

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



BOARD PACKET

**Wednesday, April 11, 2012
Regular Meeting 6:00 pm**

Cavalier Banquet Room
250 San Simeon Avenue
San Simeon, CA

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, April 11, 2012
6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

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

1. CLOSED SESSION: No Closed Session

2. REGULAR SESSION: 6:00

A. Roll Call

B. Pledge of Allegiance

3. PUBLIC COMMENT:

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

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

B. **Public Comment**

4. STAFF REPORTS

A. General Manager's Report

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

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

3. **Point of Diversion** – Verbal Update on Emergency Well #3.

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

5. **Rip Rap Application** – Update from Cathy Novak.

6. **District Recycled Metal - \$527.71**

7. **IRS refunding District for overcharge during 2009 Audit - \$748.68**

Superintendent's Report

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

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

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

5. ITEMS OF BUSINESS

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

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

6. DISCUSSION/ACTION ITEMS

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

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

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

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

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

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

10. ADJOURNMENT

GENERAL MANAGER'S REPORT
Charles Grace
Staff Activities for March

General Manager's Report

April 11, 2012

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

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

 - B. Verbal Update on Beach Accesses

3. **Point of Diversion** – The agreement with the Hearst Corporation has been finalized and the required Emergency Standby fee submitted.

4. **Small Scale Recycled Water Project** – Staff and Phoenix Engineering distributed a proposal package to various general contractors, electricians and concrete contractors to solicit price proposals for the construction of the SSRWP.

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

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

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

A-1 Metals & Auto Salvage
 25 Stockdale Road
 Paso Robles, CA 93446
 805-238-3545
 RC - 14085

WEIGHMASTER CERTIFICATE
 THIS IS TO CERTIFY that the following described commodity was weighed, measured, or counted by a weighmaster, whose signature is on this certificate, who is a recognized authority of accuracy, as prescribed by Chapter 7 (commencing with Section 12700) of Division 5 of the California Business and Professions Code, administered by the Division of Measurement Standards of the California Department of Food and Agriculture.

Seller 23014
 JEROME COPELAND
 PO BX 92
 SAN SIMON CA 93452
 Driver's Licence: N7234753
 Vehicle: 76431A1
 Tran No A 1160513

(CA)

Gros	Tare	Net	Unit	Prc	Amount	UM
Commodity #1 Prepared		880.0		\$0.0975	\$85.80	NT
Commodity Elec Motors		147.0		\$0.1400	\$20.58	Lb
Commodity #3 Insulated Cu Wire		1.3		\$0.3000	\$0.39	Lb
Commodity Stainless Steel, non-ma		2.8		\$0.3100	\$0.87	Lb
Commodity Yellow Brass Dirty		399.0		\$0.4000	\$159.60	Lb
Commodity Yellow Brass Clean		181.9		\$1.4300	\$260.12	NT
Commodity #1 Prepared		3.6		\$0.0975	\$0.35	NT
Total Payment					\$527.71	

BILL OF SALE
 I HEREBY STATE THAT I AM THE LAWFUL OWNER OF THE MATERIAL DESCRIBED HEREON, THAT I HAVE A RIGHT TO SELL SAME, AND THAT FOR PAYMENT RECEIVED IN FULL, HEREBY ACKNOWLEDGE, I SELL AND CONVEY TITLE OF SAME TO A-1 METALS. I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

