

Public Copy

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



BOARD PACKET

Wednesday, January 8, 2020
Regular Meeting 5:00 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, January 8, 2020
5:00 pm

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

1. REGULAR SESSION: 5:00 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 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 December.
- ii. **Superintendent's Report** – Summary of December activities.
- iii. **General Manager's Report** – Summary of December Activities.
- iv. **District Financial Summary** – Update on Monthly Financial Status.
- v. **District Counsel's Report** – Summary of December Activities.

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS:

C. SPECIAL PRESENTATION:

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

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

4. CONSENT AGENDA ITEMS:

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

- A. Review and approval of Minutes for the Regular Meeting on November 13, 2019.
- B. Review and approval of Minutes for the Regular Meeting on December 11, 2019.
- C. Review and approval of Disbursements Journal.

5. BUSINESS ITEMS:

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

- A. Consideration of Review of Draft District Audit 2018-2019 presented by Travis Hole from Moss, Levy & Hartzheim, LLP.**
- B. Consideration of candidates to replace the Board of Director Vacancy created by the Resignation of Director Julia Stanert and Board Appointment of a new Director.**
- C. Tank Project Mitigated Negative Declaration (MND) response to comments review and approval.**
- D. Discussion to increase the frequency of the District newsletter from quarterly to monthly.**
- E. Discussion regarding moving the start time of the regular Board meeting time from 5 pm to an earlier time.**
- F. Chair appointment of standing committee members per District policy # 4060.30.**
- G. Authorization for the General Manager to sign a monthly maintenance website contract with Simply Clear Marketing not to exceed \$400.00 per month.**

- 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. 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.

Greensheet item
Jan. 8, 2020
BoD mtg.

San Simeon Community Services District



111 Pico Avenue, San Simeon, California 93452
(805) 927-4778 Fax (805) 927-0399

January 6, 2020

Kerry O'Toole
Land and Resource Program Manager
Hearst Holdings, Inc.
5 Third Street, Suite 200
San Francisco, CA 94103

**Re: Hearst Corporation Letter dated November 20, 2019 regarding the LOI
between Hearst and San Simeon CSD for Expansion of Reservoir
Easement**

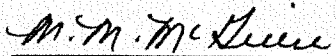
Dear Ms. O'Toole,

The San Simeon Community Services District (SSCSD) sincerely apologizes for releasing the "Community Water Tank Project Initial Study and Mitigated Negative Declaration" to the public without first obtaining the Hearst Corporation's consent.

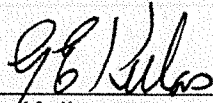
Our goal was to prepare a complete CEQA package presentable to the Hearst Corporation and the California Rangeland Trust for approval. The SSCSD now clearly understands the terms of the LOI, specifically Section 4 of the LOI which states "the District shall provide the Hearst Corporation the opportunity to review and approve all documentation required to complete the Entitlement prior to finalizing and/or filing such documentation with the applicable agencies."

Moving forward, the SSCSD will be, and has directed staff to be, in close coordination with the Hearst Corporation regarding all matters pertaining to the Expansion of the Reservoir Easement. District staff will seek the Hearst Corporation's approval prior to finalizing and/or filing any documents with applicable agencies and strive to improve overall communication with your department.

Sincerely,



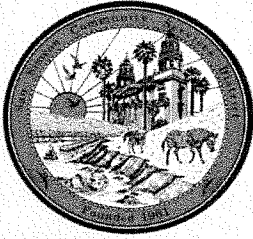
Mary Margaret McGuire
Chairperson
San Simeon CSD



Gwen Kellas
Vice-Chairperson
San Simeon CSD

Cc: Board of Directors SSCSD
Charlie Grace, General Manager
Jeff Oliveira, Oliveira Environmental Consulting
Natalie Frye Laacke, District Counsel

Greensheet item
Jan. 8, 2020
BOD mtg



SUPERINTENDENT'S REPORT

Item 3.A.ii

Prepared by: Jerry Copeland

1. Wastewater Treatment Plant

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

2. Water Treatment and Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW).
- Filter Operations started for the season on 12/9/19.
- The wellsite generator repair was completed on 12/9/19, which included replacing the radiator, belts, hoses, pumps and fuel lines.
- 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.
- Pot holes were filled around the District.

San Simeon Community Services District Superintendent's Report December 2019

MONTHLY DATA REPORT

| Date | Day | Wastewater Inflow | Wastewater Effluent | Well 1 Total Daily Produced | Well 2 Total Daily Produced | Total Daily Water Produced | R.O. Inflow | R.O. Effluent | R.O. Brine | Distribution Chloride | Chloride Wells 1 | Chloride Wells 2 | Recycled Water Distributed | Water Level Well 1 | Water Level Well 2 | Rainfall in Inches | State Flows |
|----------------|-----|-------------------|---------------------|-----------------------------|-----------------------------|----------------------------|-------------|---------------|------------|-----------------------|------------------|------------------|----------------------------|--------------------|--------------------|--------------------|----------------|
| 12/01/19 | Sun | 93,124 | 92,030 | 60,289 | 0 | 60,289 | 0 | 0 | 0 | - | 32 | - | 0 | 11.3 | 11.2 | 0.59 | 16,087 |
| 12/02/19 | Mon | 67,918 | 64,650 | 15,184 | 0 | 15,184 | 0 | 0 | 0 | - | 38 | - | 0 | 11.3 | 11.2 | 0.08 | 8,950 |
| 12/03/19 | Tue | 67,681 | 66,010 | 51,014 | 0 | 51,014 | 0 | 0 | 0 | - | 38 | - | 0 | 11.2 | 11.1 | 0.16 | 6,284 |
| 12/04/19 | Wed | 84,782 | 81,010 | 59,990 | 2,319 | 62,308 | 0 | 0 | 0 | - | 38 | 32 | 0 | 11.2 | 11.1 | 0.99 | 6,000 |
| 12/05/19 | Thu | 76,640 | 66,080 | 9,574 | 0 | 9,574 | 0 | 0 | 0 | - | 38 | - | 0 | 11.5 | 11.4 | 0.15 | 10,861 |
| 12/06/19 | Fri | 69,023 | 65,040 | 64,403 | 0 | 64,403 | 0 | 0 | 0 | - | 38 | - | 0 | 11.3 | 11.2 | 0.00 | 8,584 |
| 12/07/19 | Sat | 121,279 | 106,210 | 58,269 | 0 | 58,269 | 0 | 0 | 0 | - | 32 | - | 0 | 11.5 | 11.4 | 0.75 | 18,479 |
| 12/08/19 | Sun | 75,726 | 72,830 | 58,269 | 0 | 58,269 | 0 | 0 | 0 | - | - | - | 0 | 10.1 | 10.0 | 0.08 | 10,619 |
| 12/09/19 | Mon | 72,984 | 67,740 | 49,226 | 0 | 49,226 | 0 | 0 | 0 | - | 32 | - | 0 | 9.8 | 9.7 | 0.04 | 8,885 |
| 12/10/19 | Tue | 57,630 | 56,970 | 48,919 | 598 | 49,518 | 0 | 0 | 0 | - | 32 | - | 0 | 10.1 | 10.0 | 0.00 | 8,885 |
| 12/11/19 | Wed | 55,501 | 55,940 | 38,597 | 0 | 38,597 | 0 | 0 | 0 | - | 32 | - | 0 | 10.1 | 10.0 | 0.00 | 7,308 |
| 12/12/19 | Thu | 52,122 | 51,790 | 50,415 | 0 | 50,415 | 0 | 0 | 0 | - | 32 | - | 0 | 10.3 | 10.2 | 0.00 | 4,377 |
| 12/13/19 | Fri | 56,549 | 55,910 | 44,880 | 0 | 44,880 | 0 | 0 | 0 | - | 32 | - | 0 | 10.4 | 10.3 | 0.00 | 5,910 |
| 12/14/19 | Sat | 56,810 | 57,890 | 40,242 | 0 | 40,242 | 0 | 0 | 0 | - | 32 | - | 0 | 10.4 | 10.3 | 0.00 | 6,854 |
| 12/15/19 | Sun | 67,717 | 68,080 | 70,013 | 0 | 70,013 | 0 | 0 | 0 | - | 32 | - | 0 | 10.4 | 10.3 | 0.00 | 8,866 |
| 12/16/19 | Mon | 53,028 | 51,380 | 41,140 | 0 | 41,140 | 0 | 0 | 0 | - | 32 | - | 0 | 10.3 | 10.2 | 0.00 | 9,111 |
| 12/17/19 | Tue | 62,156 | 61,810 | 55,128 | 0 | 55,128 | 0 | 0 | 0 | - | 32 | - | 0 | 10.4 | 10.3 | 0.08 | 8,102 |
| 12/18/19 | Wed | 57,773 | 56,750 | 43,908 | 299 | 44,207 | 0 | 0 | 0 | - | 32 | - | 0 | 10.5 | 10.4 | 0.27 | 6,505 |
| 12/19/19 | Thu | 52,651 | 54,100 | 32,912 | 0 | 32,912 | 0 | 0 | 0 | - | 32 | - | 0 | 10.3 | 10.2 | 0.00 | 9,414 |
| 12/20/19 | Fri | 56,215 | 51,010 | 57,746 | 0 | 57,746 | 0 | 0 | 0 | - | 32 | - | 0 | 10.3 | 10.2 | 0.00 | 6,658 |
| 12/21/19 | Sat | 75,981 | 76,000 | 54,529 | 0 | 54,529 | 0 | 0 | 0 | - | 32 | - | 0 | 10.4 | 10.3 | 0.00 | 8,061 |
| 12/22/19 | Sun | 144,585 | 139,180 | 78,316 | 0 | 78,316 | 0 | 0 | 0 | - | 32 | - | 0 | 10.2 | 10.1 | 1.07 | 12,231 |
| 12/23/19 | Mon | 116,235 | 108,630 | 43,010 | 0 | 43,010 | 0 | 0 | 0 | - | 32 | - | 0 | 10.1 | 10.0 | 0.00 | 20,203 |
| 12/24/19 | Tue | 96,826 | 95,250 | 86,544 | 0 | 86,544 | 0 | 0 | 0 | - | 32 | - | 0 | 9.7 | 9.6 | 0.00 | 20,324 |
| 12/25/19 | Wed | 142,689 | 139,920 | 46,376 | 299 | 46,675 | 0 | 0 | 0 | - | 32 | - | 0 | 10.0 | 9.9 | 1.25 | 17,879 |
| 12/26/19 | Thu | 128,146 | 124,030 | 59,840 | 0 | 59,840 | 0 | 0 | 0 | - | - | - | 0 | 9.5 | 9.4 | 0.00 | 19,139 |
| 12/27/19 | Fri | 140,399 | 135,610 | 105,767 | 0 | 105,767 | 0 | 0 | 0 | - | 32 | - | 0 | 9.5 | 9.6 | 0.00 | 26,924 |
| 12/28/19 | Sat | 123,590 | 118,260 | 102,775 | 0 | 102,775 | 0 | 0 | 0 | - | 32 | - | 0 | 10.0 | 9.9 | 0.00 | 21,116 |
| 12/29/19 | Sun | 145,975 | 138,070 | 62,982 | 0 | 62,982 | 0 | 0 | 0 | - | 32 | - | 0 | 10.0 | 9.9 | 0.39 | 20,985 |
| 12/30/19 | Mon | 135,708 | 132,670 | 97,390 | 0 | 97,390 | 0 | 0 | 0 | - | 32 | - | 0 | 10.1 | 10.0 | 0.00 | 22,817 |
| 12/31/19 | Tue | 114,932 | 100,310 | 77,792 | 0 | 77,792 | 0 | 0 | 0 | - | 32 | - | 0 | 10.1 | 10.0 | 0.00 | 20,974 |
| TOTALS | | 2,722,375 | 2,611,160 | 1,865,437 | 3,516 | 1,868,953 | 0 | 0 | 0 | | | | 0 | | | 5.90 | 366,418 |
| Average | | 87,819 | 84,231 | 60,175 | 113 | 60,705 | 0 | 0 | 0 | 0 | 32 | 32 | 0 | 10.4 | 10.3 | 0.20 | 12,214 |
| Minimum | | 52,122 | 51,010 | 9,574 | 0 | 9,574 | 0 | 0 | 0 | 0 | 32 | 32 | 0 | 9.5 | 9.4 | 0.00 | 4,377 |
| Maximum | | 145,975 | 139,920 | 149,226 | 2,319 | 149,226 | 0 | 0 | 0 | 0 | 32 | 32 | 0 | 11.5 | 11.4 | 1.25 | 26,924 |

