

**Board of Directors  
San Simeon Community Services District**



**BOARD PACKET**

**Wednesday, November 14, 2018  
Regular Meeting 6:00 pm**

**Cavalier Banquet Room  
250 San Simeon Avenue  
San Simeon, CA**

Prepared by:



**GRACE**  
ENVIRONMENTAL SERVICES

**AGENDA**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, November 14, 2018**  
**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 FOR ITEMS NOT ON THE AGENDA:**

**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.

**3. SPECIAL PRESENTATIONS AND REPORTS:**

**A. STAFF REPORTS:**

- i. **Sheriff's Report** – Report for October.
- ii. **General Manager's Report** – Summary of October Activities. Tank project update Oliveria Consulting.
- iii. **Superintendent's Report** - Summary of October Activities.
- iv. **District Financial Summary** – Update on Monthly Financial Status.
- v. **District Counsel's Report** – Summary of October Activities.

**B. BOARD OF DIRECTORS AND COMMITTEE REPORTS:**

**C. SPECIAL PRESENTATION:**

- i. **Consideration of Approval of Board Resolution Honoring Daniel Williams for His Service on the Board – NO. 18-404.**

**D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:**

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

**4. CONSENT AGENDA ITEMS:**

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

- A. Review and approval of Minutes for the Regular Meeting on October 10, 2018.
- B. Review and approval of Disbursements Journal.
- C. Review and approval of Minutes for the Regular Meeting on September 12, 2018.

**5. BUSINESS ITEMS:**

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

- A. **Discussion regarding public comment and Regular Meeting Agenda layout.**
- B. **Discussion and direction to staff regarding the Waste Water Treatment Plant (WWTP) and potential odor control mitigation.**
- C. **Discussion on Procedure to Fill the Vacancy on the San Simeon Community Services District Board of Directors Created by the Resignation of Daniel Williams; Direction to Staff to Post Notice of Vacancy pursuant to Gov't Code 1780; Schedule meeting at which candidates will be considered and the appointment made.**
- D. **Consideration on Board vote on Chairperson and Vice Chairperson for the 2019 Calendar year.**
- E. **Discussion and consideration of submitting the Highway 1 fence replacement project for the County beautification grant 2019 application.**

**6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS** – Requests from Board members to Staff to receive feedback, prepare information, and/or place an item on a future agenda(s).

**7. PUBLIC COMMENT** -This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #8. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes.

**8. ADJOURNMENT**

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

**3. A. ii GENERAL MANAGER'S REPORT**  
**Charles Grace**  
**Update for October 2018**



## GENERAL MANAGER'S REPORT

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### Item 3.A.ii

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

Regular activities performed by District staff include:

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

During the month of October, staff also attended to the following items:

- Responded to three (4) public records requests.
- The quarterly newsletter was prepared.
- Staff attended a CSDA luncheon.
- Staff attended the WRAC meeting.
- Worked with Pacific Premiere Bank to obtain an increase in the interest rate for the District's money market account.

### **Update on Coastal Development Permit (CDP) for the WWTP –**

During the October Coastal Commission Hearing a request for withdrawal of the after the fact coastal development permit application was made to allow San Simeon CSD time to coordinate further with Coastal Commission staff with County support.

**Phase 1 Tank Project Environmental Review** – Oliveira Consulting is providing a summary of progress made toward completion.

**Capacity Fee Study Progress Report** – Staff is continuing to work with the District auditors and accountant on this item.



# GRACE

ENVIRONMENTAL SERVICES

2060-D E. Avenida De Los Arboles PMB 327, Thousand Oaks, CA 91362 Ph:(805) 431-6253 Email:graceenvironmental@gmail.com

Date: November 8, 2018  
To: San Simeon Board of Directors  
From: Grace Environmental Services  
Re: Update on Prop 1 Grant Funding; San Simeon Reservoir Project

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On November 7, staff attended the IRWM meeting. There are a total of twenty five (25) Cities and Special Districts throughout the County that have submitted projects for the IRWM (Integrated Regional Water Management) Prop 1 Implementation Grant. Provided with this grant update is the DRAFT 2018 IRWM Implementation List Projects, Programs, and Planning Efforts attachment. The list shows each project and their applicable score related to the grant. San Simeon scored 14<sup>th</sup> on the list. It is important to understand that our community had a reduction in points for not having the design and CEQA 100% portions completed. This was due to the delay in approval of the evaluation of tank volume and distribution pipe layout options during Master Planning earlier in the year. Staff anticipates that 50% design will be completed by the end of November. Environmental is scheduled to be completed by the end of the year and CEQA by the first part of 2019.

At this time, the IRWM subcommittee has not picked any project finalists. Of the projects there is a likelihood that some of these agencies/communities may have to withdraw their grant applications. Please note that several of the projects listed are still in the planning or concept phase. This means that the design phase of these projects would not be completed by the December 2018 PSP deadline. When and if a community's project is withdrawn from the list, our community ranking could move up. For example if one of the other applicants withdraws their application, San Simeon's placement would go from 14<sup>th</sup> to 13<sup>th</sup>.

Another factor that may cause a community to withdraw their grant application is the reimbursement period for the Prop 1 grant money. As of yesterday's meeting, construction invoices eligible for reimbursement must be dated after November 2019. This means that of the 7 projects listed that are "Ready for Implementation" these communities would need to wait for one year to begin construction. There is a high likelihood, that this could be problematic for one of the applicants. During the IRWM meeting the voting members asked that a letter be submitted to the State asking for a change in the reimbursement period date. If the State does approve this request, this will also impact the

grant. We will know if the State reconsiders their time frame when the final PSP (Proposal solicitation package) is completed and distributed to our County on December 31, 2018. Once the final PSP is posted, the county and IRWM will pick the final projects that are eligible for funding.

Should San Simeon meet all of the grant requirements and our community's project is chosen it is hard to provide a definitive award amount. The IRWM has speculated the award amount will be in the \$250,000 to \$300,000 range. There is \$3.16 million available for this round of the grant. San Simeon is in competition with 3 other communities that are DACs. That is why funds will be in short supply. Staff made initial contact with the USDA to discuss loans during the Master Plan Update. It is important that we continue to look for other sources of funding and not rely on just Prop 1 grant money.

Additionally, the design portion of the project should be completed by December 2018 in order to move forward with this round of grant money. As previously mentioned staff anticipates that 50% design will be completed by the end of November. It is highly unlikely that 100% design will be completed by the December PSP deadline. However, there are many relevant factors that impact the grant. It is important for the District to continue moving forward because while the PSP deadline is definitive, many other factors could occur that potentially modify the PSP deadline. There is a possibility that the District may still be able to qualify for this round of funding.

The worst case scenario is that this project would be submitted in late 2019 for the 2020 grant money cycle. Staff was already able to obtain \$177,000 for the project design which has been a crucial component for this project.

When the final PSP is released from the State, Staff will update the Board with any guideline changes and the County's final decision on grant awards.

