

G.M.

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
Board of Directors – Regular Meeting
Wednesday, November 14, 2007
Cavalier Banquet Room – 6:00 pm

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

1. 6:00 pm – REGULAR SESSION

- A. Roll Call
- B. Pledge of Allegiance

2. PUBLIC COMMENT:

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

- A. Sheriff's Report
- B. Public Comment

3. STAFF REPORTS

A. General Manager's Report

- 1. Collection system smoke testing report
- 2. Water Well generator painting
- 3. Invoices sent to State

B. Superintendent's Report

- 1. Water & Wastewater Operation Report
- 2. CCC/EQ basin improvements (update)
- 3. Well three readiness update
- 4. Reservoir painting proposal

C. District Financial Summary

D. District Counsel's Report

- 1. Grant Writer Proposal, Boyle Task Order 2-07

4. ITEMS OF BUSINESS

- A. **Approval of Last Months Minutes** - October 10, 2007
- B. **Approval of Disbursements Journal** - November 2007

5. DISCUSSION/ACTION ITEMS

- A.** Resolution to update LAIF account list of authorized individuals (GM)
- B.** Boyle Task Order 2-07 Develop a strategic approach to obtaining funding for district Projects (GM)
- C.** Boyle Task Order 3-07 assistance with Coastal Development Permit Application for riprap placement
- D.** Boyle Task Order 4-07 for engineering services associated with the rehabilitation of two San Simeon ground water wells
- E.** Board Committee Reports
- F.** Board Reports

6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

7. ADJOURNMENT



General Manager's Report November 14, 2007

A. Collection System Smoke Testing

Smoke testing was completed during the month of October by L.R. Paulsell Consulting. Minor leaks were found around a grease interceptor at 9260 Castillo Drive and Manholes number 4 and 5 located at the north side of the creek crossing. The smoke testing was completed for \$10,000 under the proposal cost; the report from L.R. Paulsell is included for your review.

B. Water Well Generator Painting

The water well generator was prepared and painted to protect the generator housing and generator from the corrosion.

C. Invoices Sent To State

O&M charges for the State (Hearst Castle) were calculated for Fiscal years 05-06 and 06-07 to include repairs made to the wastewater treatment plant. Copies of the invoices that include adjusted amounts for invoicing during the fiscal years listed above are included for your information.

L. R. PAULSELL CONSULTING

CONSTRUCTION MANAGEMENT and INSPECTION
PIPELINE VIDEO INSPECTION

ECO Resources
111 Pico Avenue
San Simeon, CA 93452

October 19, 2007

Attn: Mr. Charles Grace

Subject: San Simeon Sewer Smoke Testing.

Gentlemen:

Smoke testing was performed this week on the above project. Below are the results of the testing, I have itemized them by pipe section.

Pico Avenue:

MH 1 to 34: There were no defects found in this area, all roof vents were found in working order and there were no roof drain connections.

Easement:

MH 34 to 4: There were no defects found in this area, all roof vents were found in working order and there were no roof drain connections.

Avonne Avenue:

MH 4 to 12: There were no defects found in this area, all roof vents were found in working order and there were no roof drain connections.

Penn Way:

CO 7 to MH 6: There were no defects found in this area, all roof vents were found in working order and there were no roof drain connections.

Easement:

CO 13 to MH 8: There were no defects found in this area, all roof vents were found in working order and there were no roof drain connections.

Otter Way:

MH 9 to 21: There were no defects found in this area, all roof vents were found in working order and there were no roof drain connections.

P. O. Box 816, Crockett, CA 94525
Office (510) 245-7037 Fax (510) 245-7038

L. R. PAULSELL CONSULTING

CONSTRUCTION MANAGEMENT and INSPECTION
PIPELINE VIDEO INSPECTION

Castillo Drive:

MH 20 to 19: There were no defects found in this area, all roof vents were found in working order and there were no roof drain connections.

San Simeon Avenue:

MH 21 to CO 23: There were no defects found in this area, all roof vents were found in working order and there were no roof drain connections.

Easement:

MH 26 to Creek Crossing: The three manhole located on the north side of the creek crossing were all found to have smoke leaking from the around around the manhole

MH 27 to 29: There were no defects found in this area, all roof vents were found in working order and there were no roof drain connections.

Balboa Avenue:

MH 29 to WWTP: There were no defects found in this area, all roof vents were found in working order and there were no roof drain connections.

Photos:

No. 1: Smoke blower set up on MH 1.

No. 2: Smoke from roof vents at 113 Pico Avenue.

No. 3: Smoke from grease interceptor at 9260 Castillo Drive.

No. 4&5: Smoke leaking from around manhole structures at north side of creek crossing.

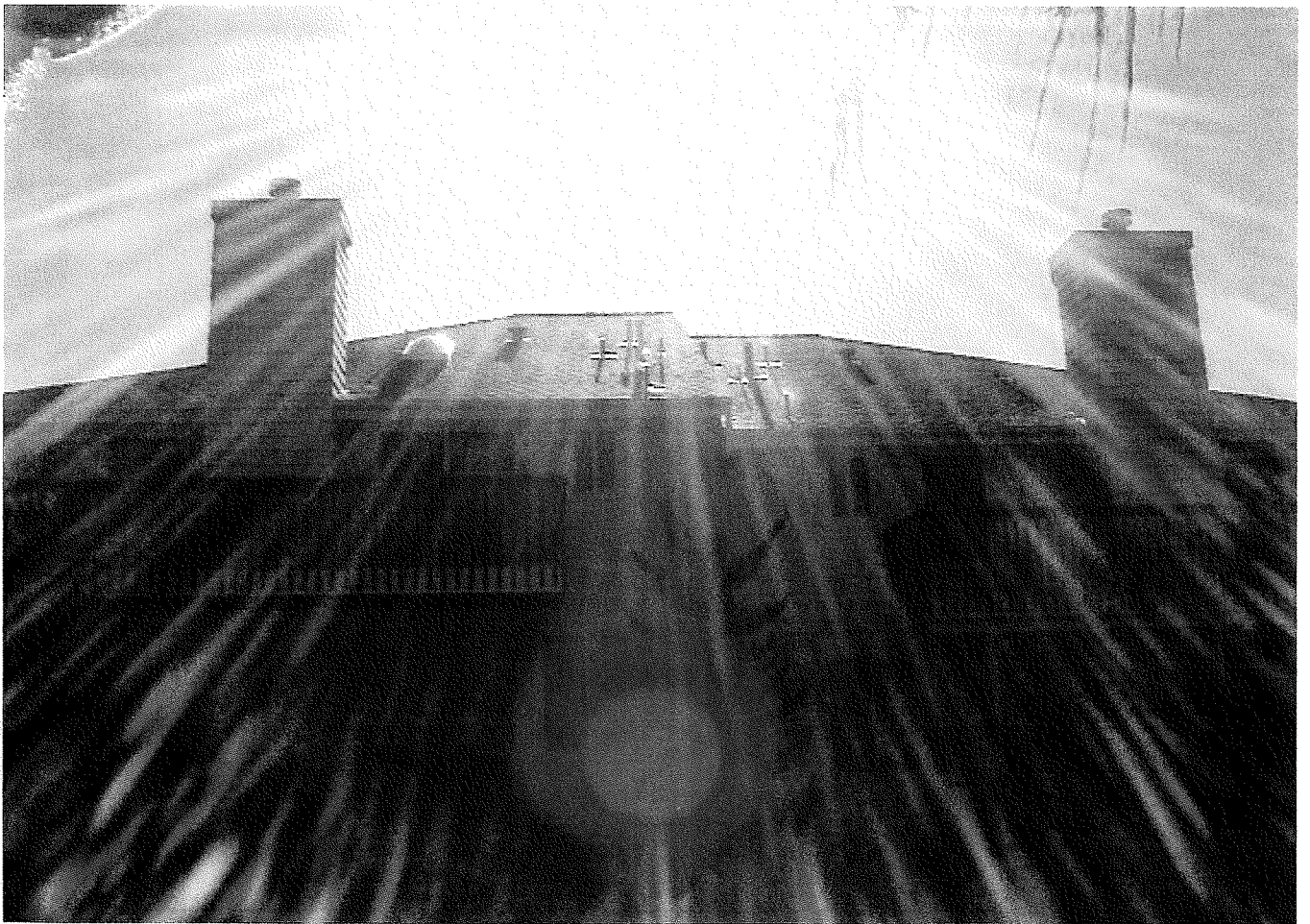
I appreciate this opportunity to serve ECO Resources and the San Simeon Community Services District and look forward to working with you in the future. Please call me if you have any questions.

Very truly yours,



Robin Paulsell S.E.T.

P. O. Box 816, Crockett, CA 94525
Office (510) 245-7037 Fax (510) 245-7038







San Simeon Community Services District
111 Pico Avenue
San Simeon, California 93452
(805) 927-4778

INVOICE

DATE	STATEMENT
10/07/2007	0710-1300

BILL TO:

 SAN SIMEON DISTRICT
 ATTN: ACCOUNTING
 750 HEARST CASTLE ROAD
 SAN SIMEON, CALIFORNIA 93452

AMOUNT PAID	ACCOUNT
\$ _____	1300/208

PAST DUE CHARGES/ADJUSTMENTS

05-06 Based on 04-05 O&M \$445,790.00

Billing Period	Adjusted Amount	Payment Received	Balance Due
07/10/2006	\$24,518.45	\$23,655.02	\$ 863.43
04/03/2006	\$22,289.50	\$21,504.57	\$ 784.93
01/08/2006	\$33,434.25	\$32,256.85	\$ 1,177.40
11/08/2005	\$28,976.35	\$27,955.94	\$ 1,020.41

CURRENT CHARGES DUE FOR 05-06 **\$3,846.17**

IMPORTANT NOTE: Annual Operating Expense subject to change pending audit. Amounts billed will be re-calculated based on audit figures completed in 2007.

All bills not received before the 25th day of the month following billing are delinquent, and subject to a penalty of 10% of unpaid balance. All delinquent services may be disconnected without further notice, and are subject to a reconnection fee. Regular Board Meetings are scheduled for the second Wednesday of every month at 6:00 P.M.

THANK YOU FOR YOUR BUSINESS

San Simeon Community Services District
111 Pico Avenue
San Simeon, California 93452
(805) 927-4778

INVOICE

DATE	STATEMENT
10/07/2007	0710-1300

AMOUNT PAID	ACCOUNT
\$ _____	1300/208

BILL TO:

 SAN SIMEON DISTRICT
 ATTN: ACCOUNTING
 750 HEARST CASTLE ROAD
 SAN SIMEON, CALIFORNIA 93452

PAST DUE CHARGES/ADJUSTMENTS

06-07 Based on 05-06 O&M \$711.806.00

Billing Period	Adjusted Amount	Payment Received	Balance Due
07/03/2007	\$30,251.76	\$18,278.88	\$11,972.88
04/11/2007	\$26,692.73	\$16,128.42	\$10,564.31
01/10/2007	\$39,149.33	\$23,655.02	\$15,494.31
10/18/2006	\$40,928.85	\$24,730.25	\$16,198.60

CURRENT CHARGES DUE FOR 06-07 **\$54,230.10**

IMPORTANT NOTE: Annual Operating Expense subject to change pending audit. Amounts billed will be re-calculated based on audit figures completed in 2007.

