

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



BOARD PACKET

**Wednesday, February 8, 2012
Regular Meeting 6:00 pm**

Cavalier Banquet Room
250 San Simeon Avenue
San Simeon, CA

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING

Wednesday, February 8, 2012

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. CLOSED SESSION: No Closed Session

2. REGULAR SESSION: 6:00

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 – Update from Sheriff's Office Representative on service in San Simeon for the month of January.

B. Public Comment

4. STAFF REPORTS

A. General Manager's Report

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

2. Grants, Loans and Partnership Opportunities – Verbal Update on USDA Loan and SLO COG Byways Grant.

3. Point of Diversion – Verbal Update on Emergency Well #3.

4. Small Scale Recycled Water Project – Verbal update on Status of project.

B. Superintendent's Report

1. **Wastewater Treatment Plant** – Summary of operations and maintenance for January.
2. **Water Distribution Systems** – Distribution performance for the Month of January.
3. **District Streets Maintenance** – Summary of street maintenance.

C. District Financial Summary – Update on Monthly Financial Status for close of business January 31, 2012.

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

5. ITEMS OF BUSINESS

- A. **Approval of last month's minutes** - January 11, 2012.
- B. **Approval of Disbursements Journal** - February 8, 2012.

6. DISCUSSION/ACTION ITEMS

- A. **Resolution NO. 12-346** - CEQA exemption for the Small Scale Recycled Water Project.

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 January

General Manager's Report
February 8, 2012

1. Staff Activities:

In addition to routine activities, Staff coordinated with the Sheriff's administration and County agencies for the Town Hall meeting, met with Cal Rural Water Agency to complete the SSCSD Emergency Response Plan and Vulnerability Assessment, continued to work with Phoenix Engineering on the SSRWP, and USDA Division one document submittal. Staff worked with Olivera Consulting for SSRWP CEQA exemption and worked with District Counsel and Phoenix Engineering on the USDA Engineering contract negotiations. Staff met with RWQCB to finalize approval of Small Scale Recycled Water Project and installed the Honor Library at the SSCSD office and worked with the Red Cross to bring classes to the San Simeon residents.

2. Grants, Loans and partnership Opportunities

A. USDA:

Staff is finalizing the "front end documents" with Phoenix Engineering for the USDA loan application and posted notice for the Request for Quote for the Well Head Rehabilitation Construction Management task.

B. National Byways Grant/ADA Access Improvement

Given the Board's approval during the January Board Meeting, Staff has contracted with Phoenix Engineering to design the Pico Road and San Simeon Avenue beach access repair.

3. Point of Diversion

The Point of Diversion permit application was approved by the State Water Resources Control Board. Staff has been in contact with the SWRCB with the expectation that an approval letter will be sent to SSCSD.

4. Small Scale Recycled Water Project

Staff is making equipment purchases and coordinating with Phoenix Engineering, the general contractor and the electrical contractor to install the system.

SUPERINTENDENT'S REPORT
Jerry Copeland

Facilities update for January

SANSIMEON COMMUNITY SERVICES DISTRICT

Superintendent's Report

Activities of January 2012

Wastewater Treatment Plant

- The wastewater treatment plant performed well this month. Staff continued with the manufacturer's recommended preventive maintenance on the facility equipment.
- At the time of this report, staff is in the process of resurfacing the stand-by generator at the wastewater treatment plant.
- Staff continued to work with Phoenix Engineering gathering data and performing more sampling and testing for the engineering report for the small scale water recycling facility.
- Staff completed and submitted annual report to the Regional Water Quality Control Board.
- There was one load of sludge hauled away this month.

Water Distribution System

- All routine sampling and testing was performed.
- Monthly meter reading was performed.
- While compiling data for the Superintendent's report for December of 2011, it was discovered that the meter on Well #1 was intermittently malfunctioning. Staff immediately began exploring a remedy. The Well #1 meter replacement part has been ordered and will be installed upon arrival. Staff is estimating the amount of water produced on the days the meter is registering incorrectly, by using a five year daily average for the month of January. Staff has also included in this report adjusted values for December 2011 using the same method for the month of December.
- The motor for Well #2 had an electrical problem and had to be taken offline for repairs. Those repairs have been completed and Well #2 is back online.

