

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

DATE: Wednesday, FEB. 11, 1997  
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

*Stuen -  
Morgan  
hong  
maly  
andresen*

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

*Dee Ricca: Heart resort  
any comments:*

*andy may: apolical -*

*Elizabeth O'Leary: Sewer to treatment: <sup>State contract</sup>*

*Street light - deprectation: { Departmental*

*(overtime hours!) private: Fed (Page 36) law*

6. STATUS REPORT: EFFLUENT OUTFALL LINE. 1983 or 84

outfall - Plug-up - Defusion lines.  
Storms unusual - spring time drier. Back down  
\$17,000 - put it back together

7. RECONSIDERATION OF PRELIMINARY DESIGN AND COST ESTIMATE FOR A LOOP LINE BETWEEN CASTILLO DR. AND AVONNE AVE.

Creek area may have permitting issues with fish and game -  
second - cutting costly - right away from motel site - cost.

→ Contact fish & game - or motel site / H<sub>2</sub>O Committee  
ad hoc - water committee : (Friday 1pm  
Flow test on hydrants : cost (Best overall  
Understanding

3. **CONSIDERATION AND APPROVAL OF MINUTES OF DEC. 10, 1997 AND JAN. 14, 1998.**

hony - Dec - 10 - Jan 14 - as with  
sec. ards -

Carried

4. **CONSIDERATION AND APPROVAL OF WARRANTS.**

<sup>mits</sup>  
Ards - hony  
Carried

5. **STATUS REPORT: HEARST DR./SAN SIMEON AVE. WATER LINE REPLACEMENT.**

size of line to be installed: report available  
review package

( \$ 68,432.00 ) cost -

① Pers  
② Budget

8. STAFF REPORT  
8.1 WRITTEN COMMUNICATIONS

8.11 THEDA JONES ADJUSTMENT TO SEWER CHARGES.

Motion \$136.81  
long - Morgan  
(carried)

8.2 ORAL COMMUNICATIONS  
Consideration of Miscellaneous verbal Staff reports and  
Directors' comments

Water committee report:  
Fri 10:30  
13th

9. ADJOURNMENT

8:01

NO trespassing signs water water:

**REGULAR BOARD OF DIRECTORS MEETING  
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**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.
3. **CONSIDERATION AND APPROVAL OF MINUTES OF DEC. 10, 1997 AND JAN. 14, 1998.**
4. **CONSIDERATION AND APPROVAL OF WARRANTS.**
5. **STATUS REPORT: HEARST DR./SAN SIMEON AVE. WATER LINE REPLACEMENT.**
6. **STATUS REPORT: EFFLUENT OUTFALL LINE.**
7. **RECONSIDERATION OF PRELIMINARY DESIGN AND COST ESTIMATE FOR A LOOP LINE BETWEEN CASTILLO DR. AND AVONNE AVE.**
8. **STAFF REPORT**
  - 8.1 WRITTEN COMMUNICATIONS
    - 8.11 THEDA JONES ADJUSTMENT TO SEWER CHARGES.
  - 8.2 ORAL COMMUNICATIONS  
Consideration of Miscellaneous verbal Staff reports and Directors' comments
9. **ADJOURNMENT**

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

DATE: Friday, February 20, 1998  
TIME: 2:00 P.M.

PLACE:111 Pico Ave.  
San Simeon, CA  
93452

**Agenda**

1. **CALL TO ORDER**
2. **PUBLIC COMMENTS:** Note: Any topic NOT on the agenda may be presented. Please observe a 3-minute limit.
3. **FORMULATION/IMPLEMENTATION OF A DISTRICT PERSONNEL EVALUATION FORM.**

**ADJOURN TO CLOSED SESSION**

4. **PERSONNEL CLOSED SESSION PURSUANT TO GOV. CODE SECTION 54957. PERFORMANCE REVIEW FOR GENERAL MANAGER FORREST WARREN.**

**ADJOURN TO OPEN SESSION**

5. **ANNOUCEMENT OF CLOSED SESSION ACTION**
6. **CONSIDERATION OF MERIT INCREASES FOR FORREST WARREN, GENERAL MANAGER AND KIM ALLISON, OFFICE ADMINISTRATOR.**
7. **ADJOURNMENT**

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

DATE: Wednesday, DEC. 10, 1997  
TIME: 7:00 P.M.

PLACE: CAVALIER  
BANQUET ROOM

**MINUTES**

1. **MEETING CALLED TO ORDER AT 7:05 P.M BY  
CHAIRMAN ANDRESEN.**  
CHAIRMAN ANDRESEN LEAD THE PLEDGE OF ALLEGIANCE TO  
THE FLAG.  
ROLL CALL  
Present:  
Director Morgan,  
Vice Chair May,  
Director Mirabal-Boubion,  
Director Stevens,  
Chairman Andresen  
Absent: None
  
2. **PUBLIC COMMENTS:** Dee Dee Ricci asked questions about the  
newsletter being sent to all the addresses in town. Also about the  
issue of the problems with the toilets and defective parts on them.  
  
Mr. Andresen stated that there was a defective part and Steve  
Crimmel ( 927-4984) would do the work under warranty.  
  
Elizabeth O' Leary asked a question about financial statements not  
being generated. General Manager Forrest Warren answered the  
question. Because of the problems with the old system it was  
decided to put the extra effort into getting the new system up and  
running rather than to try to restore the old system. Hopefully by  
January this will be corrected.
  
3. **ANNUAL ELECTION OF OFFICERS.**  
  
Nomination by Director Stevens of Richard Andresen for Chair and  
Ardy May Vice Chair.

