

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



**BOARD PACKET**

**Wednesday, March 9, 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, March 9, 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 February.

**B. Public comment on Sheriff's Report**

**3. BOARD PRESENTATIONS AND ANNOUNCEMENTS:**

**4. STAFF REPORTS**

**A. General Manager's Report**

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

**2. Update** – Wellhead treatment system project.

**3. Update** – Integrated Regional Water Management Grant (IRWMWRAC)

**4. Update** – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.

**5. Announcement of Recently Elected Local Agency Formation Commission (LAFCO) Commissioner and Alternate Commissioner.**

**B. Superintendent's Report**

**1. Wastewater Treatment / Collection Systems** – Summary of operations and maintenance for February.

**2. Water / Distribution Systems** – Distribution performance for the Month of February.

**3. District Maintenance** – Summary of District maintenance for February.

**C. District Financial Summary** – Update on Monthly Financial Status for close of business February 29, 2016.

**D. District Counsel's Report** – Summary of February activities.

**5. ITEMS OF BUSINESS**

**A. Consideration of approval of last month's minutes** – February 10, 2016.

**B. Consideration of approval of Disbursements Journal** – March 9, 2016.

**C. Consideration of approval of USDA Grant Funds Disbursements Journal** - March 9, 2016.

**6. DISCUSSION/ACTION ITEMS**

**A. Consideration of Board Appointment to Replace the Board of Director Vacancy Created by Ralph McAdams' Resignation.**

**B. Consideration of Board Election of a Chairperson to Fill the Vacancy created by the Resignation of Ralph McAdams.**

**-If the Vice Chairperson is elected to serve as Chairperson, the Board will need to elect a new Vice Chairperson.**

**C. Consideration of Approval of Board Resolution Honoring Ralph McAdams for His Service on the Board – NO. 16-380**

**D. Consideration of Approval of Earth Systems Proposal to Respond to Coastal Commission CDP #3-15-2114 Comments (\$11,765)**

**E. Consideration of Approval of Oliveira Environmental Consulting Proposal to Address Tasks Related to Coastal Commission CDP #3-15-2114 (\$6,850)**

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

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

**9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS-** Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda.

**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 January.
- 2. Update** – Wellhead treatment system project.
- 3. Update** – Integrated Regional Water Management Grant (IRWM/WRAC)
- 4. Update** – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.
- 5. Announcement of Recently Elected Local Agency Formation Commission (LAFCO) Commissioner and Alternate Commissioner.**

## **4A. GENERAL MANAGER'S REPORT**

### **March 9, 2016**

- 1. Staff Activity** – Report on Staff activities for the month of February.  
During the month of February, Staff sent out water billing and the Quarterly Newsletter as well as responded to several customer service calls. Staff worked with the County to discuss possible Prop1 Grant funds for future projects.
- 2. Update** – Wellhead treatment system project.  
The RO, CIP tank, booster pump and brine tank have been plumbed together. SCADA integration is in progress as well as procurement of the steel building. Madonna continues to coordinate with PG&E.
- 3. Update** – Integrated Regional Water Management Grant (IRWM/WRAC)  
At this time, Staff is filling out forms and turning in necessary documentation per State requirements. It is anticipated that the District will start turning in invoices for reimbursement in April.
- 4. Update** – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.  
Staff coordinated with Oliveira Consulting and Earth Systems to address the items requested by the Coastal Commission as described in their response to the SSCSD rip rap CDP application. Smaller tasks remain to be coordinated with other firms such as plan verification and landscaping. Staff also held a conference call with the Coastal Commission during which the Coastal Commission expressed enthusiasm toward a beach access pathway and pipe bridge pathway.
- 5. Announcement of LAFCO Commissioner and Alternate Commissioner.**  
LAFCO would like to thank everyone who attended the February 19th Annual Meeting of the Special Districts Association in Avila Beach. The Independent Special District Selection Committee conducted an election for the Regular LAFCO Commissioner, and subsequently the Alternate LAFCO Commissioner, Mr. Robert Enns from the Cayucos Sanitary District, was elected to the Regular LAFCO Commissioner position (Term ends: December 2020). Since Mr. Enns was the Alternate LAFCO Commissioner, nominations from the floor were taken, and Mr. Ed Eby from the Nipomo CSD was selected to finish out the Alternate's term which runs through December 2017.

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

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

## **4B. SUPERINTENDENT'S REPORT**

### **Activities of February 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.
- The Annual Biosolids Report was submitted.
- Due to a sampler malfunction at the Influent sample site, there was a lower than usual Total Suspended Solids mg/L result. This caused the per cent reduction to also be lower than usual at 79%. The limitation on this constituent is 85%, thus causing a violation.
- Quarterly maintenance was performed on the blowers.
- Grease trap inspections were completed.
- Repairs were performed on the pipe bridge crossing Arroyo del Padre Juan.

#### **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).
- The Annual Drinking Water Report was submitted.
- Monthly water meter reading was performed.
- Chloride levels are 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.

San Simeon Community Services District

Superintendent's Report

February 2016

MONTHLY DATA REPORT														
Date	Day	Wastewater Influent Daily flow	Wastewater Effluent Daily Flow	CALCULATED Well 1 Total Pumped	CALCULATED Well 2 Total Pumped	CALCULATED Well 3 Total Pumped	CALCULATED Total Daily Water Produced	Chloride Wells		Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
								1	2					
02/01/16	Mon	85,673	78,670	0	47,722	0	47,722	909	1,081	0	10.4	10.3	0.00	12,230
02/02/16	Tue	83,268	75,540	42,636	20,645	0	63,281	909	1,081	0	10.6	10.5	0.00	7,767
02/03/16	Wed	69,532	65,960	2,693	40,392	0	43,085	410	759	0	10.4	10.3	0.00	8,102
02/04/16	Thu	97,395	62,340	60,364	0	0	60,364	567	992	0	10.5	10.4	0.00	6,073
02/05/16	Fri	71,596	65,270	0	63,056	0	63,056	832	992	0	10.5	10.4	0.00	7,445
02/06/16	Sat	86,123	83,380	64,328	1,795	0	66,123	-	992	0	10.6	10.4	0.00	6,009
02/07/16	Sun	91,899	89,470	3,590	72,930	0	76,520	-	511	0	-	-	0.00	6,906
02/08/16	Mon	89,623	84,220	71,509	0	0	71,509	567	832	0	10.6	10.5	0.00	6,489
02/09/16	Tue	77,084	75,410	15,184	62,832	0	78,016	690	832	0	10.6	10.5	0.00	7,117
02/10/16	Wed	78,428	74,640	49,368	44,207	0	93,575	627	759	0	10.8	10.7	0.00	7,656
02/11/16	Thu	84,992	72,130	54,679	11,444	0	66,123	759	690	0	10.7	10.6	0.00	5,848
02/12/16	Fri	96,187	93,070	2,394	55,726	0	58,120	759	759	0	10.7	10.6	0.00	4,960
02/13/16	Sat	107,562	102,110	63,655	50,714	0	114,369	567	759	0	10.7	10.6	0.00	6,656
02/14/16	Sun	102,200	97,720	59,915	10,023	0	69,938	759	759	0	10.8	10.6	0.00	17,468
02/15/16	Mon	83,757	86,170	30,668	66,572	0	97,240	759	511	0	10.8	10.6	0.00	6,226
02/16/16	Tue	79,407	70,470	28,424	50,266	0	78,690	627	759	0	10.8	10.7	0.00	5,867
02/17/16	Wed	79,403	80,170	57,072	0	0	57,072	-	-	0	10.6	10.5	0.47	7,585
02/18/16	Thu	71,614	67,380	0	55,950	0	55,950	-	-	0	10.6	10.4	0.00	6,720
02/19/16	Fri	77,082	74,810	53,557	0	0	53,557	690	690	0	10.5	10.4	0.00	7,082
02/20/16	Sat	93,892	82,590	36,876	55,950	0	92,827	-	-	0	10.5	10.4	0.00	5,470
02/21/16	Sun	79,856	82,120	36,652	0	0	36,652	-	-	0	-	-	0.00	7,000
02/22/16	Mon	72,420	69,810	0	62,458	0	62,458	-	-	0	10.5	10.4	0.00	6,058
02/23/16	Tue	68,988	64,580	60,214	0	0	60,214	690	627	0	10.6	10.5	0.00	4,981
02/24/16	Wed	64,565	58,470	0	56,773	0	56,773	-	-	0	10.6	10.5	0.00	4,984
02/25/16	Thu	67,789	53,710	53,856	0	0	53,856	-	-	0	10.5	10.4	0.00	4,990
02/26/16	Fri	72,448	56,550	0	52,884	0	52,884	511	511	0	10.4	10.3	0.00	4,603
02/27/16	Sat	91,963	76,160	59,391	15,708	0	75,099	-	-	0	10.4	10.3	0.00	4,364
02/28/16	Sun	88,454	81,200	0	56,923	0	56,923	-	-	0	-	-	0.00	5,354
02/29/16	Mon	62,107	60,900	61,261	0	0	61,261	511	511	0	10.4	10.4	0.00	6,159
TOTALS		2,375,307	2,185,020	968,286	954,972	0	1,923,258			0			0.47	198,189
Average		81,907	75,346	33,389	32,930	0	66,319	675	770	0	10.6	10.5	0.02	6,834
Minimum		62,107	53,710	0	0	0	36,652	410	511	0	10.4	10.3	0.00	4,384
Maximum		107,562	102,110	71,509	72,930	0	114,369	909	1,081	0	10.8	10.7	0.47	17,468



