

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

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

PLACE: CAVALIER
BANQUET ROOM

Agenda

1. CALL TO ORDER

1.1 PLEDGE OF ALLEGIANCE TO THE FLAG

1.2 ROLL CALL *U.S. - M., L. H. D. Mr. Andersen.*

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

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

~~St. Anthony~~
M. Lorry - } motion carries
S. Andy

4. CONSIDERATION AND APPROVAL OF WARRANTS.

M. Andy } motion carries
Sec. Heanne

5. CONSIDERATION OF PERSONNEL EVALUATION FORM.

(M) Long as correct
(S) Andy } motion carries

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

M. L. M } motion carries
S. Andy

7. DISCUSSION OF THE FOLLOWING FOR STAFF DIRECTIONS:

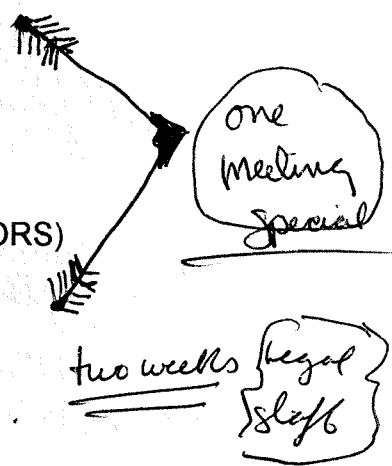
STAFF / never
Board members
then special meeting

A. VARIOUS POLICY CHANGES

- ① meet with a couple of board members ad hoc.
- ② Full Board : Special

B. JOB DESCRIPTIONS (WASTEWATER OPERATORS)

- ① ad hoc :
- ② Full Board : Special



D.F. review - Both Before + after
time limit (3 hour review + consult two weeks) everyone together
start with an ad hoc item on agenda to approve ad hoc committee

C. BUDGET (1998/99)

- ①

Budget	Committee :
--------	-------------

 {workshop public} only items on the agenda
Base line - time :
- ② Full Board - Special :

ad hoc ||| for the next meeting
recommend only two Boards :
meet

8. SAMPA - Carmel Valley - starts with satellite images
175 acres (we need to know base cost on) wells could be phased in - (would be obligated for a certain amount)

→ supplemented to own sources

- phase 1 studies
- " 2 well - affecting streams/wells etc.
- " 3 construction:

Build out 130 acres more than what we have now -

~~140~~ 140 acre rights to Pico creek (PICO 440 Acre)
County Health Dept and State Health doesn't matter that much

little of 75 acre feet - trouble with buffers

→ storage - wells - as need | Stream as needed
RO. " "

See monetary agreement

connected fees - Hook up charges

Information About total Build out

(\$150,000) a year || \$1195⁰⁰ acre/ft

work Sanda + staff - work out details
legal - Eng / fra

M.
→ Henry?
See. hearme

8. CONSIDERATION OF SAMDA'S WATER PROJECT MEMORANDUM.

March 12-1997 - Firm agreement - ad hoc water committee - long term water projects - Breakage - wells - or any other wells or any new ideas cannot come up with projects - or cost are more - lead agency - eq vca permit but pay us share cost - potable - 12-24 months - agreement signed District staff speak + notes - at our cost - (Carmel valley area Cal am) (ridgecrest) regions bending [fractured bed rock wells]

9. STAFF REPORTS:

JOHN WALLACE

Steve Redwood never been contacted

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

around mill creek → parking lot → need agent - buy right away we have no easements. - contact model - - Flow test {Friday flow test}

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

Designed new schedule. 1 anything will flow 8" line.

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

- State office of water recycling

(Cal trans) line under \$18,750.00

10. WRITTEN COMMUNICATIONS

Consideration of Theda Jones adjustment to water bill for January.

M. ardy

\$ 34.23

S. how

met canceled

11. ORAL COMMUNICATIONS

Consideration of Miscellaneous verbal Staff reports and Directors' comments.

Water Committee 20th

(Flow test)

March 10:30

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.

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

15. ADJOURNMENT

MARCH 11, 1998
S.S.C.S.D MEETING

MANAGERS REPORT

1. RON HURLBERT HAS INDICATED THAT HE IS INTERESTED IN SELLING HIS PROPERTY ACROSS FROM THE OFFICE. SOME BOARD MEMBERS HAVE ASKED IF IT WAS FOR SELL.

2. RON HURLBERT SENT A LETTER THAT IS INCLUDED IN YOUR PACKAGE FOR YOUR REVIEW. IT CAME IN AFTER THE AGENDA WAS ALREADY FINISHED. STAFF WILL REVIEW IT AND BRING IT BACK AT A FUTURE MEETING.

3. MR. WILEY RAMEY OF THE SAN SIMEON RESTAURANT HAS BEEN KEEPING THE DISTRICT INFORMED AS TO THE REMODELING AT THE SAN SIMEON RESTAURANT. MR. FLEISHMAN AND MYSELF HAVE BEEN MONITORING THIS REMODELING TO MAKE SURE THAT IT DOESN'T IMPACT ANY OF THE DISTRICT ORDINANCES. WE HAVE FOUND NO PROBLEMS WITH THE PRESENT WORK. DETAILS ARE AVAILABLE AT THE OFFICE IF THE PUBLIC WOULD LIKE MORE INFORMATION.

4. ON MARCH 10, I RECEIVED THE ENCLOSED LETTER FROM DEE DEE RICCI REGARDING A PUBLIC VOTING OF RESIDENTS OF SAN SIMEON AT A OUR NEXT APRIL MEETING ON THE HEARST RESORT PROJECT. IT IS MY UNDERSTANDING FORM THE FEBRUARY MEETING THE BOARD DID NOT WANT TO MAKE ANY PUBLIC STATEMENT FOR OR AGAINST THE HEART PROJECT. (I HAVE ENCLOSED A COPY OF KEN TOPPINGS LETTER ADDRESSING ISSUES THAT THE CAMBRIA C.S.D HAD WITH THE PROJECT. I ADVISE THE BOARD TO TAKE A CLOSE LOOK AT THE DOCUMENT. I BELIEVE THAT THERE ARE SOME SPECIFIC ITEMS THAT MIGHT EFFECT OUR DISTRICT AND IT WOULD BE APPROPREATE TO ADDRESS THESE ITEMS IF THE BOARD SO DESIRES). ~~THE BOARD MEMBERS SHOULD CONSIDER THIS ISSUE AND DIRECT STAFF AS TO WHAT IS THE BOARD PLEASURE IN THESE REGARDS.~~

ASK JOHN WALLACE

5. NOTICE OF INTEREST FOR FEMA-1203.

AS YOU MOST KNOW THE COUNTY HAD BEEN DECLARED A DISASTER AREA AND WE CAN GET LOANS AND GRANTS. WE HAVE MAILED IN THE NOTICE OF INTEREST TO FEMA THUS STARTING THE PROCESS.

North Coast Update

6. Billing For Hunt

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

4. CONSIDERATION AND APPROVAL OF WARRANTS.

5. CONSIDERATION OF PERSONNEL EVALUATION FORM.

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

7. DISCUSSION OF THE FOLLOWING FOR STAFF DIRECTIONS:

- A. VARIOUS POLICY CHANGES
- B. JOB DESCRIPTIONS (WASTEWATER OPERATORS)
- C. BUDGET (1998/99)

8. CONSIDERATION OF SAMDA'S WATER PROJECT MEMORANDUM.

9. STAFF REPORTS:

JOHN WALLACE

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

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

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

10. WRITTEN COMMUNICATIONS

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Consideration of Miscellaneous verbal Staff reports and Directors' comments.

ADJOURNED TO CLOSED SESSION

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RECONVENED TO OPEN SESSION

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GENERAL MANAGER.**

15. ADJOURNMENT

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

DATE: Wednesday, FEB. 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.

Regarding the Hearst Project, Dee Dee Ricci wanted to know the individual Board member's feelings on the project. Chairman Andresen said he didn't want to express any feelings about the project but if the other Board members wanted to they could. Ardy May indicated that she thought it was better to be apolitical.

