

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



BOARD PACKET

**Wednesday, January 11, 2012
Regular Meeting 6:00 pm**

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

Prepared by  **APT water**

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, January 11, 2012
6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

Note; All comments concerning any item on the agenda are to be directed to the Board Chairperson

1. CLOSED SESSION: No Closed Session

2. REGULAR SESSION: 6:00

- A. Roll Call
- B. Pledge of Allegiance

3. PUBLIC COMMENT:

Any member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction, provided the matter is not on the Board's agenda, or pending before the Board. Presentations are limited to three (3) minutes or otherwise at the discretion of the chair.

A. Nominations and elections for Board of Director Chairperson and Vice-Chairperson.

B. Sheriff's Report – Update from Sheriff's Office Representative on service in San Simeon for the month of December.

C. Public Comment

4. STAFF REPORTS

A. General Manager's Report

- 1. **Staff Activity** – Report on Staff activities for the month of December.
- 2. **Grants, Loans and Partnership Opportunities** – Verbal Update on USDA Loan and SLO COG Byways Grant.
- 3. **Point of Diversion** – Verbal Update on Emergency Well #3.
- 4. **Small Scale Recycled Water Project** – Verbal update on Status of project.
- 5. **Rip Rap** – Application completed.

B. Superintendent's Report

1. **Wastewater Treatment Plant** – Summary of operations and maintenance for December.
2. **Water Distribution Systems** – Distribution performance for the Month of December.
3. **District Streets Maintenance** – Summary of street maintenance.

C. District Financial Summary – Update on Monthly Financial Status for close of business December 31, 2011.

D. District Counsel's Report – Oral Report on current issues.

5. ITEMS OF BUSINESS

- A. **Approval of last month's minutes** - December 14, 2011
- B. **Approval of Disbursements Journal** - January 11, 2012.

6. DISCUSSION/ACTION ITEMS

- A. **Recycled Water Production Facility proposal Equipment / Construction purchase approval \$153,385.00 and Task 300 \$1,730.00**
- B. **San Simeon Road Beach Access pathway design proposal \$5,202.50**
- C. **Pico Avenue Beach Access Stair Design proposal \$5,072.50**

7. Board Committee Reports – Oral Report from Committee Members.

8. Board Reports – Oral Report from Board Members on current issues.

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

10. ADJOURNMENT

GENERAL MANAGER'S REPORT
Charles Grace

Staff Activities for December

General Manager's Report
January 11, 2011

1. Staff Activities:

In addition to routine activities, Staff coordinated with Phoenix Engineering regarding the small scale recycled water project, worked with County Code Enforcement on issues with excess RV's on a property, Coordinating with the Sheriff's Administration for a Meet and Greet with the Sheriff for a February event, worked with Counsel and Phoenix Engineering on the USDA Engineering Contract negotiations and worked with Auditors to complete the 2010-2011 Audit. Staff also met with RWQCB to receive the final approval of the Small Scale Recycled Water Project.

2. Grants, Loans and partnership Opportunities

A. USDA:

Staff is completing the "front end documents" for the USDA loan application and preparing a Request for Quote for the Construction Management portion of the project.

B. National Byways Grant/ADA Access Improvement

Staff has obtained quotes to design of the San Simeon Avenue beach access and the Pico Avenue access and repair. We will discuss in more detail the design quotes under Discussion Action Items of this board packet.

3. Point of Diversion

The Point of Diversion permit application has been approved by the State Water Resources Control Board (SWRCB). Staff is expecting a letter from the SWRCB's with their approval in the immediate future.

4. Small Scale Recycled Water Project

The Regional Water Quality Control Board approved the Small Scale Recycled Water Project. Staff is making arrangements to purchase equipment and meet with contractors.

5. Rip Rap Application

Cathy Novak and Staff have completed the Rip Rap application. Ms. Novak has requested an appointment with the Coastal Commission in preparation of the application submittal. Ms. Novak will submit the application at the end of January.

SUPERINTENDENT'S REPORT
Jerry Copeland

Facilities update for December

SANSIMEON COMMUNITY SERVICES DISTRICT

Superintendent's Report

Activities of December 2011

Wastewater Treatment Plant

- The wastewater treatment plant performed well this month. Staff continued with the manufacturer's recommended preventive maintenance on the facility equipment.
- During a power outage that lasted approximately 13 hours, staff monitored the generator operation as well as other facility operations at the WWTP and the well site including reservoir level.
- Staff replaced a broken stud on the cover plate to EQ pump #2.
- Staff repaired a leak in the chlorine contact chamber wooden containment wall. We are making arrangements to replace the entire wall with fiberglass reinforced plastic as a permanent solution.
- Staff continued to work with Phoenix Engineering gathering data and performing more sampling and testing for the engineering report for the small scale water recycling facility.

Water Distribution System

- All routine sampling and testing was performed.
- Monthly meter reading was performed.

District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.

San Simeon Community Services District - Monthly Data Report - December 2011

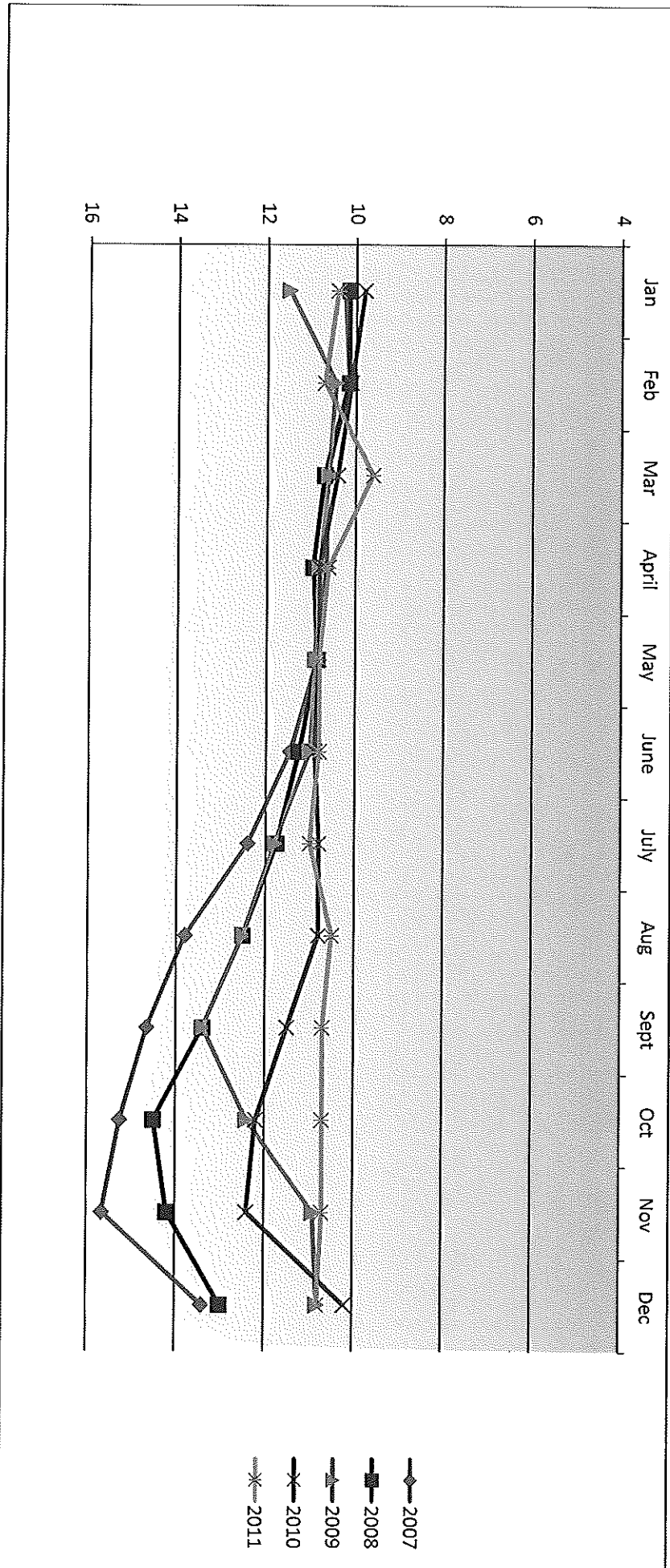
Date	Day	Wastewater Influent Daily flow	Wastewater Effluent Daily Flow	CALCULATED Well 1 Total Pumped	CALCULATED Well 2 Total Pumped	CALCULATED Total Daily Water Produced	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
12/01/11	Thu	42,032	52,160	0	0	0	11.1	11.2	0.00	4,175
12/02/11	Fri	66,005	55,450	21,393	54,155	75,548	10.9	11.0	0.00	290
12/03/11	Sat	77,441	73,700	0	64,478	64,478	11.1	11.2	0.00	8,096
12/04/11	Sun	69,973	67,430	0	62,159	62,159	11.0	11.1	0.00	6,864
12/05/11	Mon	59,004	60,220	0	61,411	61,411	11.0	11.1	0.00	4,916
12/06/11	Tue	68,011	50,330	0	53,482	53,482	10.9	11.0	0.00	5,125
12/07/11	Wed	69,522	50,590	0	56,549	56,549	10.9	11.0	0.00	5,344
12/08/11	Thu	76,116	46,180	0	0	0	10.9	11.0	0.00	6,022
12/09/11	Fri	40,016	56,600	14,436	0	14,436	10.9	11.0	0.00	3,733
12/10/11	Sat	105,662	60,110	62,757	0	62,757	10.7	10.8	0.00	6,101
12/11/11	Sun	60,094	60,350	60,962	0	60,962	10.5	10.6	0.30	6,585
12/12/11	Mon	59,630	72,060	53,856	0	53,856	10.3	10.4	0.30	5,272
12/13/11	Tue	52,688	59,930	14,436	0	14,436	10.3	10.4	0.00	4,781
12/14/11	Wed	55,213	54,510	18,999	0	18,999	10.4	10.5	0.00	4,837
12/15/11	Thu	57,064	68,570	13,913	0	13,913	10.4	10.5	0.00	4,718
12/16/11	Fri	56,000	42,430	4,488	0	4,488	10.3	10.4	0.00	5,636
12/17/11	Sat	71,778	62,250	0	66,647	66,647	10.3	10.4	0.00	9,377
12/18/11	Sun	70,956	65,780	0	67,021	67,021	10.3	10.4	0.00	7,187
12/19/11	Mon	66,944	83,110	0	61,411	61,411	10.2	10.3	0.00	7,791
12/20/11	Tue	69,810	66,140	0	63,879	63,879	10.8	10.9	0.00	8,540
12/21/11	Wed	77,605	72,230	0	64,702	64,702	10.9	11.0	0.00	10,674
12/22/11	Thu	68,027	73,790	0	66,422	66,422	10.9	11.0	0.00	7,509
12/23/11	Fri	76,076	75,840	58,568	0	58,568	10.9	11.0	0.00	10,495
12/24/11	Sat	84,537	78,370	16,306	0	16,306	10.7	10.8	0.00	11,570
12/25/11	Sun	69,445	67,790	16,381	0	16,381	10.5	10.6	0.00	4,380
12/26/11	Mon	100,539	91,410	14,960	0	14,960	10.5	10.6	0.00	14,060
12/27/11	Tue	114,508	110,610	64,478	0	64,478	10.4	10.5	0.00	15,258
12/28/11	Wed	120,088	131,440	79,138	0	79,138	10.5	10.6	0.00	26,470
12/29/11	Thu	114,913	119,070	85,347	0	85,347	10.5	10.6	0.00	9,506
12/30/11	Fri	109,528	115,510	62,757	0	62,757	10.5	10.6	0.00	15,905
12/31/11	Sat	108,756	108,410	35,306	24,385	59,691	10.7	10.8	0.02	8,029
TOTALS		2,337,981	2,252,370	698,482	766,700	1,465,183			0.60	248,885
Average		75,419	72,657	22,532	24,732	47,264	10.7	10.8	0.02	8,029
Minimum		40,016	42,430	0	0	0	10.2	10.3	0.00	290
Maximum		120,088	131,440	85,347	67,021	85,347	11.1	11.2	0.30	26,470

