

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



**BOARD PACKET**

**Wednesday, April 08, 2015  
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, April 8, 2015**  
**6:00 pm**

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

**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 March.
- 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 March.
- 2. **Update** – Wellhead treatment system project.
- 3. **Update** – Well 2 sanitary seal project.
- 4. **Update** – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.

**B. Superintendent's Report**

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

**C. District Financial Summary – Update on Monthly Financial Status for close of business March 31, 2015.**

**D. District Counsel's Report**

**5. ITEMS OF BUSINESS**

**A. Approval of last month's minutes – March 11, 2015.**

**B. Approval of Disbursements Journal – April 8, 2015.**

**C. Move that all ordinances presented for introduction or adoption be read in title only and all further readings be waived.**

**6. DISCUSSION/ACTION ITEMS**

**A. Consideration of the Introduction of Ordinance No. 116 Repealing Ordinance No. 112 and Adopting a New Ordinance Mandating Use of Recycled Water Strictly From the San Simeon Community Services District's Recycled Water System.**

**B. Consideration of Board Approval of IRJ Electrical Engineers' Proposal to perform an electrical design for the Well Head Treatment Project for \$5,800.**

**C. Consideration of adoption of Resolution 15-371 declaring a water shortage emergency and implementing a Stage Three Water Shortage pursuant to the District's Water Conservation Plan.**

**D. Consideration of Board Approval of Resolution 15-372 establishing CEQA Class 1 Exemption Determination pursuant to Section 15301 under CEQA Guidelines for the Well Head Treatment Project.**

**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 March.
- 2. Update** – Wellhead treatment system project
- 3. Update** – Well 2 sanitary seal project
- 4. Update** - Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.

## 4A. GENERAL MANAGER'S REPORT

April 8, 2015

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

During the month of March Staff read meters and distributed water billing and responded to multiple customer service calls. Staff made a wire transfer from the Money Marketing account to the USDA Account for payment of USDA loan of \$10,345.

Staff worked the County Energy Watch and PGE to Audit the equipment at the Plant and District office. Once paperwork is complete, Staff will review with the Board. Staff is waiting to hear from the USDA and the Water Board regarding grant funding for the RO Project.

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

90% plans (design) were distributed to the Water Committee for review. Preparation of a CEQA exemption is in progress. Bid package for the RO unit is final, staff and Phoenix Engineering will be preparing the bid package for distribution to vendors. Obtained an electrical engineering proposal to complete the electrical design for the WHTP. The Geotechnical field survey was performed on April 1 at the WHTP site.

**3. Update** – Well 2 sanitary seal project.

Phoenix Engineering is coordinating a construction start date with Enloe Construction.

**4. Update** – Notice of Violation from Coastal Commission regarding Rip Rap, Ocean Outfall line and Ditch Cleaning.

Attended a conference call with Oliveira Consulting and the CCC regarding the NOV. The result of which generated several emails and follow up emails regarding the compliance history of the Wastewater Treatment Facility. Discussion of the current permit status of the ocean outfall line also took place via email.

1. Staff is working to collect documents to demonstrate equal division of ownership of the property adjacent to the WWTF.
2. Oliveira is currently preparing the Coastal Development Permit Application
3. The CCC is researching to determine if there was a formal response from the CCC after the SSCSD's May 7, 2008 CDP application submittal

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

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

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

### **Activities of March 2015**

#### **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.
- One load of sludge was hauled away this month.

#### **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).
- Monthly water meter reading was performed.
- Chloride levels are monitored daily throughout the system.
- Pico Creek flow is monitored periodically throughout the month.

#### **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.
- Weed abatement was performed on the district easement on Pico Ave and around all fire hydrants.

**San Simeon Community Services District - Monthly Data Report - March 2015**

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	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
03/01/15	Sun	72,572	73,010	72,107	0	0	72,107	0	10.9	10.9	0.04	3,240
03/02/15	Mon	71,760	63,340	0	0	0	0	0	11.0	10.9	0.16	3,340
03/03/15	Tue	70,410	52,770	33,735	45,179	0	78,914	0	10.7	10.6	0.00	2,492
03/04/15	Wed	62,923	47,550	0	71,509	0	71,509	0	10.7	10.7	0.00	2,833
03/05/15	Thu	68,158	59,810	0	0	0	0	0	10.8	10.8	0.00	3,360
03/06/15	Fri	58,488	58,350	84,823	0	0	84,823	0	10.8	10.7	0.00	3,547
03/07/15	Sat	82,307	70,770	0	82,130	0	82,130	0	10.8	10.7	0.00	3,271
03/08/15	Sun	84,805	75,140	76,969	0	0	76,969	0	10.8	10.7	0.00	3,903
03/09/15	Mon	63,457	67,280	0	69,788	0	69,788	0	10.8	10.8	0.00	5,036
03/10/15	Tue	59,120	45,950	0	0	0	0	0	11.0	10.9	0.00	4,351
03/11/15	Wed	90,086	58,190	77,792	0	0	77,792	0	10.7	10.6	0.00	3,152
03/12/15	Thu	96,168	57,820	77,493	0	0	77,493	0	10.8	10.7	0.00	4,352
03/13/15	Fri	80,899	68,430	76,296	0	0	76,296	0	10.8	10.7	0.00	4,456
03/14/15	Sat	103,188	92,650	92,154	299	0	92,453	0	10.9	10.8	0.00	4,096
03/15/15	Sun	92,827	95,100	0	84,449	0	84,449	0	10.9	10.8	0.00	11,966
03/16/15	Mon	72,429	76,060	83,178	0	0	83,178	0	10.7	10.6	0.00	12,387
03/17/15	Tue	95,746	82,230	0	79,288	0	79,288	0	10.4	10.4	0.00	2,187
03/18/15	Wed	63,660	58,480	75,324	0	0	75,324	0	10.1	10.1	0.00	5,728
03/19/15	Thu	66,794	67,310	0	77,493	0	77,493	3,000	9.9	9.9	0.00	5,837
03/20/15	Fri	84,710	75,420	80,410	0	0	80,410	0	10.4	10.4	0.00	4,970
03/21/15	Sat	118,918	107,870	96,118	68,733	0	164,851	0	10.7	10.6	0.00	10,278
03/22/15	Sun	91,443	115,800	90,508	0	0	90,508	0	10.7	10.6	0.00	13,554
03/23/15	Mon	76,328	78,710	54,926	82,056	0	136,982	0	10.6	10.6	0.00	11,263
03/24/15	Tue	82,094	74,980	84,449	0	0	84,449	825	10.7	10.6	0.00	3,613
03/25/15	Wed	71,491	69,900	0	83,552	0	83,552	125	10.6	10.5	0.00	6,987
03/26/15	Thu	83,381	83,490	82,878	0	0	82,878	3,325	10.7	10.7	0.00	2,947
03/27/15	Fri	77,684	79,310	0	88,114	0	88,114	0	10.8	10.7	0.00	4,034
03/28/15	Sat	116,370	120,110	92,079	0	0	92,079	0	10.8	10.8	0.00	11,642
03/29/15	Sun	125,627	138,630	0	110,928	0	110,928	0	10.8	10.8	0.00	14,432
03/30/15	Mon	100,104	112,290	100,681	0	0	100,681	0	10.8	10.8	0.00	15,176
03/31/15	Tue	95,708	93,000	63,206	104,645	0	167,851	2,500			0.00	4,596
TOTALS		2,579,655	2,419,750	1,495,126	1,048,165	0	2,163,830	9,775			0.20	193,026
Average		83,215	78,056	48,230	33,812	0	77,280	315	10.7	10.6	0.01	6,227
Minimum		58,488	45,950	0	0	0	0	0	9.9	9.9	0.00	2,187
Maximum		125,627	138,630	100,681	110,928	0	72,107	3,325	11.0	10.9	0.16	15,176

