

Board of Directors San Simeon Community Services District



BOARD PACKET

**Wednesday, July 8, 2020
Regular Meeting 3:00 pm**

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

Prepared by:



GRACE
ENVIRONMENTAL SERVICES

Board Meeting Brown Act Check Sheet

Does the agenda have the correct:

Meeting location

✓ CM

Meeting time

CM

Is the agenda posted 72 hours prior to the Regular meeting

Posting 1 District Office

CM

Posting 2 Corner Store

CM

Posting 3 Chamber of Commerce

CM

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

CM

Has the Board Packet been distributed to the Board

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

Distributed to the individuals / entities on the Distribution List

x

Loaded on the Website

x

Budget Committee Meeting

Does the agenda have the correct:

Meeting location

X

Meeting time

X

Is the agenda posted 72 hours prior to the Regular meeting

Posting 1 District Office

X

Posting 2 Corner Store

X

Posting 3 Chamber of Commerce

X

Water Committee Meeting

Does the agenda have the correct:

Meeting location

Meeting time

Is the agenda posted 72 hours prior to the Regular meeting

Posting 1 District Office

Posting 2 Corner Store

Posting 3 Chamber of Commerce

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

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

Internet Meeting Location

Join Zoom Meeting

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

Meeting ID: 927 053 7206

Password: 114376

One tap mobile

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

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

Meeting Time: July 8, 2020 03:00 PM Pacific Time (US)

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

1. REGULAR SESSION: 3:00 PM

A. Roll Call

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

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

3. SPECIAL PRESENTATIONS AND REPORTS:

A. **STAFF REPORTS:**

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

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS:

C. SPECIAL PRESENTATION:

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

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

4. CONSENT AGENDA ITEMS:

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

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

B. Review and approval of Disbursements Journal.

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

5. BUSINESS ACTION ITEMS:

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

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

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

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

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

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

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. CLOSED SESSION -

A. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

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

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

Property: A.P.N. 013.091.027

Agency Negotiator: Charles Grace

Negotiating parties: Ron Hurlbert

Under negotiation: Instructions will concern price and terms of payment

8. ADJOURNMENT

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

3. A. ii. SUPERINTENDENT REPORT
Jerry Copeland
Facilities Update for June 2020



SUPERINTENDENT'S REPORT

Item 3.A.ii

Prepared by: Jerry Copeland

1. Wastewater Treatment Plant

- All sampling, testing and reporting at the Wastewater Treatment Plant was performed as required by the RWQCB.
- Maintenance and repairs were made to reactor and clarifier #4.
- The motor coupling was replaced on EQ basin pump #2.
- One load of 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 were discontinued for the season on June 10th.
- Annual fire hydrant flushing was performed around the District.
- 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.
- Curbs and fire hydrants were painted around the District.
- Annual weed abatement was performed around the District.
- Pot holes were filled around the District.

San Simeon Community Services District

Superintendent's Report

June 2020

MONTHLY DATA REPORT

Date	Day	Wastewater Influent Daily Flow	Wastewater Effluent Daily Flow	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Daily Influent Flow	R.O. Daily Effluent Flow	R.O. Daily Brine Flow	Distribution Chloride	Chloride Wells 1 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Flows
06/01/20	Monday	76,142	72,670	0	50,415	50,415	0	0	0	-	-	0	10.3	10.2	0.00	2,283
06/02/20	Tuesday	59,273	52,970	0	52,285	52,285	0	0	0	-	-	0	10.4	10.3	0.00	973
06/03/20	Wednesday	63,459	54,160	1,047	66,796	67,844	4,327	2,771	1,556	-	-	0	10.3	10.3	0.00	2,130
06/04/20	Thursday	53,065	46,470	0	59,541	59,541	0	0	0	-	-	0	10.4	10.3	0.00	1,420
06/05/20	Friday	56,434	48,700	0	90,882	90,882	0	0	0	-	-	0	10.3	10.2	0.00	1,565
06/06/20	Saturday	82,669	70,320	0	40,093	40,093	0	0	0	-	-	0	10.3	10.2	0.00	1,532
06/07/20	Sunday	79,577	71,080	0	80,186	80,186	0	0	0	-	-	0	10.2	10.0	0.00	2,338
06/08/20	Monday	59,399	50,340	0	67,544	67,544	0	0	0	-	-	0	10.3	10.1	0.00	2,119
06/09/20	Tuesday	53,634	51,160	0	52,061	52,061	0	0	0	-	-	0	10.2	10.1	0.00	1,439
06/10/20	Wednesday	63,588	58,880	673	45,553	46,226	0	0	0	-	-	0	10.3	10.2	0.00	2,059
06/11/20	Thursday	62,733	54,660	69,639	0	69,639	0	0	0	-	-	0	10.3	10.2	0.00	1,930
06/12/20	Friday	93,254	79,480	91,406	0	91,406	0	0	0	-	-	0	10.3	10.2	0.00	1,960
06/13/20	Saturday	108,484	98,300	132,246	0	132,246	0	0	0	-	-	0	10.3	10.2	0.00	2,226
06/14/20	Sunday	97,227	86,420	74,426	0	74,426	0	0	0	-	-	0	10.6	10.5	0.00	3,397
06/15/20	Monday	78,514	69,980	74,276	0	74,276	0	0	0	-	-	0	10.5	10.3	0.00	3,759
06/16/20	Tuesday	87,302	71,380	69,190	0	69,190	0	0	0	-	-	0	10.4	10.3	0.00	1,855
06/17/20	Wednesday	61,158	55,090	71,808	972	72,780	0	0	0	-	-	0	10.5	10.4	0.00	1,856
06/18/20	Thursday	88,213	77,530	74,950	0	74,950	0	0	0	-	-	0	10.5	10.4	0.00	2,308
06/19/20	Friday	55,117	65,690	79,886	0	79,886	0	0	0	-	-	0	10.3	10.2	0.00	1,949
06/20/20	Saturday	85,157	78,490	95,370	0	95,370	0	0	0	-	-	0	10.2	10.1	0.00	1,501
06/21/20	Sunday	87,843	81,580	111,976	0	111,976	0	0	0	-	-	0	10.6	10.1	0.00	3,308
06/22/20	Monday	73,659	58,810	34,632	0	34,632	0	0	0	-	-	0	10.0	9.9	0.00	3,114
06/23/20	Tuesday	68,625	68,640	73,454	0	73,454	0	0	0	-	-	0	9.9	9.8	0.00	1,951
06/24/20	Wednesday	74,765	62,450	81,158	898	82,056	0	0	0	-	-	0	9.9	9.9	0.00	1,742
06/25/20	Thursday	68,033	62,920	71,733	0	71,733	0	0	0	-	-	0	9.9	9.8	0.00	1,987
06/26/20	Friday	89,017	80,160	126,562	0	126,562	0	0	0	-	-	0	9.9	9.7	0.00	2,145
06/27/20	Saturday	112,105	91,490	102,252	0	102,252	0	0	0	-	-	0	-	-	0.00	2,284
06/28/20	Sunday	76,330	81,770	73,603	0	73,603	0	0	0	-	-	0	10.1	9.9	0.00	3,287
06/29/20	Monday	77,833	72,660	70,985	0	70,985	0	0	0	-	-	0	10.0	10.0	0.00	2,621
06/30/20	Tuesday	73,710	70,820	72,631	0	72,631	0	0	0	-	-	0	9.9	9.9	0.00	1,852
TOTALS		2,266,319	2,045,070	1,653,903	607,226	2,261,129	4,327	2,771	1,556			0			0.00	64,890
Average		75,544	68,169	55,130	20,241	75,371	144	92	52	0	0	0	10.2	10.1	0.00	2,163
Minimum		53,065	46,470	0	0	34,632	0	0	0	0	0	0	9.9	9.7	0.00	973
Maximum		112,105	98,300	132,246	90,882	132,246	4,327	2,771	1,556	0	0	0	10.6	10.5	0.00	3,759

