

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



BOARD PACKET

**Wednesday, October 14, 2015
Regular Meeting 6:00 pm**

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

Prepared by:



GRACE
ENVIRONMENTAL SERVICES

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, October 14, 2015
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 September.

B. Public comment on Sheriff's Report

3. BOARD PRESENTATIONS AND ANNOUNCEMENTS:

4. STAFF REPORTS

A. General Manager's Report

- 1. **Staff Activity** – Report on Staff activities for the month of September.
- 2. **Update** – Wellhead treatment system project.
- 3. **Update** from USDA and WRAC Grants for Wellhead Treatment systems project.
- 4. **Update on San Simeon Monuments and Interpretive signs from SLOCOG**
- 5. **Update** – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.

B. Superintendent's Report

1. **Wastewater Treatment / Collection Systems** – Summary of operations and maintenance for September.
2. **Water / Distribution Systems** – Distribution performance for the Month of September.
3. **District Maintenance** – Summary of District maintenance for September.

C. District Financial Summary – Update on Monthly Financial Status for close of business September 30, 2015.

D. District Counsel's Report

5. ITEMS OF BUSINESS

- A. **Approval of last month's minutes** – September 09, 2015.
- B. **Approval of Special Meeting minutes** – September 18, 2015
- C. **Approval of Disbursements Journal** – October 14, 2015.

6. DISCUSSION/ACTION ITEMS

- A. **Consideration of approval of Resolution 15-380: Authorizing Signatures for Banking Services and the Transfer of the General Checking Account and Money Market Account from Rabobank to Heritage Oaks Bank.**

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

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

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS- Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda.

10. 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

- 1. Staff Activity** – Report on Staff activities for the month of September.
- 2. Update** – Wellhead treatment system project.
- 3. Update** from USDA and WRAC Grants for Wellhead Treatment systems project.
- 4. Update on San Simeon Monuments and Interpretive signs from SLOCOG**
- 5. Update** – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.

4A. GENERAL MANAGER'S REPORT
October 14, 2015

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

During the month of September, Staff performed meter reading, distributed water billing, and responded to multiple customer service calls and RV violations. Phoenix Engineering and staff have been working with the USDA toward completing contract review and budget updates to prepare for the start of construction of the Wellhead Treatment Project. Staff removed diseased bushes around the District office to help keep the District office area fire safe. The Administrator attended WRAC and IRWM meetings on behalf of the District and trained 1 Cambrian for Recycled water use.

Staff participated in the County/PG&E Energy Watch survey which was a two year process. The County and PG&E performed Energy Audits to determine the efficiency of the Wastewater Treatment plant, Wells, and offices owned by the District. The efficiency surveys let the County know which equipment should be replaced in order to help save energy. A report was written to help Staff in the future look for grant funding to help replace aging equipment. The Study has been completed and is at the District office for review.

2. Update – Wellhead treatment system project.

Staff and Phoenix Engineering received the RO Unit submittals from Wigen, reviewed the submittals and returned with comment. Staff prepared a "Conditional Notice to Proceed" which was sent to Madonna Construction and updated the overall project budget for the USDA.

3. Update from USDA and WRAC Grants for Wellhead Treatment systems project.

USDA

District Staff has completed all forms necessary for receiving Grant Funding from the USDA. Once the Bank account is established at Heritage Oaks bank, nearly all items will be completed from the USDA Grant "Letters of Conditions". Currently, Phoenix Engineering and staff are completing some final tasks, as mentioned above, in order to get approval from the USDA to start construction on the Wellhead Treatment Project.

WRAC/IRWM Grant

At this time, the County has not heard from the State regarding Grant winners/distribution. The most recent timeline given was to Staff was mid-November.

