

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, May 13, 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://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)

Meeting Time: May 13, 2020 03:00 PM Pacific Time (US)

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

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS: Water and Budget Committee meetings postponed in response to COVID-19 social distancing.

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 Special Meeting on March 20, 2020.

B. Review and approval of Minutes for the Regular Meeting on April 8, 2020.

C. Review and approval of Disbursements Journal.

5. BUSINESS ACTION ITEMS:

Public Comment – Public comment will be allowed for each individual business item. Members of the public wishing to speak on business items may do so when recognized by the 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. Discussion on Procedure to Fill the Vacancy on the San Simeon Community Services District created by the Resignation of Director Mary Margaret McGuire; Direction to Staff to Post Notice of Vacancy pursuant to Gov't Code 1780; Schedule meeting at which candidates will be considered and the appointment made.

B. Appointment of a new Chairperson and Vice-Chairperson.

- C. Review of authorization of powers to the General Manager awarded under Resolution 20-419.**
- D. Adoption of Resolution 20-420 approving the application for and/or execution of grant funds from the Ocean Protection Council.**
- E. Direction to staff regarding a request for proposal for the District to contract with an engineering firm for on-call services.**
- F. Discussion related to the creation and implementation of a Brown Act Checklist for the Board agenda and discussion to schedule Brown Act training.**

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. 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 April 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 and the Recycled Water Facility was performed as required by the RWQCB.
- Annual flow meter calibration was performed by Telstar Instruments.
- No sludge was 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.
- Daily filter operations continue.
- 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

April 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	Chloride Wells 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Flows
04/01/20	Wednesday	31,037	31,400	898	39,120	40,018	0	0	0	-	-	-	0	10.3	10.2	0.00	835
04/02/20	Thursday	37,983	38,300	0	20,944	20,944	0	0	0	-	-	-	0	10.3	10.2	0.00	1,594
04/03/20	Friday	35,488	35,050	0	43,758	43,758	0	0	0	-	-	-	0	10.3	10.2	0.00	1,594
04/04/20	Saturday	48,635	47,130	0	26,554	26,554	0	0	0	-	-	-	0	10.4	10.3	0.15	1,422
04/05/20	Sunday	100,369	97,030	0	46,526	46,526	0	0	0	-	-	-	0	10.4	10.3	1.22	2,211
04/06/20	Monday	91,495	90,920	0	41,290	41,290	0	0	0	-	-	-	0	8.8	8.7	0.27	12,075
04/07/20	Tuesday	68,402	58,050	0	21,393	21,393	0	0	0	-	-	-	0	9.2	9.1	0.23	5,611
04/08/20	Wednesday	74,196	70,260	823	43,309	44,132	0	0	0	-	-	-	0	9.5	9.4	0.32	3,464
04/09/20	Thursday	89,164	80,130	0	43,234	43,234	0	0	0	-	-	-	0	9.7	9.6	0.04	4,154
04/10/20	Friday	57,043	54,820	0	37,475	37,475	0	0	0	-	-	-	0	9.6	9.5	0.35	4,585
04/11/20	Saturday	56,638	56,320	0	30,294	30,294	0	0	0	-	-	-	0	9.6	9.5	0.00	2,922
04/12/20	Sunday	47,925	46,750	0	29,995	29,995	0	0	0	-	-	-	0	9.8	9.7	0.00	2,210
04/13/20	Monday	50,752	48,930	0	25,881	25,881	0	0	0	-	-	-	0	9.8	9.7	0.00	2,210
04/14/20	Tuesday	48,938	52,050	972	76,670	77,642	0	0	0	-	-	-	0	10.0	9.9	0.00	2,210
04/15/20	Wednesday	38,754	43,540	0	0	0	0	0	0	-	-	-	0	10.1	10.0	0.00	2,123
04/16/20	Thursday	38,467	41,560	0	14,137	14,137	0	0	0	-	-	-	0	10.1	10.0	0.00	1,866
04/17/20	Friday	34,115	38,600	0	87,591	87,591	0	0	0	-	-	-	0	10.1	10.0	0.00	912
04/18/20	Saturday	51,552	53,660	0	32,388	32,388	0	0	0	-	-	-	0	10.1	10.0	0.00	2,549
04/19/20	Sunday	49,969	51,980	0	19,897	19,897	0	0	0	-	-	-	0	10.0	10.0	0.00	2,010
04/20/20	Monday	51,068	48,650	0	30,444	30,444	0	0	0	-	-	-	0	10.2	10.1	0.00	1,677
04/21/20	Tuesday	42,998	43,570	0	0	0	0	0	0	-	-	-	0	10.1	10.0	0.00	1,677
04/22/20	Wednesday	28,323	29,190	1,795	81,831	83,626	0	0	0	-	-	-	0	10.1	10.0	0.00	1,464
04/23/20	Thursday	38,119	33,730	0	0	0	0	0	0	-	-	-	0	10.3	10.2	0.00	1,402
04/24/20	Friday	44,639	46,530	0	97,165	97,165	0	0	0	-	-	-	0	10.2	10.1	0.00	1,744
04/25/20	Saturday	62,919	61,870	0	56,399	56,399	0	0	0	-	-	-	0	10.3	10.2	0.00	1,503
04/26/20	Sunday	54,584	52,400	0	54,230	54,230	0	0	0	-	-	-	0	10.3	10.2	0.00	9,514
04/27/20	Monday	69,741	65,670	0	46,376	46,376	0	0	0	-	-	-	0	10.3	10.2	0.00	1,771
04/28/20	Tuesday	46,921	45,660	0	50,191	50,191	4307	2740	1567	-	-	-	0	10.3	10.2	0.00	1,570
04/29/20	Wednesday	49,290	46,860	0	52,659	52,659	0	0	0	-	-	-	0	10.4	10.3	0.00	1,389
04/30/20	Thursday	44,094	44,740	1,197	60,289	61,486	0	0	0	-	-	-	0	10.3	10.2	0.00	2,890
TOTALS		1,583,618	1,555,350	5,685	1,210,040	1,215,724	4,307	2,740	1,567				0			2.58	83158
Average		52,787	51,845	189	40,335	40,524	144	91	52	0	0	0	0	10.0	9.9	0.09	2772
Minimum		28,323	29,190	0	0	0	0	0	0	0	0	0	0	8.8	8.7	0.00	835
Maximum		100,369	97,030	1,795	97,165	97,165	4,307	2,740	1,567	0	0	0	0	10.4	10.3	1.22	12075

