

**SPECIAL BOARD OF DIRECTORS MEETING  
SAN SIMEON  
COMMUNITY SERVICES DISTRICT**

**AGENDA**

Special Closed session : September 2, 1998 4:30 P.M.  
111 Pico, Ave. District Office

1. CALL TO ORDER-  
1.1 ROLL CALL
2. PUBLIC COMMENTS: Limited to those items on the agenda.
3. PERSONNEL CLOSED SESSION PURSUANT TO GOV.  
CODE SECTION 54957. PREFORMANCE REVIEW FOR  
GENERAL MANAGER FORREST WARREN AND OFFICE  
ADMINISTRATOR KIM ALLISON.
4. ADJOURNMENT

**REGULAR BOARD OF DIRECTORS MEETING  
SAN SIMEON  
COMMUNITY SERVICES DISTRICT**

DATE: Wednesday, September 2, 1998  
TIME: 7:00P.M.

PLACE: CAVALIER  
BANQUET ROOM

**AGENDA**

1. CALL TO ORDER
  - 1.1 PLEDGE OF ALLEGIANCE TO THE FLAG
  - 1.2 ROLL CALL
2. PUBLIC COMMENTS: Note: Any topic NOT on the agenda may be presented. Please observe a 3-minute limit.
  - 2.1 Director's comments and proposed agenda items.
3. APPROVAL OF MINUTES FOR AUGUST 12, 1998 (ACTION)
4. APPROVAL OF WARRANTS (ACTION)
5. PROPOSED RESTAURANT REMODEL/CARRIAGE INN RESTAURANT
6. REVIEW OF DISTRICT HOLIDAYS
7. REVIEW OF SYSTEMATIC ROAD REPAIR
8. REVIEW OF FRONTAGE ROAD/FENCE CONDITIONS
9. REVIEW PURCHASING PROCEDURES
10. APPOINTMENT OF ARTICULATION COMMITTEE WITH CAMBRIA C.S.D.
11. CHANGE NOVEMBER REGULAR MEETING DATE TO NOVEMBER 18, 1998 DUE TO HOLIDAY CONFLICT
12. REVIEW POLICY REGARDING METHOD OF PAYMENT FOR SEMINARS
13. APPROVAL OF RESOLUTION NO. 98-248 ADOPTING THE 1998-99 FISCAL YEAR BUDGET

14. APPROVAL OF RESOLUTION NO. 98-249 FOR DETERMINATION OF APPROPRIATION LIMITATION FOR THE 1998-1999 FISCAL YEAR AND REQUESTING DISTRIBUTION OF SPECIAL DISTRICT AUGMENTATION FUNDS.

15. STAFF REPORT

15.1 WRITTEN COMMUNICATIONS

15.2 ORAL COMMUNICATIONS

Consideration of Miscellaneous verbal Staff reports

16. ADJOURNMENT

**REGULAR BOARD OF DIRECTORS MEETING  
SAN SIMEON  
COMMUNITY SERVICES DISTRICT**

DATE: Wednesday, August 12, 1998  
TIME: 7:00P.M.

PLACE: CAVALIER  
BANQUET ROOM

**MINUTES**

Special Closed Session: 6:00 P.M. Cavalier Banquet Room

**1. CALL TO ORDER**

1.1 Roll Call

Present: Richard Andresen  
Ardy May  
Loraine Mirabal-Boubion  
Absent: Leanne Morgan  
Lois Stevens

**2. PUBLIC COMMENTS: Limited to those items on the agenda.**

**3. Conference with Legal counsel due to significant exposure to litigation. (Schultz)**

**Government Code Section 54956.9 (b):** Significant exposure to litigation exists based upon existing facts and the advice of legal counsel as to one matter.

OPEN SESSION: 7:00 P.M.

**1. CALL TO ORDER**

1.1 PLEDGE OF ALLEGIANCE TO THE FLAG

1.2 ROLL CALL

Present: Richard Andresen  
Ardy May  
Loraine Mirabal-Boubion  
Leanne Morgan  
Lois Stevens  
Absent: None

**2. PUBLIC COMMENTS: Note: Any topic NOT on the agenda may be presented. Please observe a 3-minute limit.**

Tape Unclear.

Ed Caras: Suggested when the District gets a water project that the District hire someone to determine if the District can afford what the project will cost.

Robert Schultz: Closed Session Announcement. The Board met in closed session pursuant to Government Code 54956.4 to discuss a possible litigation that could exist over the Cambria DeSal plant. No formal action was taken.

2.1 Director's comments and proposed agenda items.

Director Mirabal-Boubion motioned to have the Board meet as soon as possible to discuss the General Manager position seconded by Director Stevens.

The consensus of the Board was to move the September meeting up one week from September 9, 1998 to September 2, 1998 so that this issue could be addressed at a regular meeting with all of the Directors present.

Director Mirabal-Boubion amended the motion to meet on September 2, 1998 for a regular Board meeting and for the purpose of obtaining a legal opinion on whether the General Manager position should be contractual seconded by Director Stevens. Motion carried.

Director Mirabal-Boubion requested that at the next Board meeting the Board review the policies regarding purchase orders. Specifically, the amount that can be spent without Board approval. The Board agreed by consensus to place this item on next month's agenda.

**3. CONSIDERATION AND APPROVAL OF WARRANTS.  
(ACTION)**

Director Morgan questioned check #1714 to Lynne Singer for \$350.00 for accounting services.

Forrest Warren: There is a memo sent to the Board members explaining that I hired Lynne Singer, CPA to help us with the final year end accounting and to finalize some of the problems from the transition from the old system to the new system software. The auditor does not provide this function.

Director Morgan questioned check #1708 for membership renewal of \$100.00 to Cross-Connection whether this membership is necessary.

Ron Head: Yes we do need this membership. We need to be up to date on what goes on in the Cross-Connection program. It is to protect the water system.

Director Stevens questioned the check to Bushwhacker for the performance bond repayment.

Forrest Warren: As you remember from the last meeting the District had to abate some of the lots. One of the procedures for this is to get a performance bond from the weed abators. This bond insures that they perform in a proper and timely manner. They gave us the bond of \$3,000.00 and we are now giving it back to them as the work is done in less than two weeks. It is just a refund of their money that we were holding.

Director May motioned to approve the warrants from July 8 through August 5, 1998 seconded by Director Morgan. Motion carried.

**4. Resolution of the Board of Directors of the San Simeon Community Services District amending the Conflict of Interest Code to incorporate by reference the Fair Political Practices Commission's Model Conflict of Interest Code. (Schultz/Warren)**

Director Mirabal-Boubion motioned to approve Resolution 98-247. Resolution of the Board of Directors of the San Simeon Community Services District amending the Conflict of Interest Code to incorporate by reference the Fair Political Practices Commission's Model Conflict of Interest Code seconded by Director Morgan. Motion carried.

**5. Second Budget Workshop/Approval of 1998/1999 Budget. (Wallace/Warren)**

John Wallace: We were able to complete the package for the Board's consideration. This represents the compilation and reconciliation of the actions you took at your last Board meeting when we discussed each item.

Director Stevens motioned the truck and garage be removed from the list seconded by Director Mirabal-Boubion. Motion carried.

Director Stevens motioned to send the Budget back to staff seconded by Director Morgan. Motion carried.

Director Mirabal-Boubion motioned to eliminate the Contract Employee

category seconded by Director Stevens. Motion carried.

Director Mirabal-Boubion motioned to drop the budgeted amount in the Payroll Taxes category from \$2,500 to \$1,500 seconded by Director Stevens. Motion carried.

Director Mirabal-Boubion motioned to reduce the \$11,000 in the Health Insurance to \$10,200 seconded by Director May. Motion carried.

Director Mirabal-Boubion motioned to reduce the \$25,000 in the Pension Plan category to \$24,200 seconded by Director Morgan. Motion carried.

The General Manager/Secretary and Office Administrator categories were tabled.

Director Mirabal-Boubion motioned to reduce the Liability Insurance from \$15,600 to \$11,834.24 seconded by Director Morgan. Motion carried.

Director Mirabal-Boubion motioned to reduce the Workmen's Compensation Insurance from \$6,500 to \$5,500 seconded by Director Stevens. Motion carried.

Director Stevens motioned to reduce Equipment Maintenance from \$7,000 to \$5,000 seconded by Director Mirabal-Boubion. Motion carried.

**6. Review/consideration of cover for equalization tank.  
(Wallace/Head)**

Ron Head: At the last meeting, I said the price I had gotten was between \$30,000-\$35,000 with a fabric cover over \$50,000. I am waiting on a price on a charcoal filter air scrubber.

John Wallace: Both Ron and I have been looking into the costs as directed by the Board to figure out what it would cost. We put a budget estimate of \$50,000. We are trying to scope out the complete project to bring it back to the Board and at that point in time you can make a decision on whether you want to proceed with it knowing that cost. If at that time, you decide to go forward it goes into procurement or design whatever we need to do.

**7. Review/consideration of next phase of loop water line.  
(Wallace/Head)**

John Wallace: We have talked to Motel 6 about acquiring the easement for this. They have agreed to give us an easement at no cost as long as

we repair the parking lot when we get through with it.

Robert Schultz: Technically we can't approve this until you have your Capital Improvement Budget in line. This will have to be tabled until the Budget is approved.

**8. Review Avonne drainage improvement. (Wallace)**

John Wallace: Staff has attempted to clear this pipe and they have found the pipe continues to collapse on them or debris is lodged in it. We are recommending that you proceed with it however, it is in the proposed Capital Improvement Budget. We await the Board's direction on that to start work on the necessary survey and hydraulic analysis and preliminary cost estimate. The cost estimate is approximately \$20,000. This was tabled until the Budget is in effect.

