

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, November 8, 2017
6:00 pm

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

1. REGULAR SESSION: 6:00 PM

A. Roll Call

B. Pledge of Allegiance

2. PUBLIC COMMENT:

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

A. **Sheriff's Report** – Report for September

B. **Public comment on Sheriff's Report.**

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:

4. STAFF REPORTS

A. **General Manager's Report** – Summary of October Activities.

B. **Superintendent's Report** - Summary of October Activities.

C. **District Financial Summary** – Update on Monthly Financial Status for close of business September 30, 2017.

D. **District Counsel's Report** – Summary of September activities.

5. ITEMS OF BUSINESS

A. **Consideration of approval of last month's minutes** – October 11, 2017.

B. **Consideration of approval of Disbursements Journal** – November 8, 2017.

C. **Consideration of approval of Special Meeting minutes** – October 11, 2017.

6. PUBLIC HEARING

- A. Consideration of Adoption of Resolution NO. 17-393 requesting weed abatement authority of vacant unimproved parcels from LAFCO.**

7. DISCUSSION/ACTION ITEMS

- A. Consideration of approval of Board Resolution Honoring Alan Fields for His Service on the Board – NO. 17-392.**
- B. Consideration of Approval of Board Resolution 17-394 designating the applicant's agent for Disaster Assistance for Non-State Agencies.**
- C. Consideration of approval of Board Resolution 17-395 authorization signatures for banking services on behalf of the District.**
- D. Consideration of approval of Board Resolution 17-396 authorization for Office Manager, Cortney Murguia, to have Web Site Access (read only) to the District Bank Accounts.**

8. BOARD COMMITTEE REPORTS – Oral Reports from Committee Members.

9. BOARD REPORTS – Oral Reports from Board Members on current issues.

10. 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).

11. ADJOURNMENT

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

4A. GENERAL MANAGER'S REPORT
Charles Grace
Update for October 2017

4A. GENERAL MANAGER'S REPORT

November 8, 2017

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

During the month of October, staff sent out regular customer billing and the quarterly newsletter. In addition to preparation of the regular board meeting agenda, staff prepared agendas for a Water Committee meeting, a special meeting workshop, and a special meeting. Staff also completed the following items:

- Prepared paperwork associated with the appointment of Director Kellas.
- Staff responded to 3 public records requests.
- Sent notification to restaurants regarding the annual inspection for fats, oils, and grease (F.O.G.).
- Quarterly billing for the State of California.
- Prepared additional items for F.E.M.A. as part of the grant process.
- Prepared invoices for submittal as part of the Prop. 1 Grant process.

2. Reservoir Expansion/ Potable Water Project Tank Installation 30% Design –

As follow up to the special meeting workshop staff researched several items associated with the reservoir expansion project. Staff had phone calls with Cal FIRE's Fire Marshall and Division Chief for Fire Prevention in order to gather more information regarding the amount of community water storage necessary for firefighting. In addition, Staff researched a potential funding option provided by the State Water Resource Revolving Fund and contacted SDRMA to discuss Government Code 850 and 850.2.


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GOVERNMENT CODE - GOV
TITLE 1. GENERAL [100 - 7914] (*Title 1 enacted by Stats. 1943, Ch. 134.*)

DIVISION 3.6. CLAIMS AND ACTIONS AGAINST PUBLIC ENTITIES AND PUBLIC EMPLOYEES [810 - 998.3] (*Division 3.6 added by Stats. 1963, Ch. 1681.*)

PART 2. LIABILITY OF PUBLIC ENTITIES AND PUBLIC EMPLOYEES [814 - 895.8] (*Part 2 added by Stats. 1963, Ch. 1681.*)

CHAPTER 4. Fire Protection [850 - 850.8] (*Chapter 4 added by Stats. 1963, Ch. 1681.*)

850. Neither a public entity nor a public employee is liable for failure to establish a fire department or otherwise to provide fire protection service.

(*Added by Stats. 1963, Ch. 1681.*)

850.2. Neither a public entity that has undertaken to provide fire protection service, nor an employee of such a public entity, is liable for any injury resulting from the failure to provide or maintain sufficient personnel, equipment or other fire protection facilities.

(*Added by Stats. 1963, Ch. 1681.*)

850.4. Neither a public entity, nor a public employee acting in the scope of his employment, is liable for any injury resulting from the condition of fire protection or firefighting equipment or facilities or, except as provided in Article 1 (commencing with Section 17000) of Chapter 1 of Division 9 of the Vehicle Code, for any injury caused in fighting fires.

(*Added by Stats. 1963, Ch. 1681.*)

850.6. (a) Whenever a public entity provides fire protection or firefighting service outside of the area regularly served and protected by the public entity providing that service, the public entity providing the service is liable for any injury for which liability is imposed by statute caused by its act or omission or the act or omission of its employee occurring in the performance of that fire protection or firefighting service. Notwithstanding any other law, the public entity receiving the fire protection or firefighting service is not liable for any act or omission of the public entity providing the service or for any act or omission of an employee of the public entity providing the service; but the public entity providing the service and the public entity receiving the service may by agreement determine the extent, if any, to which the public entity receiving the service will be required to indemnify the public entity providing the service.

(b) Notwithstanding any other provision of this section, any claims against the state shall be presented to the Department of General Services in accordance with Part 3 (commencing with Section 900) and Part 4 (commencing with Section 940) of Division 3.6 of Title 1.

(*Amended by Stats. 2016, Ch. 31, Sec. 33. Effective June 27, 2016.*)

850.8. Any member of an organized fire department, fire protection district, or other firefighting unit of either the state or any political subdivision, any employee of the Department of Forestry and Fire Protection, or any other public employee when acting in the scope of his or her employment, may transport or arrange for the transportation of any person injured by a fire, or by a fire protection operation, to a physician and surgeon or hospital if the injured person does not object to the transportation.

Neither a public entity nor a public employee is liable for any injury sustained by the injured person as a result of or in connection with that transportation or for any medical, ambulance, or hospital bills incurred by or in behalf of the

injured person or for any other damages, but a public employee is liable for injury proximately caused by his or her willful misconduct in transporting the injured person or arranging for the transportation.

(Amended by Stats. 1992, Ch. 427, Sec. 45. Effective January 1, 1993.)

4B. SUPERTINTENDENT'S REPORT
Jerry Copeland
Facilities Update for October 2017

4B. SUPERINTENDENT'S REPORT

Activities of October 2017

1. Wastewater Treatment Plant

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB.
- Quarterly maintenance was performed on the blowers.
- One load of sludge was hauled away.

2. Water Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW)..
- A hotel compound water meter was replaced.
- Staff completed construction of the Water Filter Project.
- Monthly water meter reading was performed.

3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- On Monday, October 16, 2017 PG&E had a scheduled a planned power outage between the hours of 12:15 AM and 6:00 AM. Staff was on site to monitor the facilities during those hours.