DATA SUMMARY SHEET

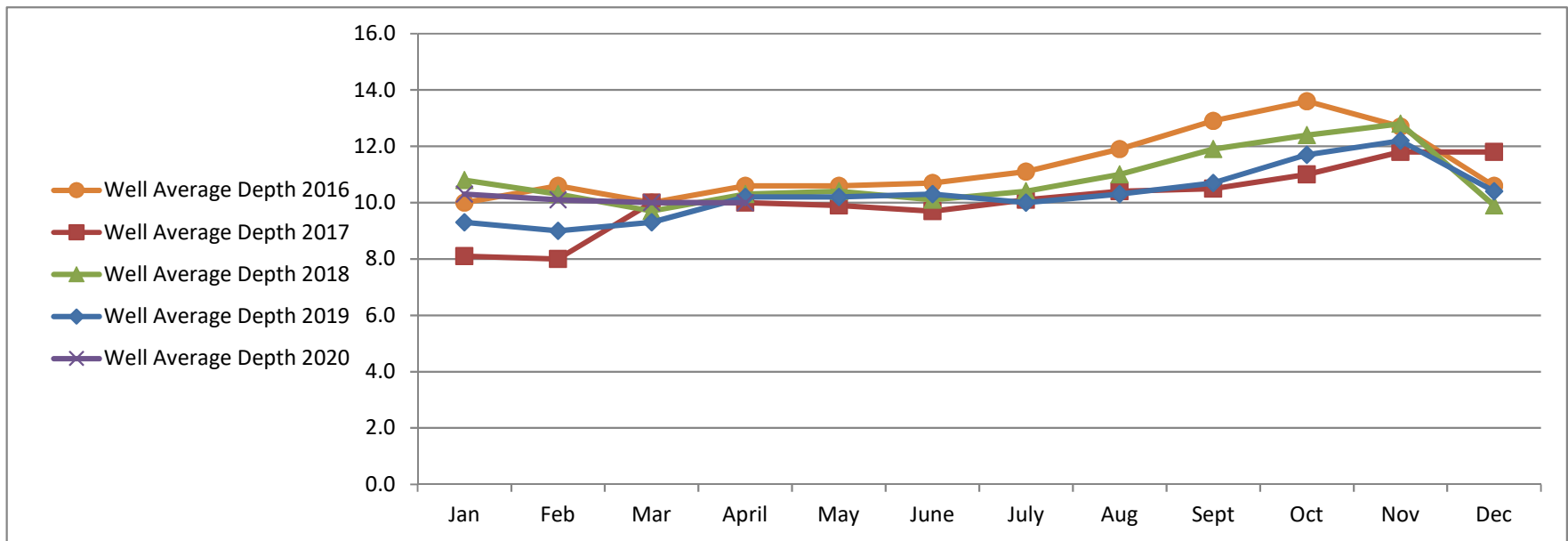
2020													
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total for 2020
Wastewater Influent	2,215,755	1,971,958	1,944,913	1,583,618									7,716,244
Wastewater Final Effluent (Month Cycle)	2,168,690	1,922,920	1,846,450	1,555,350									7,493,410
Adjusted Wastewater Influent (- State Flow)	1,958,507	1,780,122	1,818,999	1,500,460									7,058,088
Water Produced (month cycle)	1,843,670	1,872,693	1,514,688	1,215,724									6,446,776
Sewer Influent/Water Produced Ratio	1.20	1.05	1.28	1.31									N/A
Adusted Sewer/Water Produced Ratio	0.94	0.95	1.20	1.24									N/A
Well 1 Water Production	1,841,426	403,172	3,665	5,685									2,253,948
Well 2 Water Production	2,244	1,469,521	1,511,023	1,210,040									4,192,827
Total Well Production	1,843,670	1,872,693	1,514,688	1,215,724									6,446,776
Water Well 1 Avg Depth to Water	10.3	10.1	10.0	10.0									N/A
Water Well 2 Avg Depth to Water	10.2	10.0	9.9	9.9									N/A
Average Depth to Water of Both Wells	10.3	10.1	10.0	10.0									N/A
Change in Average Depth to Water from 2019	+1.0	+1.1	+0.7	-0.2									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									658,156
State % of Total WW Flow	12%	10%	7%	5%									N/A
Recycled Water Sold (Gallons)	0	0	0	0									0
Biosolids Removal (Gallons)	4,500	9,000	9,000	0									22,500
WW Permit Limitation Exceeded	0	0	0	0									0
RW Permit Limitation Exceeded	0	0	0	0									0
Constituent Exceeded	None	None	None	None									N/A
Sample Limit	N/A	N/A	N/A	N/A									N/A
Sample Result	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
Adusted 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