**Attachments:**

- 1) DRAFT 2018 IRWM Implementation List Projects, Programs, and Planning Efforts attachment
- 2) Prop 1, Round 1 Grant – Application Process
- 3) Prop 1, Round 1 Grant – Next Steps



**DRAFT**  
**2018 IRWM Implementation List**  
**Projects, Programs and Planning Efforts**  
 Listed by Score

Project Sponsor	Project Name	Status	Objectives	Readiness	EJ & CC	Total	Rank
City of San Luis Obispo	One Water SLO	Design	31	37	12	<b>80</b>	1
City of Pismo Beach	Central Coast Blue	Design	36	24	19	<b>79</b>	2
Cambria CSD	WWTP Nutrient Removal and Efficiency Improvements	Design	32	32	9	<b>73</b>	3
Cayucos CSD	Cayucos Sustainable Water Project, Phase 1	Ready for Implementation	23	39	8	<b>70</b>	4
County of San Luis Obispo	Oceano 13th Street Drainage Project	Ready for Implementation	22	38	7	<b>67</b>	5
Nipomo CSD	Supplemental Water Project, Final Phase	Ready for Implementation	26	37	2	<b>65</b>	6
Oceano CSD	Oceano LID Project	Design	36	16	12	<b>64</b>	7
Upper Salinas-Las Tablas RCD	Santa Rosa Creek Floodplain Feasibility Study	Ready for Implementation	27	31	6	<b>64</b>	7
City of San Luis Obispo	Mid Higuera Bypass	Design	26	26	9	<b>61</b>	9
Los Osos CSD	8th Street Well Construction	Ready for Implementation	23	33	5	<b>61</b>	9
San Miguel CSD	Wastewater Treatment Plant Expansion	Planning	40	14	7	<b>61</b>	9
Upper Salinas-Las Tablas RCD	Santa Rosa Creek Streamflow Enhancement	Design	36	12	11	<b>59</b>	12
Upper Salinas-Las Tablas RCD	SLO County Key Percolation Zone Study	Ready for Implementation	19	35	3	<b>57</b>	13
San Miguelito Mutual Water Company	Lower San Luis Obispo Creek Fish Passage Improvement and Seawater Intrusion Barrier	Planning	28	20	8	<b>56</b>	14
San Simeon CSD	Reservoir Expansion Project	Design	18	29	9	<b>56</b>	14
Coastal San Luis RCD	Remediation and BMP Implementation in the Oso Flaco Watershed	Design	32	15	6	<b>53</b>	16
Coastal San Luis RCD	Livestock and Land Program	Ready For Implementation	27	18	8	<b>53</b>	16
Morro Bay National Estuary Program	Los Padres CCC Center Stormwater LID	Planning	27	17	8	<b>52</b>	18
City of San Luis Obispo	Recycled Water Distribution System Expansion	Design	21	22	7	<b>50</b>	19
Estrella-El Pomar-Creston Water District	Huer Huero Recharge Project	Concept	32	13	3	<b>48</b>	20
Morro Bay National Estuary Program	Water Conservation Partnerships in Chorro Valley	Planning	22	21	5	<b>48</b>	20
Morro Bay National Estuary Program	Baywood Park 2nd Street Stormwater Management	Concept	27	8	5	<b>40</b>	22
Cayucos CSD	Cayucos Sustainable Water Project, Phase 2	Planning	23	12	4	<b>39</b>	23
County of San Luis Obispo	Mountain Springs Road Sediment Control	Design	22	13	2	<b>37</b>	24
City of San Luis Obispo	Meadow Park Stormwater Capture and Use	Concept	18	0	11	<b>29</b>	25

Notes:

1. These scores are snapshots in time. Project "Readiness" scores were evaluated as-of 9/30/2018.
2. Project scores in no way reflect a project's eligibility for a particularly grant opportunity. Each IRWM grant opportunity contains its own eligibility, scoring, and evaluation metrics.



# **Prop 1, Round 1 Grant – Application Process**

1. Final PSP (*Dec. 2018*)
2. RWMG selects projects to submit (*Feb. 2019*)
3. RWMG submits project forms to DWR (*May 2019*)
4. Funding Area Presentations (*June 2019*)
5. Submit Final Application (*September 2019*)
6. Awards (*Draft 10/2019, Final 11/2019*)\*\*
7. Agreement Execution (*Spring 2020*)



## **Prop 1, Round 1 Grant – Next Steps**

- By Nov 13<sup>th</sup>, provide comments on Draft PSP
- By Dec 31<sup>st</sup>, the Final PSP will be out.
- By Dec 31<sup>st</sup>, provide whether or not you are interested in pursuing this grant opportunity.
- Projects interested in this opportunity will be evaluated by the metrics within the grant.



**3. A. iii. SUPERINTENDENT'S REPORT**  
**Jerry Copeland**  
**Facilities Update for October 2018**



## SUPERINTENDENT'S REPORT

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### Item 3.A.iii

Prepared by: Jerry Copeland

#### 1. Wastewater Treatment Plant

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB.
- The frame that supports the motor and pump for Equalization Basin pump #2 was replaced.
- At the time of this report the Hearst Castle lift station flow meter has not been replaced. The average percentage of flow received at the WWTP from Hearst Castle over the last two years is 17%. The values in the State Flows column of the data page represent 17% of the total influent flow for that day.
- 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).
- Monthly maintenance on the R.O. unit was performed.
- 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.

**San Simeon Community Services District      Superintendent's Report      October 2018**

**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
10/01/18	Mon	86,242	82,340	75,249	0	75,249	0	0	0	-	-	-	0	12.1	12.6	0.00	14,661
10/02/18	Tue	87,303	86,400	96,642	0	96,642	4299	2675	1567	-	-	-	0	12.2	12.6	0.00	14,842
10/03/18	Wed	81,762	81,030	76,221	0	76,221	0	0	0	-	32	<32	0	12.1	12.5	0.00	13,900
10/04/18	Thu	78,636	76,450	0	72,406	72,406	0	0	0	-	-	-	0	12.1	12.5	0.00	13,368
10/05/18	Fri	86,360	83,490	72,780	0	72,780	0	0	0	-	-	-	0	12.1	12.5	0.00	14,681
10/06/18	Sat	100,345	90,690	0	76,371	76,371	0	0	0	-	-	-	0	12.1	12.6	0.00	17,059
10/07/18	Sun	88,174	85,610	85,197	0	85,197	0	0	0	-	-	-	0	12.1	12.6	0.00	14,990
10/08/18	Mon	69,808	82,380	0	77,343	77,343	0	0	0	-	-	-	0	12.1	12.6	0.00	11,867
10/09/18	Tue	73,632	66,460	69,340	0	69,340	0	0	0	-	-	-	0	12.1	12.6	0.00	12,517
10/10/18	Wed	70,489	69,950	0	69,564	69,564	0	0	0	-	-	-	0	12.0	12.5	0.00	11,983
10/11/18	Thu	68,618	68,660	68,068	0	68,068	0	0	0	-	-	-	0	12.0	12.5	0.00	11,665
10/12/18	Fri	79,140	73,170	69,040	0	69,040	0	0	0	-	-	-	0	12.0	12.5	0.00	13,454
10/13/18	Sat	89,577	79,290	0	65,974	65,974	0	0	0	-	-	-	0	12.0	12.5	0.00	15,228
10/14/18	Sun	69,139	70,680	79,138	0	79,138	0	0	0	-	-	-	0	12.0	12.6	0.00	11,754
10/15/18	Mon	88,412	88,660	0	72,107	72,107	0	0	0	-	-	-	0	12.0	12.5	0.00	15,030
10/16/18	Tue	67,365	67,730	68,068	0	68,068	0	0	0	-	-	-	0	12.1	12.5	0.00	11,452
10/17/18	Wed	66,104	68,120	0	67,245	67,245	0	0	0	-	-	-	0	12.1	12.5	0.00	11,238
10/18/18	Thu	62,725	62,550	69,564	0	69,564	0	0	0	-	-	-	0	12.1	12.5	0.00	10,663
10/19/18	Fri	68,333	69,560	0	71,060	71,060	0	0	0	-	-	-	0	12.2	12.6	0.00	11,617
10/20/18	Sat	91,897	86,060	74,800	2,394	77,194	0	0	0	-	-	-	0	12.4	12.8	0.00	15,622
10/21/18	Sun	87,832	93,290	0	79,587	79,587	0	0	0	-	-	-	0	12.3	12.8	0.00	14,931
10/22/18	Mon	65,854	68,080	71,434	0	71,434	0	0	0	-	-	-	0	12.4	12.8	0.00	11,195
10/23/18	Tue	64,926	64,250	0	72,406	72,406	0	0	0	-	-	-	0	12.3	12.8	0.00	11,037
10/24/18	Wed	68,607	69,260	68,218	0	68,218	0	0	0	-	39	<32	0	12.3	12.8	0.00	11,663
10/25/18	Thu	63,154	61,510	0	70,985	70,985	0	0	0	-	-	-	0	12.4	12.8	0.00	10,736
10/26/18	Fri	78,696	68,110	72,780	0	72,780	0	0	0	-	-	-	0	12.4	12.8	0.00	13,378
10/27/18	Sat	90,031	79,810	0	75,548	75,548	0	0	0	-	-	-	0	12.4	12.9	0.00	15,305
10/28/18	Sun	65,320	75,580	70,462	0	70,462	0	0	0	-	-	-	0	12.4	12.8	0.00	11,104
10/29/18	Mon	58,334	63,790	0	66,348	66,348	0	0	0	-	39	<32	0	12.4	12.8	0.00	9,917
10/30/18	Tue	64,027	56,460	61,186	0	61,186	0	0	0	-	-	-	0	12.5	12.9	0.00	10,885
10/31/18	Wed	58,170	46,900	0	0	0	0	0	0	-	-	-	0	12.3	12.8	0.00	9,889
<b>TOTALS</b>		<b>2,339,012</b>	<b>2,286,320</b>	<b>1,248,188</b>	<b>939,338</b>	<b>2,187,526</b>	<b>4299</b>	<b>2675</b>	<b>1567</b>				<b>0</b>			<b>0.00</b>	<b>387,743</b>
Average		75,452	73,752	40,264	30,301	72,918	143	89	52	-	37	<32	0	12.2	12.6	0.00	12,925
Minimum		58,170	46,900	0	0	0	0	0	0	-	32	<32	0	12.0	12.5	0.00	9,917
Maximum		100,345	93,290	96,642	79,587	96,642	4299	2675	1567	-	39	<32	0	12.5	12.9	0.00	17,059

