of the Board who does not attend the regular monthly meeting of the Board is not entitled to the monthly stipend.

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

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

SECTION 3.00 Duties of the Board of Directors

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

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

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

The Chairperson, or any member of the Board or staff 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 to review Government Code Section 54952.2(c) and ensure their attendance is in conformance with the requirements of the Brown Act. (Please refer to Section 3.04)

To obtain such information as may be necessary and appropriate to assist the Board in its deliberations, the Chairperson 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, 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 as per the Records Retention Policy (Please see Ord.19-407).

SECTION 6.00 Meetings: Time, Place, and Manner

6.01 Time. The time for regular meetings of the Board of Directors shall be the second Wednesday of each calendar month at ~~3:00 p.m.~~ ~~6:00 p.m.~~ The date, time, and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

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

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 to the agenda shall be given to the Board Chairperson or said designee. A member of the public may also request that a matter directly related to District business be placed on

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

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

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

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

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

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

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

votes would be needed to add an agenda item. If there are three (3) Board members present, three (3) affirmative votes would be needed to add an agenda item.

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

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

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

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

SECTION 8.00 Minutes

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

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

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

8.03.01 Procedure:

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

8.03.02 Board Actions:

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

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

SECTION 9.00 Rules of Order for Meetings

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

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

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

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

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 infeasible 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 three (3) unanimous votes to be effective (unless a four-fifths (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 three (3) of five (5) Directors are present at a meeting, a quorum exists and business can be conducted. However, if one (1) Director abstains on a particular action and the other two (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 a proposed action requires a two-thirds (2/3) vote and two (2) Directors abstain, the proposed action cannot be approved because four (4) of the five (5) Directors would have to vote in favor of the action.

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

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

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

SECTION 11.00 Deviations

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

SECTION 12.00 Records

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

SECTION 13.00 Committees

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

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

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

of Directors shall publicly announce the members of the standing committees for the ensuing year at the next regular Board meeting following the appointment of the Chairperson of the Board of Directors. Committees shall be governed by the following policies and rules.

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

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 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 said designee, to ensure adherence with all requirements of Government Code Section 53235.

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

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

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

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

SECTION 15.00 Training, Education and Conferences.

15.00 Educational Conferences. Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activity is to improve District operation. Hence, there is no limit as to the number of Directors attending 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 (Ralph M. Brown Act) 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 that 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 at 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 airfares and hotel rates

15.04 No Educational Activities After Resignation. Directors 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 is 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 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 ensure 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 by 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 Chairperson's 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 nor 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 its support of staff and its 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 operations, damage to land and improvements thereon occasionally occur due to the proximity of the District's facilities to 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.

1. When property owners inform District staff members 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.

2. As soon as possible after information about the damage has been received, it shall be given to the General Manager. The General Manager, or said designee, shall investigate the property owner's allegations.
3. 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.
4. 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.
5. 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 the General Manager 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. The 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.

Anyone not wishing to file a claim on the District form, 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:

1. the name and post office address of the claimant;
2. the post office address to which the person presenting the claim desires notices to be sent;
3. the date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted;
4. 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;
5. the name or names of the staff member(s) causing the injury, damage, or loss, if known;
6. 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.
7. 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."

8. If the filed letter/claim does not meet the requirements of California Government Code 910 and 910.2, then a letter shall be sent to the claimant informing him/her 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, controlled substances, or misuse of prescription or over-the-counter drugs which could impair staff members' ability to perform their 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, is a 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 (on the advice of a health care provider), 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 is committed to creating a work environment, in which all individuals are treated with respect and dignity. Staff, Board members, and third parties interacting with the District have a right

to function in a professional atmosphere that promotes positive opportunities. The District prohibits discrimination and harassment of staff or Board members by Board members, managers, co-workers, or third parties with whom staff or Board members come into contact. Similarly, the District will not tolerate harassment or discrimination by its staff or Board members of non-staff members, Board members, or other third parties with whom the District's staff or Board members have 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 to 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, or 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 in violation of this policy.

18.02.03. Reporting and Investigating Harassing Conduct. The District understands that victims of harassment are often embarrassed and/or reluctant to report acts of harassment. However, no one should have to endure harassing conduct, and the District therefore encourages staff or Board members 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 the General Manager 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 pathway or walkway 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 that first seeks to preserve portfolio principal.
- Liquidity – Investments shall be made with maturity dates that are compatible with cash flow requirements and that 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 of 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 reconciliations 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, 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 that 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 govern 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 that shall have met either of the following criteria:

1. attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized rating services, (or)
 2. 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, 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 a spouse or significant other, father, mother, daughter, son, sister, brother, step-relative, or in-law 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 that 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, 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 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 Directors in conformance with the Procurement Policy. Expenditures in the amount of \$4,999 or less require authorization by the General Manager.

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

19.00 Procurement Policy.

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

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

19.03. Procurement Procedures.

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

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

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

When any expenditure is expected to exceed \$50,000, the District shall publish a notice inviting bids or requests for proposals a minimum of one week prior to the time of receiving bids in a general circulation newspaper published within San Luis Obispo County. This type of formal bidding process typically includes the issuance of written plans and/or specifications describing the goods or services to be provided and the

receipt of written bids from the vendors or contractors involved. The General Manager, or a designated staff member, shall solicit a minimum of three (3) vendors or contractors to bid on the project. There may be special circumstances, however, when fewer than three (3) vendors are available to submit a proposal or fewer than three (3) vendors submit proposals. In such cases, the General Manager shall justify the reason(s) three vendors could not be solicited with written documentation retained in the project file.

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

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

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

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

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

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

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

D. Expenditures Not Exceeding \$5,000

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

19.04. Exceptions to Standard Purchasing Procedures.

A. Public Projects.

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

B. Emergency Conditions

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

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

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

C. Limited Availability/Sole Source

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

D. Cooperative Purchasing

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

E. Professional Consultant Services

1. Definition and Restrictions

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

As used in this Policy, "professional consultant service agreement" shall mean and include all professional services provided by the same consultant that are provided as part of or related to the same project or program for which the consultant is being retained. Consultants who are retained to provide services on an ongoing basis, such as geotechnical peer reviews of District projects, shall be retained by means of an annual service agreement unless an agreement providing for renewal or extension of services has been approved.

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

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

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

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

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

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

- a. ability of the consultants to perform the specific tasks outlined in the RFP,
- b. qualifications of the specific individuals who will work on the project,
- c. quantity and quality of time key personnel will be involved in their respective portions of the project,
- d. reasonableness of the fee requested to do the work; comparability of fee to similar services offered by other qualified consultants (except where fee is to be negotiated later),
- e. demonstrated record of success by the consultant on work previously performed for the District or for other public agencies or enterprises,
- f. the specific method and techniques to be employed by the consultant on the project or problem,
- g. ability of the consultant to provide appropriate insurance in adequate amounts, including errors and omissions if applicable, and
- h. responsiveness to the RFP.

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

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

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

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

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

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

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

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

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

6. Renewal of Contracts with Professional Consultants

The District may, after following required consultant selection procedures, enter into consultant agreements which contain provisions authorizing their extension or renewal. Recommendations to extend or renew an existing contract with a professional consultant should include a written evaluation of the work performed

by the consultant as well as a determination that the rationale for providing for the renewal option in the existing contract remains valid and that the fees being charged are comparable to fees for similar services offered by other consultants at the time of renewal or extension. If the total amount of the contract renewal does not exceed \$5,000, the General Manager, or said designee, may execute a contract amendment to formalize the renewal. If the total amount of the original agreement and any amendments exceed \$5,000, prior Board approval must be obtained.

7. Conflict of Law

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

8. Special Circumstances

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

9. Prequalified Consultant File

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

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

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

1. Competitive Bidding Procedures

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

2. Multi-year Contracts

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

19.05 General Provisions.

A. Conflict of Interest

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

B. Purchase of Recycled Products

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

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 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. 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.

RESOLUTION NO. 19-413

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 Kellas seconded by Director McGuire and on the following roll call vote to wit:

Chairperson Kellas: yes Vice-Chair McGuire: yes Director Stanert: yes
Director Russell: yes Director Carson: absent

The foregoing resolution is hereby adopted this 11 day of September, 2019.

ATTEST:


Charles Grace, General Manager/ Secretary


Chairperson of the Board of Directors

**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, 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 should neither claim nor imply that the Staff Member is speaking on behalf of the District. (Please see section 3.04) When appropriate, Staff Members should use a disclaimer to indicate the views expressed are the Staff Member’s own, such as: “The postings on this site are my own and don’t reflect or represent the opinions of the San Simeon Community Services District.”
5. **Exercise Best Judgment and Discretion.**
 - i. Staff Members should be fair and courteous to other Staff Members, District clients, members of the public, and individuals working on behalf of the District.
 - ii. Work-related issues should be resolved by speaking directly (not via social media) to the individual or by utilizing the District’s Complaints/Claims Procedures or, for concerns involving suspected harassment, discrimination, or

retaliation, by using the complaint reporting procedure described in the Anti-Discrimination and Anti-Harassment Policy.

- iii. Staff Members should avoid using statements, photographs, video, or audio that reasonably could be viewed as obscene or contributing to a hostile work environment on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or any other status protected by law or District policy.
6. 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. 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 Members, or otherwise adversely affects members of the public served by the District, suppliers, people who work on behalf of the District, or the District's legitimate business interests may result in disciplinary action up to and including termination.
 - iii. Staff Members should not display District logos or similar identifying items on personal webpages.

SECTION 22.00 Applying for Grants Policy

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

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

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

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

1. consistency with overall program goals of the District,
2. local match requirements and/or other budget impacts,
3. staff/personnel requirements to implement objectives of the grant, and
4. identification of responsible staff for program and fiscal monitoring.

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

5. A. Business Items



BUSINESS ACTION ITEM STAFF REPORT

Item 5.A. Review of authorization of powers to the General Manager awarded under Resolution 20-419.

Summary:

On April 22, 2020, District Resolution 20-419 was adopted by the Board. A copy of this resolution is included with this staff report. Within this resolution item number six (6) requires that the authority vested in the General Manager by this resolution will be reviewed during each regularly scheduled Board meeting.

Enc: Resolution 20-419

RESOLUTION NO. 20-419

**RESOLUTION OF THE SAN SIMEON COMMUNITY SERVICES
DISTRICT TO TEMPORARILY AUTHORIZE INCREASED
AUTHORITY OF THE GENERAL MANAGER AND TEMPORARY
RELIEF FOR NONPAYMENT OF WATER/SEWER BILLS**

Recitals

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State of Emergency to exist in California as a result of the threat of Novel Coronavirus 2019 (“COVID-19”); and

WHEREAS, on March 12, 2020, the Governor issued Executive Order N-25-20 in further response to the spread of COVID-19, mandating compliance with state and local public health officials as pertains to measures to control the spread of COVID-19; and

WHEREAS, on March 13, 2020, the San Luis Obispo County Health Officer declared a public health emergency and the County Emergency Services Director also proclaimed a local emergency due to the COVID-19 pandemic; and

WHEREAS, on March 14, 2020, the San Luis Obispo County Public Health Department announced the first confirmed case of COVID-19 in San Luis Obispo County, and additional cases have since been confirmed; and

WHEREAS, the health, safety and welfare of San Simeon Community Services District (“District”) residents, businesses, visitors and staff are of utmost importance to the Board of Directors (“Board”), and additional future measures may be needed to protect the community; and

WHEREAS, preparing for, responding to, mitigating, and recovering from the spread of COVID-19 may require the District to divert resources from normal day-to-day operations and it may impose extraordinary requirements on and expenses to the District; and

WHEREAS, the District General Manager (“General Manager”) currently has spending authority up to \$5,000.00, without prior Board approval in addition to limited authority related to personnel matters; and

WHEREAS, in the absence of Board action, strict compliance with certain District rules and ordinances could prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

WHEREAS, after consideration of all the facts reasonably available for review at the present time, the Board of Directors finds it in the best interest of the District to authorize the increase in General Manager spending authority to \$10,000, and up to \$15,000 upon authorization

from the President of the Board, and approves all acts necessary and appropriate to ensure the operation of the District.

WHEREAS, the Board understands that the closures of schools and other businesses due to COVID-19 is causing or may cause a financial hardship for many of its ratepayers and therefore will suspend discontinuation of services and make other accommodations for ratepayers experiencing a hardship during this emergency.