The total for water pumped by Well #1 is incorrect due to a meter malfunction. At the time of this report we are looking to repair or replace it.

2011	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Total for 2011
Wastewater Final Effluent (Month Cycle)	3,057,051	2,510,553	3,313,962	2,673,348	2,608,722	3,211,027	3,786,306	3,371,028	2,738,390	2,678,390	2,403,460	2,252,370	34,604,607
Wastewater Influent	2,751,319	2,612,956	3,533,336	2,489,112	2,448,333	2,789,621	3,220,512	3,224,824	2,760,550	2,635,506	2,383,662	2,337,981	33,187,712
Adjusted Wastewater Influent (- State Flow) *	2,391,644	2,225,772	3,067,170	2,182,733	2,136,474	2,444,591	2,748,834	2,768,508	2,441,709	2,365,703	2,154,301	2,089,096	29,016,535
Water Produced (month cycle)	1,767,449	1,521,806	1,554,527	2,091,782	2,300,004	2,542,228	3,134,419	3,130,978	2,710,594	2,335,032	1,796,985	1,465,182	26,350,996
Sewer Influent/Water Produced Ratio	1.56	1.60	2.27	1.19	1.07	1.10	1.03	1.03	1.02	1.13	1.30	1.60	N/A
Adjusted Sewer/Water Ratio	1.35	1.70	1.97	1.14	0.93	0.96	0.88	0.88	0.90	1.01	1.20	1.43	N/A
Total Well Production	1,767,449	1,503,949	1,554,527	2,091,782	2,300,004	2,542,228	3,134,419	3,130,978	2,710,594	2,335,032	1,796,985	1,465,182	26,333,139
Well 1 Water Pumped	1,765,205	1,440,723	1,331,507	1,089,013	974,269	1,232,480	1,428,156	2,021,994	1,394,571	1,214,602	952,054	698,482	15,543,056
Well 2 Water Pumped	7,480	63,226	247,106	987,234	1,325,735	1,309,748	1,706,263	1,108,985	1,316,023	1,120,429	844,941	766,700	10,813,870
Water Well 1 Avg Depth to Water	10.4	10.7	9.5	10.5	10.7	10.7	10.9	10.4	10.6	10.6	10.6	10.7	N/A
Water Well 2 Avg Depth to Water	10.5	10.8	9.6	10.6	10.8	10.8	11.0	10.5	10.7	10.7	10.7	10.7	N/A
Average Depth of Both Wells	10.5	10.7	9.6	10.6	10.8	10.8	11.0	10.5	10.7	10.7	10.7	10.8	N/A
Change in Average Well Depth from 2010	-0.7	-0.6	+0.8	+0.2	0.0	+0.1	-0.3	+0.3	+0.8	+1.5	+1.7	-0.6	N/A
State Wastewater Treated	359,675	284,781	466,166	306,379	311,859	345,030	471,678	456,316	318,841	269,803	228,361	248,885	4,067,774
State % of Total WW Flow	13%	13%	13%	12%	13%	12%	15%	14%	12%	10%	10%	11%	N/A
Biosolids Removal (Gallons)	6,000	6,000	6,000	6,000	6,000	6,000	0	12,000	6,000	6,000	6,000	0	66,000
WW Permit Limitation Exceeded	1	None	None	None	None	None	None	None	None	None	None	None	1
Constituent Exceeded	Coliform	0	0	0	0	0	0	0	0	0	0	0	N/A
Sample Limit	2400	0	0	0	0	0	0	0	0	0	0	0	N/A
Sample Result	3000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2010	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Total for 2010
Wastewater Influent	2,891,240	2,807,326	2,594,504	2,900,271	2,649,693	2,662,276	3,394,447	3,686,940	2,779,579	2,872,261	2,144,270	3,112,840	34,485,647
Adjusted Wastewater Influent (- State Flow) *	2,554,593	2,482,334	2,290,036	2,526,126	2,346,840	2,286,342	2,924,230	3,220,696	2,444,758	2,595,641	1,888,482	2,622,037	30,182,115
Water Produced (month cycle)	2,653,530	1,672,229	1,902,014	2,248,563	2,321,642	3,185,732	3,145,415	3,168,229	2,781,064	2,421,650	1,905,081	1,678,512	29,083,661
Sewer Influent/Water Produced Ratio	1.09	1.68	1.36	1.29	1.14	0.83	1.08	1.16	1.00	1.19	1.13	1.85	N/A
Adjusted Sewer/Water Ratio	0.96	1.48	1.20	1.12	1.01	0.72	0.93	1.02	0.88	1.07	0.99	1.56	N/A
Average Depth of Both Wells	9.8	10.1	10.4	10.8	10.8	10.9	10.8	10.8	11.5	12.2	12.4	10.2	N/A
Change in Average Well Depth from 2009	+1.8	+0.4	+0.2	0.0	+0.1	+0.1	+1.0	+1.7	+1.9	+0.2	+1.1	1	N/A
State Wastewater Treated	336,647	324,992	304,468	374,145	302,853	365,934	470,217	466,244	334,821	276,620	255,788	490,803	4,303,532
State % of Total WW Flow	11.64	11.58	11.74	12.90	11.43	13.80	13.85	12.65	12.05	9.63	11.93	15.77	N/A
Biosolids Removal (Gallons)	6,000	0	6,000	6,000	6,000	12,000	12,000	12,000	12,000	12,000	12,000	36,000	132,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	1	1
Constituent Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Sample Limit	0	0	0	0	0	0	0	0	0	0	0	2400	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	16000	N/A

The formula for calculation of "State % of total WW Flow" compares the State Wastewater Treated to the Wastewater Influent Flow.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Well Average Depth 2007	10.3	10.2	10.7	10.7	10.7	10.9	11.5	12.4	13.8	14.7	15.3	13.4
Well Average Depth 2008	10.2	10.2	10.7	10.7	11.0	10.9	11.3	11.8	12.5	13.4	14.5	13.0
Well Average Depth 2009	11.5	10.5	10.6	10.6	10.8	10.9	11.0	11.8	12.5	13.4	12.4	10.8
Well Average Depth 2010	9.8	10.1	10.4	10.4	10.8	10.8	10.9	10.8	10.8	11.5	12.2	10.2
Well Average Depth 2011	10.4	10.7	9.6	10.6	10.8	10.8	10.8	11.0	10.5	10.7	10.7	10.8
Well Average Depth 2012												



DISTRICT FINANCIALS
December 31, 2011

***Financial Summary**

*** Balance Sheet**

*** Water Sales & Production**

SAN SIMEON COMMUNITY SERVICES DISTRICT

FINANCIAL SUMMARY

BILLING

December 31, 2011

November Billing Revenue	\$ 42,402.52
December Billing Revenue	\$ 41,560.87
Past Due (31 to 60 days)	\$ 327.68
Past Due (60 days)	\$ 594.28

