

Board of Directors San Simeon Community Services District



BOARD PACKET

**Wednesday, December 9, 2020
Regular Meeting 3:00 pm**

Virtual Board Meeting via Zoom
Meeting Room: 927-053-7206
Password: 114376

Prepared by:



GRACE
ENVIRONMENTAL SERVICES

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Board Meeting Brown Act Check Sheet

Does the agenda have the correct:

Meeting location

Meeting time

Is the agenda posted 72 hours prior to the Regular meeting

Posting 1 District Office

Posting 2 Post Office

Posting 3 Chamber of Commerce

Is the agenda on the website 72 hours prior to the Regular meeting

Has the Board Packet been distributed to the Board

At the time of Packet Distribution to the Board has the Packet Been:

Distributed to the individuals / entities on the Distribution List

Loaded on the Website

Budget Committee Meeting

Does the agenda have the correct:

Meeting location

Meeting time

Is the agenda posted 72 hours prior to the Regular meeting

Posting 1 District Office

Posting 2 Corner Store

Posting 3 Chamber of Commerce

Water Committee Meeting

Does the agenda have the correct:

Meeting location

Meeting time

Is the agenda posted 72 hours prior to the Regular meeting

Posting 1 District Office

Posting 2 Corner Store

Posting 3 Chamber of Commerce

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AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, December 9, 2020
3:00 pm

Pursuant to Governor Gavin Newsom's Executive Order N-29-20 dated March 17, 2020 and the San Luis Obispo County Local Emergency Order and Regulation regarding COVID-19 dated March 18, 2020, this meeting shall occur as a virtual teleconference using the Zoom app. Members of the public cannot physically attend this meeting.

Internet Meeting Location

Join Zoom Meeting

<https://us02web.zoom.us/j/9270537206?pwd=RDNNcTErb2E1TmswRG51WGNEZVJLQT09>

Meeting ID: 927 053 7206

Password: 114376

One tap mobile

+1 669 900 9128, 9270537206# US (San Jose)

+1 346 248 7799, 9270537206# US (Houston)

Time: December 9, 2020 03:00 PM Pacific Time

NOTE: On the day of the meeting, the virtual meeting room will be open beginning at 2:30 PM. If you are unable to access the meeting please contact the District office at (805) 927-4778 prior to the 3:00 PM meeting start time and staff can assist you in accessing the meeting. Should you have any questions related to the information on this agenda or if you wish to submit public comment in the written format you can email Cortney Murguia at admin@sansimeoncsd.org. Members of the public can also contact the District office at (805) 927-4778 with any questions or concerns related to this agenda or accessing the meeting.

1. REGULAR SESSION: 3:00 PM

A. Roll Call

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

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

3. SPECIAL PRESENTATIONS AND REPORTS:

A. OATH OF OFFICE

i. Bill Maurer.

- ii. **Will Carson.**
- iii. **Gwen Kellas.**
- iv. **Daniel De La Rosa.**

B. STAFF REPORTS:

- i. **Sheriff's Report** – Report for November.
- ii. **Superintendent's Report** – Summary of November activities.
- iii. **General Manager's Report** – Summary of November Activities.
- iv. **District Financial Summary** – Summary of November Financials.
- v. **District Counsel's Report** – Summary of November Activities.

C. BOARD OF DIRECTORS AND COMMITTEE REPORTS:

D. SPECIAL PRESENTATION:

E. 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 10, 2020.**
- B. **Review and approval of Minutes for the Special Meeting on November 19, 2020.**
- C. **Review and approval of Disbursements Journal.**

5. BUSINESS ACTION ITEMS:

Public Comment – Public comment will be allowed for each individual business item. Members of the public wishing to speak on business items may do so when recognized by the 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. **Review of authorization of powers to the General Manager awarded under Resolution 20-419.**
- B. **Consideration of candidates to replace the Board of Director Vacancy created by the Resignation of John Russell and Board Appointment of the new Director.**
- C. **Discussion related to scheduling Regular Board meetings for 2021.**

D. Consideration of request from Robert Hather for an intent to serve letter.

E. Consider authorizing Board President to send a letter to the County Board of Supervisors related to the potential amendments of the Resource Summary Report as they relate to ongoing District efforts.

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.

3. A. ii. SUPERINTENDENT REPORT
Jerry Copeland
Facilities Update for November 2020



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 was performed as required by the RWQCB..
- The monthly report was submitted to the SWRCB.
- 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).
- 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 these activities.

San Simeon Community Services District

Superintendent's Report

November 2020

MONTHLY DATA REPORT

Date	Day	Wastewater Influent Daily Flow	Wastewater Effluent Daily Flow	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Daily Influent Flow	R.O. Daily Effluent Flow	R.O. Daily Brine Flow	Distribution Chloride	Chloride Wells 1 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Flows
11/01/20	Sunday	42,726	59,180	0	66,497	66,497	0	0	0	-	-	0	12.7	12.4	0.00	1,561
11/02/20	Monday	62,891	61,510	63,954	0	63,954	0	0	0	-	-	0	12.7	12.5	0.00	1,604
11/03/20	Tuesday	32,902	37,470	0	60,513	60,513	0	0	0	-	-	0	12.8	12.5	0.00	1,032
11/04/20	Wednesday	38,842	46,260	70,162	0	70,162	0	0	0	-	-	0	12.8	12.6	0.00	753
11/05/20	Thursday	41,246	43,650	0	1,197	1,197	0	0	0	-	-	0	-	-	0.00	1,677
11/06/20	Friday	60,559	65,270	150	82,579	82,729	4,193	2,609	1,584	-	-	0	12.7	12.5	0.00	1,136
11/07/20	Saturday	69,398	75,200	71,658	28,349	100,008	0	0	0	-	-	0	12.7	12.5	0.00	2,358
11/08/20	Sunday	51,603	54,120	0	45,179	45,179	0	0	0	-	-	0	-	-	0.00	2,006
11/09/20	Monday	52,806	59,520	65,600	0	65,600	0	0	0	-	-	0	12.8	12.5	0.00	1,638
11/10/20	Tuesday	46,168	47,990	0	65,899	65,899	0	0	0	-	-	0	12.8	12.5	0.00	1,703
11/11/20	Wednesday	44,468	49,040	60,887	0	60,887	0	0	0	-	-	0	12.8	12.7	0.00	1,015
11/12/20	Thursday	29,769	33,700	0	64,926	64,926	0	0	0	-	-	0	13.0	12.7	0.00	1,358
11/13/20	Friday	45,358	48,570	76,969	0	76,969	0	0	0	-	-	0	-	-	0.00	1,541
11/14/20	Saturday	67,372	70,840	0	46,675	46,675	0	0	0	-	-	0	-	-	0.00	1,684
11/15/20	Sunday	58,295	60,610	75	42,786	42,860	0	0	0	-	-	0	-	-	0.00	2,861
11/16/20	Monday	56,078	59,890	71,434	0	71,434	0	0	0	-	-	0	12.9	12.8	0.00	2,442
11/17/20	Tuesday	30,078	34,860	0	67,021	67,021	0	0	0	-	-	0	12.9	12.6	0.00	2,238
11/18/20	Wednesday	36,276	40,210	0	0	0	0	0	0	-	-	0	13.0	12.8	0.00	1,398
11/19/20	Thursday	38,138	42,180	71,135	0	71,135	0	0	0	-	-	0	12.7	12.4	0.00	1,345
11/20/20	Friday	44,579	44,780	71,060	0	71,060	0	0	0	-	-	0	12.8	12.5	0.00	1,381
11/21/20	Saturday	54,126	58,380	0	71,658	71,658	0	0	0	-	-	0	12.9	12.6	0.00	1,705
11/22/20	Sunday	67,130	71,310	73,229	0	73,229	0	0	0	-	-	0	13.0	12.8	0.00	2,138
11/23/20	Monday	59,712	62,670	0	69,115	69,115	0	0	0	-	-	0	13.0	12.8	0.00	1,891
11/24/20	Tuesday	51,662	55,020	69,115	0	69,115	0	0	0	-	-	0	13.1	12.9	0.00	1,758
11/25/20	Wednesday	53,535	57,800	0	84,225	84,225	0	0	0	<30	<30	0	-	-	0.00	2,152
11/26/20	Thursday	68,796	71,470	53,856	0	53,856	0	0	0	-	-	0	13.3	13.1	0.00	1,816
11/27/20	Friday	58,780	60,200	35,306	0	35,306	0	0	0	-	-	0	-	-	0.00	1,730
11/28/20	Saturday	94,711	98,630	84,225	87,366	171,591	0	0	0	-	-	0	13.2	12.8	0.00	2,212
11/29/20	Sunday	38,492	41,350	449	0	449	0	0	0	-	-	0	13.7	13.5	0.00	2,608
11/30/20	Monday	45,987	49,690	0	70,910	70,910	0	0	0	-	-	0	13.3	13.0	0.00	1,228
TOTALS		1,542,483	1,661,370	939,264	954,897	1,894,160	4,193	2,609	1,584			0			0.00	51,969
Average		51,416	55,379	31,309	31,830	63,139	140	87	53	0	0	0	12.9	12.7	0.00	1,732
Minimum		29,769	33,700	0	0	0	0	0	0	0	0	0	12.7	12.4	0.00	753
Maximum		94,711	98,630	84,225	87,366	171,591	4,193	2,609	1,584	0	0	0	13.0	13.5	0.00	2,861