Roll call vote

Ayes:

**Directors: Stevens, Morgan, Mirabal-Boubion, May, Andresen**

**Noes: None**

**Nomination carried.**

- 4. Motion by Stevens seconded by May to approve the minutes of the regular meeting of Nov. 12, 1997.**

**Motion carried, 5 ayes, none noes.**

- 5. Motion by May seconded by Stevens to approve warrants as presented for Nov. 6, to Dec. 3, 1997.**

**Motion carried.**

- 6. PRESENTATION BY ROBERT P. CROSBY, CPA . RE: SAN SIMEON COMMUNITY SERVICES DISTRICT 1996-97 AUDIT**

**Mr. Robert Crosby started the presentation but realized that he had not brought the independent Auditors' Report and Financial Statements and decided that it would be better for him to come back in January.**

**Mr. Crosby did indicate that he was pleased with the final numbers relating to the audit as they were only off a few dollars.**

**Mr. Crosby also indicated that the audit took longer because of the following reasons: the Peachtree accounting system failed during the audit process; beginning entries from last year were not properly entered; the transition of personnel was a factor. (Lack of continuity.)**

**Mr. Crosby stated that his philosophy was to help the staff through the transition as new employees and with the new Q-Books Pro accounting system. Mr. Crosby indicated that he would be available for consultations throughout the year at no extra cost.**

- 7. Motion by: Mirabal-Boubion seconded by Morgan to approve RESOLUTION NO. 97-241 A resolution authorizing a water recycling facilities planning grant application.**

**Roll call vote:**

**Ayes:**



Director May  
Director Morgan  
Director Mirabal- Boubion  
Director Stevens  
Chairman Andresen

Noes: None

Motion followed District Engineer John Wallace's presentation and discussion.

8. Motion by Stevens seconded by Morgan to direct staff to go ahead with the design phase of the pipebridge with the water, sewer and effluent lines immediately. (No Pedestrian Bridge or design for abutments.)

Motion carried.

Motion followed District Engineer John Wallace's explanation and discussion.

9. CONSIDERATION OF EFFLUENT LINE TO HIGHWAY 1

Motion by Mirabal-Boubion seconded by May to direct staff to work with Cal Trans to come up with a design, contract and agreement for the purchase and delivery of our effluent water for Highway 1.

Motion carried.

Motion followed District Engineer John Wallace's explanation and discussion.

To be considered in this design was the possibility of the use of the old 4" water line for the effluent. The fresh water line down Hearst Dr. and San Simeon Ave. was part of this whole discussion.

10. Motion by Stevens seconded by Morgan to direct staff to move ahead on the design and estimates for the Hearst Dr. 8" water line replacement.

Motion carried.

Motion followed District Engineer John Wallace's explanation and discussion.

Although it was not part of the motion San Simeon Ave. was part of the discussion and had been in the previous item on the agenda.

**11. STAFF REPORT**

Superintendent report (Ron Head) indicated that the chlorides in the water have dropped back down to 340 as of Dec. 10, 1997 from 900 on Nov. 29, 1997.

General Manager Forrest Warren read the investment report dated November 24, 1997 to the Board. Indicating that the District has \$58,801.79 in their bank accounts and \$1,645,026.50 in the Local Agency Investment fund for a total of \$1,703, 828.29 in all accounts. The District has \$688,485.21 in restricted funds and \$965,541.29 in available funds. The restricted funds are divided into two areas, \$250,000.00 contingency funds and \$438,485.21 reserved for specific projects.

General Manager Forrest Warren responded to a letter from Dee Dee Ricci. Enclosed is that letter to Mrs. Ricci. Most of which was read aloud.

**12. WRITTEN COMMUNICATIONS.**

Dee Dee Ricci requested a public response to her letter. See General Manager's report for letter.

**13. ADJOURNMENT**

December 10, 1997

Dear Dee Dee,

In regards to your questions I will answer them one at a time.

**Question #1.**

Your interpretation is not correct. According to Mr. Fleishman, the District's counsel, any time spent on District work by a Board member is considered Board service during the course of a month and the \$75 is then due regardless of attendance at meetings.

**Question #2.**

Regarding check # 1100 through #1146 they were simply used out of order. By the way, the auditor has already gone over the check numbers and verified them. I answered this question publicly for the second time at the last Board meeting.

**Question #3.**

Directors fees are not based on a specific meeting date. Payments are for monthly service.

**Question #4.**

Regarding Lois' statement at the Oct. 8 meeting of receiving her check. It was for Sept. Board service not October's. This was stated on the Oct. warrant list which you referred to as one of your exhibits. Payment was made the month after Board service.

Meeting attendance is not the criteria for payment.

Your statement of how the prior Board handled checks is not accurate. **Two weeks after the regular board meeting another batch of checks was written, signed and sent out.** These checks were then approved at the next board meeting in the form of one of the two lists of warrants presented to the Board.

Enclosed is exhibit B, which is a copy of the red book instructions on writing checks.

The ratification of the warrant list has always been a formality taken by the Boards (prior or present) at its regular Board meeting even if some of the checks were already reviewed by two Directors and distributed.

Late fees and deadlines by various agencies make it impossible to do otherwise.

With this information I do not know if you still desire to have these items placed on the agenda.

Since the premise of your letter was based on a misinterpretation and at the last board meeting I addressed publicly the item of the out of sequence check numbers. It was not felt that these items warranted a separate agenda item as they can be brought up under public comments or written communications if you so desire.

Forrest G. Warren  
General Manager/Sec.

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

DATE: Wednesday, Jan 14, 1997  
TIME: 7:00P.M.

