

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



**BOARD PACKET**

**Wednesday, February 12, 2014  
Regular Meeting 6:00 pm**

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

Prepared by  **APT water**

**AGENDA**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, February 12, 2014**  
**6:00 pm**

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

**1. NO CLOSED SESSION:**

**2. REGULAR SESSION: 6:00 PM**

A. Roll Call

B. Pledge of Allegiance

**3. PUBLIC COMMENT:**

Any member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction, provided the matter is not on the Board's agenda. 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 January.

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

**4. BOARD PRESENTATIONS AND ANNOUNCEMENTS:**

**5. STAFF REPORTS**

A. **General Manager's Report**

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

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

3. **San Simeon Recycled Water Use** – Progress since obtaining the permit to use

4. **District Purchase of a Water Buffalo (water tank trailer) for the distribution of recycled water San Simeon District.**

B. **Superintendent's Report**

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

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

D. **District Counsel's Report** – Tim Carmel/Heather Whitham

## 6. ITEMS OF BUSINESS

A. **Approval of last month's minutes** –  
Regular Meeting: January 08, 2014.  
Special Meeting: January 21, 2014

B. **Approval of Disbursements Journal** – February 12, 2014.

## 7. DISCUSSION/ACTION ITEMS

A. **Distribution of Recycled Water Signs for Residents of San Simeon** – Free or purchase?

B. **Phoenix Engineering Proposal - Water Distribution System Loop Design** , \$19,210

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

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

10. **BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS**- 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.

## 11. 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.

**GENERAL MANAGER'S REPORT**  
**Charles Grace**  
**Staff Activities for January**

**General Manager's Report**  
**February 12, 2014**

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

Along with billing and collections, Staff organized a San Simeon CSD Special Meeting and Water Committee meeting and prepared the newsletter to be distributed with the water billing. Staff worked with the USDA, Phoenix Engineering, Rahmina Construction on the Wellhead Project. Staff worked with the California Department of Public Health (CDPH) and the Regional Water Quality Control Board (RWQCB) in order to put in place all regulations and programs needed to supply recycled water to the San Simeon residents.

**2. Grants, Loans and Partnership Opportunities** – Verbal update on USDA Wellhead Project.

**3. San Simeon Recycled Water Use** – Progress since obtaining the RW permit for use.

Staff has been working with the CDPH to implement and monitor the San Simeon Recycled Water Program. Staff has updated the application process, training manual, program and handouts needed by anyone interested in receiving recycled water from the San Simeon Recycled Water Facility. Training has started and many residents and a two haulers have signed up. There are still a several Home Owner Associations and Hotels that need to designate a site supervisor, complete the application and receive training in order to receive recycled water at their site. Staff has sent out a newsletter and in addition has called entities that have previously expressed interest to explain the process.

**4. District Purchase of a Water Buffalo for the distribution of recycled water San Simeon District.** – General discussion to revisit potential interest in SSCSD ownership and operation of a water trailer to provide delivery of recycled water.

**SUPERTINTENDENT'S REPORT**  
**Jerry Copeland**  
**Facilities Update for January**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Superintendent's Report**  
**Activities of January 2014**

**Wastewater Treatment Plant**

- The wastewater treatment plant performed well this month.
- All sampling, testing and reporting at the wastewater treatment plant was performed as required by the RWQCB.
- The Wastewater Treatment Plant Annual Compliance Report was written and submitted to the Regional Water Quality Control Board.

**Water Distribution System**

- All routine sampling and testing was performed. The monthly report was submitted to the CDPH.
- Monthly meter reading was performed.
- Staff assisted Phoenix Engineering and Raminha Construction and their subcontractors with the domestic water well rehabilitation project.

