

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



**BOARD PACKET**

**Wednesday, October 11, 2017  
Regular Meeting 6:00 pm**

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

Prepared by:



**GRACE**  
ENVIRONMENTAL SERVICES

**AGENDA**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, October 11, 2017**  
**6:00 pm**

**CAVALIER BANQUET ROOM**  
**250 San Simeon Avenue**  
**San Simeon, CA 93452**

**1. REGULAR SESSION: 6:00 PM**

**A. Roll Call**

**B. Pledge of Allegiance**

**2. PUBLIC COMMENT:**

Any member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction, provided the matter is not on the Board's agenda. Presentations are limited to three (3) minutes or less with additional time at the discretion of the Chair. Your comments should be directed to the Board as a whole and not directed to individual Board members. The Brown Act restricts the Board from taking formal action on matters not published on the agenda.

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

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

**3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:**

**4. STAFF REPORTS**

**A. General Manager's Report**

**1. Staff Activity** – Summary of September Activities.

**2. Update** – Reservoir Expansion/ Storage Tank Project Installation 30% Design.

**B. Superintendent's Report** - Summary of September Activities.

**C. District Financial Summary** – Update on Monthly Financial Status for close of business September 30, 2017.

**C. District Counsel's Report** – Summary of September activities.

## **5. ITEMS OF BUSINESS**

- A. Consideration of approval of last month's minutes** – September 13, 2017.
- B. Consideration of approval of Disbursements Journal** – October 11, 2017.
- C. Consideration of approval of Special Meeting minutes** – September 13, 2017.

## **6. DISCUSSION/ACTION ITEMS**

- A. Consideration of a professional services agreement with Oliveria Consulting Services (OEC) for permitting assistance and environmental review for the reservoir expansion / potable water storage tank installation project not to exceed the amount of \$20,000.00.**
- B. Consideration of Board Appointment to Replace the Board of Director Vacancy created by Alan Fields Resignation.**
- C. Consideration of Board Election of a Vice-Chairperson to fill the vacancy created by the resignation of Alan Fields.**
- D. Consideration of Approval of Board Resolution Honoring Alan Fields for His Service on the Board – NO. 17-392.**

## **7. BOARD COMMITTEE REPORTS** – Oral Reports from Committee Members.

## **8. BOARD REPORTS** – Oral Reports from Board Members on current issues.

## **9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS** – Requests from Board members to Staff to receive feedback, prepare information, and/or place an item on a future agenda(s).

## **10. ADJOURNMENT**

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Board within 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the District office, 111 Pico Avenue, San Simeon. If requested, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for a disability-related modification or accommodation, contact the District Administrator at 805-927-4778 as soon as possible and at least 48 hours prior to the meeting date. This agenda was prepared and posted pursuant to Government Code Section 54954.2.

**4A. GENERAL MANAGER'S REPORT**  
**Charles Grace**  
**Update for September 2017**

## **4A. GENERAL MANAGER'S REPORT**

### **October 11, 2017**

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

During the month of September, staff sent out regular customer billing. Staff also continued gathering information about obtaining weed abatement power from Local Agency Formation Commission (LAFCO). The resolution for the SSCSD to petition LAFCO for power will be presented to the Board as part of the November Board meeting packet. In addition to the regular workflow, staff completed the following items:

- On September 11, staff met with the auditors as part of the audit for 2016-2017.
- Staff gathered data for the Water Master Plan.
- Staff mailed out notices for the Board vacancy.
- Staff responded to 3 public records requests.

#### **2. Water Filtration Project** –

The potable water filter system and support monitoring equipment has been installed. Staff is coordinating with the Division of Drinking Water (DDW) to be ready for operation as needed.

#### **3. Reservoir Expansion/ Potable Water Project Tank Installation 30% Design** –

Item 3, is intended as a place holder for a general discussion of the 30% design Special Meeting workshop if necessary.

**4B. SUPERTINTENDENT'S REPORT**  
**Jerry Copeland**  
**Facilities Update for September 2017**

## **4B. SUPERINTENDENT'S REPORT**

### **Activities of September 2017**

#### **1. Wastewater Treatment Plant**

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB.
- A broken stud which holds the access panel on EQ Basin pump #2 in place was repaired.
- Annual Hazardous Material Certifications for the facilities were submitted to the County Environmental Health Services.
- One load of sludge was hauled away.

#### **2. Water Distribution System**

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW).
- Annual testing for Disinfection Byproducts was performed as required.
- A hotel compound water meter was replaced.
- A broken water line in the Las Gaviotas Condominiums on Pico Ave. was repaired.
- Staff began construction of the Water Filter Project.
- Monthly water meter reading was performed.

#### **3. District and Equipment Maintenance**

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- The blower room exhaust fans were prepped and repainted along with some repairs to the pipe bridge.
- On Monday, October 16, 2017 PG&E has scheduled a planned power outage between the hours of 12:15 AM and 6:00 AM. Staff will be on site to monitor the facilities during those hours.