PLACE: CAVALIER  
BANQUET ROOM

**Minutes**

**1. CALL TO ORDER**

1.1 PLEDGE OF ALLEGIANCE TO THE FLAG BY CHAIRMAN ANDRESEN.

1.2 ROLL CALL

PRESENT: DIRECTOR STEVENS  
DIRECTOR MORGAN  
DIRECTOR MIRABAL-BOUBION  
VICE CHAIR MAY  
CHAIRMAN ANDRESEN

ABSENT: NONE

1.3 ANNOUNCEMENT OF CLOSED SESSION ACTION

DISTRICT COUNSEL REPORTED THAT THERE WAS NO REPORTABLE ACTION IN CLOSED SESSION.

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

CHAIRMAN ASKED IF THERE WERE ANY COMMENTS, BEING NONE HE MOVED ON TO THE NEXT ITEM ON THE AGENDA.

**3. CONSIDERATION AND APPROVAL OF MINUTES OF DECEMBER 10, 1997.**

GENERAL MANAGER FORREST WARREN REQUESTED THAT DUE TO AN OVERSIGHT THE MINUTES NOT BE APPROVED AT THIS TIME. MINUTES CARRIED OVER.

**4. CONSIDERATION AND APPROVAL OF WARRANTS.**

MOTION BY MAY SECONDED BY MIRABAL-BOUBION TO APPROVE THE WARRANTS AS SUBMITTED. MOTION CARRIED.

5. **CONSIDERATION OF MERIT INCREASE FOR FORREST WARREN, GENERAL MANAGER AND KIM ALLISON, OFFICE ADMINISTRATOR.**

THIS ITEM WAS NOT ADDRESSED.

6. **ADOPTION OF ANNUAL INVESTMENT POLICY RESOLUTION NO. 98-242**

MOTION BY MIRABAL-BOUBION SECONDED BY MAY TO ADOPT RESOLUTION NO. 98-242 AS SUBMITTED.

ROLL CALL:

AYES: STEVENS, MORGAN, MIRABAL-BOUBION, MAY AND ANDRESEN.

NOES: NONE

ABSENT: NONE

**MOTION CARRIED.**

7. **CONSIDERATION OF RELAXING WATER RESTRICTIONS ORDINANCE NO. 92**

AFTER CONSIDERABLE DISCUSSION THE BOARD DECIDED NOT TO REINSTATE THE PREVIOUS RELAXED ORDINANCE (NO.90) NOW NO. 92.

THE BOARD DECIDED TO LEAVE IN EFFECT RESTRICTIONS ONLY RELATING TO THE USE OF WATER FROM FIRE HYDRANTS AND SALE OF WATER OUTSIDE OF THE DISTRICT.

ROLL CALL: AYES, STEVENS, MORGAN, MAY, MIRABAL-BOUBION AND ANDRESEN.

NOES, NONE.

ABSENT NONE.

8. **DESIGN CONSIDERATION FOR THE WATER LOOP LINE BETWEEN AVONNE AVE. TO CASTILLO DR.**

AFTER CONSIDERABLE DISCUSSION WITH MEMBERS OF THE WATER COMMITTEE AND GENERAL PUBLIC CHAIRMAN ANDRESEN TABLED THE ITEM UNTIL THE WATER COMMITTEE HAD TIME TO REVIEW THE ITEM.

**9. CONSIDERATION OF ADDITIONAL FIELD WORK AND SURVEY FOR THE HEARST DR. AND PIPEBRIDGE PROJECTS.**

MOTION BY MAY SECONDED BY MIRABAL-BOUBION TO SET A CEILING OF \$1000.00 FOR ADDITION SURVEY AND FIELDWORK FOR THE HEARST DR./ PIPEBRIDGE PROJECTS.

**MOTION CARRIED.**

DISTRICT ENGINEER JOHN L. WALLACE REQUESTED THAT THE BOARD AUTHORIZE STAFF TO ISSUE A CHECK FOR \$58.00 TO SAN LUIS OBISPO COUNTY FOR RENEWAL FEE ON THE PIPELINE TO CAMBRIA.

SO INDICATED BY THE BOARD NO MOTION.

**10. WATER COMMITTEE REPORT**

ARDY MAY, CHAIRPERSON OF THE WATER COMMITTEE, INDICATED THAT THE COMMITTEE HAD MET ON DEC. 12TH AT 10:30 A.M. AND REVIEWED THE STORAGE AND DISTRIBUTION OF WATER. BEN STUART OF THE C.D.F. WHO WAS AT THE MEETING INDICATED THAT WE HAVE 150,000 GALLONS FOR STORAGE BUT SHOULD HAVE A MINIMUM OF 180,000 GALLONS. THIS WOULD GIVE US 1,500 G.P.M. FOR TWO HOURS WHICH IS THE MINIMUM REQUIREMENT OF THE UNIFORM FIRE CODE. ALSO DISCUSSED WAS THE LOOPLINE AND HYDRANTS WHICH WOULD INCREASE FIRE FLOW. SEVEN WHARFHEADS NEED TO BE REPLACED. THE PLAN IS TO REPLACE THE REMAINDER WHEN THE REST OF THE LOOPLINE/WATER SYSTEM IS UPGRADED. MR. STUART INDICATED THE LOCATION OF THE HYDRANTS WAS ADEQUATE.

**11. PRESENTATION OF ANNUAL INDEPENDENT AUDITOR'S REPORT AND FINANCIAL STATEMENTS BY ROBERT CROSBY.**

MR. ROBERT CROSBY WENT OVER BOTH THE FINANCIAL STATEMENT AND THE MANAGEMENT LETTER THAT HE HAD PREVIOUSLY GIVEN TO THE BOARD FOR THEIR REVIEW. (BOTH DOCUMENTS ARE ON FILE AT THE DISTRICT OFFICE.)

