

Board of Directors San Simeon Community Services District



REGULAR BOARD MEETING PACKET

April 11, 2023

Meeting Start Time 5:00 pm

This meeting shall occur In Person and Via Zoom.

Prepared by:



GRACE
ENVIRONMENTAL SERVICES

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING
1000 MAIN STREET
CAMBRIA, CA 93428
Tuesday, April 11, 2023
5:00 pm

This meeting shall occur In Person and Via Zoom.

Join Zoom for Regular Board Session:
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Webinar ID: 873 0781 0050

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. 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 March.
- ii. **CHP Report** – Report for March.
- iii. **Superintendent's Report** – Summary of March Activities.

- iv. **General Manager’s Report** – Summary of March Activities.
- v. **District Financial Summary** – Summary of March Financials.
- vi. **District Counsel’s Report** – Summary of March Activities.
- vii. **Board Member Report** – Summary of March Activities.

B. AD-HOC & STANDING COMMITTEE REPORTS:

- i. **Status Update** – Budget/Finances Committee
- ii. **Status Update** – Water/Facilities Committee
- iii. **Status Update** – Camping on District Streets Ordinance Committee
- iv. **Status Update** – Grant Writing Committee
- v. **Status Update** – Policies and Procedures Committee

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 BOARD MEETING ON FEBRUARY 27, 2023.**
- B. REVIEW AND APPROVAL OF MINUTES FOR THE REGULAR BOARD MEETING ON MARCH 14, 2023.**
- C. REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL BOARD MEETING ON MARCH 28, 2023.**
- D. REVIEW AND APPROVAL OF DISBURSEMENTS JOURNAL.**

5. BUSINESS ACTION ITEMS:

Public Comment – Public comment will be allowed for each individual business item. Members of the public wishing to speak on business items may do so when recognized by the 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 OF THE 2023 LIST OF GOALS AND PRIORITIES FOR THE SAN SIMEON COMMUNITY SERVICES DISTRICT.**
- B. DIRECTION TO STAFF REGARDING THE PROCUREMENT OF A BOOKKEEPER FOR THE DISTRICT.**
- C. DIRECTION TO STAFF REGARDING THE PROPOSAL FROM SIMPLY CLEAR MARKETING FOR CLOSED CAPTION MEETINGS.**

D. DISCUSS BOARD MEMBER RESIGNATION AND PROVIDE STAFF DIRECTION ON POSTING A NOTICE OF VACANCY TO FILL THE VACANT POSITION.

E. DISCUSSION OF WATER COMMITTEE AND BUDGET / FINANCE COMMITTEE VACANCIES AND BOARD APPROVAL OF VACANCIES FILLED BY APPOINTMENT BY THE SSCSD CHAIRPERSON.

6. CLOSED SESSION:

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

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

7. 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).

8. ADJOURNMENT –

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Board within 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the District office, 111 Pico Avenue, San Simeon. If requested, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for a disability-related modification or accommodation, contact the 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's Reports



SUPERINTENDENT'S REPORT – MARCH 2023

Item 3.A.iii

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).
- There was one Wastewater Permit Exceedance for Settleable Solids on March 10, 2023 as a result of extreme storm activity.

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.
- On March 23 and 24, 2023, approximately 78,000 gallons of potable drinking water was trucked in to supplement the SSCSD water supply, a result extreme storm activity. The extreme storm resulted in highly turbid aquifer water and the inability treat the water to State turbidity standards using existing treatment equipment.

3. District and Equipment Maintenance

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

San Simeon Community Services District

Superintendent's Report

March 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	
03/01/23	Wednesday	80,013	84,730	5,311	29,920	35,231	0	0	0	42	42	-	0	8.0	7.8	0.03	18,326
03/02/23	Thursday	54,120	58,470	35,530	3,665	39,195	0	0	0	-	-	42	0	8.7	8.1	0.00	7,122
03/03/23	Friday	49,702	56,400	47,199	0	47,199	0	0	0	-	-	-	0	9.1	8.6	0.00	2,193
03/04/23	Saturday	61,205	66,000	0	52,809	52,809	0	0	0	-	-	-	0	9.3	9.0	0.10	4,712
03/05/23	Sunday	58,304	64,230	4,114	60,812	64,926	0	0	0	-	-	-	0	9.4	9.0	0.00	3,101
03/06/23	Monday	51,371	56,330	44,506	0	44,506	0	0	0	-	-	-	0	9.5	8.9	0.00	2,890
03/07/23	Tuesday	47,595	52,140	57,297	0	57,297	0	0	0	-	-	-	0	9.6	8.9	0.00	1,615
03/08/23	Wednesday	53,876	59,300	50,041	823	50,864	0	0	0	-	-	-	0	9.6	9.0	0.00	1,595
03/09/23	Thursday	183,413	169,770	51,911	0	51,911	0	0	0	-	-	-	0	9.6	9.2	1.25	650
03/10/23	Friday	257,451	252,950	0	0	0	0	0	0	-	-	-	0	1.0	1.0	4.06	79,116
03/11/23	Saturday	171,924	179,580	0	0	0	0	0	0	-	-	-	0	2.8	2.8	0.57	69,031
03/12/23	Sunday	122,094	128,230	0	42,486	42,486	0	0	0	42	-	35	0	6.7	6.3	0.00	56,230
03/13/23	Monday	102,625	110,930	0	124,766	124,766	0	0	0	-	-	-	0	7.9	7.6	0.06	19,522
03/14/23	Tuesday	187,329	189,810	0	18,401	18,401	0	0	0	-	-	-	0	8.6	8.4	1.82	27,063
03/15/23	Wednesday	204,134	158,460	0	0	0	0	0	0	-	-	-	0	5.3	5.0	0.01	70,702
03/16/23	Thursday	102,157	107,720	1,197	76,371	77,568	0	0	0	-	-	-	0	7.7	7.3	0.00	21,668
03/17/23	Friday	74,813	79,380	0	119,680	119,680	0	0	0	-	-	-	0	8.4	7.9	0.00	12,578
03/18/23	Saturday	81,253	84,450	0	142,494	142,494	0	0	0	-	-	-	0	8.8	8.4	0.01	7,767
03/19/23	Sunday	154,258	151,940	823	0	823	0	0	0	-	-	-	0	9.0	8.8	1.06	10,010
03/20/23	Monday	141,147	143,820	0	48,022	48,022	0	0	0	29	-	-	0	7.1	6.8	0.01	43,808
03/21/23	Tuesday	122,371	126,300	0	4,937	4,937	0	0	0	-	-	-	0	7.8	7.8	0.60	18,175
03/22/23	Wednesday	106,084	108,880	2,020	0	2,020	0	0	0	-	-	-	0	7.4	6.8	0.42	28,274
03/23/23	Thursday	100,242	102,450	0	0	0	0	0	0	-	-	-	0	7.4	6.8	0.00	26,319
03/24/23	Friday	94,742	102,760	0	78,166	78,166	0	0	0	-	-	-	0	8.2	7.7	0.00	12,696
03/25/23	Saturday	72,491	55,710	0	98,736	98,736	0	0	0	-	-	-	0	9.0	8.6	0.00	0
03/26/23	Sunday	80,574	103,090	0	76,221	76,221	0	0	0	-	-	-	0	9.0	8.6	0.00	16,363
03/27/23	Monday	62,864	69,180	0	94,622	94,622	0	0	0	-	-	-	0	9.1	8.8	0.00	5,474
03/28/23	Tuesday	88,848	91,370	524	60,812	61,336	0	0	0	29	-	35	0	9.2	8.9	0.61	3,955
03/29/23	Wednesday	126,193	124,280	0	28,349	28,349	0	0	0	-	-	-	0	8.3	8.1	0.76	14,307
03/30/23	Thursday	95,140	102,100	0	0	0	0	0	0	-	-	-	0	7.3	7.0	0.00	16,406
03/31/23	Friday	81,960	90,880	0	54,529	54,529	0	0	0	-	-	-	0	8.4	7.8	0.00	2,860
TOTALS		3,270,293	3,331,640	300,472	1,216,622	1,517,094	0	0	0				0			11.37	604,528
Average		105,493	107,472	9,693	39,246	48,939	0	0	0	36	42	37	0	8.0	7.6	0.37	19,501
Minimum		47,595	52,140	0	0	0	0	0	0	29	42	<30	0	1.0	1.0	0.00	0
Maximum		257,451	252,950	57,297	142,494	142,494	0	0	0	42	42	<30	0	9.6	9.2	4.06	79,116