4. Update on San Simeon Monuments and Interpretive signs from SLOCOG

SLOCOG anticipates building all three signs together. Both SLO City sign and Cambria sign require land use permits from SLO County. The SLO City sign needs a conditional use permit, which will be considered by the Planning Commission on October 22. The Cambria sign requires a Minor Use Permit (MUP), and SLOCOG expects to submit the MUP application by next week at the latest. There is also additional coordination that needs to take place on the environmental documentation side. Finally, the signs will need Caltrans encroachment permits and construction authorization. SLOCOG expects the signs to be under construction by summer 2016, subject to additional permitting delays.

The NEPA process (environmental documentation) for the interpretive signs is near completion. Next steps include obtaining permits (one building permit for a wall-mounted sign and encroachment permits for staging areas), responding to the most recent round of sign content comments by State Parks, and obtaining construction authorization. SLOCOG also expects these signs to be installed by summer 2016.

5. Update – Notice of Violation from California Coastal Commission (CCC) regarding Wastewater Treatment Plant Rip Rap installation.

Staff is coordinating with Nossaman in providing by providing Nossaman with the 1985 Coastal Development Permit (CDP) for the treatment plant expansion and the 2015 Notice of Violation, as well as the:

- 2006 Biological Resources Assessment
- 2006 Bluff Protection Alternative Assessment
- 2008 Information on Habitat and Regulatory Compliance Issues
- 2008 Alternative Assessment Update
- 2008 Bluff Protection Addendum

Staff received a letter from the CCC Enforcement Group requesting an update on the CDP application process. The CCC request for update was responded to informing the CCC that a team of consultants have been assembled and we are reviewing individual proposals. The most recent proposal received, which is believed to be the last proposal necessary to complete the CCC task list, is from MNS in the amount of \$84,158. The total to complete the CCC task list is estimated at \$128,878.

4B. SUPERTINTENDENT'S REPORT
Jerry Copeland
Facilities Update for September

- 1. Wastewater Treatment Plant Update**
- 2. Water Distribution System Update**
- 3. District & Equipment Maintenance Update**

4B SUPERINTENDANT'S REPORT

Activities of September 2015

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.
- The case worker from the RWQCB contacted us to inform us that we had a violation in August for Effluent Suspended Solids. The monthly average limit is 30 mg/L. Our sample came out at 36 mg/L. At the same time we were informed that in July although we exceeded the Recycled Water 7 Day Median for coliform, it is not a violation.
- One load of sludge was hauled away this month.

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).
- Monthly water meter reading was performed.
- Chloride levels are monitored throughout the system.

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.
- Maintenance and resurfacing of the Pipe Bridge has begun.