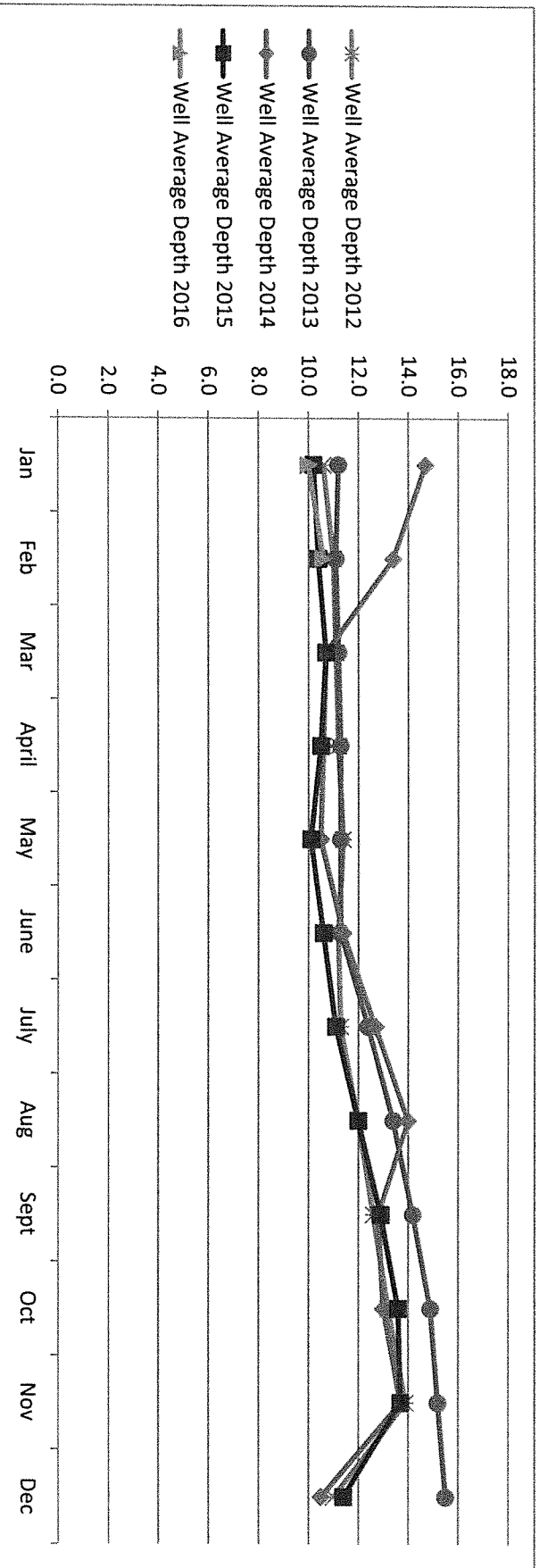
**DATA SUMMARY SHEET**

	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
2016													
Wastewater Influent	2,849,357	2,375,307											5,224,664
Wastewater Final Effluent (Month Cycle)	2,714,170	2,185,020											4,899,190
Adjusted Wastewater Influent (- State Flow) *	2,535,974	2,177,118											4,713,092
Water Produced (month cycle)	2,153,548	1,923,258											4,076,805
Sewer Influent/Water Produced Ratio	1.32	1.24											N/A
Adjusted Sewer/Water Produced Ratio	1.18	1.13											N/A
Well 1 Water Pumped	97,988	968,286											1,066,274
Well 2 Water Pumped	1,454,860	954,972											2,409,831
Well 3 Water Pumped	600,700	0											600,700
Total Well Production	2,153,548	1,923,258											4,076,805
Water Well 1 Avg Depth to Water	10.0	10.6											N/A
Water Well 2 Avg Depth to Water	9.9	10.5											N/A
Average Depth to Water of Both Wells	10.0	10.6											N/A
Change in Average Depth to Water from 2015	-0.2	+0.2											N/A
Average Chloride mgl at the Wells	1828	723											N/A
State Wastewater Treated	313,383	198,189											511,572
State % of Total WW Flow	11%	12%											N/A
Recycled Water Sold (Gallons)	0	0											0
Biosolids Removal (Gallons)	6,000	0											6,000
WW Permit Limitation Exceeded	0	1											N/A
RW Permit Limitation Exceeded	0	0											N/A
Constituent Exceeded	None	TSS % Reduction 85%											N/A
Sample Limit	N/A	N/A											N/A
Sample Result	N/A	79%											N/A

	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
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	288	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)	10710	3070	9775	12945	30040	65100	52250	55355	53445	45015	4435	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										



**4C. DISTRICT FINANCIALS**  
**Renee Samaniego Osborne**  
**February 29, 2016**

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

SAN SIMEON COMMUNITY SERVICES DISTRICT



4C. FINANCIAL SUMMARY

BILLING  
February 29, 2016

January Billing Revenue	\$ 68,660.50
February Billing Revenue	\$ 59,596.65
Past Due (31 to 60 days)	\$ 32.01
Past Due (60 days)	\$ 29.10

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ENDING BANK BALANCES  
February 29, 2016

RABOBANK SUMMARY:

General Checking Account	\$ 4,023.12
Well Rehab Project/USDA Checking Account	\$ 101.05

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HERITAGE OAKS BANK:

Summary of Transactions:

January 31, 2016 balance	\$ 808,766.83
Interest for February	\$ 362.11
Money Marketing Account Closing Balance January 31, 2016	\$ 809,128.94

Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
<b>Available Funds</b>	<b>\$ 503,670.94</b>

General Checking Account	\$ 87,612.64
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LAIF Closing Balance February 29, 2016	\$ 520.78
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## SAN SIMEON COMMUNITY SERVICES DISTRICT