DATA SUMMARY SHEET

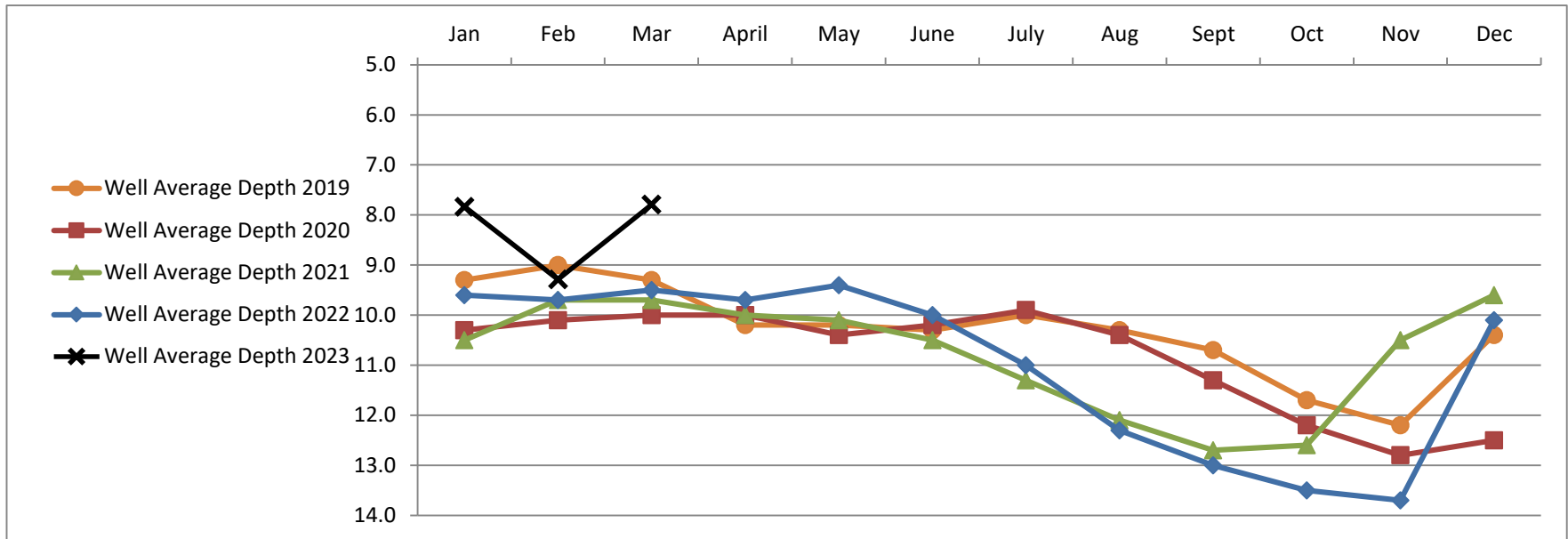
2023													
	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Total for 2023
Wastewater Influent	2,687,609	1,375,627	3,270,293										7,333,529
Wastewater Final Effluent (Month Cycle)	2,830,860	1,510,800	3,331,640										7,673,300
Adjusted Wastewater Influent (- State Flow)	2,154,586	1,251,178	2,665,765										6,071,529
Water Produced (month cycle)	1,493,382	1,427,184	1,517,094										4,437,660
Water Sold (Gals)	1,312,822	1,550,776	1,310,914										4,174,512
Sewer Influent/Water Produced Ratio	1.80	0.96	2.16										N/A
Adjusted Sewer/Water Produced Ratio	1.44	0.88	1.76										N/A
Well 1 Water Production	7,405	1,020,272	300,472										1,328,149
Well 2 Water Production	1,485,977	406,912	1,216,622										3,109,511
Total Well Production	1,493,382	1,427,184	1,517,094										4,437,660
Water Well 1 Avg Depth to Water	8.0	9.5	8.0										N/A
Water Well 2 Avg Depth to Water	7.6	9.1	7.6										N/A
Average Depth to Water of Both Wells	7.8	9.3	7.8										N/A
Change in Average Depth to Water from 2022	-1.8	-0.4	-1.7										N/A
Average Chloride mg/L at the Wells	48	42	39										N/A
State Wastewater Treated	533,023	124,449	604,528										1,262,000
State % of Total WW Flow	19%	9%	18%										N/A
Recycled Water Sold (Gallons)	0	0	0										0
Biosolids Removal (Gallons)	4,500	4,500	9,000										18,000
WW Permit Limitation Exceeded	0	0	1										0
RW Permit Limitation Exceeded	0	0	0										0
Constituent Exceeded	None	None	Sett Solids										N/A
Sample Limit	N/A	N/A	3.0										N/A
Sample Result	N/A	N/A	4.5										N/A
2022													
	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
Water Sold (Gals)	1,415,732	1,638,374	1,582,177	2,019,907	1,868,040	2,180,495	2,417,312	2,435,114	2,202,890	1,756,708	2,076,702	1,491,991	23,085,442
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
Adjusted 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 2021	-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
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	N/A
RW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Constituent Exceeded	None	None	None	None	None	None	None	None	None	None	None	None	N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

San Simeon Community Services District

Superintendent's Report

March 2023

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



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



GENERAL MANAGER'S REPORT

Item 3.A.iv.

GES Staff Activity – Report on staff activities for the month of March 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 twelve (12) written public records requests.

LCP Grant – Criscom will be preparing the quarterly report

Update on the Pico Creek Instream Flow Study – The County is reviewing the Management Plan and Flow Study.

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 – No updates at this time.

Update Pipe Bridge Draft Design 30% review – At the request of the Board the project is delayed until Dudek is further along in the WWTP relocation process.

Discussion and Review of the Recent Aquifer High Turbidity – Due to historic amounts of rain fall in San Simeon and more specifically Rocky Butte that feeds Pico Creek, approximately 78,000 gallons of potable water was trucked to San Simeon to supplement the San Simeon CSD potable water supply. The extreme amount of rain led to high turbidity aquifer water (well water) over 7.5NTU and at times well over 10NTU (nephelometric turbidity units).

