

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



**BOARD PACKET**

**Wednesday, March 13, 2013  
Regular Meeting 6:00 pm**

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

Prepared by  **APT water**

**AGENDA**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, March 13, 2013**  
**6:00 pm**

CAVALIER BANQUET ROOM  
250 San Simeon Avenue  
San Simeon, CA

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

- 1. NO CLOSED SESSION**
- 2. REGULAR SESSION: 6:00 PM**

- A. Roll Call
- B. Pledge of Allegiance

**3. PUBLIC COMMENT:**

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

- A. **Sheriff's Report** – Report for February
- B. **Public comment on Sheriff's report**

**4. STAFF REPORTS**

**A. General Manager's Report**

1. **Staff Activity** – Report on Staff activities for the month of February.
2. **Grants, Loans and Partnership Opportunities** –
  - A. Update on USDA Loan
  - B. Update on WRAC/ Purple Pipe Grant

**3. Small Scale Recycled Water Project –**

A. Verbal update on the General Reclaimed Water Permit application.

**B. Superintendent's Report**

1. **Wastewater Treatment / Collection Systems** – Summary of operations and maintenance for February.

2. **Water / Distribution Systems** – Distribution performance for the Month of February.

3. **District Maintenance** – Summary of District maintenance for February.

**C. District Financial Summary** – Update on Monthly Financial Status for close of business February 28, 2013.

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

**5. ITEMS OF BUSINESS**

A. Approval of last month's minutes - February 20, 2013.

B. Approval of Disbursements Journal – March 13, 2013.

**6. DISCUSSION/ACTION ITEMS**

A. Update Parking Ordinance 107 with consistent parking times.

B. Selection date for Brown Act, SSCSD Policy and Conflict of Interest Workshop.

7. **Board Committee Reports** – Oral Report from Committee Members.

8. **Board Reports** – Oral Report from Board Members on current issues.

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

**10. ADJOURNMENT**

**GENERAL MANAGER'S REPORT**  
**Charles Grace**  
**Staff Activities for February**

**General Manager's Report**  
**March 13, 2013**

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

Along with billing and collections, Staff attended WRAC and CSDA meetings on behalf of the District. Staff assisted Phoenix Engineering with the USDA loan and document research and coordinated with Advance Concrete on sidewalk repair on Avonne Street (behind the Silver Surf). Staff hosted the Ribbon Cutting Ceremony for the Recycled Water Facility and attended a Recycled Water Distribution Training.

**2. Grants, Loans and Partnership Opportunities** –

**A. Update on USDA Loan**

As the USDA finalizes the District Loan Documents, Staff and Phoenix Engineering are completing final tasks asked by the loan officer. The USDA has yet to determine when construction on the Well Rehab Project can begin.

**B. Update on WRAC/ Purple Pipe Grant**

Staff completed all application requirements for the PROP 84/WRAC Grant application process. After GEI Consulting completed all of the project applications, they felt that it would be best if the San Simeon application was separated into two parts; Planning and Construction. At this round of the Grant requests the San Simeon project will be for part one Planning to match the other project requests. By changing our request for funds, it would make it more probable that our County would win the Grant request.

A Planning Grant would include funds for: an updated Title 22 Report for Distribution, a Study of the various opportunities available to improve water supply, Permitting and Environmental Studies, all studies and reports that are needed for major recycled water distribution projects. Funding for the design of the project would also be included. Our request for the Studies, Reports and Design would total approximately \$350,000.

**3. Small Scale Recycled Water Project** –

**A. Verbal update on the General Reclaimed Water Permit application.**

- a. Pursuit of a General Waste Discharge Permit for Landscape Irrigation

**SUPERTINTENDENT'S REPORT**  
**Jerry Copeland**  
**Facilities Update for February**

## **SAN SIMEON COMMUNITY SERVICES DISTRICT**

### **Superintendent's Report**

#### **Activities of February 2013**

##### **Wastewater Treatment Plant**

- The wastewater treatment plant performed well this month. Staff continued with the manufacturer's recommended preventive maintenance on the facility equipment.
- Staff performed all sampling, testing and reporting at the wastewater treatment plant as required by the RWQCB.
- Quarterly maintenance was performed on the WWTP stand-by generator.
- Quarterly maintenance was performed on Blowers #4 and #5.
- Staff attended a Recycled Water Training Seminar.
- 100% of the wastewater treatment collection system was cleaned.

##### **Water Distribution System**

- All routine sampling and testing was performed.
- Monthly meter reading was performed.
- Quarterly maintenance was performed on the well site stand-by generator.
- The California Department of Public Health performed a routine inspection of the domestic water facilities.