EXECUTED AT PASO ROBLES, CA

3/5/2012
 12:43:49 PM

I received from A-One Metals the amount of \$527.71

Signature
 & Auto Salvage
 MIKE THOMPSON
 Paso Robles, CA 93446
 Sell

SUPERTINTENDENT'S REPORT
Jerry Copeland
Facilities Update for March

SAN SIMEON COMMUNITY SERVICES DISTRICT

Superintendent's Report

Activities of March 2012

Wastewater Treatment Plant

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

Water Distribution System

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

District and Equipment Maintenance

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

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

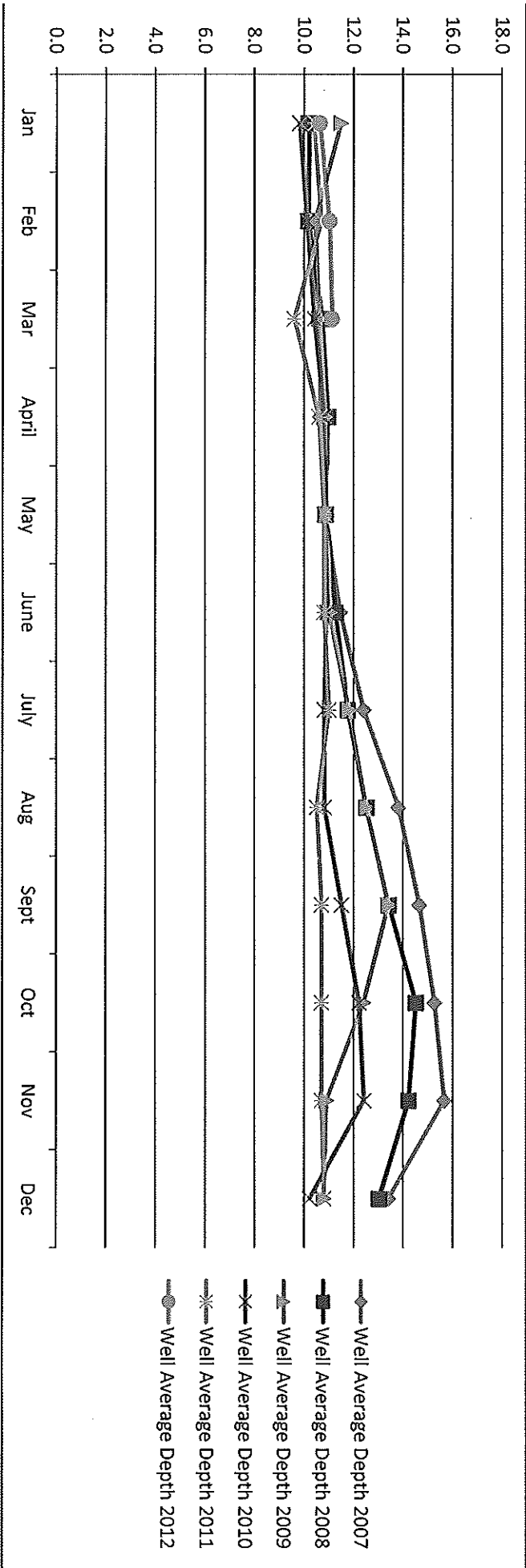
Date	Day	Wastewater Influent Daily flow	Wastewater Effluent Daily Flow	CALCULATED Well 1 Total Pumped	CALCULATED Well 2 Total Pumped	CALCULATED Total Daily Water Produced	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
03/01/12	Thu	71,197	71,610	0	62,009	62,009	10.7	10.8	0.00	6,326
03/02/12	Fri	73,182	61,000	0	62,234	62,234	11.0	11.1	0.00	5,809
03/03/12	Sat	83,888	73,400	63,730	0	63,730	11.1	11.2	0.00	6,403
03/04/12	Sun	78,800	76,900	70,910	0	70,910	11.2	11.3	0.00	9,087
03/05/12	Mon	67,312	67,410	63,580	0	63,580	11.2	11.3	0.00	6,864
03/06/12	Tue	67,755	61,720	63,356	0	63,356	11.2	11.3	0.00	5,539
03/07/12	Wed	63,843	60,810	60,139	0	60,139	11.2	11.3	0.00	6,661
03/08/12	Thu	67,405	68,840	59,391	0	59,391	11.2	11.3	0.00	7,074
03/09/12	Fri	64,189	66,600	0	61,860	61,860	11.3	11.4	0.00	6,122
03/10/12	Sat	86,566	72,640	0	65,151	65,151	11.3	11.4	0.00	7,949
03/11/12	Sun	82,215	82,130	0	72,706	72,706	11.3	11.4	0.00	8,771
03/12/12	Mon	67,306	69,680	0	63,655	63,655	11.3	11.4	0.00	8,641
03/13/12	Tue	65,887	63,870	0	64,552	64,552	11.2	11.3	0.00	7,101
03/14/12	Wed	61,272	55,310	0	59,316	59,316	11.2	11.2	0.00	7,572
03/15/12	Thu	62,103	64,940	25,282	21,019	46,301	11.3	11.4	0.10	7,502
03/16/12	Fri	82,665	71,130	46,825	0	46,825	10.9	11.0	1.00	7,884
03/17/12	Sat	110,245	107,910	66,123	0	66,123	10.9	11.0	0.60	11,083
03/18/12	Sun	88,388	89,260	70,013	0	70,013	10.1	10.2	0.10	11,135
03/19/12	Mon	73,803	71,150	61,785	374	62,159	10.6	10.7	0.00	8,678
03/20/12	Tue	65,832	63,670	58,269	0	58,269	10.8	10.9	0.00	8,599
03/21/12	Wed	70,626	83,220	58,718	0	58,718	11.0	11.1	0.00	7,013
03/22/12	Thu	69,141	86,620	58,868	0	58,868	11.1	11.2	0.00	8,218
03/23/12	Fri	74,289	74,289	59,541	0	59,541	11.1	11.2	0.00	8,236
03/24/12	Sat	89,955	89,955	62,234	0	62,234	11.2	11.3	0.40	8,226
03/25/12	Sun	95,351	95,351	69,863	0	69,863	11.1	11.2	0.30	14,560
03/26/12	Mon	78,916	74,820	61,560	0	61,560	11.1	11.2	0.00	8,989
03/27/12	Tue	81,115	70,540	62,009	0	62,009	10.9	11.0	0.30	7,909
03/28/12	Wed	84,121	85,470	60,064	0	60,064	11.0	11.1	0.05	11,518
03/29/12	Thu	76,700	77,700	0	20,328	20,328	10.4	10.5	0.00	8,935
03/30/12	Fri	84,732	69,770	0	20,411	20,411	10.7	10.8	0.00	8,936
03/31/12	Sat	113,317	103,080	0	20,495	20,495	10.8	10.9	0.40	9,351
TOTALS		2,402,116	2,330,795	1,202,260	594,110	1,796,370			3.25	256,691
Average		77,488	75,187	38,783	19,165	57,947	11.0	11.1	0.10	8,280
Minimum		61,272	55,310	0	0	20,328	10.1	10.2	0.00	5,539
Maximum		113,317	107,910	70,910	72,706	72,706	11.3	11.4	1.00	14,560