**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 - January 2014**

Date	Day	Wastewater Influent Daily flow	Wastewater Effluent Daily Flow	CALCULATED Well 1 Total Pumped	CALCULATED Well 2 Total Pumped	CALCULATED Total Daily Water Produced	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
01/01/14	Wed	79,251	84,190	51,313	59,167	110,480			0.00	12,129
01/02/14	Thu	96,810	95,810	75,922	0	75,922	15.5	15.6	0.00	5,772
01/03/14	Fri	84,835	93,830	72,332	0	72,332	14.3	14.4	0.00	10,781
01/04/14	Sat	92,358	94,860	0	68,666	68,666	14.3	14.4	0.00	14,544
01/05/14	Sun	72,473	83,090	63,056	0	63,056	14.3	14.4	0.00	15,008
01/06/14	Mon	56,793	68,287	0	48,620	48,620	14.3	14.4	0.00	12,041
01/07/14	Tue	57,884	56,658	47,124	0	47,124	14.4	14.5	0.00	7,105
01/08/14	Wed	57,223	56,358	0	51,612	51,612	14.4	14.5	0.00	6,594
01/09/14	Thu	55,568	51,395	56,848	0	56,848	14.5	14.6	0.00	8,286
01/10/14	Fri	59,071	57,955	0	46,376	46,376	14.5	14.6	0.00	6,903
01/11/14	Sat	76,942	78,542	52,360	0	52,360	14.6	14.7	0.00	7,818
01/12/14	Sun	64,467	72,015	54,604	41,065	95,669	14.6	14.7	0.00	8,363
01/13/14	Mon	52,979	59,240	0	59,242	59,242	14.6	14.7	0.00	8,488
01/14/14	Tue	49,400	45,120	0	46,376	46,376	14.6	14.7	0.00	7,518
01/15/14	Wed	55,611	61,360	0	14,062	14,062	14.6	14.7	0.00	5,671
01/16/14	Thu	48,865	48,310	0	87,965	87,965	14.6	14.7	0.00	5,759
01/17/14	Fri	62,329	61,790	58,868	0	58,868	14.9	15.0	0.00	4,867
01/18/14	Sat	92,246	83,480	69,040	0	69,040	14.9	15.0	0.00	7,727
01/19/14	Sun	87,096	104,120	95,520	0	95,520	14.9	15.0	0.00	11,378
01/20/14	Mon	60,339	74,600	41,140	0	41,140	14.9	15.0	0.00	5,454
01/21/14	Tue	59,237	59,380	61,635	0	61,635	14.9	15.0	0.00	15,816
01/22/14	Wed	58,626	57,020	58,868	0	58,868	15.1	15.2	0.00	8,284
01/23/14	Thu	52,127	56,610	59,840	0	59,840	15.0	15.1	0.00	7,726
01/24/14	Fri	57,868	56,910	61,037	0	61,037	15.1	15.2	0.00	3,489
01/25/14	Sat	81,419	82,800	64,552	0	64,552	15.1	15.2	0.00	7,041
01/26/14	Sun	71,427	78,760	65,001	0	65,001	15.0	15.1	0.00	8,890
01/27/14	Mon	55,304	65,140	977,315	0	977,315	15.0	15.1	0.00	8,605
01/28/14	Tue	63,471	58,480	9,948	0	9,948	15.1	15.2	0.00	9,238
01/29/14	Wed	58,107	45,470	72,257	0	72,257	13.3	13.4	0.00	5,187
01/30/14	Thu	52,443	44,690	80,410	0	80,410	13.2	13.3	0.00	5,187
01/31/14	Fri	65,945	50,590	0	0	0	13.2	13.3	0.00	10,375
<b>TOTALS</b>		<b>2,038,514</b>	<b>2,086,860</b>	<b>2,248,990</b>	<b>523,151</b>	<b>2,772,141</b>			<b>0.00</b>	<b>262,044</b>
<b>Average</b>		<b>65,759</b>	<b>67,318</b>	<b>72,548</b>	<b>16,876</b>	<b>89,424</b>	<b>14.6</b>	<b>14.7</b>	<b>0.00</b>	<b>8,453</b>
<b>Minimum</b>		<b>48,865</b>	<b>44,690</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13.2</b>	<b>13.3</b>	<b>0.00</b>	<b>3,489</b>
<b>Maximum</b>		<b>96,810</b>	<b>104,120</b>	<b>977,315</b>	<b>87,965</b>	<b>977,315</b>	<b>15.5</b>	<b>15.6</b>	<b>0.00</b>	<b>15,816</b>

