



September 29, 2025

TO: San Simeon Community Services District Board of Directors

FROM: Kate Ballantyne, Deputy Director of San Luis Obispo County Public Works

SUBJECT: CalWARN Temporary Assignment – Emergency Services Support for San Simeon Community Services District

PURPOSE

To outline the proposed temporary San Luis Obispo County (County) support and budget for providing emergency services to the San Simeon Community Services District (District) through the County of San Luis Obispo Department of Public Works (Public Works).

TEMPORARY ASSIGNMENT SUMMARY

Division Manager Primarily Assigned to San Simeon: Suzy Watkins

- Term & Hours: Up to 960 hours per fiscal year (July 1 – June 30), averaging about 20 hours per week based on workload.
- Work Schedule: Flexible. Presence in San Simeon one to two days per week (approx.) during District office hours (Mon–Thu, 9 a.m.–2 p.m.). The remaining hours may be worked remotely or from County downtown office space.
- Travel Time: Counted as work time.

COUNTY COMPENSATION & BENEFITS

- Hourly Rate: \$83.66 (Public Works Division Manager Step 6).
- Benefits (Temporary Employee):
 - Mileage reimbursement at \$0.70/mile
 - County-issued laptop/workspace
 - Sick leave accrual: 1 hour per 30 hours worked

BACKGROUND

The District currently lacks a General Manager. On July 30, 2025, the District adopted a Resolution requesting emergency administrative assistance through the California Water/Wastewater Agency Response Network (CalWARN). The County has agreed to temporarily provide such assistance through CalWARN. A County Public Works Division Manager (DM), Suzy Watkins, will serve as the primary lead in the County Public Works Department in providing overall supervision of District administration, facilities, finances, and oversight of District employees, contractors, and professional services. Her primary duties include a weekly on-site presence, monthly Board

leadership, and participation in meetings related to the District’s potential dissolution with the County and the Local Agency Formation Commission (LAFCO). Other County staff will be available as needed.

SCOPE OF SERVICES

The Division Manager will:

- Manage District office operations, records, customer service and supervise administrative staff.
- Oversee water and sewer billing, collections, deposits, accounts payable/receivable, and annual budget preparation.
- Prepare agendas, packets, and minutes; facilitate regular and special Board and subcommittee meetings.
- Ensure compliance with permits, licenses, orders, and regulatory requirements.
- Coordinate and lead a Proposition 218 process including rate analysis, required noticing, public hearing, and protest procedure.
- Assess and prioritize deferred maintenance and risk of failure for District facilities.
- Serve as the point of contact for the District dissolution petition with the County and LAFCO.
- Perform other duties as directed by the County Department of Public Works.

ESTIMATED PUBLIC WORKS MONTHLY SUPPORT & COSTS

Position	Total Hourly Cost*	Hrs/Month	Est. Cost/Month
Deputy Director – Public Works	\$235.88	2	\$471.76
Division Manager – Public Works	\$206.37	8	\$1650.96
Engineer III	\$133.29	4	\$533.16
Accountant III	\$105.29	4	\$421.16
Sr. Account Clerk	\$69.16	4	\$276.64
Division Manager – Public Works	\$228.22	4	\$912.88
Department Administrator	\$151.08	4	\$604.30
Department Administrator	\$172.00	8	\$1376.00
Supervising Engineer	\$183.28	4	\$733.12
Water Systems Chemist II	\$136.21	4	\$544.84
Water Quality Manager	\$143.05	4	\$572.20
Temporary Division Manager (Dept OH only)	\$98.54	80	\$7,883.20

Total Maximum Estimated Monthly Cost: \$15,980.22

*Includes applicable department and division overhead.

COMMUNICATIONS PLAN

All communications between the Board of Directors and County staff will be conducted via the Administrative Office. The Administrative Office will route questions and concerns to appropriate Public Works staff.

- Lisa Howe - (805) 781-5025 or lhowe@co.slo.ca.us

While County staff will seek input from the District, all decision making functions will remain with the County and the Division Manager will report to County Public Works management.

THREE MONTH WORK PLAN

The Division Manager will focus on the most critical items in the first three months of the CalWARN support period. These include the following:

1. Assure District is in compliance with applicable local, State, and federal permits and regulations. Immediate high priorities are:
 - A. Cross Connection Control Plan- request extension from State to extend the 10/1/2025 deadline by several months
 - B. California Integrated Water Quality System (CIWQS) certification- ongoing need
 - i. Fluid Resource Management (FRM) submits monthly wastewater reports to CIWQS online portal
 - ii. Division Manager to support Chairperson Tiwana on certifying and signing the online reports as the Legal Responsible Official (LRO)
 - iii. Next certification/signing due before Oct 1, 2025
2. Fiscal Solvency - Prop 218 Rate Study and rate increase
 - A. Conduct a rate analysis
 - B. Prop 218 process involves public noticing, 45-day public review, and public hearing, and protest procedure
3. Water billing discrepancies
 - A. Several customer accounts should be audited for water meter reading and billing accuracy and discrepancies corrected as necessary
4. Water use discrepancies

- A. Investigate/review recent data related to water use and address complaints and non-payment of bills
5. Continuity of Operations oversight
- A. Provide a direct contact and procedure for exceedances, violations, infrastructure repairs, operational or infrastructure-related emergencies, etc.
 - B. FRM staff responsibilities below:
 - i. Mike Ellison, Principal: FRM company oversight
 - ii. Brandon Jacka, Operations Manager: Operations personnel oversight and project management (should be copied on all communications with FRM)
 - iii. Robiy Ellison, Maintenance Manager: Maintenance personnel oversight and project management
 - iv. Jason Molinari, CPO for Wastewater and Operator of Record for Water: Water and wastewater system oversight (should be copied on all communications with FRM)
 - v. Cara Aguiar, Compliance Supervisor: Compliance oversight and regulatory liaison
 - vi. Carinna Ellison, Regulatory Compliance Manager: Regulatory oversight and project management
 - C. Oversight of District administrative staff Kathy East and Ruth Montgomery
6. Run monthly District Board meetings
7. Represent District in the current comprehensive analysis of the District conducted by County contractor NBS, and all other dissolution-related activities
8. Assess and prioritize outstanding infrastructure repairs

OTHER ISSUES

The County Department of Public Works is aware of the multitude of issues facing the District. However, under the CalWARN model of emergency support, the County will focus on the above items before moving forward on a work plan for additional issues and needs (i.e., outfall repairs, update Sanitary Sewer Management Plan, address coastal access stairway issue, building moratorium, etc.) as time and priorities allow.

