

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



**BOARD PACKET**

**Wednesday, September 12, 2018  
Regular Meeting 6:00 pm**

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

Prepared by:



**GRACE**  
ENVIRONMENTAL SERVICES

**AGENDA**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, September 12, 2018**  
**6:00 pm**

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

**1. REGULAR SESSION: 6:00 PM**

A. Roll Call

B. Pledge of Allegiance

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

**Public Comment** - Any member of the public may address and ask questions of 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 August.
- ii. **General Manager's Report** – Summary of August Activities.
- iii. **Superintendent's Report** - Summary of August Activities.
- iv. **District Financial Summary** – Update on Monthly Financial Status.
- v. **District Counsel's Report** – Summary of August 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 to 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 August 8, 2018.

B. Review and approval of Disbursements Journal.

**5. BUSINESS ITEMS: NONE**

**Public Comment** - 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.

**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. PUBLIC COMMENT** -This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #8. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes.

**8. CLOSED SESSION. The Board will hold a Closed Session to discuss the following item:**  
**A. Conference with Legal Counsel – Anticipated Litigation.** Decide whether to initiate litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: Number of case(s): 1.

**9. RECONVENE TO OPEN SESSION** – An announcement of any reportable action taken in closed session will be made in open session.

**10. 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 GENERAL MANAGER'S REPORT**  
**Charles Grace**  
**Update for August 2018**



## GENERAL MANAGER'S REPORT

---

### Item 3.A.ii

**Staff Activity** – Report on Staff activities for the month of August.

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. Prepared the agenda for the Water Committee meeting.

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

- Responded to three (3) public records requests.
- Responded to several customer inquiries related to parking, dead tree removal, removal of debris on county property, and code enforcement issues.
- Prepared the paperwork for the USDA loan payment.
- Met with the policy and procedures ad-hoc committee.
- Gathered information related to the water wait list.

**Bookkeeping Items** – Since January Kathleen Fry has been the District bookkeeper. There are several items that Kathleen has been working on over the last few months. These items are outside of her regular scope of work.

- Attendance at Budget committee meetings.
- Review of draft budget, final budget and validation of account codes prior to uploading the approved budget into the accounting system.
- Review of all management reports as of FYE end June 30, 2018.
- Discussion of coding related to legal fees, rip-rap, health insurance, pension expense and weed abatement.
- Bookkeeping changes implemented to tighten up reporting on past transactions including the suspense account, accounts receivable, accounts payable, RO unit and book value.
- Forensic counting related to the flow of transactions related to the suspense account. Recoding of past transactions from 2014-2018 to revise previous accounts receivable coding.
- Research related to John Madonna Construction invoices related to the installation of the RO unit. Journal entry to correct debit balance of \$106,954.33 and bring the true A/P balance to zero.

This work has been separately invoiced. These charges total \$1,170.00 and the invoice will appear on the disbursements journal for the October Board meeting.

**Capacity Fee Study Progress Report** – Since the August Board meeting staff has been working with Tuckfield & Associates to gather the necessary information needed from the District. One of the items requested was a copy of the fixed asset list for the community. The need to update this document was discussed during the August Board meeting. Cortney Murguia is currently assisting Kathleen Fry (District bookkeeper) with the preparation of this document. Included in the disbursements journal for this month is an invoice for Kathleen Fry in the amount of \$520.00. Once the project is finalized the list will be complete with the asset name, detailed description of the asset, date placed into service, original cost of asset, and accumulated depreciation amount. Staff is hoping to have the entire study finalized and on the agenda for the December board meeting.

**Follow up on the Water Wait List** – During the August Board meeting staff was directed to the research several items related to the water wait list and report back to the Board. Staff worked with legal counsel and Oliveria Consulting to prepare this information. Staff was able to confirm that the wait list for Letters of Intent is a CSD mechanism. The process for this has no correlation with the County’s Growth Management Ordinance (GMO). The GMO sets a cap on how much the County can grow. Airlin Singewald confirmed that the County has never reached this cap and has never stopped development because of that cap. The allowable growth in the County is set at 2.3% annually. The County has not set a special or restricted growth rate for San Simeon. Cambria, however, was restricted to 1% growth by the County (unlike San Simeon) as discussed in the NCAP. To clarify a Letter of Intent for a multi-family project or a multi-edu project receives one Letter of Intent per project.

The current wait list is the CSD’s list and can be managed by the CSD. People can sell or trade their position on that list, as long as that has not been specifically forbidden by the CSD. Please refer to Sections 6, 7 and 8 of SSCSD Ordinance 115, titled “Transfers of Positions to Another Parcel”, “Transfer of EDUs within a Parcel”, and “Will Serve Letters”. Staff has included a copy of ordinance 115 as part of this packet.

The final matter was the order of issuance process for the wait list. District Counsel has reviewed District ordinances and resolutions. Section 2 and section 3 in Ordinance 65 contain the following applicable language “any property owner with previously deposited sewer and water connection fees who does not request a refund of fees shall be placed on a waiting list or sewer and water services, **with priority for services based upon the date of original deposit of connection fees.**” Meaning that the order of issuance is based on your wait list position number. Additionally, Ordinance 74 has some relevant language. Section 1 states, [a]ny property for which the applicable sewer and water connection fee deposits have been made so as to result in said property being placed on a “wait list” in accordance with District rules and regulations shall remain on said list, **in the same relative order,** upon the sale, transfer or exchange of the property to new ownership. Ordinance 65 and 74 are enclosed as part of this packet.

**Grant Update** – The County is in receipt of all projects that met the August 31 deadline. Sometime before the October IRWM meeting the project list will be posted on the County website in order of project ranking. This matter will be discussed during the October 3 IRWM meeting.

Enc: SSCSD Ordinance 65  
SSCSD Ordinance 74  
SSCSD Ordinance 115

**AN ORDINANCE CLARIFYING DISTRICT POLICY RE:  
SEWER AND WATER CONNECTION FEE DEPOSITS AND  
WILL SERVE LETTERS**

WHEREAS, San Simeon Acres Community Services District ("District") currently has in place a moratorium on new sewer or water connections pursuant to Ordinance Nos. 61, 62 and 63; and

WHEREAS, some property owners within the District have deposited money with the District to be applied toward sewer and water connection permits; and

WHEREAS, existing District policy provides that money deposited for sewer and water connections is non-refundable; and

WHEREAS, the District Board recognizes that it would be inequitable to continue to hold such deposits as non-refundable during the pendency of its moratorium; and

WHEREAS, certain property owner(s) may have paid all connection fees, received will serve letters from representatives of the District, obtained all necessary permits from other public agencies to allow construction of the projects (including, but not limited to, use permits, grading permits, coastal permits and building permits), and commenced substantial on-site construction; and

WHEREAS, the District Board finds that it is necessary to clarify the District's policy on water and sewer service deposits and will serve letters.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE SAN SIMEON ACRES COMMUNITY SERVICES DISTRICT AS FOLLOWS:

**SECTION 1.** Except as provided in Section 3, sewer or water connection fees previously deposited with the District for properties which, on the effective date of this Ordinance, had not been connected to the District's system shall



be refundable upon written request. If a request for refund is made, the District's Board of Directors shall determine if the request qualifies for refund under this Ordinance and, if it so determines, order that the full amount of the deposit be promptly refunded. Prior to refunding the deposit, the party requesting the refund shall provide evidence of authorization by the party depositing the fees and the current property owner for refund of the deposit to the party requesting the refund. Upon refund of such deposit, the property for which the refund is made shall have no priority for future sewer or water service and will have to comply with all District regulations in effect at the time of any future request for service.

**SECTION 2.** Except as provided in Section 3, any property owner with previously deposited sewer and water connection fees who does not request a refund of fees shall be placed on a waiting list for sewer and water service, with priority for service based upon the date of original deposit of connection fees. After the effective date of this ordinance, any property owner may deposit the then current connection fees and be placed on the District's waiting list for service. Except as provided in Section 4 of this Ordinance, future service will be contingent upon lifting of the District's current connection moratorium ordinance, payment of the full amount of connection fees in effect at the time of connection (with a credit for fees previously deposited) and compliance with all other District regulations then in effect. Payment of the deposit or placement on such District waiting list shall in no way be construed as a commitment or binding obligation on the District to provide service.

**SECTION 3.** Sections 1 and 2 of this Ordinance providing for refund or credit for connection fees shall be inapplicable to any property owner and/or any party who has previously deposited sewer and/or water connection fees pursuant to a written agreement which, by the terms of such agreement, provided that such fees were non-refundable under specified conditions which conditions have subsequently been met. "Written Agreement," as used in this section, does not include a document unexecuted by the District.