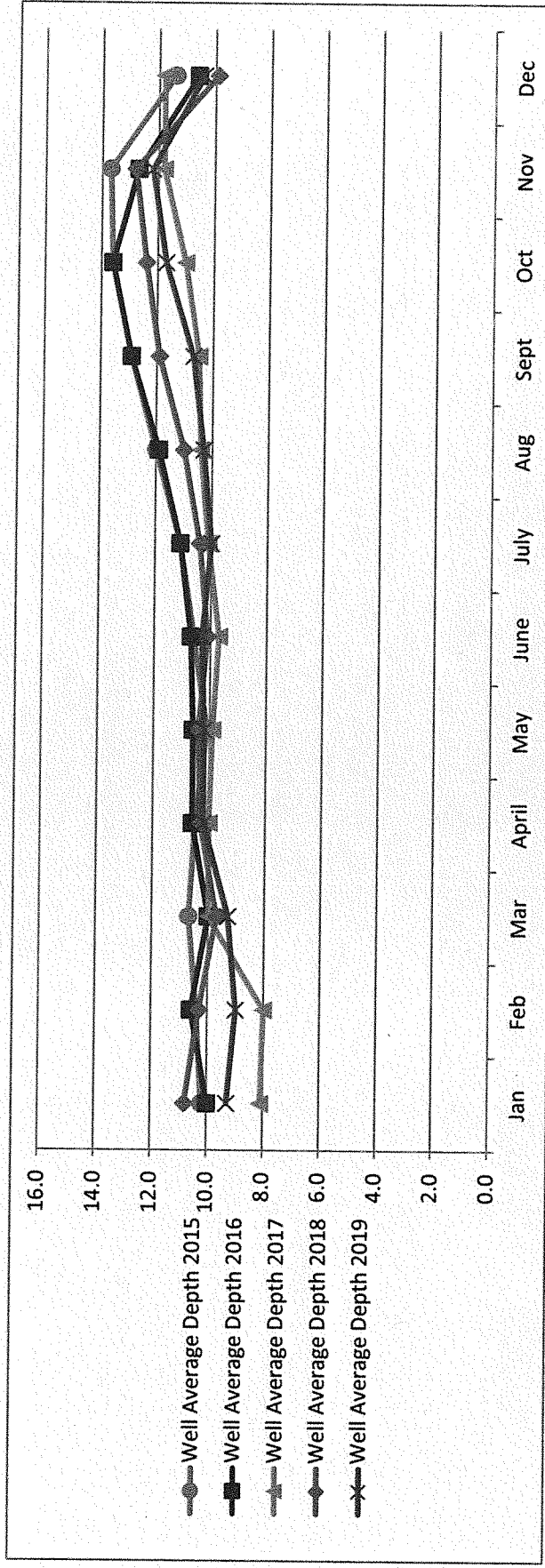
DATA SUMMARY SHEET

| | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 | Total for 2019 |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------------|
| Wastewater Influent | 2,974,678 | 2,978,722 | 3,279,598 | 2,517,042 | 2,622,942 | 2,407,688 | 2,798,408 | 2,948,183 | 2,466,442 | 2,409,305 | 2,067,815 | 2,722,375 | 32,193,198 |
| Wastewater Final Effluent (Month Cycle) | 2,921,320 | 2,950,740 | 3,186,710 | 2,456,140 | 2,464,900 | 2,553,710 | 3,022,860 | 2,737,320 | 2,323,010 | 2,323,340 | 1,984,940 | 2,611,160 | 31,536,150 |
| Adjusted Wastewater Influent (- State Flow) | 2,599,672 | 2,540,371 | 2,840,773 | 2,267,805 | 2,227,432 | 2,089,028 | 2,339,678 | 2,543,256 | 2,152,297 | 2,116,543 | 1,802,882 | 2,355,957 | 27,875,694 |
| Water Produced (month cycle) | 1,849,654 | 1,643,730 | 2,013,823 | 2,212,060 | 2,175,858 | 2,456,058 | 2,832,302 | 2,609,472 | 2,373,404 | 2,390,682 | 2,001,947 | 1,865,437 | 26,424,428 |
| Sewer Influent/Water Produced Ratio | 1.61 | 1.81 | 1.63 | 1.14 | 1.24 | 0.98 | 1.09 | 1.13 | 1.04 | 1.01 | 1.03 | 1.46 | N/A |
| Adjusted Sewer/Water Produced Ratio | 1.41 | 1.55 | 1.41 | 1.03 | 1.06 | 0.85 | 0.91 | 0.98 | 0.91 | 0.86 | 0.90 | 1.26 | N/A |
| Well 1 Water Production | 103,897 | 59,616 | 60,663 | 1,010,024 | 2,108,538 | 2,162,169 | 2,574,242 | 2,604,610 | 2,265,542 | 2,388,513 | 2,000,451 | 1,865,437 | 19,203,702 |
| Well 2 Water Production | 1,745,757 | 1,584,114 | 1,953,160 | 1,202,036 | 67,320 | 293,889 | 258,060 | 4,862 | 107,862 | 2,169 | 1,496 | 3,516 | 7,224,242 |
| Total Well Production | 1,849,654 | 1,643,730 | 2,013,823 | 2,212,060 | 2,175,858 | 2,456,058 | 2,832,302 | 2,609,472 | 2,373,404 | 2,390,682 | 2,001,947 | 1,868,953 | 26,427,944 |
| Water Well 1 Avg Depth to Water | 9.0 | 8.7 | 9.0 | 10.0 | 10.2 | 10.4 | 10.0 | 10.3 | 10.7 | 11.7 | 12.2 | 10.4 | N/A |
| Water Well 2 Avg Depth to Water | 9.5 | 9.2 | 9.5 | 10.3 | 10.2 | 10.2 | 10.0 | 10.3 | 10.6 | 11.6 | 12.1 | 10.3 | N/A |
| Average Depth to Water of Both Wells | 9.3 | 9.0 | 9.3 | 10.2 | 10.2 | 10.3 | 10.0 | 10.3 | 10.7 | 11.7 | 12.2 | 10.4 | N/A |
| Change in Average Depth to Water from 2018 | -1.5 | -1.3 | -0.4 | -0.1 | -0.2 | +0.2 | -0.4 | -0.8 | -1.3 | -0.7 | -0.6 | +0.5 | N/A |
| Average Chloride mg/L at the Wells | 55 | 44 | 44 | 46 | 46 | 38 | 38 | 38 | 38 | 32 | 32 | 32 | N/A |
| State Wastewater Treated | 375,006 | 438,351 | 438,825 | 294,237 | 395,510 | 318,660 | 458,730 | 404,927 | 314,145 | 292,762 | 264,933 | 366,418 | 4,362,504 |
| State % of Total WW Flow | 13% | 15% | 13% | 12% | 15% | 13% | 16% | 14% | 13% | 12% | 13% | 14% | N/A |
| Recycled Water Sold (Gallons) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Biosolids Removal (Gallons) | 4,500 | 0 | 9,000 | 9,000 | 4,500 | 9,000 | 9,000 | 4,500 | 4,500 | 4,500 | 0 | 4,500 | 63,000 |
| WW Permit Limitation Exceeded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| RW Permit Limitation Exceeded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Constituent Exceeded | None | None | None | None | None | None | None | None | None | None | None | None | N/A |
| Sample Limit | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Sample Result | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

| | 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 | 2,096,790 | 2,227,833 | 28,683,132 |
| 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 | 2,004,920 | 2,144,640 | 28,572,191 |
| 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 | 1,800,530 | 1,941,526 | 24,042,565 |
| 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 | 1,858,930 | 1,887,877 | 25,643,203 |
| 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 | 1.13 | 1.18 | N/A |
| Adjusted Sewer/Water Ratio | 1.04 | 0.92 | 1.38 | 0.99 | 0.84 | 0.82 | 0.89 | 0.84 | 0.87 | 0.89 | 0.97 | 1.03 | N/A |
| Average Depth of Both Wells | 10.8 | 10.3 | 9.7 | 10.3 | 10.4 | 10.1 | 10.4 | 11.0 | 11.9 | 12.4 | 12.8 | 9.9 | 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 | +1.0 | -1.9 | N/A |
| Average Chloride mg/L at the Wells | 34.5 | 35.5 | 32 | 35.5 | 35.5 | 32 | 32 | 32 | 32 | 34.5 | 45 | 65 | 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 | 269,260 | 286,307 | 4,613,549 |
| State % of Total WW Flow | 14% | 15% | 16% | 17% | 16% | 16% | 18% | 20% | 17% | 17% | 13% | 13% | N/A |
| Recycled Water Sold (Gallons) | 0 | 0 | 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 | 4,500 | 4,500 | 83,100 |
| WW Permit Limitation Exceeded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| RW Permit Limitation Exceeded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| Constituent Exceeded | None | None | None | None | None | None | None | None | None | None | None | None | N/A |
| Sample Limit | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Sample Result | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

San Simeon Community Services District Superintendent's Report December 2019

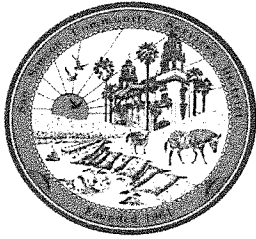
| | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|-------------------------|------|------|------|-------|------|------|------|------|------|------|------|------|
| Well Average Depth 2015 | 10.2 | 10.4 | 10.7 | 10.5 | 10.1 | 10.6 | 11.1 | 12.0 | 12.9 | 13.6 | 13.7 | 11.4 |
| 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 | 11.8 | 11.8 |
| Well Average Depth 2018 | 10.8 | 10.3 | 9.7 | 10.3 | 10.4 | 10.1 | 10.4 | 11.0 | 11.9 | 12.4 | 12.8 | 9.9 |
| Well Average Depth 2019 | 9.3 | 9.0 | 9.3 | 10.2 | 10.2 | 10.3 | 10.0 | 10.3 | 10.7 | 11.7 | 12.2 | 10.4 |



3. A. ii. SUPERINTENDENT REPORT
Jerry Copeland
Facilities Update for December 2019

Pages Left Intentionally Blank
Item 3ii Superintendents Report
To be green sheeted

3. A. iii GENERAL MANAGER'S REPORT
Charles Grace
Update for December 2019



GENERAL MANAGER'S REPORT

Item 3.A.iii

Staff Activity – Report on Staff activities for the month of December 2019. Regular activities performed by District staff include:

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

Staff also attended to the following items:

- Responded to nine (9) public records requests.
- Final grammatical edits and additions to the new District website.
- Finalized language translation documents for the District Shut off policy related to SB 998. The policy has been translated into 5 languages and will be added to the District website within the next 30 days.

County Wide Hazardous Mitigation Plan – There are no updates regarding this item.

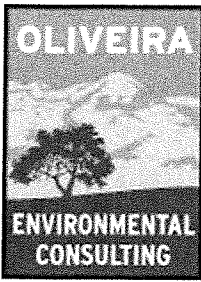
Coastal Development Permit (CDP) Special Conditions Update – Oliveria Consulting continues to perform Special Condition tasks such as; submitting the previously performed integrity test for the WWTP ocean outfall line.

Disadvantaged Community Survey – The General Manager and SUSP are currently working with the Regional Water Control Board in order to obtain a letter that allows SUSP to begin the survey. Staff will continue to provide updates on this matter as information becomes available.

2000 series policy and procedures manual – There are no updates to this item. Staff will began working on this item again as the New Year begins.

PG&E potential power outages and emergency measures update – None

Update Payment to UC David Wildlife Health Program – Staff was in contact with Kirstein Gilardi, who works UC Davis. On November 22, 2019 Kirstein advised that she had been contact with John Weber who works for the Coastal Commission. He advised that the best way to handle this payment would be for UC Davis and the Coastal Commission to amend the existing MOA between the two agencies. This amendment would include language that includes the District's mitigation fee. Once that revision is done, Kirstein advised that she would follow up with District staff.



3155 Rose Avenue
San Luis Obispo, CA 93401
(805) 234-7393
jeffo@olive-env.com
www.olive-env.com

December 10, 2019

Brian O'Neill, Coastal Program Analyst
Central Coast District Office
Coastal Commission
725 Front Street, Suite 300
Santa Cruz, CA 95060

Subject: San Simeon Community Services District Wastewater Treatment Plant Ocean Outfall Assessment Plan.

Dear Brian:

On behalf of the San Simeon Community Services District (SSCSD) I would like to provide the following Ocean Outfall Assessment Plan for the SSCSD community Wastewater Treatment Plant (WWTP) for your review. The project site is located at 9245 Balboa Avenue in the community of San Simeon, in San Luis Obispo County, CA.

Background

The proposed Ocean Outfall Assessment Plan is a requirement listed as Condition #9 in the California Coastal Commission staff report dated June 28, 2019 for the After-the-Fact Coastal Development Permit approving previously unpermitted development within the community WWTP (Application Number 3-19-0020). As a condition of approval for this permit, the SSCSD is required to create and implement a procedure for undertaking a complete inspection of the existing outfall line from the WWTP connection point to the outfall line's termination point in the ocean to assess whether the outfall is leaking or is in danger of leaking or failure. In the event that the outfall is not functioning properly or in danger of failure, the SSCSD is required to submit an amendment to the Coastal Development Permit to address the issue within 30 days.

California State Lands Commission General Lease

As required, the existing SSCSD WWTP ocean outfall infrastructure use and maintenance is currently permitted by the California State Lands Commission under their jurisdiction (PRC 5208.9). The General Lease is authorized for a 20-year operation beginning in January 2014, extending to December 2033.

As part of the existing General Lease, the SSCSD is required to implement Special Provisions that require regular assessment of the ocean outfall infrastructure, including the following (as summarized from General Lease PRC 5208.9):

1. Provision of as-built drawings showing the pipeline's alignment and location;

2. Conduct external inspections of the facility using diver/ROV video or high resolution side-scan sonar on an annual basis and when warranted by extraordinary circumstances. Copies of the results of all external inspections including reports, analyses, recommendations, and inspection video with voice overlay shall be submitted at no cost;
3. Conduct of an integrity assessment of the facilities by a California Registered Civil/Structural Engineer every five years and when warranted by extraordinary circumstances. Copies of the results of all integrity assessment reports including internal inspection reports (if any), analyses and recommendations shall be submitted to State Lands Commission at no cost;
4. Lessee shall provide all funds necessary to pay for any and all reasonable costs and expenditures;
5. Any future structural modifications, abandonment or removal of the ocean outfall pipeline within the Lease Premises shall require prior review and approval by Lessor;
6. In the event of emergency structural modification, telephone contact shall be made;
7. Lessee acknowledges that the land under this Lease is subject to the Public Trust and is presently available to members of the public for recreation, waterborne commerce, navigation, fisheries, open space or other recognized Public Trust uses.

Proposed SSCSD WWTP Ocean Outfall Assessment Plan

The existing WWTP ocean outfall is permitted under a General Lease from the California State Lands Commission under their jurisdiction over any development oceanward of the mean high-tide line. As a part of the General Lease, the SSCSD is required to implement a detailed assessment and inspection process that ensures that the facility is maintained and repaired as necessary. Consistent with assessment requirements of the existing State Lands General Lease, the SSCSD is proposing the following annual inspection tasks:

- A visual inspection of the outfall pipe by commercial marine divers to assess the facility;
- Conduct an integrity test and photographic/video inspection for review by a registered civil engineer;
- Video inspection including the use of a remotely operated vehicle (ROV) pipe crawler along the length of the pipeline to preform video inspection conducted by a certified NASSCO PACP inspector;
- Integrity testing consisting of taking ultrasonic thickness readings of the pipe wall thickness and depth elevations; and
- A written report with still photos noting the condition of the pipe, metal loss readings and any deficiencies observed, including maintenance and repair recommendations if needed.

The result of the inspection and recommendations for maintenance will be included in a report that is reviewed by the District's civil engineer and submitted to the California State Lands Commission.

The SSCSD will submit the required annual inspection reports and maintenance schedules (if needed) to the California Coastal Commission every year for review and consideration in order to meet the requirements of Condition #9 of the WWTP After-the-Fact Coastal Development

Permit. In the event that maintenance is required, the SSCSD will submit an amendment to the existing Coastal Development Permit to the Coastal Commission within 30-days. Attached, please find a copy of the 2019 inspection report for your review.

Current SSCSD WWTP Ocean Outfall Inspection and Assessment

As noted above, the California State Lands Commission currently regulates the operation, inspection and maintenance of the SSCSD WWTP ocean outfall. Under this Lease agreement, the SSCSD has been performing regular inspection of the ocean outfall. This includes the tasks listed above including a visual inspection of the outfall pipe by commercial marine divers to assess the facility and conduct an integrity test and photographic/video inspection for review by a registered civil engineer. Video inspection includes the use of a remotely operated vehicle (ROV) pipe crawler to perform video inspection conducted by a certified NASSCO PACP inspector. The integrity testing consists of taking ultrasonic thickness readings of the pipe wall thickness and depth elevations. The result of the inspection includes a written report with still photos noting the condition of the pipe, metal loss readings and any deficiencies observed.

Please refer to the attached 2019 ocean outfall inspection and assessment report for additional details.

Thank you for your review and consideration of the currently required ocean outfall assessment plan. If you have any questions about this project, please feel free to contact me anytime at 805-234-7393 (jeffo@olive-env.com).

Sincerely,



Jeff Oliveira, Principal Environmental Planner
Oliveira Environmental Consulting



Cortney Murguia <cmurguia@graceenviro.com>

Fwd: IRWM Grant - Submitted to DWR

1 message

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

Thu, Dec 19, 2019 at 7:55 AM

Please print the email from Brendan and include it with the January GM report under Grant Update.

Thank you,

Charles Grace
805 431 6253
www.graceenviro.com



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

From: **Brendan Clark** <BClark@co.slo.ca.us>

Date: Wed, Dec 18, 2019 at 4:05 PM

Subject: IRWM Grant - Submitted to DWR

To: dhix_slcity.org <dhix@slcity.org>, Metz, Jennifer <jmetz@slcity.org>, Barcnas, Miguel <MBarcena@slcity.org>, Mlglesias_ncsd.ca.gov <Mlglesias@ncsd.ca.gov>, Ron Munds <rmunds@lososocsd.org>, will_oceanocsd.org <will@oceanocsd.org>, Charles Grace <cgrace@graceenviro.com>, Jeff Oliveira <jeffo@olive-env.com>

Cc: Carey Casciola <carey@oceanocsd.org>, Nicole Miller <nicole@oceanocsd.org>, swaterman_wsc-inc.com <swaterman@wsc-inc.com>, Rob Morrow <rmorrow@wsc-inc.com>, Courtney Howard <choward@co.slo.ca.us>, Lucia Mercado <LMercado@co.slo.ca.us>

Good afternoon,

I am very pleased to let you all know that the grant application was submitted to DWR today. Woot!

Thank you (and congratulations) to you all for completing the tasks associated with each of your applications, and for handling questions coming from me, Lucia and Spencer as we pulled this together.

As many of you know, this is the culmination of a process that began in February when we began preparing the "call for projects" and project selection criteria for the grant. Then it was four RWMG meetings, 1 Working Group Meeting, 2 public presentations (by you!) of your projects, multiple submittals to DWR, then us, then WSC, and now again, finally, DWR. Now we wait.

The next step to come early next year is finalizing the reimbursement agreements and totals for the application costs. Stay tuned on that.

I think it's time for a vacation – See you all in January!

Thanks,



Brendan Clark, P.E.

Water Resources Engineer

Public Works, County of San Luis Obispo
Tel: (805) 788-2316 | *An APWA Accredited Agency*
Website | Twitter | Map



Upcoming time off: December 23rd to January 3rd.