Elizabeth O'Leary pointed out that the auditor had funds relating to the expenses of the wastewater plant account in conflict with the contract between the District and the State of California in regards to the formula used for their payment to the District.

Chairman Andresen indicated that we would look into this.

Elizabeth O'Leary also pointed out that the overtime policy of the District may be in conflict with the new laws regarding overtime. Mr. Fleischman indicated that the overtime laws relate to private individuals and companies not public agencies.

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

Motion by Mirabal-Boubion seconded by May to approve Minutes for Dec. 10, 1997 and Jan. 14, 1998 as written.

Carried

4. CONSIDERATION AND APPROVAL OF WARRANTS.

Motion by May seconded by Mirabal-Boubion to approve the warrants as presented.

Carried

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

Engineer John Wallace indicated the cost of the project would be \$68,432.00 and gave a copy of the break down report to the Board for review. (Copy available at the District Office for review.)

6. STATUS REPORT: EFFLUENT OUTFALL LINE.

Superintendent Ron Head indicated the outfall line has been plugging up with the recent heavy surf and storms. From the inspection taken last fall, it is known that some of the defusion lines have come off.

Head indicated the State has been notified and that divers will go down and determine what is happening, weather permitting.

Head indicated it will probably cost around \$17,000 to do the necessary repairs.

Head also stated this is treated waste water and is probably cleaner than what is churned up in the ocean right now.

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

The Board directed staff to proceed with further research on the easements between Castillo Dr. and Avonne Ave. and the flow test on the water system.

No motion but a verbal yes from the majority of the Board, indicating consensus, when Chairman Andresen asked the Board if this is what they wanted to do.

8. STAFF REPORT

General Manager Forrest Warren indicated that PERS had finally (after months of delays) processed the necessary paperwork regarding health and retirement benefits for Kim Allison. After the paper work was processed, staff has been working on making the necessary adjustments and payment.

General Manager, Forrest Warren stated he has given the Board copies of the actual amounts spent and budgeted as the Board requested for a six month review. General Manager, Forrest Warren indicated the Board should review and direct staff how they want to handle the budget.

8.1 WRITTEN COMMUNICATIONS

None.

8.11 THEDA JONES ADJUSTMENT TO SEWER CHARGES DUE TO A WATER LEAK.

Motion by Mirabal-Boubion seconded by Morgan to relieve sewer charges in the amount of \$136.81 for Theda Jones.

Carried

8.2 ORAL COMMUNICATIONS

Consideration of Miscellaneous verbal Staff reports and Directors' comments

Ardy May commented the Water committee was to meet on Friday 13, 1998 at 10:30 am at the Cavalier's conference room.

(February)

Leanne Morgan suggested a No Trespassing sign should be placed at the entrance to the Waste Water Treatment Plant since a lot of cars drive down to the plant and turn around on the weekends.

Staff indicated a sign will be posted.

9. ADJOURNMENT 8:07 P.M.

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

Date: Friday, February 20, 1998
Time: 2:00 P.M.

Place: 111 Pico Ave.
San Simeon, CA 93452

MINUTES

1. CALLED TO ORDER

Meeting was called to order at 2:15 P.M. by Chairman Andresen. Present were Director Ardy May, Director Leanne Morgan, Director Lois Stevens, Director Mirabal-Boubion, District Counsel David Fleishman and General Manager Forrest G. Warren.

2. PUBLIC COMMENTS

No public comments. (No public members present.)

3. FORMULATION/IMPLEMENTATION OF A DISTRICT PERSONNEL EVALUATION FORM.

Motion by Director May seconded by Director Mirabal-Boubion that two evaluation forms be formulated, one for the office and one for the wastewater/water plant personnel. **Motion carried.**

The Board chose to work on the office personnel evaluation form first. The decision was made to start with the one page form the District had used in the past and change it as they saw fit. Most of the changes came from ideas Director Mirabal-Boubion had outlined or from the Cambria Community Services District form.

General Manager Forrest Warren was directed to make said corrections and distribute this draft copy to the Directors as soon as possible. Then changes could be made if necessary and the form could be adopted and used at the next Regular meeting. Adoption would be in open session and evaluation (use of the form) would be in closed session.

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

This item was tabled until the next regular meeting.

5. ANNOUNCEMENT OF CLOSED SESSION ACTION

No reportable action was taken.

6. CONSIDERATION OF MERIT INCREASES FOR FORREST WARREN, GENERAL MANAGER AND KIM ALLISON, OFFICE ADMINISTRATOR.

Motion by Director Ardy May and seconded by Leanne Morgan to give Kim Allison a 5% merit increase retroactive back to 1/11/98. Director Stevens amended the motion to keep the total hours worked by Kim Allison to 80 hours in a four week period of time. **Motion carried as amended.**

Director Mirabal-Boubion requested information regarding the total cost of the pay breakdown and wanted to know if we are within the \$39,000 that was budgeted for the office position.

7. (ADDED ITEM) Motion by Leanne Morgan seconded by Lois Stevens to add a item to the agenda to refund Ron Hurlbert's Wait List deposit.

Ayes: Director May, Director Morgan, Director Stevens, and Director Mirabal-Boubion
Noes: Chairman Andresen

Motion carried

Motion by Director Mirabal-Boubion and seconded by Director May to issue Ron Hurlbert's refund for all but two of his hookup deposits as requested in his letter.

Ayes: Director May, Director Mirabal-Boubion, Leanne Morgan and Chairman Andresen

Noes: None

Abstain: Director Stevens.

Motion carried

7. ADJOURNMENT

Meeting was adjourned at 5:10 p.m.