1. The well water is first pumped and treated using a filter with 0.35-mircon mesh cartridges for turbidity.

2. The well water is then treated using a filter designed for bacteria removal using a 1.0-micron mesh cartridge.
 3. High levels of well water turbidity (7.5 and greater) overwhelmed the filters such that the 1.0NTU State limit would have been exceeded *ref. Title 22 Table 64653 Filter Effluent Turbidity Standards (2)(B)1*, had pumping continued.
 4. Given the interruption in well pumping, staff monitored the reservoir level continuously, requested that the community conserve water by distributing a conservation request flyer. Ultimately it became evident that the existing reservoir would not sustain a third day of no water well pumping.
 5. 78,000 gallons of potable water was trucked to San Simeon to supplement the potable water stored in the 150,000 gallons CSD reservoir.
 6. Water hauling cost = \$10,226.18 (water billing has yet to be received)
 7. Recommendations:
 - a. Consult with an Engineering Firm that is experienced with water treatment facility design to determine if increased filtration and / or sedimentation basins with chemical addition would increase treatment capacity during a similar event.
 - b. Increase storage capacity to allow for up to 10 days of storage or a combination of both a. and b.
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3. A.V. Special Presentations and Reports: District Financial Summary

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

	Mar 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Pac Prem Ckg-6603	142,860.23
1017 · Money Market PPBI	
1017a · Pac Prem - Mon Mkt Unrestric...	(20,755.58)
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
Total 1017 · Money Market PPBI	1,573,998.84
1050 · LAIF - non-restricted cash	567.98
Total Checking/Savings	1,717,577.05
Other Current Assets	
1200 · Accounts receivable default	79,228.28
1300 · Prepaid insurance expense	2,942.17
Total Other Current Assets	82,170.45
Total Current Assets	1,799,747.50
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	(1,695,301.00)
Total Fixed Assets	2,340,582.83
TOTAL ASSETS	4,140,330.33
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts payable	60,323.23
Total Accounts Payable	60,323.23

	Mar 31, 23
Other Current Liabilities	
2500 · Customer security deposits	8,100.00
2510 · Connect hookup wait list	93,538.60
2515 · Unearned Revenue- Capacity F...	678,999.00
Total Other Current Liabilities	780,637.60
Total Current Liabilities	840,960.83
Long Term Liabilities	
2520 · USDA Loan Principal Bal	425,548.72
Total Long Term Liabilities	425,548.72
Total Liabilities	1,266,509.55
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
3900 · Suspense	244.58
Net Income	(192,601.89)
Total Equity	2,873,820.78
TOTAL LIABILITIES & EQUITY	4,140,330.33

SAN SIMEON COMMUNITY SERVICES DISTRICT
Profit & Loss by Month (FYTD) - Draft
 July 2022 through March 2023

	<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>Jan 23</u>	<u>Feb 23</u>	<u>Mar 23</u>	<u>TOTAL</u>
Ordinary Income/Expense										
Income										
4000 · Services	108,574.62	115,502.75	111,399.08	85,368.40	97,969.85	73,145.57	71,288.14	75,981.22	65,308.92	804,538.55
4100 · Property tax income	1,155.48	1,181.01	1,373.09	62.27	0.00	28,047.21	30,353.81	3,837.66	3,288.50	69,299.03
Total Income	<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>101,641.95</u>	<u>79,818.88</u>	<u>68,597.42</u>	<u>873,837.58</u>
Gross Profit	109,730.10	116,683.76	112,772.17	85,430.67	97,969.85	101,192.78	101,641.95	79,818.88	68,597.42	873,837.58
Expense										
6000 · Accounting	0.00	0.00	0.00	0.00	4,000.00	2,000.00	0.00	0.00	0.00	6,000.00
6020 · Bank fees	12.49	0.00	21.29	109.14	124.77	(114.75)	123.41	121.40	118.02	515.77
6025 · Bookkeeping	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,550.00	13,550.00
6030 · Directors fee	600.00	200.00	400.00	700.00	300.00	300.00	900.00	600.00	600.00	4,600.00
6031 · Payroll expenses-yr taxes	45.90	15.30	30.60	53.55	22.95	22.95	68.85	45.90	45.90	351.90
6035 · Dues and subscriptions	0.00	650.00	0.00	0.00	0.00	4,358.00	0.00	1,149.00	0.00	6,157.00
6045 · Electrical power	5,500.00	5,500.00	4,554.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	48,554.00
6075 · Insurance - PERS health	0.00	0.00	0.00	0.00	0.00	0.00	(384.46)	0.00	0.00	(384.46)
6076 · Pension plan - PERS retirement	1,433.58	1,433.58	1,433.58	1,433.58	1,433.58	1,433.58	1,433.58	1,433.58	1,433.58	12,902.22
6080 · Insurance - liability	980.71	980.71	980.71	980.71	980.71	980.71	980.71	980.71	980.71	8,826.39
6095 · LAFCO cost apportionment	0.00	3,023.15	0.00	0.00	0.00	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	10,053.58	8,771.55	15,298.51	200,483.83
6105 · Licenses and permits	0.00	171.10	0.00	122.70	0.00	10,397.00	0.00	2,274.90	2,176.44	15,142.14
6115 · Miscellaneous expenses	221.02	0.00	0.00	0.00	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	51,474.90	51,474.90	51,474.90	464,220.10
6130 · R&M allowance - GES Contract	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	29,999.97
6145 · Professional fees	900.00	1,631.25	18,962.71	14,622.00	15,204.25	25,244.61	36,493.42	12,563.25	7,130.00	132,751.49
6191 · Emergency water stand by	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00
6192 · Repair & Maint-Dist Responsblty										
6192A · R&M Exp -Outfall Inspection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,703.00	0.00	11,703.00
6192B · R&M Exp - water filters	0.00	0.00	0.00	0.00	0.00	3,717.95	2,285.77	0.00	0.00	6,003.72
6192C · R&M Exp - district's portion	0.00	0.00	0.00	0.00	3,073.94	13,263.75	0.00	0.00	0.00	16,337.69
Total 6192 · Repair & Maint-Dist Responsbl	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,073.94</u>	<u>16,981.70</u>	<u>2,285.77</u>	<u>11,703.00</u>	<u>0.00</u>	<u>34,044.41</u>
6195 · Website	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	4,050.00
Total Expense	<u>62,375.65</u>	<u>75,385.60</u>	<u>94,747.12</u>	<u>80,279.91</u>	<u>242,152.62</u>	<u>123,862.03</u>	<u>114,213.09</u>	<u>101,901.52</u>	<u>105,091.39</u>	<u>1,000,008.93</u>
Net Ordinary Income	47,354.45	41,298.16	18,025.05	5,150.76	(144,182.77)	(22,669.25)	(12,571.14)	(22,082.64)	(36,493.97)	(126,171.35)

Unaudited draft for review purposes

pg 1 of 2

SAN SIMEON COMMUNITY SERVICES DISTRICT
Profit & Loss by Month (FYTD) - Draft
 July 2022 through March 2023

