

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



BOARD PACKET

**Wednesday, December 10, 2014
Regular Meeting 6:00 pm**

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

Prepared by GES

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, December 10, 2014
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 November.
- B. **Public comment on Sheriff's Report**

3. BOARD PRESENTATIONS AND ANNOUNCEMENTS:

Presentation of the "Dee Dee Ricci Beautification Award" to El Chorlito Restaurant, by Dee Dee Ricci

4. STAFF REPORTS

A. General Manager's Report

- 1. **Staff Activity** – Report on Staff activities for the month of November.
- 2. **Update** – Well head treatment system project
- 3. **Update** - USDA Grant application for Well Head Treatment Unit.

B. Superintendent's Report

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

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

C. District Financial Summary – Update on Monthly Financial Status for close of business November 30, 2014.

D. District Counsel's Report –Heather Whitham

5. ITEMS OF BUSINESS

A. Approval of last month's minutes – November 12, 2014.

B. Approval of Disbursements Journal(s) – December 10, 2014.

6. DISCUSSION/ACTION ITEMS

A. Accept the Certificate of Appointment by the San Luis Obispo County Clerk.

B. Administer the Oath of Office to Newly Appointed Directors McAdams and Patel.

C. Board Vote on Appointment of Chair and Vice Chair for the 2015 calendar year.

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
Staff Activities for November

4A. General Manager's Report December 10, 2014

- 1. Staff Activity** – Report on Staff activities for the month of November
During the month Staff read meters and distributed water billing to customers. Grease trap inspections were conducted and will continue through the month of December.

Staff worked with Phoenix Engineering and Olivera Environmental on their proposals for the Recycled Water Project and their portions of the work plan. Staff revised the work plan, budget and other paperwork necessary to meet the County's deadline for the Grant approval process. Staff assisted hotels with questions regarding the recycled water contract in effort that they could be submitted in a timely manner.

- 2. Update** – Well Head Treatment Project

After extensive coordination staff received a proposal from Evoqua to rent a well head treatment system to reduce hardness and chloride from water pumped via well one and well two. Staff continues to work with Evoqua by exploring their capital lease program in effort to eventually own the treatment devise.

- 3. Update** - USDA Grant Application for Well Head Treatment Project

Phoenix Engineering has completed the Preliminary Engineering Report (PER) for the Grant and staff submitted the PER to the USDA. Staff is continuing with the application process required by the USDA for Grant approval. The USDA suggested they review the PER prior to SSCSD submitting the remainder of the application. The PER is currently being review by the USDA engineering department for grant compatibility.

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

- **Wastewater Treatment Plant**
- **Water Distribution System**
- **District & Equipment Maintenance**

4B. Superintendent's Report

Activities of November 2014

1. Wastewater Treatment Plant

- All sampling, testing and reporting at the wastewater treatment plant and the recycled water facility was performed as required by the RWQCB.
- The oxygen pressure regulator on the Recycled Water Facility failed and was replaced.
- A pH study was performed. A report for the study was assembled to be submitted to the RWQCB.

