

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



BOARD PACKET

**Thursday, May 17, 2012
Regular Meeting 6:00 pm**

Cavalier Banquet Room
250 San Simeon Avenue
San Simeon, CA

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Thursday, May 17, 2012
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: 5:30 pm

CONFERENCE WITH LEGAL COUNSEL REGARDING PENDING LITIGATION:

Government Code Section 54956.9(a): SSCSD vs SWWC

2. REGULAR SESSION: 6:00

A. Roll Call

B. Pledge of Allegiance

3. PUBLIC COMMENT:

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

A. Sheriff's Report – Report for March and April from Sr. Deputy Steeb

B. Public Comment

4. STAFF REPORTS

A. General Manager's Report

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

2. Grants, Loans and Partnership Opportunities – Verbal Update on USDA Loan and Beach Accesses.

3. Small Scale Recycled Water Project – Verbal update on Status of project.

4. Rip Rap Application – Update from Cathy Novak.

B. Superintendent's Report

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

C. District Financial Summary – Update on Monthly Financial Status for close of business April 30, 2012.

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

5. ITEMS OF BUSINESS

- A. **Approval of last month's minutes** - April 11, 2012.
- B. **Approval of Disbursements Journal** – May 17, 2012.

6. DISCUSSION/ACTION ITEMS

- A. **Submission of 2012-2013 Draft Fiscal Budget**

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

10. ADJOURNMENT

GENERAL MANAGER'S REPORT
Charles Grace
Staff Activities for April

General Manager's Report

May 17, 2012

1. **Staff Activity** –Staff attended the CSDA meeting and will be hosting the May 18th CSDA Meeting to show the Small Scale Recycled Water Project to all the Special Districts. Weed abatement and curb painting continues. Staff coordinating with Phoenix Engineering and District Counsel on USDA Loan documents. APT Staff has taken on the responsibility of Project Management of the Small Scale Recycled water project. The Quarterly Newsletter was sent out with April billing and the State's quarterly statement has been submitted.

2. **Grants, Loans and Partnership Opportunities** –
 - A. Update on USDA Loan – verbal update

 - B. Update on Beach Accesses – verbal update

3. **Small Scale Recycled Water Project** –.The concrete pad has been poured. Staff is currently digging the pump vault. The HiPOx is due to arrive on May 21.

4. **Rip Rap Application** – Daniel Robinson is the planner for SLO County now and will be the one we will be dealing with. He is going to talk with Jonathan Bishop about the meeting schedule to see if we can find a time to include him since he has all the background information. Right now we are looking at June 4 or 6. Daniel is going on vacation June 14 - 27 so, if we can't get the first week in June, we may bump to the beginning of July when he gets back.

SUPERTINTENDENT'S REPORT
Jerry Copeland
Facilities Update for April

SAN SIMEON COMMUNITY SERVICES DISTRICT

Superintendent's Report

Activities of April 2012

Wastewater Treatment Plant

- The wastewater treatment plant performed well this month. Staff continued with the manufacturer's recommended preventive maintenance on the facility equipment.
- Staff completed the repair, preparation, and recoating of the enclosure for the stand-by generator at the wastewater treatment plant.
- One load of sludge was hauled away.

Water Distribution System

- All routine sampling and testing was performed.
- Monthly meter reading was performed.
- Staff painted the distribution system valve covers throughout the District.

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.
- Annual curb painting throughout the District was performed.
- Staff continued with weed and brush abatement throughout the District and the facilities.