**DATA SUMMARY SHEET**

	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Total for 2018
Wastewater Influent	1,762,514	1,707,154	2,752,139	2,188,423	2,254,636	2,475,142	3,200,941	3,139,374	2,539,174	2,339,012			24,358,509
Wastewater Final Effluent (Month Cycle)	1,718,650	1,748,894	2,796,460	2,287,640	2,303,330	2,485,760	3,156,580	3,158,998	2,479,999	2,286,320			24,422,631
Adjusted Wastewater Influent (- State Flow)	1,516,601	1,459,319	2,320,828	1,819,468	1,901,248	2,082,826	2,641,403	2,500,033	2,107,514	1,951,269			20,300,509
Water Produced (month cycle)	1,464,210	1,578,354	1,677,091	1,845,614	2,252,051	2,539,202	2,954,183	2,975,092	2,423,071	2,187,526			21,896,396
Sewer Influent/Water Produced Ratio	1.20	1.08	1.64	1.19	1.00	0.99	1.08	1.05	1.05	1.07			N/A
Adjusted Sewer/Water Produced Ratio	1.04	0.92	1.38	0.99	0.84	0.82	0.89	0.84	0.87	0.89			N/A
Well 1 Water Production	314,983	582,542	40,691	885,332	1,122,301	1,233,003	1,648,293	1,475,355	1,277,659	1,248,188			9,828,347
Well 2 Water Production	1,149,227	995,812	1,636,400	960,282	1,129,750	1,306,199	1,305,891	1,499,737	1,145,412	939,338			12,068,050
Total Well Production	1,464,210	1,578,354	1,677,091	1,845,614	2,252,051	2,539,202	2,954,183	2,975,092	2,423,071	2,187,526			21,896,397
Water Well 1 Avg Depth to Water	10.6	10.1	9.5	10.1	10.2	9.9	10.2	10.8	11.6	12.2			N/A
Water Well 2 Avg Depth to Water	11.0	10.5	9.9	10.5	10.5	10.3	10.6	11.2	12.1	12.6			N/A
Average Depth to Water of Both Wells	10.8	10.3	9.7	10.3	10.4	10.1	10.4	11.0	11.9	12.4			N/A
Change in Average Depth to Water from 2017	+2.7	+2.3	-0.3	+0.3	+0.5	+0.4	+0.3	+0.6	+1.4	+1.4			N/A
Average Chloride mg/L at the Wells	34.5	35.5	32	35.5	35.5	32	32	32	32	34.5			N/A
State Wastewater Treated	245,913	247,835	431,311	368,955	353,388	392,298	559,538	639,341	431,660	387,743			4,057,982
State % of Total WW Flow	14%	15%	16%	17%	16%	16%	18%	20%	17%	17%			N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0	0	0			0
Biosolids Removal (Gallons)	9,600	0	4,800	9,600	4,800	4,800	13,500	13,500	9,000	4,500			74,100
<b>WW Permit Limitation Exceeded</b>	0	0	0	0	0	0	0	0	0	0			N/A
<b>RW Permit Limitation Exceeded</b>	0	0	0	0	0	0	0	0	0	0			N/A
<b>Constituent Exceeded</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			N/A
<b>Sample Limit</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			N/A
<b>Sample Result</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			N/A

**2017**

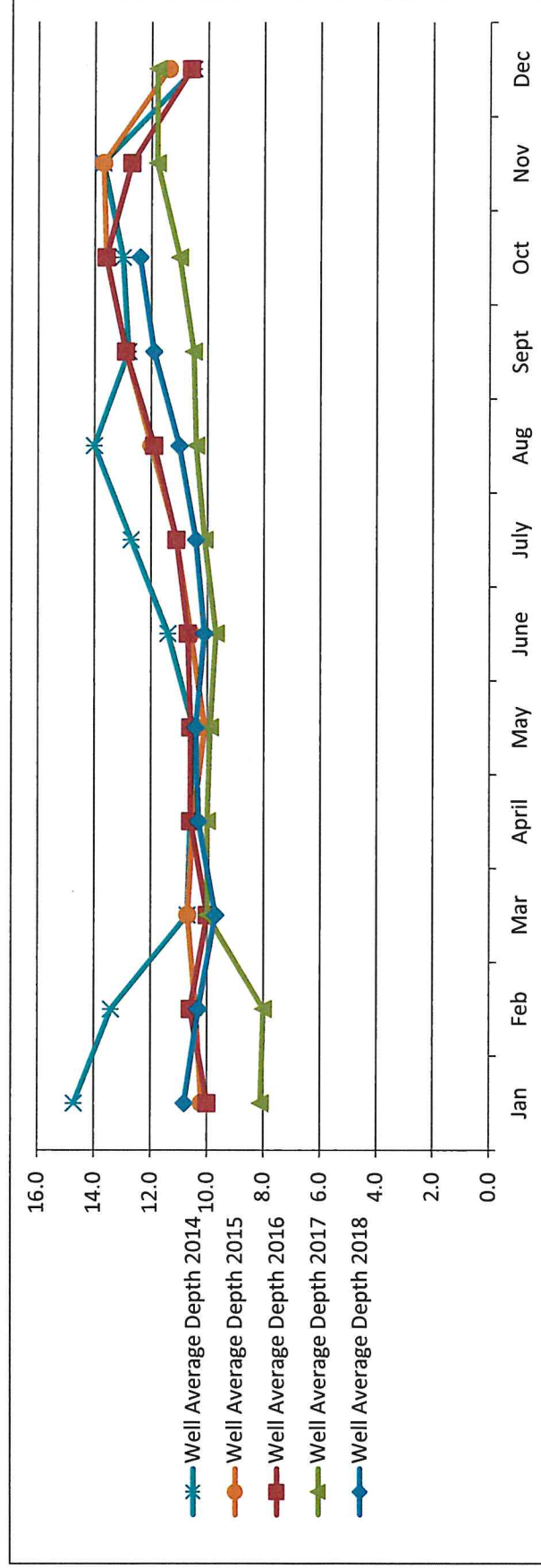
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Total for 2017
Wastewater Influent	4,686,295	4,225,605	2,454,810	2,674,358	2,408,421	2,400,006	3,248,977	2,976,582	2,314,982	2,167,268	1,852,863	1,972,595	33,382,762
Wastewater Final Effluent (Month Cycle)	4,621,950	4,185,250	2,372,800	2,628,130	2,496,660	2,398,120	2,953,830	2,648,061	2,259,220	2,140,520	1,816,710	1,893,300	32,414,551
Adjusted Wastewater Influent (- State Flow) *	3,757,902	3,410,095	2,084,624	2,263,137	2,035,569	2,008,272	2,675,674	2,492,452	1,942,728	1,840,359	1,577,793	1,670,528	27,759,133
Water Produced (month cycle)	1,602,216	1,806,869	1,773,957	1,960,209	2,111,454	2,153,118	2,598,851	2,392,456	2,060,913	1,943,827	1,706,552	1,744,635	23,855,056
Sewer Influent/Water Produced Ratio	2.90	2.34	1.38	1.36	1.14	1.12	1.25	1.24	1.10	1.10	1.08	1.13	N/A
Adjusted Sewer/Water Ratio	2.50	1.89	1.18	1.16	0.96	0.93	1.03	1.04	0.94	0.95	0.92	0.92	N/A
Average Depth of Both Wells	8.1	8.0	10.0	10.0	9.9	9.7	10.1	10.4	10.5	11.0	11.8	11.8	N/A
Change in Average Depth to Water from 2016	-2.0	-2.6	0.0	-0.6	-0.7	-1.0	-1.0	-1.5	-2.4	-2.6	-0.9	+1.2	N/A
Average Chloride mg/L at the Wells	66	65	46	36	53	69	60	51	40	37	36	35	N/A
State Wastewater Treated	928,393	815,510	370,186	411,221	372,852	391,734	573,303	484,130	372,254	326,909	275,070	302,067	5,623,629
State % of Total WW Flow	0.2	0.19	0.15	0.15	0.16	0.16	0.18	0.16	16%	15%	15%	15%	N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0	0	0	0	0	0
Biosolids Removal (Gallons)	9,600	4,800	4,800	9,600	9,600	9,600	0	9,600	4,800	4,800	0	4,800	72,000
<b>WW Permit Limitation Exceeded</b>	0	0	0	0	0	0	0	0	0	0	0	0	N/A
<b>RW Permit Limitation Exceeded</b>	0	0	0	0	0	0	0	0	0	0	0	0	N/A
<b>Constituent Exceeded</b>	None	None	None	None	None	None	None	None	None	None	None	None	N/A
<b>Sample Limit</b>	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
<b>Sample Result</b>	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**

