

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



BOARD PACKET

**Wednesday, November 09, 2016
Regular Meeting 6:00 pm**

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

Prepared by:



GRACE
ENVIRONMENTAL SERVICES

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, November 09, 2016
6:00 pm

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

1. REGULAR SESSION: 6:00 PM

A. Roll Call

B. Pledge of Allegiance

2. 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. 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.

A. Sheriff's Report – Report for October.

B. Public comment on Sheriff's Report.

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:

4. STAFF REPORTS

A. General Manager's Report

1. Staff Activity – Report on Staff activities for the month of October.

2. Grant Updates – Integrated Regional Water Management Grant (IRWM), County Beautification Grant for Pico Stairs Beach Access, Prop 1 Grant, Gateway Monument Sign and Interpretive Signs.

3. Update – Reservoir / Storage tank project.

4. Update – Castillo Avenue / Pico Avenue development.

5. Update – California Coastal Commission WWTP Rip Rap.

6. Will Serve request from property owner with current service connection not in use; located at Castillo Avenue / Pico Avenue.

B. Superintendent's Report

- 1. Wastewater Treatment / Collection Systems** – Summary of operations and maintenance for October.
- 2. Water / Distribution Systems** – Distribution performance for the Month of October.
- 3. District Maintenance** – Summary of District maintenance for October.

C. District Financial Summary – Update on Monthly Financial Status for close of business October 31, 2016.

D. District Counsel's Report – Summary of October activities.

5. ITEMS OF BUSINESS

A. Consideration of approval of last month's minutes – October 12, 2016.

B. Consideration of approval of Disbursements Journal – November 09, 2016.

6. DISCUSSION/ACTION ITEMS

A. Discussion only of Draft Ordinance No. 117 amending the District's Water Conservation Plan.

B. Review of bids received and consideration of award of contract for the Reservoir Expansion Project.

C. Consideration of approval of Agreement between Pineview Mobile Home Park and the District relating to Pen Way right-of-way encroachments.

7. BOARD COMMITTEE REPORTS – Oral Reports from Committee Members.

8. BOARD REPORTS – Oral Reports from Board Members on current issues.

9. 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).

10. 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.

4A. GENERAL MANAGER'S REPORT

Charles Grace

- 1. Staff Activity** – Report on Staff activities for the month of October.
- 2. Grant Updates** – Integrated Regional Water Management Grant (IRWM), County Beautification Grant for Pico Stairs Beach Access, Prop 1 Grant.
- 3. Update** – Reservoir / Storage tank project.
- 4. Update** – Castillo Avenue / Pico Avenue development.
- 5. Update** – California Coastal Commission WWTP Rip Rap.
- 6. Will Serve request from property owner with current service connection not in use; located at Castillo Avenue / Pico Avenue.**

4A. GENERAL MANAGER'S REPORT **November 9, 2016**

1. Staff Activity – Report on Staff activities for the month of October.

During the month of October Staff sent out water billing and the quarterly newsletter and responded to several customer service calls and concerns. Staff attended the County Water Committee and sub-committee meetings. District Staff and the Bookkeeper have been coordinating with the District Auditor in order to complete the 2015-2016 Audit.

Staff is currently preparing for Grease Trap inspections and reorganizing the District's archive system and items into the new RO Building.

2. Grant Updates – Integrated Regional Water Management Grant (IRWM), County Beautification Grant for Pico Stairs Beach Access, Prop 1 Grant, Gateway Monument Sign and Interpretive Signs.

There were no updates at the time this Board Packet was prepared. A Verbal update will be given at the Board Meeting.

3. Update - Reservoir / Storage tank project.

Staff has received quotes to perform 1) Area topographical survey 2) Geotechnical engineering and geology study 3) 30% preliminary design. The total amount for the three disciplines is \$40,594.00.

4. Update – California Coastal Commission WWTP Rip Rap.

The Coastal Commission responded to the After the Fact Coastal Development Permit submitted for the placement of Rip Rap in front of the WWTP. The tasks requested by the CCC prior to CDP submittal were reduced by over 50%. After receiving the CCC response letter Staff conducted a conference call with the CCC and Oliveira Consulting, as a result remaining tasks were clarified and reduced further.

5. Will Serve request from property owner with current service connection not in use; located at Castillo Avenue / Pico Avenue.

Attached is a Will Serve request from Kent Mitchell owner of the parcel on the corner of Castillo Drive and Pico Avenue. San Simeon Lodge joins Mr. Mitchell in submitting the request. Currently, Mr. Mitchell does have an existing service connection to his

property. According to Ordinance 115, Mr. Mitchell has 2.3 EDU's given the previously existing service station connection. The owner's plans include three motel units. Using the "Chart of Equivalent Dwelling Units" found in Ordinance 115, three motel units is equal to 2.1 EDU's (a motel unit equals 0.7 EDU's). The General Manger will move forward with a conditional approval letter.

CALIFORNIA COASTAL COMMISSION

CENTRAL COAST DISTRICT OFFICE
725 FRONT STREET, SUITE 300
SANTA CRUZ, CA 95060
PHONE: (831) 427-4863
FAX: (831) 427-4877
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September 28, 2016

Jeff Oliveira
Oliveira Environmental Consulting
3155 Rose Avenue
San Luis Obispo, CA 93401

Subject: Coastal Development Permit (CDP) Application Number 3-15-2114 (San Simeon Wastewater Treatment Plant (WWTP) After-The-Fact (ATF) Improvements Application), 9245 Balboa Avenue, San Simeon, California

Dear Charlie:

Thank you for your submittal on behalf of the San Simeon Community Services District (“District”), received on August 29, 2016, in response to our letter dated January 22, 2016. We have reviewed the materials that you have submitted to date and are in need of additional information to adequately analyze the proposed project for Coastal Act conformance. Towards this end, we are unable to file this application until the following is submitted:

- 1. Proof of Applicant’s Legal Interest in the Property:** Thank you for providing evidence demonstrating your legal interest in the property. However, we also require consent from the downcoast property owners, and potentially, State Parks. We have copies of five letters from owners at the San Simeon Shores Condominiums from 2011 (Eileen Goodman, Richard and Pat Alvarez, Sandra Kownacki, and Thomas and Judith Baz), but will need this updated with current owner consent. In addition, we will need evidence that the owner of the property consents to allowing development on its property. Finally, it appears that some rip rap (see Earth Systems Pacific, June, 2016 Site Map) may be located on the beach west of both the CSD and the San Simeon Shores property. If so, we will need authorization of landowner consent for this portion of rip rap as well, or evidence to the otherwise.
- 2. Project Description.** As described on page 3 of the original Application material, the District is requesting an after-the-fact CDP for the 1983 emergency placement of additional riprap from the north side of the WWTP along the base of the bluff face and terminating at the base of the bluff in front of the adjacent property approximately 50 feet down the coast, and the 1995 repair and maintenance of the original pipe support structure and riprap within the Arroyo Del Padre Juan Creek.

In terms of the replacement of the 1984 outfall pipe, your submitted material received August 29, 2016 includes evidence (original 1964 engineering plans) that the original outfall pipe was an 8-inch in diameter pipe that extended 840 linear feet into the ocean. The evidence that the existing outfall pipe is the same diameter and length as the original is based on State Lands leases for the outfall pipe. As we understand it, the CSD’s

position is therefore that this pipe was replaced *in-kind* and thus would be exempt from CDP requirements. However, pursuant to Section 13252(1)(D) and 13252(3) of the California Code of Regulations, repair and maintenance activities *require* a coastal development permit if the structures or work (or the construction equipment and/or materials) is located on “any sand area.” Thus, you will need to include the 1984 replacement of the outfall pipe in the project description.

In summary, please update the project description into one document incorporating all of the above items that the CSD is applying for.

- 3. Project Plans:** Thank you for providing up-to-date reduced size (11” x 17”) plans that identify the project for after-the-fact approval (via the 2016 Earth Systems update). We note, however, that this update identifies the rip rap to have a height of 6 feet, whereas earlier reports from Earth Systems (May 16, 2006) identify an approximate 12 foot height, and elevations included in both the 2016 update and this 2006 report appear to show an approximate 12 foot height. In addition, earlier photos contained in the Cleath & Associates report, dated July 17, 2002, seem to show heights greater than 6 feet.

Please note that we are analyzing the project after-the-fact, and thus our analysis is to be based on the amount and placement of rip rap in *1983 and 1995*, not as it exists today. We are also incorporating the backfilling of course sand and gravel that is located between the rip rap rocks and the treatment plant, which could account for the discrepancy in heights. Slumping of the rock and submersion of the rock below sand level could also factor in to the height discrepancy. Accordingly, as we have asked in previous letters and correspondence, we require the total amount of material that was placed at both of these times.

Our estimate based on the material at this time is as follows:

1983 placement of material at the facility = 200 feet long by 12 feet high by 15 feet depth/width = ~666 cubic yards of rip rap, course sand, and gravel.

1995 placement of material along both sides of Arroyo Del Padre Juan Creek = 260 cubic yards of rip rap.

Total = ~926 cubic yards of rip rap placed to be recognized through this permit.¹

Please confirm these amounts and update the sand loss information as provided in the Earth Systems 2016 update, and any other Sea Level Rise information in the report based on an approximate 12 foot height, if need be.

¹ Please note that it appears that 125 cubic yards of rip rap were placed in 1969. However, Boyle Engineering (May 7, 2008) states that, “At the time [1983], the original rip rap placed in 1969 had already washed away...” and thus this material is not accounted for in the above calculations.

4. **Alternatives.** The Earth Systems 2016 update provides 50-year and 100-year sea wave run-up heights for both a vertical concrete seawall and a rip rap rock seawall, but does not recommend one over the other. Staff is required to make the finding that there are no feasible less environmentally damaging alternatives to the proposed project. Staff is unclear about several conclusions of this report:
- a. **Vertical seawall.** The original submittal materials describe a number of reasons why a vertical seawall is not preferred in this case, yet the Earth Systems 2016 update did not confirm this (and it even implies that a vertical seawall is feasible) and thus staff remains unclear whether a vertical seawall (even a vertical extension of the existing treatment plant retaining wall) could be constructed that would be less environmentally damaging, and that would minimize overall beach coverage and reduce biological impacts to the beach and creek areas.
 - b. **Relocation.** Thank you for providing a cost estimate breakdown of the treatment plant's components, their expected lifespans, and the remaining years left of those components. The report indicates that the expected life of the WWTP components, as of 2016, range from between 16 and 31 years and thus it is concluded that "the WWTP has a life expectancy of 20 years on average," without additional replacements or upgrades.

Earlier submitted material indicated that relocation of the WWTF would cost between \$10 and \$12 million dollars, and no evidence has been provided in the most recent submittal to indicate otherwise. The August 18, 2016 report by Phoenix Civil Engineering indicates an amount of approximately 6.7 million dollars needed to replace all of the WWTP components. However, this does not appear to include the cost of maintaining the existing revetment, nor what it may cost in the near future to augment the revetment against expected sea level rise and associated increased flooding and wave action, which it appears will be needed shortly based upon Earth Systems 2016 report. Does the CSD know this amount? Please provide this cost. This *total* amount will help provide a comparison of the *cost to relocate* to the anticipated cost of maintaining the existing facilities *and* revetment. Thus, please provide an analysis of the cost to relocate the facility within San Simeon Acres.