**San Simeon Community Services District Superintendent's Report September 2017**

**MONTHLY DATA REPORT**

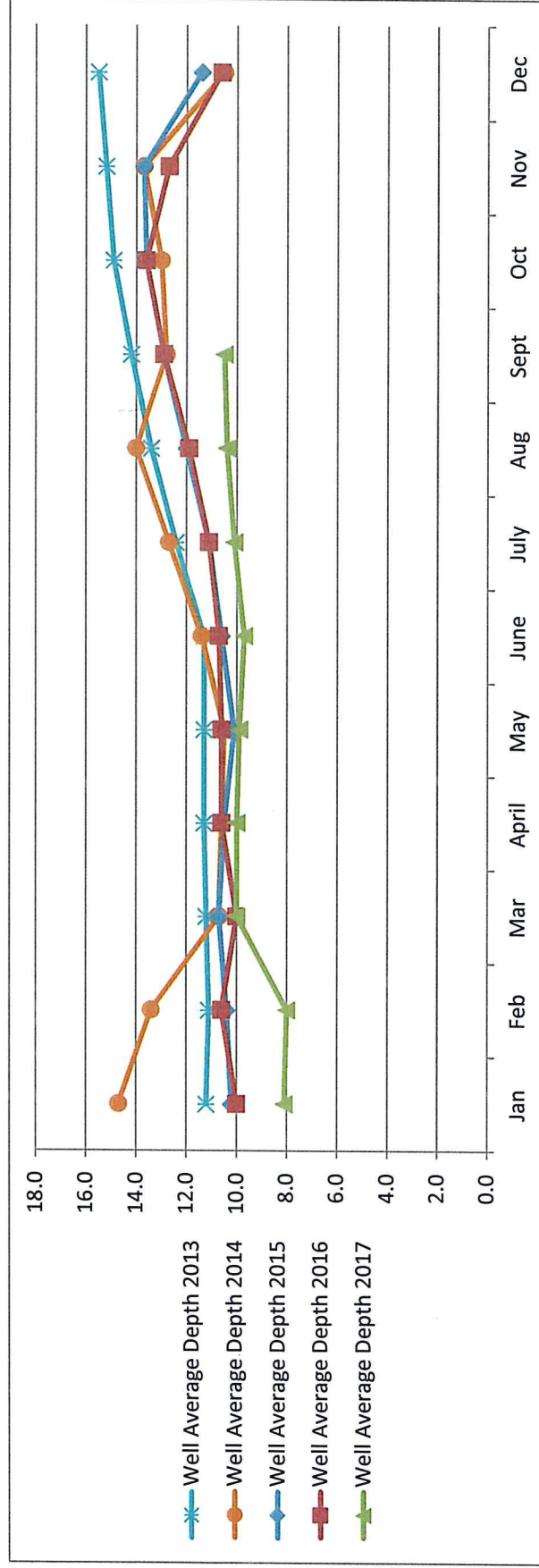
Date	Day	Wastewater Influent Daily Flow	Wastewater Effluent Daily Flow	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Daily Influent Flow	R.O. Daily Effluent Flow	R.O. Daily Brine Flow	Distribution Chloride	Chloride Wells 1	Chloride Wells 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall In Inches	State Influent Daily Flow
09/01/17	Fri	73,784	69,490	53,482	42,337	95,819	0	0	0	47	47	<32	0	10.2	10.6	0.00	7,653
09/02/17	Sat	114,316	97,330	26,180	53,931	80,111	0	0	0	-	-	-	0	10.3	10.6	0.00	11,258
09/03/17	Sun	138,433	131,510	108,161	8,901	117,062	0	0	0	-	-	-	0	10.4	10.7	0.00	23,113
09/04/17	Mon	71,064	83,790	12,118	46,750	58,868	0	0	0	-	-	-	0	10.3	10.6	0.00	27,565
09/05/17	Tue	67,469	68,360	48,545	1,272	49,817	0	0	0	-	-	-	0	10.2	10.6	0.00	16,530
09/06/17	Wed	64,909	63,580	63,206	0	63,206	0	0	0	47	47	32	0	10.2	10.6	0.00	9,049
09/07/17	Thu	74,279	69,830	374	58,045	58,419	0	0	0	-	-	-	0	10.2	10.5	0.00	13,448
09/08/17	Fri	78,663	71,230	64,702	59,690	124,392	0	0	0	47	56	<32	0	10.2	10.5	0.00	10,971
09/09/17	Sat	88,147	90,240	0	53,781	53,781	0	0	0	-	-	-	0	10.3	10.6	0.00	8,677
09/10/17	Sun	67,907	71,570	54,828	0	54,828	0	0	0	-	-	-	0	10.3	10.6	0.00	13,262
09/11/17	Mon	60,837	68,780	54,080	0	54,080	0	0	0	-	-	-	0	10.3	10.6	0.00	11,742
09/12/17	Tue	71,117	64,790	90,508	0	90,508	0	0	0	47	47	39	0	10.3	10.6	0.00	9,915
09/13/17	Wed	68,302	66,080	18,550	19,598	38,148	0	0	0	-	-	-	0	10.2	10.6	0.00	9,565
09/14/17	Thu	73,040	68,190	33,136	43,234	76,371	0	0	0	-	-	-	0	10.2	10.6	0.00	15,213
09/15/17	Fri	71,973	66,200	30,369	29,247	59,616	0	0	0	-	-	-	0	10.2	10.6	0.00	11,029
09/16/17	Sat	87,519	78,610	52,659	37,325	89,984	0	0	0	-	-	-	0	10.2	10.6	0.00	9,886
09/17/17	Sun	66,786	70,820	14,810	33,286	48,096	0	0	0	-	-	-	0	10.2	10.6	0.00	13,114
09/18/17	Mon	60,922	69,700	25,881	31,640	57,521	0	0	0	-	-	-	0	10.3	10.6	0.00	14,955
09/19/17	Tue	60,581	69,640	35,680	8,004	43,683	0	0	0	-	-	-	0	10.3	10.6	0.00	11,302
09/20/17	Wed	71,629	71,170	34,782	52,210	86,992	0	0	0	39	32	32	0	10.3	10.6	0.00	15,621
09/21/17	Thu	72,230	69,210	28,948	56,624	85,571	0	0	0	-	-	-	0	10.3	10.6	0.00	12,868
09/22/17	Fri	89,185	81,230	59,316	748	60,064	0	0	0	39	39	<32	0	10.3	10.6	0.00	10,328
09/23/17	Sat	100,318	88,760	56,998	0	56,998	0	0	0	-	-	-	0	10.4	10.8	0.00	10,987
09/24/17	Sun	66,848	74,830	17,129	64,104	81,233	0	0	0	-	-	-	0	10.4	10.7	0.00	12,926
09/25/17	Mon	69,162	66,320	45,852	20,420	66,273	0	0	0	-	-	-	0	10.4	10.7	0.00	12,430
09/26/17	Tue	69,897	72,340	10,098	44,880	54,978	0	0	0	-	-	-	0	10.4	10.8	0.00	9,692
09/27/17	Wed	72,165	66,910	0	58,194	58,194	0	0	0	-	-	-	0	10.4	10.8	0.00	9,970
09/28/17	Thu	74,822	71,320	61,860	37,250	99,110	0	0	0	-	-	-	0	10.5	10.8	0.00	9,957
09/29/17	Fri	84,271	77,920	49,368	22,365	71,733	0	0	0	39	39	39	0	10.5	10.8	0.00	9,154
09/30/17	Sat	84,407	79,470	0	25,455	25,455	0	0	0	-	-	-	0	10.6	10.9	0.00	10,074
<b>TOTALS</b>		<b>2,314,982</b>	<b>2,259,220</b>	<b>1,151,621</b>	<b>909,292</b>	<b>2,060,913</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>			<b>0.00</b>	<b>372,254</b>
Average		77,166	75,307	38,387	30,310	68,697	0	0	0	44	44	36	0	10.3	10.6	0.00	12,408
Minimum		60,581	63,580	0	0	25,455	0	0	0	39	32	32	0	10.2	10.5	0.00	7,653
Maximum		138,433	131,510	108,161	64,104	124,392	0	0	0	47	56	39	0	10.6	10.9	0.00	27,565