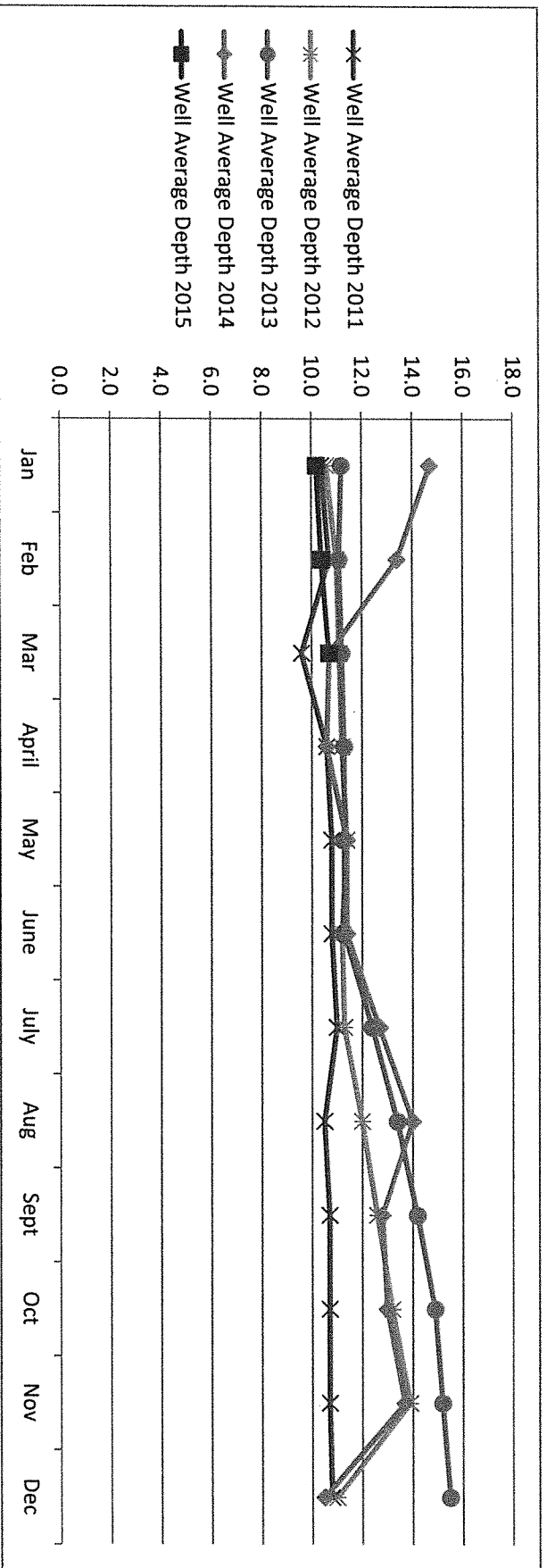


2015	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Total for 2015
Wastewater Influent	2,278,607	2,137,631	2,579,655										6,995,893
Wastewater Final Effluent (Month Cycle)	2,078,820	2,179,270	2,419,750										6,677,840
Adjusted Wastewater Influent (- State Flow) *	2,129,329	2,015,656	2,386,629										6,531,614
Water Produced (month cycle)	1,881,724	2,054,121	2,163,830										6,099,675
Sewer Influent/Water Produced Ratio	1.21	1.04	1.19										N/A
Adjusted Sewer/Water Produced Ratio	1.13	0.98	1.10										N/A
Well 1 Water Pumped	446,937	991,526	1,495,126										2,933,589
Well 2 Water Pumped	772,287	1,030,395	1,048,165										2,850,847
Well 3 Water Pumped	662,500	32,200	0										694,700
Total Well Production	1,881,724	2,054,121	2,163,830										6,099,675
Water Well 1 Avg Depth to Water	10.2	10.4	10.7										N/A
Water Well 2 Avg Depth to Water	10.2	10.3	10.6										N/A
Average Depth of Both Wells	10.2	10.4	10.7										N/A
Change in Average Well Depth from 2014	-4.5	-2.9	0.0										N/A
State Wastewater Treated	149,278	121,975	193,026										464,279
State % of Total WW Flow	7%	6%	8%										N/A
Recycled Water Sold (Gallons)	10,710	3,070	9,775										23,555
Biosolids Removal (Gallons)	0	6,000	6,000										12,000
WW Permit Limitation Exceeded	0	0	0										N/A
Constituent Exceeded	None	None	None										N/A
Sample Limit	N/A	N/A	N/A										N/A
Sample Result	N/A	N/A	N/A										N/A

2014	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total for 2014
Wastewater Influent	2,038,514	2,129,638	2,312,484	2,560,476	2,551,268	2,827,071	3,032,345	2,978,001	2,438,979	2,319,178	2,327,707	2,981,479	30,497,140
Wastewater Final Effluent (Month Cycle)	2,086,860	2,250,320	2,347,710	2,548,090	2,475,100	2,547,800	3,024,620	2,859,870	2,344,990	2,259,290	1,919,400	2,667,890	29,331,940
Adjusted Wastewater Influent (- State Flow) *	1,776,470	1,863,820	1,938,110	2,204,983	2,198,940	2,428,604	2,790,878	2,840,506	2,303,254	2,192,612	2,213,479	2,757,165	27,508,821
Water Produced (month cycle)	1,892,141	1,737,158	1,745,682	1,941,958	2,196,613	2,314,014	2,731,098	2,729,715	2,192,595	2,182,907	1,721,518	1,728,672	25,114,070
Sewer Influent/Water Produced Ratio	1.10	1.23	1.32	1.32	1.16	1.22	1.11	1.09	1.11	1.06	1.35	1.77	N/A
Adjusted Sewer/Water Ratio	0.94	1.10	1.10	1.14	1.00	1.04	1.02	1.04	1.05	1.01	1.29	1.60	N/A
Average Depth of Both Wells	14.7	13.3	10.7	10.6	10.5	11.4	12.7	14.0	12.8	13.0	13.7	10.5	N/A
Change in Average Well Depth from 2013	+3.4	+2.2	-0.5	-0.7	-0.8	-0.1	+0.3	+0.6	-1.4	-1.9	-1.5	-5.0	N/A
State Wastewater Treated	262,044	265,818	311,282	355,493	352,328	398,467	241,467	137,495	135,725	126,566	114,228	224,314	2,926,227
State % of Total WW Flow	13%	13%	16%	14%	14%	14%	8%	5%	6%	6%	5%	8%	N/A
Recycled Water Sold (Gallons)	0	0	0	125	5785	10420	29555	44145	36080	38705	9080	0	173,895
Biosolids Removal (Gallons)	0	0	12,000	12,000	6,000	6,000	12,000	6,000	6,000	6,000	0	6,000	72,000
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.

