

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

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

PLACE: CAVALIER
BANQUET ROOM

AGENDA

Special Closed Session: 6:00 P.M. Cavalier Banquet Room 6.07.

1. CALL TO ORDER

1.1 Roll Call

Lois Stevens *absent*
Leanne Morgan *absent*
Lorraine Mirabal-Boubion *present*
Ardy May *present*
Richard Andresen *present*

2. PUBLIC COMMENTS: Limited to those items on the agenda. *Ken Kames: - protest -*

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

OPEN SESSION: 7:00 P.M.

1. CALL TO ORDER

1.1 PLEDGE OF ALLEGIANCE TO THE FLAG
1.2 ROLL CALL

Lois Stevens *Here*
Leanne Morgan *Here*
Lorraine Mirabal-Boubion *Here*
Ardy May *Here*
Richard Andresen *Here*

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

Hinkman ☺ clean up -

Caros, Ed ☺ When we get a H₂O project -
financing - How - to afford what we
can - Committee input - vote of the
Committee - Bond issue

closed session. R. Schult -
54956.9. - no formal action
was taken

2.1 Director's comments and proposed agenda items.

Lorraine mirabal - Boubion - - General Manager -
roll - hiring - new kind as employees -
- state involving acts -

{ meeting as soon as possible ↔
Lorraine - motion / second Lois ↔
(next agenda meeting) → (next Sept 1 week)
(Sept 2) - Rep. legal office / general council
motion carries -

~~motion~~ - { purchase order with out board }
agenda - { approvals next meeting }

3. CONSIDERATION AND APPROVAL OF WARRANTS. (ACTION)

Motion by ardy july 8 = Aug 5

Seconded by Leanne Morgan

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

Motion by Lorraine - 98-247.

Seconded by ardy - may -

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

} motion carries

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

Cost of living 2.19

operating accounts
capital projects

1/2 ^{stim} ^{fund} of Water Committee

Encumbrled
debt for \$225,000 for this year.

antenna hoop

Lois Steiner
Lorraine

moved to removed truck this year

may no
Richard no

water committee

don't understand

Ken Karnes - Fema-

June Meeting

Lois? staff removed -
heame second -

no may
no Richard

priority of Major
Priority list

8210	STRUCTURE MAINTENANCE			
8235	Major (itemized)	\$2,000.00	\$35.00	\$25,000.00
	Reroof reservoir			\$5,000.00
	Replace/repair diffusers			\$2,500.00
	Reroof office			\$1,250.00
	Repair plant lines			\$2,500.00
	Repair/rebuilt well houses			\$2,250.00
	Repair damage to concret wall at plant			\$3,000.00
	Repair railing at plant			\$1,000.00
	Repair blacktop at reservoir site			\$3,500.00
	Clean out reservoir			\$2,000.00
	Subtotal Major			\$23,000.00
8215	Subtotal Régular			\$2,000.00
	TOTAL STRUCTURE MAINTENANCE			\$25,000.00

BUDGET /ACTUAL COMPARISON

8400 LAB EXPENSE	\$300.00	778.44	\$1,000.00
8430 MEMBERSHIPS/SEMINARS	\$5,000.00	\$975.25	\$5,000.00
PROFESSIONAL FEES			
8545 LEGAL FEES	\$12,000.00	\$11,921.72	\$12,000.00
8550 ACCOUNTANT/AUDITOR	\$3,000.00	\$4,600.00	\$3,000.00
8560 ENGINEER CONSULTANT	0	\$6,803.22	\$10,000.00
8570 GENERAL MGR./ENGINEER	\$16,000.00	\$0.00	\$0.00
8590 OFFICE ADMINISTRATION ASSISTANT	\$5,000.00	\$0.00	\$0.00
8595 SAMPLE TESTING	\$7,000.00	\$8,329.42	\$8,500.00
OFFICE EXPENSE			
8505 OFFICE EXPENSE	\$2,751.00	\$2,542.72	\$2,751.00
8510 POSTAGE	\$1,551.00	\$1,160.71	\$1,551.00
8600 EQUIPMENT RENTAL	\$750.00	\$0.00	\$750.00
8635 AUTOMOBILE EXPENSE-GAS & OIL	\$1,501.00	\$1,311.58	\$1,501.00
8660 LICENSES/PERMITS	\$7,000.00	\$2,608.50	\$4,375.00
8730 UTILITIES	\$60,350.00	\$51,446.83	\$60,350.00
8730 DESAL STANDBY COST	\$12,500.00	\$0.00	\$0.00
8800 OPERATING EXPENSES	\$33,300.00	\$28,604.79	\$33,300.00
TOTALS	\$360,848.96	\$329,139.25	\$406,577.70

BUDGET /ACTUAL COMPARISON

	Budgeted for 1997-98	Spent in 1997-98	Proposed for 1998-99	
6010 OPERATORS	\$83,267.00	\$81,780.08	\$85,349.70	
6025 STANDBY	\$9,350.00	\$9,325.20	\$9,680.00	
6035 OVERTIME & HOLIDAY	\$4,100.00	\$4,797.33	\$4,800.00	
6055 CONTRACT EMPLOYEE	0	\$2,559.00	\$2,000.00	
6110 PAYROLL TAXES	\$2,500.00	\$1,263.26	\$2,500.00	
6210 HEALTH INSURANCE	\$6,200.00	\$10,176.99	\$11,000.00	
6235 PENSION PLAN	\$20,775.00	\$24,109.49	\$25,000.00	
6310 DIRECTORS FEES	\$4,500.00	\$4,425.00	\$4,500.00	
6325 BOOKKEEPER/SECRETARY	\$18,000.00	\$0.00	\$0.00	
6410 GENERAL MANAGER/SECRETARY	\$0.00	\$32,371.73	\$37,000.00	
6425 OFFICE ADMINISTRATOR	\$0.00	\$10,877.64	\$12,000.00	
6000 OTHER		\$3,481.56		
6500 EXPENSES		\$1,632.06		
8000 COMMUNICATIONS				
8005 TELEPHONE	\$2,900.00	\$4,303.74	\$3,396.00	
8025 ALARM/OPERATIONS	\$280.00	\$326.17	\$350.00	
8035 ALARM/OFFICE	\$324.00	\$324.00	\$324.00	
8050 INSURANCE, LIABILITY	\$15,600.00	0	\$15,600.00	
8090 INSURANCE, WORKERS COMP.	\$6,500.00	\$5,205.15	\$6,500.00	
8100 EQUIPMENT MAINTENANCE	\$7,000.00	\$4,703.49	\$7,000.00	
8170 VEHICLE MAINTENANCE	\$1,850.00	\$1,885.21	\$1,900.00	
8210 STRUCTURE MAINTENANCE	\$2,000.00	\$35.00	\$25,000.00	
8235 Major (itemized)				
Reroof reservoir			\$5,000.00	
Replace/repair diffusers			\$2,500.00	
Reroof office			\$1,250.00	
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Clean out reservoir			\$2,000.00	
Subtotal Major			\$23,000.00	
8215 Subtotal Regular			\$23,000.00	
TOTAL STRUCTURE MAINTENANCE			\$2,000.00	
8277 ROAD MAINTENANCE	\$4,599.96	\$675.83	\$4,600.00	
8365 SLUDGE DISPOSAL-SEWER	\$3,100.00	\$3,798.14	\$4,000.00	
			\$25,000.00	



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

COVER SHEET

Date: August 7, 1998

Job Number: 084.01 (17)

To: Forrest Warren San Simeon Community Services District Route 1, Box S-17 San Simeon, CA 93452		From: Jill Peterson John L. Wallace and Associates 4115 Broad Street, Suite B-5 San Luis Obispo, California 93401	
Phone: (805) 927-4778	Fax: (805) 927-0399	Phone: (805) 544-4011	Fax: (805) 544-4294

Subject: FY 1998/99 Budget Replacement Pages

Message:

As follow-up to John Wallace's telephone message to you this afternoon, enclosed please find the following:

- 1) Replacement page 6 of 6 of the FY 1998/99 Operating Budget showing corrected Transfers From Reserves.
- 2) New summary table of the Major Projects to be inserted right behind the FY 1998-99 Major Budget Items divider page.

Please call at the above number if you have any questions regarding these pages.

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

TOTALS RECAPITULATION

	REVENUE		EXPENDITURES		TOTAL REVENUE		TOTAL EXPENDITURES		BALANCE - REVENUE OVER EXPENSES		USE OF RESERVES		NET BALANCE	
	1997-98 Budgeted	1997-98 Actual	1998-99 Budgeted	1998-99 Actual	1997-98 Budgeted	1997-98 Actual	1998-99 Budgeted	1998-99 Actual	1997-98 Budgeted	1997-98 Actual	1998-99 Budgeted	1998-99 Actual	1997-98 Budgeted	1997-98 Actual
Tax Revenue	45,334	45,334	43,627	43,627	43,627	43,627	43,627	43,627	43,627	43,627	43,627	43,627	43,627	43,627
Services	394,187	451,945	446,500	446,500	446,500	0	202,500	0	244,000	0	244,000	0	244,000	0
Other Income	58,650	78,650	81,350	78,650	81,350	9,350	16,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000
TOTAL REVENUE	498,171	575,929	571,477	571,477	571,477	52,977	218,500	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Salaries and Employee Benefits (1)	148,692	186,800	193,830	193,830	193,830	19,887	46,513	127,429	127,429	127,429	127,429	127,429	127,429	127,429
Services and Supplies	212,157	142,340	212,748	142,340	212,748	36,512	40,058	136,178	136,178	136,178	136,178	136,178	136,178	136,178
Capital Improvements (2)	0	0	944,119	0	944,119	93,000	520,000	331,119	331,119	331,119	331,119	331,119	331,119	331,119
TOTAL EXPENDITURES	360,849	329,140	1,350,697	329,140	1,350,697	149,399	606,571	594,726	594,726	594,726	594,726	594,726	594,726	594,726
NET BALANCE	392,822	246,789	(779,220)	(779,220)	(779,220)	(96,422)	(388,071)	(294,726)	(294,726)	(294,726)	(294,726)	(294,726)	(294,726)	(294,726)
Transfers from Reserves	255,500	0	779,220	0	779,220	96,422	388,071	294,726	294,726	294,726	294,726	294,726	294,726	294,726

NOTES:

- (1) Salary and employee benefits shown are without 1998-99 anticipated cost of living increase
- (2) Capital projects

**SAN SIMEON COMMUNITY SERVICES DISTRICT
MAJOR PROJECTS PRIORITY LIST**

PROJECT NAME	ESTIMATED COST
Water Project/Desal Plant and Pipeline	Unknown
Environmental/Design	\$ 225,000 -
Storage Facilities/Shop	\$ 46,819
Avonne Avenue & Castillo Avenue Loop Water Line	\$ 35,000
Clarifier Drive Chains	\$ 9,300
Outfall Inspection	\$ 10,000
Outfall Line Repair <i>(to be reimbursed by FEMA)</i>	\$ 51,000
Miscellaneous Road Repairs (FY 98/99)	\$ 50,000
Fire Hydrants	\$ 15,000
Repave Plant Road	\$ 3,000
Water Tank (Design)	\$ 40,000
Pipe Bridge	\$ 100,000
Grinder/Manhole Modifications	\$ 50,000
Effluent Line to Highway 1	\$ 10,000
Hearst-San Simeon Waterline Replacement	\$ 75,000
New Truck	\$ 20,000
Drainage Improvements on Avonne Avenue	\$ 20,000
Wastewater System Improvements (FY 98/99)	\$ 15,000
Main Line Water Valve Replacements	\$ 15,000
Water Line Replacements FY 1998-99	\$ 100,000
Water Line Replacements FY 1999-00 (Design)	\$ 15,000
Wastewater Cover	\$ 50,000
Reclaimed Water Facilities and Design	\$ 40,000
TOTAL	\$ 995,119

6. Review/consideration of cover for equalization tank.

(Wallace/Head)

{ fabric - over \$50,000
& air filter / chads filter }*

covered used
in the comb
holding tank

not ten feet away from house

7. Review/consideration of next phase of loop water line.

(Wallace/Head)

Table
need capped

8. Review/consideration of Avonne Drainage improvements.

(Wallace)

Avonne
20,000 plus
on -

9. San Simeon Restaurant's application for minor use permit proposed customer area outside the restaurant.

(Schultz/Warren) (Ramey)

table and chairs outside?

motion: hearne Morgan - Ramey -
with

~~area~~ (hony second) (4 ays)

height - seating be not increased.

castle

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

Chairman of Board of White Board → March 11-1998

→ Pleasure of Boards

Make stable - evaluate until Board office each

Lois E. Heanna

{ may NO }
{ noted NO }

agenda Sept² meeting

notice before anniversary (sales)

11. **STAFF REPORT**

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

(Ashtillo)

notes - home loan

more ahead with project

11.1 WRITTEN COMMUNICATIONS (Warren)

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

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

11.2 ORAL COMMUNICATIONS

Consideration of Miscellaneous verbal Staff reports.

water budget for New Creek - cancel application

12. **ADJOURNMENT** time (10:10)

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

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

PLACE: CAVALIER
BANQUET ROOM

AGENDA

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

1. **CALL TO ORDER**
 - 1.1 Roll Call

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

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

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 - 1.1 PLEDGE OF ALLEGIANCE TO THE FLAG
 - 1.2 ROLL CALL

2. **PUBLIC COMMENTS:** Note: Any topic NOT on the agenda may be presented. Please observe a 3-minute limit.
 - 2.1 Director's comments and proposed agenda items.

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

4. **Resolution of the Board of Directors of the San Simeon Community Services District amending the Conflict of Interest Code to incorporate by reference the Fair Political Practices Commission's Model Conflict of Interest Code. (Schultz/Warren)**
5. **Second Budget Workshop/Approval of 1998/1999 Budget. (Wallace/Warren)**
6. **Review/consideration of cover for equalization tank. (Wallace/Head)**
7. **Review/consideration of next phase of loop water line. (Wallace/Head)**
8. **Review/consideration of Avonne Drainage improvements. (Wallace)**
9. **San Simeon Restaurant's application for minor use permit proposed customer area outside the restaurant. (Schultz/Warren)**
10. **Confer merit increases to General Manager Forrest Warren and Office Administrator Kim Allison of 5% (as per article 4-4-7 Performance section of the District Policy Book.)(Schultz/Warren)**
11. **STAFF REPORT**
 - 11.0 District Engineer John Wallace update: Pipebridge, Hearst Dr. Water line replacement, Avonne water line looping, etc.
 - 11.1 WRITTEN COMMUNICATIONS (Warren)
 - 10.11 Request for relief from larger water bill, Richard Aitken.
 - 10.12 Letter from Ed Caras regarding 1996 rate change/separate accounting.
 - 11.2 ORAL COMMUNICATIONS
Consideration of Miscellaneous verbal Staff reports.
12. **ADJOURNMENT**

SAN SIMEON COMMUNITY SERVICES DISTRICT
WARRANT REPORT
 July 8 through August 5, 1998

DATE	NUM	NAME	WARRANT #	MEMO	AMOUNT
7/7/98	1702	RICHARD ANDRESEN	9807-001	MONTHLY BOARD SERVICE FOR JUNE	\$75.00
7/7/98	1703	ARDY MAY	9807-002	MONTHLY BOARD SERVICE FOR JUNE	\$75.00
7/7/98	1704	LORAIN MIRABAL-BOUBION	9807-003	MONTHLY BOARD SERVICE FOR JUNE	\$75.00
7/7/98	1705	LEANNE MORGAN	9807-004	MONTHLY BOARD SERVICE FOR JUNE	\$75.00
7/7/98	1706	LOIS STEVENS	9807-005	MONTHLY BOARD SERVICE FOR JUNE	\$75.00
7/7/98	1707	MISSION COUNTRY DISPOSA	9807-006	RUBBISH	\$137.65
7/7/98	1708	FOUNDATION CROSS-CONN.	9807-007	MEMBERSHIP RENEWAL CROSS-CONN.	\$100.00
7/7/98	1709	GTE WIRELESS	9807-008	CELL PHONE	\$24.26
7/7/98	1710	MISSION UNIFORM SERVICE	9807-009	TOWELS & COVERALLS	\$54.72
7/7/98	1711	SDRMA	9807-010	INSURANCE RENEWAL	\$11,834.24
7/7/98	1712	PUBLIC EMP. RET. SYSTEM	9807-011	HEALTH INSURANCE FOR JULY	\$1,047.02
7/7/98	1713	A BETTER BEEP	9807-012	PAGER FOR JULY	\$11.50
7/14/98	1714	LYNNE SINGER	9807-013	ACCOUNTING SERVICES	\$350.00
7/14/98	1715	AT&T	9807-014	TELEPHONE	\$9.39
7/14/98	1716	CAMBRIA HARDWARE	9807-015	SMALL TOOLS & PLUMBING SUPPLIES	\$90.57
7/14/98	1717	C.C.S.D.	9807-016	TOTAL COLIFORM & COLIFORM P/A	\$262.50
7/14/98	1718	LOIS STEVENS	9807-017	MONTHLY BOARD SERVICE FOR JULY	\$75.00
7/14/98	1719	LEANNE MORGAN	9807-018	MONTHLY BOARD SERVICE FOR JULY	\$75.00
7/14/98	1720	LORAIN MIRABAL-BOUBION	9807-019	MONTHLY BOARD SERVICE FOR JULY	\$75.00
7/14/98	1721	ARDY MAY	9807-020	MONTHLY BOARD SERVICE FOR JULY	\$75.00
7/14/98	1722	RICHARD ANDRESEN	9807-021	MONTHLY BOARD SERVICE FOR JULY	\$75.00
7/14/98	1723	FGL ENVIRONMENTAL	9807-022	INORGANIC ANALYSIS	\$138.60
7/14/98	1724	PG&E	9807-023	ELECTRICITY	\$4,033.76
7/14/98	1725	KIMBERLY ALLISON	9807-024	PAYROLL 7/1/98-7/15/98	\$335.10
7/14/98	1726	RONALD HEAD	9807-025	PAYROLL 7/1/98-7/15/98	\$1,779.36
7/14/98	1727	LEROY PRICE	9807-026	PAYROLL 7/1/98-7/15/98	\$1,272.59
7/14/98	1728	FORREST WARREN	9807-027	PAYROLL 7/1/98-7/15/98	\$1,281.58
7/16/98	1729	MID-STATE BANK	9807-028	PAYROLL TAXES	\$1,544.96
7/16/98	1730	PETTY CASH	9807-029	PETTY CASH	\$69.91
7/16/98	1731	U.S. POSTMASTER	9807-030	POSTAGE	\$98.30
7/21/98	1732	COMMERCE CHEMICAL CO.	9807-031	POL-EZ 3466	\$168.00
7/21/98	1733	GROENIGER & COMPANY	9807-032	SHUTTLE VALVE	\$99.74
7/21/98	1734	HUNT & ASSOCIATES	9807-033	ATTORNEY FEES	\$967.07
7/21/98	1735	PG&E	9807-034	STREET LIGHTS	\$725.13
7/21/98	1736	PACIFIC BELL	9807-035	TELEPHONE	\$12.76
7/21/98	1737	SLO CO. ENVIRON. HEALTH	9807-036	CROSS CONNECTION FOR 4/98-5/98	\$76.00
7/21/98	1738	MCCARTHY STEEL	9807-037	3-10 GAL. GALV. CHANNEL BOX DIVIDER	\$1,222.65
7/21/98	1739	JOHN WALLACE & ASSOC.	9807-038	MAJOR WATER PROJECTS	\$5,912.00
7/21/98	1739	JOHN WALLACE & ASSOC.	9807-038	ENGINEER CONSULTANT	\$1,434.96
7/23/98	1740	PUBLIC EMP. RET. SYSTEM	9807-039	RETIREMENT FOR JUNE	\$2,213.07
7/23/98	1741	EMPLOYMENT DEV. DEPT.	9807-040	PAYROLL TAXES	\$561.98
7/31/98	1742	KIMBERLY ALLISON	9807-041	PAYROLL 7/16/98-7/31/98	\$421.37
7/31/98	1743	RONALD HEAD	9807-042	PAYROLL 7/16/98-7/31/98	\$1,929.83
7/31/98	1744	LEROY PRICE	9807-043	PAYROLL 7/16/98-7/31/98	\$1,159.90
7/31/98	1745	FORREST WARREN	9807-044	PAYROLL 7/16/98-7/31/98	\$1,168.60
7/31/98	1746	BUSHWACKER	9807-045	PERFORMANCE BOND REPAYMENT	\$3,000.00
8/5/98		TOTAL			\$46,299.07

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8545 LEGAL FEES	\$12,000.00	\$11,921.72	\$12,000.00
8550 ACCOUNTANT/AUDITOR	\$3,000.00	\$4,600.00	\$3,000.00
8560 ENGINEER CONSULTANT	0	\$6,803.22	\$10,000.00
8570 GENERAL MGR./ENGINEER	\$16,000.00	\$0.00	\$0.00
8590 OFFICE ADMINISTRATION ASSISTANT	\$5,000.00	\$0.00	\$0.00
8595 SAMPLE TESTING	\$7,000.00	\$8,329.42	\$8,500.00
8505 OFFICE EXPENSE	\$2,751.00	\$2,542.72	\$2,751.00
8510 POSTAGE	\$1,551.00	\$1,160.71	\$1,551.00
8600 EQUIPMENT RENTAL	\$750.00	\$0.00	\$750.00
8635 AUTOMOBILE EXPENSE-GAS & OIL	\$1,501.00	\$1,311.58	\$1,501.00
8660 LICENSES/PERMITS	\$7,000.00	\$2,608.50	\$4,375.00
8730 UTILITIES	\$60,350.00	\$51,446.83	\$60,350.00
8730 DESAL STANDBY COST	\$12,500.00	\$0.00	\$0.00
8800 OPERATING EXPENSES	\$33,300.00	\$28,604.79	\$33,300.00
TOTALS	\$360,848.96	\$329,139.25	\$406,577.70

San Simeon Community Services District



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

MEMORANDUM

DATE: August 5, 1998

TO: Board of Directors

FROM: Forrest Warren

SUBJECT: Audit, Weed Abatement & Accounting System

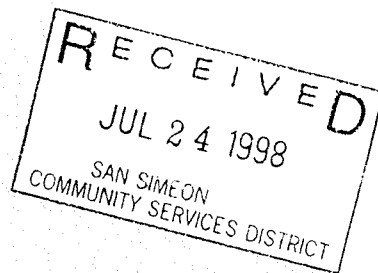
Bob Crosby has accepted the proposed contract of \$2,500.00.

Don Campo has finished the lots on his list (across from the District Office/Balboa). The lot south of the Europa Restaurant is being done by a weed abatement contractor (Rob) who was hired by the owners.

Lynne Singer, C.P.A. was hired by the General Manager to do a year end refinement on the accounting system (this need was caused by the switching of the computer and accounting systems). This will make the audit process go more smoothly and cost the District less money. Her fee will be under \$1,000.00.

If you have extensive questions that staff would have to research, please ask them before the meeting.

WILEY RAMEY
ATTORNEY AT LAW
STATE BAR #45792
9520 Castillo Drive • San Simeon, CA 93452
(805) 541-5536



July 14, 1998

San Simeon Community Services District
111 Pico Avenue
San Simeon, CA 93452

Attn: Forest Warren

RE: San Simeon Restaurant

Dear Mr. Warren:

Concerning the San Simeon Restaurant plan to move tables and chairs out onto the front of the building, enclosed herewith is a copy of the proposed seating arrangements before and after. The key to this proposal is that no additional seating will be required, since we already have more than enough seats as it is.

Very truly yours,

A handwritten signature in cursive script that reads "Wiley Ramey".

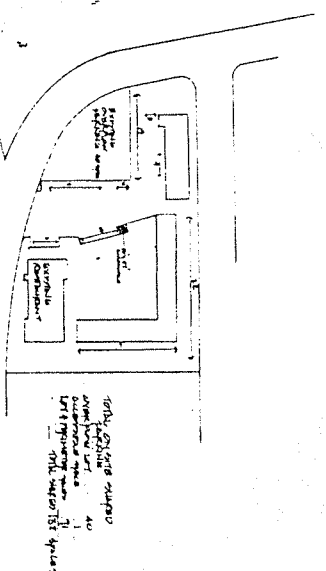
Wiley Ramey

WR:rttr

Encls.

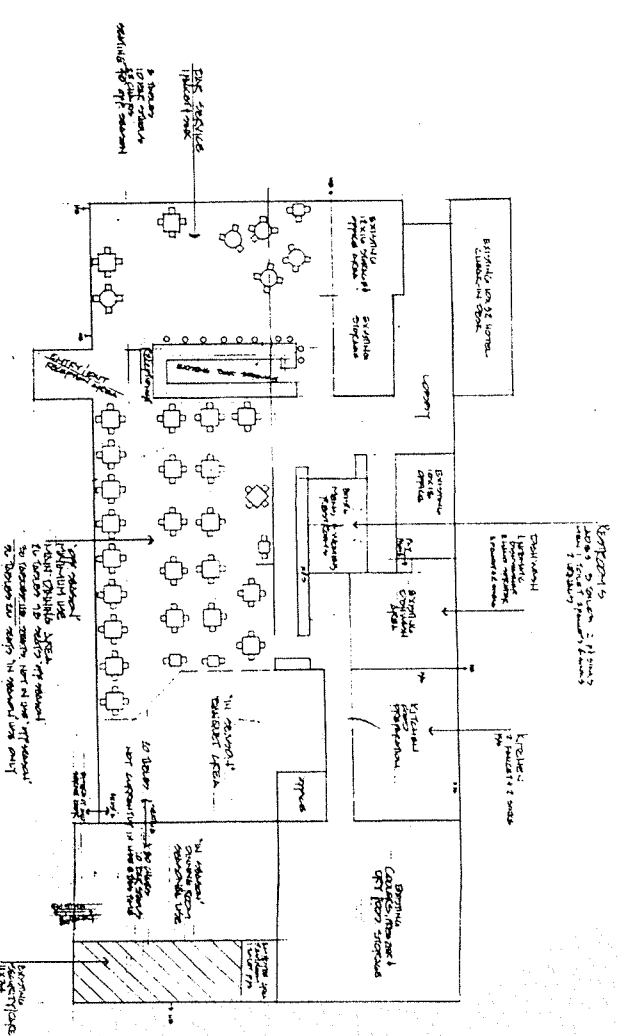
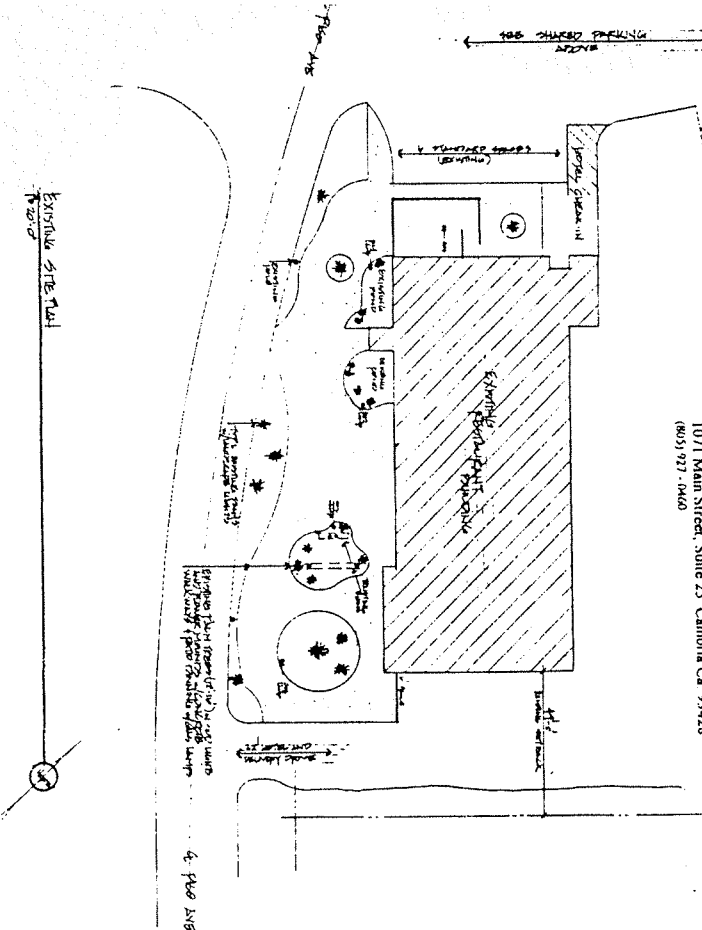
P.S. I had considered changing the name to William Randolph's Restaurant but have decided not to do so. Instead, we are going to known as San Simeon Bar and Grill.

be



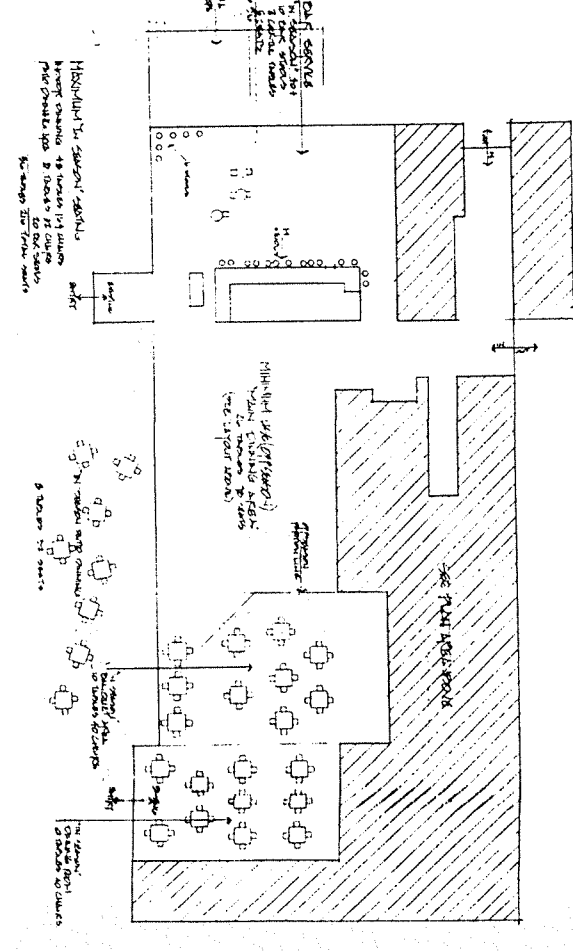
William Randolphs Restaurant
 9520 Castilla Drive San Simon Ca. 93452
 (805) 927-4604

Spencer Construction Co. Inc. #678438
 1071 Main Street, Suite 25 Cambria Ca. 93432
 (805) 927-1460



EXISTING IN USE (OFF SEASON) SIDEWALK USE 1/2 WIDTH SIDE WALK

ANALYSIS OF THE EXISTING RESTAURANT BUILDING



RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON
COMMUNITY SERVICES DISTRICT AMENDING THE CONFLICT OF
INTEREST CODE TO INCORPORATE BY REFERENCE THE
FAIR POLITICAL PRACTICES COMMISSION'S MODEL
CONFLICT OF INTEREST CODE

WHEREAS, amendments to the Political Reform Act, Government Code Section 81000, et seq., have in the past and foreseeably will in the future, require conforming amendments to be adopted by this body to its Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission (FPPC) has adopted a model Conflict of Interest Code ("Model Code") for consideration by local governments, set forth at 2 California Code of Regulations, Section 18730, and to which future amendments may be adopted by the FPPC after public notice and hearing conducted under the Administrative Procedure Act, Government Code Sections 11370, et seq; and

WHEREAS, adoption and incorporation by reference of the Model Code and later amendments will save this body time and money by minimizing the administrative requirements necessary to keep its local code in conformity with the Political Reform Act; and

WHEREAS, adoption and incorporation by reference of the Model Code will ensure an accurate and clear Conflict of Interest Code for the use and benefit of all affected District officers and employees and the interested public.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Simeon Community Services District as follows:

1. All previous adopted resolutions and policies regarding the creation of a District Conflict of Interest Code are hereby rescinded.
2. The Model Code set forth at 2 Code of California Regulations, Section 18730, and any and all amendments duly adopted by the FPPC, are hereby adopted and incorporated by reference by and for the use of the this body and shall constitute the District's Conflict of Interest Code for the officers and employees described on Exhibit "A".

