

SPECIAL BOARD OF DIRECTORS MEETING  
SAN SIMEON COMMUNITY SERVICES DISTRICT

Tuesday, February 6, 2001  
6:00 p.m.

Banquet Room  
Cavalier Inn

AGENDA

1. Call to order
  - 1.1 Pledge of Allegiance
  - 1.2 Roll Call
2. Public Comment : ( Any topic NOT on the agenda may be presented, but please observe the 3-minute time limit )
3. Discussion / Action Regarding General Manager/Secretary Position and Other Manpower Needs of the District
4. Discussion / Action Regarding Compensation and Form of Payment to Board of Directors
5. Board / Staff General Discussion and Proposed Agenda Items
6. Adjournment

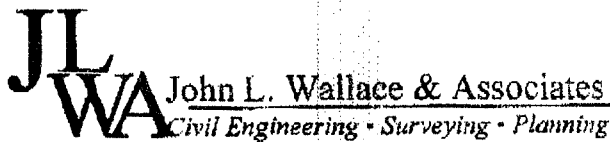
SPECIAL BOARD OF DIRECTORS MEETING  
SAN SIMEON COMMUNITY SERVICES DISTRICT

Saturday, February 10, 2001  
9:00 a.m.

Banquet Room  
Cavalier Inn

AGENDA

1. Call to order
  - 1.1 Pledge of Allegiance
  - 1.2 Roll Call
2. Public Comment : ( Any topic NOT on the agenda may be presented, but please observe the 3-minute time limit )
3. Discussion / Action Regarding General Manager/Secretary Position and other Personnel Needs of the District
4. Board / Staff General Discussion and Proposed Agenda Items
5. Adjournment



**COVER SHEET**

Date: February 8, 2001

Job Number 084-01-17

<b>To:</b> Mylissa California Special District's Association 1215 K Street, Suite 930 Sacramento, California 95814		<b>From:</b> Craig Taylor John L. Wallace & Associates 4115 Broad Street Suite B-5 San Luis Obispo, California 93401	
<b>Phone:</b> 916-442-7887	<b>Fax:</b> 916-442-7889	<b>Phone:</b> 805-544-4011	<b>Fax:</b> 805-544-4294

**Subject:** Job Opportunity - Advertisement - General Manager

**Message:** Attached is the CSDA NEWS advertising information you have requested. Please advertise the following in your next available issue.

**GENERAL MANAGER**  
San Simeon Community Services District

Is seeking qualified applicants for General Manager. Salary negotiable depending upon qualifications.

District will consider those candidates with progressive responsible experience with at least five years in a senior leadership position. A Bachelor's degree in Public Administration, Business Administration or closely related field is desired. Specific knowledge in the areas of municipal finance, budgeting, personnel, labor relations and information systems.

Resumes are welcome, but will not be accepted in lieu of a completed District Application. For an application form or further information, contact Craig Taylor at the interim District Administration Office: (805) 544-4011.

**EQUAL OPPORTUNITY EMPLOYER**

Please *bill to:*  
San Simeon Community Services District  
111 Pico Avenue  
San Simeon, California 93452

Thank You  
Craig

CSDAMGRFAX.wpd

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

## *Courtesy Inn of San Simeon*

January 23, 200

Board of Directors  
San Simeon Community Services District  
San Simeon, CA 93452

Dear Board of Directors:

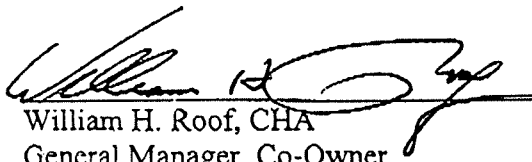
By way of introduction, my name is Bill Roof. I am the General Manager as well as co-owner of the Courtesy Inn, 9450 Castillo Drive in San Simeon. I am also on the Board of Directors of the San Simeon Chamber of Commerce.

It is my understanding that there is a workshop today regarding the hiring of a new Service District Manager. Unfortunately, I am out of town and not able to attend. However, I ask that this letter be placed into the meeting and read to the attendees.

My personal opinion is that the District is in dire need of strong leadership, someone who has a vision of where the District is heading and who had the leadership qualities to take it there. My preference would be to hire someone with a degree in either engineering, business administration or public administration, someone who is capable and willing to work with the local residents as well as with the businesses in an attempt to revive our community. I would also like to state that I do not believe it makes a difference if the new Manager is male or female, local resident or from out of town, as long as the person selected is able to do the job efficiently and work in cooperation with not only the Board of Directors but with the community as a whole as well.

Thank you for allowing my thoughts to be aired during the meeting. Please feel free to contact me if you have any questions regarding my thoughts.

Sincerely,



William H. Roof, CHA  
General Manager, Co-Owner  
Courtesy Inn

**Leanne Morgan  
9152 Balboa  
San Simeon, CA 93452**

**February 5, 2001**

**The purpose of this letter is to bring to the Board's attention some of the qualifications for the position of Secretary/General Manager for the SSCSD.**

- 1. Must have the ability to take direction and have the capability of making decisions and following through.**
- 2. Must have the ability to set an agenda, gather and distribute information to directors in a timely manner.**
- 3. Must be flexible with working hours (i.e., it's not necessarily a 9-2 job). when working on projects, may require extra hours at the office.**
- 4. Must have computer knowledge, especially for billing.**
- 5. Must have management experience in dealing with office procedures and personnel.**
- 6. Must have experience in dealing with the public (complaints, requests, etc.)**
- 7. Must be able to attend meetings, take and transcribe minutes accurately.**

**The above is just a small portion of the job description.**

**It is important that the person hired for the position is capable of performing all of these duties, and even going beyond if necessary.**

**The Board needs to fill this position with the most experienced person in all of these areas. Having served on the Board I am fully aware of what is required of the person that is hired and this person will be entrusted with great responsibility and should have the knowledge and capability of performing the duties of Secretary/General Manager for the District.**

**The Board needs to seek a new manager who will be an asset to both the board and the community, and should not reconsider previous management in this process.**

**Thank you for your consideration in this matter.**

**Leanne Morgan**

A handwritten signature in black ink, appearing to be 'LM' with a large, stylized flourish above the letters.

February 6, 2001

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

Dear Board of Directors:

As a very concerned citizen and an ex-board member of the S.S.C.S.D., I am writing to you in regard to the Manager/Secretary position which is open in the district.

It appears that you are vacillating and even considering taking Forrest Warren back. For your sake and for the good of the community, please do not do it, as you will be making a big mistake and doing a great disservice to the community.

He should have been relieved of his duties when I was on the board, but because of our weak leadership and the belief we should give him one more chance, he was allowed to continue in the position.

The newly elected members of the next board thought he was O.K., in the beginning, but as they tried to work with him, they too found the same problems. Thanks to that board, something was done.

If you think that it was just a "whim" that Forrest received a "vote of no confidence" from the board, you are terribly wrong and I would question your judgment and willingness to accept the facts.

Forrest had approximately three years to prove his capabilities and he did not. I am sorry, but in my opinion and that of many others, Forrest Warren is not managerial material, and for the following reasons should not be re-considered for the job:

He is not a leader. He did not lead or supervise the district's employees. Employees were not held accountable for their job performance or for following established district procedures.

His communication skills, both verbal and written are poor.

- He claimed to be computer literate when he applied for the job. The district provided lessons costing approximately \$3,000., purchased a new computer (\$2,500.) and even offered to pay for night classes, which he refused to attend. As a result of his continuing inability's we have had to

POST OFFICE BOX 56  
SAN SIMEON, CALIFORNIA 93452

February 6, 2001

pay for additional outside consultants to complete the district's work.

- He was not a team player, which was further compounded by our poor Board leadership.
- He did not make factual, business based decisions, allowing too many emotions and individuals to influence his decision process.
- He did not notify the board of important events, and was even partial to and covered up for some water bill debtor (s).
- He used poor judgment and improper processes in the district's purchasing activities.
- He did not follow through on important tasks and was content to stand by and watch others attempt to provide stop-gap measures to solve district problems. He abdicated important tasks such as the budget, scheduling, etc. to the engineer or attorney thus resulting in additional fees and even his own overtime.
- He handled community situations poorly, leading to ill will with other agencies and even a lawsuit.
- He always appeared more interested in his work hours, benefits, etc. than in his responsibilities to the district. Seeking: more help, increases in benefits, increases in pay schedules, etc. but never completing employee evaluations or performance reviews.

I can discuss examples of each of the above listed concerns and would be happy to go over them with you at any convenient time.