3. A. iv. DISTRICT FINANCIALS
Cortney Murguia
December 31, 2019

SAN SIMEON COMMUNITY SERVICES DISTRICT



3.A.iv FINANCIAL SUMMARY

Billing December 31, 2019

| | | |
|--------------------------|----|-----------|
| November Billing Revenue | \$ | 74,366.38 |
| December Billing Revenue | \$ | 57,467.71 |
| Past Due (31 to 60 days) | \$ | 1,479.27 |
| Past Due (60 days) | \$ | 649.07 |

ENDING BANK BALANCES

November 30, 2019

PACIFIC PREMIER BANK:

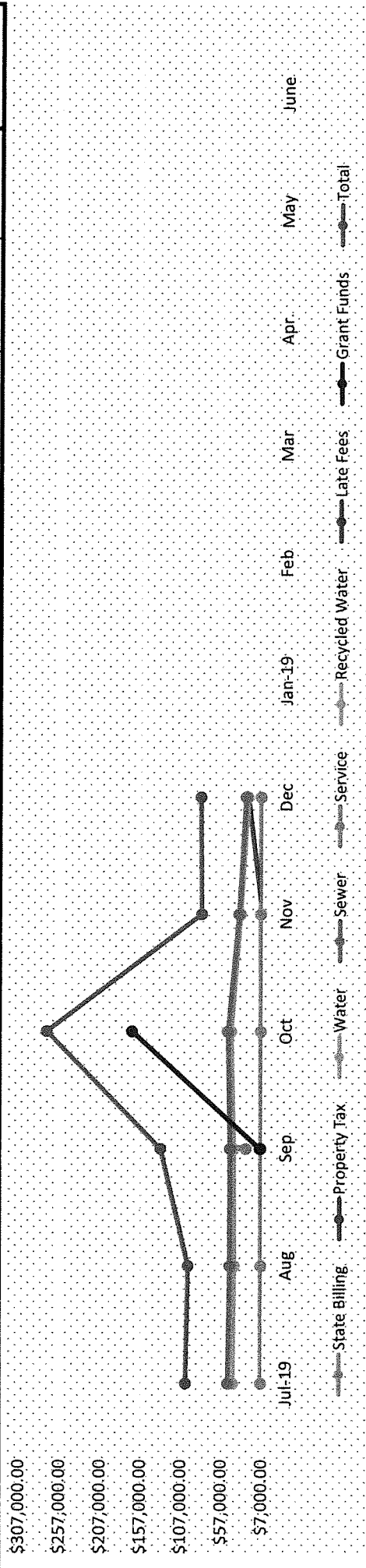
| | | |
|--|-----------|-------------------|
| Money Market Account Closing Balance November 30, 2019 | \$ | 1,119,143.73 |
| Interest for December | \$ | 2,008.66 |
| Money Market Account Closing Balance December 31, 2019 | \$ | 1,121,152.39 |
| Reserve Fund | | (250,000.00) |
| Wait-list Deposits | | (69,750.00) |
| Customer Deposits | | (9,300.00) |
| Available Funds | \$ | 792,102.39 |
| General Checking Account December 31, 2019 | \$ | 146,869.08 |
| LAIF Closing Balance December 31, 2019 | \$ | 549.86 |
| Interest Money Market Account 2018 | \$ | 5,473.10 |
| Interest Money Market Account 2019 | \$ | 22,529.11 |

SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of December 31, 2019

| | | Dec 31, 19 |
|----------------------|--|---------------------|
| ASSETS | Checking/Savings | |
| | 1010 · Petty cash | 150.00 |
| | 1015 · Pacific Prem - General Checking | 141,619.80 |
| | 1017 · Pacific Premier-Money Market | 1,121,152.39 |
| | 1040 · Cash in county treasury | 108.33 |
| | 1050 · LAIF - non-restricted cash | 546.49 |
| | Total Checking/Savings | 1,263,577.01 |
| | Other Current Assets | |
| | 1200 · Accounts receivable | 67,625.17 |
| | 1220 · A/R - Hearst Castle | 25,528.71 |
| | 1300 · Prepaid expenses | 5,081.40 |
| | Total Other Current Assets | 98,235.28 |
| | Total Current Assets | 1,361,812.29 |
| | 1400 · Fixed assets | |
| | 1420 · Building and structures | 395,874.73 |
| | 1500 · Equipment | 316,747.53 |
| | 1540 · Major Water Projects | 190,360.90 |
| | 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 / Water Tanks | 201,385.63 |
| | 1680 · Generator | 29,101.14 |
| | Total 1400 · Fixed assets | 5,167,294.68 |
| | 1690 · Accumulated depreciation | (2,492,730.17) |
| | Total Fixed Assets | 2,674,564.51 |
| | TOTAL ASSETS | 4,036,376.80 |
| LIABILITIES & EQUITY | Liabilities | |
| | 2500 · Customer security deposits | 9,200.00 |
| | 2510 · Connect hookup wait list | 70,890.00 |
| | 2520 · USDA Loan | 447,403.07 |
| | Total Liabilities | 527,493.07 |
| | Equity | |
| | 3200 · Fund balance | 3,275,440.52 |
| | 3900 · Suspense | 3,743.92 |
| | Net Income | 229,699.29 |
| | Total Equity | 3,508,883.73 |
| | TOTAL LIABILITIES & EQUITY | 4,036,376.80 |

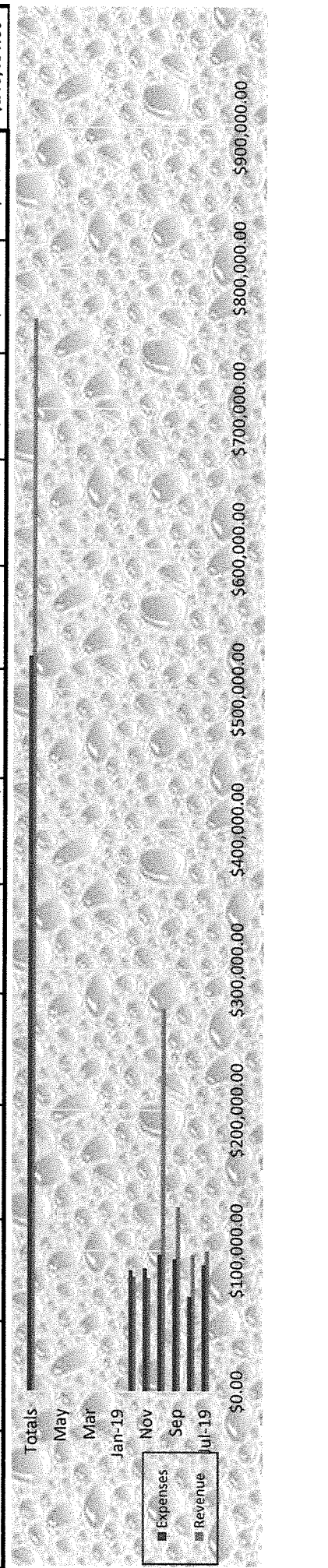
DISTRICT REVENUE FY 2019/2020

| | Jul-19 | Aug | Sep | Oct | Nov | Dec | Jan-19 | Feb | Mar | Apr. | May | June | Totals |
|--------------------|---------------------|--------------------|---------------------|---------------------|--------------------|--------------------|--------|------|------|------|------|------|---------------------|
| State Billing | | | \$25,528.71 | | | *TBD | | | | | | | \$25,528.71 |
| Property Tax | \$1,218.61 | \$2,752.21 | \$3,126.48 | \$5,305.64 | \$6,019.52 | \$23,503.23 | | | | | | | \$41,925.69 |
| Water | \$41,718.97 | \$39,623.52 | \$40,324.01 | \$43,808.36 | \$32,208.00 | \$23,432.56 | | | | | | | \$221,115.42 |
| Sewer | \$48,137.21 | \$45,503.27 | \$45,161.69 | \$48,244.57 | \$34,916.02 | \$26,527.95 | | | | | | | \$248,490.71 |
| Service | \$7,113.60 | \$7,045.20 | \$7,079.40 | \$7,451.10 | \$7,489.26 | \$7,344.54 | | | | | | | \$43,523.10 |
| Recycled Water | | | | | | | | | | | | | \$0.00 |
| Late Fees | \$1,957.04 | \$2,399.24 | \$1,407.87 | \$468.45 | \$316.84 | \$1,136.41 | | | | | | | \$7,685.85 |
| Grant Funds | | | \$8,750.00 | \$167,376.61 | | | | | | | | | \$176,126.61 |
| Total | \$100,145.43 | \$97,323.44 | \$131,378.16 | \$272,654.73 | \$80,949.64 | \$81,944.69 | | | | | | | \$764,396.09 |
| Water Sold Cu Ft | 336845 | 319458 | 323518 | 329822 | 242893 | 179311 | | | | | | | \$764,396.09 |
| Water Sold Acre ft | 7.73 | 7.33 | 7.43 | 7.57 | 5.58 | 4.12 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1731847 |



REVENUE VS EXPENSES

| | Jul-19 | Aug | Sep | Oct | Nov | Dec | Jan-19 | Feb | Mar | Apr. | May | June | Totals |
|----------------|-------------------|--------------------|--------------------|---------------------|---------------------|---------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------------|
| Revenue | \$100,145.43 | \$97,323.44 | \$131,378.16 | \$272,654.73 | \$80,949.64 | \$81,944.69 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$764,396.09 |
| Expenses | \$90,205.84 | \$67,705.50 | \$94,401.58 | \$97,595.50 | \$87,822.01 | \$86,173.97 | | | | | | | \$523,904.40 |
| Balance | \$9,939.59 | \$29,617.94 | \$36,976.58 | \$175,059.23 | (\$6,872.37) | (\$4,229.28) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$240,491.69 |



**SAN SIMEON COMMUNITY SERVICES
HISTORICAL FISCAL REVIEW**

FY 2016/2017

| Month | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Fiscal Total |
|--------------------|----------------------|--------------------|----------------------|--------------------|----------------------|--------------------|---------------------|----------------------|----------------------|--------------------|----------------------|--------------------|-----------------------|
| Rate 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 |
| Rate Fees | \$485.7 | \$97.52 | \$595.71 | \$316.72 | \$353.70 | \$1,587.7 | \$366.8 | \$1,387.73 | \$735.52 | \$202.87 | \$187.94 | \$804.03 | \$7,121.95 |
| Grant Funds | | | | | | \$20,000.00 | | | | | | | |
| Revenue | \$86,361.78 | \$86,506.84 | \$88,365.96 | \$78,637.70 | \$62,074.88 | \$92,260.26 | \$63,964.81 | \$57,560.13 | \$81,358.68 | \$88,831.94 | \$66,160.82 | \$98,685.39 | \$950,769.19 |
| Expense | \$127,105.89 | \$72,035.48 | \$114,268.09 | \$71,273.31 | \$75,340.87 | \$66,017.87 | \$71,441.43 | \$72,822.48 | \$152,049.21 | \$62,994.78 | \$77,525.44 | \$71,657.28 | \$1,034,532.13 |
| Balance | (\$40,744.11) | \$14,471.36 | (\$25,902.13) | \$7,364.39 | (\$13,265.99) | \$26,242.39 | (\$7,476.62) | (\$15,262.35) | (\$70,690.53) | \$25,837.16 | (\$11,364.62) | \$27,028.11 | (\$83,762.94) |
| Water Sold Cu Ft | 324654 | 324654 | 281207 | 269907 | 203338 | 175391 | 232048 | 200704 | 179990 | 249876 | 249279 | 282352 | 2,973,400 |
| Water Sold Acre ft | 7.45 | 7.45 | 6.46 | 6.20 | 4.67 | 4.03 | 5.33 | 4.61 | 4.13 | 5.74 | 5.72 | 6.48 | 68.26 |

FY 2017/2018

| Month | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Fiscal Total |
|--------------------|----------------------|---------------------|---------------------|---------------------|--------------------|---------------------|----------------------|---------------------|----------------------|--------------------|----------------------|---------------------|-----------------------|
| Rate 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 |
| Rate Fees | \$628.24 | \$379.06 | \$292.61 | \$241.85 | \$221.14 | \$159.01 | \$113.69 | \$197.92 | \$487.09 | \$284.43 | \$202.63 | \$179.47 | \$3,387.14 |
| Grant Funds | \$332,310.87 | | | | | | \$42,858.00 | | | | | | |
| Revenue | \$82,106.68 | \$83,293.20 | \$96,816.81 | \$69,804.04 | \$74,681.40 | \$100,985.38 | \$61,982.65 | \$63,911.86 | \$65,244.73 | \$90,486.76 | \$67,900.93 | \$108,216.60 | \$965,431.04 |
| Expense | \$94,660.34 | \$87,503.06 | \$104,489.98 | \$71,763.52 | \$62,490.35 | \$85,613.60 | \$88,196.48 | \$73,251.65 | \$109,510.66 | \$70,856.21 | \$80,363.24 | \$80,743.66 | \$1,009,442.75 |
| Balance | (\$12,553.66) | (\$4,209.86) | (\$7,673.17) | (\$1,959.48) | \$12,191.05 | \$15,371.78 | (\$26,213.83) | (\$9,339.79) | (\$44,265.93) | \$19,630.55 | (\$12,462.31) | \$27,472.94 | (\$44,011.71) |
| Water Sold Cu Ft | 299369 | 310960 | 266284 | 241692 | 232942 | 169355 | 194345 | 217741 | 144425 | 244412 | 237414 | 308832 | 2,867,771 |
| Water Sold Acre ft | 6.87 | 7.14 | 6.11 | 5.55 | 5.35 | 3.89 | 4.46 | 5.00 | 3.32 | 5.61 | 5.45 | 7.09 | 65.84 |

FY 2018/2019

| Month | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Fiscal Total |
|--------------------|--------------------|---------------------|---------------------|----------------------|----------------------|---------------------|----------------------|----------------------|--------------------|---------------------|----------------------|---------------------|-----------------------|
| Rate Billing | | | \$26,723.91 | | | \$20,971.00 | | | \$19,858.71 | | | \$19,390.52 | \$86,944.14 |
| Property Tax | \$1,288.59 | | \$169.19 | \$7,205.82 | \$8,542.19 | \$33,187.58 | \$1,319.32 | \$4,888.55 | \$2,227.01 | \$22,928.34 | \$3,062.24 | \$1,057.02 | \$85,875.85 |
| Water | \$41,336.59 | \$45,279.14 | \$41,178.74 | \$34,050.67 | \$30,760.16 | \$24,353.21 | \$29,009.60 | \$27,745.06 | \$24,146.67 | \$35,445.24 | \$29,158.01 | \$38,455.33 | \$400,918.42 |
| Sewer | \$47,258.33 | \$53,156.35 | \$47,379.43 | \$39,628.31 | \$35,491.84 | \$28,149.21 | \$34,169.78 | \$32,181.86 | \$27,850.19 | \$41,666.62 | \$33,854.74 | \$44,856.07 | \$465,642.73 |
| Service | \$7,111.73 | \$7,113.60 | \$7,113.60 | \$7,113.60 | \$7,079.40 | \$7,079.40 | \$7,147.80 | \$7,079.40 | \$7,079.40 | \$7,079.40 | \$7,045.20 | \$7,079.40 | \$85,121.93 |
| Rate Fees | \$461.43 | \$201.49 | \$290.08 | \$168.71 | \$600.53 | \$135.60 | \$178.43 | \$146.51 | \$126.87 | \$177.46 | \$111.54 | \$272.66 | \$2,871.31 |
| Grant Funds | | | | \$11,367.00 | | \$18,753.05 | | | | | | | |
| Revenue | \$97,456.67 | \$105,750.58 | \$122,854.95 | \$88,167.11 | \$82,474.12 | \$113,876.00 | \$71,824.93 | \$72,041.38 | \$81,288.85 | \$107,297.06 | \$73,231.73 | \$111,111.00 | \$1,127,374.38 |
| Expense | \$81,495.91 | \$74,250.58 | \$102,279.81 | \$104,990.12 | \$111,554.79 | \$92,037.25 | \$94,850.91 | \$94,625.06 | \$71,744.58 | \$105,016.25 | \$89,244.32 | \$98,066.81 | \$1,120,156.39 |
| Balance | \$15,960.76 | \$31,500.00 | \$20,575.14 | (\$16,823.01) | (\$29,080.67) | \$21,838.75 | (\$23,025.98) | (\$22,583.68) | \$9,544.27 | \$2,280.81 | (\$16,012.59) | \$13,044.19 | \$7,217.99 |
| Water Sold Cu Ft | 334631 | 367360 | 332914 | 275609 | 243491 | 195107 | 236456 | 227602 | 197397 | 288979 | 236030 | 311046 | 3,246,622 |
| Water Sold Acre ft | 7.68 | 8.43 | 7.64 | 6.33 | 5.59 | 4.48 | 5.43 | 5.23 | 4.53 | 6.63 | 5.42 | 7.14 | 74.53 |

4. CONSENT AGENDA

- A. Consideration of approval of the November 13, 2019 meeting minutes.**

**MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, November 13, 2019
5:00 pm**

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

1. REGULAR SESSION: @ 5:00 PM

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

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment – None

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

- i. Sheriff’s Report** – Deputy Haydock presented the report October.
- ii. Superintendent’s Report** – Jonathan Weise provided a summary of October activities.
- iii. General Manager’s Report** – Charlie Grace provided a summary of October activities.
- iv. District Financial Summary** – Cortney Murguia provided a summary of the District financials.
- v. District Counsel’s Report** – Natalie Frye Laacke provided a summary of October Activities.

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS: Vice-Chairperson McGuire provided a summary of the budget committee meeting. She commented that the committee was looking at different scenarios related to financing of Phase 1 Master Plan Projects.

C. SPECIAL PRESENTATION: None

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

Public Comment – None

4. CONSENT AGENDA ITEMS:

Public Comment - None

A motion to approve the minutes with the changes recommended by Chairperson Kellas Vice-Chairperson McGuire.

- A.** Review and approval of Minutes for the Regular Meeting on October 9, 2019.
- B.** Review and approval of Disbursements Journal.

Motion by: Director Russell
2nd: Vice-Chairperson McGuire
All in: 4 /0

5. BUSINESS ITEMS:

Public Comment –

A. Discussion regarding the water moratorium, as it relates to water quality.

(This item was moved to after the Sheriff's report.) Chairperson Kellas introduced the item and asked for public comment.

Robert Hather commented that he was a property owner and was on the water waitlist. He explained why he believed that California Environmental Quality Act (CEQA) was not needed.

Director Russell and Natalie Frye Laacke discussed existing case law relating to CEQA and water moratoriums.

Jeff Oliveira (OEC) provided an explanation related to the need for the District to perform a CEQA analysis.

David Sansone, Mary Giacoletti, Mike Hanchett, and Sheri Stuckey commented on the CEQA process.

A motion was made to direct staff to move forward with a solicitation for proposals to move forward with the CEQA process.

Motion by: Chairperson Kellas
2nd: Director Russell
Ayes: 3 /1
No: Director Carson

B. Discussion regarding adoption of Ordinance No. 120 Water and Wastewater Capacity Fee Charges.

Discussion between Vice-Chairperson McGuire, Director Russell, Charlie Grace & Natalie Frye Laacke discussed the offer from David Sansone to have a third party review the capacity fee schedule.

