

**AGENDA**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, June 14, 2017**  
**6:00 pm**

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

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

- A. Roll Call
  
- B. Pledge of Allegiance

**2. PUBLIC COMMENT:**

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

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

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

**4. STAFF REPORTS**

- A. **General Manager's Report** – Summary of May Activities.
  
- B. **Superintendent's Report** - Summary of May Activities.
  
- C. **District Financial Summary** – Update on Monthly Financial Status for close of business May 31, 2017.
  
- D. **District Counsel's Report** – Summary of May activities.

**5. ITEMS OF BUSINESS**

- A. **Consideration of approval of last month's minutes** – May 10, 2017.
  
- B. **Consideration of approval of Special Meeting minutes** – May 10, 2017.
  
- C. **Consideration of approval of Disbursements Journal** – June 14, 2017.

## **6. PUBLIC HEARING**

- A. Consideration of Adoption of Resolution 17-388 Adopting the 2017-2018 Fiscal Budget.**

## **7. DISCUSSION/ACTION ITEMS**

- A. Discussion of Bids received to install a potable water filter system in the RO Building.**
- B. Consideration of Board Approval of Resolution 17-389 establishing CEQA (California Environmental Quality Act) Class 1 Exemption Determination pursuant to Section 15301 under CEQA Guidelines for the Pico Avenue Bluff Erosion Repair Project.**

- 8. BOARD COMMITTEE REPORTS – Oral Reports from Committee Members.**

- 9. BOARD REPORTS – Oral Reports from Board Members on current issues.**

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

## **11. ADJOURNMENT**

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

**4A. GENERAL MANAGER'S REPORT**  
**Charles Grace**

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

**June 14, 2017**

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

For the month of May, staff sent out billing. Included with the utility bills was the Consumer Confidence Report, and an insert about defensible space. Staff also met twice with representatives from FEMA regarding the grant application that was submitted in April.

Staff has been working with Toste Construction to schedule the completion of the following items: painting safety stripes on the Pico Ave. Stairs beach access, restriping the District-owned streets where stop signs are located, moving the stop sign located at the west end of Otter to make it more visible to drivers, and other minor road and sidewalk repairs.

### **2. Update – Reservoir /Storage tank project.**

Phoenix Engineering is continuing progress toward 30% design. Arrangements for the geotechnical survey and topographic survey are being made. Included as an attachment to this report is the engineer's comparison of pre-stressed concrete reservoir and above ground steel tank.

### **3. Storm Drain Repair between Avonne Avenue and Castillo Drive.**

Recently during rain activity the bottom of the 48" corrugated storm drain pipe that traverses the Quality Inn parking lot from Avonne Avenue to Castillo Avenue failed, creating a sinkhole. Currently road plates cover the hole. An attempt to video the pipe was made during which several holes were noted near the Avonne end of the pipe as well as near the Castillo end of the pipe. Staff is reviewing options such as slip lining, in situ form, and dig and replace. Staff will be soliciting bids for the repairs in compliance with the Uniform Public Construction Cost Accounting Act's informal bidding procedures. At the request of the public, staff researched County records and worked with the County Easement Department to determine who owns the storm drain. No record of ownership or easement was found. District Council's opinion is that the storm drain is part of the District's storm drainage system and the District is responsible for maintaining it.

### **4. Request for Will Serve**

Staff received the attached Will Serve Request and cover letter addressed to the SSCSD Board for a vacant parcel located near the south east end of Avonne. Given that the District has a water moratorium that is currently in effect, the General Manager has no option other than to deny the request. However, staff recommends that it would be prudent at this time for the Water Committee to review the conditions that led to the established moratorium and assess current conditions in order to determine whether the moratorium is still necessary.

## Buried Prestressed Concrete Tanks Vs. Aboveground Steel Tanks

Item	Buried Prestressed Concrete Tank	Aboveground Steel Tank
Aesthetics	Very low profile and easily obscured using landscaping or buried below grade. Additionally, the area above the tank can be hidden or buried and become a multi-use space.	Very visible; if the area in which the tank is being constructed has aesthetic requirements it can be difficult or costly to bring the tank to compliance.
Grading and Land Impact	Large amount of potential haul off or need to redistribute material onsite due to excavation for tank that is needed to install the underground tank. Alternatively, tank may be installed at-grade due to prestressed construction, soil resistance to combat hydrostatic pressure is not needed <sup>5</sup> .	Relatively low amount of grading and haul off needed due to installation mostly being at-grade, with the exception of the necessary concrete pad and piping.
Durability	Prone to cracking due to expansion and contraction; when cracks and other failures develop they can go unnoticed for a long period of time due to the fact that the majority of the structure cannot be inspected without draining the tank. Precast panel tanks are especially prone to damage due to seismic activity. Prestressed concrete tanks are more durable in this aspect than cast-in-place concrete tanks, however <sup>4</sup> . Prestressed tanks are designed to allow for expansion and contraction and have a history of performing well in earthquakes <sup>5</sup> .	Less prone to leaking and the exterior can easily be visually inspected for evidence of cracks and other failures <sup>1</sup> . If not maintained properly, however, rusting and corrosion are a concern (commonly seen in rafters <sup>5</sup> ). Additionally, vandalism such as punctures can occur.
Freeboard Requirements	Prestressed concrete tanks are designed to resist a portion of sloshing wave due to the concrete roof structure, meaning the required freeboard can typically be reduced by 2 to 7 feet <sup>5</sup> . This gives the tank a lower profile.	The amount of freeboard must match the calculated sloshing wave height.
Capital Cost	Approximately \$1.05 per gallon <sup>6</sup> .	Approximately \$0.65 per gallon <sup>6</sup> .
60 Year Maintenance Cost	Approximately \$60,000 total over 60 years for powerwashing, routine maintenance, and inspection every 20 years (assumes an approximately 1.25 MG tank, approximately \$36,000 when extrapolated for a 0.75 MG tank) <sup>6</sup> .	Approximately \$900,000 total over 60 years for blasting and re-coating of interior and exterior, engineering costs, and inspection costs every 20 years (assumes an approximately 1.25 MG tank, approximately \$540,000 when extrapolated for a 0.75 MG tank) <sup>6</sup> .
Life Cycle Costs	Higher capital costs, but typically have lower maintenance costs. Assuming a 60 year service life the life cycle costs are typically lower, with the difference in costs between steel and prestressed concrete tanks becoming higher the larger the capacity of the tank <sup>4</sup> . Cleaning and inspection every 5 years is recommended <sup>5</sup> . Typically the difference in capital costs between prestressed concrete and steel tanks are offset in the first maintenance cycle <sup>5</sup> .	Relatively inexpensive to install, but has higher maintenance costs on a repetitive basis. Assuming a 60 year service life the life cycle costs are higher than prestressed concrete tanks, with the difference in costs becoming higher the larger the capacity of the tank <sup>4</sup> . Maintenance costs can be \$8/sf for coating and anode replacement in 10 year intervals.
Local Involvement	Raw materials are sourced from local concrete suppliers, lumber yards, equipment rental services, and contractors. These materials and the construction account for the majority of the tank cost <sup>5</sup> .	The majority of the tank costs comes from manufacturing and shipping of the preformed tank panels.
Leaching and Taste	Due to the porous nature of concrete, new tanks can release excess lime, leading to high pH and a possible bitter taste <sup>3</sup> . Additionally if the water in the tank is acidic, the tank will leach the calcium from the concrete into the drinking water leading to hard water <sup>2</sup> (though this is only somewhat likely if the tank stores reverse osmosis or similarly "pure" water - no reports of this occurring in a regular installation have been made to the manufacturer we contacted) <sup>5</sup> .	New galvanized tanks sometimes impart a metallic taste when first filled due to excess zinc <sup>3</sup> . Additionally, the coatings required on the interior can leach out volatile organics negatively impacting taste <sup>5</sup> .