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

1. The Board of Directors authorizes an increase in the General Manager's spending authority to \$10,000, and up to \$15,000 upon authorization from the President of the Board.
2. The Board of Directors orders that the process to discontinue water or sewer service for nonpayment shall be suspended. Ratepayers experiencing a financial hardship should contact the District office.
3. The Board of Directors orders that all late fees for nonpayment of water or sewer service shall be waived. Ratepayers experiencing a financial hardship should contact the District office.
4. The Board of Directors orders that for ratepayers experiencing a financial hardship due to COVID-19, the General Manager is authorized to work with the ratepayer on an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges.
5. The General Manager may take all actions necessary, proper, and appropriate in his/her reasonable discretion to ensure the operation of the District, the safety of employees, and the safety of the public, including, but not limited to reasonable deviations from Board adopted Ordinances, Resolutions, Policies, and Procedures.
6. The authority vested in the General Manager by this resolution will be reviewed during each regularly scheduled Board meeting and otherwise terminate upon a declaration by the Governor that the State of Emergency has ended and the County Health Officer that the Public Health Emergency has ended and the County Emergency Services Director that the Local Emergency has ended.

ADOPTED by the Board of Directors of the San Simeon Community Services District on April 22, 2020, by the following roll call votes:

AYES: Carson, Kellas, Maurer

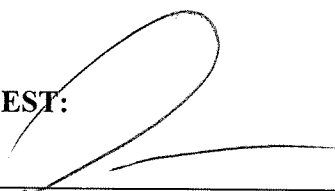
NOES: Russell
ABSENT: 0
ABSTAINED: 0

The foregoing Resolution is hereby adopted this 22 day of April, 2020.



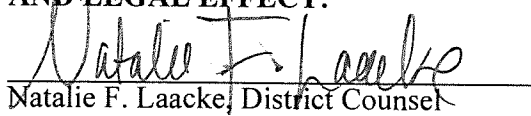
Gwen Kellas, acting Chairperson of the
Board of Directors

ATTEST:



Charles Grace, General Manager and
Secretary for the Board of Directors

**APPROVED AS TO FORM
AND LEGAL EFFECT:**



Natalie F. Laacke, District Counsel

THIS PAGE I N T E N T I O N A L L Y L E F T B L A N K

On March 20, 2020, at a Special Meeting, the Board of Directors approved Resolution 20-419 in response to the COVID19 pandemic. On April 22, 2020 the Board approved a second version of Resolution 20-419 which had been modified. Both versions of the Resolution are part of this file. The final version is the April 22, 2020 signed resolution.

RESOLUTION NO. 20-419

DECLARATION OF EMERGENCY AND RESOLUTION OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT TO TEMPORARILY AUTHORIZE INCREASED AUTHORITY OF THE GENERAL MANAGER AND TEMPORARY RELIEF FOR NONPAYMENT OF WATER/SEWER BILLS

Recitals

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State of Emergency to exist in California as a result of the threat of Novel Coronavirus 2019 (“COVID-19”); and

WHEREAS, on March 12, 2020, the Governor issued Executive Order N-25-20 in further response to the spread of COVID-19, mandating compliance with state and local public health officials as pertains to measures to control the spread of COVID-19; and

WHEREAS, on March 13, 2020, the San Luis Obispo County Health Officer declared a public health emergency and the County Emergency Services Director also proclaimed a local emergency due to the COVID-19 pandemic; and

WHEREAS, on March 14, 2020, the San Luis Obispo County Public Health Department announced the first confirmed case of COVID-19 in San Luis Obispo County, and additional cases have since been confirmed; and

WHEREAS, the health, safety and welfare of San Simeon Community Services District (“District”) residents, businesses, visitors and staff are of utmost importance to the Board of Directors (“Board”), and additional future measures may be needed to protect the community; and

WHEREAS, preparing for, responding to, mitigating, and recovering from the spread of COVID-19 may require the District to divert resources from normal day-to-day operations and it may impose extraordinary requirements on and expenses to the District; and

WHEREAS, the District General Manager (“General Manager”) currently has spending authority up to \$5,000.00, without prior Board approval in addition to limited authority related to personnel matters; and

WHEREAS, in the absence of Board action, strict compliance with certain District rules and ordinances could prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

WHEREAS, after consideration of all the facts reasonably available for review at the present time, the Board of Directors finds it in the best interest of the District to authorize the increase in General Manager spending authority to \$10,000, and up to \$15,000 upon authorization

from the President of the Board, and approves all acts necessary and appropriate to ensure the operation of the District.

WHEREAS, the Board understands that the closures of schools and other businesses due to COVID-19 is causing or may cause a financial hardship for many of its ratepayers and therefore will suspend discontinuation of services and make other accommodations for ratepayers experiencing a hardship during this emergency.

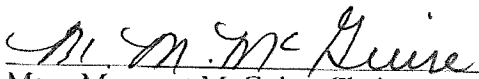
NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the San Simeon Community Services District, as follows:

1. The Board of Directors declares a State of Emergency to exist in San Simeon as a result of the threat of Novel Coronavirus 2019 (“COVID-19”)
2. The Board of Directors authorizes an increase in the General Manager’s spending authority to \$10,000, and up to \$15,000 upon authorization from the President of the Board.
3. The Board of Directors orders that the process to discontinue water or sewer service for nonpayment shall be suspended for ninety (90) days from the date of adoption of this Resolution.
4. The Board of Directors orders that all late fees for nonpayment of water or sewer service shall be waived for ninety (90) days from the date of adoption of this Resolution.
5. The Board of Directors orders that for ratepayers experiencing a financial hardship due to COVID-19, the General Manager is authorized to work with the ratepayer on an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for ninety (90) days or more.
6. The General Manager may take all actions necessary, proper, and appropriate in his/her reasonable discretion to ensure the operation of the District, the safety of employees, and the safety of the public, including, but not limited to reasonable deviations from Board adopted Ordinances, Resolutions, Policies, and Procedures.
7. The authority vested in the General Manager by this resolution will terminate upon a declaration by the Governor that the State of Emergency has ended and the County Health Officer that the Public Health Emergency has ended and the County Emergency Services Director that the Local Emergency has ended.


ADOPTED by the Board of Directors of the San Simeon Community Services District on March 20, 2020, by the following roll call votes:

AYES: *McGuire, Kellas, Carson, Maurer*
NOES: *Russell*
ABSENT:
ABSTAINED:

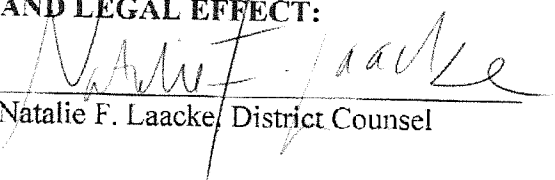
The foregoing Resolution is hereby adopted this 20 day of March, 2020.


Mary Margaret McGuire, Chairperson of the Board of Directors

ATTEST:


Charles Grace, General Manager and Secretary for the Board of Directors

APPROVED AS TO FORM AND LEGAL EFFECT:


Natalie F. Laacke, District Counsel

5. B. Business Items



BUSINESS ACTION ITEM STAFF REPORT

Item 5.B. Adoption of Resolution 20-424 approving the Fiscal Year Budget for 2020/2021.

There have been no changes to the budget since it was presented to the Board at the July meeting.

Enc: Resolution 20-424
Copy of Budget

RESOLUTION NO. 20-424

**A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE
SAN SIMEON COMMUNITY SERVICES DISTRICT
ADOPTING THE 2020-2021 FISCAL BUDGET**

WHEREAS, the District is required, pursuant to Government Code Section 61110, to designate a Fiscal Budget for its expenditures and revenues; and

WHEREAS, the Fiscal Budget must conform to generally accepted accounting and budgeting procedures for special districts; and

WHEREAS, the District desires to make known its planned activities and associated costs for the 2020-2021 fiscal year; and

WHEREAS, the District held a noticed, public hearing on August 12, 2020 to present and receive public comment on the proposed Fiscal Budget and has duly considered all public comment.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Board of Directors, San Simeon Community Services District, San Luis Obispo County, California, as follows:

1. That the proposed 2020-2021 Fiscal Budget for San Simeon Community Services District, attached hereto as Exhibit "A," be adopted.
2. That the adopted Fiscal Budget be administered as established by the District's policies and procedures.

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

Chairperson Kellas:

Vice-Chairperson Russell:

Director Carson:

Director de la Rosa:

Director Maurer:

The foregoing Resolution is hereby adopted this 12th day of August, 2020.

Gwen Kellas
Chairperson of the Board of Directors

ATTEST:

Charles Grace
General Manager/Secretary SSCSD

A	B	C	D	E	F	G	H	I	J	K	L	M	N
San Simeon Community Services District													
Preliminary Budget													
Fiscal Year Ending June 30 2021													
7/07/20	16:32	@	hrs		(CPI = ID CUJRS49ASAO, CUUSS49ASAO All Item Los Angeles-Long Beach-Anaheim, CA	Sanitation Fund	Water Fund	General Fund	Total Budget				
Ordinary Expenses	CPI	1982-84=	100			3.10%	3.10%	3.10%					
Income					Rate Increase = CPI +	5.10%	5.10%	5.10%					
			4000		Operating Revenues								
			4005		Utility fees-waste	\$ 430,000.00	\$ -	\$ 3,483.76	\$ 433,483.76				
			4010		Utility fees-water	\$ -	\$ 390,000.00	\$ -	\$ 390,000.00				
			4025		Service fees	\$ -	\$ -	\$ 82,000.00	\$ 82,000.00				
			4050		State of Calif utility fees-waste	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00				
					Total Operating Revenue	\$ 480,000.00	\$ 390,000.00	\$ 85,483.76	\$ 955,483.76				
					Property Taxes								
			4100		4110 Prop Tax current secured	\$ -	\$ -	\$ 91,018.00	\$ 91,018.00				
			4120		4130 Prop Tax current unsecured	\$ -	\$ -	\$ -	\$ -				
			4140		4150 Prop Tax current unsecured supp	\$ -	\$ -	\$ -	\$ -				
			4160		4170 Prop Tax prior secured	\$ -	\$ -	\$ -	\$ -				
			4170		4180 Prop Tax prior unsecured	\$ -	\$ -	\$ -	\$ -				
			4190		4190 Penalties and interest prop tax	\$ -	\$ -	\$ -	\$ -				
			4220		4220 Homeowners prop tax relief	\$ -	\$ -	\$ -	\$ -				
			4230		4230 Prop tax admin fee SB 2557	\$ -	\$ -	\$ -	\$ -				
			4270		4270 Current utility tax	\$ -	\$ -	\$ -	\$ -				
			4280		4280 State aid-homeowners	\$ -	\$ -	\$ -	\$ -				
					Total Property Taxes	\$ -	\$ -	\$ 91,018.00	\$ 91,018.00				
					Other Income								
			4750		Fema-storm damage funds	\$ -	\$ -	\$ -	\$ -				
			4800		Miscellaneous Income	\$ -	\$ -	\$ -	\$ -				
			4900		Late fees & adjustments	\$ -	\$ -	\$ -	\$ -				
					Total Income	\$ 480,000.00	\$ 390,000.00	\$ 176,501.76	\$ 1,046,501.76				
					Expense								
			6000		Accounting	\$ 3,368.92	\$ 3,368.92	\$ -	\$ 3,368.99				
			6015		Auto Expenses	\$ -	\$ -	\$ -	\$ -				
			6017		Bad Debts	\$ -	\$ -	\$ -	\$ -				
			6020		Bank Fees	\$ -	\$ 53.51	\$ 181.93	\$ 235.44				
			6025		Bookkeeping	\$ 5,136.85	\$ 5,136.85	\$ 15,763.99	\$ 15,410.56				
			6030		Director Fees	\$ 1,958.90	\$ 1,926.32	\$ 1,605.27	\$ 5,490.49				
			6031		Payroll Expense	\$ 142.33	\$ 141.26	\$ (6.56)	\$ 275.04				
			6035		Dues and Subscriptions	\$ 754.48	\$ 283.53	\$ 3,426.71	\$ 4,464.71				
			6045		District's Electrical Power Overage	\$ 2,600.00	\$ 5,155.00	\$ -	\$ 7,755.00				
			6050		Election Expenses	\$ -	\$ -	\$ 587.53	\$ 587.53				
			6055		Road Maintenance	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00				
			6060		RipRap Expenses	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00				
			6065		Equipment Rental	\$ -	\$ -	\$ -	\$ -				
			6075		Insurance-PERS Health	\$ -	\$ -	\$ -	\$ -				
			6076		Pension Plan - PERS Retirement	\$ -	\$ -	\$ 4,367.32	\$ 4,367.32				
			6080		Insurance - Liability	\$ 6,286.75	\$ -	\$ 15,763.99	\$ 15,763.99				
			6095		LAFCO Costs Apportionment	\$ 847.58	\$ 847.58	\$ 1,047.78	\$ 10,477.91				
			6100		Legal Fees	\$ 18,000.00	\$ 16,000.00	\$ 2,474.40	\$ 4,169.56				
			6105		Licenses and permits	\$ 13,403.00	\$ 2,062.00	\$ 14,000.00	\$ 48,000.00				
			6110		Memberships and seminars	\$ -	\$ -	\$ -	\$ -				
			6115		Miscellaneous expenses	\$ -	\$ -	\$ -	\$ -				
			6120		Office Expenses	\$ -	\$ -	\$ 221.53	\$ 221.53				
			6125		Operations Management	\$ 315,000.00	\$ 265,000.00	\$ 35,000.00	\$ 615,000.00				
			6130		Contract Corrective R & M Allowance	\$ 20,000.00	\$ 15,000.00	\$ 5,000.00	\$ 40,000.00				
			6135		Weed Abatement	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00				
			6145		Professional Fees	\$ 10,000.00	\$ 5,155.00	\$ 6,186.00	\$ 21,341.00				
			6150		Contingency	\$ -	\$ -	\$ -	\$ -				
			6180		Street lights	\$ -	\$ -	\$ -	\$ -				
			6191		Emergency Water Standby	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00				
			6192		District's Capital R & M Expenses	\$ 60,000.00	\$ 15,000.00	\$ 2,542.74	\$ 77,542.74				
			6195		Website Support	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 5,400.00				
					Total Expense	\$ 474,298.81	\$ 350,073.35	\$ 130,703.48	\$ 955,075.64				
					Net Operating Income(Loss)	\$ 5,701.19	\$ 39,926.65	\$ 45,798.29	\$ 91,426.12				
					Other Income/Expenses								
					Other Income								
			8010		Interest Income	\$ -	\$ -	\$ 18,558.00	\$ 18,558.00				
			8030		Interest - LAIF	\$ -	\$ -	\$ -	\$ -				
					Grant Funds	\$ -	\$ -	\$ -	\$ -				
					Trash Franchise Rebate	\$ -	\$ -	\$ 23,000.00	\$ 23,000.00				
					Total Other Income	\$ 0.00	\$ 0.00	\$ 41,558.00	\$ 41,558.00				
					Other Expenses								
			9010		Depreciation Expense	\$ 47,128.52	\$ 46,231.69	\$ 12,592.78	\$ 105,953.00				
			9030		Capital Projects/Improvements	\$ -	\$ -	\$ -	\$ -				
					Water Well Loan Interest	\$ -	\$ -	\$ -	\$ -				
					Water Well Loan Repayment	\$ -	\$ 20,690.00	\$ -	\$ 20,690.00				
					Future Capital Project Funding	\$ -	\$ -	\$ -	\$ -				
					Total Other Expenses	\$ 47,128.52	\$ 66,921.69	\$ 12,592.78	\$ 126,643.00				
					Net Other Income (Loss)	\$ -	\$ -	\$ 28,965.22	\$ (85,085.00)				
					Net Income (Loss)	\$ (41,427.34)	\$ (26,995.04)	\$ 74,763.50	\$ 6,341.13				