San Simeon Community Services District - Monthly Data Report - April 2012

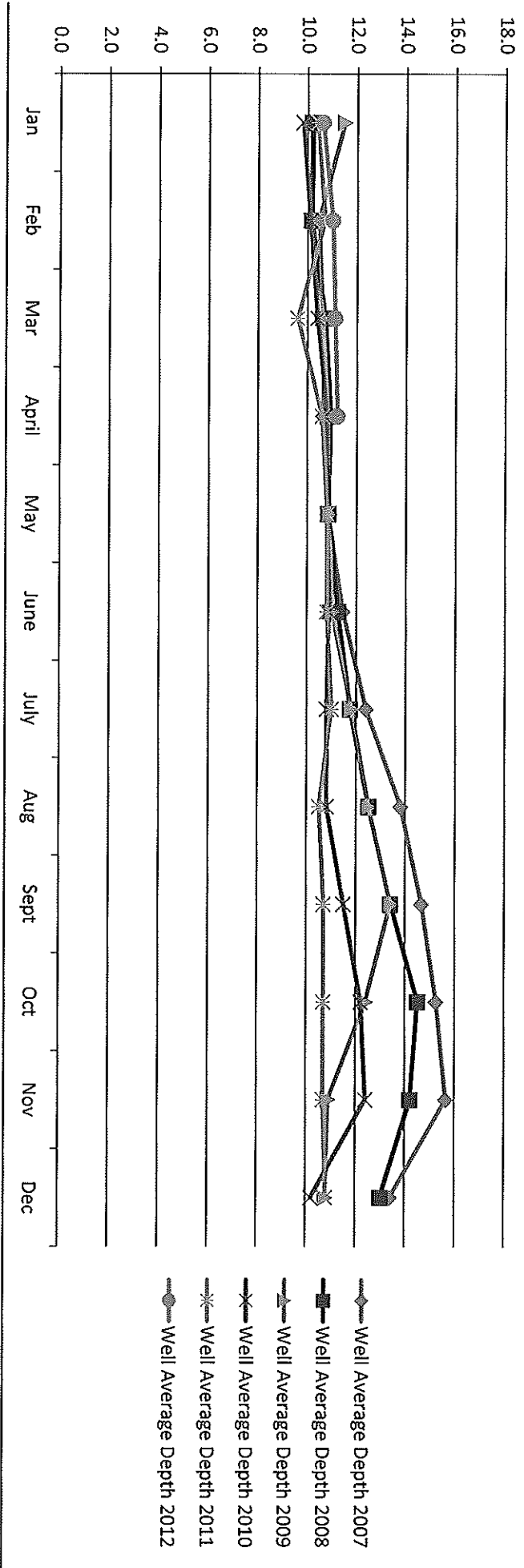
Date	Day	Wastewater Influent Daily flow	Wastewater Effluent Daily Flow	CALCULATED Well 1 Total Pumped	CALCULATED Well 2 Total Pumped	CALCULATED Total Daily Water Produced	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
04/01/12	Sun	114,157	106,600	0	97,464	97,464			0.00	14,807
04/02/12	Mon	100,176	104,790	0	129,180	129,180			0.00	11,715
04/03/12	Tue	94,889	91,970	65,375	0	65,375			0.00	12,609
04/04/12	Wed	94,169	76,360	62,308	5,685	67,993	11.1	11.2	0.00	12,038
04/05/12	Thu	97,011	103,300	62,234	0	62,234	11.1	11.2	0.00	12,675
04/06/12	Fri	101,449	96,140	0	95,968	95,968	11.1	11.2	0.00	11,559
04/07/12	Sat	107,144	96,450	0	127,459	127,459			0.00	13,365
04/08/12	Sun	103,874	112,340	0	64,702	64,702	11.3	11.4	0.00	14,499
04/09/12	Mon	89,538	83,960	0	67,844	67,844	11.1	11.2	0.00	11,362
04/10/12	Tue	92,452	94,240	69,489	0	69,489	11.1	11.2	0.70	11,735
04/11/12	Wed	100,177	97,280	86,020	1,571	87,591			0.20	12,741
04/12/12	Thu	104,674	97,450	63,730	0	63,730	11.0	11.1	0.80	3,298
04/13/12	Fri	132,324	133,840	0	68,068	68,068			0.40	23,669
04/14/12	Sat	112,002	106,480	0	81,158	81,158			0.00	17,373
04/15/12	Sun	97,530	96,190	0	77,418	77,418			0.00	14,787
04/16/12	Mon	82,884	89,530	0	66,273	66,273	10.7	10.8	0.00	10,379
04/17/12	Tue	75,331	74,160	0	65,600	65,600	10.8	10.9	0.00	8,989
04/18/12	Wed	76,987	75,080	68,891	0	68,891	10.9	11.0	0.00	9,001
04/19/12	Thu	77,042	56,390	0	62,533	62,533	10.9	11.0	0.00	5,828
04/20/12	Fri	87,253	92,660	70,088	0	70,088	11.0	11.1	0.00	8,097
04/21/12	Sat	100,109	95,200	0	75,473	75,473	11.0	11.1	0.00	10,416
04/22/12	Sun	95,902	91,350	88,488	524	89,012			0.00	11,089
04/23/12	Mon	78,878	76,080	0	71,434	71,434	11.1	11.2	0.00	9,850
04/24/12	Tue	84,476	75,660	72,631	0	72,631	11.1	11.2	0.00	12,283
04/25/12	Wed	76,380	78,350	0	65,076	65,076	11.1	11.2	0.10	6,368
04/26/12	Thu	76,737	75,720	69,190	0	69,190	11.1	11.2	0.50	6,463
04/27/12	Fri	78,334	77,240	0	61,785	61,785	11.1	11.2	0.00	7,706
04/28/12	Sat	101,676	88,930	71,658	0	71,658	11.1	11.2	0.00	10,460
04/29/12	Sun	90,729	92,290	0	82,729	82,729	11.2	11.3	0.00	10,711
04/30/12	Mon	73,911	80,960	70,836	0	70,836	11.2	11.3	0.00	7,770
TOTALS		2,798,195	2,716,990	920,938	1,367,942	2,288,880			2.70	333,642
Average		93,273	90,566	30,698	45,598	76,296	11.1	11.2	0.09	11,121
Minimum		73,911	56,390	0	0	61,785	10.7	10.8	0.00	3,298
Maximum		132,324	133,840	88,488	129,180	129,180	11.3	11.4	0.80	23,669