This is a serious matter and very important decision, I hope you will honor the previous Board's concerns and look outside the area for a qualified, trained individual to fill the manager's position.

Sincerely,

A handwritten signature in cursive script that reads "Lois E. Stevens". The signature is written in dark ink and is positioned below the word "Sincerely,".

Lois E. Stevens

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

Saturday, February 10, 2001  
9:00 a.m.

Banquet Room  
Cavalier Inn

MINUTES

1. Call to order
  - 1.1 Pledge of Allegiance
  - 1.2 Roll Call
    - Present: Chairperson Bailey-Wood, Vice-Chairperson Mirabal-Boubion, Director Kiech, Director Schell, Director McLaughlin
    - Absent: None
    - Community Representatives to Committee: Terry Lambeth, Mike Hanchett Jr.
2. Public Comment: (Any topic NOT on the agenda may be presented, but please observe the 3-minute time limit.)

There were no public comments.
3. Discussion / Action regarding General Manager/Secretary position and other personnel needs of the District.

The job description for the General Manager/Secretary position was discussed. See attached.
4. Board / Staff general discussion and proposed agenda items.
5. Adjournment



**SAN SIMEON COMMUNITY SERVICES DISTRICT****General Manager/Secretary**

The duties of the General Manager/Secretary shall be as follows:

- Participate in the development of the yearly budget and operate the District within the cost and performance standards as set forth therein.
- Plan, organize and coordinate through staff, all work of the District, including the development and implementation of goals, mission statement, objectives, policies, procedures and work standards of the District and long and short range plans to ensure attainment of District objectives.
- Supervise preparation of agenda and attend all meetings of the District's Board and such other meetings as the Board specifies from time to time.
- Manage the District's financial operations, oversee the investment of District funds by the Finance Officer and expend District funds in conformity with Board approved budgets and applicable laws. Forecast future operations including staffing, equipment, materials and supplies and direct the preparation of the annual budget and five year capital improvement program in a form and level of detail as determined by the Board. Prepare and monitor grant and loan applications and debt financing arrangements.
- Direct the selection, supervision and work evaluation of District staff, monitor and implement employee relations and staff development procedures. Present recommendations for major changes in employee salary structure and benefits. Responsible for labor relations and employee salary negotiations.
- Forecast future service needs.
- Project management.
- Administer contracts, policies and ordinances and they relate to various government agencies, community groups, individuals and business, professional and other organizations and ensure that the District is in compliance with all contractual and legal requirements.

- Participate in the formation of and maintain a complete policy manual including task details and administrative procedures for all District functions. Being sure said policies and regulations are communicated to the staff gaining feedback and participation in the formation of said policies, regulations and their implementation.
- Review and analyze information related to potential fire protection needs of the community to meet current and future service demands.
- Be available for evening and weekend meetings and activities relating to District business.
- Be able to respond to District emergencies.
- Attend association meetings and seminars relating to District functions and issues.
- Keep the Board advised on departmental activities through oral and written reports.
- Represent the District before various agencies, groups and organizations.
- Respond to and resolve difficult and sensitive use inquiries and complaints.
- Act as Chief Planning Officer in preparing and filing environmental determinations on behalf of the District.
- Perform related duties as assigned.
- Compile monthly report from staff.
- Monitor a maintenance and prevention plan.

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

Wednesday, February 14, 2001  
Cavalier Motel - Banquet Room

**Agenda**

CLOSED SESSION - 6:00 P.M.

1. CALL TO ORDER
  - 1.1 Pledge of Allegiance
  - 1.2 Roll Call
2. PUBLIC COMMENT : (Any topic NOT on the agenda may be presented, but please observe the 3-minute time limit)
3. CONFERENCE WITH LEGAL COUNSEL REGARDING PENDING LITIGATION - GOVERNMENT CODE SECTION 54956.9 (a) : (Hawley v. County of San Luis Obispo)

OPEN SESSION - 7:00 P.M.

1. CALL TO ORDER
  - 1.1 Pledge of Allegiance
  - 1.2 Roll Call
2. PUBLIC COMMENT : ( Any topic NOT on the agenda may be presented, but please observe the 3-minute time limit)
  - 2.1 Sheriff's Representative Presentation
  - 2.2 General Public
3. CONSIDERATION AND APPROVAL OF MINUTES : September 13, 2000, November 8, 2000 and January 10, 2001 regular meetings; and February 6 and February 10, 2001 special meetings
4. CONSIDERATION AND APPROVAL OF WARRANTS : January 4 - February 7, 2001 Warrant Report
5. DISCUSSION / ACTION ITEMS
  - 5.1 Appointment of Interim General Manager
  - 5.2 Consideration of Committee Appointments
  - 5.3 Consideration and Award of Bids Received for Wastewater Treatment Plant Safety Railing Repairs
  - 5.4 Consideration of Placement of Public Recycling Containers
  - 5.5 Authorization to Apply for State Water Resources Control Board "Waste-water Energy Reduction Program" Grant / Loan
  - 5.6 Consideration of Grant Application for CalFed Water Use Efficiency Program
  - 5.7 Consideration of Storage Building Alternatives
  - 5.8 Consideration of Waterline Alternatives between San Simeon and Cambria
6. BOARD / STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS
7. ADJOURNMENT

REGULAR BOARD OF DIRECTORS MEETING  
SAN SIMEON COMMUNITY SERVICES DISTRICT

Date : Wednesday, November 8, 2000  
Place : Cavalier Banquet Room

MINUTES

OPEN SESSION : The meeting was called to order by Vice-Chair Loraine Mirabal-Boubion at 7:07 p.m.

1. CALL TO ORDER :

1.1 Pledge of Allegiance to the flag

1.2 Roll Call :

Present - Vice-Chair Loraine Mirabal-Boubion, Richard Andresen, David Kiech,  
Terry Lambeth

Absent - Chairperson Ardy May

1.3 Staff Present : Interim General Manager David Cole, Associate District Counsel Michael  
Boyajian, District Engineer John Wallace

2. PUBLIC COMMENT :

2.1 Sheriff's Representative Presentation - Lt. Martin Basti of the County Sheriff's office said law enforcement personnel are very concerned about the approval of Proposition 36 in the November 7 election. He said that approximately 70% of our incidents are related to drug violations, and Proposition 36 gives a "free walk" to first-time offenders. He said the extra patrol cars are working out well, and Director Andresen said he appreciates the presence of the extra cars. Finally, Lt. Basti wished a happy Thanksgiving to everyone.

Interim General Manager David Cole introduced Michael Hassett, the new Wastewater Treatment Plant Operator II who began his duties with the District on November 1.

Robert McLaughlin of the Casa Del Mar condominiums reported a pothole at the intersection of Avonne Avenue and Otter Way.

3. CONSIDERATION AND APPROVAL OF MINUTES : August 9, September 13 and October 11, 2000 regular meetings, and August 2, August 30 and September 1, 2000 special meetings

Vice-Chair Mirabal-Boubion noted that minutes of the September 13 regular meeting were not included in the agenda packet. Mr. Cole said that the District Counsel's secretary will have those minutes completed in time for the December 13 Board meeting. She also said that her correction to the July 20 regular minutes made at the October 11 regular meeting should have indicated that Helen May was present at the July 20 meeting to speak in regard to Forrest Warren under Public Comment.

Director Andresen said that the minutes of the August 30 special meeting should indicate that he had a meeting with Clyde Warren regarding proposal of a lease agreement, not "purchase of property" under Board/Staff General Discussions.

Director Lambeth then moved, seconded by Director Andresen , to approve the minutes of the August 9 and October 11, 2000 regular meetings and the August 2, August 30 and September 1, 2000 special meetings with the changes noted. The motion carried unanimously. ( 4 - 0 ).

4. APPROVAL OF WARRANTS :

Director Kiech inquired about the back-up pump for the equalization tank, the outfall diffuser inspection, and the pumping of the holding tanks.

Director Lambeth moved, seconded by Director Andresen , to approve the October 5 - November 1 Warrant Report as presented. The motion carried unanimously ( 4 - 0 ).

5. CONSIDERATION OF SEPTEMBER 30 QUARTERLY INVESTMENT REPORT

Interim General Manager Cole said that the District's Investment Policy requires that the District Board of Directors consider a report of the District's investments each quarter. He suggested that the Board formally accept the report each quarter after its consideration.

Director Lambeth moved, seconded by Director Andresen, to accept the September 30, 2000 quarterly investment report. The motion carried unanimously ( 4 - 0 ).

