

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



BOARD PACKET

**Wednesday, July 10, 2013
Regular Meeting 6:00 pm**

**Cavalier Banquet Room
250 San Simeon Avenue
San Simeon, CA**

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, July 10, 2013
6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

Board Member Dan Williams will be teleconferencing
from 765 Cedar Court, Independent, Oregon 97351 (805-276-5859)

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

1. NO CLOSED SESSION

2. REGULAR SESSION: 6:00 PM

A. Roll Call

B. Pledge of Allegiance

3. PUBLIC COMMENT:

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

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

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

4. BOARD PRESENTATIONS AND ANNOUNCEMENTS:

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

5. STAFF REPORTS

A. **General Manager's Report**

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

2. **Grants, Loans and Partnership Opportunities** – Update on USDA Loan
3. **Small Scale Recycled Water Project** – Verbal update on the General Reclaimed Water Permit application.

B. Superintendent's Report

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

C. District Financial Summary – Update on Monthly Financial Status for close of business June 30, 2013.

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

6. ITEMS OF BUSINESS

- A. **Approval of Special Meeting Minutes** – June 6, 2013
- B. **Approval of last month's minutes** – June 18, 2013.
- C. **Approval of Disbursements Journal** – July 10, 2013.

7. DISCUSSION/ACTION ITEMS

- A. **Resolution 13-359** - Adoption of the 2013 – 2014 Fiscal Year Budget.
- B. **Extension and Amendment to Agreement with District Counsel**

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

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

10. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

11. ADJOURNMENT

GENERAL MANAGER'S REPORT
Charles Grace
Staff Activities for June

GENERAL MANAGER'S REPORT
July 10, 2013

1. Staff Activity for the month of June

Along with billing and collections, Staff continued to coordinate with property owners regarding the weed abatement project and continued to address all issues associated with the United States Department of Agriculture (USDA) contract. Staff was in charge of coordinating the special session in June and all required posting and paperwork was completed and submitted on time per County regulations. Staff kept in contact with the County regarding the new appointed Director and coordinated all paperwork needed from Director Patel.

2. Grants, Loans and Partnership Opportunities

USDA Loan:

District Staff along with Phoenix Engineering and District Counsel have submitted all required documents to the USDA. Phoenix Engineering is currently scheduling the pre-construction meeting.

3. Small Scale Recycled Water Project

Verbal update from the General Manager regarding attached correspondence with the Regional Water Quality Control Board (RWQCB) concerning the Reclaimed Water Permit.

Renee Samaniego-Lundy

From: Charles Grace
Sent: Wednesday, June 26, 2013 11:52 AM
To: Renee Samaniego-Lundy
Subject: FW: General Permit enrollment [Correction]

Please print for the July 10 board packet GM report. Thank you

From: DiSimone, Katie@Waterboards [<mailto:Katie.DiSimone@waterboards.ca.gov>]
Sent: Wednesday, June 26, 2013 11:15 AM
To: Khela, Jagroop@Waterboards
Cc: Charles Grace; Innes, Gordon@Waterboards; Couch, Scott@Waterboards
Subject: RE: General Permit enrollment [Correction]

Thanks Jagroop for the information. One question though.

Since Recycled Water specifications can be written into an NPDES permit for the facility...is there a policy or determination that can be made to waive the fee for the General Permit enrollment? Basically, we (the water board) are renewing the District's NPDES permit this December but the District is hoping to use Recycled water before the permit is renewed. Hence, their desire to enroll in the General Permit. BUT, if they waited until December...As I understand it, I could simply write recycled water specifications into their NPDES permit instead of them enrolling in the General Permit and they would not have to pay any extra fees in that way.

Any chance there is a fee waiver for enrollees that are already covered by an NPDES permit?

Katie DiSimone
Central Coast Water Board
805-542-4638 (but I prefer email communications)

From: Khela, Jagroop@Waterboards
Sent: Wednesday, June 26, 2013 11:08 AM
To: DiSimone, Katie@Waterboards
Cc: Charles Grace; Innes, Gordon@Waterboards; Couch, Scott@Waterboards
Subject: RE: General Permit enrollment [Correction]

Hi Katie:

FYI- Correction Fee (see below)

The fee for enrollment is based on threat to water quality and complexity rating of "3B". For additional information on rating criteria and applicable fee, enclosed is a fee schedule. The District shall submit an application fee of \$6,247, and the missing information to complete its application. Following are the steps to obtain enrollment in the statewide General Permit for Landscape Irrigation.

Step-1. Notice of Intent (NOI) from the project proponent shall include the following:

- a. A Complete NOI form
- b. Application Fee of \$2776 (based on threat and complexity rating of 3C see attached)
- c. Approved Title 22 Engineering Report by California Department of Public Health
- d. Operation and Maintenance Plan
- e. Irrigation Management Plan consisting of Water Balance and Nutrient Balance Analysis

f. Antidegradation Statement/Analysis

Step-2. Eligibility determination pursuant to CWC Section 13552.5(2)(a)

Step-3. Consultation with CDPH and identified stakeholders

Step-4. Pursuant to CWC Section 13552.4(4), NOI and pertinent documents posted on SWRCB website for 30-day public review and comments

Step-5. Comments reviewed and pursuant to Provision C.3 of the General Permit include any additional conditions required by CDPH

Step-6. NOA issued to the project proponent.

If you have any further questions, please contact me.

Best Regards,

Jagroop S. Khela, MS, MBA, MSFAIM
Recycled Water Ombudsman
Division of Water Quality, State Water Resources Control Board
Telephone: (916) 341-5560
Fax: (916) 341-5463
Jkhela@waterboards.ca.gov

From: DiSimone, Katie@Waterboards
Sent: Tuesday, June 11, 2013 11:47 AM
To: Khela, Jagroop@Waterboards
Cc: Charles Grace
Subject: General Permit enrollment

Jagroop-

The San Simeon CSD recently completed a project to add tertiary treatment of domestic wastewater at its wastewater treatment plant. The recycled water use fits the requirements for enrollment under the General Permit, I believe. Attached is their NOI, but the District is unsure of the fees for enrollment.