San Simeon Community Services District

Warrant Report

February 5 through March 4, 1998

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Warrant #</u>	<u>Memo</u>	<u>Amt.</u>
02/06/98	1471	PETTY CASH	9802-011	PETTY CASH	50.34
02/06/98	1472	FARM SUPPLY CO.	9802-012	SUCTION HOSE & CAMLOCK	94.41
02/06/98	1473	GTE MOBILNET	9802-013	CELL PHONE	22.50
02/06/98	1474	MISSION UNIFORM SERV.	9802-014	TOWELS & COVERALLS	67.80
02/06/98	1475	JOHN WALLACE & ASSOC.	9802-015	DISTRICT ENGINEERING	2,076.45
02/06/98	1476	VIKING OFFICE PRODUCTS	9802-016	PRINT CARTRIDGE	63.01
02/06/98	1477	AT&T	9802-017	LONG DISTANCE	20.03
02/06/98	1478	PACIFIC BELL	9802-018	TELEPHONE	143.29
02/06/98	1479	CAMBRIA HARDWARE	9802-019	ROPE, LAMP HOLDER, SEALANT ...	57.81
02/09/98	1480	VIC'S BACKHOE SERVICE	9802-020	DIG & BACKFILL WATER LEAK	600.00
02/09/98	1481	MID-STATE BANK	9802-021	GAS & OIL, MAPS	107.23
02/09/98	1482	PG&E	9802-022	ELECTRICITY	38.94
02/09/98	1483	PRESSURE VESSEL SERV.	9802-023	SODIUM HYPOCHLORITE	723.47
02/09/98	1484	GROENIGER & COMPANY	9802-024	1" COMBO AIR RELEASE VALVE	245.60
02/09/98	1485	SEAN GRAUEL	9802-025	OUTFALL INSPECTION & REPORT	700.00
02/09/98	1486	PUBLIC EMP. RET. SYS.	9802-026	HEALTH INS. FOR FEBRUARY	1,046.23
02/10/98	1487	CAMBRIA COMPOST CO.	9802-027	BRUSH	28.00
02/11/98	1488	PUBLIC EMP. RET. SYS.	9802-028	RETIREMENT FOR OCT/NOV/ADJ.	4,720.97
02/11/98	1489	C.C.S.D.	9802-029	COLIFORM TUBE & P/A	175.00
02/11/98	1490	FGL ENVIRONMENTAL	9802-030	INORGANIC ANALYSIS	49.00
02/11/98	1491	PUBLIC EMP. RET. SYS.	9802-031	RETIREMENT FOR JANUARY	2,129.60
02/11/98	1492	HUNT & ASSOCIATES	9802-032	ATTORNEY FEES	663.46
02/11/98	1493	WINSOR CONSTRUCTION	9802-033	SAND, DIRT FOR H2O LEAK AT JADE	209.00
02/11/98	1494	U.S.A. BLUE BOOK	9802-034	3"DIAPHRAGM PUMP & CI CASE	1,444.83
02/11/98	1495	EMPLOYMENT DEV. DEPT.	9802-035	PAYROLL TAXES	370.85
02/11/98	1496	MID-STATE BANK	9802-036	PAYROLL TAXES	1,407.28
02/11/98	1497	RON O. HURLBERT	9802-037	RETURN HOOK-UP DEPOSIT	23,940.00
02/11/98	1498	SHIRLEY MILLER	9802-038	REFUND SECURITY DEPOSIT	50.00
02/11/98	1499	FANUCCHI & SIRABIN	9802-039	REFUND SECURITY DEPOSIT	50.00
02/17/98	1500	FORREST WARREN	9802-040	PAYROLL 2/1/98-2/15/98	949.40
02/17/98	1501	KIMBERLY ALLISON	9802-041	PAYROLL 2/1/98-2/15/98	506.52
02/17/98	1502	LEROY PRICE	9802-042	PAYROLL 2/1/98-2/15/98	1,540.28
02/17/98	1503	RONALD HEAD	9802-043	PAYROLL 2/1/98-2/15/98	1,794.87
02/17/98	1504	RICHARD ANDRESEN	9802-044	BOARD SERVICE FOR FEBRUARY	75.00
02/17/98	1505	LEANNE MORGAN	9802-045	BOARD SERVICE FOR FEBRUARY	75.00
02/17/98	1506	ARDY MAY	9802-046	BOARD SERVICE FOR FEBRUARY	75.00
02/17/98	1507	LORAIN MIRABAL-BO..	9802-047	BOARD SERVICE FOR FEBRUARY	75.00
02/17/98	1508	LOIS STEVENS	9802-048	BOARD SERVICE FOR FEBRUARY	75.00
03/02/98	1509	RONALD HEAD	9803-001	PAYROLL 2/16/98-2/28/98	1,717.58
03/02/98	1510	LEROY PRICE	9803-002	PAYROLL 2/16/98-2/28/98	1,232.04
03/02/98	1511	KIMBERLY ALLISON	9803-003	PAYROLL 2/16/98-2/28/98	586.95
03/02/98	1512	FORREST WARREN	9803-004	PAYROLL 2/16/98-2/28/98	1065.24
03/02/98	1513	U.S. POSTMASTER	9803-005	POSTAGE	98.30
03/04/98	TOTAL				51,161.28

*h same warrants for wallace
December*

San Simeon Community Services District



Type size increased

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 EMPLOYEE PERFORMANCE REVIEW

Name: _____

Depart: _____

Classification Title: _____

Anniversary Date: _____

STATUS: Probationary _____
Full time _____
Part time _____

Reveiw period: From _____
To _____

	N/A	OUTSTANDING	ABOVE SATISFACTORY	SATISFACTORY	NEEDS IMPROVEMENTS	UNSATISFACTORY
Effectiveness in recommending and implementing District policy, rules or program objectives, extent of innovative creative ideas.						
Employee takes responsibility for hazard correction and applies sound safety practices.						
Carries out instructions promptly.						
Works well with fellow employees.						
Presents a well groomed appearance & appropriate work attire.						
Punctuality & Attendance record.						
Communicate effectively & courteously with board members, employees and the public.						
Display job initiative and creativity.						
Assess Habits effectiveness in organizing and using time and accomplishing established objectives.						
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.						

Forrest G. Warren, General Manager/ Sec.

Kim Allison, Office Administrator

Dave Fleishman, District Counsel

John L. Wallace, District Engineer

Ron Head, Plant Superintendent

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

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

DATE: MARCH 4, 1998

TO: BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT

FROM: FORREST G. WARREN

REGARDING: STAFF DIRECTION FROM BOARD ON FOLLOWING MATTERS

- A. VARIOUS POLICY CHANGES
- B. JOB DESCRIPTIONS
- C. BUDGET 1998-1999

RECOMMENDATION:

- A. BOARD MEMBERS REVIEW POLICY BOOKS AND MAKE SUGGESTIONS IN WRITING OF POSSIBLE CHANGES. STAFF WOULD THEN COMPILE CHANGES AND REDISTRIBUTE TO THE BOARD WITH STAFF RECOMMENDATIONS. BOARD REVIEW ONCE AGAIN BEFORE BOARD ADOPTION.
- B. BOARD MEMBERS HAVE BEEN GIVEN JOB DESCRIPTIONS FOR WASTE WATER OPERATORS. ANOTHER COPY IS IN THE AGENDA PACKAGE. REVIEW AND MAKE ANY SUGGESTIONS OR CHANGES. THESE WILL THEN BE COMPILED FOR FINAL BOARD ADOPTION.
- C. DIRECT STAFF TO PUT TOGETHER A PROPOSED BUDGET FOR 1998-99 IN WRITING TO THE BOARD. THEN BOARD MEMBERS SHALL REVIEW THESE ITEMS AND MAKE WRITTEN SUGGESTIONS FOR STAFF TO COMPILE AND PRESENT TO THE BOARD PRIOR TO THE JUNE MEETING.

SAN SIMEON COMMUNITY SERVICES DISTRICT

WASTEWATER OPERATOR II

DEFINITION: Under the direct supervision of the Water & Wastewater Superintendent, the primary goal of the operator is the operation and maintenance of the District's water and wastewater collection, treatment and distribution systems. Secondary goals, performed as time allows, include minor repairs and maintenance of the road system and various other tasks to insure the health and safety of the public welfare within the District boundaries.

QUALIFICATIONS: Knowledge of principals, practices and operation methods of: wastewater treatment plant, water distribution and disinfectant system, valves-pumps and motors, bacteriological and chemical analyses, commonly used equipment and safety requirements.

Ability to perform routine operations and maintenance of: wastewater treatment plant and collection system, water distribution and disinfectant system, proper laboratory testing of routine analysis, record keeping of pertinent information in logs and records, cooperative working relationships with district staff and the public.

Must have all of the following: two year of experience in the operation and maintenance of a wastewater treatment plant facility, possession of a Grade II Wastewater Treatment Plant Operator's Certification from the California State Water Resources Control Board

RESPONSIBILITIES: On a daily basis, including, but not limited to the following: Entry of meter readings, total flow and holding tank levels in daily log book. Walk through of plant to ensure that all pumps and equipment are operating properly and that flow meter channel is clear of debris, reporting any equipment failures or problems to the superintendent. Perform in-plant wastewater process control laboratory tests and chlorine residual testing on freshwater, making routine adjustments to pump speed, disinfectant flow rate and air flows on treatment plant, as required by lab tests, to ensure the quality of the effluent leaving the plant. Perform general maintenance, painting, house and groundskeeping of the plant facility.

On a twice weekly basis, including, but not limited to the following: Collect coliform sample of effluent. Rotate bagged sludge for better drying and disposal of dried sludge. Check and lubricate, as needed, all pumps and gear reducers.

SAN SIMEON COMMUNITY SERVICES DISTRICT

WASTEWATER OPERATOR II

RESPONSIBILITIES On a thrice weekly basis, including, but not limited to the following:
Wasting of sludge from the treatment plant to maintain a balance in the plant and ensure a good quality effluent.

On a monthly basis, including, but not limited to the following: Reading of customer meters. Weekly collection of 8-hr composite samples on influent and effluent for analysis of BOD and Suspended Solids by FGL Laboratory. Processing of sludge through Drimad system.

On an annual basis, including, but not limited to the following: Collection of wastewater samples for analysis by outside lab, as required by waste discharge permit. Draining of equalization tank for inspection and cleaning. Draining, by rotation, of treatment plants #1-#4 for inspection, cleaning and repair.