DATA SUMMARY SHEET

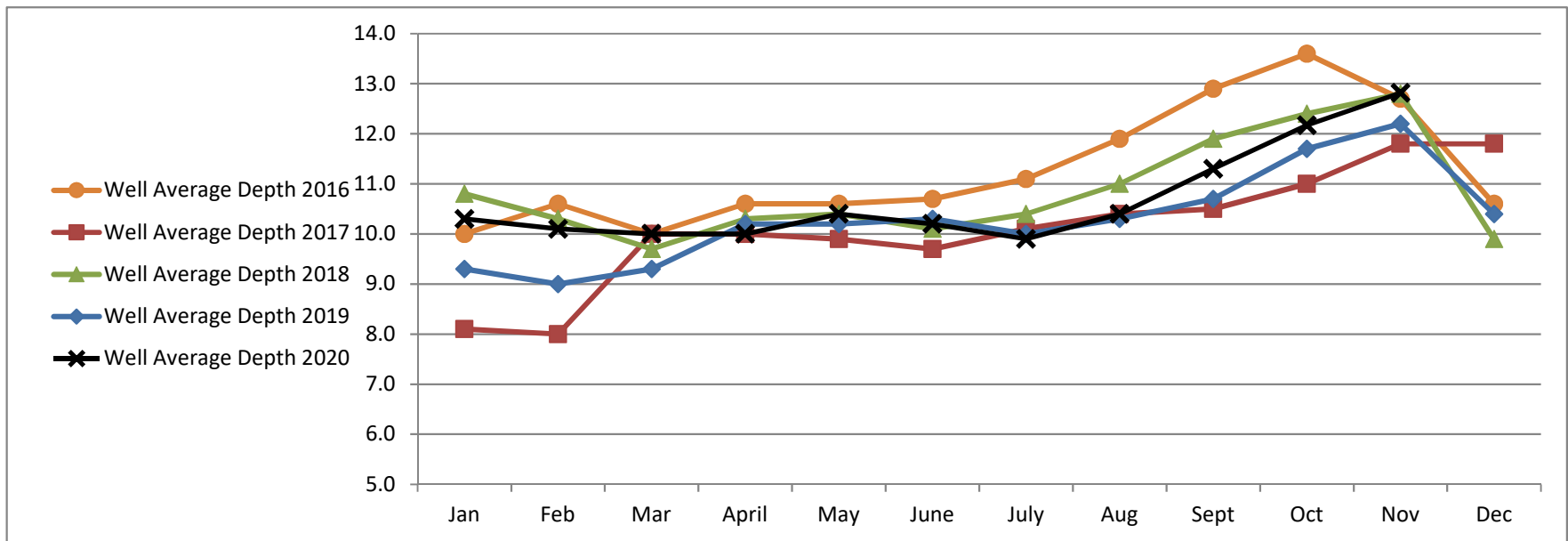
2020													
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total for 2020
Wastewater Influent	2,215,755	1,971,958	1,944,913	1,583,618	1,850,716	2,266,319	2,341,110	2,516,424	1,858,385	1,825,386	1,542,483		21,917,067
Wastewater Final Effluent (Month Cycle)	2,168,690	1,922,920	1,846,450	1,555,350	1,707,500	2,045,070	2,304,980	2,397,730	1,907,070	1,915,400	1,661,370		21,432,530
Adjusted Wastewater Influent (- State Flow)	1,958,507	1,780,122	1,818,999	1,500,460	1,748,006	2,201,429	2,262,301	2,440,274	1,798,005	1,763,948	1,490,514		20,762,565
Water Produced (month cycle)	1,843,670	1,872,693	1,514,688	1,215,724	1,962,303	2,261,129	2,673,502	2,726,684	2,321,568	2,242,803	1,894,160		22,528,925
Sewer Influent/Water Produced Ratio	1.20	1.05	1.28	1.31	0.94	1.00	0.88	0.92	0.80	0.81	0.81		N/A
Adjusted Sewer/Water Produced Ratio	0.94	0.95	1.20	1.24	0.89	0.91	0.85	0.90	0.78	0.79	0.79		N/A
Well 1 Water Production	1,841,426	403,172	3,665	5,685	5,535	1,653,903	2,592,867	2,724,740	1,221,484	1,145,637	939,264		12,537,377
Well 2 Water Production	2,244	1,469,521	1,511,023	1,210,040	1,956,768	607,226	80,634	1,945	1,100,084	1,097,166	954,897		9,991,548
Total Well Production	1,843,670	1,872,693	1,514,688	1,215,724	1,962,303	2,261,129	2,673,502	2,726,684	2,321,568	2,242,803	1,894,160		22,528,925
Water Well 1 Avg Depth to Water	10.3	10.1	10.0	10.0	10.4	10.2	9.9	10.5	11.3	12.3	12.9		N/A
Water Well 2 Avg Depth to Water	10.2	10.0	9.9	9.9	10.3	10.1	9.8	10.3	11.2	12.1	12.7		N/A
Average Depth to Water of Both Wells	10.3	10.1	10.0	10.0	10.4	10.2	9.9	10.4	11.3	12.2	12.8		N/A
Change in Average Depth to Water from 2019	+1.0	+1.1	+0.7	-0.2	+0.2	+0.1	+0.1	+0.1	+0.6	+0.5	+0.6		N/A
Average Chloride mg/L at the Wells	32	32	32	-	-	-	-	-	-	<30	<30		N/A
State Wastewater Treated	257,248	191,836	125,914	83,158	102,710	64,890	78,809	76,150	60,380	61,438	51,969		1,154,502
State % of Total WW Flow	12%	10%	7%	5%	6%	3%	3%	3%	3%	3%	3%		N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0	0	0	0		0
Biosolids Removal (Gallons)	4,500	9,000	9,000	0	4,500	4,500	9,000	0	4,500	4,500	4,500		54,000
WW Permit Limitation Exceeded	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
Constituent Exceeded	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
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
2019													
	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 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
Average Depth 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	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