6. DISCUSSION / ACTION ITEMS

6.1 Alternatives to Portable Restroom Pad at west end of Pico Avenue

District Engineer John Wallace summarized the Board's discussion of this matter at its October 11 meeting, when he was directed to examine alternatives and report back. Mr. Wallace reported that he discussed the matter further with Sorrel Marks of the Regional Water Quality Control Board (RWQCB), and she advised that the District must complete the project by December 31, 2000 or face a fine perhaps higher than the original \$3000 .

Maren Lambeth was present to speak in regard to the matter, and said that portable toilets around the County have been damaged and even burned by vandals. Michael Hanchett expressed concern about such a facility, and asked if a location other than the end of the street might be possible. Director Lambeth asked if we could reconfigure the plan to locate the attachments for the portable toilet on the north side of the street rather than on the south side. Mr. Wallace said that the plan could probably be amended in that fashion, if the Board so desired. He said we would have to assure that the amended plan would still conform to the general idea of the plan approved by the RWQCB, and said that a handicap-access ramp could be a beneficial improvement to the sidewalk leading to the beach stairs.

Director Andresen moved, seconded by Director Lambeth, to approve and authorize staff to proceed with construction of the portable restroom pad / handicap access alternative plan on the north side of Pico Avenue, provided it conforms with the Regional Water Quality Control Board directive. The motion carried unanimously ( 4 - 0 ).

6.2 Final Close-out of, or Partial Payment for, Storm Drain and Street Improvement Project

Mr. Wallace advised that this matter is impacted by the Pico Avenue portable restroom/handicap-access project because the work could possibly be added to the storm drain/street improvement contract with D-Kal Engineering. As a result, he said the notice of completion should be withheld. He said that the retention payment will be withheld for 35 days, and D-Kal will be asked to provide a quote for the Pico project.

Director Lambeth moved, seconded by Director Kiech, to approve Progress Payment #5 in the amount of \$11,600.83, withhold the retention payment, and direct staff to obtain a quote for the Pico Avenue portable restroom/handicap-access project. The motion carried unanimously ( 4 - 0 ).

Director Andresen moved, seconded by Director Lambeth, to approve Contract Change Order #4 and to withhold the Notice of Completion until the Pico project is completed. The motion carried unanimously ( 4 - 0 ).

6.3 Sale / disposition of 1991 Chevrolet Cheyenne W/T 1500 Pick-up Truck

Mr. Cole said there was nothing to report at this time. The matter was deferred to the agenda of the December 13 meeting.

6.4 Consultant Agreement with Leroy Price

Mr. Cole said that District Counsel Schultz had completed the agreement. However, he said Mr. Price has not been able to reach Mr. Schultz to discuss one desired change in the agreement. Therefore, the matter was deferred to the agenda of the December 13 meeting.

6.5 Water Recycling Study Update

Mr. Wallace reported that this item needs to be added to the agenda due to an impending deadline. Associate District Counsel Michael Boyajian said the Board may add the item to the agenda by a two-thirds vote of the members present.

Director Lambeth moved, seconded by Director Kiech, to add "Water Recycling Study Update" to the agenda as item number 6.5. The motion carried unanimously ( 4 - 0 ).

Mr. Wallace said that the Water Recycling Study is nearing completion, but the State funding contract is due to expire in February 2001. He said a time extension and a contract amendment are necessary for the District to complete the study and receive the 50% cost reimbursement. He said the District must file the time extension request with the State Water Resources Control Board (SWRCB) by early December.

Mr. Wallace distributed a draft November 8 letter to the SWRCB Division of Clean Water Programs requesting a six-month time extension for the grant contract. He said the letter can be sent immediately if the Board of Directors approves, and the study will then be completed and submitted for review at the December 13 Board meeting.

Director Lambeth moved, seconded by Director Kiech, to authorize the District Engineer to send the November 8 letter to the State Water Resources Control Board requesting a six-month extension for Grant Contract No. 8-835-550-0 (Water Recycling Facilities Planning Grant). The motion carried unanimously ( 4 - 0 ).

7. BOARD / STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

Director Kiech inquired about the status of the Motel 6 water loop line easement. Mr. Wallace said staff is still waiting for the executed easement agreement from the Motel 6 parent corporation. Mr. Wallace said he is reluctant to bid the project without all of the necessary easements, so he will ask District Counsel Schultz to contact them again.

Director Kiech also asked about the November 14 County Board of Supervisors public hearing on the appeal of our water pipeline project time extension. Mr. Wallace reported that he, Mr. Cole and Mr. Schultz have been meeting with County Board members to update them on the project and to seek their support for the time extension, and said that they plan to attend the November 14 hearing to speak on behalf of the District's position.

Vice-Chair Mirabal-Boubion asked about the matter of recruitment for a permanent General Manager. Mr. Cole said that matter is scheduled for the December 13 Board agenda.

Director Andresen asked for an update on the Clyde Warren reservoir proposal. Mr. Wallace said the revised letter addressed to our District alone was just recently received, and the matter will be scheduled for the December 13 Board agenda.

Finally, Mr. Wallace provided an update on the Wastewater Treatment Plant railing and air line project. He said the area was recently flooded in order to use bubbles to identify areas of air leaks. He said the project will be advertised for bid on November 21, and the bids will be scheduled for consideration at the January 10 Board meeting.

8. ADJOURNMENT

There being no further business to come before the Board of Directors, Vice-Chair Mirabal-Boubion declared the meeting adjourned at 8:06 p.m.

Minutes approved at Board of Directors meeting held \_\_\_\_\_, 20\_\_ on motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, with the following vote :