**October 2018**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Well Average Depth 2014</b>	14.7	13.4	10.7	10.6	10.5	11.4	12.7	14.0	12.8	13.0	13.7	10.5
<b>Well Average Depth 2015</b>	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9	13.6	13.7	11.4
<b>Well Average Depth 2016</b>	10.0	10.6	10.0	10.6	10.6	10.7	11.1	11.9	12.9	13.6	12.7	10.6
<b>Well Average Depth 2017</b>	8.1	8.0	10.0	10.0	9.9	9.7	10.1	10.4	10.5	11.0	11.8	11.8
<b>Well Average Depth 2018</b>	10.8	10.3	9.7	10.3	10.4	10.1	10.4	11.0	11.9	12.4		



**3. A. iv DISTRICT FINANCIALS**  
**Cortney Murguia**  
**October 31, 2018**



# SAN SIMEON COMMUNITY SERVICES DISTRICT



## 3.A.iv FINANCIAL SUMMARY

### Billing October 31, 2018

<b>September Billing Revenue</b>	<b>\$ 96,720.34</b>
<b>October Billing Revenue</b>	<b>\$ 81,478.57</b>
Past Due (31 to 60 days)	\$ 525.96
Past Due (60 days)	\$ 539.15

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### ENDING BANK BALANCES

October 31, 2018

#### RABOBANK SUMMARY:

**Well Rehab Project/USDA Checking Account** \$ 124.00

#### PACIFIC PREMIER BANK:

**Money Market Account Closing Balance September 30, 2018** \$ 881,824.44

**Interest for October 2018** \$ 261.14

**Payment for Prop 84 Grant** \$ 11,367.00

**Money Market Account Closing Balance October 31, 2018** \$ 893,452.58

Reserve Fund (250,000.00)

Wait-list Deposits (69,750.00)

Customer Deposits (9,500.00)

**Available Funds** \$ 564,202.58

**General Checking Account October 31, 2018** \$ 129,210.97

**LAIF Closing Balance October 31, 2018** \$ 536.39

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet**  
**As of October 31, 2018**

	Oct 31, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Pacific Prem - General Checking	129,210.97
1017 · Pacific Premier-Money Market	893,452.58
1022 · USDA checking	164.00
1040 · Cash in county treasury	108.33
1050 · LAIF - non-restricted cash	536.39
Total Checking/Savings	1,023,622.27
Other Current Assets	
1200 · Accounts receivable	81,892.62
1300 · Prepaid expenses	6,593.13
Total Other Current Assets	88,485.75
Total Current Assets	1,112,108.02
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major Water Projects	188,893.72
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	69,113.42
1680 · Generator	29,101.14
Total 1400 · Fixed assets	5,033,555.29
1690 · Accumulated depreciation	(2,368,130.17)
Total Fixed Assets	2,665,425.12
<b>TOTAL ASSETS</b>	<b>3,777,533.14</b>

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet**  
**As of October 31, 2018**

	Oct 31, 18
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll liabilities	122.40
2500 · Customer security deposits	9,400.00
2510 · Connect hookup wait list	69,750.00
2520 · USDA Loan	396,550.00
Total Other Current Liabilities	475,822.40
Total Current Liabilities	475,822.40
Total Liabilities	475,822.40
Equity	
3200 · Fund balance	3,238,681.99
Net Income	63,028.75
Total Equity	3,301,710.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,777,533.14</b>

Note:

Accumulated Depreciation went from \$2,302,638 on 9/30 to \$2,368,130 on 10/31. (Increased by \$65,492).

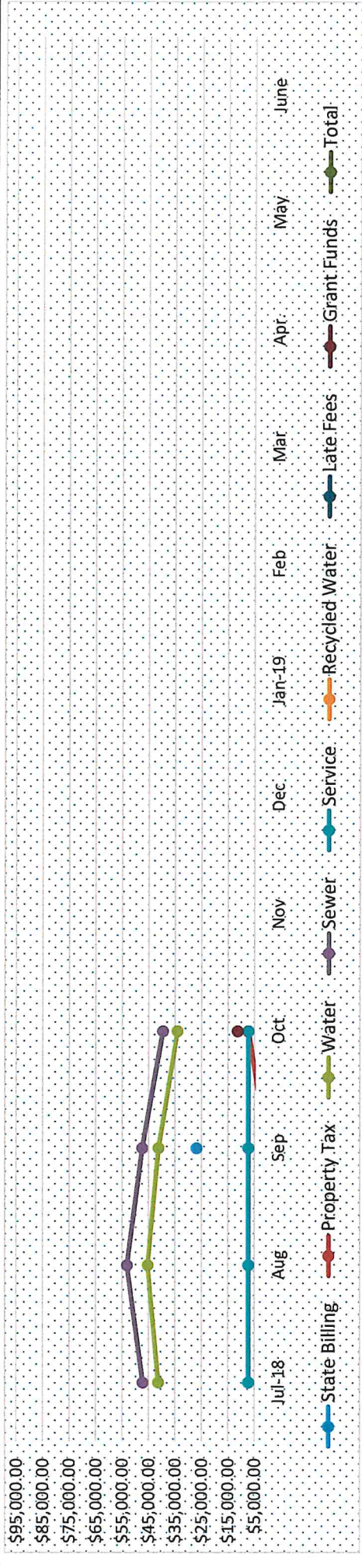
The increase was due to:

Regular monthly dep'n expense:	\$ 6,650
One time catch up for last 6 years:	\$ 58,842
Total:	\$ 65,492

The one time catch up is a result of the auditors and myself working together on the fixed asset project and determining correct book values of district's infrastructure. The depreciation expense for the last 6 years was booked at a constant rate (\$6,650) every month, and should have been adjusted each fiscal year end to reflect actual depreciation for each year based on the Fixed Asset Schedule.