**9. San Simeon Restaurant's application for minor use permit proposed customer area outside the restaurant. (Schultz/Warren)**

Robert Schultz: I am not sure if the Board has looked at Ordinance No. 66 which is our ordinance on the moratorium for building. There are three requirements. One of them is any new structure that would require any new water or sewer service. The second one is any expansion of the existing structure that will incorporate any additional plumbing fixtures. I don't believe these are the case here. The third one is any expansion of an existing structure that will increase its potential for occupancy and demand for water and sewer. That is the only possible problem that we might have in this situation that the potential occupancy could be increased but he is saying that he is just changing the tables from inside to outside and there won't be any demand for water or sewer. Those were the three issues you are supposed to look at under this situation.

Director Morgan I motion that we give a will serve letter to Mr. Ramey of the San Simeon Restaurant seconded by Director Mirabal-Boubion. Motion carried with Director May excusing herself due to conflict of interest.

**10. Confer merit increases to General Manager Forrest Warren and Office Administrator Kim Allison of 5% ( as per article 4-4-7 Performance section of the District Policy Book. ) (Schultz/Warren)**

Director Mirabal-Boubion motioned to table this issue until the members of the Board have the opportunity to evaluate the General Manager's



performance and to review the evaluation of the Office Administrator seconded by Director Stevens. Motion carried.

## **11. STAFF REPORT**

11.0 District Engineer John Wallace update: Pipebridge, Hearst Dr. Water line replacement, Avonne water line looping, etc.

John Wallace: We have projects under progress. Several of them are waiting for the right advertising date to avoid the high peak tourist season. The pipebridge was due to go out to bidders on August 18, 1998. Does the Board wish to pursue with that project without a Budget at this point in time?

Robert Schultz: If we have already used some of the funds from the year before and this is just a carry over then it is okay to proceed with this.

### **11.1 WRITTEN COMMUNICATIONS (Warren)**

11.11 Request for relief from larger water bill, Richard Aitken.

Forrest Warren: Indicated that Mr. Aitken's request was not normally allowed as the water went through the sewer. It didn't need action unless the Board felt differently. No Board comment.

11.12 Letter from Ed Caras regarding 1996 rate change/separate accounting.

Forrest Warren: Referred to his letter sent in reply to Mr. Caras's letter. (See attached) No Board comment.

### **11.2 ORAL COMMUNICATIONS**

Consideration of Miscellaneous verbal Staff reports.

## **12. ADJOURNMENT**

The meeting was adjourned at 10:10 P.M.

**SAN SIMEON COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 98-249**

**A RESOLUTION FOR DETERMINATION OF  
APPROPRIATION LIMITATION FOR THE  
1998-1999 FISCAL YEAR  
AND  
REQUESTING DISTRIBUTION OF  
SPECIAL DISTRICT AUGMENTATION FUNDS**

WHEREAS, Article XIII B of the California Constitution specifies that appropriations made by governmental entities may increase annually by the change in population and the change in either the California Per Capita Personal Income or the change in the local assessment roll due to local residential construction; and

WHEREAS, upon determination of an appropriation limitation for the 1998-1999 Fiscal year, the District should request the Auditor Controller of the County of San Luis Obispo to distribute the District's portion of Special District's Augmentation Funds when they are determined by the County Board of Supervisors; and

WHEREAS, it has been determined by the State Department of Finance that the percent change in the California Per Capita Personal Income (CPCPI) is 4.15% and the percent change in the population (POP) of the unincorporated areas of San Luis Obispo County is 2.70%; and,

WHEREAS, the appropriation, subject to limitation (estimated net tax proceeds excluding Augmentation Funds) has been determined to be \$43,627; and

WHEREAS, the appropriation limit exceeds the appropriation subject to limitation;  
and,

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Board of Directors, San Simeon Community Services District, San Luis Obispo County, California, as follows:

1. That the ratio of change is determined as follows:

$$\begin{array}{rcccl} \frac{4.15 + 100}{100} \text{ (CPCPI)} & \times & \frac{2.70 + 100}{100} \text{ (POP)} & = & \text{RATIO} \\ 1.0415 & \times & 1.0270 & = & 1.0696 \end{array}$$

2. That the 1998-1999 appropriation limit is determined as follows:

1997-1998 Limitation	\$144,203
1998-1999 Ratio of Change	X <u>1.0696</u>
1998-1999 Appropriation Limitation	<u>\$154,240</u>

3. That the Appropriation Limitation (\$154,240) exceeds the Appropriation subject to Limitation (\$43,627) by \$110,613.
4. No further adjustment to the 1998-1999 appropriation limitation has been made for mandated costs. However, any new mandated costs or increases in existing mandated costs would increase the limitation by the amount of "Proceeds from Taxes" used to finance mandates in fiscal year 1998-1999.
5. That the County of San Luis Obispo distribute to the District, the District's share of the Special District's Augmentation Funds as determined by the Board of Supervisors.

Upon motion of Director MAY, seconded by Director Mirabal-Boublon on the following roll call vote to wit:

AYES: Stevens, MAY, Mirabal-Boublon, Andresen, Morgan

NOES: NONE

ABSENT: NONE

ABSTAINING: NONE

the foregoing Resolution is hereby adopted this 2<sup>nd</sup> day of September, 1998.

\_\_\_\_\_  
Richard Andresen  
Chairman of the Board of Directors

ATTEST:



\_\_\_\_\_  
Forrest Warren, Secretary S.S.C.S.D.  
and to the Board of Directors thereof

SAN SIMEON COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 98-248  
A RESOLUTION ADOPTING THE 1998-99 FISCAL YEAR BUDGET

WHEREAS, the District is required, pursuant to State codes, to designate a financial budget for its expenditures and revenues; and,

WHEREAS, such budgeting requires that proper methods be used for the acquisition and disbursements of District monies; and,

WHEREAS, the District desires to make known its planned activities and associated costs for the 1998-1999 fiscal year; and,

WHEREAS, the District has held a public hearing on August 27, 1998, to present and received public comment on the proposed budget and has duly considered all public comment.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Board of Directors, San Simeon Community Services District, San Luis Obispo County, California, as follows:

1. That the proposed budget entitled, "Proposed 1998-1999 Budget, San Simeon Community Services District", be adopted with amendments, if any.
2. That the adopted budget be administered as established by the District's policies and procedures.

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

AYES: Stevens, Morgan, Mirabal-Boubion, May, Andresen

NOES: None

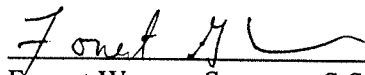
ABSENT: None

ABSTAINING: None

the foregoing Resolution is hereby adopted this 2<sup>nd</sup> day of September, 1998.

\_\_\_\_\_  
Richard Andresen  
Chairman of the Board of Directors

ATTEST:

  
\_\_\_\_\_  
Forrest Warren, Secretary S.S.C.S.D.  
and to the Board of Directors thereof

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**WARRANT REPORT**

August 6, through August 26, 1998

<u>DATE</u>	<u>NUM</u>	<u>NAME</u>	<u>WARRANT #</u>	<u>MEMO</u>	<u>AMOUNT</u>
8/6/98	1747	PUBLIC EMP. RET. SYSTEM	9808-001	HEALTH INSURANCE FOR AUGUST	\$1,047.02
8/17/98	1748	KIMBERLY ALLISON	9808-002	PAYROLL 8/1/98-8/15/98	\$294.23
8/17/98	1749	RONALD HEAD	9808-003	PAYROLL 8/1/98-8/15/98	\$1,814.06
8/17/98	1750	LEROY PRICE	9808-004	PAYROLL 8/1/98-8/15/98	\$1,159.90
8/17/98	1751	FORREST WARREN	9808-005	PAYROLL 8/1/98-8/15/98	\$1,025.88
8/17/98	1752	CAMBRIA HARDWARE	9808-006	TAPE, SPRING, PAINT, BULB	\$14.62
8/17/98	1753	VIKING OFFICE PRODUCTS	9808-007	BINDERS, TAPES, DISKS, PENS	\$115.58
8/17/98	1754	STATE COMP. INS.	9808-008	WORKERS COMP. ADJ.	\$317.67
8/17/98	1755	RICHARD ANDRESEN	9808-009	MONTHLY BOARD SERVICE FOR AUGUS	\$75.00
8/17/98	1756	ARDY MAY	9808-010	MONTHLY BOARD SERVICE FOR AUGUS	\$75.00
8/17/98	1757	LORAIN MIRABAL-BOUBION	9808-011	MONTHLY BOARD SERVICE FOR AUGUS	\$75.00
8/17/98	1758	LEANNE MORGAN	9808-012	MONTHLY BOARD SERVICE FOR AUGUS	\$75.00
8/17/98	1759	LOIS STEVENS	9808-013	MONTHLY BOARD SERVICE FOR AUGUS	\$75.00
8/17/98	1760	FGL ENVIRONMENTAL	9808-014	INORGANIC ANALYSIS	\$1,773.80
8/17/98	1761	PACIFIC BELL	9808-015	TELEPHONE	\$316.50
8/17/98	1762	MISSION COUNTRY DISP.	9808-016	RUBBISH FOR AUGUST	\$137.65
8/17/98	1763	A BETTER BEEP	9808-017	PAGER FOR AUGUST	\$11.50
8/17/98	1764	MID-STATE BANK	9808-018	GAS & OIL, CHECKS	\$226.49
8/17/98	1765	JOHN WALLACE & ASSOC.	9808-019	MAJOR PROJECTS	\$686.75
8/17/98	1765	JOHN WALLACE & ASSOC.	9808-019	ENGINEER CONSULTANT	\$667.74
8/17/98	1766	C.C.S.D.	9808-020	EFFLUENT COLIFORM & P/A	\$262.50
8/17/98	1767	AT&T	9808-021	LONG DISTANCE	\$10.04
8/17/98	1768	PRESSURE VESSEL SERVICE	9808-022	SODIUM BISULFITE & HYPOCHLORITE	\$2,020.33
8/17/98	1769	GTE WIRELESS	9808-023	CELL PHONE	\$22.86
8/17/98	1770	MISSION UNIFORM SERVICE	9808-024	TOWELS & COVERALLS	\$68.40
8/17/98	1771	UNDERGROUND SERV ALER	9808-025	ANNUAL MEMBERSHIP	\$67.25
8/18/98	1772	MID-STATE BANK	9808-026	PAYROLL TAXES	\$1,688.46
8/19/98	1773	DHS-WTOC RENEWAL	9808-027	OPERATOR CERTIFICATE RENEWAL	\$36.00
8/21/98	1774	PG&E	9808-028	ELECTRICITY	\$5,707.51
8/21/98	1775	PUBLIC EMP. RET. SYSTEM	9808-029	RETIREMENT FOR JULY	\$2,319.14
8/26/98		TOTAL			\$22,186.88