November 2020

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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
Well Average Depth 2020	10.3	10.1	10.0	10.0	10.4	10.2	9.9	10.4	11.3	12.2	12.8	



3. A. iii GENERAL MANAGER'S REPORT
Charles Grace
Update for November 2020



GENERAL MANAGER'S REPORT

Item 3.A.iii

Staff Activity – Report on Staff activities for the month of November 2020. 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 for both a Regular and a Special Board meeting.

Staff also attended to the following items:

- Responded to fifteen (15) public records requests. Several of these requests are still being assembled and will require additional efforts.

Update on District Grants:

There are no updates on District grants at this time.

Update on District Projects:

Disadvantaged Community Survey (MHI) – No update.

LAFCO Solid Waste Power – On Thursday November 19, 2020 the LAFCO Board approved solid waste authority for the San Simeon CSD. Staff will be providing additional information to the Board after the first of the year.

Water Tank Project Update – No update

Road repair projects – Repairs will tentatively begin on December 14, 2020. Due to COVID19 regulations there may be material supply issues. Staff will continue to keep the Board and the public informed via our webpage.

3. A. iv. DISTRICT FINANCIALS
Cortney Murguia
November 30, 2020

SAN SIMEON COMMUNITY SERVICES DISTRICT



3.A.iv FINANCIAL SUMMARY

Billing November 30, 2020

October Billing Revenue	\$	92,417.67
November Billing Revenue	\$	70,671.94
Past Due (60+ days)	\$	12,354.82

ENDING BANK BALANCES

November 30, 2020

PACIFIC PREMIER BANK:

Money Market Account Closing Balance October 31, 2020	\$	1,168,030.80
Interest for November	\$	191.50
Money Market Account Closing Balance October 31, 2020	\$	1,168,222.30
Reserve Fund		(250,000.00)
Wait-list Deposits		(70,836.00)
Customer Deposits		(9,250.00)
Available Funds	\$	<u>838,136.30</u>
General Checking Account November 30, 2020	\$	52,130.90
LAIF Closing Balance November 30, 2020	\$	559.01
Interest Money Market Account 2019	\$	22,529.11
*Interest Money Market Account 2020	\$	12,015.91

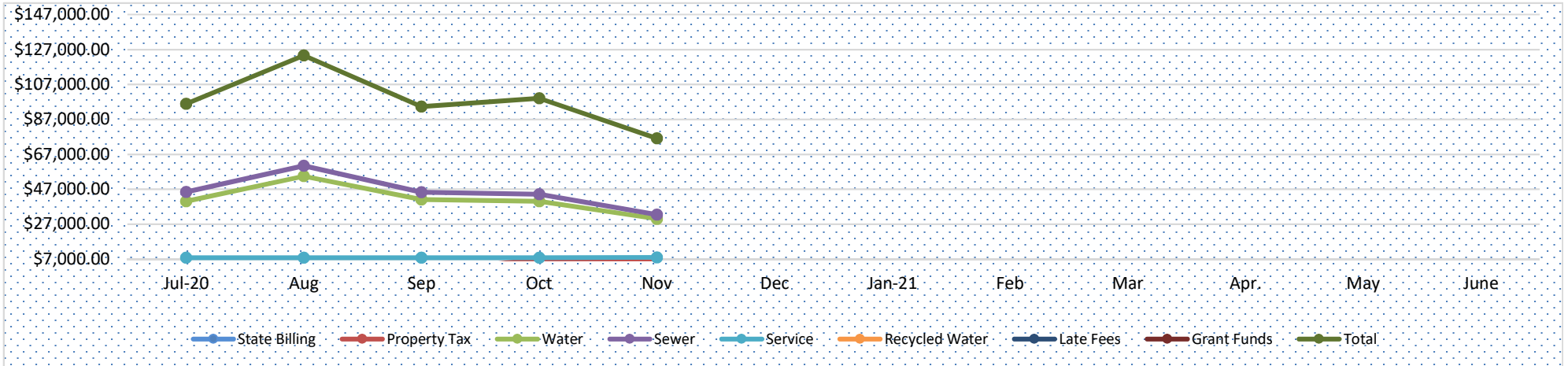
SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of November 30, 2020

	Nov 30, 20
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Pac Prem-Gen'l Ckg-6603	20,670.77
1017 · Pacific Premier-Money Market	1,168,222.30
1040 · Cash in county treasury	108.33
1050 · LAIF - non-restricted cash	557.83
	1,189,709.23
Total Checking/Savings	
Other Current Assets	
1200 · Accounts receivable	127,843.07
1300 · Prepaid expenses	7,559.60
	135,402.67
Total Other Current Assets	
Total Current Assets	1,325,111.90
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	329,437.01
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	26,791.00
1660 · RO Unit	931,966.97
1670 · Reservoir / Water Tanks	273,145.06
1680 · Generator	29,101.14
	5,257,023.59
Total 1400 · Fixed assets	
1690 · Accumulated depreciation	(2,581,338.93)
Total Fixed Assets	2,675,684.66
TOTAL ASSETS	4,000,796.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts payable	450.00
	450.00
Total Accounts Payable	
Other Current Liabilities	
2100 · Payroll liabilities	(76.50)
2500 · Customer security deposits	9,200.00
2510 · Connect hookup wait list	70,944.00
2520 · USDA Loan	443,122.00
	523,189.50
Total Other Current Liabilities	
Total Current Liabilities	523,639.50
Total Liabilities	523,639.50
Equity	
3200 · Fund balance	2,501,237.34
3201 · BOD designated - water improve	53,618.00
3202 · BOD designated-WW improvement	53,315.00
3203 · BOD designated-gen fund improve	15,065.00