RABOBANK SUMMARY
Ending Balances December 31, 2011

Money Marketing Account

Closing Balance	\$407,534.59
Reserve Fund	(\$250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$114,064.59

SEP ACCOUNT 1	\$113,726.41
SEP ACCOUNT 2	\$ 42,113.78
SEP ACCOUNT 3	<u>\$ 6,008.00</u>
Total SEP Funds	\$161,848.19

Checking Account Balance	\$132,418.08
Well Rehab Project/USDA Account	\$ 100.00
Accounts Payable	\$ 4,106.81

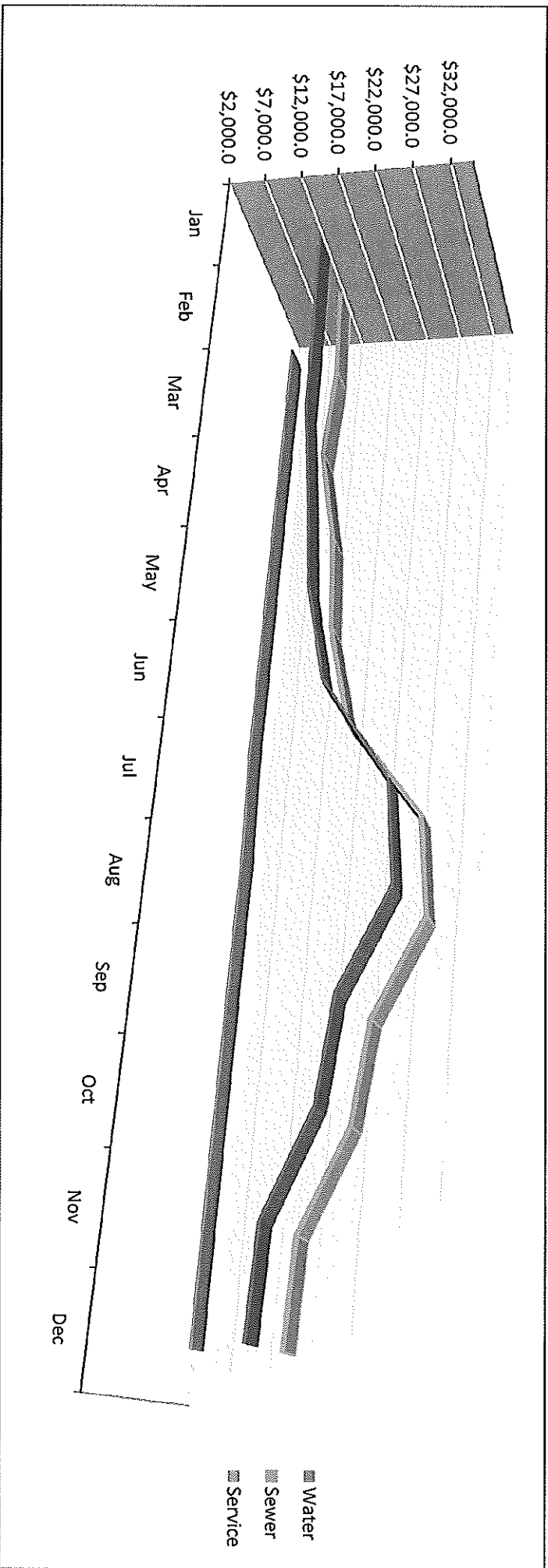
LAIF Closing Balance December 31, 2011	\$ 514.31
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SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of December 31, 2011

	Dec 31, 11
ASSETS	
Current Assets	
Checking/Savings	
1010 - Petty cash	150.00
1020 - General checking	132,418.08
1022 - USDA checking	100.00
1025 - Construction fund	161,848.19
1040 - Cash in county treasury	3,757.24
1050 - LAIF - nonrestricted cash	513.82
1060 - Money Market Account 9548643039	407,534.59
Total Checking/Savings	706,321.92
Other Current Assets	
1200 - Accounts receivable	43,406.41
1300 - Prepaid expenses	3,647.75
Total Other Current Assets	47,054.16
Total Current Assets	753,376.08
Fixed Assets	
1400 - Fixed assets	
1420 - Building and structures	395,874.73
1500 - Equipment	316,747.53
1540 - Major water projects	155,229.22
1580 - Sewer plant	1,488,555.08
1600 - Water system	550,390.00
1620 - WWTP expansion	281,944.92
Total 1400 - Fixed assets	3,188,741.48
1690 - Accumulated depreciation	(1,751,820.92)
Total Fixed Assets	1,436,920.56
TOTAL ASSETS	2,190,296.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts payable	4,106.81
Total Accounts Payable	4,106.81
Other Current Liabilities	
2020 - Other accrued liabilities	61,891.84
2100 - Payroll liabilities	373.50
2500 - Customer security deposits	10,358.13
2510 - Connect hookup wait list	43,470.00
Total Other Current Liabilities	116,093.47
Total Current Liabilities	120,200.28
Total Liabilities	120,200.28
Equity	
3200 - Fund balance	2,043,512.47
3900 - Suspense	43,386.06
Net Income	(16,802.17)
Total Equity	2,070,096.36
TOTAL LIABILITIES & EQUITY	2,190,296.64

2011 WATER SALES AND PRODUCTION

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Water	\$14,079.9	\$14,436.8	\$14,580.3	\$15,978.4	\$17,181.9	\$20,045.1	\$29,080.9	\$30,541.4	\$24,905.3	\$23,664.7	\$18,603.5	\$18,224.2	\$241,322.37
Sewer	\$14,010.9	\$14,599.5	\$13,759.0	\$16,248.7	\$17,077.0	\$20,232.7	\$30,694.0	\$32,170.1	\$26,341.4	\$24,926.1	\$19,583.4	\$19,169.6	\$248,812.35
Service	\$3,820.5	\$3,838.8	\$3,802.2	\$3,802.2	\$3,820.5	\$3,802.2	\$4,272.0	\$4,231.1	\$4,251.5	\$4,251.5	\$4,251.5	\$4,272.0	\$48,416.12
Total	\$31,911.3	\$32,875.1	\$32,141.5	\$36,029.3	\$38,079.4	\$44,080.0	\$64,046.8	\$66,942.6	\$55,498.2	\$52,842.4	\$42,438.4	\$41,665.8	\$538,550.8
Water Sold Cu Ft	216577	220129	214084	243460	269171	304596	394069	413435	337511	319681	252605	247832	3433150
Water Sold Acre ft	4.97	5.05	4.91	5.59	6.18	6.99	9.05	9.49	7.75	7.34	5.80	5.69	78.81



Historical Production and Sales

2011

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year End Total
Water	\$14,079.9	\$14,436.8	\$14,580.3	\$15,978.4	\$17,181.9	\$20,045.1	\$29,080.9	\$30,541.4	\$24,905.3	\$23,664.7	\$18,603.5	\$18,224.2	\$241,322.4
Sewer	\$14,010.9	\$14,599.5	\$13,759.0	\$16,248.7	\$17,077.0	\$20,232.7	\$30,694.0	\$32,170.1	\$26,341.4	\$24,926.1	\$19,583.4	\$19,169.6	\$248,812.4
Service	\$3,820.5	\$3,838.8	\$3,802.2	\$3,802.2	\$3,820.5	\$3,802.2	\$4,272.0	\$4,231.1	\$4,251.5	\$4,251.5	\$4,251.5	\$4,272.0	\$48,416.1
Total for the Month	\$31,911.3	\$32,875.1	\$32,141.5	\$36,029.3	\$38,079.4	\$44,080.0	\$64,046.8	\$66,942.6	\$55,498.2	\$52,842.4	\$42,438.4	\$41,665.8	\$538,550.8
Water Sold Cu Ft	216577	220129	214084	243460	269171	304596	394069	413435	337511	319681	252605	247832	3433150
Water Sold in acre ft	4.97	5.05	4.91	5.59	6.18	6.99	9.05	9.49	7.75	7.34	5.80	5.69	78.81