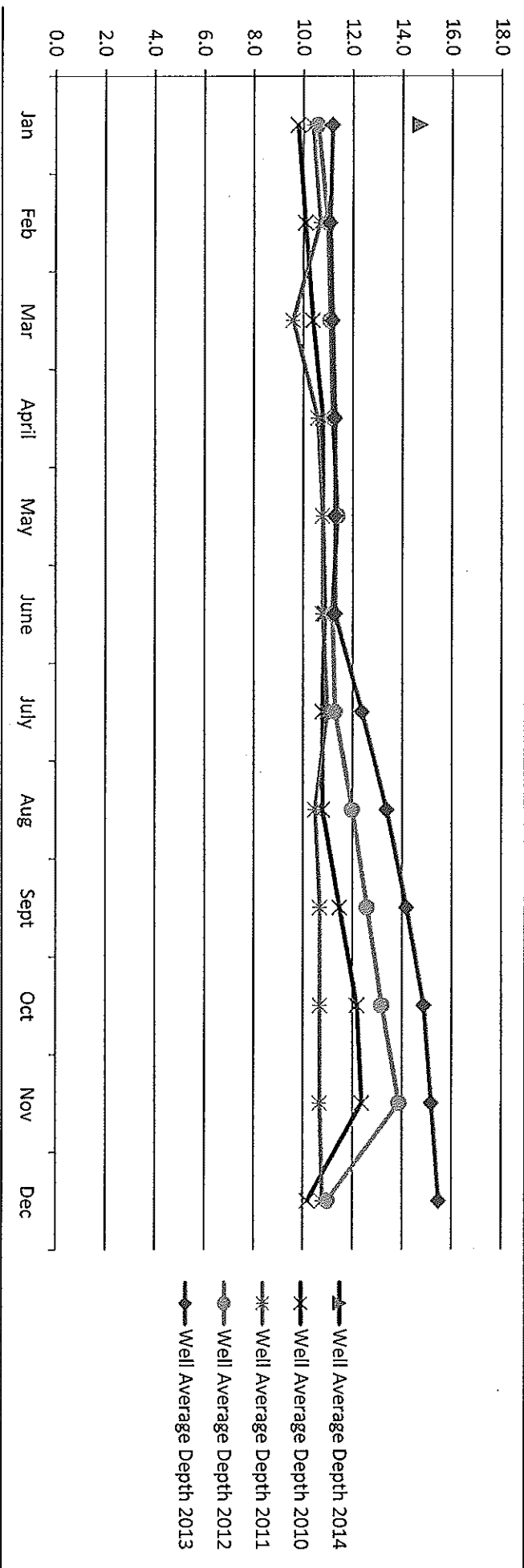


**DATA SUMMARY SHEET**

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 Final Effluent (Month Cycle)	2,086,860												2,086,860
Wastewater Influent	2,038,514												2,038,514
Adjusted Wastewater Influent (- State Flow) *	1,776,470												1,776,470
Water Produced (month cycle)	2,772,141												2,772,141
Sewer Influent/Water Produced Ratio	0.74												N/A
Adjusted Sewer/Water Ratio	0.84												N/A
Total Well Production	2,772,141												2,772,141
Well 1 Water Pumped	2,248,990												2,248,990
Well 2 Water Pumped	523,151												N/A
Water Well 1 Avg Depth to Water	14.6												N/A
Water Well 2 Avg Depth to Water	14.7												N/A
Average Depth of Both Wells	14.7												N/A
Change in Average Well Depth from 2013	+3.4												N/A
State Wastewater Treated	262,044												262,044
State % of Total WW Flow	13%												N/A
Biosolids Removal (Gallons)	0												0
WW Permit Limitation Exceeded	0												N/A
Constituent Exceeded	None												N/A
Sample Limit	N/A												N/A
Sample Result	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	2,288,780	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%	11%	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											



**DISTRICT FINANCIALS**  
**Renee Lundy**

**January 31, 2014**

**\* Financial Summary**

**\* Balance Sheet**

**\* Water Sales & Production**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**



**FINANCIAL SUMMARY**

**BILLING**

**January 31, 2014**

<b>December Billing Revenue</b>	<b>\$ 43,325.61</b>
<b>January Billing Revenue</b>	<b>\$ 50,453.49</b>
Past Due (31 to 60 days)	\$ 99.27
Past Due (60 days)	\$ 484.16

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**RABOBANK SUMMARY**  
**Ending Balances January 31, 2014**

**Summary of Transactions:**

Balance December 31, 2013	\$ 635,840.60
Transfer from general checking January 9, 2014	\$ 50,000.00
Interest for January 2014	\$ 150.63
Money Marketing Account Closing Balance January 31, 2014	\$ 685,991.23

Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$ 392,521.23

<b>General Checking Account</b>	<b>\$ 89,565.97</b>
<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 2,231.04</b>

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<b>LAIF Closing Balance January 31, 2014</b>	<b>\$ 517.62</b>
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**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet**  
 As of January 31, 2014