**San Simeon Community Services District**

**Superintendent's Report**

**September 2017**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Well Average Depth 2013</b>	11.2	11.1	11.2	11.3	11.3	11.3	12.4	13.4	14.2	14.9	15.2	15.5
<b>Well Average Depth 2014</b>	14.7	13.4	10.7	10.6	10.5	11.4	12.7	14.0	12.8	13.0	13.7	10.5
<b>Well Average Depth 2015</b>	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9	13.6	13.7	11.4
<b>Well Average Depth 2016</b>	10.0	10.6	10.0	10.6	10.6	10.7	11.1	11.9	12.9	13.6	12.7	10.6
<b>Well Average Depth 2017</b>	8.1	8.0	10.0	10.0	9.9	9.7	10.1	10.4	10.5			



**4C. DISTRICT FINANCIALS**  
**Cortney Murguia**  
**September 30, 2017**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet**  
As of September 30, 2017

	Sep 30, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Petty cash	150.00
1015 · Heritage Oaks- General Checking	103,110.74
1016 · Heritage Oaks-Wellhead	6.34
1017 · Heritage Oaks-Money Market	830,574.81
1022 · USDA checking	234.05
1040 · Cash in county treasury	108.33
1050 · LAIF - non-restricted cash	523.77
<b>Total Checking/Savings</b>	934,708.04
<b>Other Current Assets</b>	
1200 · Accounts receivable	87,660.36
1300 · Prepaid expenses	6,868.47
<b>Total Other Current Assets</b>	94,528.83
<b>Total Current Assets</b>	1,029,236.87
<b>Fixed Assets</b>	
<b>1400 · Fixed assets</b>	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	181,631.27
1560 · Pipe bridge	28,075.58
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	262,932.67
1640 · Wellhead Rehab Project	449,767.53
1650 · Walkway access projects	21,511.00
1660 · RO Unit	931,966.97
1680 · Generator	29,101.14
<b>Total 1400 · Fixed assets</b>	4,956,119.42
1690 · Accumulated depreciation	(2,222,838.96)
<b>Total Fixed Assets</b>	2,733,280.46
<b>TOTAL ASSETS</b>	<b>3,762,517.33</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2100 · Payroll liabilities	340.80
2500 · Customer security deposits	10,008.13
2510 · Connect hookup wait list	45,750.00
2520 · USDA Loan	417,240.00
<b>Total Other Current Liabilities</b>	473,338.93
<b>Total Current Liabilities</b>	473,338.93
<b>Total Liabilities</b>	473,338.93
<b>Equity</b>	
3200 · Fund balance	2,932,888.18
3900 · Suspense	24,537.53
Net Income	331,752.69
<b>Total Equity</b>	3,289,178.40
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,762,517.33</b>

**SAN SIMEON COMMUNITY SERVICES DISTRICT**



**4C. FINANCIAL SUMMARY**

**BILLING**

**September 30, 2017**

<b>August Billing Revenue</b>	<b>\$ 83,415.37</b>
<b>September Billing Revenue</b>	<b>\$ 72,188.87</b>
Past Due (31 to 60 days)	\$ 1,452.09
Past Due (60 days)	\$ 49.11

---

**ENDING BANK BALANCES**

**September 30, 2017**

**RABOBANK SUMMARY:**

**Well Rehab Project/USDA Checking Account** \$ 129.05

**HERITAGE OAKS BANK:**

**Money Marketing Account Closing Balance August 31, 2017** \$ 830,334.65

**Interest for September** \$ 240.16

**Money Marketing Account Closing Balance September 30, 2017** \$ 830,574.81

Reserve Fund (\$ 250,000.00)

Wait-list Deposits (\$ 45,750.00)

Customer Deposits (\$ 9,708.00)