2010

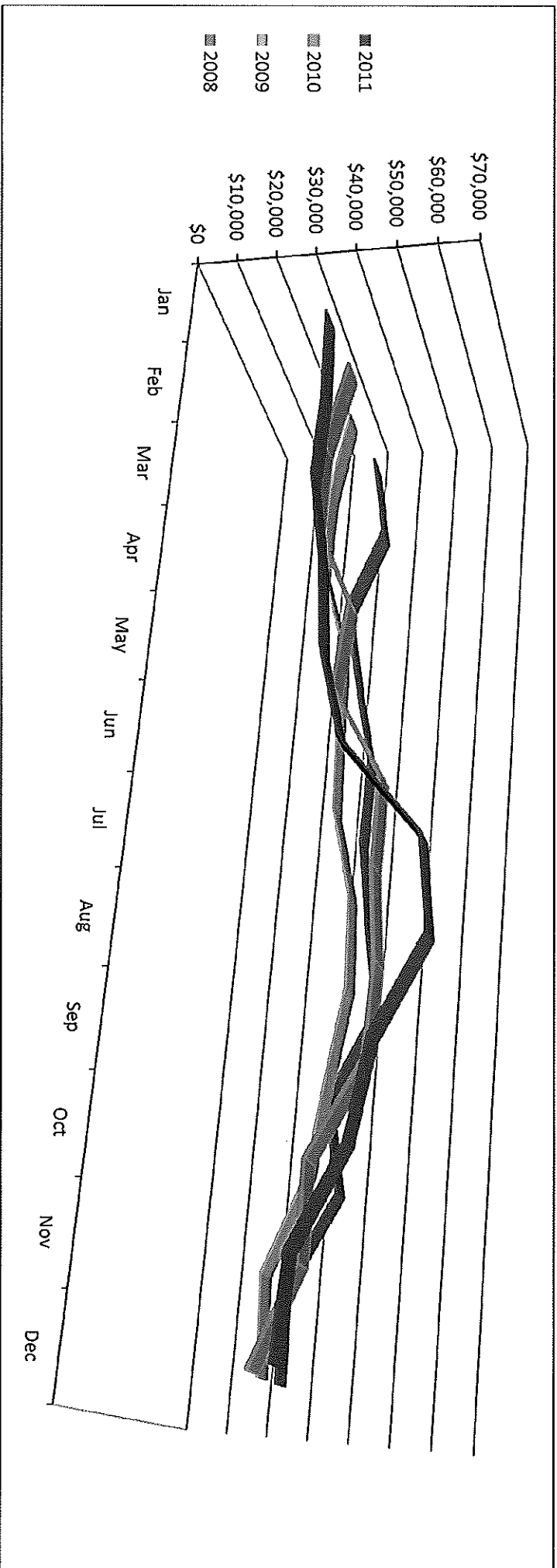
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year End Total
Water	\$14,655.9	\$12,301.9	\$12,308.1	\$17,354.2	\$16,361.6	\$23,235.2	\$23,422.1	\$24,495.2	\$24,323.5	\$18,281.7	\$17,712.1	\$13,309.5	\$217,760.9
Sewer	\$14,474.7	\$12,023.6	\$11,960.2	\$17,100.5	\$15,949.3	\$22,296.5	\$21,589.4	\$22,706.9	\$22,330.6	\$16,837.1	\$17,839.7	\$13,259.2	\$208,367.6
Service	\$3,498.7	\$3,498.7	\$3,481.9	\$3,498.7	\$3,498.7	\$3,481.9	\$3,835.7	\$3,820.5	\$3,802.2	\$3,802.2	\$3,802.2	\$3,857.1	\$43,878.5
Total for the Month	\$32,629.3	\$27,824.2	\$27,750.2	\$37,953.3	\$35,809.5	\$49,013.6	\$48,847.2	\$51,022.6	\$50,456.4	\$38,921.0	\$39,354.1	\$30,425.7	\$470,007.0
Water Sold Cu Ft	245098	206476	206159	292035	272744	384783	370034	403035	381961	302816	275704	203414	3544259
Water Sold in acre ft	5.63	4.74	4.73	6.70	6.26	8.83	8.49	9.25	8.77	6.95	6.33	4.67	81.37

2009

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year End Total
Water	\$12,916.2	\$11,164.3	\$10,891.2	\$14,675.1	\$15,113.9	\$15,565.2	\$18,173.0	\$18,627.8	\$16,595.1	\$15,204.0	\$11,089.7	\$11,820.6	\$171,836.0
Sewer	\$12,090.7	\$10,358.4	\$10,180.4	\$13,537.1	\$13,664.3	\$14,237.7	\$17,131.8	\$17,715.1	\$16,373.1	\$15,130.5	\$10,808.6	\$11,430.7	\$162,658.4
Service	\$3,027.0	\$3,012.3	\$3,012.3	\$3,056.4	\$3,041.7	\$3,041.7	\$3,208.9	\$3,210.2	\$3,495.9	\$3,465.2	\$3,481.9	\$3,515.4	\$38,569.0
Total for the Month	\$28,033.9	\$24,535.0	\$24,083.8	\$31,268.5	\$31,819.9	\$32,844.6	\$38,513.8	\$39,553.2	\$36,464.1	\$33,799.7	\$25,380.2	\$26,766.7	\$373,063.3
Water Sold Cu Ft	246690	223112	207332	288896	289767	293166	338115	340942	280448	254487	185365	200865	3149185
Water Sold in acre ft	5.66	5.12	4.76	6.63	6.65	6.73	7.76	7.83	6.44	5.84	4.26	4.61	72.30

2008

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year end total
Water	\$15,129.3	\$16,997.7	\$12,952.3	\$15,526.7	\$18,644.6	\$18,441.3	\$20,110.3	\$21,949.0	\$15,884.6	\$16,813.3	\$11,056.9	\$11,424.7	\$194,930.6
Sewer	\$11,996.4	\$14,207.5	\$9,945.6	\$11,804.4	\$13,807.3	\$13,553.9	\$14,888.4	\$16,786.8	\$12,513.6	\$16,072.2	\$10,514.6	\$10,764.3	\$156,855.0
Service	\$2,920.2	\$2,877.8	\$2,920.2	\$2,906.1	\$2,906.1	\$2,906.1	\$3,026.4	\$3,027.0	\$3,027.0	\$3,100.5	\$3,056.4	\$3,027.0	\$35,700.6
Total for the Month	\$30,045.8	\$34,083.0	\$25,818.1	\$30,237.2	\$35,358.0	\$34,901.3	\$38,025.0	\$41,762.8	\$31,425.2	\$35,985.9	\$24,627.9	\$25,216.0	\$387,486.2
Water Sold Cu Ft	304663	245453	256633	316510	365464	380395	391070	416325	314625	330591	214430	233672	3769831
Water Sold in acre ft	6.99	5.63	5.89	7.27	8.39	8.73	8.98	9.56	7.22	7.59	4.92	5.36	86.54



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2011	\$31,911	\$32,875	\$32,141	\$36,029	\$38,079	\$44,080	\$64,047	\$66,948	\$56,323	\$52,876	\$42,403	\$41,561	\$541,283
2010	\$32,629	\$27,824	\$27,750	\$37,953	\$35,809	\$49,013	\$48,847	\$51,022	\$50,456	\$38,921	\$39,354	\$30,425	\$472,013
2009	\$28,033	\$24,535	\$24,083	\$31,268	\$31,819	\$32,844	\$38,513	\$39,553	\$36,464	\$33,799	\$25,380	\$26,766	\$373,057
2008	\$30,045	\$34,083	\$25,818	\$30,237	\$35,358	\$34,901	\$38,025	\$41,762	\$31,425	\$35,985	\$24,627	\$25,216	\$539,272

ITEMS OF BUSINESS

*** Minutes – December 14, 2011**

*** Disbursements Journal –
January 11, 2012**

**MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING**

Wednesday, December 14, 2011

6:00 pm

CAVALIER BANQUET ROOM

250 San Simeon Avenue

San Simeon, CA

Note; All comments concerning any item on the agenda are to be directed to the Board Chairperson

1. CLOSED SESSION: No Closed Session

2. REGULAR SESSION@ 6:01 pm

A. Roll Call

Chairperson Lambeth – Present

Vice-Chair Ricci – Present

Director Fields – Present

Director McAdams – Present

Director Price - Present

Also Present:

Charles Grace, General Manager

Robert Schultz, District Counsel

B. Pledge of Allegiance

3. PUBLIC COMMENT: None

A. Sheriff's Report – A Written Report was submitted by Sr. Deputy Steeb in his absence.

There were 61 calls for service. Calls included 8 medical calls, 10 traffic stops, 8 incomplete 911 calls. A total of 4 reports were taken (such as 1 DUI, 1Vandalism).

B. Public Comment: None

4. STAFF REPORTS

1. Staff Activities:

In addition to routine activities, Staff coordinated with Phoenix Engineering regarding the small scale recycled water project, attended a CSDA meeting, worked with County Code Enforcement on issues with excess RV's on a property, prepared an Emergency Response Plan for the SSCSD, Coordinating with the Sheriff's Administration for a Meet and Greet with the Sheriff for a February event, worked with Counsel on the USDA Engineering Contract negotiations, and continued to provide support to the Auditors in preparation of the Auditors December visit.

2. Grants, Loans and partnership Opportunities

A. USDA:

Staff has completed the requested Emergency Response Plan for the District and is seeking certification. Staff has been working on the Engineering roles, responsibilities and contracts.

B. National Byways Grant/ADA Access Improvement

Staff is currently seeking quotes on the costs and preparation for the repair and maintenance of the San Simeon Road Beach Access. It's anticipated, costs will not exceed the District's shared cost of \$9,000.

3. Point of Diversion

We have not received a letter from the Department of Fish and Game regarding their protest. The State Water Board gave Fish and Game 30 days to protest our request. The District has waited the 30 days, and has not received any letters. Staff can now call the State Water Board to inquire about the next step in the POD process.

4. Small Scale Recycled Water Project

We are meeting with the Regional Water Quality Control Board (RWQCB) on December 15th. They will be looking at the footprint of the project and Phoenix Engineering will be here to assist and answer any questions the RWQCB may have. The RWQCB has already submitted comments to Phoenix Engineering regarding the Engineering Report, but nothing that would impede the progress of the project.

5. Rip Rap Application

Cathy Novak and Staff have completed the Rip Rap application. Ms. Novak has requested an appointment with the Coastal Commission to turn in the application. As of December 8, she had not heard back from the Coastal Commission. She will continue to follow up and will alert Staff when the appointment has been made.

A. Superintendent's Report

1. Wastewater Treatment Plant

- The wastewater treatment plant performed well this month. We continued with the manufacturer's recommended preventive maintenance on the facility equipment.