2. Water Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the CDPH.
- Monthly meter reading was performed.

3. District and Equipment Maintenance

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

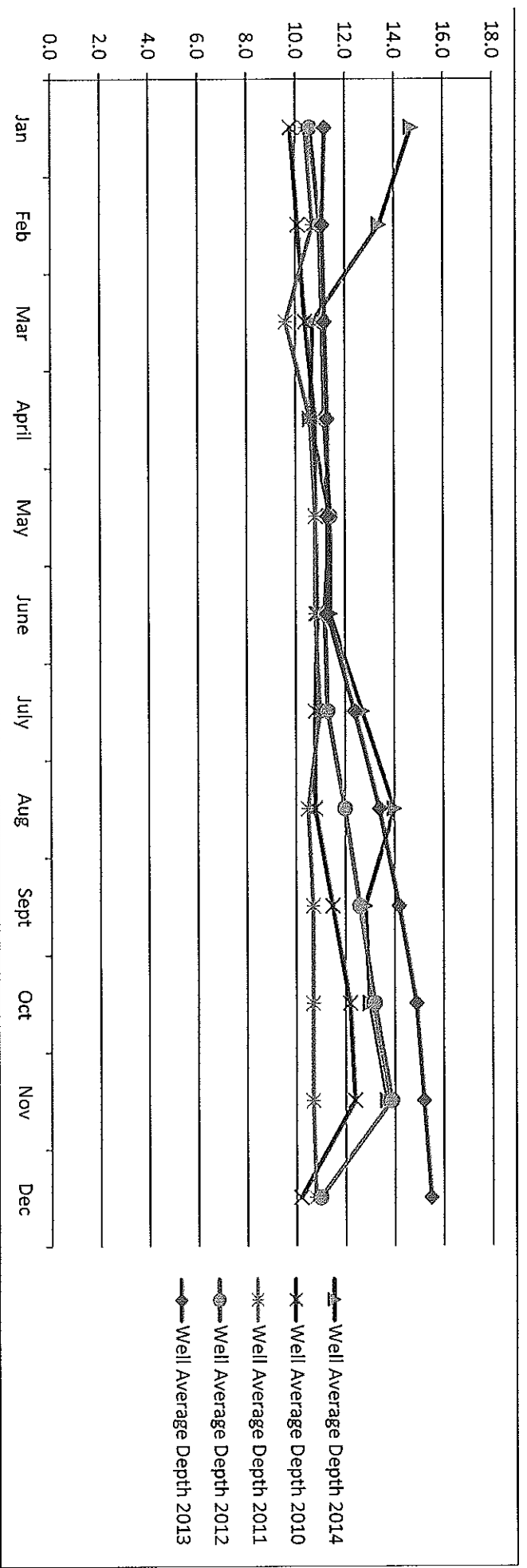
San Simeon Community Services District - Monthly Data Report -November 2014

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
11/01/14	Sat	89,787	82,590	0	823	43,500	44,323	0	13.2	13.2	0.08	2,893
11/02/14	Sun	64,682	68,170	0	11,370	44,100	55,470	0	13.3	13.3	0.00	3,671
11/03/14	Mon	73,814	65,940	0	15,558	85,800	101,358	0	13.3	13.3	0.00	3,446
11/04/14	Tue	70,748	42,920	0	5,685	43,200	48,885	0	13.4	13.4	0.00	3,360
11/05/14	Wed	66,554	46,680	0	3,890	38,600	42,490	0	13.4	13.4	0.00	3,533
11/06/14	Thu	76,260	51,810	0	898	46,200	47,098	0	13.4	13.4	0.00	3,168
11/07/14	Fri	66,896	52,140	0	0	400	400	0	13.5	13.5	0.00	4,611
11/08/14	Sat	81,678	74,500	0	0	45,900	45,900	0	13.5	13.5	0.00	2,196
11/09/14	Sun	98,182	91,060	0	2,094	95,800	97,894	0	13.5	13.5	0.00	4,712
11/10/14	Mon	67,232	67,560	0	49,144	66,500	115,644	0	13.6	13.6	0.00	3,691
11/11/14	Tue	67,409	62,150	0	8,452	57,000	65,452	0	13.7	13.7	0.00	4,633
11/12/14	Wed	57,774	48,920	0	0	30,900	30,900	3,840	13.7	13.7	0.00	3,859
11/13/14	Thu	58,424	45,070	0	28,424	37,000	65,424	1,720	13.7	13.7	0.12	2,978
11/14/14	Fri	65,207	46,410	0	11,594	25,100	36,694	0	13.7	13.7	0.00	3,919
11/15/14	Sat	84,355	68,990	0	10,996	31,200	42,196	0	13.8	13.8	0.00	3,287
11/16/14	Sun	69,598	60,650	0	14,885	35,900	50,785	0	13.8	13.8	0.00	4,207
11/17/14	Mon	72,847	73,430	0	12,118	48,800	60,918	0	13.8	13.8	0.00	3,748
11/18/14	Tue	71,197	58,220	0	10,771	41,800	52,571	0	13.9	13.9	0.00	3,350
11/19/14	Wed	78,357	61,740	0	10,771	41,300	52,071	730	13.9	13.9	0.23	5,027
11/20/14	Thu	68,750	47,060	0	0	42,000	42,000	0	13.9	13.9	0.28	3,212
11/21/14	Fri	74,152	53,080	0	8,602	41,800	50,402	0	13.9	13.9	0.00	3,016
11/22/14	Sat	111,963	69,170	0	8,153	47,300	55,453	0	13.9	13.9	0.00	3,589
11/23/14	Sun	74,793	63,310	0	20,495	45,900	66,395	0	13.9	13.9	0.00	2,795
11/24/14	Mon	98,038	70,150	0	10,248	41,600	51,848	0	13.9	13.9	0.00	5,076
11/25/14	Tue	79,449	66,800	0	14,362	49,500	63,862	0	13.9	13.9	0.00	3,066
11/26/14	Wed	91,131	63,720	0	14,212	52,200	66,412	2,730	14.0	14.0	0.00	4,138
11/27/14	Thu	90,204	63,430	0	10,472	46,600	57,072	0	14.0	14.0	0.00	3,998
11/28/14	Fri	93,418	85,680	0	13,314	51,900	65,214	0	14.0	14.0	0.00	4,458
11/29/14	Sat	89,728	87,910	0	18,027	62,100	80,127	0	14.1	14.1	0.00	4,802
11/30/14	Sun	75,080	80,140	0	14,362	51,900	66,262	0	14.0	14.0	0.39	5,789
TOTALS		2,327,707	1,919,400	0	329,718	1,391,800	1,721,518	9,020			1.10	114,228
Average		77,590	63,980	0	10,991	46,393	57,384	301	13.7	13.7	0.04	3,808
Minimum		57,774	42,920	0	0	400	400	0	13.2	13.2	0.00	2,196
Maximum		111,963	91,060	0	49,144	95,800	115,644	3,840	14.1	14.1	0.39	5,789