### Sources:

1. "Top 5 Advantages of Welded Steel Storage Tanks," Fisher Tank Company. <http://www.fishertank.com/blog/bid/295481/Top-5-Advantages-of-Welded-Steel-Storage-Tanks>
2. "What are the Disadvantages of Concrete Storage Tanks?" Tanks Direct. <http://www.tanksdirect.com/blog/disadvantages-concrete-storage-tanks/>
3. "Tank Material Comparison," Bushmans Industrial. <http://bushmansindustrialtanks.com.au/information/tank-material-comparison>
4. "Water Tank Selection Comparison: Steel versus Prestressed Concrete," The City of San Diego. <http://docs.sandiego.gov/reportstocouncil/2005/05-024.pdf>
5. Comments provided by DN Tanks representative.
6. "Prestressed Storage Tanks" [https://www.ihs.gov/EHSCT/documents/sfc\\_webinar\\_docs/DNTanks\\_PrestressedConcreteTank.pdf](https://www.ihs.gov/EHSCT/documents/sfc_webinar_docs/DNTanks_PrestressedConcreteTank.pdf)

May 23, 2017

Robert Hather

[REDACTED]  
[REDACTED]

San Simeon Community Service District Board  
111 Pico  
San Simeon, CA 93452

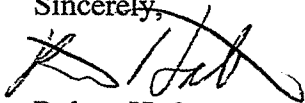
San Simeon CSD Board Members,

In light of the progress and recent success the District has made towards providing additional water availability attributable to the water well desalinization system, as a property holder, I am interested in improving my one acre plus lot on Avonne with some work force housing; possibly as many as 18 condominiums.

To my knowledge, the District does not have policies, procedures and a fee structure in place to provide approval to the County of San Luis Obispo Building and Planning Department to issue a building permit. I understand that the District is working diligently to address the fire suppression capability for the eventual full build out of the village. In the meantime, I would like to move forward with my plans and the approval process. So I have engaged an engineer to determine if there are other solutions to address the fire requirements adequately.

Along with this letter I have attached your form requesting will serve letter. I ask the Board to issue the requested will serve letter and let me know what future hookup fees will be.

Sincerely,



Robert Hather

San Simeon Community Service District  
111 Pico Avenue  
San Simeon, Ca 93452  
805-927-4778 ph 805-927-0399 fx

REQUEST FOR WILL SERVE LETTER

DATE May 23 2017

NAME Robert Hather

MAILING ADDRESS  
[REDACTED]  
[REDACTED]  
[REDACTED]

HOME NUMBER [REDACTED] CELL PHONE [REDACTED]

NUMBER OF UNITS TO BE SERVED 18 APN NUMBER 013-071-009

PARCEL LOCATION Avonne Ave  
near south end of and east side

ADDITIONAL COMMENTS See Attached Letter

Email Address: [REDACTED]

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



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

### **Activities of May 2017**

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

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB.
- Annual laboratory proficiency testing was performed as required by the California Environmental Laboratory Accreditation Program (ELAP) and the State Water Resources Control Board (SWRCB).
- Two loads of sludge were hauled away.

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

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW).
- Annual Consumer Confidence Report was completed and submitted to the DDW.
- Another hotel compound water meter was replaced.
- Monthly water meter reading was performed.

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

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- Staff met with FEMA inspector regarding repairs at Pico stairs, storm drain under Quality Inn parking lot and the drinking water filter project.
- Pot holes were filled around the District
- Weed abatement was performed around the District.



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

**MONTHLY DATA REPORT**

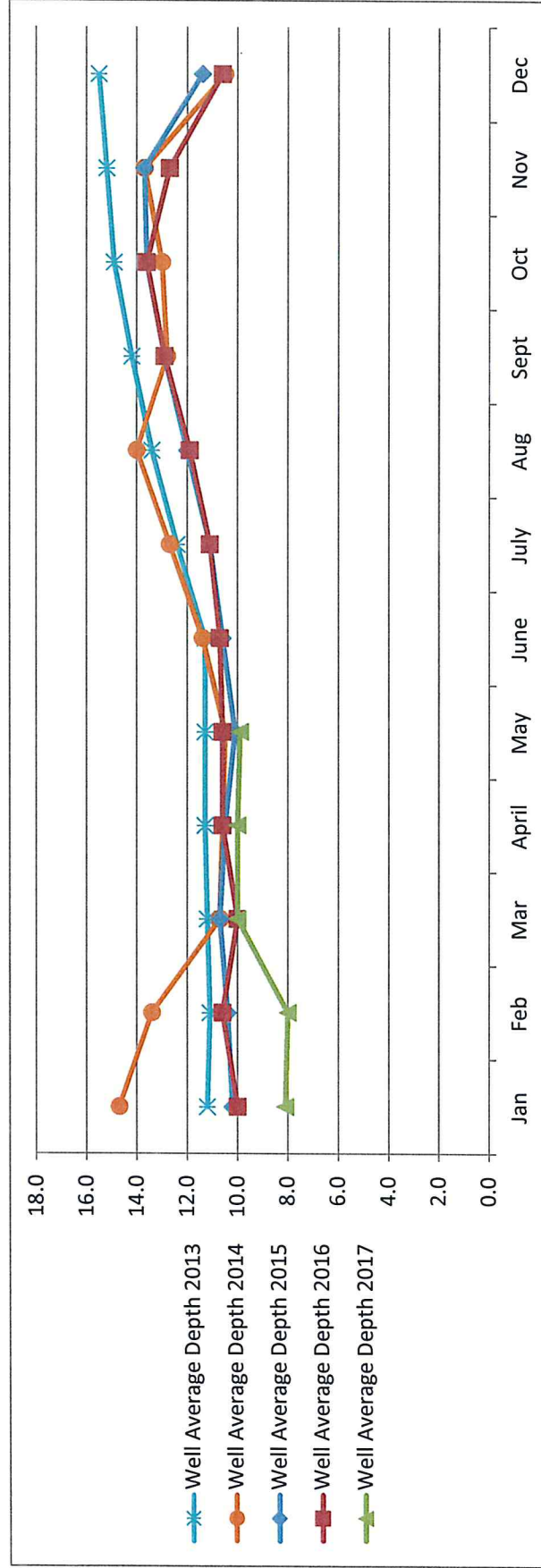
Date	Day	Wastewater Inflow Daily Flow	Wastewater Effluent Daily Flow	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Daily Inflow	R.O. Daily Effluent Flow	R.O. Daily Brine Flow	Distribution Chloride	Chloride Wells 1	Chloride Wells 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Inflow Daily Flow
05/01/17	Mon	89,076	95,150	0	63,954	63,954	0	0	0	-	-	-	0	10.2	10.4	0.00	0
05/02/17	Tue	103,713	104,990	0	58,568	58,568	0	0	0	-	-	-	0	10.2	10.4	0.00	13,611
05/03/17	Wed	34,425	40,650	1,720	51,014	52,734	0	0	0	58	-	51	0	10.2	10.4	0.00	10,049
05/04/17	Thu	59,994	65,570	0	63,580	63,580	0	0	0	-	-	-	0	10.2	10.4	0.00	8,753
05/05/17	Fri	66,966	73,880	0	54,454	54,454	0	0	0	-	-	-	0	10.2	10.4	0.00	9,168
05/06/17	Sat	79,075	83,300	0	83,477	83,477	0	0	0	-	-	-	0	10.2	10.4	0.00	8,287
05/07/17	Sun	74,414	77,720	0	57,222	57,222	0	0	0	-	-	-	0	10.2	10.4	0.16	9,189
05/08/17	Mon	73,270	75,550	0	59,616	59,616	0	0	0	-	-	-	0	10.0	10.2	0.00	13,970
05/09/17	Tue	66,496	68,320	1,421	57,297	58,718	0	0	0	58	-	-	0	10.0	10.2	0.00	9,221
05/10/17	Wed	69,925	70,990	0	77,418	77,418	0	0	0	58	-	51	0	10.0	10.2	0.00	8,638
05/11/17	Thu	64,621	67,530	0	37,176	37,176	0	0	0	-	-	-	0	10.1	10.3	0.00	9,101
05/12/17	Fri	69,745	70,200	0	61,710	61,710	0	0	0	-	-	-	0	10.1	10.3	0.00	11,006
05/13/17	Sat	86,144	88,490	0	98,287	98,287	0	0	0	-	-	-	0	10.1	10.3	0.00	9,878
05/14/17	Sun	71,790	75,790	0	45,852	45,852	0	0	0	-	-	-	0	10.1	10.3	0.00	8,571
05/15/17	Mon	71,609	73,510	0	72,406	72,406	0	0	0	-	-	-	0	10.2	10.4	0.00	12,843
05/16/17	Tue	64,216	66,580	0	56,848	56,848	0	0	0	-	-	-	0	10.2	10.4	0.00	13,363
05/17/17	Wed	63,503	65,790	75	62,533	62,608	0	0	0	-	-	-	0	10.2	10.4	0.00	9,283
05/18/17	Thu	66,916	70,770	0	61,186	61,186	0	0	0	51	-	51	0	10.2	10.4	0.00	9,302
05/19/17	Fri	91,564	93,110	0	97,464	97,464	0	0	0	-	-	-	0	10.2	10.4	0.00	13,818
05/20/17	Sat	95,195	97,140	0	108,994	108,994	0	0	0	-	-	-	0	10.2	10.4	0.00	9,819
05/21/17	Sun	90,209	93,120	0	51,687	51,687	0	0	0	-	-	-	0	10.5	10.7	0.00	27,490
05/22/17	Mon	84,508	88,820	673	56,998	57,671	0	0	0	-	-	-	0	10.2	10.4	0.00	12,882
05/23/17	Tue	73,214	79,090	0	103,224	103,224	0	0	0	-	-	-	0	10.0	10.2	0.00	12,045
05/24/17	Wed	76,387	82,570	0	72,855	72,855	0	0	0	58	-	58	0	10.0	10.2	0.00	10,449
05/25/17	Thu	85,543	82,550	0	57,521	57,521	0	0	0	-	-	-	0	9.2	9.4	0.00	11,419
05/26/17	Fri	85,916	87,830	0	90,209	90,209	0	0	0	-	-	-	0	8.7	8.9	0.00	12,309
05/27/17	Sat	106,554	107,260	0	96,866	96,866	0	0	0	-	-	-	0	8.7	8.9	0.00	12,366
05/28/17	Sun	107,627	107,710	0	62,383	62,383	0	0	0	-	-	-	0	8.5	8.7	0.00	22,843
05/29/17	Mon	104,029	106,510	0	70,686	70,686	0	0	0	-	-	-	0	8.5	8.7	0.00	25,335
05/30/17	Tue	70,021	71,690	0	54,529	54,529	0	0	0	-	-	-	0	8.5	8.7	0.00	15,517
05/31/17	Wed	61,796	64,480	0	61,560	61,560	0	0	0	66	-	66	0	9.1	9.3	0.00	12,327
<b>TOTALS</b>		<b>2,408,421</b>	<b>2,496,660</b>	<b>3,890</b>	<b>2,107,564</b>	<b>2,111,454</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>			<b>0.16</b>	<b>372,852</b>
Average		77,691	80,537	125	67,986	68,111	0	0	0	58	0	53	0	9.8	10.0	0.01	12,027
Minimum		34,425	40,650	0	37,176	37,176	0	0	0	51	0	51	0	8.5	8.7	0.00	0
Maximum		107,627	107,710	1,720	108,984	108,984	0	0	0	66	0	58	0	10.5	10.7	0.16	27,490