DATA SUMMARY SHEET

	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Total for 2012
2012													
Wastewater Final Effluent (Month Cycle)	2,282,400	2,013,230	2,330,795	2,716,990									9,343,415
Wastewater Influent	2,374,670	2,135,421	2,402,116	2,798,195									9,710,402
Adjusted Wastewater Influent (- State Flow) *	2,100,280	1,917,729	2,145,425	2,464,553									8,627,987
Water Produced (month cycle)	1,981,790	1,852,198	1,796,370	2,288,880									7,919,237
Sewer Influent/Water Produced Ratio	1.15	1.15	1.34	1.19									N/A
Adjusted Sewer/Water Ratio	1.06	1.04	1.19	1.08									N/A
Total Well Production	1,981,790	1,852,197	1,796,370	2,288,880									7,919,237
Well 1 Water Pumped	1,811,620	753,161	1,202,260	920,938									4,687,979
Well 2 Water Pumped	170,170	1,099,036	594,110	1,367,942									3,231,258
Water Well 1 Avg Depth to Water	10.6	10.9	11.0	11.1									N/A
Water Well 2 Avg Depth to Water	10.7	11.0	11.1	11.2									N/A
Average Depth of Both Wells	10.7	11.0	11.1	11.2									N/A
Change in Average Well Depth from 2011	-0.2	-0.3	-1.5	-0.6									N/A
State Wastewater Treated	274,390	217,692	256,691	333,642									1,082,415
State % of Total WW Flow	12%	10%	11%	12%									N/A
Biosolids Removal (Gallons)	6,000	0	6,000	6,000									18,000
WW Permit Limitation Exceeded	0	0	0	0									0
Constituent Exceeded	None	None	None	None									N/A
Sample Limit	N/A	N/A	N/A	N/A									N/A
Sample Result	N/A	N/A	N/A	N/A									N/A
2011													
Wastewater Influent	2,751,319	2,612,956	3,533,336	2,489,112	2,448,333	2,789,621	3,220,512	3,224,824	2,760,550	2,635,506	2,383,662	2,337,981	33,187,712
Adjusted Wastewater Influent (- State Flow) *	2,391,644	2,225,772	3,067,170	2,182,733	2,136,474	2,444,591	2,748,834	2,768,508	2,441,709	2,365,703	2,154,301	2,089,096	29,016,535
Water Produced (month cycle)	1,767,449	1,521,806	1,554,527	2,091,782	2,300,004	2,542,228	3,134,419	3,130,978	2,710,594	2,335,032	1,796,995	1,465,182	26,350,996
Sewer Influent/Water Produced Ratio	1.56	1.60	2.27	1.19	1.07	1.10	1.03	1.03	1.02	1.13	1.30	1.60	N/A
Adjusted Sewer/Water Ratio	1.35	1.70	1.97	1.14	0.93	0.96	0.88	0.88	0.90	1.01	1.20	1.43	N/A
Average Depth of Both Wells	10.5	10.7	9.6	10.6	10.8	10.8	11.0	10.5	10.7	10.7	10.7	10.8	N/A
Change in Average Well Depth from 2010	-0.7	-0.6	+0.8	+0.2	0.0	+0.1	-0.3	+0.3	+0.8	+1.5	+1.7	-0.6	N/A
State Wastewater Treated	359,675	284,781	466,166	306,379	311,859	345,030	471,678	456,316	318,841	269,803	228,361	248,885	4,067,774
State % of Total WW Flow	13%	13%	13%	12%	13%	12%	15%	14%	12%	10%	10%	11%	N/A
Biosolids Removal (Gallons)	6,000	6,000	6,000	6,000	6,000	6,000	0	12,000	6,000	6,000	6,000	0	66,000
WW Permit Limitation Exceeded	1	None	None	None	None	None	None	None	None	None	None	None	1
Constituent Exceeded	Coliform	0	0	0	0	0	0	0	0	0	0	0	N/A
Sample Limit	2400	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	3000	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 2007	10.3	10.2	10.7	10.7	10.9	11.5	12.4	13.8	14.7	15.3	15.7	13.4
Well Average Depth 2008	10.2	10.2	10.7	11.0	10.9	11.3	11.8	12.5	13.4	14.5	14.2	13.0
Well Average Depth 2009	11.5	10.5	10.6	10.8	10.9	11.0	11.8	12.5	13.4	12.4	10.9	10.8
Well Average Depth 2010	9.8	10.1	10.4	10.8	10.8	10.9	10.8	10.8	11.5	12.2	12.4	10.2
Well Average Depth 2011	10.4	10.7	9.6	10.6	10.8	10.8	11.0	10.5	10.7	10.7	10.7	10.8
Well Average Depth 2012	10.6	11.0	11.1	11.2								



DISTRICT FINANCIALS
April 30, 2012

*** Financial Summary**

*** Balance Sheet**

*** Water Sales & Production**

SAN SIMEON COMMUNITY SERVICES DISTRICT

FINANCIAL SUMMARY

BILLING
April 30, 2012

March Billing Revenue	\$ 34,424.80
April Billing Revenue	\$ 47,318.52
Past Due (31 to 60 days)	\$ 347.54
Past Due (60 days)	\$ 430.55

RABOBANK SUMMARY
Ending Balances April 30, 2012

Money Marketing Account	
Closing Balance	\$408,198.81
	Reserve Fund (\$250,000.00)
	Hook up Deposits (\$ 43,470.00)
	Available Funds \$114,728.81
SEP ACCOUNT 3	\$ 6,008.81
General Checking Account	\$ 98,270.33
Well Rehab Project/USDA Checking Account	\$ 100.00
SEP Checking Account	\$155,892.78

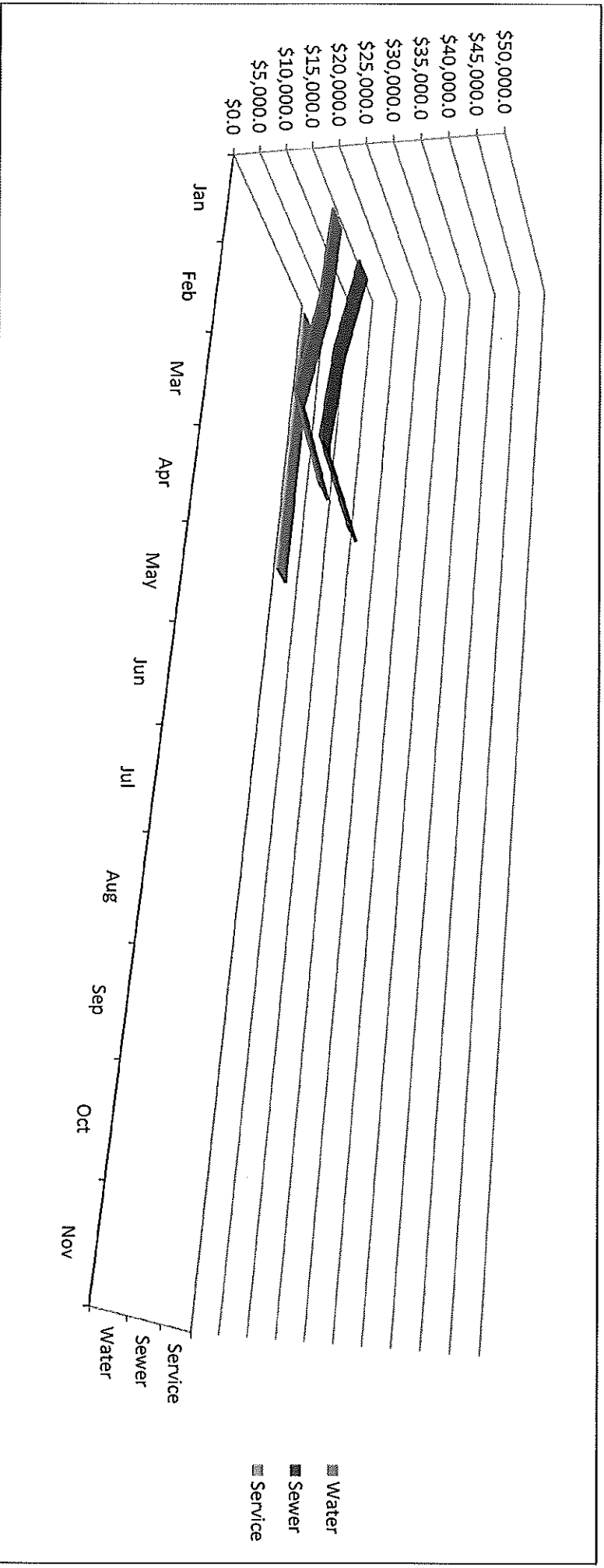
LAIF Closing Balance April 30, 2012	\$ 514.80
Accounts Payable (As of April 30, 2012)	\$ 33,124.33

SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of April 30, 2012

	Apr 30, 12
ASSETS	
Current Assets	
Checking/Savings	
1010 - Petty cash	150.00
1020 - General checking	98,270.33
1021 - SEP Funds checking	155,892.78
1022 - USDA checking	100.00
1025 - Construction fund	6,008.81
1040 - Cash in county treasury	26.10
1050 - LAIF - nonrestricted cash	514.80
1060 - Money Market Account 9548643039	408,198.81
Total Checking/Savings	669,161.63
Other Current Assets	
1200 - Accounts receivable	47,975.73
1220 - A/R - Hearst Castle	12,350.99
1300 - Prepaid expenses	1,563.31
Total Other Current Assets	61,890.03
Total Current Assets	731,051.66
Fixed Assets	
1400 - Fixed assets	
1420 - Building and structures	395,874.73
1500 - Equipment	316,747.53
1540 - Major water projects	158,616.22
1580 - Sewer plant	1,488,555.08
1600 - Water system	550,390.00
1620 - WWTP expansion	299,565.92
1630 - Tertiary Project	90,084.53
1640 - Wellhead project	4,263.92
Total 1400 - Fixed assets	3,304,097.93
1690 - Accumulated depreciation	(1,771,325.92)
Total Fixed Assets	1,532,772.01
TOTAL ASSETS	2,263,823.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts payable	33,124.43
Total Accounts Payable	33,124.43
Other Current Liabilities	
2100 - Payroll liabilities	66.50
2500 - Customer security deposits	10,408.13
2510 - Connect hookup wait list	43,470.00
Total Other Current Liabilities	53,944.63
Total Current Liabilities	87,069.06
Total Liabilities	87,069.06
Equity	
3200 - Fund balance	2,130,705.31
Net Income	46,049.30
Total Equity	2,176,754.61
TOTAL LIABILITIES & EQUITY	2,263,823.67

2012 WATER SALES AND PRODUCTION

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Water	\$18,368.8	\$17,712.9	\$14,752.5	\$20,943.1									\$71,777.34
Sewer	\$19,403.2	\$16,370.8	\$15,243.1	\$22,112.6									\$73,129.72
Service	\$4,251.5	\$4,272.0	\$4,251.5	\$4,251.5									\$17,026.52
Total	\$42,023.5	\$38,355.7	\$34,247.2	\$47,307.2									\$161,933.6
Water Sold Cu Ft	248582	225987	201323	285397									961289
Water Sold Acre ft	5.71	5.19	4.62	6.55									22.07



DISTRICT REVENUE

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YET
Water	\$18,368.8	\$17,712.9	\$14,752.5	\$20,943.1									\$71,777.3
Sewer	\$19,403.2	\$16,370.8	\$15,243.1	\$22,112.6									\$73,129.7
Service	\$4,251.5	\$4,272.0	\$4,251.5	\$4,251.5									\$17,026.5
Late Fees	\$509.5	\$66.6	\$177.6	\$204.2									\$957.9
State Billing			\$12,350.99										\$12,350.99
County Prop Tax	\$619.54	\$1,594.90	\$5,291.08	\$17,886.71									\$25,392.23
TOTAL	\$43,152.57	\$40,017.17	\$52,066.87	\$65,398.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,634.68

2012

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YET
Water	\$14,079.9	\$14,436.8	\$14,580.3	\$15,978.4	\$17,181.9	\$20,045.1	\$29,080.9	\$30,541.4	\$24,905.3	\$23,664.7	\$18,603.5	\$18,224.2	\$241,322.4
Sewer	\$14,010.9	\$14,599.5	\$13,759.0	\$16,248.7	\$17,077.0	\$20,232.7	\$30,694.0	\$32,170.1	\$26,341.4	\$24,926.1	\$19,583.4	\$19,169.6	\$248,812.4
Service	\$3,820.5	\$3,838.8	\$3,802.2	\$3,802.2	\$3,820.5	\$3,802.2	\$4,272.0	\$4,231.1	\$4,251.5	\$4,251.5	\$4,251.5	\$4,272.0	\$48,416.1
Late Fees	\$175.71	\$157.43	\$209.24	\$328.45	\$927.82	225.80,	\$356.68	\$101.30	\$843.71	\$104.57	\$630.80	\$98.08	\$3,933.8
State Billing			\$11,953.63			\$13,715.07			\$15,046.67			\$14,638.77	\$55,354.1
County Prop Tax	\$1,477.22		\$5,052.73	\$19,947.64	\$1,010.56	\$455.35	\$2,191.03	\$15.30	\$1,449.09	\$2,573.45	\$8,150.50	\$25,373.46	\$67,696.3
TOTAL	\$33,564.21	\$33,032.51	\$49,357.12	\$56,305.40	\$40,017.76	\$58,250.42	\$66,594.53	\$67,059.19	\$72,837.69	\$55,520.40	\$51,219.72	\$81,776.15	\$665,535.10