On motion of Director Mirabal-Boublion, seconded by Director May, and on the following roll call vote, to wit:

AYES: Lois Stevens, Leanne Morgan, Lorraine Mirabal-Boublion, Andy May, and Richard Andresen

NOES: none

ABSENT: none

the foregoing Resolution was PASSED and ADOPTED this

Richard Andresen
Chairman, Board of Directors

ATTEST:

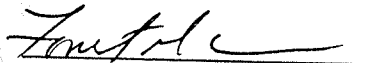

Forrest G. Warren
General Manager/Secretary

EXHIBIT "A"

**LIST OF EMPLOYEE POSITIONS DESIGNATED AS
SUBJECT TO THE PROVISIONS OF THE DISTRICT'S
CONFLICT OF INTEREST CODE**

District officers and employees in the below described positions shall comply with the District's Conflict of Interest Code. Disclosure of financial interests shall be required for the indicated categories (see Form 721 or Form 730). Disqualification shall occur when required by the Code.

DISCLOSURE CATEGORIES

- A - Investments
- B - Interests in Real Property
- C-1 - Interests in Real Property Held by a Business Entity or Trust
- C-2 - Investments Held by a Business Entity or Trust
- D - Income
- D-1 - Income - Travel Payments, Advances, Reimbursements
- E - Income - Loans
- F - Income - Gifts
- G - Income - Honoraria
- H-1 - Commission Income Received by Brokers, Agents and Salespersons
- H-2 - Income and Loans to Business Entities or Trusts
- H-3 - Income for Rental Property

POSITIONS

CATEGORIES

Board Member	ALL
District Manager	ALL
District Counsel	ALL
Assistant District Counsel	ALL

SAN SIMEON COMMUNITY SERVICES DISTRICT

111 Pico Ave.
San Simeon, CA 93452
U.S.A

Phone 805-927-4778
Fax 805-927-0399

July 31, 1998

Dear Board Members,

Regarding the request by Richard Aitken to allow a reduction to his bill for the month of July 1998 due to a water leak.

I find that according to the way this type of water leak was handled in the past, Mr. Aitken would not be entitled to the sum of \$136.13 reduction in is sewer bill for the month of July 1998.

The question is whether the water went through the sewer system or not. In this case it did, therefore the reduction in the sewer portion of the bill does not apply according to past incidents of the same nature.

Sincerely,



Forrest G. Warren

Richard Aitken
9042 Avonne Ave.
San Simeon, Calif. 93452

July 30, 1998

San Simeon Community Services Dist.
111 Pico Avenue
San Simeon, California 93452

I was shocked today when I learned that our water useage had jumped several times its normal amount. The plumber who inspected my house for problems, has informed me that a toilet mal-functioned and allowed a great deal of water to escape into the drain.

Any steps you can take to help alleviate my enormous bill would certainly be appreciated.

Thank you.


Richard Aitken

San Simeon Item QuickReport June 30, 1997 through July 30, 1998

Type	Date	Num	Name	Memo	Qty	Amount
Service						
SEWER RES						
Invoice	6/30/97	97651	1051C AITKEN, RICHARD	SEWER CHARGE	-761	-22.15
Invoice	7/25/97	970710...	1051C AITKEN, RICHARD	SEWER CHARGE	-713	-20.75
Invoice	8/27/97	970810...	1051C AITKEN, RICHARD	SEWER CHARGE	-741	-21.56
Invoice	9/26/97	970910...	1051C AITKEN, RICHARD	SEWER CHARGE	-717	-20.86
Invoice	11/26/97	971110...	1051C AITKEN, RICHARD	SEWER CHARGE	-547	-15.92
Invoice	12/26/97	971210...	1051C AITKEN, RICHARD	SEWER CHARGE	-631	-18.36
Invoice	1/27/98	980110...	1051C AITKEN, RICHARD	SEWER CHARG...	-779	-22.67
Invoice	2/27/98	980210...	1051C AITKEN, RICHARD	SEWER CHARG...	-759	-22.09
Invoice	3/27/98	980310...	1051C AITKEN, RICHARD	SEWER CHARG...	-605	-17.61
Invoice	4/27/98	980410...	1051C AITKEN, RICHARD	SEWER CHARG...	-814	-23.69
Invoice	5/27/98	980510...	1051C AITKEN, RICHARD	SEWER CHARG...	-900	-26.19
Invoice	6/26/98	980610...	1051C AITKEN, RICHARD	SEWER CHARG...	-670	-19.50
Invoice	7/27/98	980710...	1051C AITKEN, RICHARD	SEWER CHARG...	-5,398	-157.08
Total SEWER RES						-408.43
Total Service						-408.43
TOTAL						-408.43

408.43
 - 157.08

 251.35

$12 \overline{) 251.35} = \$ 20.95$ Average sewer use

157.08
 - 20.95

 \$ 136.13 - Possible sewer Reduction

430.76 current bill
 - 136.13 minus reduction

 \$ 294.63 Total due

SAN SIMEON COMMUNITY SERVICES DISTRICT

111 Pico Ave.
San Simeon, CA 93452
U.S.A

Phone 805-927-4778
Fax 805-927-0399

March 04, 1998

Dear Board Members,

It has been the policy of the Board to reduce a person's sewer bill if they have had a water leak by the amount that is over their average sewer bill.

Over the last several months, Board members have indicated they would like to change procedure so that each item doesn't have to come to the full Board as an agenda item.

Therefore, I suggest the following. After the District receives a letter requesting a reduction on a bill, staff prepare a written finding along with all the necessary documentation and present it to the Board members.

Prior to agenda approval, if Board members object to the findings and recommendations they should notify staff. It will then be placed on the agenda as a separate item for full discussion and motion (Agendas are posted one week prior to the regular Board meeting therefore, notification needs to be made prior to that date.)

Otherwise, the item will be placed under written communications for public announcement as recommended. No formal vote would be needed. At this time, if something should arise, it would be appropriate to discuss the item and vote on it if necessary.

This would only include items less than \$200. Any item over \$200 would come before the Board as a agenda item and would require a motion and vote.

Sincerely,



Forrest G. Warren

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

DATE: Wednesday, March 11, 1998
TIME: 7:00P.M.

PLACE: CAVALIER
BANQUET ROOM

MINUTES

1. CALL TO ORDER

1.1 PLEDGE OF ALLEGIANCE TO THE FLAG

1.2 ROLL CALL

Present:

Director Stevens, Morgan, Mirabal-Boubion, May and Andresen

Absent: None

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

No public comments were made.

**3. CONSIDERATION AND APPROVAL OF MINUTES OF FEBRUARY 11, 1998
AND SPECIAL MEETING FEBRUARY 20, 1998.**

Motion by Mirabal-Boubion seconded by May to approve minutes as corrected. (Item 8.2 on February 11, 1998 Minutes should read "Ardy May commented the water committee was to meet on Friday, February 13, 1998 at 10:30 am at the Cavalier's conference room." Motion carried.

4. CONSIDERATION AND APPROVAL OF WARRANTS.

Motion by May seconded by Morgan to approve warrants as submitted. Motion carried.

5. CONSIDERATION OF PERSONNEL EVALUATION FORM.

Motion by Mirabal-Boubion seconded by May to approve personnel evaluation form as corrected. Motion carried

**6. CONSIDERATION OF A POLICY TO ALLOW THE GENERAL
MANAGER TO ADJUST SEWER CHARGES DUE TO WATER LEAKS.**

Motion by Mirabal-seconded by May to allow the General Manager to adjust sewer charges due to water leaks up to \$200 after information is presented to the Board Members, as outlined in the letter of March 4,

1998 by the General Manager to the Board of Directors. (see enclosed letter) Motion carried.

7. DISCUSSION OF THE FOLLOWING FOR STAFF DIRECTIONS:

A. VARIOUS POLICY CHANGES

After discussion and input from staff and Directors, it was indicated that the plan of action for both Job descriptions and policy changes would be the following: Dave Fleishman would review the policies along with other staff members. At the same time, the Board members would review the policies and job descriptions. In two weeks, staff and Board members would exchange their concerns.

B. JOB DESCRIPTIONS (WASTEWATER OPERATORS)

See above item.

C. BUDGET (1998/99)

After discussion the Chairman stated that at the next Board Meeting there would be an item on the agenda as to the formation of a committee and members to review the budget.

8. CONSIDERATION OF SAMDA'S WATER PROJECT MEMORANDUM.

After considerable discussion with staff, Mel McColloch (SAMDA representative) and public, the Board made the following motion:

Motion by Mirabal-Boubion seconded by Morgan to work out details of an agreement regarding legal, financial and engineering aspects with SAMDA.

9. STAFF REPORTS:

JOHN WALLACE

A. STATUS REPORT ON LOOP LINE BETWEEN CASTILLO DR. AND AVONNE AVE. (FLOW TEST AND EASEMENTS SEARCH.)

John Wallace indicated they found no easements across the Motel 6 property. Chairman Andresen indicated we should contact Motel 6 regarding the possibilities of an easement across their property.

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

SURVEY CREWS HAVE COMPLETED THE TOPOGRAPHY. A STRUCTURAL ENGINEER AND A SOIL FIRM HAVE BEEN SELECTED FOR THE BRIDGE. DUE

TO WEATHER DELAYS A REVISED CONSTRUCTION SCHEDULE WAS ISSUED.

A CONTRACT WITH CAL TRANS WAS MADE REGARDING THE PLACEMENT OF A HOST LINE UNDER HIGHWAY ONE DURING THE CONSTRUCTION OF THE BRIDGE ALIGNMENT.

CAL TRANS 18" HOST PIPE UNDER HIGHWAY 1 WOULD COST \$18,750.00.

C. STATUS REPORT: PLANNING GRANT APPLICATION OFFICE OF WATER RECYCLING.

ON MARCH 5TH REPRESENTATIVES FROM THE OFFICE OF WATER RECYCLING VISITED SAN SIMEON TO GET A BETTER UNDERSTANDING OF OUR NEEDS.

10. WRITTEN COMMUNICATIONS

Consideration of an adjustment to Theda Jones January water bill.

MOTION BY MAY, SECONDED BY STEVENS, TO REDUCE THE SEWER PORTION OF THEDA JONES' JANUARY BILL BY \$34.23. MOTION CARRIED.

11. ORAL COMMUNICATIONS

Consideration of Miscellaneous verbal Staff reports and Directors' comments.

Next water committee meeting is set for March 26, 1998 at 10:30 am at the Cavalier Inn.

ADJOURNED TO CLOSED SESSION

12. PERSONNEL SESSION PURSUANT TO GOV. CODE SECTION 54957. PERFORMANCE REVIEW FOR GENERAL MANAGER, FORREST WARREN.

RECONVENED TO OPEN SESSION

13. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION.

The Board met in closed session pursuant to Gov. code 54957 for a performance review of General Manager, Forrest Warren. The actions taken are subject to the confidentiality provision of the Brown Act as this was a personnel matter. No formal action was taken. Formal action will be taken under item #14 consideration of a merit increase.

14. CONSIDERATION OF MERIT INCREASE FOR FORREST WARREN, GENERAL MANAGER.

Motion by Stevens seconded by Morgan to give Forrest Warren, General Manager a merit increase (5%).

15. ADJOURNMENT 8:55 P.M.

SAN SIMEON COMMUNITY SERVICES DISTRICT

111 Pico Ave.
San Simeon, CA 93452
U.S.A

Phone 805-927-4778
Fax 805-927-0399

August 4, 1998

Edward L. Caras
9389 Jasper Way
San Simeon, CA. 93452

Dear Edward,

I am sorry that you didn't attend the Regular Meeting of the Board of Directors on June 10, 1998.

Enclosed is the memorandum from Robert Schultz regarding the 1996 water and wastewater rate increases that was discussed at that meeting.

The bottom line to the issue was that in April 1996 when the rate increase was adopted there was no contract for DeSal. The contract for DeSal was signed in September 1996.

The rate increases were "to offset the annual increase and operating costs due to increases in contractual service costs, utility and equipment maintenance costs and the loss of other revenues which have historically been used to offset the costs of wastewater and water services".

No separate accounting of these funds (for whatever project they might be used) has ever been established by the District Board nor is it needed per advice from the Auditor and Legal Counsel.

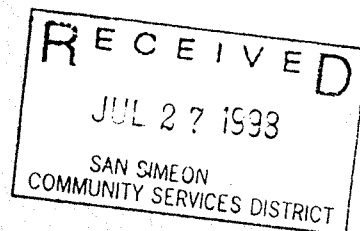
I hope this answers your question.

Sincerely,



Forrest G. Warren
General Manager/Secretary

July 22, 1998



SSCSD
Board of Directors
111 Pico Ave, Rt 1
Box S-17
San Simeon, CA 93452

Dear Board of Directors,

Approximately 4 months ago, I asked a question at a regular meeting and to-date I have not received an answer. I do think, as a citizen of San Simeon, I am entitled to have the information.

The question is: How much money have we accumulated, since the last rate increase, for a major water project like the Desal project? Remember, that increase was predicated on the fact that the board would work towards getting additional water for the community. I believe the staff should be accumulating each month, the amount it is collecting for this future project.

If you find that going back to the time of the rate increase to identify how much was collected each month for this future project to be cumbersome, I am perfectly willing to work at the district office to help compiling the monthly contribution that should be set aside for additional water. I would also help to develop a system to insure the appropriate Journal Entry is made each month.

Your reply to this question is anticipated.

Sincerely,

A handwritten signature in cursive script, appearing to read "E. Caras".

Edward L. Caras

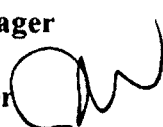
SAN SIMEON COMMUNITY SERVICES DISTRICT
SUPERINTENDENT'S REPORT FOR JULY 1998

FLOW COMPARISON - Water				
JLY 1998 3,597,000 gallons	YTD 1998 16,816,000 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	10% decrease 14% decrease	
JLY 1997 4,017,000 gallons	YTD 1997 19,572,000 gallons	GROSS WATER PRODUCTION: NET WATER PRODUCTION: MONTHLY RECOVERY RATE:	3,622,000 gallons 3,337,985 gallons 92%	
RAINFALL				
JLY 1998 0.00 inches	98-99 YTD 0.00 inches	MONTHLY COMPARISON: ANNUAL COMPARISON:	0 CONSTANT 0 CONSTANT	
JLY 1997 0.00 inches	97-98 YTD 0.00 inches			
WELL DEPTH COMPARISON				
JLY 1998 10.45 feet	JUN 1998 10.68 feet	JLY 1997 11.04 feet	MONTHLY COMPARISON: ANNUAL COMPARISON:	0.23 feet higher 0.59 feet higher
CHLORIDE COMPARISON				
JLY 1998 46 mg/l	JUN 1998 64 mg/l	JLY 1997 46 mg/l	MONTHLY COMPARISON: ANNUAL COMPARISON:	LOWER CONSTANT
FLOW COMPARISON - District Wastewater Treated				
JLY 1998 2,403,600 gallons	YTD 1998 14,041,380 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	19% decrease 8% decrease	
JLY 1997 2,968,966 gallons	YTD 1997 15,228,606 gallons			
FLOW COMPARISON - State Wastewater Treated				
JLY 1998 425,833 gallons	YTD 1998 2,443,458 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	15% increase 14% decrease	
JLY 1997 370,440 gallons	YTD 1997 2,826,600 gallons			
DISCHARGE REQUIREMENTS				
EFFLUENT BOD: INFLUENT BOD:	6.1 mg/l n/a mg/l	EFFLUENT SUSPENDED SOLIDS: INFLUENT SUSPENDED SOLIDS:	3 mg/l n/a ml/l	
BIOSOLIDS DISPOSAL				
JULY:	26200 gallons	YTD:	128400 gallons	

SAN SIMEON COMMUNITY SERVICES DISTRICT

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

MEMORANDUM

DATE: August 6, 1998
TO: Board of Directors
VIA: Forrest G. Warren, General Manager
FROM: John L. Wallace, District Engineer 
SUBJECT: Current District Projects - Status and Scheduling

RECOMMENDATIONS:

It is recommended that the Board;
Receive and file this report; provide direction to staff.

DISCUSSION:

Attached are the revised tentative construction schedules for Board review and consideration. The revised schedules establish a timetable for construction during the off-peak tourist season.

The new schedules include the additional engineering design for the comminutor/diversion channels that are now part of the construction of the Pipeline Bridge Contract.

PIPELINE BRIDGE PROJECT:

Structural Engineering plans and specifications are complete and are being incorporated into the overall Contract Documents and Specification package which includes the new channel/comminutor improvements. The project was postponed to accommodate construction during the off-peak season.

A legal description of the 10-foot easement at the Cavalier Motel for the new pipeline bridge facilities is being created. Negotiations for the Cavalier to grant this easement to the District are pending.

HEARST DRIVE AND SAN SIMEON AVENUE WATERLINE REPLACEMENT:

Contract Documents Specifications and Plans to construct the new 8-inch waterline are complete. The request for bids was postponed to accommodate construction for off-peak season.

CASTILLO AND AVONNE LOOP:

A legal description of the 10-foot easement from the Motel 6 for the new pipeline facilities is being created for an easement across the motel parking lot. A Motel 6 representative has verbally agreed to offer this Grant of Easement.

Staff has not begun design of the Castillo loop pending execution of a Grant of Easement.

SAN SIMEON COMMUNITY SERVICES DISTRICT

**Revised Tentative Construction Schedule
for the**

PIPELINE BRIDGE AND CHANNELIZATION PROJECT

Survey and Structural Design Completion	August 5, 1998
Contract Documents, Drawings and Specification Complete	August 14, 1998
1st Notice to Bidders	August 18, 1998
2nd Notice to Bidders (min. 5 days between publications)	August 25, 1998
Pre-Bid Conference (Friday, 2:00 pm)	August 28, 1998
Receive Bids (Wednesday, 2:00 pm)	September 2, 1998
Award of Bid	September 9, 1998
Notice of Award*	September 10, 1998
Notice to Proceed* (15 days from Award)	September 25, 1998
Start Work (10 days from Notice to Proceed)	October 5, 1998
Completion - (120 Calendar Days)	January 5, 1999

* send Certified Mail
a \brdgsch.wpd.crt

NOT A PART OF THE CONTRACT

SAN SIMEON COMMUNITY SERVICES DISTRICT

TENTATIVE CONSTRUCTION SCHEDULE

for the

HEARST DRIVE SAN SIMEON AVENUE WATER LINE REPLACEMENT

Survey and Design Completed	February 20, 1998
Contract Document, Drawings and Specification Completed	February 27, 1998
1st Notice to Bidders	August 11, 1998
2nd Notice to Bidders (min. 5 days between publications)	August 18, 1998
Pre-Bid Conference (Friday, 2:00 pm)	August 21, 1998
Receive Bids (Wednesday, 2:00 pm)	September 2, 1998
Award of Bid	September 9, 1998
Notice of Award*	September 10, 1998
Notice to Proceed* (15 days from Award)	September 25, 1998
Start Work (10 days from Notice to Proceed)	October 5, 1998
Completion - (45 Calendar Days)	November 19, 1998

* send Certified Mail
a. herstsch.wpd.ert

THIS IS NOT A PART OF THE CONTRACT

SAN SIMEON COMMUNITY SERVICES DISTRICT
TENTATIVE CONSTRUCTION SCHEDULE
for the
CASTILLO AND AVONNE AVENUE WATERLINE LOOP

Survey and Design Completed	August 31, 1998
Contract Document, Drawings and Specification Completed	September 25, 1998
1st Notice to Bidders	October 6, 1998
2nd Notice to Bidders (min. 5 days between publications)	October 13, 1998
Pre-Bid Conference (Friday, 2:00 pm)	November 20, 1998
Receive Bids (Wednesday, 2:00 pm)	December 2, 1998
Award of Bid	December 9, 1998
Notice of Award*	December 10, 1998
Notice to Proceed* (15 days from Award)	December 25, 1998
Start Work (10 days from Notice to Proceed)	January 5, 1999
Completion - (30 Calendar Days)	February 5, 1999

* send Certified Mail
a \castillosch.wpd.crt

THIS IS NOT A PART OF THE CONTRACT

SAN SIMEON COMMUNITY SERVICES DISTRICT

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

MEMORANDUM

DATE: August 6, 1998
TO: Board of Directors
VIA: Forrest G. Warren, General Manager
FROM: John L. Wallace, District Engineer
SUBJECT: Drainage Improvements on Avonne Avenue

DISCUSSION:

An existing 12-inch corrugated metal piping system (CMP) in Avonne Avenue approximately 300-feet south of Otter Way clogs, causes flooding during a storm and is subject to collapse. The culvert continues to be an ongoing maintenance problem.

The CMP is corroded on the bottom exposing the soil beneath the pipe which causes storm water flows to back-up. Another storm drain pipe that was installed parallel to Avonne Avenue also affects storm water flows and needs to be considered with these improvements.

Staff has attempted to clean the existing piping only to find that the pipe has either collapsed or debris is lodged in the pipe. In addition, staff has discovered that used engine oil is being dumped at this location.

There are storm drain markers available that are installed at the curb inlets that educate the public on the hazards associated with dumping waste into the storm drain system. Staff will investigate the use of the markers to hopefully educate the public on this project.

Reconstruction of this storm water conveyance system at this location is highly recommended and has been included in the Fiscal Year 1998-99 Capital Improvement Project budget. A topographical survey and hydraulic analysis is also recommended.

RECOMMENDATIONS:

It is recommended that the Board;

1. Direct staff to begin the topographical survey, hydraulic analysis and preliminary cost estimate for a replacement culvert.
2. Direct staff to begin preparing the necessary contract documents, specifications and drawings for the project.

SAN SIMEON COMMUNITY SERVICES DISTRICT

PRELIMINARY CONSTRUCTION COST ESTIMATE

AVONNE AVENUE STORM DRAIN REPAIRS

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL
1	12-INCH HDPE STORM DRAIN PIPING	60	LF	\$60	\$3,600
2	CONCRETE HEADWALL	2	EA	\$3,500	\$7,000
3	EARTHWORK	1	LS	\$4,500	\$4,500
4	DEBRIS REMOVAL	1	LS	\$1,500	\$1,500
	SUBTOTAL				\$16,600
	CONTINGENCIES @ 10%				\$1,660
	PROJECT ADMINISTRATION @ 5%				\$830
	TOTAL				\$19,090

DESIGN ENGINEERING @ 6%	\$996
SURVEYING @ 3%	\$498
PERMITTING @ 2%	\$332
TOTAL	\$1,826

JOB # 084 02
AVONNEDRAIN.WB1

August 7, 1998
CRT

Copy that I had at Aug 12, 1998 meeting

BUDGET /ACTUAL COMPARISON

W. A. ...

7

water

water

total

10,280.00

24,200.00

table

copy

long term

	Budgeted for 1997-98	Spent in 1997-98	Proposed for 1998-99
6010 OPERATORS	\$83,267.00	\$81,780.08	\$85,349.70
6025 STANDBY	\$9,350.00	\$9,325.20	\$9,680.00
6035 OVERTIME & HOLIDAY	\$4,100.00	\$4,797.33	\$4,800.00
6055 CONTRACT EMPLOYEE	0	\$2,559.00	\$2,000.00
6110 PAYROLL TAXES	\$2,500.00	\$1,263.26	\$2,500.00
6210 HEALTH INSURANCE	\$6,200.00	\$10,176.99	\$11,000.00
6235 PENSION PLAN	\$20,775.00	\$24,109.49	\$25,000.00
6310 DIRECTORS FEES	\$4,500.00	\$4,425.00	\$4,500.00
6325 BOOKKEEPER/SECRETARY	\$18,000.00	\$0.00	\$0.00
6410 GENERAL MANAGER/SECRETARY	\$0.00	\$32,371.73	\$37,000.00
6425 OFFICE ADMINISTRATOR	\$0.00	\$10,877.64	\$12,000.00
6000 OTHER		\$3,481.56	
6500 EXPENSES		\$1,632.067	
8000 COMMUNICATIONS			
8005 TELEPHONE	\$2,900.00	\$4,303.74	\$3,396.00
8025 ALARM/OPERATIONS	\$280.00	\$326.17	\$350.00
8035 ALARM/OFFICE	\$324.00	\$324.00	\$324.00
8050 INSURANCE, LIABILITY	\$15,600.00	0	\$15,600.00
8090 INSURANCE, WORKERS COMP.	\$6,500.00	\$5,205.15	\$6,500.00
8100 EQUIPMENT MAINTENANCE	\$7,000.00	\$4,703.49	\$7,000.00
8170 VEHICLE MAINTENANCE	\$1,850.00	\$1,885.21	\$1,900.00
8210 STRUCTURE MAINTENANCE	\$2,000.00	\$35.00	\$25,000.00
8235 Major (itemized)			
Reroof reservoir			\$5,000.00
Replace/repair diffusers			\$2,500.00
Reroof office			\$1,250.00
Repair plant lines			\$2,500.00
Repair/rebuilt well houses			\$2,250.00
Repair damage to concret wall at plant			\$3,000.00
Repair railing at plant			\$1,000.00
Repair blackout at reservoir site			\$3,500.00
Clean out reservoir			\$2,000.00
Subtotal Major			\$23,000.00
8215 Subtotal Regular			\$2,000.00
TOTAL STRUCTURE MAINTENANCE			\$25,000.00
8277 ROAD MAINTENANCE	\$4,599.96	\$675.83	\$4,600.00
8365 SLUDGE DISPOSAL-SEWER	\$3,100.00	\$3,798.14	\$4,000.00

BUDGET /ACTUAL COMPARISON

8400 LAB EXPENSE	\$300.00	778.44	\$1,000.00
8430 MEMBERSHIPS/SEMINARS	\$5,000.00	\$975.25	\$5,000.00
PROFESSIONAL FEES			
8545 LEGAL FEES	\$12,000.00	\$11,921.72	\$12,000.00
8550 ACCOUNTANT/AUDITOR	\$3,000.00	\$4,600.00	\$3,000.00
8560 ENGINEER CONSULTANT	0	\$6,803.22	\$10,000.00
8570 GENERAL MGR./ENGINEER	\$16,000.00	\$0.00	\$0.00
8590 OFFICE ADMINISTRATION ASSISTANT	\$5,000.00	\$0.00	\$0.00
8595 SAMPLE TESTING	\$7,000.00	\$8,329.42	\$8,500.00
8505 OFFICE EXPENSE	\$2,751.00	\$2,542.72	\$2,751.00
8510 POSTAGE	\$1,551.00	\$1,160.71	\$1,551.00
8600 EQUIPMENT RENTAL	\$750.00	\$0.00	\$750.00
8635 AUTOMOBILE EXPENSE-GAS & OIL	\$1,501.00	\$1,311.58	\$1,501.00
8660 LICENSES/PERMITS	\$7,000.00	\$2,608.50	\$4,375.00
8730 UTILITIES	\$60,350.00	\$51,446.83	\$60,350.00
8730 DESAL STANDBY COST	\$12,500.00	\$0.00	\$0.00
8800 OPERATING EXPENSES	\$33,300.00	\$28,604.79	\$33,300.00
TOTALS	\$360,848.96	\$329,139.25	\$406,577.70

July 21, 1998

\$20,000 recycling grant

More than a third of your projects are water and it's appropriate they go back to the water committee for review and some kind of recommendation as to priority. Seems to me that only two of them have come back and with any kind of recommendation and Hearst Drive was already in the works, and the other was the fire hydrant.

DA: Pipe bridge OK'd already.