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	2,751,561	27,515,661
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	2,664,050	26,664,050
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	2,475,107	24,751,656
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	2,385,398	23,385,398
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	N/A	N/A
Adjusted Sewer/Water Produced Ratio	0.94	1.10	1.10	1.14	1.00	1.04	1.02	1.04	1.05	1.01	1.29	N/A	N/A
Well 1 Water Pumped	1,368,990	0	374,374	1,148,479	1,099,186	1,190,814	1,436,085	1,386,532	232,703	598	0	0	8,237,762
Well 2 Water Pumped	523,151	1,493,158	1,595,634	909,867	1,097,427	1,123,200	1,295,012	1,343,183	1,573,792	642,008	329,718	0	N/A
Well 3 Water Pumped	0	244,000	0	0	0	0	0	0	386,100	1,540,300	1,391,800	0	3,562,200
Total Well Production	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	2,385,399	23,385,399
Water Well 1 Avg Depth to Water	14.6	13.1	10.7	10.6	10.5	11.4	12.7	14.0	12.8	13.0	13.7	N/A	N/A
Water Well 2 Avg Depth to Water	14.7	13.4	10.6	10.5	10.5	11.3	12.6	13.9	12.8	13.0	13.7	N/A	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	N/A	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	N/A	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	0	2,700,913
State % of Total WW Flow	13%	13%	16%	14%	14%	14%	8%	5%	6%	6%	5%	0	N/A
Recycled Water Sold (Gallons)	0	0	0	125	5,785	10,420	29,555	44,145	36,080	38,705	9,080	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	0	66,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	N/A
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
2013	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
Wastewater Final Effluent (Month Cycle)	2,021,340	1,908,020	2,318,280	2,451,860	2,643,980	2,808,900	3,419,550	3,346,020	2,749,810	2,603,850	2,258,780	2,353,200	30,883,590
Wastewater Influent	2,314,345	2,162,072	2,521,425	2,462,631	2,597,523	2,836,232	3,360,480	3,305,527	2,735,386	2,525,334	2,084,338	2,313,438	31,218,731
Adjusted Wastewater Influent (- State Flow) *	2,067,826	1,945,010	2,232,831	2,144,411	2,239,609	2,452,299	2,819,473	2,783,082	2,351,167	2,191,107	1,852,313	2,007,408	27,086,536
Water Produced (month cycle)	1,727,730	1,703,869	1,995,696	2,278,258	2,540,208	2,803,862	3,198,897	3,089,090	2,471,242	2,288,805	1,854,816	2,032,266	27,984,740
Sewer Influent/Water Produced Ratio	1.34	1.27	1.26	1.08	1.02	1.01	1.05	1.08	1.11	1.10	1.22	1.17	N/A
Adjusted Sewer/Water Ratio	1.20	1.14	1.12	0.94	0.88	0.88	0.88	0.90	0.95	0.96	1.00	1.01	N/A
Average Depth of Both Wells	11.3	11.1	11.2	11.3	11.3	11.3	12.4	13.4	14.2	14.9	15.2	15.5	N/A
Change in Average Well Depth from 2011	+0.6	+0.1	+0.1	+0.1	+0.1	+0.1	+1.1	+1.4	+1.6	+1.7	+1.3	+5.5	N/A
State Wastewater Treated	246,519	217,062	288,594	318,220	357,914	383,933	541,007	522,445	384,219	334,227	232,025	281,172	4,107,337
State % of Total WW Flow	11%	10%	11%	13%	14%	14%	16%	16%	14%	13%	11%	12%	N/A
Biosolids Removal (Gallons)	6,000	0	0	6,000	6,000	12,000	6,000	12,000	12,000	6,000	6,000	6,000	78,000
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 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	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	