**San Simeon Community Services District**

**Superintendent's Report**

**May 2017**

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



**4C. DISTRICT FINANCIALS**  
**Renee Samaniego Osborne**  
**May 31, 2017**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**



**4C. FINANCIAL SUMMARY**

**BILLING  
May 31, 2017**

<b>April Billing Revenue</b>	<b>\$ 65,282.51</b>
<b>May Billing Revenue</b>	<b>\$ 65,157.44</b>
Past Due (31 to 60 days)	\$ 436.09
Past Due (60 days)	\$ 242.62

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**ENDING BANK BALANCES  
May 31, 2017**

**RABOBANK SUMMARY:**

**Well Rehab Project/USDA Checking Account** \$ 10.05

**HERITAGE OAKS BANK:**

**Money Marketing Account Closing Balance April 30, 2017** \$ 507,682.60

**Interest for May** \$ 150.94

**Money Marketing Account Closing Balance May 31, 2017** \$ 507,833.54

Reserve Fund (\$ 250,000.00)

Wait-list Deposits (\$ 45,750.00)

Customer Deposits (\$ 9,708.00)

**Available Funds** \$ 202,375.54

**General Checking Account May 31, 2017** \$ 76,218.94

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**LAI F Closing Balance May 31, 2017** \$ 524.77

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**Balance Sheet**

As of May 31, 2017

May 31, 17

**ASSETS**

**Current Assets**

**Checking/Savings**

1010 · Petty cash	150.00
1015 · Heritage Oaks- General Checking	104,107.28
1016 · Heritage Oaks-Wellhead	6.34
1017 · Heritage Oaks-Money Market	507,833.54
1022 · USDA checking	100.05
1040 · Cash in county treasury	108.33
1050 · LAIF - non-restricted cash	523.77

**Total Checking/Savings** 612,829.31

**Other Current Assets**

1200 · Accounts receivable	78,160.14
1300 · Prepaid expenses	667.26

**Total Other Current Assets** 78,827.40

**Total Current Assets** 691,656.71

**Fixed Assets**

**1400 · Fixed assets**

1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	145,068.22
1560 · Pipe bridge	28,075.58
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	262,932.67
1640 · Wellhead Rehab Project	447,545.53
1650 · Walkway access projects	21,511.00
1660 · RO Unit	928,088.35
1680 · Generator	29,101.14

**Total 1400 · Fixed assets** 4,913,455.75

**1690 · Accumulated depreciation** (2,196,238.96)

**Total Fixed Assets** 2,717,216.79

**TOTAL ASSETS** 3,408,873.50

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2100 · Payroll liabilities	294.90
2500 · Customer security deposits	9,858.13
2510 · Connect hookup wait list	45,750.00
2520 · USDA Loan	427,585.00

**Total Other Current Liabilities** 483,488.03

**Total Current Liabilities** 483,488.03

**Total Liabilities** 483,488.03

**Equity**

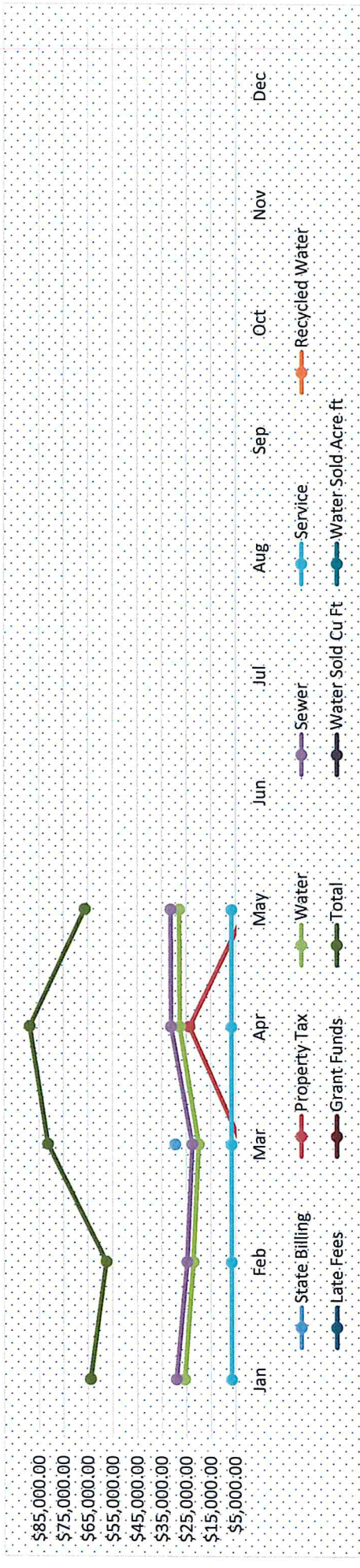
3200 · Fund balance	2,821,713.94
3900 · Suspense	25,198.38
Net Income	78,473.15

