



**1. CALL TO ORDER**

1.1 PLEDGE OF ALLEGIANCE TO THE FLAG

1.2 ROLL CALL *absent, absent, (h. m. r.)  
Slaven, Munga*

1.3 ANNOUNCEMENT OF REPORTABLE ACTION OF SPECIAL MEETING ON OCTOBER 29, 1998

*no order*

1.4 ANNOUNCEMENT OF REPORTABLE ACTION OF SPECIAL MEETING ON NOVEMBER 18, 1998

*no order*

**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.

*Dee Dee - asked about posting of agenda*

*John Brin - ord 66 motion place on agenda -*

3. APPROVAL OF MINUTES OF OCT. 14, 1998 (ACTION)

motion : ley L.M.B. -

seconds AM.

motion course

abstain } M  
S

4. APPROVAL OF WARRANTS (ACTION)

motion by L.M.B.

seconds AM.

motion course

abstain } M  
S

5. CONSIDERATION OF POLICY ON TRAVEL/WORKSHOP EXPENSES (SCHULTZ)

Draft - resolution -

fixed amount for Room -

cap: - can

( " Federal for chem " )

Dec Adoption:

6. CONSIDERATION OF POLICY FOR PLACEMENT OF ITEMS ON THE AGENDA (SCHULTZ)

no

ad hoc committee

- 1) ~~time line~~
- 2) Director 2013
- 3)
- 4) public input for agenda

Schultz to Bill Bush Ideas reprimed

7. CONSIDERATION OF AD HOC COMMITTEE TO REVIEW PROPOSED CHANGES BY GENERAL COUNSEL ORD.66, WATER MORITORIUM (SCHULTZ)

150 feet from property

Set up committee meet council of water

first reading Jan - meeting  
Dec - meeting Draft - storage - other items:

Richard Anderson resign - ; Water Committee:

Prinan - SSCSD

8. STAFF REPORT

8.1 WRITTEN COMMUNICATIONS

{Fix 3  
SAUOMNE }

8.2 ORAL COMMUNICATIONS

Consideration of Miscellaneous verbal Staff reports and Directors' comments.

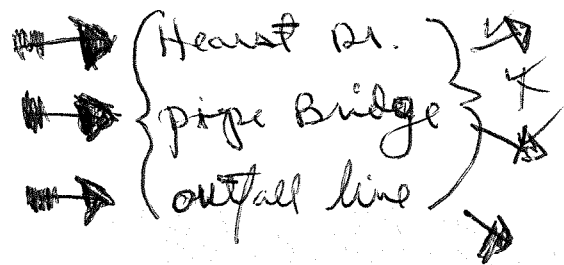
50  
8  
0

8.21 SYSTEMATIC ROAD REPAIR UPDATE [redacted] Taylor  
[redacted] + one visit set up plan  
wait on plan:

Kim - Secretary  
of State

8.22 UPDATE ON EQUALIZATION COVER/BID PROPOSALS  
(WALLACE) Taylor

learn + submit



filter 10-15  
wood - cover  
plant was overlaid at  
that time.

9. ADJOURNMENT

8:30 PM

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

DATE: Wednesday, Nov. 18, 1998  
TIME: 7:00 P.M.

PLACE: CAVALIER  
BANQUET ROOM

**AGENDA**

SPECIAL CLOSED SESSION: Wednesday, November 18, 1998 5:00 P.M.  
Cavalier Banquet Room

1. **CALL TO ORDER**  
1.1 ROLL CALL
2. **PUBLIC COMMENTS:** Limited to those items on the agenda.
3. **GOVERNMENT CODE SECTION 54957; PERSONNEL ISSUES:** Discussion regarding personnel issues for finalizing proposed contract with General Manager Forrest Warren.
4. **ADJOURNMENT**

OPEN SESSION:

1. **CALL TO ORDER**
  - 1.1 PLEDGE OF ALLEGIANCE TO THE FLAG
  - 1.2 ROLL CALL
  - 1.3 ANNOUNCEMENT OF REPORTABLE ACTION OF SPECIAL MEETING ON OCTOBER 29, 1998
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3. **APPROVAL OF MINUTES OF OCT.14, 1998 (ACTION)**
4. **APPROVAL OF WARRANTS (ACTION)**

5. **CONSIDERATION OF POLICY ON TRAVEL/WORKSHOP EXPENSES (SCHULTZ)**
6. **CONSIDERATION OF POLICY FOR PLACEMENT OF ITEMS ON THE AGENDA (SCHULTZ)**
7. **CONSIDERATION OF AD HOC COMMITTEE TO REVIEW PROPOSED CHANGES BY GENERAL COUNSEL ORD.66, WATER MORITORIUM (SCHULTZ)**
8. **STAFF REPORT**
  - 8.1 WRITTEN COMMUNICATIONS
  - 8.2 ORAL COMMUNICATIONS  
Consideration of Miscellaneous verbal Staff reports and Directors' comments.
    - 8.21 SYSTEMATIC ROAD REPAIR UPDATE (WALLACE)
    - 8.22 UPDATE ON EQUALIZATION COVER/BID PROPOSALS (WALLACE)
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October 20, 1998

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

**Re: Diffuser Repair & Anode Installation for 8" Sanitary Ocean Outfall**

Dear Ron:

As per our telephone discussions about cost comparisons for various repair options for your outfall, I am providing a summary of costs below that are all based upon site conditions our diver observed during our September inspection. The only exceptions to this proposal shall be any costs, which may be incurred, should the sea state and/or weather conditions deteriorate to such a point requiring us to utilize a larger vessel from which to work or have our personnel on a standby rate.

We have already ordered eight (8) HDPE double flanged diffuser ports with flapper valves at a cost of \$4000.00 that can either be attached directly onto existing flanges or installed onto new service saddle diffuser sections. In both cases, these new diffuser ports and their fasteners are fabricated of inert materials and intended to be non-corrosive when attached to the ductile pipeline.

The following cost proposals are provided for your review, comments and consideration:

**OPTION 1 – UTILIZE EXISTING DIFFUSER PORT FLANGES & ADD SADDLE**

Requires dive work vessel with operator and a 2-person surface-supplied air diving crew mob/demobilization, hand-dredging equipment for removal of sand from pipeline interior and to place saddle, and UW oxy-arc burning equipment to cut a hole in the crown of last barrel section of pipe. Equipment and personnel mob/demobilization costs are estimated at \$1500.00 along with three (3) working days required to install 3 diffuser ports with flapper valves, plug the 4<sup>th</sup> diffuser port, cut a 4" diffuser port hole into the crown of a pipe barrel section, and install a service saddle with diffuser port. Estimated costs to fabricate and deliver one HDPE service saddle with diffuser flange and 2 stainless steel u-bolts and retaining brackets is \$1500.00.

**NTE Total Costs: \$15,000.00 (Excludes cost of 8 HDPE diffuser ports)**



### **OPTION 2 – PLUG 4 EXISTING DIFFUSER PORTS & ADD SIX SADDLES**

Requires dive work vessel with operator and a 2-person surface-supplied air diving crew mob/demobilization, hand dredging and U/W oxy-arc burning equipment. Equipment and personnel mob/demobilization costs are estimated at \$1500.00 along with up to five (5) working days required to install 6 new HDPE saddles with diffuser ports and to plug existing ports with either blind flanges and/or mechanical plugs. Estimated costs to fabricate six HDPE service saddles with diffuser flanges and stainless u-bolt/bracket sets is \$1250.00 each or \$7500.00.

**NTE Total Costs: \$29,000.00 (Excludes cost of 8 HDPE diffuser ports)**

### **OPTION 3 – INSTALL SACRIFICIAL ANODE BRACELETS**

Assuming mobilization has already taken place as part of Option 1 or 2, the only additional charges would be for per diem and any equipment standby charges estimated NTE \$250/day over a non-working weekend. Design, fabrication and engineering support costs for up to seven (7) bracelet anodes for installation onto 140 L.F. of exposed ductile outfall pipe at a cost of \$4,560.00 if procured directly by District. Corpro Companies of Hayward, CA estimates the anode design life to be 20 years. Up to four (4) days will be required to excavate sand from underneath pipe in order to properly install and attach hinged bracelet anodes as per manufacturer at one anode per 20' pipe section.

**NTE Total Costs: \$21,060.00 (Excludes mob/demobilization costs)**

Like our previous work, our NTE costs are slightly higher than anticipated and an itemized accounting of each charge will be provided. As we discussed, a minimum of 2 to 3 weeks will be required to fabricate and deliver the anode bracelets and the fabrication costs of the service saddles and stainless brackets is estimated on the high side. HDPE saddles and diffuser ports, stainless steel flapper valve battens and fasteners, reinforced rubber flapper valves, nylon or PVC fasteners and 316 stainless brackets with rubber hose protected u-bolts are specified to ensure there will be no dissimilar metal contact between the ductile iron pipeline and the new diffuser pieces.

If you have questions or require additional information, please don't hesitate to call me anytime.

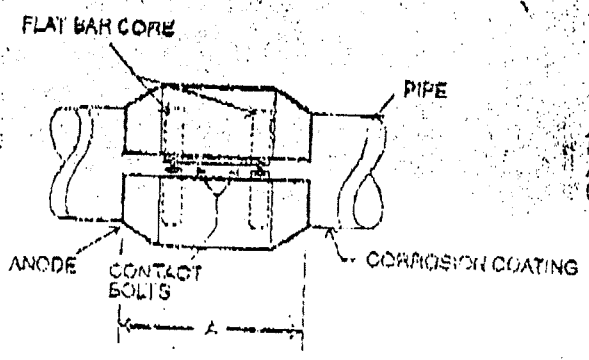
Sincerely,

A handwritten signature in cursive script that reads "Tom Belcher".

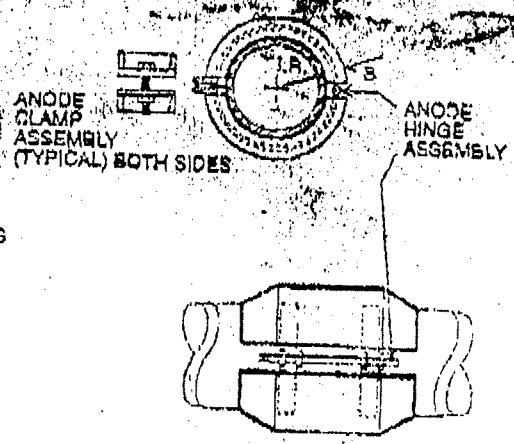
Thomas R. Belcher

# Bracelet Anodes • Attachment Methods

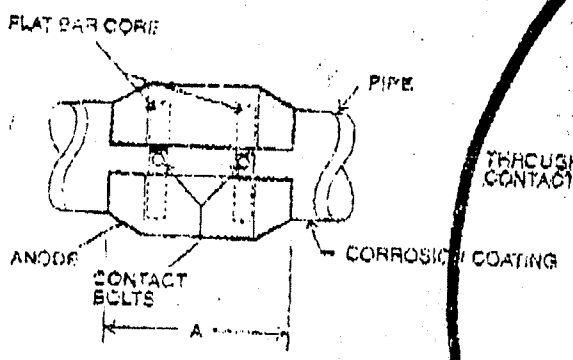
## Style D



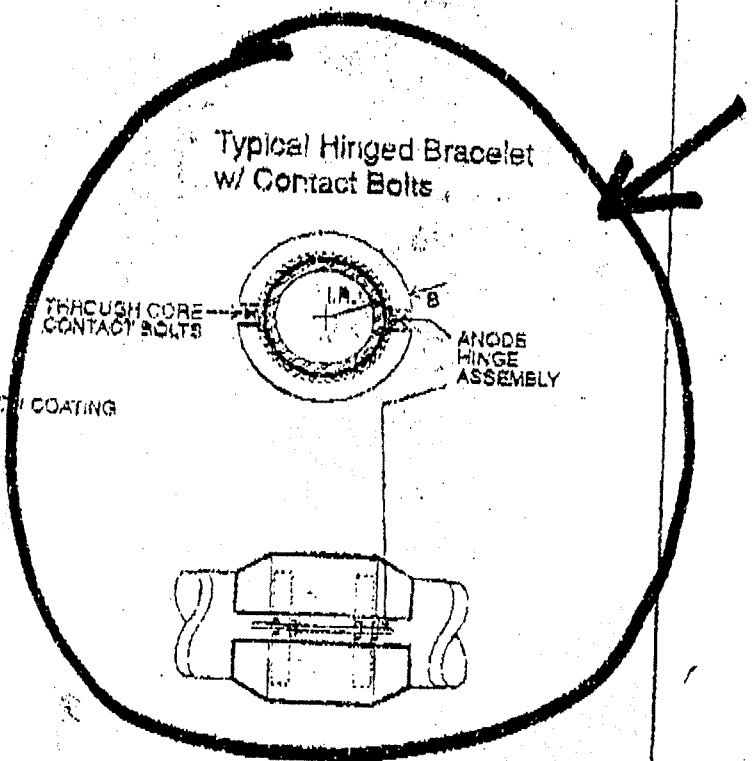
## Typical Hinged Bracelet w/ Clamp and Contact Bolts



## Style E



## Typical Hinged Bracelet w/ Contact Bolts



ABOVE STYLES ARE ALSO AVAILABLE IN SQUARE END TYPE ANODES.



"A Commitment to Excellence"

31909 Hayman Street • Hayward, CA 94544  
Tel 510/471-2233. Fax 510/471-3698

October 14, 1998

To : SUPER 8 MOTEL  
F-530-885-3588

Attn : Mr. TOM BELCHER, GUEST

CCI#8-383

Total 3 Pages

Re : Proposal to Provide Cathodic Protection Services  
For San Simeon Community Services District  
Outfall Pipeline

In accordance with our discussions, Corpro Companies, Inc. is pleased to submit this proposal to design and supply a sacrificial anode cathodic protection system for the San Simeon Community Services District ductile iron outfall pipeline.

### Discussion

The subject pipeline is an 8-inch diameter uncoated ductile iron pipe which has not be equipped with bonding cables across the bell and spigot joints. The pipe is therefore considered electrically discontinuous. A recent inspection by your firm has revealed active corrosion affecting the exterior surfaces of the exposed portion of the offshore portion of the outfall line. Approximately 140 linear feet of offshore piping is visible and it is this portion of the outfall system which will be retrofitted with an aluminum anode sacrificial cathodic protection system. The system will utilize an aluminum bracelet anode system which is hinged. Electrical contact with the pipe will accomplished by tightening contact bolts which will be part of the anode assembly. With this type of connection to the pipe, underwater welding is not required. The anode design life will be for a period of twenty (20) years in seawater. The scope of Corpro's services will be to design the system and supply the materials FOB jobsite. Post-installation testing will not be conducted.

