

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



**BOARD PACKET**

**Wednesday, April 10, 2013  
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**  
**Wednesday, April 10, 2013**  
**6:00 pm**

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

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

**1. NO CLOSED SESSION**

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

A. Roll Call

B. Pledge of Allegiance

**3. PUBLIC COMMENT:**

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

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

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

**4. BOARD PRESENTATIONS AND ANNOUNCEMENTS:**

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

**5. STAFF REPORTS**

A. **General Manager's Report**

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

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

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

4. **Cal PERS Invoice** – Staff recommending quarterly payment to avoid penalties.

**B. Superintendent's Report**

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

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

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

**6. ITEMS OF BUSINESS**

**A. Approval of last month's minutes** – March 13 20, 2013.

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

**7. DISCUSSION/ACTION ITEMS**

**A. Revised Parking Ordinance 107** – Final document for approval

**B. Vote for LAFCO Special District Member**

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

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

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

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

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

**11. ADJOURNMENT**

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

**General Manager's Report**  
**April 10, 2013**

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

Along with billing and collections, Staff attended a WRAC meeting. Facilitated the repair of the fence next to Motel 6, repaired the fence behind the District Administration Building, coordinated with contractors on shrub maintenance behind the District Administration Building and shrub trimming along Avonne Avenue. Staff worked with the USDA (United States Department of Agriculture) to provide well site ownership documents and proof of easements.

**2. Grants, Loans and Partnership Opportunities –**

Verbal update on USDA Loan

**3. Small Scale Recycled Water Project –**

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

**4. Cal Pers Invoice**

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

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

# **SAN SIMEON COMMUNITY SERVICES DISTRICT**

## **Superintendent's Report**

### **Activities of March 2013**

#### **Wastewater Treatment Plant**

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

#### **Water Distribution System**

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

#### **District and Equipment Maintenance**

- The fence at the south end of Castillo was repaired as well as the "Conserve Water" sign at the same location.
- A new fence was constructed across the back side of the District office property.
- Staff continues with 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 -March 2013**

Date	Day	Wastewater Influent Daily flow	Wastewater Effluent Daily Flow	CALCULATED Well 1 Total Pumped	CALCULATED Well 2 Total Pumped	CALCULATED Total Daily Water Produced	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
03/01/13	Fri	69,158	55,140	57,521	0	57,521	11.0	11.1	0.00	6,146
03/02/13	Sat	86,088	67,950	62,682	0	62,682	11.0	11.1	0.00	6,147
03/03/13	Sun	83,079	68,740	58,718	0	58,718	11.0	11.1	0.00	8,525
03/04/13	Mon	83,476	68,900	58,793	0	58,793	11.1	11.2	0.00	7,149
03/05/13	Tue	59,539	54,880	56,998	0	56,998	10.9	11.0	0.00	5,659
03/06/13	Wed	70,682	69,170	52,884	0	52,884	11.0	11.1	0.60	7,340
03/07/13	Thu	70,231	60,020	27,975	0	27,975	11.0	11.1	0.00	8,005
03/08/13	Fri	71,056	64,250	35,006	0	35,006			0.30	5,694
03/09/13	Sat	81,911	71,010	66,422	0	66,422	11.0	11.1	0.10	6,407
03/10/13	Sun	78,262	73,500	68,966	0	68,966	11.0	11.1	0.00	8,979
03/11/13	Mon	76,278	75,950	65,600	0	65,600	11.1	11.2	0.00	9,591
03/12/13	Tue	65,681	61,980	86,394	0	86,394	10.9	11.0	0.00	7,466
03/13/13	Wed	67,166	57,310	42,412	0	42,412	11.1	11.2	0.00	7,643
03/14/13	Thu	69,468	62,950	49,293	0	49,293			0.00	10,096
03/15/13	Fri	72,828	62,840	100,456	1,047	101,504			0.00	9,605
03/16/13	Sat	87,310	79,000	60,962	0	60,962	11.2	11.3	0.00	4,891
03/17/13	Sun	80,698	77,860	63,804	0	63,804	11.0	11.1	0.00	8,730
03/18/13	Mon	71,673	71,680	59,242	0	59,242	11.2	11.3	0.00	8,191
03/19/13	Tue	73,362	74,420	60,513	0	60,513	11.1	11.2	0.00	7,545
03/20/13	Wed	70,495	64,490	63,281	0	63,281	11.2	11.3	0.00	6,902
03/21/13	Thu	73,627	66,760	60,887	0	60,887	11.2	11.3	0.00	8,083
03/22/13	Fri	83,437	75,270	63,804	25,133	88,937	11.2	11.3	0.00	10,605
03/23/13	Sat	101,527	93,060	103,299	0	103,299			0.00	8,321
03/24/13	Sun	96,572	96,590	65,001	0	65,001	11.3	11.4	0.00	14,105
03/25/13	Mon	92,192	90,920	62,982	0	62,982	11.3	11.4	0.00	12,042
03/26/13	Tue	94,824	87,860	9,462	0	9,462	11.0	11.1	0.00	12,538
03/27/13	Wed	93,512	88,030	95,744	0	95,744			0.00	11,841
03/28/13	Thu	100,968	96,810	32,314	60,513	92,827			0.00	14,670
03/29/13	Fri	92,888	88,640	75,922	0	75,922	11.3	11.4	0.00	13,315
03/30/13	Sat	116,863	103,520	0	69,489	69,489	11.4	11.5	0.00	14,062
03/31/13	Sun	86,594	88,780	72,257	0	72,257	11.3	11.4	0.50	18,301
<b>TOTALS</b>		<b>2,521,445</b>	<b>2,318,280</b>	<b>1,839,594</b>	<b>156,182</b>	<b>1,995,776</b>			<b>1.50</b>	<b>288,594</b>
Average		81,337	74,783	59,342	5,038	64,380	11.1	11.2	0.05	9,309
Minimum		59,539	54,880	0	0	9,462	10.9	11.0	0.00	4,891
Maximum		116,863	103,520	103,299	69,489	103,299	11.4	11.5	0.60	18,301