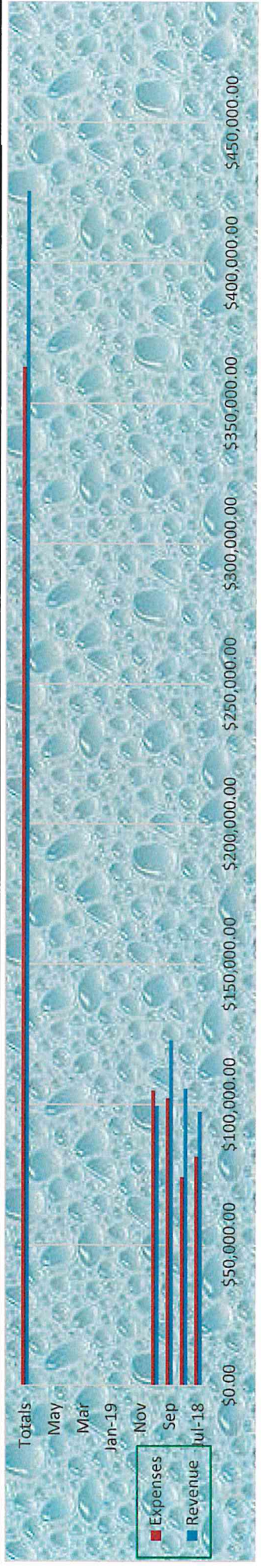
DISTRICT REVENUE FY 2018/2019

	Jul-18	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Apr.	May	June	Totals
State Billing			\$26,723.91										\$26,723.91
Property Tax	\$1,288.59	\$0.00	\$169.19	\$7,205.82									\$8,663.60
Water	\$41,336.59	\$45,279.14	\$41,178.74	\$34,050.67									\$161,845.14
Sewer	\$47,258.33	\$53,156.35	\$47,379.43	\$39,628.31									\$187,422.42
Service	\$7,111.73	\$7,113.60	\$7,113.60	\$7,113.60									\$28,452.53
Recycled Water													\$0.00
Late Fees	\$461.43	\$201.49	\$290.08	\$168.71									\$1,121.71
Grant Funds				\$11,367.00									\$11,367.00
<b>Total</b>	<b>\$97,456.67</b>	<b>\$105,750.58</b>	<b>\$122,854.95</b>	<b>\$99,534.11</b>									<b>\$425,596.31</b>
Water Sold Cu Ft	334631	367360	332914	275609									1310514
Water Sold Acre ft	7.68	8.43	7.64	6.33									30.09



REVENUE VS EXPENSES

	Jul-18	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Apr.	May	June	Totals
Revenue	\$97,456.67	\$105,750.58	\$122,854.95	\$99,534.11									\$425,596.31
Expenses	\$81,495.91	\$74,250.58	\$102,279.81	\$104,990.12									\$363,016.42
<b>Balance</b>	<b>\$15,960.76</b>	<b>\$31,500.00</b>	<b>\$20,575.14</b>	<b>(\$5,456.01)</b>									<b>\$62,579.89</b>



**SAN SIMEON COMMUNITY SERVICES  
HISTORICAL FISCAL REVIEW**

**FY 2015 / 2016**

Month	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	\$6,140.10	\$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	\$667.24	\$418.39	\$2,927.77
<b>Total Revenue</b>	<b>\$77,990.37</b>	<b>\$83,080.74</b>	<b>\$82,373.96</b>	<b>\$78,369.81</b>	<b>\$62,489.86</b>	<b>\$90,305.16</b>	<b>\$69,872.42</b>	<b>\$63,497.49</b>	<b>\$71,306.30</b>	<b>\$81,376.35</b>	<b>\$66,576.82</b>	<b>\$81,311.92</b>	<b>\$908,551.20</b>
<b>Total Expense</b>	<b>\$56,735.48</b>	<b>\$80,703.14</b>	<b>\$62,573.67</b>	<b>\$62,460.00</b>	<b>\$90,307.21</b>	<b>\$78,261.91</b>	<b>\$62,999.58</b>	<b>\$69,646.10</b>	<b>\$68,440.42</b>	<b>\$78,744.51</b>	<b>\$62,608.05</b>	<b>\$60,034.80</b>	<b>\$833,514.87</b>
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

**FY 2016/2017**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$12,485.00			\$13,996.07			\$29,440.40			\$23,960.29	\$79,881.76
Property Tax	\$1,161.69		\$1,184.42	\$6,789.01	\$6,970.82	\$28,878.98	\$2,456.74	\$2,966.66	\$2,421.97	\$23,540.38	\$415.92	\$1,111.78	\$77,898.37
Water	\$36,292.1	\$36,746.52	\$31,241.74	\$29,953.03	\$22,549.49	\$19,445.8	\$25,600.5	\$22,112.36	\$19,816.90	\$27,563.35	\$27,763.55	\$31,331.40	\$330,416.71
Sewer	\$41,862.8	\$43,190.60	\$36,386.89	\$35,106.74	\$25,574.57	\$21,817.9	\$29,037.7	\$24,590.36	\$22,440.87	\$31,022.32	\$31,228.75	\$34,851.59	\$377,111.12
Service	\$6,559.5	\$6,472.20	\$6,472.20	\$6,472.20	\$6,626.30	\$6,533.8	\$6,503.0	\$6,503.02	\$6,503.02	\$6,503.02	\$6,564.66	\$6,626.30	\$78,339.28
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
<b>Total Revenue</b>	<b>\$86,361.78</b>	<b>\$86,506.84</b>	<b>\$88,365.96</b>	<b>\$78,637.70</b>	<b>\$62,074.88</b>	<b>\$92,476.61</b>	<b>\$63,984.81</b>	<b>\$57,560.13</b>	<b>\$81,358.68</b>	<b>\$88,831.94</b>	<b>\$66,160.82</b>	<b>\$98,685.39</b>	<b>\$950,985.54</b>
<b>Total Expense</b>	<b>\$127,105.89</b>	<b>\$72,035.48</b>	<b>\$114,268.09</b>	<b>\$71,273.31</b>	<b>\$75,340.87</b>	<b>\$66,017.87</b>	<b>\$71,441.43</b>	<b>\$72,822.48</b>	<b>\$152,049.21</b>	<b>\$62,994.78</b>	<b>\$77,525.44</b>	<b>\$71,657.28</b>	<b>\$1,034,532.13</b>
Water Sold Cu Ft	324654	324654	281207	269907	203338	175391	232048	200704	179990	249876	249279	282352	2,973,400
Water Sold Acre ft	7.45	7.45	6.46	6.20	4.67	4.03	5.33	4.61	4.13	5.74	5.72	6.48	68.26