### Services Provided By Corpro

1. Preparation of the anode detail drawing showing connection to the pipe and together with design calculations.
2. Supply of sacrificial aluminum bracelet anodes.

Atlanta  
Albany  
Biloxi

Boston  
Cincinnati  
Chicago

Cleveland  
College Park  
Denver

Frisco  
Houston  
Los Angeles

New Orleans  
New York  
Ocala City

Philadelphia  
Phoenix  
Pacine

San Diego  
San Francisco  
Seattle

West Chester  
Asia  
Tampa

Middle East  
United Kingdom

Commercial Terms and Conditions

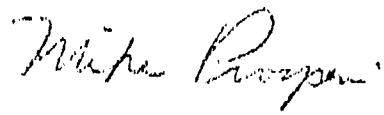
Corpro will be pleased to provide the design and material supply services for a lump sum price of \$4,560.00. Payment will be net 30. A 1.5% monthly interest charge will apply for unpaid balances. Post-installation testing services are not included in this price. Pricing does not include any applicable taxes. The schedule of the shipment of the materials is to be advised under separate cover.

Important Notes and Clarifications

1. The above scope of services and fees are based upon the understanding that the ductile iron piping is electrically discontinuous. If the pipe joints are continuous, the design life of the anodes will be adversely affected.
2. Given the deteriorated state of the subject pipeline, Corpro makes no commitment regarding future leaks of the pipe and cannot be held responsible for future leaks or failures of the pipeline in any way, for whatever reason.
3. The information contained in this proposal is being provided with the understanding of all concerned that no pipeline drawings or specifications are available for review by Corpro Companies, Inc. The pipeline parameters (diameter, length, continuity, etc.) have been provided verbally to Corpro.

Thank you very much for the opportunity to submit this proposal. Please contact the undersigned if you have any questions or need additional information.

Sincerely Yours,  
CORPRO COMPANIES, INC.



Mike Prospero

Attachment : Anode Drawing

# San Simeon Community Services District



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

Board of Directors  
Richard Andersen, Ardy May, Loraine Mirabal-Boubion, Lois Stevens, Leanne Morgan

October 15, 1998

Mr. Roger W. Briggs  
California Regional Water Quality Control Board  
81 Higuera Street, Suite 200  
San Luis Obispo, CA 93401-5427

SUBJECT: Ocean Outfall Repairs

Dear Mr. Briggs:

In response to your letter dated October 5, 1998, to Mr. Ron Head, the District is diligently pursuing repairs of the subject outfall line.

Since the last correspondence from Mr. Head dated October 9, 1998, we have completed the video inspection of the outfall line and have received a written report (attached) from the contractor, Underwater Resources, Inc. That video revealed the extent of damages to the outfall line and a method of repair.

The Board of Directors met on the matter on October 14, 1998, to discuss the method of repairs and authorized funding for the project. The Board directed staff to proceed with the repairs.

The current proposal involves utilizing three of the existing flanges and attaching a neoprene flapper on each diffuser. In addition, we will be installing a new diffuser by "hot tapping" a High Density Polyethylene flange to the 8-inch ductile iron pipeline using stainless steel straps and bolts. A sketch is provided as part of the referenced report for your information, however other designs may be considered as the project is processed for construction.

Because the existing outfall pipe and appurtenances may continue to corrode, the repair may also include the installation of sacrificial anodes to the line for cathodic protection.

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

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

Ron Head, Plant Superintendent

001-15-98 08.40A 02WA 78888

It is estimated that the repairs to the outfall described above will be completed within the next 60 days. We will continue to expedite this project as much as possible considering contractor availability and weather restrictions.

If you have any questions or comments about this project, please call me at 544-4011.

Sincerely,

**SAN SIMEON COMMUNITY SERVICES DISTRICT**



John L. Wallace P.E.  
District Engineer

*sscsdwqcb.wpd*  
attachments

cc: Forrest Warren  
Ron Head

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

Ron Head, Plant Superintendent

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



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

Wednesday, October 14, 1998 7:00 P.M.  
Cavalier Banquet Room

**MINUTES**

**1. CALL TO ORDER:**

1.1 Pledge of allegiance to the flag

1.2 Roll call:

Present: Stevens, Morgan, Mirabal-Boubion, May and Andresen

**2. PUBLIC COMMENTS:**

Ed Caras requested information regarding rates. John Wallace said that he would get another break down for Ed Caras.

**2.1 Director's comments and proposed agenda items.**

Lois Stevens questioned when the subject of systematic road repair would be on the agenda, also payments for seminars, and the fence along Highway 1. General Manager Forrest Warren, stated that a letter was sent to the County asking, per Board motion, about the condition of the road not the fence as that was not part of the motion. Payments for seminars is proposed for the November agenda. Mr. Wallace will be looking into the systematic road repair for the Board.

**3. APPROVAL OF MINUTES OF SEPT. 2 AND SEPT. 17, 1998**

Motion by Mirabal-Boubion seconded by May to approve the minutes of Sept. 2, 1998 and the Special meeting of Sept. 17, 1998. Motion carried.

**4. APPROVAL OF WARRANTS**

Motion by May seconded by Mirabal-Boubion to approve the warrants for Aug. 27, 1998 through Oct. 7, 1998. Motion carried. Morgan abstained.

**5. RESOLUTION # 98-250.** A Resolution of the San Simeon Community Services District adopting an employee salary schedule, position classifications and salary steps within respective ranges for the 1998-99 fiscal year.

Motion by May seconded by Mirabal-Boubion to approve Resolution #98-250 with the 4th step of General Manager to read \$22.32, 5th step to read \$23.44 and Office Administrator to read \$12.77. Roll Call: May, Mirabal-Boubion and Andresen--aye

Morgan and Stevens----no. Motion carried.

**6. AWARD OF BID ON HEARST DR. WATERLINE**

Motion by Mirabal-Boubion, seconded by Leanne Morgan to award bids to the Sanchez Company from Paso Robles for \$78,500 and transfer \$10,000 from reserves to provide for a total construction budget of \$90,000. Motion carried.

**7. STAFF REPORT**

**7.1 WRITTEN COMMUNICATIONS**

**7.11 State Water Resources Control Board rejection and canceling application 29588, Pico Creek.**

John Wallace gave a brief history of the Berm project indicating that there was protest from the beginning, thus the reason why this project was never pursued, because of the cost involved.

This item required no action by the Board.

**7.12 John Prian's request for placement of storage units.**

Mirabal-Boubion suggested this item be tabled until we have our amendment to our ordinance. Leanne Morgan questioned if fire protection was considered a water service. Schultz to clarify.

**7.2 ORAL COMMUNICATIONS**

**7.21 Update on the Articulation Committee with Cambria.**

Mr. Schultz indicated that the Committee is waiting for a response and have not met yet.

**7.22 Ramifications of a rate decrease.**

Enclosed for the record are the documents used in this presentation including the 1987-97 audited financial statements, investment report as of Sept.30, 1998, the 1998-99 major projects priority list and the summary overview.

**7.23 Discussion of Equalization tank cover.**

Motion by Mirabal-Boubion seconded by Morgan to get bid alternatives for equalization tank cover. Motion carried, Andresen no.

**7.24 Update/consideration of outfall line repairs.**

Motion by Mirabal-Boubion seconded by Stevens to Designate the ocean outfall repairs as an emergency project and direct staff to work with Underwater Resources Inc. and others to solicit a proposal to repair the outfall diffusers and direct staff and the Board Chairman to authorize work (within the budgeted amount) to make the necessary repairs.

**8. ADJOURNMENT 9:35 P.M.**

RATE DECREASE THE FISCAL IMPACT  
FOR THE SAN SIMEON COMMUNITY SERVICES DISTRICT.

AFTER REVIEWING THE FINANCIAL STATEMENTS OF THE DISTRICT FOR THE LAST TEN YEARS, I FOUND THAT THE DISTRICT HAD AN OPERATING INCOME IN ONLY TWO OF THOSE YEARS.

THOSE YEARS WERE 1997\* (AFTER THE 1996 INCREASE RATE) AND 1988.

IN 1990 AND 1995 THE DISTRICT HAD TO DIP INTO THEIR RESERVES IN THE AMOUNT OF \$94,268.00 EVEN WITH THE INCOME FROM THE INTEREST FOR L.A.I.F.

THE ONE ITEM THAT HAS SAVED THE DISTRICT FROM YEARLY DEFICITS IS THE INTEREST FROM THE L.A.I.F. ACCOUNT.

IF THE DISTRICT PLANS TO CONTINUES TO USE THESE L.A.I.F. FUNDS FOR INFRASTRUCTURE, THE INTEREST WILL NOT BE THERE TO CARRY THE DISTRICT.

THIS YEAR THE BOARD SET ASIDE \$549,600 FOR PROJECTS, THE DISTRICT HAS A TOTAL OF \$1,255,350.85 RESERVED FOR SPECIFIC PROJECTS INCLUDING SUCH ITEMS AS UPGRADING THE WATER DISTRIBUTION SYTEM AND NEW WATER.SOURCE.(SEE THE QUARTERLY INVESTMENT REPORT FOR SEPT. 30, 1998)

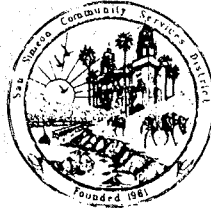
THIS DOESN'T INCLUDE FUNDS FOR UPGRADING THE WASTEWATER PLANT (SEE KENNY/JENKS WASTEWATER TREATEMENT PLANT FLOW CAPACITY STUDY)

THE DISTRICT'S INFRASTRUCTURE IS GETTING OLD AND WILL NEED CONSTANT MAINTENANCE AND UPKEEP. THAT COST WILL IMPACT ON THE INTEREST RECEIVED. EXPENSES WILL RISE INCOME WILL DROP.

\*ALTHOUGH THE 1997 OPERATING INCOME WAS \$80,434.00. IF YOU LOOK AT THE DETAILS, REPAIRS AND MAINTENANCE FOR EXAMPLE WAS DOWN APPROXIMATELY \$46,000 FROM THE PRECEDING YEARS. 1997 WASN'T A NORMAL YEAR WITH ALL THE CHANGES WITH THE NEW BOARD. THE ENGINEER FEES WERE DOWN BECAUSE OF IT ALSO. IF IT HAD BEEN A NORMAL YEAR I DO NOT BELIEVE THE WE WOULD BE AT EVEN A \$40,000. OPERATING INCOME.

INCREASES IN THE NUMBER OF PROJECTS WILL USE THIS AMOUNT UP VERY QUICKLY. MORE EXPENSES FOR THE ENGINEER, ATTORNEY AND STAFF TIME IN GENERAL HAVE OCCURRED IN THIS LAST QUARTER THAN WERE BUDGETTED MAINLY BECAUSE WE HAVE BEEN PRECEDING FORWARD ON PROJECTS ETC.

# San Simeon Community Services District



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

## Board of Directors

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

## SAN SIMEON COMMUNITY SERVICES DISTRICT INVESTMENT REPORT AS OF SEPT. 30, 1998

### BANK ACCOUNTS

General Checking	\$ 39,055.02
Money Market Account (Annual Interest Rate 2.43%)	<u>27,960.75</u>
<b>Subtotal Bank Accounts</b>	<b>\$ 67,015.77</b>

### LOCAL AGENCY INVESTMENT FUND

#### Unavailable Funds

Contingency	\$250,000.00
Hookup deposits	\$43,470.00
Security deposits	\$8,950.00
Reserved for Specific Projects	<u>\$1,255,350.85</u>
	<b>\$1,557,770.85</b>

#### Available Funds

\$157,437.09

### Subtotal Local Agency Investment Fund

1,715,207.94

### TOTAL ACCOUNTS

1,782,223.71

**Forrest G. Warren**  
General Manager/Secretary

The District has the ability to meet the next 6 months cash flow requirements.

Market valuation is stated as of the most recent statement.

Investments are in compliance with the adopted policies.

Forrest G. Warren, General Manager/ Sec.

Dave Fleishman, District Counsel

Kim Allison, Office Administrator

John L. Wallace, District Engineer

Ron Head, Plant Superintendent

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

	Start Date	FY 1998/99 Cost
<b>Water Projects</b>		
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
<b>Combination Projects</b>		
C-1. Storage Facilities/Shop	9/98	<u>\$ 46,800</u>
Subtotal		\$ 46,800
<b>Identified Sewer Projects</b>		
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
<b>Road Improvements</b>		
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