9290 CASTILLO DRIVE • SAN SIMEON, CALIFORNIA 93452 • (805) 927-8607 • FAX: (805) 927-0581

August 14, 1998

Mr. Forrest G. Warren  
General Manager  
San Simeon Community Services District  
Route 1, Box S-17  
San Simeon, CA 93452

Re: Proposed Restaurant Re-model

Dear Forrest:

This letter is a follow-up to our prior submission. Included you will find copies of the architect drawings that indicate a proposed seating expansion from 108 to 123. This is approximately 13%.

While we have discussed this seating expansion, I would like to review what I feel are the more important points.

A large portion of Carriage Inn's business comes from bus tours. This is significant, with respect to the meals we serve, because of the profile of these tourists as compared to the family or car-transported tourist. Let me address this just in terms of our water usage:

1. Morning-time tour customers do not tend to use our restroom facilities because they come to us directly from their motel rooms. They seem enjoy the privacy of these rooms to our facilities.
2. Lunch-time tour customers do tend to use our restrooms unless they have first stopped and visited at the Castle. This is, however, not the biggest portion of our business.
3. Dinner-time tour customers do not tend to use our restroom facilities because they check into their motel rooms and clean-up before they visit us.

Since our re-modeling plans were originally submitted, I have devoted a considerable amount of time studying San Simeon's restaurant trade sector. I have noted, among other things, the following:

- Motel 6 has built new seating out front.

Mr. Warren  
August 14, 1998

Page 2

- The San Simeon Lodge has also built new seating out front. In addition, the "old meeting room" that Jack used for his lectures is being converted to new restaurant seating.
- The Cavalier uses an additional tent-covered area for expanded seating to accommodate their barbecuing by the ocean.

My position is that expanded seating allows all of us to serve our tourist based customer. Without available seating, our customer simply leaves. This is most dramatic with bus tour customer who is on a fixed schedule and does not have the luxury of waiting.

On average, our tour operators allow less than 45-minutes for all of their people to be served and finished. They must be on the bus when it leaves. It is not unusual for us to have three tour buses arrive for breakfast on a given day. Unfortunately, our current seating will only allow two bus loads at any one time.

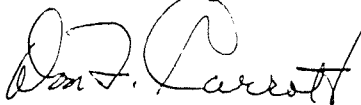
As I shared with you, over the last eight years my business is off about 30%. Apparently your records show a similar drop in our water usage. However, for the reasons outlined above, I believe that the expanded seating we are proposing will allow us to re-coup a great portion of that business, by serving our customer during his demand period, without significantly raising the levels of our water usage.

This re-modeling project will certainly allow us to present a fresher image to both our customer and to San Simeon. There is no secret that we expect this to be better for our business. It seems to me, however, that from what you were able to verify the expansion we are seeking will not take us to the level of our past water usage.

Remembering that you agreed to keep the business data I share with you confidential, I have included annual figures indicating our total customer seating since 1990. These numbers compare reasonably to the water usage figures you compiled.

Thank you for your consideration in this matter.

Respectfully,



Don F. Carrott  
Owner, Carriage Restaurant

encl.

S.S.A.C.S.D.

PURCHASING PROCEDURE

1. A purchase order (P.O.) is required for any purchase over \$200.00. (Utilities excepted.)
2. Send P.O. Request to District Secy.  
P.O. will be typed  
numbered  
entered in P.O. Log  
approved and an account number entered  
(1 Director or Gen Mgr can approve up to \$1,000.)  
(2 Directors or 1 Director and Gen Mgr can approve up to \$3,000.)  
(Vote by Board to approve over \$3,000.)

Copy 1 to Vendor

Copy 3 to Plant

Copy 2 retained in the District Office

- ~~3. Any payment without a P.O. must have a Warrant Request with initials of a Director on approval line. (SIGNATURE on ck = 'OK')~~  
(1 request per vendor per month, sent with check to Board meeting.)

Warrants to be numbered with year, month and a sequential number, ie: 8906-101, 8906-102 etc.

4. Warrant Register sent to Board meetings to show P.O. Number or Warrant Request Number.
5. Check stub to reference the ~~P.O. Number and Invoice Number(s)~~ or Warrant Request Number.  
(No account numbers on check stub.)
6. Office copy of P.O. will be filed with the Vendor invoice in the Accounts Payable file. If more than one invoice is covered by a single P.O., a copy of the P.O. will be attached to each invoice processed.

Samples attached:

Request for purchase order

Warrant Request

Procedure to be implemented July 1, 1989



S.S. C.S.D.

REQUEST FOR PURCHASE ORDER

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

P.O. NO. \_\_\_\_\_

TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

<u>DESCRIPTION</u>	<u>AMOUNT</u>
--------------------	---------------

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

USE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
REQUESTOR

S.S. C.S.D.

WARRANT REQUEST

# \_\_\_\_\_

DATE: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

TO: \_\_\_\_\_

FOR: \_\_\_\_\_

	ACCT #	AMOUNT	ACCT #	AMOUNT	ACCT #	AMOUNT
WASTE:						
WATER:						
GEN:						
ACCT NAME/ TOTAL						

APPROVED \_\_\_\_\_

CK #: \_\_\_\_\_

S.S. C.S.D.

WARRANT REQUEST

# \_\_\_\_\_

DATE: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

TO: \_\_\_\_\_

FOR: \_\_\_\_\_

	ACCT #	AMOUNT	ACCT #	AMOUNT	ACCT #	AMOUNT
WASTE:						
WATER:						
GEN:						
ACCT NAME/ TOTAL						

APPROVED \_\_\_\_\_

CK #: \_\_\_\_\_

**CAMBRIA COMMUNITY SERVICES DISTRICT****PURCHASING PROCEDURE**

Effective January 1, 1993 the following purchasing procedure for the CCSD is in effect. It governs the use of purchase orders and payments to vendors. The purpose for these procedures is to ensure the expenditure of Public Funds is done with adequate financial controls and in accordance with appropriate accounting procedures. The District will start with this procedure and adjust as needed.

No purchase will be authorized without a prior approved purchase order. There should not be any invoice or packing slip dated prior to the date on the purchase order and the approval date.

**GENERAL**

1. At the moment purchase orders are not prenumbered but they will be at some point in the future. They will be initiated by the department. Purchase orders should contain adequate information regarding the purchase and the intended purpose.
2. Submitted to the Finance Officer for budget approval.
3. The purchase order routed to the General Manager for final approval.
4. Returned to the Finance officer for distribution. The distribution is as follows:
  - yellow - origination department for vendor
  - pink - to department file
  - white - to accounts payable to match the invoice
5. Items needed from Soto's & Bickells Stationary will be requested through the main office. The items can be ordered on the Office Supply/Janitorial form. It is a multi-part form with item, quantity and department head signature. The schedule for filling the requests is as follows: Orders received on, or before, the 1st Monday of each month will be filled by the 15th and those received on, or before, the 15th will be filled by the last Friday of the Monday. If a special order is required, please research and provide all information needed to fill that order. In order to save on the cost of printing the form one order form per department will be used per ordering period. They will be incorporated into other supply needs to take advantage of price breaks and sales specials. The request is directed to the District Secretary. The pick up of the items will be at the District office. The items are as follows:
  - Office supplies - paper, envelopes, binders, file folders, labels, pens
  - Computer paper and disks
  - Stationary supplies ie, letterhead
  - Paper towels, toilet paper and cleaning supplies
  - Coffee, tea, etc.

These items should not be purchased separately.

6. Bids should be obtained if possible and practical. Some supplies are single source vendors. Cambria has a limited scope of goods and services. If possible, particularly on large non-emergency repair and maintenance obtain two-three verbal bids.

### COMPLETING THE PURCHASE ORDER

The items to be completed on the purchase order are self-explanatory. To aid in the budget control process and reporting to the Board, please be as descriptive as possible in the description section.

1. Vendor, date, ship to and bill to, department and account are self explanatory.
2. Unit price and quantity.
3. Description - please be as descriptive as possible. This section is used on the expenditure report for the Board.
4. For vehicle/equipment repair, include in the description the vehicle/equipment being repaired.

### REPLACEMENT EQUIPMENT

A new section added to the purchase order form. It is to be used for replacement fixed assets and capital outlay. It is for items approved as capital outlay in the budget process. This section will also be used for furniture and small equipment items approved in the annual budget.

1. The new equipment is listed. In the description section be as descriptive as possible including make and model.
2. The asset being replaced is listed. Indicate any identification numbers and a description. Also indicate method of disposal, ie. trade-in, scrap or surplus.

### PURCHASE ORDER NOT NEEDED

1. Purchases from the following local vendors do not require a purchase order. They are Cambria Hardware & Auto, Action Auto, Chevron and the General Store. However, each department should designate which employees will have authorization to purchase items from these vendors.

