

# Board of Directors San Simeon Community Services District



## REGULAR BOARD MEETING PACKET

February 14, 2023  
Meeting Start Time 5:00 pm

Virtual Board Meeting via Zoom Webinar

Prepared by:



**GRACE**  
ENVIRONMENTAL SERVICES

**AGENDA**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR BOARD MEETING**  
**Tuesday, February 14, 2023**  
**5:00 pm**

Pursuant to San Simeon CSD Resolution 23-463 and incompliance with AB 361 this meeting shall occur as a virtual teleconference using the Zoom app.

**Internet Meeting Location – Via ZOOM**

**Join Zoom for Regular Board Session:**

<https://us02web.zoom.us/j/9270537206>

**Or One tap mobile:**

**US: +16694449171, 9270537206#**

**Or Telephone:**

**Dial (for higher quality, dial a number based on your current location):**

**US: +1 669 444 9171**

The following commands can be entered via DTMF tones using your **phone's** dial pad while in a **Zoom meeting**: \*6 - Toggle mute/unmute. \*9 - **Raise hand**.

**Webinar ID: 927 053 7206**

**NOTE:** On the day of the meeting, the virtual meeting room will be open 30 minutes prior to the meeting start time. If you wish to submit public comment in the written format you can email [admin@sansimeoncsd.org](mailto: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:**

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 January.D
- ii. **CHP Report** – Report for January.

- iii. **Superintendent's Report** – Summary of January Activities.
- iv. **General Manager's Report** – Summary of January Activities.
- v. **District Financial Summary** – Summary of January Financials.
- vi. **District Counsel's Report** – Summary of January Activities.
- vii. **Board Member Report** – Summary of January Activities.

**B. AD-HOC & STANDING COMMITTEE REPORTS:**

- i. **Status Update** – Budget Committee
- ii. **Status Update** – Water Committee
- iii. **Status Update** – Camping Ordinance on District Streets
- iv. **Status Update** – Coastal Hazard Response Plan (CHRP)

**Public Comment** – This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Special Presentations and Reports. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes or less with additional time at the discretion of the Chair.

**4. CONSENT AGENDA ITEMS:**

**Public Comment** – This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Consent Agenda Items. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes or less with additional time at the discretion of the Chair.

- A. **REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL MEETING ON JANUARY 17, 2023.**
- B. **REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL MEETING ON JANUARY 24, 2023.**
- C. **REVIEW AND APPROVAL OF DISBURSEMENTS JOURNAL.**
- D. **ADOPTION OF RESOLUTION 23-464 AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT.**

**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 Chairperson. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes or less per person for each business item, with additional time at the discretion of the Chair.

- A. **DISCUSSION, REVIEW AND APPROVAL FOR THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH KATHY FRY FOR BOOKKEEPING SERVICES FOR THE PERIOD OF THREE YEARS.**
- B. **DISCUSSION, REVIEW AND APPROVAL OF THE 2023 LIST OF GOALS AND PRIORITIES FOR THE SAN SIMEON COMMUNITY SERVICES DISTRICT.**
- C. **DISCUSSION AND DIRECTION FROM THE BOARD OF DIRECTORS CONCERNING PREPARATION OF A REQUEST FOR PROPOSALS FOR GENERAL MANAGER AND OPERATIONAL SERVICES.**

- D. **DISCUSSION REGARDING PURCHASING OF LAPTOPS FOR BOARD MEMBERS AND CYBERSECURITY POLICIES FOR THE DISTRICT.**
- E. **DISCUSSION, REVIEW AND APPROVAL OF STANDING COMMITTEE MEMBERS AND AD-HOC COMMITTEE MEMBERS PURSUANT TO DISTRICT POLICY 13.01.**
- F. **DISCUSSION, REVIEW AND APPROVAL OF WRAC COMMITTEE NOMINEES.**
- G. **DISCUSSION, REVIEW AND UPDATE FOR PICO STAIRS AND DIRECTION TO STAFF.**

**6. PUBLIC HEARING:**

**Public Comment** – This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Public Hearing items. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) Minutes.

- A. **FIRST READING AND INTRODUCTION OF ORDINANCE NO. 124 OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT TO ADOPT AND MODIFY THE WATER MORATORIUM.**

**7. CLOSED SESSION:**

**Public Comment** – This public comment period provides an opportunity for members of the public to address the Board on Closed Session Agenda Items. Public Comment is limited to three (3) minutes.

The Board will adjourn to Closed Session to address the following item:

- A. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**  
Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code § 54956.9: Two (2) Potential Cases
- B. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
(Gov. Code, § 54957(b)(1))  
Title: General Manager

**\*\*\*\*RECONVENE TO OPEN SESSION\*\*\*\***

**Report on Closed Session**

- 8. **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).



**9. 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 Office 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.iii. Special Presentations and Reports: Superintendent Reports**



## SUPERINTENDENT'S REPORT

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### Item 3.A.ii

Prepared By: Steve Orellana

#### **1. Wastewater Treatment Plant**

- Sampling, testing, and reporting at the Wastewater Treatment Plant was performed as required by the Regional Water Quality Control Board (RWQCB).
- The monthly report was submitted to the State Water Resources Control Board (SWRCB).

#### **2. Water Treatment and Distribution System**

- Sampling, testing, and reporting was performed as required by the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW).
- The monthly report was submitted to the SWRCB, DDW.
- Monthly water meter reading was performed.

#### **3. District and Equipment Maintenance**

- Staff continues with the scheduled preventive maintenance for the equipment at the facilities.
- Staff responded to 1 service request.

San Simeon Community Services District

Superintendent's Report

January 2023

**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
01/01/23	Sunday	97,212	99,880	0	30,967	30,967	-	-	-	65	-	0	7.6	7.2	0.00	33,255
01/02/23	Monday	93,861	92,170	0	83,178	83,178	-	-	-	-	-	0	8.6	8.1	0.00	7,820
01/03/23	Tuesday	97,932	98,830	0	81,308	81,308	-	-	-	-	-	0	9.0	8.4	0.00	7,842
01/04/23	Wednesday	130,061	132,790	1,496	17,653	19,149	-	-	-	-	49	0	9.2	8.8	0.00	4,484
01/05/23	Thursday	115,246	120,150	0	39,046	39,046	-	-	-	-	49	0	6.5	6.0	0.00	24,086
01/06/23	Friday	88,896	98,360	0	69,414	69,414	-	-	-	-	-	0	7.6	7.1	0.00	23,013
01/07/23	Saturday	117,077	120,560	0	38,298	38,298	-	-	-	57	49	0	8.5	8.1	0.00	8,367
01/08/23	Sunday	165,770	183,120	0	58,045	58,045	-	-	-	-	-	0	4.2	4.1	0.00	31,422
01/09/23	Monday	212,729	226,110	0	0	0	-	-	-	-	42	0	1.0	0.9	0.00	39,451
01/10/23	Tuesday	100,878	105,520	0	21,019	21,019	-	-	-	-	-	0	4.7	4.4	0.00	42,705
01/11/23	Wednesday	84,266	82,300	1,346	98,661	100,008	-	-	-	-	-	0	6.9	6.4	0.00	42,702
01/12/23	Thursday	62,635	68,750	0	43,160	43,160	-	-	-	-	-	0	8.1	7.7	0.00	25,853
01/13/23	Friday	82,949	86,240	0	51,537	51,537	-	-	-	-	-	0	8.6	8.2	0.00	8,394
01/14/23	Saturday	152,454	155,490	0	29,770	29,770	-	-	-	-	-	0	8.6	8.4	0.00	24,599
01/15/23	Sunday	141,566	159,090	0	0	0	-	-	-	-	-	0	6.6	6.4	0.00	48,899
01/16/23	Monday	112,944	99,600	224	40,990	41,215	-	-	-	42	-	0	6.2	5.8	0.00	35,899
01/17/23	Tuesday	82,383	84,940	0	94,248	94,248	-	-	-	-	-	0	7.6	7.1	0.00	34,116
01/18/23	Wednesday	81,207	85,160	0	15,035	15,035	-	-	-	-	-	0	8.4	7.8	0.00	17,513
01/19/23	Thursday	70,152	73,650	1,421	103,299	104,720	-	-	-	-	35	0	8.7	8.2	0.00	15,107
01/20/23	Friday	59,616	61,180	0	36,951	36,951	-	-	-	-	-	0	9.0	8.4	0.00	10,310
01/21/23	Saturday	69,356	73,560	0	47,797	47,797	-	-	-	-	-	0	9.1	8.5	0.00	6,692
01/22/23	Sunday	63,256	68,980	0	64,627	64,627	-	-	-	-	-	0	9.3	8.9	0.00	6,735
01/23/23	Monday	53,199	56,750	0	48,919	48,919	-	-	-	-	-	0	9.3	8.9	0.00	5,483
01/24/23	Tuesday	52,445	56,950	0	48,695	48,695	2,447	1,464	983	-	-	0	9.4	8.8	0.00	5,722
01/25/23	Wednesday	45,348	50,610	0	64,552	64,552	-	-	-	42	42	0	9.4	8.9	0.00	3,154
01/26/23	Thursday	44,290	50,400	1,496	36,054	37,550	-	-	-	-	-	0	9.5	8.9	0.00	0
01/27/23	Friday	40,912	46,300	0	32,538	32,538	-	-	-	-	-	0	9.5	9.1	0.00	6,368
01/28/23	Saturday	46,743	53,270	1,421	36,652	38,073	-	-	-	-	-	0	9.5	9.2	0.00	3,585
01/29/23	Sunday	51,227	56,700	0	63,580	63,580	-	-	-	-	-	0	9.6	9.3	0.00	4,545
01/30/23	Monday	29,336	36,710	0	43,534	43,534	-	-	-	-	-	0	9.6	9.2	0.00	2,352
01/31/23	Tuesday	41,663	46,740	0	46,451	46,451	-	-	-	-	-	0	9.6	9.1	0.00	2,550
<b>TOTALS</b>		<b>2,687,609</b>	<b>2,830,860</b>	<b>7,405</b>	<b>1,485,977</b>	<b>1,493,382</b>	<b>2,447</b>	<b>1,464</b>	<b>983</b>			<b>0</b>			<b>0.00</b>	<b>533,023</b>
Average		86,697	91,318	239	47,935	48,174	2,447	1,464	983	52	<30	44	8.0	7.6	0.00	17,194
Minimum		29,336	36,710	0	0	0	2,447	1,464	983	<30	<30	<30	1.0	0.9	0.00	0
Maximum		212,729	226,110	1,496	103,299	104,720	2,447	1,464	983	<30	<30	<30	9.3	9.3	0.00	48,899

**DATA SUMMARY SHEET**

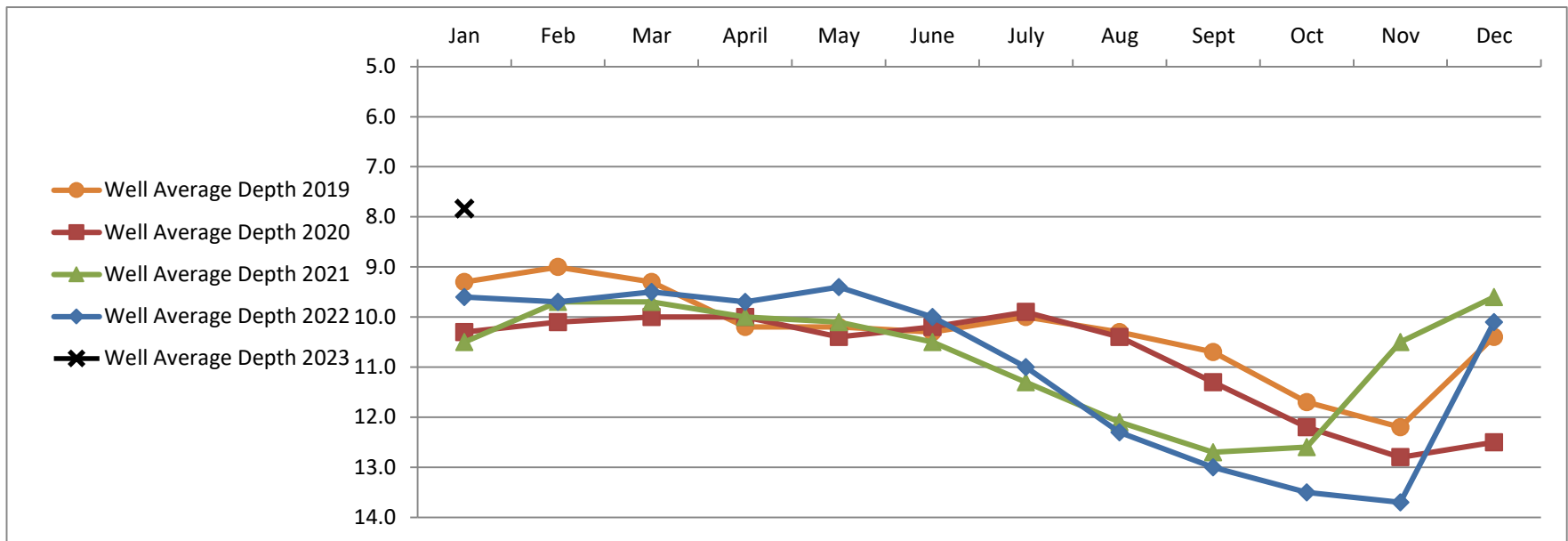
<b>2023</b>													
	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Total for 2022
Wastewater Influent	2,687,609												2,687,609
Wastewater Final Effluent (Month Cycle)	2,830,860												2,830,860
Adjusted Wastewater Influent (- State Flow)	2,154,586												2,154,586
Water Produced (month cycle)	1,493,382												1,493,382
Sewer Influent/Water Produced Ratio	1.80												N/A
Adusted Sewer/Water Produced Ratio	1.44												N/A
Well 1 Water Production	7,405												7,405
Well 2 Water Production	1,485,977												1,485,977
Total Well Production	1,493,382												1,493,382
Water Well 1 Avg Depth to Water	8.0												N/A
Water Well 2 Avg Depth to Water	7.6												N/A
Average Depth to Water of Both Wells	7.8												N/A
Change in Average Depth to Water from 2021	-0.9												N/A
Average Chloride mg/L at the Wells	48												N/A
State Wastewater Treated	533,023												533,023
State % of Total WW Flow	19%												19%
Recycled Water Sold (Gallons)	0												0
Biosolids Removal (Gallons)	4,500												4,500
<b>WW Permit Limitation Exceeded</b>	<b>0</b>												<b>0</b>
<b>RW Permit Limitation Exceeded</b>	<b>0</b>												<b>0</b>
<b>Constituent Exceeded</b>	<b>None</b>												<b>N/A</b>
<b>Sample Limit</b>	<b>N/A</b>												<b>N/A</b>
<b>Sample Result</b>	<b>N/A</b>												<b>N/A</b>
<b>2022</b>													
	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Total for 2022
Wastewater Influent	1,571,222	1,389,949	1,589,863	1,719,101	1,798,328	2,016,224	2,377,922	2,144,776	1,831,090	1,703,468	1,749,106	2,260,766	22,151,815
Wastewater Final Effluent (Month Cycle)	1,649,170	1,498,768	1,725,410	1,871,010	1,996,900	2,172,360	2,440,050	2,149,140	1,989,820	1,877,540	1,939,200	2,434,660	23,744,028
Adjusted Wastewater Influent(- State Flow) *	1,522,839	1,356,607	1,549,685	1,690,058	1,608,515	1,780,084	2,203,484	2,090,258	1,774,814	1,650,919	1,700,028	2,159,699	21,086,990
Water Produced (month cycle)	1,683,299	1,654,800	1,924,903	2,059,394	2,175,259	2,390,458	2,811,134	2,445,960	2,414,544	2,119,832	2,071,137	1,905,829	25,656,550
Sewer Influent/Water Produced Ratio	0.93	0.84	0.83	0.84	0.83	0.84	0.85	0.88	0.76	0.80	0.84	1.19	N/A
Adusted Sewer/Water Ratio	0.91	0.82	0.81	0.82	0.74	0.74	0.78	0.85	0.74	0.78	0.82	1.13	N/A
Average Depth of Both Wells	9.6	9.7	9.5	9.7	9.4	10.0	11.0	12.3	13.0	13.5	13.7	10.1	N/A
Change in Average Depth to Water from 2020	-0.9	0.0	-0.2	-0.3	-0.7	-0.5	1.1	1.9	1.7	0.8	3.1	0.4	N/A
Average Chloride mg/L at the Wells	<30	36	35	32	<30	<30	<30	<30	39	115	251	158	N/A
State Wastewater Treated	48,383	33,342	40,178	29,043	189,813	236,140	174,439	54,518	56,276	52,549	49,078	101,067	1,064,826
State % of Total WW Flow	3%	2%	3%	2%	11%	12%	7%	3%	3%	3%	3%	4%	5%
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0	0	0	0	0	0
Biosolids Removal (Gallons)	0	4,500	4,500	0	4,500	9,000	13,500	0	4,500	4,500	4,500	0	49,500
<b>WW Permit Limitation Exceeded</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>RW Permit Limitation Exceeded</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>Constituent Exceeded</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>	<b>N/A</b>
<b>Sample Limit</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Sample Result</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