YEAR	1997	1996	1995	1994	1993	1992	1991	1990	1989	1988	1987
<b>OPERATING REVENUES</b>											
UTILITY SALES	\$195,056.00	\$126,085.00	\$111,957.00	\$121,038.00	\$102,367.00	\$84,871.00	\$84,897.00	\$75,579.00	\$97,941.00	\$97,987.00	\$102,028.00
SERVICE CHARGES	\$213,811.00	\$173,863.00	\$152,444.00	\$161,465.00	\$146,184.00	\$136,537.00	\$136,488.00	\$114,431.00	\$147,621.00	\$165,633.00	\$174,436.00
STATE OF CALIF. CONNECTION FEE	\$38,298.00	\$23,413.00	\$28,344.00	\$25,715.00	\$29,310.00	\$31,216.00	\$23,316.00	\$19,245.00	\$19,513.00	\$20,463.00	\$9,159.00
TOTAL OPERATING REVENUES	\$447,165.00	\$323,361.00	\$292,745.00	\$308,218.00	\$277,861.00	\$252,624.00	\$244,701.00	\$213,815.00	\$265,075.00	\$284,083.00	\$285,623.00
<b>OPERATING EXPENSES</b>											
SALARIES AND WAGES	\$105,674.00	\$91,938.00	\$84,656.00	\$83,999.00	\$79,901.00	\$78,098.00	\$75,788.00	\$79,559.00	\$53,400.00	\$55,896.00	\$54,450.00
PAYROLL TAXES	\$1,527.00	\$1,510.00	\$1,397.00	\$1,374.00	\$1,322.00	\$673.00	\$70.00	\$112.00	\$339.00	\$333.00	\$333.00
EMPLOYEE BENEFITS (NOTES 11)	\$16,161.00	\$14,930.00	\$14,191.00	\$13,585.00	\$12,689.00	\$11,778.00	\$11,181.00	\$5,062.00	\$4,632.00	\$5,577.00	\$915.00
AUTO EXPENSE	\$1,650.00	\$1,224.00	\$1,244.00	\$1,053.00	\$1,188.00	\$1,431.00	\$892.00	\$849.00	\$898.00	\$407.00	\$983.00
SUPPLIES AND SMALL TOOLS	\$27,245.00	\$31,430.00	\$26,594.00	\$22,840.00	\$9,462.00	\$5,107.00	\$6,337.00	\$5,704.00	\$6,508.00	\$2,566.00	\$9,899.00
REPAIRS AND MAINTENANCE	\$9,223.00	\$55,263.00	\$52,863.00	\$15,648.00	\$31,170.00	\$16,564.00	\$7,623.00	\$7,997.00	\$34,873.00	\$20,811.00	\$4,708.00
UTILITIES AND TELEPHONE	\$58,840.00	\$53,817.00	\$54,312.00	\$57,494.00	\$68,048.00	\$70,536.00	\$72,730.00	\$68,435.00	\$53,047.00	\$53,126.00	\$45,931.00
INSURANCE	\$22,557.00	\$19,089.00	\$16,960.00	\$18,248.00	\$18,354.00	\$12,363.00	\$13,743.00	\$12,149.00	\$15,970.00	\$13,672.00	\$21,369.00
OFFICE EXPENSE	\$3,445.00	\$4,162.00	\$3,632.00	\$3,610.00	\$4,752.00	\$5,835.00	\$4,540.00	\$4,647.00	\$3,728.00	\$2,438.00	\$402.00
LEGAL AND PROFESSIONAL	\$15,557.00	\$15,467.00	\$14,794.00	\$10,546.00	\$13,091.00	\$11,682.00	\$12,899.00	\$9,959.00	\$10,741.00	\$13,967.00	\$7,548.00
ENGINEER											\$225.00
ADVERTISING											\$323.00
PUMPING											\$16,703.00
DEPRECIATION											\$9,096.00
LICENSES AND PERMITS	\$4,774.00	\$4,686.00	\$4,842.00	\$4,686.00	\$4,554.00	\$2,607.00	\$4,850.00	\$3,450.00	\$2,375.00	\$2,375.00	\$2,772.00
DIRECTOR'S FEES	\$4,200.00	\$4,275.00	\$4,425.00	\$2,891.00	\$5,600.00	\$6,825.00	\$4,850.00	\$8,504.00	\$17,402.00	\$17,402.00	\$17,402.00
HAULING	\$3,904.00	\$3,772.00	\$3,060.00	\$7,063.00	\$9,963.00	\$11,190.00	\$7,799.00	\$8,504.00	\$38,361.00	\$38,361.00	\$38,361.00
DEPRECIATION EXPENSE	\$46,069.00	\$47,303.00	\$49,319.00	\$45,668.00	\$42,357.00	\$43,058.00	\$39,819.00	\$37,622.00	\$37,446.00	\$38,361.00	\$2,631.00
LAB. EXPENSE	\$4,923.00	\$6,302.00	\$4,961.00	\$5,660.00	\$5,878.00	\$5,568.00	\$4,905.00	\$7,446.00	\$1,861.00	\$2,631.00	\$3,928.00
OTHER EXPENSE	\$4,389.00	\$0.00	\$340.00	\$0.00	\$1,960.00	\$1,226.00	\$3,838.00	\$1,174.00	\$2,466.00	\$2,111.00	\$538.00
MEMBERSHIPS AND SEMINARS	\$2,737.00	\$1,251.00	\$3,555.00	\$1,184.00	\$1,116.00	\$1,699.00	\$1,019.00	\$2,931.00	\$698.00	\$1,450.00	\$1,450.00
CONTRACT LABOR	\$19,523.00	\$26,922.00	\$24,653.00	\$23,351.00	\$24,325.00	\$26,232.00	\$24,672.00	\$26,319.00	\$14,449.00	\$14,449.00	\$14,449.00
RETRORIT											
ABANDONED PROJECTS											
TOTAL OPERATING EXPENSES	\$366,731.00	\$402,901.00	\$377,768.00	\$334,238.00	\$348,375.00	\$325,922.00	\$308,925.00	\$302,934.00	\$285,041.00	\$252,900.00	\$12,362.00
OPERATING INCOME (LOSS)	\$80,434.00	(\$79,540.00)	(\$85,023.00)	(\$26,020.00)	(\$70,514.00)	(\$64,224.00)	(\$89,119.00)	(\$19,966.00)	\$31,193.00	\$31,193.00	\$80,174.00



**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**WARRANT REPORT**

October 8 through November 11, 1998

<u>DATE</u>	<u>NUM</u>	<u>NAME</u>	<u>WARRANT #</u>	<u>MEMO</u>	<u>AMOUNT</u>
10/8/98	1835	PERS-HEALTH	9810-002	HEALTH INSURANCE FOR OCTOBER	\$1,043.91
10/8/98	1836	STATE COMPENSATION FUN	9810-003	WORKERS COMP. FOR 3/20/98-9/20/98	\$2,984.77
10/8/98	1837	PERS-RETIREMENT	9810-004	RETIREMENT FOR SEPTEMBER	\$2,339.63
10/8/98	1838	GTE WIRELESS	9810-005	CELL PHONE	\$24.23
10/8/98	1839	SWRCB/AFRS	9810-006	ANNUAL FEE FOR WASTE DISCH. REQ.	\$2,000.00
10/8/98	1840	MISSION COUNTRY DISPOSA	9810-007	RUBBISH FOR OCTOBER	\$137.65
10/8/98	1841	SWRCB	9810-008	RENEWAL FOR L.P. WWTP OP. CERTIF.	\$70.00
10/8/98	1842	AT&T	9810-009	TELEPHONE	\$41.22
10/8/98	1843	MISSION UNIFORM SERV.	9810-010	TOWELS & COVERALLS	\$54.72
10/8/98	1844	C.C.S.D.	9810-011	EFFLUENT COLIFORM MPN & P/A	\$260.00
10/8/98	1845	SLO COUNTY NEWSPAPERS	9810-012	LEGAL ADVERTISING	\$300.08
10/8/98	1846	UNDERWATER RESOURCES	9810-013	OUTFALL INSPECTION & REPAIR	\$7,575.00
10/13/98	1847	MID-STATE BANK	9810-014	PAYROLL TAXES	\$1,792.24
10/13/98	1848	JOHN WALLACE & ASSOC.	9810-015	MAJOR PROJECTS	\$4,980.16
10/13/98	1848	JOHN WALLACE & ASSOC.	9810-015	ENGINEER CONSULTANT	\$996.03
10/13/98	1849	HUNT & ASSOCIATES	9810-016	ATTORNEY FEES	\$1,364.60
10/13/98	1850	PG&E	9810-017	ELECTRICITY	\$4,480.42
10/13/98	1851	CAMBRIA HARDWARE	9810-018	SPADE, NUTS, BOLTS, PLUMBING SUPP.	\$97.84
10/13/98	1852	AL'S SEPTIC PUMPING SERV.	9810-019	PUMP OUT SLUDGE HOLDING TANK	\$1,575.00
10/13/98	1853	AWWA	9810-020	MEMBERSHIP RENWAL	\$95.00
10/14/98	1854	PRESSURE VESSEL	9810-021	SODIUM HYPOCHLORITE & BISULFITE	\$2,530.04
10/14/98	1855	W.W. GRAINGER, INC.	9810-022	BATTERY	\$68.08
10/15/98	1856	KIMBERLY ALLISON	9810-023	PAYROLL 10/1/98-10/15/98	\$327.56
10/15/98	1857	RONALD HEAD	9810-024	PAYROLL 10/1/98-10/15/98	\$1,798.80
10/15/98	1858	LEROY PRICE	9810-025	PAYROLL 10/1/98-10/15/98	\$1,179.47
10/15/98	1859	FORREST WARREN	9810-026	PAYROLL 10/1/98-10/15/98	\$1,163.76
10/15/98	1860	RICHARD ANDRESEN	9810-027	MONTHLY BOARD SERVICE FOR OCT.	\$75.00
10/15/98	1861	ARDY MAY	9810-028	MONTHLY BOARD SERVICE FOR OCT.	\$75.00
10/15/98	1862	LORAIN MIRABAL-BOUBION	9810-029	MONTHLY BOARD SERVICE FOR OCT.	\$75.00
10/15/98	1863	LEANNE MORGAN	9810-030	MONTHLY BOARD SERVICE FOR OCT.	\$75.00
10/15/98	1864	LOIS STEVENS	9810-031	MONTHLY BOARD SERVICE FOR OCT.	\$75.00
10/21/98	1865	PACIFIC BELL	9810-032	TELEPHONE	\$180.22
10/22/98	1866	PETTY CASH	9810-033	PETTY CASH	\$71.54
10/31/98	1867	KIMBERLY ALLISON	9810-034	PAYROLL 10/16/98-10/31/98	\$385.84
10/31/98	1868	RON HEAD	9810-035	PAYROLL 10/16/98-10/31/98	\$1,486.74
10/31/98	1869	LEROY PRICE	9810-038	PAYROLL 10/16/98-10/31/98	\$992.18
10/31/98	1870	FORREST WARREN	9810-039	PAYROLL 10/16/98-10/31/98	\$872.53
10/31/98	1871	MID-STATE BANK	9810-038	PAYROLL TAXES	\$103.83
10/31/98	1872	EMPLOYMENT DEV. DEPT.	9810-039	PAYROLL TAXES	\$901.10
11/5/98	1873	C.C.S.D.	9811-001	EFFLUENT COLIFORM MPN & P/A	\$340.00
11/5/98	1874	GROENIGER & COMPANY	9811-002	WATER METER, FLANGE, GASKET, LID	\$1,269.41
11/5/98	1875	PERS - HEALTH	9811-003	HEALTH INSURANCE FOR NOVEMBER	\$1,043.91
11/5/98	1876	AT&T	9811-004	TELEPHONE	\$33.49
11/5/98	1877	MID-STATE BANK	9811-005	GAS & OIL, SUPPLIES & FLAT REPAIR	\$186.50
11/5/98	1878	MISSION COUNTRY DISP.	9811-006	RUBBISH FOR NOVEMBER	\$137.65
11/5/98	1879	BENNETT CONSTRUCTION	9811-007	REF. OVERPAYMENT EFFLUENT WATER	\$96.00
11/5/98	1880	WILLIAM SHALHOUB	9811-008	REF. SEC. DEP. LESS FINAL BILL #1122	\$50.00
11/5/98	1881	J.E. NORIEGA	9811-009	REF. SEC. DEP. LESS FINAL BILL #1083	\$33.56
11/5/98	1882	GTE WIRELESS	9811-010	CELL PHONE	\$23.17
11/5/98	1883	VIKING OFFICE PRODUCTS	9811-011	TRASH BAGS, TOWELS, SUPPLIES	\$200.09
11/5/98	1884	MISSION UNIFORM SERVICE	9811-012	TOWELS & COVERALLS	\$68.40
11/5/98	1885	CAMBRIA HARDWARE	9811-013	TAPE, BATTERY, TEST CLIP, SUPPLIES	\$57.56
11/11/98		TOTAL			\$48,188.93



# SAN SIMEON COMMUNITY SERVICES DISTRICT

## TRAVEL POLICY

### SECTION 1. PURPOSE

The purpose of this policy is to provide uniform procedures by which officers and employees of the San Simeon Community Services District shall report and be reimbursed for expenses incurred in conjunction with authorized travel on behalf of the District. This policy will assist officers and employees of the District in the performance of their official duties and in obtaining financial advancement and/or reimbursement for travel expenses.

### SECTION 2. RESPONSIBILITIES

#### General Manager

The General Manager shall; establish administrative procedures dealing with employee travel while on District business, authorize travel in accordance with the procedures set forth in this policy, review each departmental budget submission and recommend an amount to the Board of Directors for inclusion in the annual budget, retain the option to review, for approval or rejection, any travel expense records which may otherwise be free from administrative scrutiny. All travel is subject to the availability of funds.

#### Department Head

Department heads shall; authorize all travel, subject to the limitations of this policy and the amount of appropriated for that purpose in the annual departmental budget, be held responsible for certifying that travel is related to District business, shall critically examine each trip to determine necessity, prohibit travel when the matter can be handled by mail or telephone, minimize the number of people who must travel for a single purpose authorize itineraries which are the most cost-effective; require use of air accommodations less costly than first-class, unless there is a valid or unique reason, require use of available District-owned vehicles when car travel is official necessary and advantageous to the District, periodically review these procedures with District staff.

c. Requests for registration payments and hotel/motel reservation expenses are to be submitted to the General Manager on the approved request form. District credit card use is encouraged for all hotel/motel advance reservations and reimbursable travel.

d. Requests for advance registration payments must be signed and submitted to the General Manager at least ten (10) days prior to the registration deadline to allow sufficient time for processing.

e. In all cases, once a registration/expense advance has been made, the officer or employee must complete and submit an approved District travel claim form (along with all supporting vouchers and receipts) within 5 days following the

completion of travel. If the advance exceeds the actual expenses, a remittance must accompany the completed claim for payment. An individual may not request or receive another advance until he/she has settled all outstanding advances. If the trip is canceled, the advance must be returned immediately.

#### SECTION 5. MODES OF TRANSPORTATION

Individuals requesting official travel should attempt to travel by means most economical to the District. In selection a particular method of transportation, consideration shall be given for the total cost to the District, including overtime, lost work, and actual transportation costs.

A. Travel By Automobile. When vehicles, either private or District owned or commercial, are provided for the authorized travel, employees shall share rides whenever possible. Members of the Board of Directors may, at their own discretion and for their own convenience, travel by separate automobile.

1. District Owned Vehicle. Travelers should use a District vehicle when available, in preference to a privately owned or rented vehicle, for trip destinations of up to 350 miles from District. Special approval for longer trips may be granted by the General Manager. The use of District vehicles shall be limited to official District business and travel. Transportation of persons other than employees or officials is authorized only in situations where it relates to District business.

(a) Emergency Repair to District Vehicles. Emergency repairs are defined as those repairs required when the vehicle is inoperable.

When emergency repairs are required on a District vehicle being operated within the County during normal business hours, the mechanic should be contacted prior to making any repair to the vehicle.

Similarly, employees or officials who depart from last work point directly to private residence will be allowed mileage from residence to first work point and from last work point at which official duties were performed to their private residence.

B. Commercial Auto Rental. Officials and employees will be reimbursed for the actual and necessary cost of such rental when substantiated by a voucher. Employees will not be reimbursed for the additional cost of collision damage deductible and/or personal accident insurance offered in car rental agreements is accepted. The District has self-insurance programs which provide protection for these risks. Employees shall, however, be reimbursed for any loss necessarily sustained by them which is attributable to the fact that a damage waiver was not accepted.