**SECTION 4.** Any property owner within the District who demonstrates a vested right to sewer and water service, as defined in this section, may make application to the District's Board of Directors for exemption from the provisions of the District's current moratorium ordinance established pursuant to Ordinance No. 61 and continued in effect by Ordinance No. 63. A property owner with a "vested right" to water and sewer services, as used in this section, shall be one whom the Board of Directors finds has done all of the following as of the effective date of this Ordinance:

- a. Obtained paid receipts from the District for deposit of the full amount of current District sewer and water connection fees;
- b. Obtained a "will serve letter" from the District signed by the District's Board President or other authorized representative of the District;
- c. Obtained all permits from other government agencies necessary for construction of the project for which sewer and water connection fees have been deposited, including, but not limited to, final building permit and coastal development permit; and
- d. Has completed substantial on-site physical construction of the project.

Application for vested rights exemption may be made in writing submitted to the District within ninety (90) days of the effective date of this Ordinance. The Board of Directors shall consider the application and evidence presented and determine whether the criteria for vested rights exemption specified in this Ordinance have been met and shall make written findings supporting its decision. If the Board grants a vested right exemption pursuant to this section, the applicant shall be provided water and sewer service subject to such terms and conditions as are established by the District's Board of Directors.

**SECTION 5.** Any previously issued "will serve letter" for water and/or sewer service issued by District or District personnel shall be subject to the provisions of this Ordinance and shall have no further force and effect unless all of the other requirements for a vested rights exemption specified in Section 4 had been met on the effective date of this Ordinance.

**SECTION 6 - SEVERABILITY.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity or the constitutionality of the remaining portions of this Ordinance. The Board of Directors of the San Simeon Acres Community Services District hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions be declared invalid or unconstitutional.

**SECTION 7 - EFFECTIVE DATE OF ORDINANCE.** This Ordinance shall become effective and be in full force and effect


immediately upon passage. Within fifteen (15) days of passage, this Ordinance shall be published at least once in a newspaper of general circulation in the County of San Luis Obispo.

INTRODUCED and ADOPTED at a regular meeting of the Board of Directors of the San Simeon Acres Community Services District held on the 10th day of February, 1988, and on the following roll call vote, to-wit:

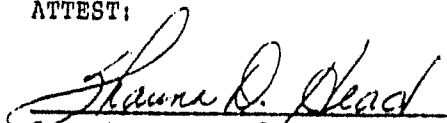
AYES: Chairman Beal, Directors Hoffman, Price, Boniface and Blankenship

NOES: None.

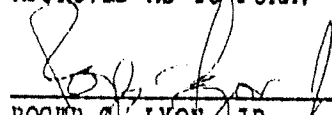
ABSENT: None.

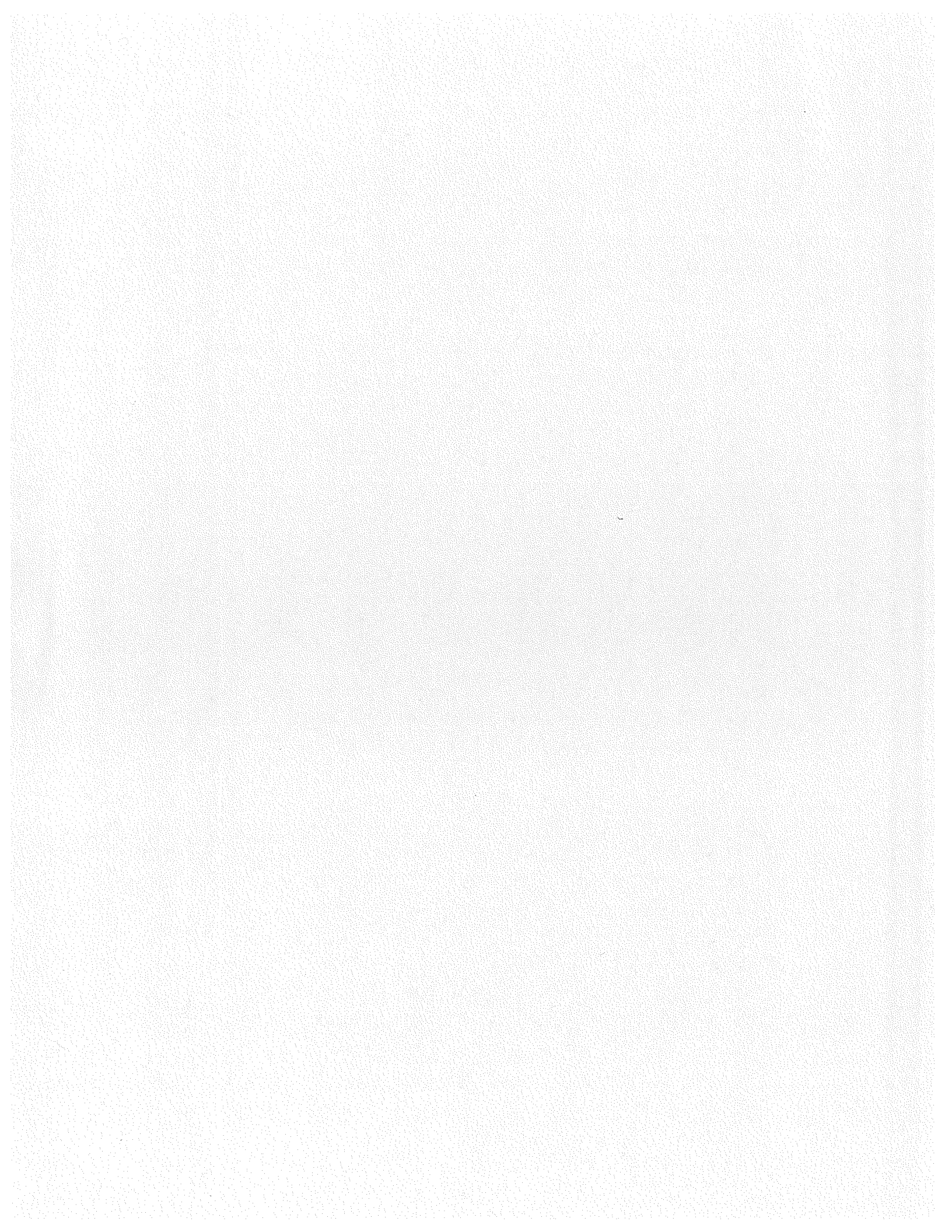
  
Chairman, Board of Directors

ATTEST:

  
Secretary, Board of Directors

APPROVED AS TO FORM:

  
ROGER C. LYON, JR.  
District Counsel



ORDINANCE NO. 74

AN ORDINANCE OF THE  
SAN SIMEON ACRES COMMUNITY SERVICES DISTRICT  
AMENDING EXISTING REGULATIONS TO CLARIFY PROCEDURES  
RELATING TO SEWER AND WATER SERVICE CONNECTION FEE DEPOSITS

WHEREAS, a question has arisen from time to time whether a deposit by a property owner to place property on the District's "wait list" for sewer and water service is a benefit that remains with the property upon sale or transfer of the property, or death of the owner; and

WHEREAS, existing regulations have been administratively interpreted and applied to allow such deposits to remain with the property ("run with the land") in such circumstances; and

WHEREAS, the Board has determined that such an administrative interpretation and practice is consistent with the spirit, intent and letter of the adopted regulations; and

WHEREAS, the Board of Directors desires to minimize any possibility of confusion or misunderstandings in the future by existing, prospective or future property owners.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE SAN SIMEON ACRES COMMUNITY SERVICES DISTRICT AS FOLLOWS:

**SECTION 1 - DEPOSITS:** Any property for which the applicable sewer and water connection fee deposits have been made so as to result in said property being placed on a "wait list" in accordance with District rules and regulations shall remain on said list, in the same relative order, upon the sale, transfer or exchange of the property to new ownership.

**SECTION 2 - SEVERABILITY:** If any provision, section, subsection sentence, clause or phrase of this ordinance, or the application of same to any person or set of circumstances for any reason is held to be unconstitutional, void or invalid, the invalidity of the remaining portions of this Ordinance shall not be affected thereby, it being the intent of the Board of Directors in adopting

this Ordinance that no portion thereof, or provisions, or regulations contained herein, shall become inoperative, or fail by reason of any unconstitutionally of any other portion hereof, and all provisions of this Ordinance are declared to be severable for that purpose.