- The stand-by generators at the WWTP and at the Well site both received annual preventive maintenance.
- Staff worked with the private contractor the State Water Resources Control Board is using to write the new NPDES permit for the WWTP. They have requested data from the past four and a half years of operation with which they will write the new permit.
- Staff continued to work with Phoenix Engineering gathering data and performing more sampling and testing for the engineering report to be submitted to the California Department of Public Health.
- There was one load of sludge hauled away this month.

2. Water Distribution System

- All routine sampling and testing was performed.
- Monthly meter reading was performed.

3. District and Equipment Maintenance

- Staff has continued with all of the scheduled preventive maintenance for all the equipment at the facilities. All of these activities are being recorded.
- Staff filled various pot holes around the District Streets.

B. District Financial Summary – Update on Monthly Financial Status for close of business November 30, 2011.

October Billing Revenue	\$ 52,876.23
November Billing Revenue	\$ 42,402.52
Past Due (31 to 60 days)	\$ 82.02
Past Due (60 days)	\$ 572.26

RABOBANK SUMMARY
Ending Balances November 30, 2011

Money Marketing Account

Closing Balance	\$407,369.35
Reserve Fund	(\$250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$113,899.35

SEP ACCOUNT 1 **\$113,712.20**

SEP ACCOUNT 2 **\$ 42,110.27**

SEP ACCOUNT 3 **\$ 6,007.20**

Total SEP Funds **\$161,829.67**

Checking Account Balance **\$108,871.75**

Well Rehab Project/USDA Account **\$ 100.00**

Accounts Payable **\$ 1,557.66**

LAIF Closing Balance November 30, 2011 **\$ 513.82**

C. District Counsel's Report – Oral Report on current issues.

Besides general everyday District duties, Counsel spent time resolving issues with the USDA Engineering contracts. There will be two contracts drawn up; one for AECOM to be the engineer of record and one for the contract management engineers.

Also, there is a scheduled mediation with SWWC in January. Date not set yet.

5. ITEMS OF BUSINESS

A. Approval of last month's minutes - November 17, 2011

A motion was made to approve minutes as is.

Motion by: Director Price
 2nd By: Director McAdams
 All in: 5 /0

B. Approval of Disbursements Journal - December 14, 2011.

A motion was made to approve the disbursements as is.

Motion by: Vice-Chair Ricci

2nd By: Director Fields

All in: 5 /0

6. DISCUSSION/ACTION ITEMS: None

7. Board Committee Reports – None

8. Board Reports – None

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

Election of Board Officer Positions

10. ADJOURNMENT@ 6:32 pm

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
 January 1 - 5, 2012

Type	Date	Num	Name	Memo	Amount	Balance
					Balance Forward	132,418.08
Liability Check	01/05/2012	6577	United States Treasury	4th quarter payroll taxes	-199.50	132,218.58
Liability Check	01/05/2012	6578	United States Treasury	4th quarter futa taxes	-174.00	132,044.58
Bill Pmt	01/05/2012		Abalone Coast Analytical Inc.	Recycle water project	-495.35	
Bill Pmt	01/05/2012		Abalone Coast Analytical Inc.	Recycle water project	-495.35	
Bill Pmt	01/05/2012		Abalone Coast Analytical Inc.	Recycle water project	-520.35	
Bill Pmt	01/05/2012	6579	Abalone Coast Analytical Inc.			-1,511.05
Bill Pmt	01/05/2012	6580	Air Pollution Control District	Renewal of equipment under permits	-1,832.00	128,701.53
Bill Pmt	01/05/2012	6581	APTwater, LLC	Operation and maintenance	-37,593.00	91,108.53
Bill Pmt	01/05/2012	6582	Bytes and Sites	Monthly maintenance fee	-275.00	90,833.53
Bill Pmt	01/05/2012	6583	CaLPERS	Monthly billing	-529.46	90,304.07
Bill Pmt	01/05/2012	6584	County of San Luis Obispo	Hazardous materials handler 1-4 permit	-250.00	89,054.07
Bill Pmt	01/05/2012	6585	DANIELLS, PHILLIPS, VAUGHAN, BOCK & STARR	Audit progress billing	-1,000.00	89,054.07
Bill Pmt	01/05/2012	6586	GBP&B	Services	-1,200.00	87,854.07
Bill Pmt	01/05/2012	6587	ROBERT W SCHULTZ ESQ.	Services	-1,725.00	86,129.07
Paycheck	01/01/2012	6588	ALAN FIELDS	Monthly service	-94.35	86,034.72
Paycheck	01/01/2012	6589	DOLORES RICCI	Monthly service	-94.35	85,940.37
Paycheck	01/01/2012	6590	LEROY E PRICE	Monthly service	-94.35	85,846.02
Paycheck	01/01/2012	6591	RALPH N MCADAMS	Monthly service	-94.35	85,751.67
Paycheck	01/01/2012	6592	TERRY L LAMBETH	Monthly service	-94.35	85,657.32
					-46,760.76	85,657.32
					-46,760.76	85,657.32

DISCUSSION & ACTION ITEMS

Discussion Action Items

January 17, 2011

A. Recycled Water Production Facility proposal Equipment / Construction purchase approval – The Regional Water Quality Control Board has approved the Small Scale Recycled Water Project. Staff is requesting approval of task 300 and approval to purchase equipment as outlined in the attached proposal fee schedule.

B. San Simeon Beach Access pathway design proposal – Included in this Board packet is a proposal for engineering design services to repair the beach access at the end of San Simeon Avenue. With a repair and maintenance design in place, staff will have the ability to pursue the appropriate permits for the grant that the District received in November. Staff recommends approval of the proposal.

C. Pico Avenue Beach Access stairway design proposal – Included in this Board packet is a proposal for engineering design services to repair the beach access at the end of Pico Avenue. With a repair and maintenance design in place, Staff will have the ability to pursue the appropriate permits and search for grant funding. Staff recommends approval of the proposal.



Phoenix Civil Engineering, Inc.

1802 Eastman Avenue, Ste. 101 Ventura, Ca 93003 805.658.6800
info@phoenixcivil.com www.phoenixcivil.com

Mr. Terry Lambeth
San Simeon Community Services District
111 Pico Ave.
San Simeon, CA 93452

May 15, 2011

San Simeon Community Services District – Recycled Water Production Facility - Proposal for Engineering Design and Support Services

Dear Mr. Lambeth-

I am pleased to provide you with this proposal for engineering design and support services associated with the implementation of a small scale recycled water production facility for the San Simeon Community Services District (SSCSD). It is my understanding that the project involves the design of a side stream low flow Title 22 compliant tertiary treatment train that will pull flow out of the existing chlorine contact chamber and process it through an Amiad microfiber filtration process. Disinfection will be provided by an APT Water HiPOx unit which is Title 22 certified. The recycled water will be stored in two aboveground storage tanks (2,500 gallons each) for use by the community. In times when the tanks are full, the recycled water flow stream will be returned to the chlorine contact chamber to the effluent stream leaving the existing wastewater treatment plant. Based on our conversations and my review of the documents you provided, I have prepared the proposal to include the following:

Engineering Report Preparation

- Task 101: Site Reconnaissance
- Task 102: Kick off Meeting
- Task 103: Data Gathering
- Task 104: Design Team Coordination
- Task 105: Draft Engineer's Report Preparation
- Task 106: Coordination with CDPH and RWQCB Staff
- Task 107: Final Engineer's Report/CDPH Title 22 Report Preparation

Process Design

- Task 201: Design Conceptual Layout
- Task 202: 50% Design Plans, Specifications and Estimate
- Task 203: 95% Design Plans, Specifications and Estimate
- Task 204: Final Plans, Specifications and Estimate
- Task 205: Project Meetings

Design Services During Construction

- Task 301: Design Services During Construction Phase
- Task 302: Record Drawing Preparation

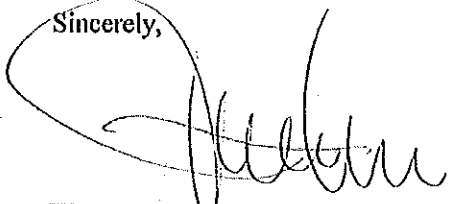
I appreciate the opportunity to submit this proposal to assist you with this project. I have attached a scope of work and our professional services rate sheet along with a fee schedule detailed by task and a project schedule.

Mr. Terry Lambeth

May 15, 2011

Please let me know if you have any questions or would like to discuss my proposal.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Jon Turner', written over a horizontal line.

Jon Turner, PE
Principal Engineer

A handwritten checkmark symbol.

Scope of Services

Background/Project Understanding

This project is a Regional Water Quality Control Board (RWQCB) approved supplemental environmental project (SEP) that is in response to permit violations that occurred at the San Simeon Community Services District (SSCSD) wastewater facility in previous years. The project consists of the design and installation of equipment and a treatment train to produce Title 22 compliant recycled water in accordance with the California Department of Public Health guidelines. The tertiary process will utilize wastewater effluent that has been treated to a secondary level by the existing wastewater treatment plant process. The proposed project influent stream will be obtained from the existing chlorine contact chamber. The influent will be a low flow side stream which will be processed through the proposed microfiber filter and the disinfection equipment. A turbidity meter will monitor the flow constituent levels and will be connected to the treatment equipment such that elevated levels exceeding the constituent limits will cause the process to cease and the flow will be returned to the chlorine contact chamber. Once the low flow tertiary water is produced, it will be stored in two above ground tanks for use by the community. When the tanks are full, the Title 22 compliant water will be directed back to the existing chlorine contact chamber and mixed with the existing secondary treated effluent prior to discharge. When the level in the tank system is decreased, the process flow will be directed back to the storage system.