Lastly, and as pointed out similarly in our January, 2016 letter, it is not clear how "the SSCSD has confirmed that they do not own any other property suitable for relocating the WWTP." Again, staff is requesting a confirmation that the earlier report by Rincon Consultants report (April 18, 2008) is still accurate. As you will recall, this report states that 2 sites (Sites D and E), "would be the most probable candidate alternate locations for relocation of the WWTF." While it does state that relocation to these sites would require an LCP amendment to change the land use designation, and that there would be some short-term and long-term environmental effect, both of these rather common issues (with most projects) must be weighed against the impacts

and costs associated with continuing the WWTP in its present hazardous location immediately adjacent to the Pacific Ocean and the Arroyo Del Padre Juan Creek. Is this analysis that was done in 2008 accurate in 2016? Have there been any changes to the 9 analyzed sites? It also appears there are some errors in this report that should be explained. For example, site H is not described in the conclusion, and it appears that site C, not site B as stated, is the site that contains upwards of 25 to 30 trees. The type of trees should also be described.

- c. **Other Feasible Alternatives.** Staff has not received a response about the feasibility of an upper bluff retaining wall or other upper bluff support structures, or whether beach nourishment (either alone or in combination with a vertical seawall) could protect the WWTP as a less environmentally damaging alternative. Please explain why these alternatives are or are not feasible in this case.
5. **Biological Resources and Other Agency Approvals.** Thank you for providing an updated Biological Resources Assessment by Kevin Merk Associates (May 23, 2016).

However, as requested in our January 22, 2016 letter, has the District engaged with the Army Corps of Engineers, Regional Water Quality Control Board, or the California Department of Fish and Wildlife on the placement of rip rap and associated work undertaken in the Arroyo Del Padre Juan? We will need to see evidence that authorizations have been provided, or evidence that no authorizations are needed. Please update us on the status of other agency approvals, and contacts at each agency.
6. **State Lands Commission:** Thank you for the information. You've indicated that the Mean High Tide line has been mapped in the project vicinity, but staff is unclear where this map is located, as it doesn't appear to be located in the Earth Systems 2016 update. Please provide this line on the current topo map that was used in the Earth Systems 2016 report. Lastly, please provide *evidence* that the project (besides the outfall) is not subject to State Lands Commission jurisdiction (i.e., letter or email from SLC).
7. **Monterey Bay National Marine Sanctuary:** Thank you for the information. Please provide *evidence* that Monterey Bay National Marine Sanctuary staff has determined that the project is not located within its jurisdiction (i.e., letter or email from MBNMS).
8. **Development and Permitting History:** As requested in our January 22, 2016 letter, please submit *evidence* that all OTDs have been accepted in the immediate area. How is the SSCSD arriving at the conclusion that "all Offers to Dedicate have been accepted?" Please list the OTDs and provide evidence that they have been accepted. We will also work with our public access manager to confirm this as well.
9. **Proposed Mitigation.** Thank you for providing clarification that the two public access improvement projects are not part of the current application for after-the-fact development at the WWTP.

Jeff Oliveira
3-15-2114 (San Simeon Wastewater Treatment Plant ATF)
September 28, 2016
Page 5

We will hold the application for three months from today's date (i.e., until December 28, 2016) pending receipt of these materials. After all of the above-listed materials have been received, the package will again be reviewed and will be filed if it contains materials sufficient for a thorough and complete review. Please note that there may be additional materials necessary for filing purposes depending upon the nature of the information provided pursuant to the above-listed materials. If all of the above-listed materials are not received within six months, CDP Application 3-15-2114 will be considered withdrawn and will be returned to you. This submittal deadline may be extended for good cause if such request is made prior to December 28, 2016. I look forward to working with you on this project. Please do not hesitate to contact me at (831) 427-4863 if you have any questions regarding the above information requests.

Sincerely,

Daniel Robinson
Coastal Planner
Central Coast District Office

Cc: Charles Grace, San Simeon Community Services District

San Simeon Community Service District
111 Pico Avenue
San Simeon, Ca 93452
805-927-4778 ph 805-927-0399 fx

REQUEST FOR WILL SERVE LETTER

DATE Oct. 11, 2016
NAME San Simeon Lodge LP
MAILING ADDRESS 9520 Castillo Drive
San Simeon Calif. 93452

HOME NUMBER 805-927-4601 CELL PHONE 805-975-5607

NUMBER OF UNITS Three (3) APN NUMBER 013-091-073
TO BE SERVED Modular Units

PARCEL LOCATION Corner of Castillo Drive and
Pico Drive. Adjacent to San Simeon Lodge

ADDITIONAL COMMENTS Will be using water already
allocated to this lot from a
building that was originally
on the lot.
We will also install hookups
to use recycled water
when available.

Parcel #013-091-073

RECEIVED
OCT 20 2016
BY: [Signature]

EXHIBIT "A"

CHART OF EQUIVALENT DWELLING UNITS

<u>Land Use</u>	<u>Equivalent Dwelling Units</u>
Motels (per unit)	.7
Motels (managers apartment)	1.0
Restaurant	1.0/184 sq. ft. of total area
Service Stations	2.3/2 restrooms
Residence (single family, Condominium and mobile home)	1.0
Retail Shops	.4/950 sq. ft.
Public Restrooms	.9/restroom
Commercial Laundries	.4/washing machine
Irrigation	.5/meter
CDF Approved Fire Protection/Sprinkler Systems	0

4B. SUPERTINTENDENT'S REPORT
Jerry Copeland
Facilities Update for October 2016

- 1. Wastewater Treatment Plant Update**
- 2. Water Distribution System Update**
- 3. District & Equipment Maintenance Update**

4B. SUPERINTENDENT'S REPORT

Activities of October 2016

1. Wastewater Treatment Plant

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB, including the Annual Outfall Line inspection report.
- Repairs were made to the Influent turbidity meter on the SSWRF(Recycled Water Facility).
- Repaired a broken skimmer discharge pipe on Clarifier #3
- One load of sludge was hauled away.

2. Water 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).
- Annual Distribution System valve exercising was performed.
- The Reverse Osmosis Unit pickling solution was flushed out. It was then re-pickled.
- Two hotel water meters were replaced.
- Monthly water meter reading was performed.
- Chloride levels continue to be monitored throughout the system.

3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- New railing was installed at the Pico beach access stairs.
- The tree trunks on the north side of Pico Avenue were cut down.

San Simeon Community Services District

Superintendent's Report

October 2016

MONTHLY DATA REPORT																			
Date	Day	Wastewater Influent Daily flow	Wastewater Effluent Daily Flow	CALCULATED			CALCULATED			CALCULATED			Chloride Wells		Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
				Well 1 Total Pumped	Well 2 Total Pumped	Well 3 Total Pumped	Total Daily Water Produced	1	2										
10/01/16	Sat	106,091	95,060	39,494	50,939	0	90,433	-	-	-	-	-	-	-	-	13.3	13.1	0.00	3,976
10/02/16	Sun	101,393	121,220	60,513	3,890	0	64,403	-	-	-	-	-	-	-	-	13.5	13.3	0.00	14,771
10/03/16	Mon	87,685	83,920	53,781	73,902	0	127,684	174	124	-	-	-	-	-	-	13.3	13.1	0.00	14,636
10/04/16	Tue	93,467	90,510	0	57,970	0	57,970	-	-	-	-	-	-	-	-	13.6	13.4	0.00	3,540
10/05/16	Wed	89,558	90,990	65,600	49,966	0	115,566	-	-	-	-	-	-	-	-	13.6	13.4	0.00	6,508
10/06/16	Thu	94,088	91,600	61,112	673	0	61,785	-	-	-	-	-	-	-	-	13.6	13.5	0.00	5,993
10/07/16	Fri	88,967	83,050	50,191	64,627	0	114,818	174	136	-	-	-	-	-	-	13.6	13.5	0.00	6,187
10/08/16	Sat	99,511	107,520	0	59,167	0	59,167	-	-	-	-	-	-	-	-	13.8	13.6	0.00	4,025
10/09/16	Sun	114,544	106,060	75,324	54,080	0	129,404	-	-	-	-	-	-	-	-	13.7	13.6	0.00	12,456
10/10/16	Mon	84,261	95,540	57,671	0	0	57,671	204	161	-	-	-	-	-	-	13.9	13.7	0.00	13,631
10/11/16	Tue	82,821	71,720	65,226	2,394	0	67,619	-	-	-	-	-	-	-	-	13.8	13.7	0.00	5,027
10/12/16	Wed	89,060	79,260	52,061	58,494	0	110,554	-	-	-	-	-	-	-	-	13.8	13.7	0.00	3,931
10/13/16	Thu	88,485	81,670	0	59,391	0	59,391	-	-	-	-	-	-	-	-	13.9	13.8	0.00	3,570
10/14/16	Fri	92,785	80,260	89,162	0	0	89,162	-	-	-	-	-	-	-	-	13.9	13.7	0.25	4,411
10/15/16	Sat	97,062	91,480	42,112	49,817	0	91,929	-	-	-	-	-	-	-	-	13.9	13.7	0.25	3,571
10/16/16	Sun	89,951	126,730	62,009	0	0	62,009	189	161	-	-	-	-	-	-	13.9	13.7	0.20	13,913
10/17/16	Mon	75,417	71,570	0	57,521	0	57,521	204	174	-	-	-	-	-	-	13.6	13.5	0.00	12,865
10/18/16	Tue	89,343	91,560	68,517	50,789	0	119,306	189	189	-	-	-	-	-	-	13.4	13.2	0.00	2,652
10/19/16	Wed	82,270	84,250	81,532	0	0	81,532	-	-	-	-	-	-	-	-	13.4	13.2	0.00	5,372
10/20/16	Thu	87,513	82,230	0	44,580	0	44,580	204	204	-	-	-	-	-	-	13.4	13.2	0.00	3,937
10/21/16	Fri	87,507	89,490	73,753	0	0	73,753	204	204	-	-	-	-	-	-	13.4	13.2	0.00	3,617
10/22/16	Sat	105,637	103,460	0	84,300	0	84,300	204	204	-	-	-	-	-	-	13.4	13.3	0.00	4,699
10/23/16	Sun	102,498	99,200	68,517	0	0	68,517	220	-	-	-	-	-	-	-	-	-	0.00	14,081
10/24/16	Mon	72,640	68,960	5,610	79,812	0	85,422	220	-	-	-	-	-	-	-	13.5	13.4	0.00	12,747
10/25/16	Tue	85,228	74,660	0	73,977	0	73,977	189	204	-	-	-	-	-	-	13.6	13.5	0.00	2,414
10/26/16	Wed	81,099	72,020	69,788	0	0	69,788	189	220	-	-	-	-	-	-	13.6	13.5	0.01	5,909
10/27/16	Thu	87,318	84,660	72,332	0	0	72,332	220	-	-	-	-	-	-	-	13.6	13.5	1.25	3,178
10/28/16	Fri	76,919	83,480	0	71,509	0	71,509	220	-	-	-	-	-	-	-	13.7	13.6	0.10	5,269
10/29/16	Sat	88,358	80,710	74,800	0	0	74,800	-	-	-	-	-	-	-	-	13.7	13.6	0.03	4,822
10/30/16	Sun	87,135	92,000	0	74,875	0	74,875	-	-	-	-	-	-	-	-	13.7	13.6	0.10	11,005
10/31/16	Mon	64,684	66,760	63,356	0	0	63,356	220	220	-	-	-	-	-	-	13.7	13.6	0.00	9,639
TOTALS		2,773,295	2,741,600	1,352,459	1,122,672	0	2,475,131									4,375		2.19	222,352
Average		89,461	88,439	43,628	36,215	0	79,843	202	184							13.6	13.5	0.07	7,173
Minimum		64,684	66,760	0	0	0	44,580	174	124							13.3	13.1	0.00	2,414
Maximum		114,544	126,730	89,162	84,300	0	129,404	220	220							13.9	13.8	1.25	14,771