DATA SUMMARY SHEET

	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Total for 2012
2012													
Wastewater Final Effluent (Month Cycle)	2,282,400	2,013,230	2,330,795										6,626,425
Wastewater Influent	2,374,670	2,135,421	2,402,116										6,912,207
Adjusted Wastewater Influent (- State Flow) *	2,100,280	1,917,729	2,145,425										6,163,434
Water Produced (month cycle)	1,981,790	1,852,198	1,796,370										5,630,357
Sewer Influent/Water Produced Ratio	1.15	1.15	1.34										N/A
Adjusted Sewer/Water Ratio	1.06	1.04	1.19										N/A
Total Well Production	1,981,790	1,852,197	1,796,370										5,630,357
Well 1 Water Pumped	1,811,620	753,161	1,202,260										3,767,041
Well 2 Water Pumped	170,170	1,099,036	594,110										1,863,316
Water Well 1 Avg Depth to Water	10.6	10.9	11.0										N/A
Water Well 2 Avg Depth to Water	10.7	11.0	11.1										N/A
Average Depth of Both Wells	10.7	11.0	11.1										N/A
Change in Average Well Depth from 2011	-0.2	-0.3	-1.5										N/A
State Wastewater Treated	274,390	217,692	256,691										748,773
State % of Total WW Flow	12%	10%	11%										N/A
Biosolids Removal (Gallons)	6,000	0	6,000										12,000
WW Permit Limitation Exceeded	0	0	0										0
Constituent Exceeded	None	None	None										N/A
Sample Limit	N/A	N/A	N/A										N/A
Sample Result	N/A	N/A	N/A										N/A
2011													
Wastewater Influent	2,751,319	2,612,956	3,533,336	2,489,112	2,448,333	2,789,621	3,220,512	3,224,824	2,760,550	2,635,506	2,383,662	2,337,981	33,187,712
Adjusted Wastewater Influent (- State Flow) *	2,391,644	2,225,772	3,067,170	2,182,733	2,136,474	2,444,591	2,748,834	2,768,508	2,441,709	2,365,703	2,154,301	2,089,096	29,016,535
Water Produced (month cycle)	1,767,449	1,521,806	1,554,527	2,091,782	2,300,004	2,542,228	3,134,419	3,130,978	2,710,594	2,335,032	1,796,995	1,465,182	26,350,996
Sewer Influent/Water Produced Ratio	1.56	1.60	2.27	1.19	1.07	1.10	1.03	1.03	1.02	1.13	1.30	1.60	N/A
Adjusted Sewer/Water Ratio	1.35	1.70	1.97	1.14	0.93	0.96	0.88	0.88	0.90	1.01	1.20	1.43	N/A
Average Depth of Both Wells	10.5	10.7	9.6	10.6	10.8	10.8	11.0	10.5	10.7	10.7	10.7	10.8	N/A
Change in Average Well Depth from 2010	-0.7	-0.6	+0.8	+0.2	0.0	+0.1	-0.3	+0.3	+0.8	+1.5	+1.7	-0.6	N/A
State Wastewater Treated	359,675	284,781	466,166	306,379	311,859	345,030	471,678	456,316	318,841	269,803	228,361	248,885	4,067,774
State % of Total WW Flow	13%	13%	13%	12%	13%	12%	15%	14%	12%	10%	10%	11%	N/A
Biosolids Removal (Gallons)	6,000	6,000	6,000	6,000	6,000	6,000	0	12,000	6,000	6,000	6,000	0	66,000
WW Permit Limitation Exceeded	1	None	None	None	None	None	None	None	None	None	None	None	1
Constituent Exceeded	Coliform	0	0	0	0	0	0	0	0	0	0	0	N/A
Sample Limit	2400	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sample Result	3000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Well Average Depth 2007	10.3	10.2	10.7	10.7	10.9	11.5	12.4	13.8	14.7	15.3	15.7	13.4
Well Average Depth 2008	10.2	10.2	10.7	11.0	10.9	11.3	11.8	12.5	13.4	14.5	14.2	13.0
Well Average Depth 2009	11.5	10.5	10.6	10.8	10.9	11.0	11.8	12.5	13.4	12.4	10.9	10.8
Well Average Depth 2010	9.8	10.1	10.4	10.8	10.8	10.9	10.8	10.8	11.5	12.2	12.4	10.2
Well Average Depth 2011	10.4	10.7	9.6	10.6	10.8	10.8	11.0	10.5	10.7	10.7	10.7	10.8
Well Average Depth 2012	10.6	11.0	11.1									