5.C. Business Items



BUSINESS ACTION ITEM STAFF REPORT

Item 5.C. Discussion related to the LAFCO solid waste authority powers related to District Resolution 20-420.

Summary:

The San Simeon Community Services District (SSCSD) Board of Directors has previously discussed moving forward with a formal request to the County of San Luis Obispo's Local Agency Formation Commission (LAFCO) to activate its solid waste power. This power would provide the SSCSD with the authority to provide for the collection and disposal of garbage and refuse matter directly with Mission Country Disposal, the franchisee. Solid waste services for the community of San Simeon are currently provided by San Luis Obispo County through a franchise agreement with Mission Country Disposal.

Attached to this staff report is the LAFCO application packet which includes the following components:

- 1) **Draft LAFCO Resolution** – The resolution is required to be adopted by the SSCSD Board at a noticed public hearing.
- 2) **Exhibit A – Background/Situation** – Provides information about the SSCSD and discusses the advantages to the District to manage solid waste services directly with the franchisee.
- 3) **Exhibit B – Plan for Services** – Describes how services would be provided with the authority for solid waste being transferred to the District.
- 4) **Exhibit C – SSCSD Map** – Shows the boundaries of the District and the affected parcels.

Background:

The SSCSD currently provides a variety of services directly to the community including road maintenance, water, sewer, weed abatement, and street lighting. The District went through a similar LAFCO process to the current proposal to activate its solid waste power back in 2017 to activate weed abatement power.

Any district wishing to activate a latent power is required to receive LAFCO approval prior to providing the service. The process for the assumption of powers and review process is governed by State law known as the Cortese-Knox-Hertzberg Act.

The proposed request for SSCSD to establish its own solid waste authority is not unique. Through the LAFCO process, ten other community services districts in San Luis Obispo County have established solid waste authority for their communities over the years. The San Miguel CSD, Heritage Ranch CSD, Templeton CSD, and Ground Squirrel Hollow CSD are all North County CSDs that have acquired solid waste authority and operate successful solid waste programs. The last community services district to receive LAFCO approval for solid waste powers was the Ground Squirrel Hollow CSD in 2014.

SSCSD Benefits & Fiscal Analysis:

The primary advantage behind this proposal is a more “local” control of a local public service. Currently the County receives franchise fees, even though SSCSD staff members often field community complaints and get involved with oversight of trash services (see photo as an example of a common issue with disposal of household items).



San Luis Garbage, the local parent company for Mission Country Disposal, had a rate increase that took effect about a year ago in 2019. As part of this 2019, rate increase, there are periodic minor rate changes based on the Consumer Price Index (CPI). Based on a communication with Dane Johnson of Waste Connections, which is the national company that includes the local subsidiaries San Luis Garbage and Mission Country Disposal, the projected franchise fee that SSCSD would collect is about \$18,000 per year pre COVID service levels. There are on-going staff and legal costs to administer and oversee the District’s solid waste program which are anticipated to fluctuate, but are estimated to average about a \$1,000 per year.

There is a direct connection between road improvements and maintenance services and community solid waste services. Garbage trucks are the heaviest shortest wheelbase vehicles on the roads. Maintenance and improvements on roads to accommodate these vehicles is a priority for the SSCSD. The SSCSD historically has communicated with Mission Country Disposal and resolved to maintain roads that are accessible to garbage trucks in all weather conditions. Additionally, all community solid waste services including diversion are best met by local control of the franchise funds to

support the programs. Coordination between road projects and solid waste services can be done more efficiently if both community services are controlled by the same public agency.

Proposition 218 is a State law that limits the use of revenues derived from services fees as follows:

- 1) Revenues derived from the fee must not be used for any purpose other than that for which the fee is imposed.
- 2) The fee may not be imposed for general governmental services, such as police, fire, ambulance, etc.

Based on case law related to fees and the limitations of Proposition 218, SSCSD Legal counsel has determined that solid waste revenues are valid for repairing and maintaining streets. As discussed in the prior paragraph, there is a direct relationship between wear and tear on the pavement of streets associated with regular trash service given their weight and the frequency of service. Therefore, there is the appropriate nexus for the use of solid waste revenue to augment street maintenance services, and with pending LAFCO approval of the solid waste power, both solid waste and street maintenance would be powers of the SSCSD.

Recommendation:

Adopt the attached resolution and authorize SSCSD staff to move forward with an application to LAFCO to activate its latent power for solid waste services.

Attachments:

- 1) Draft LAFCO Resolution
- 2) Exhibit A – Background/Situation
- 3) Exhibit B – Plan for Services
- 4) Exhibit C – SSCSD Map

THIS PAGE I N T E N T I O N A L L Y L E F T B L A N K

RESOLUTION NO. 20-425

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SAN SIMEON COMMUNITY SERVICES DISTRICT
FOR APPLICATION TO THE LOCAL AGENCY FORMATION COMMISSION TO
ESTABLISH SOLID WASTE MANAGEMENT AUTHORITY FOR THE
SAN SIMEON COMMUNITY SERVICES DISTRICT**

WHEREAS, the San Simeon Community Services District ("District") is a community services district duly formed under Government Code Section 61000 et seq. to provide community services within the District's service area, including road maintenance, water, sewer, weed abatement, and street lighting; and

WHEREAS, in order to establish the authority to provide for solid waste management authority, it is necessary, in accordance with Government Code Sections 56824.10 et. seq. to submit a resolution of Application to be filed with the Executive Officer of the Local Agency Formation Commission (LAFCO) for the purpose of scheduling a hearing by the LAFCO Commission for the approval of the exercise of said authority; and

WHEREAS, a noticed public hearing was held on August 12, 2020 by the District, and at that meeting there was the opportunity for public comment regarding this Resolution.

WHEREAS, the District is not in the sphere of influence of another city or special district that currently provides waste management services; and

WHEREAS, the District further finds that this Resolution was adopted at a duly noticed public hearing on August 12, 2020 pursuant to Government Code Section 56824.12(c).

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

1. The foregoing recitals are true and correct and are incorporated herein and constitute findings in support of this Resolution.
2. The provision of waste management authority will result in assurance of the public's safety and welfare.
3. Exhibit B, the Plan for Services, attached hereto and incorporated herein by reference, is approved for filing with the Executive Officer of the San Luis Obispo LAFCO.

4. The Executive Officer of LAFCO is requested to set the matter for a public hearing by the Commission pursuant to Government Code Section 56824.14 and the rules and regulations of LAFCO.
5. LAFCO is requested to approve the proposal of the San Simeon Community Services District to provide its residents with waste management services pursuant to Government Code Section 61100(t).

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 12th day of August 2020.

Gwen Kellas, Chairperson
Board of Directors

ATTEST:

Charles Grace
Secretary/General Manager

Attachment:

Exhibit "A" -SSCSD Background and Project Description

Exhibit "B" – Plan for Services is approved for filing with the Executive Officer of the San Luis Obispo LAFCO

Exhibit "C" – Map of parcels to be included as part of this service

THIS PAGE I N T E N T I O N A L L Y L E F T B L A N K

Exhibit A – Background/Situation

Background

The San Simeon Community Services District (SSCSD) is located on Highway One in north San Luis Obispo County, California. The San Simeon Acres Service District was formed pursuant to an election and Resolution of the San Luis Obispo County Board of Supervisors on May 8, 1961. The name of the District was later changed to San Simeon Community Services District.

The SSCSD is organized under California Government Code Section 61000 et al, Community Service District law. The SSCSD is currently empowered by its authorizing statutes and pursuant Code Section 61100 to provide the following services: road maintenance, water, sewer, weed abatement, and street lighting.

Five members living within the boundaries of the SSCSD serve as elected board members. The regular meetings of the Board are on the second Wednesday of the month at the Cavalier Banquet Room at 250 San Simeon Ave., San Simeon. The Board employs Grace Environmental Services to run the day to day operations and maintenance of the SSCSD. These includes a general manager, office manager, plant superintendent, and water operator.

Funding

The SSCSD is funded through water and wastewater revenues and property tax revenue from San Luis Obispo County.

The fiscal year ending 2019 audit indicates the SSCSD had a cash balance of \$1,001,257. The SSCSD uses revenue from General Fund balance for minor road repairs throughout the year and other projects.

Situation – Solid Waste Power

The SSCSD Board desires to activate its latent power to provide solid waste services to the residents located within their current boundaries pursuant to California Government Code Section 6100(c):

- Collect, transfer, and dispose of solid waste, and provide solid waste handling services, including, but not limited to, source reduction, recycling, and composting activities, pursuant to Division 30 (commencing with Section 40000), and consistent with Section 41821.2 of the Public Resources Code.

Solid waste services for the community of San Simeon are currently provided by San Luis Obispo County through a franchise agreement with Mission Country Disposal. The agreement provides for curbside service including weekly pickup of refuse and recycling. Commercial bin service is also available.

- **Prior Transfer of Solid Waste Authority to CSDs**

Through the LAFCO process ten community services districts in San Luis Obispo County have established solid waste authority for their communities over the years. The San Miguel CSD, Heritage Ranch CSD, Templeton CSD, and Ground Squirrel Hollow CSD are all North County CSDs that have acquired solid waste authority and operate successful solid waste programs. The last community services district to receive LAFCO approval for solid waste powers was the Ground Squirrel Hollow CSD in 2014.

- **Advantages to San Simeon Residents**

The primary advantage behind this proposal is local control of a local public service. The SSCSD Board believes there is a direct connection between road improvements and maintenance services and community solid waste services. Garbage trucks are the heaviest shortest wheelbase vehicles on the roads. Maintenance and improvements on roads to accommodate these vehicles is a priority for the SSCSD. The SSCSD historically has communicated with Mission Country Disposal and resolved to maintain roads that are accessible to garbage trucks in all weather conditions. Additionally, all community solid waste services including diversion are best met by local control of the franchise funds to support the programs. Coordination between road projects and solid waste services can be done more efficiently if both community services are controlled by the same public agency.