San Simeon Community Services District

Superintendent's Report

September 2015

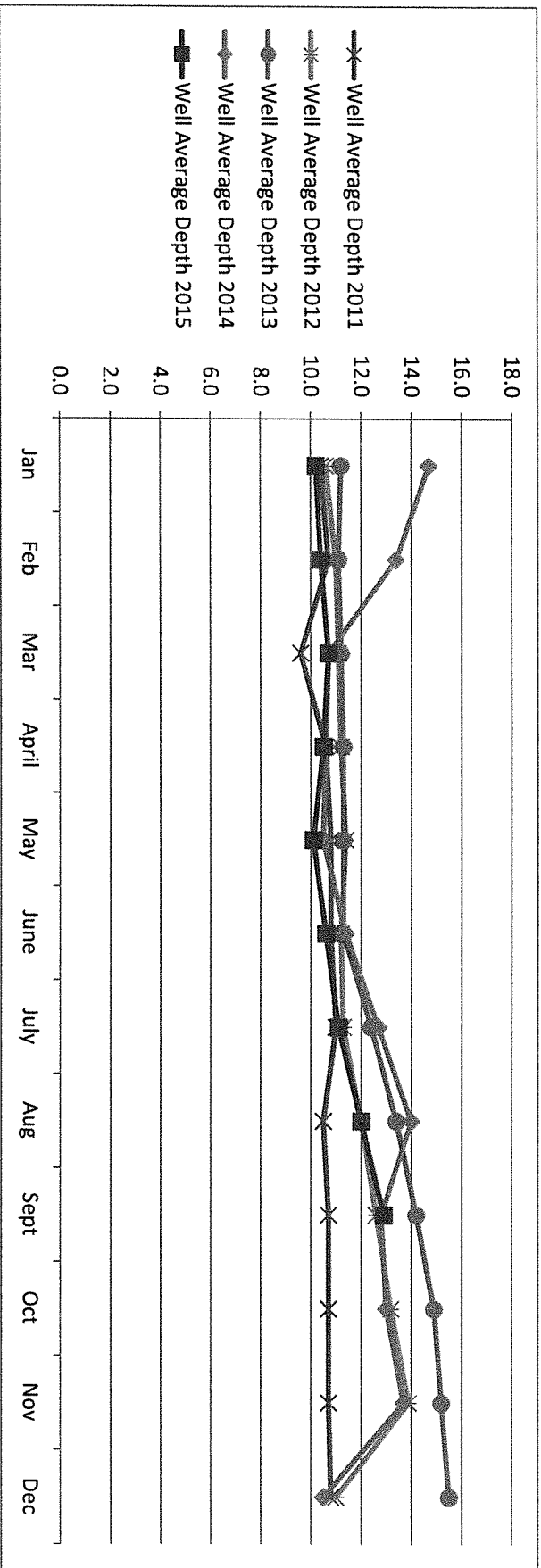
MONTHLY DATA REPORT																			
Date	Day	Wastewater Influent Daily flow	Wastewater Effluent Daily Flow	CALCULATED			CALCULATED			CALCULATED			Chloride Wells	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow	
				Well 1 Total Pumped	Well 2 Total Pumped	Well 3 Total Pumped	Total Daily Water Produced	1	2	Well 1	Well 2								
09/01/15	Tue	84,419	61,210	63,505	48,844	0	112,350												
09/02/15	Wed	68,049	74,730	54,454	2,094	0	56,549												
09/03/15	Thu	78,968	64,730	0	53,482	0	53,482												
09/04/15	Fri	82,209	82,060	107,936	0	0	107,936	201	201										
09/05/15	Sat	117,300	112,810	65,047	72,257	0	137,303												
09/06/15	Sun	118,458	120,550	80,111	0	0	80,111												
09/07/15	Mon	87,978	100,290	0	108,809	0	108,809												
09/08/15	Tue	78,613	76,680	57,671	0	0	57,671												
09/09/15	Wed	79,241	71,230	2,244	55,876	0	58,120												
09/10/15	Thu	80,284	83,430	59,915	0	0	59,915												
09/11/15	Fri	75,699	66,390	48,770	66,946	0	115,716	218	186										
09/12/15	Sat	86,852	84,020	0	62,682	0	62,682												
09/13/15	Sun	96,835	90,700	66,048	51,388	0	117,436												
09/14/15	Mon	83,326	82,310	59,915	3,590	0	63,505	222	222										
09/15/15	Tue	76,080	71,910	0	55,950	0	55,950												
09/16/15	Wed	82,270	74,290	62,982	0	0	62,982												
09/17/15	Thu	80,637	73,300	51,911	69,788	0	121,700												
09/18/15	Fri	87,237	87,300	11,220	56,549	0	67,769	222	222										
09/19/15	Sat	97,822	91,030	56,474	49,293	0	105,767												
09/20/15	Sun	84,420	87,750	58,643	0	0	58,643												
09/21/15	Mon	84,566	81,140	0	62,234	0	62,234	239	222										
09/22/15	Tue	88,607	84,010	113,696	0	0	113,696												
09/23/15	Wed	81,986	76,890	0	63,804	0	63,804												
09/24/15	Thu	79,234	75,800	48,844	67,844	0	116,688												
09/25/15	Fri	92,057	84,580	62,533	0	0	62,533												
09/26/15	Sat	100,726	96,850	0	111,377	0	111,377												
09/27/15	Sun	82,208	83,650	55,202	0	0	55,202												
09/28/15	Mon	90,246	87,040	0	62,159	0	62,159	276	257										
09/29/15	Tue	83,728	82,530	67,096	59,466	0	126,562												
09/30/15	Wed	85,753	78,880	56,923	0	0	56,923												
TOTALS		2,595,828	2,488,090	1,311,140	1,184,433	0	2,495,573												
Average		86,528	82,936	43,705	39,481	0	83,186	230	218										
Minimum		68,049	61,210	0	0	0	53,482	201	186										
Maximum		118,458	120,550	113,696	111,377	0	137,303	276	257										