##### **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.

**San Simeon Community Services District - Monthly Data Report - February 2013**

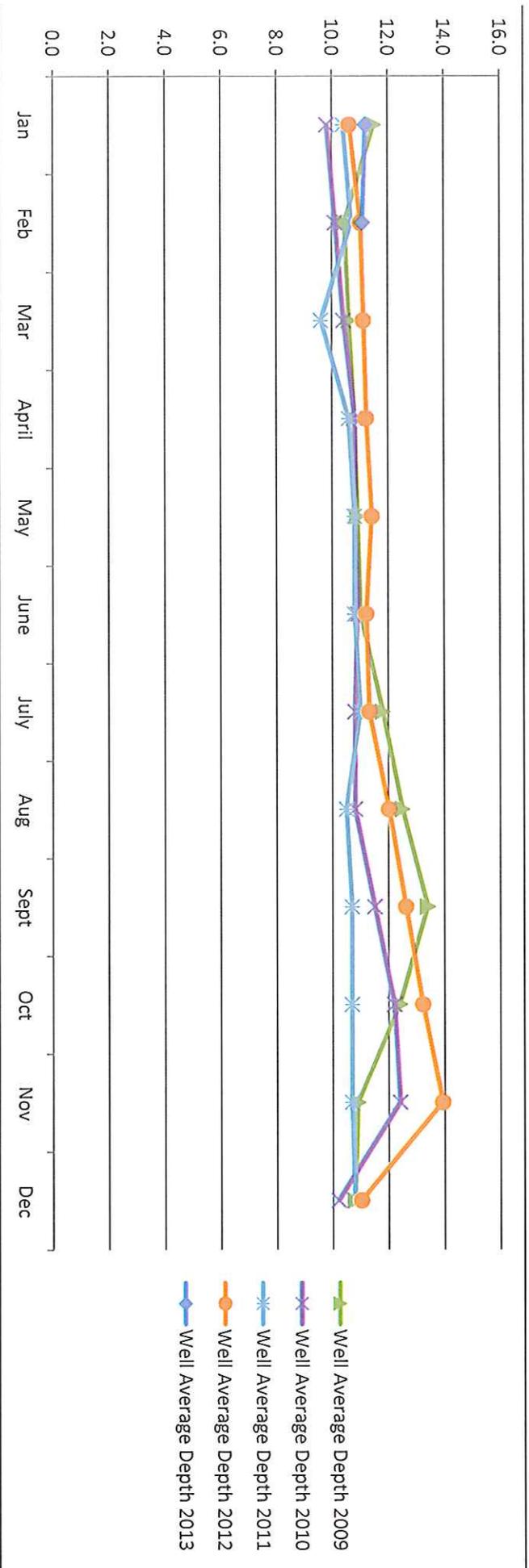
Date	Day	Wastewater Influent Daily flow	Wastewater Effluent Daily Flow	CALCULATED Well 1 Total Pumped	CALCULATED Well 2 Total Pumped	CALCULATED Total Daily Water Produced	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
02/01/13	Fri	72,580	62,840	0	58,494	58,494	11.2	11.3	0.00	5,811
02/02/13	Sat	78,122	65,280	0	60,887	60,887	11.3	11.4	0.00	6,211
02/03/13	Sun	69,918	61,120	0	55,427	55,427	11.3	11.4	0.00	8,772
02/04/13	Mon	68,188	64,470	0	15,035	15,035	11.3	11.4	0.00	5,054
02/05/13	Tue	64,481	50,090	0	54,155	54,155			0.00	6,231
02/06/13	Wed	68,359	52,010	0	61,560	61,560	11.2	11.3	0.00	5,813
02/07/13	Thu	64,105	57,570	0	58,344	58,344	11.2	11.3	0.00	7,321
02/08/13	Fri	71,437	59,670	0	55,053	55,053	10.9	11.0	0.20	9,428
02/09/13	Sat	85,948	73,210	0	63,505	63,505	11.1	11.2	0.00	4,034
02/10/13	Sun	80,320	71,900	0	63,206	63,206	10.9	11.0	0.00	9,772
02/11/13	Mon	82,173	75,570	0	63,056	63,056	10.9	11.0	0.00	8,120
02/12/13	Tue	65,676	73,200	0	59,391	59,391	10.9	11.0	0.00	7,397
02/13/13	Wed	80,276	71,910	0	56,549	56,549	11.0	11.1	0.00	6,479
02/14/13	Thu	72,906	61,400	0	58,868	58,868	11.1	11.2	0.00	6,923
02/15/13	Fri	85,645	75,300	0	64,702	64,702	11.1	11.2	0.00	7,506
02/16/13	Sat	106,821	92,480	0	69,489	69,489	11.1	11.2	0.00	8,968
02/17/13	Sun	108,819	102,120	0	76,745	76,745	11.0	11.1	0.00	11,301
02/18/13	Mon	101,285	87,970	0	86,170	86,170			0.00	14,851
02/19/13	Tue	77,102	89,260	0	69,564	69,564	11.0	11.1	0.00	11,502
02/20/13	Wed	69,119	55,960	0	60,513	60,513	10.9	11.0	0.40	10,379
02/21/13	Thu	68,805	58,190	0	61,486	61,486	10.5	10.6	0.00	6,067
02/22/13	Fri	72,656	60,630	0	63,281	63,281	11.0	11.1	0.00	6,290
02/23/13	Sat	88,630	76,080	0	66,198	66,198	11.0	11.1	0.00	7,801
02/24/13	Sun	83,066	69,260	0	63,730	63,730	11.0	11.1	0.00	9,719
02/25/13	Mon	69,368	74,120	60,064	0	60,064	11.0	11.1	0.00	7,590
02/26/13	Tue	70,849	43,450	59,017	0	59,017	11.0	11.1	0.00	8,119
02/27/13	Wed	67,351	65,590	60,139	0	60,139	11.0	11.1	0.00	2,603
02/28/13	Thu	68,067	57,370	59,242	0	59,242	11.0	11.1	0.00	7,000
<b>TOTALS</b>		<b>2,162,072</b>	<b>1,908,020</b>	<b>238,462</b>	<b>1,465,407</b>	<b>1,703,869</b>			<b>0.60</b>	<b>217,062</b>
Average		77,217	68,144	8,517	52,336	60,852	11.0	11.1	0.02	7,752
Minimum		64,105	43,450	0	0	15,035	10.5	10.6	0.00	2,603
Maximum		108,819	102,120	60,139	86,170	86,170	11.3	11.4	0.40	14,851