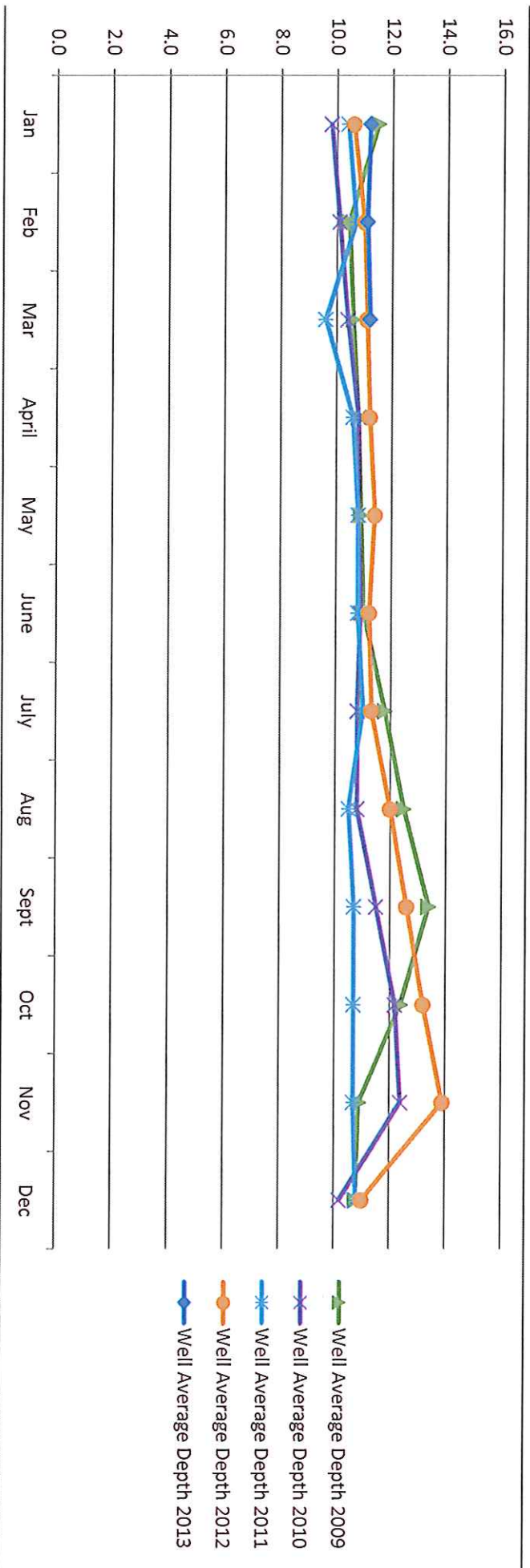


DATA SUMMARY SHEET

	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Total for 2013
<b>2013</b>													
Wastewater Final Effluent (Month Cycle)	2,021,340	1,908,020	2,318,280										6,247,640
Wastewater Influent	2,314,345	2,162,072	2,521,425										6,997,842
Adjusted Wastewater Influent (- State Flow) *	2,067,826	1,945,010	2,232,831										6,245,667
Water Produced (month cycle)	1,727,730	1,703,869	1,995,696										5,427,296
Sewer Influent/Water Produced Ratio	1.34	1.27	1.26										N/A
Adjusted Sewer/Water Ratio	1.20	1.14	1.12										N/A
Total Well Production	1,727,730	1,703,869	1,995,696										5,427,296
Well 1 Water Pumped	748,748	238,462	1,839,594										2,826,804
Well 2 Water Pumped	978,982	1,465,407	156,102										2,600,492
Water Well 1 Avg Depth to Water	11.2	11.0	11.1										N/A
Water Well 2 Avg Depth to Water	11.3	11.1	11.2										N/A
Average Depth of Both Wells	11.3	11.1	11.2										N/A
Change in Average Well Depth from 2012	+0.6	+0.1	+0.1										N/A
State Wastewater Treated	246,519	217,062	288,594										752,175
State % of Total WW Flow	11%	10%	11%										N/A
Biosolids Removal (Gallons)	6,000	0	0										6,000
WW Permit Limitation Exceeded	0	0	0										0
Constituent Exceeded	None	None	None										N/A
Sample Limit	N/A	N/A	N/A										N/A
Sample Result	N/A	N/A	N/A										N/A
<b>2012</b>													
Wastewater Final Effluent (Month Cycle)	2,282,400	2,013,230	2,330,795	2,716,990	2,525,450	2,715,470	3,502,920	3,227,160	2,616,130	2,535,700	2,175,190	2,509,470	Total for 2012 31,150,905
Wastewater Influent	2,374,670	2,135,421	2,402,116	2,798,195	2,575,428	2,749,696	3,298,298	3,082,906	2,634,002	2,413,542	1,983,791	2,482,140	30,930,205
Adjusted Wastewater Influent (- State Flow) *	2,100,280	1,917,729	2,145,425	2,464,553	2,265,629	2,380,258	2,801,758	2,634,075	2,297,669	2,137,808	1,757,882	2,138,937	27,042,003
Water Produced (month cycle)	1,981,790	1,852,198	1,796,370	2,288,880	2,390,907	2,672,903	3,132,146	3,061,993	2,542,115	2,308,627	1,773,882	1,641,636	27,443,447
Sewer Influent/Water Produced Ratio	1.15	1.15	1.34	1.19	1.07	1.03	1.05	1.01	1.04	1.05	1.12	1.51	N/A
Adjusted Sewer/Water Ratio	1.06	1.04	1.19	1.08	0.95	0.89	0.90	0.86	0.90	0.93	0.99	1.30	N/A
Average Depth of Both Wells	10.7	11.0	11.1	11.2	11.4	11.2	11.3	12.0	12.6	13.2	13.9	11.0	N/A
Change in Average Well Depth from 2011	-0.2	-0.3	-1.5	-0.6	-0.6	-0.4	-0.3	-1.5	-1.9	-2.5	-3.2	-0.2	N/A
State Wastewater Treated	274,390	217,692	256,691	333,642	309,799	369,438	496,540	448,831	336,333	275,734	225,909	343,203	3,888,202
State % of Total WW Flow	12%	10%	11%	12%	12%	13%	15%	15%	13%	11%	12%	14%	N/A
Biosolids Removal (Gallons)	6,000	0	6,000	6,000	6,000	6,000	6,000	6,000	6,000	0	6,000	6,000	60,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	0
Constituent Exceeded	None	None	None	None	None	None	None	None	None	None	None	None	N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