April 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								



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



GENERAL MANAGER'S REPORT

Item 3.A.iii

Staff Activity – Report on Staff activities for the month of April 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 seven (7) public records requests.
- Prepared a Special Meeting Board Packet.
- Handled parking enforcement issues.
- Assisted members of the community with questions related to the MHI survey.
- Manually waived late fees on fifty-five (55) customer accounts for a total credit amount of \$8636.36. Conducted six (6) online Zoom training sessions for both Board members and members of the public.

Update on District Grants:

Coastal Commission LCP Grant – Communications with Coastal Commission staff regarding information requests/web site information for the proposed project. Discuss connection between the CHRP and a County LCP amendment.

NFWF Grant – Continued coordination with NFWF regarding set up of their vendor tracking system for the grant fund administration and information requests.

OPC Grant – Receive and review the Draft OPC Grant Agreement, budget and proposed task summary, prepared by Wood for submittal to OPC by the end of May 2020. Attend conference call with Wood and OPC representative to discuss next steps.

Prop 1 Grant Update – Discuss upcoming SWRCB grant opportunities with the County Prop. 1 Grant coordinator. SWRCB webinar regarding new grant funding cycle has been canceled, reschedule pending.

Update on District Projects:

Disadvantaged Community Survey (MHI) – On April 27, 2020 SUSP mailed the second round of MHI surveys to customer addresses that had not previously submitted

a survey as part of the initial mailing. Staff will continue to work with SUSP and provide progress updates to the Board.

Solid Waste Authority from LAFCO – This item will be on the agenda for the June 10, 2020 Board meeting.

Coastal Development Permit (CDP) Special Conditions Update – No update at this time.

Request for Proposal (RFP) for CEQA – A request for proposal was sent to ten (10) firms. The request for proposal deadline was extended from April 16 to April 30 due to COVID19. The SSCSD received one proposal. Staff will review the proposal and coordinate next steps with the Board Chairperson.

Information on District Website – The District Resolutions and Ordinances have been uploaded onto the website. Staff continues moving forward with Official Payments and anticipates that this method will be finalized by the end of May.

Water Tank Project Update – Attached is a Letter from California Range Land Trust (CRT) withholding permission to modify and/or expand the existing easement unless steps are taken to avoid any impacts on the view shed from the vantage point of Highway 1.

Enc: Letter from California Range Land Trust

CALIFORNIA
RANGELAND
Trust

April 14, 2020

Ms. Kerry O'Toole
Land & Resource Manager
Hearst Western Properties
Via email: [REDACTED]

RE: Hearst's Request for California Rangeland Trust's review of the SSCSD Tank Project

Dear Kerry:

On February 19, 2020, Hearst requested that California Rangeland Trust (Rangeland Trust) review the San Simeon Community Services District (SSCSD) plans to expand the scope and size of its existing 1972 easement (Easement) granted by Hearst to allow SSCSD to construct, operate, and maintain, on a portion of Hearst's San Simeon Ranch Property in San Luis Obispo County, California, a water reservoir with a capacity 150,000 gallons. Rangeland Trust's primary source of information for its review has been the Initial Study and Mitigated Negative Declaration (MND) prepared in September of 2019 by Oliveira Environmental Consulting, LLC. According to the MND, SSCSD intends to construct two 25.5-foot tall water storage tanks each with a capacity of 400,000 gallons of water.