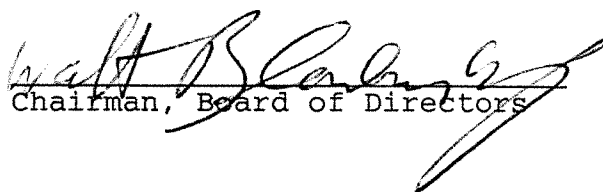
SECTION 3 - EFFECTIVE DATE OF ORDINANCE: This Ordinance shall become effective and be in full force and effect thirty (30) days after passage and within fifteen (15) days thereof, it shall be published at least once in a newspaper of general circulation in the County of San Luis Obispo.

INTRODUCED and ADOPTED at a regular meeting of the Board of Directors of the San Simeon Acres Community Services District held on the 9th day of January, 1991, and on the following roll call vote, to wit:


AYES: Blankenship, Hahn, Price

NOES:

ABSENT: Boniface, Jones

  
Chairman, Board of Directors

ATTEST:

  
Secretary, Board of Directors

APPROVED AS TO FORM:

\_\_\_\_\_  
Roger Picquet  
Assistant District Counsel





## ORDINANCE 115

### AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT AMENDING ORDINANCE 108 ESTABLISHING WATER, SEWER AND SERVICE ALLOCATION TRANSFER REQUIREMENTS

**Whereas**, the San Simeon Community Services District (hereinafter referred to as "District") may provide for the allocation of water, sewer and service among the various parcels of real property within the service territory of the District and among the various uses, both existing and proposed, on such parcels; and

**Whereas**, the District is desirous of promoting the most efficient use of water by promoting water conservation; and

**Whereas**, retrofitting of plumbing fixtures in existing buildings within the District promotes water conservation; and

**Whereas**, construction of new buildings that incorporates new water saving technology promotes water conservation; and

**Whereas**, permitting transfers of existing water, sewer and service allocations is an effective and desirable way of promoting water conservation by requiring installation of water saving plumbing fixtures at both the parcel from which water and sewer allocations are transferred and the parcel to which water, sewer and service allocations are transferred; and

**Whereas**, the District's Board of Directors on November 22, 2005 took testimony from the public and reviewed and evaluated the merits of permitting the transfer of water, sewer and service allocations within the District and rules and regulations and passed and adopted Ordinance 101; and

**Whereas**, the District's Board of Directors on May 12, 2010 took testimony from the public and reviewed and evaluated the merits of permitting the transfer of water, sewer and service allocations within the District and rules and regulations and passed and adopted Ordinance 108; and

**Whereas**, the District's Board of Directors on October 8, 2014 took testimony from the public and reviewed and evaluated the merits of permitting the transfer of water, sewer and service allocations within the District and rules and regulations.

NOW THEREFORE, the District Board of Directors ordains as follows:

**Section 1. Recitals.** The above recitals are true and correct and are incorporated herein by this reference.

**Section 2. Repeal.** Ordinance 108 is repealed in its entirety and is replaced in its entirety as follows:

**Section 3. Definitions.** The following definitions shall be used for the following terms used in this Ordinance:

a. "Equivalent Dwelling Unit". The Chart of Equivalent Dwelling Units in Exhibit "A" determines the number of EDUs (or fraction thereof) attributable to a particular use on a parcel.

b. "Existing Commitments" means service commitments made to specific parcels, including active service commitments, non-active service commitments and waiting list commitments. The lists of existing non-active service commitments attached at Exhibit "B" sets forth the inventory of non-active service commitments as of the effective date of this Ordinance.

c. "General Manager" means the General Manager of the District or the General Manager's designee.

d. "Parcel" means real property within the boundaries of the District which the County of San Luis Obispo recognizes as a separate parcel for purposes of real property taxes and assessments and which qualifies under County of San Luis Obispo Ordinances as a separate building parcel.

e. "Waiting List" means the list established by the District setting forth water and sewer allocations on parcels that are not active service or non-active service commitments. The list will be adopted by Resolution of the Board of Directors and may be amended from time to time as set forth in the Resolution.

**Section 4. EDU as a Basis for Allocation.** EDUs shall be used as the basis for allocation of water and sewer connections by the District. The Chart of Equivalent Dwelling Units at Exhibit "A" shall be used when calculating the EDUs required for individual land uses. When a land use does not fit any of the categories set forth in the Chart of Equivalent Dwelling Units, the General Manager shall compute the required EDUs for the land use on the basis of estimated water use.

**Section 5. Existing Commitments.** The following categories of existing commitments are established:

a. "Active Service Commitments." Active service commitments consist of parcels for which active water service is provided. Active Service commitments are those with current billing for service for potable water. Active service commitments are categorized as residential and commercial.

b. Non-active Service Commitments. Non-active service commitments consist of those parcels listed on the attached Exhibit "B" that the District has determined have pre-existing commitments for water service, but which do not use all of the EDUs allocated to the parcel.

c. Waiting List Commitments. Waiting list commitments consist of those parcels listed on the District's water, sewer and service waiting list.

d. Updating Non-Active Service Commitments. The non-active service commitment list attached as Exhibit "B" may be supplemented in the future under the following circumstances:

1. District Property. The District Board of Directors may assign EDUs to District owned property as the Board deems reasonable and proper to a maximum of three (3) EDUs in any one year.

2. All Other Property. A property owner may petition the District in writing to have all or a portion of the existing EDUs allocated to a parcel listed as a non-active service commitment. The General Manager shall determine if there is evidence to support the fact that a valid connection to the water system had existed, or that the District had otherwise authorized water service, and that plumbing fixtures representing all or a portion of the EDUs of water allocated to the parcel have been disconnected and removed. The General Manager shall make a recommendation to the District Board of Directors based on the evidence and the Board of Directors shall approve, approve with conditions, or deny in whole or in part, the petition.

**Section 6. Transfers of Positions to Another Parcel.** Owners of parcels with existing commitments may transfer all or a portion of the EDUs represented by such existing commitments to another parcel or parcels within the boundaries of the District. The transfers of EDUs shall satisfy the following requirements:

a. Active Service Commitments. All plumbing fixtures associated with active service commitment EDUs to be transferred to another parcel shall be disconnected and removed. Prior to the effective date of the transfer, the General Manager shall inspect the transferring parcel to verify that the plumbing fixtures associated with the transferring EDUs have been disconnected and removed. All existing plumbing fixtures on the parcels to which active service commitment EDUs will be transferred shall meet the water conservation requirements of the District. In the event all or any portion of such plumbing fixtures do not meet the water conservation requirements of the District, such plumbing fixtures shall be replaced with fixtures that meet the water conservation requirements of the District prior to the effective date of the transfer. All new plumbing fixtures to be installed at the parcel to which the EDUs will be transferred that will utilize such EDUs shall also meet the water conservation

requirements of the District. Prior to the effective date of the transfer, the General Manager shall verify that all existing and new plumbing fixtures at the parcel to which the EDUs have been transferred meet the water conservation requirements of the District.

b. Non-Active Service Commitments. All existing plumbing fixtures, if any, on the parcel or parcels to which EDUs associated with non-active service commitments will be transferred that do not meet the water conservation requirements of the District shall be replaced with plumbing fixtures that meet such requirements. The General Manger shall verify that all such plumbing fixtures have been replaced prior to the effective date of the transfer.

c. Waiting List Commitments. All existing plumbing fixtures, if any, on the parcel to which EDUs associated with a water wait list commitment will be transferred that do not meet the water conservation requirements of the District shall be replaced with plumbing fixtures that meet such requirements. The General Manger shall verify that all such plumbing fixtures have been replaced prior to the effective date of the transfer.

d. Effective Date of Transfer. The effective date of a transfer of EDUs from one parcel to another shall be the date that all requirements of the Section of the Ordinance have been satisfied.

**Section 7. Transfer of EDUs Within a Parcel**. Owners of parcels with active service commitments or non-active service commitments may transfer EDUs or plumbing fixture or set of plumbing fixtures to a new plumbing fixture or set of plumbing fixtures at another location within the parcel. Prior to any such transfer, the Owner of such parcel shall notify the District in writing. Prior to connection of the fixture(s) related to the EDUs being transferred, the General Manger shall inspect the parcel to verify that there will be no net increase in EDUs and that the new plumbing fixtures related to the EDUs being transferred meet the water conservation requirements of the District.

**Section 8. Will Serve Letters**. For the transfer of water pursuant to Section 6 or 7, the property owner must request and receive from the General Manager a Will Serve Letter indicating the EDU quantity of water that shall be provided by the District to benefit a specific site subject to availability and the then rules, regulations, and fees applicable at the time of service.

**Section 9. Establishment of Fees**. The District Board of Directors shall establish fees from time to time that enable the District to recover any costs of the District associated with implementation and enforcement of this Ordinance.