#### AIR TRAVEL

A. Scheduled Commercial Airlines. When reimbursement is claimed for transportation via scheduled commercial airlines, reimbursement will be limited to the cost of travel by air coach (tourist or economy fare). The advance purchase of airline tickets may be handled via a travel agent or directly through

the individual airline.

B. Commercial Charter Aircraft. Travel via commercial charter aircraft shall be limited to instances when scheduled airline travel is impractical, unavailable, or more expensive. Such travel will, in all instances, require prior authorization by the General Manager.

C. Private Aircraft. The use of private aircraft owned or rented by employees or others will require prior authorization of the General Manager. Due to insurance requirements, private aircraft must have current "Standard" airworthiness certificates issued by the FAA, and the pilot in command must hold a currently effective pilot's certificate issued by the FAA and must have a current rating for the aircraft flown. Before any private aircraft owned by an employee is flown on District business, a current insurance policy covering the aircraft must be filed with the District's Risk Manager.

Travel to and from airports shall be by bus or airport limousine where such services are in operation and schedules permit. Taxicabs shall be used only as a last resort.

#### Railroad Transportation

Reimbursement shall be limited to coach fares for trips not involving overnight travel. When sleeping accommodations are required and authorized, reimbursement shall be limited to roomette Pullman fares. Whenever possible, round trip rates shall be used.

(3) When shared lodging expenses are claimed by a single employee, the reimbursement claim is to list the names of the other employees.

Those lodging costs paid by a District employee for prisoners, inmates, or court wards during authorized travel should be claimed at the double occupancy amount which may exceed the maximum guideline amount by the amount that the multiple occupancy rate exceeds the single rate.

C. Special Lodging. Upon prior written approval of the General Manager, reimbursement for special lodging arrangements such as, but not limited to, accommodations in apartments, campgrounds, and recreational vehicles will be allowed.

D. Lodging as a Guest of Friends or Relatives. When an official or employee prefers to remain overnight as a guest of friends or relatives while traveling on behalf of the District, no amount may be claimed for lodging expenses.

E. Return to Permanent Work Location over Non-Workdays. When job requirements do not necessitate that a traveler remain at a temporary work location over a non-workday or holiday, the authorizing authority may direct the employee to return to their permanent work location in the District, provided that the travel cost of the return trip is less than the estimated expense of having the employee remain at the temporary location.

## SECTION 7. PER DIEM ALLOWANCES

The per diem allowance is to cover all expenses incurred by the official or employee on District business other than registration, lodging accommodations, and primary transportation costs.

A. Allowable Expenses. All charges for:

1. Fees and tips paid to waiters, porters, baggage handlers, bellhops, hotel maids, and other service personnel;
2. Incidental transportation expenses, such as street car, bus, and ferry fares, bridge, toll road and vehicle parking fees which do not exceed \$20.00 per day;
3. Laundry and cleaning and pressing of work clothes;
4. Meals, except for those included in the cost of the registration;
5. Newspapers;

### TIME CRITERIA GOVERNING REIMBURSEMENT FOR MEALS

a. The allowance for meal expenses in excess of the established guideline rates shall be at the discretion of the Finance Director. Meals are reimbursable only under the following criteria:

<u>Meal</u>	<u>Travel Begins Before</u>	<u>Travel Ends After</u>
Breakfast	6:00 a.m.	8:00 a.m.
Lunch	11:00 a.m.	1:00 p.m.
Dinner	5:00 p.m.	8:00 p.m.

b. For purposes of determining eligibility for reimbursement, travel shall be considered to begin when the traveler departs their residence if the trip begins before or after normal office hours. If the trip begins during normal office hours, travel shall be considered to begin when the traveler departs the office. It will be the department head's responsibility to monitor the time of departure and arrival to ensure no unnecessary meals are claimed.

Whenever meals and/or lodging are furnished without charge to the traveler, deduction shall be made from the authorized per diem allowance.

Whenever meals are served as a part of a conference meeting at a fixed cost that exceeds the per diem allowance, said meals shall be considered as an allowable conference expense subject to additional reimbursement. In all such cases, employees must document the amount of said meals. Documentation must be in the form of an official program, meal ticket stub, or other prescribed media indicating fixed costs.

## SECTION 8. FAMILY MEMBER ACCOMPANIMENT

There is no objection to a spouse and/or other family member(s) accompanying employee or official on a District business trip, provided that their presence does not detract from the performance of District duties. The attendance at the meetings and conferences by such members of District officials and employee is to be considered a sole expense of the individual official and/or employee, and

all differences in cost brought about by the attendance and/or accompanying travel of a family member shall not be borne by the District.

When automobile is the selected mode of transportation by an employee or official desiring a family member to accompany them, said travel shall only be accomplished by the use of the official's or employee's privately owned vehicle, and is subject to the conditions contained in Section 5A(2) pertaining to use of privately owned vehicles on District business.

*S/rws/sscsd/travelpolicy*

RESOLUTION NO. 251-98

A RESOLUTION OF THE BOARD OF THE DIRECTORS OF THE SAN SIMEON  
COMMUNITY SERVICES DISTRICT ESTABLISHING TRAVEL  
SUBSISTENCE RATES WHILE ON OFFICIAL BUSINESS FOR SAN SIMEON  
COMMUNITY SERVICES DISTRICT

THE BOARD OF DIRECTORS  
SAN SIMEON, CALIFORNIA

WHEREAS, San Simeon Community Services District has adopted a travel policy governing expenses and setting forth conditions when traveling on official business for the District; and

WHEREAS, said policy requires the Board of Directors to establish by resolution the per diem rates necessary for the conduct of District business by District employees and officials during travel status; and

WHEREAS, the maximum allowable per diem rate is based upon a complete day in travel status, and for continuous travel in excess of twenty-four (24) hours;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Simeon Community Services District does hereby adopt the following per diem allowances based upon the approximate distribution:

A. Maximum per diem rate: \$45.00 per day as follows:

\$ 6.50 Breakfast  
\$10.00 Lunch  
\$18.00 Dinner  
\$10.50 Miscellaneous Expenses

B. These subsistence rates may be reviewed annually by the Board of Directors during budget preparation.

PASSED AND ADOPTED by the Board of Directors of the San Simeon Community Services District at a regular meeting held thereof on the \_\_\_\_ day of \_\_\_\_\_, 1998, by the following roll call vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Richard Andresen, Chairman

\_\_\_\_\_  
Forrest Warren, General Manager

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

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

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**MEMORANDUM**

**DATE:** November 12, 1998  
**TO:** Board of Directors  
**VIA:** Forrest G. Warren, General Manager  
**FROM:** John L. Wallace, District Engineer  
**SUBJECT:** Update on the Equalization Basin Cover and Odor Control Facilities

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**DISCUSSION:**

At the Board's meeting on October 14<sup>th</sup>, staff was instructed to proceed with obtaining bids for permanently covering the 32-foot by 42-foot equalization tank at the wastewater treatment plant and providing an air scrubber unit to control odor.

A permanent cover could be constructed of either fiberglass reinforced plastic (FRP) or of rectangular trussed aluminum. Diagrams are attached for the Board's review and consideration on the different cover materials and scrubber equipment. The scrubber unit would be permanently fastened to the roof structure and vented.

Staff proceeded with "informal" quotations and is bringing those to the Board for further discussion. If the Board wishes to proceed, staff will obtain formal bids for the construction of this project.

Attached is a quotation from Fiberglass Structures & Tank Company of Minnesota for a (FRP cover and air scrubbing system for **\$56,260**, including design, delivery and installation.

Attached is another quotation from Environmental Corrections, Inc., for a FRP cover and air scrubber system for **\$69,300**, including design, delivery and installation.

One company, Misco Pacific of Santa Ana, California proposes a trussed aluminum cover and scrubbing equipment for **\$72,000**, including design delivery and installation. The aluminum cover would most likely provide many more years of service compared to a fiberglass reinforced plastic cover.

**FUNDING:**

Funds in the amount of **\$55,000** for a wastewater cover over the equalization basin are provided under Sewer Project No. S-8 of the FY 1998/99 budget. In reviewing the preliminary costs of all covers and scrubbers proposed, additional funding would be needed.

**RECOMMENDATIONS:**

It is recommended that the Board;

1. Consider the estimated costs shown on the attached spreadsheet for a fiberglass plastic and trussed aluminum covers and scrubbing system equipment presented by staff, and;
2. Direct staff to solicit formal bids for an aluminum or fiberglass cover and dry air scrubber for odor control.

**ALTERNATIVES:**

1. Consider a more temporary cover and direct staff to return with additional cost estimates, or;
2. Take no action at this time.

084-02equalcover1.wpd



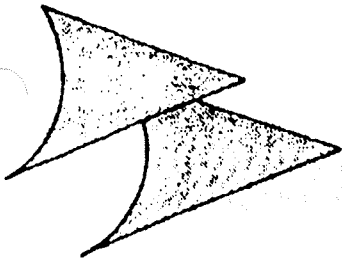
**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**EQUALIZATION COVER - ODOR CONTROL SCRUBBER**

**PRELIMINARY COST SUMMARY**

SUPPLIER	FIBERGLASS STRUCTURES	ENVIRONMENTAL CORRECTIONS	MISCO
	#1	#2	#3

DESCRIPTION			
TRUSSED ALUMINUM COVER			\$40,000
FIBERGLASS REINFORCED PLASTIC COVER	\$29,760	\$24,900	
AIR SCRUBBER & ACCESSORIES	\$21,500	\$37,900	\$27,000
DESIGN & LABOR	\$5,000	\$6,500	\$5,000
<b>TOTAL ESTIMATED PRICE</b>	<b>\$56,260</b>	<b>\$69,300</b>	<b>\$72,000</b>



**FIBERGLASS STRUCTURES & TANK COMPANY**

DESIGNERS  
AND  
FABRICATORS

November 11, 1998

Mr. Craig Taylor  
San Simeon Community Services District WWTP  
4115 Broad Street, Suite B5  
San Luis Abispo, CA 93401

RE: EQUALIZATION TANK COVER

In response to our phone conversation I have generated design and pricing for your use as follows.

One (1) 32' x 42' structural FRP low profile Arch Cover including; one (1) 3' x 3' access hatch, one (1) relief vent, one (1) odor control connection, poly foam rib and base gaskets, stainless steel installation hardware, freight allowed, no applicable taxes included.

FOR THE SUM OF . . . \$ 29,760.00

Above design based on 30 PSF live load, 26 PSF wind loadings with 3:1 safety factor.  
Erection estimate for cover; 40 manhours, one (1) day crane.

2000 CFM packed tower Scrubber System for above.

FOR THE SUM OF . . . \$ 21,500.00

If you have questions, please call.

Respectfully Submitted,

Thomas A. Rysgaard,  
President

TAR/dy

**ENVIRONMENTAL CORRECTIONS, INC.**

8530 SAN FERNANDO RD. SUN VALLEY, CA 91352  
 (818) 767-0018 (213) 875-1891 FAX(213) 875-1339

**QUOTATION**

JOHN WALASON ASSOC.  
 4115 Broad St, Ste B5  
 San Luis Obispo, CA 93401

DATE: 09/17/98

QUOTE: Q 98-09-03  
 Tel: (805) 544-4011  
 Fax: (805) 544-4294

ATTN: CRAIG TAYLOR  
 RE: San Simeon Community Service District

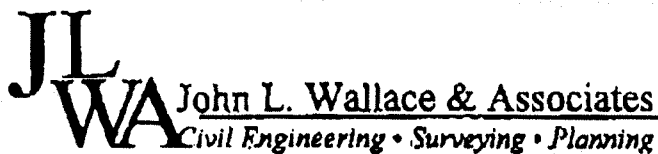
QUANTITY	DESCRIPTION	PRICE
	ENVIRONMENTAL CORRECTIONS, INC. is pleased to provide a bid for the manufacture and supply of the items as follows:	
1 ea.	SCRUBBER 2000 CFM 36" DIA X 10' HIGH ALL F.R.P. VV-2 MODEL DOUBLE VENTURI	\$35,800
1 ea.	FAN F.R.P. 15" WHEEL 5" S.P., 5 HP MOTOR, BACKWARD CURVE - NON OVER LOADING	INC / W SCRUBBER
1 ea.	INSTRUMENT SET FOR CHEMICAL INJECTION CAUSTIC SODA ONLY. OFF / ON SWITCH FOR BLOWER, CHEMICAL PUMP.	INC / W SCRUBBER
1 LOT	HOOD COVER/ TANK / F.R.P. 30' X 40' APPROX	\$24,900
1 LOT	FIELD SERVICE & FIELD SUPER 30 DAYS \$680 PER DAY + PER DIEM + MILEAGE	AS REQUIRED
1 LOT	DESIGN & ENG / DRAWING & SUBMITALS	\$6,500
1 LOT	DUCT, MIC SYSTEM PARTS, GASKETS, SEALERS ETC.	\$2,100
	<b>TOTAL</b>	<b>\$69,300</b>

Terms: 1/3 W/ APPROVED DRAWING / NET 30 DAYS  
 THE ABOVE ESTIMATE IS BASED ON  
 TEL-CON CRAIG / OLSON 9/16/98  
 NO CONFIRMED DRAWINGS OR SPECS.

F.O.B. Sun Valley, CA.

ESTIMATED SHIPPING DATE 8 WEEKS

*Rodney Olson*  
 Prepared By: RODNEY OLSON



## COVER SHEET

Date: November 12, 1998

Job Number: 084-01-1 (17)

To: Mr. Mike Hardy FAX 1-714-979-5405 c/o Mr. Jim Chitty Misco		From: Craig Taylor John L. Wallace & Associates 4115 Broad Street Suite B-5 San Luis Obispo, CA 93401	
Phone: 510-225-1900	Fax: 510-225-9200	Phone: 805-544-4011	Fax: 805-544-4294

Subject: Equalization Tank Cover and Air Scrubbing Unit Cost Estimate - San Simeon CSD

Message:

Dear Jim,

Please provide a cost estimate to furnish and install a reinforced fiberglass plastic (RFP) cover over the 32' x 42' concrete equalization tank adjacent to Ron Head's office.

Also, include a cost to furnish and install a air scrubber for odor control at the same facility. Assume tank freeboard averages 10-feet with a total tank depth of approximately 15-feet.

Please fax back to me as soon as you can.

Your immediate attention in this matter is greatly appreciated.