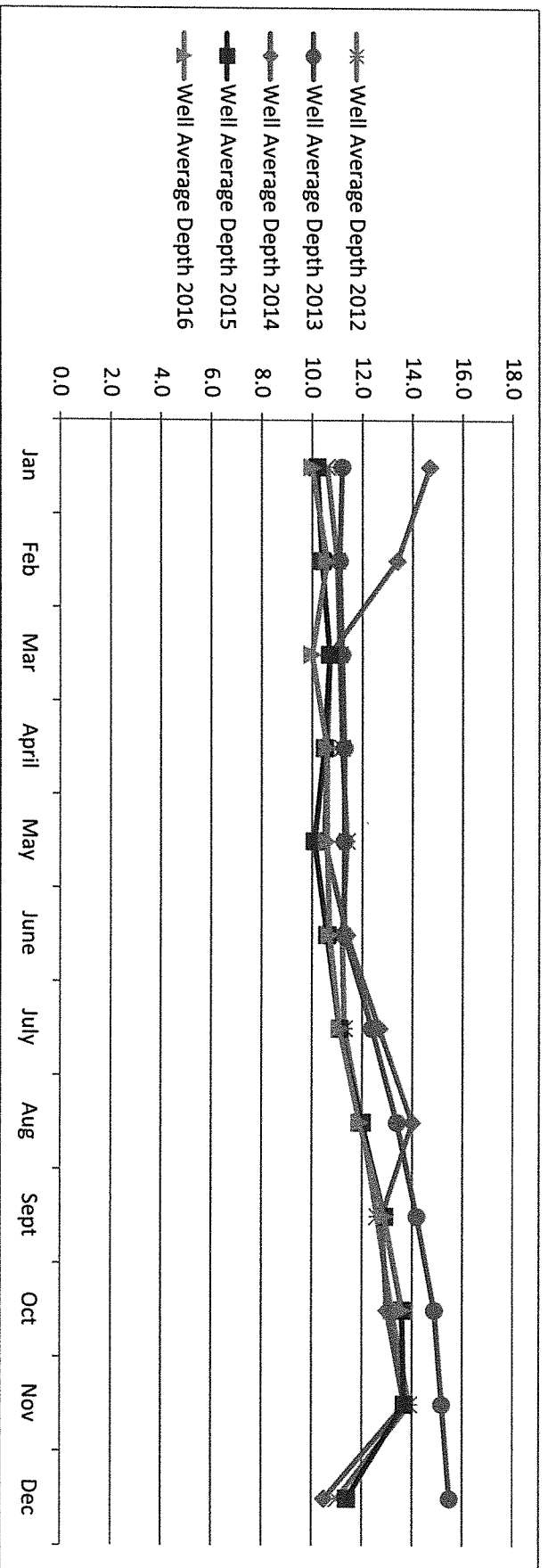
DATA SUMMARY SHEET

2016	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Total for 2016
Wastewater Influent	2,849,357	2,375,307	3,071,599	2,340,256	2,824,792	2,909,805	3,485,599	3,039,238	2,835,814	2,773,295			28,505,062
Wastewater Final Effluent (Month Cycle)	2,714,170	2,185,020	3,037,390	2,191,550	2,712,580	2,822,370	3,453,020	2,935,450	2,672,409	2,741,600			27,465,559
Adjusted Wastewater Influent (- State Flow) *	2,535,974	2,177,118	2,699,165	2,164,251	2,554,523	2,619,042	3,078,242	2,803,378	2,603,638	2,550,943			25,786,274
Water Produced (month cycle)	2,153,548	1,923,258	2,168,302	2,117,653	2,606,630	2,736,933	3,269,433	2,981,902	2,670,884	2,475,131			25,103,683
Sewer Influent/Water Produced Ratio	1.32	1.24	1.42	1.11	1.08	1.06	1.07	1.02	1.06	1.12			N/A
Adjusted Sewer/Water Produced Ratio	1.18	1.13	1.25	1.02	0.98	0.96	0.94	0.94	0.98	1.03			N/A
Well 1 Water Pumped	97,988	968,286	1,109,732	1,079,384	1,323,885	1,385,521	1,627,050	1,537,663	1,346,400	1,352,459			11,828,348
Well 2 Water Pumped	1,454,860	954,972	1,058,570	1,038,299	1,282,745	1,351,412	1,642,384	1,444,238	1,324,484	1,122,672			12,674,634
Well 3 Water Pumped	600,700	0	0	0	0	0	0	0	0	0			600,700
Total Well Production	2,153,548	1,923,258	2,168,302	2,117,653	2,606,630	2,736,933	3,269,433	2,981,902	2,670,884	2,475,131			25,103,682
Water Well 1 Avg Depth to Water	10.0	10.6	10.0	10.6	10.6	10.8	11.2	12.0	12.9	13.6			N/A
Water Well 2 Avg Depth to Water	9.9	10.5	9.9	10.5	10.5	10.6	11.0	11.8	12.8	13.5			N/A
Average Depth to Water of Both Wells	10.0	10.6	10.0	10.6	10.6	10.7	11.1	11.9	12.9	13.6			N/A
Change In Average Depth to Water from 2015	-0.2	+0.2	-0.7	+0.1	+0.5	+0.1	0.0	-0.1	0.0	0.0			N/A
Average Chloride mgl at the Wells	1828	723	360	239	173	148	135	132	145	193			N/A
State Wastewater Treated	313,383	198,189	372,434	176,005	270,269	290,763	407,357	235,860	232,176	222,352			2,718,788
State % of Total WW Flow	14%	12%	12%	8%	10%	10%	12%	8%	8%	8%			N/A
Recycled Water Sold (Gallons)	0	0	0	0	1,375	1,900	4,300	4,955	11,065	4,375			27,970
Biosolids Removal (Gallons)	6,000	0	6,000	6,000	6,000	12,000	6,000	6,000	6,000	6,000			60,000
WW Permit Limitation Exceeded	0	1	0	0	0	0	0	0	0	0			N/A
RW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0			N/A
Constituent Exceeded	None	TSS % of Removal	None	None	None	None	None	None	None	None			N/A
Sample Limit	N/A	85%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			N/A
Sample Result	N/A	79%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			N/A

2015	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Total for 2015
Wastewater Influent	2,278,607	2,137,631	2,579,655	2,698,683	2,877,973	2,736,511	3,127,790	2,938,940	2,595,828	2,571,859	2,307,432	2,477,658	31,328,567
Wastewater Final Effluent (Month Cycle)	2,078,820	2,179,270	2,419,750	2,596,880	2,551,790	2,563,570	3,045,720	2,846,890	2,488,090	2,464,150	2,283,580	2,372,070	29,890,580
Adjusted Wastewater Influent (- State Flow) *	2,129,329	2,015,656	2,386,629	2,457,477	2,602,675	2,564,762	2,918,658	2,786,097	2,401,062	2,455,246	2,142,924	2,201,887	29,062,402
Water Produced (month cycle)	1,881,724	2,054,121	2,163,830	2,273,769	2,551,727	2,550,830	2,820,558	2,737,380	2,495,573	2,597,276	2,301,928	2,342,025	28,770,740
Sewer Influent/Water Produced Ratio	1.21	1.04	1.19	1.19	1.25	1.07	1.10	1.07	1.04	0.99	1.00	1.06	N/A
Adjusted Sewer/Water Ratio	1.13	0.98	1.10	1.08	1.13	1.01	1.04	1.02	0.96	1.06	0.93	0.94	N/A
Average Depth of Both Wells	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9	13.6	13.7	11.4	N/A
Average Chloride mgl at the Wells	844	576	342	268	234	188	169	194	224	346	582	1533	N/A
Change in Average Well Depth from 2014	-4.5	-2.9	0.0	-0.1	-0.4	-0.8	-1.6	-2.0	+0.1	+0.6	0.0	+0.9	N/A
State Wastewater Treated	149,278	121,975	193,026	241,206	275,298	171,749	209,132	152,843	194,766	116,613	164,508	275,771	2,266,165
State % of Total WW Flow	0.07	0.06	0.08	0.09	0.1	0.06	0.07	0.05	8%	4%	7%	11%	N/A
Recycled Water Sold (Gallons)	107,10	307,0	977,5	1294,5	3004,0	65100	52250	5535,5	5344,5	4501,5	443,5	550	342,690
Biosolids Removal (Gallons)	0	6,000	6,000	6,000	6,000	12,000	6,000	6,000	6,000	6,000	6,000	6,000	72,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	1	0	0	0	0	0
Constituent Exceeded	None	None	None	None	None	None	None	TSS	None	None	None	None	N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	30	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	36	N/A	N/A	N/A	N/A	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 2012	10.6	11.0	11.1	11.2	11.4	11.2	11.3	12.0	12.6	13.2	13.9	11.0
Well Average Depth 2013	11.2	11.1	11.2	11.3	11.3	11.3	12.4	13.4	14.2	14.9	15.2	15.5
Well Average Depth 2014	14.7	13.4	10.7	10.6	10.5	11.4	12.7	14.0	12.8	13.0	13.7	10.5
Well Average Depth 2015	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9	13.6	13.7	11.4
Well Average Depth 2016	10.0	10.6	10.0	10.6	10.6	10.7	11.1	11.9	12.9	13.6		



4C. DISTRICT FINANCIALS
Renee Samaniego Osborne
October 31, 2016

- **Financial Summary**
- **Balance Sheet**
- **Water Sales & Production**

SAN SIMEON COMMUNITY SERVICES DISTRICT



4C. FINANCIAL SUMMARY

**BILLING
October 31, 2016**

September Billing Revenue	\$ 74,696.54
October Billing Revenue	\$ 72,641.82
Past Due (31 to 60 days)	\$ 434.05
Past Due (60 days)	\$ 227.94

**ENDING BANK BALANCES
October 31, 2016**

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account \$ 80.05

HERITAGE OAKS BANK:

Interest for October \$ 153.29

Money Marketing Account Closing Balance September 30, 2016 \$ 517,007.05

Money Marketing Account Closing Balance October 31, 2016 \$ 517,160.34

Reserve Fund (\$ 250,000.00)

Wait-list Deposits (\$ 45,750.00)

Customer Deposits (\$ 9,708.00)