Note: Vehicle maintenance is an exception. A purchase order will be required prior to repair if one of the above vendors is used. See B-4 above.

2. Travel and mileage reimbursement. The Travel Policy dated October, 1992 is to be used.
3. Emergency needs. In the event of an emergency and after action has been take, please inform the Finance Officer or General Manager. Subsequent to the emergency, submit a purchase order appropriately completed. It will be matched with the invoice when

received. The Finance Officer will discard the yellow and do normal distribution with the rest of the copies.

4. Purchases under \$20.00 from infrequently used vendors will not require a written order. However, verbal approval will be required. The Finance Officer will give the approval. This does not apply to dues and subscriptions.

### PETTY CASH

Petty cash is for small miscellaneous items. It is preferred to use petty cash for items under \$15.00 and those that are of a small reimbursement miscellaneous nature. An exception to this might be postage for the red bills. An example of items not paid from petty cash are registration fees, contract labor payments and vendor payments.

# TEMPLETON COMMUNITY SERVICES DISTRICT

BOARD OF DIRECTORS  
 John Gannon, President  
 Bill Engels, Vice-President  
 Clifford S. Beere, Director  
 Robert Bergman, Director  
 Keith Vreeken, Director



STAFF  
 William Van Orden, General Manager  
 Laurie Ion, Administrative Supervisor  
 Richard Dolling, Utilities Supervisor

P.O. Box 780 • 420 Crocker Street • Templeton, California 93465 • FAX (805) 434-4820 • (805) 434-4900

## FAX COVER SHEET

Date: 8/26/98  
 To: San Simeon CSD  
 Attn: Forrest Warner  
 From: Vicki  
 RE: Purchasing Policy

This transmission consists of 14 pages, including this cover sheet.

IF THERE ARE ANY QUESTIONS REGARDING THIS TRANSMISSION OF THIS FAX, PLEASE CALL:

Vicki AT (805) 434-4900

The 10K is in the Gov't code.  
 I am giving Bill our GM your message  
 V.

TEMPLETON COMMUNITY SERVICES DISTRICT  
PURCHASING MANUAL  
POLICY

The Templeton Community Services District is formalizing a purchasing policy. This policy will be used by District staff to maintain control over budgeted funds. We continue to strive for a lower cost in every area of our operation and a large element of cost is supplies and services. These expenses account for approximately 33% of our operating costs. The policy will provide us with an excellent opportunity for cost control. The responsibility for buying materials and services is assigned to a group of people skilled in negotiating costs reductions.

The goal of this policy is to purchase needed items at the best possible price within the required deadlines and maintain the necessary support for District operations. Staff will give local merchants consideration whenever possible for the purchase of supplies and services.

I. Commitment Authority

The following personnel are authorized to commit the District to purchasing agreements. The individuals identified below are responsible for conducting purchasing transactions within the guidelines and procedures set forth in this manual.

<u>Employee</u>	<u>Category</u>
General Manager	Legal Services. All categories listed below.
Assistant Manager Utilities	Consulting and engineering services Planning and Development materials and supplies. Departmental operational materials.
Utilities Supervisor	Departmental operational and repair and maintenance materials and supplies, equipment rentals, employee clothing, fuel & oil, vehicle repair services and janitorial supplies.
Assistant Manager Admin	Travel services, educational services, publication subscriptions and categories listed below.
Accounting	Office supplies, computer equipment and supplies.
Recreation Director	All purchases pertaining to the operation and maintenance of the Recreation department and it's programs.

A complete budget will be issued by the Accounting Department at the beginning of each fiscal year. This budget contains the purchasing account titles, description of line items, and numbers corresponding with budgeted funds for each item. Each District department will receive their own budget for conducting purchasing transactions. It is the responsibility of each department manager to control spending and monitor the funds in the account line items that they are authorized to use. A monthly status report will be issued showing a comparison between budgeted amounts and the departments purchasing activity. If an account is shared between departments, then a high level of coordination is needed between managers to maintain and control spending. See attachment 1 for a list of current 92/93 accounts and District departments authorized to conduct purchases within these accounts.



All District department purchases will be identified with the appropriate line item account number by the requestor. The following will occur if a department must purchase an item that are not authorized on their list of account:

1. Obtain the approval from a department that is authorized to purchase the items. This will be documented in the purchase requisition form.
2. Have an authorized department conduct the purchase transaction.

## II. Approval Requirements

A system of approval limits is the next element of purchasing control. Within the authorized categories, employees may commit District funds up to their maximum approval amounts. All District employees must obtain appropriate approval for each purchase transaction prior to the establishment of a firm order or contract except when a blanket purchase order has been approved.

The Board of Directors approval is required for all purchases over \$ 10,000.00 or more, and all lease or contractual agreements. Board approval is not required for purchases of equipment, materials or services that have been previously approved in the District's Budget. If the total price is greater than 5% of the budgeted amount the General Manager's approval shall be required.



## AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424  
Office and Meeting Room - 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623

~~CONFIDENTIAL~~

**Date:** January 3, 1995  
**From:** Larry Treglawny  
**To:** All Staff  
**Subject:** Purchasing and capitilization procedures

### Purchasing

As Approved at the February 1994 Board meeting the following are the purchasing procedures:

AMOUNT	PURCHASE ORDER	QUOTATIONS
Under \$500	YES, IF ONE ITEM OVER \$200	PREFER VERBAL, NOT REQUIRED
\$500 - \$1,000	YES, MANAGER SIGNATURE	VERBAL, WITH NOTATIONS
\$1,000 - \$3,000	YES, BOARD APPROVAL	WRITTEN, ON LETTERHEAD
Over \$3,000	YES, WITH BIDS	FORMAL BID PROCEDURE

Purchase Orders/Requisition forms are available from Kathy or use a similar computer generated form. Please use them when required. Remember, the idea is to get competitive prices and not necessarily rely on the same sources as in the past, unless it is demonstrated they are competitive in service and price.

### Capitilization

The determinates of whether an item is charged to operating budget or the capital budget are as follows:

- 1) All capital expenses must have been individually listed in the approved capital budget for the fiscal year.
  - 2) Original cost must be more than \$1,000
- and,
- 3) The item must have a life of greater than three years

**SPECIAL BOARD OF DIRECTORS MEETING  
SAN SIMEON  
COMMUNITY SERVICES DISTRICT**

DATE: Thursday, September 17, 1998  
TIME: 4:00 P.M.

PLACE: 111 PICO AVE.  
San Simeon, CA

**AGENDA**

1. **CALL TO ORDER**
  - 1.1 PLEDGE OF ALLEGIANCE TO THE FLAG
  - 1.2 ROLL CALL
2. **PUBLIC COMMENTS:** Note: Any topic NOT on the agenda may be presented. Please observe a 3-minute limit.
  - 2.1 Director's comments and proposed agenda items.
3. **AUTHORIZATION OF OUTFALL LINE INSPECTION COSTS.**
4. **AUTHORIZATION OF POSSIBLE PERMITTING COSTS AND POSSIBLE REPAIR COST FOR OUTFALL LINE REPAIR.**
5. **STAFF REPORT**
  - 5.1 WRITTEN COMMUNICATIONS
  - 5.2 ORAL COMMUNICATIONS  
Consideration of Miscellaneous verbal Staff reports and Directors' comments.
6. **ADJOURNMENT**

San Simeon Community Services District



111 Pico Avenue, San Simeon, California 93452  
(805) 927-4778 Fax (805) 927-0399

**MEMORANDUM**

Date: Friday, September 11, 1998  
To: Board of Directors  
From: Forrest G, Warren, General Manager  
Subject: Special Meeting regarding outfall Line Inspections etc.  
Update on the Pipebridge and Hearst Dr. Project.

This week it has come to our attention that the inspection of the outfall line will cost more than we originally expected. Due to the dangerous nature of the work, it was recommended we have a properly licensed and insured individual working on this project. That has resulted in estimates of at least \$4,000 per day. Therefore, it will take Board approval to move ahead with the project.

Since we only have a few months in the fall (Sept., Oct., and Nov.) in which to do this work, it was necessary to call a special meeting to authorize this project as the next regular Board meeting is not until Oct. 14, 1998.

We do not want to go through another winter with the effluent line stopping up after every major storm. Stoppage would cause the plant to overflow treated effluent on the beach. This will then have to be reported to the State. The State could demand the problem be fixed by a certain date. Heavy daily fines would be a possibility if the District doesn't take care of this issue in a timely manner. The State Water Quality Control Board is aware of the problems we had last winter and they know this fall is the time to fix the problem. Regardless of the cost of the

San Simeon Community Services District



111 Pico Avenue, San Simeon, California 93452  
(805) 927-4778 Fax (805) 927-0399

work, if the outfall line is not fixed the State Water Quality Control Board could level fines that may *exceed* the cost of the repairs. (State Water Quality Control Board will set deadlines and fines on an individual case by case basis.)

FEMA may or may not pay for the cost involved with this project. This will depend on whether it is storm related or not. For the most part, this cost should be reimbursed by FEMA.

The Board has allocated \$10,000 for the outfall line inspection in the Budget and \$51,000 for the outfall line repair. I would recommend the Board authorize up to \$8,000 for the inspection at this time. (This would allow a second day if necessary at \$4,00 per day) Although, if the inspection takes longer the Board must realize we must get this project done. I would also recommend the Board authorize the District Engineer to start the permitting process (if necessary). If major work requiring a permit is needed we will be ready.

If the problem is something simple it might be able to be fixed at the time of inspection since they will have the area dredged out. If not, Board action will surely be needed to authorize the funds to do the job. Two of the Board members are gone for an extended period of time. Two others have shorter vacations planned during this period of time when work/inspection may/should be done. Therefore, I would hope the Board would authorize the repairs be done. This is one of those items that must be done within a certain window of time and almost regardless of cost.