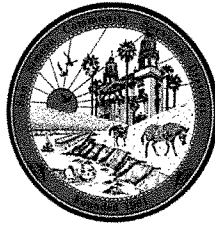
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Well Average Depth 2011	10.4	10.7	9.6	10.6	10.8	10.8	11.0	10.5	10.7	10.7	10.7	10.8
Well Average Depth 2012	10.6	11.0	11.1	11.2	11.4	11.2	11.3	12.0	12.6	13.2	13.9	11.0
Well Average Depth 2013	11.2	11.1	11.2	11.3	11.3	11.3	12.4	13.4	14.2	14.9	15.2	15.5
Well Average Depth 2014	14.7	13.4	10.7	10.6	11.4	11.4	12.7	14.0	12.8	13.0	13.7	10.5
Well Average Depth 2015	10.2	10.4	10.7									



**4C. DISTRICT FINANCIALS**  
**Renee Lundy**  
**March 31, 2015**

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

**SAN SIMEON COMMUNITY SERVICES DISTRICT**



**4C. FINANCIAL SUMMARY**

**BILLING  
March 31, 2015**

<b>February Billing Revenue</b>	<b>\$ 53,661.51</b>
<b>March Billing Revenue</b>	<b>\$ 57,218.64</b>
Past Due (31 to 60 days)	\$ 61.63
Past Due (60 days)	\$ 234.01

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**RABOBANK SUMMARY  
Ending Balances March 31, 2015**

**Summary of Transactions:**

<b>Money Marketing Account Closing Balance February 28, 2015</b>	<b>\$ 757,219.99</b>
<b>Interest for March 2015</b>	<b>\$ 146.05</b>

**Money Marketing Account Closing Balance March 31, 2015** **\$ 757,366.04**

Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 45,750.00)
<b>Available Funds</b>	<b>\$ 461,616.04</b>

**General Checking Account** **\$ 82,851.19**

**Well Rehab Project/USDA Checking Account** **\$ 100.05**

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**LAIF Closing Balance March 31, 2015** **\$ 519.18**

## SAN SIMEON COMMUNITY SERVICES DISTRICT

04/01/15

## Balance Sheet

Accrual Basis

As of March 31, 2015

Mar 31, 15

## ASSETS

## Current Assets

## Checking/Savings

1010 · Petty cash	150.00
1020 · General checking	81,699.67
1022 · USDA checking	10,445.05
1040 · Cash in county treasury	-3,053.68
1050 · LAIF - non-restricted cash	518.24
1060 · Money Market Account 9548643039	757,219.99

Total Checking/Savings 846,979.27

## Other Current Assets

1200 · Accounts receivable	52,100.82
1300 · Prepaid expenses	2,478.61

Total Other Current Assets 54,579.43

## Total Current Assets

901,558.70

## 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	261,723.62
1640 · Wellhead project	444,712.08

Total 1400 · Fixed assets 3,902,637.18

## 1650 · Walkway access projects

11,511.00

1660 · RO Unit 5,714.00

1690 · Accumulated depreciation -2,016,688.96

## Total Fixed Assets

1,903,173.22

## Other Assets

1710 · Customer deposits 100.00

## Total Other Assets

100.00

## TOTAL ASSETS

2,804,831.92

## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Accounts Payable

2000 · Accounts payable 50.00

Total Accounts Payable 50.00

## Other Current Liabilities

2100 · Payroll liabilities 367.20

2500 · Customer security deposits 10,158.13

2510 · Connect hookup wait list 45,750.00

2520 · USDA Loan 479,310.00

Total Other Current Liabilities 535,585.33

Total Current Liabilities 535,635.33

## Total Liabilities

535,635.33

9:32 AM

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

04/01/15

**Balance Sheet**

Accrual Basis

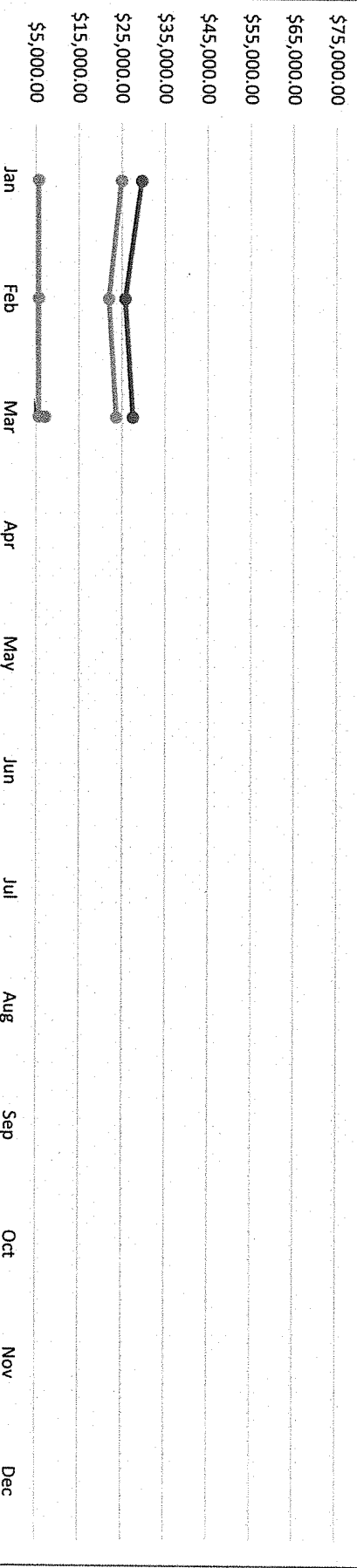
As of March 31, 2015

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	Mar 31, 15
Equity	
3200 · Fund balance	2,332,653.26
3900 · Suspense	55,278.76
Net Income	-118,735.43
Total Equity	2,269,196.59
TOTAL LIABILITIES & EQUITY	<u>2,804,831.92</u>

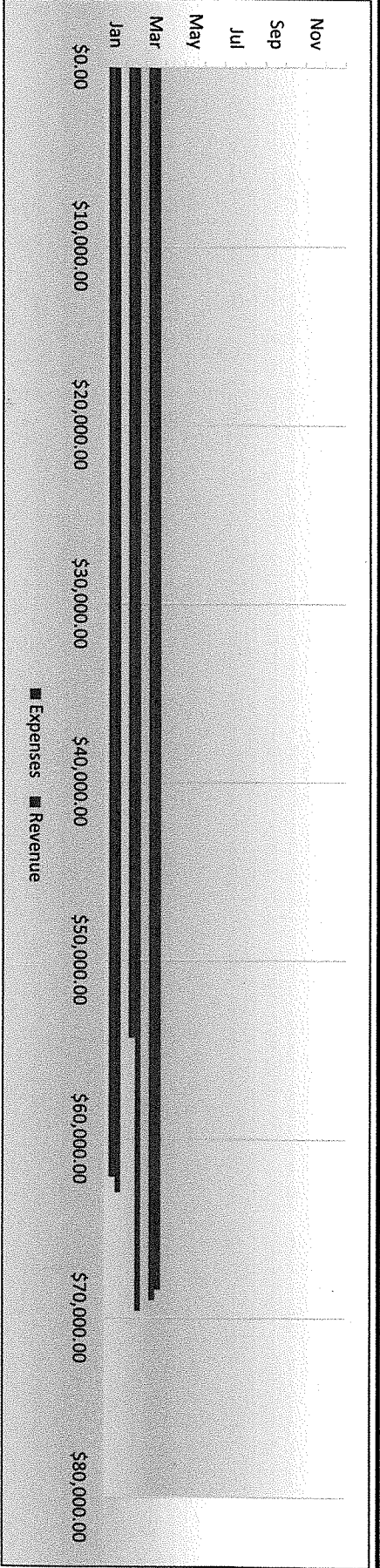
2015 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing			\$7,094.53										\$7,094.53
Property Tax	\$1,698.01	\$680.91	\$4,730.41										\$7,109.33
Water	\$24,980.7	\$22,031.4	\$23,713.3										\$70,725.37
Sewer	\$29,619.7	\$25,800.7	\$27,563.4										\$82,983.75
Service	\$5,775.1	\$5,747.7	\$5,747.7										\$17,270.47
Late Fees	\$78.2	\$106.6	\$194.3										\$379.07
<b>Total</b>	<b>\$62,151.65</b>	<b>\$54,367.29</b>	<b>\$69,043.58</b>										<b>\$185,562.52</b>
Water Sold Cu Ft	255324	224325	240675										720324
Water Sold Acre ft	5.86	5.15	5.53										16.54