**San Simeon Community Services District**

**Superintendent's Report**

**January 2023**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Well Average Depth 2019</b>	9.3	9.0	9.3	10.2	10.2	10.3	10.0	10.3	10.7	11.7	12.2	10.4
<b>Well Average Depth 2020</b>	10.3	10.1	10.0	10.0	10.4	10.2	9.9	10.4	11.3	12.2	12.8	12.5
<b>Well Average Depth 2021</b>	10.5	9.7	9.7	10.0	10.1	10.5	11.3	12.1	12.7	12.6	10.5	9.6
<b>Well Average Depth 2022</b>	9.6	9.7	9.5	9.7	9.4	10.0	11.0	12.3	13.0	13.5	13.7	10.1
<b>Well Average Depth 2023</b>	7.8											



**3.A.iv. Special Presentations and Reports:  
General Manager's Report  
Charlie Grace**



## GENERAL MANAGER'S REPORT

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### Item 3.A.iv.

**GES Staff Activity** – Report on staff activities for the month of January 2023. Regular activities performed by staff include:

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

GES Staff also attended to the following items:

- Responded to eleven (11) written public records requests.

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### Update on District Grants:

**LCP Grant** – The Quarterly Report was submitted.

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### Update on District Projects and RFP's:

**District Financial Reports** – In effort to improve the unaudited financial summaries that are included in each month's Board packet and to provided continued transparency; included in this Board packet is an updated District Financial Summary. After discussion with the Chairperson and the District Bookkeeper, monthly financial historical summaries will be provided directly from the SSCSD accounting software.

**Update on the Pico Creek Instream Flow Study** – The report has been sent to the County, per the Direction of the Board and the North Coast Advisory Plan.

**Update on the Rate Study** – Suggested Water rates by RCAC and wastewater rates by RDN have been prepared and are ready for review during the next Budget Committee meeting.

**Update on the Water Tank Project** – Discussed timing of easement with the property owner. Priority is the Reverse Osmosis Hearst Encroachment Agreement completion mentioned above.

**Pipe Bridge Draft Design 30% review** – Ashley Vance is progressing toward 50% design.

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**3.A.v. Special Presentations and Reports:  
District Financial Summary**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet - Draft**  
**As of January 31, 2023**

	Jan 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Pac Prem Ckg-6603	121,318.50
1017 · Money Market PPBI	
1017a · Pac Prem - Mon Mkt Unrestric...	(21,541.42)
1017b · USDA short lived asset fund	5,000.00
1017c · USDA Reserve for Annual Pymt	20,690.00
1017d · Operating Reserves	340,000.00
1017e · Reserves-Capital Rehab & Re...	448,076.82
1017f · Capacity Fees Held	678,999.00
1017g · Wait List deposits held	93,538.60
1017h · Cust sec dep held (06/30/22)	8,450.00
1017 · Money Market PPBI - Other	277.07
Total 1017 · Money Market PPBI	1,573,490.07
1050 · LAIF - non-restricted cash	565.03
Total Checking/Savings	1,695,523.60
Other Current Assets	
1200 · Accounts receivable default	78,590.51
1220 · A/R - Hearst Castle	4,881.76
1300 · Prepaid insurance expense	4,903.59
Total Other Current Assets	88,375.86
Total Current Assets	1,783,899.46
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	279,580.67
1500 · Equipment	
1500a · Equip-PA System	7,591.16
1500b · Equip-Muffin Monster	5,098.32
1500 · Equipment - Other	0.45
Total 1500 · Equipment	12,689.93
1560 · Pipe bridge	29,497.00
1580 · Sewer plant	869,352.16
1590 · Sewer plant equipment	12,468.83
1600 · Water system	235,615.43
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	568,063.00
1640 · Wellhead Rehab Project	448,253.95
1650 · Walkway access projects	26,791.00
1660 · RO Unit	948,021.38
1680 · Generator	18,291.00
Total 1400 · Fixed assets	3,748,190.27
1450 · Construction in Progress	
1670 · Reservoir / Water Tanks	287,693.56
Total 1450 · Construction in Progress	287,693.56
1690 · Accumulated depreciation	(1,680,738.52)
Total Fixed Assets	2,355,145.31
<b>TOTAL ASSETS</b>	<b>4,139,044.77</b>

	Jan 31, 23
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2500 · Customer security deposits	8,150.00
2510 · Connect hookup wait list	93,538.60
2515 · Unearned Revenue- Capacity F...	678,999.00
Total Other Current Liabilities	780,687.60
Total Current Liabilities	780,687.60
Long Term Liabilities	
2520 · USDA Loan Principal Bal	425,548.72
Total Long Term Liabilities	425,548.72
Total Liabilities	1,206,236.32
Equity	
3201 · Net Investment in Capital Asset	1,980,565.00
3204 · BOD Assigned-Rehab & Replace	
3204G · Board Assigned for General CIP	50,051.03
3204S · Board Assigned for WW CIP	199,047.69
3204W · Board Assigned for Water CIP	198,978.10
Total 3204 · BOD Assigned-Rehab & Repla...	448,076.82
3207 · BOD Assigned for Oper Reserves	
3207G · Op Reserves -Gen Fd	40,000.00
3207S · Op Reserves - Sewer Fd	150,000.00
3207W · Op Reserves - Water Fd	150,000.00
Total 3207 · BOD Assigned for Oper Reser...	340,000.00
3211 · Restricted-USDA Annual Loan Pmt	20,690.00
3212 · Restricted-USDA Short Liv Ass	5,000.00
3220 · Unrestricted-Undesignatd Equity	271,846.27
Net Income	(133,369.64)
Total Equity	2,932,808.45
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,139,044.77</b>

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**Profit & Loss**

July 2021 through June 2022

	<u>Jul 21</u>	<u>Aug 21</u>	<u>Sep 21</u>	<u>Oct 21</u>	<u>Nov 21</u>	<u>Dec 21</u>	<u>Jan 22</u>	<u>Feb 22</u>	<u>Mar 22</u>	<u>Apr 22</u>	<u>May 22</u>	<u>Jun 22</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>													
<b>Income</b>													
<b>4000 · Services</b>													
<b>4005 · Services - waste</b>	55,516.22	40,331.83	40,336.81	42,047.97	38,874.20	35,068.70	30,298.87	35,079.28	33,573.78	44,078.35	39,679.66	47,223.70	482,109.37
<b>4010 · Services - water</b>	49,269.78	36,018.10	36,656.78	37,820.36	34,769.42	30,061.95	27,060.11	31,533.31	30,350.63	38,738.36	36,177.32	41,905.35	430,361.47
<b>4012 · Services - base service fee</b>	7,910.24	7,834.18	7,977.48	8,080.85	8,272.49	8,272.49	8,272.49	8,232.72	8,272.49	8,232.71	8,312.27	8,232.71	97,903.12
<b>4013 · Late fees and adjustments</b>	1,843.36	(2,075.01)	2,097.48	773.51	(994.72)	(3,939.93)	(2,943.97)	1,939.19	211.71	1,756.49	(907.41)	1,180.56	(1,058.74)
<b>4050 · State of CA - H Castle WW Trmt</b>	0.00	0.00	6,340.85	0.00	0.00	7,273.93	0.00	0.00	4,006.61	0.00	0.00	13,043.36	30,664.75
<b>Total 4000 · Services</b>	<u>114,539.60</u>	<u>82,109.10</u>	<u>93,409.40</u>	<u>88,722.69</u>	<u>80,921.39</u>	<u>76,737.14</u>	<u>62,687.50</u>	<u>76,784.50</u>	<u>76,415.22</u>	<u>92,805.91</u>	<u>83,261.84</u>	<u>111,585.68</u>	<u>1,039,979.97</u>
<b>4100 · Property tax income</b>	<u>115.78</u>	<u>1,381.14</u>	<u>10.01</u>	<u>5,809.34</u>	<u>10,376.84</u>	<u>8,828.61</u>	<u>28,512.57</u>	<u>4,095.69</u>	<u>4,104.27</u>	<u>13,548.61</u>	<u>12,933.74</u>	<u>1,368.97</u>	<u>91,085.57</u>
<b>Total Income</b>	<u>114,655.38</u>	<u>83,490.24</u>	<u>93,419.41</u>	<u>94,532.03</u>	<u>91,298.23</u>	<u>85,565.75</u>	<u>91,200.07</u>	<u>80,880.19</u>	<u>80,519.49</u>	<u>106,354.52</u>	<u>96,195.58</u>	<u>112,954.65</u>	<u>1,131,065.54</u>
<b>Gross Profit</b>	114,655.38	83,490.24	93,419.41	94,532.03	91,298.23	85,565.75	91,200.07	80,880.19	80,519.49	106,354.52	96,195.58	112,954.65	1,131,065.54
<b>Expense</b>													
<b>6000 · Accounting</b>	0.00	0.00	0.00	4,000.00	3,000.00	2,000.00	1,000.00	4,115.00	0.00	0.00	0.00	0.00	14,115.00
<b>6020 · Bank fees</b>	78.29	0.00	77.60	(77.60)	0.00	0.00	0.00	0.00	0.13	0.00	0.00	0.00	78.42
<b>6025 · Bookkeeping</b>	1,320.00	1,320.00	1,320.00	1,320.00	1,320.00	1,320.00	1,320.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	16,740.00
<b>6030 · Directors fee</b>	400.00	300.00	300.00	300.00	200.00	200.00	200.00	200.00	200.00	200.00	400.00	400.00	3,300.00
<b>6031 · Payroll expenses-yr taxes</b>	30.60	22.95	22.95	22.95	15.30	15.30	15.30	15.30	15.30	15.30	30.60	30.60	252.45
<b>6035 · Dues and subscriptions</b>	0.00	550.00	0.00	0.00	3,154.00	0.00	0.00	849.00	739.00	0.00	0.00	465.00	5,757.00
<b>6045 · Electrical power</b>	(7,245.90)	5,500.00	18,245.90	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	11,435.69	14,103.17	80,538.86
<b>6055 · Road maintenance</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,550.00	4,550.00
<b>6075 · Insurance - PERS health</b>	351.72	351.72	351.72	351.72	351.72	383.85	383.85	383.85	383.85	383.85	383.85	383.85	4,445.55
<b>6076 · Pension plan - PERS retirement</b>	1,349.42	1,349.42	1,349.42	1,349.42	1,349.42	1,349.42	1,349.42	1,349.42	1,349.42	1,349.42	1,349.42	1,349.42	16,193.04
<b>6080 · Insurance - liability</b>	982.79	982.79	982.79	982.79	982.79	982.79	982.79	982.79	982.79	982.79	982.79	982.79	11,793.43
<b>6095 · LAFCO cost apportionment</b>	0.00	0.00	3,139.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,139.81
<b>6100 · Legal fees</b>	(22,302.29)	23,562.29	0.00	10,141.29	12,974.73	19,187.54	12,898.50	12,296.73	14,219.00	63,020.63	68,588.50	52,146.13	266,733.05
<b>6105 · Licenses and permits</b>	0.00	51.40	0.00	140.70	0.00	4,574.00	10,693.04	2,247.98	0.00	3,645.60	0.00	44.20	21,396.92
<b>6115 · Miscellaneous expenses</b>	1,770.00	212.00	102.24	108.00	104.00	326.76	54.00	212.00	266.00	208.86	214.00	48.99	3,626.85
<b>6120 · Office expenses</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	316.27	0.00	0.00	0.00	316.27
<b>6125 · Operations management</b>	45,364.06	49,433.18	47,398.62	47,398.62	47,398.62	47,398.62	47,398.62	47,398.62	47,398.62	47,398.62	47,398.62	47,398.62	568,783.44
<b>6130 · R&amp;M allowance - GES Contract</b>	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	39,999.96
<b>6135 · Weed abatement</b>	0.00	2,175.00	0.00	0.00	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,625.00
<b>6145 · Professional fees</b>	1,363.75	300.00	2,096.25	5,867.50	5,337.00	6,112.50	1,840.00	7,719.50	9,695.00	13,048.75	21,995.61	112,029.29	187,405.15
<b>6191 · Emergency water stand by</b>	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	20,000.00
<b>6192 · Repair &amp; Maint-Dist Responsblty</b>	0.00	6,169.95	0.00	0.00	0.00	11,586.00	3,667.95	0.00	7,000.00	2,500.00	0.00	12,398.26	43,322.16
<b>6195 · Website</b>	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	450.00	450.00	4,900.00
<b>Total Expense</b>	<u>27,195.77</u>	<u>96,014.03</u>	<u>79,120.63</u>	<u>81,138.72</u>	<u>85,870.91</u>	<u>104,670.11</u>	<u>101,036.80</u>	<u>98,503.52</u>	<u>93,298.71</u>	<u>143,487.15</u>	<u>158,062.41</u>	<u>251,613.60</u>	<u>1,320,012.36</u>
<b>Net Ordinary Income</b>	87,459.61	(12,523.79)	14,298.78	13,393.31	5,427.32	(19,104.36)	(9,836.73)	(17,623.33)	(12,779.22)	(37,132.63)	(61,866.83)	(138,658.95)	(188,946.82)
<b>Other Income/Expense</b>													