4C. DISTRICT FINANCIALS
Renee Lundy
November 30, 2014

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

SAN SIMEON COMMUNITY SERVICES DISTRICT



4C. FINANCIAL SUMMARY

BILLING
November 30, 2014

October Billing Revenue	\$ 59,532.62
November Billing Revenue	\$ 56,326.44
Past Due (31 to 60 days)	\$ 191.78
Past Due (60 days)	\$ 234.01

RABOBANK SUMMARY
Ending Balances November 30, 2014

Summary of Transactions:

Money Marketing Account Closing Balance October 31, 2014	\$ 634,916.90
Transfer from Well Rehab Account	\$ 71,730.00
Interest November	\$ 136.57
Money Marketing Account Closing Balance November 30, 2014	\$ 706,783.47
Reserve Fund	(\$ 250,000.00)
Wait List Addition Hathor/Hulbert \$2280	Hook up Deposits (\$ 45,750.00)
	Available Funds \$ 411,033.47

General Checking Account	\$ 75,713.93
Well Rehab Project/USDA Checking Account	\$ 100.05

LAIF Closing Balance November 30, 2014	\$ 518.85
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SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of December 1, 2014

	Dec 1, 14
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1020 · General checking	75,713.93
1022 · USDA checking	100.05
1040 · Cash in county treasury	(3,053.68)
1050 · LAIF - non-restricted cash	518.24
1060 · Money Market Account 9548643039	706,783.47
Total Checking/Savings	780,212.01
Other Current Assets	
1200 · Accounts receivable	59,530.08
1300 · Prepaid expenses	4,801.15
Total Other Current Assets	64,331.23
Total Current Assets	844,543.24
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	145,088.22
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	258,110.12
1640 · Wellhead project	444,712.08
Total 1400 · Fixed assets	3,899,023.68
1650 · Walkway access projects	11,511.00
1660 · RO Unit	1,968.00
1690 · Accumulated depreciation	(1,996,738.96)
Total Fixed Assets	1,915,763.72
Other Assets	
1710 · Customer deposits	100.00
Total Other Assets	100.00
TOTAL ASSETS	2,760,406.96
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll liabilities	382.50
2500 · Customer security deposits	10,308.13
2510 · Connect hookup wait list	45,750.00
2520 · USDA Loan	479,310.00
Total Other Current Liabilities	535,750.63
Total Current Liabilities	535,750.63
Total Liabilities	535,750.63
Equity	
3200 · Fund balance	2,332,653.26
3900 · Suspense	61,598.91
Net Income	(169,595.84)
Total Equity	2,224,656.33
TOTAL LIABILITIES & EQUITY	2,760,406.96