2011

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YET
Water	\$14,655.9	\$12,301.9	\$12,308.1	\$17,354.2	\$16,361.6	\$23,235.2	\$23,422.1	\$24,495.2	\$24,323.5	\$18,281.7	\$17,712.1	\$13,309.5	\$217,760.9
Sewer	\$14,474.7	\$12,023.6	\$11,960.2	\$17,100.5	\$15,949.3	\$22,296.5	\$21,589.4	\$22,706.9	\$22,330.6	\$16,837.1	\$17,839.7	\$13,259.2	\$208,367.6
Service	\$3,498.7	\$3,498.7	\$3,481.9	\$3,498.7	\$3,498.7	\$3,481.9	\$3,835.7	\$3,820.5	\$3,802.2	\$3,802.2	\$3,802.2	\$3,857.1	\$43,878.5
Late Fees	\$214.07	\$130.07	\$132.54	\$158.48	\$754.55	\$291.27	\$870.23	\$578.79	\$96.79	\$55.83	\$254.46	\$260.05	\$3,797.1
State Billing			\$15,319.73			\$18,674.54			\$12,346.08			\$12,156.15	\$58,496.5
County Prop Tax		\$860.69	\$6,014.92	\$16,244.84	\$1,289.79	\$672.32	\$3,103.65	\$29.75		\$707.60	\$8,316.76	\$27,270.18	\$64,510.5
TOTAL	\$32,843.41	\$28,814.94	\$49,217.37	\$54,356.62	\$37,853.86	\$68,651.72	\$52,821.03	\$51,631.13	\$62,899.22	\$39,684.38	\$47,925.31	\$70,112.12	\$596,811.1

2010

Historical Revenue Fiscal Year

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$20,110.3	\$21,949.0	\$15,884.6	\$16,813.3	\$11,056.9	\$11,424.7	\$12,916.2	\$11,164.3	\$10,891.2	\$14,675.1	\$15,113.9	\$15,565.2	\$177,564.5
Sewer	\$14,888.4	\$16,786.8	\$12,513.6	\$16,072.2	\$10,514.6	\$10,764.3	\$12,090.7	\$10,358.4	\$10,180.4	\$13,537.1	\$13,664.3	\$14,237.7	\$155,608.3
Service	\$3,026.4	\$3,027.0	\$3,027.0	\$3,100.5	\$3,056.4	\$3,027.0	\$3,027.0	\$3,012.3	\$3,012.3	\$3,056.4	\$3,041.7	\$3,041.7	\$36,455.7
Total	\$38,025.0	\$41,762.8	\$31,425.2	\$35,985.9	\$24,627.9	\$25,216.0	\$28,033.9	\$24,535.0	\$24,083.8	\$31,268.5	\$31,819.9	\$32,844.6	\$369,628.5
Water Sold Cu Ft	391070	416325	314625	330591	214430	233672	246690	223112	207332	288896	289767	293166	3449676
Water Sold acre ft	8.98	9.56	7.22	7.59	4.92	5.36	5.66	5.12	4.76	6.63	6.65	6.73	79.19

2008 / 2009

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$18,173.0	\$18,627.8	\$16,595.1	\$15,204.0	\$11,089.7	\$11,820.6	\$14,655.9	\$12,301.9	\$12,308.1	\$17,354.2	\$16,361.6	\$23,235.2	\$187,727.1
Sewer	\$17,131.8	\$17,715.1	\$16,373.1	\$15,130.5	\$10,808.6	\$11,430.7	\$14,474.7	\$12,023.6	\$11,960.2	\$17,100.5	\$15,949.3	\$22,296.5	\$182,394.7
Service	\$3,208.9	\$3,210.2	\$3,495.9	\$3,465.2	\$3,481.9	\$3,515.4	\$3,498.7	\$3,498.7	\$3,481.9	\$3,498.7	\$3,498.7	\$3,481.9	\$41,336.0
Total	\$38,513.8	\$39,553.2	\$36,464.1	\$33,799.7	\$25,380.2	\$26,766.7	\$32,629.3	\$27,824.2	\$27,750.2	\$37,953.3	\$35,809.5	\$49,013.6	\$411,457.8
Water Sold Cu Ft	338115	340942	280448	254487	185365	200865	245098	206476	206159	292035	272744	384783	3207517
Water Sold acre ft	7.76	7.83	6.44	5.84	4.26	4.61	5.63	4.74	4.73	6.70	6.26	8.83	73.63

2009 / 2010

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$23,422.1	\$24,495.2	\$24,323.5	\$18,281.7	\$17,712.1	\$13,309.5	\$14,079.9	\$14,436.8	\$14,580.3	\$15,978.4	\$17,181.9	\$20,045.1	\$217,846.3
Sewer	\$21,589.4	\$22,706.9	\$22,330.6	\$16,837.1	\$17,839.7	\$13,259.2	\$14,010.9	\$14,599.5	\$13,759.0	\$16,248.7	\$17,077.0	\$20,232.7	\$210,490.6
Service	\$3,835.7	\$3,820.5	\$3,802.2	\$3,802.2	\$3,802.2	\$3,857.1	\$3,820.5	\$3,838.8	\$3,802.2	\$3,802.2	\$3,820.5	\$3,802.2	\$45,806.6
Total	\$48,847.2	\$51,022.6	\$50,456.4	\$38,921.0	\$39,354.1	\$30,425.7	\$31,911.3	\$32,875.1	\$32,141.5	\$36,029.3	\$38,079.4	\$44,080.0	\$474,143.4
Water Sold Cu Ft	370034	403035	381961	302816	275704	203414	216577	220129	214084	243460	269171	304596	3404981
Water Sold acre ft	8.49	9.25	8.77	6.95	6.33	4.67	4.97	5.05	4.91	5.59	6.18	6.99	78.17

2010 / 2011

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$29,080.9	\$30,541.4	\$24,905.3	\$23,664.7	\$18,603.5	\$18,224.2	\$18,368.8	\$17,712.9	\$14,752.5	\$20,943.1			\$216,797.5
Sewer	\$30,694.0	\$32,170.1	\$26,341.4	\$24,926.1	\$19,583.4	\$19,169.6	\$19,403.2	\$16,370.8	\$15,243.1	\$22,112.6			\$226,014.3
Service	\$4,272.0	\$4,231.1	\$4,251.5	\$4,251.5	\$4,251.5	\$4,272.0	\$4,251.5	\$4,272.0	\$4,251.5	\$4,251.5			\$42,556.1
Total	\$64,046.8	\$66,942.6	\$55,498.2	\$52,842.4	\$42,438.4	\$41,665.8	\$42,023.5	\$38,355.7	\$34,247.2	\$47,307.2	\$0.0	\$0.0	\$485,367.9
Water Sold Cu Ft	394069	413435	337511	319681	252605	247832	248528	225987	201323	285397			2926368
Water Sold acre ft	9.05	9.49	7.75	7.34	5.80	5.69	5.71	5.19	4.62	6.55	0.00	0.00	67.18

