

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



BOARD PACKET

**Wednesday, May 15, 2013
Regular Meeting 6:30 pm**

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

Prepared by  **APT water**

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, May 15, 2013
6:30 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

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

1. NO CLOSED SESSION

2. REGULAR SESSION: 6:00 PM

A. Roll Call

B. Pledge of Allegiance

3. PUBLIC COMMENT:

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

A. **Sheriff's Report** – Report for April

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

4. BOARD PRESENTATIONS AND ANNOUNCEMENTS:

Board Members may address the Board and the Public relating to any matter within the Board's jurisdiction. Presentations are limited to three (3) minutes or otherwise at the discretion of the Chair.

5. STAFF REPORTS

A. General Manager's Report

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

2. **Grants, Loans and Partnership Opportunities** – Update on USDA Loan

3. **Small Scale Recycled Water Project** – Verbal update on the General Reclaimed Water Permit application.

4. Verbal Update of Settlement Conservation Agreement for Retrofit Program.

B. Superintendent's Report

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

C. District Financial Summary – Update on Monthly Financial Status for close of business April 30, 2013.

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

6. ITEMS OF BUSINESS

- A. **Approval of last month's minutes** – April 30, 2013.
- B. **Approval of Disbursements Journal** – May 7, 2013.

7. DISCUSSION/ACTION ITEMS

- A. **Board nominations for Vice-Chair.**
- B. **Declaration of vacancy** – Board motion to commence application process to fill the remaining term of office which expires in December of 2014.
- C. **Resolution NO 13-356** - Approval of Award letter to Raminha Construction for the Wellhead Rehab Project for \$377,500 through USDA funding.
- D. **Potable Water Tank Expansion Feasibility Study– Proposal for Engineering Evaluation Services** - Proposal for engineering services associated with Potable Water Reservoir Expansion Feasibility Study in the amount of \$5,130 For Discussion and/or Approval.

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

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

10. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

11. ADJOURNMENT

GENERAL MANAGER'S REPORT
Charles Grace
Staff Activities for April

GENERAL MANAGER'S REPORT

May 15, 2013

1. Staff Activity for the month of April:

Along with billing and collections, Staff sent out the State/Hearst Castle billing, completed the Quarterly Newsletter and continued to work behind the District Administration Building. Staff coordinated with Phoenix Engineering and District Counsel to complete and send paperwork to the United States Department of Agriculture (USDA). Staff was in contact with the County Recorder's Office regarding review of the Board of Directors 700 forms and completing paperwork regarding Director Ricci's resignation.

2. Grants, Loans and Partnership Opportunities:

District Staff along with Phoenix Engineering and District Counsel continue to complete and submit documents necessary to move to the construction phase of the Well Rehab project. The final step needed to move to the construction phase is granting the winning bidder an "Award Letter" which has been submitted for Board approval under Discussion Action Item "C" of this board packet.

3. Small Scale Recycled Water Project:

Verbal update from the General Manager on the General Reclaimed Water Permit application.

4. Settlement Conservation Agreement for Retrofit Program:

Verbal update on settlement fact finding efforts.

SUPERTINTENDENT'S REPORT
Jerry Copeland
Facilities Update for April

SAN SIMEON COMMUNITY SERVICES DISTRICT

Superintendent's Report

Activities of April 2013

Wastewater Treatment Plant

- The wastewater treatment plant performed well this month.
- All sampling, testing and reporting at the wastewater treatment plant was performed as required by the RWQCB.
- Annual calibration of the flow meters at the wastewater treatment plant was performed by an outside contractor.
- Reactor and clarifier #4 was taken offline for annual inspection, maintenance and repair.
- One load of sludge was hauled away.

Water Distribution System

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

District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. All maintenance activities are being recorded.