Mike: Some kind of recommendation come back from the committee or disband the committee.

DA: This is a wish list.

Mike: No, it's a capital plan.

I don't understand environmental design for \$225,000. Environmental design for WHAT?

John: That goes along with the other project Water project/desal project and pipeline, cost as yet unknown. For a budget figure to execute that kind of a project, we know that there will be environmental processing and design involved with that. Turnkey, there might be relatively little of that we would expend. However, if a project the district wanted to proceed with, it's a holding place for an estimated cost that we know would be involved with an onsite desal plant for ocean studies and that kind of thing.

Mike: My problem is, we're continuing to allocate our reserves against unknowns. In the 13-15 years we've been talking about water, we still don't have a project identified. It seems inappropriate at this time to budget what appears to be environmental design for a project that isn't even _____ . There are A lot of us that think you're not going to be able to put a water line out into the ocean. I'm just concerned that, as you allocate those dollars, our rates go up. We're just sitting here doing the same thing we did 10 years ago.

Ed: Agenda says "workshop/approve." You honestly believe you can approve a budget tonight with all these questions?

RA: What's wrong with it?

Ed: You said it was a wish list.

RA: All budgets are, usually, unless you have some projects going. These projects are necessary to be done in this district, if we're going to move forward.

Some of these were on here for 5 years.

Ed: is this a yearly budget.

RA: yes

Ed: you're going to spend all this money in one year.

RA: No

Ed: Then you can't put it in the budget. How the heck are you put in it a budget if you're not going to spend it that year? Raise our rates to \$1,000 a month?

RA: These things have been on the list for 7-8 years.

John: purpose of budget review and workshop is to consider these very things. If they're going to approve it, has to be shown in the budget for approval.

Lois: truck

Lorry: In all prob. We're not going to get the truck this year. We don't have storage facilities. There's only 60some thousand miles on the truck. I make a motion. Lois seconded.

RA: 3-2, of course. Remove the truck.

Mike: I request the board send this back to committee for review. Part needs to go back to staff, part to the committee. I think it needs reworking. (see marks on list)

Restrained Argument

Mike: We need to know the scope of the problem.

Ra: instead of pumping it out to the ocean.

Mike: I think the board's got some decisions to make on some of these projects and I think they're being hurried into doing something they don't buy into, and in some cases, don't understand.

RA: Thanks mike.

Lois: move send back to staff to remove some of the unnecessary and organize it better. 3-2.

John: I think the board needs to indicate the direction for staff to take.

Lorry: I want to discuss the operating budget.

FW: maybe best to go back to committee, I agree some of these need to be better explained to people. We need very specific feedback from you. Better form to do it in a committee meeting rather than an open board meeting.

RA: does the board want to sit down again and have another workshop?

FW: We have a long agenda. I definitely feel we need to go through them. I don't think this is the proper format in an open board meeting.

Lorry: It may be a matter of priorities

Mike: Review of equal. Tank cover, etc. It's out of sequence. We need to understand what the hell they are before we say, yea, put them in the budget.

Next items on the agenda, 6-7-8, explanations of what's on the budget.

JW: If the board adopted the budget.

Mike: I don't think the board should be continually adopting budgets and then figuring out how to justify them. The projects should come forward prioritized.

7 projects water, of that, 5 haven't even been heard by the committee. It's a joke.

Lorry: can we afford these projects?

Mike: Seems to me, this board is missing what I'll call a strategic plan. I realize being prepared for them is important. But we do have limited resources.

RA: How long that water tanks been on this budget.

JW: budget has some logic to it as to timing. At top, it says water project, committee says do a water project. Presumption is if you don't have a water project, you don't do a water tank. But if you are going to attack fire flows, maybe you do the tank first.

Mike: that is an appropriate decision to be made first before the budget. Line 6", but there's not enough water in it.
(verbal volley between Mike and RA) **RA:** you'll have to give us specific projects you're talking about, you can't just go in generalities.

Mike: That's what you've given us. \$1 million in projects without explanations and you're asking the board and the members to adopt that. I don't believe you have a consensus as to which priorities come first.

(discussion about priorities)

JW: I agree, not a master plan done for this community. It's been done piecemeal, but not all together. That takes time and effort. In the meantime, we do know there are certain identified deficiencies. You don't have the proper fire flow that you need, you don't have looped water lines for better protection for health as well as fire protection. You don't have hydrants. You do deserve explanations, but we have tried to do that by giving you a summary and construction sequence. And there's just not enough information behind this, apparently, to give you as much information as you could want or need to make these decisions.

Leanne:

JW: There's nothing new in this package, it's just been retyped.

Mike: Do you know what you're voting for when they ask you to approve \$100,000 for water lines for 1998-1999? Do you know what you're buying. Are you buying pigs.

RA: Wait, Mike, Let John answer your questions.

Mike: No wait.

RA: Your out of order. Would you like to have some answers.

Mike: No. I'd like to finish. My question is, if you put this before the board people, they're supposed to be knowledgeable about these projects, and I dare say there are probably 3 or 4 that can't tell us what you're buying and it's not their fault, because I don't think the rest of us know either.

I'm not looking for an explanation (from John). I'm asking them. You're asking the wrong person.

RA: John's going to answer your question.

Mike: don't u think that's a bit late?

RA: That's what this is all about.

Mike: I think you're missing the point.

RA: I'm not missing the point.

Mike: I think these need to go back to the committee and there needs to be some kind of concensus

John: need for better understanding on the projects, and we agree. There's no changes, it's just been put in one document. Maybe there's a shock in seeing it all in one document, and its gotten people to thinking, and that's good.

Mike: I don't think any of us on the committee have seen any of that information. Either send it to the committee or disband it.

RA: Lets revise it for clarity.

JW: I have a problem with September 2, a conflict.

Mike: Water committee, I've sat here in this community for 30 years. 25% of your reserve funds that sit in this document, I believe we've paid into it. Youre talking about spending half of it in one year. That concerns me. I want a voice in it, I want to understand it. And I intend to be involved. I don't mean to be obnoxious, but I won't be outshouted.

RA: We'll take it into consideration.

KEN TOPPING:

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5

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BUDGET /ACTUAL COMPARISON

8600 Equipment Rental	\$750.00	\$0.00	\$750.00
8635 Automobile Expense-Gas & Oil	\$1,501.00	\$1,311.58	\$1,400.00
8660 Licenses/Permits	\$7,000.00	\$2,608.50	\$2,608.50
8730 Utilities	\$60,350.00	\$51,446.83	\$51,446.83
8730 DeSal Standby Cost	\$12,500.00	\$0.00	\$0.00
8800 Operating Supplies	\$33,300.00	\$28,604.79	\$28,604.79

TOTALS after 8/12/98 meeting \$360,848.96 \$324,928.35 \$355,501.66

Handwritten signature

8235 MAJOR (ITEMIZED)

Reroof reservoir	\$5,000.00
Replace/repair diffusers	\$2,500.00
Reroof office	\$1,250.00
Repair plant lines	\$2,500.00
Repair/rebuild well houses	\$2,250.00
Repair damage to concrete wall at plant	\$3,000.00
Repair railing at plant	\$1,000.00
Repair blackout at reservoir site	\$3,500.00
Clean out reservoir	\$2,000.00
Subtotal Major	\$23,000.00
Subtotal Regular	\$0.00
TOTAL STRUCTURE MAINTENANCE	\$23,000.00

Difference between 1998-99 Proposed & 1997-98 Actuals \$30,573.31
 Structure Maintenance \$23,000.00
 Difference between 1998-99 Proposed & 1997-98 Budgeted (Under) \$5,347.30

BUDGET /ACTUAL COMPARISON

	Budgeted for 1997-98	Spent in 1997-98	Proposed for 1998-99
PAYROLL			
6010 Operators	\$83,267.00	\$81,780.08	\$81,780.08
6025 Standby	\$9,350.00	\$9,325.20	\$9,325.00
6035 Overtime & Holiday	\$4,100.00	\$4,797.33	\$4,800.00
6055 Contract Employees	0	\$2,559.00	\$0.00
6110 Payroll Taxes	\$2,500.00	\$2,165.98	\$1,500.00
6210 Health Insurance	\$6,200.00	\$10,176.99	\$10,200.00
6235 Pension Plan	\$20,775.00	\$24,109.49	\$24,200.00
6310 Director's Fees	\$4,500.00	\$4,425.00	\$4,500.00
6325 Bookkeeper/Secretary	\$18,000.00	\$0.00	\$0.00
6410 General Manager/Secretary	\$0.00	\$32,371.73	\$32,371.73
6425 Office Administrator	\$0.00	\$10,877.64	\$10,877.64
COMMUNICATIONS			
8005 Telephone	\$2,900.00	\$4,303.74	\$3,396.00
8025 Alarm/Operations	\$280.00	\$326.17	\$350.00
8035 Alarm/Office	\$324.00	\$324.00	\$324.00
INSURANCE			
8050 Insurance, Liability	\$15,600.00	0	\$11,834.24
8090 Insurance, Workmen's Comp	\$6,500.00	\$5,205.15	\$5,500.00
MAINTENANCE			
8100 Equipment Maintenance	\$7,000.00	\$4,703.49	\$5,000.00
8170 Vehicle Maintenance	\$1,850.00	\$1,885.21	\$1,900.00
8210 Structure Maintenance	\$2,000.00	\$35.00	\$23,000.00
8277 Road Maintenance	\$4,599.96	\$675.83	\$700.00
8365 Sludge Disposal-Sewer	\$3,100.00	\$3,798.14	\$3,800.00
8400 Lab Expense	\$300.00	778.44	\$800.00
8430 Membership/Seminars	\$5,000.00	\$975.25	\$1,000.00
PROFESSIONAL FEES			
8545 Legal Fees	\$12,000.00	\$11,921.72	\$12,000.00
8550 Accountant/Auditor	\$3,000.00	\$4,600.00	\$2,500.00
8560 Engineer Consultant	0	\$6,803.22	\$7,000.00
8570 General Manager/Engineer	\$16,000.00	\$0.00	\$0.00
8590 Office Administration Assistant	\$5,000.00	\$0.00	\$0.00
OPERATING EXPENSES			
8595 Sample Testing	\$7,000.00	\$8,329.42	\$8,329.42
8505 Office Expense	\$2,751.00	\$2,542.72	\$2,542.72
8510 Postage	\$1,551.00	\$1,160.71	\$1,160.71

(policy)

\$5,000

Post-it® Fax Note 7671

Date Sept 2, 1999 Pages 2

To Jill Peterson

From Ernest Peterson

Co. 927-4778

Phone # please call

Phone #

Fax #

This is the last presentation to the Board.

BUDGET /ACTUAL COMPARISON

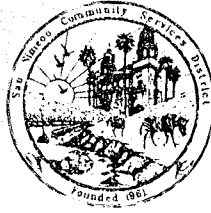
8600 Equipment Rental	\$750.00	\$0.00	\$750.00
8635 Automobile Expense-Gas & Oil	\$1,501.00	\$1,311.58	\$1,400.00
8660 Licenses/Permits	\$7,000.00	\$2,608.50	\$2,608.50
8730 Utilities	\$60,350.00	\$51,446.83	\$51,446.83
8730 DeSal Standby Cost	\$12,500.00	\$0.00	\$0.00
8800 Operating Supplies	\$33,300.00	\$28,604.79	\$28,604.79
TOTALS after 8/12/98 meeting	\$360,848.96	\$324,928.35	\$355,501.66
8235 MAJOR (ITEMIZED)			
Reroof reservoir			\$5,000.00
Replace/repair diffusers			\$2,500.00
Reroof office			\$1,250.00
Repair plant lines			\$2,500.00
Repair/rebuild well houses			\$2,250.00
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Repair blackout at reservoir site			\$3,500.00
Clean out reservoir			\$2,000.00
Subtotal Major			\$23,000.00
8215 Subtotal Regular			\$0.00
TOTAL STRUCTURE MAINTENANCE			\$23,000.00

Difference between 1998-99 Proposed & 1997-98 Actuals \$30,573.31
 Structure Maintenance \$23,000.00
 Difference between 1998-99 Proposed & 1997-98 Budgeted (Under) \$5,347.30

BUDGET /ACTU COMPARISON

	Budgeted for 1997-98	Spent in 1997-98	Proposed for 1998-99
PAYROLL			
6010 Operators	\$83,267.00	\$81,780.08	\$81,780.08
6025 Standby	\$9,350.00	\$9,325.20	\$9,325.00
6035 Overtime & Holiday	\$4,100.00	\$4,797.33	\$4,800.00
6055 Contract Employees	0	\$2,559.00	\$0.00
6110 Payroll Taxes	\$2,500.00	\$2,165.98	\$1,500.00
6210 Health Insurance	\$6,200.00	\$10,176.99	\$10,200.00
6235 Pension Plan	\$20,775.00	\$24,109.49	\$24,200.00
6310 Director's Fees	\$4,500.00	\$4,425.00	\$4,500.00
6325 Bookkeeper/Secretary	\$18,000.00	\$0.00	\$0.00
6410 General Manager/Secretary	\$0.00	\$32,371.73	\$32,371.73
6425 Office Administrator	\$0.00	\$10,877.64	\$10,877.64
COMMUNICATIONS			
8005 Telephone	\$2,900.00	\$4,303.74	\$3,396.00
8025 Alarm/Operations	\$280.00	\$326.17	\$350.00
8035 Alarm/Office	\$324.00	\$324.00	\$324.00
INSURANCE			
8050 Insurance, Liability	\$15,600.00	0	\$11,834.24
8090 Insurance, Workmen's Comp	\$6,500.00	\$5,205.15	\$5,500.00
MAINTENANCE			
8100 Equipment Maintenance	\$7,000.00	\$4,703.49	\$5,000.00
8170 Vehicle Maintenance	\$1,850.00	\$1,885.21	\$1,900.00
8210 Structure Maintenance	\$2,000.00	\$35.00	\$23,000.00
8277 Road Maintenance	\$4,599.96	\$675.83	\$700.00
8365 Sludge Disposal-Sewer	\$3,100.00	\$3,798.14	\$3,800.00
8400 Lab Expense	\$300.00	778.44	\$800.00
8430 Membership/Seminars	\$5,000.00	\$975.25	\$1,000.00
PROFESSIONAL FEES			
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8560 Engineer Consultant	0	\$6,803.22	\$7,000.00
8570 General Manager/Engineer	\$16,000.00	\$0.00	\$0.00
8590 Office Administration Assistant	\$5,000.00	\$0.00	\$0.00
OPERATING EXPENSES			
8595 Sample Testing	\$7,000.00	\$8,329.42	\$8,329.42
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8510 Postage	\$1,551.00	\$1,160.71	\$1,160.71

San Simeon Community Services District



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

MEMORANDUM

DATE: August 25, 1998

TO: Board of Directors

FROM: Forrest Warren

SUBJECT: Revised Budget and Facilities Tour

After revising the proposed 1998-1999 Budget as directed by the Board of Directors at the last Regular Board Meeting, the new total Operating Budget for the Fiscal Year 1998-1999 is \$355,501.66 which is \$5,347.30 less than the Operating Budget for the fiscal year 1997-1998 which totaled \$360,848.96.

The Board has the authority to make changes that might affect the Budget at any time.

In regards to the structural maintenance items that were discussed at the last meeting, Ron is available to take you on a tour of the facilities. Just give him a call to set up a time that is convenient.

My recommendation is to approve the operational budget as is. Individual refinements can be made during the course of the year by Board action. In this District, the Budget is mainly a planning tool used to give staff direction for the coming year.

BUDGET /ACTUAL COMPARISON

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BUDGET /ACTUAL COMPARISON

8600 Equipment Rental	\$750.00	\$0.00	\$750.00
8635 Automobile Expense-Gas & Oil	\$1,501.00	\$1,311.58	\$1,400.00
8660 Licenses/Permits	\$7,000.00	\$2,608.50	\$2,608.50
8730 Utilities	\$60,350.00	\$51,446.83	\$51,446.83
8730 DeSal Standby Cost	\$12,500.00	\$0.00	\$0.00
8800 Operating Supplies	\$33,300.00	\$28,604.79	\$28,604.79

TOTALS after 8/12/98 meeting \$360,848.96 \$324,928.35 \$355,501.66

8235 MAJOR (ITEMIZED)

Reroof reservoir			\$5,000.00
Replace/repair diffusers			\$2,500.00
Reroof office			\$1,250.00
Repair plant lines			\$2,500.00
Repair/rebuild well houses			\$2,250.00
Repair damage to concrete wall at plant			\$3,000.00
Repair railing at plant			\$1,000.00
Repair blackout at reservoir site			\$3,500.00
Clean out reservoir			\$2,000.00
Subtotal Major			\$23,000.00
8215 Subtotal Regular			\$23,000.00
TOTAL STRUCTURE MAINTENANCE			\$23,000.00

Difference between 1998-99 Proposed & 1997-98 Actuals \$30,573.31
 Structure Maintenance \$23,000.00
 Difference between 1998-99 Proposed & 1997-98 Budgeted (Under) \$5,347.30

San Simeon Community Services District



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

MEMORANDUM

DATE: August 25, 1998

TO: Board of Directors

FROM: Forrest Warren

SUBJECT: Revised Budget and Facilities Tour

After revising the proposed 1998-1999 Budget as directed by the Board of Directors at the last Regular Board Meeting, the new total Operating Budget for the Fiscal Year 1998-1999 is \$355,501.66 which is \$5,347.30 less than the Operating Budget for the fiscal year 1997-1998 which totaled \$360,848.96.

The Board has the authority to make changes that might affect the Budget at any time.

In regards to the structural maintenance items that were discussed at the last meeting, Ron is available to take you on a tour of the facilities. Just give him a call to set up a time that is convenient.

My recommendation is to approve the operational budget as is. Individual refinements can be made during the course of the year by Board action. In this District, the Budget is mainly a planning tool used to give staff direction for the coming year.

BUDGET /ACTUAL COMPARISON

	Budgeted for 1997-98	Spent in 1997-98	Proposed for 1998-99
PAYROLL			
6010 Operators	\$83,267.00	\$81,780.08	\$81,780.08
6025 Standby	\$9,350.00	\$9,325.20	\$9,325.00
6035 Overtime & Holiday	\$4,100.00	\$4,797.33	\$4,800.00
6055 Contract Employees	0	\$2,559.00	\$0.00
6110 Payroll Taxes	\$2,500.00	\$2,165.98	\$1,500.00
6210 Health Insurance	\$6,200.00	\$10,176.99	\$10,200.00
6235 Pension Plan	\$20,775.00	\$24,109.49	\$24,200.00
6310 Director's Fees	\$4,500.00	\$4,425.00	\$4,500.00
6325 Bookkeeper/Secretary	\$18,000.00	\$0.00	\$0.00
6410 General Manager/Secretary	\$0.00	\$32,371.73	\$32,371.73
6425 Office Administrator	\$0.00	\$10,877.64	\$10,877.64
COMMUNICATIONS			
8005 Telephone	\$2,900.00	\$4,303.74	\$3,396.00
8025 Alarm/Operations	\$280.00	\$326.17	\$350.00
8035 Alarm/Office	\$324.00	\$324.00	\$324.00
INSURANCE			
8050 Insurance, Liability	\$15,600.00	0	\$11,834.24
8090 Insurance, Workmen's Comp	\$6,500.00	\$5,205.15	\$5,500.00
MAINTENANCE			
8100 Equipment Maintenance	\$7,000.00	\$4,703.49	\$5,000.00
8170 Vehicle Maintenance	\$1,850.00	\$1,885.21	\$1,900.00
8210 Structure Maintenance	\$2,000.00	\$35.00	\$23,000.00
8277 Road Maintenance	\$4,599.96	\$675.83	\$700.00
8365 Sludge Disposal-Sewer	\$3,100.00	\$3,798.14	\$3,800.00
8400 Lab Expense	\$300.00	778.44	\$800.00
8430 Membership/Seminars	\$5,000.00	\$975.25	\$1,000.00
PROFESSIONAL FEES			
8545 Legal Fees	\$12,000.00	\$11,921.72	\$12,000.00
8550 Accountant/Auditor	\$3,000.00	\$4,600.00	\$2,500.00
8560 Engineer Consultant	0	\$6,803.22	\$7,000.00
8570 General Manager/Engineer	\$16,000.00	\$0.00	\$0.00
8590 Office Administration Assistant	\$5,000.00	\$0.00	\$0.00
OPERATING EXPENSES			
8595 Sample Testing	\$7,000.00	\$8,329.42	\$8,329.42
8505 Office Expense	\$2,751.00	\$2,542.72	\$2,542.72
8510 Postage	\$1,551.00	\$1,160.71	\$1,160.71

BUDGET /ACTUAL COMPARISON

8600 Equipment Rental	\$750.00	\$0.00	\$750.00
8635 Automobile Expense-Gas & Oil	\$1,501.00	\$1,311.58	\$1,400.00
8660 Licenses/Permits	\$7,000.00	\$2,608.50	\$2,608.50
8730 Utilities	\$60,350.00	\$51,446.83	\$51,446.83
8730 DeSal Standby Cost	\$12,500.00	\$0.00	\$0.00
8800 Operating Supplies	\$33,300.00	\$28,604.79	\$28,604.79

TOTALS after 8/12/98 meeting \$360,848.96 \$324,928.35 \$355,501.66

8235 MAJOR (ITEMIZED)

Reroof reservoir			\$5,000.00
Replace/repair diffusers			\$2,500.00
Reroof office			\$1,250.00
Repair plant lines			\$2,500.00
Repair/rebuild well houses			\$2,250.00
Repair damage to concrete wall at plant			\$3,000.00
Repair railing at plant			\$1,000.00
Repair blacktop at reservoir site			\$3,500.00
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San Simeon Community Services District



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

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My recommendation is to approve the operational budget as is. Individual refinements can be made during the course of the year by Board action. In this District, the Budget is mainly a planning tool used to give staff direction for the coming year.

OFFICE OF THE TREASURER
SACRAMENTO



LOCAL AGENCY INVESTMENT FUND
P.O. BOX 942809
SACRAMENTO, CA 94209-0001
JULY, 1998 STATEMENT

Date: 07/31/98
Page: 01

ACCOUNT NUMBER: 16-40-003

COMMUNITY SERVICES DISTRICT
OF SAN SIMEON
ATTN: CHAIRMAN
111 PICO AVENUE
SAN SIMEON CA 93452

EFFECTIVE DATE	TRANSACTION DATE	TRAN TYPE	CONF NO	AUTH CALLER	TRANSACTION AMOUNT	BALANCE
BEGINNING BALANCE - REG						\$1,691,380.43
07/15/98	07/14/98	DD	715	SYS	\$23,827.51	\$1,715,207.94
ENDING BALANCE - REG						\$1,715,207.94
GRAND TOTAL						\$1,715,207.94

SUMMARY

	TRAN COUNT	TOTAL DEPOSIT AMT	TOTAL WITHDRAWAL AMT
REG	0	\$23,827.51	\$0.00

Vintage pipes are cause for concern

By Kathe Tanner
The Cambrian

SAN SIMEON — There's an old community services district credo: "An unreplaced old pipe will break."

San Simeon CSD officials found that out the hard way on Veterans Day, when a corroded 4-inch steel pipe carrying water between the California Seacoast Lodge and the Jade Motel sprouted a dime-sized hole. A motel manager discovered water bubbling up from the leak that was 9 feet below ground level.

It took a four-day cooperative effort between the Cambria and San Simeon CSDs to patch the pipe that leaked about 15,000 gallons.

time.

The pipe is more than 30 years old and if left unreplaced it will leak again, former SSCSD board member Ray Price told the board on Nov. 12.

"It should have been replaced 13 years ago," Price said, along with another line near the district's "City Hall." Two fire hydrants in town also need upgrading, he said.

Cambria, too, has had similar problems. Earlier this year, officials discovered that a sewer main carrying treated wastewater to the district's percolation ponds had leaked for months into sensitive state park habitat areas. By the time district workers found the leak, got state permission to do the repairs and completed the work, more than 9 million gallons of treated sewage effluent had been lost, officials estimated.

In another major water loss in 1993, a pipe broke under Highway 1 near Weymouth Street, costing the district 10 million gallons of water.

The two districts have miles of water and sewage pipes that serve some 6,000 Cambria residents, 250 San Simeon inhabitants and

Please see Leaks, Page A-3

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

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

PLACE: CAVALIER
BANQUET ROOM

AGENDA

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

1. **CALL TO ORDER**
 - 1.1 Roll Call
2. **PUBLIC COMMENTS: Limited to those items on the agenda.**
3. **Conference with Legal counsel due to significant exposure to litigation. (Schultz)**
Government Code Section 54956.9 (b): Significant exposure to litigation exists based upon existing facts and the advice of legal counsel as to one matter.

OPEN SESSION: 7:00 P.M.

1. **CALL TO ORDER**
 - 1.1 PLEDGE OF ALLEGIANCE TO THE FLAG
 - 1.2 ROLL CALL
2. **PUBLIC COMMENTS:** Note: Any topic NOT on the agenda may be presented. Please observe a 3-minute limit.
 - 2.1 Director's comments and proposed agenda items.
3. **CONSIDERATION AND APPROVAL OF WARRANTS. (ACTION)**

4. **Resolution of the Board of Directors of the San Simeon Community Services District amending the Conflict of Interest Code to incorporate by reference the Fair Political Practices Commission's Model Conflict of Interest Code. (Schultz/Warren)**
5. **Second Budget Workshop/Approval of 1998/1999 Budget. (Wallace/Warren)**
6. **Review/consideration of cover for equalization tank. (Wallace/Head)**
7. **Review/consideration of next phase of loop water line. (Wallace/Head)**
8. **Review/consideration of Avonne Drainage improvements. (Wallace)**
9. **San Simeon Restaurant's application for minor use permit proposed customer area outside the restaurant. (Schultz/Warren)**
10. **Confer merit increases to General Manager Forrest Warren and Office Administrator Kim Allison of 5% (as per article 4-4-7 Performance section of the District Policy Book.)(Schultz/Warren)**
11. **STAFF REPORT**
 - 11.0 District Engineer John Wallace update: Pipebridge, Hearst Dr. Water line replacement, Avonne water line looping, etc.
 - 11.1 WRITTEN COMMUNICATIONS (Warren)
 - 10.11 Request for relief from larger water bill, Richard Aitken.
 - 10.12 Letter from Ed Caras regarding 1996 rate change/separate accounting.
 - 11.2 ORAL COMMUNICATIONS
 - Consideration of Miscellaneous verbal Staff reports.
12. **ADJOURNMENT**

SAN SIMEON COMMUNITY SERVICES DISTRICT
WARRANT REPORT
 July 8 through August 5, 1998

<u>DATE</u>	<u>NUM</u>	<u>NAME</u>	<u>WARRANT #</u>	<u>MEMO</u>	<u>AMOUNT</u>
7/7/98	1702	RICHARD ANDRESEN	9807-001	MONTHLY BOARD SERVICE FOR JUNE	\$75.00
7/7/98	1703	ARDY MAY	9807-002	MONTHLY BOARD SERVICE FOR JUNE	\$75.00
7/7/98	1704	LORAIN MIRABAL-BOUBION	9807-003	MONTHLY BOARD SERVICE FOR JUNE	\$75.00
7/7/98	1705	LEANNE MORGAN	9807-004	MONTHLY BOARD SERVICE FOR JUNE	\$75.00
7/7/98	1706	LOIS STEVENS	9807-005	MONTHLY BOARD SERVICE FOR JUNE	\$75.00
7/7/98	1707	MISSION COUNTRY DISPOSA	9807-006	RUBBISH	\$137.65
7/7/98	1708	FOUNDATION CROSS-CONN.	9807-007	MEMBERSHIP RENEWAL CROSS-CONN.	\$100.00
7/7/98	1709	GTE WIRELESS	9807-008	CELL PHONE	\$24.26
7/7/98	1710	MISSION UNIFORM SERVICE	9807-009	TOWELS & COVERALLS	\$54.72
7/7/98	1711	SDRMA	9807-010	INSURANCE RENEWAL	\$11,834.24
7/7/98	1712	PUBLIC EMP. RET. SYSTEM	9807-011	HEALTH INSURANCE FOR JULY	\$1,047.02
7/7/98	1713	A BETTER BEEP	9807-012	PAGER FOR JULY	\$11.50
7/14/98	1714	LYNNE SINGER	9807-013	ACCOUNTING SERVICES	\$350.00
7/14/98	1715	AT&T	9807-014	TELEPHONE	\$9.39
7/14/98	1716	CAMBRIA HARDWARE	9807-015	SMALL TOOLS & PLUMBING SUPPLIES	\$90.57
7/14/98	1717	C.C.S.D.	9807-016	TOTAL COLIFORM & COLIFORM P/A	\$262.50
7/14/98	1718	LOIS STEVENS	9807-017	MONTHLY BOARD SERVICE FOR JULY	\$75.00
7/14/98	1719	LEANNE MORGAN	9807-018	MONTHLY BOARD SERVICE FOR JULY	\$75.00
7/14/98	1720	LORAIN MIRABAL-BOUBION	9807-019	MONTHLY BOARD SERVICE FOR JULY	\$75.00
7/14/98	1721	ARDY MAY	9807-020	MONTHLY BOARD SERVICE FOR JULY	\$75.00
7/14/98	1722	RICHARD ANDRESEN	9807-021	MONTHLY BOARD SERVICE FOR JULY	\$75.00
7/14/98	1723	FGL ENVIRONMENTAL	9807-022	INORGANIC ANALYSIS	\$138.60
7/14/98	1724	PG&E	9807-023	ELECTRICITY	\$4,033.76
7/14/98	1725	KIMBERLY ALLISON	9807-024	PAYROLL 7/1/98-7/15/98	\$335.10
7/14/98	1726	RONALD HEAD	9807-025	PAYROLL 7/1/98-7/15/98	\$1,779.36
7/14/98	1727	LEROY PRICE	9807-026	PAYROLL 7/1/98-7/15/98	\$1,272.59
7/14/98	1728	FORREST WARREN	9807-027	PAYROLL 7/1/98-7/15/98	\$1,281.58
7/16/98	1729	MID-STATE BANK	9807-028	PAYROLL TAXES	\$1,544.96
7/16/98	1730	PETTY CASH	9807-029	PETTY CASH	\$69.91
7/16/98	1731	U.S. POSTMASTER	9807-030	POSTAGE	\$98.30
7/21/98	1732	COMMERCE CHEMICAL CO.	9807-031	POL-EZ 3466	\$168.00
7/21/98	1733	GROENIGER & COMPANY	9807-032	SHUTTLE VALVE	\$99.74
7/21/98	1734	HUNT & ASSOCIATES	9807-033	ATTORNEY FEES	\$967.07
7/21/98	1735	PG&E	9807-034	STREET LIGHTS	\$725.13
7/21/98	1736	PACIFIC BELL	9807-035	TELEPHONE	\$12.76
7/21/98	1737	SLO CO. ENVIRON. HEALTH	9807-036	CROSS CONNECTION FOR 4/98-5/98	\$76.00
7/21/98	1738	MCCARTHY STEEL	9807-037	3-10 GAL. GALV. CHANNEL BOX DIVIDER	\$1,222.65
7/21/98	1739	JOHN WALLACE & ASSOC.	9807-038	MAJOR WATER PROJECTS	\$5,912.00
7/21/98	1739	JOHN WALLACE & ASSOC.	9807-038	ENGINEER CONSULTANT	\$1,434.96
7/23/98	1740	PUBLIC EMP. RET. SYSTEM	9807-039	RETIREMENT FOR JUNE	\$2,213.07
7/23/98	1741	EMPLOYMENT DEV. DEPT.	9807-040	PAYROLL TAXES	\$561.98
7/31/98	1742	KIMBERLY ALLISON	9807-041	PAYROLL 7/16/98-7/31/98	\$421.37
7/31/98	1743	RONALD HEAD	9807-042	PAYROLL 7/16/98-7/31/98	\$1,929.83
7/31/98	1744	LEROY PRICE	9807-043	PAYROLL 7/16/98-7/31/98	\$1,159.90
7/31/98	1745	FORREST WARREN	9807-044	PAYROLL 7/16/98-7/31/98	\$1,168.60
7/31/98	1746	BUSHWACKER	9807-045	PERFORMANCE BOND REPAYMENT	\$3,000.00
8/5/98		TOTAL			\$46,299.07

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON
COMMUNITY SERVICES DISTRICT AMENDING THE CONFLICT OF
INTEREST CODE TO INCORPORATE BY REFERENCE THE
FAIR POLITICAL PRACTICES COMMISSION'S MODEL
CONFLICT OF INTEREST CODE

WHEREAS, amendments to the Political Reform Act, Government Code Section 81000, et seq., have in the past and foreseeably will in the future, require conforming amendments to be adopted by this body to its Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission (FPPC) has adopted a model Conflict of Interest Code ("Model Code") for consideration by local governments, set forth at 2 California Code of Regulations, Section 18730, and to which future amendments may be adopted by the FPPC after public notice and hearing conducted under the Administrative Procedure Act, Government Code Sections 11370, et seq; and

WHEREAS, adoption and incorporation by reference of the Model Code and later amendments will save this body time and money by minimizing the administrative requirements necessary to keep its local code in conformity with the Political Reform Act; and

WHEREAS, adoption and incorporation by reference of the Model Code will ensure an accurate and clear Conflict of Interest Code for the use and benefit of all affected District officers and employees and the interested public.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Simeon Community Services District as follows:

1. All previous adopted resolutions and policies regarding the creation of a District Conflict of Interest Code are hereby rescinded.
2. The Model Code set forth at 2 Code of California Regulations, Section 18730, and any and all amendments duly adopted by the FPPC, are hereby adopted and incorporated by reference by and for the use of the this body and shall constitute the District's Conflict of Interest Code for the officers and employees described on Exhibit "A".