DATA SUMMARY SHEET

2015	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Total for 2015
Wastewater Influent	2,278,607	2,137,631	2,579,655	2,698,683	2,877,973	2,736,511	3,127,790	2,938,940	2,595,828				23,971,618
Wastewater Final Effluent (Month Cycle)	2,078,820	2,179,270	2,419,750	2,596,880	2,551,790	2,563,570	3,045,720	2,846,890	2,488,090				22,770,780
Adjusted Wastewater Influent (- State Flow) *	2,129,329	2,015,656	2,386,629	2,457,477	2,602,675	2,564,762	2,918,658	2,786,097	2,401,062				22,262,345
Water Produced (month cycle)	1,881,724	2,054,121	2,163,830	2,273,769	2,551,727	2,550,830	2,820,558	2,737,380	2,495,573				21,529,512
Sewer Influent/Water Produced Ratio	1.21	1.04	1.19	1.19	1.25	1.07	1.10	1.07	1.04				N/A
Adjusted Sewer/Water Produced Ratio	1.13	0.98	1.10	1.08	1.13	1.01	1.04	1.02	0.96				N/A
Well 1 Water Pumped	446,937	991,526	1,495,126	1,192,985	1,292,469.2	1,525,022	1,519,113	1,391,205	1,311,140				11,165,523
Well 2 Water Pumped	772,287	1,030,395	1,048,165	1,169,722	1,259,258	1,025,807	1,301,445	1,346,175	1,184,433				10,137,687
Well 3 Water Pumped	662,500	32,200	0	0	0	0	0	0	0				694,700
Total Well Production	1,881,724	2,054,121	2,163,830	2,273,769	2,551,727	2,550,830	2,820,558	2,737,380	2,495,573				21,529,512
Water Well 1 Avg Depth to Water	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9				N/A
Water Well 2 Avg Depth to Water	10.2	10.3	10.6	10.5	10.1	10.5	11.0	11.9	12.9				N/A
Average Depth to Water of Both Wells	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9				N/A
Change in Average Depth to Water from 2014	-4.5	-2.9	0.0	-0.1	-0.4	-0.8	-1.6	-2.0	+0.1				N/A
Average Chloride mg/L at the Wells	844	576	342	268	234	188	169	194	224				N/A
State Wastewater Treated	149,278	121,975	193,026	241,206	275,298	171,749	209,132	152,843	194,766				1,709,273
State % of Total WW Flow	7%	6%	8%	9%	10%	6%	7%	5%	8%				N/A
Recycled Water Sold (Gallons)	10,710	3,070	9,775	12,945	30,040	65,100	52,250	55,355	53,445				292,690
Biosolids Removal (Gallons)	0	6,000	6,000	6,000	6,000	12,000	6,000	6,000	6,000				54,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	1	0				N/A
RW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0				N/A
Constituent Exceeded	None	None	None	None	None	None	None	Suspended Solids	None				N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	30	N/A				N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	36	N/A				N/A
2014	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total for 2014
Wastewater Influent	2,038,514	2,129,638	2,312,484	2,560,476	2,551,268	2,827,071	3,032,345	2,978,001	2,438,979	2,319,178	2,327,707	2,981,479	30,497,140
Wastewater Final Effluent (Month Cycle)	2,086,860	2,250,320	2,347,710	2,548,090	2,475,100	2,547,800	3,024,620	2,859,870	2,344,990	2,259,290	1,919,400	2,667,890	29,331,940
Adjusted Wastewater Influent (- State Flow) *	1,776,470	1,863,820	1,938,110	2,204,983	2,198,940	2,428,604	2,790,878	2,840,506	2,303,254	2,192,612	2,213,479	2,757,165	27,508,821
Water Produced (month cycle)	1,892,141	1,737,158	1,745,682	1,941,958	2,196,613	2,314,014	2,731,098	2,729,715	2,192,595	2,182,907	1,721,518	1,728,672	25,114,070
Sewer Influent/Water Produced Ratio	1.10	1.23	1.32	1.32	1.16	1.22	1.11	1.09	1.11				N/A
Adjusted Sewer/Water Ratio	0.94	1.10	1.10	1.14	1.00	1.04	1.02	1.04	1.05				N/A
Average Depth of Both Wells	14.7	13.3	10.7	10.6	10.5	11.4	12.7	14.0	12.8				N/A
Average Chloride mg/L at the Wells									1036				N/A
Change in Average Well Depth from 2013	+3.4	+2.2	-0.5	-0.7	-0.8	-0.1	+0.3	+0.6	-1.4				N/A
State Wastewater Treated	262,044	265,818	311,282	355,493	352,328	398,467	241,467	137,495	135,725				2,925,227
State % of Total WW Flow	13%	13%	16%	14%	14%	14%	8%	5%	6%				N/A
Recycled Water Sold (Gallons)	0	0	0	125	5785	10420	29555	44145	36080				173,895
Biosolids Removal (Gallons)	0	0	12,000	12,000	6,000	6,000	12,000	6,000	6,000				72,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0				0
Constituent Exceeded	None	None	None	None	None	None	None	None	None				N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				N/A