REVENUE VS EXPENSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$62,151.65	\$54,367.29	\$69,043.58										\$185,562.52
Expenses	\$62,999.58	\$69,646.10	\$68,440.42										\$199,086.10
Balance	-\$847.93	-\$15,278.81	\$603.16										-\$13,523.58







## **5. ITEMS OF BUSINESS**

- A. Approval of last month's minutes – March 11, 2015.**
- B. Approval of Disbursements Journal – April 08, 2015.**

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, April 8, 2015**  
**6:00 pm**

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

**1. REGULAR SESSION: @6:10 PM**

**A. Roll Call:**

Chairperson McAdams - Present	General Manager, Charles Grace
Vice-Chair Fields - Present	District Counsel, David Hirsch
Director Williams - Present	Sheriff Representative, Absent
Director Patel - Present	
Director Price - Absent	

**B. Pledge of Allegiance**

**2. PUBLIC COMMENT: None**

**A. Sheriff's Report – No Report for March.**

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

**3. BOARD PRESENTATIONS AND ANNOUNCEMENTS:**

The General Manager introduced David Hirsch, of Carmel and Naccasha. Ms. Whithman was on vacation.

**4. STAFF REPORTS**

**A. General Manager's Report**

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

During the month of March Staff read meters and distributed water billing and responded to multiple customer service calls. Staff made a wire transfer from the Money Marketing account to the USDA Account for payment of USDA loan of \$10,345.

Staff worked the County Energy Watch and PGE to Audit the equipment at the Plant and District office. Once paperwork is complete, Staff will review with the Board. Staff is waiting to hear from the USDA and the Water Board regarding grant funding for the RO Project.

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

90% plans (design) were distributed to the Water Committee for review. Preparation of a CEQA exemption is in progress. Bid package for the RO unit is final, staff and Phoenix Engineering will be preparing the bid package for distribution to vendors. Obtained an electrical engineering proposal to complete the electrical design for the WHTP. The Geotechnical field survey was performed on April 1 at the WHTP site.

**3. Update – Well 2 sanitary seal project.**

Phoenix Engineering is coordinating a construction start date with Enloe Construction.

**4. Update – Notice of Violation from Coastal Commission regarding Rip Rap, Ocean Outfall line and Ditch Cleaning.**

Attended a conference call with Oliveira Consulting and the CCC regarding the NOV. The result of which generated several emails and follow up emails regarding the compliance history of the Wastewater Treatment Facility. Discussion of the current permit status of the ocean outfall line also took place via email.

- a. Staff is working to collect documents to demonstrate equal division of ownership of the property adjacent to the WWTF.
- b. Oliveira is currently preparing the Coastal Development Permit Application
- c. The CCC is researching to determine if there was a formal response from the CCC after the SSCSD's May 7, 2008 CDP application submittal.

The next step will be to turn in the CDP application.

**B. Superintendent's Report**

**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.
- One load of sludge was hauled away this month.

**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).
- Monthly water meter reading was performed.
- Chloride levels are monitored daily throughout the system.
- Pico Creek flow is monitored periodically throughout the month.

**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.
- Weed abatement was performed on the district easement on Pico Ave and around all fire hydrants.

**C. District Financial Summary** – Update on Monthly Financial Status for close of business March 31, 2015.

<b>February Billing Revenue</b>	<b>\$ 53,661.51</b>
<b>March Billing Revenue</b>	<b>\$ 57,218.64</b>
Past Due (31 to 60 days)	\$ 61.63
Past Due (60 days)	\$ 234.01

**RABOBANK SUMMARY - Ending Balances March 31, 2015**

**Summary of Transactions:**

<b>Money Marketing Account Closing Balance February 28, 2015</b>	<b>\$ 757,219.99</b>
<b>Interest for March 2015</b>	<b>\$ 146.05</b>

**Money Marketing Account Closing Balance March 31, 2015** **\$ 757,366.04**

Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 45,750.00)
<b>Available Funds</b>	<b>\$ 461,616.04</b>

<b>General Checking Account</b>	<b>\$ 82,851.19</b>
<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 100.05</b>
<b>LAIF Closing Balance March 31, 2015</b>	<b>\$ 519.18</b>

**D. District Counsel’s Report by David Hirsch**

Ms. Whitham assisted staff in March with agenda items, minutes, Resolution 15-371, Resolution 15-372 and Ordinance 116 Summary and publication.

Ultura litigation Update:

Mike McMahan submitted all final paperwork. We are waiting to hear back regarding execution of the judgement.

**5. ITEMS OF BUSINESS**

**A. Approval of last month’s minutes – March 11, 2015.**

A motion was made to approve minutes as presented.

Motion by: Vice-Chair Fields

2<sup>nd</sup> by: Director Williams

All in: 4 / 0                      Absent: Price

**B. Approval of Disbursements Journal – April 8, 2015.**

A motion was made to approve Disbursements Journal as presented.

Motion by: Director Williams

2<sup>nd</sup> by: Director Patel

All in: 4 / 0                      Absent: Price

- C. A motion was made that all ordinances presented for introduction or adoption be read in title only and all further readings be waived.**

Motion by: Chairperson McAdams  
2<sup>nd</sup> by: Director Patel  
All in: 4 / 0                      Absent: Price

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

- A. Consideration of the Introduction of Ordinance No. 116 Repealing Ordinance No. 112 and Adopting a New Ordinance Mandating Use of Recycled Water Strictly From the San Simeon Community Services District's Recycled Water System.**

In the April Board packet, Staff attached Draft Ordinance 116 with Board changes, regarding the mandatory use of recycled water from the District's Recycled Water System. Proposed Ordinance 116 is being written in order to clarify regulations currently contained in Ordinance 112 passed and adopted August 16, 2012. Proposed Ordinance 116 also includes fines associated with violating the mandatory use of District recycled water requirements, which were not defined in Ordinance 112. Staff asks for a roll call vote for approval of Ordinance 116.

A motion was made to introduce Ordinance 116.

Motion by: Director Williams  
2<sup>nd</sup> by: Chairperson McAdams  
All in: 4 / 0                      Absent: Price

- B. Consideration of Board Approval of IRJ Electrical Engineers' Proposal to perform an electrical design for the Well Head Treatment Project for \$5,800.**

In the April Board packet, Staff attached a proposal from IRJ Electrical Engineers to perform the electrical design for the Well Head Treatment Project. The scope of work is contained within IRJ's proposal. Staff recommends approval of the IRJ Well Head Treatment Project Electrical Engineering Proposal.

A motion was made to approve the proposal from IRJ Electrical Engineering for the Well Head Treatment project for \$5,800, upon completion of the SSCSD Consulting agreement.

Motion by: Chairperson McAdams  
2<sup>nd</sup> by: Director Williams  
All in: 4 / 0                      Absent: Price

- C. Consideration of adoption of Resolution 15-371 implementing a Stage Three Water Shortage pursuant to the District's Water Conservation Plan.**

Given the scarce amount of seasonal rainfall in the San Simeon area and the prolonged severity of the existing California drought the current yet limited water resource available needs to be preserved in order to avoid 1) being out of water due to the lack of ability to replenish the aquifer or

2) creating a situation such that the water quality becomes intolerable and the SSCSD is unable to serve palatable water. In addition, the regulatory restriction in which well 3 is considered impacted by surface water when Pico Creek is flowing renders well 3 to be a less than adequate contingency plan when wells 1 and 2 are inoperable due to water quality.

A motion was made to approve Resolution 15-371. Staff is to send out Stage 3 Alert status to all water users of San Simeon CSD.