**12. STAFF REPORT**

**SAFETY COMMITTEE REPORT**

IN SAFETY COMMITTEE CHAIRMAN ANDRESEN'S ADDRESS TO THE BOARD, HE STATED THE COMMITTEE HAD MET ON JAN. 14, 1997 AND HAD INSPECTED THE TREATMENT PLANT. MR. ANDRESEN INDICATED THE SHOP AND GARAGE WERE OF CONCERN. IT WAS ALSO INDICATED, THAT THE TRUCK WOULD NEED TWO NEW TIRES SHORTLY. THESE ITEMS WERE BEING REVIEWED.

**WRITTEN COMMUNICATIONS**

REQUEST FROM PAUL HOUGH FOR REDUCTION ON HIS SEWER BILL BECAUSE OF A WATER LEAK.

**MOTION BY MIRABAL-BOUBION AND SECONDED BY MAY TO FORGIVE PAUL HOUGH \$71.23 ON HIS SEWER BILL.**

REQUEST FROM THEDA JONES FOR REDUCTION ON HER SEWER BILL BECAUSE OF A WATER LEAK. NO ACTION

**ORAL COMMUNICATIONS**

Consideration of Miscellaneous verbal Staff reports and Directors' comments.

JOHN TAYLOR ADDRESSED THE BOARD REGARDING THE WATER COMMITTEE AND THAT THE CHAMBER'S WATER COMMITTEE WAS TRYING TO HELP EDUCATE THE NEW DISTRICT BOARD MEMBER.

**13. ADJOURNMENT**

# San Simeon Community Services District

## Warrant Report

### January 8 through February 4, 1998

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Warrant #</u>	<u>Memo</u>	<u>Amt.</u>
01/09/98	1432	AT&T	9801-004	TELEPHONE	17.74
01/09/98	1433	C.C.S.D.	9801-005	COLIFORM TUBE & P/A	210.00
01/09/98	1434	GTE MOBILNET	9801-006	CELL PHONE	23.04
01/09/98	1435	FGL ENVIRONMENTAL	9801-007	INORGANIC ANALYSIS	409.00
01/09/98	1436	MISSION UNIFORM SERV.	9801-008	TOWELS & COVERALLS	53.92
01/12/98	1437	CAMBRIA HARDWARE	9801-009	BATTERY, COUPLER, ADAPTER,...	153.61
01/12/98	1438	PACIFIC BELL	9801-010	TELEPHONE	132.58
01/12/98	1439	HUNT & ASSOCIATES	9801-011	ATTORNEY FEES	267.89
01/14/98	1440	VIKING OFFICE PRODUCTS	9801-012	OFFICE SUPPLIES	83.26
01/14/98	1441	PRESSURE VESSEL SERV.	9801-013	SODIUM HYPOCHLORITE	1,589.70
01/14/98	1442	PG&E	9801-014	ELECTRICITY	2,685.49
01/15/98	1443	RON HEAD	9801-015	PAYROLL 1/1/98-1/15/98	1,764.27
01/15/98	1444	LEROY PRICE	9801-016	PAYROLL 1/1/98-1/15/98	1,274.82
01/15/98	1445	KIMBERLY ALLISON	9801-017	PAYROLL 1/1/98-1/15/98	524.42
01/15/98	1446	FORREST WARREN	9801-018	PAYROLL 1/1/98-1/15/98	1,071.96
01/16/98	1447	RICHARD ANDRESEN	9801-019	BOARD SERVICE FOR JANUARY	75.00
01/16/98	1448	LEANNE MORGAN	9801-020	BOARD SERVICE FOR JANUARY	75.00
01/16/98	1449	ARDY MAY	9801-021	BOARD SERVICE FOR JANUARY	75.00
01/16/98	1450	LORAIN MIRABAL-BO.	9801-022	BOARD SERVICE FOR JANUARY	75.00
01/16/98	1451	LOIS STEVENS	9801-023	BOARD SERVICE FOR JANUARY	75.00
01/21/98	1452	L. ROSENBERG MAINT.	9801-024	ROOF REPAIR	35.00
01/21/98	1453	PERS	9801-025	RETIRMENT FOR DECEMBER	2,115.44
01/21/98	1454	EMPLOYMNET DEV. DEPT.	9801-026	PAYROLL TAXES	451.57
01/21/98	1455	EMPLOYMENT DEV. DEPT.	9801-027	PAYROLL TAXES	989.90
01/21/98	1456	MID-STATE BANK	9801-028	PAYROLL TAXES	1,930.80
01/21/98	1457	RICKI BAIRD	9801-029	QUICKBOOKS CONSULT. FEE	450.00
01/21/98	1458	SLO COUNTY	9801-030	RENEWAL FEE 10" PIPELINE	58.00
01/30/98	1459	FORREST WARREN	9801-031	PAYROLL 1/16/98-1/31/98	897.88
01/30/98	1460	HUNT & ASSOCIATES	9801-032	PREPAYMENT FOR FEBRUARY	525.00
02/02/98	1461	PG&E	9802-001	STREET LIGHTS	725.12
02/02/98	1462	FGL ENVIRONMENTAL	9802-002	INORGANIC ANALYSIS	49.00
02/02/98	1463	KIMBERLY ALLISON	9802-003	PAYROLL 1/16/98-1/31/98	407.23
02/02/98	1464	RON HEAD	9802-004	PAYROLL 1/16/98-1/31/98	1,716.19
02/02/98	1465	LEROY PRICE	9802-005	PAYROLL 1/16/98-1/31/98	1,279.53
02/02/98	1466	MISSION COUNTRY DISP.	9802-006	RUBBISH	91.80
02/02/98	1467	A BETTER BEEP	9802-007	PAGER	11.90
02/02/98	1468	PRESSURE VESSEL SERV.	9802-008	SOD. BISULFITE&HYPOCHLORITE	1,320.23
02/02/98	1469	USA BLUE BOOK	9802-009	PH METER & BATTERY LIGHT	76.33
02/02/98	1470	PACIFIC BELL	9802-010	TELEPHONE	67.93
02/04/98	TOTAL				23,835.55