It is understood that the concept for the low flow tertiary treatment process has been approved by the Regional Water Quality Control Board (RWQCB) Region 3 and conceptually approved by staff at the California Department of Public Health (CDPH). Additionally, the project has obtained CEQA approval so environmental services are not included in this proposal.

This proposal is divided into three sections. The first section (100) relates to the preparation of the Engineer's Report which is a requirement to obtain CDPH approval to produce tertiary Title 22 water. The second section (200) includes tasks associated with the design of the treatment process and the final section (300) is design services during construction. Tasks 100 and 200 will have certain subtasks that will be performed concurrently.

Task Group 100 – PREPARATION OF ENGINEER'S REPORT

Task 101: Site Reconnaissance

This task involves a review of the existing SSCSD wastewater treatment plant site and the proposed location of the low flow tertiary treatment process train. The site visit will obtain measurements and overall project dimensions, take photographs for the engineering report, determine access points and locations of utility connections.

The following efforts are included in this task:

- One (1) field visit to verify existing plant configuration and proposed plant location.
- Site photographs.
- Determination of the utility connection points.
- Discussions with SSCSD staff regarding the proposed operation strategy for the low flow treatment train.

Deliverable: Preparation of a site visit memo outlining any concerns or understandings relating to the project parameters.

Task 102: Kick off Meeting

Meet with the manufacturers or manufacturer's representatives of the filter and disinfection products and coordinate the design parameters, site configuration, equipment layout and requirements. Amiad is the manufacturer of the microfiber filter system that is proposed for the project. APT Water is the manufacturer of the HiPOx disinfection product that will be utilized on this project. It is my understanding that both products have been factory certified by the State of California DPH as approved Title 22 treatment technologies.

The following efforts are included in this task:

- One (1) project meeting to discuss the project parameters, operational sequencing, monitoring requirements.

Deliverable: Preparation of a meeting summary memo outlining any concerns or understandings relating to the project parameters and documenting design decisions that are developed during the meeting.

Task 103: Data Gathering

It is anticipated that SSCSD will provide the necessary data for the project such as site maps including topography, as built drawings of the existing wastewater treatment plant, and documentation regarding the project to ensure that the required regulatory expectations are met.

The following efforts are included in this task:

- Obtain the necessary documents from SSCSD staff for inclusion in the Engineer's Report Task 105.

Deliverable: It is not anticipated that a deliverable will be provided for this task.

Task 104: Design Team Coordination

This task includes meeting with the representatives of the filter and disinfection products to identify project objectives, limitations, and requirements. Coordination meetings will revolve around constructability, product schedule for delivery, and the interaction between the components to meet the Title 22 criteria.

The following efforts are included in this task:

- One (1) meeting to coordinate the equipment requirements as the project progresses to the 50% and 95% stages.

Deliverable: Project meeting summary memos (as needed) detailing decisions that are made and requirements that must be addressed.

Task 105: Draft Engineer's Report Preparation

An Engineer's Report will be prepared for the project that follows the criteria of the CDPH Guidelines for the Preparation of an Engineering Report for the Production, Distribution and Use of Recycled Water (March 2001). The report will address the necessary topics for the proposed low flow tertiary treatment project. The sections in the guidelines to be addressed are:

- Agencies that will be involved with the project.
- Restrictions that SSCSD will impose on the use and distribution of the recycled water.
- Responsibilities of the identified parties that will be handling the recycled water.
- Characteristics of the existing raw wastewater.
- Description of the proposed tertiary treatment train.
- Proposed treatment plant reliability features.
- Discussion of any supplemental water supplies.
- Required monitoring and reporting requirements.
- Description of the tertiary treatment plant contingency plan.
- Description of the proposed use areas and the distribution system.
- Cross connection control guidelines.

The following efforts are included in this task:

- Preparation of a draft (95% level) Engineer's Report for submission to the regulatory review agencies.

Deliverable: Four hard copies and one electronic copy of the draft Engineer's Report for SSCSD use and three hard copies of the draft report for submission to the regulatory agencies.

Task 106: Coordination with CDPH and RWQCB Staff

Once the draft Engineer's Report is submitted for review by the regulatory agencies, it is anticipated that review comments will be generated by those agencies. In addition, review comments by SSCSD staff and Board members as well as team members will be obtained.

The following efforts are included in this task:

- One (1) meeting will be held with each agency separately to obtain their comments on the 95% level draft report.
- One (1) meeting with SSCSD staff to obtain their comments.

Deliverable: Preparation of a meeting summary memo outlining the review comments provided and documenting design decisions that are developed during the meetings.

Task 107: Final Engineer's Report/CDPH Title 22 Report Preparation

Once the regulatory agency comments are received, the comments will be made to the draft report and the document will be finalized.

The following efforts are included in this task:

- Completion of the Engineer's Report that includes responses or modification to address the regulatory agency and client comments.

Deliverable: One set of 8.5 x 11 reproducible Engineer's Report and exhibits and one copy of the final report compiled with the supporting documentation. In addition, one electronic copy of all of the documents will be provided on a CD in .pdf file format.

Task Group 200 – PROCESS DESIGN

Task 201: Design Conceptual Layout

This task will develop the manufacturer provided technical sheets into a cohesive conceptual layout that shows the proposed low flow tertiary treatment process with the civil components and required Title 22 process equipment included in relation to the existing equipment and treatment processes. The conceptual layout will also include a process single line diagram that includes the pertinent treatment processes as well as the necessary connections to the existing equipment (power, piping, discharge, etc.) In addition, the regulatory required equipment for Title 22 compliance such as a turbidity meter, constituent testing result recording device, and alarm notification system will be shown on the conceptual plan and included in the Engineer's Report for agency approval.

The following efforts are included in this task:

- Preparation of up to five conceptual diagram layouts (11 x 17) for the low flow tertiary treatment equipment.
- Determination of the turbidity meter and recording equipment as well as the alarm process for notification of system non compliance/failure. Alarm system will be connected to the existing system to be compliant with Title 22 requirements.
- Development of a process single line diagram for the proposed treatment process.

Deliverable: Five (5) sets of 11 x 17 plans will be provided to the design team and SSCSD staff for their internal review. In addition, one (1) electronic copy of all of the documents will be provided on a CD in .pdf format.

Task 202: 50% Design Plans and Specifications

Once the conceptual layout diagrams are accepted by the design team members and the SSCSD staff, 50% level plans and specifications will be developed showing the proposed improvements. The plans will be developed based on comments received on the conceptual layout plans.

The following efforts are included in this task:

- Development of 50% level plans. The following sheets are anticipated:
 - Title Sheet
 - Site Plan
 - Civil Sheet
 - Mechanical Sheet
 - Electrical and Instrumentation Sheet
- Development of 50% level specifications. The Standard Specifications for Public Works Construction (SSPWC) will be used for the civil aspects of the project. The District standard front end documents will be provided for the project (if applicable). Since the equipment has been identified for the filter and the disinfection equipment, the manufacturer specifications will be incorporated into the document. The following specification sections are anticipated for the project:
 - Site Work
 - General Concrete Construction
 - General Piping and Valves
 - Aboveground Tanks

- Miscellaneous Electrical
- Miscellaneous Manufacturer's product specifications.

Deliverable: 50% level plans and technical specifications will be developed. Five (5) sets of 11 x 17 plans and project technical specifications will be provided to SSCSD staff for their internal review. In addition, one (1) electronic copy of all of the documents will be provided on a CD in .pdf format.

Task 203: 95% Design Plans and Specifications

Once the 50% plans and specifications are reviewed and the comments received by the review team, the comments will be incorporated into the contract documents and a 95% level set of plans and specifications will be developed.

The following efforts are included in this task:

- One (1) meeting to obtain review comments from the design team and SSCSD staff on the 50% level plans and specifications.
- Development of the 95% level plans and specifications reflecting the comments on the 50% set of documents.

Deliverable: 95% level plans and technical specifications will be developed. Five (5) sets of 11 x 17 plans and project technical specifications will be provided to SSCSD staff for their internal review. In addition, one (1) electronic copy of all of the documents will be provided on a CD in .pdf format.

Task 204: Final Plans, Specifications and Estimate

The following efforts are included in this task:

- One (1) review meeting to obtain final review comments on the proposed design plans and specifications from SSCSD staff and the design team.
- Preparation of the final set of plans and specifications.

Deliverable: Final project plans will consist of one (1) set of reproducible 22 x 34 bond plans, one (1) set of 8.5 x 11 reproducible technical specifications. In addition, one (1) electronic copy of all of the documents will be provided on a CD in .pdf format. Mylar plans will be provided once the record drawings are prepared.

TASK GROUP 300 – DESIGN SERVICES DURING CONSTRUCTION

Task 301: Design Services During Construction

It is understood that the treatment filter and disinfection process manufacturers have been identified for this project. In addition, a local contractor has submitted a proposal to SSCSD to perform the civil, electrical and mechanical work to install the necessary components for the project. Because of this, it is anticipated that the level of effort with construction phase services is limited. Bid phase services will not be required. This task involves performing periodic site visits to assist SSCSD staff, the manufacturers and the contractor with issues that arise during construction.

The following efforts are included in this task:

- Up to four (4) field visits to verify the construction is proceeding according to the design. Because of the distance, the field visits will be combined with other activities such as project or agency meetings.

Deliverable: Preparation of a meeting summary memo outlining the meeting discussions and documenting construction decisions that are developed during the meetings.