On motion of Director _____, seconded by Director _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

the foregoing Resolution was PASSED and ADOPTED this

Richard Andresen
Chairman, Board of Directors

ATTEST

Forrest G. Warren
General Manager/Secretary

EXHIBIT "A"

LIST OF EMPLOYEE POSITIONS DESIGNATED AS SUBJECT TO THE PROVISIONS OF THE DISTRICT'S CONFLICT OF INTEREST CODE

District officers and employees in the below described positions shall comply with the District's Conflict of Interest Code. Disclosure of financial interests shall be required for the indicated categories (see Form 721 or Form 730). Disqualification shall occur when required by the Code.

DISCLOSURE CATEGORIES

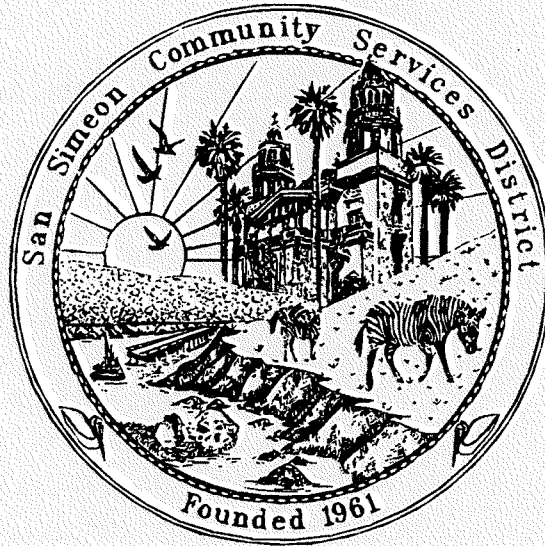
- A - Investments
- B - Interests in Real Property
- C-1 - Interests in Real Property Held by a Business Entity or Trust
- C-2 - Investments Held by a Business Entity or Trust
- D - Income
- D-1 - Income - Travel Payments, Advances, Reimbursements
- E - Income - Loans
- F - Income - Gifts
- G - Income - Honoraria
- H-1 - Commission Income Received by Brokers, Agents and Salespersons
- H-2 - Income and Loans to Business Entities or Trusts
- H-3 - Income for Rental Property

POSITIONS

CATEGORIES

Board Member	ALL
District Manager	ALL
District Counsel	ALL
Assistant District Counsel	ALL

San Simeon
Community Services District



FINAL BUDGET
1998 - 1999 FISCAL YEAR

ADOPTED BY THE BOARD OF DIRECTORS

~~AUGUST 12, 1998~~

*San Simeon
Community Services District*



**FINAL BUDGET
1998-1999 FISCAL YEAR**

ADOPTED BY THE BOARD OF DIRECTORS

AUGUST 12, 1998

RICHARD ANDRESEN - CHAIRMAN
ARDY MAY
LORAIN MIRABAL-BOUBION
LEANNE MORGAN
LOIS STEVENS

RECOMMENDED BY

FORREST WARREN - GENERAL MANAGER
JOHN WALLACE - DISTRICT ENGINEER
RON HEAD - OPERATIONS SUPERINTENDENT

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

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

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

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

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

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

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

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

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby adopted this 12th day of August, 1998.

Richard Andresen
Chairman of the Board of Directors

ATTEST:

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

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

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

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

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

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

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

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

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

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

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

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

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

3. That the Appropriation Limitation (\$154,240) exceeds the Appropriation subject to Limitation (\$43,627) by \$110,613.

4. No further adjustment to the 1998-1999 appropriation limitation has been made for mandated costs. However, any new mandated costs or increases in existing mandated costs would increase the limitation by the amount of "Proceeds from Taxes" used to finance mandates in fiscal year 1998-1999.

5. That the County of San Luis Obispo distribute to the District, the District's share of the Special District's Augmentation Funds as determined by the Board of Supervisors.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby adopted this 12th day of August, 1998.

Richard Andresen
Chairman of the Board of Directors

ATTEST:

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

1998 - 1999 FISCAL YEAR

PROJECTED BALANCE SHEET

**San Simeon
Balance Sheet
As of June 30, 1998**

407788

Jun 30, '98

ASSETS

Current Assets

Checking/Savings

1010 - PETTY CASH	100.00
1022 - GENERAL CHECKING	16,853.99
1026 - MONEY MARKET ACCOUNT	27,850.70
1120 - CASH IN COUNTY TREASURY	2,059.80
1200 - LAIF-NON RESTRICTED CASH	575,052.74
	621,917.33

Total Checking/Savings

Accounts Receivable

1405 - ACCOUNTS RECEIVABLE	-240.48
1410 - ACCOUNTS RECEIVABLE MISC	284.69
	44.21

Total Accounts Receivable

Other Current Assets

1201 - NON CURRENT RESTRICTED CASH	
1201.5 - RESTRICTED CASH-RESERVES	
1202 - Contingent Liability Reserve	250,000.00
1210 - Customer Security Deposits	8,850.00
1212 - Connect Hookup Wait Deposits	-3,470.00
	302,320.00

Total 1201.5 - RESTRICTED CASH-RESERVES

1200 - RESTRICTED CASH-BUDGETED ITEMS

1218 - Budgeted - COMBO CCSD DESAL	482,355.24
1220 - Budgeted - Pipeline	-38,634.37
1221 - Budgeted - Shop/Garage Building	46,819.31
1224 - Budgeted - Loop Water Line	137,376.30
1225 - Budgeted - Reservoir	10,000.00
1226 - Budgeted - Pipe Bridge	71,306.61
1229 - Tank Diesel Backup Generator	-566.07
1230 - Budgeted - Sewer Line Improve.	12,500.00
1231 - Main Line Value Improvement	15,000.00
1232 - Encasement	-18,250.00
1235 - Budgeted - Well Pump Motors (2)	5,000.00
1236 - Budgeted - Clarifier Dr. Chains	9,255.00
1238 - Budgeted - Composite Sampler	4,279.74
1239 - Budgeted - Outfall Inspection	7,600.00
1240 - Comminuter grindermanhole mods	41,219.00
1241 - Reclaimed Water	-2,212.50
1242 - Cal Trans Reclaimed Water	-1,184.83
1243 - FEMA 1165	-50.00
1244 - Dr-16877	-25.00
1245 - Dr-1203 Dis Services	-502.24
1262 - Budgeted - Road Repairs	34,721.50
1265 - Budgeted - Fire Hydrants (7)	5,000.00
1267 - Budgeted - Plant Road	3,000.00
1268 - Sludge Dewaterer Dralnad	-10,000.00
	814,007.69

Total 1200 - RESTRICTED CASH-BUDGETED ITEMS

Total 1201 - NON CURRENT RESTRICTED CASH

1600 - INTEREST EARNED	23,827.51
1610 - PREPAID INSURANCE	13,488.75
	1,153,648.95

Total Other Current Assets

Total Current Assets

1,775,610.49

Fixed Assets

1710 - SEWER PLANT

1796 - ACCUMULATED DEPRECIATION	-696,369.37
1710 - SEWER PLANT - Other	927,203.76
	230,804.39

Total 1710 - SEWER PLANT

1720 - WATER SYSTEM

243,366.58

116,294.01

193,369.30

18,466.36

25,278.50

4,066.50

172,328.41

**San Simeon
Balance Sheet
As of June 30, 1998**

407/98

	Jun 30, '98
1750 - PIPE BRIDGE	1,825.00
Total Fixed Assets	1,009,547.79
Other Assets	
1870 - DEPOSITS WORKMENS COMP INS	3,991.00
Total Other Assets	3,991.00
TOTAL ASSETS	2,789,148.28
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 - PAYROLL LIABILITIES	
2035 - Employee PERS Pension Withheld	-10,421.56
2036 - Employee Health Ins. Withheld	-5,369.40
2040 - Employee Federal Taxes Withheld	-17,763.00
2045 - Employee Medicare Withheld	-4,600.20
2050 - Employee SDI Withheld	-817.07
2060 - Employee State Taxes Withheld	-3,972.51
2100 - PAYROLL LIABILITIES - Other	53,105.89
Total 2100 - PAYROLL LIABILITIES	15,142.15
2110 - SECURITY DEPOSIT REFUNDS	8,800.00
2116 - CONNECT HOOKUP WAIT LIST	43,470.00
2124 - ACCRUED VACATIONS	9,184.40
Total Other Current Liabilities	76,596.55
Total Current Liabilities	76,596.55
Total Liabilities	76,596.55
Equity	
3000 - OPENING BALANCE EQUITY	2,439,068.44
3100 - GENERAL FUND RETAINED EARNINGS	61,049.48
Net Income	212,436.81
Total Equity	2,712,552.73
TOTAL LIABILITIES & EQUITY	2,789,148.28

1998 - 1999 FISCAL YEAR

OPERATING BUDGET

SAN SIMEON COMMUNITY SERVICES DISTRICT
1998-99 Fiscal Year Budget

REVENUE	1997-98		1998-99		FUND ALLOCATION		
	Budgeted	Actual	Budgeted		General	Water	Sewer
TAX REVENUE							
5040 Property Tax-Current Secured	44,111	44,111	42,521		42,521		
5041 -Current Sec'd - Supplemental	0	0	0		0		
5050 -Current Unsecured	1,496	1,496	1,434		1,434		
5051 -Current Unsecured Supplemental	0	0	0		0		
5060 -Prior Year Secured	0	0	0		0		
5061 -Prior Year Secured Supplemental	0	0	0		0		
5070 -Prior Year Unsecured	0	0	0		0		
5071 -Prior Year Unsecured Supplemental	0	0	0		0		
5080 -Penalties and Interest	0	0	0		0		
5090 Homeowner's Prop Tax Relief	877	877	857		857		
5110 Other State In-lieu Taxes	0	0	0		0		
5120 Special Dist Augmentation Fund	0	0	0		0		
5480 Tax Administration Fee	(1,150)	(1,150)	(1,185)		(1,185)		
TOTAL TAX REVENUES *	45,334	45,334	43,627		43,627	0	0
SERVICES							
5010 District Services-Waste(1)	153,223	180,900	181,000				181,000
5015 District Meter Charge-Waste	26,827	26,785	26,000				26,000
5020 State of CA (Hearst)-Waste	23,500	30,000	25,000				25,000
5021 Septage Treatment - Waste	15,000	12,000	12,000				12,000
5025 District Services-Water(1)	168,930	197,800	197,500			197,500	
5025 District Meter Charge-Water	6,707	4,460	5,000			5,000	
5030 Connection Fees(2)	0	0	0				
TOTAL SERVICE REVENUES	394,187	451,945	446,500		0	202,500	244,000

* Amount subject to Appropriations Limitations

REVENUE (Cont'd)	1997-98	1997-98	1998-99	FUND ALLOCATION	
	Budgeted	Actual	Budgeted	General	Water Sewer
OTHER INCOME					
5600 Interest-MM	300	300	500	500	
5630 Interest-LAIF	57,500	77,500	80,000	8,000	16,000
5640 Interest-Other	0	0	0	0	0
5650 Interest and Penalties	750	750	750	750	56,000
5720 Miscellaneous Income	100	100	100	100	0
5800 Sale of Assets	0	0	0	0	0
TOTAL OTHER INCOME	58,650	78,650	81,350	9,350	56,000
TOTAL REVENUE - ALL SOURCES	498,171	575,929	571,477	52,977	300,000

Notes: (1) 1998-99 service charges reflect same total water usage as 97-98 plus irrigation (i.e., 80 AFY domestic and 4 AFY for irrigation)
(2) Connection fees received during the moratorium period are deposits for priority on future will serves and are not shown as revenue

EXPENDITURES

SALARY, EMPLOYEE BENEFITS

	1997-98 Budgeted	1997-98 Actual	1998-99 Budgeted	General	Water	Sewer
6000 Other	0	3,482	0	0	0	0
6010 Operators(1)	83,267	81,780	85,350	0	17,070	68,280
6025 Standby Time	9,350	9,325	9,680	0	1,936	7,744
6035 Overtime and Holidays Worked	4,100	4,797	4,800	0	960	3,840
6055 Contract Employee	0	2,559	2,000	1,000	500	500
6110 Payroll Tax/Medicare	2,500	1,263	2,500	250	250	2,000
6210 Medical Insurance Contribution	6,200	10,177	11,000	1,774	1,845	7,381
6235 PERS (Retirement)	20,775	24,109	25,000	2,738	4,453	17,810
6310 Directors Fees	4,500	4,425	4,500	1,125	1,500	1,875
6325 Bookkeeper/Secretary	18,000	0	0	0	0	0
6410 General Manager/Secretary	0	32,372	37,000	10,000	13,500	13,500
6425 Office Administrator	0	10,878	12,000	3,000	4,500	4,500
6500 Expenses	0	1,632	0	0	0	0
TOTAL SALARY, EMPL BENEFITS	148,692	186,800	193,830	19,887	46,513	127,429

SERVICES AND SUPPLIES

8000 Communications						
8005 Telephone	2,900	4,304	3,396	849	1,698	849
8025 Alarm - Plant	280	326	350	35	158	158
8035 Alarm - Admin Office	324	324	324	162	81	81
8050 Insurance						
8055 Liability, auto, prop, fire	15,600	0	15,600	1,560	2,808	11,232
8095 Workers Comp (State Fnd)	6,500	5,205	6,500	1,300	1,040	4,160
8100 Maintenance-Equipment						
8135 Regular	7,000	4,703	7,000	0	1,400	5,600
8145 Major (Itemized)	0	0	0	0	0	0
8175 Maintenance-Vehicles Reg Maint	1,850	1,885	1,900	380	760	760
8210 Maintenance-Structures						
8215 Regular	2,000	35	25,000	0	3,750	21,250
8235 Major (Itemized)	0	0	0	0	0	0
8270 Maintenance-Roads						
8277 Regular	4,600	676	4,600	4,600	0	0
8297 Major (Itemized)	0	0	0	0	0	0
8365 Sludge Hauling/Disposal	3,100	3,798	4,000	0	0	4,000

EXPENDITURES (Con't)

	1997-98 Budgeted	1997-98 Actual	1998-99 Budgeted	General	FUND ALLOCATION Water	Sewer
8405 Lab Expense/Supplies	300	778	1,000	0	200	800
8430 Memberships/Seminars/Etc	5,000	975	5,000	1,250	1,875	1,875
8505 Office Expense/Gen Supplies	2,751	2,543	2,751	1,376	688	688
8510 Postage	1,551	1,161	1,551	776	388	388
8540 Professional Services						
8545 Attorney Fees	12,000	11,922	12,000	6,000	3,000	3,000
8555 Actng/Auditing Fees	3,000	4,600	3,000	1,000	1,000	1,000
8560 Engineer Consultant	0	6,803	10,000	5,000	2,500	2,500
8570 General Manager/Engineer	16,000	0	0	0	0	0
8590 Office Administration/Assn't	5,000	0	0	0	0	0
8595 Sample Testing	7,000	8,329	8,500	0	2,125	6,375
8600 Equipment Rental	750	0	750	250	250	250
8635 Automobile Exp -Gas and Oil	1,501	1,312	1,501	375	563	563
8660 Licenses/Permits	7,000	2,609	4,375	1,750	2,625	0
8730 Utilities	60,350	51,447	60,350	9,750	6,250	44,350
8760 Desal Standby Costs	12,500	0	0	0	0	0
8800 Operating Expenses	33,300	28,605	33,300	100	6,900	26,300
TOTAL SERVICES AND SUPPLIES	212,157	142,340	212,748	36,512	40,058	136,178

EXPENDITURES (Cont'd)

CAPITAL IMPROVEMENTS

	1997-98 Budgeted	1997-98 Actual	1998-99 Budgeted	General	FUND ALLOCATION Water	Sewer
1010 Water Projects						
- Comb CCSD Desal			unknown		unknown	
- Environmental Design Proj			225,000		225,000	
- Loop Water Line (Castillo)			35,000		35,000	
- Fire Hydrants (7)			15,000		15,000	
- Reservoir / Water Tank			40,000		40,000	
- Hearst Dr. Upgrade Pipeline			75,000		75,000	
- Main Line Valve Improvement			15,000		15,000	
- Water Line Replmts.			100,000		100,000	
- Water Line Repl. (Des)			15,000		15,000	
1020 Sewer Projects						
- Storage Facilities/Shop			46,819			46,819
- Clarifier Drive Cahins			9,300			9,300
- Outfall Inspection			10,000			10,000
- Pipebridge			100,000			100,000
- Cominuter/Grinder			50,000			50,000
- Effluent Line to Highway 1			10,000			10,000
- Sewer Line Improv.			15,000			15,000
- Wastewater Cover			50,000			50,000
- Reclaimed Water Facilites & Design			40,000			40,000
9000 Major Maintenance/Roads						
- Road Repairs			50,000	50,000		
- Plant Road			3,000	3,000		
- New Truck			20,000	20,000		
- Drainage Improvements Avonne			20,000	20,000		
TOTAL CAPITAL IMPROVEMENTS	0	329,140	944,119	93,000	520,000	331,119
TOTAL EXPENDITURES	360,849	329,140	1,350,697	149,399	606,571	594,726

TOTALS RECAPITULATION	1997-98	1997-98	1998-99	FUND ALLOCATION		
	Budgeted	Actual	Budgeted	General	Water	Sewer
REVENUE						
Tax Revenue	45,334	45,334	43,627	43,627	0	0
Services	394,187	451,945	446,500	0	202,500	244,000
Other Income	58,650	78,650	81,350	9,350	16,000	56,000
TOTAL REVENUE	498,171	575,929	571,477	52,977	218,500	300,000
EXPENDITURES						
Salaries and Employee Benefits (1)	148,692	186,800	193,830	19,887	46,513	127,429
Services and Supplies	212,157	142,340	212,748	36,512	40,058	136,178
Capital Improvements (2)	0	0	944,119	93,000	520,000	331,119
TOTAL EXPENDITURES	360,849	329,140	1,350,697	149,399	606,571	594,726
BALANCE - REVENUE OVER EXPENSES	137,322	246,789	(779,220)	(96,422)	(388,071)	(294,726)
USE OF RESERVES						
Transfers from Reserves	255,500	0	779,220	96,422	388,071	294,726
NET BALANCE	392,822	246,789	(0)	(0)	(0)	(0)

NOTES:
 (1) Salary and employee benefits shown are without 1998-99 anticipated cost of living increase
 (2) Capital projects

1998 - 1999 FISCAL YEAR

MAJOR BUDGET ITEMS

**SAN SIMEON COMMUNITY SERVICES DISTRICT
MAJOR PROJECTS PRIORITY LIST**

PROJECT NAME	ESTIMATED COST
? Water Project/Desal Plant and Pipeline	Unknown
Environmental/Design	\$ 225,000
? Storage Facilities/Shop	\$ 46,819
Avonne Avenue & Castillo Avenue Loop Water Line	\$ 35,000
Clarifier Drive Chains	\$ 9,300
Outfall Inspection	\$ 10,000
Outfall Line Repair <i>(to be reimbursed by FEMA) about 90%</i>	\$ 51,000
Miscellaneous Road Repairs (FY 98/99)	\$ 50,000
Fire Hydrants	\$ 15,000
Repave Plant Road	\$ 3,000
? Water Tank (Design)	\$ 40,000
<i>already</i> Pipe Bridge <i>already in play</i>	\$ 100,000
Grinder/Manhole Modifications	\$ 50,000
? Effluent Line to Highway 1	\$ 10,000
Hearst-San Simeon Waterline Replacement <i>in work</i>	\$ 75,000
New Truck	\$ 20,000
? Drainage Improvements on Avonne Avenue	\$ 20,000
? Wastewater System Improvements (FY 98/99)	\$ 15,000
Main Line Water Valve Replacements <i>How many</i>	\$ 15,000
Water Line Replacements FY 1998-99	\$ 100,000
Water Line Replacements FY 1999-00 (Design)	\$ 15,000
Wastewater Cover	\$ 50,000
? Reclaimed Water Facilities and Design	\$ 40,000
TOTAL	\$ 995,119

2. by M. Hanchett 7 water projects on this list

**SAN SIMEON COMMUNITY SERVICES DISTRICT
MAJOR PROJECTS PRIORITY LIST AND DESCRIPTIONS**

1. **Water Project/Desal Plant and Pipeline:** A District Project or the possibility of a combined effort with Cambria CSD. **The estimated cost is unknown**
2. **Environmental/Design:** Environmental review and preliminary design/coordination for a District water project or the possibility combined efforts with Cambria CSD. **Estimated Cost \$225,000**
3. **Storage Facilities/Shop:** Construction of a garage to house the District truck and related maintenance equipment. **Estimated Cost \$46,819.31**
4. **Avonne Avenue and Castillo Avenue Loop Water Line:** Construction of a waterline between Avonne Avenue and Castillo Avenue in order to expand the water distribution grid and increase fire flow. **Estimated Cost \$35,000**
5. **Clarifier Drive Chains:** Replace the existing steel Clarifier Drive Chains with durable plastic chains. **Estimated Cost \$9,300**
6. **Outfall Inspection:** Inspect the outfall for suspected storm damage. **Estimated Cost \$10,000**
7. **Outfall Line Repair (FEMA):** Repair of outfall line; *to be reimbursed by FEMA.* **Estimated Cost \$51,000**
8. **Misc. Road Repairs (FY 98/99):** Repair and/or reconstruct the roadways which have failed. **Estimated Cost \$ 50,000**
9. **Fire Hydrants:** Up-grade seven undersized fire hydrants to current fire hydrant standards. Most likely included in the other water line projects. **Estimated Cost \$15,000**
10. **Re-pave Plant Road:** Reconstruct the entrance to the Wastewater Treatment Plant. **Estimated Cost \$3,000**
11. **Water Tank (Design):** Preliminary engineering design, environmental review and coordination in order to increase the current storage capacity of 150,000 gallons to 750,000 gallons. **Estimated Cost \$40,000**
12. **Pipe Bridge:** Replace the rusted undermined pipe bridge with a new structure and pipes, including a future reclaimed water line. **Estimated Cost \$ 100,000**

13. **Grinder/Manhole Modifications:** Replace the old grinder and install a new one at a new channel location at the head works of the Treatment Plant to be included with the Pipe Bridge Contract. **Estimated Cost \$ 50,000**
14. **Effluent Line to Highway 1:** Installation of a reclaimed water line extended from the Pipe Bridge to Highway 1. **Estimated Cost \$10,000**
15. **Hearst-San Simeon Waterline Replacement:** Replace old smaller mains with new larger mains on Hearst Drive and San Simeon Avenue. **Estimated Cost \$75,000**
16. **New Truck:** Purchase a new District for maintenance and operations. **Estimated Cost \$ 20,000**
17. **Drainage Improvements on Avonne Avenue:** Design and construct improvements to replace several culverts on Avonne Avenue. **Estimated Cost \$20,000**
18. **Wastewater System Improvements FY 1998-99:** Replace or repair cracked mains and/or manholes as determined through normal operations and maintenance throughout the year. **Estimated Cost \$15,000**
19. **Main Line Water Valve Replacements:** Replace old gate valves and install new valves where necessary to allow mid line shut-off and control of water. **Estimated Cost \$15,000**
20. **Water Line Replacements FY 1998-99:** To up-grade and loop the water distribution grid to improve fire flows by construction of the following projects. **Estimated Cost \$ 100,000**
 - A. Installation of a 12-inch line from Pico to the Reservoir \$39,900.
 - B. Installation of a 10-inch line in Jasper from Pico to Avonne \$60,100
21. **Water Line Replacements FY1999-00 (Design):** To up-grade and loop the water distribution grid to improve fire flows. Design and coordination of the following projects. **Estimated Cost \$15,000**
 - A. Installation of a 10-inch line in Otter from Avonne to Castillo to Hearst Dr.
 - B. Installation of a 8-inch line Castillo to Vista Del Mar.
22. **Wastewater Cover:** Install a permanent cover over the equalization tank to reduce odors. **Estimated Cost \$50,000**
23. **Reclaimed Water Facilities and Design:** Design and construction of facilities to provide treatment for recycling capabilities. **Estimated Cost \$40,000**

1998 - 1999 FISCAL YEAR

ACCOUNT DESCRIPTIONS

**SAN SIMEON COMMUNITY SERVICES DISTRICT
DESCRIPTION OF ACCOUNTS**

ACCOUNT NO.	TITLE	DESCRIPTION
	<i>Revenue: Taxes</i>	
5040	Current Secured	Tax revenue from current property taxes on real property
5041	Suppl Current Secured	Revenue from new property exchanges during tax year
5050	Current Unsecured	Tax revenue from unsecured property
5051	Current Unsecured Suppl	Tax revenue from new unsecured property during tax year
5060	Prior Year Secured	Tax revenue collected after the due date for tax payment
5061	Prior Year Secured Supplemental	Prior year supplemental taxes from secured roll
5070	Prior Year Unsecured	Prior year taxes from unsecured roll
5071	Prior Year Unsecured Supplemental	Prior year taxes from unsecured supplemental roll
5080	Penalties and Interest	Penalties and interest paid on taxes
5090	Homeowners Relief	State payment for tax reductions for HO exemption
5100	Sale of Deeded Prop	Tax accrued from State deeded property
5110	Other In-Lieu Taxes	Tax accrued from other in-lieu taxes
5120	SD Augmentation	County subsidy for Prop 13 impact on Special Districts
5480	Tax Administration Fee	Change by County to collect property taxes for District
	<i>Services</i>	
5010	Sewer Service	Income from District sewer service charges
5015	Meter Charge - Waste	Income from \$13.50 per month, per meter charge on all users.