DATA SUMMARY SHEET

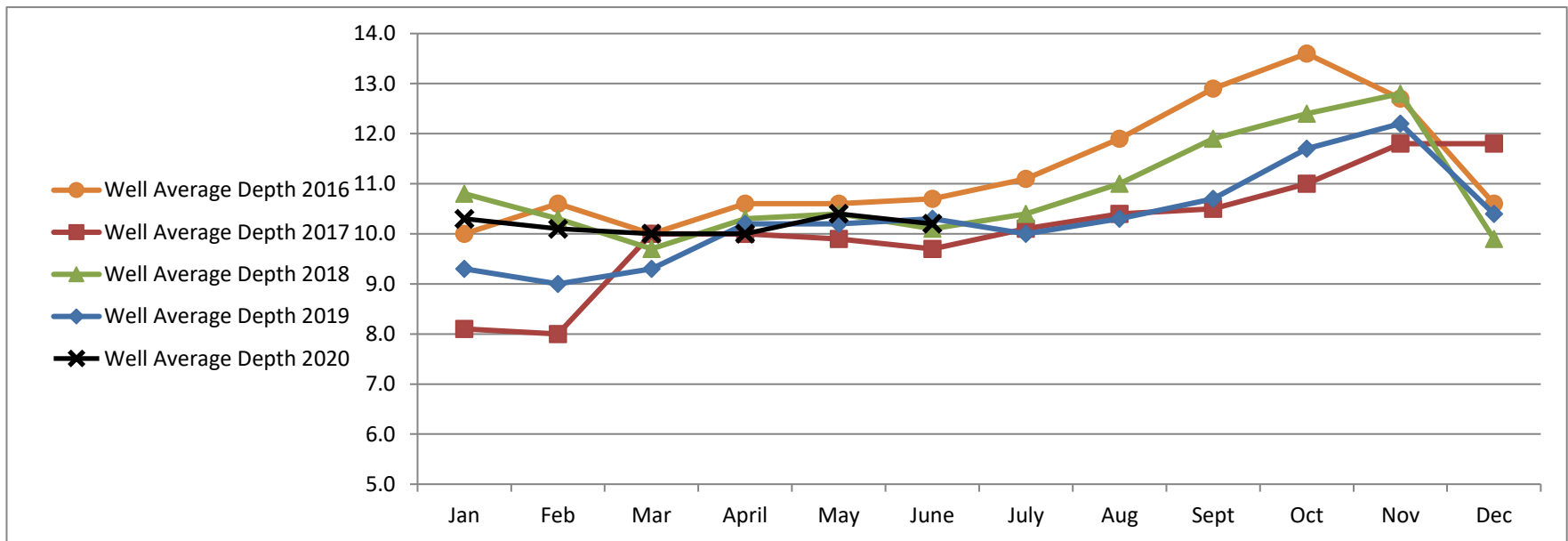
2020													
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total for 2020
Wastewater Influent	2,215,755	1,971,958	1,944,913	1,583,618	1,850,716	2,266,319							11,833,279
Wastewater Final Effluent (Month Cycle)	2,168,690	1,922,920	1,846,450	1,555,350	1,707,500	2,045,070							11,245,980
Adjusted Wastewater Influent (- State Flow)	1,958,507	1,780,122	1,818,999	1,500,460	1,748,006	2,201,429							11,007,523
Water Produced (month cycle)	1,843,670	1,872,693	1,514,688	1,215,724	1,962,303	2,261,129							10,670,208
Sewer Influent/Water Produced Ratio	1.20	1.05	1.28	1.31	0.94	1.00							N/A
Adusted Sewer/Water Produced Ratio	0.94	0.95	1.20	1.24	0.89	0.91							N/A
Well 1 Water Production	1,841,426	403,172	3,665	5,685	5,535	1,653,903							3,913,386
Well 2 Water Production	2,244	1,469,521	1,511,023	1,210,040	1,956,768	607,226							6,756,822
Total Well Production	1,843,670	1,872,693	1,514,688	1,215,724	1,962,303	2,261,129							10,670,208
Water Well 1 Avg Depth to Water	10.3	10.1	10.0	10.0	10.4	10.2							N/A
Water Well 2 Avg Depth to Water	10.2	10.0	9.9	9.9	10.3	10.1							N/A
Average Depth to Water of Both Wells	10.3	10.1	10.0	10.0	10.4	10.2							N/A
Change in Average Depth to Water from 2019	+1.0	+1.1	+0.7	-0.2	+0.2	+0.1							N/A
Average Chloride mg/L at the Wells	32	32	32	-	-	-							N/A
State Wastewater Treated	257,248	191,836	125,914	83,158	102,710	64,890							825,756
State % of Total WW Flow	12%	10%	7%	5%	6%	3%							N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0							0
Biosolids Removal (Gallons)	4,500	9,000	9,000	0	4,500	4,500							31,500
WW Permit Limitation Exceeded	0	0	0	0	0	0							0
RW Permit Limitation Exceeded	0	0	0	0	0	0							0
Constituent Exceeded	None	None	None	None	None	None							N/A
Sample Limit	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
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

June 2020

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



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



GENERAL MANAGER'S REPORT

Item 3.A.iii

Staff Activity – Report on Staff activities for the month of June 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 twelve (12) public records requests.
- Finalized the Brown Act Compliance Checklist.
- Assisted Director de la Rosa with new Board member paperwork.
- Swore Director de la Rosa into office on Friday June 12, 2020.
- Assisted members of the community with questions related to the MHI survey.
- Manually waived late fees on twenty-seven (27) customer accounts for a total credit amount of \$3,521.18.
- Continued assisting District Counsel with gathering documents related to the public records request from the SLO County District Attorney's office.
- Weed Abatement inspection was performed on vacant parcels.
- Finalized the Brown Act Compliance Checklist.