**FY 2017/2018**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$24,606.31			\$21,914.14			\$21,542.66			\$23,690.87	\$91,753.98
Property Tax	\$1,282.43		\$121.78	\$3,983.38	\$11,222.22	\$31,099.09	\$7,506.90	\$2,750.02	\$640.94	\$22,168.20	\$1,686.05	\$771.97	\$83,232.98
Water	\$34,880.43	\$36,192.33	\$31,137.52	\$27,999.25	\$26,930.07	\$19,762.53	\$22,551.64	\$25,457.70	\$16,741.07	\$28,408.76	\$27,795.23	\$36,075.95	\$333,932.48
Sewer	\$38,495.46	\$39,770.86	\$33,836.96	\$30,919.58	\$29,421.68	\$21,164.32	\$25,021.12	\$28,652.26	\$19,108.33	\$32,900.73	\$31,492.38	\$40,773.70	\$371,557.38
Service	\$6,820.12	\$6,950.95	\$6,821.63	\$6,659.98	\$6,886.29	\$6,886.29	\$6,789.30	\$6,853.96	\$6,724.64	\$6,724.64	\$6,724.64	\$6,724.64	\$81,567.08
Recycled Water													\$0.00
Late Fees	\$628.24	\$379.06	\$292.61	\$241.85	\$221.14	\$159.01	\$113.69	\$197.92	\$487.09	\$284.43	\$202.63	\$179.47	\$3,387.14
<b>Total Revenue</b>	<b>\$82,106.68</b>	<b>\$83,293.20</b>	<b>\$96,816.81</b>	<b>\$69,804.04</b>	<b>\$74,681.40</b>	<b>\$100,985.38</b>	<b>\$61,982.65</b>	<b>\$63,911.86</b>	<b>\$65,244.73</b>	<b>\$90,486.76</b>	<b>\$67,900.93</b>	<b>\$108,216.60</b>	<b>\$965,431.04</b>
<b>Total Expense</b>	<b>\$94,660.34</b>	<b>\$87,503.06</b>	<b>\$104,489.98</b>	<b>\$71,763.52</b>	<b>\$62,490.35</b>	<b>\$85,613.60</b>	<b>\$88,196.48</b>	<b>\$73,251.65</b>	<b>\$109,510.66</b>	<b>\$70,856.21</b>	<b>\$80,363.24</b>	<b>\$80,743.66</b>	<b>\$1,009,442.75</b>
Water Sold Cu Ft	299369	310960	266284	241692	232942	169355	194345	217741	144425	244412	237414	308832	2,867,771
Water Sold Acre	6.87	7.14	6.11	5.55	5.35	3.89	4.46	5.00	3.32	5.61	5.45	7.09	65.84

### **3. C. i. SPECIAL PRESENTATION**

**RESOLUTION 18-404**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF**  
**THE SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**HONORING DANIEL WILLIAMS**

**WHEREAS**, the Board of Directors of the San Simeon Community Services District would like to express their sincere appreciation to Daniel Williams for his six 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. Williams for his many tireless hours of voluntary service and dedication toward the well-being of the District, and

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

**WHEREAS**, Mr. Williams 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 Daniel Williams' 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 Daniel Williams made to the District.

Passed and adopted this 14 day of November, 2018. UPON MOTION of \_\_\_\_\_  
seconded by \_\_\_\_\_, and on the following roll call vote to wit:

\_\_\_\_\_  
YES: Vice-Chairperson McGuire

\_\_\_\_\_  
YES: Director Russell

\_\_\_\_\_  
YES: Director Stanert

\_\_\_\_\_  
YES: Director Kellas

NOES: 0    ABSENT: 0    ABSTAIN: 0

\_\_\_\_\_  
Chairperson

ATTEST:

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

## **4. CONSENT AGENDA**

- A. Review & Approval of Minutes for the Regular Meeting  
– October 10, 2018**



**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, November 14, 2018**  
**6:00 pm**

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

**1. REGULAR SESSION @ 6:03 PM**

- |  |                                       |
|--|---------------------------------------|
| <b>A.</b> Chairperson Williams – present | General Manager, Charles Grace        |
| Vice-Chairperson McGuire – present       | District Counsel, Natalie Frye Laacke |
| Director Russell – present               |                                       |
| Director Kellas – present                |                                       |
| Director Stanert – present               |                                       |

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

Leroy Price commented on the management company's (GES) contract and weed abatement of facilities.

**3. SPECIAL PRESENTATIONS AND REPORTS:**

**A. STAFF REPORTS:**

**i. Sheriff's Report – Report for October.**

Commander Mike Manuele provided the report for the community from October 1 – October 31, 2018. Forty-Five reports were generated including two for disturbing the peace, one theft and one report of a stolen surf board.

**ii. General Manager's Report –**

Charlie Grace Summary of October Activities.

Jeff Oliveira from Oliveira Environmental Consulting (OEC) presented information on the Phase 1 Tank Project environmental review process and gave an update on the status of this item.

Supervisor Bruce Gibson was present and commented on the October 12, 2018 California Coastal Commission meeting in San Diego. He discussed the hearing outcome and commented as to why the application for the Coastal Development Permit was withdrawn by SSCSD staff. He stated that the Commission had a December deadline for this application. He also acknowledged that he could help to facilitate communication between the San Simeon CSD and the Cambria CSD.

Director Stanert asked Supervisor Gibson what he could do to facilitate this matter.

Supervisor Gibson suggested that Board members from the San Simeon CSD reach out to Board members in Cambria in order to get acquainted with one another. He also suggested the formation of a subcommittee from each District to discuss this matter.

Director Russell inquired as to why the District's objective score was ranked poorly.

Charlie Grace replied that he would research this matter and provide a follow up at the next Board meeting.

Vice-Chairperson McGuire stated that she had attended the grant meeting and that the overall score for the District would likely change before the grant submittal deadline.

**iii. Superintendent's Report –**

Jerry Copeland provided a summary of the October activities.

Director Stanert mentioned that the meter for State Parks was still broken and that there seemed to be a lot of traffic on Highway One.

**iv. District Financial Summary – Update on Monthly Financial Status.**

Cortney Murguia provided a summary of the District Financials for October.

**v. District Counsel's Report –**

Natalie Frye Laacke provided a summary of the October activities.

**B. BOARD OF DIRECTORS AND COMMITTEE REPORTS: None**

**C. SPECIAL PRESENTATION:**

**i. Consideration of Approval of Board Resolution Honoring Daniel Williams for His Service on the Board – NO. 18-404.**

Charlie Grace introduced the item and presented Daniel Williams with a copy of the Resolution.

A motion was made to approve Board Resolution 18-404.

Motion by: Director Russell

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

All in: 4/0

Abstained: Chairperson Williams

Roll Call: Chairperson Williams: n/a Vice-Chairperson McGuire: YES Director Russell: YES  
Director Kellas: YES Director Stanert: YES

**D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:**

Amanda Rice (President Cambria CSD) commented on Chairperson Williams's resignation and thanked him for his service. She also mentioned that she had been in contact with Supervisor Gibson and General Manager Charlie Grace regarding the Coastal Commission hearing and the commission's direction regarding the waste water treatment plant (WWTP) in San Simeon.

**4. CONSENT AGENDA ITEMS:**

**Public Comment - None**

**A. Review and approval of Minutes for the Regular Meeting on October 10, 2018.**

- B. Review and approval of Disbursements Journal.
- C. Review and approval of Minutes for the Regular Meeting on September 12, 2018.  
Director Russell commented that the line item for Vice-Chairperson McGuire on the Disbursements journal be removed since she was not present at the October Board meeting.

A motion was made to approve items 4A – 4C with the changes recommended by Director Russell.

Motion by: Director Russell  
2<sup>nd</sup>: Chairperson Williams  
All in: 5/0

## **5. BUSINESS ITEMS:**

**Public Comment - None**

### **A. Discussion regarding public comment and Regular Meeting Agenda layout.**

Cortney Murguia presented the item.

Natalie Frye Laacke also discussed the government code that regulates public comment and meeting agenda formats.

Director Russell commented on allowing public comment before each individual Business Item on the meeting agenda.

Vice-Chairperson McGuire commented regarding the additional amount of time and stated that it would be excessive.

Director Kellas commented that she agreed with Director Russell.

Director Stanert commented that she agreed with Director Russell.

A consensus was reached by Director Russell, Stanert, and Kellas directing staff to modify the meeting agenda allowing for public comment before each Business Item.

### **B. Discussion and direction to staff regarding the Waste Water Treatment Plant (WWTP) and potential odor control mitigation.**

Charlie Grace introduced the item.

Director Kellas commented that the odor from the WWTP has subsided and remarked that as long as the odor was not present there was not a need for mitigation.

No action was taken on this item.

### **C. Discussion on Procedure to Fill the Vacancy on the San Simeon Community Services District Board of Directors Created by the Resignation of Daniel Williams; Direction to Staff to Post Notice of Vacancy pursuant to Gov't Code 1780; Schedule meeting at which candidates will be considered and the appointment made.**

Natalie Frye Laacke provided information to the Board regarding this process.