	<u>Jan 31, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1010 · Petty cash	150.00
1020 · General checking	89,565.97
1022 · USDA checking	2,231.21
1040 · Cash in county treasury	11.39
1050 · LAIF - non-restricted cash	517.62
1060 · Money Market Account 9548643039	685,991.23
<b>Total Checking/Savings</b>	<u>778,467.42</u>
Other Current Assets	
1200 · Accounts receivable	49,226.93
1300 · Prepaid expenses	3,340.07
<b>Total Other Current Assets</b>	<u>52,567.00</u>
<b>Total Current Assets</b>	831,034.42
<b>Fixed Assets</b>	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	145,068.22
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	235,886.09
1640 · Wellhead project	142,009.94
<b>Total 1400 · Fixed assets</b>	<u>3,574,097.51</u>
1650 · Walkway access projects	11,511.00
1690 · Accumulated depreciation	-1,910,288.96
<b>Total Fixed Assets</b>	<u>1,675,319.55</u>
<b>TOTAL ASSETS</b>	<u><u>2,506,353.97</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts payable	16,912.39
<b>Total Accounts Payable</b>	<u>16,912.39</u>
Other Current Liabilities	
2100 · Payroll liabilities	76.50
2500 · Customer security deposits	10,458.13
2510 · Connect hookup wait list	43,470.00
<b>Total Other Current Liabilities</b>	<u>54,004.63</u>
<b>Total Current Liabilities</b>	<u>70,917.02</u>
<b>Total Liabilities</b>	70,917.02
<b>Equity</b>	
3200 · Fund balance	2,214,136.83
Net Income	221,300.12
<b>Total Equity</b>	<u>2,435,436.95</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,506,353.97</u></u>

2014 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing													\$0.00
County Property Tax	\$1,327.66												\$1,327.66
Water	\$21,971.3												\$21,971.26
Sewer	\$25,116.2												\$25,116.19
Service	\$5,366.4												\$5,366.40
Late Fees	\$155.8												\$155.79
<b>Total</b>	<b>\$53,937.3</b>												<b>\$53,937.30</b>
Water Sold Cu Ft	223200												223200
Water Sold Acre ft	5.12												5.12

\$56,000.00													
\$51,000.00													
\$46,000.00													
\$41,000.00													
\$36,000.00													
\$31,000.00													
\$26,000.00													
\$21,000.00													
\$16,000.00													
\$11,000.00													
\$6,000.00													
\$1,000.00													

- ◆ State Billing
- County Property Tax
- ▲ Water
- ✕ Sewer
- \* Service
- Late Fees

REVENUE VS EXPENSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$53,937.30												\$53,937.30
Expenses	\$58,555.68												\$58,555.68
Balance	-\$4,618.38												-\$4,618.38



- Revenue
- Expenses

## **ITEMS OF BUSINESS**

**\* Minutes – January 8, 2014**

**\* Special Meeting Minutes – January 21, 2014**

**\* Disbursements Journal – February 12, 2014**

**\* USDA Loan Disbursements Journal - February 12, 2014**

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, January 08, 2014**  
**6:00 pm**

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

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

**1. CLOSED SESSION: 3:30 PM**

**GOVERNMENT CODE SECTION 54957(b)(1) – PUBLIC EMPLOYMENT:**

Title: District Counsel Interviews

The District interviewed and receiving proposals from Daniel McGee, Hanley & Fleishman, Dionisio Costales, Carmel & Naccasha and Judith Prop. The Board will have a Special Meeting on January 21<sup>st</sup>, to choose District Counsel.

**2. REGULAR SESSION: @6:03 PM**

**A. Roll Call:**

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

**Also Present:**

General Manager Charles Grace  
District Counsel: None  
Sheriff Representative: Commander Nix  
Phoenix Engineering, Jon Turner

**B. Pledge of Allegiance**

**3. PUBLIC COMMENT: None**

**A. Sheriff's Report – for the Month of December**

There were 84 calls for service during the month of December. Some of the calls were as follows; 16 emergency, 16 assist other agencies, 1 disturbance, 1 check the welfare, 7 incomplete 911 calls, 2 burglaries, 31 Deputy self initiated stops.