**Total Equity** 2,925,385.47

**TOTAL LIABILITIES & EQUITY** 3,408,873.50

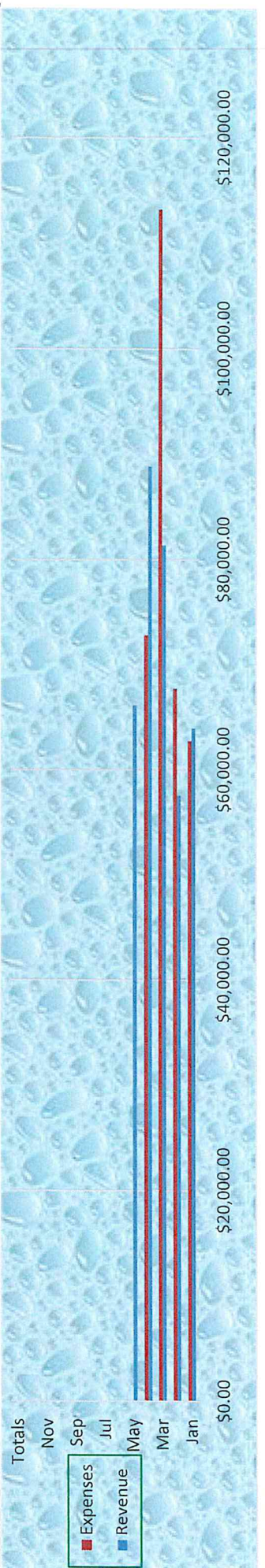
## 2017 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
<b>State Billing</b>			\$29,440.40										\$29,440.40
<b>Property Tax</b>	\$2,456.74	\$2,966.66	\$2,421.97	\$23,540.38	\$415.92								\$31,801.67
<b>Water</b>	\$25,600.49	\$22,112.4	\$19,816.90	\$27,563.35	\$27,763.55								\$122,856.65
<b>Sewer</b>	\$29,037.7	\$24,590.4	\$22,440.87	\$31,022.32	\$31,228.75								\$138,320.02
<b>Service</b>	\$6,503.02	\$6,503.02	\$6,503.02	\$6,503.02	\$6,564.66								\$32,576.74
<b>Recycled Water</b>													\$0.00
<b>Late Fees</b>	\$366.84	\$1,387.73	\$735.52	\$202.87	\$187.94								\$2,880.90
<b>Grant Funds</b>													
<b>Total</b>	\$63,964.81	\$57,560.13	\$81,358.68	\$88,831.94	\$66,160.82								\$357,876.38
Water Sold Cu Ft	232048	200704	179990	249876	249279								1111897
Water Sold Acre ft	5.33	4.61	4.13	5.74	5.72								25.53



## REVENUE VS EXPENSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
<b>Revenue</b>	\$63,964.81	\$57,560.13	\$81,358.68	\$88,831.94	\$66,160.82								
<b>Expenses</b>	\$62,761.73	\$67,745.25	\$113,198.05	\$72,818.66									
<b>Balance</b>	\$1,203.08	-\$10,185.12	-\$31,839.37	\$16,013.28									





**SAN SIMEON COMMUNITY SERVICES  
HISTORICAL FISCAL REVIEW**

2013 / 2014													
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$27,981.20			\$21,530.45			\$23,125.60			\$21,530.45	\$94,167.70
Property Tax	\$8,069.77	\$51.86	\$1,503.31	\$3,859.65	\$5,718.15	\$25,445.32	\$1,327.66	\$1,155.63	\$2,632.24	\$21,054.41	\$912.02	\$195.04	\$71,925.06
Water	\$36,628.91	\$36,833.30	\$28,053.50	\$24,908.87	\$20,549.44	\$17,417.02	\$21,971.26	\$19,076.18	\$16,337.84	\$22,890.07	\$21,881.07	\$25,417.26	\$291,964.72
Sewer	\$40,084.93	\$43,613.30	\$33,179.74	\$29,636.09	\$23,946.33	\$20,191.07	\$25,116.19	\$22,334.72	\$19,215.19	\$27,214.26	\$26,016.01	\$30,425.87	\$340,973.70
Service	\$5,436.90	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,392.20	\$5,392.20	\$64,518.90
Late Fees	\$59.78	\$110.43	\$120.55	\$71.38	\$117.38	\$101.12	\$155.79	\$100.38	\$93.94	\$413.64	\$896.41	\$139.15	\$2,379.95
<b>Total</b>	<b>\$90,280.29</b>	<b>\$85,975.29</b>	<b>\$96,204.70</b>	<b>\$63,842.39</b>	<b>\$55,697.70</b>	<b>\$90,051.38</b>	<b>\$53,937.30</b>	<b>\$48,033.31</b>	<b>\$66,771.21</b>	<b>\$76,938.78</b>	<b>\$55,097.71</b>	<b>\$83,099.97</b>	<b>\$865,930.03</b>
Water Sold Cu Ft	373741	396714	303256	269689	222002	188500	223200	206900	177200	248063	236917	275338	3,121,520
Water Sold Acre ft	8.58	9.11	6.96	6.19	5.10	4.33	5.12	4.75	4.07	5.69	5.44	6.32	71.66

2014 / 2015													
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$9,972.00			\$6,480.49			\$7,042.78			\$8,943.33	\$32,438.60
Property Tax	\$1,749.86		\$170.96	\$4,304.07	\$6,305.04	\$30,755.69	\$1,698.01	\$680.91	\$4,730.41	\$20,998.75	\$444.16	\$624.12	\$72,461.98
Water	\$34,524.91	\$30,347.28	\$26,979.15	\$24,551.71	\$23,063.39	\$16,542.19	\$24,980.71	\$22,031.38	\$23,713.28	\$29,614.92	\$25,535.77	\$26,568.29	\$308,452.98
Sewer	\$41,554.68	\$36,609.57	\$32,364.61	\$29,124.18	\$27,266.32	\$19,555.31	\$29,619.69	\$25,800.68	\$27,563.38	\$35,077.17	\$30,393.05	\$31,702.68	\$366,631.32
Service	\$5,773.50	\$5,747.70	\$5,747.70	\$5,747.70	\$5,775.07	\$5,747.70	\$5,775.07	\$5,747.70	\$5,747.70	\$5,747.70	\$5,802.44	\$5,747.70	\$69,107.68
Late Fees	\$123.97	\$44.80	\$94.76	\$153.10	\$221.66	\$168.17	\$78.17	\$106.62	\$194.28	\$19.45	\$192.34	\$47.19	\$1,444.51
<b>Total</b>	<b>\$83,726.92</b>	<b>\$72,749.35</b>	<b>\$75,329.18</b>	<b>\$63,880.76</b>	<b>\$62,631.48</b>	<b>\$79,249.55</b>	<b>\$62,151.65</b>	<b>\$54,367.29</b>	<b>\$69,166.14</b>	<b>\$91,457.99</b>	<b>\$62,367.76</b>	<b>\$74,431.29</b>	<b>\$851,509.36</b>
Water Sold Cu Ft	352622	309962	275523	250905	235552	169443	255324	224325	240675	300989	260697	306,222	3,182,239
Water Sold Acre ft	8.10	7.12	6.33	5.76	5.41	3.89	5.86	5.15	5.53	6.91	5.98	7.03	73.05