The formula for calculation of "State % of total WW Flow" compares the State Wastewater Treated to the Wastewater Influent Flow.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Well Average Depth 2009	11.5	10.5	10.6	10.8	10.9	11.0	11.8	12.5	13.4	12.4	10.9	10.8
Well Average Depth 2010	9.8	10.1	10.4	10.8	10.8	10.9	10.8	10.8	11.5	12.2	12.4	10.2
Well Average Depth 2011	10.4	10.7	9.6	10.6	10.8	10.8	11.0	10.5	10.7	10.7	10.7	10.8
Well Average Depth 2012	10.6	11.0	11.1	11.2	11.4	11.2	11.3	12.0	12.6	13.2	13.9	11.0
Well Average Depth 2013	11.2	11.1	11.2									



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

**March 31, 2013**

**\* Financial Summary**

**\* Balance Sheet**

**\* Water Sales & Production**

SAN SIMEON COMMUNITY SERVICES DISTRICT



FINANCIAL SUMMARY

BILLING  
March 31, 2013

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

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RABOBANK SUMMARY  
Ending Balances March 31, 2013

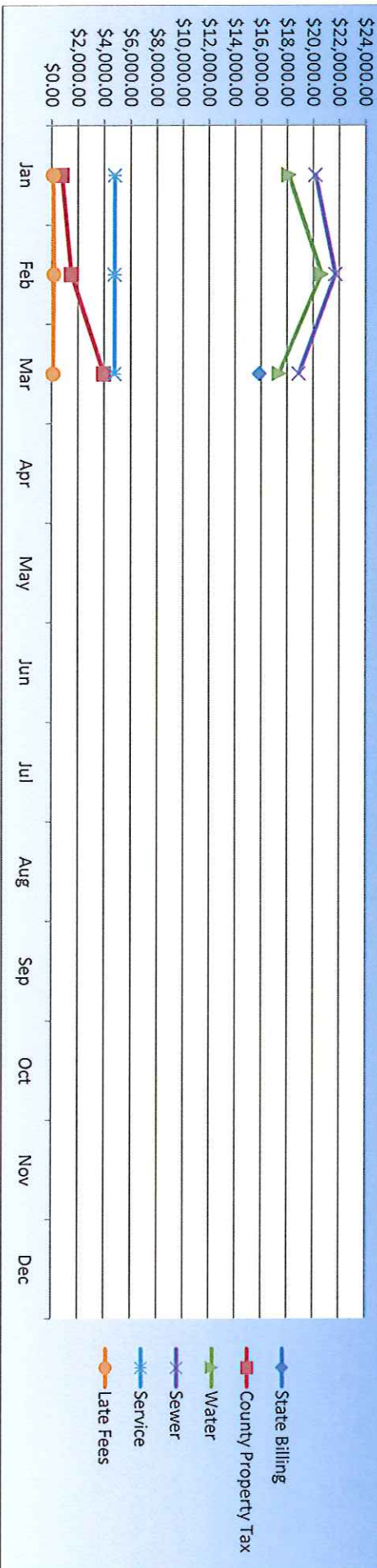
<b>Money Marketing Account Closing Balance March 31, 2013</b>	<b>\$ 484,739.93</b>
<b>Summary of Transactions:</b>	
February 28, 2013 Balance	\$ 409,635.22
Deposit from General Checking Account March 14, 2013	\$ 75,000.00
Interest	\$ 104.71
Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 43,470.00)
<b>Available Funds</b>	<b>\$ 191,269.93</b>
<b>General Checking Account</b>	<b>\$ 90,467.50</b>
<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 685.00</b>
<b>LAIF Closing Balance March 31, 2013</b>	<b>\$ 516.62</b>

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet**  
As of March 31, 2013

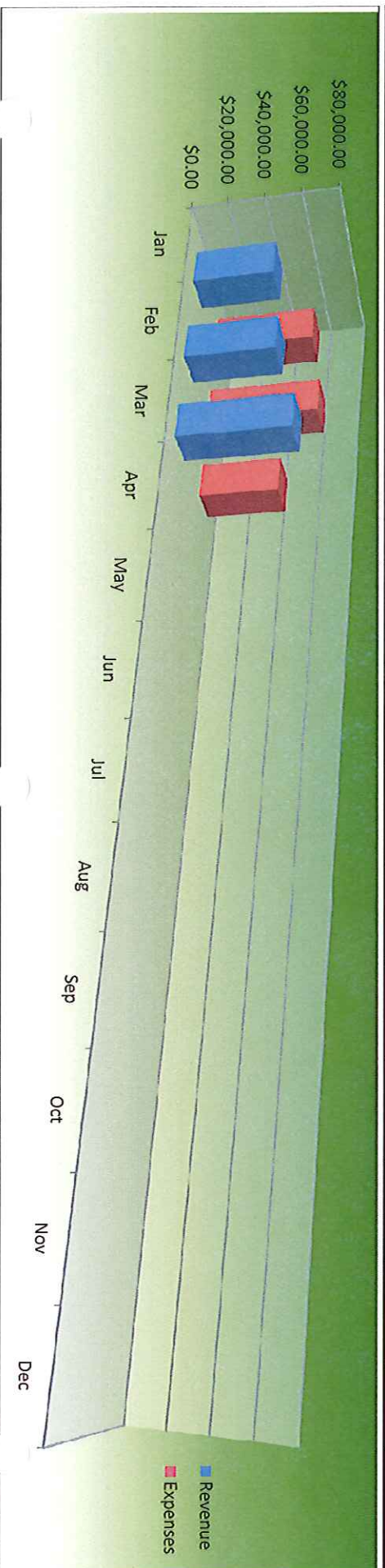
	Mar 31, 13
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Petty cash	150.00
1020 · General checking	90,467.50
1022 · USDA checking	685.00
1040 · Cash in county treasury	62.66
1050 · LAIF - non-restricted cash	516.62
1060 · Money Market Account 9548643039	484,739.93
<b>Total Checking/Savings</b>	576,621.71
<b>Other Current Assets</b>	
1200 · Accounts receivable	39,958.15
1300 · Prepaid expenses	1,548.40
<b>Total Other Current Assets</b>	41,506.55
<b>Total Current Assets</b>	618,128.26
<b>Fixed Assets</b>	
<b>1400 · Fixed assets</b>	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	145,068.22
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	235,886.09
1640 · Wellhead project	14,034.05
<b>Total 1400 · Fixed assets</b>	3,446,121.62
1650 · Walkway access projects	11,511.00
1690 · Accumulated depreciation	(1,850,029.47)
<b>Total Fixed Assets</b>	1,607,603.15
<b>TOTAL ASSETS</b>	<b>2,225,731.41</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts payable	7,429.51
<b>Total Accounts Payable</b>	7,429.51
<b>Other Current Liabilities</b>	
2100 · Payroll liabilities	229.50
2200 · Contingency settlement	25,000.00
2500 · Customer security deposits	10,258.13
2510 · Connect hookup wait list	43,470.00
<b>Total Other Current Liabilities</b>	78,957.63
<b>Total Current Liabilities</b>	86,387.14
<b>Total Liabilities</b>	86,387.14
<b>Equity</b>	
3200 · Fund balance	2,104,186.39
Net Income	35,157.88
<b>Total Equity</b>	2,139,344.27
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,225,731.41</b>