RFP Cover \$ \_\_\_\_\_

ALUM. \$ 40,000

Air Scrubber \$ \_\_\_\_\_

DRY \$ 27,000

Thanks,

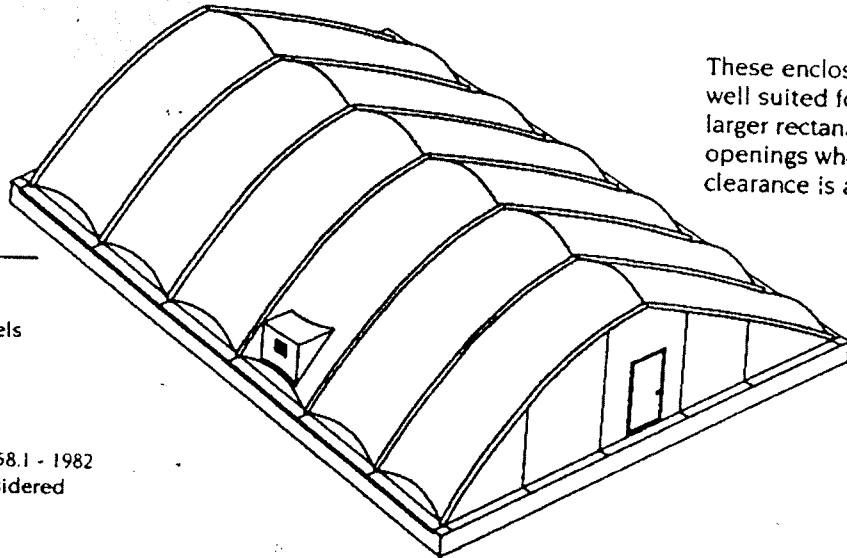
Craig Taylor

Chittyfax.wpd

Sent Via:	<input checked="" type="checkbox"/> Fax	<input type="checkbox"/> Mail	<input type="checkbox"/> Hand Deliver	<input type="checkbox"/> Overnight
Originals Mailed:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number of Pages (including cover): 1	



# FIBERGLASS REINFORCED PLASTIC (FRP) BARREL ARCH COVER SYSTEM



These enclosure systems are well suited for moderate to larger rectangular tank openings where inside clearance is a factor.

### BENEFITS OF FRP

- Non-corrosive
- Self-supporting
- Minimum number of panels
- Ease of erection
- Non-conductive
- Minimum Maintenance

Basic Design is per ANSI 58.1 - 1982  
No seismic loads are considered

### DESIGN GUIDE

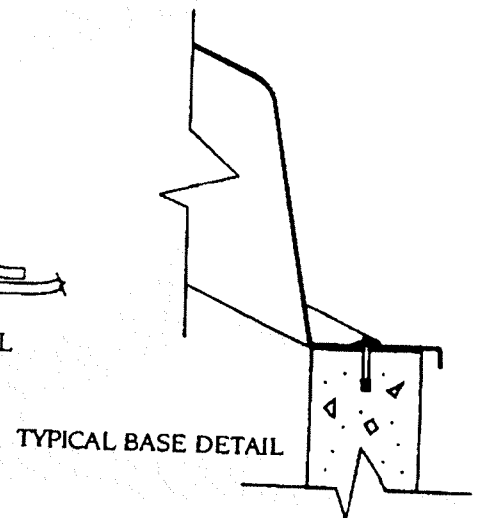
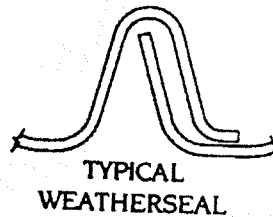
LOW PROFILE		HIGH PROFILE	
Arch Height	5' - 7'	Arch Height	12' - 16'
Spans	20' - 35'	Spans	25' - 90'

FRP is most advantageous in meeting structural requirements in hostile environments. SynTechnics free-spanning barrel arches are structurally designed to handle appropriate live, wind, and unbalanced loading conditions. Various accessories such as windows, duct connections, vents, personnel doors and equipment hatches are readily available, sized to meet operating conditions.

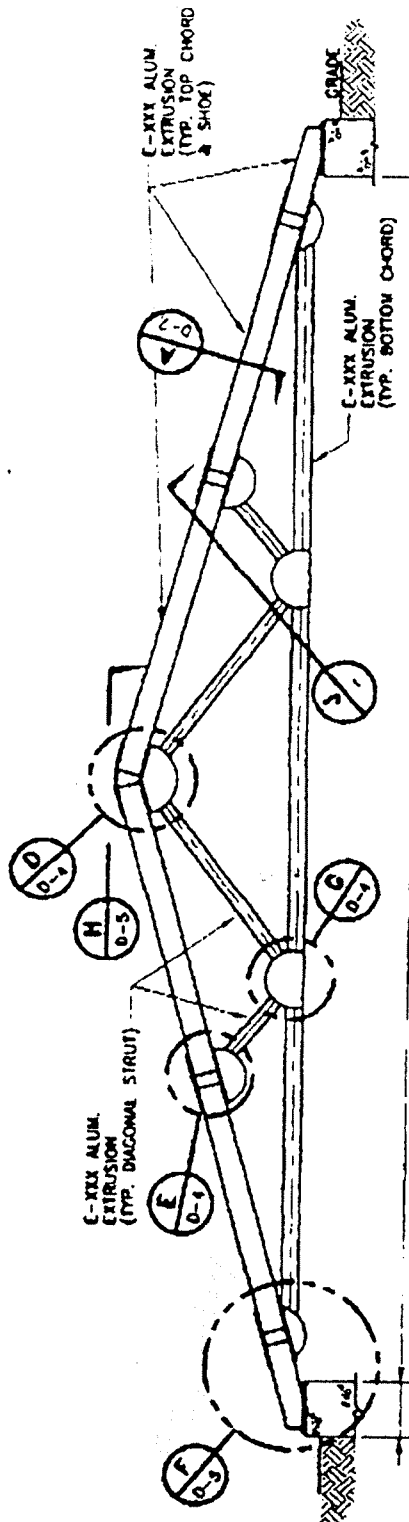
SynTechnics offers a variety of structural enclosures for applications ranging from weather protection to odor control. SynTechnics designs are available for both standard and customized structural systems based on customer requirements. These systems provide durable monolithic members which complement field erection procedures and structural integrity.

### TYPICAL DETAILS

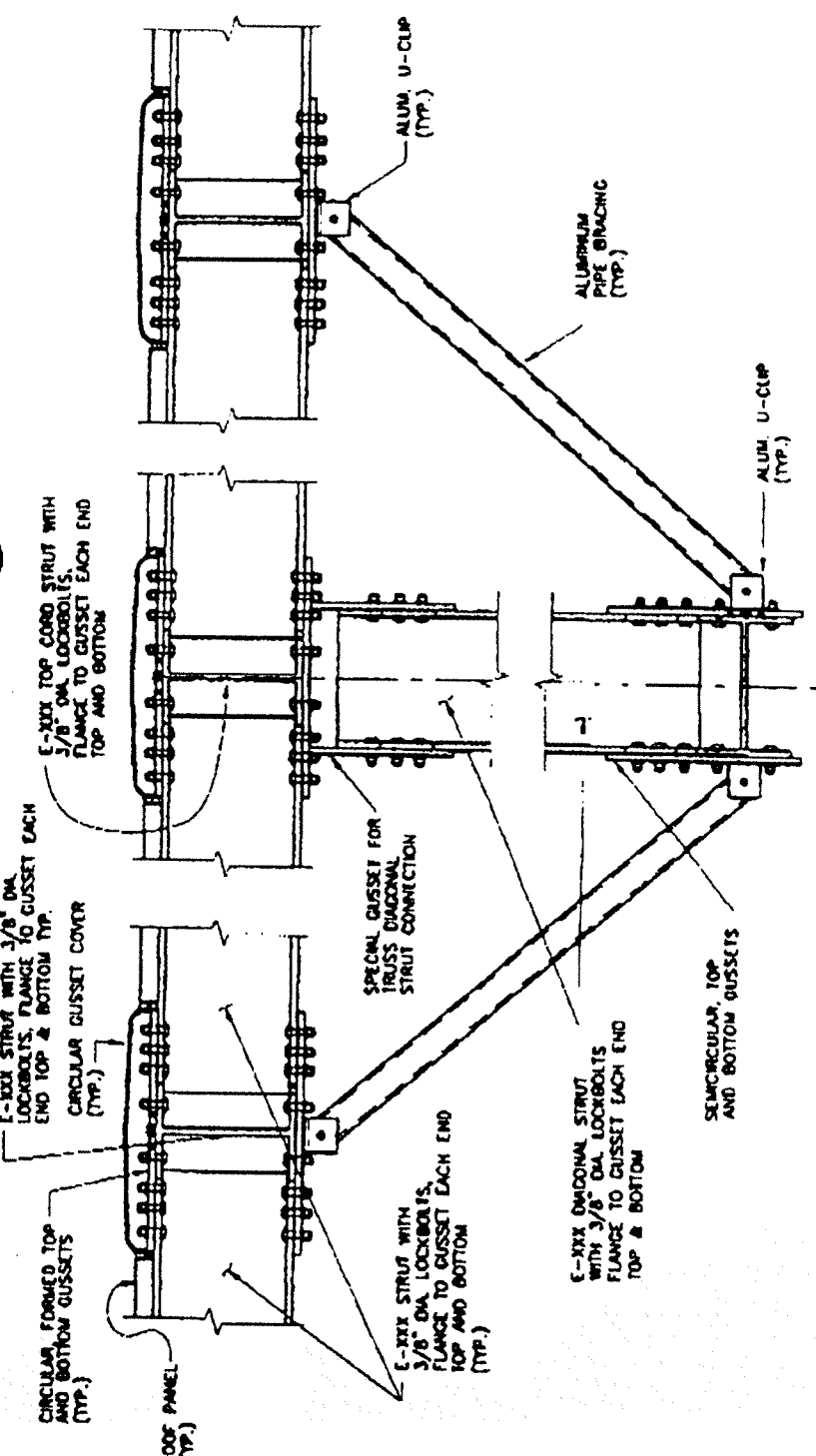
1. Laminate thickness and fiberglass reinforcing type to be determined by exact loading conditions.
2. The panels are joined by an interlocking weathertight joint and can be adapted with a compatible gasket for limiting air transfer.
3. Stainless Steel anchor bolts are recommended.
4. Panels are fabricated in shippable lengths.



SynTechnics actively solicits inquiries on special requirements. The SynTechnics organization is geared to design and manufacture FRP custom structural systems where the material has a cost effective benefit versus other materials. SynTechnics' experienced engineering staff is well versed in structural analysis of FRP structures.



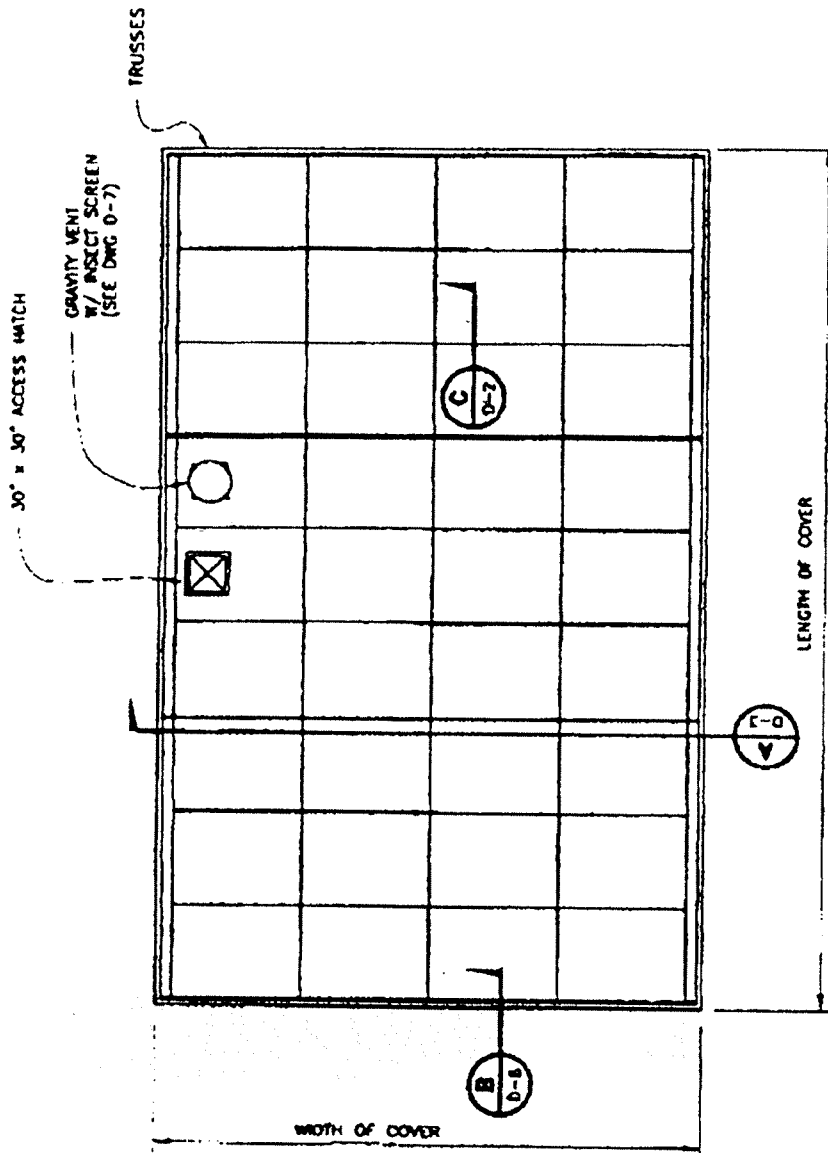
**TYPICAL TRUSS ELEVATION A-0-1**



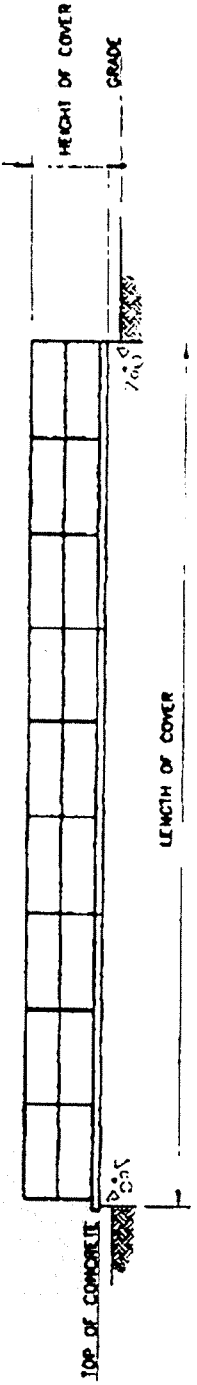
**SECTION J-0-1**

TRUSS SYSTEM & SECTION DETAILS		<b>TEMCOR</b> 2475 SO. WILSON AV. CHANDLER, AZ 85226		FOR APPROVAL			
RECTANGULAR PANEL TRUSS ROOF				DATE	BY	CHKD BY	DESCRIPTION
D-3	0						

DOME DESIGN LOADS AND CODE  
TO BE SPECIFIED BY OTHERS  
SNOW LOAD: --- PSF  
WIND SPEED: --- MPH



PLAN  
N.T.S.