2015 / 2016													
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$7,200.02			\$8,584.90			\$11,992.94			\$10,529.30	\$38,307.16
Property Tax	\$1,299.10	\$78.29	\$89.78	\$6,473.88	\$5,162.73	\$31,035.95	\$732.82	\$3,907.74	\$4,380.61	\$20,311.05	\$670.65	\$812.49	\$74,955.09
Water	\$32,179.33	\$35,048.63	\$31,023.24	\$30,062.47	\$23,260.87	\$19,903.42	\$28,833.61	\$24,410.65	\$22,300.83	\$24,943.58	\$27,395.80	\$29,375.50	\$328,737.93
Sewer	\$38,340.31	\$41,800.72	\$36,517.90	\$35,482.63	\$27,568.63	\$23,716.44	\$33,993.50	\$28,929.28	\$26,405.46	\$29,496.09	\$31,742.13	\$34,065.24	\$388,048.33
Service	\$6,052.80	\$6,081.90	\$6,111.00	\$6,111.00	\$6,111.00	\$6,111.00	\$6,169.20	\$6,111.00	\$6,140.10	\$6,140.10	\$6,111.00	\$6,111.00	\$73,361.10
Recycled Water			\$1,359.75			\$854.07							\$2,213.82
Late Fees	\$118.83	\$71.20	\$72.27	\$239.83	\$386.63	\$99.38	\$153.29	\$138.82	\$86.36	\$485.53	\$657.24	\$418.39	\$2,927.77
<b>Total</b>	<b>\$77,990.37</b>	<b>\$83,080.74</b>	<b>\$82,373.96</b>	<b>\$78,369.81</b>	<b>\$62,489.86</b>	<b>\$90,305.16</b>	<b>\$69,872.42</b>	<b>\$63,497.49</b>	<b>\$71,306.30</b>	<b>\$81,376.35</b>	<b>\$66,576.82</b>	<b>\$81,311.92</b>	<b>\$908,551.20</b>
Water Sold Cu Ft	311247	338869	297896	288860	223460	191579	276707	234583	213757	239168	260907	278,453	3,155,486
Water Sold Acre ft	7.15	7.78	6.84	6.63	5.13	4.40	6.35	5.39	4.91	5.49	5.99	6.39	72.44

2016 / 2017													
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$12,485.00			\$13,996.07			\$29,440.40				\$55,921.47
Property Tax	\$1,161.69		\$1,184.42	\$6,789.01	\$6,970.82	\$28,878.98	\$2,456.74	\$2,966.66	\$2,421.97	\$23,540.38	\$415.92		\$76,786.59
Water	\$36,292.1	\$36,746.52	\$31,241.74	\$29,953.03	\$22,549.49	\$19,445.8	\$25,600.5	\$22,112.36	\$19,816.90	\$27,563.35	\$27,763.55		\$299,085.31
Sewer	\$41,862.8	\$43,190.60	\$36,386.89	\$35,106.74	\$25,574.57	\$21,817.9	\$29,037.7	\$24,590.36	\$22,440.87	\$31,022.32	\$31,228.75		\$342,259.53
Service	\$6,559.5	\$6,472.20	\$6,472.20	\$6,472.20	\$6,626.30	\$6,533.8	\$6,503.0	\$6,503.02	\$6,503.02	\$6,503.02	\$6,564.66		\$71,712.98
Recycled Water						\$216.4							\$216.35
Late Fees	\$485.7	\$97.52	\$595.71	\$316.72	\$353.70	\$1,587.7	\$366.8	\$1,387.73	\$735.52	\$202.87	\$187.94		\$6,317.92
<b>Total</b>	<b>\$86,361.78</b>	<b>\$86,506.84</b>	<b>\$88,365.96</b>	<b>\$78,637.70</b>	<b>\$62,074.88</b>	<b>\$92,476.61</b>	<b>\$63,964.81</b>	<b>\$57,560.13</b>	<b>\$81,358.68</b>	<b>\$88,831.94</b>	<b>\$66,160.82</b>		<b>\$852,300.15</b>
Water Sold Cu Ft	324654	324654	281207	269907	203338	175391	232048	200704	179990	249876	249279		2,691,048
Water Sold Acre ft	7.45	7.45	6.46	6.20	4.67	4.03	5.33	4.61	4.13	5.74	5.72		61.78

## **5. ITEMS OF BUSINESS**

- A. Consideration of approval of last month's minutes – May 10, 2017.**
- B. Consideration of approval of Special Meeting minutes – May 10, 2017**
- C. Consideration of approval of Disbursements Journal – June 14, 2017.**

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, June 14, 2017**  
**6:00 pm**

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

**1. REGULAR SESSION: 6:02 PM**

**A. Roll Call**

Chairperson Williams – Present  
Vice-Chair Fields – Present  
Director Patel – Present  
Director Russell – Present  
Director McGuire – Present

General Manager, Charles Grace  
District Counsel, Heather Whitham

**B. Pledge of Allegiance**

**2. PUBLIC COMMENT**

Bob Hather commented that he currently owned property on Avonne Ave. in San Simeon. He distributed a handout to the Board members. He stated that he was requesting a will serve letter because the Desal project had created water to get the ball rolling for developing policy and procedures. He hoped that the Water Committee would be directed to develop procedures that would figure out what the cost of water connections would be. He stated that the fire capacity should not be tied to any will serve letters because that is a CDF issue. He explained the building procedure at the county level and asked that a policy be created to issue a conditional will serve letter, which would allow property owners to start working with the County.

Julia Stanert commented that she was aware that some street painting was going to be done in the community. She stated that we needed a crosswalk in front of the liquor store and at the north end of Avonne Ave. where it meets Pico. She stated that it is kind of dangerous for pedestrians that are walking to the beach. She inquired about who would be responsible for this.

Chairperson Williams responded to Mrs. Stanert that another citizen Mr. Krzciuk had also addressed this issue.

**A. Sheriff's Report for May.**

None

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

None

**3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD**

Director McGuire announced that Litter Pick Up Day would be on Monday July 10. Anyone who wants to participate in this event can meet at the District Office at 8:30 am.

She also thanked Grace Environmental and Carmel and Naccasha for providing the table at the Tip-a-Cop event.

#### **4. STAFF REPORTS**

##### **A. General Manager's Report**

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

For the month of May, staff sent out billing. Included with the utility bills was the Consumer Confidence Report and an insert about defensible space. Staff also met twice with representatives from FEMA regarding the grant application that was submitted in April.

Staff has been working with Toste Construction to schedule the completion of the following items: painting safety stripes on the Pico Ave. Stairs beach access, restriping the District-owned streets where stop signs are located, moving the stop sign located at the west end of Otter to make it more visible to drivers, and other minor road and sidewalk repairs.

General Manager Grace commented that Jon and Jerry had done an excellent job during all of the excessive rains. There had been no exceedances.

##### **2. Update – Reservoir/Storage tank project.**

Phoenix Engineering is continuing progress toward 30% design. Arrangements for the geotechnical survey and topographic survey are being made.

##### **3. Storm Drain Repair between Avonne Avenue and Castillo Drive.**

Recently during rain activity the bottom of the 48" corrugated storm drain pipe that traverses the Quality Inn parking lot from Avonne Avenue to Castillo Avenue failed, creating a sinkhole. Currently road plates cover the hole. An attempt to video the pipe was made during which several holes were noted near the Avonne end of the pipe as well as near the Castillo end of the pipe. Staff is reviewing options such as slip lining, in situ form, and dig and replace. Staff will be soliciting bids for the repairs in compliance with the Uniform Public Construction Cost Accounting Act's informal bidding procedures. At the request of the public, staff researched County records and worked with the County Easement Department to determine who owns the storm drain. No record of ownership or easement was found. District Council's opinion is that the storm drain is part of the District's storm drainage system and the District is responsible for maintaining it.

Director Patel recused himself. He asked if anything had been found regarding ownership of the storm drain located underneath his property. He inquired about what the status was of finding who had ownership of the pipe.

Heather Whitham stated that counsel had been unable to find any documents that specified ownership or provided an easement for maintenance. She stated that their conclusion was that because it is a 48" pipe that it was part of the District's storm water drainage system and that it serves the District. It does not exclusively serve the property that it is located on therefore the District is responsible for maintaining it.

Director Patel asked about what the District would do to move forward.

Director Russell asked if there were any legal steps that the District should take to answer this question forever.

Heather Whitham stated that it would be in the interest of the District to get an easement in place that would allow for maintenance on it. She stated that they have reviewed all of the documents and this was their conclusion.

Mike Hanchett stated that his only question was the status of the other drains in the community. He mentioned that the Greentree (Courtesy Inn) has a 38" pipe and the Cavalier also has two drains, and the Mexican restaurant also has a 38" drain. He asked if the District would be responsible for these drains as well.

Chairperson Williams stated that the District was currently investigating this item.

Heather Whitham responded that each system would have to be looked at on an individual basis. The District would need to inventory and decipher which system is the District system, County system, Cal-Trans system, and some that storm drains are exclusive to the property that they serve. It really depends what each drain is serving, what the legal title documents show, and if there are easements. She stated that this determination about the Quality Inn was not a blanket answer. Other cases have to be individually reviewed and each may result in a different answer.