According to the conservation easement granted by Hearst to Rangeland Trust on February 18, 2005 (Conservation Easement), Hearst has reserved the right to grant easements and other third-party authorizations for the facilities and uses authorized under Sections 3, 9, 11, and 12 of the Conservation Easement. Section 9 of the Conservation Easement authorizes storage facilities for public utility purposes. Section 3 of the Conservation Easement requires Rangeland Trust's prior permission for any construction or enlargement greater than a cumulative fifty percent (50%) in size of any non-residential facility based on the size of the facility on the Effective Date of the Conservation Easement.

The water storage capacity of the existing water storage facility, as of the Effective Date, was and remains 150,000 gallons; SSCSD seeks approval of two new water storage tanks for a combined capacity of 800,000 gallons. The requirement under Section 3 of the Conservation Easement for Rangeland Trust's prior permission is therefore applicable. Rangeland Trust's required basis for approval of the expanded Easement is a demonstration that the expansion will not impair the "Conservation Values" as defined in the Conservation Easement.

Rangeland Trust staff reviewed the MND and it was reviewed and considered by Rangeland Trust's Conservation Committee on March 26, 2020. Rangeland Trust is concerned the visual resources, described as a part of the Conservation Values to be protected by the Conservation Easement, will be impaired by the development of the two 25.5-foot tall tanks as proposed. In reaching this conclusion, Rangeland Trust carefully considered the "photosimulation" included as Attachment B to the MND. Therefore, Rangeland Trust withholds its permission for Hearst to

Ms. Kerry O'Toole
April 14, 2020
Page 2

modify and/or expand the Easement under the scope outlined in the MND unless steps are taken to avoid any impacts on the viewshed from the vantage point of Hwy 1. Possible measures include, but are not limited to, any combination of:

- a) Reducing the height of the water storage tanks;
- b) Constructing the concrete pad below ground level, thereby substantially lowering the height profile of the storage tanks; and
- c) Shielding the tanks with natural foliage.

After SSCSD and Hearst of review potential measures to reduce the tanks' potential effect on the viewshed from Hwy 1, Rangeland Trust will reconsider the proposed modification to the Easement.

Please let me know if you have any further questions or requests.

Sincerely,



Michael Delbar
Chief Executive Officer

3. A. iv. DISTRICT FINANCIALS
Cortney Murguia
April 30, 2020

SAN SIMEON COMMUNITY SERVICES DISTRICT



3.A.iv FINANCIAL SUMMARY

Billing April 30, 2020

March Billing Revenue	\$	62,130.83
April Billing Revenue	\$	37,153.14
Past Due (Over 60 days)	\$	282.84

ENDING BANK BALANCES

April 30, 2020

PACIFIC PREMIER BANK:

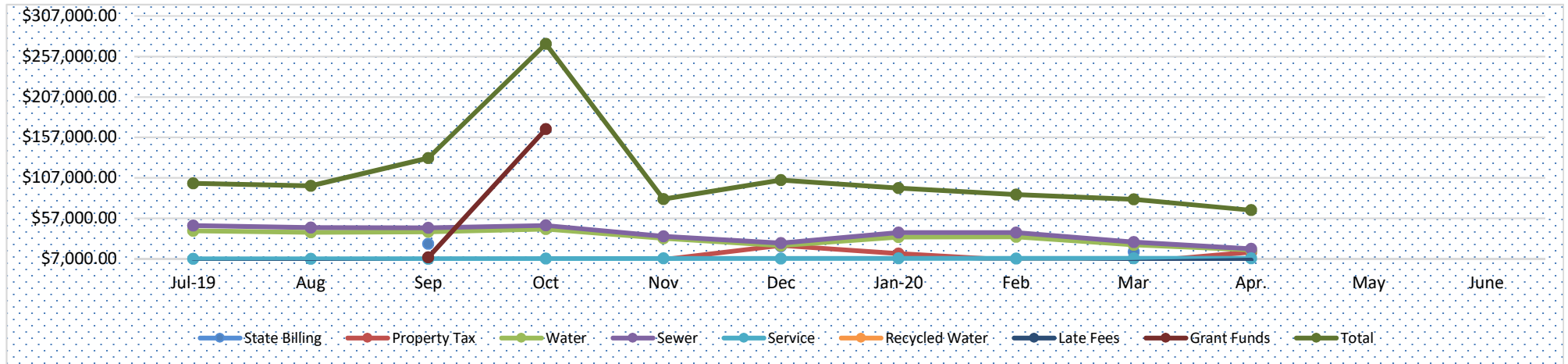
Money Market Account Closing Balance March 31, 2020	\$	1,161,766.70
Interest for April	\$	1,730.72
Money Market Account Closing Balance March 31, 2020	\$	1,163,497.42
Reserve Fund		(250,000.00)
Wait-list Deposits		(69,750.00)
Customer Deposits		(9,250.00)
Available Funds	\$	<u>834,497.42</u>
General Checking Account April 30, 2020	\$	100,565.06
LAIF Closing Balance April 30, 2020	\$	553.02
Interest Money Market Account 2019	\$	22,529.11
Interest Money Market Account 2020	\$	7,345.03

SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of April 30, 2020

	Apr 30, 20
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Pacific Prem - General Checking	98,903.99
1017 · Pacific Premier-Money Market	1,163,497.42
1040 · Cash in county treasury	108.33
1050 · LAIF - non-restricted cash	553.02
Total Checking/Savings	1,263,212.76
Other Current Assets	
1200 · Accounts receivable	81,447.60
1220 · A/R - Hearst Castle	15,776.54
1300 · Prepaid expenses	1,693.76
Total Other Current Assets	98,917.90
Total Current Assets	1,362,130.66
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	223,040.88
1680 · Generator	29,101.14
Total 1400 · Fixed assets	5,188,949.93
1690 · Accumulated depreciation	(2,524,099.97)
Total Fixed Assets	2,664,849.96
TOTAL ASSETS	4,026,980.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2500 · Customer security deposits	9,150.00
2510 · Connect hookup wait list	70,890.00
2520 · USDA Loan	443,122.00
Total Other Current Liabilities	523,162.00
Total Current Liabilities	523,162.00
Total Liabilities	523,162.00
Equity	
3200 · Fund balance	3,275,440.52
Net Income	228,378.10
Total Equity	3,503,818.62
TOTAL LIABILITIES & EQUITY	4,026,980.62

DISTRICT REVENUE FY 2019/2020

	Jul-19	Aug	Sep	Oct	Nov	Dec	Jan-20	Feb	Mar	Apr.	May	June	Totals
State Billing			\$25,528.71			\$22,455.35			\$15,776.54				\$63,760.60
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			\$78,916.38
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			\$331,093.20
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			\$374,061.28
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			\$73,480.14
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			\$16,565.24
Grant Funds			\$8,750.00	\$167,376.61						\$1,485.90			\$177,612.51
Total	\$100,145.43	\$97,323.44	\$131,378.16	\$272,654.73	\$80,949.64	\$104,400.04	\$94,429.02	\$86,479.39	\$80,624.31	\$67,105.19			\$1,115,489.35
Water Sold Cu Ft	336845	319458	323518	329822	242893	179311	260006	261505	185972	137196			2576526
Water Sold Acre ft	7.73	7.33	7.43	7.57	5.58	4.12	5.97	6.00	4.27	3.15	0.00	0.00	59.15



REVENUE VS EXPENSES

	Jul-19	Aug	Sep	Oct	Nov	Dec	Jan-20	Feb	Mar	Apr.	May	June	Totals
Revenue	\$100,145.43	\$97,323.44	\$131,378.16	\$272,654.73	\$80,949.64	\$104,400.04	\$94,429.02	\$86,479.39	\$80,624.31	\$67,105.19	\$0.00	\$0.00	\$1,115,489.35
Expenses	\$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			\$821,789.32
Balance	\$9,939.59	\$29,617.94	\$36,976.58	\$175,059.23	(\$6,872.37)	\$18,226.07	\$8,712.58	\$10,836.28	\$18,041.77	(\$6,837.64)	\$0.00	\$0.00	\$293,700.03



SAN SIMEON COMMUNITY SERVICES HISTORICAL FISCAL REVIEW

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
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
Grant Funds						\$20,000.00							
Revenue	\$86,361.78	\$86,506.84	\$88,365.96	\$78,637.70	\$62,074.88	\$92,260.26	\$63,964.81	\$57,560.13	\$81,358.68	\$88,831.94	\$66,160.82	\$98,685.39	\$950,769.19
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
Balance	(\$40,744.11)	\$14,471.36	(\$25,902.13)	\$7,364.39	(\$13,265.99)	\$26,242.39	(\$7,476.62)	(\$15,262.35)	(\$70,690.53)	\$25,837.16	(\$11,364.62)	\$27,028.11	(\$83,762.94)
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
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	#####	\$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