2013	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Total for 2013
Wastewater Final Effluent (Month Cycle)	2,021,340	1,908,020											3,929,360
Wastewater Influent	2,314,345	2,162,072											4,476,417
Adjusted Wastewater Influent (- State Flow) *	2,067,826	1,945,010											4,012,836
Water Produced (month cycle)	1,727,730	1,703,869											3,431,600
Sewer Influent/Water Produced Ratio	1.34	1.27											N/A
Adjusted Sewer/Water Ratio	1.20	1.14											N/A
Total Well Production	1,727,730	1,703,869											3,431,600
Well 1 Water Pumped	748,748	238,462											987,210
Well 2 Water Pumped	978,982	1,465,407											2,444,389
Water Well 1 Avg Depth to Water	11.2	11.0											N/A
Water Well 2 Avg Depth to Water	11.3	11.1											N/A
Average Depth of Both Wells	11.3	11.1											N/A
Change in Average Well Depth from 2012	+0.6	+0.1											N/A
State Wastewater Treated	246,519	217,062											463,581
State % of Total WW Flow	11%	10%											N/A
Biosolids Removal (Gallons)	6,000	0											6,000
WW Permit Limitation Exceeded	0	0											0
Constituent Exceeded	None	None											N/A
Sample Limit	N/A	N/A											N/A
Sample Result	N/A	N/A											N/A

2012	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Total for 2012
Wastewater Final Effluent (Month Cycle)	2,282,400	2,013,230	2,330,795	2,716,990	2,525,450	2,715,470	3,502,920	3,227,160	2,616,130	2,535,700	2,175,190	2,509,470	31,150,905
Wastewater Influent	2,374,670	2,135,421	2,402,116	2,798,195	2,575,428	2,749,696	3,298,298	3,082,906	2,634,002	2,413,542	1,983,791	2,482,140	30,930,205
Adjusted Wastewater Influent (- State Flow) *	2,100,280	1,917,729	2,145,425	2,464,553	2,265,629	2,380,258	2,801,758	2,634,075	2,297,669	2,137,808	1,757,882	2,138,937	27,042,003
Water Produced (month cycle)	1,981,790	1,852,198	1,796,370	2,288,880	2,390,907	2,672,903	3,132,146	3,061,993	2,542,115	2,308,627	1,773,882	1,641,636	27,443,447
Sewer Influent/Water Produced Ratio	1.15	1.15	1.34	1.19	1.07	1.03	1.05	1.01	1.04	1.05	1.12	1.51	N/A
Adjusted Sewer/Water Ratio	1.06	1.04	1.19	1.08	0.95	0.89	0.90	0.86	0.90	0.93	0.99	1.30	N/A
Average Depth of Both Wells	10.7	11.0	11.1	11.2	11.4	11.2	11.3	12.0	12.6	13.2	13.9	11.0	N/A
Change in Average Well Depth from 2011	-0.2	-0.3	-1.5	-0.6	-0.6	-0.4	-0.3	-1.5	-1.9	-2.5	-3.2	-0.2	N/A
State Wastewater Treated	274,390	217,692	256,691	333,642	309,799	369,438	496,540	448,831	336,333	275,734	225,909	343,203	3,888,202
State % of Total WW Flow	12%	10%	11%	12%	12%	13%	15%	15%	13%	11%	12%	14%	N/A
Biosolids Removal (Gallons)	6,000	0	6,000	6,000	6,000	6,000	6,000	6,000	6,000	0	6,000	6,000	60,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	0
Constituent Exceeded	None	None	None	None	None	None	None	None	None	None	None	None	N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