Update on District Grants:

Coastal Commission LCP Grant – Submitted Requested Insurance Information

NFWF Grant – Executed Contract for grant award.

OPC Grant – Submitted resolution for OPC grant administration

Prop 1 Grant Update – No update

Update on District Projects:

Disadvantaged Community Survey (MHI) – On July 1, 2020 SUSP mailed the third 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 meeting agenda for the August Board meeting.

Coastal Development Permit (CDP) Special Conditions Update – Pending on-call engineer support

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

Request for Proposal (RFP) for on-call engineering services – Sent RFP to 14 firms and posted notice inviting bids with the New Times and on the District Website.

Water Tank Project Update – Obtained signatures for the Phoenix Contract Affirmation page.

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

SAN SIMEON COMMUNITY SERVICES DISTRICT



3.A.iv FINANCIAL SUMMARY

Billing June 30, 2020

May Billing Revenue	\$	65,240.30
June Billing Revenue	\$	81,877.72
Past Due (60+ days)	\$	8,803.91

ENDING BANK BALANCES

June 30, 2020

PACIFIC PREMIER BANK:

Money Market Account Closing Balance May 31, 2020	\$	1,165,149.13
Interest for June	\$	1,338.75
Money Market Account Closing Balance June 30, 2020	\$	1,166,487.88
Reserve Fund		(250,000.00)
Wait-list Deposits		(69,750.00)
Customer Deposits		(9,300.00)
Available Funds	\$	<u>837,437.88</u>

General Checking Account June 30, 2020 \$ 80,910.18

LAIF Closing Balance June 30, 2020 \$ 555.80

Interest Money Market Account 2019 \$ 22,529.11

Interest Money Market Account 2020 \$ 10,335.49

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

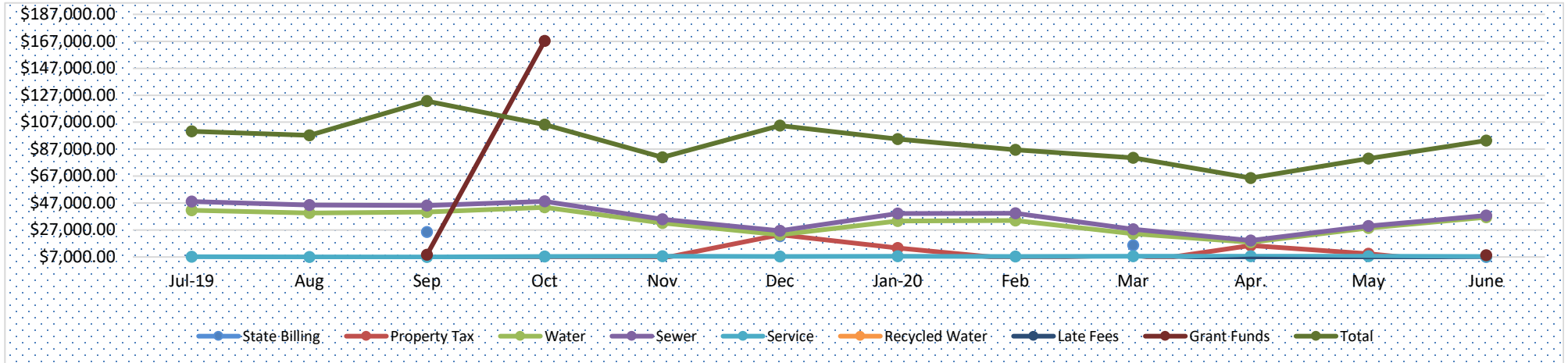
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$24,606.31			\$21,914.14			\$21,542.66			\$23,690.87	\$91,753.98
Property Tax	\$1,282.43		\$121.78	\$3,983.38	\$11,222.22	\$31,099.09	\$7,506.90	\$2,750.02	\$640.94	\$22,168.20	\$1,686.05	\$771.97	\$83,232.98
Water	\$34,880.43	\$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 ft	6.87	7.14	6.11	5.55	5.35	3.89	4.46	5.00	3.32	5.61	5.45	7.09	65.84