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**Profit & Loss**

July 2021 through June 2022

	<u>Jul 21</u>	<u>Aug 21</u>	<u>Sep 21</u>	<u>Oct 21</u>	<u>Nov 21</u>	<u>Dec 21</u>	<u>Jan 22</u>	<u>Feb 22</u>	<u>Mar 22</u>	<u>Apr 22</u>	<u>May 22</u>	<u>Jun 22</u>	<u>TOTAL</u>
<b>Other Income</b>													
<b>8010 · Interest income</b>	0.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.62
<b>8020 · Interest - money market</b>	86.15	44.47	30.02	26.59	26.25	27.12	29.78	28.22	31.49	28.36	27.78	26.88	413.11
<b>8030 · Interest - LAIF</b>	0.46	0.00	0.00	0.34	0.00	0.00	0.00	0.00	0.00	0.44	0.00	0.00	1.24
<b>8044 · Grant income</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,538.00	6,538.00
<b>8090 · Other misc income</b>	0.00	0.00	0.00	0.00	300.00	0.00	135,231.00	0.00	0.00	0.00	0.00	0.00	135,531.00
<b>Total Other Income</b>	<u>87.23</u>	<u>44.47</u>	<u>30.02</u>	<u>26.93</u>	<u>326.25</u>	<u>27.12</u>	<u>135,260.78</u>	<u>28.22</u>	<u>31.49</u>	<u>28.80</u>	<u>27.78</u>	<u>6,564.88</u>	<u>142,483.97</u>
<b>Other Expense</b>													
<b>9010 · Depreciation expense</b>	7,742.00	7,742.00	7,742.00	7,742.00	7,742.00	7,742.00	6,895.00	7,621.00	7,621.00	7,621.00	7,621.00	6,019.66	89,850.66
<b>9020 · USDA loan repayment</b>													
<b>9020a · USDA loan repay - interest</b>	0.00	0.00	5,972.34	0.00	0.00	0.00	0.00	0.00	5,912.21	0.00	0.00	1.19	11,885.74
<b>9020b · USDA loan repay - prin</b>	0.00	0.00	4,372.66	0.00	0.00	0.00	0.00	0.00	4,432.79	0.00	0.00	(8,805.45)	0.00
<b>Total 9020 · USDA loan repayment</b>	<u>0.00</u>	<u>0.00</u>	<u>10,345.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,345.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(8,804.26)</u>	<u>11,885.74</u>
<b>9030 · Capital proj/improve</b>	0.00	0.00	0.00	0.00	0.00	0.00	3,083.75	23,382.50	14,472.82	9,464.14	10,833.40	(61,236.61)	0.00
<b>Total Other Expense</b>	<u>7,742.00</u>	<u>7,742.00</u>	<u>18,087.00</u>	<u>7,742.00</u>	<u>7,742.00</u>	<u>7,742.00</u>	<u>9,978.75</u>	<u>31,003.50</u>	<u>32,438.82</u>	<u>17,085.14</u>	<u>18,454.40</u>	<u>(64,021.21)</u>	<u>101,736.40</u>
<b>Net Other Income</b>	<u>(7,654.77)</u>	<u>(7,697.53)</u>	<u>(18,056.98)</u>	<u>(7,715.07)</u>	<u>(7,415.75)</u>	<u>(7,714.88)</u>	<u>125,282.03</u>	<u>(30,975.28)</u>	<u>(32,407.33)</u>	<u>(17,056.34)</u>	<u>(18,426.62)</u>	<u>70,586.09</u>	<u>40,747.57</u>
<b>Net Income</b>	<u><u>79,804.84</u></u>	<u><u>(20,221.32)</u></u>	<u><u>(3,758.20)</u></u>	<u><u>5,678.24</u></u>	<u><u>(1,988.43)</u></u>	<u><u>(26,819.24)</u></u>	<u><u>115,445.30</u></u>	<u><u>(48,598.61)</u></u>	<u><u>(45,186.55)</u></u>	<u><u>(54,188.97)</u></u>	<u><u>(80,293.45)</u></u>	<u><u>(68,072.86)</u></u>	<u><u>(148,199.25)</u></u>

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Profit & Loss by Month (FYTD) - DRAFT**  
 July through December 2022

	<u>Jul 22</u>	<u>Aug 22</u>	<u>Sep 22</u>	<u>Oct 22</u>	<u>Nov 22</u>	<u>Dec 22</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>4000 · Services</b>							
4005 · Services - waste	52,231.30	56,585.04	50,804.24	39,404.66	47,278.96	33,293.80	279,598.00
4010 · Services - water	46,591.56	50,027.56	45,028.40	36,147.17	42,655.95	30,637.51	251,088.15
4012 · Services - base service fee	8,391.83	8,833.46	8,790.97	8,833.46	8,790.97	8,833.46	52,474.15
4013 · Late fees and adjustments	1,359.93	56.69	537.38	983.11	(756.03)	(4,500.96)	(2,319.88)
4050 · State of CA - H Castle WW Trmt	0.00	0.00	6,238.09	0.00	0.00	4,881.76	11,119.85
<b>Total 4000 · Services</b>	<u>108,574.62</u>	<u>115,502.75</u>	<u>111,399.08</u>	<u>85,368.40</u>	<u>97,969.85</u>	<u>73,145.57</u>	<u>591,960.27</u>
4100 · Property tax income	1,155.48	1,181.01	1,373.09	62.27	0.00	28,047.21	31,819.06
<b>Total Income</b>	<u>109,730.10</u>	<u>116,683.76</u>	<u>112,772.17</u>	<u>85,430.67</u>	<u>97,969.85</u>	<u>101,192.78</u>	<u>623,779.33</u>
<b>Gross Profit</b>	109,730.10	116,683.76	112,772.17	85,430.67	97,969.85	101,192.78	623,779.33
<b>Expense</b>							
6000 · Accounting	0.00	0.00	0.00	0.00	4,000.00	2,000.00	6,000.00
6020 · Bank fees	12.49	0.00	21.29	109.14	124.77	(114.75)	152.94
6025 · Bookkeeping	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	9,000.00
6030 · Directors fee	600.00	200.00	400.00	700.00	300.00	300.00	2,500.00
6031 · Payroll expenses-yr taxes	45.90	15.30	30.60	53.55	22.95	22.95	191.25
6035 · Dues and subscriptions	0.00	650.00	0.00	0.00	0.00	4,358.00	5,008.00
6045 · Electrical power	5,500.00	5,500.00	4,554.00	5,500.00	5,500.00	5,500.00	32,054.00
6076 · Pension plan - PERS retirement	1,433.58	1,433.58	1,433.58	1,433.58	1,433.58	1,433.58	8,601.48
6080 · Insurance - liability	980.71	980.71	980.71	980.71	980.71	980.71	5,884.26
6095 · LAFCO cost apportionment	0.00	3,023.15	0.00	0.00	0.00	0.00	3,023.15
6100 · Legal fees	0.00	0.00	11,606.00	0.00	154,754.19	0.00	166,360.19
6105 · Licenses and permits	0.00	171.10	0.00	122.70	0.00	10,397.00	10,690.80
6115 · Miscellaneous expenses	221.02	0.00	0.00	0.00	0.00	0.00	221.02
6125 · Operations management	47,398.62	56,497.18	51,474.90	51,474.90	51,474.90	51,474.90	309,795.40
6130 · R&M allowance - GES Contract	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	19,999.98
6145 · Professional fees	900.00	1,631.25	19,202.71	14,622.00	16,344.25	30,254.61	82,954.82
6192 · Repair & Maint-Dist Responsibility	0.00	0.00	0.00	0.00	3,073.94	16,981.70	20,055.64
6195 · Website	450.00	450.00	450.00	450.00	450.00	450.00	2,700.00
<b>Total Expense</b>	<u>62,375.65</u>	<u>75,385.60</u>	<u>94,987.12</u>	<u>80,279.91</u>	<u>243,292.62</u>	<u>128,872.03</u>	<u>685,192.93</u>
<b>Net Ordinary Income</b>	47,354.45	41,298.16	17,785.05	5,150.76	(145,322.77)	(27,679.25)	(61,413.60)
<b>Other Income/Expense</b>							
<b>Other Income</b>							
8020 · Interest - money market	26.64	57.85	269.53	283.86	274.98	277.07	1,189.93
8030 · Interest - LAIF	1.37	0.00	0.00	1.92	0.00	0.00	3.29
8044 · Grant income	0.00	0.00	0.00	16,232.06	0.00	11,620.25	27,852.31
<b>Total Other Income</b>	<u>28.01</u>	<u>57.85</u>	<u>269.53</u>	<u>16,517.84</u>	<u>274.98</u>	<u>11,897.32</u>	<u>29,045.53</u>
<b>Other Expense</b>							
9010 · Depreciation expense	7,281.24	7,281.24	7,281.24	7,281.24	7,281.24	7,281.24	43,687.44
9020 · USDA loan repayment	0.00	0.00	10,345.00	0.00	0.00	0.00	10,345.00
9030 · Capital proj/improve	0.00	0.00	0.00	3,501.25	5,704.75	12,960.00	22,166.00
<b>Total Other Expense</b>	<u>7,281.24</u>	<u>7,281.24</u>	<u>17,626.24</u>	<u>10,782.49</u>	<u>12,985.99</u>	<u>20,241.24</u>	<u>76,198.44</u>
<b>Net Other Income</b>	<u>(7,253.23)</u>	<u>(7,223.39)</u>	<u>(17,356.71)</u>	<u>5,735.35</u>	<u>(12,711.01)</u>	<u>(8,343.92)</u>	<u>(47,152.91)</u>
<b>Net Income</b>	<u><u>40,101.22</u></u>	<u><u>34,074.77</u></u>	<u><u>428.34</u></u>	<u><u>10,886.11</u></u>	<u><u>(158,033.78)</u></u>	<u><u>(36,023.17)</u></u>	<u><u>(108,566.51)</u></u>

**CONSENT AGENDA ITEMS:**  
**4.A. REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL MEETING**  
**ON**  
**January 17, 2023**

**SPECIAL MEETING MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR BOARD MEETING**  
**Tuesday, January 17, 2023**  
**5:30 pm**

Pursuant to San Simeon CSD Resolution 22-462 and incompliance with AB 361 this meeting occurred as a virtual teleconference using the Zoom app.

**Internet Meeting Location – Via ZOOM**

**1. OPEN SESSION: @ 5:33 PM**

A. Roll Call:

Chairperson Diamond – Present  
Vice-Chairperson Tiwana – Present  
Director de la Rosa – Present  
Director Donahue – Present  
Director Kellas – Present

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

Public Comment –

(3:01) Julie Tacker commented on her request for a boundary survey regarding Pico Stairs public access.

(6:50) April Dury commented on the layout of District financials in the Board packet.

**3. SPECIAL PRESENTATIONS AND REPORTS:**

**A. STAFF REPORTS:**

i. **Sheriff's Report** – None.

ii. **CHP Report** – None.

iii. **Superintendent's Report** – (10:38) Steve Orellana provided a summary of December activities.

iv. **General Manager's Report** – (12:00) Charlie Grace provided a summary of December activities. Ian Shoebridge from Ashley Vance was present to review the 30% design submittal related to the pipe bridge. Director Donahue inquired about the bridge becoming a foot/pedestrian bridge. Director Kellas recused herself from the discussion. Vice-Chairperson Tiwana commented on potential damage to the concrete abutments as a result of the storm.

Public Comment –

(21:29) Henry Krzciuk commented.

(23:55) Julie Tacker commented.



There was further discussion between the Board members about the option of building a pedestrian bridge.

- v. **District Financial Summary** – (31:00) Charlie Grace provided a summary of December financials. Vice-Chair Tiwana commented on the negative balance in the reserves.

Public Comment –

(36:57) Henry Krzciuk commented.

(39:09) April Dury commented.

- vi. **District Counsel’s Report** – (44:44) Nubia Goldstein provided a summary of December activities.

- vii. **Board Member Report** – (46:00) Director Kellas provided a summary of December activities.

**B. AD-HOC & STANDING COMMITTEE REPORTS: (46:45)**

- i. Status Update Budget Committee – None.

- ii. Status Update Water Committee – None.

- iii. Status Update Camping Ordinance on District Streets – (50:11) Director Donahue commented that the District was on track to have approval of this item in February.

- iv. Status Update Coastal Hazard Response Plan – None.

(49:50) Director Donahue commented that he was having technical difficulties with Zoom, which was causing him to have to connect and reconnect to Zoom.

Public Comment –

(51:15) Tina Dickason commented.

(56:25) Julie Tacker commented.

(59:55) April Dury commented.

**4. CONSENT AGENDA ITEMS: (1:04:00)**

(1:05:10) Director Kellas commented that on the December 16, 2022 meeting minutes there was a typo on page 5.

Public Comment –

(1:09:30) April Dury commented.

(1:11:56) Julie Tacker commented.

**A. REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL MEETING ON DECEMBER 8, 2022.**

**B. REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL MEETING ON DECEMBER 16, 2022.**

**C. REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL MEETING ON DECEMBER 20, 2022.**

**D. REVIEW AND APPROVAL OF DISBURSEMENTS JOURNAL.**

**E. ADOPTION OF RESOLUTION 23-463 TO CONTINUE VIRTUAL MEETINGS PURSUANT TO THE PROVISIONS OF AB 361.**

(1:15:40) A motion was made to approve items A, C, and E.

Motion: Chairperson Diamond  
2nd: Director Donahue  
Vote: 5/0  
Absent: None

Roll Call:  
Diamond: Yes      Tiwana: Yes      Donahue: Yes

(1:16:40) Chairperson Kellas commented about the motion, asking for clarification. She stated her wifi had dropped. There was further discussion between Nubia Goldstein and Director Kellas regarding the procedure of the consent agenda.

Roll Call Continued:  
Kellas: Yes    de la Rosa: Yes

(1:18:40) The Board discussed the item 4D.

(1:19:06) A motion was made to approve item 4D.

Motion: Chairperson Diamond  
2nd: Director Kellas

Public Comment –  
(1:19:25) Henry Krzciuk commented.  
(1:21:40) Julie Tacker commented.

(1:24:00) Vice-Chairperson Tiwana commented about the member of the public making a comment that something illegal had occurred.

Vote: 5/0  
Absent: None

Roll Call:  
Diamond: Yes      Tiwana: Yes      Donahue: Yes      Kellas: Yes      de la Rosa: Yes

Public Comment –  
(1:28:49) April Dury commented.

(1:30:50) Director Kellas commented that this was not a regular occurrence, further stating that the bill had to be paid, and that this was not a valid reason to hold up the disbursements journal.

A motion was made to approve item 4D.

Motion: Chairperson Diamond  
2nd: Director Kellas  
Vote: 4/1  
Abstain: Donahue

Roll Call:  
Diamond: Yes      Tiwana: Yes      Donahue: Abstain      Kellas: Yes      de la Rosa: Yes

(1:33:08) Director Kellas identified the typo error on page 5 of the December 16, 2022 meeting minutes. Nubia Goldstein identified that the error was “tthatwould”.

(1:34:28) A motion was made to approve item 4B with the corrections recommended by Director Kellas.  
2<sup>nd</sup>: None

(1:35:20) Director Donahue stated that because Jeff Minnery was not present and based on the \$141,000.00 he would vote No on this item. There was further discussion about this matter among the Board members.

(1:36:43) A motion was made to approve item 4B with the corrections recommended by Director Kellas.

Motion: Chairperson Diamond  
2nd: Director Kellas  
Vote: 5/0

Roll Call:  
Diamond: Yes      Tiwana: Yes      Donahue: Yes      Kellas: Yes      de la Rosa: Yes

**5. BUSINESS ACTION ITEMS: (1:37:30)**

**A. REVIEW AND APPROVAL OF THE DRAFT AUDIT FOR FISCAL YEAR 2021/2022. (1:38:29)**

Charlie Grace introduced the item. Adam Guise was present and he presented the draft audit to the Board.

Public Comment –  
(1:48:20) April Dury commented.  
(1:50:20) Julie Tacker commented.

(1:53:30) A motion was made that the audit report as written be approved.

Motion: Chairperson Diamond  
2nd: Director Kellas  
Vote: 5/0

Roll Call:

Diamond: Yes    Tiwana: Yes    Donahue: Yes    Kellas: Yes    de la Rosa: Yes

**B. DISCUSSION, REVIEW AND APPROVAL OF THE STILLWATER PICO CREEK INSTREAM FLOW MANAGEMENT PLAN, INCLUDING DISCUSSION AND DIRECTION TO STAFF CONCERNING THE NEXT STEPS. (1:54:05)**

Charlie Grace introduced the item. Ken Jarrett and Ethan Bell from Stillwater presented the Pico Creek Instream Flow report.

(2:03:48) There was discussion among the Board members about the report.

(2:18:33) Director Donahue made a motion to accept the November report as it is, without revising the recommendations or anything. Just accept the November report and move on, and not mess with this at another Board meeting.