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 - January 2012

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
01/01/12	Sun	89,106	86,940	88,862	0	88,862	10.4	10.5	0.00	15,840
01/02/12	Mon	91,086	88,910	67,697	0	67,697			0.00	19,802
01/03/12	Tue	77,515	78,890	0	67,844	67,844	10.4	10.5	0.00	8,875
01/04/12	Wed	72,656	73,660	0	66,722	66,722	10.4	10.5	0.00	6,885
01/05/12	Thu	71,296	71,990	71,883	35,605	107,488	10.3	10.4	0.00	10,553
01/06/12	Fri	72,038	66,460	67,697	0	67,697			0.00	7,522
01/07/12	Sat	79,635	73,970	63,206	0	63,206	10.6	10.7	0.00	6,897
01/08/12	Sun	71,284	71,490	24,385	0	24,385			0.00	8,907
01/09/12	Mon	63,027	59,370	67,697	0	67,697	10.5	10.6	0.00	6,746
01/10/12	Tue	62,657	63,470	47,199	0	47,199	10.6	10.7	0.00	5,930
01/11/12	Wed	60,931	54,760	46,077	0	46,077	10.6	10.7	0.00	6,452
01/12/12	Thu	60,522	57,760	60,513	0	60,513	10.6	10.7	0.00	5,726
01/13/12	Fri	70,788	54,530	60,214	0	60,214	10.5	10.6	0.00	7,492
01/14/12	Sat	88,754	82,040	69,190	0	69,190	10.6	10.7	0.00	8,966
01/15/12	Sun	84,452	81,820	67,697	0	67,697			0.00	6,732
01/16/12	Mon	71,134	69,150	67,697	0	67,697			0.00	11,485
01/17/12	Tue	66,025	64,880	67,697	0	67,697	10.6	10.7	0.00	7,790
01/18/12	Wed	64,501	60,580	67,697	0	67,697			0.00	5,158
01/19/12	Thu	59,393	59,990	57,372	0	57,372	10.5	10.6	0.00	6,052
01/20/12	Fri	100,075	90,870	55,277	0	55,277	10.5	10.6	0.00	5,223
01/21/12	Sat	96,478	97,400	60,513	0	60,513	9.9	10.0	1.80	9,737
01/22/12	Sun	122,427	108,930	63,954	0	63,954	10.3	10.4	0.05	9,575
01/23/12	Mon	99,959	115,610	58,120	0	58,120	9.5	9.6	1.50	13,359
01/24/12	Tue	83,590	81,080	67,697	0	67,697	10.7	10.8	0.20	11,089
01/25/12	Wed	71,380	66,000	67,697	0	67,697	10.6	10.7	0.00	8,675
01/26/12	Thu	66,407	60,800	67,697	0	67,697	10.9	11	0.00	6,821
01/27/12	Fri	70,920	65,750	67,697	0	67,697	11.0	11.1	0.00	6,788
01/28/12	Sat	79,555	69,580	67,697	0	67,697	11.2	11.3	0.00	7,879
01/29/12	Sun	82,554	82,790	53,108	0	53,108	11.2	11.3	0.00	9,863
01/30/12	Mon	65,916	67,050	51,687	0	51,687	11.2	11.3	0.00	8,394
01/31/12	Tue	58,609	55,880	67,697	0	67,697	11.3	11.4	0.00	13,177
TOTALS		2,374,670	2,282,400	1,811,620	170,170	1,981,790				274,390
Average		76,602	73,626	58,439	5,489	63,929	10.6	10.7	0.11	8,851
Minimum		58,609	54,530	0	0	24,385	9.5	9.6	0.00	5,158
Maximum		122,427	115,610	88,862	67,844	107,488	11.3	11.4	1.80	19,802

The total for water pumped by Well #1 is an estimate due to the meter is not always accurate. Staff has ordered the part to repair it.

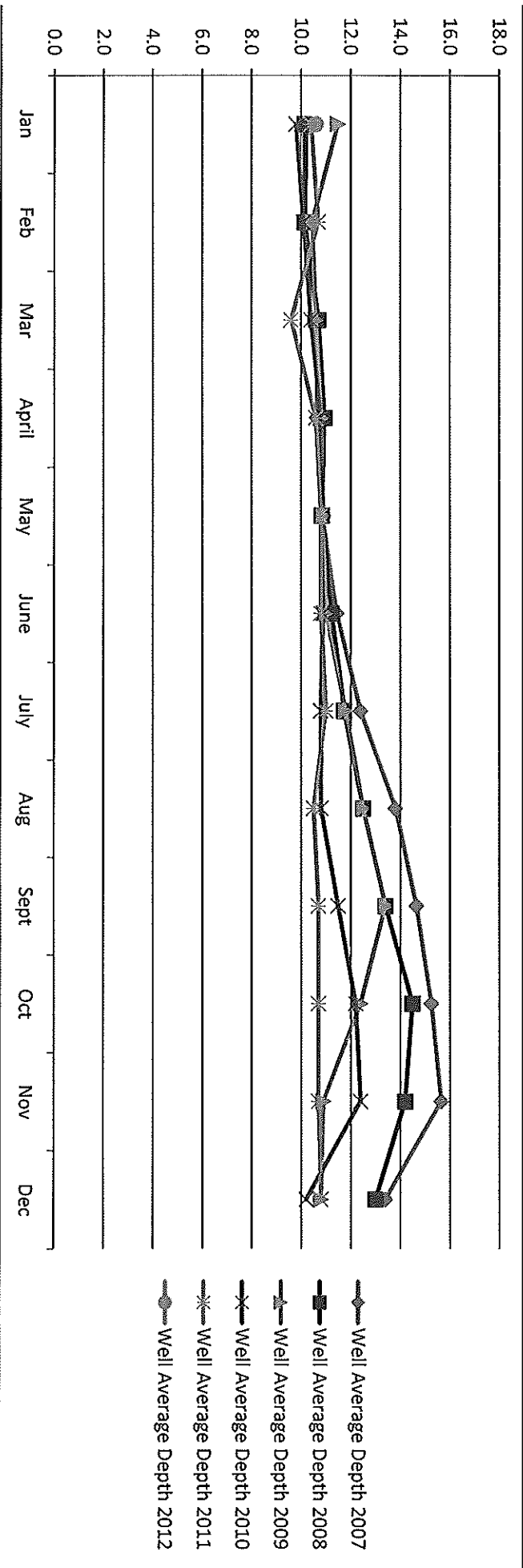
This spreadsheet is using a daily average of gallons pumped during the month of January in the last five years on the off days. That number is 67697 GPD.