	<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>Jan 23</u>	<u>Feb 23</u>	<u>Mar 23</u>	<u>TOTAL</u>
Other Income/Expense										
Other Income										
8020 · Interest - money market	26.64	57.85	269.53	283.86	274.98	277.07	267.25	241.43	267.34	1,965.95
8030 · Interest - LAIF	1.37	0.00	0.00	1.92	0.00	0.00	2.95	0.00	0.00	6.24
8044 · Grant income	0.00	0.00	0.00	16,232.06	0.00	11,620.25	0.00	0.00	28,608.42	56,460.73
8090 · Other misc income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	928.45	928.45
Total Other Income	<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>270.20</u>	<u>241.43</u>	<u>29,804.21</u>	<u>59,361.37</u>
Other Expense										
9010 · Depreciation expense	7,281.24	7,281.24	7,281.24	7,281.24	7,281.24	7,281.24	7,281.24	7,281.24	7,281.24	65,531.16
9020 · USDA loan repayment	0.00	0.00	10,345.00	0.00	0.00	0.00	0.00	0.00	10,345.00	20,690.00
9030 · Capital proj/improve										
9030a · Capital proj-Pico staircase	0.00	0.00	0.00	0.00	790.00	3,695.00	0.00	170.00	0.00	4,655.00
9030c · Capital proj-Pipe bridge	0.00	0.00	0.00	3,501.25	4,914.75	12,165.00	5,218.00	1,769.25	1,043.75	28,612.00
9030d · Capital Prj-Outfall Pipe Repair	0.00	0.00	240.00	0.00	1,140.00	2,110.00	0.00	0.00	2,813.75	6,303.75
Total 9030 · Capital proj/improve	<u>0.00</u>	<u>0.00</u>	<u>240.00</u>	<u>3,501.25</u>	<u>6,844.75</u>	<u>17,970.00</u>	<u>5,218.00</u>	<u>1,939.25</u>	<u>3,857.50</u>	<u>39,570.75</u>
Total Other Expense	<u>7,281.24</u>	<u>7,281.24</u>	<u>17,866.24</u>	<u>10,782.49</u>	<u>14,125.99</u>	<u>25,251.24</u>	<u>12,499.24</u>	<u>9,220.49</u>	<u>21,483.74</u>	<u>125,791.91</u>
Net Other Income	<u>(7,253.23)</u>	<u>(7,223.39)</u>	<u>(17,596.71)</u>	<u>5,735.35</u>	<u>(13,851.01)</u>	<u>(13,353.92)</u>	<u>(12,229.04)</u>	<u>(8,979.06)</u>	<u>8,320.47</u>	<u>(66,430.54)</u>
Net Income	<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>(24,800.18)</u></u>	<u><u>(31,061.70)</u></u>	<u><u>(28,173.50)</u></u>	<u><u>(192,601.89)</u></u>

CONSENT AGENDA ITEMS:
**A. REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL
BOARD MEETING ON FEBRUARY 27, 2023.**

**SPECIAL BOARD MEETING MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING
Tuesday, February 27, 2023
5:30 pm**

1. REGULAR SESSION @ 5:30 pm

Roll Call:

Chairperson Diamond – Present

Vice-Chairperson Tiwana – Present

Director de a Rosa – Present

Director Donahue – Present

Director Kellas – Present (due to technical difficulties did not respond to the roll call but was present)

2. BUSINESS ACTION ITEMS:

A. ADOPTION OF RESOLUTION 23-465 TO CONTINUE VIRTUAL MEETINGS PURSUANT TO THE PROVISIONS OF AB 361. (3:46)

Chairperson Diamond introduced the item. District Counsel provided background information about the state of emergency declaration from the Governor.

Public Comment –
None

(6:48) A motion was made to approve Resolution 23-465.

Motion: Chairperson Diamond

2nd: Vice-Chairperson Tiwana

Vote: 4/0

Absent: Kellas (Present but not part of the roll-call)

Roll Call:

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

B. DISCUSSION, REVIEW AND APPROVAL OF RESOLUTION 23-466 TO CHANGE THE BOARD MEETING LOCATION FOR HYBRID BOARD MEETINGS AND IN-PERSON BOARD MEETINGS TO THE CAMBRIA VETERANS' HALL, APPROVAL OF AN AGREEMENT WITH CCSD AND DIRECTION TO STAFF. (8:35)

Chairperson Diamond introduced the item. District Counsel provided background information about the Resolution.

(12:12) Director Kellas inquired about technical components of setting up the meeting and the components of the contract. There was further discussion among the Board members about the contract.

(16:54) Vice-Chairperson Tiwana and District Counsel discussed the legal requirements related to in-person meetings. There was further discussion among the Board members about this topic. There was additional conversation about components of the contract.

Public Comment –

(28:30) Julie Tacker commented.

(30:30) There was further discussion among the Board members about the use of the Vet's Hall for townhall meetings, committee meetings, and last-minute special meetings.

Public Comment –

(33:34) Henry Krzciuk commented.

(36:55) A motion was made to approve Resolution 23-466 with the amendments discussed in reference to the hybrid equipment, the use if the TV, the wifi, the doors opening and closing, and the clean-up (contract returns to the Chair and Vice-Chairperson for approval)

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

Roll Call:

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

3. ADJOURNMENT – @ 6:11 pm

**CONSENT AGENDA ITEMS:
B. REVIEW AND APPROVAL OF MINUTES FOR THE REGULAR
BOARD MEETING ON MARCH 14, 2023.**

**MEETING MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING
1000 MAIN STREET
CAMBRIA, CA 93428
Tuesday, March 14, 2023
5:00 pm**

This meeting occurred as an in-person hybrid meeting.

1. REGULAR SESSION @ 5:01 PM

- A. Chairperson Diamond – Present
- Vice-Chairperson Tiwana – Present
- Director de a Rosa – Present
- Director Donahue – Present
- Director Kellas – Present (on-line)

A. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment –

(4:50) Todd Wealty presented information on his company NViro and providing operation services to the District.

(8:55) Henry Krzciuk commented on the District's available cash balances stating that the District should be applying for grants.

(12:20) Patrick Flavery commented on the status of the District finances and committees.

B. SPECIAL PRESENTATIONS AND REPORTS: (15:15)

A. STAFF REPORTS:

- i. **Sheriff's Report** – None.
- ii. **CHP Report** – None.
- iii. **Superintendent's Report** – (15:25) Steve Orellana provided a summary of February activities.
- iv. **General Manager's Report** – (17:15) Charlie Grace provided a Summary of February activities.
- v. **District Financial Summary** – (19:19) Charlie Grace provided a summary of the February financials.

Public Comment –

(23:39) Henry Krzciuk commented.

- vi. **District Counsel's Report** – (25:50) Nubia Goldstein provided a Summary of February activities.

- vii. **Board Member Report** – None.

Public Comment –

(27:10) Chris and Michael commented.

(29:50) Patrick Flaverty commented.

B. AD-HOC & STANDING COMMITTEE REPORTS: (32:10)

- i. Status Update Budget/Finances Committee – None.
- ii. Status Update Water/Facilities Committee – None.
- iii. Status Update Camping Ordinance on District Streets - Director Donahue provided information about the status of this item.
- iv. Status Update Coastal Hazard Response Plan (CHRP) – Director de la Rosa provided information about the status of this item and provided a recap of the town hall meeting.
- v. Status Update Policies and Procedures Committee – None.

Public Comment –

(48:44) Patrick Flaverty commented.

C. CONSENT AGENDA ITEMS: (53:20)

Director Donahue requested that Item D be pulled for discussion.

(53:44) Chairperson Diamond asked the public if they wanted any items pulled from consent for public comment.

A. REVIEW AND APPROVAL OF MINUTES FOR THE REGULAR BOARD MEETING ON FEBRUARY 14, 2023.

B. REVIEW AND APPROVAL OF DISBURSEMENTS JOURNAL.

(54:27) A motion was made to approve consent agenda items A-B.

Motion: Vice-Chairperson Tiwana

2nd: Director de la Rosa

Vote: 5/0

Absent: None

Roll Call:

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

C. RATIFICATION AND APPROVAL OF A CONTRACT WITH KATHY FRY BOOKKEEPING SERVICES TO PROVIDE SERVICES TO THE DISTRICT FOR THE PERIOD OF THREE YEARS.

Public Comment –

(55:40) Henry Krzciuk commented.

(57:29) There was Board discussion among the Board members about the insurance requirements for the Bookkeeping contract. Director Kellas requested several changes on the language of the contract. Page 1: inaudible comments, Page 2: Item #4 Item 6

Item B, 10 days should be changed to 30 days, Page 4: the ownership of documents should be changed from GES to District, Page 12: increasing the insurance will increase the costs of the proposal.