03/01/16

## Balance Sheet

Accrual Basis

As of February 29, 2016

Feb 29, 16

## ASSETS

## Current Assets

## Checking/Savings

1010 · Petty cash	150.00
1015 · Heritage Oaks- General Checking	86,165.17
1016 · Heritage Oaks-Wellhead	28.71
1017 · Heritage Oaks-Money Market	809,128.94
1020 · General checking	542.77
1022 · USDA checking	100.05
1040 · Cash in county treasury	-3,053.68
1050 · LAIF - non-restricted cash	520.30

Total Checking/Savings 893,582.26

## Other Current Assets

1200 · Accounts receivable	57,295.49
1300 · Prepaid expenses	2,368.79

Total Other Current Assets 59,664.28

Total Current Assets 953,246.54

## 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	12,809.71
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 project	866,993.38

Total 1400 · Fixed assets 4,338,937.24

1650 · Walkway access projects	14,799.00
1660 · RO Unit	62,392.22
1670 · Reservoir	831.50
1680 · Generator	29,101.14
1690 · Accumulated depreciation	-2,096,488.96

Total Fixed Assets 2,349,572.14

## Other Assets

1710 · Customer deposits	-150.00
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Total Other Assets -150.00

**TOTAL ASSETS 3,302,668.68**

## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Other Current Liabilities

2100 · Payroll liabilities	306.00
2500 · Customer security deposits	9,708.13
2510 · Connect hookup wait list	45,750.00
2520 · USDA Loan	878,069.56

Total Other Current Liabilities 933,833.69

Total Current Liabilities 933,833.69

Total Liabilities 933,833.69

5:21 PM

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

03/01/16

**Balance Sheet**

Accrual Basis

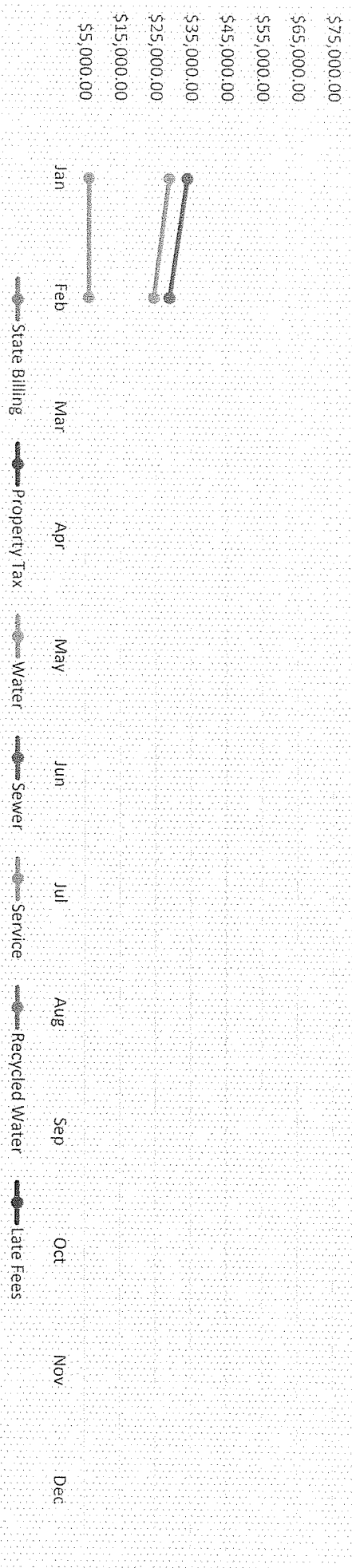
As of February 29, 2016

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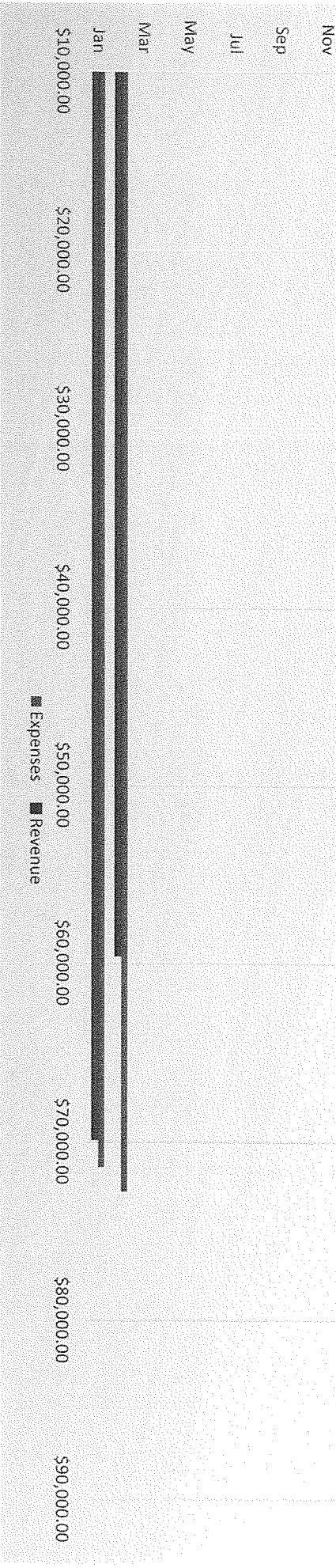
	Feb 29, 16
<b>Equity</b>	
3200 · Fund balance	2,300,505.95
3900 · Suspense	8,231.76
Net Income	60,097.28
<b>Total Equity</b>	2,368,834.99
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>3,302,668.68</u>

2016 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing													\$0.00
Property Tax	\$732.82												\$732.82
Water	\$28,833.6	\$24,410.7											\$53,244.26
Sewer	\$33,983.5	\$28,929.3											\$62,912.78
Service	\$6,169.2	\$6,111.0											\$12,280.20
Recycled Water													\$0.00
Late Fees	\$153.3	\$138.8											\$292.11
<b>Total</b>	<b>\$69,872.42</b>	<b>\$59,589.75</b>											<b>\$129,462.17</b>
Water Sold Cu Ft	276707	234583											511290
Water Sold Ace ft	6.35	5.39											11.74



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$69,872.42	\$59,589.75											\$129,462.17
Expenses	\$71,441.43	\$72,822.48											\$144,263.91
Balance	-\$1,569.01	-\$13,232.73											-\$14,801.74



## **5. ITEMS OF BUSINESS**

**A. Approval of last month's minutes – February 10, 2016.**

**B. Approval of Disbursements Journal(s) – March 9, 2016.**

- General Checking Account
- USDA Grant Account



**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, March 9, 2016**  
**6:00 pm**

**1. REGULAR SESSION: @6:06PM**

**A. Roll Call**

Chairperson Williams -present

Vice-Chair Fields - present

Director Price – present

Director Patel – present

General Manager, Charles Grace

District Counsel, Heather Whitham

Sheriff Rep: Commander Taylor

**B. Pledge of Allegiance**

**2. PUBLIC COMMENT:**

During public comment, we would heard from the candidates applying for the vacant Board Seat.

(Candidate applications attached to the back of the minutes)

Gwen Kellas

Henry Krzciuk

John Russell

**A. Sheriff's Report for February.**

For the month of February, the Sheriff's Office received 29 calls for service. Included in these numbers are: 16 traffic stops by deputies on motor vehicles, 2 pedestrian contacts where a deputy stopped a person on foot to talk to them, 3 incomplete 911 calls requiring deputies to respond to check, and 2 disturbing the peace calls. Regarding the disturbing the peace calls; one call was of a subject sitting in his car drinking and playing loud music, and the second call was a subject causing a disturbance in the lobby of the Cavalier Inn.