**SAN SIMEON COMMUNITY SERVICES DISTRICT
DESCRIPTION OF ACCOUNTS**

ACCOUNT NO.	TITLE	DESCRIPTION
5020	Sewer Service	Income from District water service charges State of Calif. (Hearst)
5021	Septage Treatment	Income from septage accepted for treatment
5025	Meter Charge - Water	See Account No. 5015
5030	Connection Fees	Water and Sewer connection fees paid to connect to the District's water and sewer system
	<i>Other Income</i>	
5600	Interest-MM	Interest income from the District's investments
5630	Interest-LAIF	Interest income from the District's investment with Local Agency Investment Fund
5640	Interest Other- Misc	Interest on other District accounts
5650	Penalties, Interest, Adjustments	Late charges collected with water and sewer bills, plus interest, misc. adjustments to accounts
5720	Miscellaneous Income	Income from other misc sources e.g. copier charges
5800	Sale of Assets	Income received from the sale retired assets
	<i>Expenditures: Salary and Employee Benefits</i>	
6010	Operators/ Maintenance	Wages and Salaries for 2 full time operators
6025	Standby Time	Provides compensation for standby time on off hours
6035	Overtime	Provides for pay for overtime and holidays worked
6110	Payroll Tax	Provides for Taxes paid by District for Medicare payment for all employees at 1.45% of gross salary and SUI up to \$98 per year per employee

**SAN SIMEON COMMUNITY SERVICES DISTRICT
DESCRIPTION OF ACCOUNTS**

ACCOUNT NO.	TITLE	DESCRIPTION
6210	Medical Insurance	Provides fixed contribution to eligible employees for purchase of Health Insurance
6235	PERS (Retirement)	Provides for employers retirement contribution (14.232% of base salaries and holidays worked)
6226	Savings Suggestions	One time incentive contribution to employees for implemented cost savings
6310	Directors Fees	Provides token fees for Directors
	<i>Services and Supplies</i>	
8000	Communications	
	8005 Telephone	Telephone service & lease of equipment
	8025 Alarm 8035 Alarm (office)	Alarm to alert staff to problems with the Treatment Plant and Water System
8050	Insurance	
	8055 Liability, Auto, Property, Fire	Provides for District Liability Insurance
	8095 Worker's Comp	Provides for Worker's Comp Insurance for District Personnel
8100	Maintenance - Equipment	
	8135 Regular	Routine Maintenance of District Equipment
	8145 Major (itemized)	Provides for Major Maintenance of Equipment as approved as a major budget item
8175	Maintenance - Vehicles	Provides for routine Maintenance of District Vehicles
8210	Maintenance - Structures	
	8215 Regular	Routine Maintenance of District Structures and Grounds
	8235 Major (itemized)	Major Maintenance of District Structures and Grounds as approved as a major budget item

**SAN SIMEON COMMUNITY SERVICES DISTRICT
DESCRIPTION OF ACCOUNTS**

ACCOUNT NO.	TITLE	DESCRIPTION
8270	Maintenance - Roads	
	8277 Regular	Routine Maintenance of District Roads
8297	Major (itemized)	Major Maintenance of District Roads as approved as a major budget item
8365	Sludge Hauling	Provides for expense in hauling and disposing of sludge from treatment plant
8405	Lab Expense/Supplies	Provides for Miscellaneous Lab Supplies
8435	Memberships/Seminars Subscriptions/Schools	Provides for expenses incurred by District personnel to maintain required memberships and to attend schools and meetings. Also provides for subscriptions to trade journals.
8465	Miscellaneous Expense	Provides for those expenses which do not fall in any other category
8505	Office Expense/Supplies	Provides for all expenses relating to District Administration (office supplies, shipping expense, advertising, legal notices etc.)
8515	Postage	Provides for postage fees for billings and general offices
8540	Professional Services	
8545	Attorney Fees	Monthly legal fees and any other occasional legal fees
	8555 Actng/Auditing Fees	Provides for fiscal year end audit and additional accounting assistance and training
	8565 Consultant-Waste	Provides for Consultants expertise re: wastewater issues
	8566 Consultants-Water	Provides for Consultants expertise re: water issues
	8567 Engineering/Admin	Provides for Consultants expertise re: District Administration and miscellaneous engineering
	8571 General Manager	Provides for General Manager fees

**SAN SIMEON COMMUNITY SERVICES DISTRICT
DESCRIPTION OF ACCOUNTS**

ACCOUNT NO.	TITLE	DESCRIPTION
	8591 Office Administration	Provides for payable wages to District Bookkeeper/Secretary and any assistants
	8575 Sample Testing	Provides for outside laboratory testing of samples
8600	Equipment Rental	
	8605 Sewer	Provides for Misc. Sewer Equipment Rental
	8606 Water	Provides for Misc. Water Equipment Rental
	8607 General	Provides for Miscellaneous Equipment rental
8635	Gas and Oil	Provides for District Vehicle Gas and Oil
8665	Licenses/Permits	Provides for permits and operators licenses renewal
8734	Utilities	
	8735 Electric & Power	District Electric Service & Power
	8745 Rubbish	District Trash pick up and dump charges
	8755 Street Lights	Provides for Street light expenses
8704	Elections	Provides for expenses for Board of Directors election
8800	Small Tools	
	8805 Sewer	Provides for purchase of small tools associated with Sewer Services
	8806 Water	Provides for purchase of small tools associated with Water Services
	8807 General	Provides for purchase of miscellaneous small tools
8825	Disinfecting Chemicals	Liquid Chlorine used as disinfectant for water and sewer
8835	Operating Supplies	Provides for supplies used in operations of the District Treatment Plant and Water system, includes chemicals

SAN SIMEON COMMUNITY SERVICES DISTRICT DESCRIPTION OF ACCOUNTS		
ACCOUNT NO.	TITLE	DESCRIPTION
	<i>Fixed Assets (Capital Improvements)</i>	
1010	Structures & Grounds	Provides for purchase of new facilities or replacement of fixed assets associated with District Structures and Grounds as approved as a major budget item
1020	Capital Equipment	Provides for purchase of new equipment or replacement of capital equipment as approved as a major budget item

DEPRECIATION

Amount previously budgeted in 91-92 but now reported on in annual audit.

ADDITIONAL "NON-OPER EXPENSE"

Amount charged by County for collection of property tax for the District.

1998 - 1999 FISCAL YEAR

CURRENT FEES

ORDINANCE NO. 90..

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
SAN SIMEON COMMUNITY SERVICES DISTRICT
ESTABLISHING SERVICE CHARGES FOR WATER AND SEWER SERVICE WITHIN
THE DISTRICT

WHEREAS, State law, including, but not limited to, Government Code Section 61621, provides that the San Simeon Community Services District (hereinafter referred to as "District") may prescribe, revise and collect rates or other charges for the services and facilities furnished by it; and

WHEREAS, the District on April 10, 1996, set a public meeting date to revise wastewater and water rates; and

WHEREAS, said public meeting was properly noticed; and

WHEREAS, the District has on file data indicating the amount of estimated costs required to provide the services for which the fees are levied and the revenue sources anticipated to provide the services, which fees have been determined as not exceeding the cost to provide the services; and

WHEREAS, the District's Board of Directors took testimony from the public and reviewed and evaluated data indicating the estimated cost to provide wastewater and water services; and

WHEREAS, it is necessary to produce additional revenues to offset the annual increases in operating costs due to increases in contractual service costs, utility and equipment maintenance costs and the loss of other revenues which have historically been used to offset the costs of wastewater and water services;

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the San Simeon Community Services District as follows:

SECTION 1.

The District hereby revises wastewater and water rates as provided in Exhibit "A". Any other structure, business, or private activities, or other use of water not covered herein, or any modification or change in the rates, fees and charges specified herein, may be set by the Board of Directors of the San Simeon Community Services District as authorized by law.

SECTION 2.

The rates provided in Exhibit "A" shall be effective as of June 27, 1996; and

Within fifteen (15) days of passage, this Ordinance shall be published at least one time in a

newspaper of general circulation published within the District, if there is one, and if not, then this Ordinance shall be posted for one week in at least three (3) public places in the District.

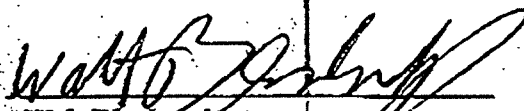
On motions of Director Ricci, seconded by
Director de Klerk, and on the following roll call vote to wit:

AYES: Blankenship, de Klerk, Hahn, Price, Ricci

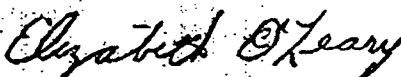
NOES: None

ABSENT: None

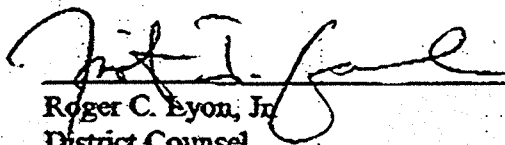
Ordinance No. 90 is hereby adopted this 10th day of April 1996.


Walt Blankenship
President, Board of Directors

ATTEST:


Elizabeth O'Leary
District Secretary

APPROVED AS TO FORM

 FOR
Roger C. Eyon, Jr.
District Counsel

bml:084.01.1(17)ord

EXHIBIT A

SAN SIMEON COMMUNITY SERVICES DISTRICT
WATER & SEWER RATES
AS ADOPTED APRIL 10, 1996

EFFECTIVE AS JUNE 27, 1996 METER READINGS
ORDINANCE NO. 90

RATES

Water Charges

Cubic Foot of Water \$4.82 Per 100 cubic feet of water used for all types of users within the District, except irrigation meters.

\$7.73 Per 100 cubic feet of water supplied through irrigation meters.

Sewer Charges

Sewer service charges will be set as follows:

\$4.73	Motels	Per 100 Cubic Feet of Water Used
\$2.91	Residences	Per 100 Cubic Feet of Water Used
\$7.33	Restaurants	Per 100 Cubic Feet of Water Used
\$2.91	Commercial	Per 100 Cubic Feet of Water Used

Meter Charges

All users will be charged \$13.50 each month for each meter regardless of the amount of water used.

1998 - 1999 FISCAL YEAR

EMPLOYEE COMPENSATION PACKAGE

Resolution No. 98-
Adopted August 12, 1998

RESOLUTION NO. 98- 250

**A RESOLUTION OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT
ADOPTING AN EMPLOYEE SALARY SCHEDULE, POSITION CLASSIFICATIONS
AND SALARY STEPS WITHIN THE RESPECTIVE RANGES FOR THE 1998-99
FISCAL YEAR**

THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT DOES RESOLVE AS FOLLOWS:

WHEREAS, this Board deems it to be in the best interests of the San Simeon Acres Community Services District and its various employees that minimum and maximum compensation be fixed as well as any District contributions to medical and retirement plans on behalf of the employee for various classifications of employment in the District as hereinafter provided.

NOW, THEREFORE, BE IT RESOLVED that the terms of this resolution shall be effective July 1, 1998 and shall apply to the fiscal year 1998-99.

BE IT FURTHER RESOLVED this resolution shall supersede and repeal any position classifications.

BE IT FURTHER RESOLVED that the minimum compensation as of date of employment and the intermediate and maximum compensation for such employment shall be as hereinafter enumerated, effective July 1, 1998, and that said employees shall be assigned to salary steps within the respective pay range of the position classification as set forth in Exhibit A, and further, that any contributions made by the District on behalf of the employee to medical and/or retirement programs shall be as set forth in Exhibit A, and further, that Exhibit A attached hereto is made a part hereof by reference, all of which are hereby adopted as follows:

ADMINISTRATION OF THE COMPENSATION PLAN

All full-time employees entering the employ of the District shall be paid at the first step of the salary range established for their classification unless authorized by the Board of Directors. Salary step increases, as provided herein, are not automatic, but based on performance and merit. Employees shall be placed on the step and qualify for increase in compensation for advancement to the next higher step of the pay ranges in the manner following:

1. Employees may qualify for advancement to the second step, after completion of six months service, upon the recommendation of the Superintendent and approval by the District Manager.
2. Employees may qualify for advancement to the third step, after the completion of one year of service in step two upon recommendation of the Superintendent and approval by the District Manager.

3. Employees may qualify for advancement to the fourth step, after the completion of one year of service at the third step, upon recommendation of the Superintendent and approval by the District Manager.
4. Employees may qualify for advancement to the fifth step, after completion of one year of service in step four, upon recommendation of the Superintendent and approval by the District Manager.
5. A performance report on each employee recommended for advancement shall be submitted to the District Manager, prior to final action on such recommendation.

All part-time employees shall be paid without benefit of a salary range and at a rate or rates as specified in Exhibit A of this resolution.

On motion of Board Member _____, seconded by Board Member _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

the foregoing resolution was passed and adopted this 12th day of August, 1998.

Richard Andresen
Chairman, Board of Directors

ATTEST:

Forrest Warren, SSCSD
and to the Board of Directors thereof

EXHIBIT A
1998-1999
RECOMMENDED EMPLOYEES
SALARY AND COMPENSATION PACKAGE

RANGE STEPS / MONTHLY SALARY ⁽¹⁾

	1	2	3	4	5
General Manager/ ⁽²⁾ Secretary Anniversary 07/11/97	19.29 hr	20.25hr	21.26hr	22.23hr	23.34hr
Office Administrator ⁽²⁾ Anniversary 07/11/97	10.50hr	11.03hr	11.58hr	12.06hr	12.66hr
Superintendent ⁽³⁾ Anniversary 10/25/84	3,445	3,617	3,798	3,988	4,187
Operator 1 ⁽³⁾ Anniversary 05/04/83	2,264	2,377	2,496	2,621	2,752
District Engineer	Per Contract				
Accountant	Per Contract				
Attorney	Per Contract				
Directors	\$75 flat rate for monthly Board service, plus per diem, mileage and out-of-pocket expenses.				

⁽¹⁾ Salaries do not reflect a cost of living adjustment for the FY 1998/99. This exhibit will be revised after Board consideration and approval of any adjustments.

⁽²⁾ Rate set on 10/03/97

⁽³⁾ On Step 5 as of 07/01/91

Contributions on behalf of employee

Medical (Full time employees and contract employees in accordance with adopted District Policies and Procedures) See Resolution No. 92-180, Adopted July 8, 1992.

Retirement

Employer retirement contribution on behalf of employee as part of the Public Employee Retirement System (PERS) or other District approved program.

Bonus for Higher Operator Grade

A one time range increase (of 1.5%) for operator grade obtained above that required for position will be paid starting in 1989-90.

Vacation (Full time employees)

<u>Years of Service</u>	<u>Vacation Days</u>
0 - 1 years	5 days
1 - 5 years	10 days
5+ years	15 days

Sick Leave

Full time employees are entitled to 10 days sick leave per year. Sick leave may not be accumulated past one year and Board may require substantiation of illness at its discretion.

Standby

The rate of standby pay is set at \$1.50 per hour.

Holidays

With the understanding that the Water Treatment Facility must be covered at all times, the District recognizes the following holidays:

	<u>Paid holiday dates for 98-99 Fiscal Year</u>
Independence Day	July 4, 1998
Labor Day	September 7, 1998
Admissions Day	October 5, 1998
Veteran's Day	November 11, 1998
Thanksgiving Day	November 26, 1998
Day after Thanksgiving	November 27, 1998
Christmas Day	December 25, 1998
*1/2 day before Christmas	December 24, 1998
* or 1/2 day before New Year	December 31, 1998
New Year's Day	January 1, 1999
Lincoln's Birthday	February 12, 1999
Presidents' Day	February 15, 1999
Memorial Day	May 31, 1999

*Work load permitting

Other holidays will be considered on an annual basis.

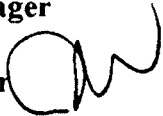
Jury Duty

In the event of Jury Duty, the District will pay employee regular wages and will receive from employee the money received for jury duty.

SAN SIMEON COMMUNITY SERVICES DISTRICT

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

MEMORANDUM

DATE: August 6, 1998
TO: Board of Directors
VIA: Forrest G. Warren, General Manager
FROM: John L. Wallace, District Engineer 
SUBJECT: Current District Projects - Status and Scheduling

RECOMMENDATIONS:

It is recommended that the Board;
Receive and file this report; provide direction to staff.

DISCUSSION:

Attached are the revised tentative construction schedules for Board review and consideration. The revised schedules establish a timetable for construction during the off-peak tourist season.

The new schedules include the additional engineering design for the comminator/diversion channels that are now part of the construction of the Pipeline Bridge Contract.

PIPELINE BRIDGE PROJECT:

Structural Engineering plans and specifications are complete and are being incorporated into the overall Contract Documents and Specification package which includes the new channel/comminutor improvements. The project was postponed to accommodate construction during the off-peak season.

A legal description of the 10-foot easement at the Cavalier Motel for the new pipeline bridge facilities is being created. Negotiations for the Cavalier to grant this easement to the District are pending.

HEARST DRIVE AND SAN SIMEON AVENUE WATERLINE REPLACEMENT:

Contract Documents Specifications and Plans to construct the new 8-inch waterline are complete. The request for bids was postponed to accommodate construction for off-peak season.

CASTILLO AND AVONNE LOOP:

A legal description of the 10-foot easement from the Motel 6 for the new pipeline facilities is being created for an easement across the motel parking lot. A Motel 6 representative has verbally agreed to offer this Grant of Easement.

Staff has not begun design of the Castillo loop pending execution of a Grant of Easement.

SAN SIMEON COMMUNITY SERVICES DISTRICT
Revised Tentative Construction Schedule
for the
PIPELINE BRIDGE AND CHANNELIZATION PROJECT

Survey and Structural Design Completion	August 5, 1998
Contract Documents, Drawings and Specification Complete	August 14, 1998
1st Notice to Bidders	August 18, 1998
2nd Notice to Bidders (min. 5 days between publications)	August 25, 1998
Pre-Bid Conference (Friday, 2:00 pm)	August 28, 1998
Receive Bids (Wednesday, 2:00 pm)	September 2, 1998
Award of Bid	September 9, 1998
Notice of Award*	September 10, 1998
Notice to Proceed* (15 days from Award)	September 25, 1998
Start Work (10 days from Notice to Proceed)	October 5, 1998
Completion - (120 Calendar Days)	January 5, 1999

* send Certified Mail
a \brdgsch.wpd.ert

NOT A PART OF THE CONTRACT

SAN SIMEON COMMUNITY SERVICES DISTRICT

TENTATIVE CONSTRUCTION SCHEDULE

for the

HEARST DRIVE SAN SIMEON AVENUE WATER LINE REPLACEMENT

Survey and Design Completed	February 20, 1998
Contract Document, Drawings and Specification Completed	February 27, 1998
1st Notice to Bidders	August 11, 1998
2nd Notice to Bidders (min. 5 days between publications)	August 18, 1998
Pre-Bid Conference (Friday, 2:00 pm)	August 21, 1998
Receive Bids (Wednesday, 2:00 pm)	September 2, 1998
Award of Bid	September 9, 1998
Notice of Award*	September 10, 1998
Notice to Proceed* (15 days from Award)	September 25, 1998
Start Work (10 days from Notice to Proceed)	October 5, 1998
Completion - (45 Calendar Days)	November 19, 1998

* send Certified Mail
a:herstsch.wpd.crt

THIS IS NOT A PART OF THE CONTRACT

SAN SIMEON COMMUNITY SERVICES DISTRICT
TENTATIVE CONSTRUCTION SCHEDULE
for the
CASTILLO AND AVONNE AVENUE WATERLINE LOOP

Survey and Design Completed	August 31, 1998
Contract Document, Drawings and Specification Completed	September 25, 1998
1st Notice to Bidders	October 6, 1998
2nd Notice to Bidders (min. 5 days between publications)	October 13, 1998
Pre-Bid Conference (Friday, 2:00 pm)	November 20, 1998
Receive Bids (Wednesday, 2:00 pm)	December 2, 1998
Award of Bid	December 9, 1998
Notice of Award*	December 10, 1998
Notice to Proceed* (15 days from Award)	December 25, 1998
Start Work (10 days from Notice to Proceed)	January 5, 1999
Completion - (30 Calendar Days)	February 5, 1999

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

THIS IS NOT A PART OF THE CONTRACT

SAN SIMEON COMMUNITY SERVICES DISTRICT

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

MEMORANDUM

DATE: August 6, 1998
TO: Board of Directors
VIA: Forrest G. Warren, General Manager
FROM: John L. Wallace, District Engineer
SUBJECT: Drainage Improvements on Avonne Avenue

DISCUSSION:

An existing 12-inch corrugated metal piping system (CMP) in Avonne Avenue approximately 300-feet south of Otter Way clogs, causes flooding during a storm and is subject to collapse. The culvert continues to be an ongoing maintenance problem.

The CMP is corroded on the bottom exposing the soil beneath the pipe which causes storm water flows to back-up. Another storm drain pipe that was installed parallel to Avonne Avenue also affects storm water flows and needs to be considered with these improvements.

Staff has attempted to clean the existing piping only to find that the pipe has either collapsed or debris is lodged in the pipe. In addition, staff has discovered that used engine oil is being dumped at this location.

There are storm drain markers available that are installed at the curb inlets that educate the public on the hazards associated with dumping waste into the storm drain system. Staff will investigate the use of the markers to hopefully educate the public on this project.

Reconstruction of this storm water conveyance system at this location is highly recommended and has been included in the Fiscal Year 1998-99 Capital Improvement Project budget. A topographical survey and hydraulic analysis is also recommended.

RECOMMENDATIONS:

It is recommended that the Board;

1. Direct staff to begin the topographical survey, hydraulic analysis and preliminary cost estimate for a replacement culvert.
2. Direct staff to begin preparing the necessary contract documents, specifications and drawings for the project.

SAN SIMEON COMMUNITY SERVICES DISTRICT

PRELIMINARY CONSTRUCTION COST ESTIMATE

AVONNE AVENUE STORM DRAIN REPAIRS

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL
1	12-INCH HDPE STORM DRAIN PIPING	60	LF	\$60	\$3,600
2	CONCRETE HEADWALL	2	EA	\$3,500	\$7,000
3	EARTHWORK	1	LS	\$4,500	\$4,500
4	DEBRIS REMOVAL	1	LS	\$1,500	\$1,500
5					
SUBTOTAL					\$16,600
CONTINGENCIES @ 10%					\$1,660
PROJECT ADMINISTRATION @ 5%					\$830
TOTAL					\$19,090

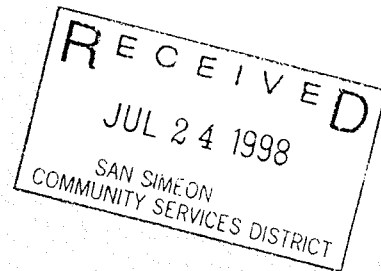
DESIGN ENGINEERING @ 6%
 SURVEYING @ 3%
 PERMITTING @ 2%
TOTAL

\$996
 \$498
 \$332
\$1,826

JOB # 084 02
 AVONNEDRAIN WB1

August 7, 1998
 CRT

WILEY RAMEY
ATTORNEY AT LAW
STATE BAR #45792
9520 Castillo Drive • San Simeon, CA 93452
(805) 541-5536



July 14, 1998

San Simeon Community Services District
111 Pico Avenue
San Simeon, CA 93452

Attn: Forest Warren

RE: San Simeon Restaurant

Dear Mr. Warren:

Concerning the San Simeon Restaurant plan to move tables and chairs out onto the front of the building, enclosed herewith is a copy of the proposed seating arrangements before and after. The key to this proposal is that no additional seating will be required, since we already have more than enough seats as it is.

Very truly yours,

A handwritten signature in cursive script that reads "Wiley Ramey".

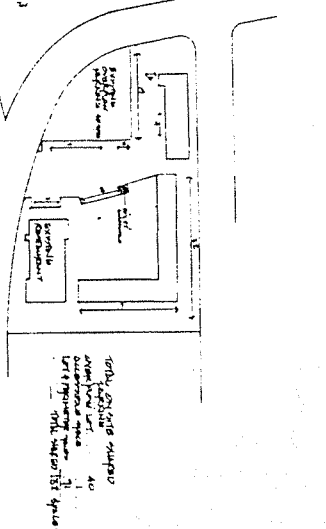
Wiley Ramey

WR:rttr

Encls.

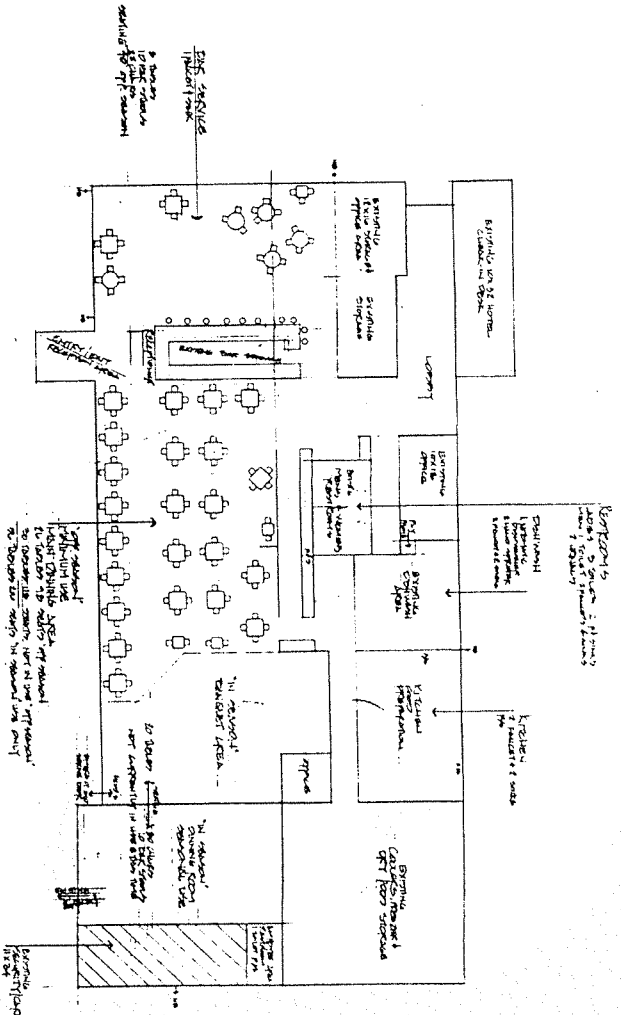
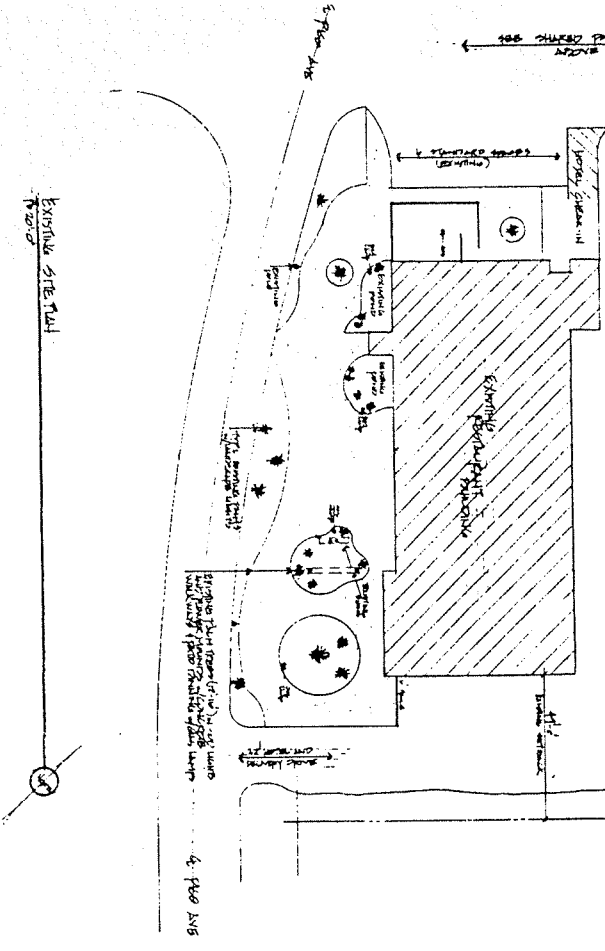
P.S. I had considered changing the name to William Randolph's Restaurant but have decided not to do so. Instead, we are going to known as San Simeon Bar and Grill.

be

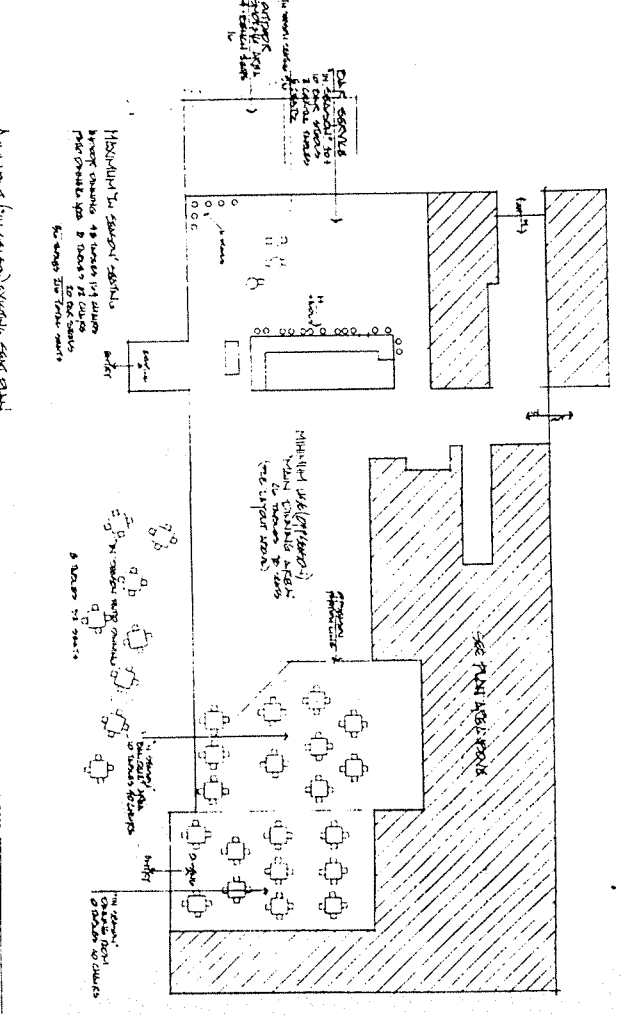


Project: **William Randolphs Restaurant**
 9520 Castello Drive, San Simón, CA 93452
 (805) 927-4604

Spencer Construction Co., Inc. 607M13K
 1071 Main Street, Suite 25, Cambria, CA 93428
 (805) 927-0400



Existing in use (left) restaurant use, kitchen plan



Proposed restaurant use, kitchen plan

SAN SIMEON COMMUNITY SERVICES DISTRICT

SUPERINTENDENT'S REPORT FOR JULY 1998

FLOW COMPARISON - Water

JLY 1998 3,597,000 gallons	YTD 1998 16,816,000 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	10% decrease 14% decrease
JLY 1997 4,017,000 gallons	YTD 1997 19,572,000 gallons	GROSS WATER PRODUCTION: NET WATER PRODUCTION: MONTHLY RECOVERY RATE:	3,622,000 gallons 3,337,985 gallons 92%

RAINFALL

JLY 1998 0.00 inches	98-99 YTD 0.00 inches	MONTHLY COMPARISON: ANNUAL COMPARISON:	0 CONSTANT 0 CONSTANT
JLY 1997 0.00 inches	97-98 YTD 0.00 inches		

WELL DEPTH COMPARISON

JLY 1998 10.45 feet	JUN 1998 10.68 feet	JLY 1997 11.04 feet	MONTHLY COMPARISON: ANNUAL COMPARISON:	0.23 feet higher 0.59 feet higher
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CHLORIDE COMPARISON

JLY 1998 46 mg/l	JUN 1998 64 mg/l	JLY 1997 46 mg/l	MONTHLY COMPARISON: LOWER ANNUAL COMPARISON: CONSTANT
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FLOW COMPARISON - District Wastewater Treated

JLY 1998 2,403,600 gallons	YTD 1998 14,041,380 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	19% decrease 8% decrease
JLY 1997 2,968,966 gallons	YTD 1997 15,228,606 gallons		

FLOW COMPARISON - State Wastewater Treated

JLY 1998 425,833 gallons	YTD 1998 2,443,458 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	15% increase 14% decrease
JLY 1997 370,440 gallons	YTD 1997 2,826,600 gallons		

DISCHARGE REQUIREMENTS

EFFLUENT BOD: INFLUENT BOD:	6.1 mg/l n/a mg/l	EFFLUENT SUSPENDED SOLIDS: INFLUENT SUSPENDED SOLIDS:	3 mg/l n/a mf/l
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BIOSOLIDS DISPOSAL

JULY: 26200 gallons	YTD: 128400 gallons
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SAN SIMEON COMMUNITY SERVICES DISTRICT

111 Pico Ave.
San Simeon, CA 93452
U.S.A

Phone 805-927-4778
Fax 805-927-0399

July 31, 1998

Dear Board Members,

Regarding the request by Richard Aitken to allow a reduction to his bill for the month of July 1998 due to a water leak.