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



**DISTRICT FINANCIALS**  
**Renee Lundy**

**February 28, 2013**

**\* Financial Summary**

**\* Balance Sheet**

**\* Water Sales & Production**

SAN SIMEON COMMUNITY SERVICES DISTRICT

FINANCIAL SUMMARY

BILLING

February 28, 2013

January Billing Revenue	\$ 43,124.96
February Billing Revenue	\$ 42,461.53
Past Due (31 to 60 days)	\$ 70.60
Past Due (60 days)	\$ 415.76

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RABOBANK SUMMARY  
Ending Balances February 28, 2013

Money Marketing Account	
Closing Balance	\$ 409,635.22
Reserve Fund	(\$250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$ 116,165.22
General Checking Account	\$ 167,034.65
Well Rehab Project/USDA Checking Account	\$ 685.00

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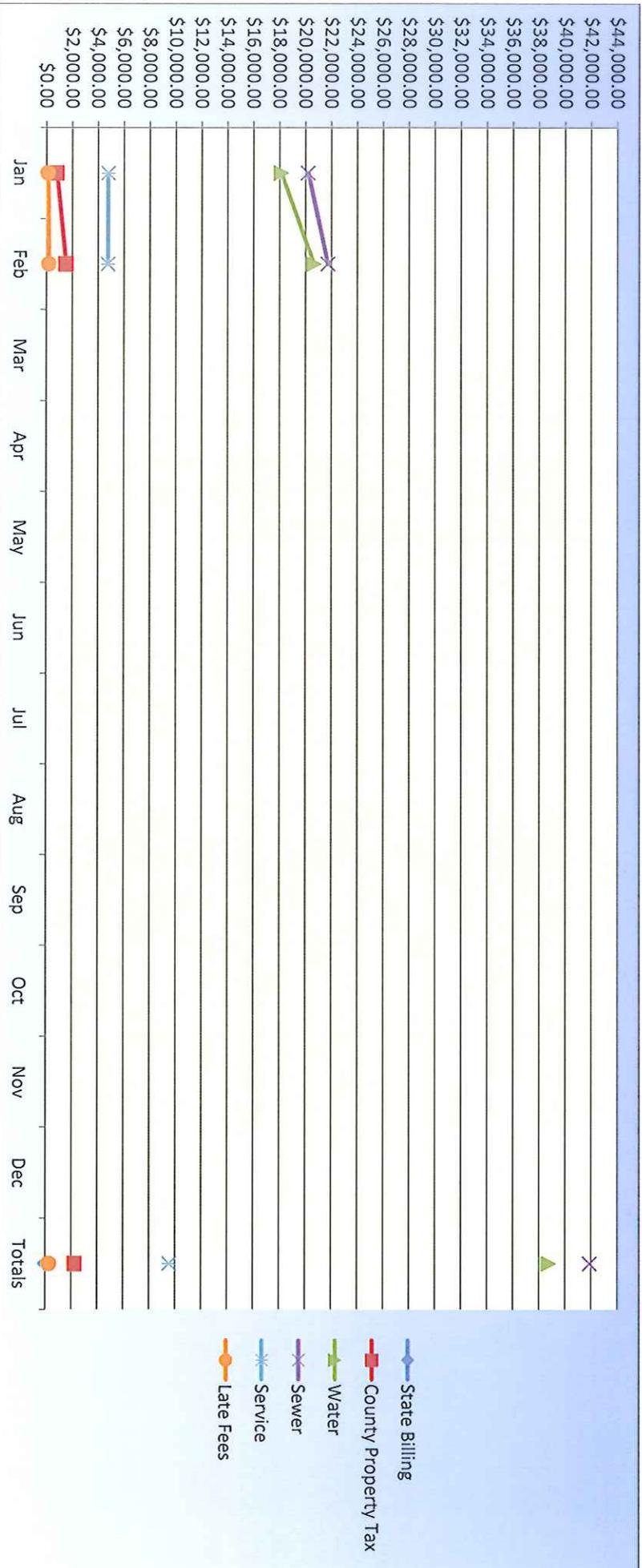
LAIF Closing Balance February 28, 2013	\$ 516.62
Accounts Payable (As of February 28, 2013)	\$ 452.00