2011 / 2012

ITEMS OF BUSINESS

*** Minutes – April 11, 2012**

*** Disbursements Journal – May 17, 2012**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, April 11, 2012
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: No Closed Session

2. REGULAR SESSION: 6:03

A. Roll Call:

Chairperson Lambeth – Present
Vice-Chair Ricci – Present
Director Fields – Present
Director McAdams – Present
Director Price - Present

Also Present:

General Manager – Charles Grace
District Counsel – Robert Schultz
Undersheriff – Martin Basti

B. Pledge of Allegiance

3. PUBLIC COMMENT: None

A. Sheriff's Report – No report. Sr. Deputy Steeb is on vacation.

B. Public Comment - None

4. STAFF REPORTS

A. General Manager's Report

1. Staff Activity

Staff assisted Cal Fire Cambria Station in completing ISO evaluation for County Insurance purposes. Staff attended the WRAC and CSDA meeting, starting weed abatement, coordinating with Phoenix Engineering on USDA Loan, Beach Accesses, and Recycled Water project,

2. Grants, Loans and Partnership Opportunities

A. Verbal Update on USDA Loan:

Staff will be meeting with Phoenix Engineering to finalize the front end portion of the USDA loan documents and specifications. Engineering contracts have been completed.

B. Verbal Update on Beach Accesses:

Have some preliminary designs that Staff is looking over before final presentation to the Board.

3. Point of Diversion

The agreement with the Hearst Corporation has been finalized and the required Emergency Standby fee submitted.

4. Small Scale Recycled Water Project

Staff and Phoenix Engineering distributed a proposal package to various general contractors, electricians and concrete contractors to solicit price proposals for the construction of the SSRWP.

5. Rip Rap Application

Per Cathy Novak, the Coastal Commission has finally appointed a staff member to the SLO county project area, Daniel Robinson. Arrangements are being made to meet with him to discuss our Rip Rap project and submit our packet.

6. District Recycled Metal

Continuing the effort to organize the limited storage space at the treatment facility Staff recycled out dated and scrap metals. The District earned \$527.71 which was deposited into the General Fund.

7. IRS refunding District for overcharge during 2009 Audit

During the 2009 District Audit by the IRS to determine if the Board Members needed to be paid as employees, the IRS charged the District with a penalty. The IRS later decided that the District should not have to pay a penalty and therefore had overcharged the District. We have received payment vouchers totaling \$748.68 that will be refunded to the District. Staff will update the board when the check has been received.

B. Superintendent's Report

Wastewater Treatment Plant

- The wastewater treatment plant performed well this month. Staff continued with the manufacturer's recommended preventive maintenance on the facility equipment.
- Staff rebuilt the mechanical components of the Micro 2000 chlorine analyzer.
- One load of sludge was hauled away.

Water Distribution System

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

District and Equipment Maintenance

- Staff continues with scheduled preventive maintenance and recording for all equipment at the facilities.
- Staff performed weed and brush abatement throughout the District and the facilities.

C. District Financial Summary – Update on Monthly Financial Status for close of business March 31, 2012.

	BILLING MARCH 31, 2012	
February Billing Revenue		\$ 38,422.27
March Billing Revenue		\$ 34,424.80
Past Due (31 to 60 days)		\$ 176.58
Past Due (60 days)		\$ 253.97

	RABOBANK SUMMARY Ending Balances March 31, 2012		
Money Marketing Account			
Closing Balance			\$408,030.36
	Reserve Fund	(\$250,000.00)	
	Hook up Deposits	(\$ 43,470.00)	

	Available Funds	\$114,560.36
SEP ACCOUNT 3		\$ 6,008.00
General Checking Account		\$ 96,914.26
Well Rehab Project/USDA Checking Account		\$ 100.00
SEP Checking Account		\$155,892.78
<hr/>		
LAIF Closing Balance March 31, 2012		\$ 514.80
Accounts Payable (As of March 31, 2012)		\$ 8,131.60

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

Besides general District duties, Counsel has been working on the USDA loan documents in conjunction with Phoenix Engineering and AECOM. Counsel has also been assisting Staff with the documents needed for the Small Scale Recycling project.

Regarding the SWWC lawsuit, Chairperson Lambeth and Counsel attended a mediation with SWWC, but was unsuccessful. The board of directors that were on staff at the time of SWWC contract have been contacted by the plaintiffs' attorneys to attend depositions scheduled for May.

Counsel Schultz brought to the board resolution 12-349. It was not released until after the District's agenda had already been posted. Counsel Schultz wanted to know if the Board wants to file an opposition to creation of the national marine sanctuary. The Marine Sanctuary has a meeting before the next San Simeon CSD Board Meeting, so it needs to be addressed at this meeting if the Board so inclines.

Motion made to adopt emergency Resolution 12-349 to agenda.

Motion by: Director McAdams
 2nd by: Director Price
 All in: 5/0

5. ITEMS OF BUSINESS

A. Approval of last month's minutes - March 14, 2012.

Motion made for approval of minutes as is.

Motion by: Vice-Chair Ricci
 2nd by: Director McAdams
 All in: 5/0

B. Approval of Disbursements Journal – April 11, 2012.

Motion made for approval of disbursements journal as is.

Motion by: Director Price
2nd by: Director Fields
All in: 5/0

6. DISCUSSION/ACTION ITEMS

A. Resolution NO. 12-347 – Commending Undersheriff Basti for his dedication to the San Simeon Community. Staff recommends approval of Resolution 12-347.

Motion made for approval of Resolution 12-347.