2<sup>nd</sup>: None

(2:19:00) There was further discussion about the report between GES staff and Stillwater.

Public Comment –

(2:25:11) Tina Dickason commented.

(2:28:12) Henry Krzciuk commented.

(2:33:05) Ethan Bell responded to public comment.

(2:37:35) Bob Hather commented.

(2:43:15) Ethan Bell responded to public comment.

(2:47:26) Julie Tacker commented.

(2:48:25) April Dury commented.

(2:50:52) A motion was made to approve the November study with the condition that we also have future monitoring and maintenance including costs of the instream management plan.

Motion: Chairperson Diamond

2<sup>nd</sup>: Director Kellas

Vote: 4/1

Roll Call:

Diamond: Yes

(2:51:42) Vice-Chairperson Tiwana commented on the motion explaining why she could not support the motion.

Roll Call Continued:

Diamond: Yes    Tiwana: No    Donahue: Yes    Kellas: Yes    de la Rosa: Yes

(2:54:41) Chairperson Diamond directed legal counsel to return with a resolution related to monitoring of the inflow stream management plan. A consensus was reached by Kellas, de la Rosa, Diamond, and Donahue. Staff was further directed to submit this report to the County and the Coastal Commission.

**C. INTERMEDIATE UPDATE AND DISCUSSION OF THE COASTAL HAZARD RESPONSE PLAN BETWEEN PUBLIC OUTREACH EVENTS AND TO PROVIDE ADDITIONAL DIRECTION FOR THE STUDY. (2:59:53)**

Caroline Groves from Dudek introduced the item.

(3:02:46) Director de la Rosa commented that the translation of the flyer was incorrect. There was further discussion about hiring of a translator to attend public outreach meetings.

Public Comment -

(3:06:03) Tina Dickason commented.

(3:08:40) April Dury commented.

(3:09:40) Julie Tacker commented.

(3:14:20) Henry Krzciuk commented.

(3:19:43) Julie Tacker commented.

(3:20:28) Nyri Katcho commented.

(3:22:28) Director Donahue stated that the District should not build a treatment plant on residential property. He further stated that he wanted to know why John Dudek would not return his phone calls.

(3:24:04) Director Kellas commented on the Hispanic community and public outreach. She further stated that direction to move the plant was a direction from the Coastal Commission.

(3:26:07) A motion was made to adopt a resolution to direct Dudek not to consider any further residential areas in San Simeon Acres what-so-ever.

2<sup>nd</sup>: Donahue

(3:26:38) Nubia Goldstein commented that the agenda language for this item prevented the Board from taking this action. She recommended that the motion be amended to direct staff to produce this item either at a special meeting or at the next Board meeting.

(3:27:37) Vice-Chairperson Tiwana amended her motion in accordance with the direction of counsel to reflect the appropriate manner and means to bring the resolution before the Board on the next agenda or as soon as possible considering whether it be a special meeting or the next general meeting, whether it be any other legal means to do so.

(3:28:30) There was further discussion between the Board and legal counsel related to this motion.

(3:29:25) Director Donahue provided a 2<sup>nd</sup> to the motion.

Motion: Vice-Chairperson Tiwana  
2nd: Director Donahue  
Vote: 3/1/1

Roll Call:

Diamond: Yes    Tiwana: Yes    Donahue: Yes    Kellas: Abstain    de la Rosa: No

(3:31:10) Chairperson Diamond and Nubia Goldstein discussed the procedure for delaying some of the items on the agenda to a later Board meeting. There was discussion among the Board members about which items to delay.

Public Comment –

(3:36:36) Michael Hanchett commented.

(3:37:50) Director Kellas commented that Item H should be discussed with delaying it.

Public Comment –

(3:40:25) Julie Tacker commented.

(3:41:41) A motion was made to complete Item 5.I. and then move to closed session with Item 7.A.

Motion: Chairperson Diamond  
2nd: Vice-Chairperson Tiwana  
Vote: 4/1

Roll Call:

Diamond: Yes    Tiwana: Yes    Donahue: Yes    Kellas: No    de la Rosa: Yes

The following items were tabled to another Board meeting:

Items 5.D. – 5.H., Item 6.A. and Item 7.B.

**I. DISCUSSION, REVIEW, AND RATIFICATION OF SSCSD/WHITE & BRENNER GENERAL SERVICES AGREEMENT. (3:42:33)**

Nubia Goldstein explained that she had a conflict of interest and recused herself.

(3:44:27) Director Donahue asked to modify the contract to no more than two years.

(3:44:50) Jeff Minnery (former legal counsel) joined the meeting to serve as legal counsel.

(3:45:00) There was further discussion among the Board members about the length of the contract and other terms listed in the contract for legal services.

Public Comment –

(4:00:50) Henry Krzciuk commented.

(4:03:00) Michael Cruz commented.

(4:04:10) Julie Tacker commented.

(4:05:40) A motion was made to approve the ratification of the White Brenner contract.

Motion: Chairperson Diamond

2nd: Director Donahue

Vote: 5/0

Roll Call:

Diamond: Yes    Tiwana: Yes    Donahue: Yes    Kellas: Yes    de la Rosa: Yes

There was additional conversation between Director Donahue and Director Kellas regarding Charlie Grace signing the contract for legal services. There was further discussion about this matter among the Board.

**6. CLOSED SESSION: (4:13:41)**

**A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code § 54956.9: One (1) Potential Case – Ron Hurlbert

Chairperson Diamond introduced the item.

Public Comment –

(4:16:30) Henry Krzciuk commented.

(4:20:35) Julie Tacker commented.

(4:23:50) Michael Cruz commented.

**\*\*\*\*RECONVENE TO OPEN SESSION\*\*\*\*  
(57 min)**

**Report on Closed Session: No reportable action.**

**7. ADJOURNMENT – @ 11:02 pm**

**CONSENT AGENDA ITEMS:**  
**4.B. REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL MEETING ON**  
**January 24, 2023**



**SPECIAL MEETING MINUTES  
SAN SIMEON COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR BOARD MEETING  
Tuesday, January 24, 2023  
5:30 pm**

Pursuant to San Simeon CSD Resolution 22-463 and incompliance with AB 361 this meeting occurred as a virtual teleconference using the Zoom app.

**Internet Meeting Location – Via ZOOM**

**1. OPEN SESSION @ 5:35 PM**

A. Roll Call

Chairperson Diamond – Present

Vice-Chairperson Tiwana – Present

Director de la Rosa – Absent (joined the meeting late)

Director Donahue – Present

Director Kellas – Present

**2. BUSINESS ACTION ITEMS:**

**A. DIRECTION TO STAFF REGARDING HYBRID BOARD MEETINGS AND FINDING A LOCATION FOR IN-PERSON BOARD MEETINGS TO OCCUR. (2:00)**

Charlie Grace introduced the item.

(3:50) There was a discussion between the Board members about potential sites for the Board meetings to occur.

(6:30) Director de la Rosa joined the meeting.

Public Comment –

(8:32) Julie Tacker commented.

(12:28) There was further discussion among the Board, legal counsel, and GES Staff regarding hybrid meetings, attendance requirements, and the technology associated with running the meetings.

(30:57) A motion was made to direct staff to find a meeting location.

Motion: Director Kellas

2nd: Chairperson Diamond

(31:00) There was further conversation about the motion.

Vote: 4/1

Absent:

Roll Call:

Diamond: Yes      Tiwana: Yes      Donahue: No      Kellas: Yes      de la Rosa: Yes

**B. REVIEW AND APPROVAL OF THE HEARST CORPORATION/SSCSD LIMITED TERM ENCROACHMENT EASEMENT AGREEMENT. (32:40)**

Charlie Grace introduced the item.

(34:10) The Board discussed the easement agreement and enforcement of the provisions related to District vendors.

Public Comment –

(48:00) Henry Krzciuk commented.

(50:57) Julie Tacker commented.

(53:20) The Board continued discussion about the encroachment agreement.

(55:30) A motion was made to approve the limited term encroachment easement agreement.

Motion: Director Kellas

2nd: Director Donahue

(55:50) There was further discussion on the motion. Director Kellas declined the request to modify her motion.

Vote: 4/1

Absent:

Roll Call:

Diamond: Yes      Tiwana: No      Donahue: Yes      Kellas: Yes      de la Rosa: Yes

**3. CLOSED SESSION:**

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (1:00:40)**

(Gov. Code, § 54957(b)(1))

Title: General Manager

Public Comment –

(1:01:14) Henry Krzciuk commented.

(1:04:00) Julie Tacker commented.

(1:07:15) Michael Hanchett commented.

(1:10:37) April Dury commented.

(1:11:50) There was a conversation between Vice-Chairperson Tiwana and Director Kellas about the location of the generator.

**\*\*\*\*RECONVENE TO OPEN SESSION\*\*\*\***  
**(58 min)**

**Report on Closed Session (1:15:13)** – Nubia Goldstein reported that direction had been provided to the Chairperson and to staff for further action.

- 4. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS (1:16:00)** – Director Kellas suggested that all of the items that were left off the January 17, 2023 agenda be added to February. Director Donahue requested that these items needed to be split into several Board meetings. He further stated that there needed to be two separate RFPs for general manager services and operations. He further stated that they needed to address the Mouchawar issue, hire a forensic auditor/accountant, a water plan related to the moratorium, and a foot bridge.
  
- 5. ADJOURNMENT @ 8:02 pm**

**CONSENT AGENDA ITEMS:**  
**4.C. REVIEW AND APPROVAL OF DISBURSEMENTS JOURNAL.**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Revised Disbursements Journal**  
 January 2023

**REVISED**

Type	Date	Num	Name	Memo	Paid Amount
<b>Revised* Disbursements for Review: January, 2023 and December, 2022 (posted after December BOD meeting)</b>					
Bill Pmt -Check	12/30/2022*	2792	SWRCB-State Watr Resource Control Board	Annual Permit Fee Discharge permit. Facility ID 3SSO10322. 7/1/22 to 6/30/23. Inv WD-0213371 Dated 12/8/22.	-3,453.00
Bill Pmt -Check	12/30/2022*	2793	SWRCB-State Watr Resource Control Board	Annual Permit Fee WW Collection System and Overflow 7/1/22 to 6/30/23; Facility ID 3400110001. Inv WD-0213792 dated 12/8/22.	-5,880.00
Elec Pymt	12/13/2022*	Elec Pymt	Pacific Premier Bank	Bank Fee 12.13.22	-119.16
Paycheck	01/10/2023	2589	GWEN KELLAS	Board Service December 2, 2022 through January 1, 2023.	-277.05
Paycheck	01/10/2023	2590	JACQUELINE M DIAMOND	Board Service December 2, 2022 through January 1, 2023.	-277.05
Paycheck	01/10/2023	2591	MICHAEL C DONAHUE	Board Service December 2, 2022 through January 1, 2023.	-277.05
Bill Pmt -Check	01/10/2023	2592	Diane Franciscovich	Refund of customer security deposit for account #486. Effective 1/1/23.	-50.00
Bill Pmt -Check	01/10/2023	2593	Positive Investments	Refund of customer security deposit for account #387. Effective 1/1/23.	-50.00
Bill Pmt -Check	01/10/2023	2594	Positive Investments	Refund of customer security deposit for account #389. Effective 1/1/23.	-50.00
Bill Pmt -Check	01/10/2023	2595	Sue W. Hue	Refund of customer security deposit for account #185. Effective 1/1/23.	-50.00
Bill Pmt -Check	01/10/2023	2596	Sue W. Hue	Refund overpayment on customer account #185. Effective 1/1/23.	-179.75
Bill Pmt -Check	01/10/2023	2597	Adamski Moroski Madden Cumberland & Green	General legal services from 09.01.22 through 10.31.22. Inv 59402 dated 11/30/22.	-10,053.58
Bill Pmt -Check	01/10/2023	2598	Ashley & Vance Engineering Inc	Pipe Bridge Replacement - Engineering services through 11.30.22. Inv 67471 dated 12/28/22.	-5,218.00
Bill Pmt -Check	01/10/2023	2599	CrisCom Company	Grant research, writing, and grant related services January, 2023. Inv #271024 dated 12/19/22. CHRP expense (Coastal Hazard Response Plan). Contract services 10.29.22 to 11.25.22.	-2,000.00
Bill Pmt -Check	01/10/2023	2600	Dudek	See grant from CCC/SLO Co 19-02_SLO_A1. Inv 2022-11054 dated 12/30/22.	-25,455.92
Bill Pmt -Check	01/10/2023	2601	Harrington Industrial Plastics, LLC	6 filters type HC/170-0.35 30-3/4" for RO System. Inv 013C5912 dated 12/7/22.	-2,285.77
Bill Pmt -Check	01/10/2023	2602	Kathleen Fry Bookkeeping Services	Monthly bookkeeping services through December 2022. Inv CSD-2022-12 dated 12/31/22.	-1,500.00
Bill Pmt -Check	01/10/2023	2603	Lori Mather Video Services	Video services for Spec BOD Mtg 12.20.22; Reg BOD mtg 01.10.23; add closed captions. Invoice #01/01/23.	-1,050.00
Bill Pmt -Check	01/10/2023	2604	Oliveira Environmental Consulting LLC	Prof Svcs related to LCP to move WWTP, Ocean Outfall, Pico Staircase, and other CSD tasks. Svc Per: 09.02.22 - 12.07.22. Inv OEC-2022-32 dated 12/7/22.	-1,610.00
Bill Pmt -Check	01/10/2023	2605	Richard Davega	Notary service for oaths of office for Directors Diamond and Tiwana. Invoice 409898 dated 12/6/22.	-30.00
Bill Pmt -Check	01/10/2023	2606	Richard Davega	Notary service for oath of office for Director Donahue (re-elected). Invoice 409900 dated 12/27/22.	-15.00
Bill Pmt -Check	01/10/2023	2607	Richard Davega	Notary service for oath of office for Director Diamond (2nd oath required by SLO County). Invoice dated 12/28/22.	-15.00

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Revised Disbursements Journal**  
 January 2023

**REVISED**

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -Check	01/10/2023	2608	Simply Clear Marketing & Media	Monthly Website Service and Mgt fee service period 01.20.23 - 02.20.23. Inv 44227 dated 12/12/22.	-450.00
Bill Pmt -Check	01/10/2023	2609	Stillwater Sciences	Pico Creek instream flow management plan services through 12/4/22.. Inv 9840011 dated 12/19/22.	-6,317.50
Bill Pmt -Check	01/10/2023	2610	Grace Environmental Services (GES)	Operations Mgt, Maintenance Fees, and Electrical Allotment Jan 2023. Inv # 1594 dated 01/01/23.	-60,308.23
Liability Check	01/25/2023	Elec Pymt	United States Treasury (US Treasury)	Payroll tax payment for paychecks issued current month.	-137.70
Check	01/25/2023	Elec Pymt	CalPers Fiscal Svcs Divn	Monthly Unfunded Accrued Liability payment. Cust. ID # 7226734344.	-1,433.58
<b>TOTAL</b>			<b>Revised* Disbursements for Review: January, 2023 and December, 2022 (posted after December BOD meeting)</b>		<b><u>-128,543.34</u></b>

*\*dates of check numbers 2792-2793 corrected from 1/1/2023 to 12/30/2022 and added the 12/13/22 bank fee*