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THANK YOU FOR YOUR BUSINESS

San Simeon Community Services District
111 Pico Avenue
San Simeon, California 93452
(805) 927-4778

INVOICE

DATE	STATEMENT
10/07/2007	0710-1300

AMOUNT PAID	ACCOUNT
\$ _____	1300/208

BILL TO:
 SAN SIMEON DISTRICT
 ATTN: ACCOUNTING
 750 HEARST CASTLE ROAD
 SAN SIMEON, CALIFORNIA 93452

CHARGES AND CREDITS **QUANTITY** **AMOUNT**

Period: July, August, September 2007

Annual Operating Expense for Wastewater \$711,806.00
 Quarterly Wastewater Operating Expense \$177,951.50

<u>Date</u>	<u>State Infl. Gallons</u>	<u>Processed Gallons</u>
07-07	414,765	2,495,710
08-07	421,045	2,678,522
09-07	293,206	2,138,282
Totals	1,129,016	7,312,514

Quarterly Wastewater Operating Expense

\$26,692.73

1,129,016 divided by 7,312,514 gives a ratio of 0.15
 Quarterly Expense of \$177,951.50 times 0.15 equals \$26,692.73

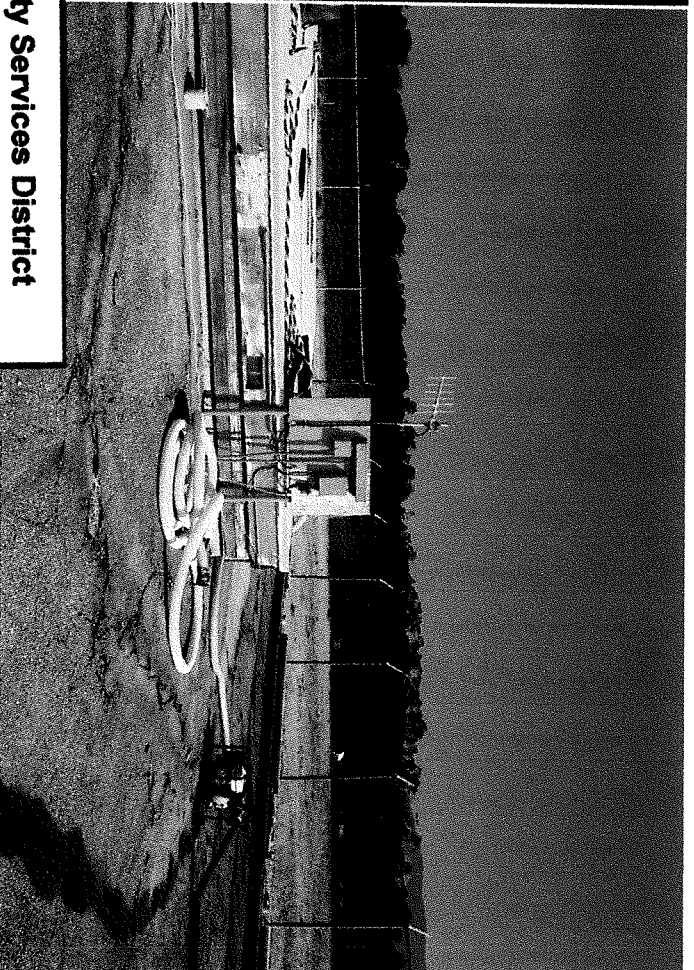
CURRENT CHARGES DUE **\$26,692.73**

IMPORTANT NOTE: Annual Operating Expense subject to change pending audit. Amounts billed will be re-calculated based on audit figures completed in 2007.

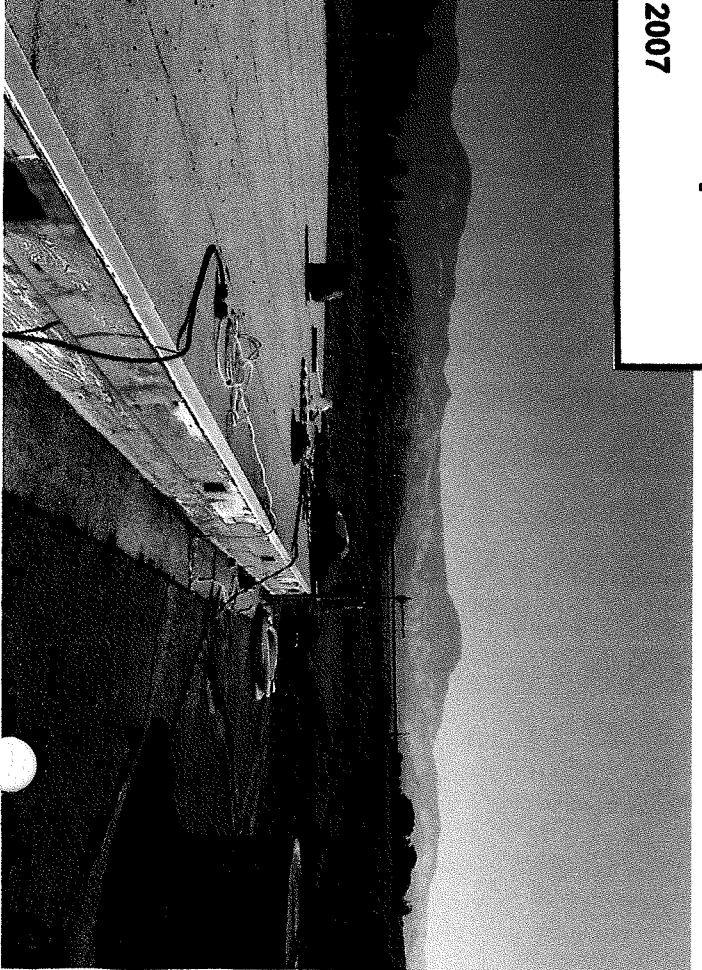
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THANK YOU FOR YOUR BUSINESS





**San Simeon Community Services District
Superintendent's Report
October 2007**



12/01/2006

Superintendent's Report

October 2007

November 6, 2007

The Wastewater Treatment Plant performed well during the month and produced a good quality treated effluent. Based on lab results received so far we were in compliance throughout the month of October with no exceedances.

Based on depth readings taken at our wells, the water dropped 7.2 inches over the last month and the current reading is at about 15.7 feet from the surface. Over the last few days we have seen a slight recovery of the water table with a rise to 15.5 from 15.7 feet. As shown on Page 3 of this report, by comparison with average water depth for both wells last year at this time versus this year, the water table is down 3.5 feet from last year at the end of October. The tests being conducted to check for salt water intrusion show no indication of any increase in chlorides. The water quality still continues to be good.

Update on Chlorine Contact Chamber – Equalization Basin Electrical & Instrumentation Improvement Project: All the components have now been installed and nearly all of the conduit and wiring has been completed. There was a lengthy delay in receiving the components needed for the new chlorine analyzer but we recently received the parts and the technician who will be setting up the unit is scheduled to be here to do that on Thursday, November 18th.

We have now test pumped Well #3 and flushed the line up to the reservoir. We have chlorinated the line to disinfect it and will be flushing the line and testing the quality of water as required by the San Luis Obispo County Health Department. Unless there are unanticipated problems that crop up, we expect that the well will be ready to pump to the reservoir by the end of next week providing that the lab results are acceptable.

Of the photos attached to this report, two show the siding on the reservoir cover. I'm not sure there's enough detail for you to see that the lumber is showing signs of weather checking and cracking. The exterior wood needs to have all the cracks caulked and re-painted. The cracks need to be filled so that insects can not get into the reservoir. Painting will provide protection of the wood surfaces from the weather. We have received a proposal from Steven Rogall Painting to do that work for a sum of \$1,150.00 and we plan on having the work done before we get into the rainy season.

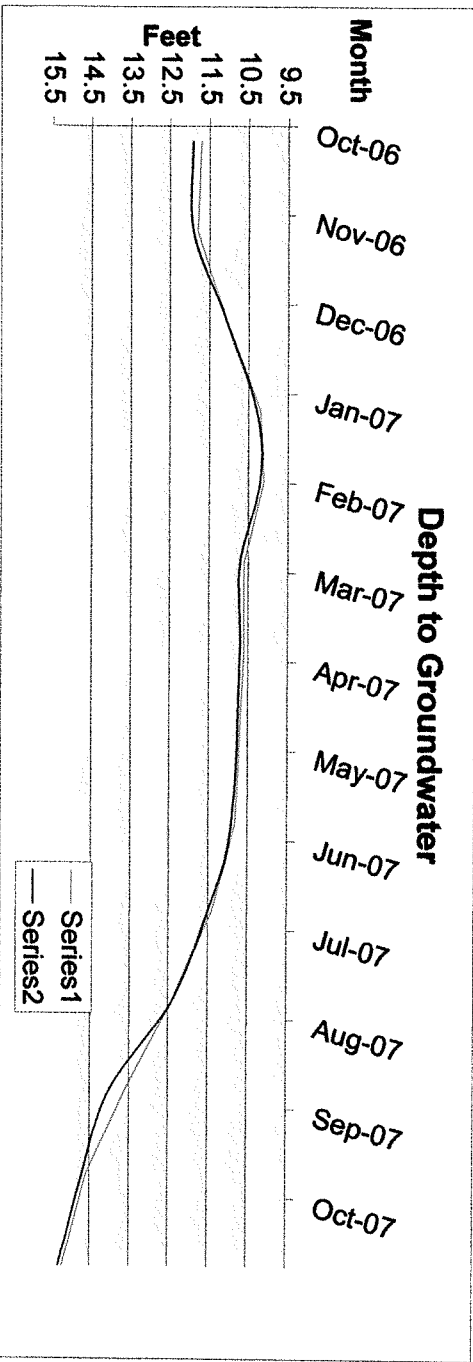
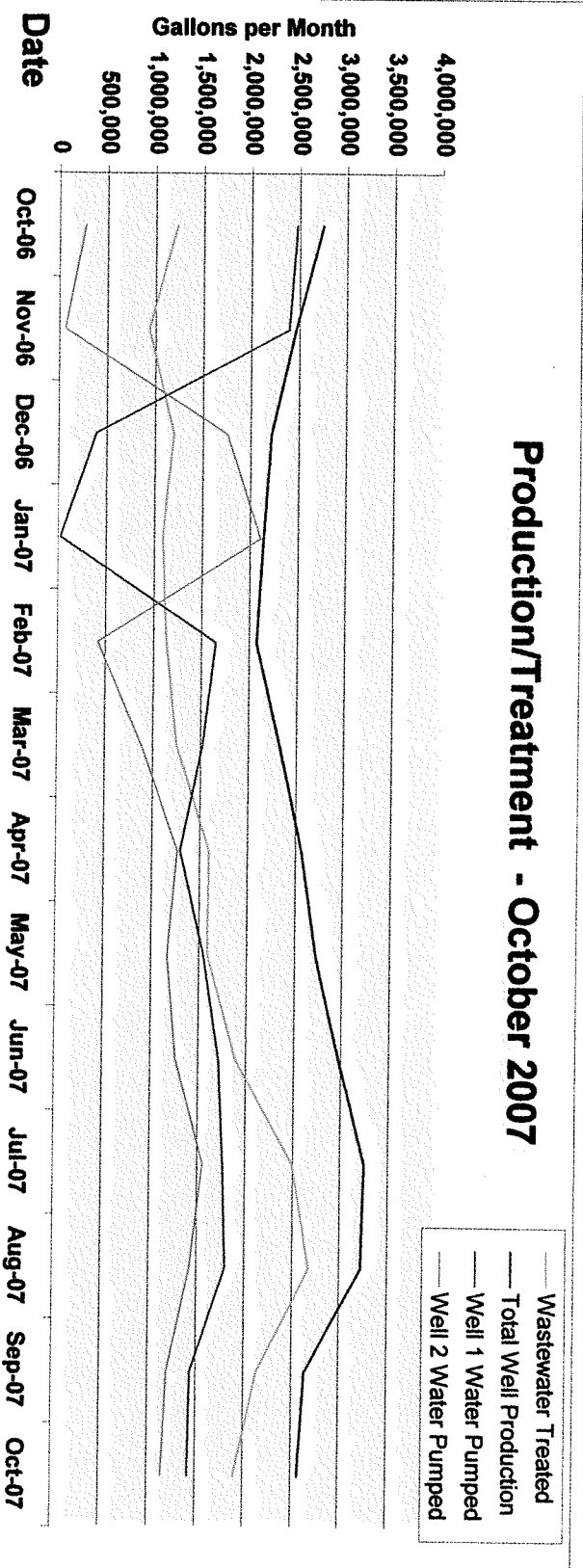
Report prepared and submitted by Dan Daniels, Facility Manager, ECO Resources, Inc.