David Sansone commented that he thought the fees should be higher, not lower.

A motion was made to accept the capacity fee schedule as is and adopt ordinance 120.

Motion by: Chairperson Kellas
2nd: Director Carson
All in: 4/0

After the break was over Chairperson Kellas presented the item. A motion was made to waive the first reading.

Motion by: Chairperson Kellas

Motion: Chairperson Kellas

2nd: Director Russell

All in: 4/0 [CG1]

C. Discussion and approval for Staff to repair the well generator not to exceed the amount of \$ 6,772.00.

Chairperson Kellas presented the item.

Director Russell and Vice-Chairperson McGuire directed Charlie Grace to email the Coastal Commission and let them know about the repair.

A motion was made to authorize staff to repair the well generator not to exceed the amount of \$6772.00.

Motion by: Chairperson Kellas

2nd: Vice-Chairperson McGuire

All in: 4/0

D. Discussion regarding audiotaping of Committee Meetings.

Chairperson Kellas presented the item.

A motion was made not to audiotape the committee meetings.

Motion by: Vice-Chairperson McGuire

2nd: Chairperson Kellas

All in: 4/0

E. Authorization for the General Manager to obtain SUSP to perform a Median Household Income (MHI) Survey not to exceed the amount of \$12,750.00.

Chairperson Kellas presented the item.

There was discussion among Director Russell, Vice-Chairperson McGuire, and staff related to obtaining the needed information from the residents, staff reviewing any documents that SUSP sends to people and the importance of the disadvantaged community status classification for the community.

A motion was made allowing SUSP to perform a Median Household Income Survey not to exceed the amount of \$12,750.00.

Motion by: Chairperson Kellas

2nd: Director Russell

All in: 4 /0

F. Discussion regarding the activation of solid waste power from the Local Agency Formation Commission (LAFCO).

Chairperson Kellas presented the item.

A motion was made for staff to move forward with obtaining trash service authority from LAFCO.

Motion by: Chairperson Kellas

2nd: Director Russell

All in: 4 /0

G. Consideration of approval of Resolution 19-415 Reimbursement Agreement for the Proposition 1 Integrated Regional Water Management Round 1 Implementation Grant.

Chairperson Kellas presented the item.

A motion was made to approve Resolution 19-415.

Motion by: Vice-Chairperson McGuire

2nd: Chairperson Kellas

Roll call:

Chairperson Kellas: YES

Vice-Chairperson McGuire: YES

Director Russell: YES

Director Carson: YES

H. Consideration of approval of Resolution 19-416 Policy on Discontinuance of Residential Water Service.

Chairperson Kellas presented the item.

A motion was made to approve Resolution 19-416.

Motion by: Director Russell

2nd: Chairperson Kellas

Roll call:

Chairperson Kellas: YES

Vice-Chairperson McGuire: YES

Director Russell: YES

Director Carson: YES

I. Discussion regarding the Hazard Mitigation Plan \$33,000 matching funds for the California Coastal Commission (CCC) Local Coastal Plan (LCP) Grant application for the CCC mandated, WWTP Coastal Hazard Mitigation Plan.

Chairperson Kellas presented the item.

A motion was made authorize matching funds in the amount of \$33,000.00.

Motion by: Chairperson Kellas

2nd: Vice-Chairperson McGuire

All in: 4/0

- J. Discussion on Procedure to Fill the Vacancy on the San Simeon Community Services District Board of Directors Created by the Resignation of Director Julia Stanert; 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.**

Chairperson Kellas presented the item.

A motion was made to appoint a new Board member at the January 8, 2020 Board meeting.

Motion by: Chairperson Kellas

2nd: Director Russell

All in: 4/0

- 6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS – Change the time of the Board meetings and information on the FEMA Grant.**

- 7. ADJOURNMENT – @ 7:00 PM**

4. CONSENT AGENDA

B. Consideration of approval of the December 11, 2019 meeting minutes.

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, December 11, 2019
5:00 pm

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

1. REGULAR SESSION @ 5:01 PM

- | | |
|--|--|
| A. Chairperson Kellas – Present | General Manager, Charlie Grace |
| Vice-Chairperson McGuire – Present | District Counsel, Natalie Frye Laacke (phone in) |
| Director Russell – Absent | |
| Director Carson – Present | |

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment – None

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

- i. Sheriff's Report** – Deputy Haydock presented the report for November.
- ii. Superintendent's Report** – Charlie Grace and Jonathan Weise provided a summary of November activities.
- iii. General Manager's Report** – Charlie Grace provided a summary of November Activities.
- iv. District Financial Summary** – Charlie provided a summary of the District financials.
- v. District Counsel's Report** – Natalie Frye Laacke provided the monthly summary via the telephone.

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 – None

- A. Review and approval of Disbursements Journal.**

A motion to approve the disbursements was made.

Motion by: Chairperson Kellas
2nd: Vice-Chairperson McGuire
All in: 3 /0
Absent: Director Russell

5. PUBLIC HEARING:

A. Adoption of Ordinance No. 120 Water and Wastewater Capacity Fee Charges.

A motion was made to adopt Ordinance No. 120 was made.

Motion by: Chairperson Kellas
2nd: Vice-Chairperson McGuire
All in: 3 /0
Absent: Director Russell

Roll Call:

Chairperson Kellas: YES

Vice-Chairperson McGuire: YES

Director Carson: YES

A motion was made to waive the reading of Ordinance No. 120 in its entirety.

Motion by: Chairperson Kellas
2nd: Vice-Chairperson McGuire
All in: 3 /0
Absent: Director Russell

6. BUSINESS ITEMS:

Public Comment – None

A. Election of Chairperson and Vice Chairperson for the 2020 Calendar year.

A motion was made for Mary Margaret McGuire to be Chairperson and Gwen Kellas to be the Vice-Chairperson.

Motion by: Chairperson Kellas
2nd: Director Carson
All in: 3 /0
Absent: Director Russell

B. Authorization to respond to letter from Hearst Corporation dated November 20, 2019.

Chairperson Kellas introduced the item.

Bill Maurer inquired as to nature of the letter.

Charlie Grace and Chairperson Kellas provided background information related to the letter.

A motion was made to allow Chairperson Kellas and Vice-Chairperson McGuire the authority to review and sign a letter to Hearst Corporation.

Motion by: Chairperson Kellas

2nd: Director Carson

All in: 3 /0

Absent: Director Russell

7. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS – None

8. ADJOURNMENT @ 5:24 PM

4. CONSENT AGENDA

C. Consideration of approval of Disbursements Journal

SAN SIMEON COMMUNITY SERVICES DISTRICT

Disbursements Journal

January 2020

| Type | Date | Num | Name | Memo | Paid Amount |
|-----------------|------------|-----------|--|---|-------------------|
| Paycheck | 01/01/2020 | 1941 | GWEN KELLAS | Board Service Dec 2, 2019 through Jan 1, 2020. | -92.35 |
| Paycheck | 01/01/2020 | 1942 | MARY M MCGUIRE | Board Service Dec 2, 2019 through Jan 1, 2020. | -92.35 |
| Paycheck | 01/01/2020 | 1943 | WILLIAM J CARSON | Board Service Dec 2, 2019 through Jan 1, 2020. | -92.35 |
| Bill Pmt -Check | 01/08/2020 | 1944 | Esther & Jerardo De Alba | Customer security deposit refund on account #294 eff 1/1/20. | -50.00 |
| Bill Pmt -Check | 01/08/2020 | 1945 | Sally Schafer | Customer security deposit refund for account 444 eff 1/1/20. | -50.00 |
| Bill Pmt -Check | 01/08/2020 | 1946 | Stanert/Greanan | Customer security deposit refund account 382 eff 1/1/20. | -50.00 |
| Bill Pmt -Check | 01/08/2020 | 1947 | Adamski Moroski Madden Cumberland & Green | Regular monthly legal services performed through Nov 30, 2019. Inv #49085 dated 12/18/19. | -3,285.19 |
| Bill Pmt -Check | 01/08/2020 | 1948 | Babel Linguistics Inc. | Translation services re: SB 998 - water shut off policy. Inv 1210 dated 12/12/19. | -2,910.00 |
| Bill Pmt -Check | 01/08/2020 | 1949 | Dechance Construction Co. Inc. | Repair 3 water services at 9231 Balboa on 10/22/19. Inv 2019-12 dated 11/20/19. | -2,380.51 |
| Bill Pmt -Check | 01/08/2020 | 1950 | Kathleen Fry Bookkeeping Services | assitance, analyze ability to repay new loan for Water System Improvement project. Inv 12-31-19 Special. | -910.00 |
| Bill Pmt -Check | 01/08/2020 | 1951 | Kathleen Fry Bookkeeping Services | Bookkeeping Services December 2019. Inv 2019-12-CSD dated 12/31/19. | -1,200.00 |
| Bill Pmt -Check | 01/08/2020 | 1952 | New Times | Posting public notice regarding capacity fees. Inv 30648 dated 11/21/19. | -106.00 |
| Bill Pmt -Check | 01/08/2020 | 1953 | Phoenix Civil Engineering, Inc | Prof Svcs on Reservoir Project through Nov 21, 2019. Inv 19-261 dated 12/23/19. | -2,060.00 |
| Bill Pmt -Check | 01/08/2020 | 1954 | RVS Software | Upgrade billing software to cover 50 additional billing accounts. Max/cap now 500. Inv 162873 dated 12/18/19. | -250.00 |
| Bill Pmt -Check | 01/08/2020 | 1955 | San Luis Powerhouse | Repairs to generator at wells. Inv 42318 dated 12/18/19. | -6,160.48 |
| Bill Pmt -Check | 01/08/2020 | 1956 | San Simeon Ranch/Hearst Corp | Water Supply January - December 2020. Inv # Water Supply dated 1/1/2020. | -10,000.00 |
| Bill Pmt -Check | 01/08/2020 | 1957 | SLO County - Environmental Health | Cross Connection - Admin Cost. Facility ID FA0004646. Inv 0125653 dated 12/11/19. | -30.90 |
| Bill Pmt -Check | 01/08/2020 | 1958 | SWRCB-DWP-State Water Resources Control Board | Annual Fees for Community Water System for 7/1/2019 - 6/30/2020. System # 4000568. Inv # SM-1025410 dated 12/9/19. | -1,359.60 |
| Bill Pmt -Check | 01/08/2020 | 1959 | Grace Environmental | Operations Management and Maintenance Fees Jan 2020. Inv # 1340 dated 01/01/20. | -53,495.12 |
| Check | 01/25/2020 | Elec Pymt | CalPERS Fiscal Services Division | Retiree Health monthly premium for February 2020. | -353.29 |
| Check | 01/25/2020 | Elec Pymt | CalPERS Fiscal Services Division | Unfunded Accrued Liability only - prepaid for February 2020. Cust. ID # 7226734344. | -1,199.93 |
| Liability Check | 01/27/2020 | Elec Pymt | United States Treasury (US Treasury) | Payroll tax payment for paychecks dated 01/01/20. | -45.90 |
| TOTAL | | | | | -86,173.97 |

5. A. Business Items



BUSINESS ACTION ITEM STAFF REPORT

Item 5.A. Consideration of Review of Draft District Audit 2018-2019 presented by Travis Hole from Moss, Levy & Hartzheim, LLP.

Attached is the Draft copy of the 2018-2019 Fiscal Year Audit for review, questions and comment.

Enc: 2018-2019 FY Audit

SAN SIMEON COMMUNITY SERVICES DISTRICT

FINANCIAL STATEMENTS

June 30, 2019

Draft

SAN SIMEON COMMUNITY SERVICES DISTRICT
TABLE OF CONTENTS
June 30, 2019

INTRODUCTORY SECTION

Organization 1

FINANCIAL SECTION

Independent Auditors' Report..... 2

BASIC FINANCIAL STATEMENTS

Statement of Net Position – Proprietary Fund..... 4

Statement of Revenues, Expenses, and Changes in Net Position – Proprietary Fund..... 5

Statement of Cash Flows – Proprietary Fund..... 6

Notes to Basic Financial Statements 7

SUPPLEMENTARY INFORMATION

Schedule of Revenues and Expenses by Function for the Fiscal Year Ended June 30, 2019..... 15

Schedule of Revenues and Expenses by Function for the Fiscal Year Ended June 30, 2018..... 16

Draft

INTRODUCTORY SECTION

Draft

Board of Directors

| <u>Name</u> | <u>Office</u> | <u>Term Expires</u> |
|-----------------------|------------------|---------------------|
| Gwen Kellas | Chairperson | 2022 |
| Mary Margaret McGuire | Vice-Chairperson | 2020 |
| John Russell | Director | 2022 |
| William Carson | Director | 2020 |

Draft

FINANCIAL SECTION

Draft

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
San Simeon Community Services District
San Simeon, CA

Report on the Financial Statements

We have audited the accompanying basic financial statements of San Simeon Community Services District (District) as of and for the fiscal year ended June 30, 2019, and the related notes to the basic financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the San Simeon Community Services District, as of June 30, 2019, and the changes in financial position and cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial

statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements. The introductory section and the schedules of revenues, expenses, and changes in net position by function on pages 15 and 16 are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedules of revenues, expenses, and changes in net position by function is the responsibility of management and were derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedules of revenues, expenses, and changes in net position by function are fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December XX, 2019, on our consideration of the San Simeon Community Services District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Report on Summarized Comparative Information

We have previously audited the District's basic financial statements as of and for the fiscal year ended June 30, 2018, and our report dated January 2, 2019, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the fiscal year ended June 30, 2018, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Santa Maria, California
December XX, 2019

SAN SIMEON COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION-PROPRIETARY FUND
June 30, 2019
with Comparative Totals for June 30, 2018

| | 2019 | 2018 |
|--|---------------------|---------------------|
| ASSETS | | |
| Current Assets: | | |
| Petty cash | \$ 150 | \$ 150 |
| Cash and investments | 1,001,073 | 922,809 |
| Restricted cash and investments | 34 | 14 |
| Accounts receivable | 110,145 | 107,242 |
| Prepaid expenses | 10,163 | 9,726 |
| Total current assets | <u>1,121,565</u> | <u>1,039,941</u> |
| Capital Assets: | | |
| Depreciable: | | |
| Sewer plant | 2,086,929 | 2,086,929 |
| Water plant | 2,322,338 | 2,198,617 |
| Building | 395,874 | 395,874 |
| Equipment | 329,437 | 316,748 |
| Land improvements | 26,791 | 21,511 |
| Less: Accumulated depreciation | <u>(2,444,252)</u> | <u>(2,346,085)</u> |
| Net capital assets | <u>2,717,117</u> | <u>2,673,594</u> |
| Total assets | <u>3,838,682</u> | <u>3,713,535</u> |
| LIABILITIES | | |
| Current Liabilities: | | |
| Accounts payable | 15,301 | 31,009 |
| Customer deposits | 78,950 | 55,250 |
| Long-Term Liabilities | | |
| Current portion of loan payable | <u>8,121</u> | <u>7,902</u> |
| Total current liabilities | <u>102,372</u> | <u>94,161</u> |
| Long-Term Liabilities | | |
| Loan payable | <u>450,968</u> | <u>453,530</u> |
| Total long-term liabilities | <u>450,968</u> | <u>453,530</u> |
| Total Liabilities | <u>553,340</u> | <u>547,691</u> |
| NET POSITION | | |
| Net investment in capital assets | 2,258,028 | 2,212,162 |
| Restricted for: | | |
| Capital projects | 34 | 14 |
| Unrestricted | | |
| Board designated for water capital improvements | 53,618 | |
| Board designated for wastewater capital improvements | 53,315 | |
| Board designated for general capital improvements | 15,065 | |
| Board designated for reserves | 250,000 | |
| Board designated for customer deposits | 78,950 | |
| Undesignated | <u>576,332</u> | <u>953,668</u> |
| Total net position | <u>\$ 3,285,342</u> | <u>\$ 3,165,844</u> |

Draft

See accompanying notes to basic financial statements.