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet**  
As of February 28, 2013

	Feb 28, 13
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · Petty cash	150.00
1020 · General checking	167,034.65
1022 · USDA checking	685.00
1040 · Cash in county treasury	898.77
1050 · LAIF - non-restricted cash	516.62
1060 · Money Market Account 9548643039	409,635.22
<b>Total Checking/Savings</b>	578,920.26
<b>Other Current Assets</b>	
1200 · Accounts receivable	40,210.79
1300 · Prepaid expenses	2,064.56
<b>Total Other Current Assets</b>	42,275.35
<b>Total Current Assets</b>	621,195.61
<b>Fixed Assets</b>	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	145,068.22
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	235,886.09
1640 · Wellhead project	11,292.55
<b>Total 1400 · Fixed assets</b>	3,443,380.12
1650 · Walkway access projects	11,511.00
1690 · Accumulated depreciation	(1,843,379.47)
<b>Total Fixed Assets</b>	1,611,511.65
<b>TOTAL ASSETS</b>	2,232,707.26
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts payable	452.00
<b>Total Accounts Payable</b>	452.00
<b>Other Current Liabilities</b>	
2100 · Payroll liabilities	153.00
2200 · Contingency settlement	25,000.00
2500 · Customer security deposits	10,358.13
2510 · Connect hookup wait list	43,470.00
<b>Total Other Current Liabilities</b>	78,981.13
<b>Total Current Liabilities</b>	79,433.13
<b>Total Liabilities</b>	79,433.13
<b>Equity</b>	
3200 · Fund balance	2,104,186.39
Net Income	49,087.74
<b>Total Equity</b>	2,153,274.13
<b>TOTAL LIABILITIES &amp; EQUITY</b>	2,232,707.26

2013 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
<b>State Billing</b>													\$0.00
County Property Tax	\$757.44	\$1,473.36											\$2,230.80
Water	\$18,102.6	\$20,631.4											\$38,734.03
<b>Sewer</b>	\$20,172.8	\$21,705.5											\$41,878.29
Service	\$4,792.3	\$4,769.3											\$9,561.60
Late Fees	\$80.3	\$163.5											\$243.70
<b>Total</b>	<b>\$43,905.4</b>	<b>\$48,743.0</b>											<b>\$92,648.42</b>
Water Sold Cu Ft	220059												220059
Water Sold Acre ft	5.05												5.05



## **ITEMS OF BUSINESS**

**\* Minutes – February 20, 2013**

**\* Disbursements Journal – March 12, 2013**

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, February 20, 2013**  
**6:00 pm**

CAVALIER BANQUET ROOM  
250 San Simeon Avenue  
San Simeon, CA

**1. NO CLOSED SESSION**

**2. REGULAR SESSION@6:02 PM**

**A. Roll Call:**

Chairperson Ricci – present  
Vice-Chair McAdams – present  
Director Fields– present  
Director Williams – present  
Director Price – present

**Also Present:**

Charles Grace – General Manager  
Robert Schultz – District Counsel

**B. Pledge of Allegiance**

**3. PUBLIC COMMENT: None**

**A. Sheriff's Report – None**

**B. Public comment on Sheriff's report - None**

**4. STAFF REPORTS**

**A. General Manager's Report**

**1. Staff Activity – Report on Staff activities for the month of January, 2013.**

Along with billing and collections, Staff worked with Phoenix Engineering on the USDA Bidding Process for the Well Rehab Project. Staff has been working on the Audit process with the Auditors to finalize the process with the State, and has coordinated with contractors to fix the sidewalk entrance behind the Silver Surf. Staff has attended several WRAC meetings on the current Grant for Purple Pipe, as well as a Grant Program for street paving with recycled tire aggregate.

**2. Grants, Loans and Partnership Opportunities – Update on USDA Loan.**

**A. USDA Loan/Well Rehab Project Update**

A Bid meeting was held on January 11<sup>th</sup>, and the bids were opened on January 30<sup>th</sup>. Currently the lowest bidder is Raminha Construction at \$377,500. Until all bidding required forms from

the lowest bidder are approved by the USDA, an official lowest bidder has not yet been announced. Final approval is determined and accepted by the USDA.

#### **B. WRAC/County Grant for Purple Pipe**

Currently Staff is working on completing the Grant Application questionnaires (5 in total). All final responses are due by February 28<sup>th</sup> to the consulting firm in order for them to meet the March deadline from the State. Staff will be finished with all questions by February 22<sup>nd</sup>.