DATA SUMMARY SHEET

	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
2012													
Wastewater Final Effluent (Month Cycle)	2,282,400												2,282,400
Wastewater Influent	2,374,670												2,374,670
Adjusted Wastewater Influent (- State Flow) *	2,100,280												2,100,280
Water Produced (Month cycle)	1,981,790												1,981,790
Sewer Influent/Water Produced Ratio	1.15												N/A
Adjusted Sewer/Water Ratio	1.06												N/A
Total Well Production	1,981,790												1,981,790
Well 1 Water Pumped	1,811,620												1,811,620
Well 2 Water Pumped	170,170												170,170
Water Well 1 Avg Depth to Water	10.6												N/A
Water Well 2 Avg Depth to Water	10.7												N/A
Average Depth of Both Wells	10.7												N/A
Change in Average Well Depth from 2010	-0.2												N/A
State Wastewater Treated	274,390												274,390
State % of Total WW Flow	12%												N/A
Biosolids Removal (Gallons)	6,000												6,000
WW Permit Limitation Exceeded	0												0
Constituent Exceeded	None												N/A
Sample Limit	N/A												N/A
Sample Result	N/A												N/A
2011													
Wastewater Influent	2,751,319	2,612,956	3,533,336	2,489,112	2,448,333	2,789,621	3,220,512	3,224,824	2,760,550	2,635,506	2,383,662	2,337,981	Total for 2011 33,187,712
Adjusted Wastewater Influent (- State Flow) *	2,391,644	2,225,772	3,067,170	2,182,733	2,136,474	2,444,591	2,748,834	2,768,508	2,441,709	2,366,703	2,154,301	2,089,096	29,016,535
Water Produced (Month cycle)	1,767,449	1,521,806	1,554,527	2,091,782	2,300,004	2,542,228	3,134,419	3,130,978	2,710,594	2,336,032	1,796,995	1,485,182	26,350,996
Sewer Influent/Water Produced Ratio	1.56	1.60	2.27	1.19	1.07	1.10	1.03	1.03	1.02	1.13	1.30	1.60	N/A
Adjusted Sewer/Water Ratio	1.35	1.70	1.97	1.14	0.93	0.96	0.88	0.88	0.90	1.01	1.20	1.43	N/A
Average Depth of Both Wells	10.5	10.7	9.6	10.6	10.8	10.8	11.0	10.5	10.7	10.7	10.7	10.8	N/A
Change in Average Well Depth from 2010	-0.7	-0.6	+0.8	+0.2	0.0	+0.1	-0.3	+0.3	+0.8	+1.5	+1.7	-0.6	N/A
State Wastewater Treated	359,675	284,781	466,166	306,379	311,859	345,030	471,678	456,316	318,841	269,803	228,361	248,885	4,067,774
State % of Total WW Flow	13%	13%	13%	12%	13%	12%	15%	14%	12%	10%	10%	11%	N/A
Biosolids Removal (Gallons)	6,000	6,000	6,000	6,000	6,000	6,000	0	12,000	6,000	6,000	6,000	0	66,000
WW Permit Limitation Exceeded	1	None	None	None	None	None	None	None	None	None	None	None	1
Constituent Exceeded	Coliform	0	0	0	0	0	0	0	0	0	0	0	N/A
Sample Limit	2400	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	3000	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 2007	10.3	10.2	10.7	10.7	10.9	11.5	12.4	13.8	14.7	15.3	15.7	13.4
Well Average Depth 2008	10.2	10.2	10.7	11.0	10.9	11.3	11.8	12.5	13.4	14.5	14.2	13.0
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											