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Disbursements Journal for Approval**  
**February 2023**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
<b>Disbursements for Approval: February, 2023 and January, 2023 (posted after Jan BOD mtg)</b>					
Elec Debit	01/13/2023	Elec Debit	Pacific Premier Bank	Bank Fee 01.13.23	-123.41
Paycheck	02/14/2023	2611	GWEN KELLAS	Board Service January 2, 2022 through February 1, 2023.	-184.70
Paycheck	02/14/2023	2612	JACQUELINE M DIAMOND	Board Service January 2, 2022 through February 1, 2023.	-184.70
Paycheck	02/14/2023	2613	MICHAEL C DONAHUE	Board Service January 2, 2022 through February 1, 2023.	-184.70
Bill Pmt -Check	02/14/2023	2614	Lisa Evans	Customer Security Deposit Refund Account #33. Effective 2/1/23.	-50.00
Bill Pmt -Check	02/14/2023	2615	Lisa Evans	Refund of overpayment on closed account #33. Effective 2/1/23.	-36.49
Bill Pmt -Check	02/14/2023	2616	Adamski Moroski Madden Cumberland & Green	General legal services through 11.30.22. Inv 59773 dated 12/30/22.	-8,341.50
Bill Pmt -Check	02/14/2023	2617	Adamski Moroski Madden Cumberland & Green	General legal services through 12.31.22. Inv 60096 dated 01/27/23.	-430.05
Bill Pmt -Check	02/14/2023	2618	Ashley & Vance Engineering Inc	Pipe Bridge Replacement - Engineering services through December, 2022. Inv 68220 dated 1/21/23.	-1,769.25
Bill Pmt -Check	02/14/2023	2619	Void	Void check	0.00
Bill Pmt -Check	02/14/2023	2620	Brennan	Inspection of ocean outfall pipeline. Service period: week of October 29, 2022. Inv. 561022-1 dated 10/27/22.	-11,703.00
Bill Pmt -Check	02/14/2023	2621	CDTFA - CA Dpt Tax & Fee Admin	Annual Water Rights Fee for Acct WR-STF-94-006560. Letter dated 1/9/23.	-313.78
Bill Pmt -Check	02/14/2023	2622	CrisCom Company	Grant research, writing, and grant related services October, 2022. Inv #270962 dated 9/20/22.	-2,000.00
Bill Pmt -Check	02/14/2023	2623	CrisCom Company	Grant research, writing, and grant related services February, 2023. Inv #271042 dated 1/19/23.	-2,000.00
Bill Pmt -Check	02/14/2023	2624	Dudek	CHRP expense (Coastal Hazard Response Plan). Contract services through 12.30.22. See grant from CCC/SLO Co 19-02_SLO_A1. Inv 2022-11835 dated 01/24/23.	-6,032.50
Bill Pmt -Check	02/14/2023	2625	Kathleen Fry Bookkeeping Services	Monthly bookkeeping services through January, 2023. Inv CSD-2023-01 dated 1/31/23.	-1,500.00
Bill Pmt -Check	02/14/2023	2626	Kathleen Fry Bookkeeping Services	Reimburse annual subscription fee Quickbooks Desktop Accountant with payroll software bundle. Inv CSD-Software dated 1/30/23.	-1,149.00
Bill Pmt -Check	02/14/2023	2627	Lori Mather Video Services	Video services for Spec BOD Mtg 01.24.23, Reg BOD mtg 02.14.23. Invoice # 2/1/2023.	-900.00
Bill Pmt -Check	02/14/2023	2628	MBS Land Surveys	Pico staircase - colored exhibit map. Inv 12-005.1-2 dated 1/24/23.	-170.00
Bill Pmt -Check	02/14/2023	2629	Padre Associates, Inc	General environmental consulting services through 12.31.2022. Inv 2023-42 dated 1/5/23.	-285.00
Bill Pmt -Check	02/14/2023	2630	Simply Clear Marketing & Media	Monthly Website Service and Mgt fee service period 02.20.23 - 03.20.23. Inv 44392 dated 2/01/23.	-450.00
Bill Pmt -Check	02/14/2023	2631	Stillwater Sciences	Pico Creek instream flow management plan services through 12.31.22. Inv 9840012 dated 01/19/23.	-1,345.75

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Disbursements Journal for Approval**  
**February 2023**

<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Paid Amount</b>
Bill Pmt -Check	02/14/2023	2632	SWRCB-DWP-State Water Resource Cntrl Bd	Annual Fees for Community Water System for 7/1/2022 - 6/30/2023. System # 4000568. Inv # SM-1040301 dated 12/21/22.	-1,961.12
Bill Pmt -Check	02/14/2023	2633	Grace Environmental Services (GES)	Operations Management, Electrical and Maintenance Fees Feb 2023. Inv # 1606 dated 02/01/23.	-60,308.23
Liability Check	02/24/2023	Elec Pymt	United States Treasury (US Treasury)	Payroll tax payment for paychecks issued current month.	-91.80
Check	02/25/2023	Elec Pymt	CalPers Fiscal Svcs Divn	Monthly Unfunded Accrued Liability payment. Cust. ID # 7226734344.	-1,433.58
<b><i>Disbursements for Approval: February, 2023 and January, 2023 (posted after Jan BOD mtg)</i></b>					<b><u>-102,948.56</u></b>



**CONSENT AGENDA ITEMS:**  
**4.D. ADOPTION OF RESOLUTION 23-464**



## CONSENT AGENDA ITEM STAFF REPORT

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**ITEM 4.D. ADOPTION OF RESOLUTION 23-464** A RESOLUTION AUTHORIZING SIGNATURES INCLUDING FACSIMILE SIGNATURES FOR BANKING SERVICES ON BEHALF OF THE SSCSD.

### Summary

Any time a new Board member is elected or appointed the District must update this information with Pacific Premiere bank. This action will allow for our reelected Board member Michael Donahue, to be added as signer to the District bank account. Due to the lack of signature from Vice Chair Karina Tiwana, this requires the Board to adopt a subsequent resolution.

### Recommendation:

Recommended approval as part of the consent agenda.

Enc: Resolution 23-464

**RESOLUTION NO. 23-464**

**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, Michael Donahue, Gwen Kellas, and Jacqueline Diamond**, 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 14<sup>th</sup> day of February 2023, on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_, and on the following roll call vote to wit:

Chairperson Diamond: Vice-Chair Tiwana: Director de la Rosa:  
Director Donahue: Director Kellas:

The foregoing Resolution is hereby adopted this 14<sup>th</sup> day of February 2023.

\_\_\_\_\_  
Jacqueline Diamond, Chairperson  
Board of Directors

ATTEST:

\_\_\_\_\_  
Charles Grace  
Secretary/General Manager

**EXHIBIT A  
POWERS & AUTHORITY  
RESOLUTION 23-464**

<b>NAME</b>	<b>TITLE</b>	<b>POWERS</b>
Daniel de la Rosa	Director	Signatory
Michael Donahue	Director	Signatory
Gwen Kellas	Director	Signatory
Jacqueline Diamond	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

**Business Action Item**

**5.A. Discussion, Review and Approval for the General Manager to enter into a contract with Kathy Fry for Bookkeeping Services for Period of Three Years.**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **ITEM 5.A. DISCUSSION, REVIEW AND APPROVAL FOR THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH KATHY FRY FOR BOOKKEEPING SERVICES FOR THE PERIOD OF THREE YEARS.**

#### Discussion:

On an annual basis the District currently pays \$18,000.00 for general bookkeeping services. This amount does not include additional costs for special projects that may be assigned to the Bookkeeper. Section 19.03 B. of the current purchasing policy states the following:

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

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

On November 14, 2022 GES Staff contacted nine (9) companies via email to obtain quotes to provide the District with bookkeeping services. Given that a draft SSCSD contract was not included with the originally distributed Request for Accounting Services (RAS) document, a second (RAS) was emailed to the same nine (9) companies as well as one (1) additional company on January 3, 2023. The only responsive bidder was Kathleen Fry.

#### Recommendation:

Discussion, Review, Consideration for the Board to approve the proposal from Kathleen Fry to perform bookkeeping services for the period of three years.

Enc: Response from Kathleen Fry

## Re: RFP San Simeon CSD - Bookkeeping

Kathy F. <kathleen.c.fry@gmail.com>

Tue 1/31/2023 8:30 AM

To: San Simeon CSD <admin@sansimeoncsd.org>

Dear San Simeon CSD Management and Board Members,

Please accept this as my response to your RFP for bookkeeping services.

Proposed rate for contract services described in the RFP:

\$ 1,550.00 per month for 2/1/2023 - 12/31/2023.

\$ 1,600.00 per month for 1/1/2024 - 12/31/2024

\$ 1,650.00 per month for 1/1/2025 - 12/31/2025.

Plus, reimbursement for cost of accounting software (QuickBooks) as billed by software provider:

Accountant Desktop Bundled with Payroll Software for 2023 is \$1,149 plus tax.

The annual subscription must be renewed in December each year to maintain continuity of payroll services.

If the bookkeeping contract is awarded to a new provider, the QuickBooks license would be transferred to that entity.

Services requested outside scope of contract to be provided at the rate of \$75.00 per hour.

As stated in the contract, this agreement may be cancelled at any time without cause by either the District or myself.

Thank you for your consideration of allowing me to continue to provide bookkeeping services to the District.

Kathleen Fry

Bookkeeping Services

1/31/2023

## **Business Action Item**

**5.B. Discussion, Review and Approval of the 2023 List of Goals and Priorities for the San Simeon Community Services District.**





## **BUSINESS ACTION ITEM STAFF REPORT**

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### **ITEM 5.B. DISCUSSION AND REVIEW OF THE 2023 LIST OF GOALS AND PRIORITIES FOR THE SAN SIMEON COMMUNITY SERVICES DISTRICT.**

#### Summary:

Included is a copy of the 2022 list of goals and priorities for the San Simeon CSD. The previous list is presented so that the Board can provide direction to both legal counsel and GES Staff related to the creation of the 2023 list.

Enc: 2022 List of goals and priorities

## San Simeon Community Services District



111 Pico Avenue, San Simeon, California 93452

(805) 927-4778 Fax (805) 927-0399

### 2022 - 2023 Infrastructure Project List

Item No.	Priority	Description	Assigned	Status
1	1	CHRP (Coastal Hazard Response Plan)	Dudek	Conducting Public Outreach & preparing CHRP.
2	1	IFMP (Instream Flow Management Plan)	Stillwater	Final Rpt submitted to SSCSD Board Jan 10, 2023.
3	1	UWMP (Urban Water Management Plan)	Akel	Completed.
4	2	WWTP Ocean Outfall Repair	Brennen	Padre is working on permitting.
5	2	Pipe Bridge inspection & painting	A&V	Project changed to bridge replacement. Ashley & Vance at 30% design.
6	2	Reservoir / Tank Project	TBD	Currently 95% design.
7	3	Rate Study	RCAC CRWA	Draft Water and Wastewater rates ready for Budget Committee meeting
8	3	Water Supply Generator Replacement Project	RNM	Criscom pursuing grant funding.

List of Request for Proposals (RFP) / quotes needed:

- ~~1. RFP - Environmental / Grant / Permitting support~~
2. RFP - 2000 Series
- ~~3. RFP - Audit services~~
4. RFP - Operations and maintenance services
- ~~5. RFP - Ocean outfall repair~~

**Business Action Item**

**5.C. Discussion and Direction from the Board of Directors  
concerning Preparation of a Request for Proposals for  
General Manager and Operational Services.**



## **BUSINESS ACTION ITEM STAFF REPORT**

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**ITEM 5.C. DISCUSSION AND DIRECTION FROM THE BOARD OF DIRECTORS CONCERNING PREPARATION OF A REQUEST FOR PROPOSAL FOR GENERAL MANAGER AND OPERATIONAL SERVICES.**

### Summary

Staff report to be provided verbally by District Counsel.

## **Business Action Item**

**5.D. Discussion Regarding Purchasing of Laptops for Board Members and Cybersecurity Policies for the District.**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **ITEM 5.D. DISCUSSION REGARDING PURCHASING OF LAPTOPS FOR BOARD MEMBERS AND CYBERSECURITY POLICIES FOR THE DISTRICT.**

#### Summary:

This item was placed on the December meeting agenda at the request of Director Tiwana. As previously discussed, these types of IT services are not provided via the current GES contract.

During the meeting, the Board voted unanimously for "staff to come up with an individual director budget cap that allows them to purchase their personal laptops, I-pads and phone to work only with District material and at the end it will be returned back to the District".

#### Discussion:

GES Staff is suggesting that the Board consider the following budget cap.

Laptop \$900.00  
I-pad \$300.00  
I-phone \$900.00

Individual director budget = \$2,100.00

#### Recommendations:

GES Staff is recommending that the District hire an IT professional to facilitate the effort, manage and maintain the additional infrastructure, as well as review, provide technology recommendations and coordinate the potential transition to the type of hybrid meetings likely for a Special Services District.

**Business Action Item**

**5.E. Discussion, Review and Approval of Standing  
Committee Members and Ad-Hoc Committee Members  
Pursuant to District Policy 13.01.**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **ITEM 5.E. DISCUSSION, REVIEW AND APPROVAL OF STANDING COMMITTEE MEMBERS AND AD-HOC COMMITTEE MEMBERS PURSUANT TO DISTRICT POLICY 13.01.**

#### Summary:

On an annual basis, the Board Chairperson appoints members to the Budget and Water Committees, subject to approval by the Board.

Additionally, a Financial Investment Policy was adopted by the Board on September 6, 2022. The Finance Committee, shall consist of two (2) sitting Board members appointed by the Chairperson with Board approval.

The Board may wish to review the need for existing ad-hoc committees and either assign new tasks or dissolve any existing ad-hoc committees. The Board could also choose to assign new tasks to the existing standing committees. For example, a subtask for the budget committee could be to administer the finance policy.

The committee members are as follows:

#### Existing Standing Committee Members:

Water Committee: Chuck Grash, Albert Barretto

Budget Committee: Miguel Sandoval, Daniel de la Rosa

#### Existing Ad-Hoc Committee Members:

Hurlbert Negotiation: Jacqueline Diamond, Karina Tiwana

Costal Hazard Response Plan: Gwen Kellas, Daniel de la Rosa

#### Misc. Items:

Parking on District Streets Committee: Michael Donahue



### Discussion:

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 committee members.

The Policy & Procedures manual pertaining to the standing committees and ad-hoc committees is referenced below:

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

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

**13.02 General Rules Governing Committees.** The Chairperson of the Board of Directors shall appoint one (1) or two (2) Board members and three (3) to five (5) members of the public to serve on the Standing Committees subject to Board approval. The Chairperson of the Board of Directors shall publicly announce the members of the standing committees for the ensuing year at the next regular Board meeting following the appointment of the Chairperson of the Board of Directors. Committees shall be governed by the following policies and rules.

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

Directors at any duly noticed meeting. The Committee Chairperson shall notify the General Manager of items to be placed on the agenda where action is needed one week prior to the meeting if possible.

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

Recommendation:

After the Board Chairperson makes appointments to the standing committees. After discussion and consideration of Ad-Hoc committees, the Board may choose to approve the appointments or make recommendations. The Board may also wish to consider changing the Budget Committee to a Finance Committee in alignment with the Finance Policy.

**Business Action Item**

**5.F. Discussion, Review and Approval of WRAC Committee Nominees.**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **ITEM 5.F. DISCUSSION, REVIEW AND APPROVAL OF WRAC COMMITTEE NOMINEES.**

#### Summary:

The Water Resources Advisory Committee (WRAC) advises the County Board of Supervisors concerning all policy decisions relating to the water resources of the San Luis Obispo County Flood Control and Water Conservation District, and recommends specific water resource and conservation programs. WRAC meetings are typically held on the first Wednesday of each month from 1:30 p.m. to 3:30 p.m.

#### Discussion:

The County of San Luis Obispo Water Resources Division is updating the WRAC membership contact list to receive updates on committee meetings, projects, and other notices. They are requesting that the District update their member and alternate member information.

#### Recommendation:

It is recommended that the Board vote to appoint a WRAC member and alternate member.