**B. Public comment on Sheriff's Report: None**

**3. BOARD PRESENTATIONS AND/OR ANNOUNCEMENTS:**

Staff presented a plaque to Ralph McAdams for his service to San Simeon Community Services District.

**4. STAFF REPORTS**

**A. General Manager's Report**

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

During the month of February, Staff sent out water billing and the Quarterly Newsletter as well as responded to several customer service calls. Staff worked with the County to discuss possible Prop1 Grant funds for future projects.

**2. Update – Wellhead treatment system project.**

The RO, CIP tank, booster pump and brine tank have been plumbed together. SCADA integration is in progress as well as procurement of the steel building. Madonna continues to coordinate with PG&E.

**3. Update – Integrated Regional Water Management Grant (IRWM/WRAC)**

At this time, Staff is filling out forms and turning in necessary documentation per State requirements. It is anticipated that the District will start turning in invoices for reimbursement in May.

**4. Update – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.**

Staff coordinated with Oliveira Consulting and Earth Systems to address the items requested by the Coastal Commission as described in their response to the SSCSD rip rap CDP application. Smaller tasks remain to be coordinated with other firms such as plan verification and landscaping. Staff also held a conference call with the Coastal Commission during which the Coastal Commission expressed enthusiasm toward a beach access pathway and pipe bridge pathway.

**5. Announcement of LAFCO Commissioner and Alternate Commissioner.**

LAFCO would like to thank everyone who attended the February 19th Annual Meeting of the Special Districts Association in Avila Beach. The Independent Special District Selection Committee conducted an election for the Regular LAFCO Commissioner, and subsequently the Alternate LAFCO Commissioner, Mr. Robert Enns from the Cayucos Sanitary District, was elected to the Regular LAFCO Commissioner position (Term ends: December 2020). Since Mr. Enns was the Alternate LAFCO Commissioner, nominations from the floor were taken, and Mr. Ed Eby from the Nipomo CSD was selected to finish out the Alternate's term which runs through December 2017.

**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.
- The Annual Biosolids Report was submitted.
- Due to a sampler malfunction at the Influent sample site, there was a lower than usual Total Suspended Solids mg/L result. This caused the per cent reduction to also be lower than usual at 79%. The limitation on this constituent/calculation is 85%, thus causing a violation.
- Quarterly maintenance was performed on the blowers.
- Grease trap inspections were completed.
- Repairs were performed on the pipe bridge crossing Arroyo del Padre Juan.

**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).

- The Annual Drinking Water Report was submitted.
- Monthly water meter reading was performed.
- Chloride levels are monitored throughout the system. (below 400 at this time)

**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.

**C. District Financial Summary for close of business February 29, 2016.**

<b>January Billing Revenue</b>	<b>\$ 68,660.50</b>
<b>February Billing Revenue</b>	<b>\$ 59,596.65</b>
Past Due (31 to 60 days)	\$ 32.01
Past Due (60 days)	\$ 29.10

**ENDING BANK BALANCES: February 29, 2016**

**RABOBANK SUMMARY:**

<b>General Checking Account</b>	<b>\$ 4,023.12</b>
<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 101.05</b>

**HERITAGE OAKS BANK:**

**Summary of Transactions:**

<b>January 31, 2016 balance</b>	<b>\$ 808,766.83</b>
<b>Interest for February</b>	<b>\$ 362.11</b>
<b>Money Marketing Account Closing Balance January 31, 2016</b>	<b>\$ 809,128.94</b>

Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
<b>Available Funds</b>	<b>\$ 503,670.94</b>

<b>General Checking Account</b>	<b>\$ 87,612.64</b>
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<b>LAIF Closing Balance February 29, 2016</b>	<b>\$ 520.78</b>
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**D. District Counsel's Summary of February activities.**

- Counsel had a call from a District Resident about some concerns.
- Counsel worked with Staff on Agenda and items on Agenda.

## **5. ITEMS OF BUSINESS**

### **A. Consideration of approval of the February 10, 2016 Minutes.**

A motion was made to approved minutes as presented.

Motion by: Director Patel

Second by: Director Price

All in: 4/0

### **B. Consideration of approval of Disbursements Journal for March 9, 2016.**

A motion was made to approve the Disbursements Journal for March 9<sup>th</sup>, with the removal of the DeChance Construction invoice. GES will pay directly.

Motion by: Director Price

Second by: Director Patel

All in: 4/0

### **C. Consideration of approval of USDA Grant Funds Disbursements Journal March 9, 2016.**

A motion was made to approve the USDA Grant Funds Disbursements Journal for March 9<sup>th</sup>.

Motion by: Director Price

Second by: Chairperson Williams

All in: 4/0

## **6. DISCUSSION/ACTION ITEMS**

### **A. Consideration of Board Appointment to Replace the Board of Director Vacancy Created by Ralph McAdams' Resignation.**

Per the County Clerk Recorders office, Staff posted the appointment request for applications in three places (District Office, Chamber Office, Post Office) on February 16<sup>th</sup>. Staff also posted the notice on the District website on February 16<sup>th</sup>, and asked the Cambrian to post it in their February 17<sup>th</sup> issue.

The Board was emailed all of the applications that were received by the March 8<sup>th</sup>, 9:30 AM deadline on March 8th. At this time, the board will be asked to fill out a ballot in order to appoint the next San Simeon CSD Board Member. Once the appointment has been made, the appointee will be sworn in at the April 13<sup>th</sup> meeting.

**1st Motion:** A motion was made for the appointment of Henry Krzciuk.

Motion by Director Price. No Second. Motion died.

**2<sup>nd</sup> Motion:** A motion was made for the appointment of Gwen Kellas.

Motion by: Chairperson Williams

Second by: Vice-Chair Fields

All in: Williams, Fields.           Apposed: Patel, Price

**3<sup>rd</sup> Motion: A motion was made for the appointment of John Russell.**

Motion by: Director Patel

Second by: Chairperson Williams

All in: Williams, Patel.           Apposed: Fields, Price

The Board then heard comments from the Public. Mike Hanchett spoke regarding John Russell's experience and the state that the District is currently in regarding projects.

Mr. Krzciuk spoke for himself stating that he had been coming to meetings and had donated maps to the District.

Staff asked the Board if they would like to make a motion for appointment.

**4<sup>th</sup> motion:** A motion was made for the appointment of John Russell.

Motion by: Director Patel

Second by: Chairperson Williams

All in: Williams, Patel, Fields           Apposed: Price

**Motion carried. John Russell was appointed to Ralph McAdams' seat.**

**B. Consideration of Board Election of a Chairperson to Fill the Vacancy created by the Resignation of Ralph McAdams.**

With the vacancy created by Ralph McAdams, the Chairperson position has become vacant. The Chairperson vacancy is currently being filled by Vice Chair Williams. To fill the Chairperson vacancy Staff is requesting the Board for a nomination and vote for Chairperson. Subsequently a nomination and vote for Vice Chairperson may be necessary.

**A motion was made to officially elect Dan Williams as the Chairperson.**

Motion by: Director Williams

Second by: Director Patel

All in: 4/0

**A motion was made to elect Alan Fields as the Vice-Chairperson.**

Motion by: Director Price

Second by: Chairperson Williams

All in: 4/0

**C. Consideration of Approval of Board Resolution Honoring Ralph McAdams for His Service on the Board – NO. 16-380**

Attached in the Board Packet for Board approval was the Resolution for Ralph McAdams commending him for his service to the San Simeon Community Services District Board and Community of San Simeon. Staff recommended the approval of Resolution 16-381.

A motion was made to approve Resolution 16-380 Honoring Ralph McAdams for His Service on the Board.