Public information on the requirements of a community solid waste program and the opportunity for public testimony was provided at various Board meetings. The topic of activating solid waste power for the community was discussed at Board of Directors meetings on the following dates:

- November 13, 2019
- February 12, 2020
- March 11, 2020
- June 10, 2020 (public hearing)

- **Integrated Waste Management Authority**

The San Luis Obispo County Integrated Waste Management Authority is a Joint Powers Authority (IWMA) formed in 1994 to plan and implement regional solid waste and hazardous waste programs in the County. These programs help its member jurisdictions to achieve the State requirement of fifty percent (50%) diversion of solid waste away from landfills through recycling, composting and source reduction.

The County, all cities and all community services districts that provide solid waste services are member agencies of the IWMA. The SSCSD would join the IWMA upon its approval to implement solid waste services within its jurisdiction. The SSCSD acknowledges the obligations of local agencies to comply with Section 40050 et seq of the Public Resources Code commonly known as the California Integrated Waste Management Act of 1989.

Exhibit B – Plan for Services

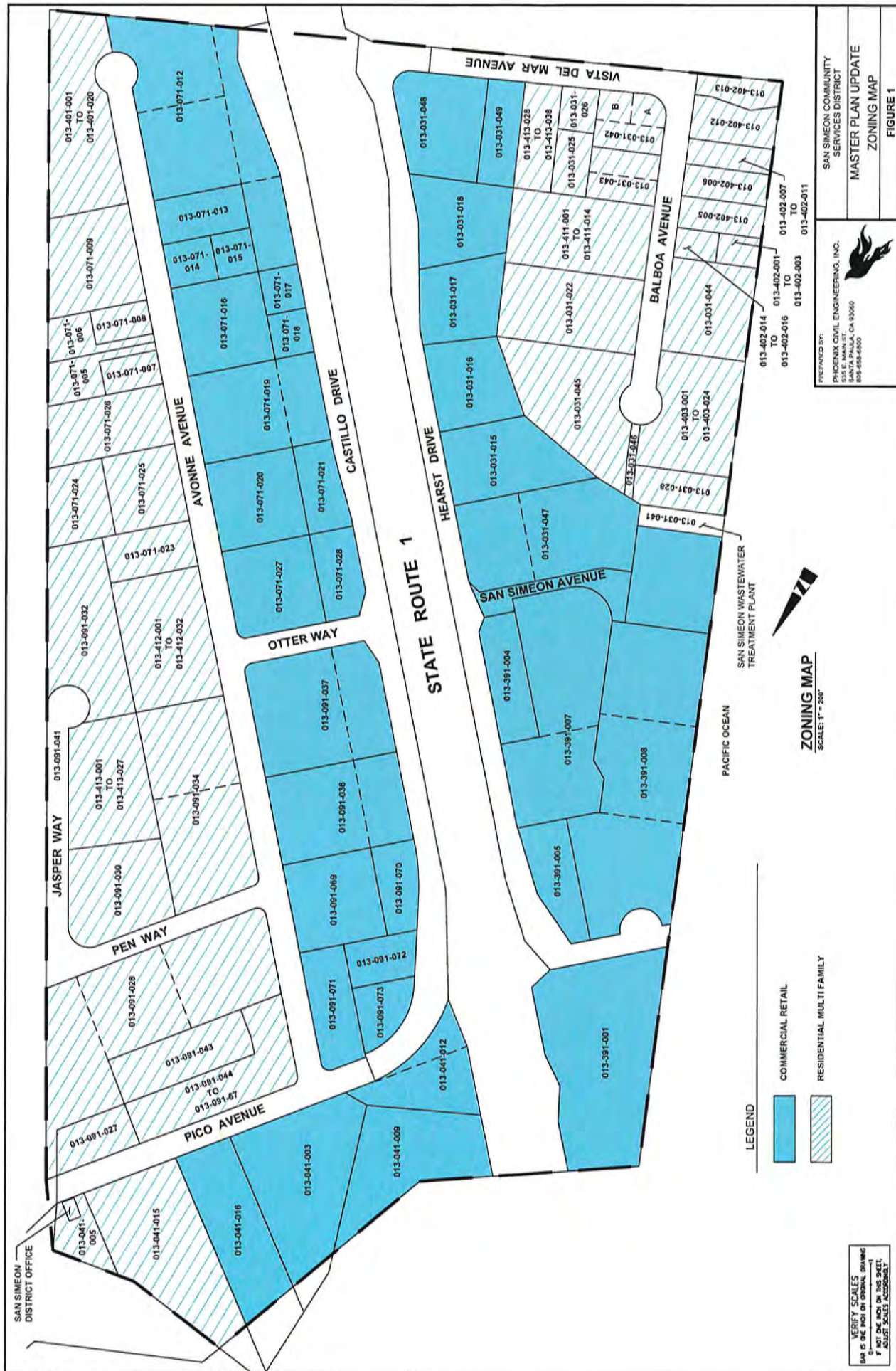
1. Service Level. The same level of service is proposed for solid waste under a franchise agreement with the same hauler, Mission Country Disposal. Weekly diversion will be provided to all customers. No disruption in the current service level is proposed.
2. Service Area. The current service boundaries of the SSCSD are proposed for solid waste service. A map of the current services area is attached as Exhibit C.
3. Service Fees. There will be no increase in solid waste fees charged to residents resulting from the SSCSD activating its solid waste fees. The franchise hauler currently bills customer monthly for solid waste service and these fees includes a 10% franchise fee charged by the San Luis Obispo County. The SSCSD will impose the same 10% franchise fee. This franchise fee will be used to support solid waste programs within the community.
4. Service Access. The solid waste hauler currently accesses all properties on roads maintained by the SSCSD. There are currently no major problems with access to any parcels. By activating its solid waste powers, the SSCSD will be better able to coordinate road work and improvement to any road conditions that may impact solid waste services in the future.
5. Service Financing. Solid waste customer will fund the day-to-day services through a fee structure approved by the franchiser and billed by the franchisee (Mission Country Waste Disposal). The SSCSD maintains enough cash reserves to create and implement a new solid waste agreement with the hauler. Cash reserves are available to maintain solid waste services in the event the hauler default on the agreement and a performance bond will be required by the hauler to maintain solid waste services in the event of default.
6. Service Management. The General Manger of the SSCSD serves to perform the administration and management of SSCSD utilities. The General Manager's serves with other utility providers in San Luis Obispo County, providing water and wastewater services. The General Manager has twelve years' experience managing agreements including negotiating new agreements and complying with all state and local solid waste laws. The SSCSD legal counsel supports many local public agencies in the compliance with solid waste regulations and franchise agreements.

7. Service Regulations. The SSCSD maintains a Code of Ordinances that provides for rules and regulation related to Board administration, purchasing, investments, and road improvements. This Code will be amended to include solid waste services.

Terms and Conditions for the Transfer of Solid Waste Authority to the SSCSD

1. That the San Simeon Community Services District join the San Luis Obispo County Integrated Waste Management Authority.
2. That the terms and conditions of the existing franchise agreement between San Luis Obispo County and the Mission Country Disposal be incorporated into the San Simeon Community Services District franchise agreement during the unexpired term of said franchise agreement.
3. That the SSCSD adopt rules and regulations pertaining to solid waste service within their service area and incorporate such rules and regulations into its Code of Ordinances.
4. Upon adoption of the rules and regulations referenced in condition 3 above, the San Simeon Community Services District shall be the authorized local agency to provide solid waste services within the San Simeon Community Services District's service boundaries.

Exhibit C - SSCSD Map



5.D. Business Items



BUSINESS ACTION ITEM STAFF REPORT

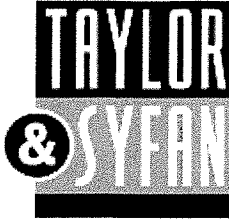
Item 5.D. Discussion and review of resumes for the on call engineering services for the District Office.

At the beginning of July staff sent a request for proposal (RFP) to fourteen (14) firms and posted notice inviting bids with the New Times and on the District Website. Two engineering firms responded to the District's RFP; Taylor & Syfan and Parsons. Agency Qualifications have been included as part of the Board packet.

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

Enc: Submittals from Taylor & Syfan and Parsons

THIS PAGE I N T E N T I O N A L L Y L E F T B L A N K

**Central Coast:**

684 Clarion Court
 San Luis Obispo, CA 93401
 805.547.2000
 805.547.2001 fax
 800.579.3881

Southern California:

553 S. Oak Knoll Ave.
 Pasadena, CA 91101
 626.793.7438
 626.793.7439 fax

Letter of Transmittal

To: General Manager
 San Simeon Community
Company: Service District

From: Michelle McCovey-Good

Job No: 20268

Date: 2020-07-20

Inclusions:

- | | |
|----------------------------|-----------------------------|
| 1. 3 Sets of the following | 5. Confirmation of Business |
| 2. Key Personnel | 6. |
| 3. Description of Services | 7. |
| 4. References | 8. |
-

TRANSMITTED AS:

- For Submittal
 For Approval
 Rev. & Comment
 As Requested

TRANSMITTED VIA:

- | | | |
|---------------------------------|--|--|
| <input type="checkbox"/> E-Mail | <input type="checkbox"/> Digital | <input checked="" type="checkbox"/> Mail |
| <input type="checkbox"/> Pickup | <input type="checkbox"/> Hand Delivery | <input type="checkbox"/> OnTrack |
| <input type="checkbox"/> UPS | <input type="checkbox"/> FedEx | <input type="checkbox"/> GSO |
-

SUBJECT: Statement of Qualifications - On-call Engineering Services

COMMENTS:

Taylor & Syfan Consulting Engineers Inc. is pleased to submit this statement of qualifications for on-call engineering services.



MICHELLE MCCOVEY-GOOD

PRINCIPAL, CEO

EDUCATION:

CAL POLY, SAN LUIS OBISPO

Bachelor of Science Architectural (Structural) Engineering

AFFILIATIONS

American Indian Council of Architects & Engineers (AICAE)
American Indian Science & Engineering Society (AISES)
United States Green Building Council (USGBC)

CERTIFICATIONS

NCEES Model Law Engineer (MLE)
USGBC Accredited Professional (AP)

LICENSURES

Professional Engineer, California License No. C65495
Professional Engineer NV, CO, UT, PA, MO, MT, MA, RI, IL, VT, OH

Michelle McCovey-Good, Principal and CEO initially enrolled in Cal Poly, San Luis Obispo as an Architecture major. While participating in design labs and enjoying the artistic aspect of architecture, she found an interest and fascination with the physics and science behind creating structures and transferred into the Architectural Engineering Department.

During her years of study, Michelle was able to intern with PG&E at Diablo Canyon Power Plant, attend the Harvard Design School Career Discovery summer program and intern at the Smithsonian Institute in Washington, D.C. during the construction of the National Museum of the American Indian’s Cultural Resource Center in Suitland Maryland and during the final design phase of the National Museum of the American Indian on the Smithsonian Mall. Upon graduation, Michelle began working as a project engineer at Taylor & Syfan Consulting Engineers.

The quality of Michelle’s work, engineering expertise, and level commitment led to a partnership in the firm. Michelle has over 20 years of experience in the engineering of residential, commercial, mixed use, industrial, historic rehabilitation, tenant improvement, and solar installation projects in numerous building system types and materials. Michelle is a licensed Professional Engineer in California as well as a number of other states. Michelle has a commitment to community and has served on the City of San Luis Obispo’s Architectural Review Commission, the San Luis Obispo Chamber of Commerce Seismic Task Force, is a regular blood donor and volunteers her time to Canyon Country 4-H.

EXPERIENCE

TAYLOR & SYAFAN CONSULTING ENGINEERS INC.

2016 to Present.....Principal / CEO
2005 to 2016.....Principal / COO
2004 to 2005.....Senior Managing Engineer
2002 to 2004.....Senior Engineer
1998 to 2002.....Project Engineer

- High-end custom residential estates, tract residential, commercial, educational, medical, multi-phase wineries, mixed-use, and civic projects.
- Structural systems of concrete, masonry, steel, timber, tilt-up construction, sustainable design, Integrated Concrete Formwork (ICF), spancrete, Structural Insulated Panels (SIPs), Unreinforced Masonry (URM) Retrofit, T-Mass structural panels.
- Foundation systems including caissons, mat foundations, large scale retaining walls, multiple subterranean level garages.
- Multi-story apartments and condominiums, and hotels.
- Universities, secondary and primary education structures.
- Hillside Construction





JOEL J. NEAL, P.E., LEED AP

PRINCIPAL

EDUCATION:

CAL POLY, SAN LUIS OBISPO

Bachelor of Science, Civil and Environmental Engineering (Structures)

Masters of Science, Civil and Environmental Engineering (Structures)

AFFILIATIONS

American Concrete Industry (ACI), Professional Member

American Society of Civil Engineers (ASCE), Professional Member

CERTIFICATIONS

USGBC LEED Accredited Professional

LICENSURES

Professional Engineer:
California License No. C78971

Joel Neal studied civil engineering with a focus in structures and went on to pursue graduate work at Cal Poly, San Luis Obispo for a M.S. in Civil and Environmental Engineering with a focus in Structures with minors in Construction Management and Mathematics.