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



#### **4. BOARD PRESENTATIONS AND ANNOUNCEMENTS: None**

#### **5. STAFF REPORTS**

##### **A. General Manager's Report**

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

Along with billing and collections, Staff worked with the Auditors regarding the completion of the District Audit and requested changes. Staff coordinated Street sweeping for the end of the 4<sup>th</sup> quarter. Staff worked with the USDA, Phoenix Engineering, Rahmina Construction on the Wellhead Project. Staff helped the Webmaster update the District Website to be more user friendly. Staff worked with the County regarding the Sansone project and prepared a Rip Rap Report for a meeting with Assemblyman's Achadjian's office to discuss the District's Rip Rap after the fact permit. Staff contacted and requested proposals from 6 potential District Counsel candidates.

##### **2. Grants, Loans and Partnership Opportunities – Update on USDA Wellhead Project**

"The Wellhead Rehabilitation Project building has been installed and completed since the beginning of December. Most of the new electrical components have been installed. The pumps are to be shipped the second week of January from the manufacturer and are scheduled to be onsite the week of January 20<sup>th</sup>. Work on Well #2 will commence once the pumps are onsite. The first task will be to pull the existing Well 2 pump and motor along with the conductor pipe and determine the condition of the well casing. The casing will be videotaped and if it is determined to be in sound condition the new submersible well pump and motor will be installed. The electrical system and SCADA system for Well #2 will be in place before work is started on Well #1. The construction of Well #1 will be identical to #2. The Contractor anticipates being complete with the work on the project the middle of February."

##### **3. Rip Rap letter to Assemblyman Achadjian**

Staff met with Assemblyman's Achadjian's Director to discuss possible assistance with obtaining an After the Fact Coastal Development Rip Rap permit. Assemblyman Achadjian was originally working with the District on the Coastal Commission issue before he was elected to Assemblyman. Staff created a Rip Rap history for the Assemblyman to take with him to his meeting in January in Sacramento.

##### **4. Street Lights for Eastside of Highway**

Staff has been working with the PG&E Community Director to possibly install new street lights on the east side of the highway. Since the project is costly, PG&E is looking for funding and assistance from the County as well as grants they may have available. Staff was told that they would be updated after their February meetings took place.

**5. 9270 Avonne Avenue, Sansone Project Application**

The County is expecting Sansone to resubmit an updated design to address the expressed concerns regarding, curb and gutter, fire flow, and number of units requested.

**6. San Simeon Resident update on Mandatory Recycled Water Use Ordinance**

Staff will be sending out information on the use of recycled water by San Simeon Residents in the January newsletter. All users of the recycled water must be trained before water can be obtained. The Mandatory use ordinance will also be sent in the February billings to residents as well as letters to other water purveyors so they are aware of the Recycled water Mandatory use.

**7. Update on District Counsel interviews**

Staff contacted six firms in effort to collect proposals and conduct interviews to fill the District Counsel vacancy.

**B. Superintendent's Report**

**Wastewater Treatment Plant**

- The wastewater treatment plant performed well this month.
- All sampling, testing and reporting at the wastewater treatment plant was performed as required by the RWQCB.
- #4 Reactor and Clarifier were taken offline for annual preventive maintenance and repair.
- One load of sludge was hauled away.

**Water Distribution System**

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

- Staff assisted Phoenix Engineering and Raminha Construction and their subcontractors with the domestic water well rehabilitation project.

**District and Equipment Maintenance**

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

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

**BILLING  
December 31, 2013**

November Billing Revenue	\$ 50,079.55
December Billing Revenue	\$ 43,325.61
Past Due (31 to 60 days)	\$ 132.19
Past Due (60 days)	\$ 393.92

**RABOBANK SUMMARY  
Ending Balances December 31, 2013**

<b>Summary of Transactions:</b>	
Balance December 1, 2013	\$ 635,693.18
Interest for December 2013	\$ 147.42
<b>Money Marketing Account Closing Balance December 31, 2013</b>	<b>\$ 635,840.60</b>
	Reserve Fund (\$ 250,000.00)
	Hook up Deposits (\$ 43,470.00)
	<b>Available Funds \$ 342,370.60</b>
<b>General Checking Account</b>	<b>\$ 152,713.22</b>
<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 2,231.04</b>
<b>LAIF Closing Balance December 31, 2013</b>	<b>\$ 517.62</b>

**D. District Counsel's Report – No Report**

**6. ITEMS OF BUSINESS**

- A. Approval of last month's minutes – December 11, 2013.**  
Motion to approve minutes as presented.