Hearst Dr. is tentatively scheduled for bid approval at the regular Oct. meeting.

The pipebridge is scheduled for bid approval at the regular November meeting.



September 3, 1998

Mr. Ron Head  
San Simeon Community Services District  
111 Pico Avenue  
San Simeon, CA 93452

Re: *Sanitary Ocean Outfall Condition Survey*

Dear Ron:

I have viewed and copied the video tape of the underwater inspection of the 8" diameter outfall conducted in October, 1997 and am returning the original to you. I have also reviewed the sketches and documents sent to me, including the *Ocean Outfall Inspection Report* from Sean Grauel & Associates (SGA), dated June 19, 1998 and am providing the following comments and suggestions for your review:

1. While the October 1997 video tape did not show evidence of a severed outfall pipeline, all four diffuser riser ports were removed from their pipe section flange and laying in the sand adjacent to the pipeline. The rate of effluent flow through all of these ports varied and did not appear to be strong at the end. Lack of sufficient flows is indicative of line blockage, a line break, or the lack of flow due to high tidal elevation and/or a combination of factors including whether the treatment plant is designed for a gravity or pumped outfall discharge system.
2. The minimal shallow water depth and apparent lack of armor rock and/or other mechanical anchoring system may be of stability concern because of the possibility for pipeline movement during winter storms. In addition, several transmission pipe sections along the outfall are only partially supported and resting on rocks, a condition likely caused from scour and beach erosion. There are several proven methods available to provide a submarine pipeline with additional stability and anchoring after its installation.
3. Based upon the most recent dye study and diver inspection performed in June, 1998, SGA suspects damage to the outfall exists that may have occurred during the 1997/1998 winter storms. However, this break or damage could not be physically located and observed underwater due to large ocean swells.

We would like to propose that another condition survey be conducted on the outfall to determine the following facts:

1. Use a diver with a reflective buoy to "swim" the outfall to enable a land surveyor with EDM to accurately verify and record locations of the outfall diffuser terminus, determine the location where the pipeline becomes exposed after being buried, and determine the location of the break (estimated 100' inshore from the terminus). If this information is already available and plotted, we would place buoys at these locations prior to our dive and proceed with a dye study.

2. A depth of buried pipeline survey could be conducted using geophysical equipment (subbottom profiling or radiodetection) to determine cover and map the normal sand movement between the seasons. Seasonal movement causes sand to be deposited offshore several hundred feet during the larger winter and spring swells before being re-deposited inshore and on the beach as a result of the mild summer and fall swells.
3. Another dye study should be conducted to enable a survey of the transmission pipe section located by the dye plume and previously located 100' inshore from the terminus. Localized hand-jetting by the diver will likely be required to determine the pipe condition, extent of damage, and depth of overburden. After the outfall has been sufficiently exposed, damage inspected and all measurements taken at this location, a determination can be made as to how to repair the damage, likely using an "off the shelf" or easily designed and built split sleeve type of mechanical coupler.
4. Because of the unknown extent of pipe damage and quantity of sand overburden at the dye plume location, the actual repair operation for the pipeline may require extensive dredging and excavation to expose the pipe and will likely occur at some time after the initial damage survey and inspection.
5. Additional information could also be gathered during the initial condition survey and used to design a system to anchor the exposed transmission and diffuser pipe sections to the seabed. Also, the four diffuser port flanges could be measured in order to be later fitted with Red Valve® diffuser check valves that would prevent sand intrusion during low flow effluent periods. Prior to any diffuser modifications, sediment from within the outfall will also need to be removed with suction hoses.

The months of September and October can provide excellent conditions to perform the detailed type of survey we feel you require. We would be happy to discuss your inspection needs and to assist you in developing a budget for both the inspection and repairs. Please don't hesitate to call me if you have questions or require additional information.

Sincerely,



Thomas R. Belcher



September 9, 1998

Mr. Ron Head  
Supt. Water/Wastewater  
San Simeon Community Services District  
111 Pico Avenue  
San Simeon, CA 93452

**Re: *Diver Investigation of Submerged & Buried 8" Ductile Iron Sanitary Outfall***

Dear Ron:

Underwater Resources, Inc. (URI) is pleased to provide you with a quotation of not to exceed \$4000.00 to perform a one (1) day underwater investigation of your ocean outfall that will be scheduled to coincide with a dye study to be performed by you (DISTRICT). Our investigation will include the following aspects:

1. Mob/demobilization of diving crew with portable dredging and surface-supplied air diving equipment (with 2-way communications), depth probes and hand-held measuring devices from San Francisco to San Luis Obispo (Avila Harbor) to be loaded onboard a vessel-of-opportunity (26' urchin or abalone boat). Includes shop preparations, R/T travel and per diem charges, and all other necessary arrangements to subcontract a suitable vessel with an operator and load out equipment prior to dive inspection.
2. Arrange for URI personnel (lead diver) to meet with you to exchange information, finalize schedule and arrange for transfer of portable walki-talkies on the afternoon prior to the dye study and diver investigation.
3. Depart from Avila Harbor to San Simeon for the anticipated one (1) hour of travel on the morning of the dye study, establish radio communications between dive boat and the plant, and begin the dye release. With assistance from the DISTRICT, dive vessel and crew will locate/establish temporary buoys at one or more dye locations visible on the surface prior to setting anchor and commencing dive operations.
4. The survey scope of work shall be to conduct a physical investigation of all visible pipe sections, verify condition and size of the 4" diffuser port flanges, investigate pipeline at the suspected break location (approx. 100' inshore from diffusers) by probing and limited dredging to measure depth of sand burial. If possible, determine the cause and extent of pipeline damage for possible repair by measuring and recording both the size and type of break. Finally, determine if and how much sand has entered the pipeline through the pipe break or the diffusers.

Because sea conditions will affect the success of the operation, a mutual effort is expected and required by both the DISTRICT and URI to ensure that this survey is conducted under optimum conditions within the period of performance. Ocean swell, wind and marine weather





**San Simeon Outfall Investigation  
September 9, 1998 - Page Two**

pressure systems will all affect both the underwater visibility and our diver's ability to remove sand off the section of pipeline that is suspected to be broken.

Our planned one (1) day diving inspection will be limited in both duration (daylight hours) and by sea conditions. In order to perform any excavation, our vessel will need to be securely anchored. Due to possible afternoon winds, we may only be able to anchor and dredge during the morning hours. Because of the vessel size, we are only able to utilize a 600 GPM pressure pump with 3" fire hose and an eductor system of hand dredging. The effectiveness of our diver in exposing the pipeline will depend upon the quantity of burial and the lack of an ocean swell. If the pipeline at the break is buried in excess of 2 - 3 feet, the rate of excavation from our pump will be slow and we would recommend utilizing a larger floating platform to accommodate a larger pump.

It may not occur until near the end of our initial one (1) day investigation that the pipeline, due to sand cover and burial, cannot be adequately excavated to allow for a thorough survey to determine the extent and condition of damage. Radio contact will be established with the DISTRICT as soon as the pipe or burial condition is known and in the event that one or more days of excavation are anticipated.

This preliminary proposal and cost estimate of \$4000.00 is provided as a guideline to perform the baseline survey of pipeline damage only. Once the pipeline is exposed and inspected, we may be able to perform an interim and temporary pipe repair along with removing sand from inside without much of an interruption after the inspection.

We would be happy to send you some information and/or literature about pipeline repair methods and pipe anchoring systems to both sandy and hard bottoms. If you have any questions, require additional information or wish to schedule the inspection, please don't hesitate to call me anytime.

Sincerely,

  
Thomas R. Belcher

SAN SIMEON COMMUNITY SERVICES DISTRICT

TENTATIVE CONSTRUCTION SCHEDULE  
for the

**HEARST DRIVE SAN SIMEON AVENUE WATER LINE REPLACEMENT**

Survey and Design Completed .....	February 20, 1998
Contract Document, Drawings and Specification Completed .....	February 27, 1998
1st Notice to Bidders .....	September 16, 1998
2nd Notice to Bidders (min. 5 days between publications) .....	September 23, 1998
Pre-Bid Conference (Friday, 2:00 pm) .....	October 2, 1998
<b>Receive Bids (Wednesday, 2:00 pm) .....</b>	<b>October 7, 1998</b>
Award of Bid .....	October 14, 1998
Notice of Award* .....	October 15, 1998
Notice to Proceed* (15 days from Award) .....	October 30, 1998
Start Work (10 days from Notice to Proceed) .....	November 9, 1998
Completion - (45 Calendar Days) .....	December 23, 1998

\* send Certified Mail  
a:\herstsch.wpd.crt

THIS IS NOT A PART OF THE CONTRACT

Post-It® Fax Note	7671	Date	4-15	# of pages	1
To	FORREST / RON	From	CRAIG T		
Co./Dept.	SSCSD	Co.	JLWA		
Phone #	927-4918	Phone #			
Fax #		Fax #			

**JLWA** John L. Wallace & Associates  
Civil Engineering • Surveying • Planning

COVER SHEET

Date: September 11, 1998

Job Number: 084.01 (19)

<b>To:</b> Cheryl Telegram Tribune Legal Department (Classified)	<b>From:</b> Craig Taylor John L. Wallace and Associates
--	---

<b>Phone:</b> (805) 783-7625	<b>Fax:</b> (805) 783-7947	<b>Phone:</b> (805) 544-4011	<b>Fax:</b> (805) 544-4294
------------------------------	----------------------------	------------------------------	----------------------------

**Subject: NOTICE INVITING BIDS - HEARST DRIVE - SAN SIMEON C.S.D.**

**Message:**

Please advertise in the next available issue of your classified for two separate issues, (minimum 5 days apart).