SAN SIMEON COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION -PROPRIETARY FUND
For the Fiscal Year Ended June 30, 2019
With Comparative Totals for the Fiscal Year Ended June 30, 2018

| | 2019 | 2018 |
|---|---------------------|---------------------|
| Operating Revenues: | | |
| Services-waste | \$ 473,434 | \$ 374,154 |
| Services-water | 400,918 | 333,668 |
| State of CA-Hearst Castle | 86,944 | 91,754 |
| Services-other | 85,122 | 81,567 |
| Late fees and adjustments | 3,133 | 6,318 |
| | <u>1,049,551</u> | <u>887,461</u> |
| Total operating revenues | | |
| Operating Expenses: | | |
| Accounting | 9,445 | 9,125 |
| Bank fees | 220 | 265 |
| Bookkeeping | 14,400 | 14,669 |
| Directors' fees | 5,100 | 5,200 |
| Payroll expenses | 257 | 398 |
| Dues and subscriptions | 5,034 | 6,601 |
| Election expense | 549 | |
| Road maintenance | 3,838 | 10,365 |
| Riprap engineering | 56,736 | 67,237 |
| Insurance-health | 19,064 | 15,758 |
| Insurance-liability | 9,889 | 10,642 |
| LAFCO budget allocation | 3,168 | 6,241 |
| Legal fees | 34,039 | 25,596 |
| Licenses and permits | 14,991 | 15,793 |
| Miscellaneous | | 1,871 |
| Depreciation | 98,167 | 119,820 |
| Office expenses | 207 | 276 |
| Operations management | 732,148 | 652,976 |
| Professional fees | 18,140 | 49,870 |
| Emergency stand by | 10,000 | 10,000 |
| Repairs | 7,130 | 36,032 |
| Utilities | 960 | 4,912 |
| Website | | 1,550 |
| | <u>1,043,482</u> | <u>1,065,197</u> |
| Total operating expenses | | |
| Net operating gain (loss) | <u>6,069</u> | <u>(177,736)</u> |
| Non-Operating Revenues (Expenses): | | |
| Property taxes | 86,705 | 83,231 |
| Interest expense | (18,347) | (12,952) |
| Interest income | 14,951 | 2,908 |
| | <u>83,309</u> | <u>73,187</u> |
| Total non-operating revenues (expenses) | | |
| Capital Contributions | | |
| Grant income | 30,120 | 375,169 |
| | <u>30,120</u> | <u>375,169</u> |
| Total capital contributions | | |
| Changes in net position | 119,498 | 270,620 |
| Net position - beginning of fiscal year | <u>3,165,844</u> | <u>2,895,224</u> |
| Net position - end of fiscal year | <u>\$ 3,285,342</u> | <u>\$ 3,165,844</u> |

Draft

See accompanying notes to basic financial statements.

SAN SIMEON COMMUNITY SERVICES DISTRICT
STATEMENT OF CASH FLOWS - PROPRIETARY FUND
For the Fiscal Year Ended June 30, 2019
With Comparative Totals for the Fiscal Year Ended June 30, 2018

| | <u>2019</u> | <u>2018</u> |
|---|---------------------|--------------------|
| Cash Flows From Operating Activities: | | |
| Receipts from customers and users | \$ 1,070,348 | \$ 894,977 |
| Payments to suppliers | (937,039) | (920,678) |
| Payments to employees | (24,421) | (21,356) |
| Net cash provided (used) by operating activities | <u>108,888</u> | <u>(47,057)</u> |
| Cash Flows from Capital and Related Financing Activities: | | |
| Purchase of capital assets | (141,690) | (66,380) |
| Grants | 30,120 | 375,169 |
| Interest payments | (18,347) | (12,952) |
| Principal loan payments | (2,343) | (7,738) |
| Net cash provided (used) by capital and related financing activities | <u>(132,260)</u> | <u>288,099</u> |
| Cash Flows from Noncapital Financing Activities: | | |
| Property taxes | 86,705 | 83,231 |
| Net cash provided (used) by noncapital and related financing activities | <u>86,705</u> | <u>83,231</u> |
| Cash Flows from Investing Activities: | | |
| Investment income | 14,951 | 2,908 |
| Net cash provided (used) by investing activities | <u>14,951</u> | <u>2,908</u> |
| Net increase (decrease) in cash and cash equivalents | 78,284 | 327,181 |
| Cash and cash equivalents, beginning of fiscal year | 922,973 | 595,792 |
| Cash and cash equivalents, end of fiscal year | <u>\$ 1,001,257</u> | <u>\$ 922,973</u> |
| Reconciliation to Statement of Net Position | | |
| Petty cash | \$ 150 | \$ 150 |
| Cash and investments | 1,001,073 | 922,809 |
| Restricted cash and investments | 34 | 14 |
| | <u>\$ 1,001,257</u> | <u>\$ 922,973</u> |
| Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities: | | |
| Operating income (loss) | \$ 6,069 | \$ (177,736) |
| Adjustments to reconcile operating income (loss) to net cash provided (used) | | |
| by operating activities: | | |
| Depreciation | 98,167 | 119,820 |
| Change in Operating Assets and Liabilities: | | |
| (Increase) decrease in accounts receivable | (2,903) | 7,974 |
| (Increase) decrease in prepaid expenses | (437) | (9,679) |
| Increase (decrease) in accounts payable | (15,708) | 13,022 |
| Increase (decrease) in customer deposits | 23,700 | (458) |
| Net cash provided (used) by operating activities | <u>\$ 108,888</u> | <u>\$ (47,057)</u> |

Draft

SAN SIMEON COMMUNITY SERVICES DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2019

NOTE 1- NATURE OF DISTRICT

San Simeon Community Services District (the "District") is a political subdivision of the State of California and operates under a council form of government. The District administers the following community services as provided by its charter: water, sanitation, streets, lighting and general and administrative services.

The District is a Community Services District as defined under State Code Section: 61000. A Community Services District is a public agency (State Code Section: 12463.1) which is a State instrumentality (State Code Section: 23706). State instrumentalities are exempt from federal and state income taxes.

There are no component units included in this report which meet the criteria of the Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, as amended by GASB Statements No. 39, No. 61, and No. 80.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- A. Accounting Policies - The accounting policies of the District conform with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).
- B. Basis of Accounting - The District is organized as an Enterprise Fund and follows the accrual method of accounting, whereby revenues are recorded as earned, and expenses are recorded when incurred.
- C. Budget - Although a budget is adopted annually, it is used primarily as a guideline for the Board in regulating expenditures. There is no legal requirement to stay within the adopted budget in the payment or classification of expenditures.
- D. Cash and Cash Equivalents - Cash and cash equivalents consist of cash on hand and in banks and short-term, highly liquid investments with a maturity of three months or less, which include money market funds, cash management pools in County Treasury and the state Local Agency Investment Fund (LAIF). Cash held in the county and state pooled funds is carried at cost, which approximates fair value. Interest earned is deposited quarterly into the participant's fund. Any investment losses are proportionately shared by all funds in the pool. The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et seq. The funds maintained by the County are either secured by federal depository insurance or are collateralized.
- E. Property, Plant and Equipment - Capital assets purchased by the District are recorded at cost. Contributed or donated capital assets are recorded at fair value when acquired.
- F. Depreciation - Capital assets purchased by the District are depreciated over their estimated useful lives (ranging from 5-50 years) under the straight-line method of depreciation.
- G. Receivables - The District did not experience any significant bad debt losses; accordingly, no provision has been made for doubtful accounts, and accounts receivable is shown at full value.
- H. Encumbrances - Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation, is not utilized by the District.
- I. Customer Deposits - Customer deposits are recorded as a liability of the District. The District requires an advance deposit of \$50 for new customers.
- J. Net Position - GASB Statement No. 63 requires that the difference between assets added to the deferred outflows of resources and liabilities added to the deferred inflows of resources be reported as net position. Net position is classified as either net investment in capital assets, restricted, or unrestricted.

SAN SIMEON COMMUNITY SERVICES DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- J. Net Position (Continued) - Net investment in capital assets consist of capital assets, net of accumulated depreciation, and reduced by the outstanding principal of related debt. Restricted net position is the net position that has external constraints placed on them by creditors, grantors, contributors, laws, or regulations of other governments, or through constitutional provisions or enabling legislation. Unrestricted net position consists of net position that does not meet the definition of net investment in capital assets or restricted net position.
- K. Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America, as prescribed by the GASB and the AICPA, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.
- L. Comparative Data/Total Only - Comparative total data for the prior fiscal year has been presented in certain accompanying financial statements in order to provide an understanding of the changes in the District's financial position, operations, and cash flows. Also, certain prior fiscal amounts have been reclassified to conform to the current fiscal year financial statements presentation.
- M. Future Accounting Pronouncements

GASB Statements listed below will be implemented in future financial statements:

| | | |
|------------------|---|--|
| Statement No. 84 | "Fiduciary Activities" | The provisions of this statement are effective for fiscal years beginning after December 15, 2018. |
| Statement No. 87 | "Leases" | The provisions of this statement are effective for fiscal years beginning after December 15, 2019. |
| Statement No. 89 | "Accounting for Interest Cost Incurred Before the End of a Construction Period" | The provisions of this statement are effective for fiscal years beginning after December 15, 2019. |
| Statement No. 90 | "Majority Equity Interests-an Amendment of GASB Statements No. 14 and No. 61" | The provisions of this statement are effective for fiscal years beginning after December 15, 2018. |
| Statement No. 91 | "Conduit Debt Obligations" | The provisions of this statement are effective for fiscal years beginning after December 15, 2020. |

NOTE 3 - CASH AND INVESTMENTS

Investments are carried at fair value. On June 30, 2019, the District had the following cash and temporary investments on hand:

| | |
|--|---------------------|
| Deposits: | |
| Cash on hand | \$ 150 |
| Cash in banks | 1,000,456 |
| | <u>1,000,606</u> |
| Pooled Investment Funds: | |
| Cash and investments in San Luis Obispo County Treasurer | |
| County Treasurer | 108 |
| State of California Local Agency Investment Fund (LAIF) | 543 |
| | <u>651</u> |
| Total Cash and Investments | <u>\$ 1,001,257</u> |

SAN SIMEON COMMUNITY SERVICES DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 3 - CASH AND INVESTMENTS (Continued)

Cash and investments are presented on the accompanying basic financial statements, as follows:

| | | |
|---------------------------------|----|--------------------|
| Petty cash | \$ | 150 |
| Cash and investments | | 1,001,073 |
| Restricted cash and investments | | 34 |
| Total cash and investments | | <u>\$1,001,257</u> |

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The District had investments in the San Luis Obispo County Investment Pool and the Local Agency Investment Fund (LAIF), however, these external pools are not measured under Level 1, 2, or 3.

Restricted cash

Restricted cash consists of funds that are set aside for well refurbishment as well as appurtenant equipment and structure.

Investments Authorized by the District's Investment Policy

The following table identifies the investment types that are authorized for the District by the California Government Code. The table also identifies certain provisions of the California Government Code that address interest rate risk, credit risk, and concentration of credit risk.

| <u>Authorized Investment Type</u> | <u>Maximum Maturity</u> | <u>Maximum Percentage of Portfolio</u> | <u>Maximum Investment in One Issuer</u> |
|---|-------------------------|--|---|
| Local Agency Bonds | 5 years | None | None |
| U.S. Treasury Obligations | 5 years | None | None |
| Federal Agency Securities | N/A | None | None |
| Banker's Acceptances | 180 days | 40% | None |
| Commercial Paper | 270 days | 25% | 10% |
| Negotiable Certificates of Deposit | 5 years | 30% | None |
| Repurchase and Reverse Repurchase Agreements | 92 days | 20% of base value | None |
| Medium-Term Notes | 5 years | 20% | None |
| Mutual Funds | N/A | 20% | None |
| Money Market Mutual Funds | N/A | None | None |
| Mortgage Pass-Through Securities | 5 years | 20% | None |
| County Pooled Investment Fund | N/A | None | None |
| Local Agency Investment Fund (LAIF) | N/A | None | None |
| State Registered Warrants, Notes or Bonds | N/A | None | None |
| Notes and Bonds for other Local California Agencies | 5 years | None | None |

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the District manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

SAN SIMEON COMMUNITY SERVICES DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 3 - CASH AND INVESTMENTS (Continued)

Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investments by maturity:

| <u>Investment Type</u> | <u>Carrying Amount</u> | <u>Remaining Maturity (in Months)</u> | | | |
|------------------------|------------------------|---------------------------------------|---------------------|---------------------|----------------------------|
| | | <u>12 Months or Less</u> | <u>13-24 Months</u> | <u>25-60 Months</u> | <u>More than 60 Months</u> |
| San Luis Obispo County | | | | | |
| Treasury | \$ 108 | \$ 108 | \$ - | \$ - | \$ - |
| LAIF | 543 | 543 | | | |
| Total | \$ 651 | \$ 651 | \$ - | \$ - | \$ - |

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of rating by a nationally recognized statistical rating organization. Presented below, is the minimum rating required by (where applicable) the California Government Code and the actual rating as of fiscal year end for each investment type.

| <u>Investment Type</u> | <u>Carrying Amount</u> | <u>Minimum Legal Rating</u> | <u>Exempt From Disclosure</u> | <u>Rating as of Fiscal Year End</u> | | |
|------------------------|------------------------|-----------------------------|-------------------------------|-------------------------------------|-------------|------------------|
| | | | | <u>AAA</u> | <u>Aa</u> | <u>Not Rated</u> |
| San Luis Obispo County | | | | | | |
| Treasury | \$ 108 | N/A | \$ - | \$ - | \$ - | \$ 108 |
| LAIF | 543 | N/A | | | | 543 |
| Total | \$ 651 | | \$ - | \$ - | \$ - | \$ 651 |

Concentration of Credit Risk

The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. There are no investments in any one issuer that represent 5% or more of total District's investments.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the District's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

None of the District's deposits with financial institutions in excess of federal depository insurance limits were held in uncollateralized accounts.

The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies

SAN SIMEON COMMUNITY SERVICES DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 3 - CASH AND INVESTMENTS (Continued)

Custodial Credit Risk (continued)

only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF and San Luis Obispo County Treasurer).

Investment in State Investment Pool

The District is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the District's investment in this pool is reported in the accompanying basic financial statements at the amounts based upon the District's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

NOTE 4 - SCHEDULE OF CAPITAL ASSETS

A schedule of changes in capital assets and depreciation for the fiscal years ended June 30, 2019, and June 30, 2018, are shown below:

| | Balance July 1, 2018 | Additions | Deletions | Balance June 30, 2019 |
|--|-------------------------|------------------|-------------|--------------------------|
| Non-depreciable capital assets: | | | | |
| Construction in progress | \$ - | \$ - | \$ - | \$ - |
| Total non-depreciable capital assets | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Depreciable capital assets: | | | | |
| Sewer plant | \$ 2,086,929 | \$ - | \$ - | \$ 2,086,929 |
| Water plant | 2,198,617 | 123,721 | - | 2,322,338 |
| Building | 395,874 | - | - | 395,874 |
| Land improvements | 21,511 | 5,280 | - | 26,791 |
| Equipment | 316,748 | 12,689 | - | 329,437 |
| | <u>5,019,679</u> | <u>141,690</u> | <u>-</u> | <u>5,161,369</u> |
| Accumulated depreciation | 2,346,085 | 98,167 | - | 2,444,252 |
| Total depreciable capital assets | <u>\$ 2,673,594</u> | <u>\$ 43,523</u> | <u>\$ -</u> | <u>\$ 2,717,117</u> |
| Net capital assets | <u>\$ 2,673,594</u> | <u>\$ 43,523</u> | <u>\$ -</u> | <u>\$ 2,717,117</u> |

SAN SIMEON COMMUNITY SERVICES DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2019

NOTE 4 - SCHEDULE OF CAPITAL ASSETS (Continued)

| | Balance July 1, 2017 | Additions | Deletions | Transfers | Balance June 30, 2018 |
|--|-------------------------|--------------------|-------------|--------------------|--------------------------|
| Non-depreciable capital assets: | | | | | |
| Construction in progress | \$ 62,208 | \$ - | \$ - | \$ (62,208) | \$ - |
| Total non-depreciable capital assets | <u>\$ 62,208</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ (62,208)</u> | <u>\$ -</u> |
| Depreciable capital assets: | | | | | |
| Sewer plant | \$ 2,086,929 | \$ - | \$ - | \$ - | \$ 2,086,929 |
| Water plant | 2,091,540 | 66,380 | | 40,697 | 2,198,617 |
| Building | 395,874 | | | | 395,874 |
| Land improvements | | | | 21,511 | 21,511 |
| Equipment | 316,748 | | | | 316,748 |
| | <u>4,891,091</u> | <u>66,380</u> | | <u>62,208</u> | <u>5,019,679</u> |
| Accumulated depreciation | 2,226,265 | 119,820 | | | 2,346,085 |
| Total depreciable capital assets | <u>\$ 2,664,826</u> | <u>\$ (53,440)</u> | <u>\$ -</u> | <u>\$ 62,208</u> | <u>\$ 2,673,594</u> |
| Net capital assets | <u>\$ 2,727,034</u> | <u>\$ (53,440)</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 2,673,594</u> |

Depreciation expense for the fiscal years ended June 30, 2019 and 2018 was \$98,167 and \$119,820, respectively.

NOTE 5 – CUSTOMER DEPOSITS

The liability for customer deposits consists of the following as of June 30, 2019 and 2018:

| | 2019 | 2018 |
|-------------------------|------------------|------------------|
| Hook-Up deposits | \$ 69,750 | \$ 45,750 |
| Customer meter deposits | 9,200 | 9,500 |
| | <u>\$ 78,950</u> | <u>\$ 55,250</u> |

The hook-up deposits are from customers on a waiting list to connect into the system. Each deposit represents total hook-up fees owed by the customer based on the fee schedule in place at the time of the payment. Additional fees may be required from the customer, based on the current fee schedule, when the utility connection is completed.

Customer meter deposits consist of a \$50 refundable deposit required for each metered customer before any service can be provided by the District.