Available Funds \$ 211,702.34

General Checking Account October 31, 2016 \$ 77,649.78

LAIF Closing Balance October 31, 2016 \$ 522.88

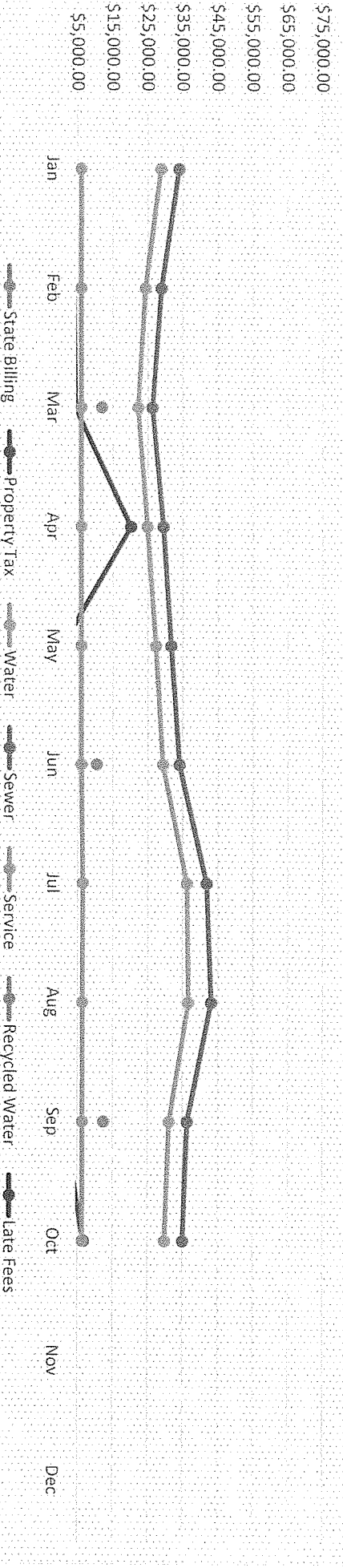
SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of October 31, 2016

Oct 31, 16

ASSETS		
Current Assets		
Checking/Savings		
1010 · Petty cash		150.00
1015 · Heritage Oaks- General Checking		77,649.78
1016 · Heritage Oaks-Wellhead		6.34
1017 · Heritage Oaks-Money Market		517,160.34
1022 · USDA checking		100.05
1040 · Cash in county treasury		889.49
1050 · LAIF - non-restricted cash		522.09
Total Checking/Savings		596,478.09
Other Current Assets		
1200 · Accounts receivable		87,172.18
1300 · Prepaid expenses		5,012.30
Total Other Current Assets		92,184.48
Total Current Assets		688,662.57
Fixed Assets		
1400 · Fixed assets		
1420 · Building and structures		395,874.73
1500 · Equipment		316,747.53
1540 · Major water projects		145,068.22
1560 · Pipe bridge		27,590.83
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		447,545.53
1650 · Walkway access projects		11,511.00
1660 · RO Unit		925,088.35
1680 · Generator		29,101.14
Total 1400 · Fixed assets		4,899,971.00
1690 · Accumulated depreciation		(2,149,688.96)
Total Fixed Assets		2,750,282.04
TOTAL ASSETS		<u>3,438,944.61</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2100 · Payroll liabilities		198.90
2500 · Customer security deposits		9,758.13
2510 · Connect hookup wait list		35,405.00
2520 · USDA Loan		448,275.00
Total Other Current Liabilities		493,637.03
Total Current Liabilities		493,637.03
Total Liabilities		493,637.03
Equity		
3200 · Fund balance		2,821,713.94
3900 · Suspense		24,321.73
Net Income		99,271.91
Total Equity		2,945,307.58
TOTAL LIABILITIES & EQUITY		<u>3,438,944.61</u>

2016 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing			\$11,992.94			\$10,529.30			\$12,485.00				\$35,007.24
Property Tax	\$732.82	\$3,907.74	\$4,380.61	\$20,311.1	\$670.65	\$812.49	\$1,161.69		\$1,184.42	\$6,789.01			\$39,950.48
Water	\$28,833.6	\$24,410.7	\$22,300.8	\$24,943.6	\$27,395.8	\$29,375.5	\$36,292.1	\$36,746.52	\$31,241.74	\$29,953.03			\$291,493.36
Sewer	\$33,983.5	\$28,929.3	\$26,405.5	\$29,496.1	\$31,742.1	\$34,065.2	\$41,862.8	\$43,190.60	\$36,386.89	\$35,106.74			\$341,168.76
Service	\$6,169.2	\$6,111.0	\$6,140.1	\$6,140.10	\$6,111.0	\$6,111.0	\$6,559.5	\$6,472.20	\$6,472.20	\$6,472.20			\$62,758.50
Recycled Water													\$0.00
Late Fees	\$153.3	\$138.8	\$86.4	\$485.53	\$657.2	\$418.4	\$485.7	\$97.52	\$595.71	\$316.72			\$3,435.24
Total	\$69,872.42	\$63,497.49	\$71,306.30	\$81,376.35	\$66,576.82	\$81,311.92	\$86,361.78	\$86,506.84	\$88,365.96	\$78,637.70			\$773,813.58
Water Sold Cu Ft	276707	234563	213757	239168	260907	278453	324654	324654	281207	269907			2703997
Water Sold Acre ft	6.35	5.39	4.91	5.49	5.99	6.39	7.45	7.45	6.46	6.20			62.08



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$69,872.42	\$63,497.49	\$71,306.30	\$81,376.35	\$66,576.82	\$81,311.92	\$86,361.78	\$86,506.84	\$88,365.96	\$78,637.70			\$773,813.58
Expenses	\$71,441.43	\$72,822.48	\$152,049.21	\$62,994.78	\$77,525.44	\$71,657.28	\$127,105.89	\$72,035.48	\$114,268.09	\$71,273.31			\$893,173.39
Balance	-\$1,569.01	-\$9,324.99	-\$80,742.91	\$18,381.57	-\$10,948.62	\$9,654.64	-\$40,744.11	\$14,471.36	-\$25,902.13	\$7,364.39			-\$119,359.81

REVENUE VS EXPENSES

Month	Revenue	Expenses
Jan	\$69,872.42	\$71,441.43
Feb	\$63,497.49	\$72,822.48
Mar	\$71,306.30	\$152,049.21
Apr	\$81,376.35	\$62,994.78
May	\$66,576.82	\$77,525.44
Jun	\$81,311.92	\$71,657.28
Jul	\$86,361.78	\$127,105.89
Aug	\$86,506.84	\$72,035.48
Sep	\$88,365.96	\$114,268.09
Oct	\$78,637.70	\$71,273.31
Nov		
Dec		
Totals	\$773,813.58	\$893,173.39

5. ITEMS OF BUSINESS

**A. Consideration of approval of last month's minutes –
October 11, 2016.**

**B. Consideration of approval of Disbursements Journal –
November 09, 2016.**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, November 09, 2016
6:00 pm

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

1. REGULAR SESSION: 6:00 PM

A. Roll Call:

Chairperson Williams – Present
Vice-Chair Fields – Present
Director Price – Present
Director Patel – Absent
Director Russell – Present

Also Present:

General Manager, Charles Grace
District Counsel, Heather Whitham

B. Pledge of Allegiance

- 2. PUBLIC COMMENT:** Henry (Hank) Krzciuk presented information about water storage tanks, fire flow and fire safety for the community, expressed concerns about the need for system upgrades to be implemented and requested the Board add the priority one water line improvements to the upcoming water storage tank grant request.

A. Sheriff's Report – No report for October.

B. Public comment on Sheriff's Report – No comment

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD: None

4. STAFF REPORTS

A. General Manager's Report

1. Staff Activity – Report on Staff activities for the month of October.

During the month of October Staff sent out water billing and the quarterly newsletter and responded to several customer service calls and concerns. Staff attended the County Water Committee and sub-committee meetings. District Staff and the Bookkeeper have been coordinating with the District Auditor in order to complete the 2015-2016 Audit. Staff is currently preparing for Grease Trap inspections and reorganizing the District's archive system and items into the new RO Building.

2. Grant Updates – Integrated Regional Water Management Grant (IRWM), County Beautification Grant for Pico Stairs Beach Access, Prop 1 Grant.

IRWM Grant:

The State has sent the contract to the County for review. County counsel has reviewed the contract and will be sending it to the District for review and signature. Once received, it will take anywhere from 60 to 90 days to see the reimbursement.

County Beautification Grant:

The County contacted the District regarding the project. Staff needs to do a small updated report on what was done since there was a shortfall of originally requested funds. The only item not addressed on at the Pico Beach Access was the guard railing.

Prop 1 Grants:

The Sub-Committee voted to pull funds from the remaining amount to be distributed in 2018 to make up the difference that the City of San Luis Obispo wants. This request went to the IRWM meeting and was approved. The County grant IRWM coordinator has made this request to the Regional IRWM Board.

3. Update - Reservoir / Storage tank project.

Staff has received quotes to perform 1) Area topographical survey 2) Geotechnical engineering and geology study 3) 30% preliminary design. The total amount for the three disciplines is \$40,594.00.

4. Update – California Coastal Commission WWTP Rip Rap.

The Coastal Commission responded to the After the Fact Coastal Development Permit submitted for the placement of Rip Rap in front of the WWTP. The tasks requested by the CCC prior to CDP submittal were reduced by over 50%. After receiving the CCC response letter Staff conducted a conference call with the CCC and Oliveira Consulting; as a result, remaining tasks were clarified and reduced further.

5. Will Serve request from property owner with current service connection not in use; located at Castillo Avenue / Pico Avenue.

Attached is a Will Serve request from Kent Mitchell owner of the parcel on the corner of Castillo Drive and Pico Avenue. San Simeon Lodge joins Mr. Mitchell in submitting the request. Currently, Mr. Mitchell does have an existing service connection to his property. According to Ordinance 115, Mr. Mitchell has 2.3 EDU's given the previously existing service station connection. The owner's plans include three motel units. Using the "Chart of Equivalent Dwelling Units" found in Ordinance 115, three motel units are equal to 2.1 EDU's (a motel unit equals 0.7 EDU's). The General Manager will move forward with a conditional approval letter.

B. Superintendent's Report**1. Wastewater Treatment Plant**

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB, including the Annual Outfall Line inspection report.
- Repairs were made to the Influent turbidity meter on the SSWRF (the District's Recycled Water Facility).
- Repaired a broken skimmer discharge pipe on Clarifier #3
- One load of sludge was hauled away.

2. Water 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).
- Annual Distribution System valve exercising was performed.
- The Reverse Osmosis Unit pickling solution was flushed out. It was then re-pickled.
- Two hotel water meters were replaced.
- Monthly water meter reading was performed.
- Chloride levels continue to be monitored throughout the system.

3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- New railing was installed at the Pico beach access stairs.
- The tree trunks on the north side of Pico Avenue were cut down.

B. Update on Monthly Financial Status for close of business October 31, 2016.

September Billing Revenue	\$ 74,696.54
October Billing Revenue	\$ 72,641.82
Past Due (31 to 60 days)	\$ 434.05
Past Due (60 days)	\$ 227.94

ENDING BANK BALANCES: October 31, 2016

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account	\$ 80.05
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HERITAGE OAKS BANK:

Interest for October	\$ 153.29
Money Marketing Account Closing Balance September 30, 2016	\$ 517,007.05

Money Marketing Account Closing Balance October 31, 2016	\$ 517,160.34
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Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
Available Funds	\$ 211,702.34

General Checking Account October 31, 2016	\$ 77,649.78
LAIF Closing Balance October 31, 2016	\$ 522.88

D. District Counsel’s Report – Summary of October activities.

District Counsel Assisted Staff with the coordination of the Water Committee items and agenda, agreement for Pineview Mobile Home Park, and review of Board Agenda and Board Packet.