**PLEASE BILL:**

San Simeon Community Services District  
Route 1 Box S-17  
San Simeon, California 93452

Thank you,

Craig Taylor

**FAXED**

CC FORREST WARREN

File Name.

A:tribfax

<b>Sent Via:</b> <input checked="" type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Hand Deliver <input type="checkbox"/> Overnight
<b>Originals Mailed:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Number of Pages (including cover):</b> 3

SAN SIMEON COMMUNITY SERVICES DISTRICT

HEARST DRIVE / SAN SIMEON AVENUE WATER LINE REPLACEMENT

NOTICE INVITING BIDS

NOTICE IS HEREBY GIVEN that the SAN SIMEON COMMUNITY SERVICES DISTRICT (District) hereby invites sealed proposals which will be received at:

John L. Wallace & Associates  
4115 Broad Street Suite B-5  
San Luis Obispo, CA 93401

until Wednesday October 7, 1998, 2:00 p.m. , at which time they will be publicly opened and read aloud for performing the following Work:

DESCRIPTION OF WORK: The Work is comprised of providing all necessary labor, materials, equipment and supervision to completely replacing the existing 4-inch asbestos cement water line with a new 8-inch polyvinyl chloride water line in Hearst Drive and San Simeon Avenue as specified in the Contract documents.

LOCATION OF THE WORK - The work is located in San Simeon, California and more specifically, on San Simeon Avenue adjacent to the Cavalier Motel and Hearst Drive from San Simeon Avenue to the Jade Motel at Vista Del Mar.

AWARD OF CONTRACT - The District intends to award a contract to the lowest responsive, responsible bidder. All bids submitted shall be in accordance with the provisions of the Contract Documents and the District may waive any minor irregularities or reject any and all bids. Any bid may be withdrawn prior to bid opening but not afterward. Any bid received after the time and date specified for the bid opening will not be considered. No bids/proposals can be withdrawn for a period of 60 calendar days from the date of award of the bid.

FORM OF THE BID - Bidders must submit proposals on the proposal bid sheet form provided. No proposal will be considered unless it is made on proposal forms included in the Contract Documents obtained from the District. It is not mandatory, but highly recommended, that the bidder attend the pre-bid conference scheduled for Friday, October 2, 1998, at 2:00 p.m. The bidder may contact Ron Head at (805) 927-4918 for additional information.

BID SECURITY - Each proposal must be accompanied by cash, a certified or cashier's check, or bidder's bond on the prescribed form and made payable to the District for an amount equal to at least 10 percent of the amount of the Bid, such guaranty to be forfeited should the apparent successful bidder to whom the contract is awarded fail to furnish the required bonds and insurance certificates, and enter into contract with the District within the time stated in the Proposal requirements. A Payment Bond and a Performance Bond will be required prior to execution of the Contract. No proposals can be withdrawn for a period of 60 calendar days from the date of award of the bid.

CONTRACTOR LICENSING - No bid (proposal) will be accepted from a Contractor who has not been licensed in accordance with the provisions of Chapter 9 of Division 3 of the Business and Professions Code.

In accordance with the provisions of Section 3300 of the Public Contract Code, any Contractor bidding this project shall be licensed as a **Class A, General Engineering and/or C34 Contractor**, licensed in the State of California at the time that the contract is awarded.

**WAGE RATE REQUIREMENTS** - To be in accordance with the provisions of The California Labor Code and Regulations, Sections 1770, 1773, 1773.1, 1773.6 which has determined the general prevailing rate of per diem wages per the standards set forth in Section 1773 for the locality in which the Work is to be performed. A copy of said wage rates is on file at the office of the District. It shall be mandatory upon the Contractor to whom the Work is awarded and upon any subcontractor under the Contractor to pay not less than said specified rates to all workers employed by them in the execution of the Work, and shall post a copy of said wage rates at the project site.

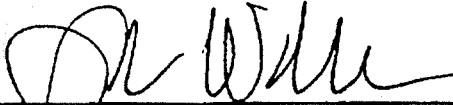
**AGREEMENT TO ASSIGN** - In accordance with Section 4552 of the California Government Code, the bidder shall conform to the following requirements: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act 15 U.S.C. 15, or under the Cartwright Act, Chapter 2.

**DEPOSIT OF SECURITIES IN LIEU OF RETAINAGE** - The Contractor may elect to receive 100 percent of payment due under the Contract Documents from time to time, without retention of any portion of the payment by the District, by depositing securities of equivalent value with the District in accordance with the provisions of Section 22300 of the California Public Contract Code. Such securities, if deposited by the Contractor, shall be valued by the District, whose decision on valuation of the securities shall be final. Securities eligible for investment under this provision shall be limited to those listed in Section 16430 of the California Government Code or bank or savings and loan certificates of deposit.

**CONTRACT DOCUMENTS** - Contract Documents, including the Contract Drawings and Specifications may be viewed and obtained at: John L. Wallace & Associates 4115 Broad Street Su. B-5 San Luis Obispo, California 93401.

The cost for a copy of all Contract Documents is **\$20 per set, non-refundable**. The special attention of prospective bidders is called to the Instructions to Bidders portion of the Contract Documents for full directions for bidding the Work.

BY ORDER of the San Simeon Community Services District:

  
\_\_\_\_\_  
John L. Wallace, District Engineer

4.8.98  
Date



John L. Wallace & Associates  
Civil Engineering • Surveying • Planning

**COVER SHEET**

Date: 9-14-98

Job Number: 084.02.1 (24)

To: Forrest Warren	From: John L. Wallace and Associates 4115 Broad Street, Suite B-5 San Luis Obispo, California 93401
--------------------	--

Phone: 927-4778	Fax: 927-0399	Phone: (805) 544-4011	Fax: (805) 544-4294
-----------------	---------------	-----------------------	---------------------

Subject:

Message:

I'm Filing This Notice of Exemption  
 with the County Tomorrow. I will  
 also be sending a project description  
 to County Planning and Army Corps for  
 Permit Exemptions.  
  
 please call if you have  
 any questions or comments  
  
- Matt Wheeler

Sent Via: <input checked="" type="checkbox"/> Fax	<input type="checkbox"/> Mail	<input type="checkbox"/> Hand Deliver	<input type="checkbox"/> Overnight
Originals Mailed: <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number of Pages (including cover): 2	

office#2-faxshl.wpd 3/9/98

Notice of Exemption

To:  Office of Planning and Research  
1400 Tenth Street, Room 121  
Sacramento, CA 95814

From: (Public Agency) SAN SIMEON CSD  
ROUTE 1 Box 5-17  
(Address)  
SAN SIMEON, CA 93452

County Clerk  
County of SAN LUIS OBISPO  
COUNTY GOVERNMENT CENTER  
SAN LUIS OBISPO, CA 93408

Project Title: PIPELINE BRIDGE REPLACEMENT

Project Location - Specific: NORTH END OF BALBOA AVE, ADJACENT TO THE WASTEWATER TREATMENT PLANT.

Project Location - City: SAN SIMEON ACRES Project Location - County: SAN LUIS OBISPO

Description of Project: REPLACEMENT OF THE WATER AND SEWER LINES AND BRIDGE SUPPORT STRUCTURES WHICH ARE DECAYED AND SUBJECT TO FAILURE.

Name of Public Agency Approving Project: SAN SIMEON COMMUNITY SERVICES DISTRICT

Name of Person or Agency Carrying Out Project: JOHN L. WALLACE & ASSOCIATES

Exempt Status: (check one)

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: GUIDELINES SECTION 15302
- Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt: REPLACEMENT OF EXISTING FACILITIES ON THE SAME SITE AND RESTORATION OF DETERIORATED FACILITIES TO MEET CURRENT STANDARDS OF PUBLIC HEALTH & SAFETY.

Lead Agency Contact Person: JOHN WALLACE Area Code/Telephone/Exemption: 805-544-4011

If filed by applicant:

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

Signature: [Signature] Date: 9.14.98 Title: Dist. Engr.

- Signed by Lead Agency
- Signed by Applicant

Date received for filing at OPR: \_\_\_\_\_



## OFFICE OF WATER RECYCLING

State Water Resources Control Board

2014 T Street, P.O. Box 944212

Sacramento, CA 94244-2120

TEL +1 916 227-4578

FAX +1 916 227-4595

8 September 1998

Mr Craig R. Taylor  
 John L. Wallace & Associates  
 4115 Broad Street, Suite B-5  
 San Luis Obispo, California 93401

Dear Craig:

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT AND SAN SIMEON COMMUNITY SERVICES DISTRICT, TRANSMITTAL OF RESOLUTIONS APPROVING WATER RECYCLING FACILITIES PLANNING GRANTS

Enclosed are copies of State Water Resources Control Board resolutions approving grants for San Simeon Community Services District and South San Luis Obispo County Sanitation District. Each resolution in the final clause authorizes costs to be eligible for funding if incurred after the date of the resolution. This will be reflected in the grant contracts when issued.

The districts may begin facilities planning work now without the grant contract. We are reviewing model contract language and intend to be able to execute contracts with the districts in time to disburse grant funds when the draft facilities plans are submitted to us for review.

Please feel free to contact me at any time if you need information or have questions. My telephone number is (916) 227-4578.

Sincerely,

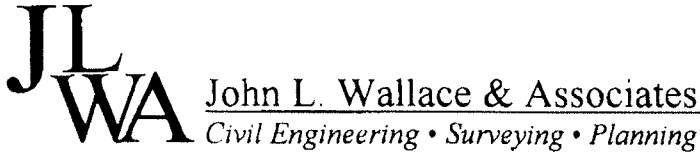
Richard A. Mills  
 Water Resource Control Engineer

Enclosures (2)

File name: SSLOINFO







**COVER SHEET**

**Date:** September 14, 1998

**Job Number:** 084.01 (22)

<b>To:</b> Forrest Warren San Simeon C.S.D.		<b>From:</b> Craig Taylor John L. Wallace and Associates	
<b>Phone:</b> 927-4778	<b>Fax:</b> 927-0399	<b>Phone:</b> (805) 544-4011	<b>Fax:</b> (805) 544-4294

**Subject: Ocean Outfall - Potential Civil Liability - Violation Under RWQCB**

**Message:**

Attached to this fax is a copy of Resolution No. 98-072 approving water recycling facilities planning grant from the State Water Resources Control Board.