**Section 10. Severability**. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of California, such decision shall

not affect the validity of the remaining portions of this Ordinance. The District Board hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

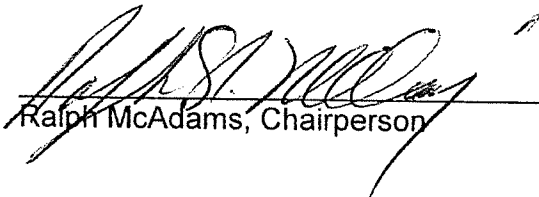
**Section 11. Effective Date.**

This Ordinance shall take effect and be in full force and effect thirty (30) days after the date of its adoption.

**Section 12. Publication.** A summary of this Ordinance shall be published in a newspaper and circulated in the District at least five (5) days prior to the Board of Directors' meeting at which the proposed Ordinance is to be adopted. A certified copy of the full text of the proposed Ordinance shall be posted in the District office. Within fifteen (15) days after adoption of the Ordinance, the summary with the names of those Directors voting for and against the Ordinance shall be published again, and the District shall post a certified copy of the full text of such adopted Ordinance.

Introduced at a meeting of the Board of Directors on October 8, 2014, and passed and adopted by the Board of Directors of the San Simeon Community Services District on November 12, 2014, by the following roll call vote:

Chair McAdams: y                      Vice-Chair Fields: y              Director Williams: y  
Director Price: y                      Director Patel: y

  
Ralph McAdams, Chairperson

ATTEST:  
  
Charles Grace  
Secretary/General Manager

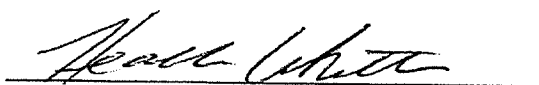
APPROVED AS TO FORM:  
  
Heather K. Whitham  
District Counsel

EXHIBIT "A"

CHART OF EQUIVALENT DWELLING UNITS

<u>Land Use</u>	<u>Equivalent Dwelling Units</u>
Motels (per unit)	.7
Motels (managers apartment)	1.0
Restaurant	1.0/184 sq. ft. of total area
Service Stations	2.3/2 restrooms
Residence (single family, Condominium and mobile home)	1.0
Retail Shops	.4/950 sq. ft.
Public Restrooms	.9/restroom
Commercial Laundries	.4/washing machine
Irrigation	.5/meter
CDF Approved Fire Protection/Sprinkler Systems	0

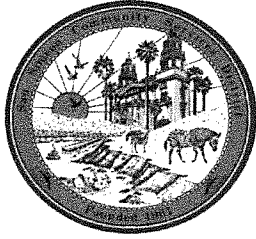
**EXHIBIT "B"**

**NON-ACTIVE SERVICE COMMITMENTS**

<b>Priority</b>	<b>Name</b>	<b>Description</b>
<b>1</b>	<b>Kent Mitchell Parcel# 013-091-073</b>	<b>Service Stations 2.3/2 restrooms</b>

**3. A. iii. SUPERINTENDENT'S REPORT**  
**Jerry Copeland**  
**Facilities Update for August 2018**





## SUPERINTENDENT'S REPORT

---

### Item 3.A.iii

Prepared by: Jerry Copeland

#### 1. Wastewater Treatment Plant

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB, including Biennial Metals, Annual Chronic Toxicity, Semi-Annual Oil and Grease and Once per permit term Acute Toxicity.
- Maintenance and repairs were performed on Reactors and Clarifiers #2 and #3.
- The Level Sensor on the Equalization Basin failed and was replaced.
- The Flow Meter at the Hearst Castle Visitor Center failed on 8/7/18. The values for that meter in this report for the days of the month after 8/7/18 are the same as the last recorded day. There was no known time of replacement for that device at the time of this report.
- Three loads of sludge were hauled away.

#### 2. Water 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).
- The R.O. unit was repickled.
- 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 of these activities.
- Weed abatement was performed around the District.

**San Simeon Community Services District      Superintendent's Report      August 2018**

**MONTHLY DATA REPORT**

Date	Day	Wastewater Inflow	Wastewater Effluent	Wastewater Daily Flow	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Daily Inflow	R.O. Daily Effluent Flow	R.O. Daily Brine Flow	Distribution Chloride	Chloride Wells 1	Chloride Wells 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Inflow Daily
08/01/18	Wed	110,198	108,940	108,940	0	76,296	76,296	0	0	0	-	-	-	0	10.4	10.8	0.00	23,659
08/02/18	Thu	112,610	110,040	110,040	122,448	0	122,448	0	0	0	-	-	-	0	10.4	10.8	0.00	13,209
08/03/18	Fri	115,225	115,350	115,350	0	77,792	77,792	0	0	0	-	-	-	0	10.4	10.8	0.00	17,092
08/04/18	Sat	127,224	127,670	127,670	78,615	37,325	115,940	0	0	0	-	-	-	0	10.4	10.8	0.00	20,112
08/05/18	Sun	99,041	103,260	103,260	60,289	55,502	115,790	0	0	0	-	-	-	0	10.4	10.8	0.00	24,660
08/06/18	Mon	91,645	110,540	110,540	31,192	62,533	93,724	0	0	0	-	-	-	0	10.4	10.8	0.00	20,784
08/07/18	Tue	118,611	114,830	114,830	83,252	40,678	123,931	0	0	0	-	-	-	0	10.6	11.0	0.00	20,793
08/08/18	Wed	104,821	116,940	116,940	0	77,792	77,792	0	0	0	-	-	-	0	10.6	11.0	0.00	20,793
08/09/18	Thu	120,014	116,830	116,830	83,626	57,446	141,073	0	0	0	-	-	-	0	10.6	11.0	0.00	20,793
08/10/18	Fri	121,229	121,500	121,500	60,887	38,672	99,559	0	0	0	-	-	-	0	10.6	11.0	0.00	20,793
08/11/18	Sat	111,865	109,300	109,300	0	79,812	79,812	0	0	0	-	-	-	0	10.7	11.1	0.00	20,793
08/12/18	Sun	109,674	109,180	109,180	78,989	0	78,989	0	0	0	-	-	-	0	10.7	11.1	0.00	20,793
08/13/18	Mon	89,921	109,500	109,500	0	81,233	81,233	0	0	0	-	-	-	0	10.6	11.0	0.00	20,793
08/14/18	Tue	102,138	101,680	101,680	90,358	0	90,358	0	0	0	-	-	-	0	10.6	11.0	0.00	20,793
08/15/18	Wed	98,093	98,550	98,550	60,738	90,583	151,320	0	0	0	-	-	-	0	10.7	11.1	0.00	20,793
08/16/18	Thu	90,922	90,300	90,300	23,778	25,806	52,584	0	0	0	-	-	-	0	10.7	11.1	0.00	20,793
08/17/18	Fri	98,633	98,680	98,680	43,384	41,282	84,666	0	0	0	-	-	-	0	10.7	11.1	0.00	20,793
08/18/18	Sat	106,133	105,890	105,890	50,789	64,627	115,416	0	0	0	-	-	-	0	-	-	0.00	20,793
08/19/18	Sun	104,682	106,980	106,980	81,008	41,457	122,465	0	0	0	-	-	-	0	-	-	0.00	20,793
08/20/18	Mon	103,886	97,280	97,280	0	74,351	74,351	0	0	0	-	-	-	0	10.9	11.3	0.00	20,793
08/21/18	Tue	93,056	93,000	93,000	75,772	0	75,772	0	0	0	-	-	-	0	10.8	11.3	0.00	20,793
08/22/18	Wed	88,400	88,000	88,000	0	80,859	80,859	0	0	0	-	-	-	0	10.8	11.3	0.00	20,793
08/23/18	Thu	96,567	92,460	92,460	90,284	0	90,284	0	0	0	-	-	-	0	10.9	11.3	0.00	20,793
08/24/18	Fri	103,186	100,220	100,220	56,773	93,650	150,423	0	0	0	-	-	-	0	11.0	11.4	0.00	20,793
08/25/18	Sat	106,220	106,540	106,540	36,727	66,796	103,523	0	0	0	-	-	-	0	-	-	0.00	20,793
08/26/18	Sun	100,248	104,048	104,048	79,737	0	79,737	0	0	0	-	-	-	0	11.1	11.5	0.00	20,793
08/27/18	Mon	93,382	87,080	87,080	0	78,615	78,615	0	0	0	-	-	-	0	11.1	11.6	0.00	20,793
08/28/18	Tue	82,880	81,050	81,050	85,945	0	85,945	0	0	0	-	-	-	0	11.2	11.6	0.00	20,793
08/29/18	Wed	82,425	79,130	79,130	0	78,989	78,989	0	0	0	-	-	-	0	11.2	11.6	0.00	20,793
08/30/18	Thu	77,695	75,640	75,640	79,662	6,807	86,469	0	0	0	-	-	-	0	11.2	11.6	0.00	20,793
08/31/18	Fri	78,750	78,590	78,590	18,102	70,836	88,937	0	0	0	-	-	-	0	11.3	11.7	0.00	20,793
<b>TOTALS</b>		<b>3,139,374</b>	<b>3,158,998</b>	<b>3,158,998</b>	<b>1,475,355</b>	<b>1,499,737</b>	<b>2,975,092</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>			<b>0.00</b>	<b>639,341</b>
<b>Average</b>		<b>101,270</b>	<b>101,903</b>	<b>101,903</b>	<b>47,592</b>	<b>48,379</b>	<b>95,971</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>32</b>	<b>32</b>	<b>0</b>	<b>10.8</b>	<b>11.2</b>	<b>0.00</b>	<b>20,624</b>
<b>Minimum</b>		<b>77,695</b>	<b>75,640</b>	<b>75,640</b>	<b>0</b>	<b>0</b>	<b>52,584</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>10.4</b>	<b>10.8</b>	<b>0.00</b>	<b>13,209</b>
<b>Maximum</b>		<b>127,224</b>	<b>127,670</b>	<b>127,670</b>	<b>122,448</b>	<b>93,650</b>	<b>151,320</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>11.3</b>	<b>11.7</b>	<b>0.00</b>	<b>24,660</b>