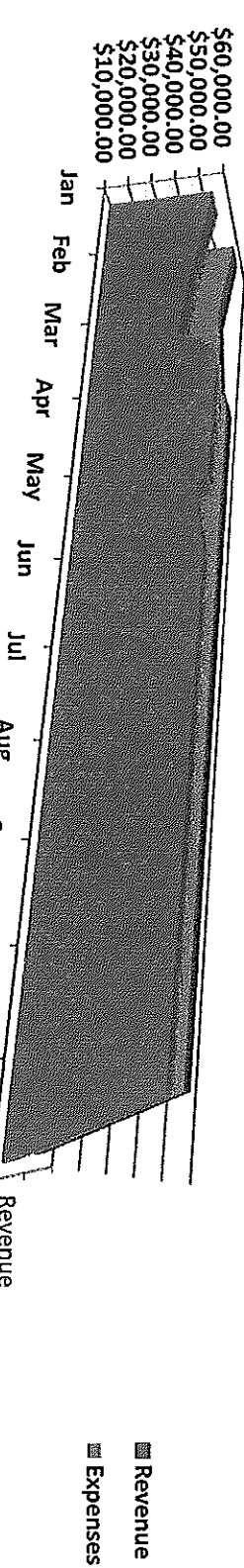
2014 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals	
State Billing				\$23,125.64			\$24,891.66						\$9,972.00	\$57,989.30
Property Tax	\$1,327.66	\$1,155.60	\$2,632.24	\$21,054.41	\$912.02	\$195.04	\$1,749.86		\$170.96	\$4,304.07	\$6,305.04		\$39,806.90	
Water	\$21,971.3	\$19,076.2	\$16,337.8	\$22,890.1	\$21,881.1	\$25,417.3	\$34,524.9	\$30,347.3	\$26,979.2	\$24,551.7	\$23,063.4		\$267,040.12	
Sewer	\$25,116.2	\$22,334.7	\$19,215.2	\$27,214.3	\$26,016.0	\$30,425.9	\$41,554.7	\$36,609.6	\$32,364.6	\$29,124.2	\$27,266.3		\$317,241.60	
Service	\$5,366.4	\$5,366.4	\$5,366.4	\$5,366.4	\$5,392.2	\$5,392.2	\$5,773.5	\$5,747.7	\$5,747.7	\$5,747.7	\$5,775.1		\$61,041.67	
Late Fees	\$155.8	\$100.4	\$93.9	\$413.6	\$896.4	\$139.2	\$124.0	\$44.8	\$94.8	\$153.1	\$221.7		\$2,437.60	
Total	\$53,937.3	\$48,033.3	\$43,645.6	\$100,064.4	\$55,097.7	\$61,569.5	\$108,618.6	\$72,749.4	\$65,357.2	\$63,880.8	\$72,603.5		\$745,557.19	
Water Sold Cu Ft	223200	206900	177200	248063	236917	275338	352622	309962	275523	250905	235552		2792182	
Water Sold Acre ft	5.12	4.75	4.07	5.69	5.44	6.32	8.10	7.12	6.33	5.76	5.41		64.10	



REVENUE VS EXPENSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$53,937.30	\$48,033.30	\$43,645.60	\$100,064.40	\$55,097.70	\$61,569.50	\$108,618.60	\$72,749.40	\$65,357.20	\$63,880.80	\$72,603.50		\$745,557.30
Expenses	\$58,555.68	\$53,848.94	\$56,471.91	\$67,511.62	\$68,584.98	\$63,061.56	\$68,239.78	\$75,948.43	\$67,780.30	\$71,023.34	\$70,022.86		\$721,049.40
Balance	-\$4,618.38	-\$5,815.64	-\$12,826.31	\$32,552.78	-\$13,487.28	-\$1,492.06	\$40,378.82	-\$3,199.03	-\$2,423.10	-\$7,142.54	\$2,580.64		\$24,507.90



5. ITEMS OF BUSINESS

5A. Regular Meeting Minutes – November 12, 2014

**5B. Disbursements Journal – December 10, 2014,
General Checking**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, November 12, 2014
6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

1. REGULAR SESSION: 6:03 PM

A. Roll Call

Chairperson McAdams - Present
Vice-Chair Fields - Present
Director Williams - Present
Director Price - Present
Director Patel – Present

Also Present:

General Manager, Charles Grace
District Counsel, Heather Whitham
Sheriff Representative Commander Nix
Cal Fire Battalion Chief Phil Veneris

B. Pledge of Allegiance

2. PUBLIC COMMENT:

The Cal Fire Battalion Chief, Phil Veneris, stopped by to talk about winter tips for the public and address any questions the public had. The winter tips will be sent out in the November billing to all residents of San Simeon. There were a total of 794 for the 2013 year, some of those calls are from North County. 39 of those calls were medial related, no structure fires in San Simeon in 2013.