San Simeon Community Services District - Monthly Data Report - December 2011

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
12/01/11	Thu	42,032	52,160	0	0	0	11.1	11.2	0.00	4,175
12/02/11	Fri	66,005	55,450	21,393	54,155	75,548	10.9	11.0	0.00	290
12/03/11	Sat	77,441	73,700	0	64,478	64,478	11.1	11.2	0.00	8,096
12/04/11	Sun	69,973	67,430	0	62,159	62,159	11.0	11.1	0.00	6,864
12/05/11	Mon	59,004	60,220	0	61,411	61,411	11.0	11.1	0.00	4,916
12/06/11	Tue	68,011	50,330	0	53,482	53,482	10.9	11.0	0.00	5,125
12/07/11	Wed	69,522	50,590	0	56,549	56,549	10.9	11.0	0.00	5,344
12/08/11	Thu	76,116	46,180	0	0	0	10.9	11.0	0.00	6,022
12/09/11	Fri	40,016	56,600	69,337	0	69,337			0.00	3,733
12/10/11	Sat	105,662	60,110	62,757	0	62,757	10.9	11.0	0.00	6,101
12/11/11	Sun	60,094	60,350	60,962	0	60,962	10.7	10.8	0.00	7,668
12/12/11	Mon	59,630	72,060	53,856	0	53,856	10.5	10.6	0.30	6,585
12/13/11	Tue	52,688	59,930	69,337	0	69,337	10.3	10.4	0.30	5,272
12/14/11	Wed	55,213	54,510	69,337	0	69,337	10.3	10.4	0.00	4,781
12/15/11	Thu	57,064	68,570	69,337	0	69,337	10.4	10.5	0.00	4,837
12/16/11	Fri	56,000	42,430	69,337	0	69,337			0.00	4,718
12/17/11	Sat	71,778	62,250	0	66,647	66,647	10.3	10.4	0.00	5,636
12/18/11	Sun	70,956	65,780	0	67,021	67,021	10.3	10.4	0.00	9,377
12/19/11	Mon	66,944	83,110	0	61,411	61,411	10.3	10.4	0.00	7,187
12/20/11	Tue	69,810	66,140	0	63,879	63,879	10.2	10.3	0.00	7,791
12/21/11	Wed	77,605	72,230	0	64,702	64,702	10.8	10.9	0.00	8,540
12/22/11	Thu	68,027	73,790	0	66,422	66,422	10.9	11.0	0.00	10,674
12/23/11	Fri	76,076	75,840	58,568	0	58,568	10.9	11.0	0.00	7,509
12/24/11	Sat	84,537	78,370	69,337	0	69,337	10.7	10.8	0.00	10,495
12/25/11	Sun	69,445	67,790	69,337	0	69,337			0.00	11,570
12/26/11	Mon	100,539	91,410	69,337	0	69,337			0.00	4,380
12/27/11	Tue	114,508	110,610	64,478	0	64,478	10.5	10.6	0.00	14,060
12/28/11	Wed	120,088	131,440	79,138	0	79,138	10.4	10.5	0.00	15,258
12/29/11	Thu	114,913	119,070	85,347	0	85,347	10.5	10.6	0.00	26,470
12/30/11	Fri	109,528	115,510	62,757	0	62,757			0.00	9,506
12/31/11	Sat	108,756	108,410	35,306	24,385	59,691	10.5	10.6	0.00	15,905
TOTALS		2,337,981	2,252,370	1,139,258	766,700	1,905,958			0.60	248,885
Average		75,419	72,657	36,750	24,732	61,483	10.7	10.8	0.02	8,029
Minimum		40,016	42,430	0	0	0	10.2	10.3	0.00	290
Maximum		120,088	131,440	85,347	67,021	85,347	11.1	11.2	0.30	26,470

The total for water pumped by Well #1 in December's report was incorrect due to a meter malfunction.

This is a revised version using a daily average of gallons pumped from Well #1 during the month of December in the last five years. That number is 69337 GPD.

DISTRICT FINANCIALS
January 31, 2011

***Financial Summary**

*** Balance Sheet**

*** Water Sales & Production**

SAN SIMEON COMMUNITY SERVICES DISTRICT

FINANCIAL SUMMARY

BILLING

January 31, 2011

December Billing Revenue	\$ 41,560.87
January Billing Revenue	\$ 41,441.52
Past Due (31 to 60 days)	\$ 199.11
Past Due (60 days)	\$ 339.37

RABOBANK SUMMARY
Ending Balances January 31, 2011

Money Marketing Account

Closing Balance	\$407,710.41
Reserve Fund	(\$250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$114,240.41

SEP ACCOUNT 1	\$113,741.10
SEP ACCOUNT 2	\$ 42,117.40
SEP ACCOUNT 3	<u>\$ 6,008.00</u>
Total SEP Funds	\$161,866.50

Checking Account Balance	\$106,404.15
Well Rehab Project/USDA Account	\$ 100.00
Accounts Payable	\$ 1,058.92