5. ITEMS OF BUSINESS

A. Consideration of approval of last month's minutes – October 12, 2016.

A motion was made to approve the minutes with requested amendments; Change women to woman on page 1 and on page 7 item 7 to add a line regarding the 24 signature petition.

Motion by: Vice-Chair Fields

2nd by: Director Russell

All in: 4/0

Absent: Director Patel

B. Consideration of approval of Disbursements Journal – November 09, 2016.

A motion was made to approve the Disbursements Journal for November.

Motion by: Director Price

2nd by: Chairperson Williams

All in: 4/0

Absent: Director Patel

6. DISCUSSION/ACTION ITEMS

A. Discussion only of Draft Ordinance 117.

Attached for Board review and Discussion is the Draft Ordinance 117. After two water workshops and three water committee meetings, Staff had included comments and requests from the public regarding conservation measure and the loosening of some of the stages.

At the Water committee meeting, the committee voted to ask the Board to approve Ordinance 117 with revisions by staff.

Staff is requesting the Board's review and approval to post the attached Ordinance for public notice and include the Ordinance for public hearing and final approval at the December regular meeting.

A motion was made for staff to make revisions and start the public notice process and posting.

Motion by: Director Russell

2nd by: Vice-Chair Fields

All in: 4/0

Absent: Director Patel

B. Consideration of approval of proposals for reservoir storage tanks project.

In pursuit of advancing the SSCSD's priority one project, the storage tank project, staff has requested proposals from engineering firms to perform 1) Area topographical survey 2) Geotechnical engineering and geology study 3) 30% preliminary design. The total amount for the three disciplines is \$40,594.00. In order to perform the activities associated with each proposal, Staff request approval not to exceed \$50,000 to coordinate the activities associated with the above stated efforts.

A motion was made for Staff to request proposals and not to exceed \$50,000.

Motion by: Director Russell

2nd by: Vice-Chair Fields

All in: 4/0

Absent: Director Patel

Motion by: Mike Hanchett

2nd by: Dan Williams

All in: 3/0 Paul Panchel – Absent

Water Committee meeting Adjourned @5:59 PM

8. Oral Reports from Board Members on current issues - None

9. 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).

Director Russell would like to know if there is an update from Cal Trans on the Traffic Study.

Resident Hank Krzciuk asked if Cal Fire could perform a Hydrant check on the District Hydrants.

10. ADJOURNED @6:58 PM

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
 November 9, 2016

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	11/01/2016	1253	JOHN RUSSELL	Board Service	\$92.35	\$77,649.78
Paycheck	11/01/2016	1251	ALAN FIELDS	Board Service	\$92.35	\$77,557.43
Paycheck	11/01/2016	1252	DAN WILLIAMS	Board Service	\$92.35	\$77,465.08
Paycheck	11/01/2016	1254	KAUSHIK S PATEL	Board Service	\$92.35	\$77,372.73
Paycheck	11/01/2016	1255	LEROY E PRICE	Board Service	\$92.35	\$77,280.38
Bill Pmt	11/01/2016	1240	CaLPERS	Cust. ID # 7226734344	\$1,109.31	\$76,078.72
Bill Pmt	11/01/2016	1241	Carmel & Nacassha, LLP	October Legal	\$1,845.00	\$74,233.72
Bill Pmt	11/01/2016	1242	Grace Environmental	Monthly Management Services for November	\$48,948.00	\$25,285.72
Bill Pmt	11/01/2016	1243	John Madonna Construction	RO Unit to WWTP Scada	\$3,000.00	\$22,285.72
Bill Pmt	11/01/2016	1244	Marine Diving Solutions, LLC	Inv. # 1414, Inspection of 8" Outfall Pipe	\$7,950.00	\$14,335.72
Bill Pmt	11/01/2016	1245	MBS Land Surveys	# 14-046-2	\$420.00	\$13,915.72
Bill Pmt	11/01/2016	1246	MICHAEL O'NEILL	Monthly maintenance fee	\$320.00	\$13,595.72
Bill Pmt	11/01/2016	1247	OLIVEIRA ENV. CONSULTING	Rip Rap Violation Project-CCC	\$510.00	\$13,085.72
Bill Pmt	11/01/2016	1248	Robert Stilts, CPA	October Bookkeeping	\$1,200.00	\$11,885.72
Bill Pmt	11/01/2016	1249	RRM design group	# 0440-01-0916	\$484.75	\$11,400.97
Bill Pmt	11/01/2016	1250	Grace Environmental	Reimbursement Stair Rail and File Cabinets	\$5,024.50	\$6,376.47
Total					\$71,273.31	\$6,376.47

6. DISCUSSION & ACTION ITEMS

- A. Discussion only of Draft Ordinance No. 117 amending the District's Water Conservation Plan.**
- B. Review of bids received and consideration of award of contract for the Reservoir Expansion Project.**
- C. Consideration of approval of Agreement between Pineview Mobile Home Park and the District relating to Pen Way right-of-way encroachments.**

6. DISCUSSION/ACTION ITEMS

November 9, 2016

A. Discussion only of Draft Ordinance 117.

Attached for Board review and Discussion is the Draft Ordinance 117. After two water workshops and three water committee meetings, Staff had included comments and requests from the public regarding conservation measure and the loosening of some of the stages.

Staff is requesting the Boards review and approval to post the attached Ordinance for public notice and include the Ordinance for public hearing and final approval at the December regular meeting.

B. Consideration of approval of bids for reservoir storage tanks project.

In pursuit of advancing the SSCSD's priority one project; the storage tank project, staff has requested proposals from engineering firms to perform 1) Area topographical survey 2) Geotechnical engineering and geology study 3) 30% preliminary design. The total amount for the three disciplines is \$40,594.00. In order to perform the activities associated with each proposal, Staff request approval not to exceed \$50,000 to coordinate the activities associated with the above stated efforts.

C. Discussion regarding Pen Way right of way encroachment agreement.

Pen way is a 50 foot right of way owned by the San Simeon Community Services District. Recently it has come to the attention of Staff that the Pine View Mobile Home Park has placed several mobile homes on one to seven feet of the North Border of the 50 foot Pen Way right of way. During the regularly scheduled October SSCSD Board meeting staff was directed to discuss / negotiate a agreement with the Pine View Mobile Home Park consistent with 1) their acknowledging the 50 feet of right way and the encroaching mobile homes 2) Mobil homes will be moved off of the encroachment at the time of replacement 3) Pine View Mobile Homes will notify impacted mobile home owners of these stipulations.

Attached is the Agreement relating to Pine View Mobile Home Encroachments for your review. Staff request approval of the agreement and approval for staff to establish the 10 foot easement parallel to the north boundary of the right of way to be filed with the County as described in the Agreement.

**DRAFT
ORDINANCE NO. 117**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SAN SIMEON
COMMUNITY SERVICES DISTRICT AMENDING AND RESTATING
THE DISTRICT'S WATER CONSERVATION PLAN**

WHEREAS, the Board of Directors of the San Simeon Community Services District ("District") currently has a moratorium on new water connections within the District boundaries, originally established by Ordinance No. 61 and amended by Ordinance No. 63, Ordinance No. 66, Ordinance No. 102, Ordinance 106 and Ordinance 114; and

WHEREAS, the District currently has a Water Conservation Plan set forth in Ordinance No. 114; and

WHEREAS, pursuant to Water Code Section 353, the Board of Directors may adopt such regulations and restrictions on the delivery of water which will conserve the water supply for the greatest public good; and

WHEREAS, on January 17, 2014, the Governor of the State of California declared a state of emergency (the "Proclamation") due to record dry conditions and concerns over the State's dwindling water supplies. The Proclamation states that "local urban water suppliers and municipalities are called upon to implement their local water shortage contingency plans immediately in order to avoid or forestall outright restrictions that could become necessary later in the drought season; and

WHEREAS, according to the U.S. Drought Monitor, which is a weekly map of drought conditions that is produced jointly by the National Oceanic and Atmospheric Administration, the U.S. Department of Agriculture, and the National Drought Mitigation Center (NDMC) at the University of Nebraska-Lincoln, as of September, 2016, the Central Coast of California continues to be in an "Exceptional Drought" condition, which is the most serious of the four drought conditions used by the U.S. Drought Monitor; and

WHEREAS, on May 11, 2016 the District made available the use of a reverse osmosis treatment facility to improve seasonal water quality deficiencies; and

WHEREAS, the domestic water quantity and quality for the District may be compromised based upon the continued lack of precipitation and the current water levels in the aquifers that provide the domestic water supply for the District, and specifically that water levels in the Pico Creek are such that the District has determined that the available water quantity and quality may be insufficient to meet demand; and

WHEREAS, after holding a duly noticed public hearing on _____, 2016, the Board of Directors determined that it is necessary and desirable to adopt revised enhanced water conservation measures and restrictions on the use of potable water; and

WHEREAS, in addition to Water Code Section 353, Water Code Section 375 provides that a public entity that supplies water may, after holding a noticed public hearing and making appropriate findings of necessity for the adoption of a water conservation program, adopt and enforce water conservation programs to reduce the quantity of water used by persons within the entity's service area or jurisdiction for the purpose of conserving the entity's water supplies; and

WHEREAS, amended enhanced water conservation use restrictions are necessary and appropriate in order to protect the health, safety and welfare of the community.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:

SECTION 1. Recitals.

The above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. Repeal of Ordinance No. 114.

This Ordinance repeals and replaces Ordinance No. 114.

SECTION 3. Declaration of Policy.

It is hereby declared that, because of the conditions prevailing within the District, the general welfare requires that the water resources available to the District be put to the maximum beneficial use to the extent to which they are capable, and that the waste or unreasonable use of water be prevented and the conservation of such water is to be extended with a view to the reasonable and beneficial use thereof in the interest of the people of the District and for the public welfare.

The Board of Directors finds the following:

1. The District is committed to acquiring new sources of water in order to be able to remove the existing water moratorium.
2. Present water supplies are limited.
3. The chloride constituent of the District water fluctuates to undesirable levels periodically.
4. Long-term water supply projects are in process but not available to augment the supply at this point in time.
5. A reverse osmosis treatment facility was installed to resolve the long standing domestic water supply quality.
6. Exceptional Drought conditions continue to exist on the Central Coast and the District needs to conserve its available supplies to the maximum extent feasible in order to continue in its ability to provide water to its customers.

7. When Pico Creek is flowing the District may modify conservation measures as necessary to expedite the reduction of chlorides that may have seasonally impacted the domestic water supply aquifer.

Based upon the current water supply conditions within the District, and the continued Exceptional Drought conditions in the region, the Board finds that an emergency water situation continues to exist necessitating the continued implementation of comprehensive water conservation measures in order to conserve available water supplies to the maximum extent feasible.

SECTION 4. Application.