2013 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing			\$15,874.60										\$15,874.60
County Property Tax	\$757.44	\$1,473.36	\$3,935.20										\$6,166.00
Water	\$18,102.6	\$20,631.4	\$17,394.1										\$56,128.16
Sewer	\$20,172.8	\$21,705.5	\$18,903.2										\$60,781.49
Service	\$4,792.3	\$4,769.3	\$4,769.3										\$14,330.88
Late Fees	\$80.3	\$163.5	\$95.6										\$339.28
<b>Total</b>	<b>\$43,905.4</b>	<b>\$48,743.0</b>	<b>\$60,972.0</b>										<b>\$153,620.41</b>
Water Sold Cu Ft	220059	216680	209256										645995
Water Sold Acre ft	5.05	4.97	4.80										14.83



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$43,905.44	\$48,742.98	\$60,971.99										\$153,620.41
Expenses	\$56,546.16	\$62,776.84	\$44,114.20										\$163,437.20
Balance	-\$12,640.72	-\$14,033.86	\$16,857.79										-\$10,819.79



## **ITEMS OF BUSINESS**

**\* Minutes – March 12, 2013**

**\* Disbursements Journal – April 10, 2013**

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, March 13, 2013**  
**6:00 pm**

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

**1. NO CLOSED SESSION**

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

**A. Roll Call:**

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

**Also Present:**

Charles Grace – General Manager  
Robert Schultz – District Counsel  
Deputy Bean – Sheriff's Administration  
Deputy Casteneda – Sheriff's Administration

**B. Pledge of Allegiance**

**3. PUBLIC COMMENT: None**

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

There were 43 calls for service for the month of February for San Simeon. The breakdown is as follows: 23 traffic calls, 5 incomplete 911 calls, 3 emergency calls, 4 calls to assist another agency, 2 crimes against persons (1 battery, 1 arson), 4 check on welfare and 2 suspicious circumstances..

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

**4. STAFF REPORTS**

**A. GENERAL MANAGER'S REPORT**

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

Along with billing and collections, Staff attended WRAC and CSDA meetings on behalf of the District. Staff assisted Phoenix Engineering with the USDA loan and document research and coordinated with Advance Concrete on sidewalk repair on Avonne Avenue (behind the Silver Surf). Staff hosted the Ribbon Cutting Ceremony for the Recycled Water Facility and attended a Recycled Water Distribution Training.



## **2. Grants, Loans and Partnership Opportunities –**

### **A. Update on USDA Loan**

As the USDA finalizes the District Loan Documents, Staff and Phoenix Engineering are completing final tasks asked by the loan officer. The USDA has yet to determine when construction on the Well Rehab Project can begin. Staff is currently working on locating the deed from the Hearst Corporation regarding the property of the Wells.

### **B. Update on WRAC/ Purple Pipe Grant**

Staff completed all application requirements for the PROP 84/WRAC Grant application process. After GEI Consulting completed all of the project applications, they felt that it would be best if the San Simeon application was separated into two parts; Planning and Construction. At this round of the Grant requests the San Simeon project will be for part one Planning to match the other project requests. By changing our request for funds, it would make it more probable that our County would win the Grant request.

A Planning Grant would include funds for: an updated Title 22 Report for Distribution, a Study of the various opportunities available to improve water supply, Permitting and Environmental Studies, all studies and reports that are needed for major recycled water distribution projects. Funding for the design of the project would also be included. Our request for the Studies, Reports and Design would total approximately \$350,000.

## **3. Small Scale Recycled Water Project –**

### **A. Verbal update on the General Reclaimed Water Permit application - Pursuit of a General Waste Discharge Permit for Landscape Irrigation.**

Staff spoke with the Regional Water Quality Control Board (RWQCB) regarding a different permit option which will allow the District to use the recycled water currently produced for just irrigation purposes. Under this new permit process, Staff and the RWQCB will work on getting approval by May 2013. Staff is still pursuing the RWQCB for the Master Permit.

## **B. SUPERTINTENDENT'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 performed all sampling, testing and reporting at the wastewater treatment plant as required by the RWQCB.
- Quarterly maintenance was performed on the WWTP stand-by generator.
- Quarterly maintenance was performed on Blowers #4 and #5.

- Staff attended a Recycled Water Training Seminar.
- 100% of the wastewater treatment collection system was cleaned.

### **Water Distribution System**

- All routine sampling and testing was performed.
- Monthly meter reading was performed.
- Quarterly maintenance was performed on the well site stand-by generator.
- The California Department of Public Health performed a routine inspection of the domestic water facilities.

### **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 February 28, 2013.**

January Billing Revenue	\$ 43,124.96
February Billing Revenue	\$ 42,461.53
Past Due (31 to 60 days)	\$ 70.60
Past Due (60 days)	\$ 415.76

#### **RABOBANK SUMMARY Ending Balances February 28, 2013**

#### **Money Marketing Account**

Closing Balance \$ 409,635.22

Reserve Fund (\$250,000.00)

Hook up Deposits (\$ 43,470.00)

**Available Funds** **\$ 116,165.22**

**General Checking Account** **\$ 167,034.65**

**Well Rehab Project/USDA Checking Account** **\$ 685.00**

**LAIF Closing Balance February 28, 2013** **\$ 516.62**

**Accounts Payable (As of February 28, 2013)** **\$ 452.00**

**D. DISTRICT COUNSEL’S REPORT – Oral Report on current issues.**

Besides general District duties, Counsel met with the Regional Water Quality Control Board (RWQCB) to discuss the Recycled Water Permit. (Details under General Manager’s Report, Item 3).