**DATA SUMMARY SHEET**

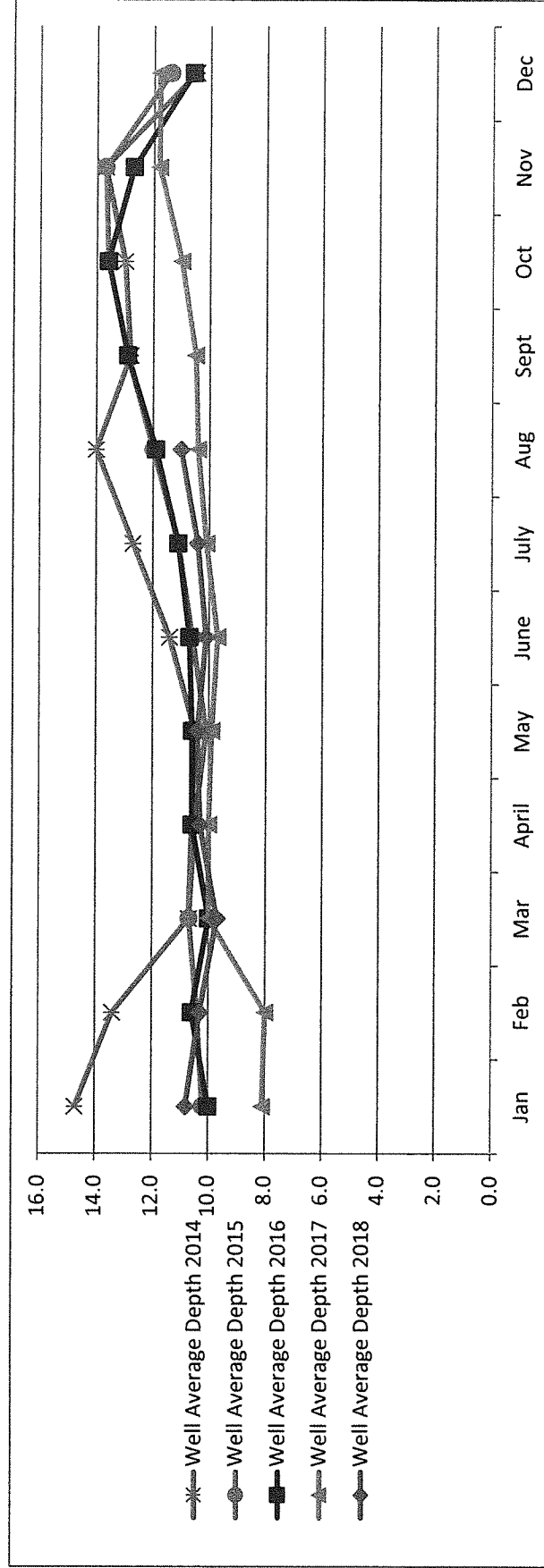
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Total for 2018
Wastewater Influent	1,762,514	1,707,154	2,752,139	2,188,423	2,254,636	2,475,142	3,200,941	3,139,374					19,480,323
Wastewater Final Effluent (Month Cycle)	1,718,660	1,748,894	2,796,460	2,287,640	2,303,330	2,485,760	3,156,580	3,158,998					19,656,312
Adjusted Wastewater Influent (- State Flow)	1,516,601	1,459,319	2,320,828	1,819,468	1,901,248	2,082,826	2,641,403	2,500,033					16,241,726
Water Produced (month cycle)	1,464,210	1,578,354	1,677,091	1,845,614	2,252,051	2,539,202	2,954,183	2,975,092					17,285,799
Sewer Influent/Water Produced Ratio	1.20	1.08	1.64	1.19	1.00	0.99	1.08	1.05					N/A
Adjusted Sewer/Water Produced Ratio	1.04	0.92	1.38	0.99	0.84	0.82	0.89	0.84					N/A
Well 1 Water Production	314,983	582,942	40,691	885,332	1,122,301	1,233,003	1,648,293	1,475,355					7,302,501
Well 2 Water Production	1,149,227	995,812	1,636,400	960,282	1,129,750	1,306,199	1,305,891	1,499,737					9,983,299
Total Well Production	1,464,210	1,578,354	1,677,091	1,845,614	2,252,051	2,539,202	2,954,183	2,975,092					17,285,800
Water Well 1 Avg Depth to Water	10.6	10.1	9.5	10.1	10.2	9.9	10.2	10.8					N/A
Water Well 2 Avg Depth to Water	11.0	10.5	9.9	10.5	10.5	10.3	10.6	11.2					N/A
Average Depth to Water of Both Wells	10.8	10.3	9.7	10.3	10.4	10.1	10.4	11.0					N/A
Change in Average Depth to Water from 2017	+2.7	+2.3	-0.3	+0.3	+0.5	+0.4	+0.3	+0.6					N/A
Average Chloride mg/L at the Wells	34.5	35.5	32	35.5	35.5	32	32	32					N/A
State Wastewater Treated	245,913	247,835	431,311	368,955	353,388	392,298	559,538	639,341					3,238,579
State % of Total WW Flow	14%	15%	16%	17%	16%	16%	18%	20%					N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0					0
Biosolids Removal (Gallons)	9,600	0	4,800	9,600	4,800	4,800	13,500	13,500					60,600
<b>WW Permit Limitation Exceeded</b>	0	0	0	0	0	0	0	0					N/A
<b>RW Permit Limitation Exceeded</b>	0	0	0	0	0	0	0	0					N/A
<b>Constituent Exceeded</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A					N/A
<b>Sample Limit</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A					N/A
<b>Sample Result</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A					N/A
<b>2017</b>													
Wastewater Influent	4,686,295	4,225,605	2,454,810	2,674,358	2,408,421	2,400,006	3,248,977	2,976,582	2,314,982	2,167,268	1,852,863	1,972,595	33,382,762
Wastewater Final Effluent (Month Cycle)	4,621,950	4,185,250	2,372,800	2,628,130	2,496,660	2,398,120	2,953,830	2,648,061	2,259,220	2,140,520	1,816,710	1,893,300	32,414,551
Adjusted Wastewater Influent (- State Flow) *	3,757,902	3,410,095	2,094,624	2,263,137	2,035,569	2,008,272	2,675,674	2,492,452	1,942,728	1,840,359	1,577,793	1,670,528	27,759,133
Water Produced (month cycle)	1,602,216	1,806,869	1,773,957	1,960,209	2,111,454	2,153,118	2,598,851	2,392,456	2,060,913	1,943,827	1,706,552	1,744,635	23,855,056
Sewer Influent/Water Produced Ratio	2.90	2.34	1.38	1.36	1.14	1.12	1.25	1.24	1.10	1.10	1.08	1.13	N/A
Adjusted Sewer/Water Ratio	2.50	1.89	1.18	1.16	0.96	0.93	1.03	1.04	0.94	0.95	0.92	0.92	N/A
Average Depth of Both Wells	8.1	8.0	10.0	10.0	9.9	9.7	10.1	10.4	10.5	11.0	11.8	11.8	N/A
Change in Average Depth to Water from 2016	-2.0	-2.6	0.0	-0.6	-0.7	-1.0	-1.0	-1.5	-2.4	-2.6	-0.9	+1.2	N/A
Average Chloride mg/L at the Wells	66	65	46	36	53	69	60	51	40	37	36	35	N/A
State Wastewater Treated	928,393	815,510	370,186	411,221	372,852	391,734	573,303	484,130	372,254	326,909	275,070	302,067	5,623,629
State % of Total WW Flow	0.2	0.19	0.15	0.15	0.16	0.16	0.18	0.16	16%	15%	15%	15%	N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0	0	0	0	0	0
Biosolids Removal (Gallons)	9,600	4,800	4,800	9,600	9,600	9,600	0	9,600	4,800	4,800	0	4,800	72,000
<b>WW Permit Limitation Exceeded</b>	0	0	0	0	0	0	0	0	0	0	0	0	N/A
<b>RW Permit Limitation Exceeded</b>	0	0	0	0	0	0	0	0	0	0	0	0	N/A
<b>Constituent Exceeded</b>	None	None	None	None	None	None	None	None	None	None	None	None	N/A
<b>Sample Limit</b>	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
<b>Sample Result</b>	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**