The provisions of this Ordinance shall apply to all persons, customers and property served by the District wherever situated. No customer of the District, or any employee or invitee of any customer of the District, shall knowingly make, cause, use or permit the use of District water for residential, commercial, industrial, agricultural, governmental or any other purpose in a manner contrary to any provision of this Ordinance, or in an amount in excess of that use permitted by the following conservation measures. The term "District Potable Water" as used herein, shall not include reclaimed wastewater.

SECTION 5. Water Conservation Measures and Restrictions on the Use of Potable Water.

The Board of Directors adopts the following Water Conservation Measures and Restrictions on the use of District Potable Water:

MANDATORY CONSERVATION MEASURES

The following Mandatory Conservation Measures are required by the regulations adopted by the State Water Resources Control Board (Title 23 California Code of Regulations Section 864), and shall be applicable even when a Stage One, Two or three Water Shortage is not in effect or has not been implemented by the Board of Directors.

To prevent the waste and unreasonable use of water and to promote water conservation, each of the following actions is prohibited, except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency:

1. The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures.
2. The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use.
3. The application of potable water to driveways and sidewalks.

4. The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system.
5. The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall.
6. The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased.
7. The irrigation with potable water of ornamental turf on public street medians.
8. The irrigation with potable water of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development.
9. Operators of hotels and motels shall provide guests the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language.

STAGE ONE WATER SHORTAGE

A Stage One Water Shortage will take effect when the Pico Creek stops running to the ocean or when implemented by a resolution of the Board of Directors whenever the Board finds to do so is necessary to protect the health, safety and general welfare of the public. A Stage One Water Shortage will be lifted when Pico Creek starts running to the ocean or when lifted by a resolution of the Board of Directors whenever the Board finds to do so is necessary to protect the health, safety and general welfare of the public.

1. Use of water from fire hydrants shall be limited to firefighting and/or activities immediately necessary to maintain the health, safety and welfare of the District.
2. District Potable Water shall be used no more than once per month to wash trailers, boats, mobile homes and other types of mobile equipment, parking areas, buildings, gutters or roofs, except to alleviate immediate fire or sanitation hazards.
3. The washing of automobiles and trucks, with District Potable Water shall be limited to twice per month, provided however, that in recognition of the problem of salt water mist on vehicles due to the proximity of the District to the ocean, minor rinsing is permitted at other times. Minor rinsing shall be limited to using as little water as necessary to remove the mist from the vehicle, and shall not result in more prolonged washing activities.
4. All outdoor irrigation with District Potable Water shall be limited to once per week.

STAGE TWO WATER SHORTAGE

A Stage Two Water Shortage will take effect when current well field levels drop 5% below monthly historical averages for three consecutive weeks or when implemented by a resolution of the Board of Directors whenever the Board finds to do so is necessary to protect the public health, safety and general welfare of the public. A Stage Two Water Shortage will be lifted when Pico Creek starts running to the ocean or when well levels return to average level for two consecutive months or when lifted by a resolution of the Board of Directors whenever the Board finds to do so is necessary to protect the public health, safety and general welfare of the public. In addition to the measures and restrictions set forth in Stage One, the following uses shall be prohibited:

1. The use of District Potable Water for the filling, refilling or adding of water to swimming pools, wading pools, or spas shall be limited to the amount necessary to keep the pool equipment operative and to refill for evaporative losses.
2. All outdoor irrigation with District Potable Water shall be limited to twice per month.
3. The washing of automobiles and trucks, with District Potable Water shall be limited to once per month. Minor rinsing is allowed.
4. The use of potable water for construction compaction is prohibited.

STAGE THREE WATER SHORTAGE

A Stage Three Water Shortage will take effect when current well field levels drop 12% below monthly historical averages for three consecutive weeks unless chloride levels monitored at the wells can be found below 250mg/L or when implemented by a resolution of the Board of Directors whenever the Board finds to do so is necessary to protect the public health, safety and general welfare of the public. A Stage 3 Water Shortage will be lifted when Pico Creek starts running to the ocean or when well levels are no more than 5% below monthly historical averages or when lifted by a resolution of the Board of Directors whenever the Board finds to do so is necessary to protect the public health, safety and general welfare of the public. In addition to the restrictions set forth in Stages One and Two, the following uses shall be prohibited:

1. All outdoor irrigation with District Potable Water shall be prohibited.
2. The washing of automobiles and trucks with District Potable Water and rinsing shall be prohibited.
3. Fines will be tripled for violations of Stage 3 restrictions.

SECTION 6. Notices.

The various stages of conservation will be implemented by special mailing or by a notice inserted into the water/sewer bills. Notices will also be posted at the District Office, and Chamber of Commerce, San Simeon Post Office and the San Simeon Community Services District website.

SECTION 7. Exceptions.

The General Manager may, in his or her discretion, grant exceptions to the terms of the restrictions, if he or she finds and determines that:

1. The restrictions herein would cause an undue hardship or emergency; or
2. The granting of the exception is necessary to accommodate a documented medical need; or
3. That the granting of the exception will not adversely affect the water supply or service to other existing water customers; or
4. That the granting of the exception is for a public governmental agency and is in the best interest of the public health, safety and welfare; or
5. That the grant of exception is in the best interest of the public health, safety and welfare.

Such exceptions may be granted only upon application in writing. Upon granting any such exception, the general Manager may impose any conditions he or she determines to be just and proper. The terms of any exception shall be set forth in writing. All exceptions granted shall be reported to the Board of Directors at a Board meeting.

An applicant for an exception under this section may appeal the General Manager's decision to the Board of Directors. A request for appeal must be submitted to the District in writing not more than ten days after the General Manager's decision.

SECTION 8. Lifting of Restrictions Imposed During A Water Shortage.

The General Manager shall lift or reduce the restrictions imposed during a water shortage as set forth above when he or she determines, after consultation with the Chairperson of the Board of Directors and such other persons as he or she deems appropriate, that the conditions which caused the shortage have been alleviated. Such action shall be promptly and extensively publicized.

SECTION 9. Notice of Violations and Penalties.

In addition to any other penalty permitted by law, if and when the District becomes aware of any violation of any provision of a Stage One, Stage Two or Stage Three Water Shortage under this Ordinance, a written notice shall be placed on the property where the violation occurred and/or mailed to the person who is regularly billed for the service where the violation occurs and to any other person known to the District who is responsible for the violation or its correction. Said

notice shall describe the violation and order that it be corrected, cured and abated immediately or within such specified time as the General Manager determines is reasonable under the circumstances. Said notice shall constitute the first violation of the provisions of this ordinance.

If said violation and order is not complied with, the General Manager may forthwith issue an administrative citation for the following amounts:

1. The notice of violation described above shall constitute the first violation of the provisions of this ordinance.
2. The second violation of any provision of this Ordinance, within the same twelve month period beginning with the first violation, a fine in the amount of one hundred dollars (\$100.00) shall be added to the customer's water bill.
3. The third violation of any provision of this Ordinance, within the same twelve month period beginning with the first violation, a fine in the amount of two hundred and fifty dollars (\$250.00) shall be added to the customer's water bill.
4. The fourth violation of any provision of this Ordinance, within the same twelve month period beginning with the first violation, shall result in the discontinuance of water service.

SECTION 10. Severability.

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of California, such decision shall not affect the validity of the remaining portions of this Ordinance. The District Board hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

SECTION 11. Effective Date.

This Ordinance shall take effect upon adoption pursuant to Water Code Section 376.

SECTION 12. Publication.

Pursuant to Water Code Section 376, a summary of this Ordinance shall be published in a newspaper of general circulation and a certified copy of the full text of the proposed Ordinance shall be posted in the office of the District at least five days prior to the meeting at which the proposed Ordinance is to be adopted. Within fifteen days after adoption of the Ordinance, the governing body shall publish a summary of the Ordinance with the names of those members voting for and against the ordinance and shall post in the office of the district a certified copy of the full text of the adopted Ordinance along with the names of those members voting for and against the Ordinance.

This Ordinance was passed and adopted at a meeting of the Board of Directors of the San Simeon Community Services District on _____, 2016; Upon motion by **Director _____** and seconded by **Director _____**, by the following roll call vote:

Chairperson Williams: Vice-Chair Fields: Director Russell:
Director Price: Director Patel:

Dan Williams, Chairperson

ATTEST:

Charles Grace
Secretary/General Manager

APPROVED AS TO FORM:

Heather K. Whitham
District Counsel

DRAFT



Phoenix Civil Engineering, Inc.

4532 Telephone Road, Ste. 113 Ventura, Ca 93003 805.658.6800
info@phoenixcivil.com www.phoenixcivil.com

Mr. Charles Grace
San Simeon Community Services District
111 Pico Ave.
San Simeon, CA 93452

October 15, 2016

San Simeon Community Services District – Potable Water Storage Reservoir – Proposal for 30% Level Design Engineering Services

Dear Mr. Grace-

I am pleased to provide you with this proposal for engineering services associated with the 30% level design of the potable water storage reservoir. The District existing potable water reservoir is in place for potable water consumption, emergency storage and fire protection purposes. The existing facility is not sized for the current needs of the community. Insufficient storage volume in the tank results in the need for water moratorium implementation sooner than would be necessary if sufficient storage existed. At this time, the District is seeking to develop 30% level concept plans and initial investigative reports for an additional 0.75 MG reservoir to provide adequate capacity for the existing and future needs of the community. Based on our conversations, I have prepared my proposal to include the following:

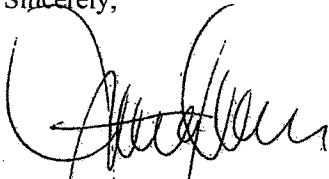
Phase 1: Survey, Geotechnical Investigation and Preliminary Design

- Task 101: Topographic Survey
- Task 102: Preliminary Geotechnical Investigation
- Task 103: 30% Design and OPCC Preparation
- Task 104: Final Geotechnical Study

I appreciate the opportunity to submit this proposal to assist you with the preparation of these 30% level design plans. I have attached a scope of work and our professional services rate sheet.

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

Located in an easement above the District office on Pico Avenue, the San Simeon Community Services District potable water storage reservoir collects the groundwater from the two District wells and provides water to the community. The District existing potable water reservoir is in place for potable water consumption, emergency storage and fire protection purposes. The existing facility is not sized for the current needs of the community. Insufficient storage volume in the tank results in the need for water moratorium implementation sooner than would be necessary if sufficient storage existed. At this time, the District is seeking to develop 30% level concept plans and initial investigative reports for an additional 0.75 MG reservoir to provide adequate capacity for the existing and future needs of the community. This will allow the District to abandon the existing reservoir. 30% level design efforts will include topographical survey, geotechnical analysis and recommendations, 30% level concept design plans, and a draft Opinion of Probable Construction Cost (OPCC) for the improvements. Only minor inlet/outlet piping design will be required to connect to the previously designed piping in the access road that connects to the rest of the distribution system. SCADA and electrical design services are not included at this time. This proposal does not include environmental analysis/permitting as those are services the District retains other consultants for that have more familiarity with the District system. Based on our discussions, I have the following list of tasks included in our proposal:

Phase 1: Survey, Geotechnical Investigation and Preliminary Design

Task 101: Topographic Survey

Benner and Carpenter, as a subconsultant to Phoenix Civil Engineering, will perform topographic ground survey of the hillside leading to the existing tank site and the surrounding proposed tank sites (east of the District office). This survey will include documenting the existing reservoir, appurtenances and any nearby utilities. Previously prepared topographical survey will be used as a starting point. District provided survey will be used as a base map and boundary reference. Ground topographic survey will be performed on the site. Preparation of a project legal description for the proposed reservoir on private property as well as a temporary construction easement legal description will be performed. Recordation of the documents will be performed by the District.