San Simeon Community Services District Data Summary Sheet October 2007

	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Total for 2006
Wastewater Treated	1,271,275	1,363,034	1,512,445	1,969,983	1,449,000	1,539,298	1,798,204	1,849,711	1,307,276	1,229,498	936,304	1,199,896	17,425,914
Total Well Production	1,995,888	1,928,324	2,167,480	2,418,658	2,653,708	2,767,600	3,509,616	2,940,538	2,571,699	2,755,408	2,464,361	2,216,623	30,367,903
Well 1 Water Pumped	0	540,654	701,474	43,798	0	1,177,276	663,476	1,955,721	2,514,327	2,479,919	2,395,545	393,523	11,865,674
Well 2 Water Pumped	1,995,888	1,385,670	1,466,005	2,374,900	2,633,708	2,590,324	2,846,140	994,817	57,372	275,489	68,816	1,755,406	18,394,534
Water Well 1 Avg Depth to Water	10.4	10.5	10.1	9.8	10.5	10.9	10.8	11.4	11.4	11.4	11.7	11.1	10.9
Water Well 2 Avg Depth to Water	10.3	10.5	10.4	10.0	10.6	11.0	10.9	11.2	11.0	11.5	11.9	11.1	10.9
Average Depth of Both Wells	10.4	10.5	10.3	9.9	10.5	10.9	10.9	11.3	11.5	11.8	11.9	11.1	10.9
State Wastewater Treated	705,247	397,658	292,804	456,107	315,899	315,831	429,805	417,679	265,432	239,387	207,822	269,484	4,333,165
State % of Total WW Flow	55.48	29.17	19.36	23.15	21.80	20.52	23.90	22.58	21.83	19.47	22.20	22.46	25.16
Biosolids Removal (Gallons)	6,000	6,000	12,000	6,000	12,000	35,490	32,288	28,223	25,180	24,607	24,947	6,199	216,933
WW Permit Exceed, Revised 12-7-06	2	1	0	1	4	1	0	1	0	0	1	0	11
Constituents Exceeded	T Coliform	T Coliform	None	T Coliform	T Coliform	None	None	T Coliform					
Sample Limit	230	230		230	300			230					
Sample Result	240	500		900	1600			240					
					360								
Constituents Exceeded					Tot Cl2			Tot Cl2					
Sample Limit					0.93			0.93					
Sample Result					7.1			52					1.04

	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Total for 2007
Wastewater Treated	1,088,548	1,137,863	1,252,523	1,596,800	1,589,146	1,892,780	2,495,710	2,678,522	2,139,282	1,901,335	1,773,509	1,773,509	17,773,509
Total Well Production	2,140,776	2,076,298	2,329,571	2,565,490	2,722,870	2,981,528	3,254,024	3,226,348	2,641,188	2,568,333	2,568,333	2,568,333	26,506,426
Well 1 Water Pumped	28,349	1,651,734	1,519,336	1,295,835	1,548,360	1,714,640	1,761,839	1,799,538	1,439,601	1,422,472	1,422,472	1,422,472	14,181,705
Well 2 Water Pumped	2,112,427	424,565	891,018	1,289,655	1,174,510	1,266,889	1,557,486	1,426,610	1,201,587	1,145,861	1,145,861	1,145,861	12,470,807
Water Well 1 Avg Depth to Water	10.2	10.1	10.6	10.6	10.8	11.4	12.4	13.6	14.6	15.2	15.2	15.2	12.0
Water Well 2 Avg Depth to Water	10.3	10.2	10.7	10.7	10.9	11.4	12.4	14.0	14.7	15.3	15.3	15.3	10.6
Average Depth of Both Wells	10.3	10.2	10.7	10.7	10.9	11.4	12.4	13.8	14.7	15.3	15.3	15.3	11.3
Change in Average Well Depth from 2006	-0.1	-0.4	0.4	0.7	0.3	0.5	1.5	2.5	3.2	3.5	3.5	3.5	10.9
State Wastewater Treated	191,904	230,939	210,820	286,505	255,665	302,289	414,765	421,045	293,205	285,950	285,950	285,950	1,478,123
State % of Total WW Flow	17.63	20.30	16.83	17.92	16.09	15.97	16.62	15.72	13.71	13.99	13.99	13.99	8.32
Biosolids Removal (Gallons)	0	6,523	5,933	6,487	12,309	6,000	12,500	18,686	5,977	12,694	12,694	12,694	87,109
WW Permit Limitation Exceeded	0	0	1	0	1	0	0	0	0	0	0	0	2
Constituents Exceeded			T Coliform										
Sample Limit			230										
Sample Result			300										

Production/Treatment - October 2007



San Simeon Community Services District
 Comparison of Sales

Superintendent's Report

October 2007

	2005	2006	2007	January	February	March	April	May	June	July	August	September	October	November	December
Water Sales (Dollars)	\$12,025	\$11,701	\$12,781	\$12,025	\$12,630	\$13,396	\$14,661	\$15,951	\$18,566	\$22,159	\$17,753	\$16,502	\$17,224	\$11,593	
Water Sales (Dollars)		\$11,701	\$12,630	\$11,913	\$13,342	\$14,784	\$16,078	\$18,927	\$20,538	\$19,692	\$18,658	\$15,755			
% +/- from 2005		0.97	1.04	0.89	0.91	0.93	1.09	1.28	0.77	0.64	1.05	0.94			
Water Sales (Dollars)				\$12,781	\$13,154	\$11,913	\$13,342	\$16,078	\$18,927	\$20,538	\$19,692	\$18,658	\$15,755		
% +/- from 2006			1.09	1.00	1.00	1.00	1.00	1.09	1.28	0.77	0.64	1.05	0.94		

	2005	2006	2007	January	February	March	April	May	June	July	August	September	October	November	December
Amount Water Sold (cu ft)	259,424	242,900	263,799	259,424	317,559	292,318	316,279	327,339	379,201	453,232	402,325	343,995	350,631	238,106	
Amount Water Sold (cu ft)		242,900	261,269	247,461	276,898	305,006	305,006	305,006	541,198	630,400	360,280	343,995	333,258	258,977	
% +/- from 2005		0.94	0.82	0.85	0.88	0.93	0.88	0.93	1.43	1.39	0.90	0.95	0.95	1.09	
Amount Water Sold (cu ft)				263,799	272,449	243,280	372,462	327,790	386,672	423,236	408,573	370,687	316,982		
% +/- from 2006			1.09	1.04	0.98	1.35	1.07	1.07	1.27	0.78	0.65	1.03	0.92		

	2005	2006	2007	January	February	March	April	May	June	July	August	September	October	November	December
Water Produced - Month Cycle (cu ft)	266,850	286,221	263,799	266,850	257,550	289,792	323,375	352,127	370,028	469,236	393,150	343,836	368,398	329,485	296,362
Water Produced - Month Cycle (cu ft)		286,221	277,601	311,440	342,980	364,020	398,630	435,000	431,330	431,330	353,100	343,360			
Water Produced - Meter Cycle (cu ft)		303,720	299,230	243,280	387,580	340,070	400,730	436,390	450,190	383,840	335,600				
% +/- from 2006		1.07	1.08	1.07	1.06	1.03	1.08	0.93	1.10	1.03	0.93	0.93			
*Water Loss		13.14	8.95	1.56	3.90	3.61	3.51	3.01	9.24	3.43	5.55				

*Percentage of Water Produced vs. Net Water Sold





Other Reports
District Financials Summary

District Financials

September 2007 Billings	\$ 36,516.87
October 2007 Billings	\$ 30,462.53
October Past Due (31-60 days)	\$ 145.94
LAIF Account (September 2007)	\$760,441.30
SEP Account 1 (October 26,2007)	\$106,021.87
SEP Account 2 (October 26,2007)	\$ 39,757.54
Accounts Payable (As of October 31, 2007)	\$ 59,375.83
Checking Account Balance (As of October 31, 2007)	\$ 40,288.74



MINUTES
Board of Directors – Regular Meeting
San Simeon Community Services District
Wednesday October 10, 2007
Cavalier Banquet Room - 6:00 PM

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

1. 6:08 PM- REGULAR SESSION: Roll Call/Pledge of Allegiance

Chairman : Terry Lambeth - present
Vice-Chair : John Russell - present
Director Dee Dee Ricci - present
Director Alan Fields - present
Director Ralph McAdams - absent

2. PUBLIC COMMENT: No public comment

A. Sheriff's Report – Sgt. Manuel

Having continued problems with burglaries at motels and vehicles in the area. Burglars have been going in through motel windows and open vehicles. We ask that the community keep its eyes and ears open. Director Ricci questioned report in the Cambrian about shots fired and grand theft (grand theft is anything over \$400). Shots fired could be anything, from car back fire or other unidentified noises. When investigated nothing was found. There was an incident where a tourist's car that was left open had money stolen out of it.

B. Public Comment – No comment

3. STAFF REPORTS

A. General Manager's Report: Charlie Grace

(1) Curb painting: At the previous Board Meeting, there was a question regarding curb coloring and the seemingly lack of uniformity. Red - No Parking, White – Loading/Unloading, Yellow – Commercial Loading/UnLoading, Green - Temporary Parking, Blue – Handicap Parking. We have the option and authority to create a curb painting standard on streets owned by San Simeon. Typically a traffic control study can be done to determine proper distances, etc. Vice-Chair Russell said with all the other things that need to be done, he felt he didn't want to spend the time on this unless it was absolutely necessary. Mr. Grace pointed out that another option was to just put up signs on a case by case basis. Director Fields asked if we could have the motels paint their curbs white (in the designated loading/unloading areas). Vice-Chair Russell said the motels were not

on our streets and that we shouldn't be painting County "property". A motel manager stated that the County told them that they were not allowed to paint their curbs. Vice-Chair Russell stated that he wanted to drop the whole subject unless a motel complains and then they would be directed to go to the County.

(2) Treatment Plant generator painting: The generators have been painted. The contractor will now move on the wells.

(3) LAIF account authority information: At the previous meeting there were questions regarding authority and security of funds. Transfers can be made by one person, Charles Grace (per a resolution which was passed by the Board). Transfers can "only" go into one account, which is the District's bank account. At next meeting a resolution will be brought to the Board allowing all Board members authority to make the transfer. In this resolution, it will be stated that all further transactions will require "2 signatures" for any transfer of LAIF monies, and that monies can only be transferred to the District's bank account.