FY 2018/2019

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

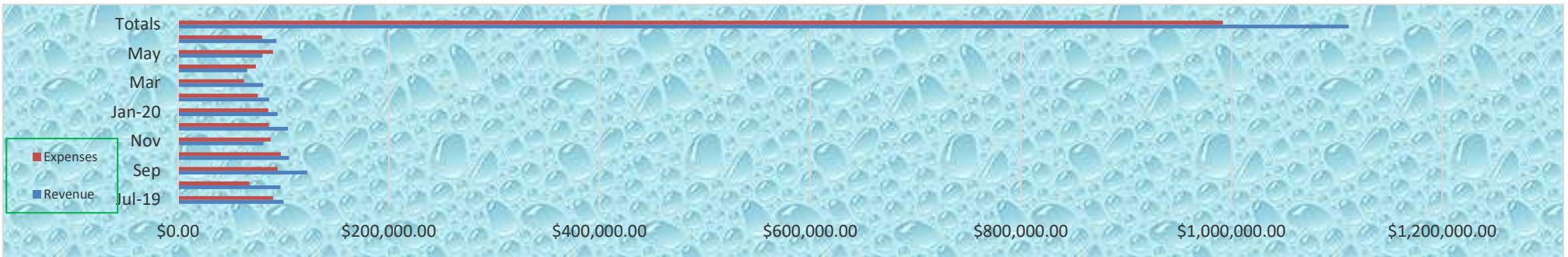
DISTRICT REVENUE FY 2019/2020

	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			\$7,016.19	\$70,776.79
Property Tax	\$1,218.61	\$2,752.21	\$3,126.48	\$5,305.64	\$6,019.52	\$23,503.23	\$13,612.60	\$5,282.91	\$2,659.00	\$15,436.18	\$9,385.45	\$916.22	\$89,218.05
Water	\$41,718.97	\$39,623.52	\$40,324.01	\$43,808.36	\$32,208.00	\$23,432.56	\$33,732.14	\$34,067.23	\$24,268.55	\$17,909.86	\$28,582.31	\$36,460.31	\$396,135.82
Sewer	\$48,137.21	\$45,503.27	\$45,161.69	\$48,244.57	\$34,916.02	\$26,527.95	\$39,321.56	\$39,368.21	\$27,637.52	\$19,243.28	\$29,934.22	\$37,683.06	\$441,678.56
Service	\$7,113.60	\$7,045.20	\$7,079.40	\$7,451.10	\$7,489.26	\$7,344.54	\$7,525.44	\$7,453.08	\$7,489.26	\$7,489.26	\$7,489.26	\$7,453.08	\$88,422.48
Recycled Water													\$0.00
Late Fees	\$1,957.04	\$2,399.24	\$1,407.87	\$468.45	\$316.84	\$1,136.41	\$237.28	\$307.96	\$2,793.44	\$5,540.71	\$4,647.78	\$3,802.45	\$25,015.47
Grant Funds			\$8,750.00	\$167,376.61						\$1,485.90		\$8,369.50	\$185,982.01
Total	\$100,145.43	\$97,323.44	\$122,628.16	\$105,278.12	\$80,949.64	\$104,400.04	\$94,429.02	\$86,479.39	\$80,624.31	\$65,619.29	\$80,039.02	\$93,331.31	\$1,111,247.17
Water Sold Cu Ft	336845	319458	323518	329822	242893	179311	260006	261505	185972	137196	217871	274085	3068482
Water Sold Acre ft	7.73	7.33	7.43	7.57	5.58	4.12	5.97	6.00	4.27	3.15	5.00	6.29	70.44



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	\$122,628.16	\$105,278.12	\$80,949.64	\$104,400.04	\$94,429.02	\$86,479.39	\$80,624.31	\$65,619.29	\$80,039.02	\$93,331.31	\$1,111,247.17
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	\$90,232.61	\$79,762.52	\$991,784.45
Balance	\$9,939.59	\$29,617.94	\$28,226.58	\$7,682.62	(\$6,872.37)	\$18,226.07	\$8,712.58	\$10,836.28	\$18,041.77	(\$8,323.54)	(\$10,193.59)	\$13,568.79	\$119,462.72



4. CONSENT AGENDA

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

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, June 10, 2020
3:00 pm

Internet Meeting Location

1. REGULAR SESSION: @ 3:03 PM

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

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment – Henry Krzciuk commented that he wanted emails he had sent to the Board, to become part of the meeting minutes. He also commented about internal controls and spreadsheets that track open contracts.

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

- i. Sheriff's Report** – Commander Nelson provided the report for May.
- ii. Superintendent's Report** – Jerry Copeland provided a summary of May activities.
- iii. General Manager's Report** – Charlie Grace provided a summary of May activities.
- iv. District Financial Summary** – Cortney Murguia provided a summary of the monthly financials.

There was discussion between Director Carson, Chairperson Kellas, related to utility customers that may receive bills from the District that were more expensive than their normal utility bills as a result of high-water use. Charlie Grace explained that there are controls in place and that District staff contacts high use customers prior to sending out bills suggesting that the customer looks for leaks.

- v. District Counsel's Report** – Natalie Frye Laacke provided a summary of May activities. There was an interruption in her internet connection during the report.

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS: None

C. SPECIAL PRESENTATION: None

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

Public Comment – Henry Krzciuk commented that he was unhappy that a change had been made to public comment process.

4. CONSENT AGENDA ITEMS:

Public Comment – Henry Krzciuk commented he wanted his written comments to become part of the meeting minutes. He advised the Board that they could pull these minutes from the consent agenda to allow staff to make these changes. He also questioned the internal control process that was followed by staff related to the invoices on the disbursements journal.

A. Review and approval of Minutes for the Special Meeting on April 22, 2020.

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

C. Review and approval of Disbursements Journal.

D. Consideration of adoption of Board Resolution 20-421 requesting Consolidation of the District's Bi-Annual Election with the November 8, 2020 Consolidated General Election.

Vice-Chairperson Russell asked for changes on page 4 related to a grammatical change and on page 5 delete a duplicate sentence containing "a motion was made".

A motion was made to approve item 4A-4D with the changes made by Director Russell.

Motion: Kellas

2nd: Russell

All in: 4/0

Roll Call:

Kellas: Yes

Russell: Yes

Carson: Yes

Maurer: Yes

5. BUSINESS ACTION ITEMS:

A. Consideration of candidates to replace the Board of Director Vacancy created by the Resignation of Mary Margaret McGuire and Board Appointment of the new Director.

Michael Hanchett commented that he was very supportive of Daniel De la Rosa because he had been involved in the committee meetings and had been regularly attending the Board meetings.

Henry Krzciuk commented that he was also supportive of Daniel De la Rosa. He asked Daniel De la Rosa questions related to his opinion related to public comment and other topics related to being a Board member.

David Sansone remarked that he was also very supportive of Daniel De la Rosa's Board member application.

A motion was made for Daniel De la Rosa to fill the vacancy on the Board.

Motion: Kellas

2nd: Russell

All in: 4/0

Roll Call:

Kellas: Yes

Russell: Yes

Carson: Yes

Maurer: Yes

B. Discussion regarding Water Tank Project and consideration of the Phoenix Contract.

Chairperson Kellas introduced the item and explained that she had researched this matter, spent time working with staff, and that based on this she was in support of Phoenix Engineering finalizing the design.

Henry Krzciuk remarked that he was not in support of this decision. He inquired as to if the engineer that was being awarded the contract had experience with tank design.

Michael Hanchett spoke in support of the continuance of the contract. He also remarked that he was frustrated with a member of the public trying to stall the progress of the project.

David Sansone spoke in support of the continuance of the contract.

A motion was made to approve the affirmation and restatement of the agreement between SSCSD and Phoenix Engineering.

Motion: Kellas

2nd: Russell

All in: 4/0

Roll Call:

Kellas: Yes

Russell: Yes

Carson: Yes

Maurer: Yes

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

Henry Krzciuk commented that the resolution needed to be repealed based on State of California law.

David Sansone observed the District was going to engage in a contract for design that made sense and that he supported the actions of the District. He also asked that Henry Krzciuk refrain from making rude noises while he was speaking.

Chairperson Kellas apologized to David Sansone for not allowing his public comment during item 5B.

There was no action taken on this matter.

D. Discussion on Draft Budget FY 2020/2021.

Michael Hanchett commented that in light of the COVID19 pandemic the budget committee had been unable to meet to discuss the budget.

This matter was tabled until the July 2020 Board meeting.

E. Discussion regarding the rate increases in water and wastewater to be implemented on the July utility bills.

Michael Hanchett commented that this decision should be delayed until after a budget had been approved.