Motion by: Chairperson Williams

Second by: Director Patel

All in: 4/0

**D. Consideration of Approval of Earth Systems Proposal to Respond to Coastal Commission CDP #3-15-2114 Comments (\$11,765)**

Earth Systems provided a proposal to the District in effort to respond to the Coastal Commission's requests contained in their Coastal Development Permit (CDP) application 3-15-2114 response dated January 22, 2016. The tasks described in the proposal will address items such as Sea Level Rise, Wave Run Up, Alternatives Analysis and WWTP Threat. This type of information request is typical during for the application process for any coastal project.

A motion was made to approve Earth Systems Proposal to respond to Coastal Commission CDP #3-15-2114 comments in the amount of \$11,765, with the addition of the District's Consultant agreement added to the Earth Systems Proposal.

Motion by: Director Fields

Second by: Director Price

All in: 4/0

**E. Consideration of Approval of Oliveira Environmental Consulting Proposal to Address Tasks Related to Coastal Commission CDP #3-15-2114 (\$6,850)**

The attached proposal from Oliveira is provided in effort to respond to Coastal Commission's CDP application 3-15-2114 response dated January 22, 2016. The tasks described in the proposal will address items such as County Coordination, County Coastal Act Authority, Biological Resources and Proposed Mitigation.

A motion was made to approve Oliveira Environmental Proposal to respond to Coastal Commission CDP #3-15-2114 comments in the amount of \$6,850, with the addition of the District's Consultant agreement added to the Oliveira Environmental Proposal.

Motion by: Director Price

Second by: Chairperson Williams

All in: 4/0

**7. Board Committee Reports - None**

**8. Board Reports - None**

**9. Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda - None**

**10. ADJOURNMENT @ 7:25 PM**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Disbursements Journal**  
 March 9, 2016

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	03/01/2016	1095	ALAN FIELDS		\$92.35	\$86,165.17
Paycheck	03/01/2016	1096	DAN WILLIAMS		\$92.35	\$85,980.47
Paycheck	03/01/2016	1097	KAUSHIK S PATEL		\$92.35	\$85,888.12
Paycheck	03/01/2016	1098	LEROY E PRICE		\$92.35	\$85,795.77
Paycheck	03/01/2016	1099	VOID			\$85,795.77
Bill Pmt	03/01/2016	1079	Art and/or Diana Besenthal	Acct 57, Deposit return	\$50.00	\$85,745.77
Bill Pmt	03/01/2016	1080	C. A. LARSEN COMPANY	Repairs to sewer bridge	\$5,246.67	\$80,499.10
Bill Pmt	03/01/2016	1081	Carmel & Nacassha. LLP	February legal	\$1,800.00	\$78,699.10
Bill Pmt	03/01/2016	1082	CATHY NOVAK CONSULTING	Consulting on seawall project 2014	\$303.31	\$78,395.79
Bill Pmt	03/01/2016	1083	County of San Luis Obispo	Cross connection fees	\$227.50	\$78,168.29
Bill Pmt	03/01/2016	1084	Dechance Construction Co. Inc.	Repair leak on Balboa	\$2,858.40	\$75,309.89
Bill Pmt	03/01/2016	1085	Grace Environmental	O & M March 2016	\$48,948.00	\$26,361.89
Bill Pmt	03/01/2016	1086	Mark Simone	Acct. 364, Deposit return	\$50.00	\$26,311.89
Bill Pmt	03/01/2016	1087	MICHAEL O'NEILL	Monthly maintenance fee	\$320.00	\$25,991.89
Bill Pmt	03/01/2016	1088	OLIVEIRA ENVIRONMENTAL	Rip Rap 12/2/15 through 2/29/16	\$1,742.50	\$24,249.39
Bill Pmt	03/01/2016	1089	Paul Harness	Acct. 236, Deposit return	\$50.00	\$24,199.39
Bill Pmt	03/01/2016	1090	Phoenix Civil Engineering, Inc	RO System CPS	\$5,250.00	\$18,949.39
Bill Pmt	03/01/2016	1091	Robert Stilis, CPA	February Bookkeeping	\$1,200.00	\$17,749.39
Bill Pmt	03/01/2016	1092	RVS Software	Annual Software Maintenance/Updates	\$539.00	\$17,210.39
Bill Pmt	03/01/2016	1093	Phoenix Civil Engineering, Inc	RO System CPS	\$2,824.50	\$14,385.89
Bill Pmt	03/01/2016	1094	Phoenix Civil Engineering, Inc	Outfall line drafting	\$1,782.00	\$12,603.89
					<b>\$73,561.28</b>	<b>\$12,603.89</b>



**SAN SIMMEON COMMUNITY SERVICES DISTRICT**  
**USDA Grant Checking**

March 9, 2016

Type	Date	Num	Name	Memo	Amount	Balance
Payment	3/9/2016	8007	John Madonna Construction	Jan 20 to Feb 25	\$ 80,553.00	0

December Warrant Report	\$114,214.64	<b>\$500,000.00</b>
January Warrant Report	\$250,719.02	\$385,785.36
February Warrant Report	\$54,514.19	\$135,066.34
	\$419,447.85	\$80,552.15

## **6. DISCUSSION & ACTION ITEMS**

- A. Consideration of Board Appointment to Replace the Board of Director Vacancy Created by Ralph McAdams' Resignation.**
  
- B. Consideration of Board Election of a Chairperson to Fill the Vacancy created by the Resignation of Ralph McAdams.**
  - If the Vice Chairperson is elected to serve as Chairperson, the Board will need to elect a new Vice Chairperson.**
  
- C. Consideration of Approval of Board Resolution Honoring Ralph McAdams for His Service on the Board – NO. 16-380**
  
- D. Consideration of Approval of Earth Systems Proposal to Respond to Coastal Commission CDP #3-15-2114 Comments (\$11,765)**
  
- E. Consideration of Approval of Oliveira Environmental Consulting Proposal to Address Tasks Related to Coastal Commission CDP #3-15-2114 (\$6,850)**

## **6. DISCUSSION/ACTION ITEMS**

**March 9, 2016**

**A. Consideration of Board Appointment to replace the vacancy created by Ralph McAdams.**

Per the County Clerk Recorders office, Staff posted the appointment request for applications in three places (District Office, Chamber Office, Post Office) on February 16<sup>th</sup>. Staff also posted the notice on the District website on February 16<sup>th</sup>, and asked the Cambrian to post it in their February 17<sup>th</sup> issue.

The Board was emailed all of the applications that were received by the March 8<sup>th</sup>, 9:30 AM deadline on March 8th. At this time, the board will be asked to fill out a ballot in order to appoint the next San Simeon CSD Board Member. Once the appointment has been made, the appointee will be sworn in at the April 13<sup>th</sup> meeting.

**B. Consideration of Board Election of a Chairperson to fill the Vacancy created by the Resignation of Ralph McAdams. – (If the Vice Chairperson is elected to serve as Chairperson, the Board will need to elect a new Vice Chairperson.)**

With the vacancy created by Ralph McAdams, the Chairperson position has become vacant. The Chairperson vacancy is currently being filled by Vice Chair Williams. To fill the Chairperson vacancy Staff is requesting the Board for a nomination and vote for Chairperson. Subsequently a nomination and vote for Vice Chairperson may be necessary.

**C. Consideration of Approval of Board Resolution Honoring Ralph McAdams for His Service on the Board – NO. 16-380**

Attached for Board approval is a Resolution for Ralph McAdams commending him for his service to the San Simeon Community Services District Board and Community of San Simeon.

Staff recommends approval of Resolution 16-381.