San Simeon Community Services District - Monthly Data Report -April 2013

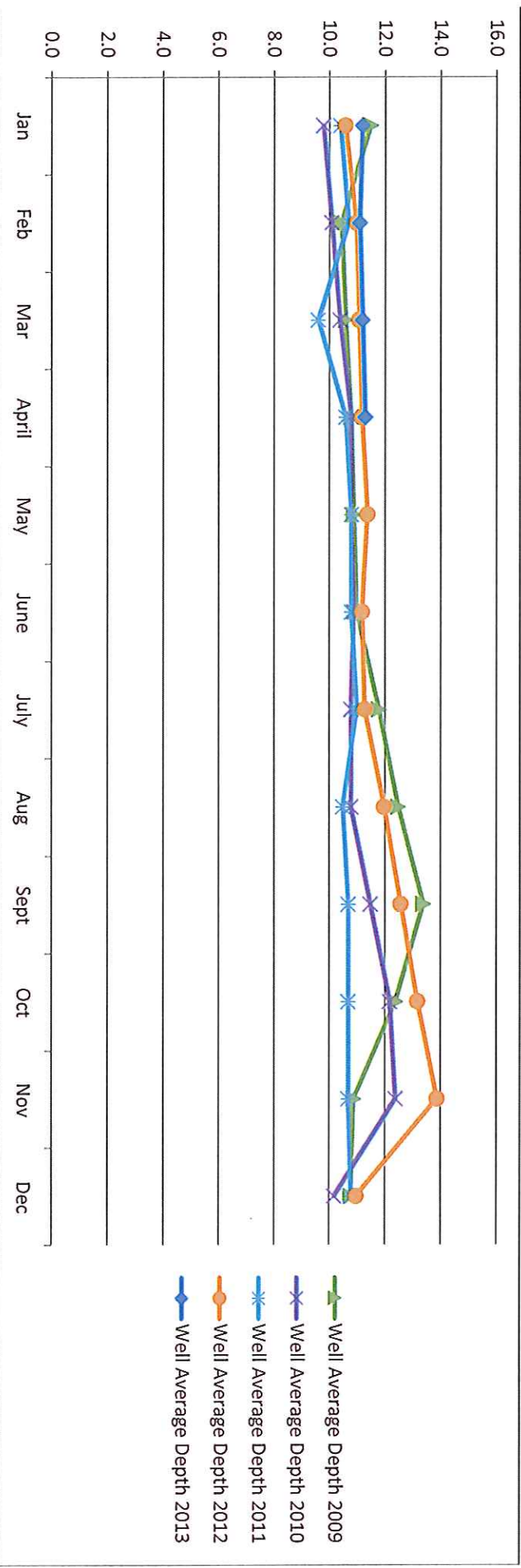
Date	Day	Wastewater Influent Daily flow	Wastewater Effluent Daily Flow	CALCULATED Well 1 Total Pumped	CALCULATED Well 2 Total Pumped	CALCULATED Total Daily Water Produced	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
04/01/13	Mon	94,836	85,800	0	67,993	67,993	11.2	11.3	0.00	12,083
04/02/13	Tue	98,361	85,150	75,398	13,988	89,386	11.1	11.2	0.20	12,329
04/03/13	Wed	97,192	72,030	8,153	63,954	72,107			0.00	16,787
04/04/13	Thu	90,813	79,440	74,202	3,291	77,493			0.00	10,608
04/05/13	Fri	91,879	73,790	0	75,099	75,099			0.00	18,908
04/06/13	Sat	99,472	88,550	83,252	15,409	98,661	11.2	11.2	0.00	8,347
04/07/13	Sun	88,298	85,930	0	70,836	70,836			0.00	13,018
04/08/13	Mon	80,379	83,850	72,556	0	72,556	11.2	11.2	0.00	12,492
04/09/13	Tue	74,016	75,300	0	70,312	70,312	11.2	11.2	0.00	8,470
04/10/13	Wed	65,409	69,940	69,265	0	69,265	11.0	11.0	0.00	8,825
04/11/13	Thu	75,660	62,920	0	62,084	62,084	11.2	11.3	0.00	8,449
04/12/13	Fri	78,965	82,220	70,462	0	70,462	11.2	11.3	0.00	10,315
04/13/13	Sat	90,357	85,240	3,366	69,863	73,229	11.2	11.3	0.00	9,949
04/14/13	Sun	81,716	85,740	81,083	0	81,083			0.00	10,995
04/15/13	Mon	67,700	85,670	0	69,938	69,938	11.3	11.4	0.00	11,724
04/16/13	Tue	74,088	71,590	71,883	0	71,883	11.2	11.3	0.00	7,649
04/17/13	Wed	70,162	91,260	68,068	673	68,741	11.3	11.4	0.00	6,148
04/18/13	Thu	70,536	98,030	18,476	69,863	88,339	11.2	11.3	0.00	11,331
04/19/13	Fri	83,604	83,710	82,504	0	82,504			0.00	8,857
04/20/13	Sat	100,649	89,370	106,665	0	106,665			0.00	9,388
04/21/13	Sun	87,393	96,600	63,281	0	63,281	11.3	11.4	0.00	12,013
04/22/13	Mon	74,487	90,230	63,879	0	63,879	11.2	11.3	0.00	14,386
04/23/13	Tue	75,367	74,110	85,048	0	85,048	11.2	11.3	0.00	5,194
04/24/13	Wed	67,318	68,180	48,022	0	48,022			0.00	8,174
04/25/13	Thu	69,470	69,710	65,824	0	65,824	11.2	11.3	0.00	10,194
04/26/13	Fri	81,950	72,060	0	90,658	90,658	11.2	11.3	0.00	9,522
04/27/13	Sat	107,939	100,590	0	125,365	125,365			0.00	10,358
04/28/13	Sun	80,804	95,510	0	63,281	63,281	11.4	11.5	0.00	12,040
04/29/13	Mon	77,327	84,930	0	70,985	70,985	11.3	11.4	0.00	10,359
04/30/13	Tue	66,484	64,410	0	63,281	63,281	11.2	11.2	0.00	9,308
TOTALS		2,462,631	2,451,860	1,211,386	1,066,872	2,278,258			0.20	318,220
Average		82,088	81,729	40,380	35,562	75,942	11.2	11.3	0.01	10,607
Minimum		65,409	62,920	0	0	48,022	11.0	11.0	0.00	5,194
Maximum		107,939	100,590	106,665	125,365	125,365	11.4	11.5	0.20	18,908