#### **C. Grant for Repaving Streets with Tire Derived Aggregate**

There are currently Grants available for communities that will repave their streets with Tire Derived Aggregate. Staff has been given the Grant Cycles that are available. Once it is determined if the District has received the Grant to Purple Pipe the District and a construction schedule has been set, Staff will enter into the Grant process with the State. The State Program sets the repaving schedule and it cannot be changed once set.

### **3. Small Scale Recycled Water Project –**

#### **A. SEP Fund settlement Agreement Satisfaction of Order from RWQCB**

The Central Coast Water Board has reviewed the SSRWF Completion Report submitted by staff in September 2012. The report provides the necessary information and documentation regarding the construction and completion of the Small Scale Tertiary Wastewater Treatment System. The San Simeon Community Services District has no further obligation under the terms of the Settlement Agreement and Stipulation for Administrative Civil Liability Order No. R3-2010-0033. Water Board staff is working on renewal of the wastewater treatment plant's permit and will be including permit conditions for the operation of the SSRWF.

#### **B. Verbal Update on Status of distribution Permit**

The California Department of Public Health (CDPH) has sent a letter to the Regional Water Quality Control Board (RWQCB) that the District project completion report, training guide, manual and procedures guide have been approved. The distribution permit is still at the RWQCB level. Staff has been advised that District's request for permit approval will be on the September RWQCB Agenda.

#### **B. Superintendent's Report - Activities of January 2013**

##### **Wastewater Treatment Plant**

- The wastewater treatment plant performed well this month. Staff continued with the manufacturer's recommended preventive maintenance on the facility equipment.
- Staff performed all sampling, testing and reporting at the wastewater treatment plant as required by the RWQCB.

- The 2012 Wastewater Treatment Plant Annual Report was completed and submitted to the RWQCB.
- One load of sludge was hauled away.

**Water Distribution System**

- All routine sampling and testing was performed.
- Monthly meter reading was performed.

**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.
- Graffiti removal was performed on the benches and sidewalk on and around the Pico Avenue beach access.
- Pot holes were filled on Avonne Avenue.

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

**BILLING**  
January 31, 2013

December Billing Revenue	\$ 33,388.70
January Billing Revenue	\$ 43,124.96
Past Due (31 to 60 days)	\$ 51.12
Past Due (60 days)	\$ 364.64

**RABOBANK SUMMARY**  
Ending Balances January 31, 2013

<b>Money Marketing Account</b>	
Closing Balance	\$ 409,4536.80
Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 43,470.00)
<b>Available Funds</b>	<b>\$ 116,066.88</b>
General Checking Account	\$ 169,466.05
Well Rehab Project/USDA Checking Account	\$ 100.00
LAIF Closing Balance January 31, 2013	\$ 516.62
Accounts Payable (As of January 31, 2013)	\$ 13,103.32

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

Besides general District duties, January was a quiet month. Counsel assisted staff with questions for the RWQCB and USDA.

**5. ITEMS OF BUSINESS**

**A. Approval of last month's minutes - January 09, 2013.**

Motion to approve Minutes as is.

Motion by: Director Williams

2<sup>nd</sup> by: Director Price

All in: 5 /0

**B. Approval of Disbursements Journal – February 20, 2013.**

Motion to approve Disbursement Journal. Please note that check 6799 was voided.

Motion by: Director Price

2<sup>nd</sup> by: Vice-Chair McAdams

All in: 5/0

**6. DISCUSSION/ACTION ITEMS**

**A. Board Office Elections for Chair and Vice-Chair positions.**

**Motion made to have Director Ricci as Chairperson**

Motion by: Director McAdams

2<sup>nd</sup> by: Director Price

All in: 5/0

**Motion made to have Director McAdams as Vice-Chairperson**

Motion by: Director Price

2<sup>nd</sup> by: Director Williams

All in: 5 /0

**7. Board Committee Reports – None**

**8. Board Reports – None**

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

1. Director Fields would like to put on Agenda Discussion of whether or not to send a letter to the State/Congresswoman etc. regarding the use of our recycled water.
2. Chairperson Ricci would like to have a meeting to Discuss/review Brown Act and San Simeon CSD Board Policies.