Enc: Email Request from the WRAC



**Fwd: San Simeon CSD WRAC Membership Assignment Contact Verification**

1 message

**Charles Grace** <cgrace@graceenviro.com>  
To: Cortney Murguia <cmurguia@graceenviro.com>

Mon, Feb 6, 2023 at 9:12 AM

Charles Grace  
805 431 6253  
[www.graceenviro.com](http://www.graceenviro.com)

----- Forwarded message -----

From: **Jenny Williamson** <jwilliamson@co.slo.ca.us>  
Date: Tue, Jan 17, 2023 at 2:40 PM  
Subject: San Simeon CSD WRAC Membership Assignment Contact Verification  
To: [cgrace@graceenviro.com](mailto:cgrace@graceenviro.com) <[cgrace@graceenviro.com](mailto:cgrace@graceenviro.com)>  
Cc: Joey Steil <[JSteil@co.slo.ca.us](mailto:JSteil@co.slo.ca.us)>, Brendan Clark <[BClark@co.slo.ca.us](mailto:BClark@co.slo.ca.us)>

Good Afternoon!

County of San Luis Obispo Water Resources Division is updating our WRAC membership contact list to receive updates on committee meetings, projects, and other notices. Please respond as soon as possible with the below requested contact information and any corrections for the members we have listed below for San Simeon CSD.

Member: (Vacant)

Email:

Phone:

Alternate: (Vacant)

Email:

Phone:

Thank you,



### Administrative Assistant III

Public Works, County of San Luis Obispo  
Tel: (805) 781-5536 | *An APWA Accredited Agency*  
[Website](#) | [Twitter](#) | [Map](#)



**Business Action Item**

**5.G. Discussion, Review and Update for Pico Stairs and Direction to Staff.**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **ITEM 5.G. DISCUSSION, REVIEW AND UPDATE FOR PICO STAIRS AND DIRECTION TO STAFF.**

#### Summary:

The Pico Avenue beach access stairway and viewing platform was constructed by the District in the early 1980's by approval of a Coastal Development Permit (CDP). A second CDP in 1985 allowed the District to increase the capacity of the Waste Water Treatment Plant, in exchange for maintaining the stairway. The permits are attached for the Boards review. A recent boundary survey of this location indicates that the stairs are located on property that does not belong to the District. Also included as an attachment to this staff report, is an email from the Coastal Commission inquiring as to when the District will be reopening the stairway.

The County has the viewing platform repair to be exempt from land use permitting. Staff has received one quote to repair the viewing platform and anticipates receiving at least one more.

The Coastal Commission would like alternatives provided for the repair of the undermining to the rip rap and slurry at the south side of the stairs. Currently staff, Ashely Vance and the CCC are coordinating an initial conference call to discuss alternatives.

Enc: Email from the California Coastal Commission dated 1.30.2023  
1980 Coastal Development Permit 304-80  
1985 Coastal Development Permit 4-85-180  
Memo from Padre / signed land use permit exemption 9.30.2022





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**Fwd: Pico Avenue staircase and viewing platform**

1 message

---

**Charles Grace** <cgrace@graceenviro.com>  
To: Cortney Murguia <cmurguia@graceenviro.com>

Mon, Feb 6, 2023 at 9:13 AM

Charles Grace  
805 431 6253  
[www.graceenviro.com](http://www.graceenviro.com)

----- Forwarded message -----

From: **Wahl, Esme@Coastal** <[esme.wahl@coastal.ca.gov](mailto:esme.wahl@coastal.ca.gov)>  
Date: Mon, Jan 30, 2023 at 11:16 AM  
Subject: Pico Avenue staircase and viewing platform  
To: Charles Grace <[cgrace@graceenviro.com](mailto:cgrace@graceenviro.com)>

Hi Charles,

I hope you're doing well. I am reaching out to check in on the Pico Avenue sidewalk and stairway repairs. As you know, the District is required to maintain the public accessway here as a condition of the 1980/1985 permits attached. It has come to our attention that the viewing area and the Pico Avenue stairs are currently closed. As I recall, the County issued a waiver for the sidewalk repairs in September 2022. When are these repairs planned for? Additionally, I found that the staircase is bisected by Coastal Commission original jurisdiction, and that the work proposed would require a permit. The last we talked, SSCSD was going to work on some alternative stairway repair proposals, since our geologists had concerns that the original design would act as shoreline armoring.

It is important that these stairs are re-opened as soon as possible, as they provide critical public access to this section of coast, and a requirement of the attached CDPs. Please provide an update on the stairway repairs. Let me know if you have any questions.

Thank you,

**Esme Wahl**

*Coastal Planner*

*Central Coast District*

*California Coastal Commission*

[725 Front Street, Suite 300](#)

[Santa Cruz, CA 95060](#)

(831) 427-4863

[Esme.Wahl@coastal.ca.gov](mailto:Esme.Wahl@coastal.ca.gov)

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**2 attachments**

 **1980 Coastal Commission Permit for Pico Stairs.pdf**  
134K

 **1985 Coastal Development Permit 4-85-180.pdf**  
5019K

CALIFORNIA COASTAL COMMISSION  
631 Howard Street, San Francisco 94105 - (415) 543-8555

COASTAL DEVELOPMENT PERMIT

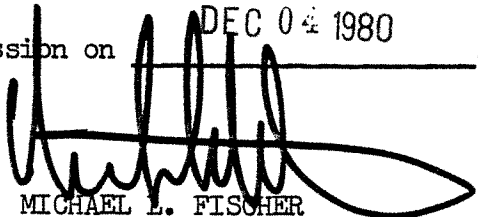
On November 18, 1980, by an unanimous vote, the California Coastal Commission granted to San Simeon Acres Community District Permit A- 304-80, subject to the conditions set forth below, for development consisting of construction of a stairway, benches and a viewing platform

more specifically described in the application file in the Commission offices.

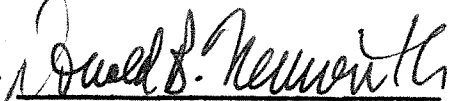
The development is within the coastal zone in San Luis Obispo County at west end of Ruta Lane Cul-de-Sac, San Simeon.

After public hearing held on November 18, 1980, the Commission found that, as conditioned, the proposed development is in conformity with the provisions of Chapter 3 of the California Coastal Act of 1976; will not prejudice the ability of the local government having jurisdiction over the area to prepare a Local Coastal Program that is in conformity with the provisions of Chapter 3 of the California Coastal Act of 1976; if between the sea and the public road nearest the sea, is in conformity with the public access and public recreation policies of Chapter 3 of the California Coastal Act of 1976; and either (1) will not have any significant adverse impact on the environment, or (2) there are no feasible alternatives or feasible mitigation measures available that would substantially lessen any significant adverse impact that the development as approved may have on the environment.

Issued on behalf of the California Coastal Commission on \_\_\_\_\_

DEC 04 1980  


MICHAEL L. FISCHER  
Executive Director

By 

The undersigned permittee acknowledges receipt of the California Coastal Commission, Permit A- 304-80, and fully understands its contents, including all conditions imposed.

Date

Permittee

Permit A- 304-80, is subject to the following conditions:

A. Standard Conditions.

1. Assignment of Permit. This permit may not be assigned to another person except as provided in the California Administrative Code, Title 14, Section 13170.

2. Notice of Receipt and Acknowledgment. Construction authorized by this permit shall not commence until a copy of this permit, signed by the permittee or authorized agent, acknowledging receipt of the permit and acceptance of its contents, is returned to the Commission.

3. Expiration. If construction has not commenced, this permit will expire two (2) years from the date on which the Commission voted on the application. Application for extension of this permit must be made prior to the expiration date.

4. Construction. All construction must occur in accord with the proposal as set forth in the application for permit, subject to any special conditions set forth below. Any deviations from the approved plans must be reviewed by the Commission pursuant to California Administrative Code, Title 14, Sections 13164-13168.

5. Interpretation. Interpretation or revisions of the terms or conditions of this permit must be reviewed by the State Coastal Commission or its Executive Director. All questions regarding this permit should be addressed to the State Commission office in San Francisco unless a condition expressly authorizes review by the Regional Commission or its staff.

B. Special Conditions.

None.



## COASTAL DEVELOPMENT PERMIT

No. 4-85-180


Page 1 of 2

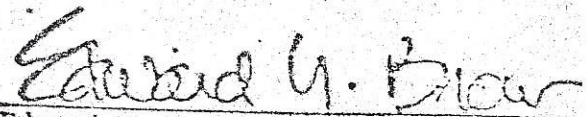
On JUNE 26, 1985, the California Coastal Commission granted to  
SAN SIMEON ACRES COMMUNITY SERVICES DISTRICT  
this permit for the development described below, subject to the attached  
Standard and Special conditions.

PROJECT: INCREASE SEWAGE TREATMENT CAPACITY FROM 150,000 GPD  
TO 200,000 GPD BY INSTALLING AERATION AND CLARIFIER  
TANKS.

SITE: WEST SIDE OF BALBOA AVENUE, SAN SIMEON ACRES AREA OF  
SAN LUIS OBISPO COUNTY, APN: 13-036-43, -63.

Issued on behalf of the California Coastal Commission by

  
MICHAEL L. FISCHER  
Executive Director  
and

  
Edward Y. Brown  
District Director

**IMPORTANT: THIS PERMIT IS NOT VALID UNLESS  
AND UNTIL A COPY OF THE PERMIT WITH THE  
SIGNED ACKNOWLEDGEMENT HAS BEEN RE-  
TURNED TO THE COMMISSION OFFICE.**

### ACKNOWLEDGMENT

The undersigned permittee acknowledges receipt of this permit and agrees to abide by all terms and conditions thereof.



**ADOPTED**

CALIFORNIA COASTAL COMMISSION  
SOUTH CENTRAL COAST DISTRICT  
925 DE LA VINA ST.  
SANTA BARBARA, CA 93101  
963-6871

FILED: 5/28/85  
49TH DAY: 7/16/85  
180TH DAY: 11/24/85  
STAFF: L. Locklin/cm  
STAFF REPORT: 6/12/85  
REVISED: 6/25/85  
HEARING DATE: 6/26-28/85  
DOCUMENT NO.: 0023p

REGULAR CALENDAR

STAFF REPORT AND PRELIMINARY RECOMMENDATION

APPLICATION NUMBER: 4-85-180

APPLICANT: San Simeon Acres Community Services District

PROJECT: Increase sewage treatment capacity from 150,000 gpd to 200,000 gpd by installing aeration and clarifier tanks.

SITE: west side of Balboa Avenue, San Simeon Acres area of San Luis Obispo County, APN 13-036-43,63

PRELIMINARY CALENDAR: Hearing and Vote

SUBSTANTIVE DOCUMENTS:

1. 199-09 San Simeon Acres Community Services District
2. County of San Luis Obispo Land Use Plan, certified by the Commission on July 13, 1983

ADOPTED

STAFF RECOMMENDATION

The Staff recommends that the Commission adopt the following Resolution:

Approval with Conditions

The Commission hereby grants, subject to the conditions below, a permit for the proposed development on the grounds that the development, as conditioned, will be in conformity with the provisions of Chapter 3 of the California Coastal Act of 1976, will not prejudice the ability of the local government having jurisdiction over the area to prepare a Local Coastal Program conforming to the provisions of Chapter 3 of the Coastal Act, is located between the sea and the first public road nearest the shoreline and is in conformance with the public access and public recreation policies of Chapter 3 of the Coastal Act, and will not have any significant adverse impacts on the environment within the meaning of the California Environmental Quality Act.

RECOMMENDED CONDITIONSStandard Conditions

See Exhibit A.

Special Conditions

1. PRIOR TO TRANSMITTAL OF THE COASTAL PERMIT, the applicant shall submit evidence, to the Executive Director for his review and approval, that the San Simeon Acres Community Services District has accepted and agreed to maintain any outstanding access dedications in the San Simeon Acres area, as detailed in Finding No. 3 and as shown on Exhibit 1.
2. Prior to use of the new facilities, the applicant shall submit written evidence, to the Executive Director for his review and approval, that the Regional Water Quality Control Board has approved the wastewater treatment expansion.

FINDINGS & DECLARATIONS

The Commission finds and declares as follows:

1. Project Description

The San Simeon Acres Community Services District (SSACSD) is proposing to increase the sewage treatment capacity of their existing plant from 150,000 gallons per day (gpd) to 200,000 gpd.



This involves the installation of two additional tanks, one for aeration and one clarifier. The plant is located on a one acre bluff-top parcel west of Balboa Avenue, in the San Simeon Acres area of San Luis Obispo County. The treated sewage is discharged in an outfall, 800 ft. off-shore, in 20 ft. of water.

In addition to supplying sewage treatment, the San Simeon Acres Community Services District supplies water, fire protection, street maintenance, and street lighting to the community.

## 2. Public Works Facilities/LUP

The existing treatment plant, completed in 1973, has a capacity of 150,000 gpd. One-third of the capacity (50,000 gpd) was purchased by the State to serve Hearst San Simeon State Historical Monument (Hearst Castle and San Simeon Village).

Currently, the Regional Water Quality Control Board (RWQCB) allows a maximum of 150,000 gpd of treated sewage to be discharged. The RWQCB staff is currently processing a revised permit to allow an additional 50,000 gpd in treatment facility capacity. Additionally, the staff notes that wastewater flows for August 1984 (the peak month) averaged 87% of treatment capacity, indicating an expansion or other action is necessary to assure that future capacity is available.

SSACSD currently processes a total of 131,000 gpd (monthly average peak use). Of that, Hearst Castle/San Simeon Village uses 15,000 gpd. The District is therefore remaining below the 150,000 gpd limit by "borrowing" from the unused reserved capacity of Hearst Castle and San Simeon Village. However, recent expansion of the number of visitors to Hearst Castle from 960,000 to 1.8 million visitors per year will undoubtedly increase the current level of 15,000 gpd of sewage. When that occurs, the District's peak usage will exceed the 150,000 gpd limit. To address this situation, the District is requesting an additional 50,000 and treatment capacity.

The concern that the project raises is whether expansion of the sewage treatment plant will result in growth inducing impacts. An important factor in this is current water availability.

### Water

SSACSD supplies water to the community from two wells located on Pico Creek. There are no competing water uses on Pico Creek. One environmental concern is protection of stream flows for anadromous fish and riparian wildlife habitat. San Luis Obispo County Health Department allows the District to extract up to 140 acre/feet/year (a current best-guess on safe yield). The certified LUP states that total production capability of the two wells is 400 acre/feet/year.

**ADOPTED**



LUP estimates show that permanent population and tourist demands for water indicate that the maximum water allotment of 140 acre/feet/year will suffice past the year 2000, unless future safeyield estimates turn out to be lower than anticipated. It should be noted that last fall the District's wells experienced salt water intrusion. It is not known if this occurred due to the location of the wells (too close to the ocean) or because of the depth of the wells. At this time, water data is inadequate to determine the cause of the intrusion. Future studies will address this as well as overall water quality/quantity in the basin.

The SSACSD is currently using about 80% of the water allotment. (In 1984, the District used 121 acre/feet of water and 10 acre/feet of that was used for a one-time project which involved construction of a campground.) San Simeon Acres is about 80% buildout at this time. The District estimates that total build-out for the area using LUP standards would be 1342 units, with a water demand of 138.2 acre/feet/year. Thus, at buildout, the District should be under the 140 acre/feet/year limit.

In conclusion, expansion of the sewage treatment facility will not induce growth, as there is sufficient water available in proportion to the increased sewage capacity.

#### Section 30254

New or expanded public works facilities shall be designed and limited to accommodate needs generated by development or uses permitted consistent with the provisions of this division; provided, however, that it is the intent of the Legislature that State Highway Route 1 in rural areas of the coastal zone remain a scenic two-lane road. Special districts shall not be formed or expanded except where assessment for, and provision of, the service would not induce new development inconsistent with this division.