San Simeon Community Services District

Superintendent's Report

October 2017

MONTHLY DATA REPORT

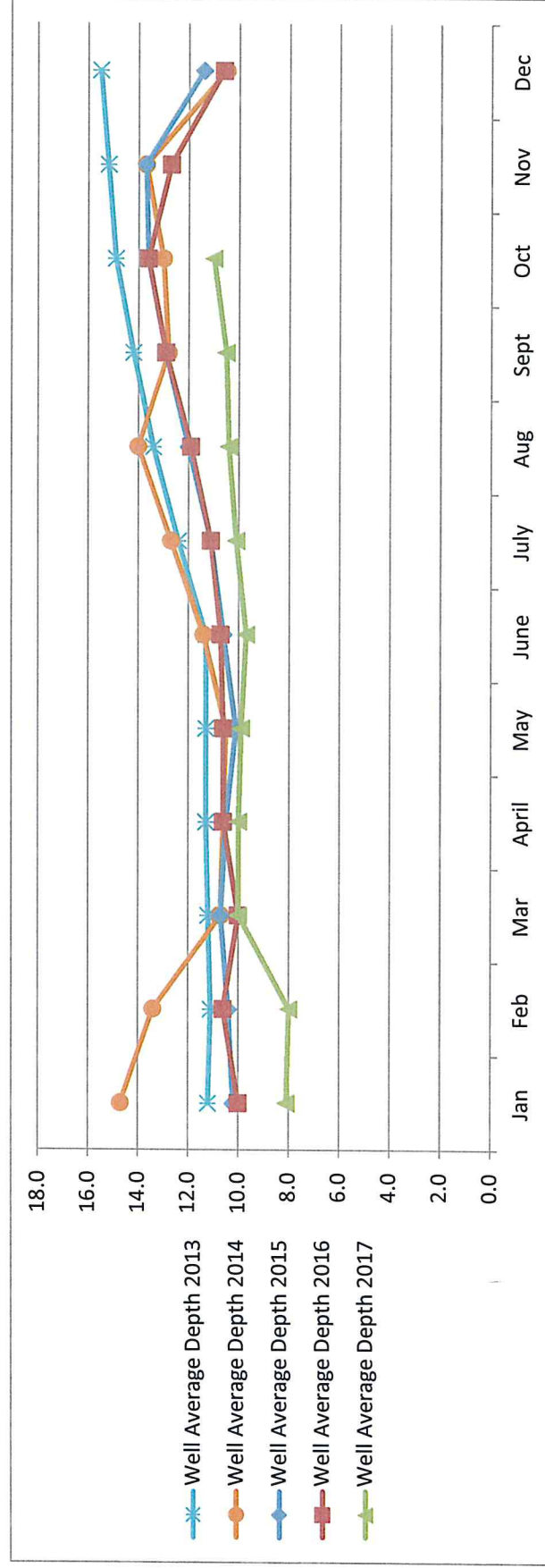
Date	Day	Wastewater Inflow	Wastewater Effluent Daily Flow	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Daily Inflow	R.O. Daily Effluent Flow	R.O. Daily Brine Flow	Distribution Chloride	Chloride Wells 1	Chloride Wells 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Inflow Daily Flow
10/01/17	Sun	71,515	75,700	56,998	6,283	63,281	0	0	0	-	-	-	0	10.6	10.9	0.00	8,598
10/02/17	Mon	58,076	61,740	748	55,801	56,549	0	0	0	-	-	-	0	10.5	10.6	0.00	1,609
10/03/17	Tue	77,803	63,970	57,895	25,806	83,701	0	0	0	39	32	<32	0	10.6	10.9	0.00	18,027
10/04/17	Wed	69,171	79,770	2,319	38,746	41,065	0	0	0	-	-	-	0	10.6	10.9	0.00	17,223
10/05/17	Thu	75,047	68,610	58,942	23,412	82,355	0	0	0	-	-	-	0	10.6	10.9	0.00	9,035
10/06/17	Fri	89,838	83,730	48,396	41,140	89,536	0	0	0	-	-	-	0	10.6	11.0	0.00	14,853
10/07/17	Sat	86,258	84,240	0	57,072	57,072	0	0	0	-	-	-	0	10.8	11.1	0.00	14,069
10/08/17	Sun	80,701	83,480	59,915	20,420	80,335	0	0	0	-	-	-	0	10.6	11.0	0.00	14,495
10/09/17	Mon	68,584	77,610	14,362	45,553	59,915	0	0	0	-	-	-	0	10.6	10.9	0.00	9,692
10/10/17	Tue	72,507	67,410	55,801	0	55,801	0	0	0	-	-	-	0	10.6	10.9	0.00	11,575
10/11/17	Wed	64,941	63,630	57,297	0	57,297	0	0	0	-	-	-	0	10.6	10.9	0.00	10,233
10/12/17	Thu	76,873	70,330	12,641	61,785	74,426	9558	7964	1594	39	39	39	0	10.6	11.0	0.00	10,595
10/13/17	Fri	80,063	74,710	50,191	41,289	91,480	0	0	0	-	-	-	0	10.6	11.0	0.00	10,595
10/14/17	Sat	89,513	78,930	70,910	29,471	100,382	0	0	0	-	-	-	0	10.6	11.0	0.00	14,855
10/15/17	Sun	48,332	78,360	0	35,306	35,306	0	0	0	-	-	-	0	10.6	11.0	0.00	9,498
10/16/17	Mon	71,101	63,150	53,033	0	53,033	0	0	0	-	-	-	0	10.9	11.2	0.00	13,498
10/17/17	Tue	70,819	71,390	0	56,474	56,474	0	0	0	39	39	<32	0	10.9	11.2	0.00	9,278
10/18/17	Wed	59,042	56,570	53,183	299	53,482	0	0	0	-	-	-	0	10.9	11.3	0.00	11,150
10/19/17	Thu	67,657	59,660	0	52,061	52,061	0	0	0	-	-	-	0	10.9	11.3	0.00	7,908
10/20/17	Fri	73,963	71,940	53,183	10,622	63,804	0	0	0	-	-	-	0	10.9	11.3	0.16	10,857
10/21/17	Sat	95,884	85,540	28,349	50,191	78,540	0	0	0	-	-	-	0	10.9	11.3	0.00	14,300
10/22/17	Sun	70,940	74,520	44,880	19,448	64,328	0	0	0	-	-	-	0	10.9	11.3	0.00	10,173
10/23/17	Mon	55,968	60,160	0	41,963	41,963	0	0	0	-	-	-	0	10.9	11.3	0.00	8,420
10/24/17	Tue	61,839	59,010	53,781	0	53,781	0	0	0	-	-	-	0	11.0	11.4	0.00	9,026
10/25/17	Wed	60,416	55,140	0	54,754	54,754	0	0	0	39	39	39	0	11.0	11.4	0.00	9,295
10/26/17	Thu	65,038	62,890	55,427	0	55,427	0	0	0	-	-	-	0	11.1	11.4	0.00	8,386
10/27/17	Fri	67,119	60,820	0	54,080	54,080	0	0	0	-	-	-	0	11.1	11.5	0.00	8,508
10/28/17	Sat	78,617	70,700	57,970	13,314	71,284	0	0	0	-	-	-	0	11.1	11.5	0.00	10,755
10/29/17	Sun	61,479	66,390	1,122	53,183	54,305	0	0	0	-	-	-	0	-	-	0.00	8,111
10/30/17	Mon	50,981	61,830	55,053	0	55,053	0	0	0	-	-	-	0	11.2	11.6	0.00	8,112
10/31/17	Tue	47,193	48,590	0	52,958	52,958	0	0	0	39	39	<32	0	11.3	11.6	0.00	4,180
TOTALS		2,167,268	2,140,520	1,002,395	941,432	1,943,827	9558	7964	1594	39	38	35	0	10.8	11.2	0.16	326,909
Average		69,912	69,049	32,335	30,369	62,704	308	257	51	39	38	35	0	10.5	11.2	0.01	10,545
Minimum		47,193	48,590	0	0	35,306	0	0	0	39	32	<32	0	10.5	10.6	0.00	1,609
Maximum		95,884	85,540	70,910	61,785	100,382	9558	7964	1594	39	39	39	0	11.3	11.6	0.16	18,027

San Simeon Community Services District

Superintendent's Report

October 2017

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Well Average Depth 2013	11.2	11.1	11.2	11.3	11.3	11.3	12.4	13.4	14.2	14.9	15.2	15.5
Well Average Depth 2014	14.7	13.4	10.7	10.6	10.5	11.4	12.7	14.0	12.8	13.0	13.7	10.5
Well Average Depth 2015	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9	13.6	13.7	11.4
Well Average Depth 2016	10.0	10.6	10.0	10.6	10.6	10.7	11.1	11.9	12.9	13.6	12.7	10.6
Well Average Depth 2017	8.1	8.0	10.0	10.0	9.9	9.7	10.1	10.4	10.5	11.0		



4C. DISTRICT FINANCIALS
Cortney Murguia
October 31, 2017

SAN SIMEON COMMUNITY SERVICES DISTRICT

Balance Sheet

Accrual Basis

As of October 31, 2017

Oct 31, 17

ASSETS

Current Assets

Checking/Savings

1010 · Petty cash	150.00
1015 · Heritage Oaks- General Checking	83,434.50
1016 · Heritage Oaks-Wellhead	6.34
1017 · Heritage Oaks-Money Market	830,821.74
1022 · USDA checking	234.05
1040 · Cash in county treasury	108.33
1050 · LAIF - non-restricted cash	523.77

Total Checking/Savings 915,278.73

Other Current Assets

1200 · Accounts receivable	78,142.54
1220 · A/R - Hearst Castle	24,606.31
1300 · Prepaid expenses	6,110.48

Total Other Current Assets 108,859.33

Total Current Assets 1,024,138.06

Fixed Assets

1400 · Fixed assets

1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	178,245.06
1560 · Pipe bridge	28,075.58
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	262,932.67
1640 · Wellhead Rehab Project	450,827.53
1650 · Walkway access projects	21,511.00
1660 · RO Unit	931,966.97
1670 · Reservoir	33,339.09
1680 · Generator	29,101.14

Total 1400 · Fixed assets 4,987,132.30

1690 · Accumulated depreciation -2,229,488.96

Total Fixed Assets 2,757,643.34

TOTAL ASSETS 3,781,781.40

SAN SIMEON COMMUNITY SERVICES DISTRICT

Balance Sheet

Accrual Basis

As of October 31, 2017

Oct 31, 17

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 · Payroll liabilities	402.00
2500 · Customer security deposits	9,858.13
2510 · Connect hookup wait list	45,750.00
2520 · USDA Loan	417,240.00