(1:01:10) Vice-Chairperson Tiwana commented that she wanted the contract to be filled out correctly before it could be approved.

(1:02:05) A motion was made to move this contract forward to the next special meeting to have it filled out correctly.

Motion: Chairperson Diamond
2nd: Vice-Chairperson Tiwana

(1:02:20) Nubia Goldstein suggested that the Board could approve the contract with the suggested changes. Director Donahue questioned the increase in the insurance requirement amount. The Board further discussed this matter. The General Manager and District Counsel provided procedural information to the Board.

(1:07:30) A second motion was made to approve the contract with changes.

Motion: Director Kellas
2nd: Chairperson Diamond
Vote: 3/2
Absent: None

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

D. APPROVAL OF THE BASIS OF DESIGN AND THE 30% DESIGN PLANS FOR THE PIPE BRIDGE. (1:08:50)

Director Donahue commented on the need for a second 8" line to be included in the design. He asked the Board to consider using the existing abutments to use the bridge as a walking bridge/pipe bridge.

Public Comment -
(1:11:11) Henry Krzciuk commented.

(1:14:06) Director Kellas commented on her concern in delaying design of the pipe bridge.

(1:14:56) A motion was made to postpone consideration of this item until we have a firmer handle on the location of the Wastewater Treatment Plant (WWTP).

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

Abstain: Kellas

Roll Call:

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

D. BUSINESS ACTION ITEMS:

A. DISCUSSION, REVIEW AND APPROVAL OF THE 2023 LIST OF GOALS AND PRIORITIES FOR THE SAN SIMEON COMMUNITY SERVICES DISTRICT. (1:15:44)

(1:16:24) Chairperson Diamond introduced the item.

Public Comment –

(1:19:33) Chris & Michael commented.

(1:21:30) Henry Krzciuk commented.

(1:22:50) A motion was made to bring this back to the Board to narrow this list down to the six most critical items the feel should be the focus of the Board for the remainder of the year.

Motion: Chairperson Diamond

2nd: Vice-Chairperson Tiwana

Vote: 5/0

Absent: None

Roll Call:

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

B. DISCUSSION, REVIEW AND APPROVAL OF STANDING COMMITTEE MEMBERS AND AD-HOC COMMITTEE MEMBERS PURSUANT TO DISTRICT POLICY 13.01. (1:23:44)

Chairperson Diamond introduced the item. She stated that she wanted to dissolve the Coastal Hazard Response Plan (CHRP) ad-hoc committee.

(1:25:10) A motion was made to dissolve the CHRP ad-hoc committee and have Dudek report directly to the Board.

(1:25:22) Director Kellas contested the motion. Director Kellas and the Chairperson further discussed this matter.

Public Comment –

(1:27:30) Henry Krzciuk commented.

Motion: Chairperson Diamond

2nd: Vice-Chairperson Tiwana

Vote: 3/1

Abstain: de la Rosa

Roll Call:

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

Chairperson Diamond announced that there were still vacant positions on the both the Water/Facilities and Budget/Finance committees.

(1:32:25) Director de la Rosa and Chairperson Diamond discussed the budget committee and Mr. Krzciuk contacting the District Bookkeeper to obtain additional information. He expressed concerns about her charging the District for these conversations. He stated that this was not transparent.

C. DISCUSSION AND APPROVAL OF STILLWATER PICO CREEK STREAM FLOW MANAGEMENT PLAN TECHNICAL MEMORANDUM AND PROPOSAL FOR LONG-TERM PICO CREEK MONITORING. (1:36:38)

Chairperson Diamond introduced the item. Ken Jarrett from Stillwater was present (via Zoom). There was discussion among the Board and the General Manager regarding this matter.

Public Comment –

(1:41:15) Henry Krzciuk commented.

(1:42:15) There was further discussion between the General Manager and the Board regarding the fact that this was a secondary monitoring plan. Ken Jarrett also provided information about this matter.

Public Comment –

(1:57:20) Tina Dickason commented.

(1:59:38) The Board discussed the additional costs associated with the monitoring plan.

Public Comment –

(2:00:13) Bob Hather was unable to comment.

(2:02:00) Chris and Michael commented.

(2:04:30) A motion was made to accept the memorandum of proposal for long-term creek monitoring as provided by Stillwater.

Motion: Director Kellas

2nd: Director de la Rosa

Vote: 5/0

Absent: None

Roll Call:

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

E. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS – Director Kellas asked that the water/facilities committee look at the fact there was a lot of water going down the drain that could be re-used and she asked that the could work on a solution to this. Director Donahue asked that a grant acquisition subcommittee be created to work with Criscom on grant opportunities. He agreed with Director Kellas’s recommendations for the water/ facilities committee.

F. ADJOURNMENT – @ 7:19 PM

DRAFT

**CONSENT AGENDA ITEMS:
C.REVIEW AND APPROVAL OF MINUTES FOR THE SPECIAL
BOARD MEETING ON MARCH 28, 2023.**

**SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL BOARD MEETING AGENDA
CAMBRIA VETS HALL
1000 MAIN STREET
CAMBRIA, CA 93428
Tuesday March 28, 2023
5:30 pm**

This meeting occurred in-person and online via Zoom

1. REGULAR SESSION @ 5:32

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

2. BUSINESS ACTION ITEMS:

- A. DISCUSSION, REVIEW AND APPROVAL OF A BOARD RESOLUTION PROCLAIMING A LOCAL EMERGENCY REGARDING THE DISTRICT’S ABILITY TO TREAT AND SERVE POTABLE WATER, AND AN UPDATE ON THE DISTRICT’S EFFORTS TO SECURE AN ALTERNATIVE WATER SOURCE. (1:21)**

Chairperson Diamond introduced the item. Charles Grace provided information about the storm event that was overwhelming the community’s water wells. He provided additional information about the need for the resolution. The Board further discussed the resolution with District Counsel. Vice-Chairperson Tiwana inquired about disaster preparedness planning. The Board and Charles Grace further discussed the disaster preparedness plan.

Public Comment –

(15:08) Henry Krzciuk commented.

(17:40) Tina Dickason commented.

(20:00) April Dury commented.

(20:30) (name was not audible) A member of the public commented.

(23:55) Julie Tacker commented.

(28:40) The Board further discussed this matter.

(30:20) A motion was made to approve Resolution 23-467 with a time limit of 30 days.

(32:00) There was further discussion about extending the terms of the resolution to 60 days.

Motion: Chairperson Diamond
2nd: Vice-Chairperson Tiwana
Vote: 5/0
Absent: None

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

(33:00) There was discussion about moving Item D to be discussed after Item F.

B. DIRECTION TO STAFF AND APPROVAL OF THE ADAPTATION PLANNING GRANT PROGRAM APPLICATION SUBMITTAL. (34:55)

Charlie Grace introduced the item. Emily and Renee from Criscom were present and provided information about the grant requirements and application process. There was further discussion about the pipe bridge and applying for a grant.

Public Comment –
(44:15) Henry Krzciuk commented.

(46:58) A motion was made to approve the adaptation planning grant program application.

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

(47:20) Director Kellas asked for clarification on the motion, stating that there were typos in the attachment and it could not be accepted as is. She contested the motion. There was further discussion between the Board, Charles Grace, and Criscom about the application.

(1:01:11) A motion was made not approve it.
2nd: None

(1:02:10) Director Donahue and District Counsel discussed the motion and the application process.