(4) Letter sent to State regarding quarterly invoice: (letter included in packet). The bill we sent them regarding reimbursement of plant repair and maintenance should have been part of the quarterly invoice pursuant to the 1971 agreement. Upon review of the 1971 agreement, the District concurs with the State. After looking at prior quarterly invoices, we realized that operating costs had not been updated accordingly since the 2005/06 Audit. We will retroact the prior invoices accordingly, make the adjustments, and re-bill the State with the proper figures. Back charges are as follows; 2005-06 adjustment \$3,846.17, 2006-07 adjustment \$54,230.10.

B. Superintendent's Report: Dan Daniels

(1) Water & Wastewater Operation Report: Wastewater Treatment Plant performed well during the month and produced a good quality treated effluent. Based on lab results received so far, we were in compliance throughout the month of September with no exceedances.

(2) CCC/EQ Basin improvements (update): All components have now been installed and nearly all of the conduit and wiring have been completed. A delay occurred due to the fact that the Chlorine Analyzer we received was not equipped to analyze total chlorine as we need and as we ordered. A new one is being sent. Unfortunately, we can't move forward with setup and calibration of the chlorination control system until we receive necessary items. Mr. Daniels expects this issue to be resolved within the next week.

As of this date the new control panel for Pump #3 has been installed. The pump has been tested and was successful in pumping water up to the reservoir. We will proceed to flush the line from Well #3 up to the reservoir, sanitize the well, disinfect the pipe, then sample and test the water quality as required by the San Luis Obispo Health Department. ETA for full operation of Pump #3 is still scheduled for November 1st as long as no other problems occur.

Dog signs have arrived but have not yet been posted.

Wells have dropped nearly a foot (10.8") over the last month. The average reading is 14.7. (report average summary submitted with Board packet). Tests for saltwater intrusion show no indication of any increase in chlorides. The water quality continues to be good. Vice-Chair Russell pointed out that per page 5 of the Superintendent's Report regarding "water sales", water conservation is working because consumption is down.

(3) Smoke testing start date October 15, 2007: Notices were sent with water bills. The company will also post door hangers on the day of test. Counsel mentioned that the Sheriff and CDF should be contacted.

C. District Financial Summary:

August 2007 Billings	\$ 41,578.43
September 2007 Billings	\$ 36,516.87
September Past Due (31-60 days)	\$ 268.83
LAIF Account (July 2007)	\$798,441.30
SEP Account 1 (August 27,2007)	\$ 86,516.43
SEP Account 2 (August 27,2007)	\$ 20,812.19
Accounts Payable (As of August, 2007)	\$ 84,593.76
Checking Account Balance (As of August 27,2007)	\$104,207.23

D. District Counsel's Report: Mr. Schultz

Still looking into Oceanside Inn issue and all the legal aspects. Mr. Schultz and Mr. Grace have visited the site, and it still looks like a commercial laundry facility. Changes have been made, signs stating "guests only" and locks have been added. Will look at other motels to see how they manage their guest laundry facility. Mr. Schultz is still looking into the matter to see what other legal actions can be

taken. He does feel that we need help from the county from a code enforcement aspect. More research is needed.

Working on a draft for the "Administrative Citation" process. It would be another possible procedure in handling odd items (situations) that come up. It will also be a way for the city to raise revenue. Should have a letter ready by December at the latest.

4. ITEMS OF BUSINESS:

A. Approval of Minutes – September 12, 2007

Motion Made: Director Ricci
Second: Director Fields
Approved: 5-0

With the following amendments made by Vice-Chair Russell;

They agreed to the extension "**for the completion of the Tertiary Treatment upgrade.**" We have until August of 2012. This will give us time to get grants or update equipment. If we get the grants necessary, we will go Tertiary. If not, then we will "**forfeit the money in the SEP accounts**" to the State.

B. Approval of September 2007 Disbursements Journal (Warrants)

Motion Made: Vice-Chair Russell
Second: Director Fields
Approved: 5-0

5. DISCUSSION/ACTION ITEMS:

A. Review/Approve budget and scope of work for well head rehabilitation design (Vice-Chair Russell): The Water Committee has been studying the need for repairs/updates to the District's water system. Based on Boyle engineering's technical reports, two areas are in need of major improvements;

1. The water wells, and
2. The water pipe distribution and storage systems

The water Committee recommends that the highest priority be assigned to the water well improvements. The costs for the recommended improvements are roughly \$400,000.

The second area is the water distribution pipe systems. For current users, Boyle says the pipes are adequate for ordinary use, but inadequate for fire-flow purposes. If the District finds additional sources of water, and build-out is then allowed, the current distributions and reservoir systems

are inadequate even for ordinary uses. The estimated cost for replacing all of the pipes and upsizing the reservoir is roughly \$4 million. Vice Chair Russell feels that the district should postpone upsizing the distribution pipes and reservoir until a new source of additional water is found, at which time much of the costs could be paid by new users.

A motion was made by Vice-Chair Russell to make well rehab the first priority.

Motion Made: Vice-Chair Russell

Second: Director Fields

Approved: 5-0

A motion was also made by Vice-Chair Russell to approve Boyle Engineering's creating preliminary construction documents which will cost \$38,946.00 (not to exceed \$40,000.00). These plans will help us determine the actual costs of the project.

Motion Made: Vice-Chair Russell

Second: Director Fields

Approved: 5-0

The second phase of the project for \$35,000 for construction supervision will be tabled until we are ready to proceed.

Mr. Schultz suggested a second motion be made for ECO Resources' staff to coordinate with Boyle Engineering during the 1.2 Preliminary Design Memorandum Phase, technical questions and specific project elements. Boyle will need to consult with Mr. Daniels and ECO Resources during that phase.

Motion Made: Chairperson Lambeth

Second: Vice-Chair Russell

Approved: 5-0

B. Sewer pipe bridge coating and corrosion evaluation (GM):

Advantage Technical Services found corrosion and coating problems. A recommendation was made to replace all the bolts, strip off old coating and put new coating on bridge. Staff has since called a contractor to replace the bolts and do coating, which will take place in about a month.

Mr. Daniels pointed out that the contractor has also mentioned that the plates in the center of the bridge are corroded, which is another weak

point. He feels that the plates should be removed and the pipes welded together.

A motion was made to go ahead with all 3 recommendations by Advantage Technical Services and bring back cost estimates.

Motion Made: Director Fields

Second: Director Ricci

Approved: 5-0

C. Grant writer proposal (GM): Ask a grant writer to take a look at our list of priorities and keep us at the forefront for when grants are available. Also to position us in a favorable light so we can obtain those grants. A Grant Writer working with the District is a positive step toward possibly obtaining funding from grants if and when they become available. Staff recommends that the Board approve the proposal from Boyle. Boyle has a Grant Writer currently on Board.

Mr. Schultz will meet with the consultant to make sure they will be giving us different information than Senoma's report. Discussion will be tabled until next meeting when we have more information.

D. Board Committee Reports:

Budget Committee: met to discuss reformatting a budget. Budget sub-committee will meet and discuss a different format. Some discovery issues have been brought up. Should have budget format finished by next meeting (or December meeting).

E. Board Reports: No reports

6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS:

7. ADJOURNMENT: at 7:58 pm



Discussion / Action Item
November 14, 2007

A. Resolution to update LAIF account authorizations (General Manager)

This resolution will update the individuals authorized to make transfers to and from the LAIF account. In addition the completed LAIF form listing the names and titles of individuals authorized is attached. This resolution will bring the LAIF account information current by removing past Board Members and by adding the present Board Members.

B. Boyle task order 2-07, develop a strategic approach to obtaining funding for District Projects (General Manager)

The San Simeon Community Services District has a host of projects on the horizon (as demonstrated by the introduction of the draft water master plan) which will require a significant amount of funding to complete. A list of these potential projects has been submitted to the County. A Grant Writer working with the District is a positive step toward possibly obtaining funding from grants if and when they become available. Staff recommends that the Board approve the attached task order 2-07 from Boyle proposal from Boyle.

C. Boyle task order 3-07, assistance with Coastal Development Permit Application for riprap placement (General Manager)

As stated in the overview section of Boyle's proposal, this task has been developed to address comments and additional request from the California Coastal Commission with regard to Coastal Development Permit 3-05-190 for riprap placement. Typically a process of this scale for a Coastal Development permit is \$200,000. To date, the District has spent \$15,517.70. District Staff is making every effort to keep the project cost as low as possible. Attached is the email from the Coastal Commission identifying their comments and questions to the SSCSD November 16, 2006 response to the Coastal Commission's July 7, 2006 letter. Staff recommends approval of the Boyle Engineering task order 3-07 and request that Boyle Engineering draft a letter to the Coastal Commission stating that the task order was approved and that the drafted letter provides a project description with timeline.

D. Boyle task order 4-07 for engineering services associated with the rehabilitated of two San Simeon ground water wells (General Manager)

Attached is task order 4-07 from Boyle Engineering to perform the October 10, 2007 Board approved Preliminary Engineering and Construction Documents for the Wellhead Rehabilitation Project. This portion of the Wellhead Rehabilitation Project was approved during the October 10, 2007 regular Board meeting, staff recommends approving Boyle Engineering task order 4-07.

5. Discussion/Action items:

A Review/Approve budget and scope of work for well head rehabilitation design (Vice-Chair Russell):

The Water Committee has been studying the need for repairs/updates to the District's water system. Based on Boyle Engineering's technical reports, two areas are in need of major improvements:

1. The water wells, and
2. The water pipe distribution and storage systems

The Water Committee recommends that the highest priority be assigned to the water well improvements. The costs for the recommended improvements are roughly \$400,000.

The second area is the water distribution pipe systems. For current users, Boyle says the pipes are adequate for ordinary use, but inadequate for fire-flow purposes. If the District finds additional sources of water, and build-out is then allowed, the current distributions and reservoir systems are inadequate even for ordinary uses. The estimated cost for replacing all of the pipes and upsizing the reservoir is roughly \$4 million. Vice Chair Russell feels that the District should postpone upsizing the distribution pipes and reservoir until a new source of additional water is found, at which time much of the costs could be paid by new users.

~~A motion was made by ...~~

(inserted)

copy

RESOLUTION NO. 07-317

RESOLUTION OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT ESTABLISHING AND AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer ; and

WHEREAS, the San Simeon Community Services District Board of Directors does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interest of the San Simeon Community Services District.