Task 302: Record Drawing Preparation

Once the construction is complete, the contractor and manufacturers will be required to submit red line markups of the design plans reflecting the actual construction. These red line markups will be used to create a set of mylar plans for SSCSD reflecting the as built conditions.

The following efforts are included in this task:

- Preparation of the project as built drawings based on contractor and manufacturer red line markups.

Deliverable: One (1) set of mylar plans (22 x 34) will be prepared reflecting the actual field conditions associated with the tertiary treatment process and components.

Schedule

The work associated with Tasks 101 through 302 will be made a top priority. Every effort will be made to address the comments and coordinate with SSCSD staff and other design team members to make the project successful. Review times by regulatory agencies are difficult to estimate, however, as part of this project, coordination/response times will be performed to ensure that resubmittal times are minimized.

Fees

Work associated with Tasks 101 through 302 are estimated to cost \$29,975. A breakdown of the level of effort is attached as Exhibit B.

Assumptions

The following assumptions apply to this proposal:

- The fee is for design and design services during construction only. Construction Administration services can be provided upon request.
- Bid phase services are not included in this proposal.
- Public agency fees to be paid by client.
- SSCSD to provide electronic site plan and previously prepared reports regarding the proposed tertiary treatment system (master plans, topographic files, community demographics, existing wastewater treatment plant constituents and operational parameters.
- Drawing files supplied by Schiff will be provided in AutoCAD and specifications will be provided in Word.
- No geotechnical or surveying services are included in this proposal. These services can be provided upon request.
- County of San Luis Obispo building and safety plan check is not required.
- CEQA review process is complete for the project.
- No environmental services are included in this proposal. These services can be provided upon request.

San Simeon Community Services District
 Low Flow Title 22 Compliant Treatment Plant and System
 Fee Schedule

Description	Principal Engineer	Professional Engineer	Senior Designer	Administration	Total Labor	Other Direct Costs	Total Cost
Task 100: Engineering Report Preparation							
Task 101: Site Reconnaissance		2			2		\$260.00
Task 102: Kick off Meeting		2			2		\$260.00
Task 103: Data Gathering		8			8		\$1,040.00
Task 104: Design Team Coordination		6			6		\$780.00
Task 105: Draft Engineer's Report Preparation	16	38	8	2	64		\$8,430.00
Task 106: Coordination with CDPH and RWQCB Staff	12	16			28		\$3,940.00
Task 107: Final Engineer's Report/CDPH Title 22 Report Preparation	6	8	8	2	16		\$2,060.00
		34	80	8	126	\$0.00	\$16,770.00
Task 200: Process Design							
Task 201: Design Conceptual Layout	6	6	10		22		\$2,860.00
Task 202: 50% Design Plans and Specifications	6	12	24	1	43		\$5,295.00
Task 203: 95% Design Plans and Specifications	4	4	6		14		\$1,830.00
Task 204: Final Plans and Specifications	3	4	4	1	12		\$1,490.00
		19	26	44	91	\$0.00	\$11,475.00
Task 300: Design Services During Construction							
Task 301: Design Services During Construction Phase		8			8		\$1,040.00
Task 302: Record Drawing Preparation			6		6		\$690.00
		0	8	6	14	\$0.00	\$1,730.00
		53	114	58	231	\$0.00	\$29,975.00
							\$2,997.50
Estimated Construction Costs							
Site Civil, Mechanical, Electrical and Connections to Existing Systems							
Equipment Costs							
Amiad AMF Filtration System (Shipping included \$300)							
APT Water HIPOX System (Shipping included \$700)							
Influent and Discharge Pumps							
Equalization Tank (500 gal)							
Recycled Water Storage Tank (5,000 gal)							
Online Turbidity Meter							
Chlorine Dosage Pump							
Auma Motor Actuator							
3 Way Valves							
Total Project Costs (Design and Construction)							\$186,357.50



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Mr. Terry Lambeth
San Simeon Community Services District
111 Pico Ave.
San Simeon, CA 93452

December 5, 2011

San Simeon Community Services District – San Simeon Avenue Beach Access Pathway Design – Proposal for Engineering Design Services

Dear Mr. Lambeth-

I am pleased to provide you with this proposal for engineering design services associated with the design of the San Simeon Avenue Beach Access Pathway Design. The District applied for grant funding for reconstruction of the path as part of the Scenic Byways program. The pathway is undermined on the creek side and the north side of the pathway has sloughed narrowing the pathway. At this time, the District is interested in designing a pathway that will meet ADA criteria for accessibility and create an updated pathway leading to the beach from San Simeon Ave. Based on our conversations and my review of the documents you provided, I have prepared my proposal to include the following:

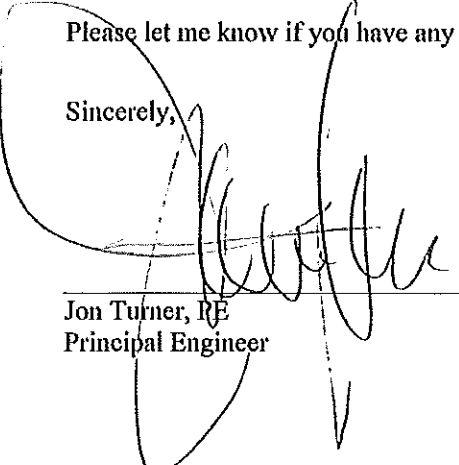
Design Services

- Task 101: Site Visit
- Task 102: Topographic Surveying
- Task 103: 50% Plans and Specifications Preparation
- Task 104: 90% Plans, Specifications and Opinion of Probable Construction Cost Preparation
- Task 105: Final Deliverable
- Task 106: District Assistance

I appreciate the opportunity to submit this proposal to assist you with this project. I have attached a scope of work and our professional services rate sheet along with a fee schedule detailed by task and a project schedule. Our scope of work covers design services only and does not include permit assistance services as you indicated that another individual was performing that work on behalf of the District. In addition, the proposal includes topographic survey, but does not include environmental or geotechnical services. These can be provided at the request of the District.

Please let me know if you have any questions or would like to discuss my proposal.

Sincerely,



Jon Turner, RE
Principal Engineer

Scope of Services

Background/Project Understanding

At the terminus of San Simeon Avenue, a decomposed granite pathway leads from the street cul de sac down to the beach. This pathway has been in existence for some time and parallels the Arroyo Del Padre Juan creek along the north bank. When improvements were constructed across from the pathway side of the Arroyo Del Padre Juan, the winter flows were diverted to the north bank side and eventually eroded the stream bank causing the path to become narrow. Hillside sloughing on the north side of the path also led to the narrow path. The landing end of the pathway at the beach was eroded and a vertical elevation difference makes traversing the pathway to the beach non ADA compliant. In discussions with the adjacent property owner and the District, it is desired to replace the pathway to be ADA compliant for the community. It is my understanding that the District applied for loan funding for reconstruction of the pathway.

Task 101: Site Visit

An initial site visit will be made of the area to assess the existing configuration as well as the extent of the damage and to determine if there are modifications that could be made to the configuration to minimize the impact of the creek on the path.

The following efforts are included in this task:

- Site visit to take measurements and photographs of the existing pathway configuration.

Deliverable: No deliverable is associated with this task.

Task 102: Topographic Surveying

This task will obtain the required survey information for the project. MBS Land Surveys from San Luis Obispo will obtain topographic survey information of the proposed project area. The topographic survey will be limited to spot ground shots that are focused on the area of improvement.

The following efforts are included in this task:

- Ground topographic survey focusing on the area of improvement.

Deliverable: Project topographic survey electronic copies shall be in the latest version of AutoCAD or.pdf.

Task 103: 50% Plans and Specifications Preparation

This task involves preparation of 50% draft plans and specifications for the project. The specifications will be based on CSI format for incorporation into a set of contract documents. The District front end documents will be provided by the District. Half size plans will consist of sheets that are 11 x 17 inches in size.

- Preparation of project plans in accordance with District format/guidelines. The project plans will consist of the following sheets:
 - Title Sheet
 - Pathway Plan View, Sections and Abbreviations
- A project technical specifications outline will be prepared at this stage. The technical specifications will be based on CSI numbering and American Public Works Association (APWA) Standard Specifications for Public Works Construction (SSPWC) format. Project front end documents will be provided by the District and customized for this project.
- Project review meeting.

Deliverable: 50% level plans and a technical specifications outline will be developed. Three (3) sets of half size (11 x 17) plans and a project technical specification outline will be provided to the District for their internal review.

Task 104: 90% Plans, Specifications and Opinion of Probable Construction Cost (OPCC) Preparation

This task includes incorporation of the District review comments on the 50% plans and specifications submittal and preparation of 90% plans, specifications and an opinion of probable construction cost (OPCC). The specifications will be compiled using the District provided front end documents and the technical specifications.

The following efforts are included in this task:

- Incorporation of District review comments on the 50% submittal package.
- Preparation of 90% level plans, specifications and OPCC.

Deliverable: 90% level plans, the project technical specifications and the OPCC will be developed. The technical specifications will include District front end documents. Three (3) sets of half size (11 x 17) plans and the project technical specifications will be provided to the District for their internal review. One electronic copy of the submittal (.pdf) will be provided.

Task 105: Final Deliverable

This task involves preparation of the final project contract documents (plans and specifications) as well as the OPCC. Review comments from the 90% submittal package will be incorporated prior to the final deliverable submittal.