LAIF Closing Balance December 31, 2011 **\$ 514.31**

SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of January 31, 2012

	Jan 31, 12
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1020 · General checking	106,404.15
1022 · USDA checking	100.00
1025 · Construction fund	161,866.50
1040 · Cash in county treasury	619.54
1050 · LAIF - nonrestricted cash	513.82
1060 · Money Market Account 9548643039	407,710.41
Total Checking/Savings	677,364.42
Other Current Assets	
1200 · Accounts receivable	41,441.52
1300 · Prepaid expenses	3,647.75
Total Other Current Assets	45,089.27
Total Current Assets	722,453.69
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	155,229.22
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	281,944.92
Total 1400 · Fixed assets	3,188,741.48
1690 · Accumulated depreciation	(1,751,820.92)
Total Fixed Assets	1,436,920.56
TOTAL ASSETS	2,159,374.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts payable	1,058.92
Total Accounts Payable	1,058.92
Other Current Liabilities	
2020 · Other accrued liabilities	61,891.84
2100 · Payroll liabilities	69.50
2500 · Customer security deposits	10,458.13
2510 · Connect hookup wait list	43,470.00
Total Other Current Liabilities	115,889.47
Total Current Liabilities	116,948.39
Total Liabilities	116,948.39
Equity	
3200 · Fund balance	2,043,512.47
Net Income	(1,086.61)
Total Equity	2,042,425.86
TOTAL LIABILITIES & EQUITY	2,159,374.25

Historical Revenue Fiscal Year

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$20,110.3	\$21,949.0	\$15,884.6	\$16,813.3	\$11,056.9	\$11,424.7	\$12,916.2	\$11,164.3	\$10,891.2	\$14,675.1	\$15,113.9	\$15,565.2	\$177,564.5
Sewer	\$14,888.4	\$16,786.8	\$12,513.6	\$16,072.2	\$10,514.6	\$10,764.3	\$12,090.7	\$10,358.4	\$10,180.4	\$13,537.1	\$13,664.3	\$14,237.7	\$155,608.3
Service	\$3,026.4	\$3,027.0	\$3,027.0	\$3,100.5	\$3,056.4	\$3,027.0	\$3,027.0	\$3,012.3	\$3,012.3	\$3,056.4	\$3,041.7	\$3,041.7	\$36,455.7
Total	\$38,025.0	\$41,762.8	\$31,425.2	\$35,985.9	\$24,627.9	\$25,216.0	\$28,033.9	\$24,535.0	\$24,083.8	\$31,268.5	\$31,819.9	\$32,844.6	\$369,628.5
Water Sold Cu Ft	391070	416325	314625	330591	214430	233672	246690	223112	207332	288896	289767	293166	3449676
Water Sold acre ft	8.98	9.56	7.22	7.59	4.92	5.36	5.66	5.12	4.76	6.63	6.65	6.73	79.19

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$18,173.0	\$18,627.8	\$16,595.1	\$15,204.0	\$11,089.7	\$11,820.6	\$14,655.9	\$12,301.9	\$12,308.1	\$17,354.2	\$16,361.6	\$23,235.2	\$187,727.1
Sewer	\$17,131.8	\$17,715.1	\$16,373.1	\$15,130.5	\$10,808.6	\$11,430.7	\$14,474.7	\$12,023.6	\$11,960.2	\$17,100.5	\$15,949.3	\$22,296.5	\$182,394.7
Service	\$3,208.9	\$3,210.2	\$3,495.9	\$3,465.2	\$3,481.9	\$3,515.4	\$3,498.7	\$3,498.7	\$3,481.9	\$3,498.7	\$3,498.7	\$3,481.9	\$41,336.0
Total	\$38,513.8	\$39,553.2	\$36,464.1	\$33,799.7	\$25,380.2	\$26,766.7	\$32,629.3	\$27,824.2	\$27,750.2	\$37,953.3	\$35,809.5	\$49,013.6	\$411,457.8
Water Sold Cu Ft	338115	340942	280448	264487	185365	200865	245098	206476	206159	292035	272744	384783	3207517
Water Sold acre ft	7.76	7.83	6.44	5.84	4.26	4.61	5.63	4.74	4.73	6.70	6.26	8.83	73.63

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$23,422.1	\$24,495.2	\$24,323.5	\$18,281.7	\$17,712.1	\$13,309.5	\$14,079.9	\$14,436.8	\$14,580.3	\$15,978.4	\$17,181.9	\$20,045.1	\$217,846.3
Sewer	\$21,589.4	\$22,706.9	\$22,330.6	\$16,837.1	\$17,839.7	\$13,259.2	\$14,010.9	\$14,599.5	\$13,759.0	\$16,248.7	\$17,077.0	\$20,232.7	\$210,490.6
Service	\$3,835.7	\$3,820.5	\$3,802.2	\$3,802.2	\$3,802.2	\$3,857.1	\$3,820.5	\$3,838.8	\$3,802.2	\$3,802.2	\$3,820.5	\$3,802.2	\$45,806.6
Total	\$48,847.2	\$51,022.6	\$50,456.4	\$38,921.0	\$39,354.1	\$30,425.7	\$31,911.3	\$32,875.1	\$32,141.5	\$36,029.3	\$38,079.4	\$44,080.0	\$474,143.4
Water Sold Cu Ft	370034	403035	381961	302816	275704	203414	216577	220129	214084	243460	269171	304596	3404981
Water Sold acre ft	8.49	9.25	8.77	6.95	6.33	4.67	4.97	5.05	4.91	5.59	6.18	6.99	78.17