AYE : \_\_\_\_\_  
NAY : \_\_\_\_\_

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

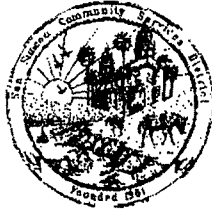
**WARRANT REPORT**

January 4 through February 7, 2001

<u>DATE</u>	<u>NUM</u>	<u>NAME</u>	<u>WARRANT #</u>	<u>MEMO</u>	<u>AMOUNT</u>
1/11/01	3038	VERIZON WIRELESS	0101-004	CELL PHONE	\$64.93
1/11/01	3039	SAN SIMEON LIQUORS	0101-005	SEC. DEP. REF. LESS FINAL BILL #1038	\$30.26
1/11/01	3040	PACIFIC BELL	0101-006	TELEPHONE	\$207.08
1/11/01	3041	CAROL BAILEY-WOOD	0101-007	MONTHLY BOARD SERVICE FOR JAN.	\$75.00
1/11/01	3042	DAVID KIECH	0101-008	MONTHLY BOARD SERVICE FOR JAN.	\$75.00
1/11/01	3043	ROBERT MCLAUGHLIN	0101-009	MONTHLY BOARD SERVICE FOR JAN.	\$75.00
1/11/01	3044	LORAIN MIRABAL-BOUBION	0101-010	MONTHLY BOARD SERVICE FOR JAN.	\$75.00
1/11/01	3045	ERIC SCHELL	0101-011	MONTHLY BOARD SERVICE FOR JAN.	\$75.00
1/11/01	3046	FGL ENCIRONMENTAL	0101-012	INORGANIC ANALYSIS	\$92.40
1/11/01	3047	CAMBRIA TIRE & AUTO.	0101-013	TIRES FOR TRUCK	\$479.24
1/11/01	3048	C.C.S.D.	0101-014	EFFLUENT COLIFORM MPN & P/A	\$235.00
1/11/01	3049	MISSION COUNTRY DISPOS.	0101-015	RUBBISH	\$243.65
1/11/01	3050	AT&T	0101-016	TELEPHONE	\$34.91
1/11/01	3051	MISSION UNIFORM SERVICE	0101-017	TOWELS & COVERALLS	\$78.27
1/11/01	3052	D-KAL ENGINEERING	0101-018	REPAIR 2" WATER LINE ON AVONNE	\$197.80
1/11/01	3053	HACH COMPANY	0101-019	CHLORIDE TEST KIT	\$43.34
1/11/01	3054	SCHULTZ TRANSPORTATION	0101-020	MONTHLY CONTAINER RENTAL	\$80.00
1/16/01	3055	KIMBERLY ALLISON	0101-021	PAYROLL 1/1/01-1/15/01	\$465.80
1/16/01	3056	MICHAEL HASSETT	0101-022	PAYROLL 1/1/01-1/15/01	\$1,215.14
1/16/01	3057	RONALD HEAD	0101-023	PAYROLL 1/1/01-1/15/01	\$1,959.54
1/16/01	3058	U.S.A. BLUE BOOK	0101-024	CHECK VALVE, SEALS, CHART PEN	\$223.80
1/16/01	3059	CRYSTAL SPRINGS WATER	0101-025	WATER DELIVERY	\$23.00
1/16/01	3060	EMPLOYMENT DEV. DEPT.	0101-026	PAYROLL TAXES	\$54.25
1/16/01	3061	DAVID COLE	0101-027	INTERIM FEE FOR GENERAL MANAGER	\$1,200.00
1/16/01	3062	SLO CO. NEWSPAPERS	0101-028	CLASSIFIED AD FOR BLUE TRUCK	\$133.58
1/16/01	3063	HUNT & ASSOCIATES	0101-029	ATTORNEY FEES	\$3,280.29
1/16/01	3064	CAMBRIA HARWARE	0101-030	PVC PIPE, PLUMBING SUPPLIES, GLUE...	\$121.41
1/16/01	3065	MID-STATE BANK	0101-031	GAS & OIL, POSTAGE, ENVELOPES ETC..	\$901.20
1/17/01	3066	PG&E	0101-032	ELECTRICITY	\$4,421.67
1/17/01	3067	BASIC CHEMICAL SOL.	0101-033	SODIUM HYPOCHLORITE & BISULFITE	\$2,778.10
1/17/01	3068	SLO COUNTY CLERK-REC.	0101-034	GENERAL ELECTION FEES	\$147.93
1/17/01	3069	AL'S SEPTIC PUMPING SERV.	0101-035	YEARLY PUMPING OF HOLDING TANK	\$640.00
1/17/01	3070	ROSSI & CARR ELECTRICAL	0101-036	VVWTP REPAIRS	\$1,153.00
1/18/01	3071	PETTY CASH	0101-037	POSTAGE, FRAMES, ICE, OIL, MILEAGE	\$70.33
1/24/01	3072	SALVADOR GARCIA	0101-038	SEC. DEP. REFUND LESS FINAL BILL	\$10.99
1/24/01	3073	PUBLIC EMP. RET. SYSTEM	0101-039	RETIREMENT FOR DECEMBER	\$1,446.33
1/24/01	3074	D-KAL ENGINEERING	0101-040	RELEASE OF RETENTION PAYMENT	\$19,934.03
1/25/01	3075	CONTROLCO	0101-041	CHART MOTOR	\$87.77
1/25/01	3076	JOHN WALLACE	0101-042	DISTRICT ENGINEERING	\$994.52
1/25/01	3076	MAJOR PROJECTS	0101-042	RAILINGS, DESAL, ROADS, RECYCLING	\$2,655.07
1/29/01	3077	KIMBERLY ALLISON	0101-043	PAYROLL 1/16/01-1/31/01	\$455.94
1/29/01	3078	MICHAEL HASSETT	0101-044	PAYROLL 1/16/01-1/31/01	\$1,215.14
1/29/01	3079	RONALD HEAD	0101-045	PAYROLL 1/16/01-1/31/01	\$1,826.38
1/29/01	3080	VIC'S BACKHOE SERVICE	0101-046	WATER MAIN REPAIR	\$1,081.56
1/29/01	3081	FISHER SCIENTIFIC	0101-047	LATEX TUB	\$65.82
1/29/01	3082	AL'S SEPTIC PUMPING SERV.	0101-048	PUMP AND DISPOSAL OF HOLDING TANKS	\$1,920.00
1/29/01	3083	A BETTER BEEP	0101-049	PAGER	\$32.45
1/29/01	3084	DAVID COLE	0101-050	INTERIM GENERAL MANAGER FEE	\$2,240.00
1/30/01	3085	LORAIN MIRABAL-BOUBION	0101-051	MILEAGE REIMBURSEMENT	\$20.80
1/30/01	3086	LIGHTHOUSE LITHO	0101-052	BUSINESS CARDS & PERFORATED PAPER	\$268.57
1/30/01	3087	MID-STATE BANK	0101-053	GAS & OIL, TOOL REPAIR	\$237.25
1/30/01	3088	MID-STATE BANK	0101-054	PAYROLL TAXES	\$1,779.08
1/30/01	3089	EMPLOYMENT DEV. DEPT.	0101-055	PAYROLL TAXES	548.44
2/7/01		TOTAL			\$57,771.06

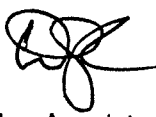


# San Simeon Community Services District



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

## MEMORANDUM

DATE: February 8, 2001  
TO: Board of Directors  
FROM: Interim General Manager   
SUBJECT: Consideration of Committee Appointments

At the January 10 Board meeting the Board members discussed the appointment of committees under the "Board / Staff General Discussions and Proposed Agenda Items" section of the agenda. After brief discussion, the Board asked that the matter be placed on the agenda of the February 14 regular meeting.

Attached is a copy of pages 33-34 of the District Policy Manual, the section of the manual which enables appointment of various committees. Apparently the practice of the Board in recent years has been to appoint only certain committees as needed, rather than appointing members to every committee authorized under this section of the manual.

ARTICLE 6  
Committees

6-1 Standing Committees: All standing committees, that is committees appointed for a session (a session being that period equal to the term of office of the Board Chairman), shall consist of two Board members and all must conform to the Brown Act.

- a. Budget Committee: Responsible for direct Board input to the budget process. Investigates and reports possible revenue sources. Passes on the preliminary budget and mid-year budget review prior to full Board action. Helps monitor the District's financial position.
- b. Finance Committee: Responsible for overseeing all billing and accounting procedures. Also oversees the deposits on hand and advises the Board of the best place to have its funds, at what rates and any risks involved. It reports all findings to the Board at regular meetings.
- c. Fresh Water Committee: Responsible for Board member interaction and input on the District's fresh water projects. Attend meetings with other agencies to help determine project feasibility and opportunity for joint projects. Takes particular interest in those budget items related to the water projects.
- d. Operations committee: Responsible for Board member interaction and input on matters assigned regarding the operation of the District not covered within an existing committee.
- e. Operations & Procedure Manual Committee: Responsible for keeping up with any changes, additions or deletions made to the District Operations Manual. Will also make reasonable effort insuring all directors, managers, legal counsels and District office copies of the manual are current.
- f. Roads Committee: Responsible for direct Board input into the road maintenance and construction standards. Advises on the need for ordinances re: parking/camping. Takes special interest into those budget items for road repairs and construction. Street lights are part of the Roads Committee responsibility.
- g. Waste Water Committee: Responsible for Board member interaction and input on the District's waste water projects and condition. Attend meetings with other agencies to help determine project feasibility. Takes particular interest in those budget items related to the water projects.

6-2 Committee Appointments: All committees shall be appointed by the Chairperson. Committee selection shall take place as often as the Chairperson deems necessary.

6-3 Special Committees: Special committees, that is committees appointed to meet for a special purpose, shall have the same rules as standing committees except that once the purpose for which the committee was formed has been achieved, the committee shall automatically be disbanded.

## ARTICLE 7 Election of Officers

7-1 Time of Election: At the first Board meeting in the month of December of every year, the election of Chairperson and Vice Chairperson shall be held.

7-2 Order of Business: This election shall be the first order of business after the call to order and roll call.

7-3 Nominations: The call for nominations shall be opened by the Chairperson and nominations shall be received by voice. No nomination needs to be seconded.

7-4 Nominations Closed: Nominations shall be closed upon an approved motion.

7-5 Absent Candidate: An absent candidate may not be nominated and elected unless such candidate has submitted in writing his desire to serve.

7-6 Possession of Office: The officer elect takes possession of his office immediately.

7-7 Committee Appointments: Committee appointments shall be made, by the new Chairperson, during the first meeting in January after the election of the new Chairperson, and subject to the approval of the Board.

## ARTICLE 8 Restriction on Rules


8-1 Policy: The rules contained herein shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws or any other rules, regulations, resolutions, or ordinances of the District.

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

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

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**MEMORANDUM**

**DATE:** February 6, 2001  
**TO:** Board of Directors  
**VIA:** David J. Cole, General Manager  
**FROM:** John L. Wallace, District Engineer   
**SUBJECT:** Bid Results - Safety Railing Repairs

---

**RECOMMENDATIONS:**

It is recommended the Board:

1. Review the bid results and award the contract to purchase the anodized aluminum materials from CraneVeyor Corporation in the amount of **\$28,321**.
2. Direct staff to assist with the removal and re-installation of the new aluminum railing and appurtenances. It is expected this cost would be approximately **\$6,000**.