Can you please process this application and inform Mr. Charlie Grace from the District regarding fees he needs to submit? His email and contract information is provided on the NOI, and I've cc'd him on the application. Thank you.

Katie DiSimone
Central Coast Water Board
805-542-4638 (but I prefer email communications)

SUPERTINTENDENT'S REPORT
Jerry Copeland
Facilities Update for June

SAN SIMEON COMMUNITY SERVICES DISTRICT

Superintendent's Report

Activities of June 2013

Wastewater Treatment Plant

- The wastewater treatment plant performed well this month.
- All sampling, testing and reporting at the wastewater treatment plant was performed as required by the RWQCB.
- Annual cleaning, inspection and maintenance of reactor and clarifier #3 was performed. Several grease fittings were replaced on the collector spindle bearings.
- On Sunday, June 23, we experienced a power failure at approximately 9:30pm. The wastewater treatment plant stand-by generator started as scheduled. The plant experienced no setbacks as a result of the event.

Water Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the CDPH.
- Monthly meter reading was performed.
- A 200 amp fuse blew in the utility power disconnect at the well site. It was discovered that the well pump #2 main power disconnect had failed and that was the reason for the blown fuse. Additionally, the magnetic starter coil for well pump #2 burnt as a result. In response we replaced the blown fuse, the well pump #2 main power disconnect and the magnetic starter coil.
- It was discovered that a water meter at the San Simeon Lodge had failed. It was subsequently replaced.
- A leak was discovered at the district water service to 9221 Balboa Ave (The Castle View Condominiums). A contractor was called out and the leak was repaired.

District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- Annual weed and shrub abatement was performed throughout the district.
- The district zone marked curbs were painted.
- The district distribution valve box covers were painted.

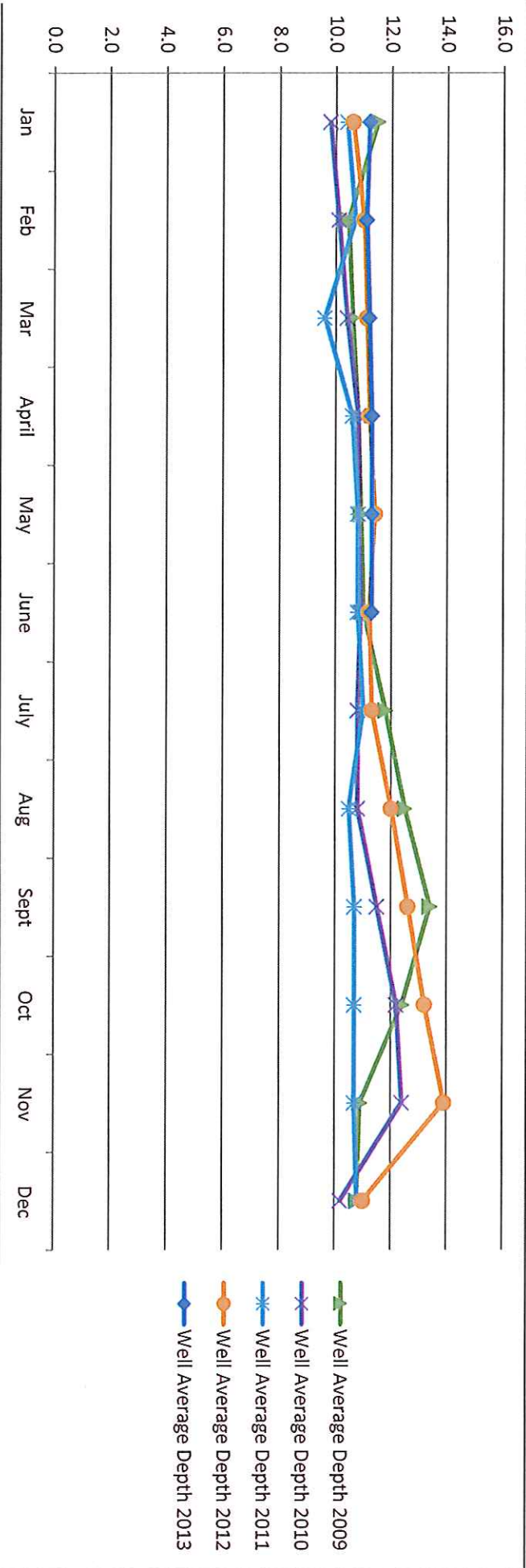
San Simeon Community Services District - Monthly Data Report -June 2013