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$29,080.9	\$30,541.4	\$24,905.3	\$23,664.7	\$18,603.5	\$18,224.2	\$18,368.8						\$163,388.9
Sewer	\$30,694.0	\$32,170.1	\$26,341.4	\$24,926.1	\$19,583.4	\$19,169.6	\$19,403.2						\$172,287.8
Service	\$4,272.0	\$4,231.1	\$4,251.5	\$4,251.5	\$4,251.5	\$4,272.0	\$4,251.5						\$29,781.1
Total	\$64,046.8	\$66,942.6	\$55,498.2	\$52,842.4	\$42,438.4	\$41,665.8	\$42,023.5	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0	\$365,457.8
Water Sold Cu Ft	394069	413435	337511	319681	252605	247832	248528						2213661
Water Sold acre ft	9.05	9.49	7.75	7.34	5.80	5.69	5.71	0.00	0.00	0.00	0.00	0.00	50.82

2011 / 2012

ITEMS OF BUSINESS

*** Minutes – January 11, 2012**

*** Disbursements Journal –
February 08, 2012**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, January 11, 2012
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. CLOSED SESSION: No Closed Session

2. REGULAR SESSION: @6:04 pm

A. Roll Call

Chairperson Lambeth – Present
Vice-Chair Ricci – Present
Director Fields – Present
Director Price – Present
Director McAdams - Present

General Manager – Charlie Grace
Counsel – Robert Schultz
Sheriff's Admin – Sr. Deputy Steeb
Phoenix Eng. – Jon Turner

B. Pledge of Allegiance

3. PUBLIC COMMENT: None

A. Nominations and elections for Board of Director Chairperson and Vice-Chairperson.

Motion made to leave San Simeon Board officers as is.

Motion by: Director Price
2nd by: Director McAdams
All in: 5/0

B. Sheriff's Report – Update from Sheriff's Office Representative on service in San Simeon for the month of December.

There were 74 calls for service for the month of December. 12 of the 74 calls required emergency services. Only 3 reports were taken (1 arrest for narcotics/under the influence, 1 burglary, 1 driving without a license).

Year end stats for the 2011: 692 calls for service in San Simeon CSD, 1,862 from Cayucos CSD, and 3,292 from Cambria CSD in Beat 3 (which is from the edge of Morro Bay to the County Line).

C. Public Comment: None

4. STAFF REPORTS

1. Staff Activities:

In addition to routine activities, Staff coordinated with Phoenix Engineering regarding the small scale recycled water project, worked with County Code Enforcement on issues with excess RV's on a property, Coordinating with the Sheriff's Administration for a Meet and Greet with the Sheriff for a February event, worked with Counsel and Phoenix Engineering on the USDA Engineering Contract negotiations and worked with Auditors to complete the 2010-2011 Audit. Staff also met with RWQCB to receive the final approval of the Small Scale Recycled Water Project.

2. Grants, Loans and partnership Opportunities

A. USDA

Staff is completing the "front end documents" for the USDA loan application and preparing Request for Quote for the Construction Management portion of the project.

B. National Byways Grant/ADA Access Improvement

Staff has obtained quotes to design of the San Simeon Avenue beach access and the Pico Avenue access and repair. We will discuss in more detail the design quotes under Discussion Action Items of this board packet.

3. Point of Diversion

The Point of Diversion permit application has been approved by the State Water Resources Control Board (SWRCB). Staff is expecting a letter from the SWRCB's with their approval in the near future.

4. Small Scale Recycled Water Project

The Regional Water Quality Control Board approved the Small Scale Recycled Water Project.

Staff is making arrangements to purchase equipment and meet with contractors.

5. Rip Rap Application

Cathy Novak and Staff have completed the Rip Rap application. Ms. Novak has requested an appointment with the Coastal Commission in preparation of the application submittal. Ms. Novak will submit the application at the end of January.

A. Superintendent's Report

1. Wastewater Treatment Plant

- The wastewater treatment plant performed well this month. Staff continued with the manufacturer's recommended preventive maintenance on the facility equipment.
- During a power outage that lasted approximately 13 hours, staff monitored the generator operation as well as other facility operations at the WWTP and the well site including reservoir level.
- Staff replaced a broken stud on the cover plate to EQ pump #2.
- Staff repaired a leak in the chlorine contact chamber wooden containment wall. We are making arrangements to replace the entire wall with fiberglass reinforced plastic as a permanent solution.
- Staff continued to work with Phoenix Engineering gathering data and performing more sampling and testing for the engineering report for the small scale water recycling facility.