Mike Hanchett responded that this is where we run into problems, stating that the criteria needs to be established to determine ownership and not on a personality basis. At the time the project was built, it could not have been built without the drain. The road used to flood and the water was not contained so the drain was put in.

Heather Whitham responded that the criteria will not be established on personality but will be established on available information.

Mike Hanchett stated that there is no record of ownership of the drain because it was not the District's. We have no easement because it wasn't "ours" (meaning SSCSD) yet we will assume liability for it.

Heather Whitham stated that it is part of the District's system.

Ken Patel stated that if it is in fact his responsibility he will block it. He needs to know who owns it. His property is for sale.

Mike Hanchett stated he had concerns about the District establishing liability for the drain if it is not theirs.

#### **4. Request for Will Serve**

Staff received the attached Will Serve Request and cover letter addressed to the SSCSD Board for a vacant parcel located near the south east end of Avonne. Given that the District has a water moratorium that is currently in effect, the General Manager has no option other than to deny the request. However, staff recommends that it would be prudent at this time for the Water Committee to review the conditions that led to the established moratorium and assess current conditions in order to determine whether the moratorium is still necessary.

General Manager Grace recommended that the Water Committee meet in order to establish a clear path towards addressing the moratorium. He recommended that the committee meet.

**B. Superintendent's Report – Summary of May Activities.**

**1. Wastewater Treatment Plant**

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB.
- Annual laboratory proficiency testing was performed as required by the California Environmental Laboratory Accreditation Program (ELAP) and the State Water Resources Control Board (SWRCB).
- Two loads of sludge were hauled away.

**2. Water Distribution System**

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW).
- Annual Consumer Confidence Report was completed and submitted to the DDW.
- Another hotel compound water meter was replaced.
- Monthly water meter reading was performed.

**3. District and Equipment Maintenance**

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- Staff met with FEMA inspector regarding repairs at Pico stairs, storm drain under Quality Inn parking lot, and the drinking water filter project.
- Pot holes were filled around the District
- Weed abatement was performed around the District.

**C. District Financial Summary**

<b>April Billing Revenue</b>	<b>\$ 65,282.51</b>
<b>May Billing Revenue</b>	<b>\$ 65,157.44</b>

Past Due (31 to 60 days)	\$ 436.09
Past Due (60 days)	\$ 242.62

**ENDING BANK BALANCES**

**May 31, 2017**

**RABOBANK SUMMARY:**

<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 10.05</b>
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**HERITAGE OAKS BANK:**

<b>Money Marketing Account Closing Balance April 30, 2017</b>	<b>\$ 507,682.60</b>
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<b>Interest for May</b>	<b>\$ 150.94</b>
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<b>Money Marketing Account Closing Balance May 31, 2017</b>	<b>\$ 507,833.54</b>
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Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
<b>Available Funds</b>	<b>\$ 202,375.54</b>

**General Checking Account May 31, 2017**

**\$ 76,218.94**

**LAIF Closing Balance May 31, 2017**

**\$ 524.77**

**D. District Counsel's Report Summary of May Activities**

Heather Whitham stated that counsel worked with staff on a variety of issues. They worked with staff on the budget preparation, storm drain repair research. They responded to various questions regarding issues such as the will serve request from Mr. Hather, the moratorium, and assisted with preparation of the Board packet.

**5. ITEMS OF BUSINESS**

**A. Consideration of approval of last month's minutes – May 10, 2017.**

A motion was made to approve the minutes with the corrections recommended by Director McGuire.

Motion by: Director Russell

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

All in: 5 / 0

**B. Consideration of approval of Special Meeting minutes – May 10, 2017.**

A motion was made to approve the minutes with the corrections recommended by Director McGuire and General Manager Charlie Grace.

Motion by: Director Russell

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

All in: 5 / 0

**C. Consideration of approval of Disbursements Journal – June 14, 2017.**

A motion was made to accept the Disbursements Journal.

Motion by: Vice-Chair Fields

2<sup>nd</sup>: Chairperson Williams

All in: 5 / 0

**6. PUBLIC HEARING**

**A. Consideration of Adoption of Resolution 17-388 Adopting the 2017-2018 Fiscal Budget.**

Director Russell commented about how the closure of the road would affect revenue.

Mike Hanchett responded that irrigation would be allowed and he thought that this would offset the loss of revenue from the road closure.

A motion was made to adopt Resolution 17-388 adopting the Fiscal Budget for 2017-2018.

Motion by: Director McGuire

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

All in: 5 / 0

## **7. DISCUSSION/ACTION ITEMS**

### **A. Discussion of Bids received to install a potable water filter system in the RO Building.**

General Manager Grace commented that we did not receive any bids back. He explained that the options were to rebid or to self-perform. He expressed concerns about trying to rebid because it would further push out the project completion.

No action was taken.

### **B. Consideration of Board Approval of Resolution 17-389 establishing CEQA (California Environmental Quality Act) Class 1 Exemption Determination pursuant to Section 15301 under CEQA Guidelines for the Pico Avenue Bluff Erosion Repair Project.**

General Manager Grace commented that the project was initially fixed under an emergency permit. The District now needs to obtain a permanent permit for the project.

A motion to approve Resolution 17-389 was made.

Motion by: Chairperson Williams

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

All in: 5 / 0

## **8. BOARD COMMITTEE REPORTS**

None

## **9. BOARD REPORTS**

None

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

It was the consensus of the Board to direct staff to complete the research of inventorying the community storm drain easements. Ken Patel did not participate in the consensus.

It was the consensus of the Board to direct staff to gather more information about the standards for crosswalk placement in the community.

## **11. ADJOURNMENT @ 7:10 PM**



## MINUTES



San Simeon Community Services District  
May 10, 2017  
Cavalier Banquet Room  
250 San Simeon Avenue  
San Simeon, CA 93452

5:00 p.m.

### **1. Special Meeting session @ 5:05 PM**

Chairperson Williams – present

Mike Hanchett – present

Charles Grace – present

Robert Stilts – absent

Travis Hold – absent

Also Present: Director Mary Margaret McGuire

### **2. PUBLIC COMMENTS: None**

### **3. DISCUSSION ACTION ITEMS**

Mike Hanchett presented an overview of the budget and discussed three changes that had been made.

- 1) The first change related to an increase in the amount of 10% for the cost of Special District Risk Management Agency (SDRMA) insurance.
- 2) The second change related to road maintenance. The fund had been previously underfunded so this amount was adjusted.
- 3) The third change related to the removal of the election expense cost. There are no election costs this year.

The committee also discussed recommending that the rate increase to take effect on July 1, 2017 be for 3% rather than already approved 5%, resulting in a 2% reduction in the increase.