Director Carson and Michael Hanchett discussed the formula that was used to calculate the CPI. Hanchett provided an explanation of the consumer price index (CPI) and proposed rate amount.

Director Carson explained that he was hesitant to delay the increase based on the fact the District was already waiving late fees, the projected revenue was needed for the budget, and there has been a significant number of reduced usage.

Chairperson Kellas made a motion to delay the increase. There was no second.

There was no action taken on taken on this matter.

F. Introduction of District Ordinance No. 122 regarding parking on District Streets.

- Move Ordinance be read in title only and all further readings be waived.

There was a motion that the ordinance be read in title only and all further readings be waived.

Motion: Russell

2nd: Kellas

All in: 4/0

Roll Call:

Kellas: Yes

Russell: Yes

Carson: Yes

Maurer: Yes

Henry Krzciuk spoke and asked if the public would be allowed another opportunity to comment on the ordinance.

Natalie Frye Laacke responded that the public would be also be allowed to comment at the meeting where the ordinance would be adopted.

Vice-Chairperson Russell said that he had concerns about the language related to the District having jurisdiction over all streets located in the District. He also remarked that he had concerns about adopting the ordinance without some changes to the language being made.

Chairperson Kellas made a motion to create an ad-hoc committee to review the ordinance.

The Board decided that the committee would consist of De la Rosa and Russell.

Motion: Kellas

2nd: Maurer

All in: 4/0

Roll Call:

Kellas: Yes

Russell: Yes

Carson: Yes

Maurer: Yes

G. Discussion and direction to staff regarding request for qualifications (RFQ) for professional engineering services.

Henry Krzciuk commented that the District should “piggy back” on the County’s RFP process in order to be more efficient.

Michael Hanchett commented that he wanted this process to stay in house based on staff’s previous record.

David Sansone remarked that he disagreed with the concept of the District “piggy backing” with the County because of budgetary reasons and he stated that there was no process to allow the District to legally piggy back.

Vice-Chairperson Russell spoke stating that it had been his idea that this item be placed on the agenda.

Director Carson asked Charlie Grace what his thoughts were on this matter.

Charlie Grace replied that he was in support of this idea and provided examples of instances where this practice was used by other agencies.

Director Russell said that he wanted to see experts on staff that could provide a neutral and qualified decision to the District.

A motion was made to direct staff to send an RFQ that encompasses some of the items addressed in the comments.

Motion: Kellas

2nd: Russell

All in: 3/1

Roll Call:

Kellas: Yes

Russell: Yes

Carson: Abstain

Maurer: Yes

H. Discussion regarding draft letter to the California Rangeland Trust (CRT) in support of shielding tanks from view of Highway 1.

Henry Krzciuk commented that the letter should be sent to the Hearst Corporation.

Director Carson said that he thought that Hearst was concerned about the view shed matter and that the letter should also address this concern.

Jeff Oliveira was present and commented that he understood Director Carson’s concern and suggested that an edit be added to the letter “shielded in accordance with your request”.

Charlie Grace said that he thought a distinction should be made related to the both the view from Highway 1 and the view from the Ranch.

A motion was made to direct staff to respond to the letter with the language shielded in accordance with your request and that a line be added related to the distinction of the view shed area.

Motion: Kellas

2nd: Carson

All in: 4/0

Roll Call:

Kellas: Yes

Russell: Yes

Carson: Yes

Maurer: Yes

6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS – Vice-Chairperson Russell asked about the status of the Brown Act checklist.

Charlie Grace responded that the list was in process.

7. ADJOURNMENT @ 4:37 PM

4. CONSENT AGENDA

B. Review and approval of Disbursements Journal.

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
July 1 - 30, 2020

Type	Date	Num	Name	Memo	Paid Amount
Paycheck	07/01/2020	2037	GWEN KELLAS	Board Service June 2 through July 1, 2020.	-92.35
Paycheck	07/01/2020	2038	JOHN K RUSSELL	Board Service June 2 through July 1, 2020.	-92.35
Paycheck	07/01/2020	2039	WILLIAM E MAURER	Board Service June 2 through July 1, 2020.	-92.35
Paycheck	07/01/2020	2040	WILLIAM J CARSON	Board Service June 2 through July 1, 2020.	-92.35
Bill Pmt -Check	07/08/2020	2041	Keith Connor	Customer security deposit refund on Acct #448. Date 07/01/20.	-50.00
Bill Pmt -Check	07/08/2020	2042	Adamski Moroski Madden Cumberland & Green	Legal services. Service period through 5/31/20. Inv 50818 dated 06/18/20.	-10,400.28
Bill Pmt -Check	07/08/2020	2043	California Rural Water Association	Membership dues for July 2020 - June 2021. Invoice due date 06/31/19.	-443.00
Bill Pmt -Check	07/08/2020	2044	Kathleen Fry Bookkeeping Services	Bookkeeping services June 2020. Inv 2020-06-CSD dated 6/30/2020.	-1,200.00
Bill Pmt -Check	07/08/2020	2045	New Times	Posting public notice regarding solid waste. Inv 313614 dated 6/4/20.	-54.00
Bill Pmt -Check	07/08/2020	2046	Oliveira Environmental Consulting LLC	Professional services 5/27 - 6/23/20. Water tank project and work on grants: LCP, NFWF, OPC, and other grant opportunities. Inv OEC-2020-020 dated 6/23/20.	-1,650.00
Bill Pmt -Check	07/08/2020	2047	rrm design group	Professional services re: obtaining solid waste authority, divest from County, coordinate with LAFCO. Inv 0440-02-0420 dated 5/12/20.	-3,292.50
Bill Pmt -Check	07/08/2020	2048	Simply Clear Marketing & Media	Monthly Website Service and Mgt fee service period Jun 21 - Jul 20, 2020. Inv 305940 dated 6/30/20.	-400.00
Bill Pmt -Check	07/08/2020	2049	Simply Clear Marketing & Media	Monthly Website Service and Mgt fee service period Jul 21 - Aug 20, 2020. Inv 305939 dated 6/30/20.	-400.00
Bill Pmt -Check	07/08/2020	2050	SLO County - Environmental Health	Cross Connection - admin cost and direct cost - chargeable report/writing. Inv 126231 dated 06/1/20.	-94.30
Bill Pmt -Check	07/08/2020	2051	SLO County Dept of Public Works DPW	Reimburse county for services performed on the Prop 1 IRWM round 1 grant application. Inv 28 dated 06/23/20.	-6,314.80
Bill Pmt -Check	07/08/2020	2052	Grace Environmental Services	Operations Management and Maintenance Fees July 2020. Inv # 1378 dated 07/01/20.	-53,495.12
Check	07/25/2020	Elec Pymt	CalPERS Fiscal Services Division	Retiree Health monthly premium for Aug 2020.	-353.29
Check	07/25/2020	Elec Pymt	CalPERS Fiscal Services Division	Unfunded Accrued Liability only - prepayment for Aug 2020. Cust. ID # 7226734344.	-1,199.93
Liability Check	07/27/2020	Elec Pymt	United States Treasury (US Treasury)	Payroll tax payment for paychecks dated 07/01/20	-45.90
TOTAL					-79,762.52

4. CONSENT AGENDA

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



CONSENT AGENDA ITEM

Item 4.C. Adoption of Resolution 20-422. A resolution authorizing signatures for banking services on behalf of the District.