Motion by: Vice-Chair Fields  
2<sup>nd</sup> by: Director Price  
All in: 5 / 0

**B. Approval of Disbursements Journal – January 08, 2014.**

Motion by: Director Price

2<sup>nd</sup> by: Vice-Chair Fields

All in: 5 / 0

**7. DISCUSSION/ACTION ITEMS**

**A. Final Audit for Fiscal year 2012-2013.**

The 2012-2013 District Audit performed by Moss, Levy & Hartzheim was presented to the Board at the December 2013 meeting. Suggested changes were made by the Board, Budget Committee and Staff. The changes have been made; Staff is asking for Board approval.

A motion was made to accept the Final Audit for the Fiscal year of 2012-2013.

Motion by: Director Williams

2<sup>nd</sup> by: Chairperson McAdams

All in: 5 / 0

**B. Resolution 13-361 – San Simeon Community Services District Board Salaries.**

After reviewing Board Policies and Resolutions, Auditor's Moss, Levy & Hartzheim have suggested that the District have in place a Resolution regarding Board Salaries. Director Fields asked if it was possible to change the language in government code to add "net" to paragraph 1. Per Counsel Schultz:

"It is my legal opinion that the Board, by law, cannot pay over \$100, per meeting, to a Director. If the Board was to pay a Director so he/she would net \$100, the District and would be paying over \$100 per meeting even if the net to the Director was a net of \$100. "

Attached for your approval is Resolution 13-361 regarding San Simeon Community Services Board Salaries. Staff is asking for Board approval.

A motion was made to accept Resolution 13-361 as presented.

Motion by: Director Williams

2<sup>nd</sup> by: Chairperson McAdams

All in: 4 / 1

**C. Proposal from Phoenix Engineering – Design for Purple Pipe on West Side of Highway.**

A proposal for \$22,165 to design an extension of the recycled water distribution system by extending the existing warf head supply piping over to San Simeon Avenue and eastward along San Simeon Avenue was submitted by Phoenix Engineering.

A Motion was made to accept the proposal from Phoenix Engineering.

Motion by: Director Williams

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

All in: 5 / 0

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

The Budget Committee requested that \$50,000 from the general checking to the money marketing account.

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

**10. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS**

The board asked the General Manager to look into cost of a chloride reduction unit.

**11. ADJOURNMENT@7:02 PM**

**AGENDA  
SAN SIMEON COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**



**SPECIAL MEETING  
Tuesday, January 21, 2014  
5:00 pm  
Venue Change  
Cavalier Cove Room (upstairs)  
250 San Simeon Avenue  
San Simeon, CA**

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

**1. SPECIAL SESSION@5:54 PM**

**A. Roll Cal:**

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

**Also Present:**

Charles Grace, General Manager  
Renee Lundy, Administrator

**B. Pledge of Allegiance**

**2. PUBLIC COMMENT: None**

**3. DISCUSSION ACTION ITEMS:**

**A. Discussion/appointment of new District Counsel.**

Director Patel had a family emergency. He submitted his vote at the beginning of the meeting before he left.

After the interviews on January 8<sup>th</sup>, the Board of Directors reviewed the proposals and interview notes. All board members, including Director Patel's vote unanimously selected Carmel & Naccasha as District Counsel.

Motion by: Chairperson McAdams  
2<sup>nd</sup> by: Director Williams  
All in: 5 / 0

**A motion was made for Staff to negotiate the contract with Carmel & Naccasha at \$1800.00 per month.**

Motion by: Chairperson McAdams  
2<sup>nd</sup> by: Director Price  
4 in Favor, 1 absent.

**B. Study Proposal from Cleath-Harris Geologists – Groundwater Availability Study, Projection, and Aquifer Simulation Analysis of Groundwater Production Scenarios, \$39,000.00.**

The last ground water availability study/projection was performed in 1985 by Cleath-Harris Geologists. Staff solicited proposals from Above Ground Engineering, Frugro and Cleath-Harris Geologists in order to obtain any new information on San Simeon CSD ground water availability or projections. Only Cleath-Harris Geologists submitted a proposal.

A Motion was made to approve the proposal for \$39,000.00 submitted by Cleath-Harris Geologists to update the Ground Water Availability study.