Date	Day	Wastewater Influent Daily flow	Wastewater Effluent Daily Flow	CALCULATED Well 1 Total Pumped	CALCULATED Well 2 Total Pumped	CALCULATED Total Daily Water Produced	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
06/01/13	Sat	92,930	87,800	30,668	64,029	94,697			0.00	12,858
06/02/13	Sun	82,564	81,370	52,659	25,058	77,717			0.00	7,869
06/03/13	Mon	75,511	84,080	17,503	51,612	69,115			0.00	10,356
06/04/13	Tue	75,911	82,590	61,560	0	61,560			0.00	10,678
06/05/13	Wed	78,381	72,310	0	70,910	70,910	10.9	11.0	0.00	9,043
06/06/13	Thu	75,652	77,130	97,764	21,318	119,082	11.0	11.1	0.00	11,247
06/07/13	Fri	86,631	88,210	0	67,470	67,470	11.0	11.1	0.00	16,052
06/08/13	Sat	95,394	96,230	74,351	42,935	117,286	10.9	11.0	0.00	6,163
06/09/13	Sun	96,535	97,570	71,268	0	71,268	11.0	11.1	0.00	10,712
06/10/13	Mon	75,736	89,620	0	70,088	70,088	11.0	11.1	0.00	13,454
06/11/13	Tue	84,606	81,930	76,670	42,636	119,306	10.9	11.0	0.00	13,455
06/12/13	Wed	87,459	86,670	24,759	34,333	59,092			0.00	11,496
06/13/13	Thu	90,218	98,070	60,438	65,076	125,514			0.00	17,363
06/14/13	Fri	100,539	92,530	77,493	0	77,493	11.1	11.2	0.00	11,769
06/15/13	Sat	112,716	109,210	7,031	68,891	75,922	11.2	11.3	0.00	12,320
06/16/13	Sun	104,181	107,500	78,764	67,918	146,683			0.00	13,254
06/17/13	Mon	86,810	101,620	70,686	5,610	76,296			0.00	14,262
06/18/13	Tue	92,853	94,570	0	65,001	65,001	11.4	11.5	0.00	18,247
06/19/13	Wed	96,144	91,770	73,828	40,766	114,594	11.3	11.4	0.00	12,338
06/20/13	Thu	91,634	107,360	37,250	43,160	80,410			0.00	15,859
06/21/13	Fri	94,112	95,750	52,510	61,037	113,546			0.00	12,939
06/22/13	Sat	108,104	95,900	72,107	0	72,107	11.3	11.4	0.00	15,342
06/23/13	Sun	100,713	109,960	449	82,729	83,178	11.4	11.5	0.00	14,673
06/24/13	Mon	106,490	111,640	89,760	30,818	120,578			0.00	13,445
06/25/13	Tue	87,533	92,310	107,039	0	107,039	11.4	11.5	0.00	19,256
06/26/13	Wed	111,199	104,490	97,838	0	97,838			0.00	5,759
06/27/13	Thu	95,586	91,450	69,115	0	69,115	11.6	11.7	0.00	14,798
06/28/13	Fri	89,448	69,380	77,568	55,427	132,994			0.00	10,575
06/29/13	Sat	139,644	93,660	74,501	11,669	86,170	11.8	11.9	0.00	15,813
06/30/13	Sun	120,998	116,220	89,386	72,406	161,792			0.00	12,538
TOTALS		2,836,232	2,808,900	1,642,966	1,160,896	2,803,862			0.00	383,933
Average		94,541	93,630	54,766	38,697	93,462	11.2	11.3	0.00	12,798
Minimum		75,511	69,380	0	0	59,092	10.9	11.0	0.00	5,759
Maximum		139,644	116,220	107,039	82,729	161,792	11.8	11.9	0.00	19,256

	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Total for 2013
2013													
Wastewater Final Effluent (Month Cycle)	2,021,340	1,908,020	2,318,280	2,451,860	2,643,980	2,808,900							14,152,380
Wastewater Influent	2,314,345	2,162,072	2,521,425	2,462,631	2,597,523	2,836,232							14,894,228
Adjusted Wastewater Influent (- State Flow) *	2,067,826	1,945,010	2,232,831	2,144,411	2,239,609	2,452,299							13,081,986
Water Produced (month cycle)	1,727,730	1,703,869	1,995,696	2,278,258	2,540,208	2,803,862							13,049,624
Sewer Influent/Water Produced Ratio	1.34	1.27	1.26	1.08	1.02	1.01							N/A
Adjusted Sewer/Water Ratio	1.20	1.14	1.12	0.94	0.88	0.88							N/A
Total Well Production	1,727,730	1,703,869	1,995,696	2,278,258	2,540,208	2,803,862							13,049,624
Well 1 Water Pumped	748,748	238,462	1,839,594	1,211,386	1,090,883	1,642,966							6,772,039
Well 2 Water Pumped	978,982	1,465,407	156,102	1,066,872	1,449,325	1,160,896							6,277,585
Water Well 1 Avg Depth to Water	11.2	11.0	11.1	11.2	11.2	11.2							N/A
Water Well 2 Avg Depth to Water	11.3	11.1	11.2	11.3	11.3	11.3							N/A
Average Depth of Both Wells	11.3	11.1	11.2	11.3	11.3	11.3							N/A
Change in Average Well Depth from 2012	+0.6	+0.1	+0.1	+0.1	-0.1	-0.1							N/A
State Wastewater Treated	246,519	217,062	288,594	318,220	357,914	383,933							1,812,242
State % of Total WW Flow	11%	10%	11%	13%	14%	14%							N/A
Biosolids Removal (Gallons)	6,000	0	0	6,000	6,000	12,000							30,000
WW Permit Limitation Exceeded	0	0	0	0	0	0							0
Constituent Exceeded	None	None	None	None	None	None							N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A							N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A							N/A
2012													
Wastewater Final Effluent (Month Cycle)	2,282,400	2,013,230	2,330,795	2,716,990	2,525,450	2,715,470	3,502,920	3,227,160	2,616,130	2,535,700	2,175,190	2,509,470	31,150,905
Wastewater Influent	2,374,670	2,135,421	2,402,116	2,798,195	2,575,428	2,749,696	3,298,298	3,082,906	2,634,002	2,413,542	1,983,791	2,482,140	30,930,205
Adjusted Wastewater Influent (- State Flow) *	2,100,280	1,917,729	2,145,425	2,464,553	2,266,629	2,380,258	2,801,758	2,634,075	2,297,669	2,137,808	1,757,882	2,138,937	27,042,003
Water Produced (month cycle)	1,981,790	1,852,198	1,796,370	2,288,880	2,390,907	2,672,903	3,132,146	3,061,993	2,542,115	2,308,627	1,773,882	1,641,636	27,443,447
Sewer Influent/Water Produced Ratio	1.15	1.15	1.34	1.19	1.07	1.03	1.05	1.01	1.04	1.05	1.12	1.51	N/A
Adjusted Sewer/Water Ratio	1.06	1.04	1.19	1.08	0.95	0.89	0.90	0.86	0.90	0.93	0.99	1.30	N/A
Average Depth of Both Wells	10.7	11.0	11.1	11.2	11.4	11.2	11.3	12.0	12.6	13.2	13.9	11.0	N/A
Change in Average Well Depth from 2011	-0.2	-0.3	-1.5	-0.6	-0.6	-0.4	-0.3	-1.5	-1.9	-2.5	-3.2	-0.2	N/A
State Wastewater Treated	274,390	217,692	256,691	333,642	309,799	369,438	496,540	448,831	336,333	275,734	225,909	343,203	3,888,202
State % of Total WW Flow	12%	10%	11%	12%	12%	13%	15%	15%	13%	11%	12%	14%	N/A
Biosolids Removal (Gallons)	6,000	0	6,000	6,000	6,000	6,000	6,000	6,000	6,000	0	6,000	6,000	60,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	0
Constituent Exceeded	None	None	None	None	None	None	None	None	None	None	None	None	N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