**D. Consideration of approval of Earth Systems Proposal to Respond to Coastal Commission CDP #3-15-2114 Comments (\$11,765)**

The Earth Systems proposal is provided in effort to respond to the Coastal Commission's requests contained in their Coastal Development Permit (CDP) application 3-15-2114 response dated January 22, 2016. The tasks described in the proposal will address items such as Sea Level Rise, Wave Run Up, Alternatives Analysis and WWTP Threat. This type of information request is typical during for the application process for any coastal project.

**E. Consideration of approval of Oliveira Environmental Consulting Proposal addressing tasks related to Coastal Commission CDP #3-15-2114 (\$6,850)**

The attached proposal from Oliveira is provided in effort to respond to Coastal Commission's CDP application 3-15-2114 response dated January 22, 2016. The tasks described in the proposal will address items such as County Coordination, County Coastal Act Authority, Biological Resources and Proposed Mitigation.

**RESOLUTION 16-381**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF**  
**THE SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**HONORING RALPH MCADAMS**

**WHEREAS**, the Board of Directors of the San Simeon Community Services District would like to express their sincere appreciation to Ralph McAdams for his 9 years of service and devotion to the District and the Community of San Simeon; and

**WHEREAS**, the Board of Directors of the San Simeon Community Services District would like to express their sincere gratitude for his foresight in participating in the process in which to upgrade the District's water and wastewater service system; and

**WHEREAS**, the Board of Directors of the San Simeon Community Services District would like to commend Mr. McAdams for his many tireless hours of voluntary service and dedication toward the wellbeing of the District, and

**WHEREAS**, Mr. McAdams supported and encouraged the District's pursuit of the Water Treatment Project and Recycled Water Project, and

**WHEREAS**, Mr. McAdams has worked selflessly towards the best interests of the San Simeon Community Services District and its residents, and

**WHEREAS**, the Board of Directors, staff and citizens of San Simeon will greatly miss Ralph McAdams' contributions and personal commitment to the District.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Simeon Community Services District does hereby acknowledge the many contributions that Ralph McAdams made to the District.

Passed and adopted this 9th day of March 2016. UPON MOTION of **Director**

\_\_\_\_\_ seconded by **Director** \_\_\_\_\_, and on the following roll call vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Daniel Williams  
Chairperson

ATTEST:

\_\_\_\_\_  
Charles Grace  
General Manager/Secretary



# Earth Systems Pacific

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

February 17, 2016

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

PROJECT: SAN SIMEON WASTEWATER TREATMENT PLANT  
BALBOA AVENUE  
SAN SIMEON, CALIFORNIA

SUBJECT: Proposal to Respond to California Coastal Commission Comments

- REF.:
- 1) Daniel Robinson, California Coastal Commission, January 22, 2016, Coastal Development Permit (CDP) Application Number 3-15-2114 (San Simeon Wastewater Treatment Plant (WWTP) After The Fact (ATF) Improvements Application), 9245 Avenue, San Simeon, California
  - 2) Bluff Protection Alternative Analysis, San Simeon CSD, San Simeon, California, by Earth Systems Pacific, Doc. No. 0605-092.RPT, dated May 16, 2006
  - 3) Response to Comments (by California Coastal Commission) on Bluff Protection Alternative Analysis, San Simeon Wastewater Treatment Plant, San Simeon, California, by Earth Systems Pacific, Doc. No. 0803-077.LTR, dated March 27, 2008
  - 4) U.S. Department of Transportation, Federal Highway Administration, "Design of Rip-Rap Revetment", Publication No. FHWA-IP-89-016, March, 1989

Dear Mr. Grace:

In accordance with your request during our meeting on February 11, 2016, this proposal has been prepared to provide a response to the comments as presented in the letter (Ref. No. 1) by Mr. Daniel Robinson of the California Coastal Commission (CCC). It is our understanding that additional technical information is required by the CCC to address permitting and other issues related to the rip-rap revetment structure that was constructed under emergency conditions in 1983. No new structures or modifications to the existing facility are planned.



As you are aware, our firm provided a report regarding the revetment in 2006 (Ref. No. 2) and a response to comments by the CCC regarding our report (Ref. No. 3). Included in Ref. No. 2 were evaluations of the stability of the site where the plant is located, and of wave run-up heights based on potential sea-level rise values in general use at that time.

Based on Ref. No. 1, we understand that an update of the information contained in our previous reports is needed, to consider current parameters for seismicity and sea-level rise. Not all of the items noted in Ref. No. 1 relate to geologic/geotechnical issues; per our meeting, all non-geotechnical/geologic issues will be addressed by others. As you may be aware, recent scientific estimates of sea-level rise have greatly exceeded the values that were considered appropriate several years ago. We also understand that there is no information regarding the construction (i.e., base width, depth of embedment, material type, etc.) of the existing revetment. We therefore propose the following scope of services as an updated evaluation of the revetment:

1. A site visit by a Certified Engineering Geologist and a Registered Geotechnical Engineer, to observe the existing conditions of the rip-rap revetment at the plant. Based on our current work load, we anticipate that the supervising engineer and geologist for this project will be the undersigned.
2. An updated review of the current beach shoreline and of the visible configuration of the rip-rap revetment. A topographic survey of the site, beach and width and height of the rip rap revetment will be needed for this assessment; this survey is to be provided by the client of others.
3. Geologic and geotechnical evaluation of the information gathered from the survey, using current estimates for sea-level rise. As noted in the CCC comments (Ref. No. 1) the long term sea-level will be determined using the National Research Council (2012) report entitled "Sea-Level Rise for the Coasts of California, Oregon, and Washington: Past, Present and Future". Our evaluation will determine potential wave run-up elevations for a 100-year storm event with sea-level rise for 50-year and 100-year project life. We will also make recommendations, as needed and where appropriate, for augmentation of the revetment structure to conform to current and anticipated conditions. The CCC also indicated in Reference No. 1 that the Sand Loss Estimate for the rip rap revetment should be recalculated using their attached Sand Loss Estimate Worksheet. Seawall alternatives regarding upper bluff retaining walls, smaller footprint of the rip rap revetment, beach nourishment, and vertical sea walls will be addressed.



4. Our evaluations and recommendations will be presented in a formal written report, with appropriate graphics and documentation. Our services will be conducted in conformance with common geotechnical and engineering 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 and geologic basis of the information regarding the revetment that is required by the California Coastal Commission. One digital (pdf format) and two paper copies of the report will be provided.

#### FEES

Based on the scope of work outlined previously, we propose to provide our services on a fixed fee basis. Fees to be charged will be as follows:

Geologic and Geotechnical Updated Report to  
Address Revetment and Evaluation of Wave Run-Up ..... \$11,765.00

Consultation, Meeting Attendance, Responses to Agency  
Reviews, Etc. – Associate Geologist or Engineer, portal to portal..... \$160.00 per hour

Mileage (portal to portal from San Luis Obispo) and per diem rates will apply for  
meetings, consultation, etc., per attached Fee Schedule.

Invoices are due upon presentation. Periodic invoices may be submitted for major work elements as they are completed.

#### CONDITIONS

Please note that the fee quotation for the updated report is a fixed fee that does not include charges for meetings, plan reviews, consultation, report revisions to address changes in design, construction observation and testing, responses to comments on report by governing jurisdiction, or other such services. Fees for additional services will be charged in accordance with the unit rates shown above or the fee schedule in effect at the time of the request for services. All subcontracted services will be invoiced to the client at cost plus 15 percent.

Analyses of the soil or rock for chemical properties including hydrocarbons, corrosivity, radioisotopes, etc.; estimates of material shrinkage; development of a site topographic survey, construction issues within the domain of the contractor, and any other services not specifically noted in the preceding paragraphs are beyond the scope of the proposed investigation. Assessments of the site for lead or mold potential are also beyond the scope of the proposed services.