Motion by: Chairperson McAdams  
2<sup>nd</sup> by: Director Patel  
All in: 4 / 0                      Absent: Price

**D. Consideration of Board Approval of Resolution 15-372 establishing CEQA Class 1 Exemption Determination pursuant to Section 15301 under CEQA Guidelines for the Well Head Treatment Project.**

District Staff and Jeff Olivera Consulting studied the Wellhead Treatment Project, and concluded that the preparation of a Categorical Exemption in accordance with the California Environmental Quality Act (“CEQA”) is appropriate for this Project. Based on the information contained in the documentation of the Project design and associated potential impacts, Staff finds that the Project is categorically exempt.

1. The Project consists of the minor alteration of an existing public facility.
2. The Project would result in the addition of potable water treatment equipment to the existing District water system and would not result in the expansion of the existing water service capacity nor would it result in increased water pumping.
3. The addition of the water treatment equipment would be completely within the footprint of the existing District office parking area.

Staff requests, that the Board of Directors authorizes and directs the District General Manager to file the Notice of Exemption with the San Luis Obispo County Clerk.

A motion was made to direct Staff to file the notice of exemption, and approval of Resolution 15-372 with amendment to date listed in paragraph 5.

Motion by: Director Williams  
2<sup>nd</sup> by: Vice-Chair Fields  
All in: 4 / 0                      Absent: Price

**7. Board Committee Reports** – Oral Report from the Water Committee Chair, Alan Fields.

The Water Committee met today at 5:00 PM.

The General Manger discussed:

- ✓ The 90% Plans of the Wellhead Treatment Project.
- ✓ WRAC/IRWM Grant process regarding the County (State Prop 84 Drought funds) program.
- ✓ Resolution 15-371, Stage 3 Water Alert.

The Committee supported implementation of Stage 3 Water Alert.

**8. Board Reports – None**

**9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS- None**

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

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Disbursements Journal**  
 April 2015

Type	Date	Num	Name	Memo	Amount	Balance
					<b>Beginning Balance</b>	<b>\$ 81,699.67</b>
Paycheck	04/01/2015	7253	ALAN FIELDS	Monthly Board Service	92.35	81,607.32
Paycheck	04/01/2015	7254	DAN WILLIAMS	Monthly Board Service	92.35	81,514.97
Paycheck	04/01/2015	7255	KAUSHIK S PATEL	Monthly Board Service	92.35	81,422.62
Paycheck	04/01/2015	7256	LEROY E PRICE	Monthly Board Service	92.35	81,330.27
Paycheck	04/01/2015	7257	RALPH N MCADAMS	Monthly Board Service	92.35	81,237.92
Bill Pmt	04/01/2015	7258	CALPERS	Apr, May, June Health Premium Ins.	1,047.03	80,190.89
Bill Pmt	04/01/2015	7259	Carmel & Nacassha. LLP	Ultura Litigation	2,178.14	78,012.75
Bill Pmt	04/01/2015	7260	Diana Novak	Acct 240 Deposit return	50.00	77,962.75
Bill Pmt	04/01/2015	7261	Eugene Krum	Acct 172 Deposit Return	50.00	77,912.75
Bill Pmt	04/01/2015	7262	Grace Environmental	April Operations and Mangement Services	47,762.00	30,150.75
Bill Pmt	04/01/2015	7263	MICHAEL O'NEILL	Web maintenance fee	320.00	29,830.75
Bill Pmt	04/01/2015	7264	Oliveira Env. Consulting	Well Head Treatment- USDA	2,040.00	27,790.75
Bill Pmt	04/01/2015	7265	Phoenix Civil Engineering, Inc	Wellhead Treatment - USDA PERS	1,416.00	26,374.75
			Wellhead Treatment - Design	\$1156.00		
Bill Pmt	04/01/2015	7266	Robert Stilts, CPA	March Bookkeeping	1,200.00	25,174.75
Bill Pmt	04/01/2015	7267	San Simeon Ranch	Annual Standby Fee	10,000.00	15,174.75
Bill Pmt	04/01/2015	7268	Carmel & Nacassha. LLP	March legal services	1,915.50	13,259.25
					<b>68,440.42</b>	<b>13,259.25</b>



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

- A. Consideration of the Introduction of Ordinance No. 116 Repealing Ordinance No. 112 and Adopting a New Ordinance Mandating Use of Recycled Water Strictly From the San Simeon Community Services District's Recycled Water System.**
  
- B. Consideration of Board Approval of IRJ Electrical Engineers' Proposal to perform an electrical design for the Well Head Treatment Project for \$5,800.**
  
- C. Consideration of adoption of Resolution 15-371 implementing a Stage Three Water Shortage pursuant to the District's Water Conservation Plan.**

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

**April 8, 2015**

**A. Consideration of the Introduction of Ordinance No. 116 Repealing Ordinance No. 112 and Adopting a New Ordinance Mandating Use of Recycled Water Strictly From the San Simeon Community Services District's Recycled Water System.**

Attached is Draft Ordinance 116 with Board changes, regarding the mandatory use of recycled water from the District's Recycled Water System. Proposed Ordinance 116 is being written in order to clarify regulations currently contained in Ordinance 112 passed and adopted August 16, 2012. Proposed Ordinance 116 also includes fines associated with violating the mandatory use of District recycled water requirements, which were not defined in Ordinance 112. Staff asks for a roll call vote for approval of Ordinance 116.

**B. Consideration of Board Approval of IRJ Electrical Engineers Proposal \$5,800 to perform an electrical design for the Well Head Treatment Project.**

Attached is a proposal from IRJ Electrical Engineers to perform the electrical design for the Well Head Treatment Project. The scope of work is contained within IRJ's proposal. Staff recommends approval of the IRJ Well Head Treatment Project Electrical Engineering Proposal.

**C. Consideration of adoption of a Resolution declaring a water shortage emergency and implementing a Stage Three Water Shortage pursuant to the District's Water Conservation Plan.**

Given the scarce amount of seasonal rainfall in the San Simeon area and the prolonged severity of the existing California drought the current yet limited water resource available needs to be preserved in order to avoid 1) being out of water due to the lack of ability to replenish the aquifer or 2) creating a situation such that the water quality becomes intolerable and the SSCSD is unable to serve palatable water. In addition, the regulatory restriction in which well 3 is considered impacted by surface water when Pico Creek is flowing renders well 3 to be a less than adequate contingency plan when wells 1 and 2 are inoperable due to water quality.

## ORDINANCE NO. 116

### AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT REPEALING ORDINANCE NO. 112 AND ADOPTING A NEW ORDINANCE MANDATING USE OF RECYCLED WATER STRICTLY FROM THE SAN SIMEON COMMUNITY SERVICES DISTRICT'S RECYCLED WATER FACILITIES.

**Whereas**, the San Simeon Community Services District ("District") is a community services district duly formed under California Government Code Section 61000 et seq. to provide community services within the District's service area, including water, sewer and services; and

**Whereas**, the District owns and operates a Recycled Water system providing tertiary treated, disinfected Recycled Water for approved purposes to customers within its service area; and

**Whereas**, it is the objective of the District to continually focus on ways to improve and enhance the quality of service to its customers. In light of this objective, it is the policy of the District that Recycled Water shall be used within its service area wherever such use is economically justified, financially and technically feasible and is not detrimental to public health, safety, welfare, and the environment; and

**Whereas**, Recycled Water is available and useful and suitable for the uses being proposed.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Directors of the San Simeon Community Services District, San Luis Obispo County, California as follows:

#### **Section 1: Recitals**

The Recitals are true and correct and incorporated herein by this reference.

#### **Section 2: Repealer**

Ordinance No. 112 is hereby repealed in its entirety.