	Nov 30, 20
3204 · BOD designated for reserves	250,000.00
3205 · BOD designated for customer dep	78,950.00
3206 · Unrestricted net equity	576,332.00
3900 · Suspense	(5,985.68)
Net Income	(45,374.60)
Total Equity	3,477,157.06
TOTAL LIABILITIES & EQUITY	<u>4,000,796.56</u>

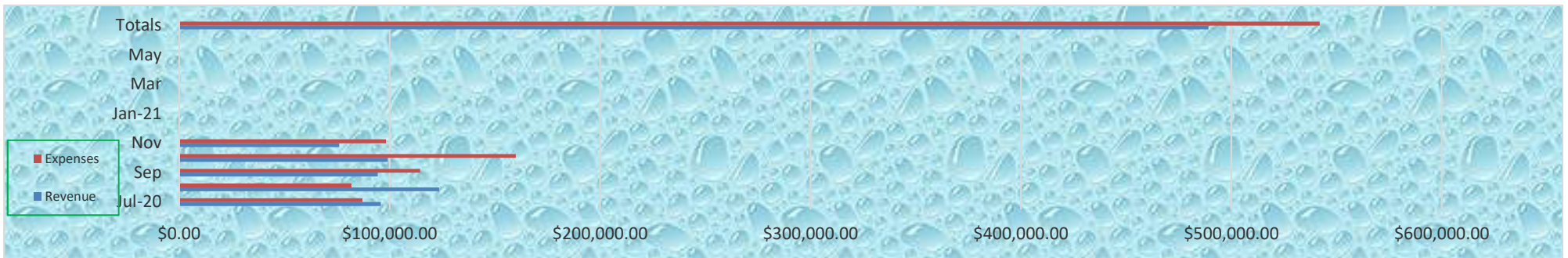
DISTRICT REVENUE FY 2020/2021

	Jul-20	Aug	Sep	Oct	Nov	Dec	Jan-21	Feb	Mar	Apr.	May	June	Totals
State Billing				\$4,898.26									\$4,898.26
Property Tax	\$2,336.92	\$751.11	\$11.88	\$6,945.71	\$5,461.44								\$15,507.06
Water	\$40,209.97	\$54,512.44	\$41,179.63	\$40,129.44	\$30,132.26								\$206,163.74
Sewer	\$45,546.00	\$60,488.59	\$45,320.14	\$44,227.62	\$32,486.93								\$228,069.28
Service	\$7,830.48	\$7,834.18	\$7,910.24	\$7,872.17	\$8,062.36								\$39,509.43
Recycled Water													\$0.00
Late Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00								\$0.00
Grant Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0								\$0.00
Total	\$95,923.37	\$123,586.32	\$94,421.89	\$99,174.94	\$76,142.99								\$489,249.51
Water Sold Cu Ft	292033	387244	297886	291236	218802								1487201
Water Sold Acre ft	6.70	8.89	6.84	6.69	5.02								34.14



REVENUE VS EXPENSES

	Jul-20	Aug	Sep	Oct	Nov	Dec	Jan-21	Feb	Mar	Apr.	May	June	Totals
Revenue	\$95,923.37	\$123,586.32	\$94,421.89	\$99,174.94	\$76,142.99								\$489,249.51
Expenses	\$87,144.37	\$81,902.63	\$114,623.38	\$160,041.02	\$98,357.85								\$542,069.25
Balance	\$8,779.00	\$41,683.69	(\$20,201.49)	(\$60,866.08)	(\$22,214.86)								(\$52,819.74)



**SAN SIMEON COMMUNITY SERVICES
HISTORICAL FISCAL REVIEW**

FY 2017/2018

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$24,606.31			\$21,914.14			\$21,542.66			\$23,690.87	\$91,753.98
Property Tax	\$1,282.43		\$121.78	\$3,983.38	\$11,222.22	\$31,099.09	\$7,506.90	\$2,750.02	\$640.94	\$22,168.20	\$1,686.05	\$771.97	\$83,232.98
Water	\$34,880.43	\$36,192.33	\$31,137.52	\$27,999.25	\$26,930.07	\$19,762.53	\$22,551.64	\$25,457.70	\$16,741.07	\$28,408.76	\$27,795.23	\$36,075.95	\$333,932.48
Sewer	\$38,495.46	\$39,770.86	\$33,836.96	\$30,919.58	\$29,421.68	\$21,164.32	\$25,021.12	\$28,652.26	\$19,108.33	\$32,900.73	\$31,492.38	\$40,773.70	\$371,557.38
Service	\$6,820.12	\$6,950.95	\$6,821.63	\$6,659.98	\$6,886.29	\$6,886.29	\$6,789.30	\$6,853.96	\$6,724.64	\$6,724.64	\$6,724.64	\$6,724.64	\$81,567.08
Late Fees	\$628.24	\$379.06	\$292.61	\$241.85	\$221.14	\$159.01	\$113.69	\$197.92	\$487.09	\$284.43	\$202.63	\$179.47	\$3,387.14
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 f	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
State 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
Late 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 f	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

FY 2019/2020

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$25,528.71			\$22,455.35			\$15,776.54			\$7,016.19	\$70,776.79
Property Tax	\$1,218.61	\$2,752.21	\$3,126.48	\$5,305.64	\$6,019.52	\$23,503.23	\$13,612.60	\$5,282.91	\$2,659.00	\$15,436.18	\$9,385.45	\$916.22	\$89,218.05
Water	\$41,718.97	\$39,623.52	\$40,324.01	\$43,808.36	\$32,208.00	\$23,432.56	\$33,732.14	\$34,067.23	\$24,268.55	\$17,909.86	\$28,582.31	\$36,460.31	\$396,135.82
Sewer	\$48,137.21	\$45,503.27	\$45,161.69	\$48,244.57	\$34,916.02	\$26,527.95	\$39,321.56	\$39,368.21	\$27,637.52	\$19,243.28	\$29,934.22	\$37,683.06	\$441,678.56
Service	\$7,113.60	\$7,045.20	\$7,079.40	\$7,451.10	\$7,489.26	\$7,344.54	\$7,525.44	\$7,453.08	\$7,489.26	\$7,489.26	\$7,489.26	\$7,453.08	\$88,422.48
Recycled Water													\$0.00
Late Fees	\$1,957.04	\$2,399.24	\$1,407.87	\$468.45	\$316.84	\$1,136.41	\$237.28	\$307.96	\$2,793.44	\$5,540.71	\$4,647.78	\$3,802.45	\$25,015.47
Grant Funds			\$8,750.00	\$167,376.61						\$1,485.90		\$8,369.50	\$185,982.01
Revenue	\$100,145.43	\$97,323.44	\$122,628.16	\$105,278.12	\$80,949.64	\$104,400.04	\$94,429.02	\$86,479.39	\$80,624.31	\$65,619.29	\$80,039.02	\$93,331.31	\$1,111,247.17
Expense	\$90,205.84	\$67,705.50	\$94,401.58	\$97,595.50	\$87,822.01	\$86,173.97	\$85,716.44	\$75,643.11	\$62,582.54	\$73,942.83	\$90,232.61	\$79,762.52	\$991,784.45
Balance	\$9,939.59	\$29,617.94	\$28,226.58	\$7,682.62	(\$6,872.37)	\$18,226.07	\$8,712.58	\$10,836.28	\$18,041.77	(\$8,323.54)	(\$10,193.59)	\$13,568.79	\$119,462.72
Water Sold Cu Ft	336845	319458	323518	329822	242893	179311	260006	261505	185972	137196	217871	274085	3,068,482
Water Sold Acre f	7.73	7.33	7.43	7.57	5.58	4.12	5.97	6.00	4.27	3.15	5.00	6.29	70.44