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



DISTRICT FINANCIALS
Renee Lundy

June 30, 2013

*** Financial Summary**

*** Balance Sheet**

*** Water Sales & Production**

SAN SIMEON COMMUNITY SERVICES DISTRICT



FINANCIAL SUMMARY

BILLING
June 30, 2013

May Billing Revenue	\$ 53,142.66
June Billing Revenue	\$ 65,434.08
Past Due (31 to 60 days)	\$ 173.43
Past Due (60 days)	\$ 257.05

RABOBANK SUMMARY
Ending Balances June 30, 2013

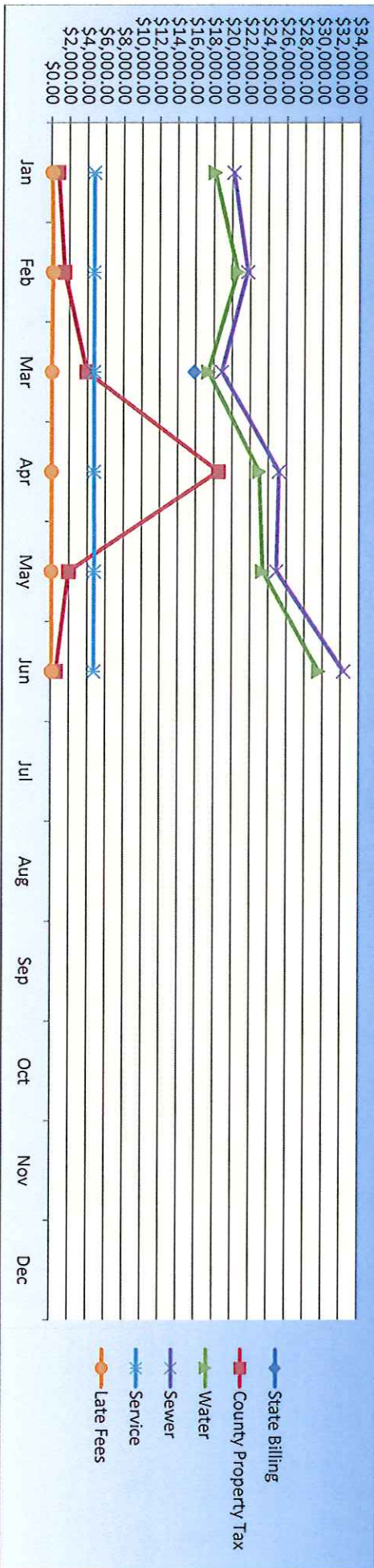
Money Marketing Account Closing Balance June 30, 2013	\$ 485,069.87
Summary of Transactions:	
Interest	\$ 95.99
Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$ 191,599.87
General Checking Account	\$ 90,349.77
Well Rehab Project/USDA Checking Account	\$ 730.00
LAIF Closing Balance June 30, 2013	\$ 516.98

SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of June 30, 2013

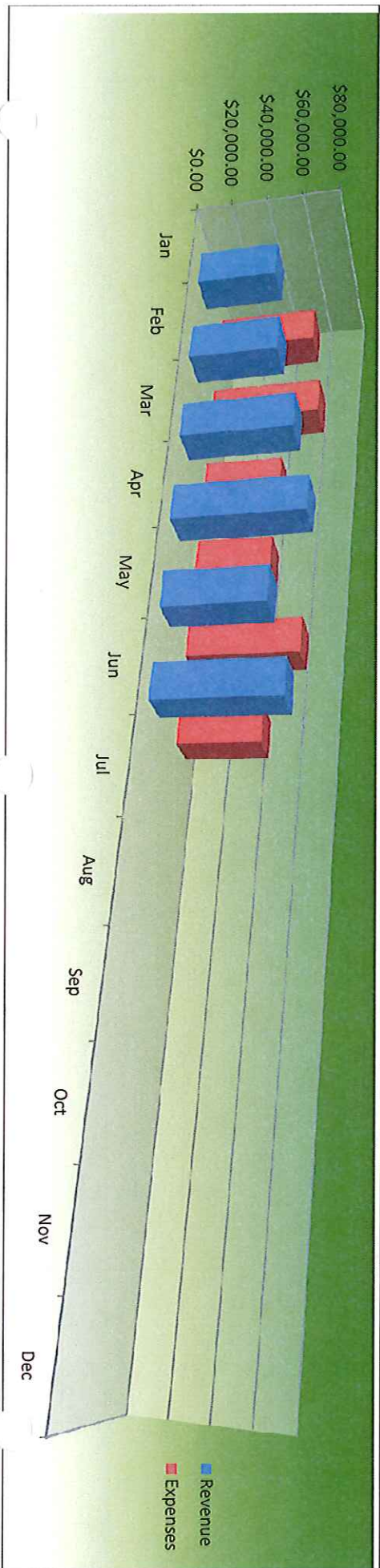
	Jun 30, 13
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1020 · General checking	122,311.76
1022 · USDA checking	730.00
1040 · Cash in county treasury	1,741.24
1050 · LAIF - non-restricted cash	516.62
1060 · Money Market Account 9548643...	485,069.87
Total Checking/Savings	610,519.49
Other Current Assets	
1200 · Accounts receivable	64,350.89
1300 · Prepaid expenses	6,506.81
Total Other Current Assets	70,857.70
Total Current Assets	681,377.19
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	145,068.22
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	235,886.09
1640 · Wellhead project	15,042.13
Total 1400 · Fixed assets	3,447,129.70
1650 · Walkway access projects	11,511.00
1690 · Accumulated depreciation	(1,863,329.47)
Total Fixed Assets	1,595,311.23
TOTAL ASSETS	2,276,688.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts payable	3,851.38
Total Accounts Payable	3,851.38
Other Current Liabilities	
2100 · Payroll liabilities	168.30
2200 · Contingency settlement	25,000.00
2500 · Customer security deposits	10,358.13
2510 · Connect hookup wait list	43,470.00
Total Other Current Liabilities	78,996.43
Total Current Liabilities	82,847.81
Total Liabilities	82,847.81
Equity	
3200 · Fund balance	2,104,186.39
Net Income	89,654.22
Total Equity	2,193,840.61
TOTAL LIABILITIES & EQUITY	2,276,688.42