Summary:

Any time a new Board member is elected or appointed the District must update this information with their bank. This action will allow for our newest Board member Daniel de la Rosa, to be added as a signer to the District bank account.

Recommendation:

Staff recommends that the Board adopt Resolution 20-422 through the Consent Agenda. Since a Resolution is included on the Consent Agenda, the vote should be taken as a Roll Call Vote.

Enc: Resolution 20-422

RESOLUTION NO. 20-422

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT AT PACIFIC PREMIERE BANK

WHEREAS, the San Simeon Community Services District's ("District") priorities as to its investments are, in the following order, preservation of principal, liquidity of principal and return on investment; and

WHEREAS, the establishment of a general checking account and a money market account is consistent with these priorities; and

WHEREAS, based upon changes to the composition of the District Board of Directors, a change in authorized signatories is being requested by Pacific Premiere Bank, and

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

Section 1: The following persons are authorized to sign on behalf of the District, orders for payment or withdrawal of money: **Charles Grace, Daniel de la Rosa, John Russell, Gwen Kellas, William Carson, and William Maurer** with further powers as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

Section 2: Any such authority shall remain in force until revoked by written notice to the affected bank of the action taken by the Board of Directors of the District. All prior authorizations are superseded.

Section 3: Any designated depository ("Bank") of the District is authorized and directed to honor and pay any checks, drafts, or other orders for the payment of money withdrawing funds from any account of the District when bearing or purporting to bear the signatures of TWO persons listed in the attached Resolution as having signatory authority. The Bank is authorized and directed to honor and to charge the District whom such actual or purported signatures were made, provided they resemble the signatures duly certified to and filed with the Bank by the District.

Passed and adopted this 8th day of July 2020, on a motion made by _____ and seconded by _____, and on the following roll call vote to wit:

Chairperson Kellas:
Director Maurer:

Vice-Chair Russell:
Director Carson:

Director de la Rosa:

The foregoing Resolution is hereby adopted this 8th day of July 2020.

Gwen Kellas, Chairperson
Board of Directors

ATTEST:

Charles Grace

Secretary/General Manager

Exhibit "A" - Powers & Authority

**EXHIBIT A
POWERS & AUTHORITY
RESOLUTION 20-422**

NAME	TITLE	POWERS
Daniel de la Rosa	Director	Signatory
William Carson	Director	Signatory
William Maurer	Director	Signatory
Gwen Kellas	Director	Signatory
John Russell	Director	Signatory
Kathy Fry	Bookkeeper	Web Access Deposit of Funds
Charles Grace	General Manager	Signatory Web Access Exercise instructions to bank
Cortney Murguia	Office Manager	Web Access Deposit of Funds

5. A. Business Items



BUSINESS ACTION ITEM STAFF REPORT

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

Summary:

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

Enc: Resolution 20-419

RESOLUTION NO. 20-419

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

Recitals

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AYES: Carson, Kellas, Maurer

NOES: Russell
ABSENT:
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. B. Business Items



BUSINESS ACTION ITEM STAFF REPORT

Item 5.B. Adoption of Resolution 20-423 establishing the District's Appropriation Limit for Fiscal year 2020-2021.

Staff calculated the amount based on information provided from the Department of Finance for the State of California. A copy of the data used to make this determination has been included with the staff report.

Staff is asking that the board approve Resolution 20-423.

Enc: Memo from counsel regarding appropriation limits.
Price Factor and Population Information from the Department of Finance.

RESOLUTION NO. 20-423

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON
COMMUNITY SERVICES DISTRICT APPROVING THE PROPOSITION 4
APPROPRIATION LIMIT FOR THE FISCAL YEAR 2020-2021**

WHEREAS, the San Simeon Community Services District (the "District") is a community services district duly formed under California Government Code Section 61000 et seq. to provide community services within the District's service area; and

WHEREAS, Government Code Section 7900 et seq. and Government Code Section 61113 provide that each year, the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit pursuant to Article XIII B of the California Constitution at a regularly scheduled meeting or a noticed special meeting; and

WHEREAS, the State of California Department of Finance provides the annual change in the California per capita personal income and population changes in the unincorporated portions of San Luis Obispo County, which are used to calculate the appropriations limit for the District; and

WHEREAS, the calculation factor for the appropriation limit in Fiscal Year - 2020-2021 is 1.0330, which is applied to the prior year appropriation limit of \$445,649 to yield an appropriation limit of \$460,335 for the Fiscal Year 2020-2021; and

WHEREAS, the San Simeon Community Services District plans to appropriate approximately \$89,716 in direct property tax revenue proceeds during Fiscal Year 2020-2021.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors for the San Simeon Community Services District approves the Appropriation Limit for the District for Fiscal Year ending June 30, 2021, in the amount of \$460,335. This limit is greater than the expected total tax proceeds appropriation budgeted in the current fiscal year.

This Resolution shall take effect upon its adoption. **PASSED AND ADOPTED THIS 8** day of July, 2020. Upon motion of _____, seconded by _____ and on the following roll call vote:

Chairperson Kellas:
Vice-Chairperson Russell:
Director Carson:
Director Maurer:
Director de la Rosa:

Gwen Kellas
Chairperson Board of Directors

ATTEST:

Charles Grace,
Secretary/General Manager

DRAFT

Memo

To: San Simeon Community Services District Board of Directors
From: Natalie F. Laacke
CC: Charles Grace
Date: 7/17/2018
Re: San Simeon CSD Appropriations Limit

This memorandum is meant to provide some additional information regarding appropriations limits and the requirements of Article XIII B of the California Constitution. I have also attached a handout to this memorandum which provides greater detail about appropriation limits.

An **appropriation** is an amount of money set aside for a certain purpose. It is not the same as spending or budget expenditures. Essentially, an *appropriation is an authorization for money to be spent* – the actual spending of the money occurs later. Proposition 4 added Article XIII B to the California Constitution which sets the limit on the amount of money which can be **appropriated** from tax revenue or “proceeds of taxes.”