Total Other Current Liabilities 473,250.13

Total Current Liabilities 473,250.13

Total Liabilities 473,250.13

Equity

3200 · Fund balance	2,932,888.18
3900 · Suspense	33,937.15
Net Income	341,705.94

Total Equity 3,308,531.27

TOTAL LIABILITIES & EQUITY 3,781,781.40

SAN SIMEON COMMUNITY SERVICES DISTRICT



4C. FINANCIAL SUMMARY

BILLING

October 31, 2017

September Billing Revenue	\$ 72,188.87
October Billing Revenue	\$ 65,876.76
Past Due (31 to 60 days)	\$ 721.29
Past Due (60 days)	\$ 0.00

ENDING BANK BALANCES
October 31, 2017

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account **\$ 99.00**

HERITAGE OAKS BANK:

Money Marketing Account Closing Balance September 30, 2017 **\$ 830,574.81**
Interest for October **\$ 246.93**

Money Marketing Account Closing Balance October 31, 2017 **\$ 830,821.74**

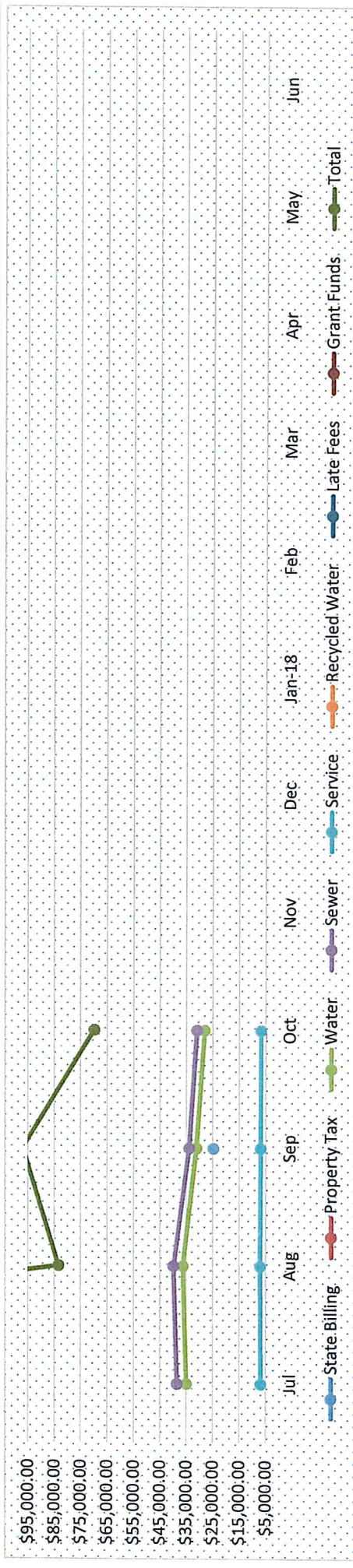
Reserve Fund (\$ 250,000.00)
Wait-list Deposits (\$ 45,750.00)
Customer Deposits (\$ 9,708.00)
Available Funds \$ 524,876.35

General Checking Account October 31, 2017 **\$ 71,647.26**

LAIF Closing Balance October 31, 2017 **\$ 527.40**

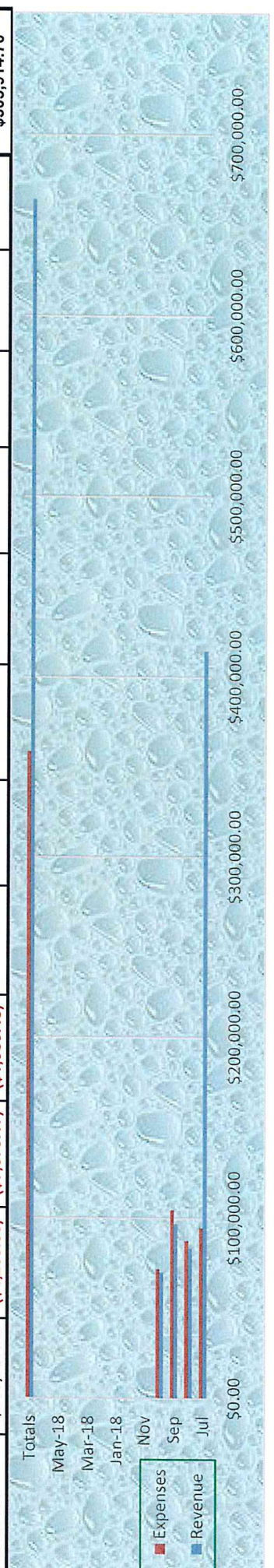
DISTRICT REVENUE FY 2017/2018

	Jul	Aug	Sep	Oct	Nov	Dec	Jan-18	Feb	Mar	Apr	May	Jun	Totals
State Billing			\$24,606.31										\$24,606.31
Property Tax	\$1,282.43	\$0.00	\$121.78	\$3,983.38									\$5,387.59
Water	\$34,880.43	\$36,192.33	\$31,137.52	\$27,999.25									\$130,209.53
Sewer	\$38,495.46	\$39,770.86	\$33,836.96	\$30,919.58									\$143,022.86
Service	\$6,820.12	\$6,950.95	\$6,821.63	\$6,659.98									\$27,252.68
Recycled Water	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00
Late Fees	\$628.24	\$379.06	\$292.61	\$241.85									\$1,541.76
Grant Funds	\$332,310.87												\$332,310.87
Total	\$414,417.55	\$83,293.20	\$96,816.81	\$69,804.04									\$664,331.60
Water Sold Cu Ft	299369	310960	266284	241692									1118305
Water Sold Acre ft	6.87	7.14	6.11	5.55									25.67



REVENUE VS EXPENSES

	Jul	Aug	Sep	Oct	Nov	Dec	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Totals
Revenue	\$414,417.55	\$83,293.20	\$96,816.81	\$69,804.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$664,331.60
Expenses	\$94,660.34	\$87,503.06	\$104,489.98	\$71,763.52									\$358,416.90
Balance	\$319,757.21	(\$4,209.86)	(\$7,673.17)	(\$1,959.48)									\$305,914.70



**SAN SIMEON COMMUNITY SERVICES
HISTORICAL FISCAL REVIEW**

Month	2014 / 2015												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$9,972.00			\$6,480.49			\$7,042.78			\$8,943.33	\$32,438.60
Property Tax	\$1,749.86		\$170.96	\$4,304.07	\$6,305.04	\$30,755.69	\$1,698.01	\$680.91	\$4,730.41	\$20,998.75	\$444.16	\$624.12	\$72,461.98
Water	\$34,524.91	\$30,347.28	\$26,979.15	\$24,551.71	\$23,063.39	\$16,542.19	\$24,980.71	\$22,031.38	\$23,713.28	\$29,614.92	\$25,535.77	\$26,568.29	\$308,452.98
Sewer	\$41,554.68	\$36,609.57	\$32,364.61	\$29,124.18	\$27,266.32	\$19,555.31	\$29,619.69	\$25,800.68	\$27,563.38	\$35,077.17	\$30,393.05	\$31,702.68	\$366,631.32
Service	\$5,773.50	\$5,747.70	\$5,747.70	\$5,747.70	\$5,775.07	\$5,747.70	\$5,775.07	\$5,747.70	\$5,747.70	\$5,747.70	\$5,802.44	\$5,747.70	\$69,107.68
Late Fees	\$123.97	\$44.80	\$94.76	\$153.10	\$221.66	\$168.17	\$78.17	\$106.62	\$194.28	\$19.45	\$192.34	\$47.19	\$1,444.51
Total Revenue	\$83,726.92	\$72,749.35	\$75,329.18	\$63,880.76	\$62,631.48	\$79,249.55	\$62,151.65	\$54,367.29	\$69,166.14	\$91,457.99	\$62,367.76	\$74,431.29	\$851,509.36
Total Expense	\$58,555.68	\$53,848.94	\$56,471.91	\$67,511.62	\$68,584.98	\$63,061.56	\$68,239.78	\$75,948.43	\$67,780.30	\$71,023.34	\$70,022.86	\$70,473.36	\$791,522.76
Water Sold Cu Ft	352622	309962	275523	250905	235552	169443	255324	224325	240675	300989	260697	306,222	3,182,239
Water Sold Acre ft	8.10	7.12	6.33	5.76	5.41	3.89	5.86	5.15	5.53	6.91	5.98	7.03	73.05