In an emergency or an unscheduled basis, including, but not limited to the following: Assist with water line breakage and sewer line blockage or breakage. Assist with repairs to broken water or wastewater equipment. Investigate complaints or incident reports in absence of Superintendent. Answer call-outs of high flow during rain storms and power outages. Assist in installation of new equipment in wastewater treatment plant.

SAN SIMEON COMMUNITY SERVICES DISTRICT

WATER & WASTEWATER SUPERINTENDENT

DEFINITION:

Under the direction of the District Manager and the Chairman of the Board of Directors, the Superintendent is directly responsible for the operation, maintenance and performance of the Wastewater plant and its collection system and the Freshwater production and distribution. Secondary goals, performed as time allows, include minor repairs and maintenance of the road system and various other tasks to insure the health and safety of the public welfare within the District boundaries.

QUALIFICATIONS:

Complete knowledge in the operation of: an activated sludge wastewater plant, water production, distribution and disinfectant system and all mechanical equipment used in these systems.

Ability to perform all operations and routine maintenance of: wastewater treatment plant and collection system and the water distribution and disinfectant system. Ability to interpret laboratory tests to maintain optimum condition of above systems. Ability to interpret Local, State and Federal regulations with regard to above systems.

Ability to make and review long-term management plans. Ability to coordinate with a multitude of agencies and professional consultants to ensure the highest quality of potable water and the operation of the treatment plant within its discharge requirements.

Ability to interpret blueprints, wiring diagrams, flow schematic, operations and maintenance manuals and keep accurate records of all pertinent data. Ability to analyze charts, logs, reports and laboratory analysis to determine and correct causes of potential substandard operational performance. Ability to maintain a constructive working relationship with district staff and the public.

Must have all of the following:

Four years of experience in the operation and maintenance of a wastewater treatment plant, including collection system and laboratory, possession of a Grade III Wastewater Treatment Plant Operator's Certification from the California State Water Resources Control Board.

Two years of experience in the operation of a domestic water production and distribution system, possession of a Grade II Water Treatment Operator Certification from the California State Department of Health Services.

SAN SIMEON COMMUNITY SERVICES DISTRICT

WATER & WASTEWATER SUPERINTENDENT

RESPONSIBILITIES: On a daily basis, including, but not limited to the following:

Visual inspection of the quality of treatment plant's effluent and general plant appearance. Review of daily log book entries, flow increase or decrease and power consumption. Review of lab process control log, interpretation and evaluation of lab tests, observation and corrections of trends prior to upset of plant degrading quality of effluent.

Inspection of well field, well depths, chlorine residual, chloride test and flow in Pico Creek. Inspection of stand-by generator, battery charger, fuel and oil levels. Inspection of water storage reservoir, roof structure, access cover locked, water in drywell for altitude valve.

On a twice weekly basis, including, but not limited to the following: Review of coliform test results on effluent. Assist, as may be required, with rotation and disposal of bagged sludge, along with pump maintenance and repair.

On a thrice weekly basis, including, but not limited to the following: Assistance in wasting of sludge from the treatment plant to maintain a balance in the plant and ensure a good quality effluent.

On a monthly basis, including, but not limited to the following: Assistance, when required, to read customer meters. Review of test results on 8-hr composite samples on influent and effluent for analysis of BOD and Suspended Solids by FGL Laboratory. Coordination of all required test results and preparation and submittal of required paperwork to Regional Quality Control Board. Meet with controlling agencies for inspection of Water and Wastewater system and facilities. Represent the operations of the wastewater and freshwater systems at public meetings, when requested by Manager/Chairman.

On an annual basis, including, but not limited to the following: Review of annual test results performed by outside lab, as required by waste discharge permit, and preparation and submittal of annual operations report to Regional Quality Control Board. Preparation of public notification of annual test results. Assist in draining of equalization tank for inspection and cleaning and draining, by rotation, of treatment plants #1-#4 for inspection, cleaning and repair.

In an emergency or an unscheduled basis, including, but not limited to the following: Assist with water line breakage and sewer line blockage or breakage. Assist with repairs to broken water or wastewater equipment. Investigation of complaints or incident reports. Answer call-outs of high flow during rain storms and power outages. Assist in installation of new equipment in wastewater treatment plant.

**San Simeon
Budget Report
July 1997 through June 1998**

1/04/98

Jul '97 - Jun '98

Ordinary Income/Expense
Income

5010 · SERVICES	
501001 · Services - Waste	181,000.00
501501 · Meter Charge - Waste	26,000.00
502001 · State of CA - Hearst	25,000.00
502101 · Septic Treatment Waste	12,000.00
502502 · Services - Water	197,500.00
502602 · Meter Charge - Water	5,000.00
Total 5010 · SERVICES	446,500.00
5040 · PROPERTY TAX	
504003 · Property Tax Current - Secured	42,521.00
505003 · Prop Tax Current Unsecured	1,434.00
509003 · Homeowners Prop Tax Relief	857.00
548003 · Prop Tax Admin Fee SB2557	-1,185.00
Total 5040 · PROPERTY TAX	43,627.00
5600 · INTEREST	
560003 · Interest Money Mkt	500.00
563001 · Interest LAIF - Waste	35,000.00
563002 · Interest LAIF - Water	10,000.00
563003 · Interest LAIF - Gen	5,000.00
565003 · Penalties/Interest/Adjustmts	750.00
Total 5600 · INTEREST	51,250.00
5720-03 · MISCELLANEOUS INCOME	100.00
Total Income	541,477.00

Expense

6000 · PAYROLL EXPENSE	
6010 · OPERATORS	
6010-01 · Operators - Waste	66,614.00
6011-02 · Operators - Water	16,653.00
Total 6010 · OPERATORS	83,267.00
6025 · STANDBY	
6025-01 · Standby - Sewer	7,480.00
6026-02 · Standby - Water	1,870.00
Total 6025 · STANDBY	9,350.00
6035 · OVERTIME & HOLIDAY	
6035-01 · O. T. & Holiday Pay - Sewer	3,280.00
6036-02 · O. T. & Holiday Pay - Water	820.00
Total 6035 · OVERTIME & HOLIDAY	4,100.00
6110 · PAYROLL TAXES	
6110-01 · Payroll Taxes - Sewer	2,000.00
6111-02 · Payroll Taxes - Water	250.00
6112-03 · Payroll Taxes - General	250.00
Total 6110 · PAYROLL TAXES	2,500.00
6210 · HEALTH INSURANCE	
6210-01 · Health Ins. Exp. - Sewer	4,160.00
6211-02 · Health Ins. Exp. - Water	1,040.00
6212-03 · Health Ins. Exp. - General	1,000.00
Total 6210 · HEALTH INSURANCE	6,200.00
6235 · PENSION PLAN	
6235-01 · Pension Plan - Sewer	14,800.00
6236-02 · Pension Plan - Water	3,700.00
6237-03 · Pension Plan - Genl	2,275.00
Total 6235 · PENSION PLAN	20,775.00
6310 · DIRECTORS FEES	
6310-01 · Director Fee - Sewer	1,875.00
6311-02 · Director Fee - Water	1,500.00
6312-03 · Director Fee - General	1,125.00
Total 6310 · DIRECTORS FEES	4,500.00
6325 · BOOKKEEPER/SECRETARY	