**Available Funds** \$ 524,876.35

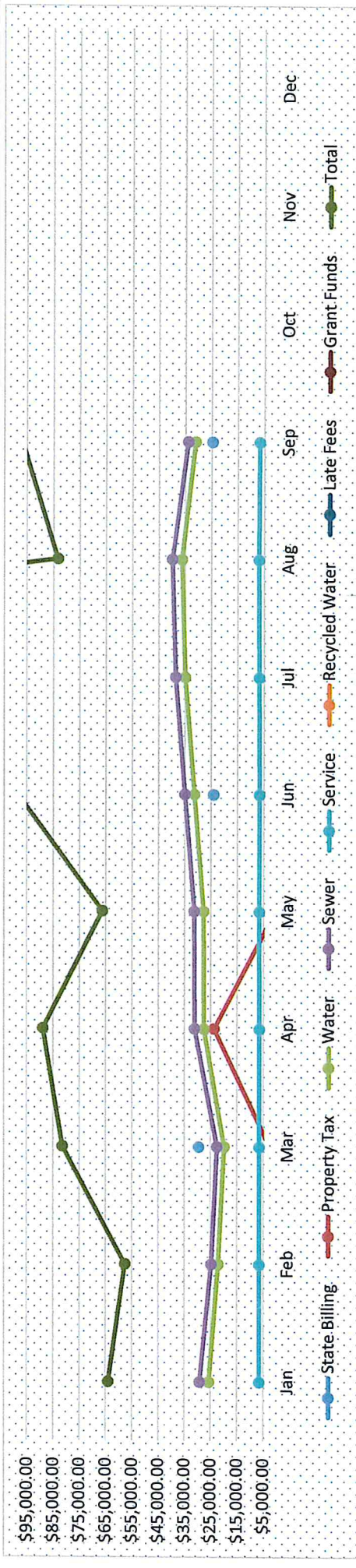
**General Checking Account September 30, 2017** \$ 103,715.44

---

**LAIF Closing Balance September 30, 2017** \$ 525.98

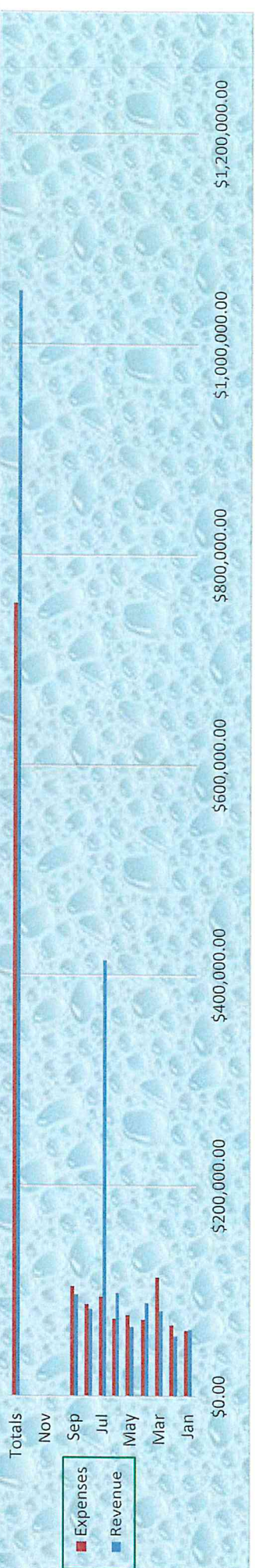
### 2017 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
<b>State Billing</b>			\$29,440.40			\$23,960.29			\$24,606.31				\$78,007.00
<b>Property Tax</b>	\$2,456.74	\$2,966.66	\$2,421.97	\$23,540.38	\$415.92	\$1,111.78	\$1,282.43	\$0.00	\$121.78				\$34,317.66
<b>Water</b>	\$25,600.49	\$22,112.36	\$19,816.90	\$27,563.35	\$27,763.55	\$31,331.40	\$34,880.43	\$36,192.33	\$31,137.52				\$256,398.33
<b>Sewer</b>	\$29,037.72	\$24,590.36	\$22,440.87	\$31,022.32	\$31,228.75	\$34,851.59	\$38,495.46	\$39,770.86	\$33,836.96				\$285,274.89
<b>Service</b>	\$6,503.02	\$6,503.02	\$6,503.02	\$6,503.02	\$6,564.66	\$6,626.30	\$6,820.12	\$6,950.95	\$6,821.63				\$59,795.74
<b>Recycled Water</b>													\$0.00
<b>Late Fees</b>	\$366.84	\$1,387.73	\$735.52	\$202.87	\$187.94	\$804.03	\$628.24	\$379.06	\$292.61				\$4,984.84
<b>Grant Funds</b>							\$332,310.87		\$292.61				\$332,310.87
<b>Total</b>	\$63,984.81	\$57,560.13	\$81,358.68	\$88,831.94	\$66,160.82	\$98,685.39	\$414,417.55	\$83,293.20	\$96,816.81				\$1,051,089.33
Water Sold Cu Ft	232048	200704	179990	249876	249279	282352	299369	310960	266284				2270862
Water Sold Acre ft	5.33	4.61	4.13	5.74	5.72	6.48	6.87	7.14	6.11				52.13



### REVENUE VS EXPENSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
<b>Revenue</b>	\$63,984.81	\$57,560.13	\$81,358.68	\$88,831.94	\$66,160.82	\$98,685.39	\$414,417.55	\$83,293.20	\$96,816.81				\$1,051,089.33
<b>Expenses</b>	\$62,761.73	\$67,745.25	\$113,198.05	\$72,818.66	\$77,431.81	\$73,885.95	\$94,660.34	\$87,503.06	\$104,489.98				\$754,494.83
<b>Balance</b>	\$1,203.08	(\$10,185.12)	(\$31,839.37)	\$16,013.28	(\$11,270.99)	\$24,799.44	\$319,757.21	(\$4,209.86)	(\$7,673.17)				\$296,594.50





## **5. ITEMS OF BUSINESS**

- A. Consideration of approval of last month's minutes –  
September 13, 2017.**



**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, October 11, 2017**  
**6:00 pm**

**CAVALIER BANQUET ROOM**  
**250 San Simeon Avenue**  
**San Simeon, CA 93452**

**1. REGULAR SESSION: 6:00 PM**

**A. Roll Call:**

Chairperson Williams – Present  
Director Patel – Present  
Director Russell – Present  
Director McGuire – Present

General Manager, Charles Grace  
District Counsel, Tim Carmel  
Sheriff Representative, Commander Voge

**B. Pledge of Allegiance**

**2. PUBLIC COMMENT:**

Henry Krzciuk commented that the water pressure at the Pineview Mobile Home Park is low. He would like to have the pressure boosted and asked that this be taken into consideration.