Month	2015 / 2016												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$7,200.02			\$8,584.90			\$11,992.94			\$10,529.30	\$38,307.16
Property Tax	\$1,299.10	\$78.29	\$89.78	\$6,473.88	\$5,162.73	\$31,035.95	\$732.82	\$3,907.74	\$4,380.61	\$20,311.05	\$670.65	\$812.49	\$74,955.09
Water	\$32,179.33	\$35,048.63	\$31,023.24	\$30,062.47	\$23,260.87	\$19,903.42	\$28,833.61	\$24,410.65	\$22,300.83	\$24,943.58	\$27,395.80	\$29,375.50	\$328,737.93
Sewer	\$38,340.31	\$41,800.72	\$36,517.90	\$35,482.63	\$27,568.63	\$23,716.44	\$33,983.50	\$28,929.28	\$26,405.46	\$29,496.09	\$31,742.13	\$34,065.24	\$388,048.33
Service	\$6,052.80	\$6,081.90	\$6,111.00	\$6,111.00	\$6,111.00	\$6,111.00	\$6,169.20	\$6,111.00	\$6,140.10	\$6,111.00	\$6,111.00	\$6,111.00	\$73,361.10
Recycled Water			\$1,359.75			\$854.07							\$2,213.82
Late Fees	\$118.83	\$71.20	\$72.27	\$239.83	\$386.63	\$99.38	\$153.29	\$138.82	\$86.36	\$485.53	\$657.24	\$418.39	\$2,927.77
Total Revenue	\$77,990.37	\$83,080.74	\$82,373.96	\$78,369.81	\$62,489.86	\$90,305.16	\$69,872.42	\$63,497.49	\$71,306.30	\$81,376.35	\$66,576.82	\$81,311.92	\$908,551.20
Total Expense	\$56,735.48	\$80,703.14	\$62,573.67	\$62,460.00	\$90,307.21	\$78,261.91	\$62,999.58	\$69,646.10	\$68,440.42	\$78,744.51	\$62,608.05	\$60,034.80	\$833,514.87
Water Sold Cu Ft	311247	338869	297896	288860	223460	191579	276707	234583	213757	239168	260907	278,453	3,155,486
Water Sold Acre ft	7.15	7.78	6.84	6.63	5.13	4.40	6.35	5.39	4.91	5.49	5.99	6.39	72.44

Month	2016 / 2017												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$12,485.00			\$13,996.07			\$29,440.40			\$23,960.29	\$79,881.76
Property Tax	\$1,161.69		\$1,184.42	\$6,789.01	\$6,970.82	\$28,878.98	\$2,456.74	\$2,966.66	\$2,421.97	\$23,540.38	\$415.92	\$1,111.78	\$77,898.37
Water	\$36,292.1	\$36,746.52	\$31,241.74	\$29,953.03	\$22,549.49	\$19,445.8	\$25,600.5	\$22,112.36	\$19,816.90	\$27,563.35	\$27,763.55	\$31,331.40	\$330,416.71
Sewer	\$41,862.8	\$43,190.60	\$36,386.89	\$35,106.74	\$25,574.57	\$21,817.9	\$29,037.7	\$24,590.36	\$22,440.87	\$31,022.32	\$31,228.75	\$34,851.59	\$377,111.12
Service	\$6,559.5	\$6,472.20	\$6,472.20	\$6,472.20	\$6,626.30	\$6,533.8	\$6,503.0	\$6,503.02	\$6,503.02	\$6,503.02	\$6,564.66	\$6,626.30	\$78,339.28
Recycled Water						\$216.4							\$216.35
Late Fees	\$485.7	\$97.52	\$595.71	\$316.72	\$353.70	\$1,587.7	\$366.8	\$1,387.73	\$735.52	\$202.87	\$187.94	\$804.03	\$7,121.95
Total Revenue	\$86,361.78	\$86,506.84	\$88,365.96	\$78,637.70	\$62,074.88	\$92,476.61	\$63,964.81	\$57,560.13	\$81,358.68	\$88,831.94	\$66,160.82	\$98,685.39	\$950,985.54
Total Expense	\$127,105.89	\$72,035.48	\$114,288.09	\$71,273.31	\$75,340.87	\$66,017.87	\$71,441.43	\$72,822.48	\$152,049.21	\$62,994.78	\$77,525.44	\$71,657.28	\$1,034,532.13
Water Sold Cu Ft	324654	324654	281207	269907	203338	175391	232048	200704	179990	249876	249279	282352	2,973,400
Water Sold Acre ft	7.45	7.45	6.46	6.20	4.67	4.03	5.33	4.61	4.13	5.74	5.72	6.48	68.26

5. ITEMS OF BUSINESS

- A. Consideration of approval of last month's minutes –
October 11, 2017.**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, November 8, 2017
6:00 pm

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

1. REGULAR SESSION: 6:00 PM

A. Roll Call:

Chairperson Williams – Present	General Manager, Charles Grace
Vice-Chairperson McGuire – Present	District Counsel, David Hirsch
Director Patel – Present	Sheriff Representative, Commander Voge
Director Russell – Present	
Director Kellas – Present	

B. Pledge of Allegiance

2. PUBLIC COMMENT:

Henry Krzciuk provided a handout to the Board members. He stated that the tank location and design was a continued conversation. He also explained the content of the handout. He also mentioned super hydrants and gave thanks to the Cambria Fire Chief Bill Hollingsworth. He asked that the Board please make decisions and provide direction.

Leroy Price asked about the attorney and his comments at the previous meeting.

General Manager Grace responded to Leroy Price stating that staff had mailed out a request for proposal (RFP) and Carmel and Naccasha had chosen not to respond.

A. Sheriff's Report October

There were a total of 6 calls for San Simeon for the period of October 12 – November 8, 2017. There was one suspicious subject call, one call for burglary, one for robbery, one petty theft call, one press pass, and one welfare check. There were also two incidents at the elephant seal viewing area that involved robbery calls. On October 16, an elderly female was standing in the street, screaming at deputies that happened to be passing by. On October 23, deputies responded to a call at the Motel 6 regarding a man with a gun. There was a miscommunication with dispatch resulting in a code 3 tactical response.

B. Public comment on Sheriff's Report

None

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD

None

4. STAFF REPORTS

A. General Manager's Report

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

During the month of October, staff sent out regular customer billing and the quarterly newsletter. In addition to preparation of the regular board meeting agenda, staff prepared agendas for a Water Committee meeting, a special meeting workshop, and a special meeting. Staff also completed the following items:

- Prepared paperwork associated with the appointment of Director Kellas.
- Responded to 3 public records requests.
- Sent notification to restaurants regarding the annual inspection for fats, oils, and grease (F.O.G.).
- Prepared & mailed the quarterly billing for the State of California.
- Prepared additional items for F.E.M.A. as part of the grant process.
- Prepared invoices for submittal as part of the Prop. 1 Grant process.

2. Reservoir Expansion/Potable Water Project Tank Installation 30% Design –

As follow up to the special meeting workshop, staff researched several items associated with the reservoir expansion project. Staff had phone calls with Cal FIRE's Fire Marshall and Division Chief for Fire Prevention to gather more information regarding the amount of community water storage necessary for firefighting. In addition, Staff researched a potential funding option provided by the State Water Resource Revolving Fund and contacted SDRMA to discuss Government Code 850 and 850.2.

Julia Stanert commented about the reservoir expansion water project. She inquired as to how the public could move forward with participating in project involvement. She also inquired about the high capacity fire hydrants.

Chairperson Williams responded that staff is moving forward on the 750,000 gallon storage project.

Henry Krzciuk asked about when the project would include public feedback.

Charlie Grace responded that Cal Fire had provided feedback about the idea of super hydrants and that the capacity would not work with their hoses.

Director Patel remarked that it might best to compare Henry Krzciuk's proposal with the existing proposal from Boyle Engineering.

Director Russell commented that this item was not on the agenda, and asked for a point of order.

David Hirsch responded and provided information about when the appropriate time would be to discuss this item.

B. Superintendent's Report - Summary of October Activities.

1. Wastewater Treatment Plant

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB.
- Quarterly maintenance was performed on the blowers.
- One load of sludge was hauled away.

2. Water Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW).
- Staff completed construction of the Water Filter Project.
- Monthly water meter reading was performed.

3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- On Monday, October 16, 2017 PG&E had a scheduled a planned power outage between the hours of 12:15 AM and 6:00 AM. Staff was on site to monitor the facilities during those hours.

Henry Krzciuk asked about the water filter.

Jerry Copeland responded that we were waiting for the State to come out and inspect the filter.

C. District Financial Summary

September Billing Revenue	\$ 72,188.87
October Billing Revenue	\$ 65,876.76

Past Due (31 to 60 days)	\$ 721.29
Past Due (60 days)	\$ 0.00

ENDING BANK BALANCES

October 31, 2017

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account	\$ 99.00
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HERITAGE OAKS BANK:

Money Marketing Account Closing Balance September 30, 2017	\$ 830,574.81
Interest for October	\$ 246.93

Money Marketing Account Closing Balance October 31, 2017	\$ 830,821.74
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Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)

General Checking Account October 31, 2017	\$ 71,647.26
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LAIF Closing Balance October 31, 2017	\$ 527.40
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D. District Counsel’s Report Summary of October activities

David Hirsch clarified that the report out was for the October time period. He reported that he and Tim Carmel reviewed documents for the special meetings, and that he had worked with staff on the preparation of the November Agenda.