Counsel is preparing a Brown Act, Policies and Procedures Workshop for the SSCSD Board for March 27<sup>th</sup> 2013.

**5. ITEMS OF BUSINESS**

**A. Approval of last month’s minutes - February 20, 2013.**

Motion to approve minutes as presented.

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

**B. Approval of Disbursements Journal – March 13, 2013.**

Motion to approved Disbursements Journal as is.

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

**6. DISCUSSION/ACTION ITEMS**

**A. Update Parking Ordinance 107 with consistent parking times.**

Ordinance 107 is included in the Board packet for review of Sections 4 and 5 (listed below). Staff recommends changing the time designated in Section 5 (Midnight to 6:00 A.M.) to be consistent with the time designated in Section 4 (10:00 P.M. and 6:00 A.M). Sections 4 and 5 have been listed below; if the suggested modification is approved Staff will create a new Ordinance and bring that to the April 10, 2013 meeting as a Discussion Action Item.

**SECTION 4: SLEEPING IN VEHICLES.** It is unlawful for any person to sleep in any vehicle parked on any street within the San Simeon Community Services District owned or maintained by the District between the hours of 10:00 P.M. and 6:00 A.M. of the following day.

**SECTION 5: PARKING OF RECREATIONAL AND COMMERCIAL VEHICLES.** No recreational vehicle as defined in Health and Safety Code Section 18010, semi-trailer as defined in Vehicle Code Section 550, trailer as defined in Vehicle Code Section 630, trailer coach as defined in Vehicle Code Section 635, or truck tractor as defined in Vehicle Code Section 655 shall be parked or left standing between the hours of Midnight and 6:00 A.M. upon any street within the San Simeon Community Services District (“District”) owned or maintained by the District unless a permit has first been issued therefore by the Manager of the District or an authorized representative of the District.

**Motion was made to make both Sections 4 and 5 of Ordinance 107 with consistent times of 10:00 P.M. to 6:00 A.M.**

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

**B. Selection date for Brown Act, SSCSD Policy and Conflict of Interest Workshop.**

Staff took a Poll for the time and date of the workshop. March 27<sup>th</sup> at 3:00 PM there will be a Brown Act, SSCSD Policy and Conflict of Interest workshop at the District Office. The Public may attend if they like.

**C. Motion made to add to Discussion Action Items; Discussion of moving funds from checking to the money marketing account.**

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

**D. Discussion of moving \$75,000.00 from General Checking to Money Marketing Account.**

After the Budget Sub-Committee met, they felt that the District Checking Account had finally reached financial stability. There is enough money in the checking to pay for current expenses. It would be prudent to move \$75,000.00 from the General Checking Account to the Money Marketing Account so that the District can make some interest on those funds.

A motion was made to move \$75,000.00 from the General Checking Account to the Money Marketing Account.

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

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

The Budget Sub-Committee met. They recommend to move \$75,000.00 from the General checking to the Money Marketing Account.

**8. Board Reports** – Oral Report from Board Members on current issues: None

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

Chairperson Ricci would like to add a section to the agenda where the Board can make a comment regarding any issue that is not on the Board Agenda.

Counsel suggested that it go under item 3, Public Comment.

**10. ADJOURNMENT @6:49 PM**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Disbursements Journal**  
 April 2013

1020 - General checking

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt	04/04/2013	6828	AECOM USA Inc.	USDA Application		Balance forward 90,467.50
Liability Check	04/04/2013	6829	United States Treasury	Payroll tax deposit	-1,201.50	89,266.00
Bill Pmt	04/04/2013	6830	APTwater, Inc	Operations management	-229.50	89,036.50
Bill Pmt	04/04/2013	6831	CALPERS	Insurance	-38,360.45	50,676.05
Bill Pmt	04/04/2013	6832	CALPERS Fiscal Services Division	Unfunded Liability for 2012	-984.24	49,691.81
Bill Pmt	04/04/2013	6833	County of San Luis Obispo	Hazardous materials handling	-4,481.00	45,210.81
Bill Pmt	04/04/2013	6834	DANIELLS, PHILLIPS, VAUGHAN & BOCK	Audit- final payment	-52.50	45,158.31
Bill Pmt	04/04/2013	6835	Glenn Burdette	monthly services	-1,350.00	43,808.31
Bill Pmt	04/04/2013	6836	MICHAEL O'NEILL	Monthly maintenance fee	-1,200.00	42,608.31
Bill Pmt	04/04/2013	6837	ROBERT W SCHULTZ ESQ.	monthly services	-275.00	42,333.31
Bill Pmt	04/04/2013	6838	State of California	Penalty fee on water rights permit	-1,725.00	40,608.31
Paycheck	04/01/2013	6839	ALAN FIELDS	Board service	-16.43	40,591.88
Paycheck	04/01/2013	6840	DAN WILLIAMS	Board service	-92.35	40,499.53
Paycheck	04/01/2013	6841	DOLORES RICCI	Board service	-92.35	40,407.18
Paycheck	04/01/2013	6842	LEROY E PRICE	Board service	-92.35	40,314.83
Paycheck	04/01/2013	6843	RALPH N MCADAMS	Board service	-92.35	40,222.48
						-50,337.37 40,130.13
						<u>-50,337.37</u> 40,130.13

## **DISCUSSION & ACTION ITEMS**

**Discussion Action Items**  
**April 10, 2013**

**A. Revised Parking Ordinance 107**

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

**B. Board Vote on LAFCO Representative**

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

**C. Reservoir Expansion Permit Review**

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

**D. SSCSD Board Goal Setting Workshop –**

(Discussion to select time frame)



AMENDED ORDINANCE NO. 107

AN AMENDED ORDINANCE OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT REPEALING, AMENDING, AND REENACTING ORDINANCE 67 and 88 REGARDING PARKING REGULATIONS

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT AS FOLLOWS:

**SECTION 1: REPEAL and REENACT.** That Ordinance 67 and 88 are hereby repealed, and previously enacted Ordinance 107 is amended, and reenacted to read as follows:

**SECTION 2: PARKING FOR MORE THAN SEVENTY-TWO HOURS PROHIBITED.** Pursuant to California Vehicle Code Section 22507, no motor vehicle shall be parked or left standing upon any street, highway, or public area (whether improved or unimproved) within the District for seventy-two or more consecutive hours without having been moved at least one-tenth of a mile during that period.