San Simeon
Budget Report
 July 1997 through June 1998

	Jul '97 - Jun '98
6327-03 · Bookkeeper Sec. - General	13,500.00
Total 6325 · BOOKKEEPER/SECRETARY	18,000.00
6410 · GENERAL MANAGER/SECRETARY	
6410-01 · General Manager/Sec. - Sewer	0.00
6411-02 · General Manager/Sec. - Water	0.00
6412-03 · General Manager/ Sec. - General	0.00
Total 6410 · GENERAL MANAGER/SECRETARY	0.00
6425 · OFFICE ADMINISTRATOR	
6425-01 · Office Administrator - Sewer	0.00
6426-02 · Office Administrator - Water	0.00
6427-03 · Office Administrator - General	0.00
Total 6425 · OFFICE ADMINISTRATOR	0.00
Total 6000 · PAYROLL EXPENSE	148,692.00
8000 · COMMUNICATIONS	
8005 · TELEPHONE	
8005-01 · Telephone - Sewer	725.00
8006-02 · Telephone - Water	1,450.00
8007-03 · Telephone - General	725.00
Total 8005 · TELEPHONE	2,900.00
8025 · ALARM/OPERATIONS	
8025-01 · Alarm/Operations - Sewer	126.00
8026-02 · Alarm/Operations - Water	126.00
8027-03 · Alarm/Operations - General	28.00
Total 8025 · ALARM/OPERATIONS	280.00
8035 · ALARM/OFFICE	
8035-01 · Alarm/Office - Sewer	81.00
8036-02 · Alarm/Office - Water	81.00
8037-03 · Alarm/Office - General	162.00
Total 8035 · ALARM/OFFICE	324.00
Total 8000 · COMMUNICATIONS	3,504.00
8050 · INSURANCE, LIABILITY	
8055-01 · Liability Insurance - Sewer	11,232.00
8056-02 · Liability Insurance - Water	2,808.00
8057-03 · Liability Insurance - General	1,560.00
Total 8050 · INSURANCE, LIABILITY	15,600.00
8090 · INSURANCE, WORKERS COMP	
8095-01 · Work Comp. - Sewer	4,160.00
8096-02 · Work Comp. - Water	1,040.00
8097-03 · Work Comp. - General	1,300.00
Total 8090 · INSURANCE, WORKERS COMP	6,500.00
8100 · EQUIPMENT MAINTENANCE	
8135-01 · Regular Equipment Maint - Sewer	5,600.00
8136-02 · Regular Equipment Maint - Water	1,400.00
Total 8100 · EQUIPMENT MAINTENANCE	7,000.00
8170 · VEHICLE MAINTENANCE	
8175-01 · Vehicle Maintenance - Sewer	740.00
8176-02 · Vehicle Maintenance - Water	740.00
8177-03 · Vehicle Maintenance - General	370.00
Total 8170 · VEHICLE MAINTENANCE	1,850.00
8210 · STRUCTURE MAINTENANCE	
8215-01 · Regular Structure Maint - Sewer	1,700.00
8216-02 · Regular Structure Maint - Water	300.00
Total 8210 · STRUCTURE MAINTENANCE	2,000.00
8277 · ROAD MAINTENANCE	
8277-03 · Regular Road Maint - General	4,599.96
Total 8277 · ROAD MAINTENANCE	4,599.96
8365-01 · SLUDGE DISPOSAL - SEWER	3,100.00

San Simeon
Budget Report
 July 1997 through June 1998

	Jul '97 - Jun '98
8406-02 · Lab Exp/Supplies - Water	60.00
Total 8400 · LAB EXPENSE/SUPPLIES	300.00
8430 · MEMBERSHIP/SEMINARS	
8435-01 · Membership/Seminars - Sewer	1,874.96
8436-02 · Membership/Seminars - Water	1,875.00
8437-03 · Membership/Seminars - General	1,250.04
Total 8430 · MEMBERSHIP/SEMINARS	5,000.00
8500 · PROFESSIONAL FEES	
8545 · LEGAL FEES	
8545-01 · Attorney Fees - Sewer	3,000.00
8546-02 · Attorney Fees - Water	3,000.00
8547-03 · Attorney Fees - General	6,000.00
Total 8545 · LEGAL FEES	12,000.00
8550 · ACCOUNTANT/AUDITOR	
8555-01 · Accountant/Audit - Sewer	1,000.00
8556-02 · Accountant/Audit - Water	1,000.00
8557-03 · Accountant/Audit - General	1,000.00
Total 8550 · ACCOUNTANT/AUDITOR	3,000.00
8560 · ENGINEER CONSULTANT	
8565-01 · Engineer Consultant - Sewer	0.00
8566-02 · Engineer Consultant - Water	0.00
8567-03 · Engineer Consultant - General	0.00
Total 8560 · ENGINEER CONSULTANT	0.00
8570 · GENERAL MGR./ENGINEER	
8571-01 · General Manager/Eng. - Sewer	2,000.00
8572-02 · General Manager/Eng. - Water	7,000.00
8573-03 · General Manager/Eng. - General	7,000.00
Total 8570 · GENERAL MGR./ENGINEER	16,000.00
8590 · OFFICE ADMINISTRATION ASSISTANT	
8591-01 · Office Admin. Assist. - Sewer	1,250.00
8592-02 · Office Admin. Assist. - Water	1,875.00
8593-03 · Office Admin. Assist. - General	1,875.00
Total 8590 · OFFICE ADMINISTRATION ASSISTANT	5,000.00
Total 8500 · PROFESSIONAL FEES	36,000.00
8505 · OFFICE EXPENSE	
8505-01 · Office Expense - Sewer	688.00
8506-02 · Office Expense - Water	688.00
8507-03 · Office Expense - General	1,375.00
Total 8505 · OFFICE EXPENSE	2,751.00
8510 · POSTAGE	
8515-01 · Postage - Sewer	388.00
8516-02 · Postage - Water	388.00
8517-03 · Postage - General	775.00
Total 8510 · POSTAGE	1,551.00
8595 · SAMPLE TESTING	
8595-01 · Sample Testing - Sewer	5,250.04
8596-02 · Sample Testing - Water	1,749.96
Total 8595 · SAMPLE TESTING	7,000.00
8600 · EQUIPMENT RENTAL	
8605-01 · Equipment Rental - Sewer	250.00
8606-02 · Equipment Rental - Water	250.00
8607-03 · Equipment Rental - General	250.00
Total 8600 · EQUIPMENT RENTAL	750.00
8635 · AUTOMOBILE EXPENSE	
8635-01 · Gas & Oil - Sewer	563.00
8636-02 · Gas & Oil - Water	563.00
8637-03 · Gas & Oil - General	375.00
Total 8635 · AUTOMOBILE EXPENSE	1,501.00

1/04/98

San Simeon Budget Report July 1997 through June 1998

	Jul '97 - Jun '98
8666-02 · License/Permits - Water	2,625.00
8667-03 · License/Permits - General	1,750.00
Total 8660 · LICENSE/PERMITS	7,000.00
8730 · UTILITIES	
8735-01 · Electrical/Power - Sewer	43,500.00
8736-02 · Electrical/Power - Water	6,000.00
8737-03 · Electrical/Power - General	500.00
8745-01 · Rubbish - Sewer	850.00
8746-02 · Rubbish - Water	250.00
8747-03 · Rubbish - General	250.00
8757-03 · Street Lights - General	9,000.00
Total 8730 · UTILITIES	60,350.00
8760 · DESAL STANDBY COSTS	12,500.00
8800 · OPERATING EXPENSES	
8805-01 · Small Tools - Sewer	500.00
8806-02 · Small Tools - Water	200.00
8807-03 · Small Tools - General	100.00
8825-01 · Disinfecting Chem - Sewer	22,800.00
8826-02 · Disinfecting Chem - Water	5,700.00
8835-01 · Operating Supplies - Sewer	3,000.00
8836-02 · Operating Supplies - Water	1,000.00
Total 8800 · OPERATING EXPENSES	33,300.00
Total Expense	360,848.96
Net Ordinary Income	180,628.04
Net Income	180,628.04

SAMDA, Inc.

**Water Exploration ♦ Water Management ♦ Water Acquisitions
Water Transfers ♦ Agreements ♦ Financing**

2450 Main Street, Suite E
Cambria, CA 93428
Phone: (805) 927-5993
Fax: (805) 927-3249

2018-A Broadway
Santa Monica, CA 90404
Phone: (310) 449-1199
Fax: (310) 449-1189

MEMORANDUM OF AGREEMENT

February 19, 1998

Mr. Richard Andresen, President
San Simeon Acres Community Services District
Route 1 Box S-17
San Simeon, CA 93452

Re: SAMDA Turnkey Long-term Water Project Agreement
for the San Simeon Acres Community Services District

Dear Richard,

SAMDA, Inc. will, at their expense, review past studies; do further studies, geological, hydrological and CEQA work; construct facilities; and deliver to the San Simeon Acres Community Services District (SSACSD) a firm, long-term water supply. SAMDA, Inc. will produce and deliver to the District's facilities 175 acre feet of potable water annually. If at any time during our work we determine we cannot find a feasible water project, or the cost to deliver new water to the District exceeds \$850 per acre foot, we will inform the District's Board President and Board.