**10. ADJOURNMENT@6:56PM**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Disbursements Journal**  
 March 2013

Type	Date	Num	Name	Memo	Amount	Balance
<b>1020 - General checking</b>						
Paycheck	03/07/2013	6815	ALAN FIELDS	Board service	-92.35	166,942.30
Paycheck	03/07/2013	6816	DAN WILLIAMS	Board service	-92.35	166,849.95
Paycheck	03/07/2013	6817	DOLORES RICCI	Board service	-92.35	166,757.60
Paycheck	03/07/2013	6818	LEROY E PRICE	Board service	-92.35	166,665.25
Paycheck	03/07/2013	6819	RALPH N MCADAMS	Board service	-92.35	166,572.90
Check	03/07/2013	6820	David Birri	Acct 143	-50.00	166,522.90
Check	03/07/2013	6821	Nancy Merrifield	Acct 157 9395 Jasper Way	-50.00	166,472.90
Bill Pmt	03/07/2013	6822	APTwater, Inc	Operations management	-38,360.45	128,112.45
Bill Pmt	03/07/2013	6823	Glenn Burdette	Services	-1,200.00	126,912.45
Bill Pmt	03/07/2013	6824	MICHAEL O'NEILL	Monthly maintenance fee	-275.00	126,637.45
Bill Pmt	03/07/2013	6825	Phoenix Civil Engineering, Inc	Engineering services	-1,540.00	125,097.45
Bill Pmt	03/07/2013	6826	ROBERT W SCHULTZ ESQ.	Services	-1,725.00	123,372.45
Bill Pmt	03/07/2013	6827	RVS Software	Annual software maintenance and updates	-452.00	122,920.45
					-44,114.20	122,920.45
					<u>-44,114.20</u>	<u>122,920.45</u>

## **DISCUSSION & ACTION ITEMS**

**Discussion Action Items**  
**March 13, 2013**

**A. Update Parking Ordinance 107 with consistent parking times.**

Ordinance 107 is included in the Board packet for review of Sections 4 and 5 (listed below). Staff recommends changing the time designated in Section 5 (Midnight to 6:00 A.M.) to be consistent with the time designated in Section 4 (10:00 P.M. and 6:00 A.M.). Sections 4 and 5 have been listed below; if the suggested modification is approved Staff will create a new Ordinance and bring that to the April 10, 2013 meeting as a Discussion Action Item.

**SECTION 4: SLEEPING IN VEHICLES.** It is unlawful for any person to sleep in any vehicle parked on any street within the San Simeon Community Services District owned or maintained by the District between the hours of 10:00 P.M. and 6:00 A.M. of the following day.

**SECTION 5: PARKING OF RECREATIONAL AND COMMERCIAL VEHICLES.** No recreational vehicle as defined in Health and Safety Code Section 18010, semi-trailer as defined in Vehicle Code Section 550, trailer as defined in Vehicle Code Section 630, trailer coach as defined in Vehicle Code Section 635, or truck tractor as defined in Vehicle Code Section 655 shall be parked or left standing between the hours of Midnight and 6:00 A.M. upon any street within the San Simeon Community Services District ("District") owned or maintained by the District unless a permit has first been issued therefore by the Manager of the District or an authorized representative of the District.

**B. Selection date for Brown Act, SSCSD Policy and Conflict of Interest Workshop.** Discussion to determine the date for a workshop described above.

ORDINANCE NO. 107

AN ORDINANCE OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT  
REPEALING, AMENDING, AND REENACTING ORDINANCE 67 and 88 REGARDING  
PARKING REGULATIONS

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF  
THE SAN SIMEON COMMUNITY SERVICES DISTRICT AS FOLLOWS:

**SECTION 1: REPEAL and REENACT.** That Ordinance 67 and 88 are hereby repealed, amended, and reenacted to read as follows:

**SECTION 2: PARKING FOR MORE THAN SEVENTY-TWO HOURS PROHIBITED.** Pursuant to California Vehicle Code Section 22507, no motor vehicle shall be parked or left standing upon any street, highway, or public area (whether improved or unimproved) within the District for seventy-two or more consecutive hours without having been moved at least one-tenth of a mile during that period.

**SECTION 3: PARKING OF BROKEN DOWN OR WRECKED VEHICLES.** No person shall park or stand or permit to remain for a longer period than two (2) hours on any public street, any motor vehicle unless it is registered and the appropriate fees have been paid under the California Vehicle Code or any motor vehicle that is wrecked or incapable of operating under its own power.

**SECTION 4: SLEEPING IN VEHICLES.** It is unlawful for any person to sleep in any vehicle parked on any street within the San Simeon Community Services District owned or maintained by the District between the hours of 10:00 P.M. and 6:00 A.M. of the following day.

**SECTION 5: PARKING OF RECREATIONAL AND COMMERCIAL VEHICLES.** No recreational vehicle as defined in Health and Safety Code Section 18010, semi-trailer as defined in Vehicle Code Section 550, trailer as defined in Vehicle Code Section 630, trailer coach as defined in Vehicle Code Section 635, or truck tractor as defined in Vehicle Code Section 655 shall be parked or left standing between the hours of Midnight and 6:00 A.M. upon any street within the San Simeon Community Services District ("District") owned or maintained by the District unless a permit has first been issued therefore by the Manager of the District or an authorized representative of the District.