4. CONSENT AGENDA

- A. Consideration of approval of minutes for the Special Meeting on March 20, 2020.**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
March 20, 2020 at 4:00 PM

Virtual Meeting Location conducted via ZOOM

1. REGULAR SESSION: 4:00 PM

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

2. PUBLIC COMMENT: None

3. BUSINESS ITEMS

- A. Review and approval of Resolution No. 20-419 Declaration of Emergency and Resolution of the San Simeon Community Services District to Temporarily Authorize Increased Authority of the General and Temporary Relief for Non-Payment of Water/Sewer Bills.**

Vice-Chairperson Kellas stated that she would be chairing the meeting because Chairperson McGuire was feeling ill. Vice-Chairperson Kellas also stated that she would be addressing Henry Krzcuik’s public comments line by line. (These comments were not submitted to the District office)

There was discussion between the Board members related to sending a notification to customers explaining how the contents of the resolution pertain to utility account holders. There was also discussion related to the existing backup processes and systems that Grace Environmental Services had in place during the COVID-19 emergency. Board members also discussed that there was existing language in the policy and procedure manual that granted certain authority to the General Manager under emergency conditions.

A motion was made to approve Resolution No. 20-419 with added language regarding the need to review the authority granted by the resolution every 30 days.

Motion by: Vice-Chairperson Kellas
2nd: Director Russell
All in: 5 /0

Roll Call:

McGuire: Yes Kellas: Yes Russell: Yes Carson: Yes Maurer: Yes

4. ADJOURNMENT @ 4:47 PM

4. CONSENT AGENDA

B. Consideration of approval of minutes for the Regular Board Meeting on April 8, 2020.

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

Virtual Meeting Location

1. REGULAR SESSION: @ 3:00 PM

A. Roll Call

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment – Chairperson McGuire read an email from Daniel De La Rosa

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

i. **Sheriff's Report** – None

ii. **Superintendent's Report** – Jerry Copeland provided a summary of March activities. He stated that on page 3 of the superintendent report the totals for 2018 were not visible when the report printed and he acknowledged that the error had been corrected.

Henry Krzcuik stated he estimates water production is down 40% as a result of COVID-19. Charles Grace responded that his estimate is in the ball park.

iii. **General Manager's Report** – Charles Grace provided a summary of March activities.

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

v. **District Counsel's Report** – Natalie Frye Laacke provided a summary of March activities.

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS: None

C. SPECIAL PRESENTATION: None

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

Public Comment - None

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 February 12, 2020.

B. Review and approval of Minutes for the Regular Meeting on March 13, 2020.

C. Review and approval of Disbursements Journal.

A motion to approve items 4a – 4c with the changes recommended by Chairperson McGuire.

Motion by: Vice-Chairperson Kellas

2nd: Director Russell

All in: 5 /0

Roll Call:

McGuire: Yes

Kellas: Yes

Russell: No

Carson: Yes

Maurer: Yes

5. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS – Director Russell asked that an item be placed on the agenda related procuring to a District engineer.