#### **Section 3: Purpose**

The District offers Recycled Water that is surplus to the needs of the Recycled Water customers within the District's service area for such uses outside the service area of the District by agreement with the retail water purveyor. The purpose of this Ordinance is to promote the conservation of the District's potable/drinking water resources and to ensure maximum public benefit from the use of District's Recycled Water supply by regulating its use in accordance with applicable federal, state and local regulations.

#### **Section 4: Policy**

Recycled Water supplies shall be used to the maximum extent possible for any approved use. This shall be accomplished through the collection and treatment of wastewater and the beneficial reuse of the resultant Recycled Water in compliance with applicable federal, state and local regulations.

#### **Section 5: Recycled Water Uses**

Where water is used for irrigation, fountains, commercial uses, industrial process purposes, landscape impoundment, wildlife habitat, recreational impoundment, and commercial laundry, the District may provide Recycled Water where technically and economically feasible.

However, each use must be approved on a case by case basis. Determination of the specific uses shall be in accordance with the treatment standards and water quality requirements set forth in Title 22, Division 4, Chapter 3 of the California Administrative Code and with the intent of this Ordinance to preserve the public health and upon approval of the State Water Resources Control Board Division of Drinking Water.

In addition, each use shall be subject to the availability of distribution facilities or the technical and economic feasibility of making such facilities available, as determined by the District.

All persons, customers, and properties served by the District seeking Recycled Water or any non-potable water shall be restricted and required to only utilize the Recycled Water from the San Simeon Community Services District's Recycled Water System.

#### **Section 6: District's Liability**

The District is not responsible for any condition of the Recycled Water itself, or any substance that may be mixed with or be in Recycled Water as delivered to any customer, except as required by Title 22 and applicable regulations. The District shall not be liable for any damage from Recycled Water, including that resulting from inadequate capacity, defective plumbing, broken or faulty services, or Recycled Water mains or any conditions beyond the control of the District.

#### **Section 7: Compliance with Regulations**

The District's Recycled Water shall be used in a manner that complies with all applicable federal, state, and local statutes, ordinances, regulations and other applicable requirements for the treatment level supplied, as determined by the District.

## **Section 8: Service Constraints**

All service is contingent on the quantity and quality of Recycled Water available from District's facilities and shall be provided in accordance with this Ordinance and the terms of the Agreement between the District and the Customer.

## **Section 9: Distribution**

The District reserves the right to control and schedule distribution as necessary to:

- 1) Maintain an acceptable working pressure
- 2) Safeguard the public health
- 3) Manage the availability of the Recycled Water supply
- 4) Construct, maintain, and operate facilities

## **Section 10: Metering & Charges For Service**

All use shall be metered, and all customers shall be held responsible and charged for all Recycled Water passing through the meter(s). It is the policy of the District to price Recycled Water at a sufficient discount from the price of potable water to make the use of Recycled Water for irrigation and other suitable uses cost effective for new development, and result in savings sufficient to encourage existing customers of the District to convert existing uses to Recycled Water where appropriate. To accomplish this policy the Board of Directors will set the price of Recycled Water service at least 10% less than the price of potable water served by the District.

## **Section 11: Unauthorized Usage:**

When the District has discovered an unauthorized use, the District shall, as appropriate, notify the California Department of Public Health of such unauthorized use. Repeated unauthorized usage shall be considered as tampering with District property and may result in the offender being charged and prosecuted.

## **Section 12: Notice of Violation and Penalties:**

In addition to any other penalty permitted by law, if and when the District becomes aware of any violation of this Ordinance, a written notice shall be placed on the property where the violation occurred and/or mailed to the person who is regularly billed for the service where the violation occurs and to any other person(s), and/or home owner associations known to the District who is responsible for the violation or its correction.

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

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

1. The notice of violation described above shall constitute the first violation of the provisions of this Ordinance with no fine amount attached.
2. The second violation of any provision of this Ordinance, within the same twelve month period beginning with the first violation, a fine in the amount of one hundred and fifty dollars (\$150.00) shall be added to the customer's and/or association's water bill.
3. The third violation of any provision of this Ordinance, within the same twelve month period beginning with the first violation, a fine in the amount of three hundred dollars (\$300.00) shall be added to the customer's and/or association's water bill.
4. The fourth violation of any provision of this Ordinance, within the same twelve month period beginning with the first violation, a fine in the amount of six hundred dollars (\$600.00) shall be added to the customer's and/or association's water bill.
5. The fifth violation of any provision of this Ordinance, within the same twelve month period beginning with the first violation, a fine in the amount of twelve hundred dollars (\$1,200.00) shall be added to the customer's and/or association's water bill.

**Section 13: Severability:**

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court or competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

**Section 14: Effective Date:**

This Ordinance shall take effect and be in full force and effect thirty (30) days after the date of its adoption.

**Section 15: Publication:**

A summary of this Ordinance shall be published in a newspaper and circulated in the District at least five (5) days prior to the Board of Directors' meeting at which the proposed Ordinance is to be adopted. A certified copy of the full text of the proposed Ordinance shall be posted in the District office. Within fifteen (15) days after adoption of the Ordinance, the summary with the names of those voting for and against the Ordinance shall be published again, and the District shall post a certified copy of the full text of such adopted Ordinance.

Introduced at a meeting of the Board of Directors on April 8, 2015, and passed and adopted by the Board of Directors of the San Simeon Community Services District on May 13, 2015, by the following roll call vote:

Chairperson McAdams \_\_\_\_\_ Vice-Chair Fields \_\_\_\_\_ Director Price \_\_\_\_\_

Director Williams \_\_\_\_\_ Director Patel \_\_\_\_\_

On motion of Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_.

\_\_\_\_\_  
Ralph McAdams, President

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Heather K. Whitham, District Counsel



# IRJ ENGINEERS INC.

MECHANICAL & ELECTRICAL ENGINEERS

2497 E. HARBOR BOULEVARD, SUITE 1 VENTURA, CALIFORNIA 93001-3933  
TELE (805) 642-2355 FAX (805) 658-0623

OFFICERS

JACK V. IVERS, P.E.

STEVEN ROMOFSKY, P.E.

JILL E. JOHNSON, P.E.

March 16, 2015

Mr. Jon Turner  
Phoenix Civil Engineering, Inc.  
4532 Telephone Road, Suite 113  
Ventura, CA 93003

Re: San Simeon Community Services District  
Potable Water Well Head Treatment Project  
Electrical Design  
Proposal

Dear Mr. Turner:

We propose to render professional Electrical Consulting Engineering services in connection with the Potable Water Well Head Treatment project. You are expected to furnish us with full information as to your requirements for this project and also to make available all pertinent existing data. If the project continues for more than twelve months because of reasons beyond our control, our compensation will be subject to an equitable adjustment.

This proposal remains open for acceptance until April 16, 2015.

Our Basic Services will consist of performing an electrical design for this project. Our scope of work is as set forth below:

- I. The existing record drawings, furnished by your office will serve as our reference for existing conditions. We will perform one site visit to verify the existing conditions match the record drawings. If the record drawings are inaccurate or incomplete, and additional work is required to make measured drawings of or to investigate existing conditions that do not match the record drawings, we will inform you and request a modification for our services. Where concealed conditions prevent determining the accuracy of the record drawings we will rely on the record drawings.
- II. We will prepare Construction Documents consisting of drawings and specifications that reflect the following work:
  - A. New 200A, 480Y/277V, three-phase electrical service for the new building housing the RO and CIP skids. Service equipment will consist of a meter pedestal or wall mounted meter/main combination socket box located on the building exterior. We will provide you with information to allow the owner to prepare the application for service with PG&E.
  - B. A new 200A, 480Y/277V, three-phase panelboard will be designed for installation within the interior of the new building. 100A, 480Y/277V feeders will be designed for connection at the control panels provided with both the RO and CIP skids. In



Mr. Turner

March 16, 2015

Page 2

addition, another circuit will provide the primary power to a 480-120/240V, single-phase transformer.