#### Section 30231

The biological productivity and the quality of coastal waters, streams, wetlands, estuaries, and lakes appropriate to maintain optimum populations of marine organisms and for the protection of human health shall be maintained and, where feasible, restored through, among other means, minimizing adverse effects of waste water discharges and entrainment, controlling runoff, preventing depletion of ground water supplies and substantial interference with surface water flow, encouraging waste water reclamation, maintaining natural vegetation buffer areas that protect riparian habitats, and minimizing alteration of natural streams.

**ADOPTED**

**ADOPTED**Section 30222

The use of private lands suitable for visitor-serving commercial recreational facilities designed to enhance public opportunities for coastal recreation shall have priority over private residential, general industrial, or general commercial development, but not over agriculture or coastal-dependent industry.

LUP

Policy 2 states:

NEW OR EXPANDED PUBLIC WORKS FACILITIES

New or expanded public works facilities shall be designed to accommodate but not exceed the needs generated by projected development within the designated urban reserve lines. Other special contractual agreements to serve public facilities and public recreation areas beyond the urban service line may be found appropriate.

Policy 9 states:

REVIEW OF TREATMENT WORKS

For any development that constitutes a treatment works, issuance of a permit shall address only the following aspects of such development:

- a. The siting and visual appearance of treatment works within the coastal zone.
- b. The geographic limits of the service area within the coastal zone which is to be served by the treatment works and the timing of the extension of services to allow for phasing of development consistent with the certified LCP.
- c. Projected growth rates used to determine the sizing of treatment works.

As submitted, the project is consistent with both the Coastal Act and the certified LUP, as the project will not induce growth nor will it significantly impact Pico Creek. Additionally, the project will serve a priority use, visitor serving commercial. Therefore,



the Commission finds the project consistent with Section 30254, 30231 and 30222 of the Coastal Act and with the certified San Luis Obispo County Land Use Plan.

### 3. Public Access

Section 30212 of the Coastal Act states:

(a) Public access from the nearest public roadway to the shoreline and along the coast shall be provided in new development projects except where (1) it is inconsistent with public safety, military security needs, or the protection of fragile coastal resources, (2) adequate access exists nearby, or (3) agriculture would be adversely affected. Dedicated accessway shall not be required to be opened to public use until a public agency or private association agrees to accept responsibility for maintenance and liability of the accessway.

The certified LUP contains the following shoreline access policies:

#### 6. Shoreline Access--Acceptance and Maintenance

The San Simeon Acres Community Services District or other appropriate agency should accept and maintain offers-to-dedicate required for new development along the shoreline.

#### 7. Shoreline Access--Ruta Lane Stairway

The San Simeon Acres Community Services District should maintain the stairway at Ruta Lane for public access. Public parking should be provided at the end of Ruta Lane.

In approving coastal permit 199-09, San Simeon Acres Community Services District, which allowed the construction of a 100,000 gallon flow tank at the subject sewer plant site, the Commission found that lateral access along the shoreline was appropriate and that vertical access was not necessary due to existing access nearby. Therefore, the Commission required lateral access to be dedicated. This offer has been recorded and the District has accepted management of the accessway.

There are several outstanding (recorded, but not accepted) offers of dedication for access in this area. They include: 4-81-242,

Cavalier, lateral access near the west side of San Simeon Avenue; 418-28, Sessa, lateral access near the west side of Balboa Avenue; 4-82-380, Western California Investments, lateral access near the west side of Balboa Avenue; 4-82-566, Cohen, lateral and vertical access near Balboa Avenue; 42-02 and 125-29, Stinson, vertical access near the west side of Balboa Avenue; 4-85-175, Sansome, Sansome, Deledonne, lateral and vertical access near the west side of Balboa Avenue (see Exhibit 1).

Accepted and improved accessways improvements in this area include: 290-80, County of San Luis Obispo, coastal access sign; 181-81, Caltrans, coastal access signs; 304-80, County of San Luis Obispo, stairway and viewing platform (stairway maintained by San Simeon Acres Community Services District); 199-09, San Simeon Acres Community Services District, lateral access; 4-81-242, Cavalier, vertical access from San Simeon Avenue to the shoreline (see Exhibit 1).

It should be noted that the applicant is already maintaining the Ruta Lane stairway, north of their property, and that public parking has been provided. As the certified LUP requires that the SSACSD accept and maintain all access offers of dedication, it is necessary to require the applicant to comply with this requirement. As so conditioned, the Commission finds that the project is consistent with the certified LUP. As previously conditioned to require lateral access, the Commission finds that the project already complies with Section 30212 of the Coastal Act.

#### 4. CEQA

As conditioned, the project will not create any significant environmental impacts within the meaning of the California Environmental Quality Act.

**ADOPTED**



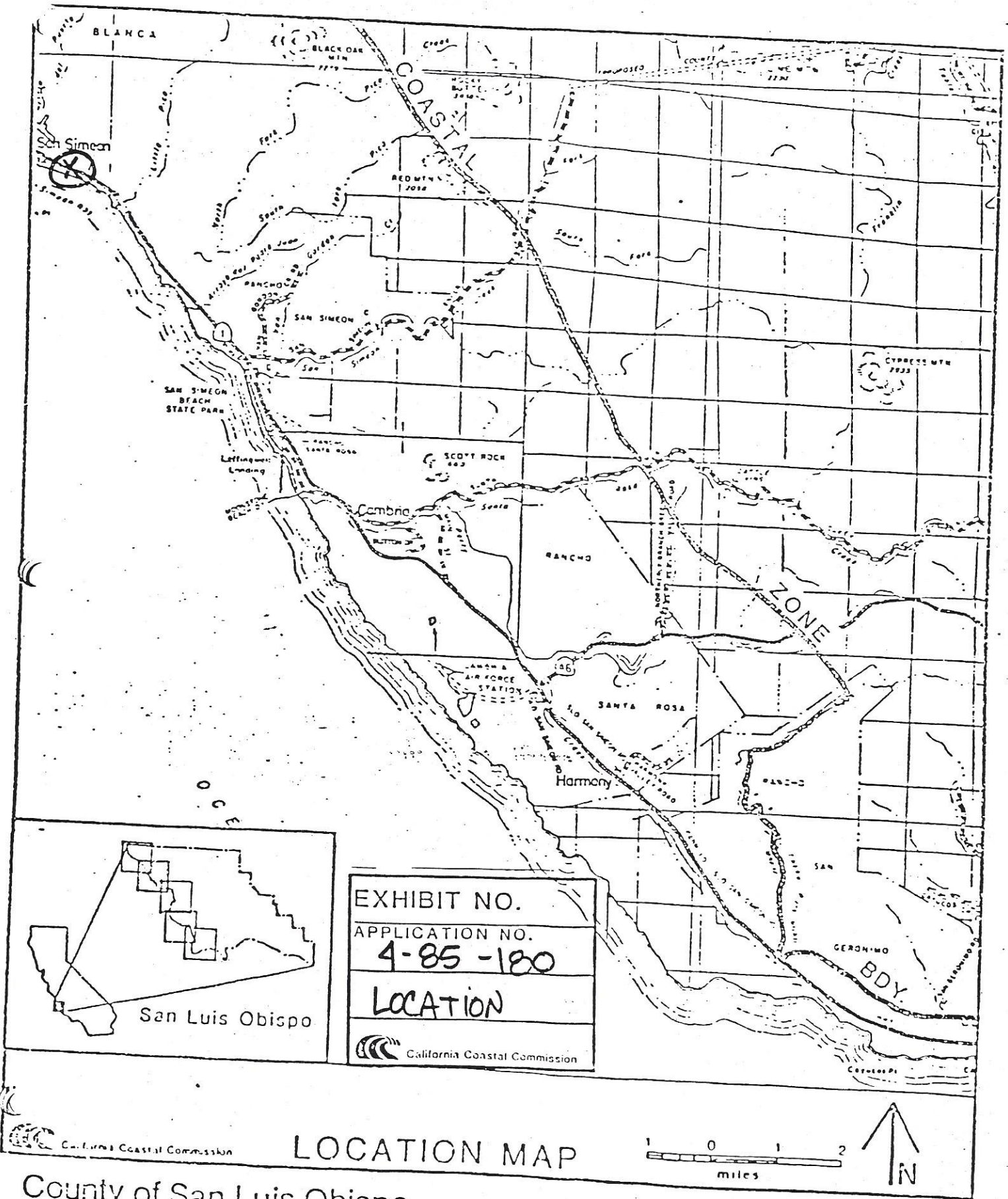

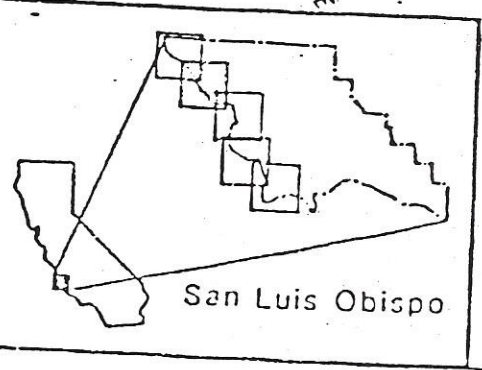


EXHIBIT NO.
APPLICATION NO. 4-85-180
LOCATION
 California Coastal Commission



LOCATION MAP

County of San Luis Obispo

# EXHIBIT-A

## RECOMMENDED CONDITIONS

### STANDARD CONDITIONS:

1. Notice of Receipt and Acknowledgement. The permit is not valid and development shall not commence until a copy of the permit, signed by the permittee or authorized agent, acknowledging receipt of the permit and acceptance of the terms and conditions, is returned to the Commission office.
2. Expiration. If development has not commenced, the permit will expire two years from the date on which the Commission voted on the application. Development shall be pursued in a diligent manner and completed in a reasonable period of time. Application for extension of the permit must be made prior to the expiration date.
3. Compliance. All development must occur in strict compliance with the proposal as set forth in the application for permit, subject to any special conditions set forth below. Any deviation from the approved plans must be reviewed and approved by the staff and may require Commission approval.
4. Interpretation. Any questions of intent or interpretation of any condition will be resolved by the Executive Director or the Commission.
5. Inspections. The Commission staff shall be allowed to inspect the site and the development during construction, subject to 24-hour advance notice.
6. Assignment. The permit may be assigned to any qualified person, provided assignee files with the Commission an affidavit accepting all terms and conditions of the permit.
7. Terms and Conditions Run with the Land. These terms and conditions shall be perpetual, and it is the intention of the Commission and the permittee to bind all future owners and possessors of the subject property to the terms and conditions.

EXHIBIT NO. A

APPLICATION NO.

4-85-180

Standard Conditions



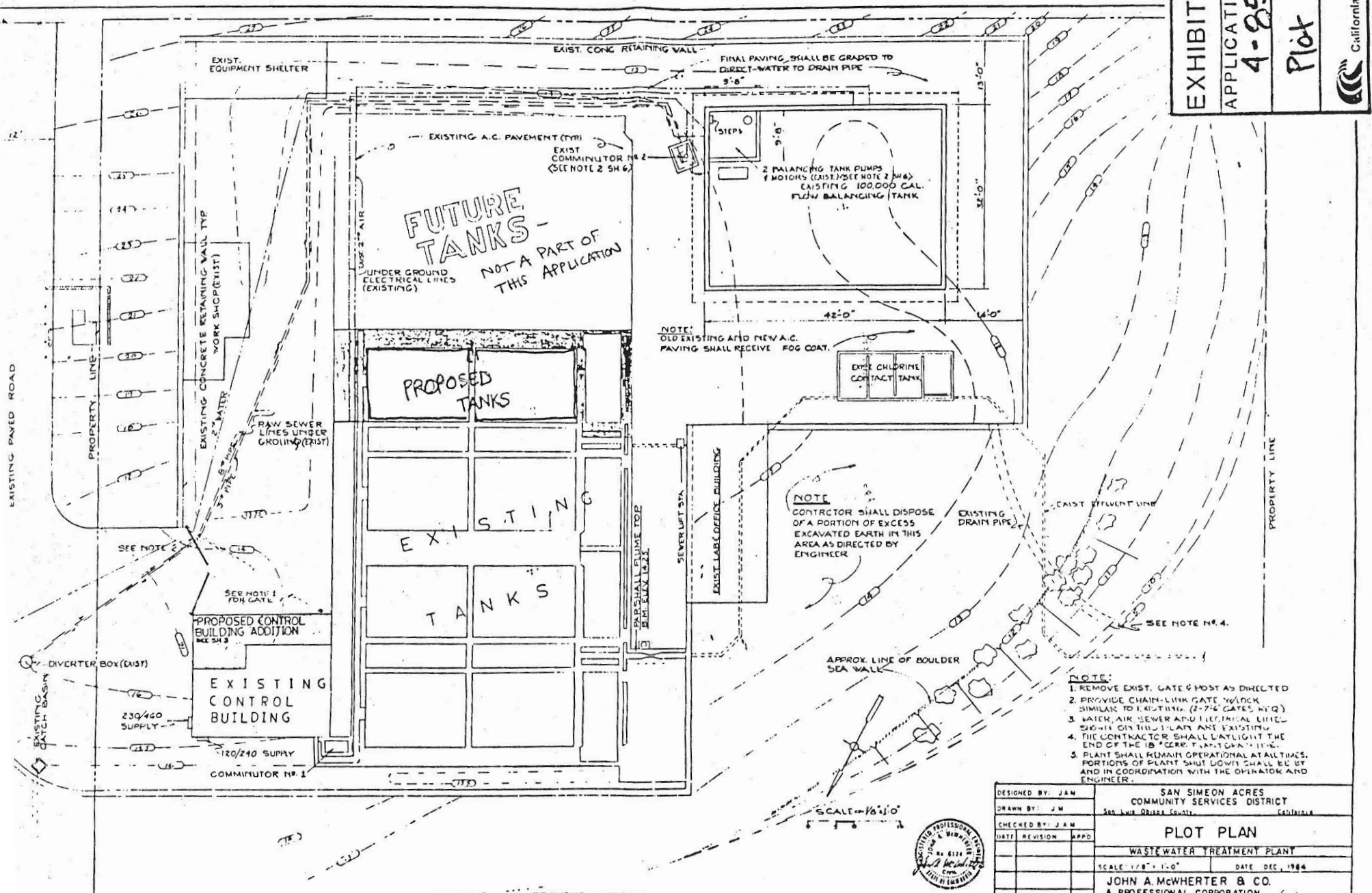
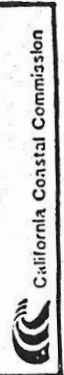
California Coastal Commission



EXHIBIT NO. B

APPLICATION NO. 4-85-180

Plot Plan



NOTE:  
OLD EXISTING AND NEW A.C. PAVING SHALL RECEIVE FOG COAT.

NOTE:  
CONTRACTOR SHALL DISPOSE OF A PORTION OF EXCESS EXCAVATED EARTH IN THIS AREA AS DIRECTED BY ENGINEER

- NOTE:
- 1. REMOVE EXIST. GATE & POST AS DIRECTED
  - 2. PROVIDE CHAIN-LINK GATE W/LOCK SIMILAR TO 14'-0" TYP. (27-7/8" GATES HIG)
  - 3. WATER AIR SEWER AND ELECTRICAL LINES SHOWN ON THIS PLAN ARE EXISTING
  - 4. THE CONTRACTOR SHALL DAYLIGHT THE END OF THE 18" CORR. PLASTIC LINE.
  - 5. PLANT SHALL REMAIN OPERATIONAL AT ALL TIMES. PORTIONS OF PLANT SHUT DOWN SHALL BE SET AND IN COORDINATION WITH THE OPERATOR AND ENGINEER.