A. Sheriff's Report – Report for October.

There were 59 calls for service in San Simeon. Such calls were; 8 Assist other agencies, 1 Crime against property, 1 Disturbance, 8 check the welfare of a Citizen, 1 Suspicious Circumstance, 11 Incomplete 911 Calls, 1 Alarm Call, and 28 Self-initiated field activity by a Deputy.

B. Public comment on Sheriff's Report: No Comments

3. BOARD PRESENTATIONS AND ANNOUNCEMENTS:

Beautification award ballots have gone out. A winner will be announced at the December meeting.

4. STAFF REPORTS

A. General Manager's Report

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

During the month of October Staff read meters and distributed water billing to customers. Staff prepared the 4th Quarter newsletter, the ballots for the Beautification Award and distributed both with the October billing. Staff worked with the Auditors, Moss & Levy and the Bookkeeper to help complete the Audit. We have applied for several grants to assist the District with water issues and we are currently working with Phoenix Engineering to help to complete documents and preliminary engineering reports requested by the State Agencies. Letters to all restaurants regarding the San Simeon Fats, Oils, and Grease program have been sent out.

Staff has been working on updating Ordinance 108 and Resolution 14-369 with Counsel, which have been submitted under Discussion Action Items in this Board Packet; all legal postings were completed. Per Ordinance 111 passed in 2012, all notices to all trade journals listed per the Cost Accounting Procedures and Policies Manual have been emailed and mailed out.

Staff worked with the Cambrian and Cambria Director Amanda Rice regarding SSCSD Recycled Water availability. Several new Distributors and residents have been trained.

Staff has been working with several vendors regarding Wellhead treatment possibilities and worked with several vendors in effort to rent a reverse osmosis system. Staff is coordinated with PG&E to determine the required effort to run 480/3 phase power to the well site. Phoenix Engineering is also assisting in the process to by attempting to utilize any temporary equipment in the long term solution.

2. Grants, Loans and Partnership Opportunities:

A. Verbal update on WRAC/IRWM Grant for Purple Pipe.

John Diodati from the County Publics Works Department attended the SSCD Board Meeting to discuss what was still needed from the District in order to be presented the Drought Grant; Proof of funding, the updated Work Plan and budget, and the contracts from the hotels committing to the use of recycled water. Deadline for the aforementioned is December 2nd.

Ms. Lundy is preparing the documents necessary and will meet the County deadline. Contracts will be given to the hotels next week.

B. Update on Submittal of Grant application to USDA for Well Head Treatment Unit.

Staff has been working with the USDA on the Grant application through their Emergency Drought Assistance Program. The Wellhead treatment project qualifies under their terms for emergency assistance. We are working with both concepts of immediate rental equipment and a purchase of equipment. The USDA has agreed to allow incorporation of four months rental into the grant. Their process is long and will take several months before the District would receive any financial help. Staff along with Phoenix Engineering and the USDA are working swiftly to "assist" in the timeline.

3. \$2,144 received from the State Of California for Claim submitted in 2003 for Agenda "prep/posting" reimbursement.

The District received two checks totaling \$2,144 from the State Controller's Office. Staff verified that the funds were from a Grant application that was turned in during 2003. There was a Grant during that time that covers District's costs of posting the Agenda. The original amount asked for was \$7,536. After State "adjustments", total received was \$2,144.

4. Update on Recycled Water Distribution – Current status of distribution within and outside San Simeon CSD Boundaries.

Staff worked with Kathe Tanner to help produce an informative article on the Recycled Water availability for distribution outside San Simeon Boundaries. We have also been working with Cambria Director Amanda Rice to construct and information event for Cambrian's that would like to know more about San Simeon Recycled Water. It would be a short training session much like the training given to Distributors and Site Supervisors.

Staff has trained the Cal Fire Station crew. They will be ready to use Recycled Water for firefighting and some other minor construction uses. Further details are being coordinated to make recycled water for firefighting available.

Staff has had conversations with Cal Trans and Hearst Castle regarding Recycled Water use.