**SAN SIMEON COMMUNITY SERVICES DISTRICT**

Route 1, Box S-17  
San Simeon, California 93452  
(805) 927-4778

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**MEMORANDUM**

**DATE:** January 30, 1998  
**TO:** Board of Directors  
**VIA:** Forrest G. Warren, General Manager  
**FROM:** John L. Wallace, District Engineer  
**SUBJECT:** Hearst Drive/San Simeon Avenue Water Line Replacement Project (Project)

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**DISCUSSION:**

Previously, the Board directed staff to proceed with the plans to replace the 4-inch water line in Hearst Drive. It was also decided to include the 4-inch pipeline in San Simeon Avenue as part of the Hearst Drive Pipe Line Replacement Project.

The 400-feet of asbestos cement piping to be replaced in San Simeon Avenue will be abandoned in-place. The pipeline can then perhaps be used as a conduit to convey future recycled water to the Cal Trans landscape irrigation system and for other areas throughout the District.

Cal Trans has been very cooperative with the District on the Project. Although they cannot determine the actual date of completion of their Highway One detour, they feel that the Project can proceed on schedule, as long as two way traffic is maintained.

With the assistance of District staff, additional field information is being obtained to help with the design of the vertical alignment of the new pipelines, keeping survey costs down. The survey crew is scheduled to begin field work during the week of February 2<sup>nd</sup> for the Pipe Bridge Project and for the remaining portions of the Hearst Drive San Simeon Avenue Project.

The final draft of the bid package for the Project will be presented to the Board on February 11, 1998. The bid package will include Contract Documents, Specifications and Construction Drawings. With the Board's authorization to advertise, the bidding process will begin with the first publication taking place in February as scheduled.

**FUNDING:**

The estimated construction cost for the Project including contract administration and contingencies is \$68,432.

**RECOMMENDATIONS:**

Staff recommends the Board;

1. Authorize staff to publicly advertise for bids to replace the 4-inch water lines in Hearst Drive and San Simeon Avenue.

*084:hearstbd.wpd*

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**PRELIMINARY CONSTRUCTION COST ESTIMATE**

**8-INCH HEARST DRIVE AND SAN SIMEON AVENUE WATER LINE REPLACEMENT**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL
1	8-INCH CL 150 - C900 PVC WATER LINE	1500	LF	\$30	\$45,000
2	RECONNECT 6" FIRE HYDRANT ASSEMBLIES	2	EA	\$1,000	\$2,000
3	INSTALL NEW 6" FIRE HYDRANT ASSEMBLIES	1	EA	\$2,500	\$2,500
4	RECONNECT SERVICES	5	EA	\$1,000	\$5,000
5	8" X 8" TEE	1	EA	\$1,500	\$1,500
6	8" GATE VALVES	4	EA	\$650	\$2,600
7	MOBILIZATION AND ABANDONMENT	1	LS	\$2,500	\$2,500
	<b>SUBTOTAL</b>				<b>\$61,100</b>
	CONTINGENCIES @ 10%				\$6,110
	ADMINISTRATION @ 2%				\$1,222
<b>TOTAL</b>					<b>\$68,432</b>

# SAN SIMEON COMMUNITY SERVICES DISTRICT

## SUPERINTENDENT'S REPORT FOR JANUARY 1998

### FLOW COMPARISON - Water

JAN 1998 1,920,000 gallons	YTD 1998 1,920,000 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	13% increase 13% increase
JAN 1997 1,698,000 gallons	YTD 1997 1,698,000 gallons	GROSS WATER PRODUCTION: NET WATER PRODUCTION: MONTHLY RECOVERY RATE:	2,204,000 gallons 2,112,441 gallons 96%

### RAINFALL

JAN 1998 6.54 inches	97-98 YTD 20.98 inches	MONTHLY COMPARISON: ANNUAL COMPARISON:	2.33 inches less 8.77 inches more
JAN 1997 8.87 inches	96-97 YTD 12.21 inches		

### WELL DEPTH COMPARISON

JAN 1997 9.87 feet	DEC 1997 10.64 feet	JAN 1997 8.21 feet	MONTHLY COMPARISON: ANNUAL COMPARISON:	0.77 feet higher 1.66 feet lower
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### CHLORIDE COMPARISON

JAN 1998 96 mg/l	DEC 1997 224 mg/l	JAN 1997 46 mg/l	MONTHLY COMPARISON: ANNUAL COMPARISON:	LOWER HIGHER
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### FLOW COMPARISON - District Wastewater Treated

JAN 1998 1,819,150 gallons	YTD 1998 1,819,150 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	33% decrease 33% decrease
JAN 1997 2,699,537 gallons	YTD 1997 2,699,537 gallons		

### FLOW COMPARISON - State Wastewater Treated

JAN 1998 294,232 gallons	YTD 1998 294,232 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	68% decrease 68% decrease
JAN 1997 921,480 gallons	YTD 1997 921,480 gallons		

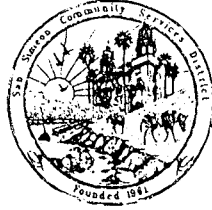
### DISCHARGE REQUIREMENTS

EFFLUENT BOD: INFLUENT BOD:	3.6 mg/l N/A mg/l	EFFLUENT SUSPENDED SOLIDS: INLUENT SUSPENDED SOLIDS:	5 mg/l N/A ml/l
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### BIOSOLIDS DISPOSAL

JANUARY: 10860 gallons	YTD: 10860 gallons
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San Simeon Community Services District



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

February 6, 1998

California Regional Water Quality Control Board  
Central Coast Region  
81 Higuera St. Suite 200  
San Luis Obispo, CA 93401-5414

Re: Monthly monitoring report

Dear Executive Officer,

Enclosed are our monthly monitoring reports for January 1998. All test results are within our waste discharge requirements.