The following efforts are included in this task:

- Ground topographic surveying of the proposed reservoir site.
- Preparation of temporary construction and permanent easement legal description and exhibit for recordation.

Deliverable: The legal descriptions and easement exhibits will be provided to the District electronically (.pdf) along with two copies of the signed and stamped documents prepared by the surveyor. The topographic survey will be used in other tasks below.

Task 102: Preliminary Geotechnical Investigation

Oakridge Geoscience, as a subconsultant to Phoenix Civil Engineering, will review published geologic and geotechnical data from multiple resources, perform field exploration and sampling and prepare a geotechnical evaluation and report. Oakridge will hollow-stem auger drill at three locations to 10 feet below the reservoir depth (or refusal). The material gathered will be tested in a laboratory and a letter report will be prepared outlining the recommendations for the design and construction of the reservoir and post construction BMPs. Infiltration testing will also be performed in accordance with the County of San Luis Obispo Post Construction Requirement Handbook parameters.

The following efforts are included in this task:

- Hollow stem auger excavation at three locations in the proposed reservoir areas to obtain soil samples for laboratory testing. The hollow stem auger excavation will be approximately 30 feet deep. At this time, the testing will be focused in the area east of the existing reservoir.
- Sampling and evaluation of the subsurface soil material.
- Geotechnical evaluation and letter report preparation outlining the recommendations for reservoir design, construction parameters and infiltration rates to be used in designing the post construction BMPs.

Deliverable: The draft report will be provided to the District in electronic format (.pdf) for review and comment. Two copies of the final project report will be provided to the District in paper format as part of Task 201.

Task 103: 30% Design Options and OPCC Preparation

After completion of Tasks 101 and 102, two 30% level options will be prepared for the development and improvement of the proposed sites. These options will incorporate layout options. Lastly, an engineer's opinion of probable construction cost (OPCC) will be prepared for the proposed concept layout options. The layout options to be considered are:

- a) North/Northeast vacant parcel.
- b) East of existing tank site.

The following efforts are included in this task:

- Development of two conceptual layout options for District review.
- Preparation of OPCCs for each concept layout.

Deliverable: Three (3) 11x17 sets of the proposed design options and OPCCs will be provided to the District for their review. One electronic copy of the project deliverables package (.pdf) will be provided.

Task 104: Final Geotechnical Study

Oakridge Geoscience, Inc., as a subconsultant to Phoenix will utilize the previously obtained site soil materials to complete the final geotechnical design parameters recommendation report.

The following efforts are included in this task:

- Finalize laboratory information and sampling investigation.
- Preparation of a final project specific geotechnical recommendations report.

Deliverable: Once the comments are received and incorporated, two bound paper copies of the final geotechnical recommendation report will be provided to the District for their files. Information gathered in this task will be used in future design tasks.

Schedule

The work associated with Tasks 101 through 104 will be made a top priority. Every effort will be made to keep the project schedule moving along. Review times are anticipated to be one week by the District.

Fees

Work associated with Tasks 101 through 104 is estimated to cost \$61,628. A breakdown of the level of effort is listed below:

October 15, 2016

Task 101:	Topographic Survey	\$15,212
Task 102:	Preliminary Geotechnical Investigation	\$12,288
Task 103:	30% Design and OPCC Preparation	\$26,964
Task 104:	Final Geotechnical Study	\$7,164

Assumptions

The following assumptions apply to this proposal:

- All Public agency or project permit fees to be paid by client.
- Additional large format printing costs (beyond what included in this proposal) will be billed at cost in addition to the contract amount.
- No environmental engineering or landscape design services are included. This can be negotiated if the design plans require this work.
- Plan sheet size is 22 x 34.
- Project covers 30% design services only. Topographic survey and geotechnical investigation tasks will be completed.



Earth Systems

Pacific

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www.earthsystems.com

September 27, 2016

Mr. Charles Grace
San Simeon Community Services District
111 Pico Avenue
San Simeon, CA 93452

PROJECT: TWO PROPOSED 250K GALLON WATER STORAGE TANKS
EAST END OF PICO AVENUE
SAN SIMEON, CALIFORNIA

SUBJECT: Proposal to Provide a Geotechnical Engineering and Engineering Geology Study

REF.: E-Mail Request for Proposal with Potential New Tanks Location Map, San Simeon Community Services District, by Charles Grace, dated September 21, 2016

Dear Mr. Grace

As requested during our recent telephone conversation and per the information provided in the referenced e-mail, this proposal for a geotechnical engineering and engineering geology study has been prepared for the proposed water tank project at the east end of Pico Avenue in San Simeon, California. The project is intended to involve the construction of two welded steel water tanks, each of 250k-gallon capacity, to augment or replace the existing in-ground storage tank that is approximately 600 feet west and downhill of the new location. The tanks will likely be erected on reinforced concrete ring foundations with oiled sand or gravel on the interiors of the foundations to support the tank bottoms. The project will also include piping to interconnect the new tanks with the existing filling/distribution system, and possibly a mechanical pad at the tank site. Cuts and fills a maximum of 5 feet from the existing grades have been assumed.

Based on information contained on the San Luis Obispo County (SLOCO) Department of Planning and Building website, the proposed tank site is located in a SLOCO Geologic Study Area (GSA). Therefore, in addition to the geotechnical engineering investigation originally requested, we also propose to provide an engineering geology assessment of the potential geologic hazards of the site, to address the GSA requirements.

SCOPE OF SERVICES

Geotechnical Engineering Investigation

To evaluate subsurface conditions on the site, we plan to drill 3 borings in accessible locations on the site with a Mobile Drill Model B-53 rig equipped with 6-inch outside diameter hollow stem auger and an automatic trip hammer for sampling. The borings will be drilled to a maximum depth of 24 feet below the existing grades, as conditions dictate and allow. During the course of drilling the borings, various soil samples will be obtained as appropriate using a ring-lined barrel sampler (ASTM D 3550, with shoe similar to D 2937), and/or a standard penetrometer (SPT)



(ASTM D 1586). Soils will be classified in general accordance with the Unified Soil Classification System (ASTM D 2488). If rock is encountered, its properties will be described based upon observation of ring or SPT samples and/or observation of the boring cuttings. Copies of the boring logs will accompany the report. Bulk samples will be secured from the auger cuttings. The borings will be backfilled with on-site material.

Soil samples will be tested in the laboratory to determine such properties as maximum density and optimum moisture content, expansion index, and cohesion/angle of internal friction by direct shear. The final determination of the number and types of tests to be performed will depend upon the subsurface conditions encountered.

Corrosivity testing and an evaluation of the results on a maximum of two soil/rock samples will be subcontracted to HDR of Claremont, California.

The field and laboratory data will be reviewed by a Registered Geotechnical Engineer, and evaluated with respect to development of geotechnical criteria for the project. Based on our current workload, the lead engineer for this project will be the undersigned. The following items will be addressed:

- Soil and groundwater conditions encountered
- Potential for liquefaction and settlement during a seismic event
- Tank foundations
- Grading recommendations for the building pad
- Soil skin friction values for foundations and pipelines, as applicable
- 2013 California Building Code/AWWA D100-11 seismic criteria
- Maximum allowable bearing capacities
- Maximum and differential settlement
- Utility trench backfill
- Site drainage around improvements
- Slope stability
- Construction observation and testing

Geologic Hazards Assessment

The geologic hazards assessment is intended to address the potential for geologic features or hazards to affect the proposed tanks. This assessment will commence with a review of areal geologic literature and maps to evaluate the geologic formations and structure underlying the sites. A State of California Certified Engineering Geologist will conduct a reconnaissance of the site to evaluate it and the immediately surrounding area with respect to such hazards as landslides and areas of potentially unstable slopes, liquefaction, lateral spreading, surface drainage and erosion. Existing rock outcrops, if present, will be visually examined to identify if



adverse geologic conditions may be present. Such conditions could include out-of-slope bedding or intersecting joint or shear planes that could adversely impact the stability of the site. The conditions encountered in the exploratory borings will also be reviewed.

The seismicity of the site will also be analyzed; this will include assessing faults that could have a potential impact upon the tanks. The analysis will consist of reviewing geologic maps indicating fault locations and analyzing the impacts that faults within a 65-mile radius could have on the site. The result of the analysis will provide parameters to address strong ground shaking. Secondary seismic hazards such as liquefaction, seismically induced landsliding, and settlement will also be addressed. The site will also be assessed with respect to geologic formations that are associated with naturally-occurring asbestos and radon gas.

Based on our current workload, the lead engineering geologist for this project will be Mr. Richard T. Gorman, CEG.

Report Preparation

Information gathered and conclusions and recommendations developed during the geotechnical and geologic analyses will be compiled into a single report. The results of the corrosivity testing program and subsequent analysis will be included as an appendix in the report. The combined geotechnical engineering and geologic hazards report will be intended to comply with applicable considerations of Sections 1803.2 through 1803.6, J104.3, and J104.4 of the 2013 CBC, the requirements of San Luis Obispo County regarding GSAs, American Water Works Association Document D100-11, and common geotechnical engineering and geologic practice in this area under similar conditions at this time. It is our intent that the report will be used exclusively by the client to form the geotechnical basis of the design of the project as described herein and the preparation of plans and specifications. Two bound copies and one electronic copy (.pdf format) of the report will be provided for your use; additional electronic copies can be forwarded to others at the client's direction.

FEES

This project is subject to California Prevailing Wage law. Based on the scope of work outlined above, we propose to provide our services on a fixed fee basis. Fees to be charged will be as follows:

Geotechnical Engineering Investigation	\$4,300.00
Engineering Geology Study.....	\$4,100.00
Corrosivity Testing and Analysis	\$2,900.00

Total due upon presentation of invoice. Periodic invoices may be submitted for major work elements (field investigation, laboratory testing and analysis/report preparation) as they are completed.



CONDITIONS

Please note that the above quotations do not include charges for meetings, plan reviews, consultation, report revisions to address changes in design, construction observation and testing, or other such services. Fees for additional services available through our firm will be charged at the Fee Schedule in effect at the time of the request for services.

Should unforeseeable conditions require a different approach or additional work, this fee quotation may need to be revised. We would notify the client of any major changes in the proposed scope of work prior to initiating such a change. Prior to exploration, Underground Service Alert (USA) will be contacted to mark utilities that are within their purview. However, responsibility for accurate location of underground utilities lies with the client, and Earth Systems Pacific shall not be held responsible for damage resulting from the client's failure to provide such information.


Analysis of the soil for hydrocarbons, assessment of mold potential or potential for man-made asbestos products, estimates of material shrinkage, construction issues within the domain of contractors, and any other services not specifically noted in the preceding paragraphs are beyond the scope of the proposed services.

If the client finds the proposed scope of work, terms, and fees satisfactory, the return of the specified retainer and the attached work order, indicating the legal entity that will be Earth Systems Pacific's client, and signed and dated by the party responsible for payment, will constitute authorization for work on the project to begin. This agreement can be terminated by either party upon notification in writing. Earth Systems Pacific's responsibility for the project will end upon completion of the services described herein or termination of the agreement, unless authorization to perform additional work and agreement for payment thereof is provided by the client.