NOW THEREFORE, BE IT RESOLVED, that the San Simeon Community Services District Board of Directors does hereby authorize the General Manager, Charles Grace and Board of Directors, Terry Lambeth, John Russell, Dolores Ann Ricci, Ralph McAdams and Alan Fields to deposit and withdraw San Simeon Community Services District monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

The foregoing Resolution was duly passed and adopted by the Board of Directors at a regular meeting held on the 14th of November 2007, by the following vote:

AYES: 4


NOES: 0

ABSENT: 1

ABSTAIN: 0

Attest: 0


Terry Lambeth, Board President


Charles Grace, District Secretary

LOCAL AGENCY INVESTMENT FUND

AUTHORIZATION FOR ADDITIONS OF BANK AND/OR ACCOUNT NUMBERS *

DATE 10/5/07 **AGENCY NAME** SAN JEROME Community SERVICES DISTRICT **LAIF ACCOUNT #** 16-40-003
Bank name, branch number, bank address & telephone number **Account & ABA number (attach complete wiring instructions if applicable)** **Correspondent bank (STO receiving bank)**

<u>Rehobank, N.A.</u>	<u>12221686</u>	
<u>1070 MAEN ST</u>	<u>12221686</u> <u>ABA</u>	
<u>CAMBRIDGE 93428</u>	<u>1202959401</u> <u>ACCOUNT</u>	
<u>805 927 8433</u>		


*Subject to verification by State Treasurer's Office

AUTHORIZATION FOR DELETIONS OF BANK AND/OR ACCOUNT NUMBERS

Bank name	Account number
<u>MID STATE BANK & TRUST</u>	<u>1202959401</u>

GENERAL MANAGER
Print Title

CHARLES GRACE
Print Name

X 
Authorized Signature
 (Must be authorized per Resolution)

Print Title

Print Name

X _____
Authorized Signature
 (Must be authorized per Resolution)

Two authorized signatures required

PLEASE MAIL COMPLETED FORM TO:

STATE TREASURER'S OFFICE
LOCAL AGENCY INVESTMENT FUND
P.O. BOX 942809
SACRAMENTO, CA 94209-0001

**LOCAL AGENCY INVESTMENT FUND
AUTHORIZATION FOR TRANSFER OF FUNDS**

DATE 11-14-07 AGENCY NAME San Simon Community Services LAIF ACCOUNT # 16-40-003

ADDITIONS

NAME	TITLE	SIGNATURE
Terry Lambeth	Chair person	
John Russell	Vice-Chair	
Dobres Ann Ricci	Director	
Ralph McAdams	Director	
Alan Fields	Director	
Charles Grace	General manager	

DELETIONS

NAME

Please mail completed form to:

State Treasurer's Office
Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001

General manager
Print Title

Charles Grace
Print Name

X
Authorized Signature
(Must be authorized per Resolution)

Print Title

Print Name

X _____
Authorized Signature
(Must be authorized per Resolution)

Two authorized signatures required

Task Order 2-07

SAN SIMEON COMMUNITY SERVICES DISTRICT (“DISTRICT”)

AND

BOYLE ENGINEERING, A PROFESSIONAL CORPORATION (“CONSULTANT”)

This Task Order is issued by DISTRICT and accepted by CONSULTANT pursuant to the mutual promises, covenants, and conditions contained in the Agreement between the above named parties dated the 8th day of February 2005.

I. PURPOSE

The purpose of this Task Order is to obtain engineering services to develop a strategic approach to obtaining funding for District projects.

II. SCOPE OF WORK

Boyle and their subconsultant, Kestrel Consulting, Inc. will become familiar with specific District projects and master planned projects through phone interviews and document review. Boyle will perform as an extension of District staff to coordinate with the subconsultant, and to provide detailed project information as required. Once priorities and relationships are clear, we will have collaborative discussions with District staff, potential partners, grant makers and others to identify potential mechanisms for funding. After additional research, we will suggest integrated funding strategies for the top 2-4 projects. Our expertise lies in grants, low interest loans and development of partnerships. Only feasible funding strategies will be suggested. If the District chooses to go forward, we can help with implementation, and will propose a separate scope of work at that time.

Some aspects of the strategy may also need further development, for example, positioning for future water bond funding, or elevating the profile of local issues in regional plans. It should be said that there is no “magic bullet.” Grants, partnerships and loans are available to offset project costs; but pricing that recovers the costs of building, operating, and maintaining a system is essential to achieving sustainability. Grant makers want to see that drinking water and wastewater utilities price their water to reflect the full costs of treatment and delivery.

To accomplish the goals stated above, we propose the following scope of work:

- ❖ Review relevant plans and supporting documents;
- ❖ Conduct phone interviews with District staff, partners, regulators, consultants and others associated with priority projects;
- ❖ Initiate collaborative discussions of potential funding mechanisms;

- ❖ Research relevant state and federal grant and loan programs to determine suitability; and
- ❖ Suggest a feasible strategy for funding the top 2-4 priority projects. Strategies may include grants, loans and partnerships. We may also discuss ways to increase grant-makers' awareness of projects and local need. **The final product in this task will be a summary letter report and a conference call or meeting with you to discuss. The report will identify next steps for implementation.**

III. PROJECT SCHEDULE

Work shall be completed within 6 weeks from Notice to Proceed.

IV. PROJECT BUDGET

Compensation for scope of services described herein will be made on a time and materials basis with a budget maximum of \$10,000 which will not be exceeded without written authorization from the District.

V. PAYMENT

CONSULTANT shall perform the proposed Scope of Work in accordance with the project budget estimate. Services shall be invoiced monthly on an accrued cost basis. Total fees shall not exceed the estimated fee of \$10,000 without additional written authorization from the District.

EFFECTIVE DATE

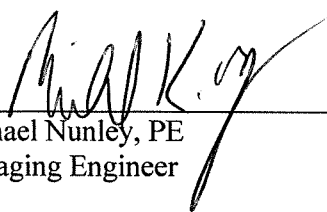
This Task Order No. 2-07 is effective as of the 24th day of SEPTEMBER, 2007.

IN WITNESS WHEREOF, duly authorized representatives of the DISTRICT and of the CONSULTANT have executed this Task Order No. 2-07 evidencing its issuance by DISTRICT and acceptance by CONSULTANT.

BOYLE ENGINEERING,
A California Corporation

SAN SIMEON COMMUNITY SERVICES
DISTRICT

Accepted this _____ day of _____, 2007

By: 
Michael Nunley, PE
Managing Engineer

By: _____
Charles Grace
San Simeon Community Services District

BOYLE ENGINEERING CORPORATION

1194 Pacific Street, Suite #204
 San Luis Obispo, CA 93401

TEL (805) 542-9840

FAX (805) 542-9990

LETTER OF TRANSMITTAL

September 24, 2007

To:

Charlie Grace
 General Manager
 San Simeon Community Services District
 111 Pico Avenue
 San Simeon, CA 93452

From:

Michael K. Nunley, PE
 Managing Engineer

Subject:

Task Order 2-07

We are sending you:

Shop Drawings

Prints

Plans

Tracings

Specifications

Copy of Letter

Copy of Report

Change Order

Other:

Copies	Date	No.	Description
2	9/24/07		Task Order 2-07 - Develop a strategic approach to obtaining funding for District projects

These are transmitted as checked below:

For Your Approval

Review Completed

Resubmit

Copies To

For Your Use

Resubmittal not Required

Submit

Copies for Distribution

As Requested

Returned for Corrections

Return

Corrected Prints

For Review and Comment

Other:

Comments:

Please return a signed copy of the Task Order.

**1194 Pacific Street, Suite 204
San Luis Obispo CA 93401
Phone: 805-542-9840
Fax: 805-542-9990**

Charles Grace
San Simeon Community Services District
111 Pico Avenue
San Simeon, CA 93452

July 16, 2007

Grant Proposal Services

Charlie,

Boyle has been identifying and obtaining funding sources for our clients' projects. We have been discussing your existing and upcoming projects with a strategic partner, Kestrel Consulting, Inc., and we feel that you may find some value in our team's services for identifying, developing, and funding projects.

We have asked Monica Reid (Kestrel Consulting) to prepare a Scope of Work to provide initial services (attached). Boyle would provide local coordination, assist in developing conceptual project descriptions and defining project goals and objectives that are consistent with the goals and objectives of specific funding programs. Monica's résumé, and her firm's qualifications are attached for your review.

Please review the attached proposal. If you are interested, I would propose that we arrange a meeting with our team to prioritize your projects and develop a Scope specific to the District.

I will call you to discuss.

Jon Hanlon, PE

Boyle Engineering Corporation

Monica Reid
Kestrel Consulting, Inc.
PO Box 264
Mosier, Oregon 97040
(831) 277-1752
monica@kestrel-inc.com

Mr. Jon Hanlon
Boyle Engineering Corporation
1194 Pacific Street, Suite 204
San Luis Obispo, CA 93401
VIA email to jhanlon@BoyleEngineering.com

July 12, 2007

Re: Proposal for Consulting Services – San Simeon CSD

Dear Mr. Hanlon:

Kestrel Consulting, Inc. is pleased to offer this scope of services to develop a funding strategy for San Simeon Community Services District's water-related projects. We have an excellent track record for grants and partnerships with similar projects on the Central Coast. We are confident that we can help the District to develop and implement a sound strategy, and would welcome the opportunity to work in San Luis Obispo County. Thank you for the opportunity to collaborate.

To help the District with a strategic approach we must first understand the status and priority of projects, relationships between projects, and local resources and issues. This can usually be accomplished with a one day site visit, phone interviews and basic familiarity with the master planning documents. Once priorities and relationships are clear, we will have collaborative discussions with District staff, potential partners, grant makers and others to identify potential mechanisms for funding. After additional research, we will suggest integrated funding strategies for the top 2-4 projects. Our expertise lies in grants, low interest loans and development of partnerships. Only feasible funding strategies will be suggested. If the District chooses to go forward, we can help with implementation, and will propose a separate scope of work at that time.

Some aspects of the strategy may also need further development, for example, positioning for future water bond funding, or elevating the profile of local issues in state and regional plans. It should be said that there is no "magic bullet." Grants, partnerships and loans are available to offset project costs; but pricing that recovers the costs of building, operating, and maintaining a system is essential to achieving sustainability. Grant makers want to see that drinking water and wastewater utilities price their water to reflect the full costs of treatment and delivery.

As a place to start we propose to do the following work:

- ❖ Make a one day site visit to San Simeon to see projects, meet key people and gain understanding of overall need
- ❖ Briefly review relevant plans and supporting documents
- ❖ Conduct phone interviews with District staff, partners, regulators, consultants and others associated with priority projects.
- ❖ Initiate collaborative discussions of potential funding mechanisms
- ❖ Research relevant state and federal grant and loan programs and determine suitability
- ❖ Suggest a feasible strategy for funding the top 2-4 priority projects. Strategies may include grants, loans and partnerships. We may also discuss ways to increase grant-makers' awareness of projects and local need. The final product in this task will be a summary report and a conference call or meeting with you to discuss. The report will identify next steps for implementation.

Fees: Because the District is a new client for us, it is difficult to accurately predict exactly how much time will be needed to accomplish this work. Therefore, we propose a "not-to-exceed" contract for labor in the amount of \$8000. This estimate is based on experience with similar projects. Fees will be billed on an hourly basis according to the attached rate sheet. Travel expenses will be billed at cost. Other incidental costs such as phone, copies, computer time etc. are included the labor rate.

Schedule: We would be available to make the site visit in the last week of July or first week of August, and would complete the scope of work no later than September 14, 2007. We will be closed for summer vacations August 4-19. This proposal expires on August 3, 2007.

Please let me know if this scope of work meets your needs. If you have any questions, please call me at 831-277-1752 or email to monica@kestrel-inc.com.

Sincerely,

Monica Burke Reid

Monica Reid

RATE SHEET

Kestrel Consulting, Inc.
May 2007

Monica Reid	\$150
Assistant Planner	\$98
GIS Analyst	\$98
Administrative Assistant	\$70

Rates include all administrative expenses (phone, computer, copiers etc.). Travel is billed separately at cost. Proposal materials are billed at cost plus 10%. In 2008, rates will increase by Consumer Price Index for the San Francisco-Oakland-San Jose area.

Kestrel Consulting, Inc.