Research Areas include: FEM modeling, non-linear plasticity, advanced non-linear earthquake design of structures, constitutive mechanics, structural applications in Bioengineering, engineering mathematics, advanced steel modeling and design, energy dissipation in steel structures, and Steel-Plate Shear Walls (SPSWs). Joel has been a lecturer for the Cal Poly Civil Engineering Department as well as having published research on the design and application of Steel Plate Shear Walls through the Structures Congress.

As a leader in sustainable design, Joel was a founding member of the 2030 Committee through the AIA to reduce our carbon footprint in design with the goal of being carbon neutral by the year 2030. As part of this effort, he is the Principal structural designer of hundreds of solar projects across the globe.

Active in the community, Joel is involved with eMi (Engineering Ministries International), Habitat for Humanity, and has been a big part of evaluating and restoring homes to people and families that were affected by the recent wildfires in California.

EXPERIENCE

TAYLOR & SYFAN CONSULTING ENGINEERS INC.

2006 to Present.....Principal

RBF CONSULTING

2005 to 2006...Design Tech & Project Engineer

WEBCOR BUILDERS

2003.....Project Engineer

- Design and supervision of design for multiple types of facilities, including residential, retail, office, civic, educational, and healthcare projects.
- Design projects have incorporated timber, concrete, masonry, and steel structural systems for new structures as well as additions, remodels, and seismic retrofits (including unreinforced masonry).
- Retrofit, preservation, and rehabilitation of historical and significant structures
- Multi-story residential, hotel, condo, and mixed-use development
- Lead designer and innovator of PV array products and projects around the world
- Additional projects and responsibilities have included peer review, feasibility reports, forensic analysis, structural observations, research & development of new structural systems, and development and maintenance of in-house structural design tools and details.





ANGEL TREJO

PROJECT ENGINEER

EDUCATION: CAL POLY, SAN LUIS OBISPO

Masters of Science, Structural Engineering

Bachelor of Science, Civil Engineering

EXPERIENCE

TAYLOR & SYFAN CONSULTING ENGINEERS INC.

2018 to Present.....Project Engineer

- Working on various project types from residential to commercial
- Produce calculations packages and contact documents

SPACE X

2018 to 2018.:.....Associate Launch Engineer

- Acted as the project manager for several civil/structural projects
- Designed/installed/tested critical seismic floor anchors
- Performed concrete repairs in rocket exhaust/flame duct
- Put together complete proposal for new structure to be added

AECOM

2016 to 2017.....Structural Engineer

- Worked on various steel and concrete Universal Studios attraction buildings
- Modeled various structures in Revit and analyzed in SAP2000/ETABS
- Reviewed shop drawings
- Coordinate building framing with architects and client for more efficient design

THE NASSAL COMPANY

2015 to 2016.....Structural Engineer

- Designed/Analyzed an exhibit for NASA's Kennedy Space Center Visitor Complex
- Designed the internal steel structure for 13 Universal Studios Parade Floats
- Created 3D models in Revit/Autocad and analyzed them in RISA
- Produced complete fabrication drawings and calculation packages
- Held coordination meetings with clients, vendors, and architects

COMPANY DESCRIPTION

Our firm offers structural engineering services including retaining wall designs, foundation repair, as well as framing plans for new structures. We currently have 24 engineers available to provide services. We would intake individual job requests directly from the district. One of our seven principal engineers would provide a quote for services. Once approved, the job would be assigned to one of our 7 project managers to over see a project engineer on preparation of the necessary construction documents to issue. From there, meetings could be schedule to establish project budget and providing schematic information to receive pricing. After the issuance of construction documents, we would respond to any plan check review comments and provide responses and corrections as necessary. Additionally we would be able to assist with bid review and negotiations. Once construction begins, we would be available to assist with construction administration services and work directly with builders and sub consultants to see the project through to completion including site visits.



REFERENCES

COL DARRYL BALCAO, US ARMY (RET.)

Project Manager

Facilities & Engineering

California Army National Guard

9800 Goethe Rd, Sacramento CA, 95827

Office 916-854-3539 / Cell 916-712-8071

darryl.j.balcao.nfg@mail.mil

ANDREW C. GOODWIN, AIA, LEED AP

Project Manager

Andrew Goodwin Design

2050 Parker Street, San Luis Obispo, CA 93401

Office 805-439-1611

andrew@andrewgoodwin.us

ADAM SHARKEY, AIA

Project Manager

Blackbird Architects

235 Palm Avenue, Santa Barbara CA, 93101

Office 805-957-1315

sharkey@bbird.com



CONFIRMATION OF BUSINESS ORGANIZATION

TAYLOR & SYFAN CONSULTING ENGINEERS INC.

684 Clarion Court
San Luis Obispo, CA 93401
805.547.2000
Fax: 805.547.2001

ESOP - 60%

Privately Owned - 40%

- Michelle McCovey-Good, P.E.
- Garrett Mills, S.E.
- Nathan White, P.E., S.E.
- Bret Rooks, P.E., LEED AP
- Randy Davidson, P.E.
- Joel Neal, P.E., LEED AP
- Brian Dean, S.E.

Federal TAX ID# (FEIN) 77-0466685
California Business License Entity #C2056051

GOVERNMENT WORK CERTIFICATIONS:

California Certified Small Business (SB) Cert. #61694
Federal Certified Small Business (SB) DUNS
#011395909

SIC Code - 8711001
NAIC Code - 541330
DUNS # 011395909
SBA User ID P1054081



THIS PAGE I N T E N T I O N A L L Y L E F T B L A N K

July 27, 2020

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

Attn. General Manager
Phone 805-431-6253

Subject: Letter of Transmittal: Request for Proposal "On-Call Engineering Services Pool"

Dear Sir,

Parsons appreciates the opportunity to submit this proposal to provide On-Call Engineering Services to the San Simeon Community Services District. This proposal outlines our understanding of the proposed Scope of Work, in accordance with the requirements outlined in the reference Request for Proposal (RFP), as received July 6, 2020.

Presented in our proposal are the following sections:

- **Overview** – Summarizes the project scope, insurance requirements, assumptions
- **Statement of Qualifications** – Identifies key members and qualifications/experience of the Parsons Project Team, services available to the District, and implementation plan.
- **Appendices** – Includes Parsons past and recent experience with on-call engineering support.

Parsons Value Proposition can be summarized as follows:

We are Industrial and Infrastructure project experts. For more than 75 years, Parsons has served municipalities, utilities, and governments, as well as heavy industrial clients by providing a full range of management, planning, engineering, and construction services.

Parsons has an absolute commitment to safety. Parsons is firmly committed to maintaining a safe and healthy environment in all aspects of our operations. Our goal is the pursuit of SH&E performance excellence leading to an improved quality of life for our customers, employees, sub-contractors, and the local community. Our SH&E management system is grounded in our OWN ZERO philosophy which is built on three primary elements: (1) protecting the sanctity of life, (2) employee ownership and, (3) exposure control.

We are environmental and permitting experts. Parsons employs a full spectrum of permitting and environmental compliance specialists available to assist with permitting matters as they arise. We possess knowledge of local and industry required permitting procedures to ensure timely submittals with minimal comments and our discipline SME's (Subject Matter Experts) are capable of delivering and stamping electrical, structural, civil grading, APCD, SWPPP permit packages, among others.

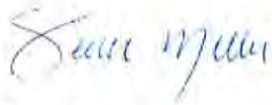
Project Controls benefits. Parsons' project controls group consists of planners, schedulers, estimators, and cost engineering professionals who support project managers and the Client in delivering the project on schedule and within budget, using earned value management (EVM) to analyze, predict, and report cost, schedule, and status updates, to manage resources and focus attention on areas with the most potential for impact to the project's objectives.

Quality Management System. Parsons' approach to quality assurance/quality control (QA/QC) is carried out through a process-based quality management system (QMS). Our QMS is designed to control and manage work processes both within and across organizational functions. Our adherence to this system ensures that the principles of quality are a part of our everyday work processes with a focus on meeting our Clients' requirements.

Letter of Transmittal: On-Call Engineering Services Pool

We appreciate being considered for this On-Call Engineering Services Agreement and are confident that you will be satisfied with the timely, cost effective services we consistently deliver. If you have any questions regarding this proposal, please contact us at your convenience.

Sincerely,



Sean Miller
Sr. BD Specialist
Cell: 661.599.6921
Sean.M.Miller@parsons.com



Alberto Trujillo
Sr. Project Manager
Cell: 661.827.7423
Alberto.Trujillo@parsons.com

PROPOSAL TO EXECUTE ON-CALL ENGINEERING CONSULTING FOR THE SAN SIMEON COMMUNITY SERVICES DISTRICT

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Section 1 - Overview

EXECUTIVE SUMMARY

Parsons is pleased to present this proposal to the San Simeon Community Service District to provide a variety of municipal on-call specialized engineering services to complement District staff needs, and to support timely and efficient design and construction of District projects. The estimated contract amount is expected not to exceed \$50,000 per year.

The District projects are mainly related to water supply, wastewater collection, street maintenance, lighting, and week abatements services to a community of approximately 460 people. San Simeon, a small unincorporated community situated within San Luis Obispo County on California's central coast, is located along State Highway 1 approximately halfway between Los Angeles and San Francisco.

SCOPE OF SERVICES

Parsons scope of on-call engineering services to be provided to the District from our Bakersfield Office typically fall into the following categories:

1. Preparation and draft of Requests for Proposals for other professional services that may be needed for the District.
2. Design, review, coordination, administration, and construction engineering and technical support of District projects.

The general engineering and technical areas of service required by the District may include, but are not limited to:

- Surveying and mapping
- Civil, Structural, Mechanical and Electrical Engineering
- Geological/Geotechnical Studies
- Water/ wastewater/ storm water/ drainage
- Street and roadway
- Transportation
- Site planning / permitting / development/ plan review
- Environmental documentation
- CADD
- Utility services and rates analysis
- Construction plans and specifications
- Estimating
- Construction support

INSURANCE REQUIREMENTS

Parsons confirms its capability of meeting the requirement for each insurance item listed in the RFP. Subsequent to the successful execution of an agreement with the District and prior to the signature of the contract, Parsons will provide the District the corresponding Certificates of Insurance.

Each Certificate of Insurance shall be provided for no less than 30-days advance notice to the District prior to cancellation.

In addition, the District, its officers, employees, and volunteers shall be named as "Additional Insured" by all contractors and subcontractors and a "Waiver of Subrogation" shall be included in favor of the District.

The insurance shall be placed with insurers with a Best's rating of at least VII. Certificates of insurance, including all of these requirements, must be submitted to the District prior to signature of the contract.

ASSUMPTIONS

1. Each on-call service required by the District shall be handled as individual projects with their specific scope of work and man-hours cost estimate. Once a Work Order is approved by the District for a specific scope and list of deliverables, any changes or additions to the scope will require the approval of both the District representative and Parsons Project Manager via a Project Change Notification (PCN).
2. The man-hours cost estimate for each individual project will include review cycles by the District at 30%, 60%, 90% progress and IFC (Issue for Construction). Depending on the type of services required fewer review cycles may be agreed upon at the time of requesting the on-call service. In the case that a County permit is required the 90% IFR (Issue for Review) will be considered as IFP (Issue for Permit).
3. Additional review cycles required by the District to the ones established in the Work Order will be considered as changes or additions to the scope.
4. Compensation for each individual project /Work Order will be considered as T&M (Time & Material) Not-To-Exceed amounts. Changes to the established amounts require previous approval of PCN(s).
5. The effort required to develop the specific scope and man-hours estimate for each on-call service shall be included in the estimate for the individual project.
6. On-call services that require modifications to existing facilities or updating of drawings will assume that native files will be made available by the District unless specified otherwise, which if not available will require as-built effort in the specific scope.
7. The District shall provide Parsons the information available for existing facilities subject to the on-call service including: Applicable engineering standards, piping drawings, operating conditions, P&ID's, electrical single-line diagrams, controls documents, etc.
8. Parsons subcontracts for survey, Geotech soils report, and other third-party services to be billed to the District at cost plus a 10% markup.
9. Subcontracted work that may be required to develop the specific scope will require including man-hours for Parsons procurement services.