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

**4. ADJOURNMENT@ 5:39 PM**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**General Checking Disbursements Journal**  
 February 2014

Type	Date	Num	Name	Memo	Amount	Balance
<b>General checking end balance January 31, 2014</b>						<b>89,565.97</b>
electronic debit	01/10/2014		Deluxe Business Checks	Purchase of checks for general checking account	-305.52	89,260.45
Bill Pmt	01/23/2014	6979	Department of Public Health	Recycled Water Permit review	-3,137.40	86,123.05
Paycheck	02/04/2014	6980	ALAN FIELDS	Board Service	-92.35	86,030.70
Paycheck	02/04/2014	6981	DAN WILLIAMS	Board Service	-92.35	85,938.35
Paycheck	02/04/2014	6982	KAUSHIK S PATEL	Board Service	-92.35	85,846.00
Paycheck	02/04/2014	6983	LEROY E PRICE	Board Service	-92.35	85,753.65
Paycheck	02/04/2014	6984	RALPH N MCADAMS	Board Service	-92.35	85,661.30
Bill Pmt	02/06/2014	6985	APTwater, Inc	Management & Operations	-38,870.64	46,790.66
Bill Pmt	02/06/2014	6986	Benjamin Boer	Water Conservation Consulting Services	-1,000.00	45,790.66
Bill Pmt	02/06/2014	6987	Glenn Burdette	Jan Services, W-2's & 1099's	-1,500.00	44,290.66
Bill Pmt	02/06/2014	6988	Kim Nolen	Deposit refund for Acct 327, 533 Casa Del Mar	-50.00	44,240.66
Bill Pmt	02/06/2014	6989	MICHAEL O'NEILL	Monthly website maintenance fee	-275.00	43,965.66
Bill Pmt	02/06/2014	6990	Moss, Levy & Hartzheim, LLP	Final Auditor payment	-2,950.00	41,015.66
Bill Pmt	02/06/2014	6991	Renee Lundy - Petty Cash	Reimbursement for Mel's Lock & Key (Keys for Wells)	-5.37	41,010.29
Bill Pmt	02/06/2014	6992	San Simeon Ranch	Hearst Corporation Standby Emergency Annual Fee	-10,000.00	31,010.29
					<u>-58,555.68</u>	<u>31,010.29</u>
					<u>-58,555.68</u>	<u>31,010.29</u>





## **DISCUSSION & ACTION ITEMS**

## DISCUSSION/ACTION ITEMS

February 12, 2014

### **A. Distribution of Recycled Water Signs for Residents of San Simeon – Free or purchase?**

In effort to comply with State and San Simeon CSD recycled water “site sign” requirements and maintain uniformity, Staff has ordered recycled water signs. The signs cost \$9.00 a sign, and can be handed out to individuals trained as site supervisors. Staff is requesting approval to either recover the cost of the sign or give the signs away in order for recycled water sites to easily comply with regulation and maintain District wide consistency.

### **B. Phoenix Engineering Water Distribution System Loop Design Proposal –**

In part to improve fire flow and the distribution system pressure for fire flow. Attached is a proposal from Phoenix Engineering to design projects identified in the 2006 SSCSD Master Plan. The District is implementing certain recommendations from the 2006 Potable Water System Master Plan priority one tasks. The areas to be improved as part of this proposal cover the inlet/outlet pipeline from the reservoir to the intersection of Avonne Avenue, loop completion of the pipeline between Pico Ave. and Jasper Way (APN 013091028) and the loop completion between Avonne Ave. and Castillo Ave (APN 013071012). Staff request approval in the amount of \$19,210 for Phoenix Engineering to Design and provide a construction cost for the above described projects.



# Phoenix Civil Engineering, Inc.

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

Mr. Ralph McAdams  
San Simeon Community Services District  
111 Pico Ave.  
San Simeon, CA 93452

December 4, 2013

## **San Simeon Community Services District – Potable Water System Pipeline Improvement Project– Proposal for Engineering Design Services**