DISTRICT FINANCIALS
March 31, 2012

*** Financial Summary**

*** Balance Sheet**

*** Water Sales & Production**

SAN SIMEON COMMUNITY SERVICES DISTRICT

FINANCIAL SUMMARY

BILLING

MARCH 31, 2012

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

RABOBANK SUMMARY
Ending Balances March 31, 2012

Money Marketing Account	
Closing Balance	\$408,030.36
	Reserve Fund (\$250,000.00)
	Hook up Deposits (\$ 43,470.00)
	Available Funds \$114,560.36
SEP ACCOUNT 3	\$ 6,008.00
General Checking Account	\$ 96,914.26
Well Rehab Project/USDA Checking Account	\$ 100.00
SEP Checking Account	\$155,892.78

LAIF Closing Balance March 31, 2012	\$ 514.80
Accounts Payable (As of March 31, 2012)	\$ 8,131.60

SAN SIMEON COMMUNITY SERVICES DISTRICT

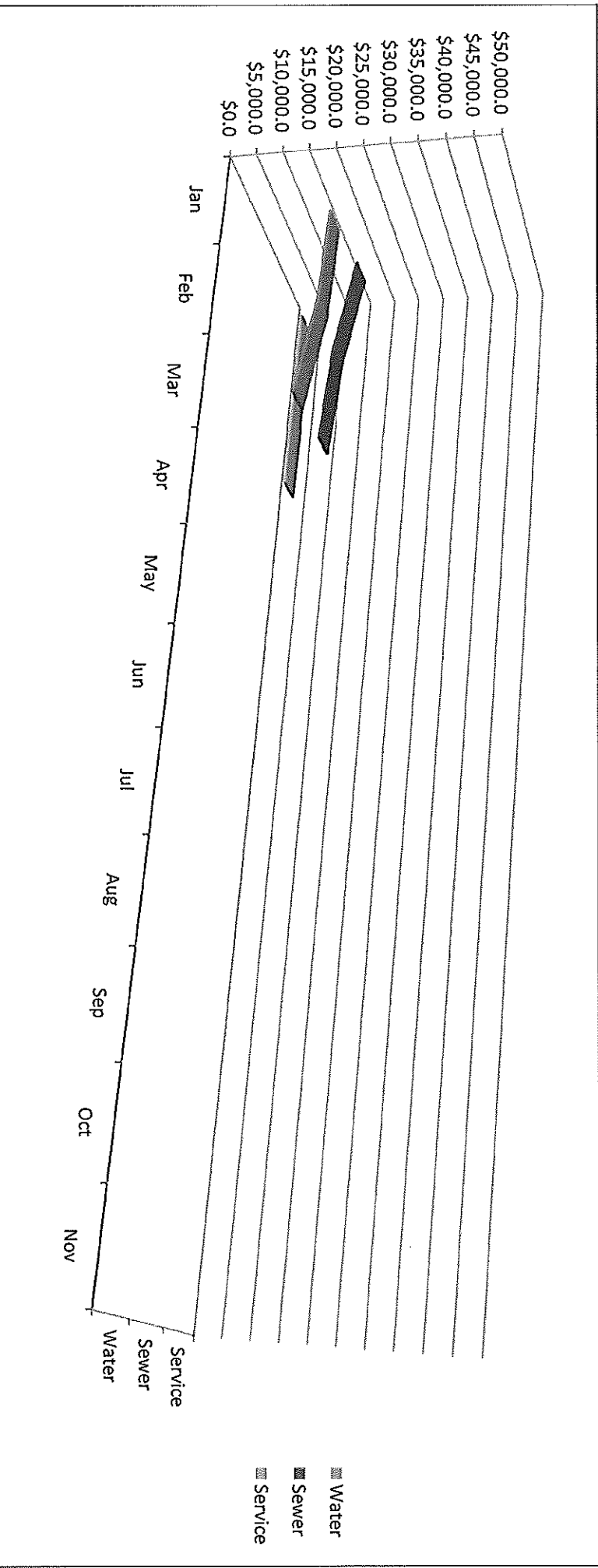
Balance Sheet

As of March 31, 2012

	<u>Mar 31, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1020 · General checking	96,914.26
1021 · SEP Funds checking	155,892.78
1022 · USDA checking	100.00
1025 · Construction fund	6,008.00
1040 · Cash in county treasury	602.57
1050 · LAIF - nonrestricted cash	514.80
1060 · Money Market Account 9548643039	408,030.36
Total Checking/Savings	<u>668,212.77</u>
Other Current Assets	
1200 · Accounts receivable	36,101.21
1300 · Prepaid expenses	2,605.53
Total Other Current Assets	<u>38,706.74</u>
Total Current Assets	706,919.51
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	158,616.22
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	58,225.95
1640 · Wellhead project	2,823.92
Total 1400 · Fixed assets	<u>3,270,799.35</u>
1690 · Accumulated depreciation	(1,771,325.92)
Total Fixed Assets	<u>1,499,473.43</u>
TOTAL ASSETS	<u><u>2,206,392.94</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts payable	8,131.60
Total Accounts Payable	<u>8,131.60</u>
Other Current Liabilities	
2100 · Payroll liabilities	208.50
2500 · Customer security deposits	10,458.13
2510 · Connect hookup wait list	43,470.00
Total Other Current Liabilities	<u>54,136.63</u>
Total Current Liabilities	<u>62,268.23</u>
Total Liabilities	62,268.23
Equity	
3200 · Fund balance	2,130,705.31
Net Income	13,419.40
Total Equity	<u>2,144,124.71</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,206,392.94</u></u>