Monica Reid, Principal
monica@kestrel-inc.com

PO Box 264
Mosier, Oregon 97040

831 277-1752
Fax: 541 386-7579

Company Overview

Kestrel Consulting, Inc. was established in August 2000 to provide strategic planning and consultation to community organizations and government agencies in California. The business is focused on development of projects related to water and environmental restoration, with particular emphasis on funding through grants and partnerships. We provide research and analysis of funding sources, liaison with regulatory and funding agencies, project development, preparation of grant and loan documents, contract negotiation with funding agencies, and project management. Our experience lies in the following areas:

- State, Federal and Private grant programs for water related studies and projects
- Prop 40, Prop 50, Prop 84 and other water bond funding
- Integrated regional water management planning
- Urban and rural stormwater programs
- Environmental restoration in terrestrial and aquatic ecosystems
- Infrastructure projects in coastal settings
- Development of strategic partnerships
- Assistance with project design
- Regional coordination of funding needs
- Analysis of regulatory issues
- Stakeholder involvement

As the owner and principal consultant, **Monica Burke Reid** personally oversees all projects, and has wide experience in developing strong projects and working with stakeholders. Her education and work experience provide clients with technical expertise for environmental restoration and water infrastructure projects. Adept at developing partnerships and building support for large and small projects, Ms. Reid has secured over \$24 million in grant funding for her clients. These grants have been matched by over \$90 million in local contributions. Most recently she has been project director for development of an Integrated Regional Water Management Plan and funding strategy for ten Santa Cruz County organizations.

Grant Awards - Kestrel Consulting, Inc. 2001 - 2007:

Award	Agency	Program	Project
\$12,500,000	Dept. of Water Resources/SWRCB	Integrated Regional Water Mgmt. – Prop 50	Implement Northern Santa Cruz County Integrated Regional Water Management Plan (2007)
\$2,360,000	Resources Agency	River Parkways	Acquire Historic Property for a Park on Soquel Creek (2007)
\$1,982,601	Department of Water Resources	Desalination	Test Technology Innovations in an Ocean Desalination Plant (2005)
\$1,732,877	State Water Resources Control Board	Clean Beaches Initiative – Prop 40	Relocate Sewer Line from New Brighton State Beach (2006)
\$1,000,000	State Water Resources Control Board	Clean Beaches Initiative – Prop 50	Noble Gulch Sewer Line Replacement (2007)
\$859,000	Dept. of Interior, USFWS	Boating Infrastructure Grants	Renovate Docks on Historic San Francisco Waterfront (2004)
\$858,000	State Water Resources Conservation Board	Coastal Non-point Source Pollution Control Program	Implementing An Effective Stormwater Management Program (2002)
800,000	State Water Resources Control Board	Clean Beaches Initiative – Prop 50	Relocate Sewer Line from New Brighton State Beach (2006)
\$618,000	Dept. of Interior, USFWS	Boating Infrastructure Grants	Moss Landing Transient Docks with Utilities (2002)
\$598,000	State Water Resources Control Board	Clean Beaches Initiative – Prop 50	Construct Biofiltration Wetland and Stormdrain Improvements in Capitola (2005)
\$565,000	State Water Resources Control Board	Clean Beaches Initiative – Prop 40	Improve Bay Street Outfall (2003)

\$300,000	State Water Resources Control Board	Clean Beaches Initiative, Prop 50	Replace Sewer Lines in Capitola (2006)
\$220,000	Dept. of Interior, USFWS	Boating Infrastructure Grants	Moss Landing Transient Dock with Sewage Pumpout (2002)
\$212,843	State Water Resources Control Board	Clean Beaches Initiative – Prop 50	Capitola Esplanade Sewer Replacement (2007)
\$160,000	CA Trade & Commerce	Defense Adjustment Matching Grant	Shoreline Stabilization, Moss Landing Harbor (2001)
\$25,000	American Rivers/NOAA	River Restoration Grants	Fish Passage Improvements (2003)
\$25,000	Private Foundation	Environment	Implement Watershed Conservation Projects (2002)
\$11,000	Community Foundation for Monterey County	Fund for Environment	Boardwalk Trail engineering studies (2001)
\$ 24,827,321	Total		

Selected Clients and References

City of Santa Cruz Water Dept.	Bill Kocher, Director	831 420-5200
City of Capitola	Steve Jesberg, Public Works Director	831 475-7300
Soquel Creek Water District	Laura Brown, General Manager	831 475-8300
County of Santa Cruz	John Ricker, Water Resources Manager	831 454-2160
Santa Cruz County Sanitation District	Rachel Lather, Sr. Engineer	831 454-2160
RCD of Santa Cruz County	Karen Christensen, Executive Director	831 464-2950

Professional Qualifications

Monica Reid

Monica Reid provides consultation and planning for government and nonprofit agencies for projects related to water and the environment. She is the principal consultant and owner of Kestrel Consulting, which she founded in 2000. Her work is focused in coastal California with a particular emphasis on grant funding. Prior to 2000, Monica was a Public Affairs Specialist for the USDA Forest Service on the Mt. Hood National Forest and Columbia River Gorge National Scenic Area in Oregon. Ms. Reid received her B.S. in Ecology from The Evergreen State College in Washington, did graduate work at Moss Landing Marine Laboratories on Monterey Bay, and earned a Certificate in Ecosystem Restoration and Water Management from the University of California, Berkeley Extension.

Updated July 2007

Task Order 3-07

SAN SIMEON COMMUNITY SERVICES DISTRICT ("DISTRICT")

AND

BOYLE ENGINEERING, A PROFESSIONAL CORPORATION ("CONSULTANT")

This Task Order is issued by DISTRICT and accepted by CONSULTANT pursuant to the mutual promises, covenants, and conditions contained in the Agreement between the above named parties dated the 8th day of February, 2005.

I. PURPOSE

The purpose of this Task Order is to obtain engineering services, consultation, and assistance with a Coastal Development Permit Application for riprap placement which occurred in of riprap, and other projects as directed by California Coastal Commission.

II. SCOPE OF WORK

See Exhibit A (attached).

III. PROJECT SCHEDULE

See Exhibit A (attached).

IV. ADDITIONAL SERVICES

This Task Order addresses only those tasks described in Exhibit A. California Coastal Commission may identify additional tasks prior to accepting the application as complete. Other tasks, including meetings and coordination activities, will be required to continue the permitting process after these tasks are complete.

V. PROJECT BUDGET

Compensation for scope of services described herein will be made on a time and materials basis with a budget maximum of \$28,357 which will not be exceeded without written authorization from the District (see attached fee schedule).

VI. PAYMENT

CONSULTANT shall perform the proposed Scope of Work in accordance with the project budget estimate. Services shall be invoiced monthly on an accrued cost

basis. Total fees shall not exceed the estimated fee of \$28,357 without additional written authorization from the District.

EFFECTIVE DATE

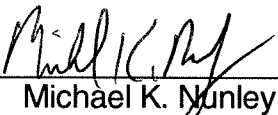
This Task Order No. 3-07 is effective as of the 26TH day of SEPTEMBER, 2007.

IN WITNESS WHEREOF, duly authorized representatives of the DISTRICT and of the CONSULTANT have executed this Task Order No. 3-07 evidencing its issuance by DISTRICT and acceptance by CONSULTANT.

BOYLE ENGINEERING,
A California Corporation

SAN SIMEON COMMUNITY SERVICES
DISTRICT

Accepted this _____ day of _____,
20____

By: 
Michael K. Nunley, PE
Branch Manager

By: _____

**San Simeon Community Services District
Amendment to the After-the-fact Riprap CDP Application
Response to Coastal Commission Comments**

Overview

The following tasks have been developed to address comments and additional requests from California Coastal Commission with regard to Coastal Development Permit (CDP) 3-05-190 for riprap placement and emergency improvements previously made to the District's Wastewater Treatment Facility. Results of work proposed herein will supplement the initial CDP application, submitted March 2005, and the District's first response to CCC's comments (June 2006).

Scope of Services

Task 1 - Project Description

Boyle will modify the current site plan to identify all elements to be included with this permit application. We will provide site photographs of rip rap armorment along Arroyo Del Padre Juan and along the beach to clarify the extent of this armorment. Where possible, we will identify dates of installation of these components. However, some records may not be available for all components. The pipe bridge crossing Arroyo del Padre Juan will be included in the project description, along with a discussion of the 1984 replacement of the ocean outfall line.

Task 2 - Property Ownership

San Simeon CSD will provide evidence of consent and/or co-application from the adjacent down-coast property owner to retain the riprap.

Task 3 - Project Plans

Boyle will identify the following items on the site plan, and will include photographs as needed for clarification:

- a. Riprap location on the banks of Arroyo Del Padre Juan and under the pipe bridge;
- b. Location of existing riprap and keyway in relation to the base of the bluff;
- c. Location and approximate square footage of habitats adjacent to the riprap; and
- d. Approximate square-footage of the riprap footprint on the beach and within the creek channel.

Boyle will also resolve the base elevation issue between the Earth Systems Pacific report and the site section.

Task 4 - Alternatives Analysis

- a. Vertical seawall – Earth Systems will clarify the “area of disturbance” required for the seawall alternative and address the seawall design and wave run-up questions addressed in your comment letter. As part of this analysis, Boyle will provide an opinion of the lineal footage of shoreline protection required to protect the plant to determine if reduction of lineal footage of riprap may be appropriate.

- b. Relocation of the wastewater treatment facility (WWTF) – Boyle, with assistance from Rincon Consulting, will establish a set of criteria to be used to identify potential sites suitable for relocation of the WWTF. From these criteria, potential treatment plant sites will be evaluated and suitable sites will be identified. Boyle will provide conceptual cost opinions for construction of a replacement WWTP and collection system improvements needed to convey wastewater to suitable sites. We will compare these relocation alternatives to the currently proposed treatment plant project. Boyle will also prepare a 20-year lifecycle cost evaluation to include both capital and power costs for these alternatives.

Our evaluation will include a discussion of potential permitting and aesthetic issues associated with these alternatives, along with a discussion of the degree of potential resource impacts associated with each alternative. We will use available aerial photography to prepare exhibits showing these alternatives.

- c. Partial relocation of threatened structures – Boyle will identify structures on the site which are closest to the riprap, and will identify locations on site for moving/relocating these structures if feasible. We will prepare a discussion of phasing and constructability issues associated with this option. Boyle will also consider augmenting existing containment walls to provide flood protection.

Task 5 - Other Agency Approval

Boyle will submit a list of anticipated permits required for this project (including all elements of the project description) and schedule for acquiring those permits. We will include any recent correspondence with permitting agencies in this report.

Proposed Schedule

It is anticipated that work will be completed within 120 days from receiving notice to proceed.

Additional Work

The Coastal Commission may identify additional tasks prior to accepting the application as complete. Additional work, beyond that proposed in the scope above, including meetings and coordination activities, will likely be required to continue the permitting process.