2. Water Distribution System

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

B. District Financial Summary – Update on Monthly Financial Status for close of business December 31, 2011.

November Billing Revenue	\$ 42,402.52
December Billing Revenue	\$ 41,560.87
Past Due (31 to 60 days)	\$ 327.68
Past Due (60 days)	\$ 594.28

RABOBANK SUMMARY Ending Balances December 31, 2011

Money Marketing Account		
Closing Balance		\$407,534.59
	Reserve Fund	(\$250,000.00)
	Hook up Deposits	(\$ 43,470.00)
	Available Funds	\$114,064.59
SEP ACCOUNT 1		\$113,726.41
SEP ACCOUNT 2		\$ 42,113.78
SEP ACCOUNT 3		<u>\$ 6,008.00</u>
Total SEP Funds		\$161,848.19
Checking Account Balance		\$132,418.08
Well Rehab Project/USDA Account		\$ 100.00
Accounts Payable		\$ 4,106.81
LAIF Closing Balance December 31, 2011		\$ 514.31

C. District Counsel's Report – Oral Report on current issues.

In conjunction with daily District duties, Counsel has been working on the USDA Engineering contracts, USDA construction management RFQ process and all other USDA requests.

5. ITEMS OF BUSINESS

A. Approval of last month's minutes - December 14, 2011

Motion made to approve minutes as is.

Motion by: Director Fields

2nd by: Director McAdams

B. Approval of Disbursements Journal - January 11, 2012.

Motion made to approve Disbursements Journal as is.

Motion by: Director Fields

2nd by: Director McAdams

6. DISCUSSION/ACTION ITEMS

A. Recycled Water Production Facility proposal Equipment / Construction purchase approval – The Regional Water Quality Control Board has approved the Small Scale Recycled Water Project. Staff is requesting approval of task 300 and approval to purchase equipment as outlined in the attached proposal fee schedule.

Motion made to approve Equipment purchase of \$153,385.00 and Task 300 \$1,730.00.

Motion by Director Price

2nd by: Director McAdams

All in: 5/0

B. San Simeon Beach Access pathway design proposal – Included in this Board packet is a proposal for engineering design services to repair the beach access at the end of San Simeon Avenue. With a repair and maintenance design in place, staff will have the ability to pursue the appropriate permits for the grant that the District received in November. Staff recommends approval of the proposal.

Motion made to approve San Simeon Road beach access design proposal so Staff can continue with grant acceptance through Byways/Cal Trans.

Motion by: Vice-Chair Ricci

2nd by: Director McAdams

All in: 5/0

C. Pico Avenue Beach Access stairway design proposal – Included in this Board packet is a proposal for engineering design services to repair the beach access at the end of Pico Avenue. With a repair and maintenance design in place, Staff will have the ability to pursue the appropriate permits and search for grant funding. Staff recommends approval of the proposal.

Motion made to approve Pico Avenue beach access stairway design proposal so staff can pursue grants.

Motion by: Director Fields

2nd by: Director Price

All in: 5/0

7. Board Committee Reports – No Report

8. Board Reports – No Reports

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

None

10. ADJOURNMENT@6:52 pm

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
January 21 through February 3, 2012

1020 - General checking

Type	Date	Num	Name	Memo	Paid	Balance	
Balance							
Bill Pmt	01/21/2012	6593	AM/AD Water Systems	Micro Fiber filtration system (33% payment)	-14,845.00		
Bill Pmt	01/21/2012	6594	APTwater, Inc	10% Ozone disinfection system (10% payment)	-7,700.00		
Balance forward from Jan. 31, 2012							
Paycheck	02/01/2012	6595	ALAN FIELDS	Director's fee	-94.35	106,404.15	
Paycheck	02/01/2012	6596	DOLORES RICCI	Director's fee	-94.35	106,309.80	
Paycheck	02/01/2012	6597	LEROY E PRICE	Director's fee	-94.35	106,215.45	
Paycheck	02/01/2012	6598	RALPH N MCADAMS	Director's fee	-94.35	106,121.10	
Paycheck	02/01/2012	6599	TERRY L LAMBETH	Director's fee	-94.35	106,026.75	
Check	02/02/2012	6600	San Simeon CSD	Deposit used for outstanding bill #296	-50.00	105,882.40	
Check	02/02/2012	6601	San Simeon CSD	Deposit used for outstanding bill #308	-32.77	105,849.63	
Check	02/02/2012	6602	Sandra Kowracki	Re: #308 9231 #3 Balboa Ave (deposit remainder)	-17.23	105,832.40	
Bill Pmt	02/02/2012	6603	APTwater, Inc	Operations and Management Services	-37,593.00	68,239.40	
Bill Pmt	02/02/2012	6604	Bytes and Sites	Monthly maintenance fee	-275.00	67,964.40	
Bill Pmt	02/02/2012	6605	CaIPERS	Monthly billing	-1,058.92	66,905.48	
Bill Pmt	02/02/2012	6606	Glenn Burdette	Services	-1,500.00	65,405.48	
Bill Pmt	02/02/2012	6607	ROBERT W SCHULTZ ESQ.	Services	-1,725.00	63,680.48	
Bill Pmt	02/02/2012	6608	Phoenix Civil Engineering, Inc	Professional engineering services-Well head	-1,800.00	61,880.48	
						-67,068.67	61,880.48
						<u>-67,068.67</u>	<u>61,880.48</u>

DISCUSSION & ACTION ITEMS

Discussion Action Items

February 8, 2012

A. Resolution NO. 12-346- A resolution for CEQA exemption for the Small Scale Recycled Water Project approval

The Small Scale Recycled Water Project is an action taken by a public agency that may have the potential to cause direct or indirect physical change to the environment. The SSRWP is required to be reviewed pursuant to the California Environmental Quality Act (CEQA).