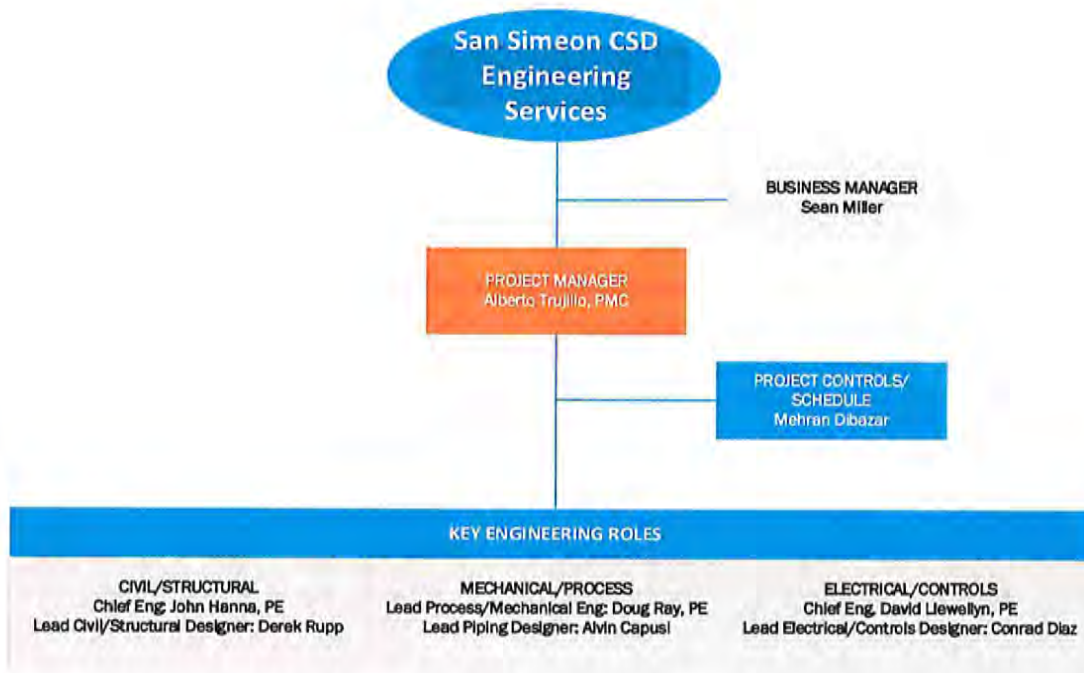
Section 2 – Statement of Qualifications

ACKNOWLEDGEMENT

Parsons acknowledges that the District shall not be liable for any costs incurred in connection with the development of this proposal or subsequent negotiations, in relation to reaching or not of an agreement with the District for providing the required On-Call Engineering Services subject of this RFP.

PROPOSED ORGANIZATION CHART

Parsons will execute this project from its Bakersfield, CA, Office and utilize some of our personnel located around San Simeon area. The organizational chart below depicts the structure and combined resources of the Parsons Team to support On-Call Engineering Services. Following the organizational chart, we are including brief biographies describing the qualifications of our key team members.



BIOGRAPHIES OF KEY TEAM MEMBERS

The following individuals are well-qualified disciplinary representatives and have proven to be excellent resources.

ALBERTO TRUJILLO – PROJECT MANAGER

Alberto Trujillo holds a Master Degree in Mechanical Engineering and 20+ years of professional experience. Most recent work experience has been as Senior Project Manager at Parsons and in the Oil & Gas area and as Senior Facilities Engineer in a California onshore oil production company.

Alberto can simultaneously lead multiple projects complying with integrity, transparency, and company vision. Alberto can identify priorities and achieve results with minimal oversight, whilst been a respectful and cooperative teammate. He is an effective communicator and problem solver, always analyzing and evaluating issues and opportunities. Alberto is a trustworthy and reliable leader with strong conflict resolution skills, handling difficult situations with professional and calm demeanor to overcome challenges. He collaborates with cross-functional groups, evaluating operational field problems, and identifying and implementing cost-effective solutions.

JOHN HANNA, PE – CHIEF CIVIL/STRUCTURAL ENGINEER

John is the proposed civil/structural engineering manager and will oversee all civil/structural engineering deliverables. John has 15 years of experience in managing and overseeing a civil/structural team of engineers and designers for Oil and Gas development projects, municipal, programing, design and delivery of maintenance, site infrastructure system, and application of accessibility requirements. John prepares and administrates project proposals, maintain cost control to ensure profitability, fabricators and contractors to ensure collaboration, discusses specifications for constructability reviews, maintenance requirements, and provides answers to possible inquiries regarding the project, and coordinates

with multidisciplinary teams including mechanical engineers, electrical engineers, architects, and contractors. He also performs complete analysis and construction oversight for building and facility elements including foundations, roofing, site drainage, planning, building controls, building standards and code review, prepares complete design package and construction documents necessary for permitting and meetings with building officials, performs site evaluation and inspection for civil and structural scope to ensure compliance with code and industry standards, creates new design tools and modifies existing ones to increase efficiency and improve the design process.

DOUG RAY, PE – PRINCIPAL PROJECT ENGINEER, MECHANICAL

Douglas (Doug) Ray has experience in mechanical engineering for oilfield projects and experience in air pollution control, evaluating applications to local air districts for oilfield and other industrial or commercial projects.

Doug's experience includes developing process flow diagrams, piping and instrumentation diagrams, plot plan layouts, detailed cost estimates, instrument datasheets, piping design and material takeoffs, combustion calculations, equipment and pipeline sizing calculations, equipment specifications, tank and vessel appurtenance drawings, and spreadsheets. In addition, he has experience with air pollution control, evaluating compliance with local and federal air pollution regulations, quantifying air pollutant emissions, and determining appropriate control technologies.

DAVID LLEWELLYN, PE – CHIEF INSTRUMENTATION AND CONTROLS ENGINEER

David Llewellyn has 20 years automation experience in the oil and gas industry and is highly competent in all phases of project management and development, including scoping, estimating, scheduling, front-end engineering design, hazards and operability reviews, detailed engineering, field testing, and start-up. David's experience includes control panel component and instrumentation specification and design, and he has considerable experience in programmable logic controller (PLC), human-machine interface (HMI), and supervisory control and data acquisition software programming. David also has experience with service-oriented architecture, cost-oriented automation, and safety instrumented system (SIS) analysis. David is also a trained process hazard analysis (PHA) facilitator and a Certified Functional Safety Professional.

MEHRAN DIBAZAR – PRINCIPAL PROJECT CONTROLS ENGINEER/SPECIALIST

Mehran Dibazar is an experienced mechanical engineer and project controls professional serving the oil and gas industry. Over the course of his career, he has worked on a variety of industrial engineering and construction projects, performing project controls responsibilities that include scheduling, estimating, and preparing the work breakdown structure for projects.

QUALIFICATIONS TO DIFFERENTIATE PARSONS

We have an absolute commitment to safety. As a core value, Parsons has an "OWN ZERO" safety culture. Process and field safety are more than a priority for us; it's how we drive our business. We recognize that a focus on process safety is key for this project, and our team members have experience in process safety practices (PHA, HAZOP, SIL, LOPA), as well as industry safety-in design standards for surface facilities.

Engineering, Design, and Field Implementation comprise the core of our business. We are a full-service contractor with strength and experience in multi-disciplinary engineering and design work, construction support, pre-startup safety reviews, and commissioning services. Our approach in successful project execution begins with strong Client communication to focus on the needs of each project. We then assign the appropriate, qualified personnel who possess substantial engineering, design, permitting, procurement, commissioning, and startup experience. These resources are managed to efficiently carry support throughout the full project lifecycle. As you will see in the below

resource bios, Parsons has identified a balanced and highly qualified selection of team members to provide fully integrated services from conception to startup.

Whether single or multi-disciplinary, seconded or dedicated, our staff and leadership team will prioritize project success. Parsons approaches each project with the goal of adding value every step of the way. Key focus areas for each team include lean engineering with optimized fit-for-purpose deliverables, constant communication with the Client counterparts (including construction and operations teams), and skilled field services that optimize quality standards, cost efficiency, and operability. The same methodology applies to our Owners Engineering Teams, who share and maintain the same level of excellence expected by the Client.

Our Scheduling and Project Controls capabilities help drive our projects. Parsons is well versed in the use of Primavera P6 and Microsoft Project to schedule labor and guide projects. We believe the use of a well-developed and detailed schedule is an effective way to identify and eliminate many "surprises" during planning and construction stages. By verifying if scheduled durations, relationships, resources, etc., are valid and achievable before setting a baseline, this master schedule provides our Project Managers excellent leading indicators of performance (including earned value reports, CPI, and SPI). While a full resource loaded schedule isn't always a necessity, especially for small and dedicated resource projects, Parsons possess strong scheduling capabilities that can support construction activities as well.

We honor commitments and keep our promises. For seven consecutive years, Ethisphere has named Parsons one of the world's most ethical companies. We differentiate ourselves from the rest of the marketplace with how seriously we take the Foreign Corrupt Practices Act, working safely, and doing what we say we will. Integrity is a core value that will underlie all our services.

Our Technical Capabilities. Parsons Team has the combined technical capabilities to support the District in the planning, design, permitting, and construction of Capital projects that include several or all of the following tasks and deliverables:

Mechanical:

- a. Develop P&ID's and PFD's
- b. Develop PDMS 3D model, Plot Plan, Equipment List, and Line List.
- c. Stress analysis for piping systems.
- d. Develop Piping Plans, Isometrics, Tie-In List, Tie-In details, and BOM.
- e. Datasheets for Relief Valves, Control Valves and Pressure Regulators.

Civil/Structural:

- a. Hydrology and Erosion Control Studies.
- b. Develop Grading and Drainage Plans.
- c. Develop Foundation Location Plans.
- d. Develop Foundation Calculations for Mechanical and Electrical Equipment.
- e. Develop Structural Foundation and Anchoring Design for Mechanical and Electrical Equipment.
- f. Foundation Calculations and Design for Pipe supports, Cable Tray supports, and Stiles.
- g. Concrete and Masonry designs, Steel structures and Wood structure designs, structural shop drawings.

Controls:

- a. Develop Control Block Diagram.
- b. Develop Instrument List, Cause & Effect, and Control System Architecture.
- c. Develop Control Narrative documents.
- d. Develop PLC/RIO layouts and Wiring diagrams.
- e. Develop SCADA Index.

Electrical:

- a. Develop Single Line Diagrams.
- b. Develop Fiber Optic Cable block diagram.
- c. Develop Pole Line Routing Plan including Fiber Optics.

- d. Develop Electrical Equipment Location Plans including PLC/RIO Panels.
- e. Develop Area Classification Plans.
- f. Develop Switch-Rack/MCC/VFD Elevation and Motor Controls Schematics.
- g. Develop Conduit & Cable, Cable Reel, and Circuit schedules including Fiber Optics.
- h. Develop Conduit & Cable Tray Routing.
- i. Develop Grounding & Lighting plans.
- j. Develop Instrument Location plans including Junction Boxes.
- k. Develop Junction Box layouts and Wiring diagrams.
- l. Develop System Analysis and ETAP Model.
- m. Develop I&E BOM.

PARSONS PAST EXPERIENCE RELATED TO ON-CALL SERVICES

The Parsons Bakersfield, CA, Office is a legacy of TJ Cross Engineers, Inc., who's acquisition back in 2015 was aimed to expand and strengthen Parsons engineering, procurement and construction services platform in the region.

The Parsons Bakersfield office business model is such that major Clients are structured as programs with a compilation of multiple small individual projects of short durations usually between 8 to 12 weeks classified under a Work-Breakdown-Structure (WBS) approach. Depending on the nature and scope of the projects these are handled by the Project Manager responsible for the program (by Client) or by individual WBS Managers.

This work experience is very similar to what is described in this RFP as on-call engineering services for which we at Parsons have in place the organizational structure and work processes as an integrated project management system to execute and control each individual project /Work Order under the proposed contract.

As an example for on-call engineering services, Parsons Electrical Department has been functioning since 2001 as Consultant Plan Checker for the Kern County Engineering, Surveying, and Permit Services Department. We review on behalf of the County project documents such as drawings and calculations against applicable codes, for solar, wind substation and industrial facility designs, required for issuance of building permits. As reference we are listing in the Appendices a sample of Parsons past and recent experience with on-call engineering support for the Kern County Electrical Plan Check and for San Luis Obispo County Flood Control & Water Conservation District.