- C. A new 100A, 120/240V, single phase loadcenter will be provided within the building for connection of building lighting, convenience receptacles, ventilation equipment, and an owner furnished chemical injection control system.
- D. Lighting will use fluorescent and/or LED lamp sources and will be provided for operation of the equipment inside of the new building and for minimal lighting on the site where the new equipment is located.
- E. We will provide 120V convenience receptacles on each wall of the interior and also on the exterior wall near the storage tanks.
- F. We will provide energy calculations and forms for the lighting in compliance with the California Energy Standards and the requirements of the County of San Luis Obispo.

### III. Deliverables

- A. A 100% submittal will include final drawings only. The electrical specifications will be located on one of the drawings.
- B. All deliverables will be provided in electronic pdf format.
- C. We estimate that there will be three electrical drawings. E1 will include symbols, one line diagram, energy forms, and details. E2 will include area plans, floor plans, and details. E3 will include the specifications.

### IV. This proposal is based on the following assumptions and requirements:

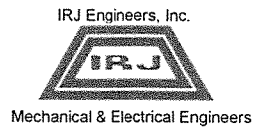
- A. We will be provided with electronic site plans compatible with AutoCAD.
- B. We will be provided with copies of the RO and CIP manufacturer drawings showing the electrical requirements including load and control panel locations.
- C. No provisions for emergency power or security systems are included.
- D. Others will perform preparation of the general conditions portion of the specifications, coordination of the bidding, contractor selection, and reproduction of the construction documents.

We propose to perform our Basic Services on an hourly basis per the enclosed rate schedule with a not-to-exceed fee of \$5,800.00. We will invoice you monthly. If the scope of work is modified from that stated herein, we reserve the right to renegotiate this proposal.

Services beyond this scope of work are Additional Services and will be charged on an hourly basis per the enclosed rate schedule. Invoices for Additional Services will include number of hours spent and employee classification. Any Additional Services will be agreed to in writing between the parties prior to the commencement of the additional work.

We will submit a proposal to you for Bidding and Construction Support after approval of the design by the Authority Having Jurisdiction.

We would expect to start our services promptly after receipt of an executed agreement. We expect to have documents ready for your review within four weeks after our initial site visit,



Mr. Turner

March 16, 2015

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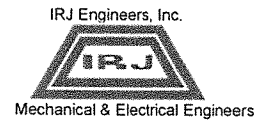
receipt of electronic site plans, and the manufacturers' drawings for the skids. If this proposal is acceptable, please provide an agreement for our review.

Thank you for the opportunity to submit this proposal. We look forward to working with you. Please call if you have questions.

Sincerely,

Jack V. Ivers, E12522  
President

Encl: Rate Schedule 1207



March 16, 2015

**Rate Schedule 1207**

The hourly rate schedule is listed below.

Principals	\$150.00 per hour
Professional Engineers	\$125.00 per hour
Senior Engineering Designers	\$ 90.00 per hour
Engineering Designers/CAD Drafters	\$ 75.00 per hour
Clerical Staff	\$ 55.00 per hour

## RESOLUTION NO. 15-371

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT IMPLEMENTING A STAGE THREE WATER SHORTAGE PURSUANT TO THE DISTRICT'S WATER CONSERVATION PLAN

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

**WHEREAS**, pursuant to Water Code Section 375 et seq., the Board of Directors may adopt a water conservation program to reduce the quantity of water used for the purpose of conserving the water supply of the District; and

**WHEREAS**, the District currently has a Water Conservation Plan adopted pursuant to Water Code Section 375 et seq., which is set forth in Ordinance No. 114; and

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

**WHEREAS**, on April 25, 2014, the Governor proclaimed a Continued State of Emergency to exist throughout the State of California due to the ongoing drought; and

**WHEREAS**, on April 1, 2015, the Governor issued Executive Order B-29-15 directing the State Water Resources Control Board to work with local agencies to come up with ways to reduce water usage by twenty-five percent. The Order finds that severe drought conditions continue to present urgent challenges and that new expedited actions are needed to reduce the harmful impacts from water shortages and other impacts of the drought; and

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

**WHEREAS**, the District's Water Conservation Plan contained in Ordinance No. 114 contains Stage One, Two and Three water conservation measures and restrictions on the use of potable water; and

**WHEREAS**, the Board of Directors deems it necessary and appropriate to implement a Stage Three Water Shortage in order to protect the public health, safety and general welfare of the public.

**NOW, THEREFORE, BE IT RESOLVED** by the San Simeon Community Services District Board of Directors as follows:

1. Based upon the existing water conditions, as described above, and in presentations to the Board of Directors, the Board of Directors hereby finds that the demands and requirements of water consumers cannot be satisfied without threatening the water supply of the District to the extent that there may be insufficient water for human consumption, sanitation and fire protection.
2. Based on the District's existing conditions and on concerns regarding the anticipated prolonged drought conditions, the Board of Directors hereby implements a Stage Three Water Shortage pursuant to its Water Conservation Plan with water conservation measures as set forth in Ordinance No. 114 all of which the Board of Directors finds are necessary in order to protect the public health, safety and general welfare of the public.
3. Within five days from the date of this Resolution, the General Manager is hereby directed to provide notice to all water customers of the Stage Three Water Shortage conditions and water conservation measures by special mailing or by a notice inserted into the water/sewer bills. Notice will also be posted at the District Office, Chamber of Commerce, San Simeon Post Office and on the District website.
4. This Resolution shall take effect upon adoption.

PASSED AND ADOPTED THIS 8<sup>th</sup> day of April, 2015. Upon motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_ and on the following roll call vote to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
Ralph McAdams, Chairperson  
Board of Directors

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



3155 ROSE AVENUE  
SAN LUIS OBISPO, CA 93401  
(805) 234-7393  
JEFFO@OLIVE-ENV.COM  
WWW.OLIVE-ENV.COM

April 1, 2015

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

**Subject: Potable Water Well Head Treatment Project Environmental Determination**

Dear Charlie:

Thank you for the opportunity to work with the San Simeon Community Services District (SSCSD) on the environmental determination for the Potable Water Well Head Treatment Project. Based on our understanding, the project consists of the installation of a potable water treatment system to address increased chloride levels in the community water supply that have resulted from drought conditions and gradual sea water introduction at the community well fields. The chloride situation in the well field is drastically reducing the options for production of potable drinking water that has acceptable levels of chloride. The two main wells are impacted by the chloride levels and Well #3 is being relied upon almost solely by the SSCSD. It is also beginning to show elevated chloride levels.

The proposed project would install a well head treatment system on the well field discharge pipeline as it transitions from the potable water well site to the SSCSD distribution system and storage network.

The pipeline is an existing 8-inch diameter pipeline. Separate suction and discharge connections would be made on the pipeline located a few feet apart. Isolation valves will be installed to allow the SSCSD to isolate the system and the treatment process for maintenance and operation issues. The treatment system will connect to these two connection points.

The wellhead treatment system is comprised of an equipment skid mounted reverse osmosis treatment system. In addition, a clean in place (CIP) system will be provided that will allow for the cleaning of the reverse osmosis (RO) membranes which will be required from time to time to maximize performance.

Both systems will be skid mounted. Separately, the SSCSD will grade the site level (fairly level presently) and install reinforced concrete equipment pads that the treatment process will be mounted to. Storage tanks and a permeate tank will also be installed on pads around the site. The site will be located directly outside of the District office on a parcel that is owned by the District. A metal building will be installed over the treatment equipment skids to protect them from the environment.