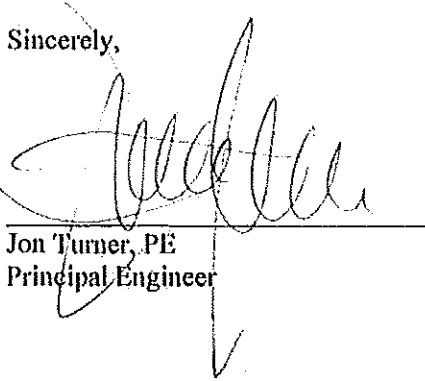
Dear Mr. McAdams-

I am pleased to provide you with this proposal for engineering design services associated with the Potable Water System Pipeline Improvement Project. The District retained Boyle Engineering Corporation in 2006 to prepare a Potable Water System Master Plan. In that document, there were several system improvements that were identified. At this time, the District is implementing certain pipeline recommendations to improve fire flow within the community. The areas to be improved as part of this proposal cover the inlet/outlet pipeline from the reservoir to the intersection of Avonne Avenue (1,490 linear feet), loop completion of the pipeline between Pico Ave. and Jasper Way (1,150 linear feet), loop completion between Avonne Ave. and Castillo Ave (380 linear feet) for a total pipeline length of 3,020 linear feet. Based on my discussions with the General Manager of the District, I have included the following in my proposal:

Task 101: Topographic Survey (title reports, topographic survey, ground survey, legal descriptions)  
Task 102: Plans and Specifications Preparation

I appreciate the opportunity to submit this proposal to assist you with this project. I have attached a scope of work and our professional services rate sheet along with a fee schedule detailed by task and a project schedule. Our scope of work covers design services only and does not include construction phase services. Please let me know if you have any questions or would like to discuss my proposal.

Sincerely,



\_\_\_\_\_  
Jon Turner, PE  
Principal Engineer

# Scope of Services

## Background/Project Understanding

The District is implementing certain recommendations from the 2006 Potable Water System Master Plan prepared by Boyle Engineering Corporation. The areas to be improved as part of this proposal cover the inlet/outlet pipeline from the reservoir to the intersection of Avonne Avenue, loop completion of the pipeline between Pico Ave. and Jasper Way (APN 013091028), loop completion between Avonne Ave. and Castillo Ave (APN 013071012). Based on my discussions with the General Manager of the District, I have included the following in my proposal:

## Task 101: Topographic Survey

This task will prepare a topographic survey of the proposed pipeline alignments for use as a base map for the improvement plans. The survey will include above ground culture such as curb, gutter, street widths, utilities, driveways, etc. As part of the topographic survey work, the surveyor will obtain title reports to the parcels where it is understood that water pipeline easements are already present. This is recommended to be performed as part of this task so that the surveyor can plot the existing easements on the topographic survey accurately. If it is discovered that there are no pipeline easements naming the District on the identified parcels, then it will be necessary for the District to obtain the necessary easements. This work is not included in this proposal.

The following efforts are included in this task:

- Topographic ground survey of the proposed pipeline alignments for the three pipelines.
- Obtain title reports for APNs 013091028 and 013071012 to determine the extent of the District pipeline easements.
- Prepare legal descriptions for pipeline easements if not already existing on the two parcels mentioned above.

*Deliverable:* No deliverable is associated with this task. The base map will be used in Task 102.

## Task 102: Plans and Specifications Preparation

This task will utilize the topographic survey from Task 101 to establish the pipeline alignment, materials of construction, etc. for the District to receive construction bids. It is envisioned that up to 4 sheets of plans will be prepared for the pipeline alignments (title, plan sheets (2) and connection details). The total pipeline length is 3,020 linear feet. It is understood that the District does not have standard front end documents that can be utilized as part of this project. The District front end documents shall be created using examples from other communities. Once created as part of this project, the District can utilize them on future projects.

The following efforts are included in this task:

- Pipeline plans, specifications and Opinion of Probable Construction Cost (OPCC) preparation.
- Creation of District front end documents for use on this project and future capital improvement projects.

*Deliverable:* Two paper copies and one electronic copy of the 50% plans, specifications and OPCC will be provided to the District for their review. Once the comments are received and incorporated into the plans and specifications, one paper (full size – 22 x 34) and one electronic copy of the final set of plans, as well as a reproducible set of specifications and OPCC will be issued to the District.

**Schedule**

The work associated with Tasks 101 through 102 will be made a top priority. Every effort will be made to keep the project schedule moving along.

**Fees**

Work associated with Tasks 101 through 102 is estimated to cost \$19,210. A breakdown of the level of effort is listed below:

Task 101:	Topographic Survey	\$7,380
	Optional Task: Legal Description Preparation	\$1,320
Task 102:	Plans and Specifications Preparation	\$10,510

**Assumptions**

- The aerial photogrammatic survey will be performed in conjunction with the aerial photogrammetry for the recycled water pipeline.
- If existing pipeline easements are not present on the two private parcels, Task 101 has an optional task to prepare the legal descriptions for new pipeline easements.