4. CONSENT AGENDA

- A. Review and approval of Minutes for the Regular Meeting on November 10, 2020.**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Tuesday, November 10, 2020
3:00 pm

Internet Meeting Location

1. REGULAR SESSION: 3:01 PM

- | | |
|---|--|
| <p>A. Chairperson Kellas – Present
Director Carson – Present
Director Maurer – Present
Director de la Rosa – Present</p> | <p>General Manager, Charlie Grace
District Counsel, Natalie Frye Laacke
District Counsel, Jeff Minnery</p> |
|---|--|

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment – No public comment

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

- i. Sheriff's Report** – Sheriff MacDonald provided the report for October.
- ii. Superintendent's Report** – Charlie Grace provided a summary of October activities.
- iii. General Manager's Report** – Charlie Grace provided a summary of October Activities.

Henry Krzciuk commented on the NFWF grant.

Julie Tacker commented on the NFWF grant and requested that the community be reimbursed for costs related to the grant.

Mary Giacoletti requested a reimbursement for the grant related funds.

Michael Donahue requested rate payer compensation for the Reverse Osmosis building encroachment costs.

Mike Hanchett commented on the benefits of previously awarded grant funds.

- iv. District Financial Summary** – Cortney Murguia provided a summary of the monthly financials.
- v. District Counsel's Report** – Natalie Frye Laacke provided a Summary of October Activities.

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS:

Will Carson commented on a letter from David Sansone.

C. SPECIAL PRESENTATION: None

4. CONSENT AGENDA ITEMS:

Public Comment – Henry Krzciuk commented on the meeting minutes and requested that his written comments become part of the meeting minutes. He also commented on an agreement between the District and Oliveira Consulting that he referred to as a secret agreement that needed to be brought forward so that the Board and the public could provide feedback.

A. Review and approval of Minutes for the Regular Meeting on October 14, 2020.

B. Review and approval of Minutes for the Special Meeting on October 28, 2020.

Director Maurer asked to amend the minutes to reflect the proper vote on the Business items.

C. Review and approval of Disbursements Journal.

Cortney Murguia requested that check 2107 be voided since John Russell has resigned and was not present at the Board meeting.

Henry Krzciuk commented on the General Manager's contract and fiscal year reconciliation.

Juie Tacker commented on the Hearst encroachment.

Michael Donahue commented on the Hearst encroachment.

Mike Hanchett commented on the fact that not all statements made during public comment are factual.

Mary Giacoletti spoke about unsettling rumors in the community.

Chairperson Kellas directed Mary Giacoletti to bring up her concern at the proper time during the December meeting.

A motion was made to approve the consent agenda items with the changes. .

Motion: Kellas

2nd: Carson

All in: 4/0

Roll Call:

Kellas: Yes

Carson: Yes

Maurer: Yes

De la Rosa: Yes

5. BUSINESS ACTION ITEMS:

A. Review of authorization of powers to the General Manager awarded under Resolution 20-419.

Chairperson Kellas introduced this item.

Julie Tacker requested that any expenditure the General Manager has incurred related to COVID be recorded.

Henry Krziuck commented on his concern about the extra authority given to the General Manager.

A motion was made to table this matter.

Motion: Kellas

2nd: De la Rosa

All in: 4/0

Roll Call:

Kellas: Yes

Carson: Yes

Maurer: Yes

De la Rosa: Yes

B. Adoption of Resolution 20-427 regarding the San Luis Obispo County Integrated Regional Water Management Plan and finding the Project Exempt from CEQA.

Chairperson Kellas introduced this item.

A motion was made to accept resolution 20-427.

Motion: Kellas

2nd: De la Rosa

All in: 4/0

Roll Call:

Kellas: Yes

Carson: Yes

Maurer: Yes

De la Rosa: Yes

C. Consideration of request from Robert Hather for an intent to serve letter.

Chairperson Kellas introduced this item.

Director Carson inquired about the timeline.

Robert Hather requested that he be issued an intent to serve letter immediately.

Chairperson Kellas addressed Mr. Hather's request.

Jeffrey Stolbery spoke on the request being made by his client Robert Hather.

Director Carson, Director de la Rosa and District Counsel discussed the economic hardship clause.

Mike Hanchett requested that the waitlist be followed as it is currently numerically documented.

Henry Krziuck suggested that District Counsel draft a will serve letter to present at the next Board meeting.

Chairperson Kellas replied that the will serve letter ad hoc committee is already working on this matter.

Tina Dickason and Director Carson discussed the water moratorium in contrast to Cambria.

A motion was made to create an ad hoc committee consisting of Chairperson Kellas and Director de la Rosa to research the disadvantaged with staff.

Motion: Kellas

2nd: Maurer

All in:

Roll Call:

Kellas: Yes

Carson: No

Maurer: Yes

De la Rosa: Yes

A motion was made directing staff to review Mr. Hather's request so that it be put on the December agenda.

Motion: Kellas

2nd: Maurer

All in:

Roll Call:

Kellas: Yes

Carson: Yes

Maurer: Yes

De la Rosa: Yes

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

Chairperson Kellas thanked the public for their participation and meeting attendance. She requested that a discussion of community discontent be placed on the agenda.

7. ADJOURNMENT @ 4:46 PM

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4. CONSENT AGENDA

B. Review and approval of Minutes for the Special Meeting on November 19, 2020.

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS Special MEETING
Wednesday, November 19, 2020
10:00 pm

Internet Meeting Location

1. REGULAR SESSION- 10:05 PM

- | | |
|---|--|
| <p>A. Chairperson Kellas – Present
Director Carson – Present
Director Maurer – Present
Director de la Rosa – Present</p> | <p>General Manager, Charlie Grace
District Counsel, Natalie Frye Laacke
District Counsel, Jeff Minnery</p> |
|---|--|

2. PUBLIC COMMENT
Public Comment -

Julie Tacker suggested that all costs associated with Mr. Ogren's and the moratorium be tracked.

3. BUSINESS ITEMS

A. Authorization for Legal Counsel to retain a consultant, Paavo Ogren, to provide services related to the water moratorium.

Director Carson and Jeff Minnery discussed timelines and costs associated with a consultant service.

Director Carson and Paavo Ogren discussed items pertaining to lifting the water moratorium, the Coastal Commission, and the California Coastal Act.