The concentrate will be temporarily discharged into the sanitary sewer collection system which is located adjacent to the proposed treatment unit facility. In discussions with the Regional Water Quality Control Board, the SSCSD confirmed that the discharge of the brine to the wastewater collection system is an activity covered under their existing permit. The District wastewater treatment plant discharges the effluent from the community through an existing ocean outfall. The brine will be discharged through the outfall with the treated effluent.

The wellhead treatment system will allow the District to operate their wells (Wells 1 and 2) continuously when there is a drought and the water levels are low and the chlorides are elevated. It will also allow the District the freedom from use of the Hearst well (Well 3) and the expenses associated with its use for blending.

The project would provide for the treatment of the water currently being utilized by the community. The project site is located directly adjacent to the existing SSCSD office on a previously disturbed, level pad used for District parking. Grading will be minimal, and no vegetation will be removed.

Although the project does not trigger the need for discretionary land use permits, because the project is considered to be an action by a public agency that may have the potential to result in a direct or indirect physical change to the environment, the project is required to be reviewed under CEQA. However, because the project will be located completely within the previously disturbed parking area adjacent to the SSCSD office, will not result in the expansion of the current well field, will not include any earth disturbance or grading on native or undisturbed soils, and no vegetation will be disturbed, the project is determined to be categorically exempt under CEQA.

Categorical exemptions are made up of classes of projects that generally are considered not to have potential impacts on the environment. Categorical exemptions are identified by the State Resources Agency and are defined in the CEQA Guidelines. Specifically, Section 15301 of the CEQA Guidelines defines Categorical Exemption Class 1 for existing facilities. Categorical Exemption Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. Because the proposed project is considered to be a minor addition to the existing community water system, the proposed Potable Water Well Head Treatment Project is determined Categorically Exempt from CEQA under the Class 1 Exemption.

Attached to this letter is a copy of the Notice of Exemption prepared for the proposed project. Upon certification of the Notice by the SSCSD Board of Directors, Oliveira Environmental Consulting LLC will file the Notice of Exemption with the County Clerk in order to reduce the statute of limitations for any challenge to the agency from 180 days to 35 days.

Thank you for the opportunity to assist you on this project and we look forward to working with you in the future. Please feel free to contact me anytime if you have any questions.

Sincerely,



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

*Attachment:*

*San Simeon Community Services District Potable Water Well Head Treatment Project Notice of Exemption*

**RESOLUTION NO. 15-372**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE SAN SIMEON COMMUNITY SERVICES DISTRICT  
ESTABLISHING A CALIFORNIA ENVIRONMENTAL QUALITY ACT  
FINDING OF EXEMPTION FOR THE POTABLE WATER  
WELL HEARD TREATMENT PROJECT**

**WHEREAS**, the San Simeon Community Services District ("District") is a community services district duly formed under Government Code Section 61000 et seq. to provide community services within the District's service area, including water and sewer services; and

**WHEREAS**, in order to address increased chlorine levels in the District water supply that have resulted from drought conditions and gradual sea water introduction at the District well fields, the District has developed a proposed project consisting of the addition of a potable water well head treatment component to the existing District water system (the "Project"); and

**WHEREAS**, the Project will be located directly adjacent to the existing District office, on a previously disturbed pad used for parking and will not result in an increase in water production capacity; and

**WHEREAS**, the District has studied the Project, made appropriate findings and concluded that the preparation of a Categorical Exemption in accordance with the California Environmental Quality Act ("CEQA") is appropriate for this Project; and

**WHEREAS**, a noticed public meeting was held on April 15, 2015 by the District, and at that meeting there was the opportunity for public comment regarding the determination; and

**WHEREAS**, based on the information contained in the documentation of the Project design and associated potential impacts, along with testimony and public input, the Board of Directors find that the Project is categorically exempt.

**NOW, THEREFORE, BE IT RESOLVED** by the San Simeon Community Services District Board of Directors that the Project is exempt from CEQA pursuant to CEQA Guideline Section 15301, Class 1, as set forth in the "Notice of Exemption" attached hereto as Exhibit "A" and incorporated herein by this reference.

**BE IT FURTHER RESOLVED**, that the Board of Directors find as follows:

1. The Project consists of the minor alteration of an existing public facility.



2. The Project would result in the addition of potable water treatment equipment to the existing District water system and would not result in the expansion of the existing water service capacity nor would it result in increased water pumping.
3. The addition of the water treatment equipment would be completely within the footprint of the existing District office parking area.

**BE IT FURTHER RESOLVED**, that the Board of Directors authorizes and directs the District General Manager to file the Notice of Exemption with the San Luis Obispo County Clerk.

PASSED AND ADOPTED THIS 8<sup>th</sup> day of April, 2015. Upon motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_ and on the following roll call vote to wit:

AYES:

NOES:

ABSTAIN:

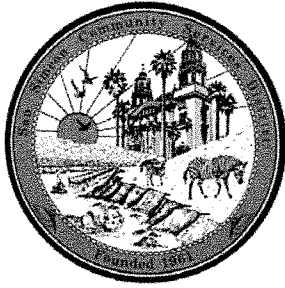
ABSENT:

\_\_\_\_\_  
Ralph McAdams, Chairperson  
Board of Directors

ATTEST:

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

Attachment: Exhibit A- Notice of Exemption



# San Simeon Community Services District

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## NOTICE OF EXEMPTION

**TO:** County Clerk  
County of San Luis Obispo

San Simeon Community Services District Potable Water Well Head Treatment Project

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**Project Title**

111 Pico Avenue, San Simeon CA 93452 (San Simeon CSD Office)

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**Project Location – Specific**

San Luis Obispo

---

**Project Location – County**

Project consists of the addition of a potable water well head treatment component to the existing San Simeon CSD community water system. The project consists of the installation of a potable water treatment system to address increased chloride levels in the community water supply that have resulted from drought conditions and gradual sea water introduction at the community well fields. The two main existing wells are impacted by the chloride levels and Well #3 is being relied upon almost solely by the SSCSD, which is also beginning to show elevated chloride levels. The proposed project would install a well head treatment system on the well field discharge pipeline as it transitions from the potable water well site to the SSCSD distribution system and storage network.. The project will be located directly adjacent to the existing SSCSD office, on a previously disturbed pad used for parking, and will not result in an increase in water production capacity.

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**Description of Nature and Purpose of Project**

San Simeon Community Services District

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**Name of Public Agency Approving Project**

San Simeon Community Services District

---

**Name of Person or Agency Carrying Out Project/Beneficiaries of Project**

**Exempt Status: (Check One)**

- |                                     |                        |                                 |
|-------------------------------------|------------------------|---------------------------------|
| <input type="checkbox"/>            | Ministerial            | {Sec. 21080(b)(1); 15268}       |
| <input type="checkbox"/>            | Declared Emergency     | {Sec. 21080(b)(3); 15269(a)}    |
| <input type="checkbox"/>            | Emergency Project      | {Sec. 21080(b)(4); 15269(b)(c)} |
| <input checked="" type="checkbox"/> | Categorical Exemption. | {Sec. 15301; Class: 1}          |

**Reasons why project is exempt:** Consists of the minor alteration of an existing public facility.

Project would result in the addition of potable water treatment equipment to the existing community water system and would not result in the expansion of the existing water service capacity and would not result in increased water pumping. The addition of the water treatment equipment would be completely within the footprint of the existing SSCSD office parking area.


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Contact Person Charlie Grace, SSCSD General Manager

Telephone (805) 927-4778

**If filed by applicant:**

1. Attach certified document of exemption finding
2. Has a notice of exemption been filed by the public agency approving the project?  
Yes\_\_ No\_\_

Signature  Date 4/1/15

Name (Print) Jeff Oliveira, Principal Environmental Planner  
Oliveira Environmental Consulting LLC