**SECTION 3: PARKING OF BROKEN DOWN OR WRECKED VEHICLES.** No person shall park or stand or permit to remain for a longer period than two (2) hours on any public street, any motor vehicle unless it is registered and the appropriate fees have been paid under the California Vehicle Code or any motor vehicle that is wrecked or incapable of operating under its own power.

**SECTION 4: SLEEPING IN VEHICLES.** It is unlawful for any person to sleep in any vehicle parked on any street within the San Simeon Community Services District owned or maintained by the District between the hours of 10:00 P.M. and 6:00 A.M. of the following day.

**SECTION 5: PARKING OF RECREATIONAL AND COMMERCIAL VEHICLES.** No recreational vehicle as defined in Health and Safety Code Section 18010, semi-trailer as defined in Vehicle Code Section 550, trailer as defined in Vehicle Code Section 630, trailer coach as defined in Vehicle Code Section 635, or truck tractor as defined in Vehicle Code Section 655 shall be parked or left standing between the hours of Midnight and 6:00 A.M. upon any street within the San Simeon Community Services District ("District") owned or maintained by the District unless a permit has first been issued therefore by the Manager of the District or an authorized representative of the District.

**SECTION 6: EXCEPTION.** Notwithstanding Section 5, a recreational vehicle, semi-trailer, trailer or trailer coach or truck tractor may be parked in the District if a 72-hour parking permit is issued pursuant to this section. The purpose of a parking permit is to allow users of a recreational vehicle, semi-trailer, trailer or trailer coach or truck tractor to park adjacent to their residences or businesses to load and unload and to allow out-

of-town visitors to park in front of the residence which they are visiting for a limited time period. The provisions of this section shall not supersede any covenants, conditions and restrictions or other private agreements. The terms of such parking permit shall be as follows:

A. Issuance of Permit. Parking Permits shall be issued by the General Manager or his/her designee, upon receipt of an application on a form the District shall establish for that purpose. Any resident of the District may obtain a parking permit authorizing him or her to park such a vehicle in front of his or her residence or place of business. Any out-of-town visitor of a residence may obtain a parking permit authorizing the visitor to park such vehicle in front of such residence, but may not reside in that vehicle overnight while it is so parked, or run water, waste or power lines to the vehicle over a public right of way. For purposes of this section, "out-of-town visitor" means any person who does not reside in the District.

B. Description of Permit; display. The Parking Permit shall include the license number of the vehicle authorized to be parked, the date of issuance, the time period the Parking Permit is valid, and the telephone number of the applicant. Such permit shall be taped to the vehicle on the inside of driver's side window and be clearly visible to District staff and the public.

C. Duration and renewal. The parking permit shall be valid for 72 hours. Upon expiration of a parking permit issued under this section, the applicant may apply for and be granted a parking permit if the applicant still qualifies under the conditions set forth herein. In no event shall more than two (2) parking permits be issued to an applicant within a thirty-day period.

**SECTION 5: POSTING OF NOTICE.** Appropriate signs or markings giving adequate notice of the restrictions provided for in this Ordinance shall be placed upon the affected streets and highways. Notice of removal of vehicle for violation of this Ordinance shall also be provided.

**SECTION 6: VIOLATIONS AND PENALTIES.** Any person who is in violation of any provision of this Ordinance shall be issued a citation by the General Manager or his/her designee in the following amounts:

- a. A fine not exceeding fifty dollars (\$50) for a first violation;
- b. A fine not exceeding one hundred dollars (\$100) for a second violation of this Ordinance within one year;
- c. A fine not exceeding two hundred fifty dollars (\$250) for each additional violation of this Ordinance within one year.

Furthermore, pursuant to Section 22651 of the California Vehicle Code, any recreational vehicle, utility trailer, or camper parked or left standing on a public street or

highway within the district in violation of this Ordinance may be removed from the street or highway. Any person whose vehicle has been towed away under this Ordinance will be responsible for paying any District costs and/or towing costs directly to the towing company in order to reclaim the vehicle.

**SECTION 7: SEVERABILITY.** If any subdivision, paragraph, sentence, clause, or phrase of this Ordinance is, for any reason, held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforcement of the remaining portions of this Ordinance, or of any other provisions of other ordinances of the District. It is the District's express intent that each remaining portion would have been adopted irrespective of the fact that one or more subdivisions, paragraphs, sentences, clauses or phrases be declared invalid or unenforceable.

**SECTION 8: EFFECTIVE DATE.** This Ordinance shall become effective immediately upon its adoption.

**SECTION 9. PUBLICATION.** Within fifteen (15) days of passage, this Ordinance shall be published one time in a newspaper of general circulation published in the District, if there is one, and if not, then this Ordinance shall be posted for one week in three (3) public places in the District.

On motion of Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, and on the following roll call vote to wit:

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

Amended Ordinance No.107 is hereby adopted this 10th day of April, 2013.

ATTEST:

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_  
Dolores Ann Ricci  
President, Board of Directors

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

\_\_\_\_\_  
Robert Schultz  
District Counsel



LAFCO - San Luis Obispo - Local Agency Formation Commission  
SLO LAFCO - Serving the Area of San Luis Obispo County

**TO: EACH INDEPENDENT SPECIAL DISTRICT**  
**FROM: DAVID CHURCH, AICP, EXECUTIVE OFFICER**  
**DATE: APRIL 2, 2013**  
**SUBJECT: BALLOT FOR LAFCO SPECIAL DISTRICT MEMBER**

Three individuals have been nominated for the vacant LAFCO Special District position currently filled by Alternate Commissioner Marshall Ochylski of the Los Osos CSD. The term for this position would expire in December 2014. Please schedule this item on a meeting agenda and select one of the nominees:

- Marshall Ochylski, Los Osos Community Services District
- Anthony Kalvans, San Miguel Community Services District
- Brian Kreowski, Port San Luis Harbor District

District: \_\_\_\_\_

Agenda Date: \_\_\_\_\_

General Manager or President: \_\_\_\_\_

**E-Mailed Ballot.** The Government Code allows for the balloting to be conducted electronically by the LAFCO Executive Officer if it is not possible for the Selection Committee to achieve a quorum. The Special Districts Selection Committee agrees that completing the election electronically is appropriate because attaining a quorum is not possible.