5. ITEMS OF BUSINESS

A. Consideration of approval of last month's minutes – October 11, 2017.

A motion was made to approve the minutes with the Changes recommended by Vice-Chairperson McGuire.

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

B. Consideration of approval of Disbursements Journal – November 8, 2017.

A motion was made to accept the Disbursements Journal.

Motion by: Director Patel
2nd: Chairperson Williams
All in: 5 / 0

C. Consideration of approval of Special Meeting minutes – October 11, 2017.

A motion was made to approve the special meeting minutes.

Motion by: Director Russell
2nd: Director Patel
All in: 5 / 0

6. PUBLIC HEARING

A. Consideration of Adoption of Resolution NO. 17-393 requesting weed abatement authority of vacant unimproved parcels from LAFCO.

David Hirsch commented that the Board had been given the revised version of the Resolution prior to the meeting.

A motion was made to adopt Resolution No. 17-393.

Motion by: Director Russell
2nd: Vice-Chairperson McGuire
Roll Call: Chairperson Williams: YES Vice-Chairperson McGuire: YES Director Russell: YES
Director Patel: YES Director Kellas: YES

7. DISCUSSION/ACTION ITEMS

A. Consideration of approval of Board Resolution Honoring Alan Fields for His Service on the Board – NO. 17-392.

Chairperson Williams asked that although Director Fields was not present that the item be introduced. He then read the resolution aloud and thanked Alan for his service to the community.

A motion was made to approve Resolution No. 17-392.

Motion by: Chairperson Williams
2nd: Vice-Chairperson McGuire
All in: 5 / 0

B. Consideration of Approval of Board Resolution 17-394 designating the applicant's agent for Disaster Assistance for Non-State Agencies.

A motion was made to approve Resolution No. 17-394.

Motion by: Director Russell

2nd: Director Patel

All in: 5 / 0

C. Consideration of approval of Board Resolution 17-395 authorization signatures for banking services on behalf of the District.

A motion was made to approve Resolution No. 17-395.

Motion by: Director Russell

2nd: Director Patel

All in: 5 / 0

D. Consideration of approval of Board Resolution 17-396 authorization for Office Manager, Cortney Murguia, to have Web Site Access (read only) to the District Bank Accounts.

A motion was made to approve Resolution No. 17-396.

Motion by: Chairperson Williams

2nd: Vice-Chairperson McGuire.

All in: 5 / 0

8. BOARD COMMITTEE REPORTS

None

9. BOARD REPORTS

Chairperson Williams reminded the Board that the election for Chairperson and Vice-Chairperson was coming up and asked that the Board keep this in mind.

10. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

Director Kellas said that she needed explanation as to the easement coverage and California Environmental Quality Act (CEQA) requirements for the water storage and Reservoir Project and to the California Environmental Quality Act (CEQA).

Charlie Grace responded to her that the existing easement was not subject to CEQA.

Director Kellas asked about the water data that had been supplied to Phoenix Engineering for the Water Master Plan.

Charlie Grace stated that he would ask Phoenix Engineering to present supporting documents as part of the draft presentation of the Water Master Plan. He also stated that he would provide a progress report on the status of this item.

Director Kellas requested that during the January Board meeting that there be an agenda item allowing for a comparison or analysis of the information that Henry Krzciuk had presented and the current information that staff was currently working on.

A consensus was reached to add this item to the January agenda. (4/1 Chairperson Williams No)

11. ADJOURNMENT @ 7:00 PM

5. ITEMS OF BUSINESS

- B. Consideration of approval of Disbursements Journal – November 8, 2017.**

**SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal**

November 1, 2017

Type	Date	Num	Name	Memo	Paid Amount	Balance
Paycheck	11/01/2017	1481	John K Russell	Board Service November	\$ 92.35	\$ 83,434.50
Paycheck	11/01/2017	1483	Mary M McGuire	Board Service November	\$ 92.35	\$ 83,342.15
Paycheck	11/01/2017	1480	Daniel Williams	Board Service November	\$ 92.35	\$ 83,249.80
Paycheck	11/01/2017	1482	Ken Patel	Board Service November	\$ 92.35	\$ 83,157.45
Paycheck	11/01/2017	1484	Gwen Kellas	Board Service November	\$ 92.35	\$ 83,065.10
Liability Check	10/26/2017	1467	United States Treasury	95-2755743, 2017 3rd Qtr 941	\$ 198.90	\$ 82,773.85
Check	11/01/2017	ET	CalPERS	Unfunded Accrued Liability & Health Premium for December 2017	\$ 1,287.33	\$ 81,486.52
Bill Pmt -Check	11/01/2017	1468	Carmel & Nacassha. LLP	Legal Fees for October	\$ 1,891.13	\$ 79,595.39
Bill Pmt -Check	11/01/2017	1469	County of San Luis Obispo	Cross Connection-Admin Cost, IN0109785	\$ 37.50	\$ 79,557.89
Bill Pmt -Check	11/01/2017	1470	Grace Environmental	Operations Management November	\$ 50,025.00	\$ 29,532.89
Bill Pmt -Check	11/01/2017	1471	Moss, Levy & Hartzheim, LLP	Audit to Date, # 12273	\$ 2,000.00	\$ 27,532.89
Bill Pmt -Check	11/01/2017	1472	New Times	Notice of Public Hearing - LAFCO Petition	\$ 54.00	\$ 27,478.89
Bill Pmt -Check	11/01/2017	1473	Oliveira Consulting	SSCSD Pico Ave Bluff, Land Use, Rip Rap	\$ 2,992.50	\$ 24,486.39
Bill Pmt -Check	11/01/2017	1474	Phoenix Civil Engineering, Inc	30% Reservoir Design	\$ 4,354.41	\$ 20,131.98
Bill Pmt -Check	11/01/2017	1475	Robert Stills, CPA	October Bookkeeping	\$ 1,200.00	\$ 18,931.98
Bill Pmt -Check	11/01/2017	1476	Sage Designs, Inc.	Software Lic. WIN-911, Quote # 147XT277-20171121	\$ 495.00	\$ 18,436.98
Bill Pmt -Check	11/01/2017	1477	Steve Siebuhr	Consult on integration of filter system into existing SCADA system	\$ 1,000.00	\$ 17,436.98
Bill Pmt -Check	11/01/2017	1478	SWRCB	ELAP Annual Certificate, # EA 0318-2880	\$ 3,592.00	\$ 13,844.98
Bill Pmt -Check	11/01/2017	1479	Phoenix Civil Engineering, Inc	SSCSD Master Plan Update	\$ 2,174.00	\$ 11,670.98
					\$ 71,763.52	\$ 11,670.98

5. ITEMS OF BUSINESS

- C. Consideration of approval of Special Meeting minutes –
October 11, 2017.**

**MEETING MINUTES
NOTICE AND CALL OF A SPECIAL MEETING:
San Simeon Community Services**



San Simeon Community Services District
October 11, 2017
Cavalier Banquet Room
250 San Simeon Avenue
San Simeon, CA 93452

4:00 p.m.

RESERVOIR EXPANSION / POTABLE WATER TANK INSTALLATION WORKSHOP

1. ESTABLISH QUORUM AND CALL TO ORDER @ 4:03 PM

Roll Call:

Chairperson Williams – Present

General Manager, Charles Grace

Director Patel – Present

District Counsel, Tim Carmel

Director Russell – Present

Director McGuire – Present

2. PUBLIC COMMENTS

Henry Krzciuk inquired as to when the appropriate time would be to speak about his suggestions and ideas regarding the project. He provided a handout to the Board related to fire protection and Phase I of the project. He provided an estimated cost to extend pipes under the highway which would provide water for “super hydrants”. He stated that this approach is not intended to help development and that our priority should be fire protection and super hydrants.

3. DISCUSSION ACTION ITEMS

A. Discussion and consideration of solicited public comment while at 30% design for the potable water storage tanks in preparation of advancing toward 50% design.

Charlie Grace explained why the special meeting workshop was being held and introduced Jeff Densmore from the Division of Drinking Water (DDW) and Jon Turner from Phoenix Engineering.

Director Russell asked for clarification about the “super hydrant” terminology.

Henry Krzciuk asked Jeff Densmore about the 2-lines on the drawing and allowing for diversity to ensure the chlorination process works.

Jeff Densmore referenced criteria for water storage over 100,000 gallons and the requirement for both internal and external pipes. He also commented about the filter requirement, a dedicated pipeline, and the dual barrier approach.