**A. Sheriff's Report September**

There were a total of 8 radio calls for San Simeon. None of these calls resulted in reports being written. Commander Voge provided a crime prevention tip as part of his monthly report. He stated that vehicle tags throughout the county are being stolen. This can be prevented by cutting an X in the tag with a razor blade.

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

None

**3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:**

None

**4. STAFF REPORTS**

**A. General Manager's Report**

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

During the month of September, staff sent out regular customer billing. Staff also continued gathering information about obtaining weed abatement power from Local Agency Formation Commission (LAFCO). The resolution for the SSCSD to petition LAFCO for power will be presented to the Board as part of the November Board meeting packet. In addition to the regular workflow, staff completed the following items:

- On September 11, staff met with the auditors as part of the audit for 2016-2017.
- Staff gathered data for the Water Master Plan.

- Staff mailed out notices for the Board vacancy.
- Staff responded to 3 public records requests.

## **2. Water Filtration Project –**

The potable water filter system and support monitoring equipment has been installed. Staff is coordinating with the Division of Drinking Water (DDW) to be ready for operation as needed.

Henry Krzciuk commented about the water filter and asked if we were planning on operating it to make sure that it was running correctly.

Charlie Grace responded that we were currently in the testing phase, and that we were working with the Department of Drinking Water (DDW).

## **B. Superintendent's Report Summary of September Activities**

### **1. Wastewater Treatment Plant**

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB.
- A broken stud which holds the access panel on EQ Basin pump #2 in place was repaired.
- Annual Hazardous Material Certifications for the facilities were submitted to the County Environmental Health Services.
- One load of sludge was hauled away.

### **2. Water Distribution System**

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW).
- Annual testing for Disinfection Byproducts was performed as required.
- A hotel compound water meter was replaced.
- A broken water line in the Las Gaviotas Condominiums on Pico Ave. was repaired.
- Staff began construction of the Water Filter Project.
- Monthly water meter reading was performed.

### **3. District and Equipment Maintenance**

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- The blower room exhaust fans were prepped and repainted along with some repairs to the pipe bridge.
- On Monday, October 16, 2017, PG&E has scheduled a planned power outage between the hours of 12:15 AM and 6:00 AM. Staff will be on site to monitor the facilities during those hours.

Director Russell observed that the number of state waste water treated on Jerry's report had doubled, compared with last year's totals.

Jerry Copeland stated that the chemical toilets had been removed causing an increase in usage.

Chairperson Williams inquired about the repair at the pipe bridge.

Jerry Copeland replied that we had been performing regular routine rust prevention on the bridge.

Charlie Grace added that in the future the bridge would need to be replaced.

Henry Krzciuk asked about the program to compound meter replacement status. He asked how many still needed to be replaced?

Jerry Copeland replied that the remaining 3 meters were very expensive to replace, and that infrastructure improvements needed to occur before the meters could be replaced.

**C. District Financial Summary**

<b>August Billing Revenue</b>	<b>\$ 83,415.37</b>
<b>September Billing Revenue</b>	<b>\$ 72,188.87</b>
Past Due (31 to 60 days)	\$ 1,452.09
Past Due (60 days)	\$ 49.11

**ENDING BANK BALANCES  
September 30, 2017**

**RABOBANK SUMMARY:**

<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 129.05</b>
---	------------------

**HERITAGE OAKS BANK:**

<b>Money Marketing Account Closing Balance August 31, 2017</b>	<b>\$ 830,334.65</b>
<b>Interest for September</b>	<b>\$ 240.16</b>

<b>Money Marketing Account Closing Balance September 30, 2017</b>	<b>\$ 830,574.81</b>
---	----------------------

Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
<b>Available Funds</b>	<b>\$ 524,876.35</b>

<b>General Checking Account September 30, 2017</b>	<b>\$ 103,715.44</b>
--	----------------------

<b>LAIF Closing Balance September 30, 2017</b>	<b>\$ 525.98</b>
--	------------------

**D. District Counsel's Report Summary of September activities**

Tim Carmel reported that between Heather, David, and himself counsel had reviewed correspondence from staff regarding a public records request, draft weed abatement ordinance, the director vacancy, meeting agendas, and the public hearing notice related to LAFCO.

**5. ITEMS OF BUSINESS**

**A. Consideration of approval of last month's minutes – September 13, 2017.**

A motion was made to approve the minutes.

Motion by: Director Patel  
2<sup>nd</sup>: Chairperson Williams  
All in: 4 / 0

**B. Consideration of approval of Disbursements Journal – October 11, 2017.**

Chairperson Williams asked about the invoice for RRM designs.

Charlie Grace responded that the invoice was associated with preparation for the Coastal Commission meeting review of the rip-rap project.

A motion was made to approve the disbursements journal.

Motion by: Director Patel

2<sup>nd</sup>: Director McGuire

All in: 4 / 0

**C. Consideration of approval of Special Meeting minutes – September 13, 2017.**

A motion was made to approve the minutes.

Motion by: Chairperson Williams

2<sup>nd</sup>: Director Russell

All in: 4 / 0

**6. DISCUSSION/ACTION ITEMS**

**A. Consideration of a professional services agreement with Oliveira Consulting Services (OEC) for permitting assistance and environmental review for the reservoir expansion/potable water storage tank installation project not to exceed the amount of \$20,000.00.**

\*\*Item 7 Board Reports was reported back to the Board prior to this item.

Director Russell asked about the need to move forward with this contract since we were unsure about the size of the storage tanks needed and inquired about why there was such a large variance in the price of the estimates in the proposals.

Charlie Grace responded that all of the proposals contained the same criteria.