(1:04:40) Chairperson Diamond withdrew her original motion.

(1:05:00) District Counsel provided further direction to the Board about possible scenarios for wording of a potential motion. The Board further discussed this matter.

(1:07:50) A motion was made to pass as it is with Director Kellas, Charlie Grace, and Ashley Vance to iron out the details and make it correct and

correct the errors and move this thing forward. (Director Donahue continues speaking but it is not part of the motion).

(1:08:50) District Counsel clarified the motion.

Motion: Director Donahue

2nd: Director Kellas

Vote: 3/2

Absent: None

Roll Call:

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

C. PRESENTATION, DISCUSSION AND BOARD ACTION TO CREATE A GRANT ACQUISITION SUBCOMMITTEE. (1:09:46)

Chairperson Diamond introduced the item. Criscom was present. They provided the Board with information related to the grant applications.

(1:15:10) The Board further discussed the application process for grants. The Board discussed the formation of an ad-hoc committee.

Public Comment –

(1:21:35) Henry Krzciuk commented.

(1:24:15) Julie Tacker commented.

(1:26:15) Emily from Criscom commented on the public's comment.

(1:28:35) A motion was made to form an ad-hoc committee which would include Chairperson Diamond and Director Donahue.

Motion: Chairperson Diamond

2nd: Vice-Chairperson Tiwana

Vote: 5/0

Absent: None

Roll Call:

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

D. DISCUSSION, REVIEW AND APPROVAL OF A REQUEST FOR QUALIFICATIONS FOR GENERAL MANAGER SERVICES AND A REQUEST FOR PROPOSALS FOR OPERATION SERVICES. (1:29:15)

(1:29:50) Charlie Grace recused himself.

(1:30:15) District Counsel reviewed the previous role call votes.

District Counsel introduced the item. The Board further discussed this matter.

Public Comment –

(1:44:30) Henry Krzciuk commented.

(1:48:00) The Board further discussed making additions to the document. There was discussion about the timeline of the document and specifics of the document.

(2:07:00) A motion was made to approve the RFQ and RFP with the directions that were previously stated.

Motion: Chairperson Diamond

2nd: Director Donahue

Vote: 5/0

Absent: None

Roll Call:

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

E. DISCUSSION AND BOARD DIRECTION REGARDING POTENTIAL CHANGES TO WATER MORATORIUM. (2:07:41)

District Counsel introduced the item. The Board discussed this matter.

Public Comment –

(2:19:54:10) Henry Krzciuk commented.

(2:19:05) Julie Tacker commented.

(2:20:47) A motion was made to direct Counsel Goldstein to move forward. (Director Donahue continued speaking but it was not part of the motion.)

(2:21:50) District Counsel asked for clarification on the motion. There was further discussion among the Board members regarding the process.

Motion: Director Donahue

2nd: Chairperson Diamond

Vote: 5/0

Absent: None

Roll Call:

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

F. DISCUSSION, REVIEW AND APPROVAL OF A BOARD RESOLUTION AFFIRMING THE DISTRICT'S DESIRE TO REMOVE RESIDENTIALLY ZONED AREAS FROM FURTHER CONSIDERATION FOR THE RELOCATION OF THE WASTEWATER TREATMENT PLAN. (2:23:40)

District Counsel introduced the item. The Board further discussed the resolution.

Public Comment –

(2:33:30) Henry Krzciuk commented.

(2:37:40) The Board discussed removing a portion of the language in the resolution.

A motion was made to approve resolution 23-468 without that statement.

Motion: Chairperson Diamond

2nd: Director Donahue

Vote: 3/2

Absent: None

Roll Call:

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

3. ADJOURNMENT – @ 7:40 PM

DRAFT

CONSENT AGENDA ITEMS:
D. REVIEW AND APPROVAL OF DISBURSEMENTS JOURNAL

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal for Board Approval
April 2023

Type	Date	Num	Name	Memo	Paid Amount
Disbursements Journal for Board Approval: April, 2023 Disbursements Including March activity which occurred after March Disbursement Journal was prepared					
Bill Pmt -Check	03/14/2023	2642	Richard Davega	VOID check number 2642 dated 3/14/23. Replaced by check number 2662 dated 4/11/23. <i>Invoice was for Notary services for Director Diamond re: Hearst Easement. Inv 129453 dated 2/23/23.</i>	15.00
Bill Pmt -Check	04/11/2023	2662	Richard Davega	Check number 2662 dated 4/11/2023 replaces voided check number 2642 dated 3/14/23.	-15.00
Bill Pmt -Check	03/14/2023	2649	Grace Environmental Services (GES)	VOID check number 2649 dated 3/14/23. Replaced by check number 2667 dated 4/7/23. <i>Invoice was for: Ops Mgmt, Electrical and Maint Fees March 2023. Inv # 1611 dated 3/01/23.</i>	60,308.23
Bill Pmt -Check	04/07/2023	2667	Grace Environmental Services (GES)	Check number 2667 dated 4/7/23 replaces voided check number 2649 dated 3/14/23.	-60,308.23
Check	03/14/2023	Elec Debit	Pacific Premier Bank - PPBI	Bank Fee 03.14.23.	-118.02
Check	03/23/2023	Elec Pymt	USDA Loan Repayment	March USDA loan payment. 1st of 2 biannual payments made electronically to pay down USDA loan.	-10,345.00
Paycheck	04/11/2023	2651	GWEN KELLAS	Board Service March 2 through April 1, 2023.	-184.70
Paycheck	04/11/2023	2652	JACQUELINE M DIAMOND	Board Service March 2 through April 1, 2023.	-184.70
Paycheck	04/11/2023	2653	MICHAEL C DONAHUE	Board Service March 2 through April 1, 2023.	-184.70
Bill Pmt -Check	04/11/2023	2654	Jessica Martindale	Customer security deposit refund account #192. Eff 4/1/23.	-50.00
Bill Pmt -Check	04/11/2023	2655	Ashley & Vance Engineering Inc	Pipe Bridge Replacement - Engineering services through February, 2023. Inv 69148 dated 3/7/23.	-3,235.00
Bill Pmt -Check	04/11/2023	2656	CrisCom Company	Grant research, writing, and grant related services April, 2023. Inv # 271082 dated 3/17/23.	-2,000.00
Bill Pmt -Check	04/11/2023	2657	Dudek	CHRP expense (Coastal Hazard Response Plan). Contract services through 02.24.23. Refer to grant from CCC/SLO Co 19-02_SLO_A1. Inv 2023-01392 dated 03/21/23.	-47,777.00
Bill Pmt -Check	04/11/2023	2658	Filtration Technology	9 Harmsco HC/170 cartridge filters. Inv 9034 dated 3/21/23.	-4,220.03
Bill Pmt -Check	04/11/2023	2659	Kathleen Fry Bookkeeping Services	Regular monthly bookkeeping services through 03.31.23. Inv CSD-2023-03 dated 03/31/23.	-1,550.00
Bill Pmt -Check	04/11/2023	2660	Lori Mather Video Services	Video services for meetings held on: 3/8, 3/10, 3/28, 4/4, and 4/11/23. Invoice #4/1/23.	-2,200.00

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal for Board Approval
April 2023