NOTE 6 – LOAN PAYABLE

On July 11, 2011, the District applied for a \$500,000 loan from the United States Department of Agriculture. The loan was approved, and the District began to draw on the loan during the 13/14 fiscal year. The District is required to make semi-yearly payments of \$10,345. The agreement is secured by a first lien and a pledge of revenues from the water system. In the event of a default by the District, the remaining amount of the note shall become due. Future minimum payments are as follows on the next page:

SAN SIMEON COMMUNITY SERVICES DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
 June 30, 2019

NOTE 6 – LOAN PAYABLE (Continued)

| Fiscal year Ended June 30, | Principal | Interest | Total |
|----------------------------------|-------------------------|--------------------------|--------------------------|
| 2020 | \$ 8,121 | \$ 12,569 | \$ 20,690 |
| 2021 | 8,347 | 12,343 | 20,690 |
| 2022 | 8,577 | 12,113 | 20,690 |
| 2023 | 8,815 | 11,875 | 20,690 |
| 2024 | 9,059 | 11,631 | 20,690 |
| 2025-2029 | 49,201 | 54,249 | 103,450 |
| 2030-2034 | 56,398 | 47,052 | 103,450 |
| 2035-2039 | 64,642 | 38,808 | 103,450 |
| 2040-2044 | 74,101 | 29,349 | 103,450 |
| 2045-2049 | 84,944 | 18,506 | 103,450 |
| 2050-2053 | 86,884 | 16,566 | 103,450 |
| Total | <u>\$459,089</u> | <u>\$ 265,061</u> | <u>\$ 724,150</u> |

NOTE 7 – LONG TERM DEBT – SCHEDULE OF CHANGES

A schedule of changes in long-term debt for the fiscal year ended June 30, 2019, is shown below:

| | Balance July 1, 2018 | Additions | Deletions | Balance June 30, 2019 | Due within one year |
|---------------------------------|--------------------------|--------------------|------------------------|--------------------------|------------------------|
| Loan payable (Direct Borrowing) | \$ 461,432 | \$ - | \$ 2,343 | \$ 459,089 | \$ 8,121 |
| Totals | <u>\$ 461,432</u> | <u>\$ -</u> | <u>\$ 2,343</u> | <u>\$ 459,089</u> | <u>\$ 8,121</u> |

NOTE 8 – JOINT POWERS AUTHORITY

The District is a member of the Special District Risk Management Authority (S.D.R.M.A.), an intergovernmental risk sharing joint powers authority, created pursuant to California Government Code Sections 6500 et. Seq. In becoming a member of the S.D.R.M.A., the District elected to participate in the risk financing program(s) listed below for the program period July 1, 2017 through June 30, 2018.

General and Auto Liability, Public Officials' and Employees' Errors, and Employment Practices Liability and Employee Benefits Liability: Special District Risk Management Authority, coverage number LCA SDRMA 201112. This covers \$2,500,000 per occurrence, subject to policy deductibles.

Employee Dishonesty Coverage: Special District Risk Management Authority, coverage number EDC SDRMA 201112. This policy includes a \$400,000 Public Employee Dishonesty Blanket Coverage.

Property Loss: Special District Risk Management Authority, coverage number PPC SDRMA 201112. This policy covers the replacement cost for property on file, \$1,000,000,000 per occurrence, subject to policy deductibles.

Boiler and Machinery: Special District Risk Management Authority, coverage number BMC SDRMA 201112. This covers \$100,000,000 per occurrence, subject to policy deductibles.

SAN SIMEON COMMUNITY SERVICES DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2019

NOTE 8 – JOINT POWERS AUTHORITY (Continued)

The District also participated in the elective comprehension/collision coverage on selected vehicles, subject to policy deductibles.

Personal Liability Coverage for Board Members: This policy covers \$500,000 per occurrence, coverage number LCA SDRMA 201112, annual segregate per each selected/appointed official, subject to policy deductibles.

Members are subject to dividends and/or assessments, in accordance with Second Amended Joint Powers Agreement and amendments thereto, on file with the District. No such dividends have been declared, nor have any assessments been levied.

NOTE 9 – RELATED PARTY TRANSACTION

The District has an agreement with Grace Environmental Services to oversee the daily operations of the District. San Simeon Community Services District paid \$598,028 for their services during the 18/19 fiscal year.

NOTE 10 – CONTINGENCIES

According to the District's staff and attorney, no contingent liabilities are outstanding and no lawsuits are pending of any real financial consequence.

Draft

SUPPLEMENTARY INFORMATION

Draft

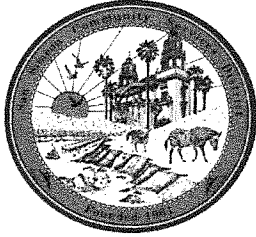
SAN SIMEON COMMUNITY SERVICES DISTRICT
SCHEDULE OF REVENUES AND EXPENSES BY FUNCTION
For the Fiscal Year Ended June 30, 2019

| | Sanitation Fund | Water Fund | General | Total |
|--|--------------------|------------------|------------------|-------------------|
| Operating Revenues: | | | | |
| Utility sales | \$ 473,434 | \$ 400,918 | \$ 3,133 | \$ 877,485 |
| Service charges | | | 85,122 | 85,122 |
| State of CA-Dept. of Parks and Recreation | 86,944 | | | 86,944 |
| Total operating revenues | 560,378 | 400,918 | 88,255 | 1,049,551 |
| Operating Expenses: | | | | |
| Accounting | 3,148 | 3,148 | 3,149 | 9,445 |
| Bank fees | | 50 | 170 | 220 |
| Bookkeeping | 4,800 | 4,800 | 4,800 | 14,400 |
| Directors' fees | 1,800 | 1,800 | 1,500 | 5,100 |
| Payroll expenses | 133 | 132 | (8) | 257 |
| Dues and subscriptions | 705 | 1,127 | 3,202 | 5,034 |
| Election expense | | | 549 | 549 |
| Road maintenance | | | 3,838 | 3,838 |
| Riprap engineering | 56,736 | | | 56,736 |
| Insurance-health | | | 19,064 | 19,064 |
| Insurance-liability | 5,933 | 2,967 | 989 | 9,889 |
| LAFCO budget allocation | 792 | 792 | 1,584 | 3,168 |
| Legal fees | 14,006 | 10,017 | 10,016 | 34,039 |
| Licenses and permits | 13,062 | 1,929 | | 14,991 |
| Depreciation | 43,200 | 43,200 | 11,767 | 98,167 |
| Office expenses | | | 207 | 207 |
| Operations management | 443,051 | 249,446 | 39,651 | 732,148 |
| Professional fees | 3,666 | 8,303 | 6,171 | 18,140 |
| Emergency stand by | | 10,000 | | 10,000 |
| Repairs | 2,377 | 2,377 | 2,376 | 7,130 |
| Utilities | 320 | 320 | 320 | 960 |
| Total operating expenses | 593,729 | 340,408 | 109,345 | 1,043,482 |
| Net operating gain (loss) | (33,351) | 60,510 | (21,090) | 6,069 |
| Non-Operating Revenues (Expenses): | | | | |
| Property taxes | | | 86,705 | 86,705 |
| Interest expense | | | (18,347) | (18,347) |
| Interest income | | | 14,951 | 14,951 |
| Total non-operating revenues (expenses) | | | 83,309 | 83,309 |
| Capital Contributions | | | | |
| Grant income | | | 30,120 | 30,120 |
| Total capital contributions | | | 30,120 | 30,120 |
| Change in net position | \$ (33,351) | \$ 60,510 | \$ 92,339 | \$ 119,498 |

SAN SIMEON COMMUNITY SERVICES DISTRICT
SCHEDULE OF REVENUES AND EXPENSES BY FUNCTION
For the Fiscal Year Ended June 30, 2018

| | Sanitation Fund | Water Fund | General | Total |
|--|---------------------|-----------------|-------------------|-------------------|
| Operating Revenues: | | | | |
| Utility sales | \$ 374,154 | \$ 333,668 | \$ 6,318 | \$ 714,140 |
| Service charges | | | 81,567 | 81,567 |
| State of CA-Dept of Parks and Recreation | 91,754 | | | 91,754 |
| Total operating revenues | 465,908 | 333,668 | 87,885 | 887,461 |
| Operating Expenses: | | | | |
| Accounting | 3,042 | 3,042 | 3,041 | 9,125 |
| Bank fees | | 20 | 245 | 265 |
| Bookkeeping | 4,890 | 4,890 | 4,889 | 14,669 |
| Directors' fees | 1,801 | 1,801 | 1,598 | 5,200 |
| Payroll expenses | 135 | 135 | 128 | 398 |
| Dues and subscriptions | 1,528 | 2,023 | 3,050 | 6,601 |
| Road maintenance | | | 10,365 | 10,365 |
| Riprap engineering | 67,237 | | | 67,237 |
| Insurance-Health | | | 15,758 | 15,758 |
| Insurance-Liability | 5,957 | 3,729 | 956 | 10,642 |
| LAFCO budget allocation | 810 | 810 | 4,621 | 6,241 |
| Legal fees | 7,758 | 9,450 | 8,388 | 25,596 |
| Licenses and permits | 13,261 | 2,532 | | 15,793 |
| Miscellaneous | | | 1,871 | 1,871 |
| Depreciation | 57,514 | 37,144 | 25,162 | 119,820 |
| Office expenses | | | 276 | 276 |
| Operations management | 423,476 | 199,665 | 29,835 | 652,976 |
| Professional fees | 10,722 | 33,544 | 5,604 | 49,870 |
| Emergency water stand-by | | | 10,000 | 10,000 |
| Repairs | 6,908 | 29,124 | | 36,032 |
| Utilities | 4,912 | | | 4,912 |
| Website | | | 1,550 | 1,550 |
| Total operating expenses | 609,951 | 327,909 | 127,337 | 1,065,197 |
| Net operating gain (loss) | (144,043) | 5,759 | (39,452) | (177,736) |
| Non-Operating Revenues (Expenses): | | | | |
| Property taxes | | | 83,231 | 83,231 |
| Interest expense | | | (12,952) | (12,952) |
| Interest income | | | 2,908 | 2,908 |
| Total non-operating revenues (expenses) | | | 73,187 | 73,187 |
| Capital Contributions | | | | |
| Grant income | | | 375,169 | 375,169 |
| Total capital contributions | | | 375,169 | 375,169 |
| Change in net position | \$ (144,043) | \$ 5,759 | \$ 408,904 | \$ 270,620 |

5.B. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 5.B. Consideration of candidates to replace the Board of Director Vacancy created by the Resignation of Director Julia Stanert and Board Appointment of a new Director.

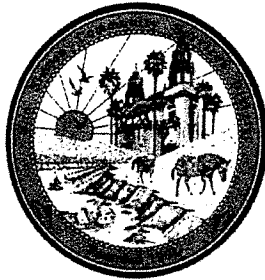
Per the County Clerk Records office, staff posted the appointment request for applications in three places (District Office, Chamber Office, and Visitors Center) on November 18, 2019. Additionally, notices were mailed to all rate payers with San Simeon and Cambria mailing addresses, and the residents of the mobile home park.

We received 2 applications, which have been enclosed with this packet. Staff recommends the appointment of a candidate to the Board. Once the appointment has been made, the appointee can be sworn during the February 12, 2020 Board meeting.

Enc: Applications Bill Maurer and Daniel De La Rosa

SAN SIMEON COMMUNITY SERVICES DISTRICT

RECEIVED



DEC 19 2019

BY: CAM

APPLICATION FOR VACANT BOARD OF DIRECTOR SEAT

Name: Bill Maurer

Phone # [REDACTED]

Address: [REDACTED]
San Simeon

Email [REDACTED]

Please list experience you have that would benefit your serving on the SSCSD Board.

Taught Special Education - 35 yrs for 2 county offices & last one Tulare Co. 28 yrs.
During these times attended attended & gave input to school related,
youth related boards etc. Was also privy to reports and budgets for as follows:
Contra Costa & Tulare County Special Services; Visalia Youth Services;
YMCA Indian Guides; Visalia Methodist Church Missions
Chair, and Contra Costa, and Tulare Co. Teachers Union, in
which I served as grievance officer, Secretary, Vice President,
and Lead Negotiator for negotiations team.

Why do you want to be a Director on the SSCSD Board?

From examples above always tried to give back talents
to youth activities, Teachers and Teaching profession.
I have always thankful for what I learned
from these experience. Now I feel there is more
learning and experience I can obtain by serving
the San Simeon Community.

Yes

I am a registered voter residing in the above named jurisdiction. If appointed, I will qualify and accept the above stated office and serve to the best of my ability.

Yes

I am aware that any person who files or submits for filing a declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine or imprisonment, or both, as set forth in Election Code § 18203.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

William P. Mawer
Signature of candidate

12/19/2019
Date

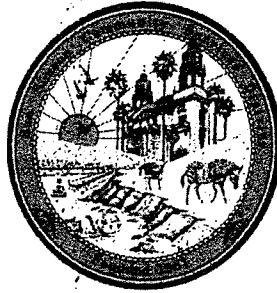
Cathy Murcia
Application received by

12/19/19 @ 9:40am
Date

Page Left Intentionally Blank

DEC 29 2019

BY: CAM



APPLICATION FOR VACANT BOARD OF DIRECTOR SEAT

Name: Daniel De La Rosa

Phone # [REDACTED]

Address: [REDACTED]

Email: [REDACTED]

San Simeon, CA 93452

Please list experience you have that would benefit your serving on the SSCSD Board.

Educational History

CSULA BS Public Health (Concentration in Environmental Health)

UCSF PT degree graduate School of Physics (Therapy)

CSULA MHS Master of Health Science (Concentration in Occupational Health & Safety)

Licensure: Registered Environmental Health Specialist

Retired Safety Inspector L.A. County (specializing in Ergonomics)

Why do you want to be a Director on the SSCSD Board?

I am in the process of returning to the community of San Simeon. It is my intention to contribute to this community by civic engagement. I believe serving on the SSCSD board is a good pathway for this mission. My vision for San Simeon is that it continues to be a safe, healthy, financially sound community for all residents to our businesses.

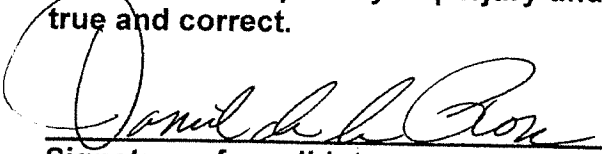


I am a registered voter residing in the above named jurisdiction. If appointed, I will qualify and accept the above stated office and serve to the best of my ability.

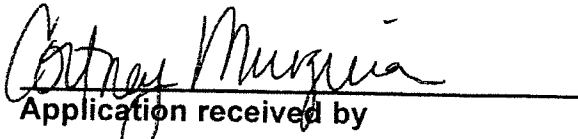


I am aware that any person who files or submits for filing a declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine or imprisonment, or both, as set forth in Election Code § 18203.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.


Signature of candidate

12/29/19
Date


Application received by

12/29/19
Date

5.C. BUSINESS ITEMS



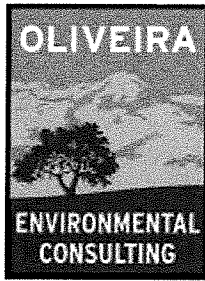
BUSINESS ACTION ITEM STAFF REPORT

Item 5.C. Tank Project Mitigated Negative Declaration (MND) response to comments review and approval.

This item was presented to the board at the September Board meeting. The extended public comment period deadline was on November 13, 2019. Additional opportunities for public comments will be included as part of the anticipated land use permitting process through the County of San Luis Obispo.

Enclosed is the formal response to public comments that were prepared by Oliveira Environmental Consulting.

Enc: Water Tank project MND response to comments



3155 Rose Avenue
San Luis Obispo, CA 93401
805.234.7393; jeffo@olive-env.com
www.olive-env.com

December 3, 2019

San Simeon Community Services District
Board of Directors
111 Pico Avenue
San Simeon, CA 93452

Subject: San Simeon Community Services District Community Water Tank Project Response to MND Comments

SSCSD Board:

Thank you for the opportunity to submit the following response to the comments received as part of the public comment period following publication of the San Simeon Community Services District (SSCSD) Community Water Tank Project Mitigated Negative Declaration (MND; State Clearinghouse Number 2019099003).

Response to Comments Requirement

The following letter contains comments and written responses to comments on the Community Water Tank Project MND. CEQA Guidelines Section 15088(b) requires that responses be made to only those comments that are specific to a Draft EIR. This requirement to respond to comments does not extend to the publication of MNDs. However; the CEQA Guidelines specify that when considering whether to approve a project, the Lead Agency must consider the comments received during its consultation and review periods for the ND or MND. (Public Resources Code § 21091(d)(1) and State CEQA Guidelines § 15074(b)). As such, the SSCSD is committed to providing all MND comments and corresponding responses for public and agency consideration.

Beyond the requirements set by CEQA, every attempt has been made to respond to comments that address the project in general, in an effort to provide the most complete information possible.

Individual responses to each of the comment letters identified below are included in this letter. Neither the comments on the MND nor the SSCSD's responses thereto raise any "significant new information" within the meaning of Public Resources Code Section 21092.1 or CEQA Guidelines Section 15088.5. Comments that do not directly relate to the analysis in the MND (i.e., that are outside the scope of this document) are not given specific responses. However, all comments are addressed in this letter so that the SSCSD and other Responsible Agencies (e.g., County of San Luis Obispo) will know the opinions of the commenters.