During our last outfall inspection in October of 1997, we found that the four diffuser arms on the line had broken off. We are in the process of talking with different diving companies about making repairs.

On January 20th, 1998 our ocean outfall line became plugged, causing an effluent spill (see enclosed Sewage Spill Report). Then again on January 27th, the line became plugged, but we discovered it before the chlorine contact chamber overflowed and were able to hold the flow in our equalization tank for about 3-1/2 hours, until the tide went out and the line cleared itself.

We suspect the possible cause of the plug is due to unnormally high tides moving sand off the beach and plugging the lines due to the missing diffuser arms.

We plan on making another outfall inspection early this spring to assess any other damage which may have occurred in the recent storms.

Please call if you have any questions.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ron Head".

Ron Head, Superintendent  
San Simeon Community Services District  
(805) 927-4918

## SEWAGE SPILL REPORT

DISCHARGER: *San Simeon Community Services District*

PHONE#: *(805) 927-4778*  
ADDRESS: *111 Pico Avenue*  
CITY: *San Simeon, CA 93452*

REPORTING PARTY: *Ron Head, Superintendent*  
PHONE#: *(805) 927-4918*

DATE OF SPILL: *1/20-21/98*

TIME SPILL BEGAN: *7:30 am 1/20/98*  
TIME SPILL STOPPED: *9:30 am 1/21/98*

LOCATION/ADDRESS OF SPILL ORIGIN: *9345 Balboa Ave, San Simeon Wastewater Plant*

VOLUME OF SPILL: *70,000 gallons*

PATH OF SPILL: *Overflowed chlorine contact chamber, out storm drain onto beach*

WATERBODY AFFECTED: *Pacific Ocean*

CAUSE OF SPILL: *Ocean outfall line plugged, due to sand coverage caused by high swells*

ACTION TAKEN TO STOP SPILL:

*Started digging up outfall line to install high volume pump to flush line*

TIME CLEANUP BEGAN:  
TIME CLEANUP COMPLETE:

DISCUSSION OF CLEANUP: *None needed as spill consisted of treated and disinfected effluent.*

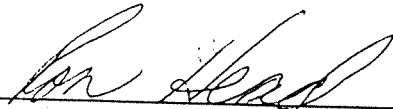
WERE PUBLIC HEALTH WARNINGS POSTED, AND IF SO, WHERE? *Yes, at Public Beach Access  
approx. 50 feet North of treatment plant*

NUMBER OF SPILLS IN SAME LOCATION IN LAST THREE YEARS: *None*

DISCUSSION OF MEASURES TAKEN TO PREVENT SPILLS AT THIS LOCATION:

*Install clean out on outfall line and replace diffuser arms.*

SIGNATURE: \_\_\_\_\_



DATE: *Feb. 6, 1998*

## BACKGROUND

The San Simeon Community Services District owns and operates an secondary treated wastewater effluent ocean discharge. The discharge line is located offshore from the wastewater plant at the end of Balboa Avenue in San Simeon, California.

The pipe material is 8" cast iron with ball and bell flexible joints; the wall thickness is 3/16". The outfall is approximately 800 feet in length and extends westerly into the ocean. The last eighteen feet of the outfall contain the diffusers. There are four diffuser arms spaced on four foot centers over the last eighteen feet of the line. A sled with a five foot cathodic protection bar is located at the end of the outfall..

The seabed is sand with scattered boulders and large rocks. No recognizable floor changes have occurred in the area. Dye tests and underwater inspection SCUBA were performed on 16MAY97 and 28OCT97. A video tape of the outfall was made on 28OCT97.

## METHODS

Biodegradable dye was added to the effluent discharge and the resulting plume was marked with a buoy. The outfall line then was inspected underwater by a SCUBA diver while the dye was discharging. The outfall line then was video taped by the diver with a video camera housed in a Top Dawg underwater camera housing.

## FINDINGS

The outfall line is buried beneath sand from the treatment plant a distance of approximately 680 feet. Only the last 120 feet of the outfall line is exposed. Only during extreme low tides and while the beach sand has been moved offshore can a mechanical joint be observed from the beach. This joint is intact and not leaking.

At 680 feet the outfall line emerges from the sand bottom. The depth to bottom at this point is 14 feet. The cast iron pipe is joined in 20 foot sections. All ball and bell flexible joints observed appeared intact and not leaking. The pipeline itself also appeared undamaged and not leaking. Two areas of the pipeline had slight scouring due to adjacent boulders. Some woody debris was observed lodged under the pipe at these points. The scouring and debris did not appear to pose a threat to the outfall. The dye tests indicated that there are no leaks in the outfall.

The end of the outfall line, approximately 800 feet from the treatment plant, lies in 20 feet of water. The four diffuser arms at the end of the outfall line have sustained damage. All four arms have broken off the main pipe at the T-coupler flange. This damage is most likely the result of mechanical forces from large winter storms. The diffuser arms are lying on the bottom adjacent to the pipeline. The effluent was observed to be discharging from the openings at the couplers. The openings are on the up side of the pipeline and the effluent rises from this point.

The sled at the end of the outfall line has undergone some corrosion, and the condition of the cathodic protection bar is not known. However, the sled appears to be stationary and well anchored.

## CONCLUSION

The San Simeon Community Services District outfall line is effectively discharging the communities treated effluent approximately 800 feet from the shore. The outfall line is not leaking and appears to be stationary and secure. The diffuser arms have sustained damage, however adequate diffusion is still probably being achieved.