2012 WATER SALES AND PRODUCTION

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Water	\$18,368.8	\$17,712.9	\$14,752.5										\$50,834.24
Sewer	\$19,403.2	\$16,370.8	\$15,243.1										\$51,017.15
Service	\$4,251.5	\$4,272.0	\$4,251.5										\$12,775.00
Total	\$42,023.5	\$38,355.7	\$34,247.2										\$114,626.4
Water Sold Cu Ft	248582	225987	201323										675892
Water Sold Acre ft	5.71	5.19	4.62										15.52



Historical Revenue Fiscal Year

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$20,110.3	\$21,949.0	\$15,884.6	\$16,813.3	\$11,056.9	\$11,424.7	\$12,916.2	\$11,164.3	\$10,891.2	\$14,675.1	\$15,113.9	\$15,565.2	\$177,564.5
Sewer	\$14,888.4	\$16,786.8	\$12,513.6	\$16,072.2	\$10,514.6	\$10,764.3	\$12,090.7	\$10,358.4	\$10,180.4	\$13,537.1	\$13,664.3	\$14,237.7	\$155,608.3
Service	\$3,026.4	\$3,027.0	\$3,027.0	\$3,100.5	\$3,056.4	\$3,027.0	\$3,027.0	\$3,012.3	\$3,012.3	\$3,056.4	\$3,041.7	\$3,041.7	\$36,455.7
Total	\$38,025.0	\$41,762.8	\$31,425.2	\$35,985.9	\$24,627.9	\$25,216.0	\$28,033.9	\$24,535.0	\$24,083.8	\$31,268.5	\$31,819.9	\$32,844.6	\$369,628.5
Water Sold Cu Ft	391070	416325	314625	330591	214430	233672	246690	223112	207332	288396	289767	293166	3449676
Water Sold acre ft	8.98	9.56	7.22	7.59	4.92	5.36	5.66	5.12	4.76	6.63	6.65	6.73	79.19

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

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

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$29,080.9	\$30,541.4	\$24,905.3	\$23,664.7	\$18,603.5	\$18,224.2	\$18,368.8	\$17,712.9	\$14,752.5				\$195,854.4
Sewer	\$30,694.0	\$32,170.1	\$26,341.4	\$24,926.1	\$19,583.4	\$19,169.6	\$19,403.2	\$16,370.8	\$15,243.1				\$203,901.8
Service	\$4,272.0	\$4,231.1	\$4,251.5	\$4,251.5	\$4,251.5	\$4,272.0	\$4,251.5	\$4,272.0	\$4,251.5				\$38,304.6
Total	\$64,046.8	\$66,942.6	\$55,498.2	\$52,842.4	\$42,438.4	\$41,665.8	\$42,023.5	\$38,355.7	\$34,247.2	\$0.0	\$0.0	\$0.0	\$438,060.7
Water Sold Cu Ft	394069	413435	337511	319681	252605	247832	248528	225987	201323				2640971
Water Sold acre ft	9.05	9.49	7.75	7.34	5.80	5.69	5.71	5.19	4.62	0.00	0.00	0.00	60.63

2011 / 2012

ITEMS OF BUSINESS

*** Minutes – March 14, 2012**

*** Disbursements Journal – April 11, 2012**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING

Wednesday, March 14, 2012

6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

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

1. CLOSED SESSION: No Closed Session

2. REGULAR SESSION@ 6:01 PM

A. Roll Call

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

Also Present:

General Manager – Charles Grace
District Counsel – Robert Schultz
Sheriff Representative – Sr. Deputy Steeb
District Auditor – Lynn Starr Del-Mundo

B. Pledge of Allegiance

3. PUBLIC COMMENT: None

A. Sheriff's Report – Update from Sheriff's Office Representative on service in San Simeon for the months of January and February.

In January the District had 54 calls for service. In February the District received 36 calls for service (3 assist other agencies, 4 traffic, 1 (597) which is cruelty to animals, 1 theft, 1 probation violation).

The Sheriff was very pleased with the turn out at the Town Hall Meeting. We had over 75 San Simeon and Cambria residents combined. This was the biggest Sheriff meet and greet he has had since he has been in office.