SCALE = 1/8" = 1'-0"



DESIGNED BY:	JAM	
DRAWN BY:	JAM	
CHECKED BY:	JAM	
DATE	REVISION	APPRO

SAN SIMEON ACRES COMMUNITY SERVICES DISTRICT 300 LIME DRIVE COUNTY, CALIFORNIA	
PLOT PLAN	
WASTE WATER TREATMENT PLANT	
SCALE 1/8" = 1'-0"	DATE DEC, 1984
JOHN A. MCWHORTER & CO. A PROFESSIONAL CORPORATION VENTURA, CALIFORNIA	

**PUBLIC HEARING:**

**6.A. First Reading and Introduction of Ordinance NO. 124 of the San Simeon Community Service District to adopt and modify the Water Moratorium.**





## **PUBLIC HEARING ITEM STAFF REPORT**

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### **ITEM 6.A. INTRODUCTION AND FIRST READING OF ORDINANCE NO. 124 OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT TO ADOPT AND MODIFY THE WATER MORATORIUM.**

#### **SUMMARY:**

The District provides water to its customers from the Pico Creek Valley Groundwater Basin, which has not been adjudicated. The District has a water license (License 12272, Permit 12465) issued from the State Water Board and has a right to the maximum production of 140 acre-feet per year (“AFY”) from Pico Creek underflow. There currently exists a moratorium on the issuance of new water connections within the District originally established by Ordinance No. 61 and extended by Ordinance No. 63, Ordinance No. 66 and Ordinance No. 102.

The District's moratorium on new water connections was implemented due primarily to water quality problems - which were, at least in part, the result of seawater intrusion leading to high chloride concentrations in the water pumped from the Pico Creek Groundwater Basin. After the District's moratorium on new water connections was implemented, the District also established a wait list for property owners that wanted to place a deposit with the District for a new water connection, despite the moratorium being in place.

The “Waiting List” was defined and referenced in the District's Ordinance Nos. 74, 101, 108 and 115, among others. Ordinance 115 required the District to adopt the Waiting List by Board resolution. The Board adopted Resolution 14-369 on or about November 12, 2014, which established the “Waiting List”. On or about October 14, 2020, the District adopted Resolution 20-426, which repealed and superseded Resolution 14-369. Resolution 20-426 included an updated Waiting List and allowed District Staff to amend the Waiting List from time to time.

On or about March 7, 2022, the District staff updated the Waiting List in accordance with Resolution 20-426 (the “Current Waiting List”). Since the moratorium was implemented, the District has taken steps to address its water quality and quantity issues, including, but not limited to, installing a reverse osmosis water filtration system that is used to treat brackish and mineral heavy water pumped from the groundwater basin.

In or around March of 2022, the District retained Akel Engineering Group, Inc. to perform a Water Supply Assessment (the "Akel Assessment") which found, among other things that the groundwater supply for the proposed future developments within the area of the District is expected to meet certain future demands. Specifically, the Akel Assessment determined that during a normal year, the supply of water is projected to exceed demand in 2025 by 37.4 AFY. The Water Supply Assessment also found that the groundwater level was consistent from 2016 to 2020 based on historical metered depths and was not significantly affected by the District's water production - which is historically at 80 AFY. The District's available supply of water and the impact of the District's current water production on District water resources was not fully known or understood until the completion of the Akel Assessment.

The District's Ordinance No. 66, which implemented the moratorium on new water connections on a permanent basis, made the finding that "until the time when such [water] supply is available, it is necessary to continue the existing moratorium." The District concludes that the water quality and quantity issues resulting in the need for the implementation of the current moratorium restrictions on water connections, no longer exists as is currently provided by ordinance. The District finds and determines that, in reliance on the data provided in the Akel Assessment, the District has a sufficient water supply for certain proposed developments on its Waiting List as it existed on the date of the Akel Assessment.

The District also concludes that it can allow for a limited number of additional water connections without a threat to the health, safety and well-being of the people and businesses of San Simeon. Therefore, the water quality and quantity problems necessitating a total moratorium on the issuance of new water connections have been partially alleviated, prompting the Board to amend the water connection moratorium to allow for the issuance of a limited number of new water connections.

If the proposed Ordinance No. 124 is approved by the Board, the District shall allow an additional 37.4 acre-feet of water connections or services on or to properties located within the boundaries of the District to serve those property owners identified on the District's Current Waiting List. In addition, Ordinance No. 61, Ordinance No. 63, Ordinance No. 66, and Ordinance No. 102 will be replaced and repealed in their entirety. The District will also need to develop policies and procedures concurrently with the final adoption of Ordinance No. 124, to regulate and manage the Current Waiting List, any future waiting list, and take any other action reasonable and/or necessary in the management of District water resources.

Ordinance No. 124 is not intended to modify the duties, rights and obligations of the District, or property owners within the District boundaries, with respect to the District's Water Conservation Plan, as it may be amended from time to time.

Recommendation:

It is recommended the Board (1) Introduce ORDINANCE NO. 124, AN ORDINANCE AMENDING AND MODIFYING THE MORATORIUM OF THE ISSUANCE OF WATER CONNECTIONS WITHIN THE BOUNDARIES OF THE DISTRICT; (2) waive the first reading of the Ordinance following a reading of the title in full; and (3) set a public hearing on February 14, 2023, to consider the adoption of Ordinance No. 124.

## ORDINANCE NO. 124

### AN ORDINANCE OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT AMENDING AND MODIFYING THE MORATORIUM OF THE ISSUANCE OF WATER CONNECTIONS WITHIN THE BOUNDARIES OF THE DISTRICT

**BE IT ORDAINED** by the Board of Directors of the San Simeon Community Services District (“District”) as follows:

#### **SECTION I. FINDINGS.**

The Board of Directors of the District does hereby find, determine, and declare as follows:

A. The District provides water to its customers from the Pico Creek Valley Groundwater Basin, which has not been adjudicated. The District has a water license (License 12272, Permit 12465) issued from the State Water Board and has a right to the maximum production of 140 acre-feet per year (“AFY”) from Pico Creek underflow;

B. There currently exists a moratorium on the issuance of new water connections within the District originally established by Ordinance No. 61 and extended by Ordinance No. 63, Ordinance No. 66 and Ordinance No. 102;

C. The District's moratorium on new water connections was implemented due primarily to water quality problems - which were, at least in part, the result of seawater intrusion leading to high chloride concentrations in the water pumped from the Pico Creek Groundwater Basin;

D. After the District's moratorium on new water connections was implemented, the District also established a wait list for property owners that wanted to place a deposit with the District for a new water connection, despite the moratorium being in place;

E. The “Waiting List” was defined and referenced in the District's Ordinance 74, 101, 108 and 115, among others. Ordinance 115 required the District to adopt the Waiting List by Board resolution. The Board adopted Resolution 14-369 on or about November 12, 2014, which established the “Waiting List”;

F. On or about October 14, 2020, the District adopted Resolution 20-426, which repealed and superseded Resolution 14-369. Resolution 20-426 included an updated Waiting List and allowed District Staff to amend the Waiting List from time to time;

G. On or about March 7, 2022, the District staff updated the Waiting List in accordance with Resolution 20-426, which is attached hereto as Exhibit A and incorporated herein by this reference (the “Current Waiting List”);

H. Since the moratorium was implemented, the District has taken steps to address its water quality and quantity issues, including, but not limited to, installing a reverse osmosis water filtration system that is used to treat brackish and mineral heavy water pumped from the groundwater basin;

I. In or around March of 2022, the District retained Akel Engineering Group, Inc. to perform a Water Supply Assessment (the Akel Assessment,") which found, among other things that the groundwater supply for the proposed future developments within the area of the District is expected to meet certain future demands. Specifically, the Akel Assessment determined that 112 AFY of water is available for water supply and water demand is 74.63 AcFt based on the 2022 water supply assessment such that water supply exceeds water demand by 37.4 AFY.

J. The Water Supply Assessment also found that the groundwater level was consistent from 2016 to 2020 based on historical metered depths and was not significantly affected by the District's water production - which is historically at 80 AFY. The District's available supply of water and the impact of the District's current water production on District water resources was not fully known or understood until the completion of the Water Supply Assessment;

K. The District's Ordinance No. 66, which implemented the moratorium on new water connections on a permanent basis made the following finding, that "until the time when such [water] supply is available, it is necessary to continue the existing moratorium";

L. The District concludes that the water quality and quantity issues resulting in the need for the implementation of the current moratorium restrictions on water connections, no longer exists as is currently provided by ordinance. The District hereby finds and determines that, in reliance on the data provided in t the Water Supplement Assessment, the District has a sufficient water supply for certain proposed developments on its waitlist as it existed on the date of the Water Supply Assessment;

M. The District also concludes that it can allow for a limited number of additional water connections without a threat to the health, safety and well-being of the people and businesses of San Simeon;

N. Therefore, the water quality and quantity problems necessitating a total moratorium on the issuance of new water connections have been partially alleviated, prompting the Board to amend the water connection moratorium to allow for the issuance of a limited number of new water connections;

O. District Ordinance No. 61, Ordinance No. 63, Ordinance No. 66 and Ordinance No. 102 and hereby replaced and repealed in their entirety;

P. The District shall implement policies and procedures concurrently with the effective date of this Ordinance, which may be amended from time to time, to regulate and manage ~~the Current Waiting List, any future waiting list, and~~ any other policy deemed reasonable and/or necessary in the management of District water resources.

**SECTION II. AMENDMENT TO MORATORIUM ON WATER CONNECTION.**

A. Except as otherwise provided in this Ordinance, the District shall allow an additional 37.4 acre-feet of water connections or services on or to properties located within the boundaries of the District to serve those property owners identified on the District's Current Waiting List. This amount of additional acre-feet has been established by the Water Assessment Study and is deemed accurate and reliable for purposes of adopting this Ordinance and managing water resources.

B. District Staff is directed to implement policies and procedures concurrently with the effective date of this Ordinance, which may be amended from time to time, to regulate and manage the Current Waiting List and water supply availability for other rate-payers of the District.

C. District Staff is directed to implement policies and procedures deemed necessary and/or appropriate for the management of District water resources.

D. This Ordinance is not intended to modify the duties, rights and obligations of the District, or property owners within the District boundaries, with respect to the District's Water Conservation Plan, as it may be amended from time to time.

E. This Ordinance is not intended to modify the duties, rights and obligations of the District, or property owners within the District boundaries, with respect to the District's water, sewer and service allocation transfer requirements (and related rules and regulations) as discussed in District Ordinance 115 and/or other District policies.

**SECTION III. DURATION OF ORDINANCE.**

The provisions of this Ordinance shall remain in effect until terminated/ revoked by future ordinance or other Board action.

**SECTION IV. NO TAKING OF PROPERTY INTENDED**

Nothing in this chapter shall be interpreted to affect an unconstitutional taking of property of any person. If the Board determines, based on specific evidence in the administrative record, that the application of one or more of the provisions of this chapter to a proposed project would effect an unconstitutional taking of private property, the Board shall disregard such provision or provisions to the extent necessary to avoid such unconstitutional taking.

**SECTION V. CONSTITUTIONALITY.**

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

**SECTION VI. NOTICE OF EXEMPTION.**

This ordinance is exempt from the California Environmental Quality Act (CEQA) under 14 CCR § 15268. The Board directs staff to file a Notice of Exemption with the San Luis Obispo County Clerk's office.

**SECTION VII. EFFECTIVE DATE OF ORDINANCE.**

The Ordinance shall be in full force and effect in thirty (30) days from passage. Within fifteen (15) days of passage, this Ordinance shall be published at least once in a newspaper of general circulation in the County of San Luis Obispo, together with the names of the members of the Board of the Directors of the District voting for and against the Ordinance.

**INTRODUCED** at a regular meeting of the Board of Directors of the San Simeon Community Services District held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022

**AND ADOPTED** at a regular meeting of the Board of Directors of the San Simeon Community Services District held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022, and on the following roll call vote, to wit:

Ayes:

Noes:

Absent:

\_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors

APPROVED AS TO FORM:

\_\_\_\_\_  
District Counsel

Exhibit A

Current Waiting List

(attached as separate spreadsheet)

DRAFT



**San Simeon CSD Water Sewer Connection Waitlist  
Exhibit "A" Hook Up Waiting Lis**

Position Number	APN Number	Name	DRAFT Deposit Amount	Date Added	DRAFT EDU	AKEL AFY 3/8/22	Actual build AFY
1		<del>1 Cavalier Inn Inc.</del>	0	1/25/1972	145 Motel & 2400 sqft restaurant	11.81	TBD
2	013-071-018	Evans	\$425.00	11/16/1975	Retail	0.38	TBD
3	013-391-001	Mouchawar	\$30,445.00	6/1/1979	35 Motel	2.58	TBD
4	013-031-022	<sup>5</sup> V&H Holdings	\$1,200.00	11/21/2013	1 Residence	0.10	TBD
5	013-402-012	Hurlbert Tides San Simeon	\$2,280.00	9/6/1990	6 Condos + 1 irrigation meter	0.65	TBD
6	013-402-013	<sup>7</sup> Seifert	\$2,280.00	3/9/2001	6 Condos	0.61	TBD
7	013-402-006	<sup>6</sup> Tyo	\$6,840.00	12/11/2013	3 Residences	0.30	TBD
8	<del>013-071-009</del>	<del>9 Hather and/or Hulbert</del>	<del>\$3,420.00</del>	<del>10/8/2014</del>	<del>10 Residences</del>	<del>1.01</del>	TBD
9	013-091-030	<sup>8/10</sup> Sansone, Inc.	\$6,552.00	7/11/2018	30.5 (30 Multi-Family EDU + .5 Irrigation)	3.07	TBD
10	013-091-032 013-071-023/024/025	Sansone, Inc.	\$14,706.00	7/11/2018	64.5 (64 Multi-Family EDU + .5 Irrigation)	6.51	TBD
11	013-031-049	Sansone, Inc.	\$2,796.00	7/11/2018	10.5 (10 Multi-Family EDU + .5 Irrigation)	1.05	TBD
12	<del>013-071-009</del>	<del>9 Hather and/or Hulbert</del>		<del>11/1/2019</del>	<del>5 EDU Residences</del>	<del>0.51</del>	TBD
13	013-071-016	Marcum, Lloyd	\$9,154.60	5/14/2021	13 Residential & 13 retail / mixed Use EDU	6.3	TBD
14	013-031-022 013-031-045	V&H Holdings	\$14,050.00	2/22/2022	25 Residential EDU	2.53	TBD
* Total AFY demand on the above wait list						37.41	
15	013-071-017	Sherry Brajcich	\$1,124.00	7/14/2022	2 Residential EDU	0.20	
16	013-031-042 013-031-043	Mary Mushines	\$1,686.00	10/24/2022	3 Residential EDU	0.30	

\$93,538.60

<sup>1</sup> Cavalier Inn Inc. acquired the rights and obligations of Dalton through bankruptcy proceedings in July 1989.

The deposit of Dalton was forfeited when he failed to comply with the Terms of Agreement with the District.

The Date of the agreement between the District and Dalton.

<sup>5</sup> V&H Holdings purchased property and wait list position #4 From Raymond Long.

<sup>6</sup> John & Ann Tyo Purchased property and wait list position #7 from Eva Redwood-Chavez

<sup>7</sup> Seifert purchased the property from Ramirez in 2004.

<sup>8</sup> Sansone, Inc submitted one payment in the amount of \$24,000.00 for positions 9,10 & 11

<sup>9</sup> Hather added 5 edus w/ a deposit in the amount of \$1140 on 11/2019

<sup>10</sup> Sansone submitted payment in the amount of \$54.00 EDU adjust based on previous overpayment

\* Akel Engineering WSA 3/8/2022 determined 37.4 AFY available water capable of serving positions 1 through 14

Note: 10/25/2022 Positions 1, 8 & 12 issued will serve letters. Position 15 withdrew from the waitlist

\*2.58 Mouchawar EDU request, Pos 3, being reviewed after correponse found & received