**Ballot Instructions.** Each Independent Special District may vote for one nominee. The vote by a District must be considered by the District's Board of Directors as an item on its agenda. The District's selection must be submitted to the LAFCO office no later than **May 2, 2013** via one of the following ways:

- 1) An email indicating the meeting date, attached agenda, and selection considered by the Board of Directors;
- 2) A scanned pdf of this ballot attached to an email with one of the nominees selected and the meeting date it was considered, or
- 3) A fax of the ballot with a cover memo sent to LAFCO with one of the nominees selected and the agenda date of the Board's decision. FAX number 805-788-2072.

Please contact me directly at 788-2096 or [Dchurch@slolafco.com](mailto:Dchurch@slolafco.com) if you have any questions. Thank you.

cc: Members, Formation Commission

COMMISSIONERS

Chairman  
MURIL CLIFT  
Special District Member

Vice-Chairman  
KRIS VARDAS  
City Member

BRUCE GIBSON  
County Member

FRANK MECHAM  
County Member

TOM MURRAY  
Public Member

DUANE PICANCO  
City Member

VACANT  
Special District Member

ALTERNATES

ROBERTA FONZI  
City Member

DAVID BROOKS  
Public Member

MARSHALL OCHYLSKI  
Special District Member

PAUL TEIXEIRA  
County Member

STAFF

DAVID CHURCH, AICP  
Executive Officer

RAYMOND A. BIERING  
Legal Counsel

MIKE PRATER  
Analyst

DONNA J. BLOYD  
Commission Clerk

BOARD OF COMMISSIONERS

CAROLYN MOFFATT *President*  
JIM BLECHA *Vice President*  
JACK SCARBROUGH *Secretary*  
BRAIN KREOWSKI *Commissioner*  
DREW BRANDY *Commissioner*



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STEPHEN A. McGRATH *Harbor Manager*  
THOMAS D. GREEN *Legal Counsel*  
PHILLIP J. SEXTON, CPA *Treasurer*

Commissioner Brian Kreowski, known to his family and friends by his middle name "Craig", is a graduate of Arroyo Grande High School and his family has resided in San Luis Obispo County for more than 30 years. In the 80's, while attending Cuesta College and Cal Poly, Commissioner Kreowski worked at Port San Luis as a Sport Launch Operator and Maintenance Worker for the District.

Brian is one of the founding members of the Central Coast Aquarium Society, and helped facilitate the establishment and continuation of a mobile, interactive sea life educational program *Tidepool Treasures*, which has served in educating countless children and adults about our Ocean environments. He has participated in fostering many collaborative activities and programs with other marine organizations and was instrumental in facilitating the initial discussions for the Cal Poly take over of the Unocal Pier at Port San Luis.

In 1996, Brian was appointed to the Dinosaur Caves Task Force for the City of Pismo Beach. He served for over one year as vice-chairperson and was instrumental in the formulation of the Task Force recommendation to establish the property as an "open space" park.

Following the dissolution of the Task Force, Brian, and three other members created the Dinosaur Caves Preservation Society (DCPS), a non-profit 501(c)(3) organization, dedicated to preserving the Dinosaur Caves Property. He continues to serve as vice president of the society. Together with the City of Pismo Beach, the society has raised close to \$900,000 to develop the park.

In addition to practicing law, Commissioner Kreowski has taught at Cuesta College for the past 15 years and was the first part-time professor to receive the prestigious M'may Diffley Teaching award.

In 2003, Brian was appointed as a Commissioner to the Port San Luis Harbor Commission, by his fellow Commissioners, and then subsequently affirmed in his position as a Commissioner by an election of the people of the District. Since becoming a Commissioner, Brian has traveled to Washington, DC to represent the District and assist in the lobbying effort to acquire Federal Funding for the District's breakwater, which suffered earthquake damage in 2003. In 2008, Brian became President of the San Luis Obispo County Historical Society, and currently serves in that capacity, as well as a Commissioner for the Port San Luis Harbor District, Professor of Political Science at Cuesta College and managing member of the Shell Beach Law Group.

*Let the districts decide their own destiny*

*Elect Anthony R. Kalvans for LAFCO*



### **Who is Anthony Kalvans?**

- **President of the San Miguel Community Services District.**
- **Councilmember on the San Miguel Advisory Council**
- **Lifelong resident of San Miguel**
- **Member of the San Miguel Lions Club**
- **Member of The Native Sons**

### **Why am I running?**

#### Background

- Over the course of my life I have seen my town struggle with regards to our aging infrastructure and lack of development. Our current vacant lands have been deemed mostly unusable while expansion has been ruled out because of those same vacant lands.

#### Put Special Districts in control of their future

- I believe that the future of a districts boundaries should be determined by that district itself and that districts have the right to determine whether they want to expand or not and what services they want to provide. Before voting on any changes to a districts Sphere of Influence I will personally make all efforts to visit that district and derive my decision based on their expressed desires.

#### A House is House no matter where it is.

- I Personally disagree with point 7 of SLO LAFCOs Policies "*The Commission prefers urban development within Cities as opposed to development in the unincorporated area*" I believe that this policy has the potential to put special districts at a disadvantage, who want to expand with the intent of addressing shrinking revenues, aging infrastructure, scarce grant funding, and unmet needs.

Let's treat our districts with the same rights as incorporated cities. Vote for **Anthony Kalvans**, as I believe your district deserves the right to determine what is best for itself.

If you have any questions please feel free to call me at (805)-610-2480 or email [ar.kalvans@gmail.com](mailto:ar.kalvans@gmail.com)

## **Marshall Ochylski**

### **Statement of Qualifications**

I am running for election as your Special District Representative to LAFCO because I believe I have the experience and ability to best represent our Special Districts and our unique needs on that Commission.

I have been serving as your Alternate Commissioner for the past year and a half. During that time I have diligently attended all LAFCO Meetings as your Special District representative. Since the first of this year I have sat on the Commission because of a vacancy in one of our Special District seats. I look forward to continuing to represent our Special Districts on the Commission and request your support.