2013 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing			\$15,874.60										\$15,874.60
County Property Tax	\$757.44	\$1,473.36	\$3,935.20	\$18,534.56	\$1,963.98	\$564.01							\$27,228.55
Water	\$18,102.6	\$20,631.4	\$17,394.1	\$23,008.4	\$23,384.4	\$29,603.5							\$132,124.46
Sewer	\$20,172.8	\$21,705.5	\$18,903.2	\$25,168.5	\$24,914.3	\$32,350.8							\$143,215.01
Service	\$4,792.3	\$4,769.3	\$4,769.3	\$4,792.3	\$4,815.4	\$4,792.3							\$28,730.88
Late Fees	\$80.3	\$163.5	\$95.6	\$58.8	\$51.7	\$88.3							\$538.09
Total	\$43,905.4	\$48,743.0	\$60,972.0	\$71,562.6	\$55,129.7	\$67,398.9							\$347,711.59
Water Sold Cu Ft	220059	216680	209256	285145	279529	354134							1564803
Water Sold Acre ft	5.05	4.97	4.80	6.55	6.42	8.13							35.92



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$43,905.44	\$48,742.98	\$60,971.99	\$71,562.60	\$55,129.70	\$67,398.90							\$347,711.59
Expenses	\$56,546.16	\$62,776.84	\$44,114.20	\$42,560.87	\$62,849.92	\$62,849.92							\$1,564,803.32
Balance	-\$12,640.72	-\$14,033.86	\$16,857.79	\$29,001.73	-\$7,720.22	\$21,750.32							\$35.92



ITEMS OF BUSINESS

- * Special Meeting Minutes – June 6, 2013**
 - * Minutes – June 18, 2013**

- * Disbursements Journal – July 10, 2013**

Special Session MINUTES



**San Simeon Community Services District
June 6, 2013**

**San Simeon CSD Office
111 Pico Avenue
San Simeon, CA**

3:00 pm

1. Special Session @ 3:06 pm

2. Roll call:

Chairperson McAdams - Present
Vice-Chair Williams - Present
Director Fields - Present
Director Price - Present

Also Present:

Ken Patel
Paul Panchal
Rob Schultz

3. Appointment of New Board Member

Chairperson McAdams asked if any present candidate had anything extra to say on their behalf.

Applicant Ken Petal spoke on his behalf. Being a long time resident of San Simeon, he would like to bring his ideas to the community and bring an additional prospective to the SSCSD Board.

No other applicants were present.

4. Resolution 13-357 Appointment of Director

There were two applications submitted for the vacant position of Board of Director; Ken Patel and Bob McLaughlin. The San Simeon Board of Directors were asked to cast a ballot reflecting their choice for the vacant position.

Voting was as follows:

Chairperson McAdams - Ken Patel

Vice-Chair Williams - Ken Patel

Director Fields - Ken Patel

Director Price - Ken Patel

Motion made to pass Resolution 13-357 to Appoint Ken Patel to fill the vacancy left by Dolores Ricci. Term expires December 2014.

Motion by: Director Price

2nd by: Chairperson McAdams

All in: 4/0

5. Adjournment@3:13 pm

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Tuesday, June 18, 2013
6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

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

1. NO CLOSED SESSION

2. REGULAR SESSION@ 6:06 PM

A. Roll Call

Chairperson McAdams - present
Vice-Chair Williams – present
Director Fields– present
Director Price - absent
Director Patel - present

Charles Grace – General Manager
Robert Schultz – District Counsel
Sheriff's Administration – Sgt. Keith Scott

B. Pledge of Allegiance

3. PUBLIC COMMENT: None

A. Oath of Office: Appointed Board Member Ken Patel

B. Sheriff's Report – Report for May

There were a total of 76 calls for service. Some of the calls consisted of 22 incomplete 911 calls, 18 traffic stops, 8 assist other agencies, 3 assist citizens and 14 medical. There was only 1 crime report taken (petty theft).

C. Public comment on Sheriff's Report –

Vice-Chair Williams asked Sergeant Scott if there had been any more ponga boat activity.

Per Sergeant Scott, "At this time there have been no reports of ponga boats off the shores of San Simeon".