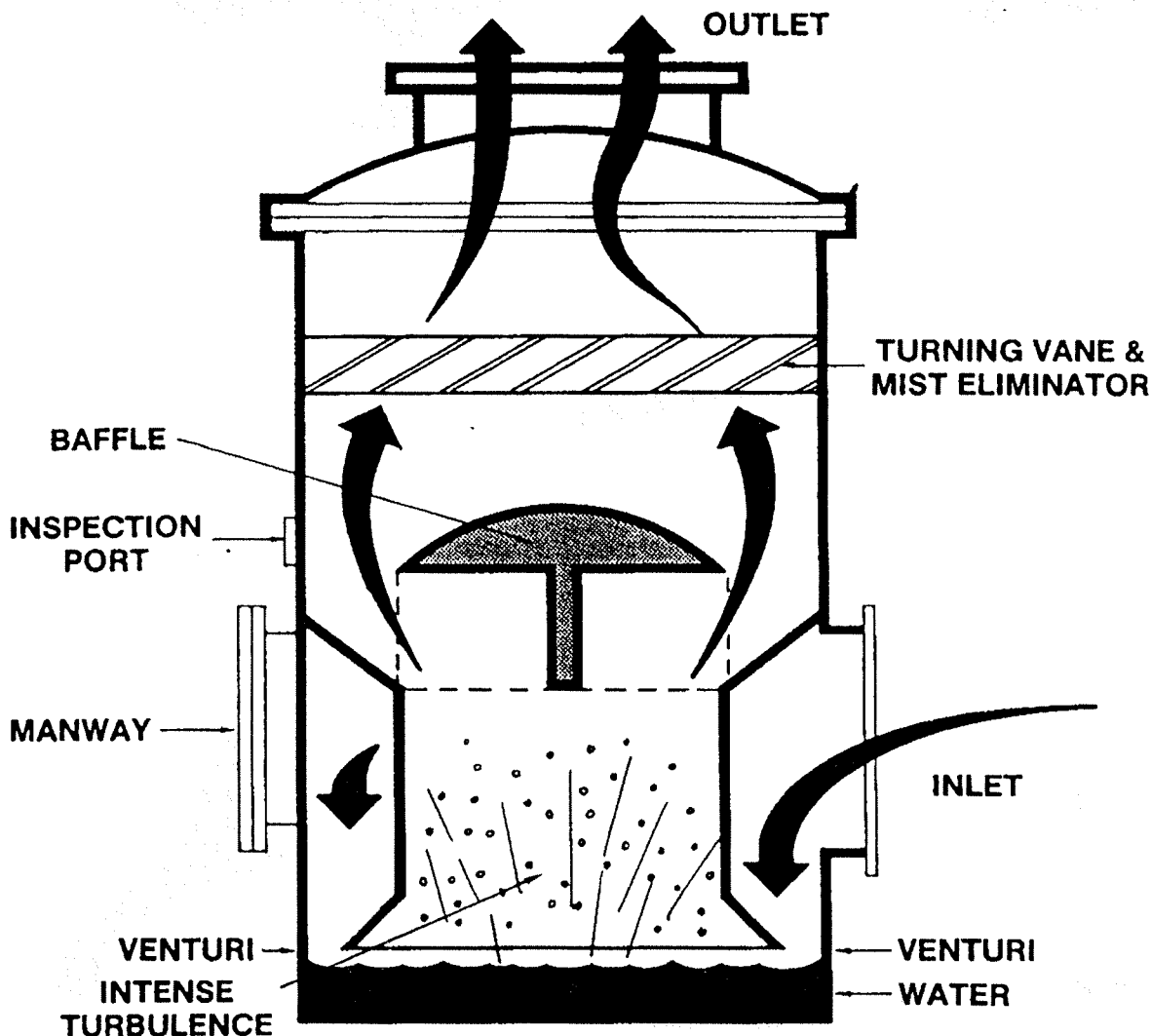
ELEVATION  
N.T.S.

PLAN AND ELEVATION		<b>TEMCOR</b> 14780 SO. WILLOWTON AVE. CARSON, CALIF 90715		FOR APPROVAL	
PROJECT DESCRIPTION RECTANGULAR PANEL TRUSS ROOF		ALL DESIGN, CALC. PROCESSES, OR IMPROVEMENTS ORIGINATED BY OR DISCLOSED BY TEMCOR ARE PROPRIETARY, PATENTED, OR THE SUBJECT MATTER FOR PATENT APPLICATION, AND MAY NOT BE REPRODUCED WITHOUT WRITTEN PERMISSION FROM TEMCOR		REV	DATE
DATE	DESIGN NO	REVISION	0	DATE	DESCRIPTION
	D-1	0	CUSTOMER	DATE	CONTR. NO.



# fiber-dyne

## TURBO-DYNE TYPE SCRUBBER



- \* **NO MOVING PARTS** - No nozzles, pumps, packing or moving parts keep maintenance low and keep efficiency uniformly high no matter how heavy the load. Non-clogging, virtually wear proof.
- \* **CORROSION RESISTANT** - All Fiber-Dyne equipment is fabricated of the finest corrosion-resistant polyesters reinforced with fiberglass. Internals are of fiberglass, P.V.C., or polypropylene construction. Corrosive attack is eliminated in most applications.
- \* **MAINTENANCE FREE - GUARANTEED!** Because of the unique design and construction of the Turbo-Dyne scrubber, it is guaranteed to be maintenance-free for three years! No other scrubber has ever been warranted for so long a period!
- \* **LIGHTWEIGHT** - Fiberglass construction reduces weight to a fraction of that for steel or any other metals. This means less cost for support structures and possible roof reinforcement. Cuts expense of erection labor, speeds installation time.
- \* **HIGH EFFICIENCY** - The Turbo-Dyne is exceptionally efficient regardless of the load. Easily cleans heavy slurries, dense particulates or hard-to-catch fumes. Efficiency is constant, needs no adjustments for varying loads or volumes after being set.
- \* **IMPINGEMENT SCRUBBING** - This special design principle removes plus-micron size particles and soluble pollutants from industrial and commercial effluent gases. In operation the gases enter the scrubber and are forced through a venturi opening where they then impinge at very high velocity into a pool of water (or other liquid). The resultant extreme turbulence causes an intense spray and droplet cloud through which the gases must pass. In doing so, the particulate matter and fumes will forcefully contact finely divided water droplets and will be absorbed by them. As a result the heavy particles will drop out of the gas stream, carrying the pollutants to the sump at the bottom. Additional baffles and turning vanes "wring out" all remaining moisture so that the gas stream exits the scrubber clean and dry.
- \* **LOW ENERGY REQUIREMENTS** - With the fan providing the energy, this scrubber operates with virtually no additional power requirements. Pressure drop is minimized and fan power is conserved.
- \* **MINIMUM FLOOR SPACE** - The vertical design of the Turbo-Dyne reduces the area needed for operation and allows installation in a wide variety of places.



RESOLUTION NO. 253-98

NOT  
PASSED

A RESOLUTION ESTABLISHING A POLICY FOR  
FUTURE AGENDA ITEMS FOR  
THE SAN SIMEON COMMUNITY SERVICES DISTRICT

THE BOARD OF DIRECTORS  
SAN SIMEON, CALIFORNIA

WHEREAS, the San Simeon Community Services District hereby adopts a policy for the expectations of and guidelines for the disposition of subject matters raised by Directors at properly noticed meetings; and

WHEREAS, the guidelines regarding said policy have been reviewed and shall present a uniform and comprehensive Future Agenda Policy Procedure;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Simeon Community Services District does hereby adopt the Future Agenda Policy as attached and made a part of this resolution herewith.

PASSED AND ADOPTED by the Board of Directors of the San Simeon Community Services District at a regular meeting thereof held the \_\_\_ day of \_\_\_, 1998, by the following roll call vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Richard Andresen, Chairman

\_\_\_\_\_  
Forrest Warren, General Manager

*s/rws/sscsd/futureagenda.res*

SAN SIMEON COMMUNITY SERVICES DISTRICT  
POLICY STATEMENT

BACKGROUND

Appearing on the Board of Director Agenda is a section entitled "2.1 Director's comments and proposed agenda items." This item presents the opportunity for individual Directors to raise subjects of District business or concerns that they would like discussed for potential action.

This Policy Statement establishes the expectations of and guidelines to the Board of Directors and District staff for the disposition of subject matters raised under this agenda heading.

POLICY

1. When a Director declares a subject for a future Board of Director's meeting, Administration will agendize the item for a future meeting. The matter will be set for Board of Directors' discussion purposes only. No staff work or time shall be incurred researching or preparing information or reports for the discussion, except to copy existing District materials or ordinances relating to the subject.

When requesting an item for future Board of Director discussion, the Director is encouraged to provide a timeframe to Administration regarding their desires as to which Board of Director's meeting the subject should be agendized.

2. Directors are encouraged to prepare their own memorandum briefly outlining the subject matter and action being sought for inclusion in the Agenda Packet for the Board meeting at which the item will be discussed.

*S/rws/sscsd/policystatement*

RESOLUTION NO. 252-98

*Not Passed*

A RESOLUTION ESTABLISHING A POLICY FOR TRAVEL  
AND RELATED EXPENSES INCURRED ON OFFICIAL BUSINESS FOR  
THE SAN SIMEON COMMUNITY SERVICES DISTRICT

THE BOARD OF DIRECTORS  
SAN SIMEON, CALIFORNIA

WHEREAS, the San Simeon Community Services District hereby adopts a policy for attendance at conferences, meetings, and public hearings, settling forth authorized and allowable expenses for travel on official business; and

WHEREAS, the guidelines regarding said policy have been reviewed and shall present a uniform and comprehensive travel policy procedure;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Simeon Community Services District does hereby adopt the Travel Policy as attached and made a part of this resolution herewith.

PASSED AND ADOPTED by the Board of Directors of the San Simeon Community Services District at a regular meeting thereof held the \_\_\_ day of \_\_\_, 1998, by the following roll call vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Richard Andresen, Chairman

\_\_\_\_\_  
Forrest Warren, General Manager



### **OPTION 2 – PLUG 4 EXISTING DIFFUSER PORTS & ADD SIX SADDLES**

Requires dive work vessel with operator and a 2-person surface-supplied air diving crew mob/demobilization, hand dredging and U/W oxy-arc burning equipment. Equipment and personnel mob/demobilization costs are estimated at \$1500.00 along with up to five (5) working days required to install 6 new HDPE saddles with diffuser ports and to plug existing ports with either blind flanges and/or mechanical plugs. Estimated costs to fabricate six HDPE service saddles with diffuser flanges and stainless u-bolt/bracket sets is \$1250.00 each or \$7500.00.

**NTE Total Costs: \$29,000.00 (Excludes cost of 8 HDPE diffuser ports)**

### **OPTION 3 – INSTALL SACRIFICIAL ANODE BRACELETS**

Assuming mobilization has already taken place as part of Option 1 or 2, the only additional charges would be for per diem and any equipment standby charges estimated NTE \$250/day over a non-working weekend. Design, fabrication and engineering support costs for up to seven (7) bracelet anodes for installation onto 140 L.F. of exposed ductile outfall pipe at a cost of \$4,560.00 if procured directly by District. Corpro Companies of Hayward, CA estimates the anode design life to be 20 years. Up to four (4) days will be required to excavate sand from underneath pipe in order to properly install and attach hinged bracelet anodes as per manufacturer at one anode per 20' pipe section.

**NTE Total Costs: \$21,060.00 (Excludes mob/demobilization costs)**

Like our previous work, our NTE costs are slightly higher than anticipated and an itemized accounting of each charge will be provided. As we discussed, a minimum of 2 to 3 weeks will be required to fabricate and deliver the anode bracelets and the fabrication costs of the service saddles and stainless brackets is estimated on the high side. HDPE saddles and diffuser ports, stainless steel flapper valve battens and fasteners, reinforced rubber flapper valves, nylon or PVC fasteners and 316 stainless brackets with rubber hose protected u-bolts are specified to ensure there will be no dissimilar metal contact between the ductile iron pipeline and the new diffuser pieces.

If you have questions or require additional information, please don't hesitate to call me anytime.

Sincerely,

A handwritten signature in black ink that reads "Tom Belcher".

Thomas R. Belcher



October 20, 1998

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

**Re: Diffuser Repair & Anode Installation for 8" Sanitary Ocean Outfall**

Dear Ron:

As per our telephone discussions about cost comparisons for various repair options for your outfall, I am providing a summary of costs below that are all based upon site conditions our diver observed during our September inspection. The only exceptions to this proposal shall be any costs, which may be incurred, should the sea state and/or weather conditions deteriorate to such a point requiring us to utilize a larger vessel from which to work or have our personnel on a standby rate.

We have already ordered eight (8) HDPE double flanged diffuser ports with flapper valves at a cost of \$4000.00 that can either be attached directly onto existing flanges or installed onto new service saddle diffuser sections. In both cases, these new diffuser ports and their fasteners are fabricated of inert materials and intended to be non-corrosive when attached to the ductile pipeline.

The following cost proposals are provided for your review, comments and consideration:

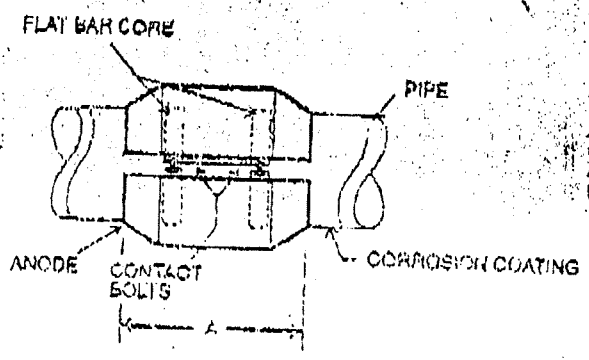
**OPTION 1 – UTILIZE EXISTING DIFFUSER PORT FLANGES & ADD SADDLE**

Requires dive work vessel with operator and a 2-person surface-supplied air diving crew mob/demobilization, hand-dredging equipment for removal of sand from pipeline interior and to place saddle, and UW oxy-arc burning equipment to cut a hole in the crown of last barrel section of pipe. Equipment and personnel mob/demobilization costs are estimated at \$1500.00 along with three (3) working days required to install 3 diffuser ports with flapper valves, plug the 4<sup>th</sup> diffuser port, cut a 4" diffuser port hole into the crown of a pipe barrel section, and install a service saddle with diffuser port. Estimated costs to fabricate and deliver one HDPE service saddle with diffuser flange and 2 stainless steel u-bolts and retaining brackets is \$1500.00.