**FUNDING:**

This project has been funded through the approved 2000/01 Fiscal Year Budget under Capital Improvements for Sewer Projects S-11 for **\$80,000**. This fund includes repairs to failing concrete and air lines.

The engineers construction cost estimate for this work was **\$50,000** for furnishing and installing the safety railing and **\$30,000** for furnishing the railing only.

**DISCUSSION:**

Bids were open at the scheduled time and place with four bids received. The apparent low bid for materials and installation was received from Wellsona Iron and Engineering of Paso Robles, California in the amount of **\$51,000**. One bid was received for supplying materials only which was received from CraneVeyor Corporation of El Monte, California in the amount of **\$28,321**. With contract staff assistance for installation, it is anticipated that the total will be approximately **\$34,500**. Alternatively the Board could choose to have complete installation from the apparent low bidder for **\$54,760**.

Attached are bid summaries and a check list which was used to evaluate the four apparent low bidders as responsive to the responsibilities of this work. With that, Wellsona Iron and Engineering should be considered as non responsive due to the lack of items needed to be submitted with their bid proposal.

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**SAFETY RAILING REPAIRS**

**BID SUMMARY**

BID OPENING DATE: FEBRUARY 6, 2001

**ENGINEERS ESTIMATE**

**BID SCHEDULE A**

**BID SCHEDULE B**

**\$50,000**

**\$30,000**

**CONTRACTOR**

<b>1</b>	<b>WELLSONA IRON AND ENGINEERING</b>	<b>\$51,000</b>	<b>\$0</b>
<b>2</b>	<b>CRANE VEYOR</b>	<b>\$54,760</b>	<b>\$28,321</b>
<b>3</b>	<b>ATR TECHNOLOGIES</b>	<b>\$57,245</b>	<b>\$0</b>
<b>4</b>	<b>SANSONE COMPANY</b>	<b>\$80,366</b>	<b>\$0</b>

**PURCHASE WITH IN-HOUSE INSTALLATION**

**\$34,321**

# SAN SIMEON COMMUNITY SERVICES DISTRICT

## SAFETY RAILING REPAIR SUMMARY

BID RESULTS FROM BID SCHEDULE "A"

ITEM	WELLSONA IRON AND ENGINEERING	QUANTITY	UNIT	UNIT COST	TOTAL
1	MOBILIZATION, REMOVAL AND INSTALLATION	1	LS	\$32,000	\$32,000
2	ALUMINUM RAILING AND APPURTENANCES	820	LF	\$19.51	\$16,000
3	ALUMINUM LADDER AND APPURTENANCES	1	EA	\$3,000	\$3,000
	<b>TOTAL PRICE</b>				<b>\$51,000</b>

ITEM	CRANE VEYOR	QUANTITY	UNIT	UNIT COST	TOTAL
1	MOBILIZATION, REMOVAL AND INSTALLATION	1	LS	\$26,439	\$26,439
2	ALUMINUM RAILING AND APPURTENANCES	820	LF	\$33.53	\$27,495
3	ALUMINUM LADDER AND APPURTENANCES	1	EA	\$826	\$826
	<b>TOTAL PRICE</b>				<b>\$54,760</b>

ITEM	ATR TECHNOLOGIES	QUANTITY	UNIT	UNIT COST	TOTAL
1	MOBILIZATION, REMOVAL AND INSTALLATION	1	LS	\$20,945	\$20,945
2	ALUMINUM RAILING AND APPURTENANCES	820	LF	\$41.83	\$34,301
3	ALUMINUM LADDER AND APPURTENANCES	1	EA	\$2,000	\$2,000
	<b>TOTAL PRICE</b>				<b>\$57,246</b>

ITEM	SANSONE COMPANY	QUANTITY	UNIT	UNIT COST	TOTAL
1	MOBILIZATION, REMOVAL AND INSTALLATION	1	LS	\$49,439	\$49,439
2	ALUMINUM RAILING AND APPURTENANCES	820	LF	\$36.30	\$29,766
3	ALUMINUM LADDER AND APPURTENANCES	1	EA	\$1,161	\$1,161
	<b>TOTAL PRICE</b>				<b>\$80,366</b>

**Items Required for a Complete Bid Proposal**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**SAFETY RAILING REPAIRS**

	<b>PROSPECTIVE BIDDER</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>#4</b>
1	Signed Proposal Form	X	X	X	X
2	Bid Schedule (acknowledge addenda, if any)	X	X	X	X
3	Bid Security Form	X	X	X	X
4	Contractor's Licensing Statement	X	X	X	X
5	One photo copy of each license required	O	X	X	X
6	References (or other information)	O	X	X	X
7	List of Subcontractors	N/A	N/A	N/A	N/A
8	List of Material or Equipment Suppliers	O	X	X	X
9	Experience Qualifications	O	X	X	X
10	Affirmative Action Form	X	X	X	X
11	Non-Collusion Affidavit	X	X	X	X
12	Certificate of Liability Insurance	O	X	X	X
13	Proof of Unemployment Insurance	O	X	X	O
14	Worker's Compensation Insurance Certificate	X	X	X	X
	<b>MISCELLANEOUS</b>				
1	Errors or Omissions not Acknowledged	O	X	O	X
2	Computations	O	X	O	X

O DEFICIENCIES  
X IN COMPLIANCE

December 12, 2000

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

Subject: Labor Estimate For Replacement Handrail Installation, San Simeon, #084.02.1(30)

Dear Mr. Head:

In accordance with our recent conversation, a division of JLWA, Fluid Resource Management (FRM) is pleased to provide the following contract for assisting District staff with the installation of the replacement handrail. As discussed, this project is similar in scope to the project completed at the South San Luis Obispo County Sanitation District facility, which was completed almost in entirety by one of our staff members.

The following estimate assumes that the San Simeon Community Services District (District) will provide one (1) employee for our staff member to work with in the removal of the old railing, repair of the existing concrete, and installation of the new railing. FRM understands that should an emergency arise elsewhere in the District during the time the project is underway, that the District employee may need to leave the work site to attend to the emergency.

FRM estimates that a total of 92 hours will be needed for our staff member to assist with the project. Cost estimate for our staff member is \$ 5,980. FRM will supply the necessary special tools for removal and installation at no additional cost to the District. The District shall supply all materials necessary to complete the project, and shall arrange for disposal of all removed railing

We will invoice the client on an accrued basis, in accordance with the attached Schedule of Fees (Exhibit A). In order to insure a clear understanding of all matters related to our mutual responsibilities, the attached Standard Terms and Conditions (Exhibit B) are considered a part of our agreement.

If this contract agreement meets with your approval, please sign where indicated below and return one original to our office. If you have any questions regarding this estimate, please contact me at 597-7100.

Sincerely,

**JOHN L. WALLACE & ASSOCIATES**



Chuck Ellison  
Operations Manager

contract.ltr

odm:084.02.1(30)handrailinsal

Attachments

Exhibit A

Exhibit B

**SCOPE OF WORK ACCEPTED:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## Operations Schedule of Fees

***Personnel Hourly Compensation:***

Operations Manager .....	\$ 65.00
Superintendent/Operator III .....	\$ 55.00
Operator II .....	\$ 50.00
Maintenance Technician .....	\$ 45.00
Operator I .....	\$ 40.00
Maintenance Assistant .....	\$ 25.00

***Direct Expenses:***

Reimbursement of direct expenses incurred in connection with the project scope of work will be invoiced to the client. A handling charge of 15% may be added to the direct expenses listed below. Direct expenses include, but are not limited to the following:

- travel expenses (automobile/  
lodging/ meals)
- long distance telephone/fax
- professional subconsultants
- postage/delivery service
- county/city fees
- special materials
- document copies
- blueprints
- photographs

***Invoicing and Interest Charges:***

Invoices will be submitted monthly on an accrued cost basis in accordance with this Fee Schedule. A finance charge of 1.5% per month (18% per annum) will be assessed on all balances that are thirty days past due.

***Fee Revisions:***

JLWA reserves the right to revise this Schedule of Fees on a semi-annual basis, occurring in January and July.