4. BOARD PRESENTATIONS AND ANNOUNCEMENTS: None

5. STAFF REPORTS

A. General Manager's Report

1. Staff Activity for the month of May

Along with billing and collections, Staff sent out weed abatement notices, coordinated the Special Board Meeting and election of a new Board Member. Staff coordinated with Phoenix Engineering, District Counsel and United States Department of Agriculture (USDA). Staff was in contact with the County Recorder's office regarding Board vacancy application and election proceedings. Also attached for your review is the report assembled by Oliveira Consulting regarding reservoir expansion permitting.

2. Grants, Loans and Partnership Opportunities

USDA Loan:

District Staff along with Phoenix Engineering and District Counsel continue to complete and submit documents necessary to move to the construction phase of the Well Rehab project. The final step needed to move to the construction phase is granting the winning bidder an "Award Letter" which has been submitted for Board approval under Discussion Action Item "C" of this board packet.

WRAC Grant Invoice:

The Consulting group (GEI) for the WRAC Grant application process has completed their invoicing. With Staff's assistance, GEI did not go over their projected estimated cost for the San Simeon portion of the project. There is an invoice for \$7,000.00 in this month's warrant report. Regarding notice of the grant award, projected awarding should be determined by the State by November 2013.

3. Small Scale Recycled Water Project

A verbal update from the General Manager which included an email correspondence with the Regional Water Quality Control Board (RWQCB) regarding the General Reclaimed Water Permit application was submitted in the Board Packet.

A list of procedures was submitted to the District from the State Water Control Board in order to obtain the permit through that agency. The procedures would be costly and time consuming to the District. Staff was directed to ask the Regional Water Control Board if the District can go back to obtaining a permit through them.

4. Update on Settlement Conservation Agreement for Retrofit Program

Staff has reviewed the settlement in comparison to archived records and found the action items listed in the settlement document have been completed.

B. Superintendent's Report

Wastewater Treatment Plant

- The wastewater treatment plant performed well this month.
- All sampling, testing and reporting at the wastewater treatment plant was performed as required by the RWQCB.
- Annual cleaning, inspection and maintenance of reactor and clarifier #4 was performed. A seal was replaced on the collector drive. The motor and overload relays were replaced on the collector drive. Several grease fittings were replaced on the collector spindle bearings.
- Reactor and clarifier #3 was taken offline for annual cleaning, inspection, maintenance and repair.
- One load of sludge was hauled off.

Water Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the CDPH.
- Monthly meter reading was performed.
- A battery of tests was performed on Well #3 to meet the requirements of the CDPH for stand-by status in case of emergency.

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.
- Quarterly maintenance was performed on the two stand-by generators.

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

BILLING

April Billing Revenue	\$ 53,293.09
May Billing Revenue	\$ 53,142.66
Past Due (31 to 60 days)	\$ 60.23
Past Due (60 days)	\$ 234.01

RABOBANK SUMMARY
Ending Balances May 31, 2013

Money Marketing Account Closing Balance May 31, 2013	\$ 484,973.88
Summary of Transactions:	
Interest	\$ 112.62
	Reserve Fund (\$ 250,000.00)
	Hook up Deposits (\$ 43,470.00)
	Available Funds \$ 191,503.88
General Checking Account	\$ 145,581.26
Well Rehab Project/USDA Checking Account	\$ 730.00
LAIF Closing Balance May 31, 2013	\$ 516.62

A motion was made to direct staff to move \$50,000.00 from the general checking account to the money marketing account.

Motion by: Director Fields
2nd by: Vice-Chair Williams
All in: 4 /0

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

Beside general duties, Counsel reviewed the loan agreement between the USDA and the District and prepared the resolution for the loan agreement. Counsel also reviewed the Settlement conservation Agreement for the retrofit program and found the District to have completed all items. Counsel was also involved and attended the special meeting on June 6th.

6. ITEMS OF BUSINESS

A. Approval of last month’s minutes – May 15, 2013.

Motion to approve minutes as is.

Motion by: Vice-Chair Williams
2nd by: Chairperson McAdams
All in: 3 in favor, 1 abstain because of absence.

B. Approval of Disbursements Journal – June 18, 2013.

Motion to approve disbursements as is.

Motion by: Director Fields
2nd by: Director Patel
All in: 4 / 0

7. DISCUSSION/ACTION ITEMS

A. DRAFT 2013 – 2014 Fiscal Year Budget for review and comments:

The Draft Fiscal 2013 – 2014 Budget was handed out at the board meeting for Board review and questions. Staff would like to receive comments prior to the July board meeting to provide the Budget Committee direction so that the final budget can be approved during the July regularly scheduled board meeting.

B. Resolution 13-358: Requested Approval of USDA contract for Wellhead Rehab Project of \$500,000

The Wellhead Rehab Project funds contract between the United States Department of Agriculture and the San Simeon Community Services District was submitted in the June Board Packet for Board Review. Counsel Schultz had already reviewed the contract and found no changes were needed.

Motion was made to approve Resolution 13-358 - Contract between the USDA and the District.

Motion by: Vice-Chair Williams
2nd by: Chairperson McAdams
All in: 4/0

C. Requested Approval of Phoenix Engineering to update the Wastewater Treatment Plant (WWTP) Operations and Maintenance Manual:

A proposal from Phoenix Engineering to update the WWTP O/M manual was submitted in the June board packet for Board review. The O/M manual has been outdated due to the repairs that took place in 2005 and due to the installation of the reclaimed water system. Each year in the annual report to the Regional Water Quality Control Board, staff comments on the status of the

existing O/M manual as the RWQCB mandates that a current O/M manual is maintained. Staff requested approval of the Phoenix Engineering proposal to update the O/M manual.

Motion was made to approve the Phoenix proposal to update the wastewater treatment plant O/M manual.