San Simeon Wastewater Treatment Plant  
San Simeon, California

4

February 17, 2016

If the client finds the proposed scope of work, terms, and fees satisfactory, the return of the attached work order, indicating the legal entity that will be our 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.

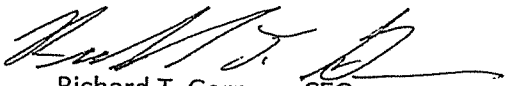
We thank you for your consideration of our firm for this project. If you have any questions or require additional information, please contact me at your convenience.

Sincerely,

Earth Systems Pacific



Dennis Shallenberger, PE, GE  
Chief Geotechnical Engineer



Richard T. Gorman, CEG.  
Vice President

Doc. No.: 1602-149.PRP/ac



**WORK ORDER**

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

Date: February 17, 2016 Doc. Number: 1602-149.PRP

Name of Project: SAN SIMEON WASTEWATER TREATMENT PLANT

Order Received by: Richard T. Gorman

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

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

Location of Project: Balboa Avenue, San Simeon, California

Scope of Services: Per proposal dated February 17, 2016

Fees to be Charged: Per proposal dated February 17, 2016\*

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

Earth Systems Pacific

Richard T. Gorman, CEG 1325  
Vice President

2-17-16  
Date

PLEASE RETURN A SIGNED COPY  
TO EARTH SYSTEMS PACIFIC

**AGREED TO AND ACCEPTED:**

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

\_\_\_\_\_  
by Authorized Representative (please print)

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\* The fees quoted are predicated upon our understanding that none of our services are subject to California or Federal Prevailing Wage Law. In the event that it is determined or alleged that Prevailing Wage Law applies to any 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.

**1. INVESTIGATION, MONITORING & INSPECTION** If the services include monitoring or inspection of soil, construction and/or materials, Client shall authorize and pay for Consultant to provide sufficient observation and professional inspection to permit Consultant to form opinions according to accepted statistical sampling methods as to whether the work has been performed in accordance with recommendations. Such opinions, while statistically valid, do not guaranty uniformity of conditions or materials. Similarly, soils and geology investigations do not guaranty uniformity of subsurface conditions. Client hereby represents and warrants that it has provided and shall provide to Consultant all information and sufficient advance notice necessary in order for Consultant to perform the appropriate level of services. No statement or action of Consultant can relieve Client's contractors of their obligation to perform their work properly. Consultant has no authority to stop the work of others.

**2. SITE ACCESS & UTILITIES** Client has sole responsibility for securing site access and locating utilities.

**3. BILLING AND PAYMENT** Client will pay Consultant the proposal amount or, if none is stated, according to the fee schedule attached to the proposal. Payment is due on presentation of invoices, and is delinquent if Consultant has not received payment within thirty (30) days from date of an invoice. Client will pay an additional charge of 1 1/2 (1.5) percent per month (or the maximum percentage allowed by law, whichever is lower) on any delinquent amount, excepting any portion of the invoiced amount that is disputed in good faith. Each payment will first be applied to accrued interest, costs and fees and then to the principal unpaid amount. All time spent and expenses incurred (including any in-house or outside attorney's fees) in connection with collection of any delinquent amount will be paid by the Client to Consultant per Consultant's current fee schedule. Services to be performed by Consultant hereunder which are not set forth in this proposal and/or Work order are additional services. Any additional services provided by Consultant shall be subject to the terms of this contract and charged per Consultant's current fee schedule.

**4. OWNERSHIP OF DOCUMENTS** Consultant owns all documents it creates and grants Client limited license to use the documents for the purposes stated in the documents. Consultant reserves the right to withhold delivery of documents to Client until payment in full of current invoices has been received.

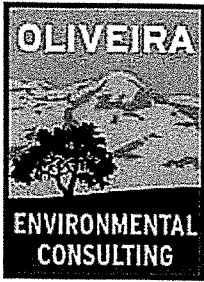
**5. TERMINATION** This agreement may be terminated by either party effective 7 days from the date of written notice, or if the client suspends the work for three (3) months. In the event of termination, Consultant will be paid for services performed prior to the date of termination plus reasonable termination expenses. If Consultant has not received payment for any invoice within 30 days from the date of the invoice, or in the event of anticipatory breach by Client, Consultant may suspend performance of its services immediately and may terminate this contract.

**6. RISK ALLOCATION** In order for Client to obtain the benefit of a fee which includes a lesser allowance for compensating Consultant for its litigation risk, Client agrees to indemnify, hold harmless and defend Consultant, its agents, employees, or officers, from and against any and all loss, claim, expenses, including attorney's fees, injury, damages, liability or costs arising out of non-design services (i.e., services other than as defined by Civil Code Section 2784) performed by Consultant on this project, except where such loss injury, damage, liability, cost, expenses or claims are the result of the sole negligence or willful misconduct of Consultant. Regarding any loss due to the negligence or willful misconduct of Consultant, or any loss due to design defects, Client agrees to limit the total aggregate liability of Consultant, its agents, employees, and officers to Client, and to all construction contractors and subcontractors on the entire project, to the greater of \$25,000.00 or total fees charged by Consultant. Client further agrees to require of the contractor and his subcontractors an identical limitation of Consultant's liability for damage suffered by the contractor or the subcontractor arising from any alleged breach or negligence of Consultant. You should consult with an attorney experienced in construction contracts and litigation regarding this provision.

**7. HAZARDOUS MATERIALS** Consultant is responsible only for hazardous materials brought by Consultant onto the site. Client retains ownership and responsibility in all respects for other hazardous materials and associated damage.

**8. ASSIGNS AND THIRD PARTIES** Neither the client nor Consultant may delegate, assign or transfer his duties or rights in this Agreement without the written consent of the other party. This Agreement is intended only to benefit of the parties hereto. No person who is not a signatory to this agreement shall have any rights hereunder to rely on this contract or on any of Consultant's services or reports without the express written authorization of Consultant.

**9. GOVERNING LAW, SURVIVAL AND FORUM SELECTION** The contract shall be governed by laws of the Federal Government. If any of the provisions contained in this agreement are held invalid, the enforceability of the remaining provisions will not be impaired. Limitations of liability, indemnities, representations and warranties by Client will survive termination of this agreement. The signatories represent and warrant that they are authorized by the entities on whose behalf they sign to enter into this contract and that their principals have filed fictitious business name statements, if required. All disputes between Consultant and client related to this agreement will be submitted to the court of the county where Consultant's principal place of business is located and client waives the right to remove the action to any other county or judicial jurisdiction.



3155 Rose Avenue  
San Luis Obispo, CA 93401  
(805) 234-7393  
jeffo@olive-env.com  
www.olive-env.com

February 18, 2016

Charles Grace, General Manager  
San Simeon Community Services District  
111 Pico Avenue  
San Simeon, CA 93452

**Subject: Task List and Associated Costs for Addressing the Coastal Commission Information Request Letter (January 22, 2016) Received in Response to the San Simeon Community Services District Coastal Development Permit (CDP# 3-15-2114) Submittal**

The purpose of this memo is to provide a cost estimate corresponding to the task list for addressing the California Coastal Commission (CCC) information request letter (dated January 22, 2016) received in response to the San Simeon Community Services District (SSCSD) Coastal Development Permit (CDP#3-15-2114) application submittal for the Wastewater Treatment Plant Rip Rap Violation project After the Fact Permit. Cost estimates are limited to those tasks identified as those to be completed by OEC.