B. Public Comment: None

4. STAFF REPORTS

A. General Manager's Report

1. Staff Activities:

In addition to routine activities, Staff assisted the auditor with final preparation of the fiscal financial audit, held a town hall meeting hosting the Sherriff's Administration, planted two trees donated by the Board Chairperson, at the District Office, billed the State and received payment, attended a WRAQ meeting, attended and completed first aid and CPR training, assembled the ERP and Vulnerability Assessment distribution if necessary, and coordinated the street sweeping.

2. Grants, Loans and Partnership Opportunities

A. USDA:

Staff is finalizing the "front end documents" with Phoenix Engineering for the USDA loan, and received one response to the Request for Qualification for Construction Management. The response came from Phoenix Engineering. Staff did receive a total of three requests from companies that were interested in submitting their qualifications; however, as stated above, only one firm actually submitted a qualifications package.

B. National Byways Grant/ADA Access Improvement

Given the Board's approval during the January Board Meeting, Staff has contracted with Phoenix Engineering to design the Pico Road and San Simeon Avenue beach access repair.

3. Point of Diversion

The Point of Diversion permit application was approved by the State Water Resources Control Board. Staff has received the approval letter and updated permit.

4. Small Scale Recycled Water Project

Staff is making equipment purchases and coordinating with Phoenix Engineering, the general contractor and the electrical contractor to install the system.

5. Rip Rap Application

Cathy Novak and Staff have completed the Rip Rap application. Ms. Novak has requested an appointment with the Coastal Commission in preparation of the application submittal. The Coastal Commission is re-organizing staff and Ms. Novak has requested to meet with the individual now assigned to the case.

6. SDRMA Check Received

On January 4, 2012 the SDRMA approved a longevity distribution for the third year in a row. Because we have participated in the Property/Liability program for 21 years the SSCSD has received a check from the SDRMA in the amount of \$290.00.

B. Superintendent's Report

Wastewater Treatment Plant

- The wastewater treatment plant performed well this month. Staff continued with the manufacturer's recommended preventive maintenance on the facility equipment.
- Staff is continuing the process of resurfacing the stand-by generator at the wastewater treatment plant including replacing affected areas with new sheet metal.
- On the 10th of the month, Allen Larsen was on site to replace the old wooden containment wall in the chlorine contact chamber with a new fiberglass reinforced plastic structure. Photos are included in this report.
- On the 17th of the month, Schock Contracting Corporation was on site to perform the annual outfall inspection. A copy of the inspection report is included in this report.

Water Distribution System

- All routine sampling and testing was performed.
- Monthly meter reading was performed.
- Late at night on the 2nd of the month staff received a low reservoir level alarm. Upon investigation it was found the reservoir level was at a normal operations level, but a failure of the radio transmission unit in the well and reservoir telemetry caused the alarm. The next morning, staff contacted the manufacturer and ordered the part necessary to make the repair. We monitored the reservoir level and well pumps run time manually until the part arrived. The part was installed and operations have been normal since.
- On the 14th of the month the new turbine assembly and register for the well pump #1 flow meter arrived and was installed.

District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- A new concrete trash receptacle and cigarette snuffer tray was installed at the benches at the Pico Ave Beach access. We already have a noticeable decrease to the litter problem in that area. A photo is included in this report.

C. District Financial Summary – Update on Monthly Financial Status for close of business February 29, 2012.

**BILLING
February 2012**

January Billing Revenue	\$ 41,441.52
February Billing Revenue	\$ 38,422.27
Past Due (31 to 60 days)	\$ 143.78
Past Due (60 days)	\$ 130.63

**RABOBANK SUMMARY
Ending Balances February 29, 2012**

Money Marketing Account

Closing Balance	\$407,867.05
Reserve Fund	(\$250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$114,397.05
SEP ACCOUNT 1	\$113,755.79
SEP ACCOUNT 2	\$ 42,121.03
SEP ACCOUNT 3	<u>\$ 6,008.00</u>
Total SEP Funds	\$161,884.82
Checking Account Balance	\$103,998.05
Well Rehab Project/USDA Account	\$ 100.00
Accounts Payable	\$ 7,389.80
LAIF Closing Balance February 29, 2012	\$ 514.80

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

Besides primary District duties, Counsel has finished up the USDA Engineering contracts.

Also, mediation with SWWC will be on March 15. Counsel will have an update for the District at the next Board meeting.

5. ITEMS OF BUSINESS

A. Approval of last month's minutes - February 8, 2012.

Motion to approve Minutes as is.

Motion by: Director Price

2nd by: Vice-Chair Ricci

All in: 5 / 0

B. Approval of Disbursements Journal - March 14, 2012.

Motion to approve Disbursements Journal as is.

Motion by: Vice-Chair Ricci

2nd by: Director Price

All in: 5 / 0

6. DISCUSSION/ACTION ITEMS

A. Annual 2010 – 2011 Financial Audit

The annual financial audit performed by Martin Starr is included for your review. Provided there are no substantial changes staff is requesting approval of the annual audit.

Motion to approve Audit after checking into LAFCO mention and amendments.