DATA SUMMARY SHEET

	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Total for 2013
2013													
Wastewater Final Effluent (Month Cycle)	2,021,340	1,908,020	2,318,280	2,451,860									8,699,500
Wastewater Influent	2,314,345	2,162,072	2,521,425	2,462,631									9,460,473
Adjusted Wastewater Influent (- State Flow) *	2,067,826	1,945,010	2,232,831	2,144,411									8,390,078
Water Produced (month cycle)	1,727,730	1,703,869	1,995,696	2,278,258									7,705,554
Sewer Influent/Water Produced Ratio	1.34	1.27	1.26	1.08									N/A
Adjusted Sewer/Water Ratio	1.20	1.14	1.12	0.94									N/A
Total Well Production	1,727,730	1,703,869	1,995,696	2,278,258									7,705,554
Well 1 Water Pumped	748,748	238,462	1,839,594	1,211,386									4,038,190
Well 2 Water Pumped	978,982	1,465,407	156,102	1,066,872									3,667,364
Water Well 1 Avg Depth to Water	11.2	11.0	11.1	11.2									N/A
Water Well 2 Avg Depth to Water	11.3	11.1	11.2	11.3									N/A
Average Depth of Both Wells	11.3	11.1	11.2	11.3									N/A
Change in Average Well Depth from 2012	+0.6	+0.1	+0.1	+0.1									N/A
State Wastewater Treated	246,519	217,062	288,594	318,220									1,070,395
State % of Total WW Flow	11%	10%	14%	13%									N/A
Biosolids Removal (Gallons)	6,000	0	0	6,000									12,000
WW Permit Limitation Exceeded	0	0	0	0									0
Constituent Exceeded	None	None	None	None									N/A
Sample Limit	N/A	N/A	N/A	N/A									N/A
Sample Result	N/A	N/A	N/A	N/A									N/A
2012													
Wastewater Final Effluent (Month Cycle)	2,282,400	2,013,230	2,330,795	2,716,990	2,525,450	2,715,470	3,502,920	3,227,160	2,616,130	2,535,700	2,175,190	2,509,470	31,150,905
Wastewater Influent	2,374,670	2,135,421	2,402,116	2,798,195	2,575,428	2,749,696	3,298,298	3,082,906	2,634,002	2,413,542	1,983,791	2,482,140	30,930,205
Adjusted Wastewater Influent (- State Flow) *	2,100,280	1,917,729	2,145,425	2,464,563	2,265,629	2,380,258	2,801,758	2,634,075	2,297,669	2,137,808	1,757,882	2,138,937	27,042,003
Water Produced (month cycle)	1,981,790	1,852,198	1,796,370	2,288,880	2,390,907	2,672,903	3,132,146	3,061,993	2,542,115	2,308,627	1,773,882	1,641,636	27,443,447
Sewer Influent/Water Produced Ratio	1.15	1.15	1.34	1.19	1.07	1.03	1.05	1.01	1.04	1.05	1.12	1.51	N/A
Adjusted Sewer/Water Ratio	1.06	1.04	1.19	1.08	0.95	0.89	0.90	0.86	0.90	0.93	0.99	1.30	N/A
Average Depth of Both Wells	10.7	11.0	11.1	11.2	11.4	11.2	11.3	12.0	12.6	13.2	13.9	11.0	N/A
Change in Average Well Depth from 2011	-0.2	-0.3	-1.5	-0.6	-0.6	-0.4	-0.3	-1.5	-1.9	-2.5	-3.2	-0.2	N/A
State Wastewater Treated	274,390	217,692	256,691	333,642	309,799	369,438	496,540	448,831	336,333	275,734	225,909	343,203	3,888,202
State % of Total WW Flow	12%	10%	11%	12%	12%	13%	15%	15%	13%	11%	12%	14%	N/A
Biosolids Removal (Gallons)	6,000	0	6,000	6,000	6,000	6,000	6,000	6,000	6,000	0	6,000	6,000	60,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	0
Constituent Exceeded	None	None	None	None	None	None	None	None	None	None	None	None	N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	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	N/A	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 2009	11.5	10.5	10.6	10.8	10.9	11.0	11.8	12.5	13.4	12.4	10.9	10.8
Well Average Depth 2010	9.8	10.1	10.4	10.8	10.8	10.9	10.8	10.8	11.5	12.2	12.4	10.2
Well Average Depth 2011	10.4	10.7	9.6	10.6	10.8	10.8	11.0	10.5	10.7	10.7	10.7	10.8
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								



DISTRICT FINANCIALS
Renee Lundy

April 30, 2013

*** Financial Summary**

*** Balance Sheet**

*** Water Sales & Production**

SAN SIMEON COMMUNITY SERVICES DISTRICT



FINANCIAL SUMMARY

BILLING
April 30, 2013

March Billing Revenue	\$ 41,158.47
April Billing Revenue	\$ 53,293.09
Past Due (31 to 60 days)	\$ 000.00
Past Due (60 days)	\$ 284.64

RABOBANK SUMMARY
Ending Balances April 30, 2013

Money Marketing Account Closing Balance April 30, 2013	\$ 484,861.26
Summary of Transactions:	
Interest	\$ 121.33
Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$ 191,391.26
General Checking Account	\$ 104,815.86
Well Rehab Project/USDA Checking Account	\$ 730.00