B. Superintendent's Report

1. Wastewater Treatment Plant

- All sampling, testing and reporting at the wastewater treatment plant and the recycled water facility was performed as required by the RWQCB.
- The flow meter on the Recycled Water Facility failed and was replaced.
- 1 load of sludge was hauled away.

2. Water Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the CDPH.
- Monthly meter reading was performed.

3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- Graffiti was removed from the base of the Pico Avenue stairway.

C. District Financial Summary – Update on Monthly Financial Status for close of business October 31, 2014.

September Billing Revenue	\$ 65,731.82
October Billing Revenue	\$ 59,532.62
Past Due (31 to 60 days)	\$ 306.55
Past Due (60 days)	\$ 391.53

RABOBANK SUMMARY: Ending Balances October 31, 2014

Summary of Transactions:

Money Marketing Account Closing Balance October 31, 2014 \$ 634,916.90

Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$ 341,446.90

General Checking Account \$ 134,312.87

Well Rehab Project/USDA Checking Account \$ 71,830.05

LAIF Closing Balance October 31, 2014 \$ 518.85

The Board asked for the Well Rehab funds to be moved over to the Money Marketing Account and to move \$50,000 from General Checking to the Money Marketing Account.

D. District Counsel's Report –Heather Whitham

District Counsel assisted Staff with: Agenda Prep, prepared the notice to contractors under the Uniform Public Construction Cost Accounting Act, prepared the summary of Ordinance 115 for publication, drafted Resolution 14-369 establishing the District's wait list, and revised Resolution 14-370 regarding the Piedras Blancas Outstanding Natural area.

Counsel gave an update on the Ultura Complaint. With Ultura filing for bankruptcy, the best strategy is to submit a claim with the bankruptcy court.

5. ITEMS OF BUSINESS

A. Approval of last month's minutes – October 8, 2014.

Motion to approve minutes as presented.

Motion by: Vice-Chair Fields

2nd by: Director Price

All in: 5 / 0

B. Approval of Disbursements Journal(s) – November 12, 2014.

Motion to approve Disbursements as presented.

Motion by: Director Patel

2nd by: Vice-Chair Fields

All in: 5 / 0

6. DISCUSSION/ACTION ITEMS

A. Consideration of adoption of Ordinance 115: Amending Ordinance 108 establishing water and sewer service allocation transfer requirements.

San Simeon CSD Ordinance 108 establishes water and sewer service allocation transfer requirements. Included in Ordinance 108 is the Wait List. In the past year, we have had three changes to the wait list via property owner change, and the addition of Hather/Hulbert to #8 on the wait list.

As it is a costly and time consuming process to amend District ordinances, the ordinance for your consideration this evening amends Ordinance 108 to allow the Board to adopt the Wait List by way of a resolution. This will allow the Board to make changes to the Wait List in the future by resolution. A few other modifications have been made to the ordinance, which do not affect the original intent or substance of the ordinance.

The Board waved the full reading of the Ordinance at the Board Meeting.

A motion was made to approve Ordinance 115 as presented.

Motion by: Chairperson McAdams

2nd by: Director Price

Yes Vote by: McAdams, Fields, Williams, Patel and Price.

B. Consideration of approval of Resolution 14-369 – Establishing a Wait List for Water, Sewer and Service allocations.

The Resolution containing the most current Wait List for Water, Sewer and Service allocations was included in the Board packet for review. If the moratorium is lifted, the attached list will be used giving priority to applicants based on the numerical order of the list.

A motion was made to approve Resolution 14-369 with amendment to page 2, Exhibit C to Exhibit A.

Motion by: Director Williams

2nd by: Chairperson McAdams

All in: 5/0

C. A resolution to support the designation of Piedras Blancas as a National Monument was brought to the attention of the Water Committee after the preparation of the Board Packet. The Board made a motion to approve the addition of the Resolution for vote to the November 12, Agenda.

Motion by: Director Price

2nd by: Director Williams

All in: 5 / 0

D. A motion was made to approve Resolution 14-370 "Supporting the designation of the Piedras Blancas outstanding Natural area as the "Piedras Blancas State and National monument".