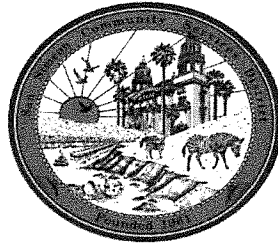
**August 2018**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Well Average Depth 2014</b>	14.7	13.4	10.7	10.6	10.5	11.4	12.7	14.0	12.8	13.0	13.7	10.5
<b>Well Average Depth 2015</b>	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9	13.6	13.7	11.4
<b>Well Average Depth 2016</b>	10.0	10.6	10.0	10.6	10.6	10.7	11.1	11.9	12.9	13.6	12.7	10.6
<b>Well Average Depth 2017</b>	8.1	8.0	10.0	10.0	9.9	9.7	10.1	10.4	10.5	11.0	11.8	11.8
<b>Well Average Depth 2018</b>	10.8	10.3	9.7	10.3	10.4	10.1	10.4	11.0				



**3. A. iv DISTRICT FINANCIALS**  
**Cortney Murguia**  
**August 31, 2018**

# SAN SIMEON COMMUNITY SERVICES DISTRICT



## 3.A.iv FINANCIAL SUMMARY

### Billing August 30, 2018

<b>July Billing Revenue</b>	<b>\$ 96,340.98</b>
<b>August Billing Revenue</b>	<b>\$ 106,627.22</b>
Past Due (31 to 60 days)	\$ 786.73
Past Due (60 days)	\$ -

---

### ENDING BANK BALANCES

August 30, 2018

#### RABOBANK SUMMARY:

**Well Rehab Project/USDA Checking Account** **\$ 144.00**

#### PACIFIC PREMIER BANK:

**Money Market Account Closing Balance July 31, 2018** **\$ 861,689.40**

**Interest for August 2018** **\$ 256.18**

**Money Market Account Closing Balance August 31, 2018** **\$ 861,945.58**

Reserve Fund (250,000.00)

Wait-list Deposits (69,750.00)

Customer Deposits (9,500.00)

**Available Funds** **\$ 532,695.58**

**General Checking Account August 31, 2018** **\$ 118,721.60**

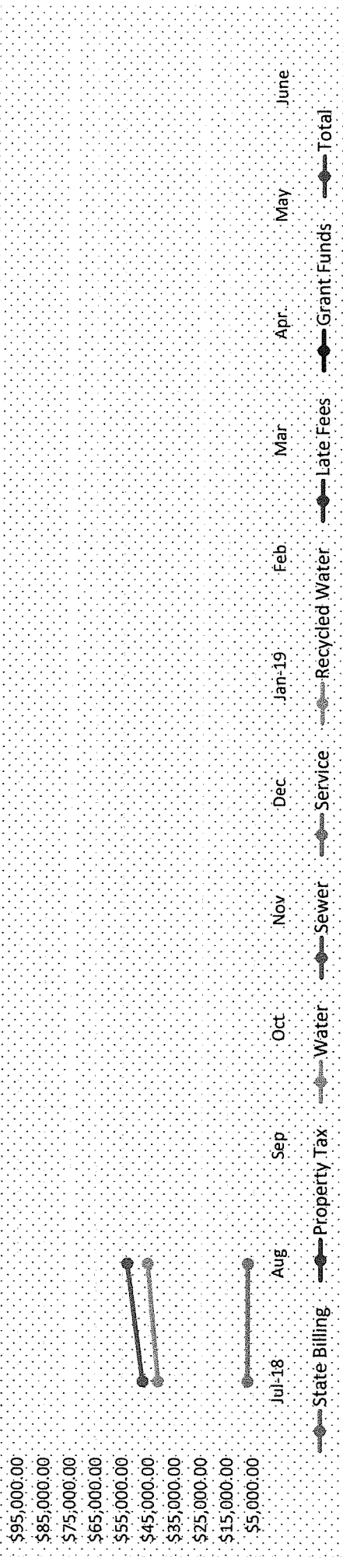
**LAIF Closing Balance August 31, 2018** **\$ 533.49**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet**  
**As of August 31, 2018**

	Aug 31, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Pacific Prem - General Checking	118,476.25
1017 · Pacific Premier-Money Market	861,689.40
1022 · USDA checking	164.00
1040 · Cash in county treasury	108.33
1050 · LAIF - non-restricted cash	530.97
Total Checking/Savings	981,118.95
Other Current Assets	
1014 · *Deposits in Transit	461.89
1200 · Accounts receivable	105,956.19
1300 · Prepaid expenses	8,307.14
Total Other Current Assets	114,725.22
Total Current Assets	1,095,844.17
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	188,893.72
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	38,510.50
1680 · Generator	29,101.14
Total 1400 · Fixed assets	5,002,952.37
1690 · Accumulated depreciation	(2,295,988.96)
Total Fixed Assets	2,706,963.41
<b>TOTAL ASSETS</b>	<b>3,802,807.58</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll liabilities	137.70
2500 · Customer security deposits	9,600.00
2510 · Connect hookup wait list	69,750.00
2520 · USDA Loan	406,895.00
Total Other Current Liabilities	486,382.70
Total Current Liabilities	486,382.70
Total Liabilities	486,382.70
Equity	
3200 · Fund balance	3,297,523.20
Net Income	18,901.68
Total Equity	3,316,424.88
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,802,807.58</b>

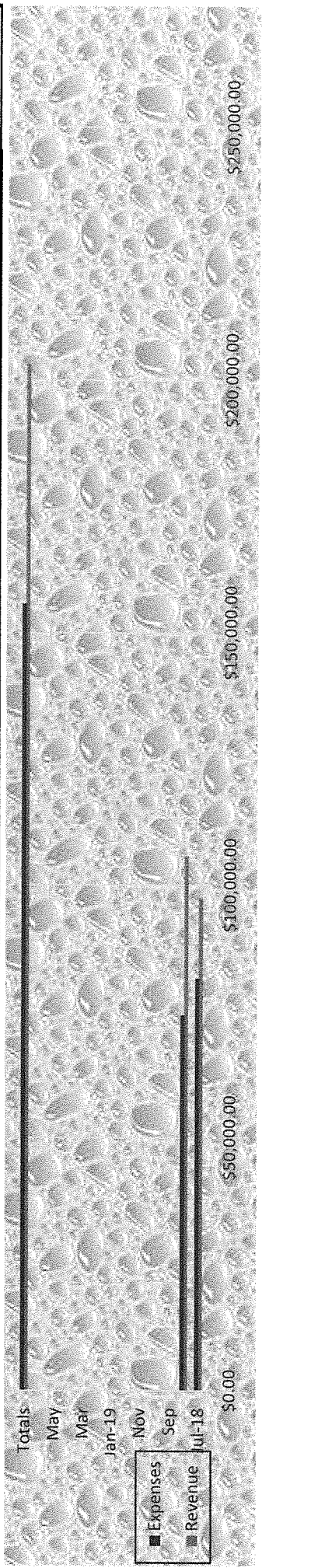
DISTRICT REVENUE FY 2018/2019

	Jul-18	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Apr.	May	June	Totals
State Billing													\$0.00
Property Tax	\$1,288.59	\$0.00											\$1,288.59
Water	\$41,336.59	\$45,279.14											\$86,615.73
Sewer	\$47,258.33	\$53,156.35											\$100,414.68
Service	\$7,111.73	\$7,113.60											\$14,225.33
Recycled Water													\$0.00
Late Fees	\$461.43	\$201.49											\$662.92
Grant Funds													\$0.00
<b>Total</b>	<b>\$97,456.67</b>	<b>\$105,750.58</b>						\$0.00					<b>\$203,207.25</b>
Water Sold Cu Ft	334631	367360											701991
Water Sold Acre ft	7.68	8.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.12