MND Comment Letters and Responses

The public agencies, organizations, and individuals that submitted comments on the MND are listed below. Each of the comment letters identified below are provided on the following pages, with individual responses to each of the comment letters provided immediately following each letter.

Although responses are focused on comments on the MND analysis and environmental issues, comments which present opinions about the project unrelated to environmental issues or which raise issues not directly related either to the substance of the MND or to environmental issues are noted herein.

List of MND Comment Letters/Emails

Comment Letter 1: Hearst Corporation, Kerry O'Toole, Land and Resource Program Manager.
November 11, 2019.

Comment Letter 2: GreenSpace, Andrea Wogsland, Executive Director. October 8, 2019.

Comment Letter 3: Hank Krzciuk, San Simeon Resident. September 28, 2019.

Comment Letter 4: Hank Krzciuk, San Simeon Resident. October 8, 2019.

Comment Letter 5: Hank Krzciuk, San Simeon Resident. October 23, 2019.

Comment Letter 6: Hank Krzciuk, San Simeon Resident. November 9, 2019.

Comment Letter 7: Hank Krzciuk, San Simeon Resident. November 24, 2019.

HEARST corporation

November 11, 2019

San Simeon Community Services District
Attn: Charles Grace
111 Pico Avenue
San Simeon, CA 93452

Kerry O'Toole
Land & Resource Manager
Western Properties

Re: SCH 2019099003

Dear San Simeon Community Services District,

On behalf of the Hearst Corporation (Hearst), we submit this public comment letter on the "San Simeon Community Services District Community Water Tank Project Initial Study and Mitigated Negative Declaration," dated September 2019.

As the landowner of the proposed tank site, Hearst is requesting that the SSCSD correct the Mitigated Negative Declaration (MND) to more accurately represent the Letter of Intent (LOI) between Hearst and SSCSD that is referenced in the MND. As written, the MND inaccurately describes the project setting by asserting that the proposed project is fully consistent with existing activities and operations on the property. Specifically, the SSCSD has not yet obtained all appropriate consents from both Hearst as the property owner and California Rangeland Trust (CRT) as conservation easement holder.

While the LOI does give the SSCSD permission to seek entitlement for the proposed tanks, by no means does this LOI authorize the tank site as the MND suggests. Additionally, although the MND does make one reference to the fact that the subject property is encumbered by a Conservation Easement, it fails to address that this project cannot proceed without the approval by CRT. While CRT is aware of this potential project, final approval for it has not been sought by Hearst nor been granted by CRT.

Hearst requests the redline changes below to text from Pages 4 and 10 of the MND:

Text From Page 4:

"As with the existing community reservoir the new tanks will be located on a portion of the Hearst Ranch, which is currently encumbered by a Deed of Conservation Easement and Agreement Concerning Easement Rights, recorded in the Official Records of San Luis Obispo County on February 18, 2005 as Document No. 200513388 (the Easement), under a Conservation Easement. A Letter of Intent between Hearst Holdings, Inc. and the SSCSD describing the proposed new community water tanks ~~has been approved~~ was executed by both parties on

~~(December 21, 2018) and complies with the existing easement. In this Letter of Intent, Hearst granted permission to SSCSD to seek entitlements for the tank site, but Hearst did not grant permission for the tank site construction or make any determination regarding the permissibility of these tanks under the Easement.~~

Text from Page 10:

~~“The site is currently part of the Hearst Ranch. The SSCSD and the Hearst Corporation entered into a maintains a Letter of Intent with the Hearst Corporation for operation of the existing community reservoir and giving SSCSD the approval to seek entitlements for the construction of the proposed water tank.”~~

~~“....The SSCSD has an approved Letter of Intent agreement with the Hearst Corporation that will allows SSCSD to seek entitlements for development of the proposed water tank project....Development of the proposed project cannot proceed without the granting of an easement from the Hearst Corporation and approval from the California Rangeland Trust. Development of the tank site will not has been coordinated with the Hearst Corporation and would significantly impact the agricultural operations of the Ranch.~~

Given these considerations, we respectfully request that the SSCSD revise and recirculate the MND as provided herein.

Thank you,



Kerry O'Toole
Land and Resource Program Manager

Cc: Jeff Oliveira

Comment Letter 1

Comments: This comment consists of a letter from the Hearst Corporation requesting that the SSCSD correct the MND to more accurately represent the current Letter of Intent between Hearst and the SSCSD. The commenter also states that the MND inaccurately describes the project as consistent with the existing easement on the property and specifies that the SSCSD has not yet obtained consent from Hearst and the California Rangeland Trust as the conservation easement holder. The commenter also states that the project cannot proceed without approval by the California Rangeland Trust. The commenter provides a requested change of the MND language to reflect the accurate project conditions.

Response: In order to address the concerns stated in the above comment letter, and at the request of the commenter, the MND shall incorporate the following edits (shown in ~~strikeout~~ and underline format):

MND Page 4

As with the existing community water reservoir, the new water tanks will be located on a portion of the Hearst Ranch, which is currently encumbered by a Deed of Conservation Easement and Agreement Concerning Easement Rights, recorded in the Official Records of San Luis Obispo County on February 18, 2005 as Document No. 200513388 (the Easement) ~~under a Conservation Easement~~. A Letter of Intent between Hearst Holdings, Inc. and the SSCSD describing the proposed new community water tanks was executed~~has been approved~~ by both parties on {December 21, 2018}. In this letter of Intent, Hearst granted permission to SSCSD to seek entitlements for the tank site, but Hearst did not grant permission for the tank site construction or make any determination regarding the permissibility of these tanks under the Easement. ~~and complies with the existing easement.~~

MND Page 10

The SSCSD and the Hearst Corporation entered into ~~maintains~~ a Letter of Intent giving SSCSD the approval to seek entitlements with the Hearst Corporation for operation of the existing community water reservoir and for the construction of the proposed water tank project.

The SSCSD has an approved Letter of Intent agreement with the Hearst Corporation that ~~will~~ allows SSCSD to seek entitlements for development of the proposed water tank project. The proposed tank pad is relatively small (175 feet by 85 feet), and is located adjacent to the existing community water reservoir, minimizing the need for trenching in undisturbed soils. Development of the proposed project cannot proceed without the granting of an easement from the Hearst Corporation and approval from the California Rangeland Trust. ~~Development of the tank site will~~has been coordinated with the Hearst Corporation and would not significantly impact the agricultural operations of the Hearst Ranch.



October 8, 2019

To: San Simeon Community Services District

via email: sansimeoncommunityservices@yahoo.com

Subject: Procedure for public comment on the Water Tank Project Mitigated Negative Declaration

In reference to Agenda Item 5. A., "Consideration and Adoption of a Mitigated Negative Declaration for San Simeon water tank project. (MND public comment period September 9, 2019 - November 13, 2019)." An irregularity in the San Simeon Community Service District's noticing procedure for adopting the Mitigated Negative Declaration concerns Greenspace.

SSCSD's notice as published in The Tribune, September 5, 2019, is deficient in some respects. It lacks reference to a comment period, or the start and end dates of the comment period, as required by the California Environmental Quality Act, Title 14, Chapter 3, Article 6.

Greenspace asks, on behalf of our organization, our members, and the general public, that the District review its process on this project and publish a revised notice that meets the legal standards. Doing so will give the public the opportunity to learn about the proposed project and participate in supporting the SSCSD.

Respectfully,



Andrea Wogsland
Executive Director

THE GREENSPACE BOARD OF DIRECTORS

Andrea Wogsland
Executive Director
PO Box 1505, Cambria CA 93428
805 927-2866 (v)
greenspacecambria.org
info@greenspacecambria.org

Mary Webb, President
Christine Heinrichs, Vice President
Dewayne Lee, Treasurer
John Zinke, Secretary
Richard Hawley
Art Van Rhyn
C. Ann Cichowski

Wayne Attoe
Ellen Leigh
Bob Fountain
Karen Dean
Amanda Darling
Robert Reid
Deborah Parker, Director Emeritus

Comment Letter 2

Comments: The commenter states concern regarding the noticing procedure for the MND. Specifically, the commenter states that the notice of MND availability published in The Tribune on September 5, 2019 was missing the start and end dates of the public comment period. The commenter requests that the SSCSD renew the noticing and publish a new notice with the dates incorporated.

Response: Through the public comment period it has come to the attention of the SSCSD that the newspaper notice had inadvertently left out the comment period dates. However, it is important to note that the comment period dates were included in the Board Packet for the September SSCSD Board of Directors hearing and was included on the CEQAnet website through the State Clearinghouse (<https://ceqanet.opr.ca.gov/2019099003/2>).

In response to this concern, the SSCSD approved the extension of the MND comment period for an additional 33 days (extending to November 13, 2019, for a total comment period of 65 days) at the SSCSD Board hearing on October 9, 2019. The comment period extension was posted on the SSCSD web site as well. In addition, it is important to note that the proposed Community Water Tank Project will require land use permitting through the County of San Luis Obispo, which will also include a public notification process and additional opportunities for public input through the permit hearing process.

From: Henry Krzciuk [mailto:hkrzciuk@gmail.com]

Sent: Saturday, September 28, 2019 9:09 AM

To: Gwen Kellas

Subject: DRAFT LETTER-- Failure of San Simeon CSD to properly notice the Water Tank Project Mitigated Negative Declaration for Public Comment

Hi Gwen,

I am sending you a draft of this letter in the hopes that you will take corrective action without having to issue it formally.

DRAFT LETTER

To: San Simeon CSD Chairperson Gwen Kellas and General Manager Charles Grace

Subject: Failure of San Simeon CSD to properly notice the Water Tank Project Mitigated Negative Declaration for Public Comment

The California Environmental Quality Act, Title 14, Chapter 3, Article 6. Negative Declaration Process Section 15072. Notice of Intent to Adopt a Negative Declaration or Mitigated Negative Declaration, Paragraph (f)(2) and Public Resources Code section 21092 (see attached) state that a notice of intent to adopt a mitigated negative declaration shall specify: "The starting and ending dates for the review period during which the lead agency will receive comments on the proposed negative declaration or mitigated declaration." I have attached a copy of Section 15072.

The notice published by the District in the Tribune on September 5th did not contain the required starting and end dates for a review period. See attached copy. For reference, I have also attached a copy of an MND notice published by the County for a recent project. I highlighted the paragraph that is in the County notice as an example of what is missing from the District's notice.

In addition, the agendas for the (unnoticed) September Water Committee meeting and the Board state: "Review of draft Mitigated Negative Declaration for District Water Tank project." In fact, the MND had been officially posted with the State CEQA Clearinghouse on September 6th – it was already past the draft stage and in the public review period. Here's the link to the official posting <https://ceqanet.opr.ca.gov/2019099003/2>

I only found out that the public comment period started when I later viewed a copy of the Board video and a quick mention was made by the environmental engineer that the public period had already started. I thought what was in the Board package was a draft per the agendas.

For clarification, I contacted the County Planning and Building Department about the MND process. On Friday evening, they provided me with the link to filed CEQA Clearinghouse documents for the tank project and guidance to the relevant sections of code on Notices of Intent to Adopt an MND.

I and other members of the public have been denied the 30 day review period because the District failed to include the required notice of start and end dates for comment in the Tribune notice.

I am asking that the District take proper corrective actions to include a notice of correction in the Tribune to include the required comment start and end dates. The dates need to restart the 30 day period from the date of the new notice. And that the CEQA Clearinghouse filing be withdrawn, corrected, and/or resubmitted with the new public comment period dates.

Hank K

www.coastcentralphoto.com

Comment Letter 3

Comment: The commenter states that the SSCSD failed to properly notice the MND because the public comment period dates were left out of the notice of MND availability printed in The Tribune on September 5, 2019. The commenter is requesting the re-noticing of the MND public review period.

Response: Through the public comment period it has come to the attention of the SSCSD that the newspaper notice had inadvertently left out the comment period dates. However, it is important to note that the comment period dates were included in the Board Packet for the September SSCSD Board of Directors hearing and was included on the CEQAnet website through the State Clearinghouse (<https://ceqanet.opr.ca.gov/2019099003/2>).

In response to this comment, the SSCSD approved the extension of the MND comment period for an additional 33 days (extending to November 13, 2019, for a total comment period of 65 days) at the SSCSD Board hearing on October 9, 2019. The comment period extension was posted on the SSCSD web site as well. In addition, it is important to note that the proposed Community Water Tank Project will require land use permitting through the County of San Luis Obispo, which will also include a public notification process and additional opportunities for public input through the permit hearing process.

Comments Submission RE: San Simeon CSD Community Water Tank Project MND SCH# 2019099003

Submission by Henry Krzciuk, San Simeon Resident, October 8, 2019

Summary:

The San Simeon Water Tank Project presents fundamental and substantive land use issues and may violate existing easement agreements. It is also inconsistent with the Hearst Holdings Letter of Intent dated February 1, 2017 and accepted by San Simeon CSD.

The tank project needs to be a 1-for-1 replacement, one new tank to replace one old reservoir. No additional conservation easement land should be taken for non-agricultural use by San Simeon CSD.

Detailed Comments:

1. The 2005 Hearst Holdings Inc. Conservation Easement Agreement prohibits use of this land for non-agricultural purposes and prohibits placement of non-agricultural structures unless specifically identified in the 2005 agreement.

The District is asking for substantially more conservation land. The present reservoir easement is 100 x 150 feet or 15,000 square feet half of which is used for the existing reservoir. The District (per Hearst Letter of Intent) is asking to relocate and expand the existing easement approximately five acres – fifteen times what we have now. No reasons are provided as to why the District is asking for this much conservation land.

Constructing two new tanks, being new non-agricultural related structures, would also violate the conservation easement.

The District should not be requesting more land than it was previously allowed (pre-2005 Hearst Conservation Easement Agreement) or which is necessary for one replacement tank.

2. The subject line of the Hearst Letter of Intent says: "...Relocation and Expansion of Existing Water Reservoir Easement." The letter describes relocation of the old reservoir easement several hundred feet east.

However, the Water Tank Project MND says that the old reservoir will be kept in place for future use for recycled water. Keeping the old easement and reservoir in place is inconsistent with the Hearst Letter of Intent.

The 1972 Easement Agreement for the existing San Simeon CSD water reservoir states that it be removed, and the land restored to its original state when it is no longer used for its stated purpose. The District needs to remove the old reservoir concurrent with installation of a new replacement tank. The old reservoir land will then be restored and returned to agricultural use.



Comment Letter 4

Comments: The commenter states that the project represents land use inconsistencies in violation of the existing Hearst easement on the project site and suggests that the project be a 1-to-1 replacement of the existing community water reservoir as a way to better fit the project into the context of the current easement. The commenter also provides a consistency discussion related to the proposed project and the existing Hearst Letter of Intent.

Response: The MND was submitted to the Hearst Corporation for review and to ensure consistency with the current easements on the property and to ensure consistency with the current Letter of Intent. In response, the Hearst Corporation identified language change in the MND to accurately reflect the easement conditions and protocol for next steps in the project review and entitlement process, which have been incorporated into the MND as shown above under the response to Comment Letter 1. The SSCSD will be working in coordination with the Hearst Corporation to ensure that the project is consistent with the existing easement on the project site.

The comment letter does not include any comments on the MND analysis or environmental issues. The comment letter and the project suggestions therein will be provided to the project decision makers prior to any final decisions or entitlement.

Jeff Oliveira

From: gkellas <gkellas@verizon.net>
Sent: Saturday, November 9, 2019 3:31 PM
To: Jeff Oliveira
Cc: 'Charles Grace'
Subject: FW: MND Comments and Supporting Documentation
Attachments: San Simeon Water Tank MND Comments HK.pdf; Exhibine F-1 and F-2 Hearst Holdings Conservation Agreement 1687885-Doc-2005013388.pdf; Reservoir Easement for old 150000 gal w markup.pdf; Letter of Intent 1.4.2019.pdf; Letter of Intent for Water Tank Easement 2017-02-01.pdf; Pages from Hearst Holdings Conservation Agreement 1687885-Doc-2005013388 w markup.pdf

From: Henry Krzciuk [mailto:hkrzciuk@gmail.com]
Sent: Wednesday, October 23, 2019 9:50 AM
To: MM McGuire; John Russell; Julia Stanert
Cc: Gwen Kellas
Subject: MND Comments and Supporting Documentation

To: San Simeon CSD Directors,

Since Staff did not hand out copies of my MND comments at the October 9th Board meeting nor did my comments get mentioned during the "public hearing" before the Board approved the MND resolution, I am providing a copy of my comments with the supporting documentation to the Directors. Chairperson Kellas already has a copy.

All public comments are required to be considered by the Board during a public hearing. My comments were not considered by the Board. Further, I have been advised that copies were not given to all the Board members.

Due to the lack of required notice of the comment period in the Tribune, I couldn't complete my comments. I understand the comment period has been extended but this extension has also not been noticed in a local newspaper as required by statute and has not been posted at the District office so others can learn of this extension. This notice must be in a local newspaper with comment period start and end dates. It is a requirement, it is not optional. I gave a copy of the code to the District as provided to me by County staff.