A motion was made to direct staff to post a vacancy notice and schedule a meeting when the Board appointment will be made.

Motion by: Director Kellas

2<sup>nd</sup>: Vice-Chairperson McGuire

All in: 5 /0

**D. Consideration on Board vote on Chairperson and Vice Chairperson for the 2019 Calendar year.**

Charlie Grace introduced the item.

Director Stanert nominated Director Kellas for the Chairperson position.

Chairperson Williams nominated Vice-Chairperson McGuire for the Chairperson position.

Chairperson Williams suggested that Vice-Chairperson McGuire be the Chairperson for the December meeting.

Staff was directed to table this item until the January Board meeting when the new director would be in attendance.

**E. Discussion and consideration of submitting the Highway 1 fence replacement project for the County beautification grant 2019 application.**

Chairperson Williams commented on the project and stated that he would abstain from voting on this item.

Charlie Grace introduced the item.

**Public Comment:**

Leroy Price remarked about the fence project asked why the District was going to take on this project since it was Cal-Trans responsibility.

Hank Krzciuk commented that the District would be responsible to maintain the fence.

Staff replied that if the District used "like for like" material the District would not be responsible for maintaining the fence.

Staff was asked to contact the San Simeon Business District and the Chamber of Commerce to inquire about contributing funds to help pay for the project.

Hank Krzciuk commented about removal of the tree stumps on Pico Avenue as an alternative project.

Charlie Grace suggested that staff could move forward with the fence project and gather estimates for the stump project as an alternative project idea.

A motion was made to direct staff to move forward with the fence project for the beautification grant submittal.

Motion by: Director Kellas

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

All in: 4 /1

Abstained: Chairperson Williams

## **6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS –**

Vice-Chairperson McGuire presented a brief recap on the Coastal Clean Up day for San Simeon.

Director Kellas requested monthly reporting from Phoenix Engineering and OEC on the status of the water reservoir project.

Charlie Grace stated that staff would have the contractors provide monthly reports for the Board.

Director Stanert requested that a discussion for a PA system item be placed on the December agenda. She asked that staff contact a local vendor to obtain another quote for the system. Staff was asked to place this item on the agenda for the December Board meeting.

Director Russell commented about the Coastal Commission and the permit for the rip rap. He suggested that follow up information from the October 12, 2018 Coastal Commission hearing be discussed in public. He asked that this item be placed on the next agenda.

A consensus was reached to place this item on the agenda prior to the General Manager submitting anything to the Coastal Commission.

## **7. ADJOURNMENT @ 8:09 PM**

## **4. CONSENT AGENDA**

### **B. Consideration of approval of Disbursements Journal**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Disbursements Journal**

November 2018

Type	Date	Num	Name	Memo	Paid Amount
Check	11/25/2018	Elec Pymt	CalPERS Fiscal Services Division	Retiree Health monthly premium for December 2018.	-347.56
Check	11/25/2018	Elec Pymt	CalPERS Fiscal Services Division	Unfunded Accrued Liability only - prepaid for December 2018. Cust. ID # 7226734344,.	-1,132.64
Liability Check	11/25/2018	Elec Pymt	United States Treasury	95-2755743	-61.20
Paycheck	11/01/2018	1668	DAN WILLIAMS	Board Service October 2 through November 1, 2018	-92.35
Paycheck	11/01/2018	1669	GWEN KELLAS	Board Service October 2 through November 1, 2018	-92.35
Paycheck	11/01/2018	1670	JOHN K RUSSELL	Board Service October 2 through November 1, 2018	-92.35
Paycheck	11/01/2018	1671	JULIA A GREENAN	Board Service October 2 through November 1, 2018	-92.35
Paycheck	11/01/2018	1672	MARY M MCGUIRE	Board Service October 2 through November 1, 2018	-92.35
Bill Pmt -Check	11/14/2018	1673	Mark Abel	Customer Security Deposit Refund for Account #330. 11/1/2018.	-50.00
Bill Pmt -Check	11/14/2018	1674	Willie Jue	Customer Security Deposit Refund for Account #397. 11/1/2018.	-50.00
Bill Pmt -Check	11/14/2018	1675	Adamski Moroski Madden Cumberland & Green	Legal services on rip-rap project through September 30, 2018. Inv #45430 dated 10/22/2018	-3,027.66
Bill Pmt -Check	11/14/2018	1676	Adamski Moroski Madden Cumberland & Green	General Legal Services through September 30, 2018. Inv 45431 dated 10/22/2018.	-2,934.27
Bill Pmt -Check	11/14/2018	1677	Adamski Moroski Madden Cumberland & Green	Legal services on policy manual updates through September 30, 2018. Inv 45432 dated 10/22/18.	-322.50
Bill Pmt -Check	11/14/2018	1678	California Special Districts Assoc	2019 Membership dues, ID 255.	-2,791.00
Bill Pmt -Check	11/14/2018	1679	The Cambrian	2527569	-99.00
Bill Pmt -Check	11/14/2018	1680	Kathleen Fry Bookkeeping Services	Bookkeeping Services October 2018. Inv 2018-10 dated 10/31/2018.	-1,200.00
Bill Pmt -Check	11/14/2018	1681	Nossaman LLP	Legal services re: Rip Rap matter through 9/30/2018. Inv 487381 dated 10/11/2018.	-3,825.00
Bill Pmt -Check	11/14/2018	1682	Oliveira Environmental Consulting LLC	Professional environmental consulting services re: Rip Rap communications and coordination. Inv ...	-6,091.12
Bill Pmt -Check	11/14/2018	1683	Oliveira Environmental Consulting LLC	SSCSD Water Tank Project Task 6, Phase 1, Archaeological Surface Survey. Inv OEC2018033 dated 1...	-1,950.00
Bill Pmt -Check	11/14/2018	1684	Phoenix Civil Engineering, Inc	Prof Svcs on Reservoir Project through 10/29/18. Inv 18-578 dated 10/29/2018.	-21,878.75
Bill Pmt -Check	11/14/2018	1685	Town and Country Fencing, Inc.	Chain link fencing 75' long and 7' high and replace top rail. FYE recode to 1420-Bldg & Struct. ...	-6,875.00
Bill Pmt -Check	11/14/2018	1686	Grace Environmental	Operations Management and Maintenance Fees November 2018. Inv #1239 dated 11/1/18.	-51,892.67
<b>TOTAL</b>					<b>-104,990.12</b>

## **4. CONSENT AGENDA**

- C. Review & Approval of Minutes for the Regular Meeting  
– September 12, 2018.**



**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, September 12, 2018**  
**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, Natalie Frye Laacke
Director Russell – present	
Director Kellas – absent	
Director Stanert – absent	

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

Henry Krzciuk provided the Board with a handout regarding the UPPCA. He commented on the material referenced in our handout.

Leroy Price commented on the electricity bills for the mobile home park.

**3. SPECIAL PRESENTATIONS AND REPORTS: NONE**

**A. STAFF REPORTS:**

**i. Sheriff's Report** – Report for August.

Sergeant Odom provided the report for the community. Three suspicious suspects, four (4) domestic disturbances. There was one notable incident regarding a suspect who had failed to report to his parole officer. The suspect was taken into custody without incident.

**ii. General Manager's Report** – Summary of August Activities.

Charlie Grace provided a recap of the August General Manager's Report.

Chairperson Williams asked a question about bold language used in the Manager's report related to the District waitlist and staying in the same relative order.

Natalie Frye Laacke replied that if a waitlist position were to be sold that the waitlist position number would remain the same per Ordinance 84.

Henry Krzciuk inquired about the water usage related to the EDU calculations. He also provided a scenario regarding a waitlist position being sold to a different parcel.

Natalie Frye Laacke responded to Mr. Krzciuk's question stating that because it was a hypothetical situation she would need to further research this matter in order to provide an answer to his question.

