**AGENDA**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS REGULAR BOARD MEETING**

**1350 MAIN STREET**

**(Coast Unified Board Room)**

**CAMBRIA, CA 93428**

**Thursday, November 2, 2023**

**6:00 pm**

**NOTE:** On the day of the meeting, the virtual meeting room will be open 30 minutes prior to the meeting start time. If you wish to submit public comment in the written format you can email [admin@sansimeoncsd.org](mailto: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.

**CALLTO ORDER. 6:02 pm In person meeting, Zoom was not available**

1. **Pledge of Allegiance**
2. **REGULAR and SPECIAL SESSIONS:**
3. Roll Call

Vice-Chair Tiwana Director Diamond Director Le (Director Donohue – Absent)

1. **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.

**COMMENTS: Albert Bredow commented on his concerns regarding a potential data breach and concern for the web migration process**

1. **PRESENTATIONS AND REPORTS:**

**STAFF REPORTS:**

**i.** **FRM Operations Report –** Summary of Oct Activities. **No abnormal activity in the system**

**ii. Interim General Manager’s Report –** Summary of Oct Activities.

**See attached**

**iii. District Counsel’s Report –** Summary of Oct Activities. **No Report**

**Sheriff’s Report**

**Cal-Fire Report- not available**

**Public Comment –** This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Special Presentations and Reports. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes or less with additional time at the discretion of the Chair.

**COMMENTS: NONE**

1. **CONSENT AGENDA ITEMS:**

**Public Comment –** This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Consent Agenda Items. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes or less with additional time at the discretion of the Chair.

**Motion to approve: Director Diamond Second: Director Le**

**VOTE: Unanimous AYE**

1. **Approve minutes from October 19, 2023.**

**2. Review and approval of October disbursements journal.**

1. **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 Chairperson. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes or less per person for each business item, with additional time at the discretion of the Chair.

**COMMENTS: NO public Comment**

1. **RGS to provide an update regarding opening an Interest Bearing Bank Account** (Report, Discussion and Decision)

The Local Agency Investment Fund LAIF is widely used, but pays the lowest returns of this group.  (Currently 3.59%?

CAMP is run by a firm that specialized in Public Agency Investment (Currently 5.5%)

 CLASS, (my recommendation) is run by the California Special Districts Association and League of California Cities.  (Currently 5.5518%)

**Motion to accept CLASS option for interest-bearing account: Director Diamond**

**2nd: Vice-Chair Tiwana VOTE: Unanimous AYE**

1. **Approve discretionary spending by the Interim General Manager up to**

**$10,000.00 with follow-up report to the Board for any expense above $5000.00**

(recommend approval) **Motion to approve: Vice-chair Tiwana**

**2nd: Director Diamond VOTE: Unanimous. AYE**

**Revisit Project List from Spring 2023 and identify 2 - 3 for initial focus.**

(Discussion and Decision). **REMOVED from further discussion. IGM to provide an updated project list in December**

1. **CLOSED SESSION:**

**Public Comment –** Members of the public wishing to speak on Closed Session items may do so when recognized by the Chairperson. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes or less per person, with additional time at the discretion of the Chair.

**COMMENTS: NO COMMENT**

**The Board will adjourn to Closed Session to address the following items:**

1. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

**Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code § 54956.9: five (5) Potential Cases**

1. **Report Upon Conclusion of Closed Session**

Once a closed session has been completed, the legislative body must convene in open session. (§ 54957.7(b).) If the legislative body took final action in the closed session, the body may be required to make a report of the action taken and the vote thereon to the public at the open session. (§ 54957.1(a).) The report may be made either orally or in writing. (§ 54957.1(b).) In the case of a contract or settlement of a lawsuit, copies of the document also must be disclosed as soon as possible. (§ 54957.1(b) and (c).)

**REPORT: GES invoice was paid**

1. **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).

**COMMENTS: NO COMMENT**

1. **ADJOURNMENT** – **8:10 pm**

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 SSCSD Office 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.

**SSCSD. Interim GM Report 11/02/23**

We continue to struggle with the meter reading/water billing process. The software and hardware are old and no longer supported. We have the old manuals but they have not been all that helpful. It appears that we will need to continue entering meter reader data into the billing software manually.

I have requested a meeting with the County to join their grant for water billing services along with Shandon, Santa Margarita, and Cayucos and the County confirmed they will set up a meeting. This will provide us with a necessary upgrade to this antiquated system that is currently in place.

In other news:

I had a pleasant chat last week with Ellie Oliver, Enforcement Officer, Central Coast District California Coastal Commission. Ellie actually spent a couple of days in San Simeon and Cambria this last summer. Our conversation was primarily about the Pico stairway and the requisite move for the sewer plant.

As I mentioned last meeting, we are working with the Streamline web services to build a new website and email system. Streamline is a partner with the Ca Special Districts Assoc and provides 100% compliant web services. We are currently transitioning our new page over to their services and expect to have the new website functional towards the end of November.

Yesterday I met with John Davis from Dudek Assoc and Airlin Singewald, Planning Manager and his staff from SLO County to discuss the update of the SSCSD Local Coastal Program (LCP). This is due end of April 2024. Dudek Assoc. is assisting us in writing the update

I have scheduled a meeting with Rob Fitzroy, Executive Officer with SLO LAFCO for November 9 to discuss the required LAFCO municipal service review (MSR) for SSCSD. This is a generic discussion or district goals and objectives. As well as an update for LAFCO’s files.