REFERENCES TO ATTEST PARSONS ABILITY TO PERFORM ON TIME AND WITHIN BUDGET

The following client contacts can attest on Parsons ability to complete projects on time and within budget:

1. Kern County Building & Code Division
Public Works Department
Al A. Annan, PE, CBO
Assistant Director
(661) 862-8671
alia@kerncounty.com
2. Southern California Gas Company
Gas Engineering
Cristina Marquez
Design & Drawing Governance Team Lead
(714) 231-4362
CXMarquex@SocalGas.com

3. Chevron Pipeline & Power
Chevron Pipeline Company
Parviz Rashidi
Project Manager
(661) 432-0475
Parviz.Rashidi@chevron.com

CONFIRMATION OF PARSONS BUSINESS ORGANIZATION

The Parsons Bakersfield, CA Office is a 2015 acquisition of Parsons Corporation founded in 1944, with operations worldwide focused on defense, intelligence, and critical infrastructure markets. Our Bakersfield Office is under the direction of Parsons Environment & Infrastructure Group Market Sector and operates as a standalone organization performing Engineering, Design, and Professional Consulting Services serving the Oil and Gas Industry, as well as municipalities, utilities, and government agencies. Parsons Organization includes permitting and environmental compliance specialists that can assist with any permitting requirements.

The Parsons Business Organization structure is as shown below:



No partnerships or joint ventures are part of Parsons Corporation core organization and are established on a need basis for specific projects.

Section 3 – Appendices

A. KERN COUNTY BUILDING DIVISION ELECTRICAL PLAN CHECK ON-CALL ENGINEERING SUPPORT

B. SAN LUIS OBISPO FLOOD CONTROL & WATER CONSERVATION DISTRICT ON-CALL ENGINEERING SUPPORT

A. KERN COUNTY BUILDING DIVISION ELECTRICAL PLAN CHECK ON-CALL ENGINEERING SUPPORT:

Client	Project Name	Area or Field	Project Date	Project Amount
Kern County Bldg Div	5MWAC SINGLEAXISTRACKERSOLAR(K201905720)	Kern County	1/17/2020	\$4,000.00
Kern County Bldg Div	CONVEYOR EQUIPMENT ELEC (K2020000157)	Kern County	1/17/2020	\$3,000.00
Kern County Bldg Div	GROUND MOUNT SOLAR (K201909794)	Kern County	1/17/2020	\$3,000.00
Kern County Bldg Div	INSTALL BATTERY BACKUP SYS (K201907008)	Kern County	1/3/2020	\$3,000.00
Kern County Bldg Div	77MW BATTERY STORAGE FAC (K201907740)	Kern County	1/31/2020	\$4,500.00
Kern County Bldg Div	SKY RIVER WIND (K201909601)	Kern County	1/31/2020	\$3,000.00
Kern County Bldg Div	30MW SUB ACC CVX LH SOLAR (K201902962)	Kern County	10/11/2019	\$3,000.00
Kern County Bldg Div	NESTLE PURINA MARICOPA EXP (K201804548)	Kern County	10/26/2018	\$5,000.00
Kern County Bldg Div	INSTALL SOLAR PV SYST (K201907484)	Kern County	11/22/2019	\$3,000.00
Kern County Bldg Div	NEW PV SYST 266.4kW (K201907788)	Kern County	11/22/2019	\$3,000.00
Kern County Bldg Div	NEW PV SYST 266.46KW (K201907787)	Kern County	11/22/2019	\$3,000.00
Kern County Bldg Div	INSTALL FUEL CELL GEN (K201908599)	Kern County	11/22/2019	\$3,000.00
Kern County Bldg Div	SUBSTATION MODIFICATIONS (K202000544)	Kern County	2/14/2020	\$3,000.00
Kern County Bldg Div	ELEC UPG SKY RIVER SUB (K201907678)	Kern County	2/28/2020	\$5,000.00
Kern County Bldg Div	INSTALL GND MOUNT SOLAR (K201908395)	Kern County	2/28/2020	\$3,000.00
Kern County Bldg Div	ROSAMOND CENTRAL SOLAR (K201908768)	Kern County	2/28/2020	\$3,000.00
Kern County Bldg Div	INSTALL 1.8 MW SOLAR FARM (K201804492)	Kern County	3/13/2020	\$3,000.00
Kern County Bldg Div	875 kW AC GRND MNTD SOLAR (K201902219)	Kern County	4/26/2019	\$3,000.00
Kern County Bldg Div	PISTACHIO/ALMOND FARM (K201902282)	Kern County	4/26/2019	\$3,000.00
Kern County Bldg Div	SUN PACIFIC SOLAR (K201808840)	Kern County	5/10/2019	\$5,000.00
Kern County Bldg Div	5428KW ROOF M SOLAR (K201909552)	Kern County	5/22/2020	\$3,000.00
Kern County Bldg Div	GND MOUNT SOLAR #3 (K201909799)	Kern County	5/22/2020	\$3,000.00
Kern County Bldg Div	115KV OH LINE (K202002392)	Kern County	5/22/2020	\$3,000.00
Kern County Bldg Div	5.0MW SOLAR PV SYSTEM (K202002819)	Kern County	5/22/2020	\$3,000.00
Kern County Bldg Div	NEW CELL SITE LATTICE TWR (K201901877)	Kern County	5/24/2019	\$2,000.00
Kern County Bldg Div	INST 1MW SOLAR (K202001584)	Kern County	5/8/2020	\$3,000.00
Kern County Bldg Div	5428KW ROOF M SOLAR (K201909550)	Kern County	6/19/2020	\$3,000.00
Kern County Bldg Div	UPGRADE SUB ROSAMOND (K202003418)	Kern County	6/19/2020	\$3,000.00
Kern County Bldg Div	POINT WIND PROJECT (K202002507)	Kern County	6/19/2020	\$3,000.00
Kern County Bldg Div	POSO P&D RANCH SOLAR (K201901830)	Kern County	6/21/2019	\$2,000.00
Kern County Bldg Div	3MW GRND MOUNT SOLAR SITE (K201901699)	Kern County	6/21/2019	\$3,000.00
Kern County Bldg Div	GRND MNT SOLAR PV ARRAY ACC (K201903581)	Kern County	6/21/2019	\$4,000.00
Kern County Bldg Div	EAGLE CREEK-2 SOLAR (K202002909)	Kern County	6/5/2020	\$3,000.00
Kern County Bldg Div	7.83 MW SOLAR PV (PERMIT K202002437)	Kern County	6/5/2020	\$3,000.00
Kern County Bldg Div	AERA VICTORY SUBSTATION (K201901635)	Kern County	6/7/2019	\$5,000.00
Kern County Bldg Div	POSO DAIRY BARN SOLAR (K201901832)	Kern County	7/19/2019	\$2,000.00
Kern County Bldg Div	3-2.3MW GE WIND TURBINES (K202003245)	Kern County	7/3/2020	\$3,000.00
Kern County Bldg Div	WINDHUB SOLAR FLD HV SUBST (K201903579)	Kern County	8/16/2019	\$3,000.00
Kern County Bldg Div	NEW CRUSHED ROCK PLANT (K201905160)	Kern County	8/16/2019	\$4,000.00
Kern County Bldg Div	SKIC20 Solar Project (K201903892)	Kern County	8/2/2019	\$4,000.00
Kern County Bldg Div	INST GND PV ARRAY- BELRIDGE (K201905039)	Kern County	8/2/2019	\$4,000.00
Kern County Bldg Div	ADD ELEC SYS TO TURBINE (k201904434)	Kern County	8/30/2019	\$4,000.00
Kern County Bldg Div	CVX LOST HILLS SOLAR (K201901688)	Kern County	9/13/2019	\$2,500.00
Kern County Bldg Div	20 MW SOLAR FIELD WINDHUB A(K201904123)	Kern County	9/27/2019	\$4,000.00
Kern County Bldg Div	CONSTRUCT NEW PDC (K201906451)	Kern County	9/27/2019	\$3,000.00
Kern County Bldg Div	Electrical Plan Check - Echeverria Solar (K201805685)	Kern County	8/27/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Springbok 3 Solar (K201805189)	Kern County	8/23/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - CRC 115kV Transmission Line (K2018	Kern County	7/18/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - CRC Lost Hills Solar (K201804492)	Kern County	6/29/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rattlesnake Switchyard Temp Gen (K2	Kern County	5/22/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Desert Flower Substation Temp Gen (t	Kern County	5/22/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Peter Dejong Solar (K201803038)	Kern County	5/17/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Boschma Dairy Solar (K201803040)	Kern County	5/17/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rattlesnake Substation Temp Gen (K2	Kern County	5/17/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - NGV Refueling Sta (K201802777-2779,	Kern County	5/14/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Buena Vista Solar Powerline (K20180C	Kern County	4/17/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Voyager Wind Transmission Line (K20	Kern County	4/11/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Willow Springs Solar Collector Line (K2	Kern County	4/10/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Voyager Substation Structural (K2018C	Kern County	4/10/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Voyager II Wind V112 (K201800536)	Kern County	2/21/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Voyager II Wind V117 (K201800591)	Kern County	2/21/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rattlesnake-Whirlwind T-Line (K20180	Kern County	2/21/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Desert Flower-Rattlesnake T-Line (K2C	Kern County	2/21/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rosamond PVS Project (K201800749)	Kern County	2/7/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - IKEA Conveyor System (K201800789)	Kern County	2/7/2018	\$5,000.00
Kern County Bldg Div	Linear Gas Pipeline (K201800709)	Kern County	2/1/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Willow Springs 1 Solar (K201800635)	Kern County	2/1/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Suncreek Switchyard Addition (K2018C	Kern County	2/1/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Skyview Dairy Site 1 Solar (K2018004)	Kern County	2/1/2018	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Holmes Western Solar (K201708613)	Kern County	1/4/2018	\$5,000.00

A. KERN COUNTY BUILDING DIVISION ELECTRICAL PLAN CHECK ON-CALL ENGINEERING SUPPORT:

Client	Project Name	Area or Field	Project Date	Project Amount
Kern County Bldg Div	Electrical Plan Check - Rosamond Solar (K201708730)	Kern County	12/28/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Voyager Wind Substation (K20170858)	Kern County	12/19/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Crimson Solar (K201708148)	Kern County	12/14/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Garland Switchyard Expansion (K201708148)	Kern County	10/19/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Gaskell West 1 Transmission Line (K201708148)	Kern County	9/19/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Gaskell West Solar Phase 1 (K201705497)	Kern County	9/19/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Johnston Farms Solar (K201706180)	Kern County	9/8/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Gaskell West Switchyard (K201705903)	Kern County	8/24/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Gaskell West 1 Substation (K201705497)	Kern County	8/24/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Redwood 4 Solar Transmission Line (K201704481)	Kern County	8/14/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Solar Aggregate (K201704818)	Kern County	8/14/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Frito-Lay Electrical Upgrades (K201704481)	Kern County	7/27/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - SunSelect Cogen (K201704967)	Kern County	7/27/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Willow Springs Solar Substation (K201704967)	Kern County	7/18/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - North Rosamond Solar Substation (K201704967)	Kern County	7/18/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - North Rosamond Switching Station (K201704967)	Kern County	7/18/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Redwood 4 Solar (K201704284)	Kern County	7/18/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Delano Farms Solar (K201704497)	Kern County	6/29/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Maya Dairy Solar (K201704152)	Kern County	6/22/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Buena Vista Solar (K201703152)	Kern County	6/1/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Lakeview Farms Anaerobic Digester (K201703152)	Kern County	5/12/2017	\$1,000.00
Kern County Bldg Div	Electrical Plan Check - Carlos Echeverria & Sons Farms Anaerobic Digester (K201703152)	Kern County	5/12/2017	\$1,000.00
Kern County Bldg Div	Electrical Plan Check - Holmes Western Solar Installation (K201703152)	Kern County	5/12/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Ikea Conveyor (K201700286)	Kern County	5/12/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria Solar Project Storage Container (K201700286)	Kern County	5/12/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Southern Cross Dairy Solar Addition (K201700286)	Kern County	4/25/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Redwood Solar Substation (K201701707)	Kern County	3/24/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - CED Lost Hills Solar (K201700931)	Kern County	2/21/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Solari Asphalt Plant (K201609455)	Kern County	1/27/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Delano Land 1 Solar (K201609489)	Kern County	1/27/2017	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Lost Hills Solar Spare Transformer (K201609489)	Kern County	11/21/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Shafter Ginning Solar (K201607403)	Kern County	11/1/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Allcomp Service Upgrade (K20160560)	Kern County	9/9/2016	\$0.00
Kern County Bldg Div	Electrical Plan Check - 3901 S. Chester Solar (K201602781)	Kern County	8/25/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Borda Delfino Solar (K201605193)	Kern County	8/10/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Delano Farms Solar (K201609821)	Kern County	6/29/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Shell Travel Center LNG Tank (K201609821)	Kern County	6/22/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Lamont PUD Solar (K201603618)	Kern County	6/9/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Wasco West Solar (K201603315)	Kern County	5/23/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Wasco East Solar (K201603319)	Kern County	5/23/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Sun Pacific Solar (K201602761)	Kern County	5/6/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Home Depot Fuel Cell (K201600209)	Kern County	5/6/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria 2 Backup Power (K201602647)	Kern County	4/21/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria 1 Backup Power (K201602648)	Kern County	4/21/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Castor Solar (K201501211)	Kern County	4/20/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Kimberlina Ag Pumping Solar (K201601211)	Kern County	3/16/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Mozingo Ag Pumping Solar (K201601211)	Kern County	3/16/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Garland SS Metering (K201601663)	Kern County	3/14/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rosamond Teddy Solar Substation T-L (K201601663)	Kern County	3/3/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rosamond Teddy Solar Substation (K201601663)	Kern County	2/16/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Wildwood 2 Solar Substation (K201601663)	Kern County	1/30/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Wildwood 115kV Transmission Line (K201601663)	Kern County	1/30/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Pumpjack 115kV Transmission Line (K201601663)	Kern County	1/30/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Wildwood 1 Substation Modifications (K201601663)	Kern County	1/30/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - West Star North Dairy Solar (K201601663)	Kern County	1/30/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Pumpjack Substation Modifications (K201601663)	Kern County	1/27/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rio Bravo 1 Solar Substation (K201601663)	Kern County	1/27/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rio Bravo 2 Solar Substation (K201601663)	Kern County	1/27/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - North House Dairy North Solar (K201509334)	Kern County	1/19/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Western Sky Dairy Digester (K201509334)	Kern County	1/13/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Romanini Farms Solar (K201509408)	Kern County	1/6/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Delano Farms Solar (K201509821)	Kern County	1/6/2016	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Pumpjack Solar Substation Temp H-Fr (K201509821)	Kern County	12/23/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - SKIC 10 Solar Substation Structures (K201509821)	Kern County	12/18/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Wildwood Solar 1 Substation Temp H-Fr (K201509821)	Kern County	12/18/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Linn 21Z Cogen Facility (K201509334)	Kern County	12/16/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Linn Pan Fee Cogen Facility (K201509334)	Kern County	12/16/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - T&W Farms Solar Phase 2 (K2015087)	Kern County	12/16/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Grid Interconnect MOC Solar (K2015087)	Kern County	12/9/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Beacon 5 Solar (K201508839)	Kern County	12/4/2015	\$5,000.00