I find that according to the way this type of water leak was handled in the past, Mr. Aitken would not be entitled to the sum of \$136.13 reduction in is sewer bill for the month of July 1998.

The question is whether the water went through the sewer system or not. In this case it did, therefore the reduction in the sewer portion of the bill does not apply according to past incidents of the same nature.

Sincerely,



Forrest G. Warren

Richard Aitken
9042 Avonne Ave.
San Simeon, Calif. 93452

July 30, 1998

San Simeon Community Services Dist.
111 Pico Avenue
San Simeon, California 93452

I was shocked today when I learned that our water useage had jumped several times its normal amount. The plumber who inspected my house for problems, has informed me that a toilet mal-functioned and allowed a great deal of water to escape into the drain.

Any steps you can take to help alleviate my enormous bill would certainly be appreciated.

Thank you.



Richard Aitken

San Simeon Item QuickReport

June 30, 1997 through July 30, 1998

Type	Date	Num	Name	Memo	Qty	Amount
Service						
SEWER RES						
Invoice	6/30/97	97651	1051C AITKEN, RICHARD	SEWER CHARGE	-761	-22.15
Invoice	7/25/97	970710...	1051C AITKEN, RICHARD	SEWER CHARGE	-713	-20.75
Invoice	8/27/97	970810...	1051C AITKEN, RICHARD	SEWER CHARGE	-741	-21.56
Invoice	9/26/97	970910...	1051C AITKEN, RICHARD	SEWER CHARGE	-717	-20.86
Invoice	11/26/97	971110...	1051C AITKEN, RICHARD	SEWER CHARGE	-547	-15.92
Invoice	12/26/97	971210...	1051C AITKEN, RICHARD	SEWER CHARGE	-631	-18.36
Invoice	1/27/98	980110...	1051C AITKEN, RICHARD	SEWER CHARG...	-779	-22.67
Invoice	2/27/98	980210...	1051C AITKEN, RICHARD	SEWER CHARG...	-759	-22.09
Invoice	3/27/98	980310...	1051C AITKEN, RICHARD	SEWER CHARG...	-605	-17.61
Invoice	4/27/98	980410...	1051C AITKEN, RICHARD	SEWER CHARG...	-814	-23.69
Invoice	5/27/98	980510...	1051C AITKEN, RICHARD	SEWER CHARG...	-900	-26.19
Invoice	6/26/98	980610...	1051C AITKEN, RICHARD	SEWER CHARG...	-670	-19.50
Invoice	7/27/98	980710...	1051C AITKEN, RICHARD	SEWER CHARG...	-5,398	-157.08
Total SEWER RES						-408.43
Total Service						-408.43
TOTAL						-408.43

408.43
- 157.08

251.35

12 $\overline{)251.35}$ = \$ 20.95 Average sewer use

157.08
- 20.95

\$ 136.13 - Possible sewer Reduction

430.76 current bill
- 136.13 minus reduction

\$ 294.63 Total due

SAN SIMEON COMMUNITY SERVICES DISTRICT

111 Pico Ave.
San Simeon, CA 93452
U.S.A

Phone 805-927-4778
Fax 805-927-0399

March 04, 1998

Dear Board Members,

It has been the policy of the Board to reduce a person's sewer bill if they have had a water leak by the amount that is over their average sewer bill.

Over the last several months, Board members have indicated they would like to change procedure so that each item doesn't have to come to the full Board as an agenda item.

Therefore, I suggest the following. After the District receives a letter requesting a reduction on a bill, staff prepare a written finding along with all the necessary documentation and present it to the Board members.

Prior to agenda approval, if Board members object to the findings and recommendations they should notify staff. It will then be placed on the agenda as a separate item for full discussion and motion. (Agendas are posted one week prior to the regular Board meeting therefore, notification needs to be made prior to that date.)

Otherwise, the item will be placed under written communications for public announcement as recommended. No formal vote would be needed. At this time, if something should arise, it would be appropriate to discuss the item and vote on it if necessary.

This would only include items less than \$200. Any item over \$200 would come before the Board as a agenda item and would require a motion and vote.

Sincerely,



Forrest G. Warren

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

DATE: Wednesday, March 11, 1998
TIME: 7:00P.M.

PLACE: CAVALIER
BANQUET ROOM

MINUTES

1. CALL TO ORDER

1.1 PLEDGE OF ALLEGIANCE TO THE FLAG

1.2 ROLL CALL

Present:

Director Stevens, Morgan, Mirabal-Boubion, May and Andresen

Absent: None

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

No public comments were made.

3. CONSIDERATION AND APPROVAL OF MINUTES OF FEBRUARY 11, 1998 AND SPECIAL MEETING FEBRUARY 20, 1998.

Motion by Mirabal-Boubion seconded by May to approve minutes as corrected. (Item 8.2 on February 11, 1998 Minutes should read "Ardy May commented the water committee was to meet on Friday, February 13, 1998 at 10:30 am at the Cavalier's conference room." Motion carried.

4. CONSIDERATION AND APPROVAL OF WARRANTS.

Motion by May seconded by Morgan to approve warrants as submitted. Motion carried.

5. CONSIDERATION OF PERSONNEL EVALUATION FORM.

Motion by Mirabal-Boubion seconded by May to approve personnel evaluation form as corrected. Motion carried

6. CONSIDERATION OF A POLICY TO ALLOW THE GENERAL MANAGER TO ADJUST SEWER CHARGES DUE TO WATER LEAKS.

Motion by Mirabal-seconded by May to allow the General Manager to adjust sewer charges due to water leaks up to \$200 after information is presented to the Board Members, as outlined in the letter of March 4,

1998 by the General Manager to the Board of Directors. (see enclosed letter) Motion carried.

7. DISCUSSION OF THE FOLLOWING FOR STAFF DIRECTIONS:

A. VARIOUS POLICY CHANGES

After discussion and input from staff and Directors, it was indicated that the plan of action for both Job descriptions and policy changes would be the following: Dave Fleishman would review the policies along with other staff members. At the same time, the Board members would review the policies and job descriptions. In two weeks, staff and Board members would exchange their concerns.

B. JOB DESCRIPTIONS (WASTEWATER OPERATORS)

See above item.

C. BUDGET (1998/99)

After discussion the Chairman stated that at the next Board Meeting there would be an item on the agenda as to the formation of a committee and members to review the budget.

8. CONSIDERATION OF SAMDA'S WATER PROJECT MEMORANDUM.

After considerable discussion with staff, Mel McColloch (SAMDA representative) and public, the Board made the following motion:

Motion by Mirabal-Boubion seconded by Morgan to work out details of an agreement regarding legal, financial and engineering aspects with SAMDA.

9. STAFF REPORTS:

JOHN WALLACE

A. STATUS REPORT ON LOOP LINE BETWEEN CASTILLO DR. AND AVONNE AVE. (FLOW TEST AND EASEMENTS SEARCH.)

John Wallace indicated they found no easements across the Motel 6 property. Chairman Andresen indicated we should contact Motel 6 regarding the possibilities of an easement across their property.

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

SURVEY CREWS HAVE COMPLETED THE TOPOGRAPHY. A STRUCTURAL ENGINEER AND A SOIL FIRM HAVE BEEN SELECTED FOR THE BRIDGE. DUE

TO WEATHER DELAYS A REVISED CONSTRUCTION SCHEDULE WAS ISSUED.

A CONTRACT WITH CAL TRANS WAS MADE REGARDING THE PLACEMENT OF A HOST LINE UNDER HIGHWAY ONE DURING THE CONSTRUCTION OF THE BRIDGE ALIGNMENT.

CAL TRANS 18" HOST PIPE UNDER HIGHWAY 1 WOULD COST \$18,750.00.

C. STATUS REPORT: PLANNING GRANT APPLICATION OFFICE OF WATER RECYCLING.

ON MARCH 5TH REPRESENTATIVES FROM THE OFFICE OF WATER RECYCLING VISITED SAN SIMEON TO GET A BETTER UNDERSTANDING OF OUR NEEDS.

10. WRITTEN COMMUNICATIONS

Consideration of an adjustment to Theda Jones January water bill.

MOTION BY MAY, SECONDED BY STEVENS, TO REDUCE THE SEWER PORTION OF THEDA JONES' JANUARY BILL BY \$34.23. MOTION CARRIED.

11. ORAL COMMUNICATIONS

Consideration of Miscellaneous verbal Staff reports and Directors' comments.

Next water committee meeting is set for March 26, 1998 at 10:30 am at the Cavalier Inn.

ADJOURNED TO CLOSED SESSION

12. PERSONNEL SESSION PURSUANT TO GOV. CODE SECTION 54957. PERFORMANCE REVIEW FOR GENERAL MANAGER, FORREST WARREN.

RECONVENED TO OPEN SESSION

13. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION.

The Board met in closed session pursuant to Gov. code 54957 for a performance review of General Manager, Forrest Warren. The actions taken are subject to the confidentiality provision of the Brown Act as this was a personnel matter. No formal action was taken. Formal action will be taken under item #14 consideration of a merit increase.

14. CONSIDERATION OF MERIT INCREASE FOR FORREST WARREN, GENERAL MANAGER.

Motion by Stevens seconded by Morgan to give Forrest Warren, General Manager a merit increase (5%).

15. ADJOURNMENT 8:55 P.M.

SAN SIMEON COMMUNITY SERVICES DISTRICT

111 Pico Ave.
San Simeon, CA 93452
U.S.A

Phone 805-927-4778
Fax 805-927-0399

August 4, 1998

Edward L. Caras
9389 Jasper Way
San Simeon, CA. 93452

Dear Edward,

I am sorry that you didn't attend the Regular Meeting of the Board of Directors on June 10, 1998.

Enclosed is the memorandum from Robert Schultz regarding the 1996 water and wastewater rate increases that was discussed at that meeting.

The bottom line to the issue was that in April 1996 when the rate increase was adopted there was no contract for DeSal. The contract for DeSal was signed in September 1996.

The rate increases were "to offset the annual increase and operating costs due to increases in contractual service costs, utility and equipment maintenance costs and the loss of other revenues which have historically been used to offset the costs of wastewater and water services".

No separate accounting of these funds (for whatever project they might be used) has ever been established by the District Board nor is it needed per advice from the Auditor and Legal Counsel.

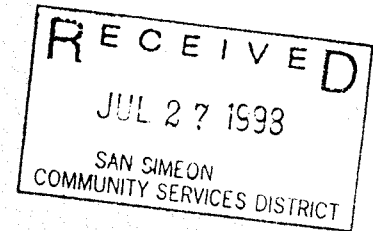
I hope this answers your question.

Sincerely,



Forrest G. Warren
General Manager/Secretary

July 22, 1998



SSCSD
Board of Directors
111 Pico Ave, Rt 1
Box S-17
San Simeon, CA 93452

Dear Board of Directors,

Approximately 4 months ago, I asked a question at a regular meeting and to-date I have not received an answer. I do think, as a citizen of San Simeon, I am entitled to have the information.

The question is: How much money have we accumulated, since the last rate increase, for a major water project like the Desal project? Remember, that increase was predicated on the fact that the board would work towards getting additional water for the community. I believe the staff should be accumulating each month, the amount it is collecting for this future project.

If you find that going back to the time of the rate increase to identify how much was collected each month for this future project to be cumbersome, I am perfectly willing to work at the district office to help compiling the monthly contribution that should be set aside for additional water. I would also help to develop a system to insure the appropriate Journal Entry is made each month.

Your reply to this question is anticipated.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ed Caras".

Edward L. Caras

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

Aug 27, 1998

Agenda

Special Closed session : 4:30 P.M 111 Pico Ave. District Office

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

OPEN SESSION: 6:00 P.M. CAVALIER BANQUET ROOM

1. **CALL TO ORDER**
 - 1.1 PLEDGE OF ALLEGIANCE TO THE FLAG
 - 1.2 ROLL CALL
2. **PUBLIC COMMENTS:** Note: Any topic NOT on the agenda may be presented. Please observe a 3-minute limit.
 - 2.1 Director's comments and proposed agenda items.
3. **CONSIDERATION AND APPROVAL OF MINUTES OF THE REGULAR MEETING OF JULY 8, 1998 AND THE SPECIAL MEETING OF JULY 21, 1998. (ACTION)**
4. **CONSIDERATION OF 1998-99 BUDGET AFTER WORKSHOP.**
5. **STAFF REPORT**
 - 5.1 WRITTEN COMMUNICATIONS
CARRIAGE INN RESTAURANT REMODEL
 - 5.2 ORAL COMMUNICATIONS
Consideration of Miscellaneous verbal Staff reports and Directors' comments.
6. **ADJOURNMENT**

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

DATE: Wednesday, July 8, 1998
TIME: 7:00 P.M..

PLACE: CAVALIER
BANQUET ROOM

MINUTES

1. CALL TO ORDER

- 1.1 PLEDGE OF ALLEGIANCE TO THE FLAG
- 1.2 ROLL CALL

Present: Leanne Morgan
Ardy May
Lois Stevens
Richard Andresen
Lorraine Mirabal-Boubion (Arrived 7:05)

Absent: None

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

Cindy Butterfield: Regarding recycling program in San Simeon. It is a Department of Conservation Grant. The first grant was last year. With that money, four recycling receptacles were purchased. Right now Raalco Recycling collects from those receptacles for us and then sends us a check. So this program is a fundraiser. We get a net monthly income. All of the money that we earn goes directly back into the community. We are planning to implement the same program in San Simeon. We have two receptacles, promotion money, money for a vehicle, and money for a shed to store the containers. We are hoping to begin this program August 1, 1998. The two recycling advocates for San Simeon will be Kim Karnes and Marion Sue Fischer.

DeeDee Ricci: Regarding weed abatement. What is being done with the property owners that have not cut the weeds down on their property?

Forrest Warren: On Tuesday, another notice was sent out to everybody reminding them that July 15, 1998 was the final day to have their weeds cut.

DeeDee Ricci: What happened to the sign that says "Welcome to San Simeon"?

Michael Hanchett: It fell down during the last storm.

Kim Karnes: Tape unclear.

Chairman Andresen: I imagine from what I can see it is from the excavation. To the best of my knowledge it was not imported it was created on site. The original pile that was there from when the project started was originated from the project itself. Some topsoil has come in but it is very minimal compared to what is already there. CalTrans would be better able to answer your question.

John Wallace: We are not working on this project.

2.1 Directors' comments and proposed agenda items.

Director Morgan: Can we also inform the owners of the properties that the debris left in the roadway after abatement should be cleaned up too?

Forrest Warren: If I know the sites I can contact the people.

3. APPROVAL OF MINUTES

Director May motioned to approve the Minutes of Tuesday, June 9, 1998 seconded by Director Mirabal-Boubion. Motion carried.

Director Mirabal-Boubion motioned to approve the Minutes of Wednesday, June 10, 1998 seconded by Director May. Motion carried.

4. APPROVAL OF WARRANTS

Leanne Morgan: In regards to the letter from Dawn Dunlap she stated she had searched for the map of the District and had not been able to locate it. She made the suggestion that John Wallace might have one. Do you have that map?

Chairman Andresen: She is talking about a map of the community from 1965 that was burned up in a fire in the original engineer's office.

John Wallace: I read Dawn's memo and I am familiar with the fire. I don't know if we have a copy of the map. If we do we will furnish one to the District.

Director May motioned to approve the warrants of June 4 through July 8, 1998 seconded by Director Morgan. Motion carried.

5. SELECTION OF AUDITING FIRM

Forrest Warren: We have sent a letter to six different auditing firms asking for bid proposals. I have reviewed their proposals and made

with Burkhart & Salzgeber (Bob Crosby) for an extended period of time. He has offered a three year contract. With all the changes in our accounting system and software. It is nice to have someone who has the continuity of the District from prior years. Bob Crosby knows the District and is very helpful. As far as the cost factor, the auditors on the list who have lower rates do not have the things we are looking for such as, extended service.

Elizabeth O'Leary: It is to the District's advantage to stay with one auditing firm for a number of years because they will go in detail to another level in their audit. Auditor's have different levels to audit on in different years. A new firm has to start at step one whereas a continuing firm can go to a deeper level. If you stay with one firm then you can have all of the levels examined in detail.

John Wallace: I think if you have a good qualified staff that is doing a good job and producing a good report plus, they are giving ongoing support through the year by answering questions and pointing out changes in the law that may affect the District it is a good resource. We have had excellent results with this firm. When we did change firms we were sorry that we did in the terms of the depth of understanding and the amount of detail that staff had to go into to educate the new auditor. The principle involved in changing auditors every so often is that staff may get too comfortable with a particular person. Well in this case, you changed your staff that would be dealing with that auditor so I think that point goes away. So, I concur that you go for the best qualified firm that can give you the most help for the least cost.

Director May motioned that we go with the firm Burkhart & Salzgeber for a fee of \$2,500.00 for the year seconded by Director Morgan. Vote: 4 ayes and 1 no. Motion carried.

6. PUBLIC HEARING ON SECURITY DEPOSITS (SCHULTZ)

Robert Schultz: There has been public comments and discussions with the Board regarding the return of security deposits that have been collected by the District when new service is connected. I looked at the California Public Utilities Code which allows us to assess the security deposits and also looked at our policy and procedures. I quote you procedure 2-7 which states it *may* be refunded to the depositor there is no *shall* language in there. It is up to the District whether they want to do that. I thought it would be best to hold a public hearing and see if there is any public comment on whether it should be returned and then put it to vote for the Board to decide if those deposits should be returned.

Forrest Warren: We have 177 security deposits. That is \$8,850.00. Of

those 82 would qualify for the return which is \$4,100.00. Approximately half of them would be returned. This list is based on owners and businesses not tenants.

John Wallace: Most Districts don't return their deposits. Most Districts hold the deposit until the account is terminated.

Director May motioned to keep the policy on the security deposits as is seconded by Director Mirabal-Boubion. Vote: 3 Ayes and 2 Noes. Motion carried.

7. RESOLUTION NO. 98-245. Requesting their General District Election be consolidated with the November 3, 1998 Statewide General Election.

Forrest Warren: This consolidation has to be approved every election year. It is a routine matter.

Director Loraine Mirabal-Boubion motioned to approve Resolution No. 98-245 the Resolution of the Board of Directors of San Simeon Community Services District and requesting that our General District Election be consolidated with the November 3, 1998 Statewide General Election seconded by Director May.

Roll Call:

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

Noes: None

8. STAFF REPORT

8.1. Major water projects and other options. (Wallace)

John Wallace: I have provided the Board with a summary of the information on the current status of the NATE Proposal. We have been in contact with Mr. Paul Locke. At his presentation, a few meetings back he indicated he would move ahead with providing more information to the District and if it was favorable then he would provide us with a proposal. He has visited the District and looked at the sites. He has a couple of sites in mind. He is a little concerned about the environmental requirements to put in such a project. He has promised to provide us with a proposal in the next several weeks. In looking at other options, I did meet with a rancher in the Cambria area to discuss the possibility of

transferring an appropriative right to San Simeon. However, in discussing it with the rancher, they are not sure how much they need for their use versus how much water they could part with and it would of course require a pipeline to go down to that area. It was agreed the individual would study his situation and our District would determine if we are interested or not. I think the maximum amount of water is 30-40 acre feet. Which is not enough for our total need but would free up for some development.

8.2. Presentation of Investment Report. (Warren)

Forrest Warren: The quarterly investment report explains the District's assets. See attached Investment Report.

8.3. Workshop: Presentation of Major Projects Budget Allocation: Recap: (Warren) Proposed: (Wallace)

Forrest Warren: This year we spent \$924.50 on DeSal, \$1698.32 on the pipeline, and \$7623 on the loopline. We also bought a composite sampler, clarifier chains, had an outfall inspection and worked on the pipebridge. Road repairs came to approximately \$25,000.00. Altogether this year we have spent approximately \$48,000.00 leaving us with a reserve balance of \$1,736,032.52. See attached graph.

John Wallace: This is a list of projects that are coming up as well as those that are ongoing and those that need to be designed this coming year in order to be implemented in the following year. This is an aggressive list of projects and you may not do all of these. Some are needed more than others. A final schedule of projects would be refined once the Board decides what they want to do.

8.4. Scheduling of upcoming meetings/final Budget etc. (Warren)

Forrest Warren: Shall we have a workshop next meeting, call a special meeting or do you want to do it more piecemeal. What is the priority of the Board? I think we should come to a consensus of the Board on how we want to handle the Budget.

Robert Schultz: I would like to schedule a closed session meeting to discuss the Cambria contract. So that we can come to a conclusion or get some guidance from the Board on where we need to head with that. I think it is a major issue we need to deal with.

The Board reached a consensus to meet July 21, 1998 at 2:00 for a

closed session meeting on the Cambria contract and immediately following at 3:00 would be a special meeting for a Budget workshop.

8.5. WRITTEN COMMUNICATIONS

There were no written communications.

8.6. ORAL COMMUNICATIONS

Consideration of Miscellaneous verbal Staff reports and Directors' comments.

Superintendent Head: Since FEMA was here Sean Grauel went out to dive it again but he couldn't see anything. The visibility was bad. When we get a clear day he will go out and videotape it. On the 16th of this last month, we had an inspection by the Water Quality Control Board everything passed with flying colors. Next month, I will be having a meeting with the Water Quality Control Board in Salinas. Staff is recommending to reduce the testing of BOD and suspended solids from weekly to monthly because our compliance has been so good for the last year. This will save the District approximately \$1500-\$2000 per year on sample testing. On the 25th of June, we had a representative from the Air Pollution Control come to the plant in response to some complaints by residents on Balboa Avenue about odors from the plant. On the 27th of June, there was a message on the answering machine that they had called again. There isn't anything wrong at the plant. Nothing has changed in the last fourteen years. There hasn't been any building going on out here. It is just raw sewage and it stinks. About the only thing we can do about the odor is to cover the equalization tank. The equalization tank is a surge tank that we have to have because without it we would be overloaded in the summertime. We would not be able to reduce our discharge requirements if we didn't have the equalization tank. It controls the flow coming into the plant. I got some estimates for putting a cover on it. For an aluminum cover with a marine finish on it would cost between \$30,000 - \$35,000.

8. ADJOURNMENT

Meeting was adjourned at 9:16.

MINUTES
SPECIAL BOARD OF DIRECTORS MEETING
SAN SIMEON
COMMUNITY SERVICES DISTRICT

DATE: Tuesday, July 21, 1998

CLOSED SESSION: 2:00 P.M. CAVALIER BANQUET ROOM

1. CALL TO ORDER

1. Roll Call

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

Absent: None

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

Jeanette Johnson: Enclosed handout dated 7-21-98 regarding property located at 13-091-027 was handed out to the Board. Jeanette also stated that there were several pieces of property in the area for sale. One lot 104 X 104 for \$149,000 another for 235 X 230 for \$195,000. Jeanette Johnson indicated that 13-091-027 was worth approximate \$100,000.

3. Conference with Legal Counsel due to significant exposure to litigation.

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

4. Real Property Transactions- Government Code Section 54956.8:

Instructing District's real property negotiator regarding the price and terms of payment for purchase, sale, exchange, or lease of real property as to 1 parcel.

SSCSD 7/21/98

Property: Various parcels for possible purchase as water facilities/storage, District office.

Negotiating Parties: Multiple possible sellers\District Manager as District Real Property Negotiator: possible voluntary purchase.

OPEN SESSION: 3:00 PM. CAVALIER BANQUET ROOM

Report on closed session: District Counsel Mr. Schultz stated that there was no reportable action taken at the Closed session which was adjourned to August 12, 1998 at 6 PM.

1. CALL TO ORDER

1.1 PLEDGE OF ALLEGIANCE TO THE FLAG

1.2 ROLL CALL

Present: Lois Stevens

Leanne Morgan

Loraine Mirabal-Boubion

Ardy May

Richard Andresen

Absent: None

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

Mr. Ed Caras asked for an explanation of the closed session items.

District Counsel Mr. Schultz stated that the first item related to the Desal contract with Cambria and the second with possible purchase of real property which would have to go to a public hearing process if pursued.

Mr. Ed Caras wanted a comparison including sewer rates with other Districts. Mr. Wallace was to bring back such comparison for Mr. Caras.

Mr. Ed Caras also wanted to know about the return of the Security Deposits. Discussion followed that this item was already voted on at the last meeting and security deposits were not to be returned.

Motion by Director Morgan and seconded by Director Stevens to bring the item of Security Deposit refunds back before the Board.

Ayes: Stevens and Morgan. Noes: Mirabal-Boubion, May, Andresen.
Motion failed.

**3. AUTHORIZATION TO ABATE A.P.N.
013-091-027, 013-071-019, 013-031-039 & 013-031-039-040**

Forrest Warren: Last April we had the first Resolution and a letter was sent out to all the people on the list who have open lots that are considered a hazard. There are four different parcels that have failed to abate their weeds and have not responded to any of my attempts to communicate with them. We now have to abate their lots. The recommendation is for you to approve the resolution so that I can proceed and abate the properties.

Director Mirabal-Boubion motioned to approve Resolution 98-246 the Resolution of the San Simeon Community Services District ordering abatement of public nuisance within the San Simeon Community Services District seconded by Director May. Motion carried.

4. BUDGET WORKSHOP

See attached document "Summary of Major Project Budget Allocations".

Director Mirabal-Boubion motioned to expense all of the items that have been paid for out and allocate them to the Reserve Fund seconded by Director May. Motion carried.

Director Mirabal-Boubion amended the motion to whenever a project is completed it be expensed out at that time seconded by Director May. Motion carried.

John Wallace, Forrest Warren and Robert Schultz : Discussed Budget items, line item by line item.

The enclosed list is the revised copy after amendments were made to the original.


5. ADJOURNMENT

The meeting was adjourned at 5:32 P.M.

SAN SIMEON COMMUNITY SERVICES DISTRICT

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

MEMORANDUM

DATE: August 24, 1998
TO: Board of Directors
VIA: Forrest G. Warren, General Manager
FROM: John L. Wallace, District Engineer 
SUBJECT: Water Distribution System - Priority Improvement List

DISCUSSION:

At the April 8, 1998 Board of Directors meeting, fire flow testing and water system modeling was discussed to determine where the deficiencies exist throughout the District's water distribution system.

On March 13, 1998, fire hydrant flow tests were conducted at strategic points throughout the District's water distribution system. Assisting with the tests were; California Department of Forestry (CDF) Captain, Mike Lowery from the Cambria Fire Station, District Operator, Leroy Price and Associate Engineer, Craig Taylor. During the afternoon testing, the District's reservoir was full and the well pumps were off.

The field tests revealed that the District's fire hydrants have flow capacities ranging from 400 to 700 gallons per minute (gpm) at 20 pounds per square inch (psi) residual pressures. These flow rates are substandard to the current CDF fire flow protection requirements for commercial areas, which are 1,500 gpm minimum with 20 psi residual pressures.

Clearly, the water distribution system can not supply enough flow from the fire hydrants to suppress a fire under the current CDF fire flow standards.

In addition, current standards dictate that if this flow rate is not available for new construction, a lesser flow rate could be approved by requiring a fire sprinkling system. According to CDF, none of the commercial or residential developments within the San Simeon Community Services District have fire sprinkling systems!