REVENUE VS EXPENSES

	Jul-18	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Apr.	May	June	Totals
Revenue	\$97,456.67	\$105,750.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$203,207.25
Expenses	\$81,495.91	\$74,250.58											\$155,746.49
<b>Balance</b>	<b>\$15,960.76</b>	<b>\$31,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$47,460.76</b>





**SAN SIMEON COMMUNITY SERVICES  
HISTORICAL FISCAL REVIEW**

**FY 2015 / 2016**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$7,200.02			\$8,584.90			\$11,992.94			\$10,529.30	\$38,307.16
Property Tax	\$1,299.10	\$78.29	\$89.78	\$6,473.88	\$5,162.73	\$31,035.95	\$732.82	\$3,907.74	\$4,380.61	\$20,311.05	\$670.65	\$812.49	\$74,955.09
Water	\$32,179.33	\$35,048.63	\$31,023.24	\$30,062.47	\$23,260.87	\$19,903.42	\$28,833.61	\$24,410.65	\$22,300.83	\$24,943.58	\$27,395.80	\$29,375.50	\$328,737.93
Sewer	\$38,340.31	\$41,800.72	\$36,517.90	\$35,482.63	\$27,568.63	\$23,716.44	\$33,983.50	\$28,929.28	\$26,405.46	\$29,496.09	\$31,742.13	\$34,065.24	\$388,048.33
Service	\$6,052.80	\$6,081.90	\$6,111.00	\$6,111.00	\$6,111.00	\$6,111.00	\$6,169.20	\$6,111.00	\$6,140.10	\$6,140.10	\$6,111.00	\$6,111.00	\$73,361.10
Recycled Water			\$1,359.75			\$854.07							\$2,213.82
Late Fees	\$118.83	\$71.20	\$72.27	\$239.83	\$386.63	\$99.38	\$153.29	\$138.82	\$86.36	\$485.53	\$657.24	\$418.39	\$2,927.77
Total Revenue	\$77,990.37	\$83,080.74	\$82,373.96	\$78,369.81	\$62,489.86	\$90,305.16	\$69,872.42	\$63,497.49	\$71,306.30	\$81,376.35	\$66,576.82	\$81,311.92	\$908,551.20
Total Expense	\$56,735.48	\$80,703.14	\$62,573.67	\$62,460.00	\$90,307.21	\$78,261.91	\$62,999.58	\$69,646.10	\$68,440.42	\$78,744.51	\$62,608.05	\$60,034.80	\$833,514.87
Water Sold Cu Ft	311247	338869	297896	288860	223460	191579	276707	234583	213757	239168	260907	278,453	3,155,486
Water Sold Acre ft	7.15	7.78	6.84	6.63	5.13	4.40	6.35	5.39	4.91	5.49	5.99	6.39	72.44

**FY 2016/2017**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$12,485.00			\$13,996.07			\$29,440.40			\$23,960.29	\$79,881.76
Property Tax	\$1,161.69		\$1,184.42	\$6,789.01	\$6,970.82	\$28,878.98	\$2,456.74	\$2,966.66	\$2,421.97	\$23,540.38	\$415.92	\$1,111.78	\$77,898.37
Water	\$36,292.1	\$36,746.52	\$31,241.74	\$29,953.03	\$22,549.49	\$19,445.8	\$25,600.5	\$22,112.36	\$19,816.90	\$27,563.35	\$27,763.55	\$31,331.40	\$330,416.71
Sewer	\$41,862.8	\$43,190.60	\$36,386.89	\$35,106.74	\$25,574.57	\$21,817.9	\$29,037.7	\$24,590.36	\$22,440.87	\$31,022.32	\$31,228.75	\$34,851.59	\$377,111.12
Service	\$6,559.5	\$6,472.20	\$6,472.20	\$6,472.20	\$6,626.30	\$6,533.8	\$6,503.0	\$6,503.02	\$6,503.02	\$6,503.02	\$6,564.66	\$6,626.30	\$78,339.28
Recycled Water						\$216.4							\$216.35
Late Fees	\$485.7	\$97.52	\$595.71	\$316.72	\$353.70	\$1,587.7	\$366.8	\$1,387.73	\$735.52	\$202.87	\$187.94	\$804.03	\$7,121.95
Total Revenue	\$86,361.78	\$86,506.84	\$88,365.96	\$78,637.70	\$62,074.88	\$92,476.61	\$63,984.81	\$57,560.13	\$81,358.68	\$88,831.94	\$66,160.82	\$98,685.39	\$950,985.54
Total Expense	\$127,105.89	\$72,035.48	\$114,268.09	\$71,273.31	\$75,340.87	\$66,017.87	\$71,441.43	\$72,822.48	\$152,049.21	\$62,994.78	\$77,525.44	\$71,657.28	\$1,034,532.13
Water Sold Cu Ft	324654	324654	281207	269907	203338	175391	232048	200704	179990	249876	249279	282352	2,973,400
Water Sold Acre ft	7.45	7.45	6.46	6.20	4.67	4.03	5.33	4.61	4.13	5.74	5.72	6.48	68.26

**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
Recycled Water													\$0.00
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
Total Revenue	\$82,106.68	\$83,293.20	\$96,816.81	\$69,804.04	\$74,681.40	\$100,985.38	\$61,982.65	\$63,911.86	\$65,244.73	\$90,486.76	\$67,900.93	\$108,216.60	\$965,431.04
Total Expense	\$94,660.34	\$87,503.06	\$104,489.98	\$71,763.52	\$62,490.35	\$85,613.60	\$88,196.48	\$73,251.65	\$109,510.66	\$70,856.21	\$80,363.24	\$80,743.66	\$1,009,442.75
Water Sold Cu Ft	299369	310960	266284	241692	232942	169355	194345	217741	144425	244412	237414	308832	2,867,771
Water Sold Acre	6.87	7.14	6.11	5.55	5.35	3.89	4.46	5.00	3.32	5.61	5.45	7.09	65.84

## **4. CONSENT AGENDA**

- A. Review & Approval of Minutes for the Regular Meeting  
–August 8, 2018.**

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, August 8, 2018**  
**6:00 pm**

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

**1. REGULAR SESSION: @ 6:00 PM**

**A. Roll Call**

Chairperson Williams – present	General Manager, Charles Grace
Vice-Chairperson McGuire – present	District Counsel, Natalie Frye Laacke
Director Russell – present	
Director Kellas – present	
Director Stanert –present	

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

**Public Comment**

Judith King spoke regarding Measure G which is the oil and gas shutdown measure. She provided her business card to each of the Board members.

**3. SPECIAL PRESENTATIONS AND REPORTS:**

**A. STAFF REPORTS:**

**i. Sheriff's Report – Report for July.**

Sergeant Chad Nicholson provided the sheriff's report for the period of three and half weeks. There were 25 calls for service including three (3) calls for a suspicious suspect, theft involving an unlocked vehicle and theft in an unlocked home. He also commented San Simeon was one of the safer areas in the county.

**ii. General Manager's Report – Report on Staff activities for the month of July.**

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

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. Prepared the agenda for the Water Committee meeting.

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

- Responded to six (6) public records requests.
- Finalized the executed contract with Phoenix Engineering for 100% Design work of the reservoir project.
- Responded to several customer inquiries related to parking, dead tree removal, removal of debris on county property, and code enforcement issues.
- Coordinated continued landscaping improvements at the District office, and along Pico Avenue, including removal of a dead tree located on the District easement.
- Prepared the quarterly newsletter.
- Notice of Stage 1 water restrictions was prepared and mailed on July 26, 2018.
- Met with the policy and procedures ad-hoc committee.

The District office will be closed from August 13 – August 17, 2018.

**2. Grant Update –**

**PROP 1 FUNDS – PLANNING GRANT**

As part of the reimbursement process staff has submitted invoices totaling the amount of \$73,655.00. The County is expecting to do a six month reimbursement turn around. Staff will update the District when we receive a confirmation from the County on a reimbursement schedule.

**PROP 1 FUNDS – IMPLEMENTATION PROJECTS**

The IRWM Scoring Summary for the Reservoir project has been submitted for the Reservoir Expansion Project (attached). The guidelines time frame has changed and is now expected to be released in December of 2018. The County will be selecting projects approximately in February of 2019 once the guidelines are reviewed. There is a \$3.2 million dollar set aside for Round one (1) of the Prop 1 Funds. \$232,229 has been set aside specifically for DACs. Our understanding is there are only two (2) other DACs applying for the Round 1 Funds.