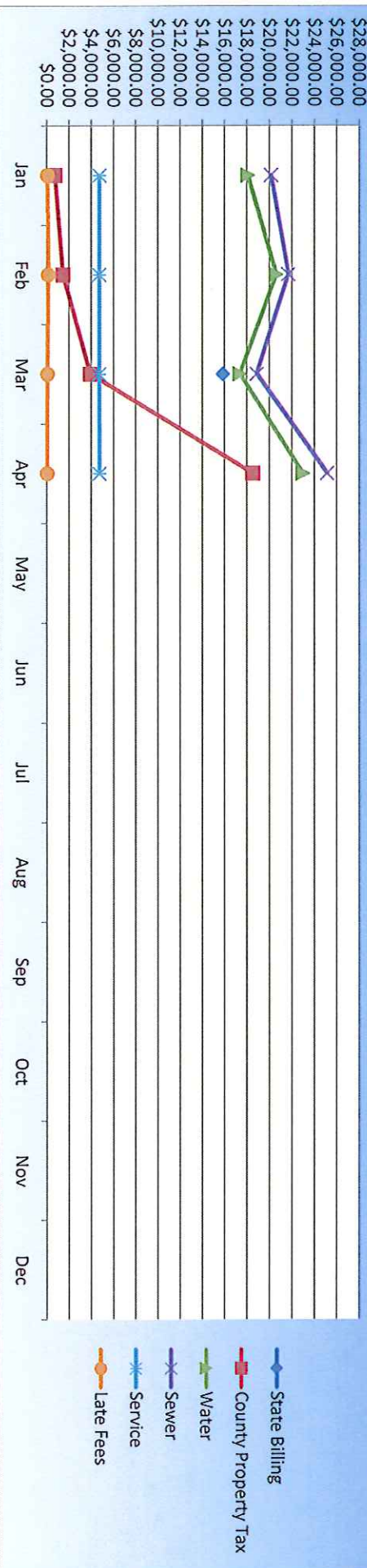
LAIF Closing Balance April 30, 2013 \$ 516.62

SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of April 30, 2013

	Apr 30, 13
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1020 · General checking	104,815.86
1022 · USDA checking	685.00
1040 · Cash in county treasury	1,346.41
1050 · LAIF - non-restricted cash	516.62
1060 · Money Market Account 9548643039	484,861.26
Total Checking/Savings	592,375.15
Other Current Assets	
1200 · Accounts receivable	50,508.53
1220 · A/R - Hearst Castle	15,874.60
1300 · Prepaid expenses	1,032.24
Total Other Current Assets	67,415.37
Total Current Assets	659,790.52
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	145,068.22
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	235,886.09
1640 · Wellhead project	14,302.13
Total 1400 · Fixed assets	3,446,389.70
1650 · Walkway access projects	11,511.00
1690 · Accumulated depreciation	(1,850,029.47)
Total Fixed Assets	1,607,871.23
TOTAL ASSETS	2,267,661.75
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts payable	(60.00)
Total Accounts Payable	(60.00)
Other Current Liabilities	
2100 · Payroll liabilities	45.90
2200 · Contingency settlement	25,000.00
2500 · Customer security deposits	10,358.13
2510 · Connect hookup wait list	43,470.00
Total Other Current Liabilities	78,874.03
Total Current Liabilities	78,814.03
Total Liabilities	78,814.03
Equity	
3200 · Fund balance	2,104,186.39
Net Income	84,661.33
Total Equity	2,188,847.72
TOTAL LIABILITIES & EQUITY	2,267,661.75

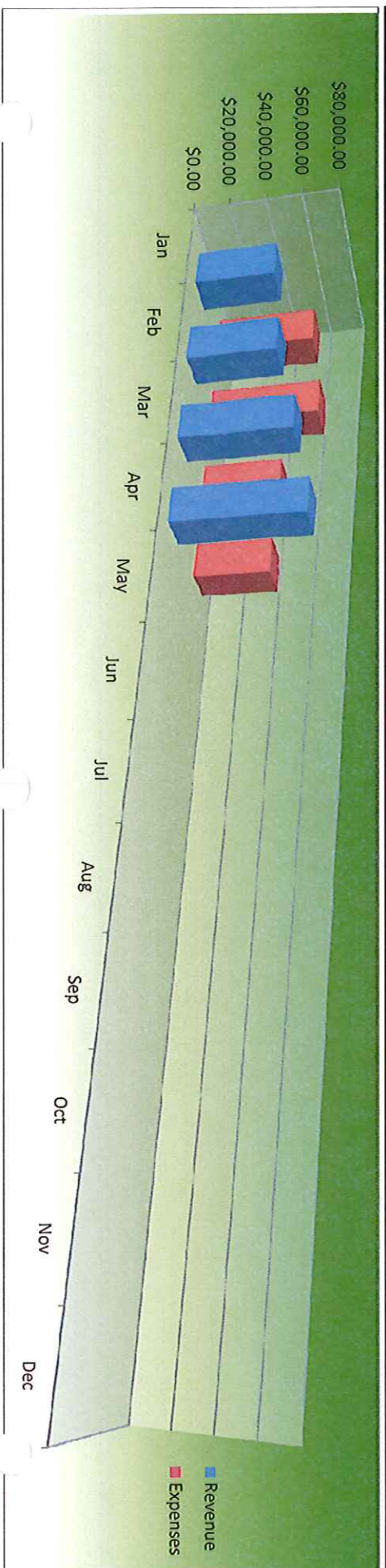
2013 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing			\$15,874.60										\$15,874.60
County Property Tax	\$757.44	\$1,473.36	\$3,935.20	\$18,534.56									\$24,700.56
Water	\$18,102.6	\$20,631.4	\$17,394.1	\$23,008.4									\$79,136.56
Sewer	\$20,172.8	\$21,705.5	\$18,903.2	\$25,168.5									\$85,949.95
Service	\$4,792.3	\$4,769.3	\$4,769.3	\$4,792.3									\$19,123.20
Late Fees	\$80.3	\$163.5	\$95.6	\$58.8									\$398.10
Total	\$43,905.4	\$48,743.0	\$60,972.0	\$71,562.6									\$225,182.97
Water Sold Cu Ft	220059	216680	209256	285145									931140
Water Sold Acre ft	5.05	4.97	4.80	6.55									21.38