# SAN LUIS OBISPO COUNTY ENGINEERING DEPARTMENT

COUNTY GOVERNMENT CENTER • ROOM 207 • SAN LUIS OBISPO, CALIFORNIA 93408

TIMOTHY P. HANSON  
COUNTY ENGINEER  
GLEN L. PRIDDY  
DEPUTY COUNTY ENGINEER  
FRONTIERIA SERVICES  
NOEL KING  
DEPUTY COUNTY ENGINEER  
ADMINISTRATION

PHONE (805) 781-5252 • FAX (805) 781-1229



ROADS  
SOLID WASTE  
FRANCHISE ADMINISTRATION  
WATER RESOURCES  
COUNTY SUPERVISOR  
SPECIAL DISTRICTS

February 5, 2001

## MEMORANDUM

**TO:** CSD Managers: Ken Topping, Barry Holmes, Bruce Buel, Mitch Cooney, Doug Jones, Bill Van Orden, Kit Carter, Becky Cypert, Georgina Aukema, Dave Cole, John Wallace

**FROM:** Mary Whittlesey, Solid Waste Coordinator *MW 2/5/01*

**SUBJECT:** Recycling Containers

Please review the following note from the IWMA. If you want the IWMA to include containers for your community in their grant request, please fax the form back to Bill Worrell by Thursday, February 8, 2001

# San Luis Obispo County Integrated Waste Management Authority

February 1, 2001

**IWMA BOARD MEMBERS**

George Luna - President,  
City of Alessandro

Shirley Bianchi - Vice President,  
San Luis Obispo County

Tony Ferrara,  
City of Arroyo Grande

Richard Newfield,  
City of Grover Beach

Dave Elliott,  
City of Morro Bay

der Creacione,  
City of Pismo Beach

John Ewan,  
City of San Luis Obispo

Kaicho Achaditan,  
San Luis Obispo County

Harry Oute,  
San Luis Obispo County

Mike Ryan,  
San Luis Obispo County

Peg Pinard,  
San Luis Obispo County

Bill Worrell, Manager  
Carolyn Goodrich, Secretary  
Raymond A. Biering, Counsel

870 Osos Street  
San Luis Obispo, CA 93401

805/782-8530  
FAX 805/782-8529  
E-mail: iwma@iwma.com

Recycling, Compost & More  
Waste Info 800/400-0811  
School Programs Information  
805/782-4424

To: City/County Solid Waste Staff

From: Bill Worrell

Subject: Public Area Recycling Containers

In 1999 the IWMA purchased green rectangular recycling containers for placement in public areas. As part of our ongoing Department of Conservation grant, funds are available to purchase additional containers. If you would like additional containers for your public areas, please fill in the bottom of this form and fax it back to me by February 8.

The arrangements will be the same as last time, the IWMA will purchase and install the containers for you and then give them to you to maintain. However, over the next several months the IWMA will be doing a general maintenance on all the existing containers. That maintenance will include cleaning and minor repair to the containers and replacing the labels.

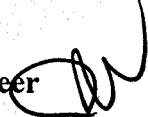
**Please order \_\_\_\_\_ containers for the city of**

\_\_\_\_\_

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

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

**MEMORANDUM**

**DATE:** January 20, 2000  
**TO:** Board of Directors  
**VIA:** Dave Cole, General Manager  
**FROM:** John L. Wallace, District Engineer   
**SUBJECT:** Energy Reduction Program-California Energy Commission-Eligibility Analysis

---

**RECOMMENDATION:**

Direct staff to submit the application to the California Energy Commission by February 28, 2001.

**FUNDING:**

Currently, funds in the amount of \$40,000 are provided in the District's 2000/01 FY Budget targeted for air line repairs.

**DISCUSSION:**

As you are aware, the air blower piping system at the treatment plant leaks and it can be easily estimated that the District could be losing up to 60 percent of its energy costs. According to Ron Head, the electrical consumption this summer was 200 kW hours per day. During peak uses, one 60 HP, two 30 HP and the 5 HP blower pumps were all running. It can be estimated that with the repair of the air lines, the 60 HP blower would not be needed.

Assembly Bill 970 was approved to make 57 million dollars available to wastewater treatment plants and offers a \$300 per kilowatt provisions on reducing peak electricity demands. The attached grant application received from the California Energy Commission and the State Water Resources Control Board outlines an assortment of examples that can be used to see if your estimated energy reduction qualifies.

Staff feels the District may be eligible for a Grant Award of up to \$37,500 and a low interest Loan Award of \$12,500.

All of the projects approved under the Grant must be completed no later than **June 1, 2001**, which is expected to be extended to facilitate projects. Upon Board approval, the attached eligibility analysis was prepared and could be submitted along with a completed application by **February 28, 2001**.

SAN SIMEON COMMUNITY SERVICES DISTRICT  
TENTATIVE CONSTRUCTION SCHEDULE

**AIR PIPING REPLACEMENT  
AND  
D.O. MONITORING EQUIPMENT**

Design Complete .....	February 28, 2001
Board Authorization to Solicit for Bids .....	March 14, 2001
1st Notice to Bidders .....	March 21, 2001
2nd Notice to Bidders (min. 5 days between publications) .....	March 28, 2001
Pre-Bid Conference (Thursday, 1:00 PM) .....	March 30, 2001
<b>Receive Bids (Tuesday, 2:00 PM) .....</b>	<b>May 1, 2001</b>
Award of Bid .....	May 9, 2001
Notice of Award* .....	May 10, 2001
Notice to Proceed* (15 days from Award) .....	May 25, 2001
Start Work (10 days from Notice to Proceed) .....	June 4, 2001
Completion - (60 Calendar Days) .....	August 4, 2001

\* send Certified Mail  
airpipesch.wpd

THIS IS NOT A PART OF THE CONTRACT

**SAN SIMEON COMMUNITY SERVICES DISTRICT  
PEAK LOAD REDUCTION PROGRAM**

**ELIGIBILITY ANALYSIS FOR AIR PIPING REPLACEMENT**

ESTIMATED 60% DEMAND REDUCTION

EXISTING MOTOR DEMANDS	200 kW hrs. per day
NEW MOTOR DEMAND	75 kW hrs. per day
PEAK REDUCTION	125 kW hrs. per day
COST OF INSTALLATION	\$50,000
COST / kW DEMAND REDUCTION	\$400
COST / kW DEMAND REDUCTION @ \$300 per kW hr.	\$37,500
GRANT AWARD	\$37,500
LOAN AWARD	\$12,500

Item	Description	Quantity	Unit	Unit Cost	Total Cost
1	FURNISH AND INSTALL STAINLESS AIR PIPING	1	LS	\$40,000	\$40,000
	Subtotal				\$40,000
	ENGINEERING @ 10%				\$4,000
	ADMINISTRATION @ 10 %				\$4,000
	CONSTRUCTION INSPECTION @ 3 %				\$1,200
	<b>Total Expenditures</b>				<b>\$49,200</b>

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**PEAK LOAD REDUCTION PROGRAM**

**ELIGIBILITY ANALYSIS FOR DISSOLVED OXYGEN MONITORING EQUIPMENT**

ESTIMATED 10% DEMAND REDUCTION

ESTIMATED DEMAND REDUCTION	20 kW hrs. per day
COST OF INSTALLATION	\$5,000
COST / kW DEMAND REDUCTION	\$250
COST / kW DEMAND REDUCTION @ \$250 per kW hr.	\$5,000
GRANT AWARD	\$5,000

Item	Description	Quantity	Unit	Unit Cost	Total Cost
1	FURNISH AND INSTALL D.O. MONITORING EQUIPMENT	1	LS	\$5,000	\$5,000
	Subtotal				\$5,000
	ENGINEERING @ 10%				\$500
	ADMINISTRATION @ 10 %				\$500
	CONSTRUCTION INSPECTION @ 3 %				\$150
	<b>Total Expenditures</b>				<b>\$6,150</b>


**SAN SIMEON COMMUNITY SERVICES DISTRICT**

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

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**MEMORANDUM**

**DATE:** February 13, 2001  
**TO:** Board of Directors  
**VIA:** Dave Cole, Interim General Manager  
**FROM:** John Wallace, District Engineer   
**SUBJECT:** Consideration of Grant Application for CalFed Water Use Efficiency Program

---

**RECOMMENDATION:**

Consider the information from the Department of Water Resources, CalFed Water Use Efficiency Program and direct staff with any further action.

**DISCUSSION:**

Attached for the Board's information is a flyer from the Department of Water Resources regarding the CalFed Water Use Efficiency Program Grant Applications for water conservation and other water projects. Staff is currently soliciting information from the Department regarding these programs to determine whether or not they would be applicable to the District's needs. Because the application package has not been received yet, the full details of this program are not known. Staff will report more fully at the Board meeting on February 13th as to the applicability of this program. If it is beneficial to the District to apply, staff will be recommending that the Board authorize proceeding with the application.