SAMDA, Inc. would be responsible for all costs (no cost to the District), including but not limited to all necessary planning, studies, CEQA work, permitting and construction to produce and deliver potable water to District facilities. We would ask the District to be the lead agency in CEQA studies and permitting, but at SAMDA's cost. There will be no costs to the District until thirty (30) days after the first water is delivered to the District's system.

If the District will agree to purchase any potable water delivered to the District's facilities that meets Title 22 requirements that SAMDA, Inc. delivers at a rate of \$850/acre foot, SAMDA, Inc. will proceed immediately with this project. SAMDA, Inc. will bill the District, and payments will be made by the District monthly for water used the previous month. All water delivered to District facilities will be metered through a metering device that meets District specifications.

Memorandum of Agreement
February 19, 1998
Page 2

We will start our preliminary work and, once a specific water project is determined, we will present our plan to the District. SAMDA, Inc. projects it will be able to deliver new water to the District within eighteen (18) to twenty-four (24) months after this Memorandum of Agreement is approved, signed and delivered to SAMDA, Inc.'s Cambria office. This agreement will be for a term of twenty-five (25) years from the date the first water is delivered. After that period, the District will purchase the complete system for one dollar (\$1) and own the complete water system and water.

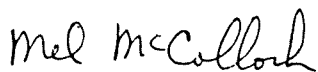
During the various phases of the water project, the District will cooperate and share previous studies and other information regarding possible long-term water projects. SAMDA, Inc. management will meet monthly with the Board president, review the status of the project, and give a progress report.

SAMDA, Inc. will hold harmless the SSACSD, its directors and employees, from any liability pertaining to the project in the amount of one million dollars (\$1,000,000). SAMDA, Inc. will also name the District as additional insured.

From my attendance at District meetings, it appears the new water might be paid for through new hook-up charges and water sale fees, and, therefore, water rates to existing residents and businesses should not have to be increased.

I suggest this Memorandum of Agreement be discussed and approved at the March, 1998 Board meeting, so SAMDA, Inc. can get proceed with their work immediately thereafter.

Sincerely,



Mel McColloch
SAMDA, Inc.

Agreed: _____
President of the Board

Date: _____

MMc:gg

cc: Cole Frates, President, SAMDA, Inc.
SSACSD Board Members, Legal Counsel and Manager (7)
SSACSD Ad Hoc Water Committee Members

Minutes of Water Committee Meeting
Feb. 27, 1998
10:30 am
Cavalier Banquet Room
San Simeon CA

Present:

Forrest Warren
Ardy May
Kim Karnes
Mel Mcolloch
Mike Hanchett Sr.
Mike Hanchett Jr.
John Taylor

I.S.O. letter was presented to the committee. It was suggested that a letter be written back to I.S.O. office and inform them that we are within the five miles response time. Also we should check with Ben Stuart to see if the Park Hill station is within five miles. Then may be we can get more specific information on them regarding the distribution system in San Simeon.

The SAMDA letter was then discussed.

Motion by Michael Hanchett Sr. and seconded by John Taylor to approve the SAMDA memorandum of agreement subject to the following.

1. Legal review of the documents.
2. Clarification of the minimum and maximum amount of water that the district will have to purchase.
3. Along with number two - clarification of delivery time and quantity of water

Motion carried. Mel McColloch abstain from voting.

DATE: MARCH 11, 1998

TO: BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT

FROM: FORREST G. WARREN

REGARDING: MEMORANDUM OF AGREEMENT WITH SAMDA. (TURNKEY WATER SOURCE)

RECOMMENDATION:

IT MUST BE CLEARLY UNDERSTOOD THAT THIS FIRST PHASE CONSTITUTES ONLY AN INTENT TO TRY AND WORK OUT DETAILS FOR POSSIBLE FUTURE AGREEMENTS.

THE BOARD SHOULD REFER THE AGREEMENT BACK TO STAFF FOR FURTHER REVIEW IN SEVERAL AREAS. (LEGAL, ENGINEERING AND FINANCIAL IMPACT ON DISTRICT.)

FOR EXAMPLE:

THE DISTRICT MAY WANT THE OPTION TO PUMP FROM EXISTING WELLS.

THERE MUST BE A CLEAR UNDERSTANDING AS TO HOW THE EXISTING WELLS AND ANY NEW SOURCE(S) WILL BE USED.

A CLEAR UNDERSTANDING OF THE PAYMENTS FOR A NEW SOURCE(S) OF WATER MUST BE KNOWN SO THAT THE DISTRICT CAN BUDGET FOR THESE CHANGES.

IF THESE ITEMS CAN BE MITIGATED OR CLARIFIED IT COULD BE ADVANTAGEOUS TO MOVE AHEAD WITH THIS TYPE OF AGREEMENT.


GENERAL INFORMATION:

THE PRESENT COST PER ACRE FOOT IS SHOWN BY DIVIDING THE EXPENSE FOR THE WATER DEPARTMENT BY THE NUMBER OF ACRE FEET USED DURING THE LAST THREE YEARS.

94/95 \$57,529.79 DIVIDED BY 84 ACRE FT. EQUALS \$684.88

95/96 \$64,668.52 DIVIDED BY 91 ACRE FT. EQUALS \$710.00

96/97 \$68,290.00 DIVIDED BY 98 ACRE FT. EQUALS \$696.84

THE AVERAGE AMOUNT IS \$696.67 PER ACRE FT. 

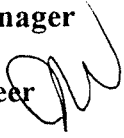
SAN SIMEON COMMUNITY SERVICES DISTRICT

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

MEMORANDUM

DATE: March 3, 1998

TO: Forrest G. Warren, General Manager

FROM: John L. Wallace, District Engineer 

SUBJECT: Arroyo del Padre Juan Pipe Bridge - Request for Proposal Results -
Acceptance of Structural Engineering Services

DISCUSSION:

A Request for Proposal was sent out to four local structural engineering firms for the structural work associated with the abutments and other portions of the proposed pipe bridge. Two proposals were received. Two local firms declined due to their busy schedule. The attached spreadsheet summarizes the results of this request.

The proposals were reviewed on the basis of qualifications. Both firms were qualified. At that point, an evaluation of the cost of services was made and the lowest cost proposal for structural engineering services was received from Applied Engineering (AE) of San Luis Obispo, California for \$3,550.

AE's proposal excludes fees for construction cost estimating because a preliminary construction cost estimate has already been prepared. Items 2 and 6 will not be needed. Site visits and submittal review would be on an "as needed" basis.

FUNDING:

The estimated total construction cost for the Project is **\$103,845**. The estimated budget cost for structural engineering design services was **\$4,025**. The proposal from AE is **\$475** under the estimated budget amount for this work. It is recommended that the District reserve this amount as a contingency for any additional site visits needed during construction.

RECOMMENDATIONS:

1. Accept the proposal for structural engineering services to Applied Engineering for **\$3,550** with a contingency of **\$475** for site visits as needed.
2. Sign the attached proposal and expedite at your earliest convenience.

Arroyo del Padre Juan Pipe Bridge

Cost Summary for Structural Engineering Services

Applied Engineering of San Luis Obispo	\$3,550
H.F. Mager, Inc, of San Luis Obispo	\$8,000

084-02structmemo

SAN SIMEON COMMUNITY SERVICES DISTRICT

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

MEMORANDUM

DATE: March 10, 1998
TO: Board of Directors
VIA: Forrest G. Warren, General Manager
FROM: John L. Wallace, District Engineer
SUBJECT: Request to Install a Conduit for a Reclamation Pipeline at State Highway 1

DISCUSSION:

In order to accommodate the potential service area for recycled water on the east side of the District, a welded steel host pipe would need to be installed. It would be good opportunity for the District to install the host pipe during the current stage of construction of the Pico Creek Bridge Project. An open trench installation now would be less costly than boring and jacking a pipe under the highway after improvements are complete.