The **appropriations limit** is based on a calculation of the prior year’s appropriation limit, population change, and Consumer Price Index (CPI). This calculation of the limit is not related to revenues received by the local agency.

Revenue received by the District may be more or less than the appropriations limit. Sometimes actual revenue received is the restraint, not the appropriations limit. If tax revenue from the County is less than the appropriations limit set by the District, the District will be limited in their spending by the revenue.

Following are two appropriations limit situations:

Situation A

If the District’s tax revenue from the County is more than the appropriations limit set by the District, the District would only be able to appropriate to budget line items, and later spend, up to the amount set by the appropriations limit.

Situation B

If the District’s tax revenue from the County is less than the appropriations limit set by the District, the District would be limited in its appropriations to budget line items by the amount of revenue received even though the appropriations limit is higher.

With regard to San Simeon, only a (small) portion of the District's revenue (\$84,617 for FY18-19) comes from San Luis Obispo County's one percent ad valorem charges (taxes based on assessed value of property). The appropriations limits required by Proposition 4 only apply to the revenue the District receives from taxes. The District receives the majority of its revenue from water/sewer utility fees. These proceeds are not governed by Proposition 4 and therefore the appropriations limits do not apply to that revenue. That is why it is not a problem that the appropriation limit for FY18-19 is 426,867, but the amount the District will spend is closer to \$800,000.

Additional Information

Appropriations Not Subject to Limit

Not all appropriations are subject to the limit. For CSDs, these exceptions include:

1. Appropriations to pay for costs of complying with federal laws and court mandates
2. Payments for interest and redemption charges on pre-existing (i.e. pre-Proposition 4) or voter-approved bonded indebtedness
3. Withdrawals from previously appropriated reserve funds
4. Refunds of taxes

Appropriations Permitted in Excess of Limit

1. Emergency – Declared Emergency appropriations do not count toward limit
2. Voter Approval – Voters may authorize an increase in the appropriations limit, not to exceed four years



May 2020

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2020, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2020-21. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2020-21 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2020.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s/ Keely Martin Bosler

KEELY MARTIN BOSLER
Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2020-21 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2020-21	3.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2020-21 appropriation limit.

2020-21:

Per Capita Cost of Living Change = 3.73 percent
Population Change = 0.22 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.73 + 100}{100} = 1.0373$

Population converted to a ratio: $\frac{0.22 + 100}{100} = 1.0022$

Calculation of factor for FY 2020-21: $1.0373 \times 1.0022 = 1.0396$

$$\frac{-0.41 + 100}{100} = .9959$$

$$1.0373 \times .9959 = 1.0330$$

Fiscal Year 2020-21

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2019 to January 1, 2020 and Total Population, January 1, 2019

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2019-2020	1-1-19	1-1-20	1-1-2020
San Luis Obispo				
Arroyo Grande	-0.85	17,839	17,687	17,687
Atascadero	-0.98	29,202	28,915	30,057
El Paso De Robles	0.27	31,136	31,221	31,221
Grover Beach	-0.80	13,320	13,214	13,214
Morro Bay	-0.79	10,269	10,188	10,188
Pismo Beach	-1.19	8,237	8,139	8,139
San Luis Obispo	-0.04	45,937	45,920	45,920
← Unincorporated	-0.41	117,563	117,078	120,833
County Total	-0.42	273,503	272,362	277,259

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

5.C. Business Items



BUSINESS ACTION ITEM STAFF REPORT

Item 5.C. Review of the draft Budget FY 2020/2021.

A draft version of the 2021-2022 budget will be presented.

5.D. Business Items



BUSINESS ACTION ITEM STAFF REPORT

Item 5.D. Consideration of Chairperson's appointment of a new member to the Water & Budget Committees.

Summary:

With the resignation of Board Chairperson McGuire both the Budget & Water Committees have a vacancy on them. Director de la Rosa was serving as a citizen member on both committee's prior to his recent appointment. The committees both consist of two Board members and are as follows:

Water Committee:

John Russell (D)
Mike Hanchett
Leroy Price
Daniel de la Rosa (D)

Budget Committee:

Daniel de la Rosa (D)
Kathy Fry
Mike Hanchett
Gwen Kellas (D)

The Board Chairperson may request public comment from any person interested in being on either the Water or Budget Committee. Following public comment and any discussion from the Board, the Board Chairperson shall appoint a new committee member/s.

Recommendation:

After the Board Chairperson makes appointments to the standing committees, Staff recommends a motion to approve the appointments.

5.E. Business Items



BUSINESS ACTION ITEM STAFF REPORT

Item 5.E. Direction to staff regarding real property offer for A.P.N. 013.091.027.

At the March 11, 2020 Board meeting staff was directed to get an appraisal for this property and obtain additional information related to the 27ft easement located within the property. The following week a mandatory shelter in place was issued for our state. The owner of this property has now sent correspondence to the Board members that presents a different offer to the District.

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CONSENT AGENDA ITEM

Item 7.A. Closed Session Materials

The enclosed materials are related to item 7A closed session.

RECEIVED

BELSHER LAW, PC

486 Marsh Street, Suite C
San Luis Obispo, CA 93401
805-316-0508

JUL 07 2020

BY: CAM

July 1, 2020

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

Via: Email & US Postal Service

Re: Oceanside Apartments at 9490 Avonne Ave; Claim of Manish Enterprises, Inc., owner

Dear Board Members:

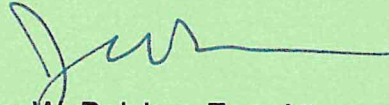
I represent Manish Gupta and Manish Enterprises, Inc., concerning the referenced apartment property in San Simeon. Recently Mr. Gupta presented the attached request for consideration of overcharges. I am informed your staff intends to recommend a zero reimbursement for the overcharges on his apartment complex, based on advice of counsel. I find this to be quite an indefensible position and wish you to consider this matter from a Board management perspective.

As you are aware, the billing rate for sewer is clearly differentiated in the District ordinances between motel use and the apartment use. My client recently discovered that since 2014 the District has been charging the meters associated with this property, 278 and 279, the motel rate for sewer, even though it has been in use as an apartment all this time, having been converted from motel use by County approval in 2013 and construction efforts in 2014. The rate has been recently corrected to apartment use, per the attached 2020 billings for meters (278 and 279). These can be compared to the 2020 billings for these same meters, also attached.