REVENUE VS EXPENSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$43,905.44	\$48,742.98	\$60,971.99	\$71,562.60									\$225,182.97
Expenses	\$56,546.16	\$62,776.84	\$44,114.20	\$42,560.87									\$205,998.07
Balance	-\$12,640.72	-\$14,033.86	\$16,857.79	\$29,001.73									\$19,184.90



ITEMS OF BUSINESS

*** Minutes – April 10, 2013**

*** Disbursements Journal – May 15, 2013**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, April 10, 2013
6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

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

1. NO CLOSED SESSION

2. REGULAR SESSION: @6:07 PM

A. Roll Call:

Chairperson Ricci – ABSENT
Vice-Chair McAdams – ABSENT
Director Fields– present
Director Williams – present
Director Price – present

Also Present:

Charles Grace – General Manager
Robert Schultz – District Counsel
Sheriff's Administration - Absent

B. Pledge of Allegiance

3. PUBLIC COMMENT: None

A. Sheriff's Report – None

B. Public comment on Sheriff's Report - None

4. BOARD PRESENTATIONS AND ANNOUNCEMENTS: None

5. STAFF REPORTS

A. General Manager's Report

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

Along with billing and collections, Staff attended a WRAC meeting, facilitated the repair of the fence next to Motel 6 and repaired the fence behind the District Administration Building. Staff coordinated with contractors on shrub maintenance

behind the District Administration Building and shrub trimming along Avonne Avenue. Staff, Phoenix Engineering and Counsel have been working with the United States Department of Agriculture (USDA) to provide Well site ownership documents, proof of easements and all other final documents requested by the USDA.

2. Grants, Loans and Partnership Opportunities –

Staff, Phoenix Engineering and Counsel have been working with the USDA on all final documentation needed to begin the Pre-Construction process. The USDA approved Ramhina Construction and an official award letter must be approved by the SSCSD Board at a Board meeting. Phoenix Engineering is currently working with the USDA on the official award letter.

3. Small Scale Recycled Water Project –

The Regional Water Quality Control Board (RWQCB) has acknowledged receipt of the recycled water application and is determining the appropriate fee. Once the fee is established the RWQCB will send an invoice to the SSCSD. Staff will keep the Board updated on the progress.

4. Cal Pers Invoice

Staff has been informed by Cal Pers that they will start charging late fees on all invoices. Cal Pers invoicing period does not coincide with the District's check cutting policy. Staff would like to pay the invoices on a quarterly basis in order to avoid any late fees. The current payment under the warrant report is for March, April and May.

B. Superintendent's Report

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

- The wastewater treatment plant performed well this month.
- All sampling, testing and reporting at the wastewater treatment plant was performed as required by the RWQCB.
- A video inspection of the wastewater collection system was performed. We will have a report on that inspection in the near future.

- The annual wastewater outfall inspection was performed. We will have a report on that inspection in the near future.

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

- All routine sampling and testing was performed.
- Monthly meter reading was performed.
- The California Department of Public Health annual report was prepared and submitted.

3. District Maintenance – Summary of District maintenance for March.

- The fence at the south end of Castillo was repaired as well as the “Conserve Water” sign at the same location.
- A new fence was constructed across the back side of the District office property.
- Staff continues with the scheduled preventive maintenance for all the equipment at the District facilities as well as record keeping.

C. District Financial Summary – Update on Monthly Financial Status for close of business March 31, 2013.

BILLING

February Billing Revenue	\$ 42,461.53
March Billing Revenue	\$ 41,158.47
Past Due (31 to 60 days)	\$ 163.61
Past Due (60 days)	\$ 284.64

RABOBANK SUMMARY : Ending Balances March 31, 2013

Money Marketing Account Closing Balance March 31, 2013	\$ 484,739.93
Summary of Transactions:	
February 28, 2013 Balance	\$ 409,635.22

Deposit from General Checking Account March 14, 2013	\$ 75,000.00
Interest	\$ 104.71

Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$ 191,269.93

General Checking Account	\$ 90,467.50
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Well Rehab Project/USDA Checking Account	\$ 685.00
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LAIF Closing Balance March 31, 2013	\$ 516.62
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D. District Counsel's Report – Oral Report on current issues.

Besides general District duties, Counsel worked on the Board Workshop regarding policies and brown act items. Counsel will continue reviewing San Simeon Board Policies and bring any changes to the board if needed. All Board members are encourage to review the policies and bring any changes or questions to Counsel or to the Board for discussion.

6. ITEMS OF BUSINESS

A. Approval of last month's minutes – March 13, 2013.

Motion made to approve minutes as presented.

Motion by: Director Price
 2nd by: Director Williams
 All in: 3 /0

B. Approval of Disbursements Journal – April 10, 2013.

Motion made to approved Disbursements as presented.

Motion by: Director Price
 2nd by: Director Williams
 All in: 3 /0

7. DISCUSSION/ACTION ITEMS

A. Revised Parking Ordinance 107 – Final document for approval

The Revised Parking Ordinance 107 is included in the Board packet for final Board approval and posting. Time designated in Section 5 (Midnight to 6:00 A.M.) was changed to (10:00 P.M. and 6:00 A.M) to be consistent with the time designated in Section 4.

Motion made to approve revised Ordinance 107 as amended.