Mr. Bob Carr with the Cal Trans Landscape Architecture Branch has indicated that money may become available to upgrade the proposed irrigation system of trucking in potable water. This upgrading would be a permanent connection to the District's proposed reclamation line.

As we understand it, the Encroachment Permit Office and Archeology Coordinator for Cal Trans encourages projects related to water reclamation and would assist permitting and offers of dedication for easements needed for any lateral crossing within the Cal Trans right-of-way.

We have discussed the feasibility of installing the host pipe with Mr. Charlie Hench, Project Engineer with Cal Trans. The minimum host pipeline size is 18-inches. He has indicated that the pipeline could be installed in the "window period" for an open trench from now through the next two months.

The District has also contacted Mc Kean Construction of Ventura, California, the prime contractor for the Pico Creek Bridge and Highway Reconstruction Project. They are interested in the work and have provided us a construction cost estimate which is attached for your review and consideration.

RECOMMENDATION:

Direct staff to submit a request for Cal Trans to participate in the installation of a host pipeline to benefit serving reclaimed water to the east side of the District's service area and to return to the Board with final costs and recommendations.

calmemo.wpd

SAN SIMEON COMMUNITY SERVICES DISTRICT

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

MEMORANDUM

DATE: March 10, 1998

TO: Board of Directors

VIA: Forrest G. Warren, General Manager

FROM: John L. Wallace, District Engineer

SUBJECT: Hearst Drive and San Simeon Avenue Pipeline Replacement - Arroyo del Padre Juan Pipeline Bridge Crossing - Castillo Loop / Status Report

DISCUSSION:

During the latter part of the week of February 16th, survey crews completed the topography at the Arroyo del Padre Juan Creek Crossing and the Hearst Drive / San Simeon Avenue Pipeline Projects. The survey crew accomplished this work and acquired the necessary field data for both projects at the same time.

To date, a soil firm and structural engineering firm have been selected for the bridge structure and will meet to discuss project milestones during the week of March 9th.

Due to the above normal rain fall this season, both projects have been delayed. A revised Tentative Construction Schedule for both projects are attached for your use.

Delays have also occurred with the fire hydrant flow testing and computer modeling. Due to the storm related emergencies, the California Department of Forestry (CDF) has been unavailable for fire flow testing, affecting all of the project schedules including the Castillo Avenue loop.

RECOMMENDATIONS:

It is recommended that the Board provide any comments to staff regarding the design work and schedules.

hearstdr.wpd

SAN SIMEON COMMUNITY SERVICES DISTRICT

**Tentative Construction Schedule
for the
Pipeline Bridge Replacement Project**

Survey and Design Completion	March 18, 1998
Contract Document, Drawing and Specification Completion	April 1, 1998
1st Notice to Bidders	April 8, 1998
2nd Notice to Bidders (min. 5 days between publications)	April 15, 1998
Pre-Bid Conference (Wednesday, 2:00 pm)	April 22, 1998
Receive Bids (Wednesday, 2:00 pm)	May 13, 1998
Award of Bid	May 20, 1998
Notice of Award*	May 21, 1998
Notice to Proceed* (15 days from Award)	June 5, 1998
Start Work (10 days from Notice to Proceed)	June 15, 1998
Completion - (120 Calendar Days)	October 12, 1998

* 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 Completion	February 20, 1998
Contract Document, Drawings and Specification Completion	February 27, 1998
1st Notice to Bidders	March 10, 1998
2nd Notice to Bidders (min. 5 days between publications)	March 17, 1998
Pre-Bid Conference (Wednesday, 2:00 pm)	March 25, 1998
Receive Bids (Wednesday, 2:00 pm)	April 8, 1998
Award of Bid	April 14, 1998
Notice of Award*	April 15, 1998
Notice to Proceed* (15 days from Award)	April 30, 1998
Start Work (10 days from Notice to Proceed)	May 11, 1998
Completion - (45 Calendar Days)	June 24, 1998

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

THIS IS NOT A PART OF THE CONTRACT

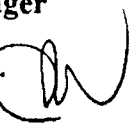
SAN SIMEON COMMUNITY SERVICES DISTRICT

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

MEMORANDUM

DATE: March 11, 1998

TO: Forrest G. Warren, General Manager

FROM: John L. Wallace, District Engineer 

SUBJECT: Runoff of Surface Water over Bluffs on Balboa Avenue

In your memorandum of March 10, 1998, you mentioned that Director Mirabal-Bubion wanted to know if there was a way to install culverts in the Balboa Avenue area to help control runoff which presently causes the bluffs to erode. We'd be happy to review the situation in the field with you and Director Mirabal-Bubion, and the concept of better controlling drainage in order to prevent erosion is a good idea. However, depending upon the amount of runoff that is tributary to a particular site, a culvert may not be the best solution.

For example, it may be that a rock lined ditch or other means of erosion protection might be more effective than a culvert. Each case needs to be looked at and a solution devised depending upon the particular circumstances that is causing the erosion. Also, as you may know, culverts anchored to a coastal bluff often move when there is erosion at the toe, and the culvert may rupture and cause even more erosion than it would have with uncontrolled runoff. Therefore, it's important to consider how a culvert might be anchored to the bluff in some permanent way or provisions made for a more flexible culvert so as to allow for some movement over time.

Again, it would be advisable to review the drainage situation in the field to determine if the District should involve itself in this matter, or whether this would be more of a private property owner responsibility. Please let me know if you wish further assistance with reviewing this situation in the field.

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

FLOW COMPARISON - Water

FEB 1998 1,523,000 gallons	YTD 1998 3,443,000 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	26% decrease 9% decrease
FEB 1997 2,071,000 gallons	YTD 1997 3,769,000 gallons	GROSS WATER PRODUCTION: NET WATER PRODUCTION: MONTHLY RECOVERY RATE:	1,895,000 gallons 1,797,481 gallons 95%

RAINFALL

FEB 1998 14.45 inches	97-98 YTD 35.43 inches	MONTHLY COMPARISON: ANNUAL COMPARISON:	14.39 inches more 23.16 inches more
FEB 1997 0.06 inches	96-97 YTD 12.27 inches		

WELL DEPTH COMPARISON

FEB 1998 9.4 feet	JAN 1998 9.87 feet	FEB 1997 10.56 feet	MONTHLY COMPARISON: ANNUAL COMPARISON:	0.47 feet higher 1.16 feet higher
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CHLORIDE COMPARISON

FEB 1998 72 mg/l	JAN 1998 96 mg/l	FEB 1997 46 mg/l	MONTHLY COMPARISON: ANNUAL COMPARISON:	LOWER HIGHER
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FLOW COMPARISON - District Wastewater Treated

FEB 1998 2,726,910 gallons	YTD 1998 4,546,060 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	74% increase 7% increase
FEB 1997 1,564,536 gallons	YTD 1997 4,264,073 gallons		

FLOW COMPARISON - State Wastewater Treated

FEB 1998 489,535 gallons	YTD 1998 783,767 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	33% decrease 53% decrease
FEB 1997 734,160 gallons	YTD 1997 1,655,640 gallons		

DISCHARGE REQUIREMENTS

EFFLUENT BOD:	7.9 mg/l	EFFLUENT SUSPENDED SOLIDS:	7 mg/l
INFLUENT BOD:	N/A mg/l	INLUENT SUSPENDED SOLIDS:	N/A mf/l

BIOSOLIDS DISPOSAL

FEBRUARY:	10240 gallons	YTD:	21100 gallons
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DATE: MARCH 4, 1998

TO: BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT

FROM: FORREST G. WARREN

REGARDING: THEDA JONES WATER LEAK ADJUSTMENT FOR JANUARY

RECOMMENDATION:

REFUND \$34.23 FOR JANUARY 1998 BILL. THE WATER LEAK THAT HAPPENED IN DECEMBER CONTINUED INTO THE JANUARY BILLING PERIOD. THIS CAME TO MY ATTENTION AFTER ADJUSTING THE BILL FOR THE DECEMBER LEAK WHICH WAS APPROVED BY THE BOARD IN FEBRUARY. (SEE ATTACHED)