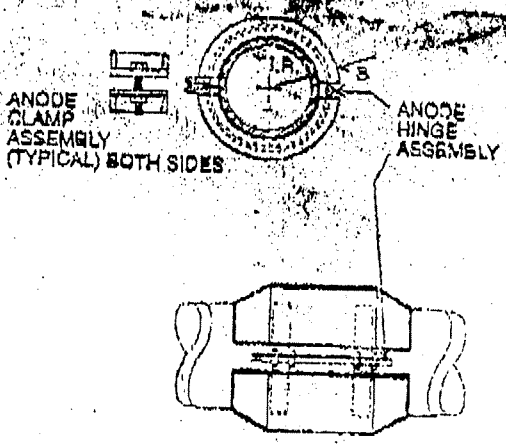
**NTE Total Costs: \$15,000.00 (Excludes cost of 8 HDPE diffuser ports)**

# Bracelet Anodes • Attachment Methods

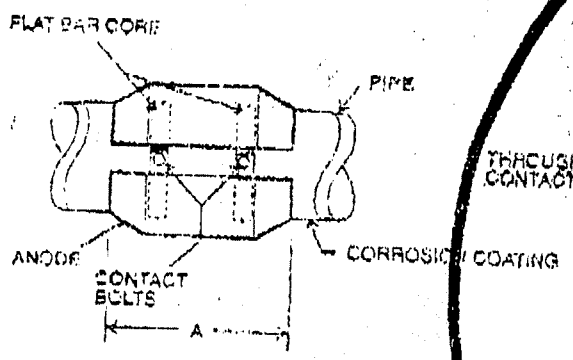
## Style D



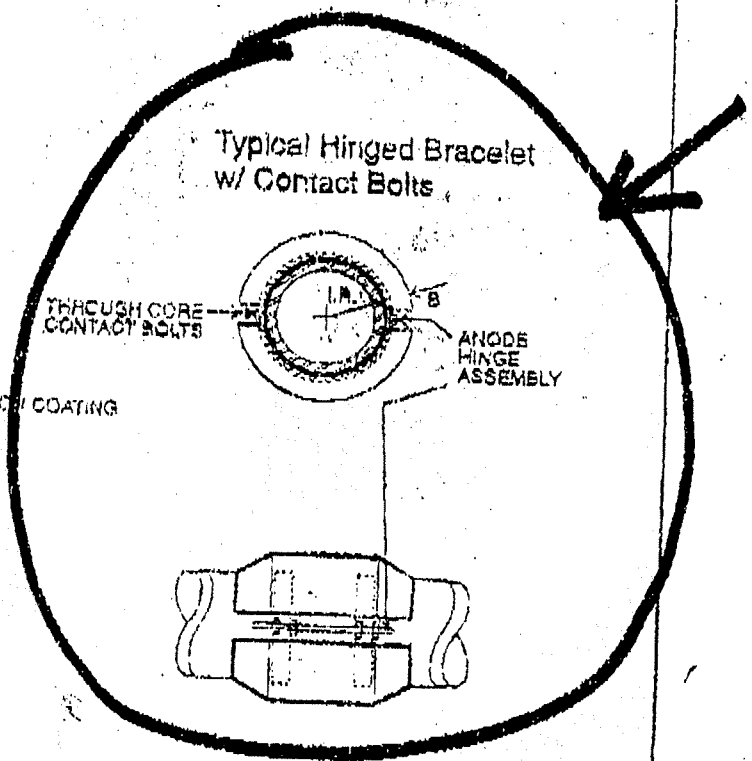
## Typical Hinged Bracelet w/ Clamp and Contact Bolts



## Style E



## Typical Hinged Bracelet w/ Contact Bolts



ABOVE STYLES ARE ALSO AVAILABLE IN SQUARE END TYPE ANODES.



"A Commitment to Excellence"

31909 Hayman Street • Hayward, CA 94544  
Tel 510/471-2233. Fax 510/471-3698

October 14, 1998

To : SUPER 8 MOTEL  
F-530-885-3588

Attn : Mr. TOM BELCHER, GUEST

CCI#8-383  
Total 3 Pages

Re : Proposal to Provide Cathodic Protection Services  
For San Simeon Community Services District  
Outfall Pipeline

In accordance with our discussions, Corrpro Companies, Inc. is pleased to submit this proposal to design and supply a sacrificial anode cathodic protection system for the San Simeon Community Services District ductile iron outfall pipeline.

### Discussion

The subject pipeline is an 8-inch diameter uncoated ductile iron pipe which has not be equipped with bonding cables across the bell and spigot joints. The pipe is therefore considered electrically discontinuous. A recent inspection by your firm has revealed active corrosion affecting the exterior surfaces of the exposed portion of the offshore portion of the outfall line. Approximately 140 linear feet of offshore piping is visible and it is this portion of the outfall system which will be retrofitted with an aluminum anode sacrificial cathodic protection system. The system will utilize an aluminum bracelet anode system which is hinged. Electrical contact with the pipe will accomplished by tighting contact bolts which will be part of the anode assembly. With this type of connection to the pipe, underwater welding is not required. The anode design life will be for a period of twenty (20) years in seawater. The scope of Corrpro's services will be to design the system and supply the materials FOB jobsite. Post-installation testing will not be conducted.

### Services Provided By Corrpro

1. Preparation of the anode detail drawing showing connection to the pipe and together with design calculations.
2. Supply of sacrificial aluminum bracelet anodes.

Anchorage  
Albany  
Billings

Boston  
Chicago  
Cleveland

Cleveland  
College Park  
Denver

Fridley  
Houston  
Los Angeles

New Orleans  
New York  
Ottawa City

Philadelphia  
Phoenix  
Tacoma

San Diego  
San Francisco  
Seattle

West Chester  
Asia  
Tampa

Middle East  
United Kingdom

Commercial Terms and Conditions

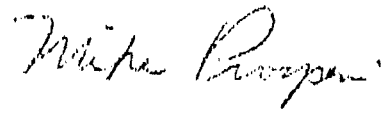
Corpro will be pleased to provide the design and material supply services for a lump sum price of \$4,560,00. Payment will be net 30. A 1.5% monthly interest charge will apply for unpaid balances. Post-installation testing services are not included in this price. Pricing does not include any applicable taxes. The schedule of the shipment of the materials is to be advised under separate cover.

Important Notes and Clarifications

1. The above scope of services and fees are based upon the understanding that the ductile iron piping is electrically discontinuous. If the pipe joints are continuous, the design life of the anodes will be adversely affected.
2. Given the deteriorated state of the subject pipeline, Corpro makes no commitment regarding future leaks of the pipe and cannot be held responsible for future leaks or failures of the pipeline in any way, for whatever reason.
3. The information contained in this proposal is being provided with the understanding of all concerned that no pipeline drawings or specifications are available for review by Corpro Companies, Inc. The pipeline parameters (diameter, length, continuity, etc.) have been provided verbally to Corpro.

Thank you very much for the opportunity to submit this proposal. Please contact the undersigned if you have any questions or need additional information.

Sincerely Yours,  
CORPRO COMPANIES, INC.



Mike Properi

Attachment : Anode Drawing



# San Simeon Community Services District



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

Board of Directors  
 Richard Andersen, Ardy May, Loraine Mirabal-Boubion, Lois Stevens, Leanne Morgan

October 15, 1998

Mr. Roger W. Briggs  
 California Regional Water Quality Control Board  
 81 Higuera Street, Suite 200  
 San Luis Obispo, CA 93401-5427

SUBJECT: Ocean Outfall Repairs

Dear Mr. Briggs:

In response to your letter dated October 5, 1998, to Mr. Ron Head, the District is diligently pursuing repairs of the subject outfall line.

Since the last correspondence from Mr. Head dated October 9, 1998, we have completed the video inspection of the outfall line and have received a written report (attached) from the contractor, Underwater Resources, Inc. That video revealed the extent of damages to the outfall line and a method of repair.

The Board of Directors met on the matter on October 14, 1998, to discuss the method of repairs and authorized funding for the project. The Board directed staff to proceed with the repairs.

The current proposal involves utilizing three of the existing flanges and attaching a neoprene flapper on each diffuser. In addition, we will be installing a new diffuser by "hot tapping" a High Density Polyethylene flange to the 8-inch ductile iron pipeline using stainless steel straps and bolts. A sketch is provided as part of the referenced report for your information, however other designs may be considered as the project is processed for construction.

Because the existing outfall pipe and appurtenances may continue to corrode, the repair may also include the installation of sacrificial anodes to the line for cathodic protection.

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

Ron Head, Plant Superintendent

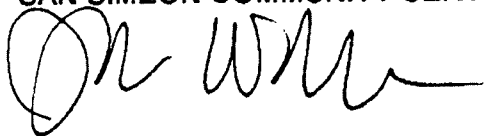
Kim Allison, Office Administrator  
 John L. Wallace, District Engineer

It is estimated that the repairs to the outfall described above will be completed within the next 60 days. We will continue to expedite this project as much as possible considering contractor availability and weather restrictions.

If you have any questions or comments about this project, please call me at 544-4011.

Sincerely,

**SAN SIMEON COMMUNITY SERVICES DISTRICT**



John L. Wallace P.E.  
District Engineer

*sscsdwqcb.wpd*  
attachments

cc: Forrest Warren  
Ron Head

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

Ron Head, Plant Superintendent

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

# SAN SIMEON COMMUNITY SERVICES DISTRICT

## SUPERINTENDENT'S REPORT FOR OCTOBER 1998

### FLOW COMPARISON - Water

OCT 1998 3,000,000 gallons	YTD 1998 27,020,000 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	3% increase 8% decrease
OCT 1997 2,909,000 gallons	YTD 1997 29,355,000 gallons	GROSS WATER PRODUCTION: NET WATER PRODUCTION: MONTHLY RECOVERY RATE:	3,158,000 gallons 2,835,862 gallons 90%

### RAINFALL

OCT 1998 0.48 inches	98-99 YTD 0.53 inches	MONTHLY COMPARISON: ANNUAL COMPARISON:	0.46 inches more 0.27 inches more
OCT 1997 0.02 inches	97-98 YTD 0.26 inches		

### WELL DEPTH COMPARISON

OCT 1998 11.88 feet	SEP 1998 11.48 feet	OCT 1997 14.30 feet	MONTHLY COMPARISON: ANNUAL COMPARISON:	0.4 feet lower 2.42 feet higher
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### CHLORIDE COMPARISON

OCT 1998 48 mg/l	SEP 1998 46 mg/l	OCT 1997 70 mg/l	MONTHLY COMPARISON: ANNUAL COMPARISON:	CONSTANT LOWER
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### FLOW COMPARISON - District Wastewater Treated

OCT 1998 1,778,780 gallons	YTD 1998 20,613,300 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	12% decrease 8% decrease
OCT 1997 2,011,700 gallons	YTD 1997 22,448,038 gallons		

### FLOW COMPARISON - State Wastewater Treated

OCT 1998 284,152 gallons	YTD 1998 3,553,174 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	35% increase 1% decrease
OCT 1997 210,000 gallons	YTD 1997 3,605,280 gallons		

### DISCHARGE REQUIREMENTS

EFFLUENT BOD:	6 mg/l	EFFLUENT SUSPENDED SOLIDS:	2 mg/l
INFLUENT BOD:	360 mg/l	INFLUENT SUSPENDED SOLIDS:	360 mf/l

### BIOSSOLID DISPOSAL

OCTOBER:	33520 gallons	YTD:	194080 gallons
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# San Simeon Community Services District



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

## MEMORANDUM

DATE: October 21, 1998  
TO: Board Members and Staff  
FROM: Forrest G. Warren, General Manager  
SUBJECT: 1996 Rate Increase, District's Accounting System

### 1. 1996 Rate Increase:

In the 1996-97 budget, the District reserved \$132,000 of the L.A.I.F. account for a water project. In the 1997-98 budget, the District reserved another \$132,000 of the L.A.I.F. account for a water project. A total of \$482,355.24 of the L.A.I.F. account has been specified for water projects. This amount includes allocations prior to 1996.

According to the documents that Elizabeth O'Leary prepared, the water portion of the increase was \$1.46 times the water usage. That would be \$116,849.98 for July 1, 1996 to Sept. 1998. There was no separate accounting of these funds because of the implications it had with the bonding.

The problem seems to be that the rate increase in 1996 was not just all for the future water projects. (The monthly service charge rate (\$13.50) was for capital improvements. The sewer rate increase was for wastewater plant improvement.)

During 1997-98, \$58,346.24 was raised by this increase on the water rate only. Removal of these revenues from our operational budget will have a significant effect on the Operational and Capital Improvement Budgets.

### 2. District accounting system:

The District is using acceptable accounting standards according to Mr. Bob Crosby. The audit financial statements that were presented at the October 14, 1998 meeting were a summary of the audits done on this District. Auditors have to abide by the Governmental Accounting Standards. The Government Accounting Standards Board audits the auditors. San Simeon doesn't have a true governmental accounting system because the District has only enterprise funds (Water and Wastewater). In other words, we do not have general fund accounting because for example we do not have a fire department that would have only a tax base for their income verses revenues from the sale of water.

Mr. Bob Crosby will be able to answer your questions and explain this in detail to the Board when he gives his audit report at the regular meeting.