**iii. Superintendent's Report - Summary of August Activities.**

Jerry Copeland provided a recap of the August activities.

Director Russell inquired about the meter repair for State Parks and asked how the District was going to prepare the quarterly billing without accurate meter reads.

Staff replied that the District was still waiting for the meter to be repaired and estimated usage was based on prior meter reads.

Director Russell asked about missing numbers from Page 2 of the Superintendent's report under the effluent, influent column. These numbers would be from the replicking of the RO.

Staff responded that these numbers would be updated and provided during the next Board meeting.

**iv. District Financial Summary –**

Cortney Murguia provided an update on the Monthly Financial Status for August.

A motion was made to transfer \$30,000.00 from the general checking account to the money market account.

Motion by: Vice-Chairperson McGuire

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

All in: 3 /0

Absent: Director Kellas & Director Stanert

Charlie Grace provided information on changes that had been made to the balance sheet regarding account descriptions.

**v. District Counsel's Report – Summary of August activities.**

Natalie Frye Laacke provided a recap of August's activities including review of the agenda, updates to policy and procedures manual, and items related to the riprap matter.

**B. BOARD OF DIRECTORS AND COMMITTEE REPORTS: NONE**

**C. SPECIAL PRESENTATION: NONE**

**D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:**

**Public Comment - NONE**

**4. CONSENT AGENDA ITEMS:**

**Public Comment –**

Leroy Price asked about the payment to San Luis Powerhouse related to the annual maintenance of the generator.

Staff replied that this item would be further researched.

A. Review and approval of Minutes for the Regular Meeting on August 8, 2018.

B. Review and approval of Disbursements Journal.

A motion was made to approve consent agenda items with the changes recommended by Vice-Chairperson McGuire 4A – 4B.

Motion by: Director Russell

2<sup>nd</sup>: Chairperson Williams

All in: 3 /0

Absent: Director Kellas & Director Stanert

**5. BUSINESS ITEMS: NONE**

**Public Comment - None**

**6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS –**

Vice-Chairperson McGuire reminded everyone about the ECOSLO Trash Pick Up in San Simeon.

Director Russell addressed the District procurement policy and asked that District Counsel provide a response to Mr. Krzciuk's concerns related to this matter.

**7. PUBLIC COMMENT –**

Mr. Krzciuk commented that he would like to see the District provide updates related to the Coastal Commission.

**8. CLOSED SESSION – 7:01 PM**

**A. Conference with Legal Counsel – Anticipated Litigation.** Decide whether to initiate litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: Number of case(s): 1.

**9. RECONVENE TO OPEN SESSION – 7:55 PM**

No reportable action was taken regarding this matter.

**10. ADJOURNMENT @ 7:55 PM**

**5. A. BUSINESS ITEMS**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **Item 5.A. Discussion regarding public comment and Regular Meeting Agenda layout.**

During the October Board meeting staff was directed to place an item on the agenda that allows for a discussion regarding the agenda format. In January of 2018 staff and District legal counsel changed the existing agenda format. The old format had two designated public comment portions. One at the beginning of the meeting and the second was prior to discussion of the action items. The current agenda format allows for public comment in four places;

- 1) At the beginning of the meeting for items that are not listed on the agenda.
- 2) After special presentations and staff reports. This allows the public to comment on any matters that were discussed by staff.
- 3) Before the consent agenda items. This placement allows for the public to comment on items on the consent agenda prior to the Board approving them. This includes the disbursement journal and meeting minutes.
- 4) Before business action items. This placement allows for the public to comment on matters that will be addressed under business action items.

The current agenda format allows any member of the public to speak for a total of 12 minutes during the meeting.

**5.B. BUSINESS ITEMS**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **Item 5.B. Discussion and direction to staff regarding the Waste Water Treatment Plant (WWTP) and potential odor control mitigation.**

During the October Board meeting staff was directed to place an item on the agenda that allows for a discussion regarding odor mitigation at the WWTP.

**5.C. BUSINESS ITEMS**





## **BUSINESS ACTION ITEM STAFF REPORT**

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

With the resignation of Daniel Williams, the Board will need to make a decision to either hold an election, or appoint a new director. As in previous similar situations, holding an election for the replacement of one Board member would be a costly procedure for the District and would leave the Board with only four (4) members until June, 2019.

Staff is requesting the Board go through the appointment process to fill the vacant director position, and direct Staff to post notice of the vacancy. The notice of vacancy can also be mailed to members of the public who reside in San Simeon. The new Board member would need to be appointed at the December 12, 2018 Board meeting.

**5.D. BUSINESS ITEMS**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **Item 5.D. Consideration on Board vote on Chairperson and Vice Chairperson for the 2019 Calendar year.**

With the resignation of Chairperson Williams the Board will need to appoint a new Chairperson. Typically these positions are appointed by the Board in January. However, since there will be only one meeting left in the calendar year, staff is suggesting that the Board may wish to appoint a new Chairperson and Vice-Chairperson. Staff is requesting nominations and acceptance from the SSCSD Board for the position of Chairperson for the 2019 calendar year.

**5.E. BUSINESS ITEMS**



## BUSINESS ACTION ITEM STAFF REPORT

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### **Item 5.E. Discussion and consideration of submitting the Highway 1 fence replacement project for the County beautification grant 2019 application.**

Local nonprofit groups and public agencies are invited to apply for grants to fund projects related to public infrastructure and/or beautification projects. These projects are defined as a one-time project that enhances a community's cultural, environmental, recreational or historical assets. San Luis Obispo County's unincorporated areas.

As part of the County's Infrastructure and Beautification Grant program, the County will award a total of \$90,000 to qualified applicants. All applicants must be from nonprofit organizations or public agencies. Approved projects may include trails, public art, benches or decorative landscaping. Applications are due before January 18, 2019. In previous years the deadline has been in March.

All applications should include specific details about the project and its overall budget, with a focus on the outcome and its benefit to the community in unincorporated areas of the County. Applicants are encouraged to propose projects that preserve the assets and enhance the beauty of our unincorporated communities. Funds will not be used to pay for insurance or on-going maintenance projects. Agencies and organizations with approved projects will receive an agreement with terms and conditions for signature. The amount of funds available each fiscal year is at the discretion of the Board. Staff has included the guideline requirements for the grant as an attachment.

With the January deadline fast approaching, it is necessary to make a determination regarding what project the District should submit for the grant. In March of 2018 the District applied for funding as part of the Active Transportation Grant (ATG). This would have allowed for the fences along Highway 1 to be replaced. The work would have been completed by the California Conservation Corps (CCC). Staff was forced to withdraw the grant application because a Notice of Exemption was needed as part of the approval process.

Staff is asking the Board to consider this potential project idea be submitted for the beautification grant. Several business owners and community members have contacted the District office and suggested that this project be submitted.

One main benefit to submittal of this project is that ground work has already been completed by staff. Approval of this project will allow the District to work toward being shovel ready by the deadline, which increases the likelihood of receiving the grant.

The project for the 17-18 FY grant application was a walkway along Pico Avenue. At the March 2018 Board meeting, a motion was made to withdraw the grant application for this fiscal year and to conduct further research for next year's grant process. Based on staff's research of the walkway project there are several factors that are problematic. The first is that staff was unable to find a general contractor to bid out the project. The second is that the scope of the project has changed due to the County's update of the easement responsibility line.

At this time staff is asking that the Board make a determination about project submittal for this grant.

Enc: Draft Budget for Project

## BUDGET FOR SAN SIMEON FENCE BEAUTIFICATION PROJECT

CONTRACTOR	TASK	AMOUNT
FENCE FACTORY	Fence Materials	\$48,135.56
CALIFORNIA CONSERVATION CORPS	To provide installation of the fence and all labor associated with the project.	\$34,000 or \$8.00 per foot
ADDITIONAL MATERIALS	Concrete for fence footings	\$3,200
OLIVEIRA CONSULTING	Permitting costs, NOE	\$2,315
	<b>Total Project Amount</b>	<b>\$87,650.56</b>