Motion by: Vice-Chair Williams

2nd by: Chairperson McAdams

All in: 4/0

8. Board Committee Reports – None

9. Board Reports – None

10. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

**Business Beautification project presentation from staff
PG&E street lights for Castillo Drive**

11. ADJOURNMENT @ 7:19 PM

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
July 2013

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	07/01/2013	6872	ALAN FIELDS	Board of director	-92.35	-92.35
Paycheck	07/01/2013	6873	DAN WILLIAMS	Board of director	-92.35	-184.70
Paycheck	07/01/2013	6874	KEN PATEL	Board of director	-92.35	-277.05
Paycheck	07/01/2013	6875	LEROY E PRICE	Board of director	-92.35	-369.40
Paycheck	07/01/2013	6876	RALPH N MCADAMS	Board of director	-92.35	-461.75
Bill Pmt	07/01/2013	6877	APTwater, Inc	Operations management	-38,360.45	-38,822.20
Bill Pmt	07/01/2013	6878	Barbara Weber	Acct 152, 9355 Jasper Ave (deposit)	-50.00	-38,872.20
Bill Pmt	07/01/2013	6879	Glenn Burdette	Services	-1,200.00	-40,072.20
Bill Pmt	07/01/2013	6880	Joan Billingsley Trust	Acct 46, 9062 Avonne Ave (deposit)	-26.96	-40,099.16
Bill Pmt	07/01/2013	6881	LAFCO	Annual fee	-2,066.38	-42,165.54
Bill Pmt	07/01/2013	6882	Marina Michel	CCR Consultant	-50.00	-42,215.54
Bill Pmt	07/01/2013	6883	MICHAEL O'NEILL	Monthly maintenance fee	-275.00	-42,490.54
Bill Pmt	07/01/2013	6884	OLIVEIRA ENVIRONMENTAL CONSULTING	Water Reservoir Expansion Project Research	-1,360.00	-43,850.54
Bill Pmt	07/01/2013	6885	ROBERT W SCHULTZ ESQ.	Services	-1,725.00	-45,575.54
Bill Pmt	07/01/2013	6886	San Simeon Community Services District	Acct 46, 9062 Avonne Ave (balance of acct)	-23.04	-45,598.58
Bill Pmt	07/01/2013	6887	Walter Montgomery	Acct 49, 9066 Avonne Ave (deposit)	-50.00	-45,648.58
Total					-45,648.58	-45,648.58

DISCUSSION & ACTION ITEMS

DISCUSSION ACTION ITEMS

July 10, 2013

A. Resolution 13-359 - Adoption of the 2013 – 2014 Fiscal Year Budget.

During the June 18, 2013 Board Meeting a preliminary Fiscal 2013 – 2014 District Budget was presented for comment. No comments were received or changes were received by the Board. Staff recommends approval of Resolution No.13-359 adopting the 2013-2014 District Budget.

B. Extension and Amendment to Agreement with District Counsel – by Robert Schultz

Attached please find a proposed amendment to the contract between San Simeon Community Services District and myself.

The proposed amendment allows for a \$75.00 per month increase in compensation. This is the first increase I have requested since 2009 and represents less than a 2% cola increase per year. This increase probably does not even cover the gas price increases over the past four years.

The increase in compensation has already been incorporated into your budget and I respectfully request that the Board to approve the extension and amendment. RWS

RESOLUTION NO. 13-359

**A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE
SAN SIMEON COMMUNITY SERVICES DISTRICT
ADOPTING THE 2013-2014 FISCAL 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 2013-2014 fiscal year; and,

WHEREAS, the District held a public meeting on June 18, 2013 to present and receive 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 2013-2014 Fiscal Budget for 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 _____, seconded by _____, and on the following roll call vote to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing Resolution is hereby adopted this 10th day of July 2013.

ATTEST:

Ralph McAdams
Chairperson of the Board of Directors

ATTEST:

Charles Grace
General Manager/Secretary SSCSD

SAN SIMEON COMMUNITY SERVICES DISTRICT

Profit and Loss by Fund

July 2013-June 2014

		General	Waste	Water	Total
Ordinary Income/Expenses	CPI	2.00%	2.00%	2.00%	
Income	Rate Increase = CPI + Plus	0.00%	17.00%	12.00%	
4000 Operating Revenues					
4005 Utility fees-waste		\$0.00	\$373,998.36	\$0.00	\$373,998.36
4010 Utility fees-water		\$0.00	\$0.00	\$329,180.83	\$329,180.83
4025 Service fees		\$0.00	\$0.00	\$64,500.46	\$64,500.46
4050 State of Calif utility fees-waste		\$0.00	\$59,205.56	\$0.00	\$59,205.56
4000 Total Operating Revenue		\$0.00	\$433,203.92	\$393,681.30	\$826,885.22
4100 Property Taxes					
4110 Prop Tax current secured		\$67,112.20	0.00	0.00	\$67,112.20
4120 Prop Tax current secured supp		\$463.06	0.00	0.00	\$463.06
4130 Prop Tax current unsecured		\$1,722.41	0.00	0.00	\$1,722.41
4140 Prop Tax current unsecured supp		\$10.56	0.00	0.00	\$10.56
4150 Prop Tax prior secured		-\$321.66	0.00	0.00	-\$321.66
4160 Prop Tax prior secured supp		-\$7.39	0.00	0.00	-\$7.39
4170 Prop Tax prior unsecured		\$123.08	0.00	0.00	\$123.08
4180 Prop Tax prior unsecured supp		\$10.95	0.00	0.00	\$10.95
4190 Penalties and interest prop tax		\$16.24	0.00	0.00	\$16.24
4220 Homeowners prop tax relief		\$0.00	0.00	0.00	\$0.00
4230 Prop tax admin fee SB 2557		-\$1,700.28	0.00	0.00	-\$1,700.28
4270 Current utility tax		\$775.46	0.00	0.00	\$775.46
4280 State aid-homeowners		\$614.00	0.00	0.00	\$614.00
4290 Educaton Rev Augmentation		\$0.00			\$0.00
4100-4299 Total Property taxes		\$68,818.63	0.00	0.00	\$68,818.63
4750 Fema-storm damage funds				\$0.00	\$0.00
4800 Miscellaneous Income			\$0.00	\$0.00	\$0.00
4900 Late fees & adjustments		-\$2,000.00	\$0.00	\$0.00	-\$2,000.00
Total Income		\$66,818.63	\$433,203.92	\$393,681.30	\$893,703.85
Expense					
6000 Accounting	*	\$7,856.55	\$0.00	\$0.00	\$7,856.55
6015 Auto Expenses		\$0.00	\$0.00	\$0.00	\$0.00
6017 Bad Debts		\$0.00	\$0.00	\$0.00	\$0.00
6020 Bank Fees		\$0.00	\$0.00	\$0.00	\$0.00
6025 Bookkeeping	*	\$4,729.64	\$5,970.98	\$4,698.22	\$15,398.84
6030 Directors Fees	*	\$607.57	\$2,734.08	\$2,734.08	\$6,075.73
6031 Payroll Expense		\$0.00	\$0.00	\$0.00	\$0.00
6035 Dues and subscriptions	*	\$1,324.51	\$0.00	\$0.00	\$1,324.51
6045 Electrical power		\$6,670.25	\$14,709.56	\$0.00	\$21,379.81
6050 Election Expenses		\$0.00	\$0.00	\$0.00	\$0.00
6055 Road Maintenance		\$3,060.00	\$0.00	\$0.00	\$3,060.00
6060 Riprap engineering	*	\$0.00	\$0.00	\$0.00	\$0.00
6065 Equipment rental	*	\$0.00	\$0.00	\$0.00	\$0.00
6075 Insurance-health		\$5,100.88	\$0.00	\$0.00	\$5,100.88
6080 Insurance-liability	*	\$1,661.36	\$3,930.41	\$655.05	\$6,246.82
6095 LAFCO Cost Apportionment	*	\$734.33	\$522.72	\$522.72	\$1,779.77
6100 Legal fees	*	\$9,369.20	\$7,270.80	\$12,066.61	\$28,706.61
6105 Licenses and permits	*	\$626.06	\$6,976.62	\$1,846.97	\$9,449.65
6110 Memberships and seminars		\$0.00	\$0.00	\$0.00	\$0.00
6115 Miscellaneous expenses		\$2.10	\$14,256.15	\$7,492.01	\$21,750.25
6120 Office Expenses		\$443.56	\$65.47	\$0.00	\$509.03
6125 Operations Management	*	\$25,792.53	\$309,504.07	\$180,544.57	\$515,841.17
6130 Operating supplies		\$0.00	\$3,740.77	\$0.00	\$3,740.77
6145 Professional Fees		\$0.00	\$0.00	\$3,928.28	\$3,928.28
6150 Contingency	*	\$2,550.00	\$2,550.00	\$5,100.00	\$10,200.00
6180 Street lights		\$0.00	\$0.00	\$0.00	\$0.00
6191 Emergency Water Standby		\$0.00	\$0.00	\$10,000.00	\$10,000.00
6195 Website Support		\$3,168.81	\$0.00	\$0.00	\$3,168.81
6200 Violations		\$0.00	\$0.00	\$0.00	\$0.00
Total Expense		\$73,697.34	\$372,231.62	\$229,588.50	\$675,517.46
Net Ordinary Income(Loss)		-\$6,878.71	\$60,972.30	\$164,092.80	\$218,186.38
Other Income/Expenses					
Other Income					
8010 Interest Income		\$0.00	\$0.00	\$0.00	\$0.00
8015 Dividend		\$0.00			\$0.00
8020 Interest-Money Market		\$2,181.52			\$2,181.52
8030 Interest - LAIF		\$0.00	\$0.00	\$0.00	\$0.00
CPI Rate Increase		\$0.00			\$0.00
State Payment for WWTP Cap Imprv					\$0.00
Total Other Income		\$2,181.52	\$0.00	\$0.00	\$2,181.52
Other Expenses					
9010 Depreciation Expense		\$17,205.84	\$39,665.10	\$25,386.08	\$82,257.03
9030 Capital Projects/Improvements		\$0.00			\$0.00
Total Other Expenses		\$17,205.84	\$39,665.10	\$25,386.08	\$82,257.03
Net Other Income (Loss)		-\$15,024.32	-\$39,665.10	-\$25,386.08	-\$80,075.51
Net Income (Loss)		-\$21,903.03	\$21,307.20	\$138,706.71	\$138,110.88

**EXTENSION TO AGREEMENT WITH
DISTRICT COUNSEL ROBERT W. SCHULTZ**

In accordance with the Agreement for District Counsel services by and between the SAN SIMEON COMMUNITY SERVICES DISTRICT ("SSCSD") and ROBERT W. SCHULTZ ("SCHULTZ"), the agreement is hereby extended for an additional period beginning July 1, 2013 and concluding June 30, 2014, under the same terms and conditions for compensation that shall be as follows:

Compensation.

SCHULTZ shall be compensated for its services at \$1,800.00 per month. In no event shall SSCSD be liable for paying more than Twenty Thousand Seven Hundred Dollars (\$21,600.00) for the term of this agreement for SCHULTZ's services rendered per this Agreement. This amount shall not be exceeded without the prior written approval of the Board of Directors.

District and SCHULTZ herewith accept and approve said extension this 10th day of July, 2013.

Ralph McAdams, Chairperson
Board of Directors
San Simeon CSD

Robert Schultz
District Counsel