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -Check	04/11/2023	2661	Padre Associates, Inc	Environmental consulting services through 01.31.23: Outfall pipeline and General services. Inv 2023-295 dated 02/08/23.	-3,612.50
Bill Pmt -Check	04/11/2023	2662	Richard Davega	See ck 2662 listed above - offsets with voided check number 2642.	-
Bill Pmt -Check	04/11/2023	2663	Simply Clear Marketing & Media	Monthly Website Service and Mgt fee service period 04.20.23 - 05.20.23. Inv 44571 dated 3/17/23.	-450.00
Bill Pmt -Check	04/11/2023	2664	White Brenner LLP	Legal services through 01.31.23. Matters include: General, PRA, Water, Hurlbert, and Mouchawar. Invoices 47331-47335 dated 3/7/23.	-8,634.70
Bill Pmt -Check	04/11/2023	2665	Grace Environmental Services	Operations Management, Electrical and Maintenance Fees April 2023. Inv # 1615 dated 03/31/23.	-60,308.23
Liability Check	04/25/2023	Elec Pymt	United States Treasury	Payroll tax payment for paychecks issued current month.	-91.80
Check	04/25/2023	Elec Pymt	CalPers Fiscal Svcs Divn	Monthly Unfunded Accrued Liability payment. Cust. ID # 7226734344.	-1,433.58
TOTAL					-146,579.96

5.A. BUSINESS ACTION ITEM
A. DISCUSSION, REVIEW AND APPROVAL OF THE 2023 LIST OF GOALS
AND PRIORITIES FOR THE SAN SIMEON COMMUNITY SERVICES
DISTRICT



BUSINESS ACTION ITEM STAFF REPORT

5.A. 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 draft copy of the 2023 - 2024 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 - 2024 list. During the March meeting each Board member was asked to provide a list of 6 priority items.

Enc: Goals and Priorities 2023 - 2024

San Simeon Community Services District



111 Pico Avenue, San Simeon, California 93452

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

2023-2024 Goals and Priority List

Item No.	Priority	Description	Assigned	Status
1		Complete the new tank project and determine its location.		
2		Select area outside of the San Simeon residential areas for the WWTP.		
3		Establish out of town WWTP site and pass an ordinance prohibiting any in town sites.		
4		Acquire a back-up generator for reverse osmosis system and wells.		
5		Select a new General Manager/Operations Manager with public service, finance, CSD administration and accounting experience, and with appropriate certifications.		
6		Review and update (legal and practical considerations) all District policies and procedures.		
7		Replace the Pipe Bridge. Direct Ashley Vance to evaluate pipe bridge foot bridge combination utilizing existing footings. Secure grant funds.		
8		Lift the water moratorium.		
9		Issue conditional will serve letters issued sequentially over a short time frame to		

		everyone on the water wait list who wishes to have one.		
10		Implement a mutual aid MOU between San Simeon and Cambria.		
11		Implement a comprehensive wastewater & water ordinance that includes connection fees and eliminates all water shortage alerts notifications except for district website. Rate Stud/Prop. 218.		
12		Once Stillwater monitoring is in place, liaison with SLO County Planning and Coastal Commission to amend the LCP.		
13		Review and update the Akel report that reasonably estimates maximum annual RO usage, corrects the current % brine inaccuracy and trues up residential usage.		
14		Address beach access matter pertaining to the Mouchawar Trust.		
15		Secure a water supply generator.		
16		Revisit CHRP.		
17		Find an option that will allow for continued remote appearances at meetings.		
19		Board of Director Training – Brown Act and other relevant subjects.		
20		Outreach to community. Find ways to engage the community without violating the Brown Act.		
21		Spanish Community Outreach, including translation of the SSCSD newsletter which would be sent to all residents; include a bilingual survey that would ask residents what their needs are.		
22		San Simeon Food bank to provide for residents in need.		
23		Neighborhood Watch Units.		

24		Work with owners of empty lots to prevent cars from parking in empty lots by laying down barriers.		
25		Organize clean up Saturdays every other month in which resident volunteers would pick up debris on community streets and beaches, including cover up of occasional graffiti.		
26		Address shortfall in District budget.		
27		Review and update District records policy and internal document protocols.		

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

1. General Manager and Operations

List of Priority Key:

- 1 – high priority
- 2 – medium priority
- 3 – low priority

DRAFT

5.B. BUSINESS ACTION ITEM
**B. DIRECTION TO STAFF REGARDING THE PROCUREMENT OF A
BOOKKEEPER FOR THE DISTRICT.**



BUSINESS ACTION ITEM STAFF REPORT

ITEM 5.B. DIRECTION TO STAFF REGARDING THE PROCUREMENT OF A BOOKKEEPER FOR THE DISTRICT.

Summary:

On March 27, 2023 the District received a letter of resignation from the District bookkeeper. The bookkeeper has agreed to provide services to the District for 60 days from the date of the resignation letter(3/27/2023). GES Staff is looking for direction from the Board on this matter.

Enc: Resignation letter from Kathy Fry

Kathleen Fry
Bookkeeping Services
PO Box 726
Cambria, CA 93428

RECEIVED

March 27, 2023

MAR 27 2023

Charles Grace, General Manager
San Simeon Community Services District
111 Pico Ave
San Simeon, CA 93452
Email: CGrace@GraceEnviro.com

BY: 

Re: 30-day Notice to Terminate Agreement

Mr. Grace,

I hereby proffer my 30-day notice to terminate the "Agreement for Consultant Services". It has been my pleasure to work closely with you, GES Staff, and the Board to provide bookkeeping services for the community of San Simeon.

Thank you,



Kathleen Fry
Bookkeeper

Copy to:

✓ District Counsel
Attention: Nubia I. Goldstein, Esq. White Brenner LLP
1414 K Street, 3rd Floor
Sacramento, CA 95814
Email: Nubia@WhiteBrennerLLP.com

Sent via email to C. Grace and N. Goldstein on 3/27/2023.

Mailed via US Mail to C. Grace and N. Goldstein on 3/27/2023.

5.C. BUSINESS ACTION ITEM
**C. DIRECTIONS TO STAFF REGARDING THE PROPOSAL FROM
SIMPLY CLEAR MARKETING FOR CLOSED CAPTION MEETINGS.**



BUSINESS ACTION ITEM STAFF REPORT

ITEM 5.C. DIRECTION TO STAFF REGARDING THE PROPOSAL FROM SIMPLY CLEAR MARKETING FOR CLOSED CAPTION MEETINGS.

Summary:

Currently the District Board meeting recordings are being stored on a hard drive, on the District computer, and in the GES cloud. This project would convert the recordings storage from the GES cloud to the YouTube cloud. The recordings located on the SSCSD website may or may not be ADA compliant. Currently the video recordings on the SSCSD website have no closed caption feature. District Counsel may be able to discuss if closed captioning is necessary for recorded Board meetings found on the SSCSD website. This proposal from Simply Clear Marketing would convert the meeting recordings to closed captioning. Additionally, YouTube would allow the recordings to be stored on the YouTube cloud. These are the following options.

1. All past meeting recordings would be converted to YouTube and the recordings would automatically be converted to closed captioning and made available on the SSCSD website. Additionally, the old meeting files would be removed from the website.
2. All future recordings will be stored on YouTube and automatically converted to closed captioning. The cost for these services is \$135 a meeting.

Discussion:

GES staff is looking for direction from the Board on this matter.

Enc: Proposal from Simply Clear Marketing



WEBSITE VIDEO MANAGEMENT - YOUTUBE CHANNEL

San Simeon CSD

March 21, 2023

About Simply Clear Marketing

Established in 2005, **Simply Clear Marketing is a multi-faceted marketing firm** dedicated to connecting, educating & supporting community members and business leaders throughout San Luis Obispo County.

Clients appreciate working with us because of our results-oriented, partner-like approach, that is why 90% of our business is generated through repeat clients and referrals.