A. KERN COUNTY BUILDING DIVISION ELECTRICAL PLAN CHECK ON-CALL ENGINEERING SUPPORT:

Client	Project Name	Area or Field	Project Date	Project Amount
Kern County Bldg Div	Electrical Plan Check - Rio Bravo 1 Solar (K201508909)	Kern County	11/30/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rio Bravo 2 Solar (K201508910)	Kern County	11/30/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Wildwood 2 Solar (K201508911)	Kern County	11/30/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - T&W Farms Solar (K201508521)	Kern County	11/25/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Lost Hills Solar Substation (K20150846)	Kern County	11/24/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Western Sky Dairy Solar (K201508522)	Kern County	11/18/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Beacon 2 Solar (K201508397)	Kern County	11/5/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Sill Shafter 173 Solar (K201507792)	Kern County	10/30/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Sill Shafter 174 Solar (K201507793)	Kern County	10/30/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Peterson Rd Solar 1 (K201508204)	Kern County	10/30/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Bidart North Dairy Solar (K201507440)	Kern County	10/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Bidart South Dairy Solar (K201507442)	Kern County	10/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Lakeview North Well Solar (K201507444)	Kern County	10/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Mojave West Transmission Line (K201507444)	Kern County	10/27/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Springbok Solar Transmission Line (K201507368)	Kern County	10/27/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Crettol Farms Solar (K201507343)	Kern County	10/9/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Springbok Solar Substation (K2015074)	Kern County	10/9/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - SKIC10 Solar Project (K201507368)	Kern County	9/30/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Jaco Metering Station (K201506835)	Kern County	9/25/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Beacon 1 Solar (K201506831)	Kern County	9/25/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria 2 Electrical (K201505924)	Kern County	9/25/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - MEC Round Mountain Solar (K201506)	Kern County	9/8/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Lerdo Jail Expansion (K201506403)	Kern County	9/1/2015	\$20,000.00
Kern County Bldg Div	Electrical Plan Check - Garland Substation BC (K201506328)	Kern County	8/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Garland Solar PV Plant (K201506410)	Kern County	8/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Garland 220kV Transmission Lines (K201506410)	Kern County	8/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rosamond Solar Phase 1 (K20150611)	Kern County	8/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rosamond Solar Phase 2 (K20150611)	Kern County	8/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Rosamond Solar Phase 3 (K20150611)	Kern County	8/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Beacon 3 Solar Project (K201506224)	Kern County	8/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Garland Switching Station (K20150633)	Kern County	8/27/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Garland Substation A (K201506329)	Kern County	8/27/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Kingbird Solar Block 2 (K201506088)	Kern County	8/12/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Electrical Substation for SEPV Mojave	Kern County	8/11/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Beacon 4 Solar Project (K201505697)	Kern County	8/8/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Springbok 2 Solar Farm (K201505725)	Kern County	8/8/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Desert Star Switchyard for Exist Astoria	Kern County	8/7/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Springbok 1 Solar Farm (K201505064)	Kern County	7/13/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria Solar (K201504516)	Kern County	7/3/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria Solar Gen-Tie (K201503817)	Kern County	7/3/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Mojave West Solar (K201503996)	Kern County	7/3/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - T-Lines for Astoria 1 Solar (K20150454)	Kern County	7/3/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - T-Lines for Astoria 2 Solar (K20150454)	Kern County	7/3/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Kingbird Solar (K201504072)	Kern County	7/3/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - 115kV Interconnect Substation (K201504072)	Kern County	7/3/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Morelos Del Sol Substation (K2015041)	Kern County	6/15/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Morelos Del Sol Solar (K201503407)	Kern County	5/22/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - SKIC-10 Solar Substation (K20150333)	Kern County	5/14/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Kingbird Solar Substation (K20150294)	Kern County	5/12/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Del Sol Solar (K201503059)	Kern County	5/8/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Maricopa West Solar (K201502014)	Kern County	4/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Barren Ridge Solar (K201502760)	Kern County	4/28/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Kingbird Solar (K201502526)	Kern County	4/16/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria 1 Solar Substation (K20150255)	Kern County	4/16/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria 2 Solar Substation (K20150255)	Kern County	4/16/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Desert Star Switchyard (K201502563)	Kern County	4/16/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Maricopa West Solar Substation (K201502563)	Kern County	4/9/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Del Sol Solar Substation (K201501883)	Kern County	3/23/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Cinco-Barren Ridge Solar Gentie (K201501883)	Kern County	3/9/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria 1 Solar (K201500416)	Kern County	2/11/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Astoria 2 Solar (K201500417)	Kern County	2/11/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - RE Cinco-Barren Ridge Substation (K201500417)	Kern County	2/11/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Woolridge Switchyard (K201408930)	Kern County	1/13/2015	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Redwood Solar Substation (K201408216)	Kern County	12/23/2014	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Redwood Solar Transmission Line (K201408216)	Kern County	12/18/2014	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Redcrest Solar (K201408214)	Kern County	12/11/2014	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Woodmere Solar (K201408211)	Kern County	12/11/2014	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Hayworth Solar (K201408216)	Kern County	12/11/2014	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Pleito Ranch Substation #2 (K2014080)	Kern County	12/10/2014	\$5,000.00
Kern County Bldg Div	Electrical Plan Check - Pleito Ranch Substation #1 (K2014080)	Kern County	11/26/2014	\$5,000.00

B. SAN LUIS OBISPO FLOOD CONTROL & WATER CONSERVATION DISTRICT ON-CALL ENGINEERING SUPPORT:

Client	Project Name	Area or Field	Project Date	Project Amount
SLO County F.C. & W.C.D.	Mussel Prevention Project Management	San Luis Obispo County	7/23/2012	
SLO County F.C. & W.C.D.	Reimbursable Expenses	San Luis Obispo County	3/23/2012	
SLO County F.C. & W.C.D.	Public Information	San Luis Obispo County	3/23/2012	
SLO County F.C. & W.C.D.	Training Coordination	San Luis Obispo County	3/23/2012	
SLO County F.C. & W.C.D.	Interagency Coordination	San Luis Obispo County	3/23/2012	
SLO County F.C. & W.C.D.	Legislative Efforts	San Luis Obispo County	3/23/2012	
SLO County F.C. & W.C.D.	Long Term Planning	San Luis Obispo County	3/23/2012	
SLO County F.C. & W.C.D.	Private Ramp Coordination	San Luis Obispo County	3/23/2012	
SLO County F.C. & W.C.D.	Mussel Prevention Program Support	San Luis Obispo County	11/23/2011	\$150,447.95
SLO County F.C. & W.C.D.	Operational Impact of Mussel Infestation	Nacimiento	1/13/2011	\$19,300.00
SLO County F.C. & W.C.D.	3rd Party Review of Intake Pipe Repair Plan	San Luis Obispo County	12/29/2010	\$16,800.00
SLO County F.C. & W.C.D.	Quagga Mussel Activities	San Luis Obispo County	7/20/2009	\$79,240.00
SLO County F.C. & W.C.D.	Nacimiento Billing Model Development	San Luis Obispo County	4/20/2009	
SLO County F.C. & W.C.D.	Nacimiento Project Documentation/History	San Luis Obispo County	4/20/2009	\$15,950.00
SLO County F.C. & W.C.D.	Billing Model Development	San Luis Obispo County	4/21/2008	
SLO County F.C. & W.C.D.	Portal Selection Procedure	San Luis Obispo County	4/21/2008	
SLO County F.C. & W.C.D.	Nacimiento Water Project	San Luis Obispo County	9/28/2007	\$500,000.00
SLO County F.C. & W.C.D.	Reimbursable Expenses	San Luis Obispo County	9/28/2007	
SLO County F.C. & W.C.D.	TSG Meeting Support	San Luis Obispo County	9/28/2007	\$87,145.00
SLO County F.C. & W.C.D.	Commission Meeting Support	San Luis Obispo County	9/28/2007	\$36,975.00
SLO County F.C. & W.C.D.	Camp Roberts / Sec106 Consultation	San Luis Obispo County	9/28/2007	
SLO County F.C. & W.C.D.	CM / Env Monitoring Coordination	San Luis Obispo County	9/28/2007	
SLO County F.C. & W.C.D.	Right of Way Acquisition Efforts	San Luis Obispo County	9/28/2007	
SLO County F.C. & W.C.D.	General Coordination Support	San Luis Obispo County	9/28/2007	\$33,350.00
SLO County F.C. & W.C.D.	Easement Acquisition Coordination	San Luis Obispo County	12/4/2006	\$28,750.00
SLO County F.C. & W.C.D.	New Participant Outreach	San Luis Obispo County	5/15/2006	\$18,750.00
SLO County F.C. & W.C.D.	CM Services Procurement	San Luis Obispo County	4/28/2006	\$14,375.00
SLO County F.C. & W.C.D.	Design Submittal Review	San Luis Obispo County	4/28/2006	\$7,500.00
SLO County F.C. & W.C.D.	Power Point Presentation	San Luis Obispo County	12/22/2005	\$2,000.00
SLO County F.C. & W.C.D.	MCWRA Agreement Amendment	San Luis Obispo County	12/22/2005	\$2,750.00
SLO County F.C. & W.C.D.	Appraisal Services Support	San Luis Obispo County	12/22/2005	\$5,000.00
SLO County F.C. & W.C.D.	Cost Allocation Model Support	San Luis Obispo County	12/22/2005	\$2,500.00
SLO County F.C. & W.C.D.	Corps of Engineers Cost for Easement	San Luis Obispo County	12/22/2005	\$4,375.00
SLO County F.C. & W.C.D.	TSG Meeting and Agenda Packet Support	San Luis Obispo County	12/22/2005	\$36,250.00
SLO County F.C. & W.C.D.	Commission Meeting and Agenda Packet Support	San Luis Obispo County	12/22/2005	\$24,375.00
SLO County F.C. & W.C.D.	General Coordination Support	San Luis Obispo County	12/22/2005	\$61,894.00
SLO County F.C. & W.C.D.	Nacimiento Engineering Support Services	San Luis Obispo County	12/16/2005	\$220,000.00
SLO County F.C. & W.C.D.	Nacimiento Project Engineering Support	San Luis Obispo	2/11/2005	\$100,000.00
SLO County F.C. & W.C.D.	Nacimiento Project Management Services	San Luis Obispo County	8/20/2004	\$50,000.00