Gwen Kellas asked about the requirement changing in terms of the fire flow numbers needed, and that the changes would be part of the 30% design.

Henry Krzciuk commented that the higher tank location would create more PSI and if the existing reservoir was connected that would reduce the PSI to what it is currently.

Jon Tuner responded that this would create a pressure fluctuation in the system, and that the intention of the 30% was to keep the doors open for design.

No action was taken.

B. Discussion and Consideration of establishing a Phase one project to include the installation of one potable water tank and distribution system improvements to satisfy water related fire prevention issues.

Jon Turner presented a power point presentation. The final calculated amount needed for storage is 1.44 million gallons.

Henry Krzciuk commented about funding options.

Staff provided information about the Prop. 1 grant money process and timelines, and stated that typically the USDA has better interest rates.

Henry Krzciuk provided a second handout with information about water storage requirements. He disputed that all that is needed for fire protection is 360,000 gallons.

Director Russell inquired about turnover.

Jon Tuner provided background history about the tanks, the separate inlet and outlet, and stated that the piping system provides mixing.

William Bellis from ATS spoke regarding the tank project.

Jeff Densmore commented on the water quality.

Director McGuire inquired about clarification of the tank sizes required by the state fire code.

Charlie Grace responded that the CALFIRE code is black and white.

Director Patel asked if the District is in violation of the fire code.

Charlie Grace answered Director Patel's question by stating that yes the District is in violation.

Henry Krzciuk stated that there is the possibility of asking CALFIRE to lessen their requirements through a petitioning process.

Julia Stanert remarked that the residents would be subsidizing the businesses because they require more water volume to put out a fire at their property.

Jon Turner responded with the potential ramifications with CALFIRE if the District didn't put the full capacity of storage on the hill.

No action was taken.

C. Discussion of funding sources and existing financial resources for the potable water storage tank project and priority one distribution system projects.

This item was not discussed due to time restraints.

4. ADJOURNMENT @ 5:21 PM

**6. DISCUSSION ACTION ITEM
PUBLIC HEARING**

- A. Consideration of Adoption of Resolution NO. 17-393 requesting weed abatement authority of vacant unimproved parcels from LAFCO.**

6. DISCUSSION/ACTION ITEM
PUBLIC HEARING
November 8, 2017

A. Consideration of Adoption of Resolution NO. 17-393 requesting weed abatement authority of vacant unimproved parcels from LAFCO.

At the beginning of 2017 District Counsel determined that the SSCSD did not have the proper authority to require the removal of weeds from vacant unimproved parcels. On September 13, 2017, the District Board of Directors adopted Ordinance No. 118 which repealed Ordinance No. 93. This left the District without the ability to abate weeds, dead trees and other debris that can accumulate on private property. At that time, the Board of Directors also directed staff to move forward with obtaining weed abatement authority on vacant unimproved parcels from the Local Agency Formation Commission (LAFCO).

Attached is the Resolution No. 17-393. This resolution will be presented to the LAFCO Board, and requests that the San Simeon CSD be given approval for authority of weed abatement on vacant parcels. To ensure that the District has the ability to protect the community from additional fire hazards, staff recommends the approval of this resolution.

RESOLUTION NO. 17-393

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SAN SIMEON COMMUNITY SERVICES DISTRICT
FOR APPLICATION TO THE LOCAL AGENCY FORMATION COMMISSION TO
ESTABLISH WEED ABATMENT AUTHORITY OF VACANT PARCELS FOR THE
SAN SIMEON COMMUNITY SERVICES DISTRICT**

WHEREAS, the San Simeon Community Services District (“District”) is a community services district duly formed under Government Code Section 61000 et seq. to provide community services within the District’s service area, including water, sewer, services and streets; and

WHEREAS, in order to establish the authority to provide for weed abatement authority, it is necessary, in accordance with Government Code Sections 56824.10 et. seq. to submit a resolution of Application to be filed with the Executive Officer of the Local Agency Formation Commission (LAFCO) for the purpose of scheduling a hearing by the LAFCO Commission for the approval of the exercise of said authority; and

WHEREAS, a noticed public hearing was held on November 8, 2017 by the District, and at that meeting there was the opportunity for public comment regarding this Resolution.

WHEREAS, the District is not in the sphere of influence of another city or special district that currently provides weed abatement services; and

WHEREAS, the District further finds that this Resolution was adopted at a duly noticed public hearing on November 8, 2017, pursuant to Government Code Section 56824.12(c).

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

1. The foregoing recitals are true and correct and are incorporated herein and constitute findings in support of this Resolution.
2. The provision of weed abatement authority will result in assurance of the public’s safety.
3. Exhibit A, the Plan for Services, attached hereto and incorporated herein by reference, is approved for filing with the Executive Officer of the San Luis Obispo LAFCO.

4. The Executive Officer of LAFCO is requested to set the matter for a public hearing by the Commission pursuant to Government Code Section 56824.14 and the rules and regulations of LAFCO.
5. LAFCO is requested to approve the proposal of the San Simeon Community Services District to provide its residents with weed abatement services pursuant to Government Code Section 61100(t).

Upon motion of Director _____, seconded by Director _____ and on the following roll call vote to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing Resolution is hereby adopted this 8th day of November 2017.

Daniel Williams, Chairperson
Board of Directors

ATTEST:

Charles Grace
Secretary/General Manager

Attachment:

Exhibit "A" – Plan of Services is approved for filing with the Executive Officer of the San Luis Obispo LAFCO.

Exhibit "B" – List of parcels to be included as part of this service.

Exhibit "B1" Map of parcels to be included as part of this service.

Exhibit A

Background

The San Simeon Community Services District (SSCSD) is located on Highway One in north San Luis Obispo County, California. The San Simeon Acres Service District was formed pursuant to an election and Resolution of the San Luis Obispo County Board of Supervisors on May 8, 1961. The name of the District was later changed to San Simeon Community Services District.

The SSCSD is organized under California Government Code Section 61000 et al, Community Service District law. The SSCSD is currently empowered by its authorizing statutes and pursuant Code Section 61100 to provide the following services: road maintenance, water, sewer and street lighting

Five members living within the boundaries of the SSCSD serve as elected board members. The regular meetings of the Board are on the second Wednesday of the month at the Cavalier Banquet Room at 250 San Simeon Ave., San Simeon. The Board employs Grace Environmental Services to run the day to day operations and maintenance of the SSCSD. These includes a general manager, office manager, plant superintendent, and water operator.

Funding

The SSCSD is funded through water and wastewater revenues and property tax revenue from San Luis Obispo County.

Weed Abatement Power (Unimproved Parcels)

On February 9, 2000 the SSCSD Board of Directors approved District Ordinance No. 93. This ordinance contained language regarding weeds, dead trees, and other debris that could create a risk of fire or safety hazards within the SSCSD boundaries. This Ordinance was used to create an enforceable weed abatement program for the community of San Simeon.

Our records indicate that yearly weed abatement notices were mailed to the owners of vacant unimproved parcels in San Simeon. This notices referenced the authority of the SSCSD to require abatement under Ordinance No. 93.

In early 2017, current staff and District counsel determined that this ordinance was actually unenforceable. Staff became concerned about the potential liability for the District if they continued the weed abatement program under the guise of Ordinance No. 93. Over the course of several Board meetings this item was discussed. In September 2017 the Board voted to repeal Ordinance No. 93. This leaves the community of San Simeon without any enforceable weed abatement authority for vacant unimproved parcels. There are currently 18 vacant unimproved parcels in San Simeon. The size of these parcels varies, but all are larger than 5,000 square feet.

The agency that has fire authority in San Simeon is Cal Fire. Currently, there is no County-wide weed abatement ordinance that would allow Cal Fire to clear vacant lots. Cal Fire currently operates under Public Resources Code Section 4291, which is limited to improved parcels only. The lack of a County-wide weed abatement ordinance means Cal Fire cannot enforce weed abatement on vacant lots.

The SSCSD Board desires to activate its latent power to obtain weed abatement authority pursuant to Government Code Section 61100(t) for the vacant unimproved parcels located within our current boundaries pursuant to Health and Safety Code Section 14875-14922.

There is currently no agency responsible for weed abatement authority of vacant unimproved parcels in the community of San Simeon.

Benefits to San Simeon CSD Residents

The main benefit of this request is to help protect homes and businesses located in our community in the event of a fire. The community needs the ability to help mitigate potential fires in the community. The vacant lots are located sporadically throughout San Simeon. Large unabated lots hinder neighboring parcels ability to secure defensible space around improved properties. The removal of overgrown weeds, dead trees and other flammable material from vacant parcels will reduce the amount of damage that could incur from a fire in our community.

This power is very much needed to help ensure the safety of our community members.