Motion by: Director Williams

2nd by: Director Price

All in: 3/0

B. Vote for LAFCO Special District Member

Three individuals have been nominated for the vacant LAFCO Special District position currently filled by Alternate Commissioner Marshall Ochylski of the Los Osos CSD. The term for this position would expire in December 2014.

San Simeon Board of Directors individual votes were as follows:

Director Fields – Marshall Ochylski

Director Price - Marshall Ochylski

Director Williams - Marshall Ochylski

(Chairperson Ricci and Vice-Chair McAdams not present.)

Unanimous vote for Marshall Ochylski.

C. Reservoir Expansion Permit Review – Oliveira Consulting proposal review for possible approval.

In effort to increase potable water storage and satisfy water storage for firefighting water demand as suggested in the Water Master Plan, Oliveira Consulting was contacted to provide a proposal to perform research regarding the likelihood of obtaining permits from agencies that would require SSCSD to obtain a permit to expand the existing reservoir. Attached is the Oliveira Consulting proposal for your review.

Motion made to direct staff to work with Olivera Consulting and to approve Olivera's proposal with a not to exceed limit of \$1,360.00.

Motion by: Director Williams

2nd by: Director Price

All in: 3 / 0

D. SSCSD Board Goal Setting Workshop – Discussion to select time frame

Board tabled discussion of the Goal Setting Workshop until May Board Meeting when all directors are present.

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

The Water Committee met and discussed Recycled Water availability, Training and installation of Purple Pipe. Availability is conditioned upon State permitting. Once the permit is obtained, residents or anyone interested in purchase of the recycled water will need to be trained by Staff per State regulations. A grant for Purple Pipe has been submitted to the State. Grant awarding is scheduled for November and Staff will be informed if San Simeon receives an award.

Other alternative sources to find water were discussed. Staff will look into a retrofit project and will bring options to the next Water Committee meeting.

9. Board Reports – None

10. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

None

11. ADJOURNMENT@6:45 PM

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal

May 2013

Type	Date	Num	Name	Memo	Amount	Balance
					Balance forward	104,815.86
Paycheck	05/01/2013	6844	ALAN FIELDS	Board service	-92.35	104,723.51
Paycheck	05/01/2013	6845	DAN WILLIAMS	Board service	-92.35	104,631.16
	05/01/2013	6846		voided check	0.00	104,631.16
Paycheck	05/01/2013	6847	LEROY E PRICE	Board service	-92.35	104,538.81
Paycheck	05/01/2013	6848	RALPH N MCADAMS	Board service	-92.35	104,446.46
Bill Pmt	05/02/2013	6849	APTwater, Inc	Operations management	-38,360.45	66,086.01
Bill Pmt	05/02/2013	6850	CALPERS	Insurance payment for June	-328.08	65,757.93
Bill Pmt	05/02/2013	6851	Cambria Business Center	Wellhead Plans shipping/packaging	-268.08	65,489.85
Bill Pmt	05/02/2013	6852	Glenn Burdette	Monthly Services	-1,200.00	64,289.85
Bill Pmt	05/02/2013	6853	MICHAEL O'NEILL	Monthly maintenance fee	-275.00	64,014.85
Bill Pmt	05/02/2013	6854	ROBERT W SCHULTZ ESQ.	Monthly Services	-1,725.00	62,289.85
Bill Pmt	05/02/2013	6855	The Tribune	Posting of Ammended ORD 107	-34.86	62,254.99
					-42,560.87	62,254.99
					-42,560.87	62,254.99



DISCUSSION & ACTION ITEMS

DISCUSSION ACTION ITEMS

May 15, 2013

A. Board nominations for Vice-Chair:

Due to the resignation of Chairperson Ricci and the movement of Vice-Chair McAdams to Chairperson, the SSCSD Board needs formally recognize McAdams as Chairperson, and nominate and vote for a Director for the position of Vice-Chair.

B. Declaration of vacancy:

Staff requests direction from the Board to begin the public notice process to fill the current vacancy. Staff plans to coordinate with the County Elections office and advise the San Simeon residents of the open application process in effort that the board can appoint a director and fill the vacancy at the June meeting.

Please also see the attachment from District Counsel Schultz for more information and details on the appointment process.

C. Resolution NO 13-356 Approval of Award letter:

Attached is Resolution NO 13-356 to Raminha Construction for the Wellhead Rehab Project for \$377,500 through USDA funding. Per USDA requirements, the attached Award letter must be approved through a District Board Meeting in order to become a legal document. Once the award letter is received by Raminha Construction, Phoenix Engineering will schedule the first Pre-Construction meeting, which is tentatively scheduled for the first part of June.

D. Potable Water Tank Expansion Feasibility Study \$5,130 – Proposal for Engineering Evaluation Services:

This task includes performing a high level review of the existing and previously approved community composition as well as the demands that are anticipated. System analysis and preparation of potential storage layout/sizing options. The existing tank configuration as well as potential tank expansions (up to three) will be prepared for review/preliminary approval by the underlying property owner and the District.

SAN SIMEON COMMUNITY SERVICE DISTRICT
111 Pico Avenue, San Simeon, CA 93452
(805) 927-4778

Date: May 7, 2013
To: Board of Directors
From: District Counsel
Subject: Filling Board of Directors Vacancy

What options are available to the Board of Directors with respect to filling the vacancy resulting from Board Member Dolores Ann Ricci's resignation?