Director Maurer and Paavo Ogren discussed the request being made by Robert Hather under the hardship clause.

Cortney Murguia requested a 5 minute recess to assist a member of the public who was having trouble getting into the meeting. The recess was taken at 10:32 and the board meeting came back into session at 10:37.

Tina Dickason questioned Paavo Ogren's credentials and inquired as to why the district did not hire a water rights attorney.

Director de la Rosa inquired how the structure of government affects the process. Mr. Ogen explained the government structures and described why San Simeon's special district had more autonomy than many other government structures.

Chairperson Kellas made a motion to authorize legal counsel to retain Mr. Ogren to provide services related to the water moratorium.

Motion: Chairperson Kellas
2nd: Director de la Rosa
Vote: 4/0

Roll Call:

Kellas: Yes Carson: Yes Maurer: Yes De la Rosa: Yes

4. ADJOURNMENT- 10:50 PM

DRAFT

4. CONSENT AGENDA

C. Review and approval of Disbursements Journal.

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
December 2020

Type	Date	Num	Name	Memo	Paid Amount
November activity after Nov BOD Meeting					
Bill Pmt -Check	11/16/2020	2496	Sentinel Security Solutions, Inc.	Outdoor security cameras - new installation. Inv 9842 dated 10/28/2020.	-10,484.00
Bill Pmt -Check	09/09/2020	2080	Lori Mather Video Services	VOID Ck 2080: Record/Edit Special SSCSD Board Meeting (held via Zoom on 7/31/20). Invoice dated 8/13/2020.	0.00
Bill Pmt -Check	09/09/2020	2081	Lori Mather Video Services	VOID Ck 2081: Edit/Archive/Deliver Special SSCSD Board Meeting (held via Zoom on 8/17/20). Invoice dated 8/17/2020.	0.00
December activity					
Bill Pmt -Check	12/09/2020	2123	Lori Mather Video Services	Replace Ck 2080: Record/Edit Special SSCSD Board Meeting (held via Zoom on 7/31/20). Invoice dated 8/13/2020.	-300.00
Bill Pmt -Check	12/09/2020	2124	Lori Mather Video Services	Replace Ck 2081:Edit/Archive/Deliver Special SSCSD Board Meeting (held via Zoom on 8/17/20). Invoice dated 8/13/2020.	-150.00
Paycheck	12/09/2020	2125	GWEN KELLAS	Board Service Nov 2 through Dec 1, 2020.	-92.35
Paycheck	12/09/2020	2126	WILLIAM E MAURER	Board Service Nov 2 through Dec 1, 2020.	-92.35
Paycheck	12/09/2020	2127	WILLIAM J CARSON	Board Service Nov 2 through Dec 1, 2020.	-92.35
Bill Pmt -Check	12/09/2020	2128	Kathleen Janssen	Sec Dep Ref Acct 332. Eff 12/1/2020.	-50.00
Bill Pmt -Check	12/09/2020	2129	Leonard & Maurene Davis	Sec Dep Ref Acct 351. Eff 12/1/2020.	-73.20
Bill Pmt -Check	12/09/2020	2130	Maida Minadeo	Sec Dep Ref Acct 271. Eff 12/1/2020.	-50.00
Bill Pmt -Check	12/09/2020	2131	Mr & Mrs Szlukier	Sec Dep Ref Acct 153. Eff 12/1/2020.	-100.00
Bill Pmt -Check	12/09/2020	2132	Tom Kiel	Sec Dep Ref Acct 449. Eff 12/1/2020.	-50.00
Bill Pmt -Check	12/09/2020	2133	Adamski Moroski Madden Cumberland & Green	General legal fees and Oceanside legal fees through 9/30/2020. Inv 52105 dated 10/31/2020.	-7,807.60
Bill Pmt -Check	12/09/2020	2134	Adamski Moroski Madden Cumberland & Green	General legal fees through 10/31/2020. Inv 52335 dated 11/25/2020.	-8,210.31
Bill Pmt -Check	12/09/2020	2135	Kathleen Fry Bookkeeping Services	Bookkeeping services Nov 2020. Inv CSD-2020-11 dated 11/30/2020.	-1,320.00
Bill Pmt -Check	12/09/2020	2136	Kathleen Fry Bookkeeping Services	Budget committee services. Assist budget prep FY 20/21. Inv 2020-11-spec dated 11/30/2020.	-1,000.00
Bill Pmt -Check	12/09/2020	2137	Lori Mather Video Services	Digital file of SSCSD meetings 9/9/20, 10/14/20, 11/10/20. Invoice dated 11/11/2020.	-75.00
Bill Pmt -Check	12/09/2020	2138	Lori Mather Video Services	Video services for Special Zoom meeting on 11/19/2020. Invoice dated 11/19/2020.	-300.00
Bill Pmt -Check	12/09/2020	2139	Moss, Levy & Hartzheim, LLP	Audit to Date for FYE 6/30/2020. Inv 24909 dated 10/31/2020.	-1,000.00
Bill Pmt -Check	12/09/2020	2140	New Times	Public ad for Notice of Vacancy. Inv 318933 dated 11/5/2020.	-54.00
Bill Pmt -Check	12/09/2020	2141	Oliveira Environmental Consulting LLC	Prof Svcs related to Prop 1, LCP, OPC, other grant opportunities, and CSD tasks. 10/8/2020-11/2/2020.	-1,320.00
Bill Pmt -Check	12/09/2020	2142	rrm design group	Solid waste authority planning services, coordinate with LAFCO. Inv 0440-02-1020 dated 11/12/2020.	-231.25
Bill Pmt -Check	12/09/2020	2143	Simply Clear Marketing & Media	Monthly Website Service and Mgt fee service period Dec 21, 2020-Jan 20,2021. Inv 31028 dated 11/17/2020.	-400.00
Bill Pmt -Check	12/09/2020	2144	SLO County - Environmental Health	Hazmat Disclosure - WWTP - 9245 Balboa Ave. Facility ID FA0001537. Inv 0127089 dated 11/20/2020.	-454.00
Bill Pmt -Check	12/09/2020	2145	SLO County - Environmental Health	Hazmat Disclosure -Backflow Prevention. Facility ID FA0012591. Inv 0127766 dated 11/20/2020.	-454.00
Bill Pmt -Check	12/09/2020	2146	SWRCB-State Watr Res Ctrl Bd	Annual Permit Fee 7/1/20 to 6/30/21; Facility ID 3SSO10322. Dated 11/24/2020.	-2,848.00
Bill Pmt -Check	12/09/2020	2147	SWRCB-State Watr Res Ctrl Bd	Annual Permit Fee WWTP 7/1/20 to 6/30/21; Facility ID 3400110001. Inv WD-0180647 dated 11/24/2020.	-5,048.00
Bill Pmt -Check	12/09/2020	2148	Wood Environment & Infrastructure Solutio	On-Call Grant Support Services through 09/2020. Inv S49834152 dated 11/2/2020.	-343.00
Bill Pmt -Check	12/09/2020	2149	Wood Environment & Infrastructure Solutio	On-Call Grant Support Services through10/30/2020. Inv S49834192 dated 11/24/2020.	-90.00
Bill Pmt -Check	12/09/2020	2150	Grace Environmental Services - GES	Operations Management, Electrical and Maintenance Fees Dec 2020. Inv # 1414 dated 12/1/2020.	-54,197.39
Check	12/25/2020	Elec Pymt	CalPERS Fiscal Services Division	Retiree Health monthly premium for January 2021.	-353.08
Check	12/25/2020	Elec Pymt	CalPERS Fiscal Services Division	Unfunded Accrued Liability only - prepayment for January 2021. Cust. ID # 7226734344.	-1,317.97
TOTAL					-98,357.85

5. A. Business Items



BUSINESS ACTION ITEM STAFF REPORT

Item 5.A. Review of authorization of powers to the General Manager awarded under Resolution 20-419.