We thank you for your consideration of our firm for this project. If you have any questions or require additional information, please contact me at your convenience.

Sincerely,

Earth Systems Pacific


Fred J. Potthast
President, CEO

Attachments: Work Order
Terms
SB 854 DIR and eCPR Compliance Information Request

Doc. No.: 1609-113.PRP/sr



Earth Systems

Pacific

4378 Old Santa Fe Road
San Luis Obispo, CA 93401
Ph: 805.544.3276
esp@earthsystems.com
www.earthsystems.com

WORK ORDER

EARTH SYSTEMS PACIFIC ("CONSULTANT") AND CLIENT AGREE TO A WORK ASSIGNMENT FOR EARTH SYSTEMS PACIFIC AS FOLLOWS:

Date: September 27, 2016 **Doc. Number:** 1609-113.PRP

Name of Project: TWO PROPOSED 250K GALLON WATER STORAGE TANKS

Order Received by: Fred J. Potthast

Client Name: San Simeon Community Services District, Attn.: Mr. Charles Grace

Client Address: 111 Pico Avenue, San Simeon, CA 93452

Location of Project: East End of Pico Avenue, San Simeon, California

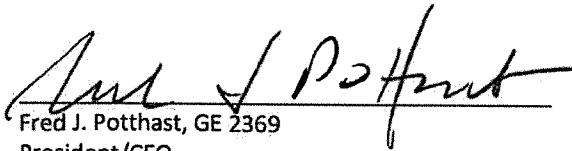
Scope of Services: Per Proposal dated September 27, 2016

Fees to be Charged: Per Proposal dated September 27, 2016*

I have read and agree to all terms of this document, including the attached terms for services (2/2015).

Earth Systems Pacific
DIR Public Works Registration No. 1000003643

AGREED TO AND ACCEPTED:


 Fred J. Potthast, GE 2369
 President/CEO

San Simeon Community Services District
Client (Party responsible for payment)

9/27/16
Date

by Authorized Representative (please print)

Signature and Title

Date

PLEASE RETURN A SIGNED COPY
TO EARTH SYSTEMS PACIFIC

Telephone Number

cgrace@graceenviro.com
Email Address

IF THE CLIENT DOES NOT OWN THE PROPERTY, PLEASE FILL IN THE PROPERTY OWNER'S NAME AND ADDRESS:

Name: _____

Address: _____

* Rates are subject to change due to changes in prevailing wage law or its application. In the event that it is determined or alleged that Prevailing Wage Law applies to any additional aspect of the project, the client agrees to pay Earth Systems Pacific (Consultant) any and all additional compensation necessary to adjust Consultant's wage, to pay any penalties that may be levied against Consultant due to alleged noncompliance with the Prevailing Wage Law, and to pay for apprentices, supervision, certified payrolls, and other administrative costs as necessary to comply with Prevailing Wage Law. In the event that work thought to be subject to prevailing wage is determined not to be subject to prevailing wage, no refund of fees will be given.

July 2016 Fee Schedule



Michael B. Stanton, PLS 5702
3563 Sueldo Street, Unit Q
San Luis Obispo, CA 93401

Mike@mbslandsurveys.com
Msg: 805.594.1960
Cell: 805.440.4215
Fax: 805.594.1966

October 5, 2016

Charlie Grace
Grace Environmental graceenvironmental@gmail.com 805-431-6253

RE: Proposal for Survey Services – New Tank Site on Pico Ave, San Simeon

Dear Charlie:

Per your request, I am sending you this proposal for surveying services relating to new tank site that lies northeast of Pico Avenue. It is my understanding that you need this area mapped with 1' contours and that a portion of our mapping from the 2014 aerial mapping can be used for the westerly portion of the road. We can perform the following services:

A. Topographic Survey –New Tank Location (Pico Ave)

The mapping area will be approximately 2 acres as shown on the attached photograph. This task will include a field survey sufficient to produce a one-foot contour map, with planimetric features including; footprint of any existing structures, surface evidence of utilities, trees (over 6" dia.) with approximate canopies, roads, fencing, pavement, and other items which are visible and accessible at the time of the survey. The map will be drawn at 1"=40' and will be tied to our prior state plane coordinate system and bench mark.

Estimated fee range: \$2100-2600

Terms and Conditions:

This proposal hereby incorporates MBS Land Surveys "General Provisions, Terms and Conditions" attached hereto and made a part hereof. If you would like us to proceed, sign below and return a copy to us via scan, fax or mail.

Sincerely,

Michael B. Stanton, PLS 5702

Authorized to proceed:

Grace Environmental Date



Michael B Stanton, PLS 5702
3563 Sueldo Street, Unit Q
San Luis Obispo, CA 93401

Mike@mbslandsurveys.com

Msg: 805.594.1960
Cell: 805.440.4215
Fax: 805.594.1966

General Provisions, Terms and Conditions:

- Billing:** If the proposal was quoted with estimated fees, you will be billed on an hourly basis at the rates listed below up to the maximum fee quoted. If the proposal was quoted with a fixed fee, you will be billed the fixed fee upon completion of the work.

Office Rates:

Survey Technician I	\$75.00 per hour
Survey Technician II	\$90.00 per hour
Survey Technician III	\$105.00 per hour
Land Surveyor	\$120.00 per hour
Permit Coordinator	\$75.00 per hour

Standard Field Rates:

1-Person Field Crew	\$155.00 per hour
2-Person Field Crew	\$190.00 per hour

Field Prevailing Wage Rates: (Public Works Projects - field work only)

1-Person Field Crew	\$180.00 per hour
2-Person Field Crew	\$240.00 per hour
- Agency Fees:** All agency fees will be paid for by the client. Typical fees associated with boundary surveys are \$18.00 for a Corner Record, and \$250 for a Record of Survey (SLO County). Fees for submittal and checking of lot line adjustments, parcel maps, tact map and other documents, will be set according to current agency fee schedules.
- Records of Survey:** Client acknowledges and agrees that if Consultant provides surveying services, which require the filing of a Record of Survey in accordance with Business and Professions Code Section 8762, all costs of preparation, examination and filing of such Record of Survey will be paid for by Client as extra services.
- Completion of work:** When the services rendered require the submittal of any maps or documents by the Surveyor to a governmental agency, it is agreed that the payment of fees due for services shall not be contingent upon the final approval by the agency said documents. It is agreed that the first submittal of said maps or documents to the agency shall constitute the completion of that portion of work.
- Schedule:** The work will be scheduled after we receive the signed contract. Our initial work project will be delivered (weather permitting) within 25 work days of receiving this signed contract.
- Terms of Payment:** All fees will be billed to the client at the completion of work or for long term projects, as the work progresses, and shall be due and payable within 30 days of the invoice date, with interest charged at 1.5% per month for past due invoices. Invoices will be sent via e-mail or by mail if no e-mail address is available. Invoices over 60 days past due will be referred to a collection agency. Sub-consultants and reimbursable items will be charged at cost plus 15%.
- Release and Delivery of Electronic Files:** AutoCAD files will be released only after full payment is received. Files will be delivered in Civil3D 2013 format. An additional charge of \$60 will be charged for converting the AutoCAD Civil3D format drawing to other (e.g. older) drawing formats.
- Extra Services:** Extra services will be handled on an hourly basis after your authorization.
- Term of Proposal:** The fees and terms delineated in this contract are valid if the contract is executed within ninety (90) days of the date it was signed by the Surveyor.
- Termination of Contract:** Either party, with verbal or written notice, can terminate this

AGREEMENT
BETWEEN PINEVIEW MOBILE HOME PARK AND
THE SAN SIMEON COMMUNITY SERVICES DISTRICT
RELATING TO PEN WAY RIGHT-OF-WAY ENCROACHMENTS

THIS AGREEMENT ("AGREEMENT") by and between the San Simeon Community Services District ("SSCSD" or "District") and the Pineview Mobile Home Park ("Pineview") is dated _____, 2016.

WHEREAS, Pineview operates a Mobile Home Park located at 9540 Avonne Avenue, San Simeon, CA; and

WHEREAS, the SSCSD is the owner of a 50-foot right-of-way known as Pen Way;

WHEREAS, it has come to the attention of the SSCSD that several mobile homes, manufactured homes and other encroachments, including sheds, flower pots and other equipment, have been placed along the north side of Pen Way (the "Encroaching Structures") in an approximate 20 foot area adjacent to the paved 30 foot roadway;

WHEREAS, Pineview and the District desire to come to an understanding regarding the Encroaching Structures, and to provide for the eventual removal of the mobile homes by attrition, while at the same time providing the residents of the mobile homes with assurances that they may remain in place, so as to limit any undue hardships that might result from the SSCSD exercising its rights;

WHEREAS, as to the other encroachments (i.e. the sheds, flower pots, wheelchair ramp, lift and other items), depending on its need for use of the portion of the right-of-way that they are on, the District will allow the existing items as situated to encroach upon the right of way and work with affected mobile home owners prior to any expansion of the road to determine what must be moved.

NOW, THEREFORE, the parties hereto agree as follows:

1. Pineview hereby acknowledges the SSCSD's 50-foot right-of-way in Pen Way.
2. Pineview shall notify all homeowners on Pen Way that any new mobile homes or manufactured homes must be located outside of the SSCSD's 50-foot right-of-way. Pineview shall include a provision in its lease agreements providing such notice.
3. The District Manager, and owners of the Pineview Mobile Home Park, understand the 20-foot portion of Pen Way containing the Encroaching Structures to be the North border of the right of way approximately 20 feet toward the south (the "Encroachment Area").

4. With regard to the first ten foot portion of the Encroachment Area, which contains the encroaching mobile homes and park water lines and electrical equipment and lines the District will establish and record an easement providing that those mobile homes and manufactured homes may remain in place until they are replaced or they are remodeled in a manner that requires tearing down and replacing two or more exterior walls of the existing mobile home, or otherwise rebuilding the mobile home or manufactured home. In addition to the existing mobile and manufactured homes, Pineview water lines, electrical equipment, and electrical lines will be included in the easement.

5. With regard to the Encroachment Area which contains other encroachments, including but not limited to sheds, flower pots and other items, the District Manager will identify all items and will work with individual mobile home owners to provide for the removal of those items, or may make a determination that allows them to remain in place until the District determines that removal is necessary.

6. The parties acknowledge that the District has taken photographs, on file in the District's Office, in order to document and establish the encroachments existing at the time of this Agreement. No new encroachments shall be permitted to be established, and any such new encroachments shall be immediately removed upon notice by the District.

This Agreement is binding upon, and shall inure to the benefit of the parties themselves, as well as their respective representatives, successors, assigns, heirs and estates.

IN WITNESS WHEREOF: The parties hereto have caused this Agreement to be executed the day and year first above written.

**SAN SIMEON COMMUNITY
SERVICES DISTRICT**

PINEVIEW MOBILE HOME PARK

, Board President

By: _____
Nora Gallison

Approved as to Content:

, General Manager

By: _____
Thomas Scott

ATTEST:

, District Clerk

APPROVED AS TO FORM:

Heather Whitham, District Counsel