Henry Krzciuk stated that he was surprised at how low the rates were on the Oliveira Consulting proposal.

Mike Hanchett stated that Oliveira Consulting had done work for the SSCSD in the past which is why he made the motion for the Water Committee to move forward with this contractor. He also stated that all previous work performed by Oliveira was done in a timely manner and at reasonable prices.

Renee Osborne mentioned that all of the costs associated with the 30% design would be submitted for reimbursement as part of the Prop 1 Grant process.

Director Russell asked that staff verify if there was an expiration date on the proposal.

Director McGuire responded that the work needed to be performed regardless.

A motion was made to award the agreement to Oliveira Environmental Consulting Services (OEC)

Motion by: Director Russell

2<sup>nd</sup>: Director Patel

All in: 4 / 0

**B. Consideration of Board Appointment to Replace the Board of Director Vacancy created by Alan Fields Resignation.**

Julia Stanert commented that Gwen Kellas would make a great Board member because she was fair, inquisitive, and put a lot of energy into her work.

A motion was made to appoint Gwen Kellas to the Board of Directors.

Motion by: Director McGuire

2<sup>nd</sup>: Director Russell

All in: 4 / 0

**C. Consideration of Board Election of a Vice-Chairperson to fill the vacancy created by the resignation of Alan Fields.**

Henry Krzciuk asked if the Board wanted to wait until there was a full board to make this determination. He suggested that they might want to wait until the new Board member was present and could participate in this decision.

Chairperson Williams recommended that Director McGuire fill the position of Vice-Chair because she is highly intelligent and involved in the community.

A motion was made to appoint Mary Margaret McGuire to the position of Vice-Chairperson.

Motion by: Chairperson Williams

2<sup>nd</sup>: Director Russell

All in: 3 / 1

No's: Director McGuire

**D. Consideration of Approval of Board Resolution Honoring Alan Fields for His Service on the Board – NO. 17-392.**

This item was tabled until the November meeting because Alan Fields was not present.

**7. BOARD COMMITTEE REPORTS**

\*\*This item was reported back to the Board before item 6A

Director McGuire reported on the three recommendations from the Water Committee meeting.

- 1) That the Committee remain at five members and not fill the vacancy left by the resignation of Alan Fields.
- 2) That the Board wait to proceed with the 50% design of the reservoir expansion project until more information could be gathered.

- 3) That Oliveira Environmental Consulting be awarded the contract for permitting assistance associated with the reservoir expansion project.

## **8. BOARD REPORTS**

Director McGuire reported that the ECOSLO Beach Cleanup that occurred on September 16 at Pico Ave. beach access was a success. The number of volunteers countywide increased by 200 people and the amount of trash picked up increased by 500 pounds. This brought the total number of volunteers to 1400 people, and the total amount of trash picked up to 6500-6700 pounds. This year 22 pounds of trash were removed from the Pico beach area. Next year's event will be held on the 2<sup>nd</sup> Saturday of September.

## **9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS**

None

## **10. ADJOURNMENT @ 6:49 PM**

## **5. ITEMS OF BUSINESS**

- B. Consideration of approval of Disbursements Journal –  
October 11, 2017.**

**SAN SIMEON COMMUNITY SERVICES DISTRICT  
Disbursements Journal**

October 1, 2017

Type	Date	Num	Name	Memo	Paid Amount	Balance
Paycheck	10/01/2017	1464	John K Russell	Board Service October	\$ 92.35	\$ 103,110.74
Paycheck	10/01/2017	1466	Mary M McGuire	Board Service October	\$ 92.35	\$ 103,018.39
Paycheck	10/01/2017	1463	Daniel Williams	Board Service October	\$ 92.35	\$ 102,926.04
Paycheck	10/01/2017	1465	Ken Patel	Board Service October	\$ 92.35	\$ 102,833.69
E-Payment	10/01/2017	ET	CalPERS	Unfunded Accrued Liability & Health Premium for November 2017	\$ 1,287.33	\$ 102,741.34
Bill Pmt -Check	10/01/2017	1448	Alpha Electrical Service	Electrical Installation for Filtration System	\$ 6,530.09	\$ 94,923.92
Bill Pmt -Check	10/01/2017	1449	Carmel & Nacassha. LLP	Legal Services September	\$ 1,891.13	\$ 93,032.79
Bill Pmt -Check	10/01/2017	1450	Edvin & Karyl Babayova	Acct. #334 Deposit Refund	\$ 50.00	\$ 92,982.79
Bill Pmt -Check	10/01/2017	1451	Grace Environmental	Reimbursement for the purchase of compound meters	\$ 11,116.99	\$ 81,865.80
Bill Pmt -Check	10/01/2017	1452	Nancy Haugh	Acct. #379 Deposit Refund	\$ 50.00	\$ 81,815.80
Bill Pmt -Check	10/01/2017	1453	New Times	Repeal Ord # 93 posting	\$ 54.00	\$ 81,761.80
Bill Pmt -Check	10/01/2017	1454	Nossaman LLP	Legal Services September	\$ 375.00	\$ 81,386.80
Bill Pmt -Check	10/01/2017	1455	Phoenix Civil Engineering, Inc	Engineering Services August & September Total \$ 26,297.16	\$	\$ 81,386.80
				30% Reservoir Design, Topo Survey, Geo Tech, OPCC, Final Geo	\$ 20,616.16	\$ 60,770.64
				Water Master Plan Update Task 1, 2, 7	\$ 4,621.00	\$ 56,149.64
				Wellhead Electrical Service	\$ 1,060.00	\$ 55,089.64
Bill Pmt -Check	10/01/2017	1456	Robert Hahn	Acct. #396 Deposit Refund	\$ 50.00	\$ 55,039.64
Bill Pmt -Check	10/01/2017	1457	Robert Stitts, CPA	September Bookkeeping	\$ 1,200.00	\$ 53,839.64
Bill Pmt -Check	10/01/2017	1458	rrm design group	Coastal Access Improvements Rip Rap Project	\$ 2,342.25	\$ 51,497.39
Bill Pmt -Check	10/01/2017	1459	Schneider Electric	Remote Telemetry Unit	\$ 1,806.63	\$ 49,690.76
Bill Pmt -Check	10/01/2017	1460	Steve Siebuhr	Consult on integration of filter system into existing SCADA system	\$ 1,000.00	\$ 48,690.76
Bill Pmt -Check	10/01/2017	1461	The Cambrian	Annual subscription to the Cambrian	\$ 45.00	\$ 48,645.76
Bill Pmt -Check	10/01/2017	1462	Grace Environmental	Operations Management October 2017	\$ 50,025.00	\$ (1,379.24)
					\$ 104,489.98	<b>(1,379.24)</b>