Budget for Engineering Services

The attached Project Budget has been prepared based on Boyle's Standard Fees Schedule (Exhibit B). **We propose to perform the scope of work outlined above on a time-and-materials basis with a not-to-exceed budget of \$28,357.**

Project Budget

San Simeon Riprap Permitting

San Simeon CSD

Task Description	Personnel Hours				Budget					
	Principal	Senior	Assistant	Drafter	Total Hours	Labor	Non-labor	Subsultants	Total Non-Labor	Total
Project Description										
Additional project components in site plan		1	3	4	8	\$ 835	\$ 67		\$ 67	\$ 902
Armourment photos			1		1	\$ 105	\$ 8		\$ 8	\$ 113
Identify dates of installation (research and district coordination)			1		1	\$ 105	\$ 8		\$ 8	\$ 113
Subtotal		1	5	4	10	\$ 1,045	\$ 84		\$ 84	\$ 1,129
Property Ownership										
Coordination with district			1		1	\$ 105	\$ 8		\$ 8	\$ 113
Subtotal			1		1	\$ 105	\$ 8		\$ 8	\$ 113
Project Plan										
Location of bank and pipebridge riprap and photos			2	2	3	\$ 300	\$ 24		\$ 24	\$ 324
Location of keyway and existing riprap in relation to bluff			2	2	4	\$ 400	\$ 32		\$ 32	\$ 432
Location and size of habitats adjacent to riprap			2	2	4	\$ 400	\$ 32		\$ 32	\$ 432
Square footage of riprap footprint on beach			1	1	2	\$ 340	\$ 27		\$ 27	\$ 367
Subtotal		1	7	7	14	\$ 1,440	\$ 115		\$ 115	\$ 1,555
Alternatives Analysis										
Vertical Seawall (Earth Systems)								\$ 4,730	\$ 4,730	\$ 4,730
Relocation of WWTP (Rincon)								\$ 10,406	\$ 10,406	\$ 10,406
Identification criteria and coordination with Rincon and SSCSD			2	3	5	\$ 595	\$ 48		\$ 48	\$ 643
Estimates for conveying wastewater to new sites			3	6	9	\$ 1,240	\$ 99		\$ 99	\$ 1,339
Estimate for design and construction of new facility			3	6	9	\$ 1,240	\$ 99		\$ 99	\$ 1,339
Life cycle costs evaluation			4	4	8	\$ 980	\$ 78		\$ 78	\$ 1,058
Exhibits			2	4	6	\$ 1,080	\$ 86		\$ 86	\$ 1,166
Partial relocation of unbattered structures										
Phasing and constructability			4	4	8	\$ 980	\$ 78		\$ 78	\$ 1,058
Augmentation/ retrofit of existing containment wal			4	4	8	\$ 560	\$ 45		\$ 45	\$ 605
Subtotal		22	27	8	57	\$ 6,675	\$ 534	\$ 15,136	\$ 15,670	\$ 22,345
Other Agency Approval										
Amend Permitting Analysis for additional project components (ESA)								\$ 2,200	\$ 2,200	\$ 2,200
Subtotal								\$ 2,200	\$ 2,200	\$ 2,200
Quality Control										
QC Review		2	4		6	\$ 940	\$ 75		\$ 75	\$ 1,015
Subtotal		2	4		6	\$ 940	\$ 75		\$ 75	\$ 1,015
Total		2	28	40	19	\$ 10,205	\$ 816	\$ 17,336	\$ 18,152	\$ 28,357

Amounts shown are fee.

Personnel Category: S/HR
 Principal \$190.00
 Senior \$140.00
 Assistant \$105.00
 Drafter \$95.00

**BOYLE ENGINEERING CORPORATION
(SAN LUIS OBISPO OFFICE)**

**FEE SCHEDULE FOR PROFESSIONAL SERVICES
Effective January 1, 2007**

Engineers, Planners, Architects, Scientists:

Principal	\$190.00 per hour
Senior II	\$155.00 per hour
Senior I	\$140.00 per hour
Associate	\$120.00 per hour
Assistant	\$105.00 per hour
Construction Observer	\$105.00 per hour

Technical Support Staff:

Design/CADD Supervisor	\$110.00 per hour
Senior Designer/Design CADD Operator	\$105.00 per hour
Drafter/CADD Operator	\$95.00 per hour
Clerical/General Office	\$67.00 per hour

General Project Expenses ⁽¹⁾ 8% of Labor

Direct Project Expenses

Other Reproduction (8-1/2 x 11/11x17 Color)	\$1.15/1.50 per page
Plan Sheet Printing – In House Bond / Mylar	\$3.00/7.00 per sheet
Subcontracted Services/Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Auto Mileage for Construction Phase Services	\$0.60 per mile
Travel & Subsistence (other than mileage)	Cost
Miscellaneous Supplies/Services	Cost + 10%

If authorized by the Client, an overtime premium multiplier of 1.5 may be applied to the billing rate of hourly personnel who work overtime in order to meet a deadline which cannot be met during normal hours.

Applicable sale taxes, if any, will be added to these rates. Invoices will be rendered monthly. Payment is due upon presentation.

Fee schedule is subject to change.

⁽¹⁾ Includes mail, telephone, fax, office photo copies, personal computers and mileage (except as noted).

BOYLE ENGINEERING CORPORATION

1194 Pacific Street, Suite #204
 San Luis Obispo, CA 93401

TEL (805) 542-9840
 FAX (805) 542-9990

LETTER OF TRANSMITTAL

September 26, 2007

To: Charlie Grace SAN SIMEON COMMUNITY SERVICES DISTRICT 111 Pico Avenue San Simeon, CA 93452	From: Michael Nunley, PE Managing Engineer
Subject: Riprap Replacement	

We are sending you:

Shop Drawings Prints Plans Tracings
 Specifications Copy of Letter Copy of Report Change Order

Other:

Copies	Date	No.	Description
2	9/26/07		Task Order 3-07

These are transmitted as checked below:

For Your Approval Review Completed Resubmit Copies To
 For Your Use Resubmittal not Required Submit Copies for Distribution
 As Requested Returned for Corrections Return Corrected Prints
 For Review and Comment

Other:

Comments:

Please return one fully executed Task Order.



Print - Close Window

Subject: FW: Approach for addressing San Simeon CSD ATF Riprap Alternatives Study
Date: Thu, 8 Nov 2007 15:41:03 -0600
From: "Charlie Grace" <CGrace@ecoresources.com>
To: sansimeoncommunityservices@yahoo.com

From: Jon Hanlon [mailto:jhanlon@BoyleEngineering.com]
Sent: Thu 11/8/2007 3:36 PM
To: Charlie Grace
Subject: FW: Approach for addressing San Simeon CSD ATF Riprap Alternatives Study

Charlie, here are the CCC's comments. The work associated with Task Order 3-07 would address these comments.

Jon Hanlon, PE
Boyle Engineering Corporation
1194 Pacific Street, Suite 204
San Luis Obispo, CA 93401
Phone (805) 542-9840 x101
Fax (805) 542-9990

From: Jonathan Bishop [mailto:jbishop@coastal.ca.gov]
Sent: Tuesday, April 17, 2007 2:26 PM
To: Mike Nunley
Cc: Tom O'Neill; Jon Hanlon; cgrace@ecoresources.com
Subject: RE: Approach for addressing San Simeon CSD ATF Riprap Alternatives Study

Hello Mike -

We've had some in-house discussions regarding your response to comments dated November 16, 2006. For the most part, we feel the described approach addresses the issues raised in our July 7th comment letter and discussed at our October 5th meeting. However, we do have the following comments/questions:

- 1) Project Description: We feel the pipe/pipebridge crossing Arroyo del Padre Juan should be included, in addition to information regarding the 1984 replacement of the ocean outfall line. In addition to modifying the current site plan to include all elements as described, we feel an amended written project description should also be included with the CDP application.
- 3) Project Plans: In addition to the "location and approximate square footage of habitats adjacent to the rip-rap" (3.c.) we would like to know the square footage of rip-rap "footprint" on the beach and within the creek channel. In other words, how much beach/creek area is covered by the rip-rap (in square footage)?
- 4) Alternative Analysis: Item 4.b. describes the identification of 2 potential alternative treatment plant sites. We have concerns about limiting the scope of the alternatives analysis to only 2 preconceived sites. Rather, we think it is more appropriate to first establish a set of criteria to be used to identify sites (e.g. sites within or in close proximity to the VSL/VRL, sites currently under SSCSD ownership, sites with certain topographical/geological characteristics, sites located outside of sensitive habitat areas, etc. etc.). It may be that more than 2 sites meet the identified criteria, or it may be that fewer than 2 sites qualify. In addition to the cost opinions described in your letter, we would expect that the alternatives analysis include other factors such as the degree of potential resource impacts associated with each alternative looked at (including coastal

agriculture, should a feasible site be identified on ag. land). Lastly, it does not appear that any of the studies to date have addressed the need for the full 200 feet of shoreline protection. In addition to relocation alternatives (4.c.), we think the alternatives analysis should include a look at some hybrid options, like reconfiguring the existing containmant walls for greater flood protection; or using a small vertical wall for erosion protection and augement the existing containment walls to provide flood protection.

These are our initial thoughts. Feel free to contact me if you would like to discuss futher.

Sincerely,
Jonathan Bishop

Task Order 4-07

SAN SIMEON COMMUNITY SERVICES DISTRICT ("DISTRICT")

AND

BOYLE ENGINEERING, A PROFESSIONAL CORPORATION ("CONSULTANT")

This Task Order is issued by DISTRICT and accepted by CONSULTANT pursuant to the mutual promises, covenants, and conditions contained in the Agreement between the above named parties dated the 8th day of February, 2005.

I. PURPOSE

The purpose of this Task Order is to obtain engineering services associated with the rehabilitation of two groundwater production wells at the San Simeon Wellfield:

II. SCOPE OF WORK

See Exhibit A (attached).

III. PROJECT SCHEDULE

See Exhibit A (attached).

V. PROJECT BUDGET

Compensation for scope of services described herein will be made on a time and materials basis with a budget maximum of \$38,946 which will not be exceeded without written authorization from the District (see attached fee schedule).

VI. PAYMENT

CONSULTANT shall perform the proposed Scope of Work in accordance with the project budget estimate. Services shall be invoiced monthly on an accrued cost basis. Total fees shall not exceed the estimated fee of \$38,946 without additional written authorization from the District. Construction phase services may be provided upon District request, as shown on Exhibit A (attached).

EFFECTIVE DATE

This Task Order No. 4-07 is effective as of the 7TH day of NOVEMBER, 2007.

IN WITNESS WHEREOF, duly authorized representatives of the DISTRICT and of the CONSULTANT have executed this Task Order No. 4-07 evidencing its issuance by DISTRICT and acceptance by CONSULTANT.

BOYLE ENGINEERING,
A California Corporation

SAN SIMEON COMMUNITY SERVICES
DISTRICT

Accepted this _____ day of _____,
20____

By: Michael K. Nupley
Michael K. Nupley, PE
Managing Engineer

By: _____

**San Simeon Community Services District
Wellhead Rehabilitation Project
Design and Construction Phase Services**

Project Understanding

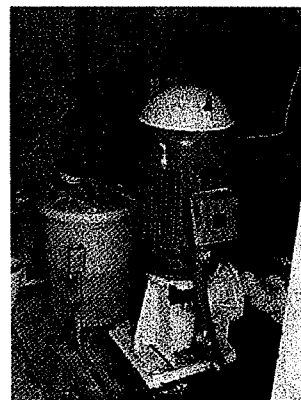
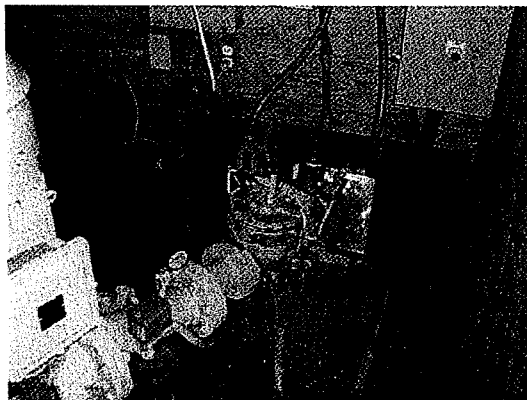
San Simeon relies solely on groundwater wells for its potable water supply. Two wells located in the Pico Creek Basin provide the District with water for commercial, residential, and fire protection uses. Through careful operation and management, these wells have performed admirably since 1952 and 1967, respectively, with few problems.