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

Statement

DATE STATEMENT
 1/27/98 98011028

BILL TO
 THEDA JONES
 9186 AVONNE AVE.
 SAN SIMEON, CA 93452

AMOUNT PAID

ACCT #

*\$34.23 - refund needed - this is part of Dec
 leak - meters read about a week before leak was
 fixed (into Jan - Billing Period) FWL*

CHARGES AND CREDITS	QUANTITY	AMOUNT
MONTHLY SERVICE CHARGE		13.50
WATER CHARGE	2,463	118.72
SEWER CHARGE	2,463	71.67
		<i>True Sewer</i> 37.44
		<u>34.23</u>

METER READINGS IN CUBIC FEET
 Prior 170174 Current 172637
 Quantity x 7.48 = Gallons Used

*OFF Jan
 Balance*

UNPAID BALANCE NOT INCLUDED IN CURRENT CHARGES
 \$356.37
 THEDA THE BOARD TABLED YOUR ADJUSTMENT UNTIL FEB.
 MTG
 CALL ME FOR DETAILS. 927-4778

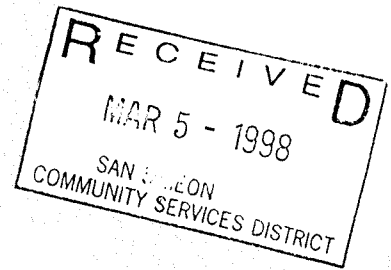
UPCOMING MEETING DATES:
 12/10/97 01/14/98 02/11/98
 03/11/98 04/08/98 05/13/98

We appreciate your prompt payment.

Current Charges

\$203.89

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



BOARD OF DIRECTORS
SAN SIMEON COMMUNITY SERVICES DISTRICT
111 PICO AVE
SAN SIMEON, CALIF. 93452

DEAR BOARD OF DIRECTORS:

THIS LETTER IS TO REQUEST TO WATER HOOKUPS FOR MY PROPERTY
LOCATED ON BALBOA AVE.. APN'S 13-031-39, 40.

I HAVE BEEN ON THE WAITING LIST WITH MY DEPOSIT UP FOR 9 YEARS.

THE PROPERTY IS ZONED FOR A POTENTIAL OF 12 UNITS. I WOULD BE
HAPPY WITH THE OPPORTUNITY TO BUILD TWO SINGLE FAMILY HOMES.

ANOTHER OPTION WOULD FOR ME TO BUY TWO CONO. UNITS AND CEASE USE
UNTIL THE DISTRICT PROVIDES WATER. I WOULD TRANSFER THE WATER
USAGE TO THE OCEAN FRONT HOMES.

PLEASE CONSIDER PROVIDING ME WITH WATER.

THANK YOU FOR YOUR CONSIDERATION.

SINCERELY

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

RON HURLBERT
3-2-98

DATE: March 5, 1997

TO: Board of Directors of the San Simeon Community Services District

FROM: Forrest G. Warren, General Manager/Sec.

SUBJECT: San Simeon Restaurant Improvements

On March 5, 1997 Mr. Wiley Ramey of the San Simeon Restaurant came to the office to explain his plans for remodeling the Restaurant.

Enclosed is a copy of the tentative plans to redo the landscaping in front of the Restaurant.

This will include a screened area for smokers to come outside on the North side of the building. Mr. Ramey indicated that he was working with the county and no permit was needed for the fencing or concrete patio area. Existing benches that were scattered around the area will be placed in this smoking area for people to sit on.

The other 16X56 deck, as he calls it, in front of the building, will be made of concrete and no permit will be required from the county.

He plans to move existing tables and chairs from inside to this area. He plans not to increase the amount of seating. There are no new bathrooms planned or changes in sinks or other items that would pertain to an increase in water usage.

The County will require him to have a permit for the outside patio dining area.

All of the above items have been written as they were stated to me by Mr. Ramey.

I will give a copy of this information to Mr. Fleishman for his information. I do not see a problem with these improvements in relationship to our Ordinance which I included for your review.

AN ORDINANCE OF THE SAN SIMEON ACRES
COMMUNITY SERVICES DISTRICT CONTINUING A MORATORIUM
ON THE ISSUANCE OF WATER AND SEWER CONNECTIONS WITHIN
THE BOUNDARIES OF THE DISTRICT

BE IT ORDAINED by the Board of Directors of the San Simeon Acres Community Services District ("District") as follows:

SECTION I. FINDINGS.

The Board of Directors of the District does hereby find, determine, and declare as follows:

A. There currently exists a serious water quality and quantity problem within the boundaries of the District;

B. There currently exists a moratorium on new sewer and water connections within the District originally established by Ordinance No. 61 and extended by Ordinance No. 63 to April 1, 1988. The intent of the Board of Directors by this Ordinance is to keep in effect said moratorium after the April 1, 1988, expiration date of Ordinance No. 63;

C. The water quality and quantity problems of the District pose a current and immediate threat to the health and safety of the people within the District;

D. The granting of additional water and sewer connections within the District contrary to the provisions of this ordinance would result in an immediate threat to the public health and safety;

E. The District is diligently pursuing long term supplemental water supplies, but until the time when such supply is available, it is necessary to continue the existing moratorium.

SECTION II. MORATORIUM ON WATER AND SEWER CONNECTIONS.

Except as provided in Section IV of this Ordinance, the District shall shall not allow water and sewer connec-

tions or service on properties located within the boundaries of the District to serve any of the following:

1. Any new structure that will require new water or sewer service; or
2. Any expansion of an existing structure that will incorporate additional plumbing fixtures; or
3. Any expansion of an existing structure that will increase its potential for occupancy and demand for water or sewer.

SECTION III. DURATION OF MORATORIUM.

The provisions of this Ordinance shall remain in effect until repealed. This ordinance supersedes Ordinance No. 63.

SECTION IV. VESTED RIGHT EXEMPTION. The prohibition on new sewer or water connections provided in Section II of this Ordinance shall be inapplicable to projects receiving a vested rights exemption pursuant to Section 4 of District Ordinance No. 65.

SECTION V. CONSTITUTIONALITY.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by a Court of competent jurisdiction, such decision shall not affect the validity or the constitutionality of the remaining portions of this Ordinance. The Board of Directors of the District hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions be declared invalid or unconstitutional.

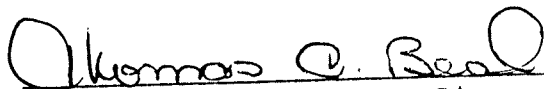
SECTION VI. EFFECTIVE DATE OF ORDINANCE.

This Ordinance shall be in full force immediately upon passage and within fifteen (15) days thereof shall be

published at least once in a newspaper of general circulation in the County of San Luis Obispo, California.

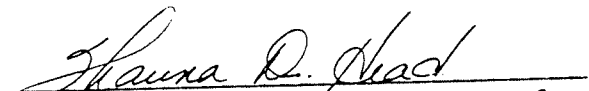
INTRODUCED, PASSED AND ADOPTED at a regular meeting of the Board of Directors held this 9th of March, 1988, on motion of Director Hoffman, seconded by Director Blankenship, and on the following roll call vote, to-wit:

AYES: Beal, Hoffman, Blankenship, Boniface, Price
NOES: None
ABSENT: None



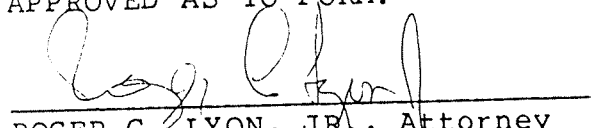
President of the San Simeon Acres
Community Services District and of
the Board of Directors Thereof

ATTEST:



Shauna D. Head, Secretary of
the San Simeon Acres Community
Services District and of the
Board of Directors Thereof

APPROVED AS TO FORM:



ROGER C. LYON, JR., Attorney
for the San Simeon Acres
Community Services District