Motion by: Chairperson Lambeth
2nd by: Vice-Chairperson Ricci
All in: 5/0

B. Resolution- NO. 12-348 - Electing to become subject to the Uniform Public construction cost accounting procedures.

Under the Public Contracting Code, all public works projects valued over \$25,000 must be competitively bid, and the contract must be awarded to the lowest responsible bidder. UPCCAA is a series of sections within the Public Contracting Code that allow a participating local agency to avoid competitive bidding for projects valued up to \$175,000 if the agency adopts certain accounting procedures. The District is not currently participating in the UPCCAA program.

In order to implement the alternative bidding procedures contained within UPCCAA, the District must adopt (1) a resolution declaring that the District chooses to become subject to the UPCCAA procedures and informing the state Controller of that decision, and (2) an ordinance establishing an informal bidding procedure. A draft copy of the required resolution and ordinance are attached to this report.

Motion made for approval of Resolution 12-348.

Motion by: Director Price
2nd by: Director Fields
All in: 5/0

C. Ordinance 111 – Provide informal bidding procedures under the uniform public construction cost accounting act.

Motion made for approval of Ordinance 111.

Motion by: Director Price
2nd by: Director Fields
All in: 5/0

D. Resolution- NO. 12-349 - Opposition to creation of a national marine Sanctuary in the San Luis Obispo County Coastal Area. And Opposition to expansion of the Monterey Bay National marine Sanctuary in the San Luis Obispo County Coastal area.

Motion made for approval of Resolution NO. 12-349.

Motion by: Director McAdams
2nd by: Director Price
All in: 4/1

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

Budget committee met and will have a preliminary budget at the next meeting.

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

None

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

None

10. ADJOURNMENT@ 6:55 pm

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
 May 1 - 10, 2012

1020 - General Checking

Type	Date	Num	Name	Memo	Amount	Balance
					Balance forward	98,270.33
Check	05/01/2012	6646	void		0.00	98,270.33
Check	05/01/2012	6647	void		0.00	98,270.33
Check	05/01/2012	6648	void		0.00	98,270.33
Paycheck	05/01/2012	6649	ALAN FIELDS	Board services	-94.35	98,175.98
Paycheck	05/01/2012	6650	DOLORES RICCI	Board services	-94.35	98,081.63
Paycheck	05/01/2012	6651	LEROY E PRICE	Board services	-94.35	97,987.28
Paycheck	05/01/2012	6652	RALPH N MCADAMS	Board services	-94.35	97,892.93
Paycheck	05/01/2012	6653	TERRY L LAMBETH	Board services	-94.35	97,798.58
Bill Pmt	05/10/2012	6654	void		0.00	97,798.58
Bill Pmt	05/10/2012	6655	APTwater, Inc	Operations and Maintenance	-37,593.00	60,205.58
Bill Pmt	05/10/2012	6656	CALPERS	Monthly billing	-529.46	59,676.12
Bill Pmt	05/10/2012	6657	County of San Luis Obispo	Cross connection admin cost	-23.73	59,652.39
Bill Pmt	05/10/2012	6658	Glenn Burdette	Bookkeeping Services	-1,200.00	58,452.39
Bill Pmt	05/10/2012	6659	Phoenix Civil Engineering, Inc	Eng. services beach accesses	-3,587.50	54,864.89
Bill Pmt	05/10/2012	6660	ROBERT W SCHULTZ ESQ.	Services	-1,725.00	53,139.89
Bill Pmt	05/10/2012	6661	The Tribune	Ordinance 111 posting	-43.00	53,096.89
Bill Pmt	05/10/2012	6662	Michael O'Neill- Bytes & Sites	Monthly website maintenance fee	-275.00	52,821.89
Bill Pmt	05/10/2012	6663	Robin Zywicille	Security deposit	-50.00	52,771.89
					-45,498.44	52,771.89
					-45,498.44	52,771.89

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal - SEP Account

1021 - SEP Funds Checking

Type	Date	Num	Name	Memo	Amount	Paid	Balance
							Balance forward 155,892.78
Bill Pmt	05/07/2012	1001	APTwater, Inc	Sales tax on 1st installment	-512.58		
Bill Pmt	05/07/2012	1001	APTwater, Inc	Mileston # 2 40% due with submission of design	-30330.30		
Bill Pmt	05/07/2012	1001	APTwater, Inc				-30,842.88 125,049.90
Bill Pmt	05/10/2012	1002	Cambria Hardware	Various supplies for tertiary project		-95.53	124,954.37
Bill Pmt	05/10/2012	1003	Freshcrete	Concrete for tertiary project		-2,906.51	122,047.86
Bill Pmt	05/10/2012	1004	Miner's Ace Hardware	Various supplies for concrete work on tertiary project		-726.66	121,321.20
Bill Pmt	05/10/2012	1005	Molina Construction	Labor for tertiary project		-330.00	120,991.20
Bill Pmt	05/10/2012	1006	Oasis Equipment Rental	Tertiary project rented equipment		-422.51	120,568.69
Bill Pmt	05/10/2012	1007	Phoenix Civil Engineering, Inc	Engineering services -		-2,990.00	117,578.69
Bill Pmt	05/10/2012	1008	Abalone Coast Analytical Inc.	Tertiary project rented equipment		-1,015.70	116,562.99
						-39,329.79	116,562.99
						<u>-39,329.79</u>	<u>116,562.99</u>

DISCUSSION & ACTION ITEMS

DISCUSSION ACTION ITEM SUMMARY
May 17, 2012

A. Submission of 2012-2013 Fiscal Budget –

The budget committee met in April to discuss a preliminary Fiscal 2012 – 2013 District Budget. The Draft Budget is attached and Staff is looking for comments or changes from the Board.