Our Simply Clear Marketing team is passionate about small business, relationship building and innovative technology.

Our goal is to educate local businesses on how to build an online presence and support them in growing their business through a variety of creative and cutting edge digital products and services.

Client case studies and testimonials may be viewed at [SCM Portfolio](#).

Upload ALL Current Board Meeting Videos to YouTube & Integrate into SSCSD Website

SCM will create a YouTube Channel for San Simeon CSD. We will then upload all current Board Meeting Videos to SSCSD YouTube Channel. Once the Videos have been processed on YouTube and the Closed Captioning is applied we will then integrate the into the website in the appropriate Board Meeting section for public view.

(**SSCSD to supply flash drive containing all current videos)

Remove Current Videos From Website

The San Simeon CSD website currently has 22 years worth of Board Meeting Video Recordings that will need to be individually removed from each of the approximately 264 months.

SCM will perform the removal of all Board Meeting Video links on the current San Simeon Website.

Upload NEW Videos to YouTube - Going Forward

SCM will create a YouTube channel for San Simeon CSD and upload Board Meeting videos to this YouTube Channel. Once the Video has been processed on YouTube and the Closed Captioning is applied we will then integrate it into the website for public view. This is going forward from the date of approval and payment.

Fee Summary

Optional Items

Note: Optional items are not included in proposal fees

Upload ALL Board Meeting Videos to YouTube

\$17,820

Creation of Youtube account for SSCSD. Upload ALL Board Meeting Videos to YouTube and integrate on the San Simeon CSD website.

Remove Current Board Meeting Video Links

\$4,275

SCM will perform the removal of all Board Meeting Video links on the current San Simeon Website.

Upload Videos to YouTube - Going Forward *(per month)*

\$135

Creation of YouTube account. Upload Board Meeting Videos to YouTube with Closed Captioning and Integrate them into the San Simeon CSD website. This is going forward from the date of approval and payment.

Website Payment Terms

Project Fee may be paid by check or credit card:

100% of associated fee is due at time of project commencement.

All recurring fee billings associated (if applicable) with your website will commence when project is completed and proceed on a month-to-month basis.

*Paying by credit card incurs a 3% charge based on the total amount paid.

This proposal is valid for 30 days from presentation. Thereafter, services and pricing is subject to change.

5.D. BUSINESS ACTION ITEM
D. DISCUSS BOARD MEMBER RESIGNATION AND PROVIDE STAFF
DIRECTION ON POSTING A NOTICE OF VACANCY TO FILL THE VACANT
POSITION.



BUSINESS ACTION ITEM STAFF REPORT

ITEM 5.D. DISCUSSION AND BOARD DIRECTION REGARDING FILLING VACANCY ON BOARD OF DIRECTORS.

Background:

On April 3, 2023, San Simon Community Services District Board of Director Gwen Kellas resigned from the Board. Through the November 3, 2020, general election, Ms. Kellas was elected to serve a four (4) year term as a member of the Board, which was set to expire in December 2024. As such, Ms. Kellas resigned during the second half of her term of office as Director.

Government Code section 61042, subdivision (c) provides that in a community services district (CSD), any vacancy in the office of a member elected to the board of directors shall be filled pursuant to Government Code section 1780.¹

1. The Board Must Notify the County Elections Official of the Vacancy by April 18, 2023.

Section 1780, subdivision (b) requires the District to notify the San Luis Obispo County ("County") elections official ("Elections Official") no later than fifteen (15) days after the Board is notified of the vacancy or the effective date of the vacancy, whichever is later. Here, Director Kellas notified the Board of her "immediate resignation" on April 3, 2023, at 2:56 p.m. As such, Director Kellas' resignation was effective at the same time the Board was notified. Therefore, the Board must notify the County Elections Official within fifteen (15) days of the April 3, 2023 resignation (i.e., by Tuesday April 18, 2023).

2. The Board May Either Fill the Vacancy by Appointment or by Calling an Election.

Section 1780, subdivision (c) provides that the remaining members of the Board may fill the vacancy by appointment or by calling an election.

¹ All further references are to the Government Code, unless otherwise provided.

Appointment:

Section 1780, subdivision (d)(1) provides that if the Board elects to fill the vacancy by appointment, the appointment must be made within sixty (60) days after the date the notice became effective or was received, whichever is later. Additionally, the District must post notice of the vacancy in at least three (3) conspicuous places in the District at least fifteen (15) days before the Board makes the appointment. Finally, the District must notify the County Elections Official within fifteen (15) days of the appointment.

Here, if the District decides to fill the vacancy by appointment, the appointment must be made by June 2, 2023. The advantage of filling the vacancy by appointment is that the vacancy can be filled quickly. Appointment is also a more informal process than an election, so appointment would likely conserve District resources. The District has also filled vacancies by appointment in the past (e.g., December 9, 2020).

Election:

Section 1780, subdivision (e) provides that in lieu of making an appointment, the remaining Board members may call an election to fill the vacancy. Such an election must be held on “the next established election date” set forth in section 1000 of the Elections Code. The next established election date is November 7, 2023.

Here, the vacancy on the five-member Board only leaves four (4) Directors. Having an even number of Directors for an extended period of time is not recommended to avoid split votes (i.e., 2-2 votes). As such, waiting until November 7, 2023, could adversely impact the District’s business. Therefore, while filling the vacancy by election would have the advantage of providing the electorate with an opportunity to fill the vacancy, given the timing of the next election date, filling the vacancy may not be a viable option for practical reasons.

Board Actions:

1. The Board must notify the County Elections Official by April 18, 2023 at the latest.
2. The Board must decide whether to fill the vacancy by appointment or by election.

Enc: Resignation Letter from Gwen Kellas

Resignation from the SSCSD Board

Gwen Kellas <gkellas@sansimeoncsd.org>

Mon 4/3/2023 2:55 PM

To: Jacqueline Diamond <jdiamond@sansimeoncsd.org>

Cc: Charlie Grace <cgrace@graceenviro.com>; San Simeon CSD <admin@sansimeoncsd.org>; Nubia Goldstein <Nubia@whitebrennerllp.com>

Chair Diamond:

Subject: Immediate resignation from the San Simeon CSD board.

For several years now being on the board means surviving in a toxic, harassing, and demeaning atmosphere all perpetuated by a local resident, a non-resident, and their few followers. It is why there has been such a high turnover of District Directors. As it has become evident, and as was pointed out to me by other residents, this toxic atmosphere now appears to be supported by other Board members too.

I cannot continue to support my community by being on this CSD board. My time and effort supporting my community will be better used elsewhere.

Gwen Kellas

5.E. BUSINESS ACTION ITEM
E. DISCUSSION OF WATER COMMITTEE AND BUDGET / FINANCE
COMMITTEE VACANCIES AND BOARD APPROVAL OF VACANCIES
FILLED BY APPOINTMENT BY THE SSCSD CHAIRPERSON.



BUSINESS ACTION ITEM STAFF REPORT

ITEM 5.E. DISCUSSION OF WATER COMMITTEE AND BUDGET / FINANCE COMMITTEE VACANCIES AND BOARD APPROVAL OF VACANCIES FILLED BY APPOINTMENT BY THE SSCSD CHAIRPERSON.

Summary:

This item was placed on the agenda at the direction of Chairperson Diamond. Director de la Rosa has resigned from the Budget Committee and Water Committee. Miguel Sandoval has resigned from the Budget Committee. These resignations leave vacancies on both committees.

Enc: Letter of Resignation from Daniel de la Rosa
Letter of Resignation from Miguel Sandoval