## **5. ITEMS OF BUSINESS**

- C. Consideration of approval of Special Meeting minutes –  
September 13, 2017.**

**SPECIAL MEETING MINUTES  
SAN SIMEON COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
Wednesday, September 13, 2017  
5:30 pm**

**CAVALIER BANQUET ROOM  
250 San Simeon Avenue  
San Simeon, CA 93452**

**1. ESTABLISH QUORUM AND CALL TO ORDER: 5:32 PM**

Roll Call:

Chairperson Williams – Present	General Manager, Charles Grace
Director Patel – Present	District Counsel, Heather Whitham
Director Russell – Present	
Director McGuire – Present	

**2. PUBLIC COMMENTS**

Julie Stanert recommended Gwen Kellas to fill the vacancy on the Board.

**3. DISCUSSION ACTION ITEM**

The Board asked staff for the following items:

The deadline for application submittal was set to October 3, 2017 at 5 pm.  
The notice of vacancy was posted in three locations.  
That every utility account with a mailing address in San Simeon be mailed a notice of vacancy.

A motion was made to direct staff to move forward with the process of filling the vacancy.

Motion by: Director Russell  
2<sup>nd</sup>: Director McGuire  
All in: 4 / 0

**4. ADJOURNMENT @ 5:50 PM**

## **6. DISCUSSION/ACTION ITEM**

**October 11, 2017**

**A. Consideration of a professional services agreement with Oliveria Consulting Services (OEC) for permitting assistance and environmental review for the reservoir expansion / potable water storage tank installation project not to exceed the amount of \$20,000.00.**

Staff received four of six requested proposals for the Storage Tank permitting assistance and environmental review. First Carbon Solutions \$88,400, Rincon Consultants, Inc. \$38,087, SWCA \$26,215 and Oliveira Environmental Consulting (OEC) \$18,415. Enclosed is a summary of the proposals, and a copy of the Request for Proposal (RFP). In consideration of our environment, hard copies of each individual proposal are available upon request. After reviewing the proposals, Staff recommends that Oliveria Environmental Consulting (OEC) perform the permitting assistance and environmental review for this project. The General Manager is seeking approval to enter into a professional services agreement with OEC, in the amount not to exceed \$20,000.00.

**B. Consideration of Board Appointment to replace the vacancy created by Alan Fields.**

Per the County Clerk Records office, Staff posted the appointment request for applications in three places (District Office, Chamber Office, and Post Office) on September 14<sup>th</sup>. Additionally, notices were mailed to all rate payers with a San Simeon mailing address, and the residents of the Mobile Home Park.

We received one application, and that application was emailed to members of the Board on October 3, 2017. Staff recommends that the appointment of a candidate to the Board. Once the appointment has been made, the appointee will be sworn in at the November 8, 2017 meeting.

**C. Consideration of Board Election of a Vice-Chairperson to fill the Vacancy created by the Resignation of Alan Fields. – (If the Chairperson is elected to serve as Vice-Chairperson, the Board will need to elect a new Chairperson.)**

With the vacancy created by Alan Fields, the Vice-Chairperson position has become vacant. To fill the Vice-Chairperson vacancy Staff is requesting the Board nominate and vote for a Vice-Chairperson. Subsequently a nomination and vote for Chairperson may be necessary.

**D. Consideration of Approval of Board Resolution Honoring Alan Fields for His Service on the Board – NO. 17-392**

Attached is a Resolution for Alan Fields commending him for his service to the San Simeon Community Services District Board and the Community of San Simeon.

Staff recommends approval of Resolution 17-392.

## **6. DISCUSSION ACTION ITEMS**

- A. Consideration of a professional services agreement with Oliveria Consulting Services (OEC) for permitting assistance and environmental review for the reservoir expansion / potable water storage tank installation project not to exceed the amount of \$20,000.00.**

## San Simeon Community Services District



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

October 4, 2017

Board of Directors  
San Simeon Community Services District  
111 Pico Avenue  
San Simeon, CA 93452

**San Simeon CSD – Reservoir Expansion / Potable Water Storage Tank Installation – Analysis of Proposal Submittals for Environmental Review and Permitting Assistance**

The District received four proposals from qualified firms for Environmental Review and Permitting Assistance. The proposals have been reviewed based on their completeness as compared to the scope of work (SOW) and based on overall cost. A summary is provided below:

Company Name	SOW included in proposal	Cost
Oliveira Environmental Consulting	Yes	\$18,415
SWCA Environmental Consulting	Yes	\$26,215
Rincon Consultants, Inc.	Yes	\$38,087
First Carbon Solutions	Yes	\$88,400

Based on the information provided, it appears Oliveira Environmental Consulting is the lowest, responsive, responsible bidder.

Charles Grace  
General Manager  
San Simeon CSD

## San Simeon Community Services District



111 Pico Avenue, San Simeon, California 93452

(805) 927-4778 Fax (805) 927-0399

September 6, 2017

*Insert Address::XXX*

Reference: Permitting Assistance and Environmental Review

*Dear XXXX:*

The San Simeon Community Services District seeks proposals for permitting assistance and environmental review for the Reservoir Expansion / Tank Installation Project. If your agency would like to submit a proposal please do so by **2pm Monday October 2, 2017**.