ATTACHMENTS

- 1 Signed CalWARN Agreement

RESOLUTION NO. 25-493

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT REQUESTING ASSISTANCE FROM THE COUNTY OF SAN LUIS OBISPO

WHEREAS, the San Simeon Community Services District ("District") and the County of San Luis Obispo ("County") are both signatories to the California Water/Wastewater Agency Response Network ("CalWARN") 2007 Omnibus Mutual Assistance Agreement ("Agreement"); and

WHEREAS, the Agreement permits members to request assistance from other members in times of need; and

WHEREAS, under the terms of the Agreement, any member making a request for assistance shall defend, indemnify, and hold harmless any member providing such assistance; and

WHEREAS, on or about July 21, 2025, the Interim General Manager of the District submitted a letter of resignation; and

WHEREAS, the District is in need of personnel as soon as practicable to continue the operation of its water and wastewater facilities pending the selection of a new general manager.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Simeon Community Services District ("Board") that the Chairperson, Vice-Chairperson, or their designee, are authorized to:

- 1) submit and sign on behalf of the District a request for assistance to the County, in a form substantially similar to Exhibit A, attached hereto and incorporated herein by this reference;
- 2) reimburse the County for all assistance provided consistent with the terms of the Agreement; and
- 3) provide all direction to the County necessary and convenient to the operation of the District's water and wastewater facilities pending the selection of a new general manager.

ADOPTED by the Board of Directors of the San Simeon Community Services District on July 30, 2025, by the following roll call votes:

AYES: Donahue, Tiwana, Le

NOES: 0

ABSENT: 0

ABSTAINED: 0

Michael Donahue

Chairperson, Board of Directors of the
San Simeon Community Services District

ATTEST:

Title:
San Simeon Community Services District

APPROVED AS TO FORM

Nubia I. Goldstein

District Legal Counsel, Nubia I. Goldstein

EXHIBIT A

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Part I TO BE COMPLETED BY THE REQUESTING UTILITY

Dated: 8/1/2025	Time: 1300 hrs	From the County of: San Luis Obispo
Contact Person: Michael Donahue	Telephone: 805-927-4778	Fax:
WARN Member Utility: San Simeon Community Services District		Authorized Rep: Michael Donahue

Type of Emergency & Impact to Utility:

The District's Interim General Manager resigned. The District needs personnel to continue its operations.

Personnel, Expertise, Equipment & Material Needed (Follow terminology in AWWA Water & Wastewater Mutual Aid & Assistance Resource Typing Manual):

Preferred Resources Requested (Follow resource types in AWWA Water & Wastewater Mutual Aid & Assistance Resource Typing Manual):

Single Resource	Team	Kind	Type	Description
Wastewater Operations Team Leader	Public Works	Personnel	Type 1	General Manager duties.
Water Operations Team Leader	Public Works	Personnel	Type 1	General Manager duties.

Date & Time Resources Needed: Until a General Manager is hired | Staging Area: 111 Pico Avenue, San Simeon 93452

Approximate Date/Time Resources To Be Released:

Requesting Authorized Rep: Michael Donahue	Req. Authorized Rep's Signature: <i>Michael Donahue</i> <small>Michael Donahue (Aug 2, 2025 08:31:32 PDT)</small>
Title: District Board Chair	Utility: San Simeon Community Services District Request No: 1

Part II TO BE COMPLETED BY THE RESPONDING UTILITY

Contact Person: <i>John Biodati</i>	Telephone: <i>(805) 788-2832</i>	Fax: <i>805 781 1229</i>
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Type of Personnel, Expertise, Equipment & Material Available (Follow terminology in AWWA Water & Wastewater Mutual Aid & Assistance Resource Typing Manual)

Preferred Resources Deployed (Follow resource types in AWWA Water & Wastewater Mutual Aid & Assistance Resource Typing Manual):

Single Resource	Team	Kind	Type	Description

Date & Time Resources Available From: *9/27/25* To: *TBD*

Staging Area Location:

Estimated Total Costs To Send Requested Assistance: \$ *15,980 / mo approx*

Trans. Costs from Home Utility to Staging Area: \$ | Trans. Costs to Return to Home Utility: \$

Care, Shelter, Feeding Costs Required For Response: \$ *n/a*

Responding Authorized Rep: *Scott Jalpert* | Res. Authorized Rep's Signature: *[Signature]*

Title: *Emergency Services Director* | Utility: *SLO County*

Dated: *9/18/25* | Time: | hrs | Request No:

Part III REQUESTING UTILITY CONFIRMATION AND APPROVAL

Authorized Rep Name:		Location:	
Signature			
Dated:	Time:	hrs	Request No:

Part IV WARN COORDINATION (as needed)

WARN Rep:		Location:	
Signature			
Dated:	Time:	hrs	Request No:

Additional Information:

MISCELLANEOUS ITEMS / OTHER INFORMATION

Please see attached resolution requesting assistance from the County of San Luis Obispo.