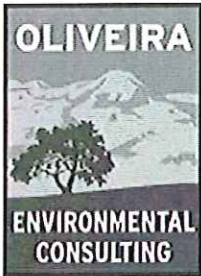
As one of your two regular Commissioners on LAFCO, I will make decisions that promote the efficient use of our limited natural resources and infrastructure capacity, while providing for the interests and concerns of each of our Special Districts.

My record since my election in 2008 as a Director of the Los Osos Community Services District, including three as Board President, has proven my ability to listen, learn, and lead on a variety of issues - skills that I will continue to bring to LAFCO.

I sincerely appreciate the previous support I have received from our various Special Districts and ask for your District's vote in this election.

### **Current Activities:**

- **Board Member, Los Osos Community Services District**
- **Alternate Commission Member  
Local Agency Formation Commission (LAFCO)**
- **President, California Special Districts Association  
San Luis Obispo County Chapter**
- **California Special Districts Association  
2012 Statewide Board President of the Year**



1645 HILLCREST PLACE  
SAN LUIS OBISPO, CA 93401  
(805) 234-7393  
JEFFO@OLIVE-ENV.COM  
WWW.OLIVE-ENV.COM

March 11, 2013

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

**Subject: Scope of Work for Providing Initial Research on the Permitting Needs for a Possible Expansion of the Existing SSCSD Water Storage Facility**

Dear Charlie:

Thank you for the opportunity to assist the San Simeon Community Services District (SSCSD) with the initial research on the permitting needs for a possible expansion of the existing SSCSD water storage facility. In response to your request, Oliveira Environmental Consulting LLC (OEC) is pleased to submit this scope of work to provide initial research on the permitting needs for the water reservoir expansion.

Based on our previous discussions and a site visit at the existing SSCSD water storage facility; our understanding of the project includes the following details and assumptions:

- The current water storage facility includes a buried and covered cistern with a 150,000 gallon storage capacity;
- The reservoir is of concrete construction and lined;
- The storage facility is not part of a natural water feature (i.e., dammed stream or open reservoir) and is covered and does not serve any natural function;
- The current tank is buried, with only approximately 2-3 feet of the tank being above-ground;
- The current water storage facility is located just east of the SSCSD offices, on a part of the Hearst Ranch, and is fenced and paved (approximately 50 feet x 50 feet in size);
- The possible expansion of the existing reservoir would include a new tank immediately adjacent to the current tank, it would be buried with a similar low profile, resulting in a small expansion of the paved facility;
- The expansion project would increase storage capacity by 700,000 gallons;
- The current facility is regulated by the state Department of Health; and
- The current water demand for the community of San Simeon is approximately 90,000 gallons per day.

As requested, this scope of work is intended to be brief as the proposed expansion of the water storage facility has not been formalized or designed as of yet. This scope is intended to provide OEC with a small budget to look into what the permitting needs would likely consist of based on



our experience and to look into the likelihood of obtaining permit approval from the various entities listed below

Given the details and assumptions listed above; the following tasks would be needed to do preliminary research on the permitting needs for the project.

**Task 1:** Review of current SSCSD plans and files related to the existing facility and long range planning for community water infrastructure improvements. This includes, but is not limited to, the San Simeon CSD Water System Master Plan and Wastewater System Collection Evaluation (November 2007). Total Labor = 2 hours.

**Task 2:** Review of existing regulatory requirements and policies related to SSCSD utilities. This includes, but is not limited to, current permits and regulations required by the State Department of Health. This also includes a review of the County of San Luis Obispo Coastal Zone Land Use Ordinance, General Plan, Area Plans, and a detailed review of existing regulations and policies related to the current moratorium on development as it relates to community water supply. Total Labor = 4 hours.

**Task 3:** Contact the SSCSD General Manager to discuss the existing community water infrastructure to determine any need for upgrades that would be related to an expansion of the current water storage facility. Total Labor = 1 hour.

**Task 4:** Contact the County of San Luis Obispo Planning and Building Department to discuss details of the current requirements for development in San Simeon and what issues, if any, would be triggered by the possible expansion of the water storage capacity. This includes confirming any Ordinance requirements and the likely level of Coastal Zone Land Use Permits needed, and a discussion of other County departments that would need to be part of the project (i.e., Cal Fire, County Public Works) and likely Coastal Commission requirements. This also includes contacting the Regional Water Quality Control Board to determine their regulatory jurisdiction and permitting needs for the project. Based on our review of the project and a site visit, we do not anticipate that the California Department of Fish and Wildlife or the US Army Corps of Engineers would have jurisdiction over the project. Total Labor = 6 hours.

\*Note: We understand the sensitive nature of discussing the possible project with regulatory agencies. Any contact with these agencies, such as the County of San Luis Obispo and the RWQCB, would be previously approved through the SSCSD. Any discussion would focus on the “fact finding” nature of the research and we would make sure staff understands that a project has not been designed and no future plans have been approved yet.

**Task 5:** Prepare a memo for submittal to the SSCSD summarizing the findings of the research discussed above. Total Labor = 3 hours.

Oliveira Environmental Consulting LLC will prepare all of the initial research tasks outlined above in accordance with the standard OEC rates for Principal Environmental Planner (\$85/hour). This scope proposes a total of 16 hours of labor for a fee not to exceed \$1,360.

Additional Tasks. Outside of the tasks and assumptions listed above, Oliveira Environmental Consulting LLC would be happy to provide the following additional tasks including, but not limited to, assistance with necessary permit applications, agency coordination, environmental special studies (i.e., springtime biological survey, archaeological survey), and environmental impact analysis. Additional Tasks are not included in the cost estimate above and would be performed on a time and materials basis in accordance with the OEC standard fee schedule, and any subcontractor work would be billed at a cost plus 15% rate.

The proposed scope of services and associated costs are fully negotiable to meet the needs of the San Simeon CSD. Oliveira Environmental Consulting LLC invites any comments on this scope of work and will make changes as requested. Upon request, additional work not included herein will be completed in accordance our standard fee schedule.

Thank you for considering Oliveira Environmental Consulting LLC for this assignment. If you have any questions about this scope of services or cost, please feel free to contact me anytime at 805-234-7393 (jeffo@olive-env.com). To authorize this scope of work, please sign and return a copy of this letter to OEC.

Sincerely,



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

*Scope of Work Authorized by:*

---

*Name, Title*

*Date*