6. ADJOURNMENT @ 3:36 PM

4. CONSENT AGENDA

C. Consideration of approval of Disbursements Journal

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
May 2020

Type	Date	Num	Name	Memo	Paid Amount
Paycheck	05/01/2020	2003	GWEN KELLAS	Board Service April 2 through May 1, 2020.	-92.35
Paycheck	05/01/2020	2004	JOHN K RUSSELL	Board Service April 2 through May 1, 2020.	-92.35
Paycheck	05/01/2020	2005	MARY M McGUIRE	Board Service April 2 through May 1, 2020.	-92.35
Paycheck	05/01/2020	2006	WILLIAM E MAURER	Board Service April 2 through May 1, 2020.	-92.35
Paycheck	05/01/2020	2007	WILLIAM J CARSON	Board Service April 2 through May 1, 2020.	-92.35
Bill Pmt -Check	05/13/2020	2008	Adamski Moroski Madden Cumberland & Green	General legal services. Service Period through 3/31/20. Inv 50288 dated 4/22/2020.	-5,126.75
Bill Pmt -Check	05/13/2020	2009	Kathleen Fry Bookkeeping Services	Bookkeeping Services April 2020. Inv 2020-04-CSD dated 4/30/2020.	-1,100.00
Bill Pmt -Check	05/13/2020	2010	Oliveira Environmental Consulting LLC	Water Tank/Reservoir Project/MP. Service Period 1/24 - 4/20/20. Inv OEC-2020-015 dated 4/24/20.	-165.00
Bill Pmt -Check	05/13/2020	2011	Oliveira Environmental Consulting LLC	WWTP/CDP Special Conditions. Service period 1/24-4/20/20. Inv OEC-2020-014 dated 4/24/2020.	-165.00
Bill Pmt -Check	05/13/2020	2012	Oliveira Environmental Consulting LLC	Professional services re: IRWM Prop 1 Grant. Services 1/24-4/20/20. Inv OEC-2020-013 dated 4/24/20.	-495.00
Bill Pmt -Check	05/13/2020	2013	Oliveira Environmental Consulting LLC	Professional services re: LCP Amendment Grant. Services 1/24-4/20/20. Inv OEC-2020-013 dated 4/24/20.	-1,100.00
Bill Pmt -Check	05/13/2020	2014	Oliveira Environmental Consulting LLC	Professional services re: NFWF Grant. Services 1/24-4/20/20. Inv OEC-2020-013 dated 4/24/20.	-2,365.00
Bill Pmt -Check	05/13/2020	2015	Oliveira Environmental Consulting LLC	Professional services re: OPC Grant. Services 1/24-4/20/20. Inv OEC-2020-013 dated 4/24/20.	-1,210.00
Bill Pmt -Check	05/13/2020	2016	Oliveira Environmental Consulting LLC	Professional services re: additional grant opportunities, FEMA. Services 1/24-4/20/20. Inv OEC-2020-013 dated 4/24/20.	-1,925.00
Bill Pmt -Check	05/13/2020	2017	rrm design group	Professional services re: obtaining solid waste authority, coordinate with LAFCO. Svcs through 3/20/20. Inv 0440-02-0320 dated 4/8/20.	-1,952.50
Bill Pmt -Check	05/13/2020	2018	Simply Clear Marketing & Media	Monthly Website Service and Mgt fee service period May 21 - Jun 20, 2020. Inv 305938 dated 4/30/20.	-400.00
Bill Pmt -Check	05/13/2020	2019	SLO County - Ofc of Emergency Services	Multi-jurisdictional hazard mitigation plan - local match cost-share. Inv 014 dated 4/24/20.	-750.00
Bill Pmt -Check	05/13/2020	2020	Wood Environment & Infrastructure Solutio	On-Call Grant Support Services through 02/28/20. Inv S49833531 dated 03/23/2020..	-482.00
Bill Pmt -Check	05/13/2020	2021	Wood Environment & Infrastructure Solutio	On-Call Grant Support Services through 03/27/20. Inv S49833602 dated 04/17/2020..	-1,120.00
Bill Pmt -Check	05/13/2020	2022	Grace Environmental Services	Operations Management and Maintenance Fees May 2020. Inv # 1366 dated 05/01/20.	-53,495.12
Check	05/25/2020	Elec Pymt	CalPERS Fiscal Services Division	Retiree Health monthly premium for June 2020.	-353.29
Check	05/25/2020	Elec Pymt	CalPERS Fiscal Services Division	Unfunded Accrued Liability only - prepayment for June 2020. Cust. ID # 7226734344.	-1,199.93
Liability Check	05/29/2020	Elec Pymt	United States Treasury (US Treasury)	Payroll tax payment for paychecks dated 05/01/2020,	-76.50
TOTAL					-73,942.84

5. A. Business Items



BUSINESS ACTION ITEM STAFF REPORT

Item 5.A. Discussion on Procedure to Fill the Vacancy on the San Simeon Community Services District Board Created by the Resignation of Director Mary Margaret McGuire; Direction to Staff to Post Notice of Vacancy pursuant to Gov't Code 1780; Schedule meeting at which candidates will be considered and the appointment made.

Summary:

With the resignation of Mary Margaret McGuire on April 15, 2020, the Board will need to make a decision to either hold elections, or appoint a new director. As in previous similar situations, holding an election for the replacement of one Board member would be a costly procedure for the District and would leave the Board with only four (4) members until November 2020.

Staff is requesting the Board follow the appointment process to fill the vacant director position, and direct Staff to post notice of the vacancy. The notice of vacancy can also be mailed to members of the public who reside in San Simeon. The new Board member would be sworn in at the June 10, 2020 Board meeting.

Enc: Resignation letter from Mary Margaret McGuire

April 15, 2020

Dear Charlie,

It is with sincere regret that I notify you that for personal reasons, I am resigning from my position on the SSCSD Board. This decision is effective immediately.

It has been a pleasure to serve the community and work with everyone in the SSCSD.

Sincerely,

Mary Margaret McGuire

5.B. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 5.B. Appointment of a new Chairperson and Vice-Chairperson.

Summary:

With the resignation of Chairperson McGuire the Board will need to nominate and approve a new Chairperson. Staff is suggesting that the Board may wish to move forward with this process. If the Vice-Chairperson is nominated to be the new Chairperson, the Board will also need to nominate and approve a new member to the Vice-Chairperson position.