SUMMARY

Government Code Section 1780 authorizes the "remaining" District directors to fill any vacancy on the District board by appointment. A notice of the vacancy must "be posted in three or more conspicuous places in the district at least 15 days before the appointment is made." (§ 1780, subd. (a).) In lieu of the remaining District directors making the appointment, the remaining District directors may call an election. (§ 1780, subd. (a).) Failing either of these procedures for filling the vacancy, the county board of supervisors may make the appointment or order the District to call an election. (§ 1780, subd. (b).)

DISCUSSION

Government Code Section 1780 provides:

(a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled as provided in this section. The district shall notify the county elections official of the vacancy no later than 15 days following either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The remaining district board members may fill the vacancy by appointment. The person appointed shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person elected at that election to fill the vacancy has been qualified. The person

elected to fill the vacancy shall fill the balance of the unexpired term. If the term of office is due to expire following the next general district election and that election is scheduled 130 or more days after the date the county elections official is notified of the vacancy, the person appointed to the vacancy shall fill the balance of the unexpired term of his or her predecessor. Appointments pursuant to this subdivision shall be made within a period of 60 days immediately subsequent to either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, and a notice of the vacancy shall be posted in three or more conspicuous places in the district at least 15 days before the appointment is made. The county elections official shall be notified of the appointment no later than 15 days after the appointment. In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy. The election shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(b) If the vacancy is not filled by the district board as specified, or if the board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or county supervisors may order the district to call an election to fill the vacancy. The election shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.

(c)(1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, the district shall call an election to fill the vacancy. The election shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(2) If the number of remaining members of the board falls below a quorum, at the request of the district secretary, or a remaining board member, the board of supervisors or the city council may waive the 60-

day period provided in subdivision (a) and appoint immediately to fill the vacancy as provided in subdivision (a), or may call an election to fill the vacancy. The election shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the city council or board of supervisors calls the election. The board of supervisors or the city council shall only fill enough vacancies to provide the board with a quorum.

(d) Persons appointed to fill a vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the county elections official is notified of the vacancy and thereafter until the person elected at that election to fill the vacancy has been qualified, but persons elected to fill a vacancy shall hold office for the unexpired balance of the term of office.

CONCLUSION

Pursuant to Government Code Section 1780, if the District Board directs Staff to post the notice of vacancy by May 10, 2013, then the remaining Board members may appoint a new board member after May 25, 2013. My suggestion would be to hold a special meeting prior to your regular meeting on June 12th and appoint a new member at that time. However, if you would like you could wait and make your appointment at the June 12, 2013 meeting.

RESOLUTION NO.13-356

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT APPROVING THE NOTICE OF AWARD OF CONTRACT TO RAMINHA CONSTRUCTION FOR AN AMOUNT NOT TO EXCEED \$377,500 AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR THE SSCSD WELL REHABILITATION PROJECT (N0:2013-02).

WHEREAS, the San Simeon Community Services District owns and maintains production Wells #1 and # 2 located the terminus of Pico Avenue in San Simeon California; and

WHEREAS, the San Simeon Community Service District Board of Directors approved the San Simeon Community Service District Wellhead Facility Rehabilitation Project consisting of the following major work tasks:

- Replacement of potable water Wells #1 and #2 pump and motor assemblies with submersible pumping units and associated piping.
- Selected demolition of existing aboveground improvements and installation of piping and associated appurtenances.
- Construction of a concrete masonry unit building to house the electrical, disinfection and SCADA equipment.
- Replacement of existing SCADA equipment at the potable water Well and reservoir site
- Related site improvements.

WHEREAS, bids for the San Simeon Community Services District Wellhead Facility Rehabilitation Project were solicited, received and opened on January 22, 2013 in accordance with California Public Contracts Code Section 4105.5 and other applicable law; and

WHEREAS, it was determined that Raminha Construction's bid satisfied the bidding requirements and was the successful bidder for Construction of the Wellhead Facility Rehabilitation Project; and

WHEREAS, it has been verified that Raminha Construction possesses a valid California Contractor's License as required to qualify to perform the Wellhead Facility Rehabilitation Project; and

WHEREAS, sufficient funds have been budgeted for this project through a low interest loan obtain form the United States Department of Agriculture (USDA).

NOW, THEREFORE, BE IT RESOLVED:

1. The above recitals are true and correct and are hereby incorporated into this resolution as findings of the Board of Directors of the San Simeon Community Services District.
2. In accordance with California Public Contract Code Section 20160 and following other applicable law, the Board of Directors of the San Simeon Community Services District hereby finds that the bid of Raminha Construction for the Wellhead Facility Rehabilitation

Project to be the lowest, responsive bid and waives any irregularities in such bid, if any, in accordance with applicable law.

3. The Board of Directors hereby awards the contract for doing the construction work and furnishing the materials, supplies and equipment to be furnished by the lowest responsible bidder, to Raminha Construction in the amount of \$377, 500. This amount being the base bid for the project. Said award is contingent upon the verification of all required documentation and approval by the USDA.
4. The Board of Directors authorizes the General Manager to make and enter into a written contract, approved as to form by the District Counsel and USDA, with said bidder, and to receive and approve all bonds in connection therewith.

UPON MOTION of Director _____ seconded by Director _____,
and on the following roll call vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing Resolution is hereby Pass and Adopted this 15th day of May, 2013.