**SAN SIMEON COMMUNITY SERVICES DISTRICT**

Route 1, Box S-17  
San Simeon, California 93452  
(805) 927-4778

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**MEMORANDUM**

**DATE:** February 10, 1998  
**TO:** Board of Directors  
**VIA:** Forrest G. Warren, General Manager  
**FROM:** John L. Wallace, District Engineer  
**SUBJECT:** Castillo Drive / Avonne Avenue Water Line Loop

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**DISCUSSION:**

Previously, the Board directed staff to reconsider a preliminary design and construction cost estimate to extend a water line from Castillo Drive to Avonne Avenue completing a "looped" or circulation line.

Considering the alternate pipeline routes, an easement may be required between the boundaries of the District and the Motel Six and other affected properties.

Staff has prepared a preliminary design and construction cost estimate which is attached for discussion at the February 11<sup>th</sup> Board hearing.

**FUNDING:**

The preliminary construction cost estimate for the project, including contract administration and contingencies is \$26,968 for a 6-inch line and \$31,395 for an 8-inch line. Please note this estimate does not include engineering, modeling, surveying, and easement negotiations and/or acquisitions.

**RECOMMENDATIONS:**

Staff recommends the Board;

1. Authorize staff to flow test and model the areas of Hearst and Castillo Drives to adequately size the mains to be installed and return to the Board with a final cost estimate.

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**PRELIMINARY CONSTRUCTION COST ESTIMATE**

**8-INCH CASTILLO DRIVE AND AVONNE AVENUE WATER LINE LOOP**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL
1	8-INCH CL 150 - C900 PVC WATER LINE	710	LF	\$30	\$21,300
2	CONNECT TO EXISTING 6-INCH ACP	2	EA	\$1,000	\$2,000
3	INSTALL NEW 6" FIRE HYDRANT ASSEMBLY	1	EA	\$2,500	\$2,500
4	MOBILIZATION	1	LS	\$1,500	\$1,500
<b>SUBTOTAL</b>					<b>\$27,300</b>
CONTINGENCIES @ 10%					\$2,730
PROJECT ADMINISTRATION @ 5%					\$1,365
<b>TOTAL</b>					<b>\$31,395</b>

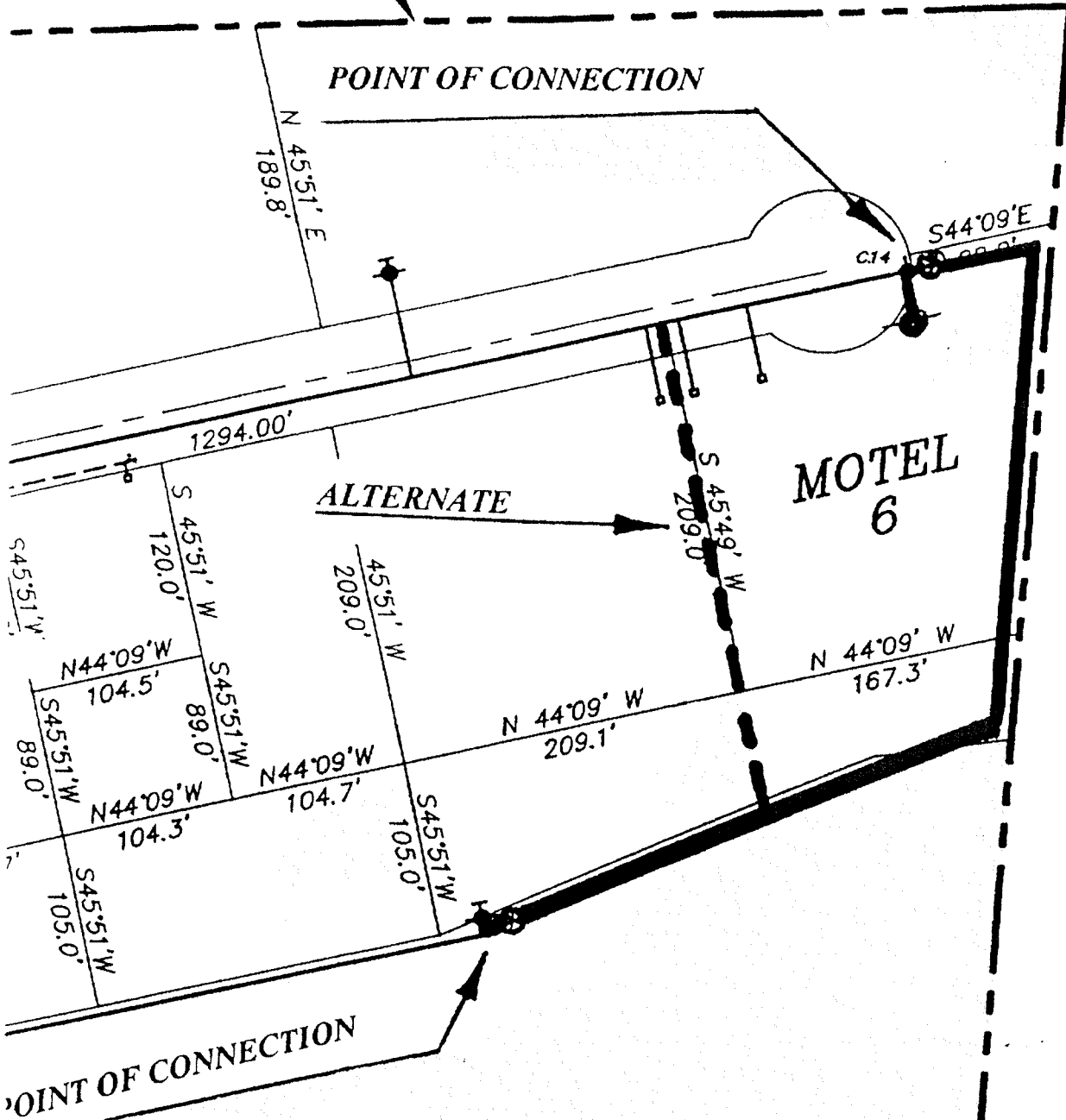
DESIGN ENGINEERING @ 6%	\$1,638
SURVEYING @ 3%	\$819
PERMITTING @ 2%	\$546
<b>TOTAL</b>	<b>\$3,003</b>