Attached is a copy of the summary and scoring sheet for the project. This is the preliminary grant submission. If selected, there is a main application process and a presentation to the Department of Water Resources. There is a very tight schedule in place and it is important that Staff, Engineering and Environmental stay on task.

**Other:**

Staff attended the County Emergency Services/FEMA seminar on how to prepare for emergency funding during a disaster. The class was informative and staff will be putting together some items to be better prepared to apply for emergency funding in case of a disaster situation.

**iii. Superintendent's Report –**

Jonathan Weise presented the report.

**1. Wastewater Treatment Plant**

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB, including annual, bi-annual and semi-annual sampling.
- Three loads of sludge were hauled away.

**2. Water 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), including additional reporting required with filter operation.
- The annual County Water Usage Report was completed and submitted.
- Annual testing of the District's backflow devices was performed.
- The R.O. unit was repickled.
- 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 of these activities.
- The District office roof was replaced.
- Pot holes were filled around the District.
- Weed abatement was performed around the District.

**iv. District Financial Summary –**

June Billing Revenue	\$ 86,537.48
July Billing Revenue (*includes rate increase)	\$ 96,340.98
Past Due (31 to 60 days)	\$ 361.77
Past Due (60 days)	\$ 277.47
<b>RABOBANK SUMMARY:</b>	
Well Rehab Project/USDA Checking Account	\$ 4.00
<b>PACIFIC PREMIER BANK:</b>	
Money Market Account Closing Balance June 30, 2018	\$ 837,435.82
Interest for July 2018	\$ 253.58
Deposit for Waitlist	\$ 24,000.00
Money Market Account Closing Balance July 31, 2018	\$ 861,689.40
Reserve Fund	(250,000.00)
Wait-list Deposits	(69,750.00)
Customer Deposits Available Funds	(9,500.00)
	\$ 532,439.40
General Checking Account July 31, 2018	\$ 85,606.90
LAIF Closing Balance July 31, 2018	\$ 533.49

**v. District Counsel's Report – Summary of July's activities**

Natalie Frye Laacke provided a recap of July's activities and reviewed an appropriation limits memorandum with the Board. She provided information on the appropriation limit resolution from the July Board meeting.

**B. BOARD OF DIRECTORS AND COMMITTEE REPORTS:**

Director Kellas provided a recap of the water committee meeting. The committee came to a consensus regarding the addition of a 5<sup>th</sup> member due to the resignation of Julia Stanert. They decided to leave the committee at 4 members. The committee also reached a consensus regarding recommending that the Board move forward with the capacity fee study.

**C. SPECIAL PRESENTATIONS: None**

**D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:**

**Public Comment – None**

**4. CONSENT AGENDA ITEMS:**

**Public Comment – None**

**A. Review and approval of Minutes for the Regular Meeting on July 11, 2018.**

A motion was made to approve consent agenda items 4A.

Motion by: Director Russell  
2<sup>nd</sup>: Director Kellas  
All in: 5 /0

**B. Review and approval of Disbursements Journal.**

A motion was made to approve consent agenda items 4B.

Motion by: Vice-Chairperson McGuire  
2<sup>nd</sup>: Director Kellas  
All in: 5 /0

**5. BUSINESS ITEMS:**

**Public Comment – None**

**A. Authorization for the General Manager to execute a Professional Services Agreement with Tuckfield & Associates not to exceed \$10,000.00.**

Cortney Murguia presented the item.

Director Kellas asked about the timeline for the capacity fee portion of the study.

Charles Grace replied that staff was working on gathering the information needed for Tuckfield & Associates.

Jon Richardson asked why three companies declined to bid.

Cortney Murguia responded to his question by providing information on the companies that were contacted.

A motion was made to approve the General Manager entering into a professional services agreement for the capacity fee study not to exceed the amount of \$10,000.00.

Motion by: Director Kellas  
2<sup>nd</sup>: Chairperson Williams  
All in: 5 /0

**6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS –**

A consensus was reached to direct staff to review the waitlist procedures and the intent to serve process including transfer of EDUs, the 2.3% growth management and order of issuance and report this information to the Board.

**7. PUBLIC COMMENT –**

Jon Richardson asked how the public could comment on an item that they had no information about.

Natalie Frye Laacke replied to his question by providing information on the legal requirements of public comment.

**8. CLOSED SESSION – 7:13 PM**

**A. Conference with Legal Counsel – Anticipated Litigation.** Decide whether to initiate litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: Number of case(s): 1.

**9. RECONVENE TO OPEN SESSION – 7:47 PM**

No reportable action was taken regarding this matter.

**10. ADJOURNMENT @ 7:50 PM**

## **4. CONSENT AGENDA**

### **B. Consideration of approval of Disbursements Journal**



**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Disbursements Journal**  
 September 2018

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -Check	08/08/2018	1635	Mid State Roofing	Replace roofing on office building at 111 Pico Avenue. Inv #111COP dated 7/26/18.	5,996.00
Bill Pmt -Check	08/08/2018	1636	Kathleen Fry Bookkeeping Services	Bookkeeping Services July 2018. Inv 2018-07 dated 7/31/18.	1,200.00
<b>September disbursements</b>					
Paycheck	09/01/2018	1637	DAN WILLIAMS	Board Service August 2 through September 1, 2018	-92.35
Paycheck	09/01/2018	1638	GWEN KELLAS	Board Service August 2 through September 1, 2018	-92.35
Paycheck	09/01/2018	1639	JOHN K RUSSELL	Board Service August 2 through September 1, 2018	-92.35
Paycheck	09/01/2018	1640	JULIA A GREENAN	Board Service August 2 through September 1, 2018	-92.35
Paycheck	09/01/2018	1641	MARY M MCGUIRE	Board Service August 2 through September 1, 2018	-92.35
Bill Pmt -Check	09/12/2018	1642	The Cavalier Inn	Customer security deposit refund. Account #356 as of 9/1/18.	-50.00
Bill Pmt -Check	09/12/2018	1643	Julie Rench	Customer security deposit refund. Account #403 and #409 as of 9/1/18.	-100.00
Bill Pmt -Check	09/12/2018	1644	Victor & Scheryl Kelly	Customer security deposit refund. Acct #370 as of 9/1/18.	-50.00
Bill Pmt -Check	09/12/2018	1645	Adamski Moroski Madden Cumberland & Green	Legal fees through July 31, 2018. Rip Rap Project and Regular Legal services. Inv #44906 dated 8/17/18	-3,285.82
Bill Pmt -Check	09/12/2018	1646	Adamski Moroski Madden Cumberland & Green	Legal fees through July 31, 2018. Policy and Procedure development. Inv #44907 dated 8/17/18.	-3,540.14
Bill Pmt -Check	09/12/2018	1647	Kathleen Fry Bookkeeping Services	Bookkeeping Services August 2018. Inv 2018-08 dated 8/31/18.	-1,200.00
Bill Pmt -Check	09/12/2018	1648	Kathleen Fry Bookkeeping Services	Fixed asset schedule project - bringing schedule current , Services: 8/24 - 8/31/2018. Inv 08-31-17.	-520.00
Bill Pmt -Check	09/12/2018	1649	Nossaman LLP	Legal Services re: Rip Rap matter through 7/31/2018. Inv 485098 dated 8/17/18.	-600.00
Bill Pmt -Check	09/12/2018	1650	Oliveira Environmental Consulting LLC	Environmental consulting services re: Rip Rap, WMP, and water tank projects through 8/22/18. 8/22/18. Inv OEC-023 dated 9/4/18.	-2,992.50
Bill Pmt -Check	09/12/2018	1651	San Luis Powerhouse	Quarterly service for Onan emergency generator: load bank test and maintenance inspection. Inv# 39966 dated 8/17/18.	-835.00
Bill Pmt -Check	09/12/2018	1652	Grace Environmental	Operations Management and Maintenance Fees Sept 2018.	-51,892.67
Check	09/25/2018	Elec Pymt	CalPERS	Retiree Health monthly premium for October 2018.	-347.56
Check	09/25/2018	Elec Pymt	CalPERS	Unfunded Accrued Liability only - for October 2018.	-1,132.64
Liability Check	09/25/2018	Elec Pymt	United States Treasury	Monthly payroll tax remittance for FIT and FICA for paychecks dated 9/1/2018.	-76.50
<b>TOTAL</b>					<b>-59,888.58</b>

## **5. BUSINESS ITEMS**