In October 2006, Boyle submitted a detailed evaluation of the District wellfield. The recommendations outlined in the report include:

- Replacement of vertical turbine pumps with submersible pumps;
- Video inspection, and if required, rehabilitation of well casing;
- Replacement of electrical and control equipment;
- Replacement of pump enclosures;
- Replacement of aboveground piping and valving (it is assumed that the new aboveground piping at the wellhead will be connected to the existing underground piping onsite);
- Installation of water level monitoring transducers and chart recorders; and
- Installation of security fencing around District wellfield property.



Boyle Engineering is pleased to present this budget and scope of work for the San Simeon Community Services District's Wellhead Rehabilitation Project. We look forward to assisting the District in their commitment to maintaining a safe and reliable water supply.



Work Plan (cont'd)

Scope of Services

Task Group 1 Preliminary Engineering

1.1 Survey

Boundary and topographic survey was conducted by Twin Cities Surveying Inc. on 11/30/06. Project plans will be prepared on this existing base map in Autocad format.

1.2 Preliminary Design Memorandum

Boyle will prepare three (3) copies of a technical memorandum summarizing the recommended improvements. The technical memorandum will address specific project elements, including:

- Wellhead enclosure size and material;
- Construction phasing and temporary water service;
- Site piping;
- Coordination with existing telemetry;
- Provisions for monitoring groundwater levels; and
- Security fencing.

We have not included design or installation of new SCADA or telemetry in this Scope of Work. Since upgrading telemetry at the wellfield would require upgrade of telemetry equipment at the reservoir and at the treatment plant, we have assumed that the District will utilize the existing telemetry at the wellfield. Boyle would be pleased to provide these services as an additional task item, and upon request would prepare a Scope and Budget Amendment for District approval.

Boyle will request written approval of the technical memorandum before proceeding with 50 percent plans and specifications.

1.3 Permitting Assistance

Boyle will attend one meeting with San Luis Obispo County Planning Department to assist the District in obtaining permitting for the project. It is assumed that the District staff will prepare an application and obtain a County Building Permit for repair and maintenance. If a Development Plan (DP)/Coastal Development Permit (CDP) or Minor Use Permit (MUP) is required, Boyle will submit a Scope and Budget Amendment Request for District approval. Boyle will also provide a copy of the technical memorandum to County Environmental Health Services, and will participate in one meeting or conference call to discuss the project.

Task Group 2 Construction Documents

Two copies of the 50 percent plans and specifications will be provided. This progress submittal will be on 11" x 17" sheets. Final plans will be 1 in.= 20 ft. scale on 24" x 36" sheets. A total of two final copies will be provided, including one camera-ready set of plans and specifications.

2.1 Construction Plans and Technical Specifications

The final construction documents are anticipated to include the following sheets in one complete bid package:

G1 – Title & Notes

Work Plan (cont'd)

- C1 – Piping and Site Plan
- C2 - Elevation View
- D1 –Miscellaneous Details
- E1-E2 – Electrical Plans and Details

It is assumed that the District will coordinate any relocations with utility companies, will pay any utility service or relocation fees, and will fill out any service contracts.

2.2 Contract Documents

Boyle will prepare a bid package including the Boyle standard General Provisions, bid forms, technical specifications, and planset.

2.3 Opinion of Probable Construction Cost

Boyle will prepare and submit a final opinion of construction cost following the acceptance of final project plans and specifications.

Task Group 3 Construction Phase Services (Optional)

3.1 Bid Phase Services

During the bid phase, Boyle will attend a pre-bid meeting, attend a construction job walk, respond to up to four requests for information, and prepare and distribute up to two addenda. We will examine bids and make a recommendation regarding award of contract. The District will be responsible for reproducing and distributing the bid documents.

3.2 Construction Observation

Boyle will provide an onsite observer at the project site for monitoring the quality of the Contractor's work. Boyle will also prepare documentation of construction tasks. We have assumed a construction duration of 60 working days, and have assumed that the construction observer would be onsite 50% of the time. Boyle will work closely with the contractor performing the well casing inspection, and will make recommendations to the District based on the contractor's findings.

3.3 Progress Meetings

Boyle will attend two (2) progress meetings to discuss the status of the project.

3.4 Respond to RFIs and Change Orders

During the construction phase, Boyle will log, manage, and respond to up to four (4) Requests for Information from the Contractor. Boyle will also review proposed change orders submitted by the Contractor or requested by the District and provide a recommendation for approval or rejection.

3.5 Final Inspection and Recommendations

Boyle will observe the completed construction and prepare a punch-list of items recommended for completion.

3.6 Prepare Record Drawings

Boyle will prepare record drawings based on the Contractor's markups of the construction plans.

Work Plan (cont'd)

Optional Task Items

- Operations Manual - At the District's request, Boyle will provide a budget and scope for preparation of an operations manual for each wellhead. Fee for this task item has not been included in this budget.
- SCADA or telemetry upgrades.

Proposed Schedule

The following table outlines our anticipated schedule:

<u>Milestone Schedule</u> San Simeon CSD Wellfield Rehabilitation Project		
Milestone		Completion
1	Notice to Proceed	
2	Preliminary Design Memorandum	4 weeks after NTP
3	Submit 50% Design Submittal	4 weeks after written approval of Preliminary Design Memorandum
4	Submit Final Design Documents	Within 4 weeks of receipt of District's 50% Design comments

District's Responsibilities

1. Potholing of existing utilities;
2. Construction staking; and
3. Permitting and easements.

Work Plan (cont'd)

Budget for Engineering Services

The attached Project Budget has been prepared based on Boyle's Standard Fees Schedule (Exhibit B) as attached. **We propose to perform the scope of work outlined above on a time-and-materials basis with a not-to-exceed budget of \$38,946. Upon request by the District, construction phase services can be provided for an additional fee not-to-exceed \$35,446.**

Budget San Simeon CSD Wellfield Rehabilitation Project	
Preliminary Engineering and Construction Documents	\$38,946
Construction Phase Services (Optional)	\$35,446

Project Budget

**Engineering Services
San Simeon Wellhead Rehabilitation**

9/10/2007

Task Description	Personnel Hours				Total Hours	Labor	Subconsultant	Budget			Total
	Principal	Senior I	Assistant	Drafter				Non-labor Fees	Total Non-Labor	Total	
Preliminary Engineering											
Preliminary Design Memorandum	1	32		12	45	\$ 5,810		\$ 465	\$ 465	\$ 6,275	
Permitting Assistance		8			8	\$ 1,120		\$ 90	\$ 90	\$ 1,210	
Subtotal	1	40	-	12	53	\$ 6,930	-	\$ 554	\$ 554	\$ 7,484	
Construction Documents											
Construction Plans (4 sheets)		20	40	60	120	\$ 12,700		\$ 1,016	\$ 1,016	\$ 13,716	
Electrical Plans and Specs (2 sheets)		15	40		55	\$ 6,300	\$ 7,000	\$ -	\$ 7,000	\$ 13,300	
Technical Specifications		12			12	\$ 1,680		\$ 134	\$ 134	\$ 1,814	
Contract Documents		4	8		12	\$ 1,400		\$ 112	\$ 112	\$ 1,512	
Opinion of Probable Construction Cost	3				3	\$ 570		\$ 46	\$ 46	\$ 616	
OC	3	51	88	60	202	\$ 22,650	\$ 7,000	\$ 1,812	\$ 8,812	\$ 31,462	
Subtotal	3	8	200	8	240	\$ 1,120	\$ 2,128	\$ 90	\$ 2,128	\$ 2,878	
Construction Phase Services											
Bid Phase Services		40	8		20	\$ 2,520		\$ 202	\$ 202	\$ 2,722	
Construction observation		12	4		8	\$ 980		\$ 78	\$ 78	\$ 1,058	
Respond to RFIs and Cos		6	4		6	\$ 840		\$ 67	\$ 67	\$ 907	
Final Inspection and Recommendations		8	8		8	\$ 760		\$ 61	\$ 61	\$ 821	
Progress meetings (2)		70	212	8	290	\$ 32,820		\$ 2,626	\$ 2,626	\$ 35,446	
Prepare Record Drawings											
Subtotal	-	80	545	80	4	\$ 62,400	\$ 7,000	\$ 4,992	\$ 11,992	\$ 74,392	
Total	4	161	300	80	545	\$ 62,400	\$ 7,000	\$ 4,992	\$ 11,992	\$ 74,392	

Amounts shown are fee.

Personnel Category	\$/HR
Principal	\$190.00
Senior I	\$140.00
Assistant	\$105.00
Drafter	\$95.00

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(SAN LUIS OBISPO OFFICE)**

**FEE SCHEDULE FOR PROFESSIONAL SERVICES
Effective January 1, 2007**

Engineers, Planners, Architects, Scientists:

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General Project Expenses ⁽¹⁾ 8% of Labor

Direct Project Expenses

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Fee schedule is subject to change.

⁽¹⁾ Includes mail, telephone, fax, office photo copies, personal computers and mileage (except as noted).

NOTES

**SAN SIMEON COMMUNITY SERVICES DISTRICT
Board of Directors – Regular Meeting
Wednesday, November 14, 2007
Cavalier Banquet Room – 6:00 pm**

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

1. REGULAR SESSION/ Start Time: 6:10 pm

A. Roll Call

Chairman : Terry Lambeth - **A / P**

Vice-Chair : John Russell - **A / P**

Director Dee Dee Ricci - **A / P**

Director Alan Fields - **A / P**

Director Ralph McAdams - **A / P**

B. Pledge of Allegiance

2. PUBLIC COMMENT:

NONE

A. Sheriff's Report:

NONE

B. Public Comment:

NONE

3. STAFF REPORTS

A. General Manager's Report

1. Collection system smoke testing report:

2. Water Well generator painting:

3. Invoices sent to State:

B. Superintendent's Report

1. Water & Wastewater Operation Report:

✓

2. CCC/EQ basin improvements (update):

✓

3. Well three readiness update:

✓

4. Reservoir painting proposal:

C. District Financial Summary:

D. District Counsel's Report

1. Grant Writer Proposal, Boyle Task Order 2-07:

4. ITEMS OF BUSINESS

A. Approval of Last Months Minutes - October 10, 2007

Motion: ~~Dee Dee Riccio~~

Second: Fields

Approved: UNANIMOUS

Nays: NONE

B. Approval of Disbursements Journal - November 2007

Motion: Fields

Second: McAdams

Approved: UNANIMOUS

Nays: NONE

5. DISCUSSION/ACTION ITEMS

A. Resolution to update LAIF account list of authorized individuals (GM)

Motion: ~~Dee Dee Riccio~~

Second: McAdams

Approved: UNANIMOUS

Nays:

B. Boyle Task Order 2-07 Develop a strategic approach to obtaining funding for district Projects (GM)

Motion: ~~Dee Dee Riccio~~ Fields

Second: McAdams

Approved: UNANIMOUS

Nays: NONE

C. Boyle Task Order 3-07 assistance with Coastal Development Permit Application for riprap placement

Motion: ~~Dee Dee Ricci~~

Second: Mc ADAMS

Approved: UNANIMOUS

Nays: NONE

D. Boyle Task Order 4-07 for engineering services associated with the rehabilitation of two San Simeon ground water wells

Motion: ~~Dee Dee Ricci~~

Second: Fields

Approved: UNANIMOUS

Nays: NONE

E. Board Committee Reports

NONE

F. Board Reports

NONE

6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

- CLOSED SESSION 45 MIN APPROX TO 5:00 PM TO 6:00 PM

- REGULAR MEETINGS @ 6 PM

7. ADJOURNMENT Time: 7:25 pm