SAN SIMÉON COMMUNITY SERVICES DISTRICT

General Fund

Comparative Profit and Loss by Year

	7/2014-6/2017	7/2015-6/2016	7/2014-6/2015	7/2013-6/2014	7/2012-6/2013	7/2011-6/2012	7/2010-6/2011	7/2009-6/2010	7/2008-6/2009	7/2007-6/2008
	Profoma	Profoma	Profoma	Profoma	Profoma	Preliminary	Final Budget	Actual	Actual	Actual
Ordinary Income/Expenses	1982-84=100=CPI	1982-84=100=CPI	1982-84=100=CPI	1982-84=100=CPI	1982-84=100=CPI	1982-84=100=CPI	1982-84=100=CPI	1982-84=100=CPI	1982-84=100=CPI	1982-84=100=CPI
Income	8.50%	8.50%	8.50%	7.50%	6.50%	2.00%	-0.30%	3.50%	3.30%	4.30%
4000 Operating Revenues	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	1.00%	0.00%	0.00%	0.00%
4005 Utility fees-waste	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4010 Utility fees-water	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4025 Service fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4050 State of Calif utility fees-waste	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4000 Total Operating Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4100 Property Taxes										
4110 Prop Tax current secured	\$72,692.65	\$71,267.33	\$69,899.93	\$68,499.94	\$67,156.80	\$65,840.03	\$60,442.85	\$59,944.41	64,772.33	68,240.72
4120 Prop Tax current secured supp	\$1,765.42	\$1,730.81	\$1,696.87	\$1,663.60	\$1,630.98	\$1,599.03	\$1,183.27	\$1,171.55	2,259.78	2,938.20
4130 Prop Tax current unsecured	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,898.99	\$963.41	\$953.87	1,889.22	1,739.59
4140 Prop Tax current unsecured supp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28.11	\$27.16	9.00	12.28
4150 Prop Tax prior secured	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.07	\$116.01	-137.28	-176.22
4160 Prop Tax prior unsecured	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.05	\$14.54	1.49	-3.07
4170 Prop Tax prior unsecured supp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39.25	\$38.85	36.92	59.33
4180 Prop Tax prior unsecured supp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.12	\$14.97	17.36	33.69
4190 Penalties and Interest prop tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.44	\$7.37	17.24	68.13
4200 AB1661-SRAE Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$309.13	\$306.07	313.71	64.78
4220 Homeowners prop tax relief	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1,992.16	-1,679.93
4230 Prop tax admin fee SB 2557	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,404.31	\$1,390.41	313.71	572.21
4270 Current utility tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$306.07	0.00	221.16
4280 State aid-homeowners	\$614.00	\$614.00	\$614.00	\$614.00	\$614.00	\$538.00	\$4,501.69	63,875.87	70,835.55	72,336.21
4100-4299 Total Property taxes	75,072.11	73,612.14	72,180.81	70,777.54	69,401.78	68,032.03	64,510.69	63,875.87	70,835.55	71,409.45
4750 Fern-storm damage funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4800 Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$307.23	1,474.32
4900 Late fees & adjustments	-\$1,835.00	-\$1,835.00	-\$1,835.00	-\$1,835.00	-\$1,835.00	-\$1,835.00	-\$1,835.00	-\$1,835.00	4,700.51	-\$6,168.07
Total Income	\$73,237.11	\$71,777.14	\$70,345.81	\$68,942.54	\$67,566.78	\$66,197.03	\$62,675.69	\$65,104.00	\$75,843.29	\$71,904.38
Expense										
6000 Accounting	\$6,345.06	\$5,847.93	\$5,389.90	\$4,987.56	\$4,620.98	\$4,338.35	\$4,287.50	\$4,287.50	4,050.00	4,400.18
6015 Auto Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
6017 Bad Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
6020 Bank Fees	\$170.19	\$156.85	\$144.57	\$133.24	\$123.94	\$118.38	\$115.00	\$115.00	0.00	105.00
6025 Bookkeeping	\$6,825.86	\$6,383.28	\$5,983.21	\$5,422.31	\$5,044.01	\$4,736.16	\$4,680.00	\$4,680.00	7,200.00	7,200.00
6030 Directors Fees	\$873.13	\$804.73	\$741.69	\$683.58	\$635.89	\$587.08	\$550.00	\$590.00	690.00	660.00
6035 Dues and subscriptions	\$2,170.99	\$2,000.91	\$1,844.16	\$1,699.69	\$1,581.10	\$1,484.60	\$1,467.00	\$0.00	1,394.80	1,165.00
6045 Electrical power	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
6050 Election Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
6055 Road Maintenance	\$84.25	\$77.65	\$71.57	\$65.96	\$61.36	\$57.61	\$56.93	\$56.93	238.13	0.00
6060 Riprap engineering	\$1,479.88	\$1,383.95	\$1,287.10	\$1,188.61	\$1,077.78	\$1,012.03	\$1,000.00	\$0.00	0.00	0.00
6065 Equipment rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
6075 Insurance-Health	\$7,689.45	\$7,087.05	\$6,581.94	\$6,020.13	\$5,600.12	\$5,258.38	\$5,195.88	\$5,195.98	5,675.92	5,189.08
6080 Insurance-Health	\$1,089.48	\$1,003.21	\$924.62	\$852.18	\$792.72	\$744.35	\$735.52	\$735.52	1,899.51	2,459.09
6095 LAFCO Cost Apportionment	\$1,587.64	\$1,444.83	\$1,331.64	\$1,227.32	\$1,141.69	\$1,072.01	\$1,059.30	\$1,063.81	1,311.94	2,373.60
6100 Legal fees	\$10,559.19	\$9,547.64	\$8,759.67	\$8,110.29	\$7,544.46	\$7,068.00	\$7,000.00	\$6,825.00	6,800.00	6,600.00
6105 Licenses and permits	\$1,943.13	\$1,790.91	\$1,650.80	\$1,521.28	\$1,415.16	\$1,328.78	\$1,313.03	\$1,313.03	433.93	401.21
6110 Memberships and seminars	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00
6115 Miscellaneous expenses	\$2,667.49	\$2,458.52	\$2,255.91	\$2,088.40	\$1,942.90	\$1,824.18	\$1,802.50	\$3,566.00	822.71	0.00
6125 Office Expenses	\$268.57	\$247.53	\$228.14	\$210.27	\$195.60	\$183.66	\$181.48	\$0.00	230.90	0.00
6125 Operations Management	\$31,220.88	\$28,775.01	\$26,520.74	\$24,443.08	\$22,737.75	\$21,380.03	\$23,414.49	\$23,076.05	22,800.00	24,493.14
6130 Operating supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00