**SECTION 6: EXCEPTION.** Notwithstanding Section 5, a recreational vehicle, semi-trailer, trailer or trailer coach or truck tractor may be parked in the District if a 72-hour parking permit is issued pursuant to this section. The purpose of a parking permit is to allow users of a recreational vehicle, semi-trailer, trailer or trailer coach or truck tractor to park adjacent to their residences or businesses to load and unload and to allow out-of-town visitors to park in front of the residence which they are visiting for a limited time period. The provisions of this section shall not

supersede any covenants, conditions and restrictions or other private agreements. The terms of such parking permit shall be as follows:

A. Issuance of Permit. Parking Permits shall be issued by the General Manager or his/her designee, upon receipt of an application on a form the District shall establish for that purpose. Any resident of the District may obtain a parking permit authorizing him or her to park such a vehicle in front of his or her residence or place of business. Any out-of-town visitor of a residence may obtain a parking permit authorizing the visitor to park such vehicle in front of such residence, but may not reside in that vehicle overnight while it is so parked, or run water, waste or power lines to the vehicle over a public right of way. For purposes of this section, "out-of-town visitor" means any person who does not reside in the District.

B. Description of Permit; display. The Parking Permit shall include the license number of the vehicle authorized to be parked, the date of issuance, the time period the Parking Permit is valid, and the telephone number of the applicant. Such permit shall be taped to the vehicle on the inside of driver's side window and be clearly visible to District staff and the public.

C. Duration and renewal. The parking permit shall be valid for 72 hours. Upon expiration of a parking permit issued under this section, the applicant may apply for and be granted a parking permit if the applicant still qualifies under the conditions set forth herein. In no event shall more than two (2) parking permits be issued to an applicant within a thirty-day period.

**SECTION 5: POSTING OF NOTICE.** Appropriate signs or markings giving adequate notice of the restrictions provided for in this Ordinance shall be placed upon the affected streets and highways. Notice of removal of vehicle for violation of this Ordinance shall also be provided.

**SECTION 6: VIOLATIONS AND PENALTIES.** Any person who is in violation of any provision of this Ordinance shall be issued a citation by the General Manager or his/her designee in the following amounts:

- a. A fine not exceeding fifty dollars (\$50) for a first violation;
- b. A fine not exceeding one hundred dollars (\$100) for a second violation of this Ordinance within one year;
- c. A fine not exceeding two hundred fifty dollars (\$250) for each additional violation of this Ordinance within one year.

Furthermore, pursuant to section 22651 of the California Vehicle Code, any recreational vehicle, utility trailer, or camper parked or left standing on a public street or highway within the district in violation of this Ordinance may be removed from the street or highway. Any person whose vehicle has been towed away under this Ordinance will be responsible for paying any District costs and/or towing costs directly to the towing company in order to reclaim the vehicle.

**SECTION 7: SEVERABILITY.** If any subdivision, paragraph, sentence, clause, or phrase of this Ordinance is, for any reason, held to be invalid or unenforceable by a court of competent

jurisdiction, such invalidity or unenforceability shall not affect the validity or enforcement of the remaining portions of this Ordinance, or of any other provisions of other ordinances of the District. It is the District's express intent that each remaining portion would have been adopted, irrespective of the fact that one or more subdivisions, paragraphs, sentences, clauses or phrases be declared invalid or unenforceable.

**SECTION 8: EFFECTIVE DATE.** This Ordinance shall become effective immediately upon its adoption.

**SECTION 9. PUBLICATION.** Within fifteen (15) days of passage, this Ordinance shall be published one time in a newspaper of general circulation published in the District, if there is one, and if not, then this Ordinance shall be posted for one week in three (3) public places in the District.

On motion of Director Ricci, Seconded by Director Russell, and on the following roll call vote to wit:

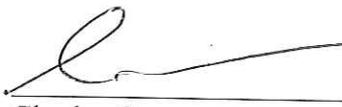
Chairperson Lambeth	<u>Y</u>	Vice-Chair Russell	<u>Y</u>	Director Ricci	<u>Y</u>
Director Fields	<u>Y</u>	Director Price	<u>Y</u>		

Ordinance No.107 is hereby adopted this 14th day of April, 2010.

ATTEST:

  
Terry Lambeth  
President, Board of Directors

ATTEST:

  
Charles Grace  
General Manager/  
District Secretary

APPROVED AS TO FORM

  
Robert Schultz  
District Counsel