The field data was modeled at different flow rates and pressures throughout the system. Each point on the model was calibrated to represent actual fire hydrant flow conditions. Several simulations were run in order to determine system deficiencies and what could be done to improve conditions.

The attached simulations were developed to show, *at a minimum*, how looping the system and increasing the diameter of distribution piping increases the fire flow. The following list represents the recommended improvement projects to the water system as established by the computer model.

The Hearst Drive and San Simeon Avenue project is not the # 1 priority of the water model but was budgeted to replace an old and leaking 4-inch water line and is ready for bidding and construction. After completing the Hearst Drive and San Simeon Avenue project, the following projects should be constructed in their respective order.

The Pipeline Bridge Project was also budgeted as a pipeline replacement project for water , sewer and pipe structure and is scheduled for construction in Oct/Nov.

As can be seen with the District's water distribution base maps, the flow rates are much less than standard but, once the recommended improvements are in place, the water system model demonstrates fire flow rates will eventually be brought up to CDF standards.

RECOMMENDATIONS:

1. It is recommended that new water distribution piping should be installed in accordance with the list of proposed improvements.
2. The District should budget these improvements as part of its Capital Improvement Program to achieve the required fire flow protection.

084-02fireflow.wpd

San Simeon Community Services District

Water Distribution Model

August 24, 1998

Stage # 1 A Avonne Avenue to Castillo Drive (Motel 6 Loop). With the completion of this **8-inch** inter-connection, fire flow rates would increase to, or better than a flow rate of 550 gpm with a minimum residual of 20 psi.

Stage # 1 B Castillo Drive to Hearst Drive(Under Hwy 1). With the completion of this **8-inch** inter-connection and all improvements listed above, fire flow rates could become equivalent to, or better than a flow rate of 600 gpm with a minimum residual of 20 psi.

Stage # 2 (Reservoir Feeder Line to Pico Avenue) This **12-inch** line represents one the most critical line on the distribution system . Without this improvement, the District would not be able to meet the CDF fire flow requirements of 1500 gpm anywhere in the system, weather or not the loops were inter-connected.

Stage # 3 (Pico-Jasper-Avonne) This **10-inch** loop and enlarged pipeline will deliver the amount of water needed for meeting the ultimate goal of the model. Note the increase in flow rates to 700 gpm after the pipe is installed.

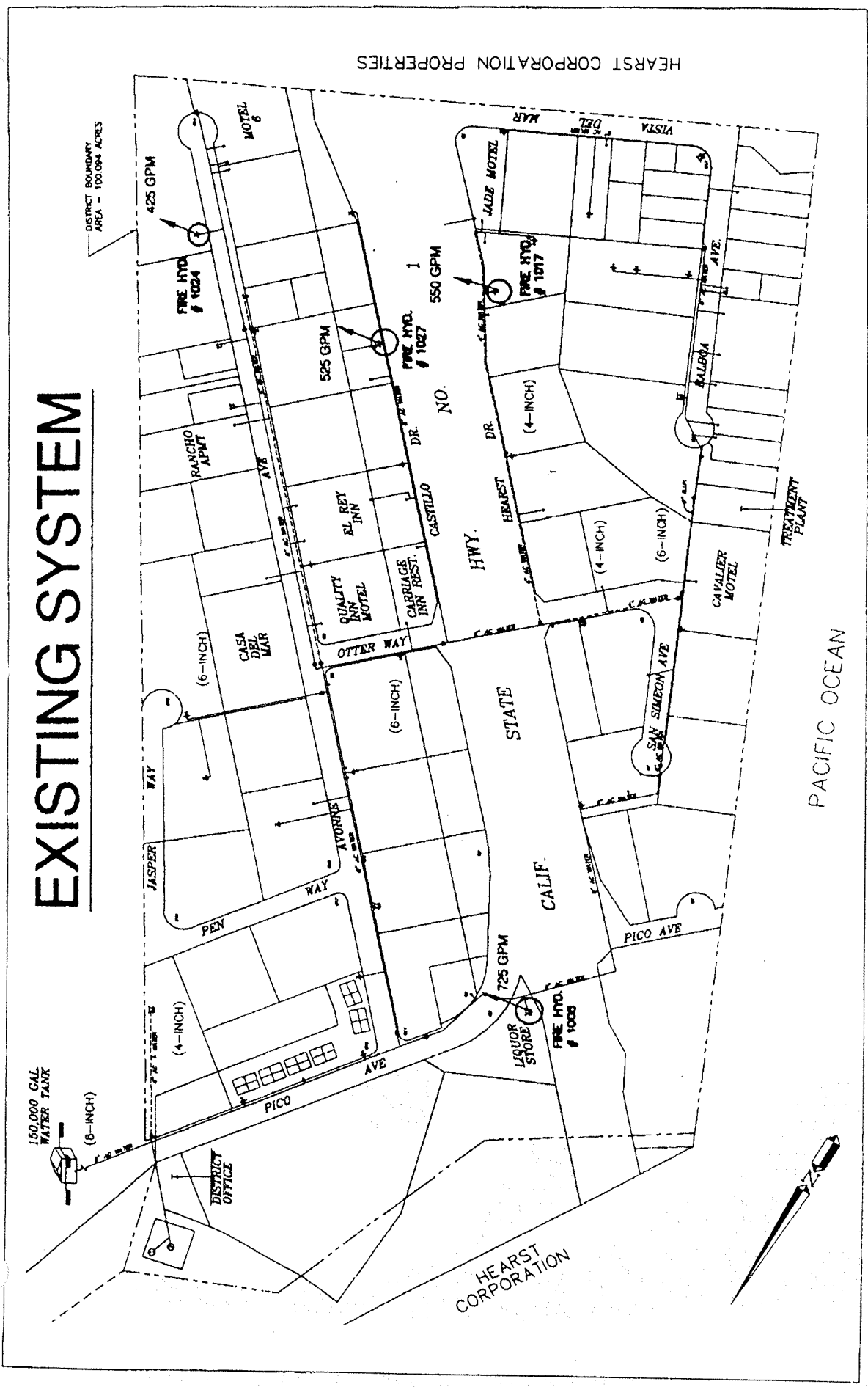
Stage # 4 (Avonne to Otter to Castillo to Hearst Drive) The model shows the **10-inch** pipeline installation substantially increases the flow rates. With the completion of this line, fire flow rates meet the minimum CDF standard.

WATER DISTRIBUTION IMPROVEMENT PROJECTS*

<i>Priority</i>	<i>Project Description</i>	<i>Estimated Cost</i>
Current Project	1500 LF of 8-inch PVC - Hearst Drive and San Simeon Avenue	\$80,000
Stage 1A.	350 LF of 8-inch PVC - Avonne Avenue to Castillo Drive (Motel 6 Loop)	\$40,000
Stage 1B.	360 LF of 8-inch PVC - Castillo Drive to Hearst Drive (under Hwy 1)	\$75,000
Stage 2.	910 LF of 12-inch PVC - Reservoir to Pico Avenue	\$55,000
Stage 3.	1,450 LF of 10-inch PVC - Jasper from Pico Avenue to Avonne Avenue	\$70,000
Stage 4.	580 LF of 10-inch PVC - Otter Way from Avonne to Castillo to Hearst Drive	\$30,000
Total Estimated Cost		\$350,000

** Not including water source project nor additional storage tank.*

EXISTING SYSTEM

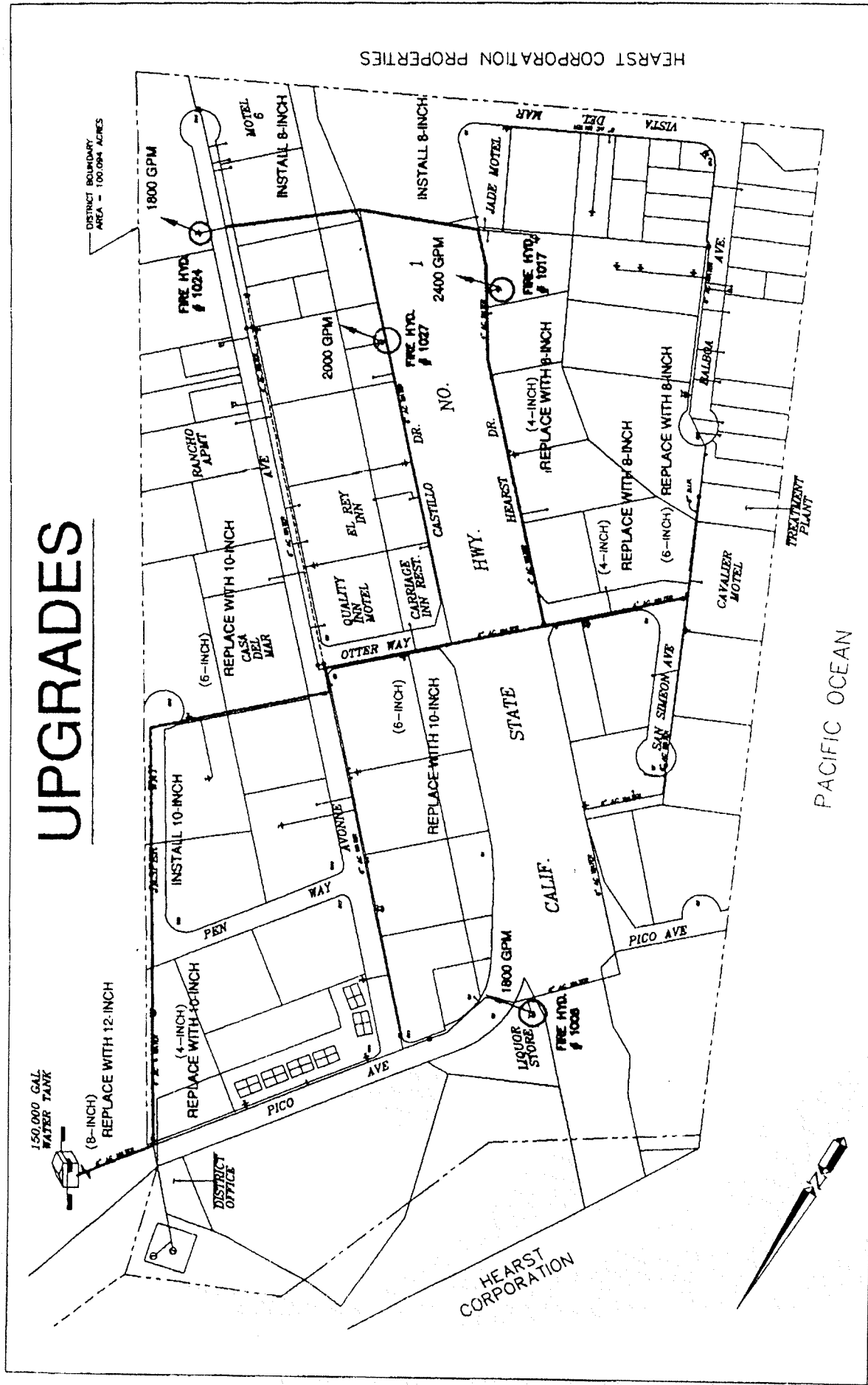


HEARST CORPORATION PROPERTIES

JLWA
 John L. Wallace & Associates
 4115 South Broad Street, Suite 80
 San Luis Obispo, California 93401
 Tel (805)944-4011 Fax (805)944-4044

Existing water supply system. (Prior to any upgrades).
 Available flow is shown for three fire hydrants within the system.

UPGRADES

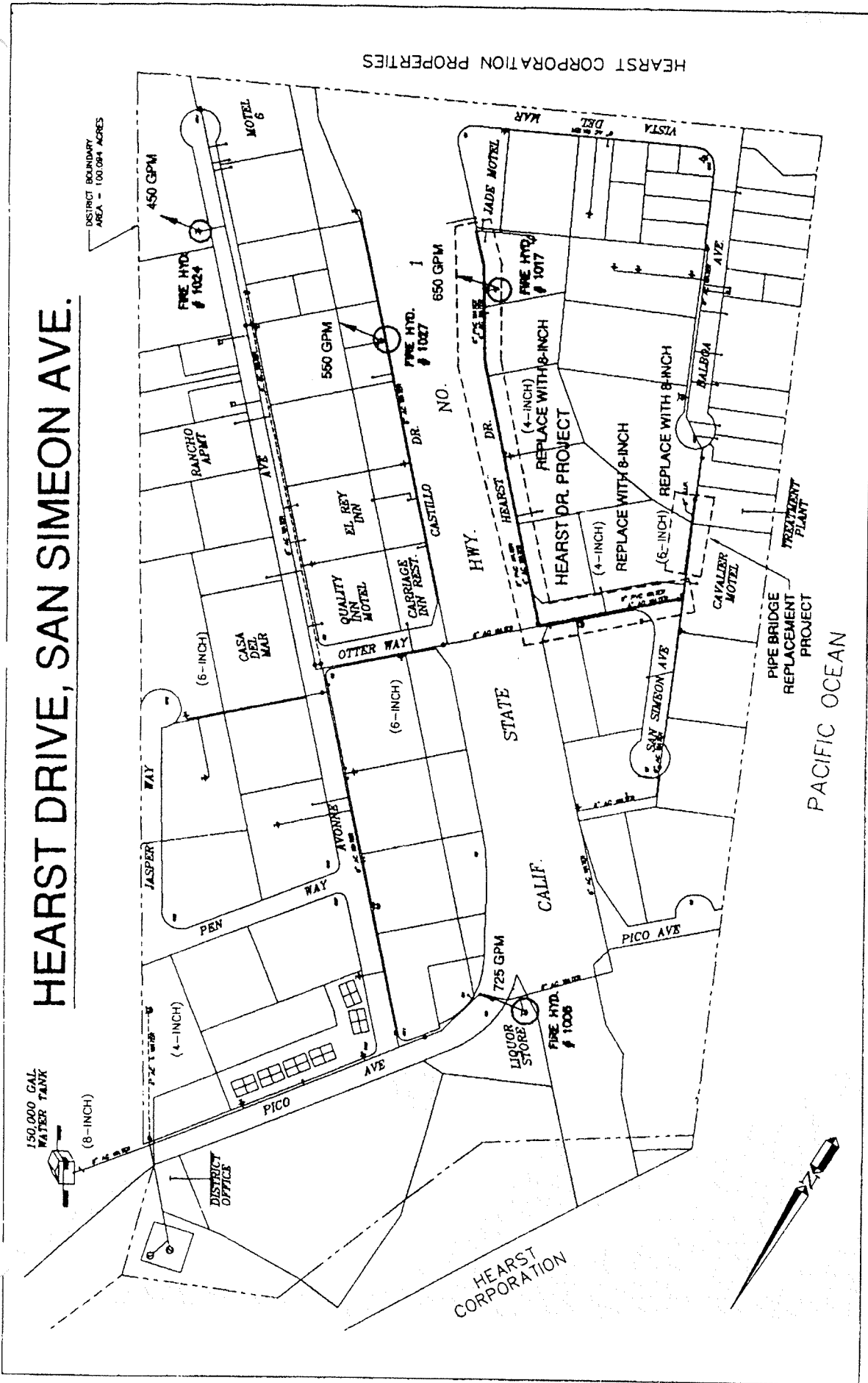


HEARST CORPORATION PROPERTIES

JWA
 John L. Wallace & Associates
 4115 South Bower Street, Suite 85
 San Luis Obispo, California 93401
 Tel: (805)544-4011 Fax: (805)544-4296

Comprehensive look at all of the proposed upgrades.
 Available flow is shown for three fire hydrants within the system.

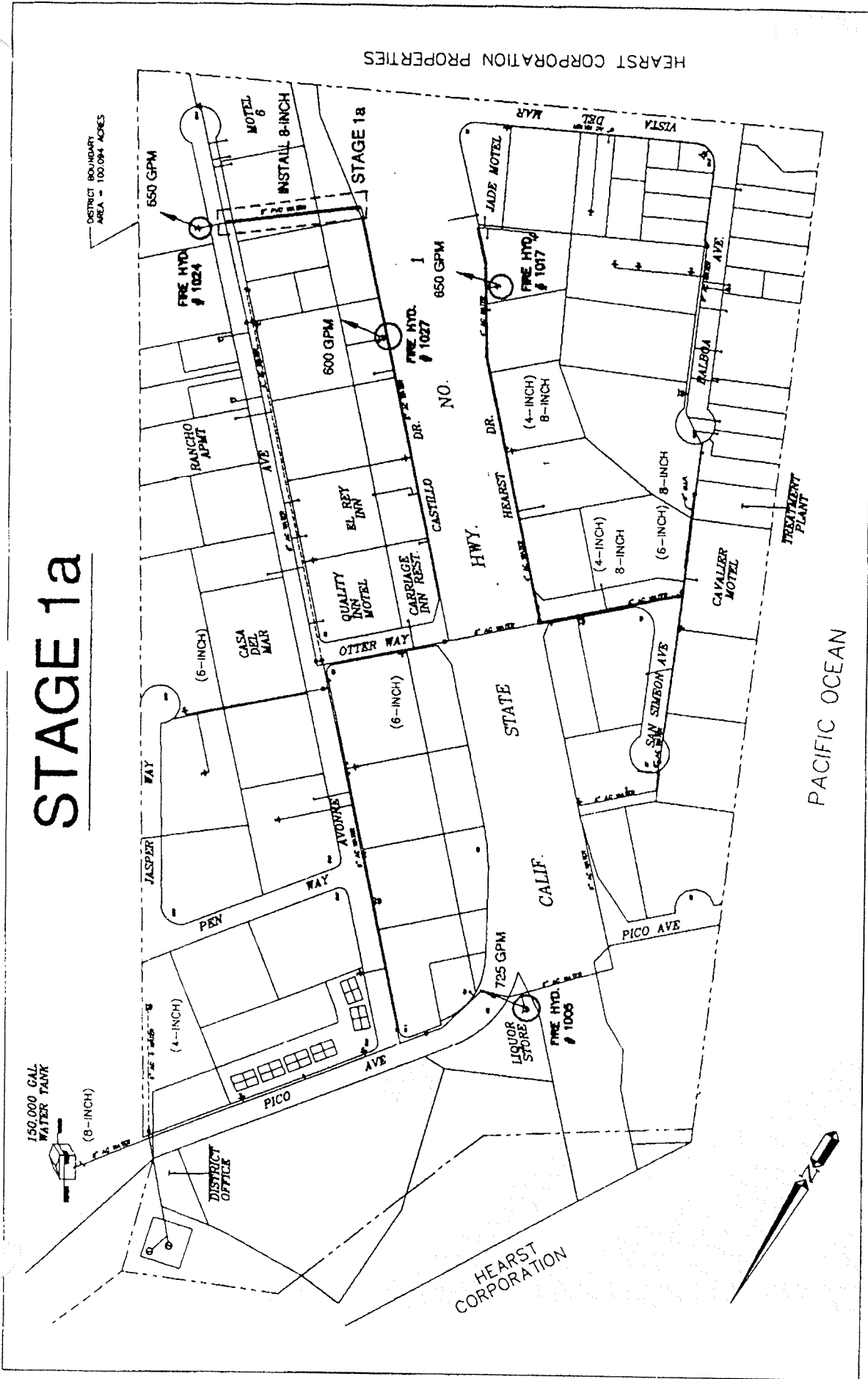
HEARST DRIVE, SAN SIMEON AVE.



Hearst Drive and San Simeon Ave. waterline replacement project
(In Progress)

Available flow is shown for three fire hydrants within the system.

JLWA
 John L. Wallace & Associates
 8115 South Street, Suite 25
 San Luis Obispo, California 93401
 Tel: (805)944-0811 Fax: (805)944-0384



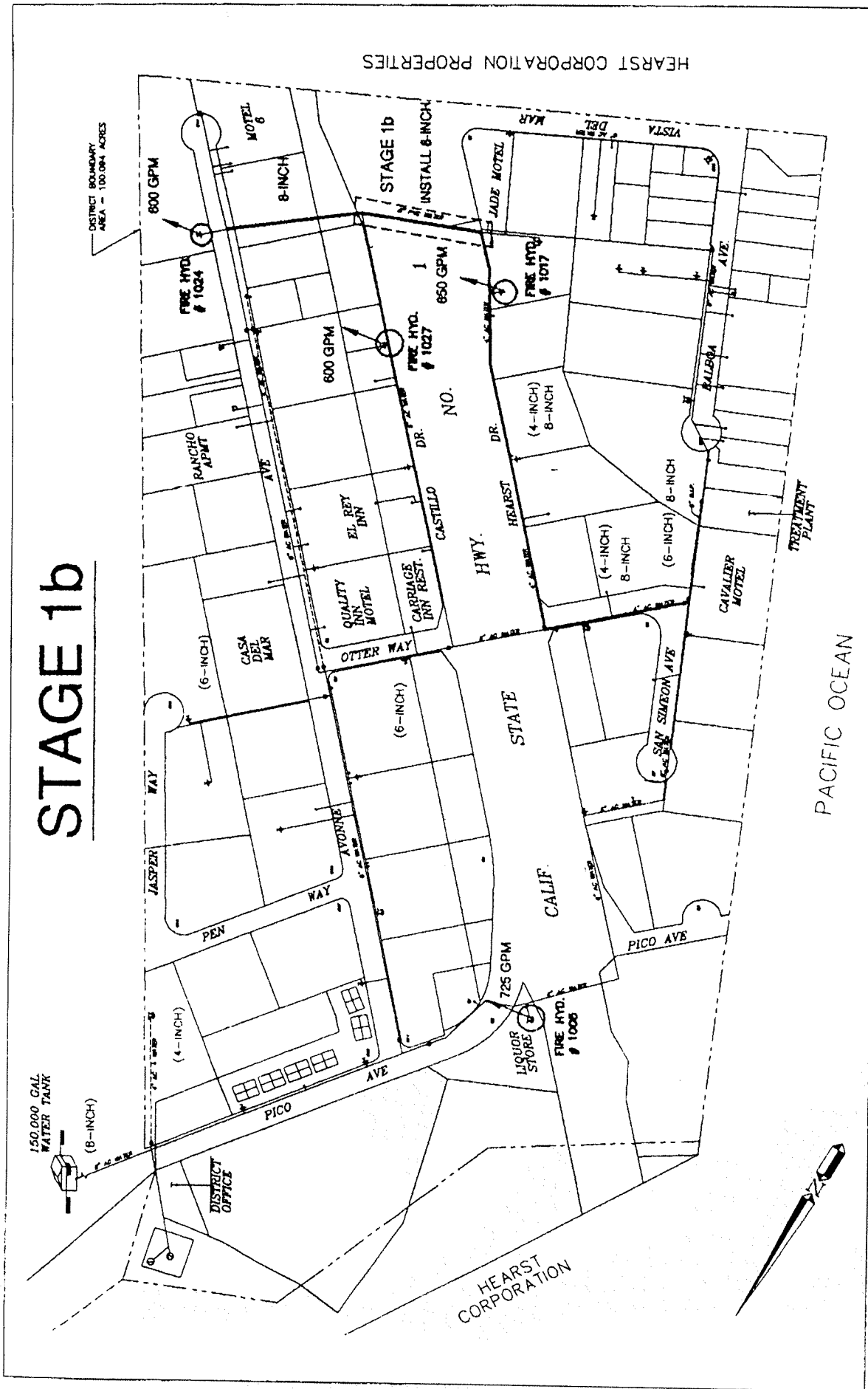
STAGE 1a

HEARST CORPORATION PROPERTIES

JLWA
 John L. Wallace & Associates
 4115 South Broad Street, Suite #5
 San Luis Obispo, California 93401
 Tel: (805)944-4071 Fax: (805)944-4084

8" Closing loop from Avonnes Ave. to Castillo Drive.
 Available flow is shown for three fire hydrants within the system.

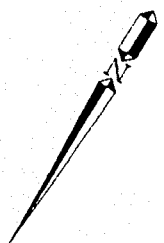
STAGE 1b



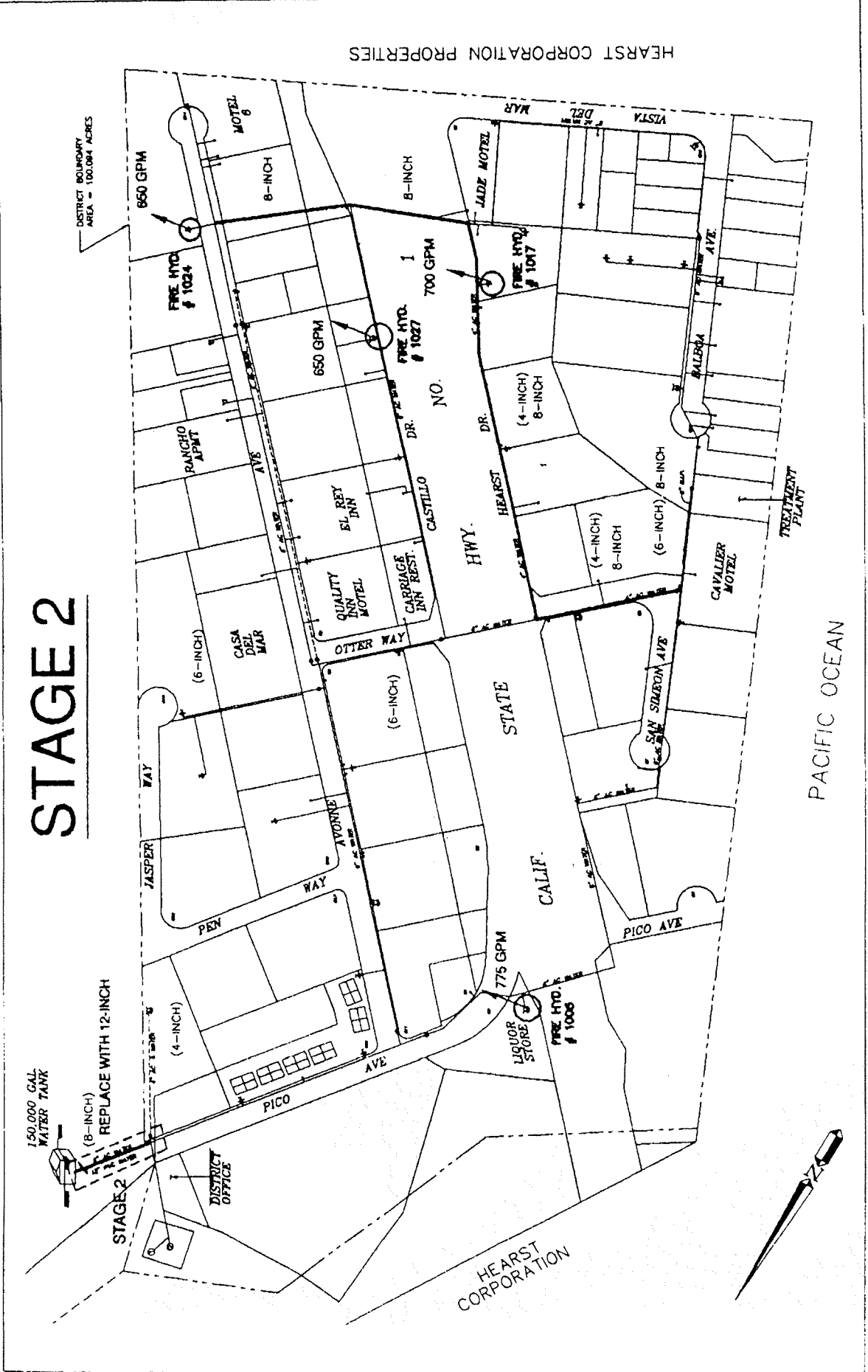
HEARST CORPORATION PROPERTIES

JWA
John L. Wallace & Associates
 4115 South Broad Street, Suite 85
 San Jose, Oregon, California 97401
 Tel: (503)244-4071 Fax: (503)244-4284

8" Closing loop from Castillo Drive to Hearst Drive (under HWY 1).
 Available flow is shown for three fire hydrants within the system.