Summary:

On April 22, 2020, District Resolution 20-419 was adopted by the Board. A copy of this resolution is included with this staff report. Within this resolution item number six (6) requires that the authority vested in the General Manager by this resolution will be reviewed during each regularly scheduled Board meeting.

Enc: Resolution 20-419

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RESOLUTION NO. 20-419

**RESOLUTION OF THE SAN SIMEON COMMUNITY SERVICES
DISTRICT TO TEMPORARILY AUTHORIZE INCREASED
AUTHORITY OF THE GENERAL MANAGER AND TEMPORARY
RELIEF FOR NONPAYMENT OF WATER/SEWER BILLS**

Recitals

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State of Emergency to exist in California as a result of the threat of Novel Coronavirus 2019 (“COVID-19”); and

WHEREAS, on March 12, 2020, the Governor issued Executive Order N-25-20 in further response to the spread of COVID-19, mandating compliance with state and local public health officials as pertains to measures to control the spread of COVID-19; and

WHEREAS, on March 13, 2020, the San Luis Obispo County Health Officer declared a public health emergency and the County Emergency Services Director also proclaimed a local emergency due to the COVID-19 pandemic; and

WHEREAS, on March 14, 2020, the San Luis Obispo County Public Health Department announced the first confirmed case of COVID-19 in San Luis Obispo County, and additional cases have since been confirmed; and

WHEREAS, the health, safety and welfare of San Simeon Community Services District (“District”) residents, businesses, visitors and staff are of utmost importance to the Board of Directors (“Board”), and additional future measures may be needed to protect the community; and

WHEREAS, preparing for, responding to, mitigating, and recovering from the spread of COVID-19 may require the District to divert resources from normal day-to-day operations and it may impose extraordinary requirements on and expenses to the District; and

WHEREAS, the District General Manager (“General Manager”) currently has spending authority up to \$5,000.00, without prior Board approval in addition to limited authority related to personnel matters; and

WHEREAS, in the absence of Board action, strict compliance with certain District rules and ordinances could prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

WHEREAS, after consideration of all the facts reasonably available for review at the present time, the Board of Directors finds it in the best interest of the District to authorize the increase in General Manager spending authority to \$10,000, and up to \$15,000 upon authorization

from the President of the Board, and approves all acts necessary and appropriate to ensure the operation of the District.

WHEREAS, the Board understands that the closures of schools and other businesses due to COVID-19 is causing or may cause a financial hardship for many of its ratepayers and therefore will suspend discontinuation of services and make other accommodations for ratepayers experiencing a hardship during this emergency.

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

1. The Board of Directors authorizes an increase in the General Manager's spending authority to \$10,000, and up to \$15,000 upon authorization from the President of the Board.
2. The Board of Directors orders that the process to discontinue water or sewer service for nonpayment shall be suspended. Ratepayers experiencing a financial hardship should contact the District office.
3. The Board of Directors orders that all late fees for nonpayment of water or sewer service shall be waived. Ratepayers experiencing a financial hardship should contact the District office.
4. The Board of Directors orders that for ratepayers experiencing a financial hardship due to COVID-19, the General Manager is authorized to work with the ratepayer on an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges.
5. The General Manager may take all actions necessary, proper, and appropriate in his/her reasonable discretion to ensure the operation of the District, the safety of employees, and the safety of the public, including, but not limited to reasonable deviations from Board adopted Ordinances, Resolutions, Policies, and Procedures.
6. The authority vested in the General Manager by this resolution will be reviewed during each regularly scheduled Board meeting and otherwise terminate upon a declaration by the Governor that the State of Emergency has ended and the County Health Officer that the Public Health Emergency has ended and the County Emergency Services Director that the Local Emergency has ended.

ADOPTED by the Board of Directors of the San Simeon Community Services District on April 22, 2020, by the following roll call votes:

AYES: Carson, Kellas, Maurer

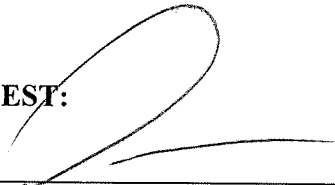
NOES: Russell
ABSENT: 0
ABSTAINED: 0

The foregoing Resolution is hereby adopted this 22 day of April, 2020.



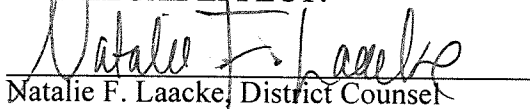
Gwen Kellas, acting Chairperson of the
Board of Directors

ATTEST:



Charles Grace, General Manager and
Secretary for the Board of Directors

**APPROVED AS TO FORM
AND LEGAL EFFECT:**



Natalie F. Laacke, District Counsel

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 John Russell and Board Appointment of the new Director.

Per the County Clerk Recorders office, staff posted the appointment request for applications in three places (District Office, Chamber Office, and at Post Office). 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 one (1) application, which is enclosed with this packet.

Once the appointment has been made, the appointee can be sworn in before the January 2021 Board meeting.

Enc: Application from Mary Giacoletti

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SAN SIMEON COMMUNITY SERVICES DISTRICT

RECEIVED

on @ 1:43 pm
DEC 2 2020

BY: CAM



APPLICATION FOR VACANT BOARD OF DIRECTOR SEAT

Name: MARY GIACOLETTI

Phone # [REDACTED]

Address: [REDACTED]

Email [REDACTED]

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

SERVED FOR A NUMBER OF YEARS ON THE NCAC Board
AM CURRENTLY PRESIDENT OF CASA del Monte HOA.
SERVED ON CASA del Monte Board as V.P. TREASURER,
SECRETARY, HISTORIAN FOR MANY YEARS.
WORKED FOR 16+ years AS A HEARST Castle Guide which
gave me knowledge and interest in the history & culture
of SAN SIMEON.

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

I would LIKE TO contribute, and participate in
the welfare OF OUR COMMUNITY.

✓

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.

Mary Jacobetti
Signature of candidate

12-2-20
Date

Cortney Muzina
Application received by

12-2-2020
Date

5. C. Business Items



BUSINESS ACTION ITEM STAFF REPORT

Item 5.C. Discussion related to scheduling Regular Board meetings for 2021.