Please provide a proposal to perform the following **Scope of Work**:

Project will trigger CEQA review, it is anticipated that an MND will be needed and will be used by the County and CCC, so coordination is needed to make sure MND is acceptable for County and CCC;

- Project will require coordination with the County and Coastal Commission during land use permit assessment.
- Technical issues: visual simulation needed for tank aesthetic impact analysis, biological resources assessment needed, likely archaeological surface survey needed.
  
- Project Description :
  - The project would involve installation of two new water storage tanks at 375,000 gallons each, for a total water storage capacity of 750,000 gallons.

- The new water tanks would be located northeast of 111 Pico Avenue, San Simeon CA approximately 530 feet northeast of the existing water reservoir (up-slope from the existing reservoir).
- The project will include infrastructure improvements for community water storage and distribution, which includes the following details:
  - Addition of a second water pipeline from the water tank site to Pico Avenue terminating at Avonne Avenue;
  - An expansion and extension of the water pipeline to extend southeast from the SSCSD office location (111 Pico Avenue) terminating at the Jasper Way cul-de-sac;
  - An additional water pipeline would be installed near the Avonne Avenue cul-de-sac and extend west through the existing Motel 6 parking lot, terminating at Castillo Drive.
- The new water tanks will be located on the Hearst Ranch, which is currently under a Conservation Easement. The project will require a new easement from the Hearst Ranch Corporation, and will need to comply with the requirements of the existing Conservation Easement.

The point of contact for this project is Charles Grace, General Manager, San Simeon CSD 805 431-6253.

Sincerely,

Charles Grace  
General Manager  
San Simeon CSD

## **6. DISCUSSION ACTION ITEMS**

- B. Consideration of Board Appointment to Replace the Board of Director Vacancy created by Alan Fields Resignation.**



CC: BOL

SAN SIMEON COMMUNITY SERVICES DISTRICT



RECEIVED  
OCT 02 2017  
BY: CAM

APPLICATION FOR VACANT BOARD OF DIRECTOR SEAT

Name: Gwen Kellas

Phone # [REDACTED]

Address: [REDACTED]

Email [REDACTED]

Please list experience you have that would benefit your serving on the SSCSD Board.

Managed teams of network engineers, planners, outside plant installers, central office equipment installers, vendors' contractors, and order writers installing and testing telecommunications equipment with 5 to 6 figure budgets. Provided teams and customers project pre-planning: risk assessment, issue definition, time lines and team reviews. Created risk contingency, quality and test plans, while tracking the end user statement-of-work and state compliance.

My work experience has always been part of a large team working across all levels to ensure everyone gives their full potential and pulls together as one unit to ensure project success while meeting end user and company goals.

Why do you want to be a Director on the SSCSD Board?


I would like to contribute and be more involved and knowledgeable in my local community's planning and needs assessment. I understand the necessity to look at all points and sides of an issue to evaluate out come and success while working as a single team to ensure end goal satisfaction that meets everyone's requirements.

[Empty lines for additional text]

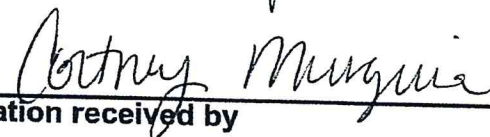
gk I am a registered voter residing in the above named jurisdiction. If appointed, I will qualify and accept the above stated office and serve to the best of my ability.

gk I am aware that any person who files or submits for filing a declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine or imprisonment, or both, as set forth in Election Code § 18203.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of candidate 

Date 9-29-17

Application received by 

Date 10/2/17 @ 11:36am

## **6. DISCUSSION ACTION ITEMS**

- C. Consideration of Board Election of a Vice-Chairperson to fill the vacancy created by the resignation of Alan Fields.**

## **6. DISCUSSION ACTION ITEMS**

- D. Consideration of Approval of Board Resolution  
Honoring Alan Fields for His Service on the Board – NO.  
17-392.**

**RESOLUTION 17-392**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF**  
**THE SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**HONORING ALAN FIELDS**

**WHEREAS**, the Board of Directors of the San Simeon Community Services District would like to express their sincere appreciation to Alan Fields for his thirteen years of service and devotion to the District and the Community of San Simeon; and

**WHEREAS**, the Board of Directors of the San Simeon Community Services District would like to express their sincere gratitude for his foresight in participating in the process in which to upgrade the District's water and wastewater service systems; and

**WHEREAS**, the Board of Directors of the San Simeon Community Services District would like to commend Mr. Fields for his many tireless hours of voluntary service and dedication toward the wellbeing of the District, and

**WHEREAS**, Mr. Fields supported and encouraged the District's pursuit of the Water Treatment Project and Recycled Water Project, and

**WHEREAS**, Mr. Fields has worked selflessly towards the best interests of the San Simeon Community Services District and its residents, and

**WHEREAS**, the Board of Directors, staff and citizens of San Simeon will greatly miss Alan Fields' contributions and personal commitment to the District.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Simeon Community Services District does hereby acknowledge the many contributions that Alan Fields made to the District.

Passed and adopted this 11 day of October, 2017. UPON MOTION of \_\_\_\_\_ seconded by \_\_\_\_\_, and on the following roll call vote to wit:

\_\_\_\_\_  
YES: Chairperson Williams

\_\_\_\_\_  
YES: Director Russell

\_\_\_\_\_  
YES: Director Patel

\_\_\_\_\_  
YES: Director McGuire

NOES: 0

ABSENT: 0

ABSTAIN: 0

\_\_\_\_\_  
Daniel Williams  
Chairperson

ATTEST:

\_\_\_\_\_  
Charles Grace  
General Manager/Secretary