Also attached is an excerpt from the Porter - Cologne Water Quality Control Act that the RWQCB uses to determine civil liability fines.

We hope that this will always be a hypothetical case!

**\$10,000 per day**

**plus**

**\$10 per gallon discharged say @ 200,000 gallons per day = \$2,000,000.**

Craig

File Name:  
A:sscsdfax

<b>Sent Via:</b> <input checked="" type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Hand Deliver <input type="checkbox"/> Overnight
<b>Originals Mailed:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Number of Pages (including cover):</b> 5

STATE WATER RESOURCES CONTROL BOARD  
RESOLUTION NO. 98 - 072

APPROVAL OF A WATER RECYCLING  
FACILITIES PLANNING GRANT  
TO SAN SIMEON COMMUNITY SERVICES DISTRICT  
FOR SAN SIMEON WATER RECLAMATION PROJECT STUDY

WHEREAS:

1. The Safe, Clean, Reliable Water Supply Act (1996 Bond Law) established the Water Recycling Subaccount and provided \$60 million for low interest loans for the design and construction of water recycling projects, and for planning grants;
2. The State Water Resources Control Board established the Water Recycling Facilities Planning Grant Program (FPGP) by adoption of the Water Recycling Funding Guidelines (WRF Guidelines) on April 17, 1997, which implemented provisions of the 1996 Bond Law as well as other bond laws;
3. A grant application was submitted by San Simeon Community Services District requesting funding for the San Simeon Reclamation Project planning study;
4. The Office of Water Recycling staff has reviewed the application, Plan of Study, and other supporting information for the facilities planning study and has determined that the submitted documents comply with the WRF Guidelines; and
5. The WRF Guidelines provide that eligible costs are costs incurred after execution of the grant contract, and the Office of Water Recycling staff has concluded that it is desirable to allow costs incurred after approval of the grant commitment to be eligible.

THEREFORE BE IT RESOLVED THAT:

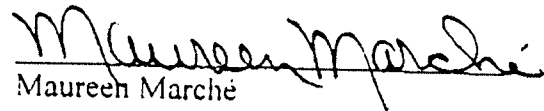
The State Water Resources Control Board:

1. Approves a FPGP grant of 50 percent of the eligible costs but not to exceed \$20,000 to San Simeon Community Services District for the San Simeon Reclamation Project planning study;
2. Approves a condition requiring submittal of the final facilities planning report by February 11, 2000. The Office of Water Recycling may approve up to a 12-month extension for good cause; and

- 3. Approves funding for costs incurred after July 23, 1998.

CERTIFICATION

The undersigned, Administrative Assistant to the Board, does hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the State Water Resources Control Board held on July 23, 1998.



Maureen Marché  
Administrative Assistant to the Board

source: Porter-Cologne  
Water Quality Control Act

for Craig Taylor  
from Sonelmarks

13382.5. Managed aquaculture.

Waste discharge requirements shall be adopted to permit the discharge of a specific pollutant or pollutants in a controlled manner from a point source to a defined managed aquaculture project if such discharge meets all applicable requirements of the Federal Water Pollution Control Act and acts amendatory thereof and supplementary thereto, together with any more stringent effluent standards or limitations necessary to implement water quality control plans.

13383. Monitoring requirements.

(a) The state board or a regional board may establish monitoring, inspection, entry, reporting, and recordkeeping requirements, as authorized by Section 13377 or by subdivisions (b) and (c) of this section, for any person who discharges pollutants or dredged or fill material to navigable waters, any person who introduces pollutants into a publicly owned treatment works, any person who owns or operates a publicly owned treatment works or other treatment works treating domestic sewage, or any person who uses or disposes of sewage sludge.

(b) The state board or the regional boards may require any person subject to this section to establish and maintain monitoring equipment or methods, including, where appropriate, biological monitoring methods, sample effluent as prescribed, and provide other information as may be reasonably required.

(c) The state board or a regional board may inspect the facilities of any person subject to this section pursuant to the procedure set forth in subdivision (c) of Section 13267.

13384. Hearings.

The state board or the regional boards shall ensure that the public, and that any other state, the waters of which may be affected by any discharge of pollutants or dredged or fill material to navigable waters within this state, shall receive notice of each application for requirements or report of waste discharge or application for a dredged or fill material permit or report of dredged or fill material discharge and are provided an opportunity for public hearing before adoption of such requirements or permit.

13385. Civil liability.

(a) Any person who violates any of the following shall be liable civilly in accordance with subdivisions (b), (c), (d), (e), and (f):

(1) Section 13375 or 13376.

(2) Any waste discharge requirements or dredged and fill material permit. *NPDES permit*

(3) Any requirements established pursuant to Section 13383.

(4) Any order or prohibition issued pursuant to Section 13243 or Article 1 (commencing with Section 13300) of Chapter 5, if the activity subject to the order or prohibition is subject to regulation under this chapter.

(5) Any requirements of Section 301, 302, 306, 307, 308, 318, or 405 of the Federal Water Pollution Control Act, as amended.

(6) Any requirement imposed in a pretreatment program approved pursuant to waste discharge requirements issued under Section 13377 or approved pursuant to a permit issued by the administrator.

(b) Civil liability may be imposed by the superior court in an amount not to exceed the sum of both of the following:

(1) Twenty-five thousand dollars (\$25,000) for each day in which the violation occurs.

(2) Where there is a discharge, any portion of which is not susceptible to cleanup or is not cleaned up, and the volume discharged but not cleaned up exceeds 1,000 gallons, an additional liability not to exceed twenty-five dollars (\$25) times the number of gallons by which the volume discharged but not cleaned up exceeds 1,000 gallons.

The Attorney General, upon request of a regional board or the state board, shall petition the superior court to impose the liability.

*\** (c) Civil liability may be imposed administratively by the state board or a regional board pursuant to Article 2.5 (commencing with Section 13323) of Chapter 5 in an amount not to exceed the sum of both of the following:

(1) Ten thousand dollars (\$10,000) for each day in which the violation occurs.

*plus*  
(2) Where there is a discharge, any portion of which is not susceptible to cleanup or is not cleaned up, and the volume discharged but not cleaned up exceeds 1,000 gallons, an additional liability not to exceed ten dollars (\$10) times the number of gallons by which the volume discharged but not cleaned up exceeds 1,000 gallons.



**John L. Wallace & Associates**  
Civil Engineering • Surveying • Planning

**COVER SHEET**

**Date:** September 15, 1998

**Job Number:** 084.01 (22)

<b>To:</b> Forrest Warren San Simeon C.S.D.		<b>From:</b> Craig Taylor John L. Wallace and Associates	
<b>Phone:</b> 927-4778	<b>Fax:</b> 927-0399	<b>Phone:</b> (805) 544-4011	<b>Fax:</b> (805) 544-4294

**Subject:** Ocean Outfall Investigation - Request For Quotations

**Message:**

Attached to this fax is the Request for Quotation with a list of prospective bidders and general description of the scope of services to be provided for the District's competitive bid process.

As discussed, a scope of services and the 12 line items needed to be prepared to receive a competitive cost for the same services proposed by Underwater Resources, Inc., of San Francisco, CA.

Also attached is an example request for quotes that was used for the Avila Beach C.S.D.'s investigation of their 2,000 foot 12-inch ocean outfall line.

The Blackledge Diving quote was **\$5,150** to provide a video, log and report on the condition of the outfall and two small water storage tanks. An additional quote was received for the same work from Associated Pacific Contractors for **\$9,940**. Both quotes were for one day and included a rental vessel from Port San Luis and diving crew similar to the SSCSD's request for quotes.

**Please let me know if you wish to proceed with the RFQ competitive bid process.**

Craig

File Name:

A:sscsdRFQfax

<b>Sent Via:</b> <input checked="" type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Hand Deliver <input type="checkbox"/> Overnight
<b>Originals Mailed:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Number of Pages (including cover):</b> 7

# San Simeon Community Services District



111 Pico Avenue, San Simeon, California 93452  
(805) 927-4778 Fax (805) 927-0399

Board of Directors

Richard Andresen, Ardy May, Loraine Mirabal-Boubion, Lois Stevens, Leanne Morgan

September 15, 1998

**Associated Pacific Constructors, Inc. of Morro Bay, CA**

**Advantage Technical Services of San Luis Obispo, CA**

**Depth Perceptions Diving Services of Los Osos, CA**

**Ron Blackledge Diving of Long Beach, CA**

## **Subject: Ocean Outfall Underwater Investigation - Request for Quotation**

This Request for Quotation is provided as a guideline to preform the baseline survey of the pipeline damage only. The prospective bidder shall perform a one (1) day underwater investigation of the District's ocean outfall that will be scheduled to coincide with a dye release by the District. The Contractor shall provide liability insurance and be certified for this type of work. The investigation shall include the following:

1. Mobilize and demobilization a diving crew with portable and surface-supplied air diving equipment (with 2-way communications), depth probes and hand-held measuring devices to be loaded onboard a vessel (26' urchin or abalone boat). Cost shall include shop preparations, round trip travel and per diem charges, and all other necessary arrangements to subcontract a suitable vessel with an operator and load out equipment prior to dive inspection.
2. Arrange for personnel (lead diver) to meet with the District, exchange information, finalize schedule and arrange for portable radios on the afternoon prior to the study and diver investigation.
3. Depart from Port San Luis to San Simeon for an anticipated one (1) hour travel on the morning of the dye test, establish radio communications between dive boat and the plant, and begin the dye release. With assistance from the District, dive vessel and crew will locate and establish temporary buoys at one or more dye locations visible on the surface prior to setting anchor and commencing dive

Forrest G. Warren, General Manager/Sec.  
Robert W. Schultz, District Counsel

Kim Allison, Office Administrator  
John L. Wallace, District Engineer

Ron Head, Plant Superintendent

operations.