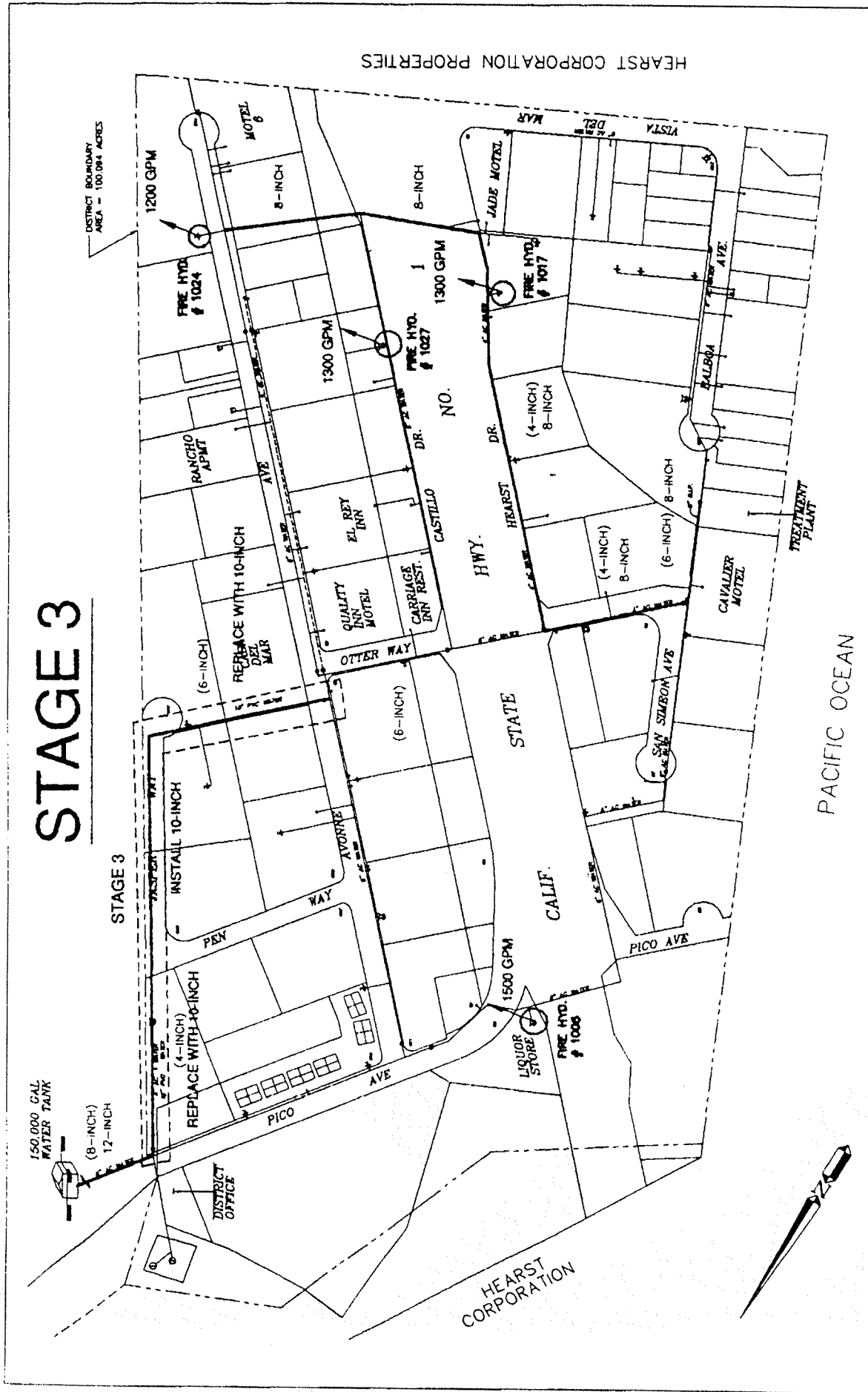


STAGE 2



ULWA
 John L. Wallace & Associates
 115 South Shore Street, Suite 85
 San Jose, California 95121
 Tel: (408)284-4011 Fax: (408)284-4284

8" to 12" Pipeline upgrade from Reservoir to Pico Ave.
 Available flow is shown for three fire hydrants within the system.

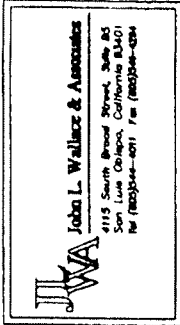
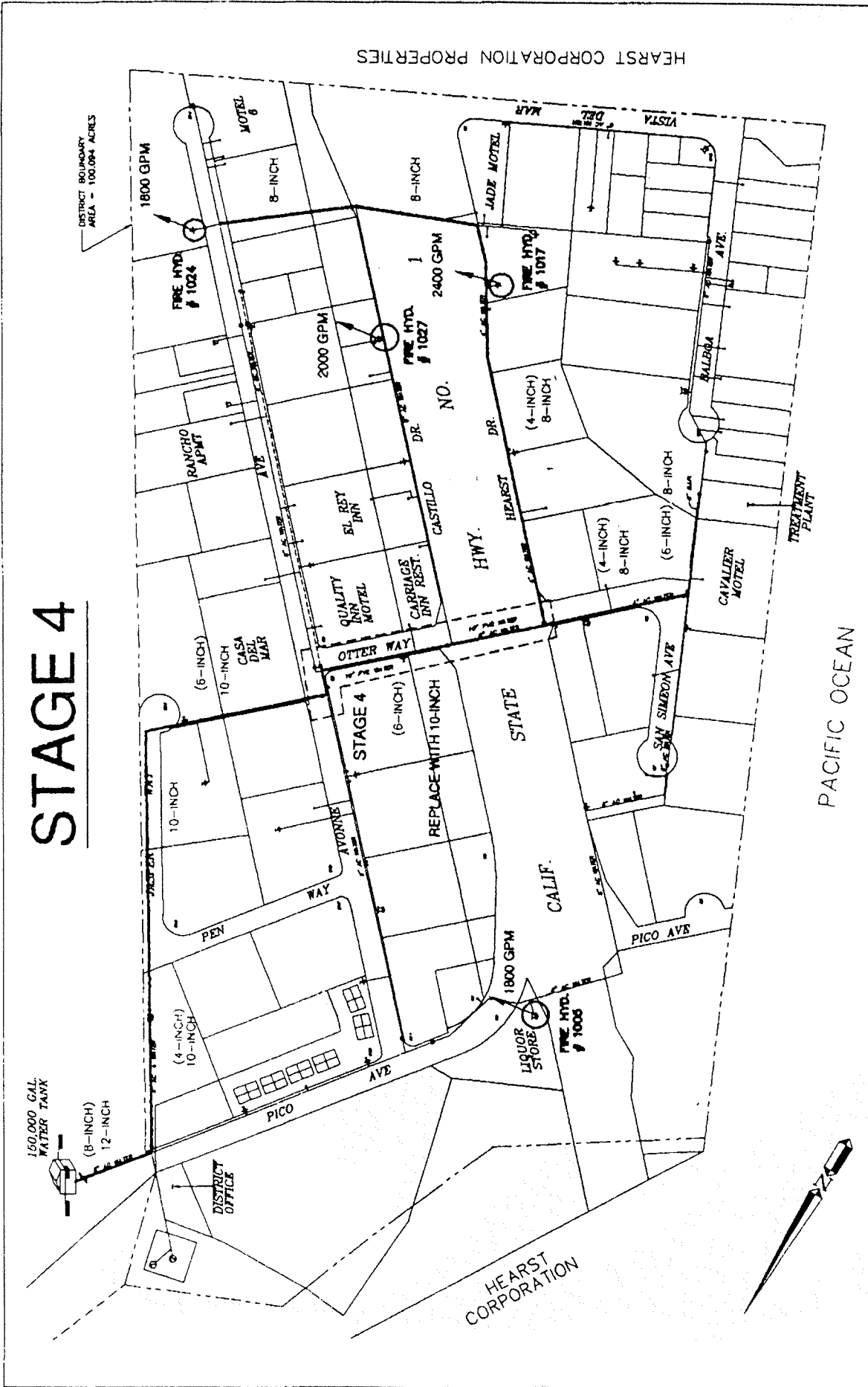


STAGE 3

JWA
John L. Wallace & Associates
 4115 South Bond Street, Suite 805
 San Luis Obispo, California 93401
 Tel: (805)344-4011 Fax: (805)344-4294

4" to 10" Pipeline upgrade from Pico Ave. to Jasper Way, 10" Closing loop from Penn Way to end of Jasper Way. 6" to 10" Pipeline upgrade from end of Jasper Way to Avonnie Ave.

Available flow is shown for three fire hydrants within the system.




6" to 10" Pipeline upgrade along Avonne ave. to Otter Way, along Otter Way, and across HWY 1 to Hearst Drive.

Available flow is shown for three fire hydrants within the system.

SAN SIMEON COMMUNITY SERVICES DISTRICT

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

MEMORANDUM

DATE: August 26, 1998
TO: Board of Directors
VIA: Forrest Warren, General Manager
FROM: John L. Wallace, District Engineer 
SUBJECT: Capital Improvement Projects, FY 1998-99 Budget

RECOMMENDATION:

Receive and review this information, incorporate as appropriate into the FY 1998-99 Budget process.

DISCUSSION:

The Board previously reviewed capital projects in association with the review of the preliminary FY 1998-99 Budget. However, at the Board's meeting on August 12th, staff was directed to review again the listing of capital projects and return to a special meeting on August 26th with a revised listing. Attached is a spreadsheet with the revised recommended projects. Also attached to this information is a revised project schedule along with the results of the water system modeling work that was completed earlier this year.

As directed by the Board, we have also evaluated each project by priority. The priority description is footnoted at the bottom of the project listing.

In compiling this listing staff has attempted to reduce the amount to be expended for capital projects this year and to re-estimate the project costs. Also shown are anticipated reimbursements from FEMA and grants.

Jlw:084.01(13)capprojsrev

**MAJOR PROJECTS PRIORITY LIST
FY 1998/99 BUDGET
SAN SIMEON COMMUNITY SERVICES DISTRICT**

	Start Date	FY 1998/99 Cost
Water Projects		
W-1. Water Project/Desal Plant and Pipeline	7/98	Unknown
W-2. Fire Hydrants	11/98	\$ 15,000
W-3. Avonne Ave & Castillo Ave Loop Water Line	1/99	\$ 40,000
W-4. Pipe Bridge	10/98	\$ 100,000
W-5. Hearst-San Simeon Waterline Replacement	10/98	\$ 80,000
W-6. Main Line Water Valve Replacements	11/98	\$ 15,000
W-7. Water Line Replacements FY 99-00 (Design)	12/98	<u>\$ 15,000</u>
Subtotal		\$ 265,000
Combination Projects		
C-1. Storage Facilities/Shop	9/98	<u>\$ 46,800</u>
Subtotal		\$ 46,800
Identified Sewer Projects		
S-1. Grinder/Manhole Modifications	9/98	\$ 50,000
S-2. Outfall Inspection	8/98	\$ 10,000
S-3. Re-pave Plant Road	3/99	\$ 3,500
S-4. Clarifier Drive Chains	11/98	\$ 9,300
S-5. Outfall Line Repair (FEMA)	1/99	\$ 51,000
S-6. San Simeon Ave Effluent Line to Highway 1	1/99	\$ 10,000
S-7. Wastewater System Improvement FY 1998-99	7/98	\$ 10,000
S-8. Wastewater Cover	10/98	\$ 55,000
S-9. Reclaimed Water Facilities & Design (50% grant)	1/99	<u>\$ 40,000</u>
Subtotal		\$ 238,800
Road Improvements		
R-1. Miscellaneous Road Repairs (FY 98/99)	3/99	\$ 50,000
R-2. Drainage Improvements on Avonne Avenue	9/98	<u>\$ 20,000</u>
Subtotal		\$ 70,000
Total Estimated Cost		\$ 620,600
FEMA/Grant Reimbursement		<u>\$ 71,000</u>
Net District Cost		\$ 549,600

MAJOR PROJECTS PRIORITY LIST
FY 1998/99 BUDGET
SAN SIMEON COMMUNITY SERVICES DISTRICT
CONSTRUCTION PERIOD OR PURCHASE DATE UNLESS OTHERWISE INDICATED

Priority	Task Name	Cost	M	A	M	J	J	A	S	O	N	D	J	F	M
Water Projects															
1	W-1. Water Project/Desal Plant and Pipeline	\$265,000													
3	W-2. Fire Hydrants	\$15,000													
2	W-3. Avonne Ave & Castillo Ave Loop Water Line	\$40,000													
1	W-4. Pipe Bridge	\$100,000													
1	W-5. Hearst-San Simeon Waterline Replacement	\$80,000													
2	W-6. Main Line Water Valve Replacements	\$15,000													
1	W-7. Water Line Replacements FY 99-00 (Design)	\$15,000													
Combination Projects															
1	C-1. Storage Facilities/Shop	\$46,800													
Identified Sewer Projects															
1	S-1. Grinder/Manhole Modifications	\$50,000													
1	S-2. Outfall Inspection	\$10,000													
3	S-3. Re-pave Plant Road	\$3,500													
2	S-4. Clarifier Drive Chains	\$9,300													
1	S-5. Outfall Line Repair (FEMA)	\$51,000													
2	S-6. San Simeon Ave Effluent Line to Hwy 1	\$10,000													
1	S-7. Wastewater System Improvement FY 1998-99	\$10,000													
1	S-8. Wastewater Cover	\$55,000													
2	S-9. Reclaimed Water Facilities & Design (50% grant)	\$40,000													
Road Improvements															
1	R-1. Miscellaneous Road Repairs (FY 98/99)	\$70,000													
2	R-2. Drainage Improvements on Avonne Avenue	\$20,000													
Total Estimated Costs		\$620,600													
FEMA/Grant Reimbursements		\$71,000													
Net District Costs		\$549,600													

**SAN SIMEON COMMUNITY SERVICES DISTRICT
MAJOR PROJECTS PRIORITY LIST AND DESCRIPTIONS**

- | <u>Priority</u> | <u>Water Projects</u> |
|-----------------|---|
| 1 | <p>W-1. Water Project/Desal Plant and Pipeline: A District Project or the possibility of a combined effort with Cambria CSD. This project includes the environmental review and preliminary design/coordination for a District water project or the possibility of combined efforts with Cambria CSD.
The estimated cost is unknown</p> |
| 3 | <p>W-2. Fire Hydrants: Up-grade seven undersized fire hydrants to current fire hydrant standards. Most likely included in the other water line projects.
Estimated Cost \$15,000</p> |
| 2 | <p>W-3. Avonne Avenue and Castillo Avenue Loop Water Line: Construction of a waterline between Avonne Avenue and Castillo Avenue in order to expand the water distribution grid and increase fire flow.
Estimated Cost \$40,000</p> |
| 1 | <p>W-4. Pipe Bridge: Replace the rusted undermined pipe bridge with a new structure and pipes, including a future reclaimed water line.
Estimated Cost \$100,000</p> |
| 1 | <p>W-5. Hearst-San Simeon Waterline Replacement: Replace old smaller mains with new larger mains on Hearst Drive and San Simeon Avenue.
Estimated Cost \$80,000</p> |
| 2 | <p>W-6. Main Line Water Valve Replacements: Replace old gate valves and install new valves where necessary to allow mid line shut-off and control of water.
Estimated Cost \$15,000</p> |
| 1 | <p>W-7. Water Line Replacements FY 1999-00 (Design): To up-grade and loop the water distribution grid to improve fire flows. Design and coordination of the following projects.
Estimated Cost \$15,000</p> |

- | <u>Priority</u> | <u>Combination Projects</u> |
|-----------------|--|
| 1 | <p>C-1. Storage Facilities/Shop: Construction of a garage to house the District truck and related maintenance equipment. Estimated Cost \$46,800</p> |

<u>Priority</u>	<u>Identified Sewer Projects</u>
1	<p>S-1. Grinder/Manhole Modifications: Replace the old grinder and install a new one at a new channel location at the head works of the Treatment Plant to be included with the Pipe Bridge Contract.</p> <p style="text-align: right;">Estimated Cost \$50,000</p>
1	<p>S-2. Outfall Inspection: Inspect the outfall for suspected storm damage.</p> <p style="text-align: right;">Estimated Cost \$10,000</p>
3	<p>S-3. Re-pave Plant Road: Reconstruct the entrance to the Wastewater Treatment Plant.</p> <p style="text-align: right;">Estimated Cost \$3,500</p>
2	<p>S-4. Clarifier Drive Chains: Replace the existing steel Clarifier Drive Chains with durable plastic chains.</p> <p style="text-align: right;">Estimated Cost \$9,300</p>
1	<p>S-5. Outfall Line Repair (FEMA): Repair of outfall line; <i>to be reimbursed by FEMA.</i></p> <p style="text-align: right;">Estimated Cost \$51,000</p>
2	<p>S-6. San Simeon Avenue Effluent Line to Highway 1: Installation of a reclaimed water line extended from the Pipe Bridge to Highway 1. Involves the conversion of the existing 4-inch water line to be abandoned with the San Simeon Avenue, Hearst Drive Project.</p> <p style="text-align: right;">Estimated Cost \$10,000</p>
1	<p>S-7. Wastewater System Improvements FY 1998-99: Replace or repair cracked mains and/or manholes as determined through normal operations and maintenance throughout the year.</p> <p style="text-align: right;">Estimated Cost \$10,000</p>
1	<p>S-8. Wastewater Cover: Install a permanent cover over the equalization tank to reduce odors.</p> <p style="text-align: right;">Estimated Cost \$55,000</p>
2	<p>S-9. Reclaimed Water Facilities and Design: Preliminary design and feasibility study for facilities to provide treatment for recycling capabilities. One-half of cost to be reimbursed from state grant.</p> <p style="text-align: right;">Estimated Cost \$40,000</p>

Priority Road Improvements

- 1 **R-1. Misc. Road Repairs (FY 98/99):** Repair and/or reconstruct the roadways which have failed. **Estimated Cost \$50,000**

- 2 **R-2. Drainage Improvements on Avonne Avenue:** Design and construct improvements to replace several culverts on Avonne Avenue. **Estimated Cost \$20,000**

Total Estimated Costs	\$ 620,600
FEMA/Grant Reimbursements	<u>71,000</u>
Net District Costs	<u>\$ 549,600</u>

Priority

- 1 A priority 1 project involves construction that has already been designed or is needed to complement other projects being constructed this fiscal year.

- 2 A priority 2 project is one that is needed this fiscal year but could be deferred if other construction is delayed or other higher priority projects are underfunded.

- 3 A priority 3 project is a project that is desirable to be constructed this fiscal year but could be deferred.

San Simeon Community Services District



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

MEMORANDUM

DATE: August 25, 1998

TO: Board of Directors

FROM: Forrest Warren

SUBJECT: Revised Budget and Facilities Tour

After revising the proposed 1998-1999 Budget as directed by the Board of Directors at the last Regular Board Meeting, the new total Operating Budget for the Fiscal Year 1998-1999 is \$355,501.66 which is \$5,347.30 less than the Operating Budget for the fiscal year 1997-1998 which totaled \$360,848.96.

The Board has the authority to make changes that might affect the Budget at any time.

In regards to the structural maintenance items that were discussed at the last meeting, Ron is available to take you on a tour of the facilities. Just give him a call to set up a time that is convenient.

My recommendation is to approve the operational budget as is. Individual refinements can be made during the course of the year by Board action. In this District, the Budget is mainly a planning tool used to give staff direction for the coming year.

BUDGET /ACTUAL COMPARISON

	Budgeted for 1997-98	Spent in 1997-98	Proposed for 1998-99
PAYROLL			
6010 Operators	\$83,267.00	\$81,780.08	\$81,780.08
6025 Standby	\$9,350.00	\$9,325.20	\$9,325.00
6035 Overtime & Holiday	\$4,100.00	\$4,797.33	\$4,800.00
6055 Contract Employees	0	\$2,559.00	\$0.00
6110 Payroll Taxes	\$2,500.00	\$2,165.98	\$1,500.00
6210 Health Insurance	\$6,200.00	\$10,176.99	\$10,200.00
6235 Pension Plan	\$20,775.00	\$24,109.49	\$24,200.00
6310 Director's Fees	\$4,500.00	\$4,425.00	\$4,500.00
6325 Bookkeeper/Secretary	\$18,000.00	\$0.00	\$0.00
6410 General Manager/Secretary	\$0.00	\$32,371.73	\$32,371.73
6425 Office Administrator	\$0.00	\$10,877.64	\$10,877.64
COMMUNICATIONS			
8005 Telephone	\$2,900.00	\$4,303.74	\$3,396.00
8025 Alarm/Operations	\$280.00	\$326.17	\$350.00
8035 Alarm/Office	\$324.00	\$324.00	\$324.00
INSURANCE			
8050 Insurance, Liability	\$15,600.00	0	\$11,834.24
8090 Insurance, Workmen's Comp	\$6,500.00	\$5,205.15	\$5,500.00
MAINTENANCE			
8100 Equipment Maintenance	\$7,000.00	\$4,703.49	\$5,000.00
8170 Vehicle Maintenance	\$1,850.00	\$1,885.21	\$1,900.00
8210 Structure Maintenance	\$2,000.00	\$35.00	\$23,000.00
8277 Road Maintenance	\$4,599.96	\$675.83	\$700.00
8365 Sludge Disposal-Sewer	\$3,100.00	\$3,798.14	\$3,800.00
8400 Lab Expense	\$300.00	778.44	\$800.00
8430 Membership/Seminars	\$5,000.00	\$975.25	\$1,000.00
PROFESSIONAL FEES			
8545 Legal Fees	\$12,000.00	\$11,921.72	\$12,000.00
8550 Accountant/Auditor	\$3,000.00	\$4,600.00	\$2,500.00
8560 Engineer Consultant	0	\$6,803.22	\$7,000.00
8570 General Manager/Engineer	\$16,000.00	\$0.00	\$0.00
8590 Office Administration Assistant	\$5,000.00	\$0.00	\$0.00
OPERATING EXPENSES			
8595 Sample Testing	\$7,000.00	\$8,329.42	\$8,329.42
8505 Office Expense	\$2,751.00	\$2,542.72	\$2,542.72
8510 Postage	\$1,551.00	\$1,160.71	\$1,160.71

BUDGET /ACTUAL COMPARISON

8600 Equipment Rental	\$750.00	\$0.00	\$750.00
8635 Automobile Expense-Gas & Oil	\$1,501.00	\$1,311.58	\$1,400.00
8660 Licenses/Permits	\$7,000.00	\$2,608.50	\$2,608.50
8730 Utilities	\$60,350.00	\$51,446.83	\$51,446.83
8730 DeSal Standby Cost	\$12,500.00	\$0.00	\$0.00
8800 Operating Supplies	\$33,300.00	\$28,604.79	\$28,604.79

TOTALS after 8/12/98 meeting \$360,848.96 \$324,928.35 \$355,501.66

8235 MAJOR (ITEMIZED)			
Reroof reservoir			\$5,000.00
Replace/repair diffusers			\$2,500.00
Reroof office			\$1,250.00
Repair plant lines			\$2,500.00
Repair/rebuild well houses			\$2,250.00
Repair damage to concrete wall at plant			\$3,000.00
Repair railing at plant			\$1,000.00
Repair blackout at reservoir site			\$3,500.00
Clean out reservoir			\$2,000.00
Subtotal Major			\$23,000.00
8215 Subtotal Regular			\$23,000.00
TOTAL STRUCTURE MAINTENANCE			\$23,000.00

Difference between 1998-99 Proposed & 1997-98 Actuals \$30,573.31
 Structure Maintenance \$23,000.00
 Difference between 1998-99 Proposed & 1997-98 Budgeted (Under) \$5,347.30



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

August 14, 1998

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

Re: Proposed Restaurant Re-model

Dear Forrest:

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

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

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

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

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

- Motel 6 has built new seating out front.

Mr. Warren
August 14, 1998

Page 2

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

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

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

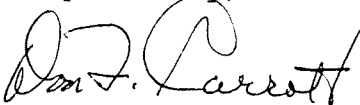
As I shared with you, over the last eight years my business is off about 30%. Apparently your records show a similar drop in our water usage. However, for the reasons outlined above, I believe that the expanded seating we are proposing will allow us to re-coup a great portion of that business, by serving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

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

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

Thank you for your consideration in this matter.

Respectfully,



Don F. Carrott
Owner, Carriage Restaurant

encl.

OFFICE OF THE TREASURER

SACRAMENTO



LOCAL AGENCY INVESTMENT FUND
 P.O. BOX 942809
 SACRAMENTO, CA 94209-0001
 JULY, 1998 STATEMENT

Date: 07/31/98
 Page: 01

ACCOUNT NUMBER: 16-40-003

COMMUNITY SERVICES DISTRICT
 OF SAN SIMEON
 ATTN: CHAIRMAN
 111 PICO AVENUE
 SAN SIMEON CA 93452

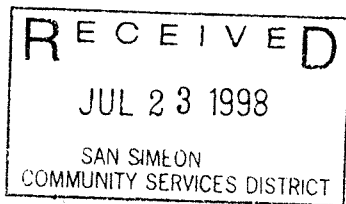
EFFECTIVE DATE	TRANSACTION DATE	TRAN TYPE	CONF NO	AUTH CALLER	TRANSACTION AMOUNT	BALANCE
BEGINNING BALANCE - REG						\$1,691,380.43
07/15/98	07/14/98	DD	715	SYS	\$23,827.51	\$1,715,207.94
ENDING BALANCE - REG						\$1,715,207.94
GRAND TOTAL						\$1,715,207.94

SUMMARY

	TRAN COUNT	TOTAL DEPOSIT AMT	TOTAL WITHDRAWAL AMT
REG	0	\$23,827.51	\$0.00

Dear Services Board, ^{7/19/98}

We are thrilled
to read that you will
cover the tank at the
treatment plant. The smells
have been a constant
source of discomfort
to us for almost
eight years. The previous
board claimed nothing
could be done!



Thank you

George & Diana Hall
9221 Balboa
S. I.

**SAN LUIS OBISPO COUNTY CHAPTER
CALIFORNIA SPECIAL DISTRICTS ASSOCIATION**

**YOU ARE INVITED TO A RECEPTION
For Mike Gotch
On Friday, September 11, 1998**


The San Luis Obispo Chapter of the California Special Districts Association will be hosting a reception for Mike Gotch, CSDA's Local Government Consultant and Executive Director of Cal-LAFCO at the Templeton Community Center on Friday evening September 11, 1998.

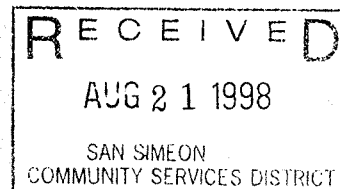
A social hour will get underway at 6:00 p.m. that will be followed by a short presentation by Mike Gotch at 7:00 p.m. on the 1998 legislative session and related matters.

All special districts in the County are encouraged to send representatives to the reception. All LAFCO members and staff of our Local Commission have also been invited to attend the reception.

Please let my staff know how many people from your district will be attending so we may plan accordingly. If you have any questions regarding the program, please do not hesitate to contact me at my office at (805) 434-4900.

I look forward to seeing you there.


William G. Van Orden,
SLO-Chapter of CSDA President



SAN SIMEON COMMUNITY SERVICES DISTRICT PERFORMANCE REVIEW

Use this section to describe employee's strengths and weaknesses. Give examples of work well done and goals and objectives for the next year.

OVERALL EVALUATION

Unsatisfactory Improvement Needed Satisfactory Above Satisfactory Outstanding

BOARD OR SUPERVISOR'S COMMENTS. Recommended for step increase: Yes No Not applicable. I have reviewed this report with the employee and have discussed the ratings with him/her. This report is accurate according to my best knowledge and belief.

Signature of Supervisor _____ Date _____

CHAIRMAN OF THE BOARD OR GENERAL MANAGER.

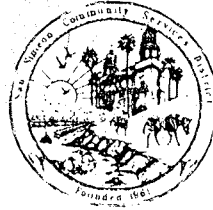
Recommended for step increase: Yes No Not applicable. I have reviewed the report of the immediate supervisor and have indicated my disagreement, if any. This report is accurate according to my best knowledge and belief.

General Manager Signature: _____ Date _____

EMPLOYEE'S STATEMENT AND SIGNATURE. I have received this report and have had the opportunity to discuss it with my supervisor or General Manager.

Signature of Employee: _____ Date _____

SAN SIMEON COMMUNITY SERVICES DISTRICT



EMPLOYEE PERFORMANCE REVIEW

Name Kim Albison

Depart: Office

Classification Title: Office Administrator

Anniversary Date 7-11-97

STATUS Probationary _____
 Full time _____
 Part time X

Review period. From 1/11/98
 To 7/14/98

	N/A	OUTSTANDING	ABOVE SATISFACTORY	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISFACTORY
Effectiveness in recommending and implementing District policy, rules or program objectives			X			
Employee takes responsibility for hazard correction and applies sound safety practices.				X		
Carries out instructions promptly.		X				
Works well with fellow employees.			X			
Presents a well groomed appearance & appropriate work attire.			X			
Punctuality & Attendance record.			X			
Communicates effectively & courteously with Board members, employees and the public.			X			
Displays job initiative and creativity.		X				
Effectiveness in organizing and using time and accomplishing established objectives		X				
SUPERVISORY PERSONNEL						
Use of discretion in confidential management and/or employer-employee relations matters.						
Employee's effectiveness in planning and controlling work activities, motivating and developing subordinates, improving work methods and results; overall leadership abilities.						

SAN SIMEON COMMUNITY SERVICES DISTRICT PERFORMANCE REVIEW

Use this section to describe employee's strengths and weaknesses. Give examples of work well done and goals and objectives for the next year.

STRENGTHS: Knowledge of computer software- effectiveness of use of time.

WEAKNESS: Needs to continue to expand her knowledge of the District's many functions and try to handle more situations as time allows.

GOALS AND OBJECTIVES: Finish fine tuning the accounting/ software changes made this last year. Outline new procedure manual for same.

OVERALL EVALUATION

Unsatisfactory Improvement Needed Satisfactory Above Satisfactory Outstanding

BOARD OR SUPERVISOR'S COMMENTS. Recommended for step increase: Yes No Not applicable. I have reviewed this report with the employee and have discussed the ratings with him/her. This report is accurate according to my best knowledge and belief.

Signature of Supervisor _____ Date _____

CHAIRMAN OF THE BOARD OR GENERAL MANAGER

Recommended for step increase: Yes No Not Applicable.
I have reviewed the report of the immediate supervisor and have indicated my disagreement, if any. This report is accurate according to my best knowledge and belief.

General Manager Signature: Forrest A. C. Date 7/3/98

EMPLOYEE'S STATEMENT AND SIGNATURE. I have received this report and have had the opportunity to discuss it with my supervisor or General Manager.

Signature of Employee: Kim Allison Date 7/3/98

SAN SIMEON COMMUNITY SERVICES DISTRICT

111 Pico Ave.
San Simeon, CA 93452
U.S.A

Phone 805-927-4778
Fax 805-927-0399

August 18, 1998

Jessica Kahel
Department of Planning and Building
San Luis Obispo County
County Government Center
San Luis Obispo, CA 93408

Dear Jessica,

Regarding the Jade Motel/5960218L (San Simeon, CA) Lot Line Adjustment.

General Engineering has sent me a map placing a 8' easement in favor of San Simeon Community Services District on the West side of the new parcel 1 which is now 1.1 acres.

This is upon the request by the District last year in July 1997 to recognize the fact that the District has a 6" water line in the area and may need to have an easement in the area in the future.

The new 8' easement meets the requirement of our District Engineer.

We appreciated the fact that everyone has work together to resolve this problem.

If you have any questions please give me a call at 927-4778.

Sincerely,



Forrest G. Warren
General Manager/Secretary