Motion by: Director Price

2nd by: Director Williams

All in: 5 / 0

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

The Water Committee met on November 7th to discuss the final Cleath & Harris ground water study, the distribution of Recycled water to Cambrians and Hearst Castle, and an update on Wellhead treatment for chlorides. Recommendation to the Board from the Water Committee at this time is to continue pursuing a treatment rental unit and continue with permanent treatment design.

8. Board Reports – None

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS-

Chairperson McAdams would like to bring to the December agenda the potential for paying GES personnel for duties associated with the recycled water grant administration for the hours that occur beyond the 40 hour work week as a result of those duties.

10. ADJOURNMENT @ 7:26PM

SAN SIMEON COMMUNITY SERVICES DISTRICT

Disbursements Journal
December 10, 2014

Type	Date	Num	Name	Memo	Amount	Balance
				Balance as of December 2nd		\$145,736.79
Bill Pmt	12/03/2014	7182	State Water Resources Control Board	Annual Fee WWTP, WD-0104338	\$ 3,585.00	\$142,151.79
Bill Pmt	12/03/2014	7183	State Water Resources Control Board	Annual Fee Water, # WD-0100883	\$ 2,088.00	\$140,063.79
Bill Pmt	12/10/2014	7184	Board of Equalization	Water Rights Annual Permit	\$ 172.54	\$139,891.25
Bill Pmt	12/10/2014	7185	Carmel & Nacassha. LLP	Ultra Litigation	\$2,397.00	\$137,494.25
Bill Pmt	12/10/2014	7186	County of San Luis Obispo	Hazardous Materials site charge	\$296.00	\$137,198.25
Bill Pmt	12/10/2014	7187	Grace Environmental	Operations and Management - December	\$47,762.00	\$89,436.25
Bill Pmt	12/10/2014	7188	MICHAEL O'NEILL	Webmaster Monthly Service	\$275.00	\$89,161.25
Bill Pmt	12/10/2014	7189	Phoenix Civil Engineering, Inc	RO Unit Grant Asssitance	\$1074.00	\$84,477.25
				RO Unit Design/Eng. Service	\$3610.00	\$84,477.25
Bill Pmt	12/10/2014	7190	Robert Stilts, CPA	November Bookkeeping	\$1,200.00	\$83,277.25
Bill Pmt	12/10/2014	7191	San Simeon Ranch	Well 3 Water Usage October - (4.893 ac ft)	\$3,633.69	\$79,643.56
Bill Pmt	12/10/2014	7192	Carmel & Nacassha. LLP	Monthly legal	\$1,800.00	\$77,843.56
Bill Pmt	12/10/2014	7193	The Tribune	Ordinance publications	\$1,667.88	\$76,175.68
Paycheck	12/10/2014	7194	ALAN FIELDS	Board Service	\$92.35	\$76,083.33
Paycheck	12/10/2014	7195	DAN WILLIAMS	Board Service	\$92.35	\$75,990.98
Paycheck	12/10/2014	7196	KAUSHIK S PATEL	Board Service	\$92.35	\$75,898.63
Paycheck	12/10/2014	7197	LEROY E PRICE	Board Service	\$92.35	\$75,806.28
Paycheck	12/10/2014	7198	RALPH N MCADAMS	Board Service	\$92.35	\$75,713.93
				Total Paid	\$70,022.86	\$75,713.93
				Ending Balance		\$75,713.93

6. DISCUSSION & ACTION ITEMS

6A. Accept the Certificate of Appointment by the San Luis Obispo County Clerk.

6B. Administer the Oath of Office to Newly Appointed Directors McAdams and Patel.

6C. Board Vote on Appointment of Chair and Vice Chair for the 2015 calendar year.

6. DISCUSSION/ACTION ITEMS
December 10, 2014

A. Accept the Certificate of Appointment by the San Luis Obispo County Clerk.

The County accepted the District's letter requesting the appointment of Ralph McAdams and Ken Patel to the two (2) vacant San Simeon Community Service District positions. Staff will then seek formal acceptance of the Certificate of Appointments from the County Clerk Recorder's office.

B. Administration of the Oath of Office to Newly Appointed Directors McAdams and Patel.

C. Board Vote on Appointment of Chair and Vice Chair for the 2015 calendar year.

The Chairperson and Vice Chairperson terms have expired. Staff is requesting nominations and acceptance from the SSCSD Board for the positions of Chairperson and Vice Chairperson.