### **4. ADJOURNMENT @ 5:34 PM**

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

June 1, 2017

Type	Date	Num	Name	Memo	Paid Amount	Balance
Paycheck	06/01/2017	1382	John K Russell	Board Director Services	\$ 92.35	\$ 104,107.28
Paycheck	06/01/2017	1384	Mary M McGuire	Board Director Services	\$ 92.35	\$ 104,014.93
Paycheck	06/01/2017	1380	Alan Fields	Board Director Services	\$ 92.35	\$ 103,922.58
Paycheck	06/01/2017	1381	Dan Williams	Board Director Services	\$ 92.35	\$ 103,830.23
Paycheck	06/01/2017	1383	Kaushik S Patel	Board Director Services	\$ 92.35	\$ 103,737.88
Bill Pmt -Check	06/01/2017	1367	Broughton Hospitality	Re: Morgan Hotel Account # 6	\$ 50.00	\$ 103,595.53
Bill Pmt -Check	06/01/2017	1368	California Rural Water Association	Membership Dues, Jul '17 - Jul '18	\$ 480.00	\$ 103,115.53
Bill Pmt -Check	06/01/2017	1369	Carmel & Nacassha. LLP	Legal services for May 2017	\$ 1,845.00	\$ 101,270.53
Bill Pmt -Check	06/01/2017	1370	County of San Luis Obispo	Chargeable report writing (annual backflow)	\$ 42.70	\$ 101,227.83
Bill Pmt -Check	06/01/2017	1371	ERA A Water Company	Testing	\$ 184.31	\$ 101,043.52
Bill Pmt -Check	06/01/2017	1372	Grace Environmental	Operations and Management Services June 2017	\$ 48,948.00	\$ 52,095.52
Bill Pmt -Check	06/01/2017	1373	Harrington Industrial Plastics, LLC	Filter for Water System	\$ 19,238.40	\$ 32,857.12
Bill Pmt -Check	06/01/2017	1374	Linda Linder	Re: Acct. # 59, 9010 Avonne Ave. SSCSD received \$600 from SDRMA. SSCSD to reimburse MM \$600	\$ 50.00	\$ 32,807.12
Bill Pmt -Check	06/01/2017	1375	Mary Margaret McGuire		\$ 600.00	\$ 32,207.12
Bill Pmt -Check	06/01/2017	1376	Phoenix Civil Engineering, Inc	Professional Services: Tank Research, Reservoir Design	\$ 2,023.50	\$ 30,183.62
Bill Pmt -Check	06/01/2017	1377	Robert Stilts, CPA	May Bookkeeping	\$ 1,200.00	\$ 28,983.62
Bill Pmt -Check	06/01/2017	1378	Rogelio Salas	Inv. # 3712, Clean-up/Haul Wood Pico Ave	\$ 1,800.00	\$ 27,183.62
Bill Pmt -Check	06/01/2017	1379	Grace Environmental	State Mandated Additional Sampling due to Rain Events	\$ 508.15	\$ 26,675.47
					\$ 77,431.81	\$ 26,675.47

## **6. PUBLIC HEARING**

- A. Consideration of Adoption of Resolution 17-388  
Adopting the 2017-2018 Fiscal Budget.**

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

**June 14, 2017**

### **A. Consideration of Adoption of Resolution 17-388 Adopting the 2017-2018 Fiscal Budget.**

During the May 10, 2017 Board Meeting, a preliminary 2017-2018 Fiscal Budget was presented for comment. The Budget Committee received all comments and/or changes by the Board. Government Code Section 61110 requires the District hold a noticed public hearing to adopt the final budget. At the hearing, any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

Staff recommends approval of Resolution No. 17-388 adopting the 2017-2018 Fiscal Budget.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
SAN SIMEON COMMUNITY SERVICES DISTRICT														
Profit and Loss by Fund														
July 2017-June 2018														
4	5/26/17 @ 10:50 hrs													
5								General						
6	Ordinary Income/Expenses					CPI								
7	Income					Rate Increase = CPI +Plus		1.90%		Waste		Water		Total
8								3.00%		1.90%		1.90%		
8	4000 Operating Revenues									3.00%		3.00%		
9						4005 Utility fees-waste		\$0.00	\$439,167.00		\$0.00	\$0.00	\$439,167.00	
10						4010 Utility fees-water		\$0.00	\$0.00	\$0.00	\$364,736.25	\$0.00	\$364,736.25	
11						4025 Service fees		\$81,501.01	\$0.00	\$0.00	\$0.00	\$0.00	\$81,501.01	
12						4050 State of Calif utility fees-waste		\$0.00	\$25,903.39	\$0.00	\$0.00	\$0.00	\$25,903.39	
13						4000 Total Operating Revenue		\$81,501.01	\$465,070.38	\$0.00	\$0.00	\$0.00	\$911,307.64	
14														
15						4100 Property Taxes								
16						4110 Prop Tax current secured		\$71,831.32	\$0.00	\$0.00	\$0.00	\$0.00	\$71,831.32	
17						4120 Prop Tax current secured supp		\$1,502.17	\$0.00	\$0.00	\$0.00	\$0.00	\$1,502.17	
18						4130 Prop Tax current unsecured		\$1,812.67	\$0.00	\$0.00	\$0.00	\$0.00	\$1,812.67	
19						4140 Prop Tax current unsecured supp		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
20						4150 Prop Tax prior secured		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
21						4160 Prop Tax prior secured supp		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
22						4170 Prop Tax prior unsecured		\$59.79	\$0.00	\$0.00	\$0.00	\$0.00	\$59.79	
23						4180 Prop Tax prior unsecured supp		\$10.49	\$0.00	\$0.00	\$0.00	\$0.00	\$10.49	
24						4190 Penalties and interest prop tax		\$3.15	\$0.00	\$0.00	\$0.00	\$0.00	\$3.15	
25						4220 Homeowners prop tax relief		\$285.33	\$0.00	\$0.00	\$0.00	\$0.00	\$285.33	
26						4230 Prop tax admin fee SB 2557		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
27						4270 Current utility tax		\$1,850.44	\$0.00	\$0.00	\$0.00	\$0.00	\$1,850.44	
28						4280 State aid-homeowners		\$1,307.05	\$0.00	\$0.00	\$0.00	\$0.00	\$1,307.05	
29						4290 Education Rev Augmentation		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
30						4100-4299 Total Property taxes		\$78,662.41	\$465,070.38	\$0.00	\$0.00	\$0.00	\$78,662.41	
31														
32						4750 Fema-storm damage funds		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
33						4800 Miscellaneous Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
34						4900 Late fees & adjustments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
35						Total Income		\$160,163.42	\$465,070.38	\$0.00	\$0.00	\$0.00	\$989,970.05	
36														
37														
38	Expense													
39	6000 Accounting						\$3,494.15		\$3,468.68		\$3,469.70			\$10,432.52
40	6015 Auto Expenses						\$0.00		\$0.00		\$0.00			\$0.00
41	6017 Bad Debts						\$0.00		\$0.00		\$0.00			\$0.00
42	6020 Bank Fees						\$112.09		\$0.00		\$0.00			\$0.00
43	6025 Bookkeeping						\$4,622.18		\$5,135.76		\$0.00			\$112.09
44	6030 Directors Fees						\$1,677.27		\$1,980.94		\$4,828.48			\$14,586.42
45	6031 Payroll Expense						\$152.85		\$152.85		\$152.85			\$5,990.70
46	6035 Dues and subscriptions						\$4,014.86		\$1,433.73		\$687.83			\$6,136.42
47	6045 Electrical power						\$0.00		\$0.00		\$0.00			\$0.00
48	6050 Election Expenses						\$0.00		\$0.00		\$0.00			\$0.00
49	6055 Road Maintenance						\$25,000.00		\$0.00		\$0.00			\$25,000.00
50	6060 Riprap engineering						\$0.00		\$28,532.00		\$0.00			\$28,532.00
51	6065 Equipment rental						\$0.00		\$0.00		\$0.00			\$0.00
52	6075 Insurance-health						\$13,450.80		\$0.00		\$0.00			\$13,450.80
53	6080 Insurance-liability						\$766.30		\$3,831.50		\$3,065.20			\$7,663.00
54	6095 LAFCO Cost Apportionment						\$1,515.48		\$757.73		\$757.73			\$3,030.93
55	6100 Legal fees						\$9,069.10		\$6,776.35		\$6,776.35			\$22,621.80
56	6105 Licenses and permits						\$0.00		\$15,285.00		\$6,114.00			\$21,399.00
57	6110 Memberships and seminars						\$0.00		\$0.00		\$0.00			\$0.00
58	6115 Miscellaneous expenses						\$407.60		\$203.80		\$203.80			\$815.20
59	6120 Office Expenses						\$1,019.00		\$50.95		\$50.95			\$1,120.90
60	6125 Operations Management						\$35,012.84		\$351,637.54		\$216,078.95			\$602,729.33
61	6130 Operating supplies						\$0.00		\$0.00		\$0.00			\$0.00
62	6145 Professional Fees						\$3,057.00		\$15,285.00		\$15,285.00			\$33,627.00
63	6150 Contingency						\$0.00		\$0.00		\$0.00			\$0.00
64	6180 Street lights						\$0.00		\$0.00		\$0.00			\$0.00
65	6191 Emergency Water Standby						\$0.00		\$0.00		\$0.00			\$0.00
66	6195 Website Support						\$750.00		\$0.00		\$14,266.00			\$14,266.00
67	6200 Violations						\$0.00		\$0.00		\$0.00			\$750.00
68	Total Expense						\$104,121.53		\$434,531.82		\$274,069.32			\$812,722.67
69	Net Ordinary Income(Loss)						\$56,041.89		\$30,538.56		\$90,666.93			\$177,247.38
70	Other Income/Expenses													
71	Other Income													
72	8010 Interest Income						\$2,038.00		\$0.00		\$0.00			\$2,038.00
73	8015 Dividend						\$0.00		\$0.00		\$0.00			\$0.00
74	8020 Interest-Money Market						\$0.00		\$0.00		\$0.00			\$0.00
75	8030 Interest - LAIF						\$0.00		\$0.00		\$0.00			\$0.00
76	CPI Rate Increase						\$0.00		\$0.00		\$0.00			\$0.00
77	State Payment for WWTP Cap Imprv						\$0.00		\$0.00		\$0.00			\$0.00
78	Total Other Income						\$2,038.00		\$0.00		\$0.00			\$2,038.00
79	Other Expenses													
80	9010 Depreciation Expense						\$15,447.30		\$36,684.00		\$23,437.00			\$75,568.30
81	Water Loan Repayment						\$0.00		\$0.00		\$20,730.00			\$20,730.00
82	9030 Capital Projects/Improvements						\$15,447.30		\$36,684.00		\$44,167.00			\$96,298.30
83	Total Other Expenses						-\$13,409.30		-\$36,684.00		-\$44,167.00			-\$94,260.30
84	Net Ordinary Income (Loss)						\$42,632.59		-\$6,145.44		\$46,499.93			\$82,987.08
85	Net Income (Loss)													
86														
87														
88														
89														
90														