The following efforts are included in this task:

- Incorporation of the 90% review comments from the District.
- Finalization of the project plans and specifications and OPCC for submittal to the District.

Deliverable: Final project plans will consist of one set of reproducible 22 x 34 mylar plans, one set of 8.5 x 11 reproducible technical specifications and District front end documents. In addition, one electronic copy of all of the documents will be provided on a CD.

Task 106: District Assistance

This task involves District requested assistance on the project. The District has indicated that permitting assistance approval will be provided by another District retained consultant. If assistance with the permitting agency or the Board is requested, that level of effort will be included in this task up to 8 hours of professional engineer.

The following efforts are included in this task:

- District requested assistance on the project.

Deliverable: No particular deliverable is associated with this task.

Schedule

The work associated with Tasks 101 through 105 will be made a top priority. It is assumed that the Coastal Commission or the County of San Luis Obispo may review the proposed design which could delay the start of construction. Every effort will be made to keep the project schedule moving along.

Fees

Work associated with Tasks 101 through 106 is estimated to cost \$6,307.50. A breakdown of the level of effort is listed below:

Task 101:	Site Visit	\$87.50
Task 102:	Topographic Surveying	\$1,105
Task 103:	50% Plans and Specifications Preparation	\$2,375
Task 104:	75% Plans and Specifications Preparation	\$1,210
Task 105:	Final Deliverable	\$490
Task 106:	District Assistance	\$1,040



Professional Services Rate Sheet

Principal Engineer	\$155/hour
Resident Engineer	\$145/hour
Professional Engineer	\$130/hour
Staff Engineer	\$115/hour
Senior Design Engineer	\$115/hour
Design Engineer	\$85/hour
Administrative Assistant	\$45/hour

Costs associated with printing and computer time are calculated in the rates. Large quantities of printing (multiple sets of specifications, reports, etc.) will be billed at an agreed upon rate. Mileage will be billed at the current IRS approved mileage reimbursement rate. Subconsultant costs will be marked up 10%.



Phoenix Civil Engineering, Inc.

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Mr. Terry Lambeth
San Simeon Community Services District
111 Pico Ave.
San Simeon, CA 93452

December 5, 2011

San Simeon Community Services District – Pico Avenue Beach Access Stair Design – Proposal for Engineering Design Services

Dear Mr. Lambeth-

I am pleased to provide you with this proposal for engineering design services associated with the redesign of the Pico Avenue Beach Access Stairs. The District applied for grant funding for reconstruction of the stairs. The access stairs are undermined on two sides and the configuration has possibly led to hillside erosion of the bluff on the north side of the stairs. At this time, the District is interested in replacing the stairs and reconfiguring the access so that the stairs lead directly to the beach and do not change direction at the landing. Based on our conversations and my review of the documents you provided, I have revised my original proposal to include the following:

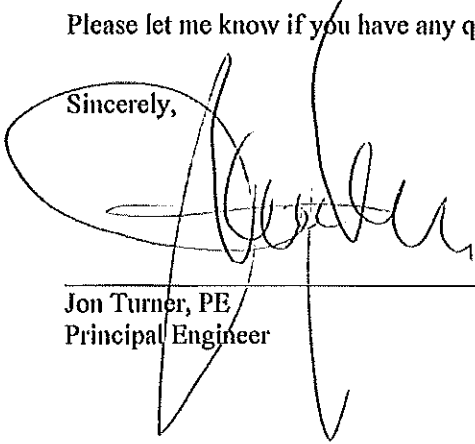
Design Services

- Task 101: Site Visit
- Task 102: Topographic Surveying
- Task 103: 50% Plans and Specifications Preparation
- Task 104: 90% Plans, Specifications and Opinion of Probable Construction Cost Preparation
- Task 105: Final Deliverable
- Task 106: District Assistance

I appreciate the opportunity to submit this proposal to assist you with this project. I have attached a scope of work and our professional services rate sheet along with a fee schedule detailed by task and a project schedule. Our scope of work covers design services only and does not include permit assistance services as you indicated that another individual was performing that work on behalf of the District. In addition, the proposal includes topographic survey, but does not include environmental or geotechnical services. These can be provided at the request of the District.

Please let me know if you have any questions or would like to discuss my proposal.

Sincerely,



Jon Turner, PE
Principal Engineer

Scope of Services

Background/Project Understanding

At the terminus of Pico Avenue, a set of concrete stairs leads from the concrete sidewalk down to the beach. These stairs have been in existence for some time and as the beach has eroded away the bottom stairs from the concrete landing, additional stairs have been placed. These last stairs are composed of large rocks and concrete. They are non compliant with any standard and when slippery can lead to a fall. The District applied for grant funding for reconstruction of the stairs. The access stairs are undermined on two sides and the configuration has possibly led to hillside erosion of the bluff on the north side of the stairs. At this time, the District is interested in replacing the stairs in accordance with local and State building codes and reconfiguring the access so that the stairs lead directly to the beach and do not change direction at the landing.

Task 101: Site Visit

An initial site visit will be made of the area to assess the existing configuration as well as the extent of the damage and to determine if there are modifications that could be made to the configuration to minimize the erosion of the hillside that is occurring.

The following efforts are included in this task:

- Site visit to take measurements and photographs of the existing stair configuration.

Deliverable: No deliverable is associated with this task.

Task 102: Topographic Surveying

This task will obtain the required survey information for the project. MBS Land Surveys from San Luis Obispo will obtain topographic survey information of the proposed project area. The topographic survey will be limited to spot ground shots that are focused on the area of improvement.

The following efforts are included in this task:

- Ground topographic survey focusing on the area of improvement.

Deliverable: Project topographic survey electronic copies shall be in the latest version of AutoCAD or.pdf.

Task 103: 50% Plans and Specifications Preparation

This task involves preparation of 50% draft plans and specifications for the project. The specifications will be based on CSI format for incorporation into a set of contract documents. The District front end documents will be provided by the District. Half size plans will consist of sheets that are (11 x 17) inches in size.

- Preparation of project plans in accordance with District format/guidelines. The project plans will consist of the following sheets:
 - Title Sheet
 - Access Stair Plan View, Sections and Abbreviations
- A project technical specifications outline will be prepared at this stage. The technical specifications will be based on CSI numbering and American Public Works Association (APWA) Standard Specifications for Public Works Construction (SSPWC) format. Project front end documents will be provided by the District and customized for this project.
- Project review meeting.

Deliverable: 50% level plans and a technical specifications outline will be developed. Three (3) sets of half size (11 x 17) plans and a project technical specification outline will be provided to the District for their internal review.

Task 104: 90% Plans, Specifications and Opinion of Probable Construction Cost (OPCC) Preparation

This task includes incorporation of the District review comments on the 50% plans and specifications submittal and preparation of 90% plans, specifications and OPCC. The specifications will be compiled using the District provided front end documents and the technical specifications.

The following efforts are included in this task:

- Incorporation of District review comments on the 50% submittal package.
- Preparation of 90% level plans, specifications and OPCC.

Deliverable: 90% level plans and the project technical specifications will be developed. The technical specifications will include District front end documents. Three (3) sets of half size (11 x 17) plans, the project technical specifications and the OPCC will be provided to the District for their internal review. One electronic copy of the submittal (.pdf) will be provided.

Task 105: Final Deliverable

This task involves preparation of the final project contract documents (plans and specifications) as well as the OPCC. Review comments from the 90% submittal package will be incorporated prior to the final deliverable submittal.

The following efforts are included in this task:

- Incorporation of the 90% review comments from the District.
- Finalization of the project plans, specifications and OPCC for submittal to the District.

Deliverable: Final project plans will consist of one set of reproducible 22 x 34 mylar plans, one set of 8.5 x 11 reproducible technical specifications and District front end documents. In addition, one electronic copy of all of the documents will be provided on a CD.

Task 106: District Assistance

This task involves District requested assistance on the project. The District has indicated that permitting assistance approval will be provided by another District retained consultant. If assistance with the permitting agency or the Board is requested, that level of effort will be included in this task up to 8 hours of professional engineer.

The following efforts are included in this task:

- District requested assistance on the project.

Deliverable: No particular deliverable is associated with this task.

Schedule

The work associated with Tasks 101 through 106 will be made a top priority. It is assumed that the Coastal Commission or the County of San Luis Obispo may review the proposed design which could delay the start of construction. Every effort will be made to keep the project schedule moving along.

Fees

Work associated with Tasks 101 through 106 is estimated to cost \$6,110. A breakdown of the level of effort is listed below:

Task 101:	Site Visit	\$130
Task 102:	Topographic Surveying	\$995
Task 103:	50% Plans and Specifications Preparation	\$2,360
Task 104:	75% Plans and Specifications Preparation	\$1,095
Task 105:	Final Deliverable	\$490
Task 106:	District Assistance	\$1,040

Assumptions

The proposed fee for surveying assumes that the topographic work can be performed at the same time as the work needed for the San Simeon Avenue Access Pathway.



Professional Services Rate Sheet

Principal Engineer	\$155/hour
Resident Engineer	\$145/hour
Professional Engineer	\$130/hour
Staff Engineer	\$115/hour
Senior Design Engineer	\$115/hour
Design Engineer	\$85/hour
Administrative Assistant	\$45/hour

Costs associated with printing and computer time are calculated in the rates. Large quantities of printing (multiple sets of specifications, reports, etc.) will be billed at an agreed upon rate. Mileage will be billed at the current IRS approved mileage reimbursement rate. Subconsultant costs will be marked up 10%.