SAN SIMEON COMMUNITY SERVICES DISTRICT

TENTATIVE CONSTRUCTION SCHEDULE  
for the

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

Survey and Design Completed .....	February 20, 1998
Contract Document, Drawings and Specification Completed .....	February 27, 1998
1st Notice to Bidders .....	September 16, 1998
2nd Notice to Bidders (min. 5 days between publications) .....	September 23, 1998
Pre-Bid Conference (Friday, 2:00 pm) .....	October 2, 1998
<b>Receive Bids (Wednesday, 2:00 pm) .....</b>	<b>October 7, 1998</b>
Award of Bid .....	October 14, 1998
Notice of Award* .....	October 19, 1998
Notice to Proceed* (15 days from Award) .....	November 9, 1998
Start Work (10 days from Notice to Proceed) .....	November 19, 1998
Completion - (45 Calendar Days) .....	January 19, 1998

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

THIS IS NOT A PART OF THE CONTRACT

NOV-13-98 12:11P ULWA ASSOC

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

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

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**MEMORANDUM**

**DATE:** November 12, 1998

**TO:** Board of Directors

**VIA:** Forrest G. Warren, General Manager

**FROM:** John L. Wallace, District Engineer

**SUBJECT:** Systematic Road Repair Update

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**DISCUSSION:**

Although a goal of any pavement management system (PMS) plan is to provide safe and comfortable roads for the best value possible, the main benefit of a PMS is the ability to define funding needs for the road system and project those needs into the future. PMS plans are dynamic and should be updated annually to include maintenance projects that have been accomplished and/or to provide for annual budget adjustments.

At the Board's meeting in September 1998, it was decided to prepare an abbreviated program and for staff to bring back a program summary in November.

**Development of the Pavement Management System Plan**

First, a quick field review of each street maintained by the San Simeon Community Services District will be performed. Based on the condition of the pavement observed, each street would be assigned a pavement condition rating (PCR) ranging from 0 to 100.

- 0 - 20 represents a street in need of a thick overlay or reconstruction depending on the severity of pavement failure
- 21 - 40 is a street in need a thin overlay
- 41 - 70 is a street in need of a slurry seal
- 71 - 80 is a street in need of crack sealing
- 81 - 100 is a new or well-maintained street in need of no immediate maintenance

Next, repair costs will be estimated for each street based on its pavement condition rating. Since each street is at a varying degree of deterioration, each street is assigned a unique rehabilitation strategy and additional maintenance or replacement scheduled over the next ten to twenty years. Therefore, every street in the District will eventually receive some form of maintenance to provide the most cost effective maintenance strategy.

Finally, maintenance projects completed throughout the year would be incorporated into the annual update.

**San Simeon Community Services District Streets**

The streets maintained by the San Simeon Community Services District are as follows:

- Pico Avenue - Castillo Drive to District boundary
- Pen Way - Avonne Avenue to Jasper Way
- Avonne Avenue - Pico Avenue to end of cul-de-sac
- Otter Way - Avonne Avenue to Castillo Drive
- Jasper Way - Pen Way to end of cul-de-sac *(to be determined)*
- Pico Way - Cul-de-sac to Hearst Drive
- Vista Del Mar - Hearst Drive to Balboa Avenue
- Balboa Avenue - Vista Del Mar to end of cul-de-sac

**FUNDING:**

Funds in the amount of \$50,000 has been provided under Road Improvements under Budget Item R-1 for miscellaneous road repair.

**NEXT STEPS:**

Staff will:

1. Complete the survey of streets and assign ratings to determine needed maintenance and priority.
2. Estimate costs and propose a repair/maintenance program to utilize this year's budgeted monies (\$50,000).
3. Develop a long term program (five year plan) so as to provide project priorities for the development of subsequent budgets.
4. Update the program annually.

# San Simeon Community Services District



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

## MEMORANDUM

**DATE: NOV. 18, 1998**  
**TO: BOARD OF DIRECTORS/STAFF**  
**FROM: FORREST G. WARREN, GENERAL MANAGER**  
**SUBJECT: WARRANT REPORT**

Brief review of unusual items on warrant list.

Check # 1852: Al's Septic Pumping Service. \$1,575.00. Hauling of build up of sludge from one of the tanks at the plant, routine maintenance. This happens every four to five years.

Check # 1874: Groeniger and Company. \$1,269.41. This items is for meters and associated hardware in preparation of replacement of old meters etc. along the Hearst Dr. line replacement project.

Check # 1879: Bennett Construction: \$96.00. This is a refund of money advanced to the District in anticipation of buying effluent water for the Pico Creek Bridge project. They overpaid by \$96.00.

Check # 1883: Viking Office Products: \$200.09. Both the office and the wastewater plant have found it to be more economical to purchase large quantities of trash bags and paper towels together rather than buying small amounts at a time. This invoice includes enough trash bags for two years and paper towels for at least one year. Also, on this invoice was such items as adding machine paper and post it notes.

All other items are normal routine items.

By the time the warrants are presented to the Board for final formal approval they have gone through many levels of review. The first review is that of the budget. Second is procedural review (purchase order, etc.). Then two Directors have to review the detail of each transaction before they sign the checks. The auditor then reviews all these processes to make sure they are done according to standard polices and procedures.

At the last meeting, we spent nearly 30 minutes going over the warrants, which was mainly information type questions. Meanwhile, the District Counsel, Engineer, and Superintendent waited. Their time cost the District a total of over one hundred dollars.

It is my recommendation that in the future the Warrants and Minutes be on a consent agenda. If Directors have questions about the warrants or minutes they should ask outside of the meeting. If they find something they want on the agenda, then they should ask for it to be placed on the next agenda since if an item is brought up under the warrants it can only be discussed and not acted upon anyway.





"A Commitment to Excellence"

31909 Hayman Street • Hayward, CA 94544  
Tel 510/471-2233, Fax 510/471-3698

November 12, 1998

To : San Simeon Services District  
F-805-927-0399

Attn : Ron Head

From : Mike Prospero

*Total 2 Pgs.*

Re : San Simeon Services District - Anode Detail

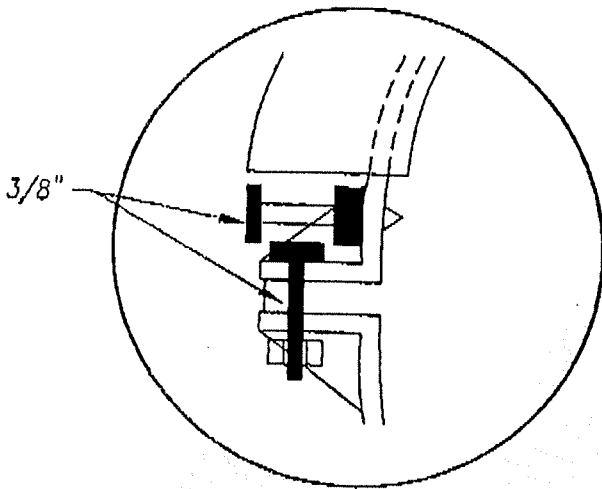
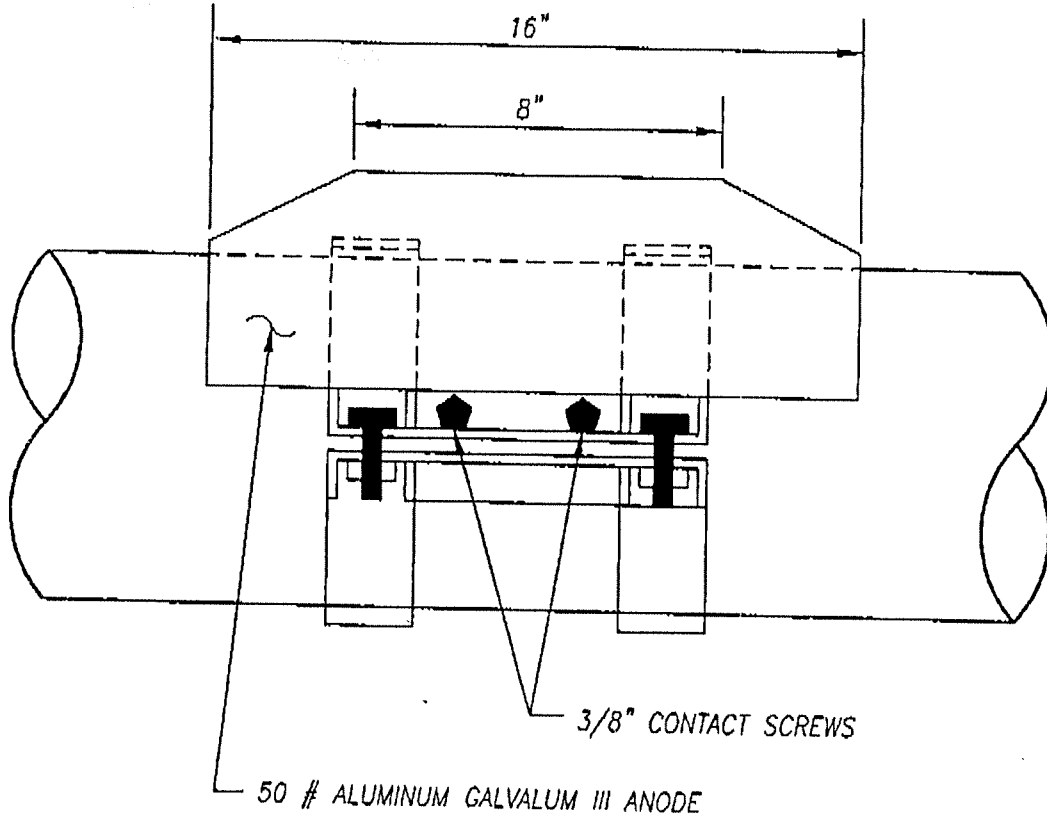
See enclosed drawing illustrating the details of the aluminum anodes (qty. 8). All the anode material is on the top of the mounting strap so this should make it easier during installation. The anodes are connected to the tank by means of two 3/8-inch contract screws and through the banding as well. The anodes should be shipping from our foundry in Louisiana by November 18th. I will confirm when the materials actually ship and the ETA.

Call me if you have any questions.

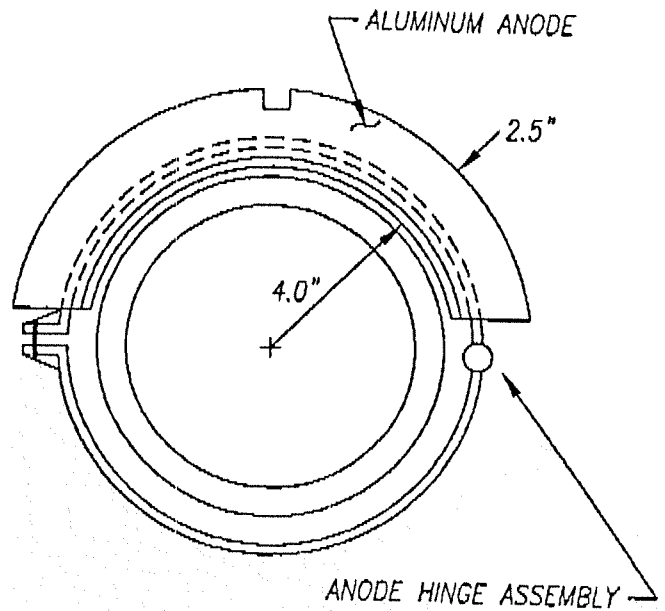
Regards,

Mike Prospero

cc: Underwater Resources



ANODE CLAMP ASSEMBLY DETAIL



**Corpro Companies Incorporated**  
 31909 HAYMAN ST. HAYWARD, CA 94544

SAN SIMEON SERVICES DISTRICT  
 DUCTILE IRON OUTFALL PIPELINE - ANODE DETAIL  
 CATHODIC PROTECTION SYSTEM

ENG: M.P.	CDR: J.F.	CHK:	DATE: 11/12/98	DWG: FIGURE 1	SHEET: 1 OF 1	SCALE: N.T.S.	JOB: 570-1069	FILE: 1069-F1
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Adopted December 20, 1983  
Revision No. 1, April 24, 1988  
Revision No. 2, June 27, 1988  
Revision No. 3, February 28, 1993  
Revision No. 4, January 27, 1997

## CAMBRIA COMMUNITY SERVICES DISTRICT BOARD AGENDA FORMAT AND PROCEDURES

### 1. Agenda Format

#### I. Opening

- A. Pledge of Allegiance
- B. Establishment of a Quorum

A majority of three (3) Directors constitutes a quorum for the conduct of business. In the absence a quorum, the President, if present, or the Secretary may adjourn the meeting to a time certain.

#### II. Additions & Deletions

#### III. Public Comment Period

Items from the public not listed on the agenda.

#### IV. Consent Items

- A. Approval of the Minutes
- B. Other

All matters on the consent calendar are to be approved by one motion unless a Board Member has a question or wishes to discuss a consent item in further detail. A request for removal may be made and the items will be pulled and discussed prior to separate approval. In addition, discussion of any item taking more than 5 minutes will be moved to the Regular Agenda.

#### V. Reports

Reports from the General Manager, Board Members, Department Heads, Committees, etc.

#### VI. Regular Agenda

All items scheduled for discussion and/or Board action.

#### VII. Closed Session

Schedule as needed at the end of a meeting, prior to the meeting, or as a special meeting.

2. Agenda Preparation and Agenda Packets

1. All final agendas will be posted in accordance with requirements of the Brown Act.
2. Items from the public or individual Board Members shall be submitted no later than three (3) working days prior to the posting of the tentative agenda (two Tuesdays prior to the meeting).

In the event of an emergency affecting the operation of the District, or creating a potential hardship, such item may be included in the final agenda subsequent to the above stated cutoff date when authorized by the General Manager.

2. A tentative agenda should be made available to the public by noon; ten (10) calendar days prior to the regular meeting date (i.e. two Fridays prior to the meeting).
3. All agendas and agenda packets will be ready for the Board of Directors no later than 5PM the Tuesday prior to the regular meeting.
4. All agenda packets will minimally include, in writing, the following:
  - A. Minutes
  - B. Expenditure Report
  - C. Background material for regular agenda items
  - D. Copies of proposed resolutions and ordinances
  - E. The Manager's recommendations and analysis of all regular agenda items before the Board. Where appropriate, there should be back-up information consisting of reports, recommendations or analysis from various sources.
  - F. Information materials may be included for reference and inspection
5. Newspapers may obtain a tentative agenda by noon, ten-(10) calendar days prior to a scheduled regular meeting date. Agenda packets may be obtained as soon as they have been made available to the Directors. Newspapers will be notified 24 hours prior to any special meetings.
6. Copies of the agenda will be available to those attending meetings. Copies of summaries and other back-up material may be made available for items of major community interest. The agenda packet, excluding confidential items, will be placed in the Cambria Library after it is distributed to Board Members.
7. All approved minutes of the Board meetings shall be available at the CCSD office for public inspection.

3. Officers

President Presides at public meetings, signs District documents and other official records; helps the Manager prepare the agenda.

Vice President Acts as President in the absence of the President.

Secretary Records and prepares minutes of meetings.