5.C. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 5.C. 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.

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:
ABSTAINED:

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

5.D. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 5.D. Adoption of Resolution 20-420 approving the application for and/or execution of grant funds from the Ocean Protection Council.

Summary:

This Resolution is for the Ocean Protection Council (OPC) grant that the District applied for in order to meet the matching funds requirement of the NFWF grant. When Woods put the application together, they called the project the “San Simeon Native Coastal Habitat Restoration and Enhancement Plan”. This grant would be used to fund the habitat restoration plan for the existing Waste Water Treatment Plant (WWTP) site once the sewer is relocated, and includes funding for the Coastal Hazards Response Plan (CHRP) that will take a look at the WWTP relocation.

Recommendation:

Staff is requesting that the Board approve Resolution 20-420.

RESOLUTION NO. 20-420

A RESOLUTION OF THE BOARD OF DIRECTORS OF SAN SIMEON COMMUNITY SERVICES DISTRICT APPROVING THE APPLICATION FOR AND/OR EXECUTION OF GRANT FUNDS FROM THE OCEAN PROTECTION COUNCIL UNDER THE SAFE DRINKING WATER, WATER QUALITY AND SUPPLY, FLOOD CONTROL, RIVER AND COASTAL PROTECTION BOND ACT OF 2006 (Proposition 84) OR ENVIRONMENTAL LICENSE PLATE FUNDS, ONCE-THROUGH COOLING OR GENERAL FUNDS

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and

WHEREAS, the California Natural Resources Agency has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the California Natural Resources Agency require a resolution certifying the approval by the potential grantee's governing board either before submission of said application(s) to the State or prior to execution of the grant agreement; and

WHEREAS, the Applicant/Grantee, if selected, will enter into an agreement with the State of California to carry out the project.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT DOES RESOLVE AS FOLLOWS:

1. The San Simeon Community Services District Board of Directors approves the filing of an application for the San Simeon Native Coastal Habitat Restoration and Enhancement Plan; to be funded by the State of California Natural Resources Agency Ocean Protection Council; and
2. The San Simeon Community Services District Board of Directors certifies that Applicant or title holder will have sufficient funds to operate and maintain the project(s) consistent with the land tenure requirements; or will secure the resources to do so; and
3. The San Simeon Community Services District Board of Directors certifies that the project will comply with any laws and regulations including, but not limited to, the California Environmental Quality Act (CEQA), legal requirements for building codes, health and safety codes, the California Labor Code, disabled access laws, and, that prior to commencement of the project, all applicable permits will have been obtained; and
4. The San Simeon Community Services District Board of Directors certifies that the Applicant/Grantee will work towards the State Planning Priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety as included in Government Code Section 65041.1; and

5. The San Simeon Community Services District Board of Directors appoints its General Manager, Charles Grace, or his designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

PASSED AND ADOPTED by the Board of Directors of the San Simeon Community Services District on _____, 2020 by the following roll call vote:

AYES:
ABSTAIN:

NOES:
ABSENT:

Gwen Kellas, acting Chairperson
Board of Directors

Charles Grace
Board Secretary/General Manager

APPROVED AS TO FORM:

Natalie F. Laacke
District Counsel

5.E. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 5.E. Direction to staff regarding a request for proposal for the District to contract with an engineering firm for on-call services.

Summary:

This item was placed on the agenda at the request of Director Russell.

5.F. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 5.F. Discussion related to the creation and implementation of a Brown Act Checklist for the Board agenda and discussion regarding scheduling of Brown Act training.

Summary:

This item was placed on the agenda at the request of Director Russell. Attached is the agenda item request. Director Russell would like staff to create two checklists, one for each regular Board meeting and the other for each special Board meeting.

Each checklist shall have a line for each separate task that must be performed to satisfy Brown Act requirements for notifying Board members and the public about a scheduled meeting.

Enc: Request from Director Russell to place an item on the agenda.

Staff is directed by the Board to create two checklists, one for each regular Board meetings and the other for each special Board meetings.

Each checklist shall have a line for each separate task that must be performed to satisfy Brown Act requirements for notifying Board members and the public about a scheduled meeting. For example, when the Brown Act requires a public and/or web posting xx hours before the meeting, this will be an individual item in the list.

Next to the item's identification, there shall be a column for the date and time the item was completed, and the initials of the person performing the item.

A copy of the completed checklist shall be included in the packet prepared for the Board for that meeting, or be handed out at the beginning of the scheduled meeting.

Any scheduled meeting that does not have a completed checklist shall be rescheduled.

(Comment)

Aircraft pilots have been using checklist since the 1980's; surgeons for at least the last 10 years. Using checklists has dramatically reduced serious errors.