One additional MND comment follows:

The Hearst Letter of Intent effectively represents a commercial exchange of conservation land for annual cash payments and District wastewater treatment services of 15,000 GPD. This is a large increase in WWTP volumes and will increase the volume of effluent discharge by a considerable amount.

When did the Board approve such a quid pro quo arrangement/agreement? I can find no record of such approval or any discussion of such a commitment or arrangement with the Board. Such a commitment assumes a regional solution etc. The studies for move of the WWTP haven't officially started.

Is such a land lease arrangement, swapping conservation land for other services and cash, allowed under the 2005 Conservation Easement Agreement?

There is no mention of the increased WWTP processing or ocean effluent volumes in the MND. It should be included in the MND.

Attachments:

1. My MND Comments Submission dated October 8, 2019
2. Existing reservoir easement from 1972 with my markups. Note: Fifty years ago the Board did the same thing and side aside land for a second tank that was never installed. Looks like the District is set to do the same and do a lot of conservation land disturbance and earth moving for nothing again. Almost 5,000 cubic yards of earth moving. But it sounds nice. Our money and time is going to go toward the WWTP move and the rest of the water lines for the next 30-50 years.

The earth that is removed for the new tank (and some decade in future second tank) could be placed behind the existing reservoir and used to fill in the old reservoir hole with the same local dirt and save a lot of money.
3. Hearst and now Rangeland Trust Agreement from 2005 with my markups. I only included this first 37 pages of 217 which are the main pages.
4. Hearst/San Simeon CSD letter of intent for relocation and expansion of present easement from 2/1/2017.
5. Most recent letter between Hearst and San Simeon CSD dated 1/4/2019 extending the acceptance date.
6. Exhibits F-1 and F-2 from 2005 Agreement. With permission, easements for utility lines and waterline, e.g. for PG&E lines, are permitted.

I do not have an email address for the new Board member. I am asking if one of you would forward this email to him.

Respectfully,
Hank Krzciuk
www.coastcentralphoto.com

Comment Letter 5

Comments: The commenter states that their previous letter was not handed out at the October SSCSD Board hearing and included a copy for the Board. The commenter requests that a new notice be sent to the newspaper for the MND comment period. The commenter also states that the proposed project is inconsistent with the Hearst Letter of Intent and questions the approval of the project by the Hearst Corporation. The commenter also states that the MND should include an analysis of impacts related to increased ocean effluent at the SSCSD Wastewater Treatment Plant.

Response: Please refer to the response to Comment Letters 1 and 2 as they relate to the project coordination with the Hearst Corporation and MND noticing. With respect to effluent discharges, wastewater impacts were analyzed in detail in the MND. As stated, the proposed project is limited to the construction of two community water storage tanks and would not result in an increase in wastewater production or effluent discharge. The overall concerns and project input provided in the comment letter will be provided to decision makers for consideration prior to any final permitting or entitlement.

Jeff Oliveira

On Sat, Nov 9, 2019 at 9:54 AM gkellas <gkellas@verizon.net> wrote:

I m not sure if you get emails addressed to SSCS--so just in case you do not...

From: Henry Krzciuk [<mailto:hkrzciuk@gmail.com>]
Sent: Friday, November 08, 2019 6:53 PM
To: San Simeon Community Services
Cc: Gwen Kellas; Will Carson; MM McGuire; John Russell
Subject: San Simeon Water Tank Project CEQA MND Comments Submission

In accordance with the Extended Comment Period, I am submitting additional MND comments. I have already submitted three comments.

I am again objecting to the District's handling of the MND relative to public comments. The comment period was "extended" but the Board has already approved the MND. No noticing of the extended comment period in the newspaper or at the office. Further, on the November agenda there isn't an agenda item for the Board to review additional comments from the Extended Comment period.

What is happening with these MND comments? No feedback. Nothing mentioned during the MND discussion and vote.

I am still submitting these comments at least for the record as follows:

1) Use of Lower Profile Tanks

Lower profile tanks should be used in this highly visible location. The District is proposing tanks with twenty-four foot sidewalls. Lower profile sixteen-foot sidewall tanks should be used to further mitigate the coastal view impact.

2) No easements exist for putting a water main from Jasper Way to Avonne Ave. Reference attached diagram.

I advised the Office Manager of this months ago. She said easements weren't needed because there is, by default, a three-foot easement for utilities on either side of all property lines. I discussed this matter with the Senior Planner at the County. She said she was not aware of any such default easement for water mains.

3) If somehow allowed, two tanks should be installed now for the Districts water security.

Water security should be the top priority. The waterlines should be deferred until proper water security is established with two tanks. Reference the recent presentation given to the Department of Water Resources for the Prop 1 grant. This of course assumes that the District is allowed enough conservation land for two tanks in the first place. That remains an open question.

Hank Krzciuk

9540 Avonne Ave. SPC 46

San Simeon, CA 93452

909 437-0041

Comment Letter 6

Comments: The commenter requests that the extended MND comment period be noticed in the newspaper and states concern that the MND was certified by the SSCSD Board at their October 2019 hearing, at which time the MND comment period was also extended for an additional 30 days. The commenter states concern that the November 2019 SSCSD Board hearing agenda did not include a review of the additional MND comments. The commenter reiterates previous comments related to project design suggestions, easement consistency, and suggestions for the timing of the implementation of the proposed project and the improvement phases identified in the District's Master Plan.

Response: Please refer to the response to Comment Letters 1 and 2 as they relate to the project coordination with the Hearst Corporation and MND noticing. The MND was certified by the SSCSD Board as a "complete" document prepared in accordance with the CEQA Guidelines at the October 2019 hearing after the required 30 day comment period. However, the MND comment period was extended for another 30 days in order to address noticing concerns. Although the MND has been adopted, the Lead Agency (i.e., SSCSD) has the ability to revise the MND through the Addendum process as specified in section 15164 of the CEQA Guidelines. In addition, Section 15088.5 of the CEQA Guidelines states that re-publication of the MND is also an option and would be required if "significant new information" is added to the MND after public notice is given. Significant new information is defined in Section 15088.5 as the introduction of a new mitigation measure or new environmental impact, the introduction of a new project alternative, or fundamental inadequacy.

It should also be noted that the November SSCSD Board hearing represented the closing of the extended public comment period, after which SSCSD staff compiled all of the comment letters received for review and consideration. The results of this review have been reported in this letter and will be part of the agenda for the December 2019 SSCSD Board hearing.

Please refer to the responses above for additional information on previously submitted comments. The letter did not comment on the specific analysis in the MND or environmental impact issues; however, the overall concerns and project input provided in the comment letter will be provided to decision makers for consideration prior to any final permitting or entitlement.

To: San Simeon CSD Chairperson Gwen Kellas and General Manager Charles Grace

Subject: San Simeon Water Tank Proposal and Way Forward

Reference: San Simeon CSD Community Water Tank Project CEQA Mitigated Negative Declaration (MND) - State Clearing House 2019099003 (<https://ceqanet.opr.ca.gov/2019099003/2/Attachment/QY-4hy>)

As a concerned resident of San Simeon and to move forward on this important project, I am floating the following modifications to the present plan:

1. Change to a lower profile tank design – 30% reduction in height
 - Same diameter tank but one steel panel shorter – sixteen-foot-high (two steel panel widths) vs present twenty-four-foot high tank walls (three steel panel widths)
2. Construct the two lower profile tanks now – increased capacity and backup
 - Each lower profile tank will hold 270,000 gallons
 - Total capacity 540,000 gallons vs 400,000 gallons presently planned for construction – more than enough water storage and fire protection for buildout of San Simeon.
 - Dual tank solution would be preferred by the Division of Drinking Water. These two tanks will be the only water storage for San Simeon.
3. Removal of old reservoir concurrent with operational status of the new tanks –
 - Removes old reservoir from the Highway 1 and Hearst Castle viewshed
 - Is in accordance with 1972 Hearst & San Simeon reservoir easement agreement and the more recent Hearst & San Simeon reservoir easement relocation letter of intent dated 2017.
 - Can make use of some of the 5,000 cubic yards of earth moved for the new tanks to fill in after reservoir removal

Key benefits:

- Further improves our community's water security with more total water storage and backup.
- Substantially reduces the visual impact in the Highway 1 and Hearst Castle coastal viewshed with lower profile tanks and removal of old reservoir.
- Minimizes use violations of Hearst conservation land by the District – total footprint after removal of old reservoir is not that larger than the present legacy easement.
- Lower total cost for District by doing the two smaller tanks now vs a second tank later – the two proposed tanks are still affordable with State Prop 1/ USDA grants/loans/FEMA/District cash.
- Constructing two tanks now means one disruption to Hearst operations for tank construction vs two; same for District Staff and operations.

This is the least disruptive time to make such changes. The proposal makes maximum use of the engineering work that has been done. The tanks are the same diameter meaning all the grading plans etc. remain the same.

The present tank bid is well structured to accommodate these modifications. The bid is being done with a minimum specifications approach which means detailed design will follow award. Bid specs for

tank construction Phase I don't really need to change much except to have shorter tanks. A bid addendum can handle this.

Further, the second phase of the tank bid being the rough grading, earth moving, etc. hasn't been issued. It can be modified to include removal of the old reservoir and restoration of that easement area to its original state.

I believe this approach may also be more acceptable to Hearst Holdings and the Rangeland Trust. They have final say on the ranch and conservation land. The Hearst family continues to help our community, for example, as our primary Internet provider and that is appreciated. With the construction bid on the street, completion of the Hearst easement for the new tanks is overdue. The easement requested is for non-agricultural structures on agriculturally protected conservation land and as such can be more involved.

Let's attempt to reach agreement now for the benefit of our community and the environment.

Respectfully,

Hank Krzciuk
San Simeon Resident
9540 Avonne Ave SPC 46
San Simeon, CA 93452
Mobile 909 437-0041

cc: California Coastal Commission Staff – Brian O'Neill
California Rangeland Trust, Conservation Director Jeremiah Leibowitz
California State Parks -
Greenspace – The Cambria Land Trust
Hearst Holdings -
North Coast Advisory Council, Chair Susan McDonald
San Luis Obispo County Planning & Building, Senior Planner Schani Siong
San Luis Obispo County Supervisor Bruce Gibson
San Simeon CSD Directors

Comment Letter 7

Comments: The comment letter consists of project design and implementation suggestions including changes to the tank design and a suggestion to relocate the proposed tanks to occupy the current water reservoir site. The commenter provides a statement of benefits related to their suggested modifications. The commenter also provides comments on the District's bid for project construction and suggestions for project modification prior to bidding for implementation.

Response: The letter did not comment on the specific analysis in the MND or environmental impact issues. It is important to note that comments related to project views have been analyzed in detail in the MND, including a 3D photosimulation of the proposed tanks. The analysis shows that the proposed tanks would be obscured by intervening topography and vegetation, and impacts are considered less than significant with the incorporation of required mitigation (i.e., painting the tanks to further reduce visibility). The overall concerns and project input stipulated in the comment letter will be provided to decision makers for consideration prior to any final permitting or entitlement.

Conclusion

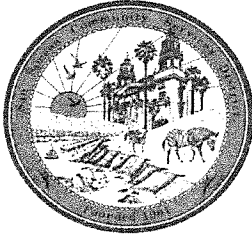
After careful consideration of all the letters received on the MND and the responses to the comments in the letters, the SSCSD has concluded that none of the information received or generated since the publication of the MND constitutes "significant new information" within the meaning of Public Resources Code Section 21092.1 and CEQA Guidelines Section 15088.5. For this reason, the SSCSD need not "recirculate" for additional public comment either a full or a partial revision to the MND. All of the comments received, and the corresponding responses, will be provided to decision makers for consideration prior to any final permitting or entitlement.

Thank you for the opportunity to assist with the response to comments on the SSCSD Community Water Tank Project MND. If you have any other questions, please feel free to contact me anytime. Thank you.



Jeff Oliveira, Principal Environmental Planner
Oliveira Environmental Consulting, LLC

5.D. BUSINESS ITEMS

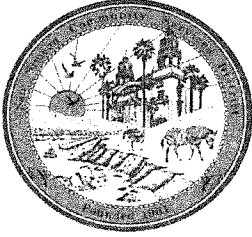


BUSINESS ACTION ITEM STAFF REPORT

Item 5.D. Discussion to increase the frequency of the newsletter from quarterly to monthly.

This item was placed on the agenda at the request of Vice-Chairperson Kellas.

5.E. BUSINESS ITEMS

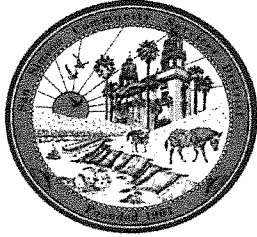


BUSINESS ACTION ITEM STAFF REPORT

Item 5.E. Discussion regarding moving the start time of the regular Board meeting time from 5 pm to an earlier time.

This item was placed on the agenda at the request of Vice-Chairperson Kellas.

5.F. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 5.F. Chair appointment of standing committee members per policy # 4060.30.

Summary:

The Board Chairperson appoints members to the Budget and Water Committees, subject to approval by the Board. The first Water Committee meeting of the year will be held on February 12, 2020.

The first Budget Committee will be held on February 12, 2020.

The Board Chairperson may request public comment from any person interested in being on either the Water or Budget Committee (3 minute max). Following public comment and any discussion from the Board, the Board Chairperson shall appoint committee members.

Recommendation:

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

Enc: List of Existing Committee Members

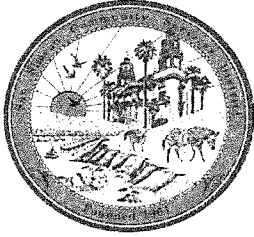
BUDGET COMMITTEE MEMBERS 2019

- Mike Hanchett
- Mary Margaret (Board Member) (Budget Committee Chairperson)
- Kathy Fry
- Gwen Kellas (Board Member)

WATER COMMITTEE MEMBERS

- John Russell
- Mike Hanchett
- Daniel De la Rosa
- Leroy Price

5.G. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 5.G. Authorization for the General Manager to sign a monthly maintenance website contract with Simply Clear Marketing not to exceed \$400.00 per month.

Enclosed is the proposal from Simply Clear Marketing for three pricing options related to monthly maintenance packages. Staff is looking for the Board to make a decision regarding this matter.

Enc: Quote from Simply Clear Marketing

Fee Summary

Website Maintenance & Support for Website Platform *(per month)*

\$249

This recurring monthly service fee commences the month your new site goes live.

- Wordpress maintenance subscription with ongoing security updates to your site's modules
- **1-2 hours of edits/updates to content of website**
- Unlimited defect resolution for reported bugs with your site. Afterhours support is always available for mission-critical emergencies related to your site's performance. Support for third party applications will be quoted on an as needed basis
- Website and Blog
 - 100 GB of Monthly Bandwidth / Data Transfer is included. Additional 1 GB: \$8/month
 - 5 GB of Web Storage is included. Additional 1 GB: \$5/month

Website Maintenance & Support for Platform *(per month)*

\$325

This recurring monthly service fee commences the month your new site goes live.

- Wordpress maintenance subscription with ongoing security updates to your site's modules
- **2-3 hours of edits/updates to content of website**
- Unlimited defect resolution for reported bugs with your site. Afterhours support is always available for mission-critical emergencies related to your site's performance. Support for third party applications will be quoted on an as needed basis
- Website and Blog
 - 100 GB of Monthly Bandwidth / Data Transfer is included. Additional 1 GB: \$8/month
 - 5 GB of Web Storage is included. Additional 1 GB: \$5/month

This recurring monthly service fee commences one month your new site goes live.

- Wordpress maintenance subscription with ongoing security updates to your site's modules
- **3-4 hours of edits/updates to content of website**
- Unlimited defect resolution for reported bugs with your site. Afterhours support is always available for mission-critical emergencies related to your site's performance. Support for third party applications will be quoted on an as needed basis
- Website and Blog
 - 100 GB of Monthly Bandwidth / Data Transfer is included. Additional 1 GB: \$8/month
 - 5 GB of Web Storage is included. Additional 1 GB: \$5/month

Authorization to Proceed

By hiring Simply Clear Marketing & Media, you've enlisted our expertise at how best to accomplish the goals that your team and our team have defined. In order to accomplish those goals we require your participation and cooperation. In the end, the quality of the result will depend significantly on the quality of your participation.

SCMM and San Simeon CSD agree upon the responsibilities and estimates described in this Authorization to Proceed document. San Simeon CSD agrees to pay the full fees detailed herein and authorizes SCMM to proceed with the work described in this document based on the time estimates provided.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the date first set forth herein above.

Client:

San Simeon CSD

Simply Clear Marketing & Media:

615 Clarion Ct. # 2
San Luis Obispo, CA 93401

Payment Terms

All recurring fee billings associated with your website will commence when your new site goes live. Digital Marketing Services fee billings (if any) will commence on a month-to-month basis as soon as they are implemented. All payments in arrears will be brought current when accepted.

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

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

Getting Started

Please click "Accepted" on the very top of the page (next to the word "Pending") and digitally sign to confirm your understanding and agreement of the information written herein.