In response to the CDP application submitted by the SSCSD, the Coastal Commission information request letter includes project questions and data requests required before the CDP application can be accepted for processing.

The following is a list of tasks for addressing the CCC information requests, corresponding to the list provided by staff. Including costs for "OEC" tasks.

**1. Appendix B.**

- Need to get County to sign Appendix B of the application to verify no permits are needed. Do we have an email from the County about the rip rap violation? Based on the County Ordinance, this isn't a "coastal development project" because no development is proposed.

**Task to be completed by:** OEC

**Cost Estimate:** 2 hours(\$85/hour) = \$170

**2. Applicant and Applicant's Representative.**

- Prepare revisions to pages 1 and 9 of the CDP application as requested.

**Task to be completed by:** OEC

**Cost Estimate:** 2 hours(\$85/hour) = \$170

**3. Proof of Applicant's Legal Interested in the Property.**

- Provide proof of property ownership (e.g., current tax bill, deed, lease, easement, insurance, etc.).

**Task to be completed by:** OEC/SSCSD  
**Cost Estimate:** 1 hours(\$85/hour) = \$85

**4. Project Description.**

- 1984 Ocean Outfall Replacement. CCC has determined the 1984 outfall replacement needs to be part of the permit request project description. This received County permitting. Need to check on County's Coastal Act authority and amend project description.

**Task to be completed by:** OEC  
**Cost Estimate:** 2 hours(\$85/hour) = \$170

- 1983 Rip Rap Placement. Need to determine cubic yards of rip rap used (double check May 16, 2006 geotech report), and describe current configuration of rip rap (is it the same as analyzed in 2006, or has it changed?)

**Task to be completed by:** OEC  
**Cost Estimate:** 2 hours(\$85/hour) = \$170

- 1995 Pipe Bridge Repair and Rip Rap Installation, Arroyo Del Padre Juan Creek. Request from CCC staff to include this in the CDP application project description. Need to double check, but this work was included in the project description. Double check with CCC staff to make sure they saw it in the existing application.

**Task to be completed by:** OEC  
**Cost Estimate:** 1 hours(\$85/hour) = \$85

**5. Project Plans.**

- Need to get a licensed engineer to review the 2008 site plans to verify they're still accurate, or make any revisions needed to reflect current conditions and address CCC staff questions.

**Task to be completed by:** Engineering Firm.

**6. Geologic and Geotechnical Reports.**

- Sea Level Rise. Request for updated sea level rise information, including an update of the existing 2006 Sea Level Rise report including wave runup study.

**Task to be completed by:** Earth Systems (they did the original in 2006).

- Sand Loss Estimate. Request to verify and update (if needed) sand loss estimates from 2006 Earth Systems report. Request to use the Sand Loss Estimate Worksheet to quantify impacts.

**Task to be completed by:** Earth Systems (they did the original in 2006).

**7. Threat.**

- Request to provide a “purpose and need” analysis for the rip rap installation. Is the WWTP really at risk of erosion and wave action? Is the existing rip rap sufficient to protect the WWTP given current seal level rise?

**Task to be completed by:** Earth Systems (suggestion, since they addressed rip rap height in the 2006 report).

#### 8. Alternatives.

- Relocation. Request for an updated project relocation study (updated cost for relocation), including comparison of cost of relocation to costs for maintenance of existing facility. What was the facility life anticipated in 1963? Can some structures be moved to avoid erosion threat, or would the whole facility have to be moved to avoid erosion? Need to confirm whether or not the SSCSD owns property suitable for relocation. Is the 2008 alternatives analysis (Rincon) still accurate?

**Task to be completed by:** OEC

**Cost Estimate:** 3 hours(\$85/hour) = \$255

- Upper bluff retaining walls or other upper bluff support structures. Need to explain why an “upper bluff retaining wall” or “other upper bluff structure” was not evaluated or why it is infeasible.

**Task to be completed by:** OEC (unless we include it with the Earth Systems task).

- A smaller footprint revetment (shorter or narrower). Can the current configuration of the rip rap be reduced or is the current configuration needed? Need to include an alternative that reduces the current rip rap footprint and discuss if it’s feasible and its likely impacts (factoring in current sea level rise).

**Task to be completed by:** Suggest Earth Systems.

- Beach Nourishment. Why was beach nourishment not included as an alternative?

**Task to be completed by:** OEC (unless it’s included with Earth Systems report)

- Vertical seawall. This alternative was analyzed, but it is unclear if the analysis used to support rejection of this alternative is still accurate. Need to update Earth Systems 2008 analysis to address this.

**Task to be completed by:** Earth Systems.

#### 9. Photographs of Project Site.

- Need to submit current site photos taken from upcoast and downcoast locations, and from beach area in front of the site.

~~**Task to be completed by:** OEC~~

~~**Cost Estimate:** 2 hours(\$85/hour) = \$170~~

#### 10. Public Access.

- Need to describe the effects of the project on public use of the shoreline, beach and near shore.

**Task to be completed by:** OEC

**Cost Estimate:** 2 hours(\$85/hour) = \$170

#### 11. Landscaping Plan.

- Need to submit a Landscaping Plan for landscaping the top of the bluff/rip rap revetment including drought tolerant and native species.

**Task to be completed by:** OEC to coordinate with FIRMA

**Cost Estimate (for coordination with FIRMA):** 2 hours(\$85/hour) = \$170

#### 12. Biological Resources and Other Agency Approvals.

- Update and field verify existing biological reports. Including agency jurisdiction review for the 1983 rip rap installation and 1984 outfall replacement.

**Task to be completed by:** OEC

**Cost Estimate (refer to attached proposal):** \$3,450

#### 13. Assessor's Parcel Map.

- Need an APN Map from the County showing all properties within 100 feet of the WWTP property.

**Task to be completed by:** OEC

**Cost Estimate:** 2 hours(\$85/hour) = \$170

#### 14. State Lands Commission.

- Need confirmation on SLC jurisdiction on the rip rap installation.

**Task to be completed by:** OEC/SSCSD

**Cost Estimate:** 2 hours(\$85/hour) = \$170

#### 15. Monterey Bay National Marine Sanctuary.

- Request to determine MBNMS jurisdiction and permitting needs.

**Task to be completed by:** OEC/SSCSD

**Cost Estimate:** 2 hours(\$85/hour) = \$170

#### 16. Development and Permitting History.

- Request to submit evidence that all Offers to Dedicate have been accepted, as part of the CDP 4-85-180. May need to check with the County to confirm (unless SSCSD has records on file).

**Task to be completed by:** OEC/SSCSD

**Cost Estimate:** 2 hours(\$85/hour) = \$170

#### 17. Proposed Mitigation.

- Request to include the "mitigation projects" in the CDP application project description if they are to be included in the rip rap violation project. Based on our discussion, I

recommend requesting that the mitigation projects be submitted separate from the rip rap violation CDP application, as either two discrete projects or submitted together since these projects have the potential to require other agency permitting, CEQA review and associated technical reports.

**Task to be completed by:** OEC/SSCSD

**Cost Estimate:** 3 hours(\$85/hour) = \$255

**Additional Task:** Coordination with SSCSD, CCC staff and other sub consultants, consolidate all requested information into a revised CDP application cover letter to be submitted to CCC staff.

**Cost Estimate:** 10 hours(\$85/hour) = \$850

**TOTAL COSTS (OEC LABOR): \$6,850**

Thank you for the opportunity to assist the SSCSD with meeting the CCC staff information requests and addressing the tasks outlined above. Please feel free to contact me anytime if you have any questions.

Sincerely,



**Jeff Oliveira, Principal Environmental Planner**  
Oliveira Environmental Consulting LLC