January 2001

CALLED 2-5-01  
RECVD 2-5-01

# CONSERVATION NEWS

*"Building sustainability, reliability, and accountability through efficient water use"*

## Apply Now for Water Use Efficiency Grants and Loans

By Marsha Prillwitz

The goal of CALFED's Water Use Efficiency Program is to accelerate the implementation of cost-effective actions to conserve and recycle water throughout the state. More specifically, the program will focus on:

- reducing irrecoverable losses;
- achieving multiple benefits;
- preserving local flexibility;
- using incentive-based actions;
- building on existing water use efficiency programs; and
- providing assurances of high water use efficiency.

During this first year of CALFED Water Use Efficiency implementation, \$16 million is available for low-interest loans for agricultural water conservation capital outlay projects and \$13 million for urban water conservation capital outlay projects. Funds are also available for competitive grants for water use efficiency projects pending approval by the State Legislature.

The California Department of Water Resources (as the lead) and the U.S. Bureau of Reclamation are responsible for issuance of the Proposal Solicitation Package, the proposal review and

selection process, and administration of the CALFED Water Use Efficiency Competitive Grant Program. Funds for this PSP come from State sources; federal funds may become available later this year. This joint application and review process—a panel of interagency and independent experts—will review all the applications, making it easier for applicants to participate. Awards are available to any public or private entity with an interest in water use efficiency. There are no funding limitations per project.

The proposals are due February 15, 2001, and State funds are to be committed by June 15, 2001. The target award period is April 1, 2001 through June 30, 2001 with a preferred project start date of July 1, 2001. The project start date will be no later than August 15, 2001.

For an electronic copy of the PSP and information about additional funding programs available through DWR and other CALFED agencies, visit [www.dwr.water.ca.gov](http://www.dwr.water.ca.gov). For a paper copy of the application package, or if you have any questions, please contact Marsha Prillwitz, Water Use Efficiency Office, at (916) 327-1645 or e-mail [marshap@water.ca.gov](mailto:marshap@water.ca.gov).

Post-it® Fax Note 7671


To	JOHN WALLACE	Date	2/5/01
Co./Dept.		From	DAVE COLE
Phone #		Co.	SSCSD
Fax #		Phone #	927-4778
		Fax #	

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
Route 1, Box S-17  
San Simeon, California 93452  
(805) 927-4778

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**MEMORANDUM**

**DATE:** February 7, 2001  
**TO:** Board of Directors  
**VIA:** Dave Cole, General Manager  
**FROM:** John L. Wallace, District Engineer   
**SUBJECT:** Storage Building - Update

---

**RECOMMENDATION:**

Staff recommends the Board;

Authorize staff to begin preparation of the Contract Documents and Construction Drawings and Specifications and return to the Board for final approval to solicit bids direction when complete.

**FUNDING:**

The Storage Building Replacement Project is funded through the adopted 2000/01 Fiscal Year Budget under Combination Projects C-2 for \$70,000 .

A two bay block storage building is estimated to cost approximately \$70,000.

**DISCUSSION:**

The District's wastewater treatment plant storage buildings are in need of replacement. The facility should be designed to protect District vehicles, future stationary generator, miscellaneous equipment and materials. Construction and replacement of the existing buildings has a potential to allow for additional space needed for plant operations.

Alternates have been studied and summarized for building methods to best suite this improvement. This summary is attached for the Board's review and consideration

It is recommended by staff that a 24' X 44' two bay (with storage bay) block building be considered. This design would also allow for a future expansion if desired.

## SAN SIMEON COMMUNITY SERVICES DISTRICT

## BUDGETARY CONSTRUCTION COST ESTIMATE

## TWO BAY STORAGE FACILITY REPLACEMENT

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL
	TWO BAY BLOCK STORAGE BUILDING	1100	SF	\$50	\$55,000
	<b>SUBTOTAL</b>				<b>\$55,000</b>
	CONSTRUCTION CONTINGENCIES @ 10%				\$5,500
	<b>TOTAL CONSTRUCTION BUDGET ESTIMATE</b>				<b>\$60,500</b>
	<b>ENGINEERING / ADMIN BUDGET</b>				
	DESIGN ENGINEERING @ 8%				\$4,400
	SURVEYING @ 3%				\$1,650
	PERMITTING @ 2%				\$1,100
	PROJECT ADMINISTRATION @ 5%				\$2,750
	<b>TOTAL ENGINEERING / ADMIN BUDGET</b>				<b>\$9,900</b>
	<b>TOTAL BUDGET AMOUNT</b>				<b>\$70,400</b>

SAN SIMEON COMMUNITY SERVICES DISTRICT

REPLACEMENT STORAGE FACILITY COST COMPARISON

FOUR BAY BLOCK (1,400 SF)	TWO BAY BLOCK (1,100 SF)	FOUR BAY WOOD (1,460 SF)	TWO BAY WOOD (1,100 SF)
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TOTAL ESTIMATED COST      \$70,000      \$58,000      \$63,000      \$50,000

JOB # 084.02  
STORAGE.XLS

February 7, 2001  
CRT

SAN SIMEON COMMUNITY SERVICES DISTRICT  
TENTATIVE CONSTRUCTION SCHEDULE

**STORAGE BUILDING**

Design Complete .....	April 28, 2001
Board Authorization to Solicit for Bids .....	May 8, 2001
1st Notice to Bidders .....	May 15, 2001
2nd Notice to Bidders (min. 5 days between publications) .....	May 22, 2001
Pre-Bid Conference (Thursday, 1:00 PM) .....	June 21, 2001
<b>Receive Bids (Tuesday, 2:00 PM) .....</b>	<b>July 3, 2001</b>
Award of Bid .....	July 10, 2001
Notice of Award* .....	July 11, 2001
Notice to Proceed* (15 days from Award) .....	July 26, 2001
Start Work (10 days from Notice to Proceed) .....	August 6, 2001
Completion - (90 Calendar Days) .....	November 6, 2001