The District has been fully aware since at least 2014 of the use of the property as apartments. The District was aware of the County approval in 2013 to convert this use from motel to apartments as it was a referral agency and had to sign off prior to County approval. The District also signed off on construction cards during construction of the conversion in 2014. This utility had a responsibility to charge the correct rate on this use and did not. That is a clear overcharge and my client should receive a full refund of his claim for all years of the overcharge.

Attached are the documents summarizing my client's claim, which totals \$94,676.20. He would welcome discussion of avenues for repayment of these overcharges.

Belsher Law, PC

A handwritten signature in blue ink, appearing to read "John W. Belsher".

John W. Belsher, Esq. Attorney for
Manish Gupta and Manish Enterprises, Inc.

JWB//llm

Cc:

Client

Natalie Frye Laacke (nfryelaacke@ammcglaw.com)

**MANISH ENTERPRISES INC.
9490 Avonne Ave.
SAN SIMEON, CA 93452**

San Simeon Community Services District
9245 Balboa Ave.
San Simeon, CA 93452

June 8, 2020

Re: 9490 Avonne Ave. San Simeon, CA 93452

Dear Respected Board Members,

My name is Manish Gupta and I am the owner of the Oceanside Apartments on 9490 Avonne Ave. San Simeon, CA. 93452.

I'd like to request a review of my water bill since December 6, 2013 (12/6/13).

Specifically, I would like to have the sewer rates reviewed.

I believe that when the address above was approved from commercial to multi-family residential on December 6, 2013, the rate structure for the water bill was not changed to reflect it.

Thus, I have been paying commercial water rates rather than residential multi-family.

Please advise on the credit amounts due.

I look forward to hearing from you.

Sincerely,

Manish Gupta

**MANISH ENTERPRISES INC.
9490 Avonne Ave.
SAN SIMEON, CA 93452**

San Simeon Community Services District
9245 Balboa Ave.
San Simeon, CA 93452

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Sincerely,

Manish Gupta

**San Simeon CSD
Ordinance
Rate Increases**

Fiscal Year	09-10	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22
Ordinance	#103	#105	#105	#105	#105	#105	#110	#110	#110	#110	#110	#121	#121	#121
Ordinance Adopted	8/9/2007	8/12/2009	8/12/2009	8/12/2009	8/12/2009	8/12/2009	11/11/2011	11/11/2011	11/11/2011	11/11/2011	11/11/2011	8/14/2019	8/14/2019	8/14/2019
Ordinance Effect	7/1/2009	9/1/2009	7/1/2010	7/1/2011	7/1/2012	7/1/2013	7/1/2014	7/1/2015	7/1/2016	7/1/2017	7/1/2018	9/25/2019	7/1/2020	7/1/2021
Meter Charge														
Per Month - Per Meter	\$15.36	\$16.74	\$18.28	\$20.44	\$23.04	\$25.80	\$27.37	\$29.10	\$30.82	\$32.33	\$34.20	\$36.18	\$37.27	\$38.39
% increase	4.50%	9.00%	9.20%	11.80%	12.7%	12.0%	6.1%	6.3%	5.9%	4.9%	5.8%	5.8%	CPI+3.0%	CPI+3.0%
Water Rates														
Per 100cf Water Used														
All Users	\$5.49	\$5.98	\$6.53	\$7.30	\$8.23	\$9.22	\$9.78	\$10.40	\$11.01	\$11.55	\$12.22	\$12.93	\$13.32	\$13.72
% increase	4.50%	9.00%	9.20%	11.80%	12.7%	12.0%	6.1%	6.3%	5.9%	4.9%	5.8%	5.8%	CPI+3.0%	CPI+3.0%
Irrigation Meters	\$8.80	\$9.59	\$10.95	\$12.24	\$13.79	\$15.44	\$16.38	\$17.41	\$18.44	\$19.34	\$20.47	\$21.65	\$22.30	\$22.97
% increase	4.50%	9.00%	14.20%	11.80%	12.7%	12.0%	6.1%	6.3%	5.9%	4.9%	5.8%	5.8%	CPI+3.0%	CPI+3.0%
Sewer Rates														
Per 100cf Water Used														
Hotels	\$5.38	\$6.13	\$7.00	\$8.18	\$9.62	\$11.26	\$11.95	\$12.70	\$13.45	\$14.11	\$14.93	\$15.79	\$16.27	\$16.75
% increase	4.50%	14.00%	14.20%	16.80%	17.7%	17.0%	6.1%	6.3%	5.9%	4.9%	5.8%	5.8%	CPI+3.0%	CPI+3.0%
Residences	\$3.31	\$3.77	\$4.31	\$5.03	\$5.92	\$6.93	\$7.35	\$7.82	\$8.28	\$8.68	\$9.19	\$9.72	\$10.01	\$10.31
% increase	4.50%	14.00%	14.20%	16.80%	17.6%	17.1%	6.1%	6.3%	5.9%	4.9%	5.8%	5.8%	CPI+3.0%	CPI+3.0%
Restaurants	\$8.34	\$9.50	\$10.85	\$12.67	\$14.91	\$17.44	\$18.50	\$19.67	\$20.83	\$21.85	\$23.12	\$24.46	\$25.19	\$25.95
% increase	4.50%	14.00%	14.20%	16.80%	17.7%	17.0%	6.1%	6.3%	5.9%	4.9%	5.8%	5.8%	CPI+3.0%	CPI+3.0%
Commercial	\$3.31	\$3.77	\$4.31	\$5.03	\$5.92	\$6.93	\$7.35	\$7.82	\$8.28	\$8.68	\$9.19	\$9.72	\$10.01	\$10.31
% increase	4.50%	14.00%	14.20%	16.80%	17.6%	17.1%	6.1%	6.3%	5.9%	4.9%	5.8%	5.8%	CPI+3.0%	CPI+3.0%
Irrigation	none	none	none	none	none	none	none	none	none	none	none	none	none	none
% increase														
Recycled Water							0.0074	0.0083	0.0088	0.0092	0.0098	0.0103	0.0109	0.0116

Account Number	<u>279</u>	<u>278</u>	
Total Credit for 2020	\$ 5,201.36	\$ 442.26	
Total Credit for 2019	\$ 13,788.16	\$ 4,663.99	
Total Credit for 2018	\$ 2,845.24	\$ 13,917.97	
Total Credit for 2017	\$ 2,731.53	\$ 12,945.69	
Total Credit for 2016	\$ 4,244.93	\$ 9,834.15	
Total Credit for 2015	\$ 1,971.84	\$ 11,454.80	
Total Credit for 2014		\$ 10,634.28	
Grand Total	<u>\$ 30,783.06</u>	<u>\$ 63,893.14</u>	\$ 94,676.20