**8-INCH CASTILLO DRIVE AND AVONNE AVENUE WATER LINE LOOP**

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL
1	6-INCH CL 150 - C900 PVC WATER LINE	710	LF	\$25	\$17,750
2	CONNECT TO EXISTING 6-INCH ACP	2	EA	\$850	\$1,700
3	INSTALL NEW 6" FIRE HYDRANT ASSEMBLY	1	EA	\$2,500	\$2,500
4	MOBILIZATION	1	LS	\$1,500	\$1,500
<b>SUBTOTAL</b>					<b>\$23,450</b>
CONTINGENCIES @ 10%					\$2,345
PROJECT ADMINISTRATION @ 5%					\$1,172.50
<b>TOTAL</b>					<b>\$26,968</b>

DESIGN ENGINEERING @ 6%	\$1,407
SURVEYING @ 3%	\$704
PERMITTING @ 2%	\$469
<b>TOTAL</b>	<b>\$2,580</b>

DISTRICT BOUNDARY  
AREA = 100.094 ACRES

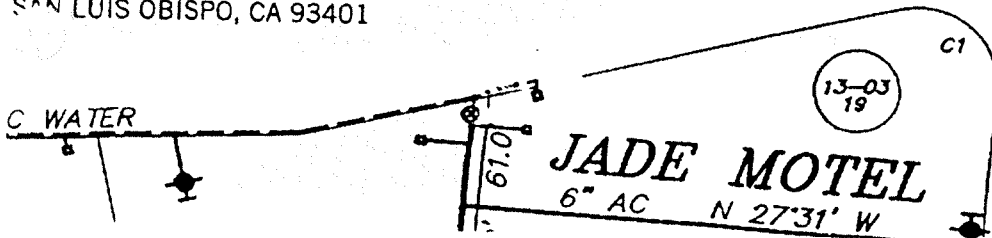


SAN SIMEON COMMUNITY SERVICES DISTRICT

**CASTILLO DRIVE AND AVONNE AVENUE WATER LINE  
LOOP PROJECT**

**N L. WALLACE & ASSOCIATES**  
4115 Broad Street Suite B-5  
SAN LUIS OBISPO, CA 93401

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MEMO

DATE: JAN. 21, 1997

TO: ALL DIRECTORS

SUBJECT: ADJUSTMENT OF SEWER CHARGES WHEN THERE IS A WATER LEAK.

DISCUSSION: AT THE LAST REGULAR MEETING OF THE BOARD, IT WAS SUGGESTED THAT THE BOARD ESTABLISH A POLICY FOR HANDLING SEWER CHARGE ADJUSTMENTS SO THAT THE BOARD WOULD NOT HAVE TO REVIEW EVERY CASE.

PAST BOARD POLICY HAS BEEN THAT THE BOARD WOULD FORGIVE THE PORTION OF THE SEWER BILL THAT WAS ABOVE THE AVERAGE MONTHLY SEWER CHARGES.

IT WAS MY UNDERSTANDING THAT THE BOARD WANTED THIS ITEM ON THE AGENDA AS A GENERAL DISCUSSION ITEM. THE BOARD WANTED TO TALK ABOUT IT AND THEN DIRECT STAFF TO COME BACK AT A LATER DATE WITH A RESOLUTION ON THE MATTER.

REGARDING THE JONES BILL HER AVERAGE SEWER USE WAS \$37.44. HER SEWER BILL WAS \$174.25 MINUS THE AVERAGE AMOUNT OF \$37.44 LEAVES \$136.81 THAT THE BOARD WOULD FORGIVE.

SEE ENCLOSED STATEMENT.

THE JONES BILL WILL BE COMING TO YOU AS A SEPARATE ITEM AT THE NEXT MEETING.

San Simeon  
 Community Services District  
 111 Pico Ave.  
 San Simeon, Ca 93452

# Statement

DATE	STATEMENT
12/26/97	97121028

<b>BILL TO</b>
THEDA JONES 9186 AVONNE AVE. SAN SIMEON, CA 93452

<b>AMOUNT PAID</b>

<b>ACCT #</b>
1028C

174.25  
 Ave Sewer \$ 37.44  
 -----  
 \$ 136.81 OFF OF B.I.

CHARGES AND CREDITS	QUANTITY	AMOUNT
MONTHLY SERVICE CHARGE		13.50
WATER CHARGE	5,988	288.62
SEWER CHARGE	5,988	174.25
		462.87
METER READINGS IN CUBIC FEET Prior 164186                      Current 170174 Quantity x 7.48 = Gallons Used		
UNPAID BALANCE NOT INCLUDED IN CURRENT CHARGES \$0.00		
10% PENALTY on Unpaid Balance		
		0.00
UPCOMING MEETING DATES: 12/10/97   01/14/98   02/11/98 03/11/98   04/08/98   05/13/98		
We appreciate your prompt payment.		<b>Current Charges</b> \$476.37

All bills not paid before the 25th day of the month following billing are delinquent, and subject to a penalty of 10% of unpaid balance. All delinquent services may be disconnected without further notice, and are subject to a reconnection fee.