\* send Certified M  
STORAGEsch.wpd

THIS IS NOT A PART OF THE CONTRACT

JOHN L. WALLACE & ASSOCIATES

4115 Broad St. Suite B-5  
SAN LUIS OBISPO, CA 93401  
(805) 544-4011  
FAX (805) 544-4294

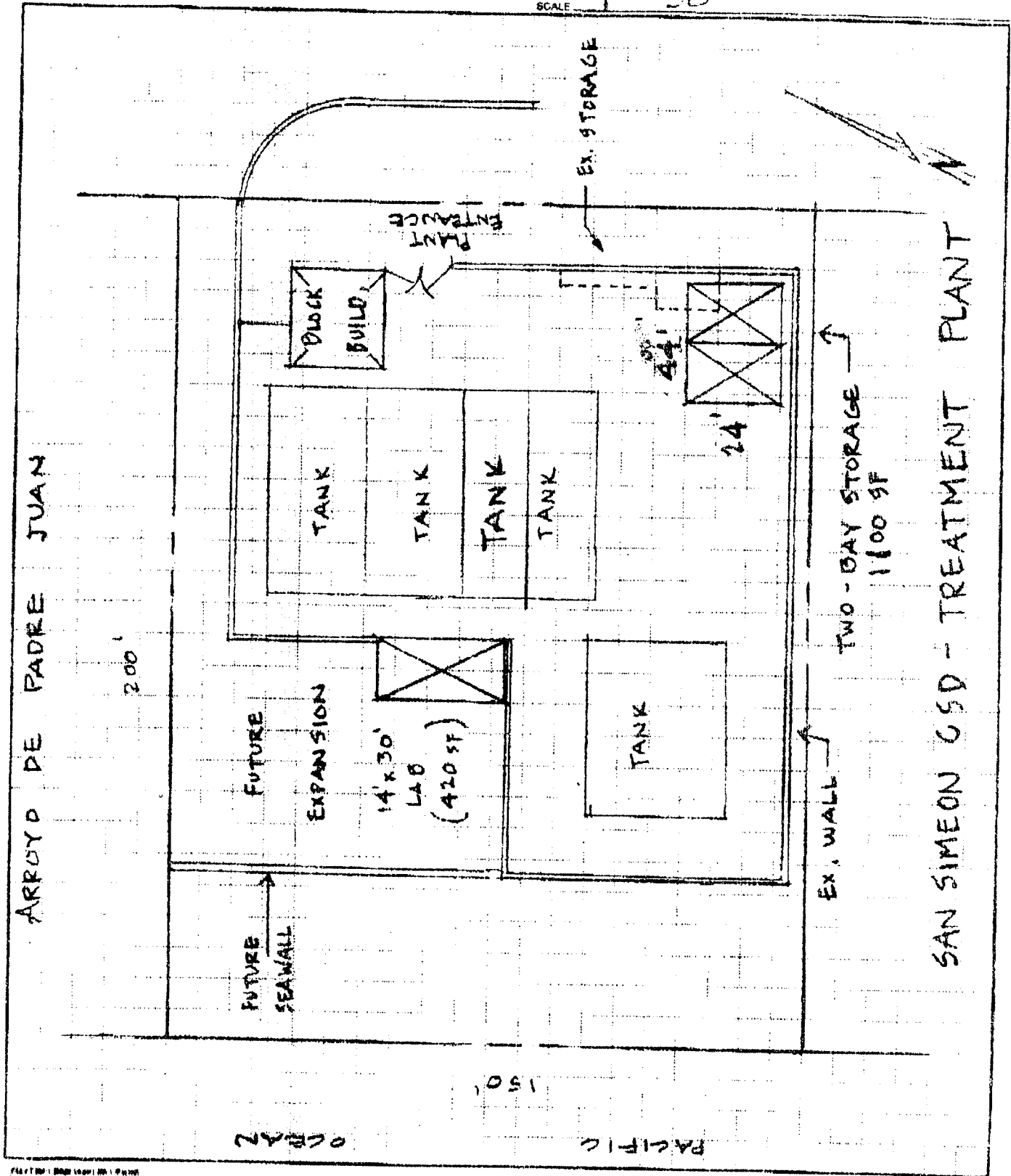
JOB 084-02

SHEET NO. 1 OF 1

CALCULATED BY CRT DATE

CHECKED BY DATE

SCALE 1" = 30'



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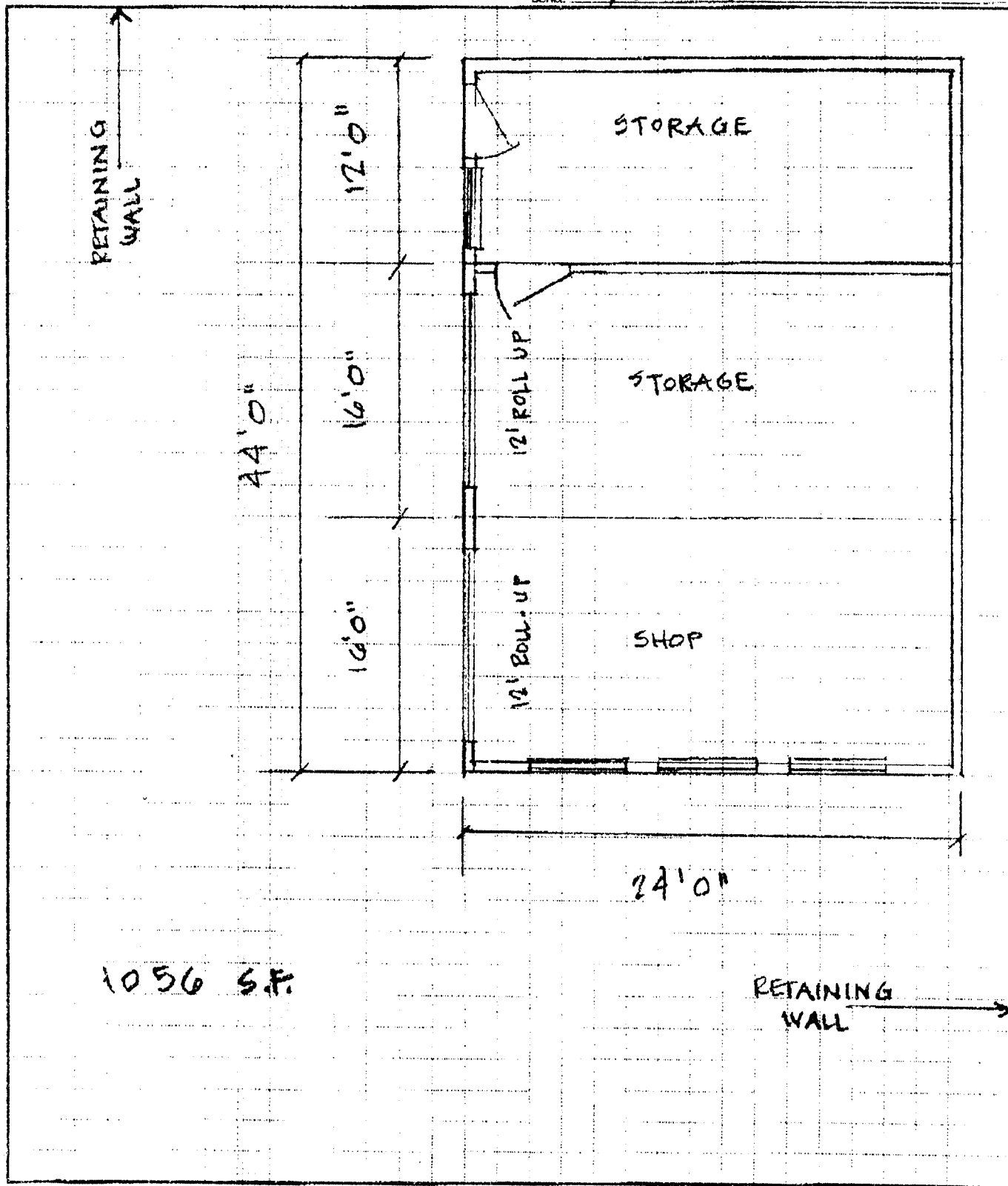
JOB SAN SIMEON CSD

SHEET NO. 1 OF 1

CALCULATED BY CRT DATE 4-6-00

CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_

SCALE 1/8" = 1'0"



# SPECIAL BOARD OF DIRECTORS MEETING SAN SIMEON COMMUNITY SERVICES DISTRICT

Saturday, February 17, 2001  
9:30 a.m.

Banquet Room  
Cavalier Inn

## AGENDA

1. Call to order
  - 1.1 Pledge of Allegiance
  - 1.2 Roll Call
2. Public Comment: (Any topic NOT on the Agenda may be presented, but please observe the 3-minute time limit)
3. Discussion / Action Regarding General Manager/Secretary Position and other Personnel Needs of the District
4. Board / Staff General Discussion and Proposed Agenda Items
5. Adjournment

*RWS.sscsd/AGENDA.SSCSD.010215.doc*



**SAN SIMEON COMMUNITY SERVICES DISTRICT****General Manager/Secretary**

The duties of the General Manager/Secretary shall be as follows:

- Participate in the development of the yearly budget and operate the District within the cost and performance standards as set forth therein.
- Plan, organize and coordinate through staff, all work of the District, including the development and implementation of goals, mission statement, objectives, policies, procedures and work standards of the District and long and short range plans to ensure attainment of District objectives.
- Supervise preparation of agenda and attend all meetings of the District's Board and such other meetings as the Board specifies from time to time.
- Manage the District's financial operations, oversee the investment of District funds by the Finance Officer and expend District funds in conformity with Board approved budgets and applicable laws. Forecast future operations including staffing, equipment, materials and supplies and direct the preparation of the annual budget and five year capital improvement program in a form and level of detail as determined by the Board. Prepare and monitor grant and loan applications and debt financing arrangements.
- Direct the selection, supervision and work evaluation of District staff, monitor and implement employee relations and staff development procedures. Present recommendations for major changes in employee salary structure and benefits. Responsible for labor relations and employee salary negotiations.
- Forecast future service needs.
- Project management.
- Administer contracts, policies and ordinances and they relate to various government agencies, community groups, individuals and business, professional and other organizations and ensure that the District is in compliance with all contractual and legal requirements.

- Participate in the formation of and maintain a complete policy manual including task details and administrative procedures for all District functions. Being sure said policies and regulations are communicated to the staff gaining feedback and participation in the formation of said policies, regulations and their implementation.
- Review and analyze information related to potential fire protection needs of the community to meet current and future service demands.
- Be available for evening and weekend meetings and activities relating to District business.
- Be able to respond to District emergencies.
- Attend association meetings and seminars relating to District functions and issues.
- Keep the Board advised on departmental activities through oral and written reports.
- Represent the District before various agencies, groups and organizations.
- Respond to and resolve difficult and sensitive use inquiries and complaints.
- Act as Chief Planning Officer in preparing and filing environmental determinations on behalf of the District.
- Perform related duties as assigned.
- Compile monthly report from staff.
- Monitor a maintenance and prevention plan.