ATTEST:

ATTEST:

Ralph Mc Adams
Chairperson

Charles Grace
General Manager/
District Secretary

Notice of Award

Date: April 30, 2013

Project: **San Simeon CSD Well Rehabilitation Project**

Owner: **San Simeon CSD**

Owner's Contract No.: 2013-02

Contact: Charles Grace, General Manager

Engineer's Project No.: N/A

Bidder: **Raminha Construction**

Bidder's Address: **David Raminha, President, Raminha Construction,
680 Sycamore Road, Atascadero, CA 93422**

You are notified that your Bid dated 1/30/2013 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for Construction of the Wellhead Facility Rehabilitation Project.

The Contract Price of your Contract is **Three Hundred Seventy Seven Thousand and Five Hundred Dollars (\$377,500)**.

2 copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

3 sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within 20 days of the date you receive this Notice of Award.

1. Deliver to the Owner [2] fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security Bonds as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent:
Copy of County of San Luis Obispo Business License

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Owner

By: _____
Authorized Signature

Title

Copy to Engineer



Phoenix Civil Engineering, Inc.

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

Ms. Dee Dee Ricci
San Simeon Community Services District
111 Pico Ave.
San Simeon, CA 93452

May 6, 2013

San Simeon Community Services District – Potable Water Tank Expansion Feasibility Study– Proposal for Engineering Evaluation Services

Dear Ms. Ricci-

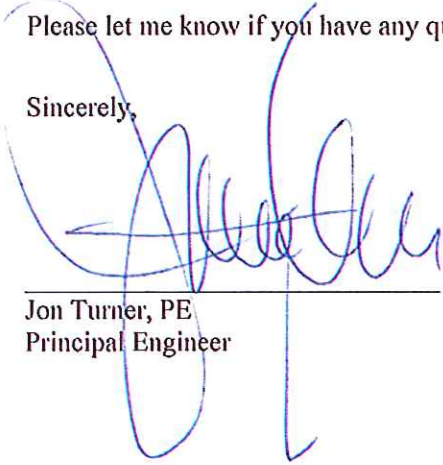
I am pleased to provide you with this proposal for engineering services associated with the Potable Water Tank Expansion Feasibility Study. The District has an existing potable water reservoir that is in place for potable water consumption, emergency storage and fire protection purposes. The existing 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 prepare a feasibility level study of the existing storage tank volume, the community demands and the potential for expanding the existing reservoir to provide adequate capacity for the existing and future needs of the community. Based on our conversations and my review of the documents you provided, I have prepared my proposal to include the following:

Task 101: Data Collection, Research and Review
Task 102: System Analysis
Task 103: Draft Feasibility Study Preparation
Task 104: Final Feasibility Study Completion

I appreciate the opportunity to submit this proposal to assist you with this project. I have attached a scope of work and our professional services rate sheet along with a fee schedule detailed by task and a project schedule. Our scope of work covers feasibility level services only and does not include permit assistance services as you indicated that another individual was performing that work on behalf of the District. In addition, the proposal does not include design or construction phase services.

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 prepare a feasibility level study of the existing storage tank volume, the community demands and the potential for expanding the existing reservoir to provide adequate capacity for the existing and future needs of the community.

Task 101: Data Collection, Research and Review

Existing data on the reservoir structure as well as review of the existing potable water master plan (prepared by others) and coordination with the District retained environmental consultant will be performed in this task.

The following efforts are included in this task:

- Review of existing documentation provided by the District relating to the potable water tank.
- Coordination with the District's environmental consultant.

Deliverable: No deliverable is associated with this task.

Task 102: System Analysis

This task will perform a high level review of the existing and previously approved community composition as well as the demands that are anticipated. The existing tank configuration as well as potential tank expansions (up to three) will be prepared for review/preliminary approval by the underlying property owner and the District staff.

The following efforts are included in this task:

- System analysis and preparation of potential storage layout/sizing options.

Deliverable: No deliverable is associated with this task.

Task 103: Draft Feasibility Study Preparation

This task involves preparation of the draft feasibility study for the potable water tank expansion. The feasibility study will incorporate the findings and conclusions from previous studies (potable water master plan), the input and opinion of the environmental consultant retained by the District, and efforts from Tasks 101 and 102.

The following efforts are included in this task:

- Preparation of the draft feasibility study incorporating the efforts from Tasks 101 and 102.
- Delivery of the draft feasibility study to the District for their review and comments.

Deliverable: Three (3) sets of the draft feasibility study will be provided to the District for their internal review. One electronic copy of the draft report (.pdf) will be provided.

Task 104: Final Feasibility Study Completion

This task includes incorporation of the District review comments on the draft feasibility report.

The following efforts are included in this task:

- Incorporation of District review comments on the draft feasibility report.
- Finalization of the feasibility study and delivery to the District.

Deliverable: Three (3) sets of the final feasibility study will be provided to the District for their files. One electronic copy of the final report (.pdf) will be provided.

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.

Fees

Work associated with Tasks 101 through 104 is estimated to cost \$5,130. A breakdown of the level of effort is listed below:

Task 101:	Data Collection, Research and Review	\$520
Task 102:	System Analysis	\$1,425
Task 103:	Draft Feasibility Study Preparation	\$2,475
Task 104:	Final Feasibility Study Completion	\$710



Professional Services Rate Sheet

Principal Engineer	\$155/hour
Resident Engineer	\$145/hour
Professional Engineer	\$130/hour
Staff Engineer	\$115/hour
Senior Designer	\$115/hour
Construction Observer	\$105/hour
Designer	\$85/hour
Administrative Assistant	\$45/hour
Special Consultant	\$150/hour

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