Motion by: Vice-Chair Ricci

2nd by: Director McAdams

All in: 5 / 0

B. Award of Contract with Phoenix Engineering for Construction Services and Management for the Wellhead Rehabilitation Project

The USDA is requiring, as part of the USDA loan process, that the SSCSD enters into agreement with the firm chosen to perform construction management. Based on the response from the Request for Qualifications process, Phoenix Engineering will be the chosen Construction Services firm for the Wellhead Rehabilitation project. Staff is requesting approval of the USDA EJCDC E-500 agreement form for construction services.

Motion to approve Draft Agreement with Phoenix Engineering not to exceed \$39,965 for construction services and management for Wellhead Rehab project.

Motion by: Director McAdams

2nd by: Director Price

All in: 5 / 0

C. Award of Contract with AECOM for Design Engineering for Wellhead Rehabilitation Project

The USDA is requiring the SSCSD to enter into an agreement with AECOM due to the fact that AECOM is the design engineer of the Wellhead Rehabilitation. This will be utilized only in the event the Construction Services firm has questions regarding the design during the construction of the project. Staff request approval of the USDA EJCDC E-500 agreement form for design engineering service during the construction phase of the Wellhead project.

Motion to approve Draft Agreement with AECOM for Design Engineering based on time and materials not to exceed \$12,000.

Motion by: Vice-Chair Ricci

2nd by: Director Price

All in: 5 / 0

7. Board Committee Reports – None

8. Board Reports – None

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS: None

10. ADJOURNMENT@ 7:05 PM

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
 March 30 through April 11, 2012

Type	Date	Num	Name	Memo	Paid	Balance
1020 · General checking						
Bill Pmt	03/30/2012	6628	Hearst Corporation	Annual stand by fee	Balance forward	106,914.26
					-10,000.00	96,914.26
Paycheck	04/05/2012	6629	ALAN FIELDS		-94.35	96,819.91
Paycheck	04/05/2012	6630	DOLORES RICCI		-94.35	96,725.56
Paycheck	04/05/2012	6631	LEROY E PRICE		-94.35	96,631.21
Paycheck	04/05/2012	6632	RALPH N MCADAMS		-94.35	96,536.86
Paycheck	04/05/2012	6633	TERRY L LAMBETH		-94.35	96,442.51
Check	04/05/2012	6634	Martin Monciardini	Acct 81, 9223 Balboa Ave	-50.00	96,392.51
Bill Pmt	04/05/2012	6635	ROBERT W SCHULTZ ESQ.	USDA form for engineering contracts	-200.00	96,192.51
Bill Pmt	04/05/2012	6636	APTwater, Inc	Operations management	-37,593.00	58,599.51
Bill Pmt	04/05/2012	6637	Bytes and Sites	Monthly maintenance fee	-275.00	58,324.51
Bill Pmt	04/05/2012	6638	CaIPERS	Monthly billing	-531.35	57,793.16
Bill Pmt	04/05/2012	6639	County of San Luis Obispo	Hazardous materials handler 1-4 permit	-50.25	57,742.91
Bill Pmt	04/05/2012	6640	DANIELLS, PHILLIPS, VAUGHAN & BOCK	Audit	-1,800.00	55,942.91
Bill Pmt	04/05/2012	6641	Glenn Burdette	Services	-1,200.00	54,742.91
Bill Pmt	04/05/2012	6642	Phoenix Civil Engineering, Inc		-2,995.00	51,747.91
				San Simeon Ave walk	-1625.00	
				USDA Well system	-1240.00	
				Pico Ave stairs	-130.00	
Bill Pmt	04/05/2012	6643	ROBERT W SCHULTZ ESQ.	Services	-1,725.00	50,022.91
Bill Pmt	04/05/2012	6644	Schock Contracting Corp.	Outfall survey	-5,750.00	44,272.91
Bill Pmt	04/11/2012	6645	United States Treasury	1st qtr payroll expense	-199.50	44,073.41
					-62,840.85	44,073.41
					-62,840.85	44,073.41

DISCUSSION & ACTION ITEMS

DISCUSSION ACTION ITEMS
APRIL 11, 2012

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

B. Resolution- NO. 12-348 - Electing to become subject to the Uniform Public construction cost accounting procedures. Please see District Counsel's attached memorandum.

C. Ordinance 111 – Provide informal bidding procedures under the uniform public construction cost accounting act. Please see District Counsel's attached memorandum.

SAN SIMEON COMMUNITY SERVICE DISTRICT
111 Pico Avenue, San Simeon, CA 93452
(805) 927-4778

Date: April 11, 2011

To: Board of Directors

From: District Counsel

Subject: Discussion Action Item C, Adoption of Uniform Public Construction Cost Accounting Procedures by Ordinance and Resolution

SUMMARY RECOMMENDATION:

That the Board adopt Ordinance No. 111 and adopt Resolution No. 12-348 , which will allow the District to utilize alternative bidding procedures in the Uniform Public Construction Cost Accounting Act (UPCCAA).