4. The survey scope of work shall be to conduct a physical investigation of all visible pipe sections, verify condition and size of the 4" diffuser port flanges, investigate pipeline at the suspected break location (approx 100' inshore from diffusers) by probing and limited dredging to measure depth of sand burial. If possible, determine the cause and extent of pipeline damage for possible repair by measuring and recording both the size and type of break. Finally, determine if and how much sand has entered the pipeline through the pipe break or the diffusers.

It is understood that sea conditions will affect the success of the operation, a mutual effort is expected and required by both the District and the Contractor to ensure that this survey is conducted under optimum conditions within the period of performance. Ocean swell, wind and marine weather pressure systems will all affect both the underwater visibility and the diver's ability to remove sand off the section of pipeline that is suspected to be broken.

The planned one (1) day diving inspection will be limited in both duration (daylight hours) and by sea conditions. The proposed vessel size will only able to utilize a 600 GPM pressure pump with 3" fire hose and an eductor system for hand dredging. The effectiveness of the diver in exposing the pipeline will depend upon the quantity of burial and the lack of an ocean swell. If the pipeline at the break is buried in excess of 2-3 feet, the rate of excavation from the pump will be slow and the District would need to utilize a larger floating platform to accommodate a larger pump.

If the initial investigation of the pipeline cannot be adequately excavated to allow for a thorough survey to determine the extent and condition of damage, radio contact shall be established with the District as soon as the pipe or burial condition is known and in the event that one or more days of excavation are anticipated.

Once the pipeline is exposed and inspected, the Contractor shall perform an interim and temporary pipe repair in addition to removing sand from inside without interruption.

The Contractor shall submit recommendations on the methods of pipeline repair and pipe anchoring systems to both sandy and hard bottoms.

## **SAN SIMEON COMMUNITY SERVICES DISTRICT**

Sincerely,

Craig R. Taylor  
Associate Engineer  
oceaninspect.wpd

cc: Forrest Warren

Forrest G. Warren, General Manager/Sec.  
Robert W. Schultz, District Counsel

Kim Allison, Office Administrator  
John L. Wallace, District Engineer

Ron Head, Plant Superintendent

# REQUEST FOR QUOTATION

CLOSING DATE: SEPTEMBER 21, 1998

RETURN COMPLETED AND  
SIGNED COPY OF THIS FORM TO:

JOHN L. WALLACE & ASSOCIATES  
4115 BROAD STREET SUITE B-5  
SAN LUIS OBISPO, CA 93401  
ATTN: CRAIG R. TAYLOR

**THIS IS NOT AN ORDER**

LABEL THE OUTSIDE OF ENVELOPE WITH COMPANY NAME , CLOSING DATE AND THE WORD "QUOTATION"

QUOTATIONS WILL BE RECEIVED AT THIS OFFICE UNTIL 2:00 PM ON THE CLOSING DATE INDICATED ABOVE FOR FURNISHING THE FOLLOWING :

## SAN SIMEON COMMUNITY SERVICES DISTRICT OCEAN OUTFALL UNDERWATER INVESTIGATION

ITEM	DESCRIPTION	QTY	UNIT	TOTAL
1	MOBILIZE AND DEMOBILIZATION	1	LS	\$
2	FURNISH ALL TRAVEL AND PER DIEM CHARGES	1	LS	\$
3	FURNISH ONE DAY UNDERWATER DIVING CREW	8	HR	\$
4	FURNISH AND INSTALL MARKER BUOY AT TERMINUS OF 8-INCH OUTFALL	1	EA	\$
5	FURNISH AND OPERATE PORTABLE 600 GPM DREDGING EQUIPMENT	2	HR	\$
6	FURNISH AND OPERATE SURFACE SUPPLIED AIR DIVING EQUIPMENT	1	LS	\$
7	FURNISH AND OPERATE 2-WAY COMMUNICATIONS	1	LS	\$
8	CONDUCT DYE TEST	1	LS	\$
9	FURNISH AND INSTALL TEMPORARY BUOYS AT LOCATIONS OF DYE TEST	1	LS	\$
10	FURNISH 26 FOOT URCHIN OR ABALONE BOAT AND OPERATOR	1	LS	\$
11	MAP AND LOG APPROXIMATELY 800 LF OF 8-INCH OUTFALL PIPE	1	LS	\$
12	MAP AND LOG 4-INCH DIFFUSER PORT FLANGES	4	EA	\$
<b>TOTAL QUOTATION</b>				<b>\$</b>

THE SIGNED OFFERS AND AGREES TO FURNISH THE ABOVE MATERIALS AND/OR SERVICES SUBJECT TO THE CONDITIONS OF THE COVER LETTER, AT THE PRICES STATED AND THAT SAID PRICES ARE FIRM FOR A PERIOD OF 30 DAYS AFTER THE DATE ABOVE UNLESS OTHERWISE INDICATED. COMPLETED PROJECT WILL BE MADE IN 15 DAYS AFTER THE NOTICE TO PROCEED

<b>COMPANY NAME:</b>	<b>SIGNATURE:</b>
<b>ADDRESS:</b>	<b>TITLE:</b>
<b>CITY:</b>	<b>DATE:</b>
<b>STATE:</b>	<b>PHONE:</b>

THE RIGHT IS RESERVED TO ACCEPT OR REJECT ANY OR ALL QUOTATIONS FOR ANY REASON

September 15, 1998

OUTFALLRFQ WB1





# AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA 93424  
Office and Meeting Room - 191 San Miguel Street, Avila Beach  
Telephone (805) 595 - 2664 FAX (805) 595 - 7623

June 30, 1997

**Mrs. Connie Blackledge**  
Ron Blackledge Diving  
1200 Pier "E" Avenue  
Berth 24  
Long Beach, California 90802

**Subject: Request for Proposal - Underwater Inspections for Avila Beach Community Services District**

**Dear Connie:**

The following general scope of services was prepared for use to discuss and prepare the details regarding underwater inspection services, time of performance and costs.

1. Mobilization to include all costs and time related to transporting all equipment, tools, boats, lines, self contained underwater breathing apparatus and any essentials to perform these tasks.
2. Inspect approximately 2,000 L.F. of the District's 12" steel waste water outfall line and recommend solutions to any problems encountered, such as a buried discharge outlet or pipe line failures.
3. Inspect the interior of the District's 130,000 and 150,000 gallon steel drinking water storage tanks for structural and coating failures.
4. Log both projects on color video tapes.
5. Prepare a written report of each facility.
6. Obtain all necessary permits, insurance and certification.

Please call to discuss the above general scope and costs to perform these services.

Sincerely,

Craig R. Taylor  
Associate Engineer  
a:diving.wpd

UNDERWATER CERTIFIED WELDING • CONSTRUCTION • DREDGING • INSPECTION • PILINGS • SEA WALLS

**RON BLACKLEDGE DIVING**

Contractor's License # A 504324

**RON BLACKLEDGE**  
OWNER**AVILA BEACH  
COMMUNITY SERVICES DIST.**Attn: Craig R. Taylor  
P.O. Box 309  
Avila Beach, CA 93424**PROPOSAL**

Ron Blackledge Diving proposes to perform underwater visual inspections of a 2,000 L.F. outfall and two water storage tanks as described in June 30, 1997 correspondence for the Lump Sum of **\$5,160.00**.

Both projects to be logged with color video and written reports of each facility.

Ron Blackledge Diving will provide certs. Of Comm. Gen. Liability Ins., Workers Comp., U.S. L & H and other insurances necessary to perform this work and is included in this price. RBD agrees to list Avila Beach Community Services District and its Board Members and Officers as additionally insured. RBD pays all employees in accordance to Davis - Bacon Labor Wage decision.

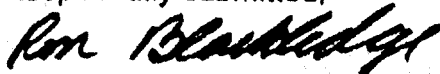
All diving activities will comply with U.S. Navy, Fed OSHA, Cal OSHA, USCG, AWWA, and Assoc. of Diving Cont. regulations.

The price quoted in this proposal to include:

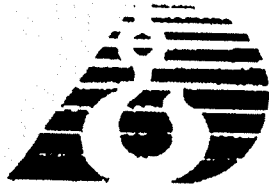
- 1) All move and demobe costs.
- 2) Visual inspection of 2,000 L.F. of 12" wastewater outfall line.
- 3) Visual Inspection of a 130,000 gal. and 150,000 gal. Water storage tanks.
- 4) Color video of tanks and outfall
- 5) Written reports
- 6) All permits and insurances.

To assist us in quoting these low prices, we ask that payment for services be made within 10 days after project completion.

Respectfully submitted,



Ron Blackledge



ASSOCIATED PACIFIC CONSTRUCTORS, INC.

March 20, 1998

Avila Beach Community Services  
Attn: Robert Gorman  
Fax: 805-595-9437

Subject: Bid quote for video work at two tank sites and offshore outfall line

Robert:

The following bid price is for the inspection of two water tanks above water and below water and your 2000' outfall line.

All diving will be in strict compliance with OSHA requirements including all necessary insurance.


We will provide one master video tape showing any trouble spots or areas that may need maintenance. Also, you will be provided with a written report.

The total lump sum for the inspection is \$9,940.00.

The job timing would be at your convenience, preferably when the ocean water clears up.

If you have any additional questions please contact me.

Sincerely,



Reg Whibley  
President

avilabch.98