Staff is asking that Board please consider moving the meeting date from the 2nd Wednesday of the month to the 2nd Thursday of the month. The schedule for 2021 would be as follows:

January 14, 2021
February 11, 2021
March 11, 2021
April 8, 2021
May 13, 2021
June 10, 2021
July 8, 2021
August 12, 2021
September 9, 2021
October 14, 2021
*November 10, 2021 (Wednesday)
December 9, 2021

* Thursday November 11, 2021 is Veteran's Day which is a holiday.

Staff is asking for the Board to approve the meeting schedule for the 2021 calander year.

5. D. Business Items



BUSINESS ACTION ITEM STAFF REPORT

Item 5.D. Consideration of request from Robert Hather for an intent to serve letter.

This item is currently under review in conjunction with the District's analysis of the facts, circumstances, and legal obligations related to the moratorium.

5. E. Business Items



BUSINESS ACTION ITEM STAFF REPORT

Item 5.E. Consider authorizing Board President to send a letter to the County Board of Supervisors related to the potential amendments of the Resource Summary Report as they relate to ongoing District efforts.

Attached please find a memorandum from Paavo Ogren and a draft letter to the Board of Supervisors.

Staff is looking for direction from the Board regarding this item.

Enc: Memorandum from Paavo Ogren
Draft letter to the County Board of Supervisors

Paavo Ogren

Memorandum

To: San Simeon Community Services District
Jeffrey A. Minnery, Legal Counsel
Charles Grace, General Manager

From: Paavo Ogren

Re: County of San Luis Obispo Resource Summary Resource Summary Report
Board of Supervisors Meeting on December 15, 2020
Consideration of Comments by San Simeon Board of Directors

Attached is a letter drafted for consideration by the San Simeon Board of Directors (Board) at the District's Board meeting on December 9, 2020.

As you are aware, during our recent call with representatives of the County on November 30, 2020, we discussed several topics that would need to be addressed for the District to rescind or modify existing restrictions that prohibit the issuance of new water will-serve letters. Some of the topics discussed relating to the District's water supply included the a) history, b) water conservation, c) reverse osmosis facilities, d) discretionary vs. ministerial actions, e) other local water supply "moratoriums", f) North Coast Area Plan, g) requirements for an Instream Flow Management Plan, and h) County Resource Management System. During the discussions, we recognized the need for follow-up and coordination with the Coastal Commission.

The attached letter has been prepared for comments for the County Board of Supervisors during their consideration of the 2016-2018 Resource Summary Report (RSR). Following is the link to the current redline version of the RSR that illustrates changes from the prior version.

[2016-2018-RSR-Revised-Redline.pdf \(ca.gov\)](#)

The following table provides references to SSCSD water supply information in the RSR.

Document Page #	Description
18 (of 279)	County Recommendation to Reduce the Level of Severity for the Pico Creek Groundwater Basin from III to II.
11	Criteria for Water Supply and Water System Levels of Severity.
53	Citations on SSCSD Water Deliveries in 2016-17 & 2017-18 of 69.7 acre feet and 66.1 acre feet, respectively.
77-80	Summary of the San Simeon Water Supply Recommended Level of Severity II.
84-85	Summary of San Simeon Water System (Infrastructure). No recommended Level of Severity.

Overall, the County recognizes that the Pico Creek groundwater basin has supply limitations, and it provides information on pumping that is occurring from the basin. Most importantly, the County recommendations will reduce the Level of Severity that was previously recommended from a Level of Severity III to II, which is generally consistent with the long-term successful conservation efforts of the community. The RSR does not, however, distinguish the SSCSD’s rights to pump from the basin versus the rights of others to pump from the basin.

Following up with the County and distinguishing the SSCSD water rights and resources from other pumpers will be important. Likewise, it is important to recognize that distinguishing SSCSD water rights and resources separate from others should not be considered as a short-coming of the RSR but instead as additional work that is needed to help the District address future potential actions relating to the District’s water will-serve moratorium. Certainly, both the County, pursuant to its land-use jurisdiction, and the SSCSD, pursuant to its water supply jurisdiction, have mutual interests in gaining a greater understanding of the District’s water supply rights and resources and we can anticipate collaboration as we proceed.

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SAN SIMEON CSD LETTERHEAD

Chairperson Lynn Compton
Members of the Board of Supervisors
County of San Luis Obispo, California

Dates: Board of Supervisors Meeting of December 15, 2020
San Simeon CSD Board of Directors Meeting of December 9, 2020

Subject: County Agenda Item # XXX – [complete based on County description of agenda item]

Dear Honorable Board Members,

The purpose of this correspondence is to comment on the recommendations included in the 2016-18 Resource Summary Report (RSR) that your Board is considering and to inform your Board on water resources issues that the San Simeon Community Services District (SSCSD) is addressing regarding existing restrictions prohibiting the issuance of water will-serve letters. Our efforts include discussion and potential coordination with your staff and may be the subject of future consideration by your Board.

Regarding Agenda Item # XXX specifically, the SSCSD Board of Directors supports your staff recommendations in the RSR, including a reduction in the Pico Creek groundwater basin's Level of Severity from III to II.

Currently, SSCSD is reviewing existing data and information while also considering what additional data and information may be needed for the Board of Directors to consider approving findings to, if appropriate, rescind or modify the District's existing water will-serve "moratorium." Your staff recommendation to reduce the Level of Severity is generally consistent with existing SSCSD data demonstrating that the community of San Simeon CSD has reduced annual water deliveries by approximately 30-35%¹ since our moratorium was first established.

SSCSD and County discussions have in fact already been initiated on San Simeon water resource details, and we have identified issues that will require follow-up. Some discussion items will likely need to include the California Coastal Commission. For example, the RSR approach to evaluating the Pico Creek groundwater basin provides support for the recommended LOS II. The District has, however, only been delivering approximately 70² acre feet per year on average over the past three (3) years, *which not only illustrates successful long-term conservation efforts, but reflects water deliveries that are significantly less than the SSCSD water license of 140 acre feet per year issued by the State Water Board (SWB) in 2012.*

As part of upcoming efforts with the County, we hope to consider a more detailed approach to evaluating Pico Creek resources that distinguishes the community of San Simeon and our water supply rights and resources separate from the Pico Creek groundwater basin as a whole and other pumpers.

¹ Estimate based on production data included in the Groundwater Availability Study Pico Creek Valley Groundwater Basin, Cleath-Harris Geologists, Inc. (2014)

² San Simeon CSD Water Wait List Reconciliation (9/28/2020)

The SSCSD Board of Directors simply needs clarity on the community's water supply rights and resources so that we can take action(s) consistent with our obligations under the California Water Code while also acting in the best interests of the community, our residents, property owners, businesses, and supporting our overall economic prosperity, health and well-being.

With Best Regards,

On behalf of the San Simeon CSD Board of Directors,

Gwen Kellas, Chairperson
San Simeon Community Services District

DRAFT