**RESOLUTION NO. 17-388**

**A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE  
SAN SIMEON COMMUNITY SERVICES DISTRICT  
ADOPTING THE 2017-2018 FISCAL BUDGET**

**WHEREAS**, the District is required, pursuant to Government Code Section 61110, to designate a Fiscal Budget for its expenditures and revenues; and

**WHEREAS**, the Fiscal Budget must conform to generally accepted accounting and budgeting procedures for special districts; and

**WHEREAS**, the District desires to make known its planned activities and associated costs for the 2017-2018 fiscal year; and

**WHEREAS**, the District held a noticed, public hearing on June 14, 2017 to present and receive public comment on the proposed Fiscal Budget and has duly considered all public comment.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED** by the Board of Directors, San Simeon Community Services District, San Luis Obispo County, California, as follows:

1. That the proposed 2017-2018 Fiscal Budget for San Simeon Community Services District be adopted.
2. That the adopted Fiscal Budget be administered as established by the District's policies and procedures.

Upon motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_ and on the following roll call vote to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing Resolution is hereby adopted this 14<sup>th</sup> day of June, 2017.

\_\_\_\_\_  
Daniel Williams  
Chairperson of the Board of Directors

ATTEST:

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

## **7. DISCUSSION ACTION ITEMS**

- A. Discussion of Bids received to install a potable water filter system in the RO Building.**
  
- B. Consideration of Board Approval of Resolution 17-389 establishing CEQA (California Environmental Quality Act) Class 1 Exemption Determination pursuant to Section 15301 under CEQA Guidelines for the Pico Avenue Bluff Erosion Repair Project.**

## **7. DISCUSSION/ACTION ITEMS**

**June 14, 2017**

### **A. Discussion and Consideration of Bids received to install a potable water filter system in the RO Building.**

Request for Bids were sent to four separate construction firms on May 9, 2017 with a response date of May 31, 2017. No bids were received. No Board action required at this time.

### **B. Discussion and Consideration of CEQA (California Environmental Quality Act) NOE (Notice of Exemption) and Resolution 17-389 for the Pico Avenue Bluff Erosion Repair Project.**

The project consists of a bluff erosion repair project that has been constructed as part of an existing Emergency Permit to address hazards to public beach access facilities from the heavy rain events of 2016-2017. The project consisted of the placement of gabions (12 ft. high, 27 ft. long) at the toe of the bluff, which are stacked in front of the bluff for stability for backfilling between the gabions and the bluff face. The reasons why the project is exempt is that the project consists of the maintenance of an existing public facility. The project would result in the prevention of further bluff erosion and undermining of the existing staircase, sidewalk and road none of which expands the use of the facility.



**RESOLUTION NO. 17-389**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE SAN SIMEON COMMUNITY SERVICES DISTRICT  
ESTABLISHING A CALIFORNIA ENVIRONMENTAL QUALITY ACT  
FINDING OF EXEMPTION FOR THE PICO AVE BLUFF PROTECTION PROJECT**

**WHEREAS**, the San Simeon Community Services District (“District”) is a community services district duly formed under Government Code Section 61000 et seq. to provide community services within the District’s service area, including water, sewer, services and streets; and

**WHEREAS**, in order to address the deterioration of the District’s Pico Avenue bluff, the District has developed a proposed project consisting of the addition of gabions (12 feet high, 27 feet long) to the current eroded bluff area to provide protection from further erosion (the “Project”); and

**WHEREAS**, no demolition of existing facilities is proposed; and

**WHEREAS**, the Project consists of maintenance of an existing public facility and would result in the prevention of further bluff erosion and undermining; and

**WHEREAS**, the District has studied the Project and concluded that the preparation of a Categorical Exemption in accordance with the California Environmental Quality Act (“CEQA”) is appropriate for this Project; and

**WHEREAS**, a noticed public meeting was held on June 14, 2017 by the District, and at that meeting there was the opportunity for public comment regarding the determination.

**NOW, THEREFORE, BE IT RESOLVED** by the San Simeon Community Services District Board of Directors as follows:

1. The foregoing recitals are true and correct and are incorporated herein.
2. That the Project is exempt from CEQA pursuant to CEQA Guideline Section 15301, Class 1, as set forth in the “Notice of Exemption” attached as Exhibit A and incorporated herein by this reference.
3. The Project will result in assurance of the public’s safety.
4. The District General Manager is authorized and directed to file the Notice of Exemption with the San Luis Obispo County Clerk.

Upon motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_ and on the following roll call vote to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing Resolution is hereby adopted this 14<sup>th</sup> day of June 2017.

\_\_\_\_\_  
Daniel Williams, Chairperson  
Board of Directors

ATTEST:

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

Attachment: Exhibit A - Notice of Exemption



EXHIBIT A

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

NOTICE OF EXEMPTION

TO: County Clerk, County of San Luis Obispo

San Simeon Community Services District Pico Avenue Bluff Erosion Repair Project.

**Project Title**

Beach bluff located immediately at the end of Pico Avenue, San Simeon.

**Project Location – Specific**

San Luis Obispo

**Project Location – County**

Project consists of a bluff erosion repair project that has been constructed as part of an existing Emergency Permit to address hazards to public beach access facilities from the heavy rain events of 2016-2017. Project consists of the placement of gabions (12 ft. high, 27 ft. long) at the toe of the bluff, which are stacked in front of the bluff for stability for backfilling between the gabions and the bluff face.

**Description of Nature and Purpose of Project**

San Simeon Community Services District

**Name of Public Agency Approving Project**

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

**Name of Person or Agency Carrying Out Project**

**Project Exempt Status: (Check One)**

- Ministerial {Sec. 21080(b)(1); 15268}
- Declared Emergency {Sec. 21080(b)(3); 15269(a)}
- Emergency Project {Sec. 21080(b)(4); 15269(b)(c)}
- Categorical Exemption. {Sec. 15301; Class: 1}

**Reasons why project is exempt:** Consists of the maintenance of an existing public facility. Project would result in the prevention of further bluff erosion and undermining of the existing staircase, sidewalk /road and would not expand the use of the facility.

**Contact Person** Charlie Grace, SSCSD General Manager

**Telephone** (805) 927-4778

**If filed by applicant:**

1. Attach certified document of exemption finding
2. Has a notice of exemption been filed by the public agency approving the project?  
Yes \_\_\_ No \_\_\_

Signature Jeff Oliveira Date 5/26/17

Jeff Oliveira, Principal Environmental Planner  
Oliveira Environmental Consulting LLC