The following is a summary of Board of Directors meetings during which weed abatement authority and obtaining this power from LAFCO were discussed.

- July 12, 2017, Board meeting to discuss ordinance no. 93 and weed abatement procedures in our community.
- August 9, 2017, Board meeting to discuss obtaining weed abatement authority from LAFCO. Captain Tony Gomes from Cal Fire was present to answer questions from the Board and members of the public.
- September 13, 2017, Board meeting to discuss activation of weed abatement authority from LAFCO.

Plan for Services

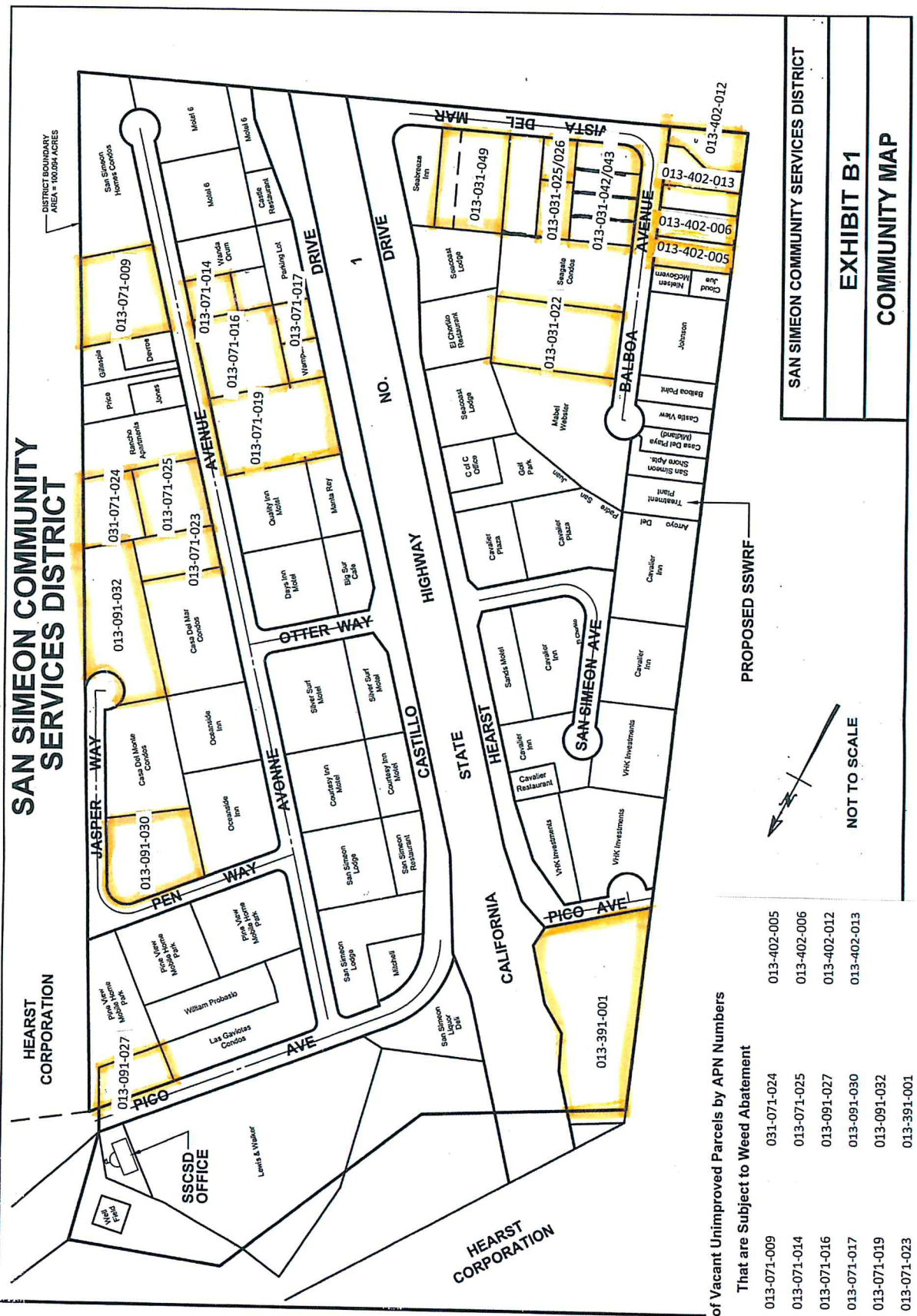
1. Service Level. The same level of service that has been performed for weed abatement since 2001 is proposed.
2. Service Area. The current service boundaries of the SSCSD are to be included in this proposal. A map of the current vacant parcels to be included in this agreement area is attached as Exhibits B and B-1.
3. Service Fees. There will be no increase in fees charged to owners of improved parcels or of vacant unimproved parcels. Vacant lot owners who fail to clear their lots within the timeline designated by the Board of Directors of the SSCSD, will be subject to abatement fees. Any fees assessed to vacant parcels will be based actual costs associated with lot clearings. Additionally, the SSCSD will assess an administration fee in the amount of \$100.00. This fee will be used to support the cost of reimbursing the contractor for the work performed, and to reimburse the general fund for the cost of administration to perform this service.
4. Service Financing. The SSCSD maintains sufficient cash reserves to create and implement this program. Costs associated with implementing this program each year are under \$750.00. Any additional costs incurred by the District to abate a vacant unimproved parcel shall be passed on to the owner of this parcel. The District will work with the San Luis Obispo County Tax Collector to add these charges onto the lot owner's property tax bill, should these owners fail to pay charges.
5. Service Management. The General Manager of the SSCSD and office staff serve full-time and perform the administration and management of all SSCSD business.
6. Service Regulations. The SSCSD maintains a Code of Ordinances that provides for rules and regulation related to District services. The District will pass a new ordinance to include weed abatement services.

Terms and Conditions for the weed abatement power

1. Upon adoption of this resolution by LAFCO, the San Simeon Community Services District shall be the authorized local agency to provide weed abatement services within the San Simeon Community Services District boundaries.

Exhibit B
List of Vacant Unimproved Parcels by APN Numbers
Subject to Weed Abatement

013-031-022	013-031-049	013-071-019	013-091-030	013-402-012
013-031-025	013-071-009	013-071-023	013-091-032	013-402-013
013-031-026	013-071-014	031-071-024	013-391-001	
013-031-042	013-071-016	013-071-025	013-402-005	
013-031-043	013-071-017	013-091-027	013-402-006	



SAN SIMEON COMMUNITY SERVICES DISTRICT

List of Vacant Unimproved Parcels by APN Numbers
That are Subject to Weed Abatement

013-031-022	013-071-009	031-071-024	013-402-005
013-031-025	013-071-014	013-071-025	013-402-006
013-031-026	013-071-016	013-091-027	013-402-012
013-031-042	013-071-017	013-091-030	013-402-013
013-031-043	013-071-019	013-091-032	
013-031-049	013-071-023	013-391-001	

SAN SIMEON COMMUNITY SERVICES DISTRICT

EXHIBIT B1

COMMUNITY MAP

7. DISCUSSION ACTION ITEMS

- A. Consideration of approval of Board Resolution Honoring Alan Fields for His Service on the Board – NO. 17-392.**

7. DISCUSSION/ACTION ITEM

November 8, 2017

A. Consideration of approval of Board Resolution Honoring Alan Fields for His Service on the Board – NO. 17-392.

Attached is a Resolution for Alan Fields commending him for his service to the San Simeon Community Services District Board and the Community of San Simeon.

Staff recommends approval of Resolution 17-392.

B. Consideration of approval of Board Resolution 17-394 designating the applicant's agent for Disaster Assistance for Non-State Agencies.

In April of 2017 District staff submitted two projects as part of the grant application process with Federal Emergency Management Agency (FEMA). Both FEMA and the State of California Office of Emergency Services (Cal OES) require that all recipients have a valid, current (within the last 3 years) resolution naming the Authorized Agents (Cal OES 130) on file. The Cal OES 126/Form 1 must be signed by one of the Authorized Agents listed in the attached resolution. This process is standard as part of the grant process. This resolution is necessary in order to ensure that the SSCSD is able to obtain grant funds, when they are distributed. Attached please find a copy of the letter from Cal OES advising of this requirement. Staff recommends approval of Resolution 17-394.

C. Consideration of approval of Board Resolution 17-395 authorization signatures for banking services on behalf of the District.

Attached for Board review and approval is Resolution 17-395. This Resolution grants signing authority to Director Kellas for District bank accounts. Alan Fields is also being removed from having signing authority. Staff recommends approval of this resolution.

D. Consideration of approval of Board Resolution 17-396 authorization for Office Manager, Cortney Murguia, to have Web Site Access (read only) to the District Bank Accounts.