Oliveira Environmental Consulting (OEC) provided the SSCSD with an environmental determination pursuant to CEQA. Because, the project will be completely located within the existing SSCSD WWTP, the project does not require a local land use permit. OEC has determined that the SSRWP is "categorically exempt". Attached for your review is OEC's detailed project analysis and determination. Also included is the Notice of Exemption and a Resolution of CEQA exemption for the Boards approval, certifying the categorical exemption. Staff recommends approval of the Resolution. Upon approval staff will file the Notice of Exemption with San Luis Obispo County.

RESOLUTION NO: 12-346

**A RESOLUTION OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT
ESTABLISHING A FINDING OF CATEGORICAL EXEMPTION (CEQA)
FOR THE SMALL SCALE RECYCLED WATER PROJECT**

WHEREAS, San Simeon Community Services District staff conducted studies of the project and made appropriate findings and concluded that the preparation of a Categorical Exemption in accordance with CEQA was appropriate for this project, and

WHEREAS, notice of these aforementioned findings will be made available for a period 30 days after the San Simeon Community Services District Board of Director's discussion of this subject, and

WHEREAS, a public hearing was held by the San Simeon Community Services District on February 8, 2012, and at that meeting there was opportunity for public comment regarding the findings, and

WHEREAS, based on the information contained in the documentation of the project design and associated potential impacts, along with testimony and public input the San Simeon Community Services District finds that the project would qualify for a Categorical Exemption as set forth in the attached "Determination Form" (Exhibit A to resolution).

NOW, THEREFORE, BE IT RESOLVED, by the San Simeon Community Services District, based on its independent judgment, to approve a finding of Categorical Exemption (in accordance with the California Environmental Quality Act).

UPON MOTION of _____ seconded by _____, and on the following roll call vote to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing Resolution is hereby adopted this 8th day of February 2012.

ATTEST:

Terry Lambeth

Chairperson of the Board of Directors

ATTEST:

Charles Grace

General Manager/Secretary, SSCSD



San Simeon Community Services District

NOTICE OF EXEMPTION

TO: County Clerk
County of San Luis Obispo

San Simeon Community Services District Wastewater Reclamation Project

Project Title

9245 Balboa Avenue, San Simeon CA 93452 (San Simeon Wastewater Treatment Facility)

Project Location – Specific

San Luis Obispo

Project Location – County

Project consists of the addition of a wastewater reclamation component to the existing San Simeon CSD wastewater treatment facility. The project includes the addition of Amiad Filtration and Hypox Disinfection units, two 2,500 gallon storage tanks and associated infrastructure to the existing facility, totaling 684 square feet. The project will be located completely within the existing wastewater treatment facility and will not result in an increase in treatment capacity. The wastewater reclamation project has received Title 22 approval from the California Department of Public Health and the reclaimed water will be available for the community as an alternative for landscape irrigation (no domestic/agricultural use is proposed).

Description of Nature and Purpose of Project

San Simeon Community Services District

Name of Public Agency Approving Project

San Simeon Community Services District

Name of Person or Agency Carrying Out Project/Beneficiaries of Project

Exempt Status: (Check One)

- | | | |
|-------------------------------------|------------------------|---------------------------------|
| <input type="checkbox"/> | Ministerial | {Sec. 21080(b)(1); 15268} |
| <input type="checkbox"/> | Declared Emergency | {Sec. 21080(b)(3); 15269(a)} |
| <input type="checkbox"/> | Emergency Project | {Sec. 21080(b)(4); 15269(b)(c)} |
| <input checked="" type="checkbox"/> | Categorical Exemption. | {Sec. 15301; Class: 1} |

Reasons why project is exempt: Consists of the minor alteration of an existing public facility.
Project would result in the reuse of wastewater that would normally be disposed of by the facility and would not result in the expansion of the existing facility treatment capacity. The addition of the water treatment equipment and storage tanks would be completely within the footprint of the existing facility.

Contact Person Charlie Grace, SSCSD General Manager

Telephone (805) 927-4778

<p>If filed by applicant:</p> <p>1. Attach certified document of exemption finding</p> <p>2. Has a notice of exemption been filed by the public agency approving the project? Yes__ No__</p>

Signature  Date 1/25/12

Name (Print) Jeff Oliveira, Principal Environmental Planner
Oliveira Environmental Consulting