BACKGROUND:

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

DISCUSSION:

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

FISCAL IMPACT:

Avoiding competitive bidding may result in savings on staff time and resources devoted to the bidding process, and will allow for flexibility in awarding certain types of public works contracts.

RWS

RESOLUTION NO: 12-347

**A RESOLUTION OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT
COMMENDING AND HONORING UNDERSHERIFF MARTIN BASTI
FOR HIS SERVICE TO THE SAN SIMEON COMMUNITY SERVICES DISTRICT**

WHEREAS, Undersheriff Martin Basti has selflessly dedicated his life to serve San Luis Obispo County for over 32 years; and

WHEREAS, Undersheriff Basti reported to the San Simeon Community Services District Board Meetings monthly; and

WHEREAS, Undersheriff Basti diligently assisted the San Simeon Community Services District personally on a number of occasions; and

WHEREAS, Undersheriff Basti has made notable contributions to the San Simeon Community and many Communities in San Luis Obispo County; and

NOW, THEREFORE, BE IT RESOLVED, the San Simeon Community Services District honors and recognizes Undersheriff Basti for his service, dedication and leadership in our Community; and

BE IT FURTHER RESOLVED, the San Simeon Community Services District extends its appreciation to Undersheriff Basti for his many years of professional service to the San Simeon Community and recognizes his well deserved retirement.

UPON MOTION of _____ seconded by _____, and on the following roll call vote to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing Resolution is hereby adopted this 11th day of April 2012.

ATTEST:

Terry Lambeth
Chairperson of the Board of Directors

ATTEST:

Charles Grace
General Manager/Secretary, SSCSD

RESOLUTION NO. 12-348

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT ELECTING TO BECOME SUBJECT TO THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES

WHEREAS, prior to the passage of Assembly Bill No. 1666, Chapter 1054, Stats. 1983, which added Chapter 2 commencing with Section 22000 to Part 3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and

WHEREAS, Public Contract Code Section 22000 *et seq.*, the Uniform Cost Construction Accounting Act (the "Act") establishes such a uniform accounting standard; and

WHEREAS, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of, or in the contracting for, construction of public projects.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT that said Board:

SECTION 1. The Board of Directors of the San Simeon Community Services District hereby elects under Public Contract Code Section 22030 to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as each may be amended from time to time.

SECTION 2. The Board of Directors directs that the District Secretary to notify the State Controller of this election.

SECTION 3. This Resolution shall take at the same time as Ordinance No. , establishing informal bidding procedures, takes effect.

UPON MOTION of _____ seconded by _____, and on the following roll call vote to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing Resolution is hereby adopted this 11th day of April 2012.

ATTEST:

Terry Lambeth
Chairperson of the Board of Directors

ATTEST:

Charles Grace
General Manager/Secretary, SSCSD

ORDINANCE NO. 111

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SAN SIMEON
COMMUNITY SERVICES DISTRICT TO PROVIDE INFORMAL BIDDING PROCEDURES
UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT**

(SECTION 22000, ET SEQ. OF THE PUBLIC CONTRACT CODE)

Be it ordained by the Board of Directors of the San Simeon Community Services District that:

SECTION I. INFORMAL BIDDING PROCEDURES FOR DISTRICT PROJECTS.

Except as otherwise provided herein, the provisions of the Section 22000, et seq., of the Public Contract Code shall be controlling.

(1) Public projects, as defined by the Uniform Public Construction Cost Accounting Act and in accordance with limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.

(2) A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

(3) Where a public project is to be performed which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section 1.02.010(2), and to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the District, provided, however, if there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the Commission.

(4) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

(5) The mailing of notices to contractors and construction trade journals shall be completed not less than ten calendar days before bids are due.

(6) The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for the submission of bids.

(7) Authority to award informal contracts is hereby delegated to the general manager.

(8) In accordance with Section 22034(f) of the Public Contract Code, or its statutory successor, if all bids received are in excess of one hundred and twenty-five thousand dollars (\$125,000), the board may, by adoption of a resolution by a four-fifths vote, award the contract at one hundred and thirty-seven thousand five hundred dollars (\$137,500) or less to the lowest responsible bidder, if it determines the cost estimate of the General Manager was reasonable

SECTION II: EFFECTIVE DATE AND PUBLICATION

This Ordinance shall be and is hereby declared to be in full force and effect as of thirty (30) days from and after the date of its passage and shall be published once before the expiration of fifteen (15) days after its passage, with the names of the Directors voting for and against the same, in a newspaper of general circulation published in the District, if there is one, and if not, then this Ordinance shall be posted for one week in three (3) public places in the District.

SECTION III: VOTE

PASSED AND ADOPTED at a special meeting of the Board of Directors of San Simeon Community Services District held on this 11th day of April 2012 by the following vote:

Chairperson Lambeth _____ Vice-Chair Ricci _____ Director McAdams _____

Director Fields _____ Director Price _____

ATTEST:

ATTEST:

APPROVED AS TO FORM

Terry Lambeth

Charles Grace

Robert Schultz

President, Board of Directors

General Manager/
District Secretary

District Counsel