Attached for Board review and approval is Resolution 17-396. This Resolution grants Cortney Murguia read only web site access to the District bank accounts. This power is necessary in order to allow Cortney to conduct routine review of the money marketing and general checking bank account statements for the District. Staff recommends approval of this resolution.

RESOLUTION 17-392
A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SAN SIMEON COMMUNITY SERVICES DISTRICT
HONORING ALAN FIELDS

WHEREAS, the Board of Directors of the San Simeon Community Services District would like to express their sincere appreciation to Alan Fields for his thirteen years of service and devotion to the District and the Community of San Simeon; and

WHEREAS, the Board of Directors of the San Simeon Community Services District would like to express their sincere gratitude for his foresight in participating in the process in which to upgrade the District's water and wastewater service systems; and

WHEREAS, the Board of Directors of the San Simeon Community Services District would like to commend Mr. Fields for his many tireless hours of voluntary service and dedication toward the wellbeing of the District, and

WHEREAS, Mr. Fields supported and encouraged the District's pursuit of the Water Treatment Project and Recycled Water Project, and

WHEREAS, Mr. Fields has worked selflessly towards the best interests of the San Simeon Community Services District and its residents, and

WHEREAS, the Board of Directors, staff and citizens of San Simeon will greatly miss Alan Fields' contributions and personal commitment to the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Simeon Community Services District does hereby acknowledge the many contributions that Alan Fields made to the District.

Passed and adopted this 11 day of October, 2017. UPON MOTION of _____ seconded by _____, and on the following roll call vote to wit:

YES: Chairperson Williams

YES: Director Russell

YES: Director Patel

YES: Director McGuire

NOES: 0

ABSENT: 0

ABSTAIN: 0

Daniel Williams
Chairperson

ATTEST:

Charles Grace
General Manager/Secretary

7. DISCUSSION/ACTION ITEM

November 8, 2017

B. Consideration of approval of Board Resolution 17-394 designating the applicant's agent for Disaster Assistance for Non-State Agencies.

In April of 2017 District staff submitted two projects as part of the grant application process with Federal Emergency Management Agency (FEMA). Both FEMA and the State of California Office of Emergency Services (Cal OES) require that all recipients have a valid, current (within the last 3 years) resolution naming the Authorized Agents (Cal OES 130) on file. The Cal OES 126/Form 1 must be signed by one of the Authorized Agents listed in the attached resolution. This process is standard as part of the grant process. This resolution is necessary in order to ensure that the SSCSD is able to obtain grant funds, when they are distributed. Attached please find a copy of the letter from Cal OES advising of this requirement. Staff recommends approval of Resolution 17-394.



October 3, 2017

Charlie Grace, General Manager
San Simeon Community Services District
111 Pico Avenue
San Simeon, CA 93452

Subject: Notice of CDAA Application Approval
CDAA-2017-03, February 2017 Storms
Cal OES ID: 079-91005
Applicant: San Simeon Community Services District
Cal OES Log: 630140

Dear Charlie Grace:

The California Governor's Office of Emergency Services (Cal OES) has received the San Simeon Community Services District's Project Application for the California Disaster Assistance Act (CDAA) Program for damage caused by the February 2017 Storms (CDAA-2017-03, associated with the Federal major disaster declaration FEMA-DR-4308-CA). This disaster received a Governor's Proclamation on March 7, 2017, and the incident period for this disaster is February 1, 2017, through February 23, 2017.

A Cal OES representative may be contacting you in the near future to schedule a meeting for a site visit and to prepare Damage Survey Reports. Please reference Cal OES ID number 079-91005 when corresponding with this office. All correspondence should be addressed to:

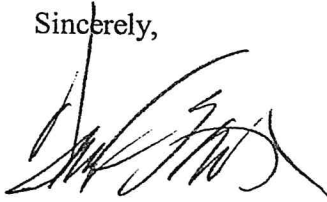
Mr. David Gillings, State Public Assistance Officer
Recovery Section, Public Assistance Division
California Governor's Office of Emergency Services
3650 Schriever Avenue
Mather, California 95655
ATTN: CDAA-2017-03

Please also be aware that all recipients must have a valid, current (within the last 3 years) resolution naming Authorized Agents (Cal OES 130) on file. The Cal OES 126/Form 1 must be signed by one of the Authorized Agents listed on the Cal OES 130 form. If you are unsure if you have a current Cal OES 130 or you need clarification of what names and/or positions are listed on the current Cal OES 130, please contact our Grants Processing Unit (GPU) at (916) 845-8110.

San Simeon Community Services District
Page Two
October 2, 2017

If you require additional information related to this correspondence, please contact myself at (916) 845-8224 or Mr. John Catching, Acting Program Manager, at (916) 845-8204.

Sincerely,

A handwritten signature in black ink, appearing to read 'David Gillings', written over a vertical line.

DAVID GILLINGS
State Public Assistance Officer

Enclosure

cc: File Copy

jc

RESOLUTION NO. 17-394

**A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE
SAN SIMEON COMMUNITY SERVICES DISTRICT
DESIGNATING THE APPLICANT'S AGENT FOR DISASTER
ASSISTANCE FOR NON-STATE AGENCIES**

BE IT RESOLVED, by San Simeon Community Services District that the General Manager, Charles Grace or Office Manager, Cortney Murguia, is hereby authorized to execute for and on behalf of the San Simeon Community Services District, a public entity established under the laws of the State of California, applications, and to file them with the California Emergency Management Agency for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act;

THAT THE San Simeon Community Services District, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the California Emergency Management Agency for all matters pertaining to such state disaster assistance the assurances and agreements required.

WHEREAS, this is a universal resolution and is effective for all open and futures disasters up to three (3) years following the date of approval below.

Upon motion of _____, seconded by _____, and on the following roll call vote to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing Resolution is hereby adopted this 8th day of November 2017.

ATTEST:

Daniel Williams
Chairperson of the Board of Directors

ATTEST:

Charles Grace
General Manager/Secretary/SSCSD

7. DISCUSSION/ACTION ITEM
November 8, 2017

C. Consideration of approval of Board Resolution 17-395 authorization signatures for banking services on behalf of the District.

Attached for Board review and approval is Resolution 17-395. This Resolution grants signing authority to Director Kellas for District bank accounts. Alan Fields is also being removed from having signing authority. Staff recommends approval of this resolution.

RESOLUTION NO. 17-395

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 HERITAGE OAKS 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, Dan Williams, Ken Patel, Mary Margaret McGuire, John Russell and Gwen Kellas** with further powers as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

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

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

Passed and adopted this 8th day of November 2017. UPON MOTION of **Director** _____ seconded by **Director** _____, and on the following roll call vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dan Williams, Chairperson
Board of Directors

ATTEST:

Charles Grace
Secretary/General Manager

**EXHIBIT A
POWERS & AUTHORITY
RESOLUTION 17-395**

NAME	TITLE	POWERS
Ken Patel	Board of Director	Signatory
Mary Margaret McGuire	Board of Director	Signatory
Dan Williams	Board of Director	Signatory
John Russell	Board of Director	Signatory
Gwen Kellas	Board of Director	Signatory
Robert Stilts	Bookkeeper	Web Access Deposit of Funds
Charles Grace	General Manager	Signatory Web Access Exercise instructions to bank
Renee Samaniego Osborne	Administrator	Web Access Deposit of Funds Exercise instructions to bank
Cortney Murguia	Administrator	Web Access Deposit of Funds

7. DISCUSSION/ACTION ITEM

November 8, 2017

D. Consideration of approval of Board Resolution 17-396 authorization for Office Manager, Cortney Murguia, to have Web Site Access (read only) to the District Bank Accounts.

Attached for Board review and approval is Resolution 17-396. This Resolution grants Cortney Murguia read only web site access to the District bank accounts. This power is necessary in order to allow Cortney to conduct routine review of the money marketing and general checking bank account statements for the District. Staff recommends approval of this resolution.

RESOLUTION NO. 17-396

**RESOLUTION OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT
ESTABLISHING AND AUTHORIZING READ ONLY WEB SITE ACCESS
TO DISTRICT BANK ACCOUNTS**

WHEREAS, the San Simeon Community Services District Board of Directors does hereby find that District Bank accounts made viewable by read only access via Pacific Premiere Bank web site would provide more current account balance information for the District's financial summary.

NOW, THEREFORE, BE IT RESOLVED that the San Simeon Community Services District Board of Directors does hereby authorize the Office Manager, Cortney Murguia read only access to the Pacific Premiere Bank checking account, money marketing account and CD accounts for purposes of account balance review and account statement retrieval.

UPON MOTION of _____ seconded by _____, and
on the following roll call vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing Resolution is hereby adopted this 8th day of November 2017.

Daniel Williams
Chairperson of the Board of Directors

ATTEST:

Charles Grace
General Manager/Secretary, SSCSD