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

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Well Average Depth 2011	10.4	10.7	9.6	10.6	10.8	10.8	11.0	10.5	10.7	10.7	10.7	10.8
Well Average Depth 2012	10.6	11.0	11.1	11.2	11.4	11.2	11.3	12.0	12.6	13.2	13.9	11.0
Well Average Depth 2013	11.2	11.1	11.2	11.3	11.3	11.3	12.4	13.4	14.2	14.9	15.2	15.5
Well Average Depth 2014	14.7	13.4	10.7	10.6	10.5	11.4	12.7	14.0	12.8	13.0	13.7	10.5
Well Average Depth 2015	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9			



4C. DISTRICT FINANCIALS
Renee Samaniego
September 30, 2015

- **Financial Summary**
- **Balance Sheet**
- **Water Sales & Production**

SAN SIMEON COMMUNITY SERVICES DISTRICT



4C. FINANCIAL SUMMARY

BILLING

September 30, 2015

August Billing Revenue	\$ 84,485.48
September Billing Revenue	\$
Past Due (31 to 60 days)	\$ 83.76
Past Due (60 days)	\$ 0.00

RABOBANK SUMMARY
Ending Balances September 30, 2015

Summary of Transactions:

Money Marketing Account Closing Balance August 31, 2015	\$ 808,033.69
Interest for September 2015	\$ 132.83

Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 45,750.00)
Available Funds	\$ 512,416.52

General Checking Account	\$ 78,191.06
Well Rehab Project/USDA Checking Account	\$ 100.05

LAI F Closing Balance September 30, 2015	\$ 519.88
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SAN SIMEON COMMUNITY SERVICES DISTRICT

Balance Sheet

As of September 30, 2015

Sep 30, 15

ASSETS

Current Assets

Checking/Savings

1010 · Petty cash	150.00
1020 · General checking	77,471.36
1022 · USDA checking	100.05
1040 · Cash in county treasury	(3,053.68)
1050 · LAIF - non-restricted cash	518.24
1060 · Money Market Account 9548643039	808,166.52

Total Checking/Savings 883,352.49

Other Current Assets

1200 · Accounts receivable	71,944.80
1300 · Prepaid expenses	5,271.59

Total Other Current Assets 77,216.39

Total Current Assets 960,568.88

Fixed Assets

1400 · Fixed assets

1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	145,068.22
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	261,723.62
1640 · Wellhead project	448,754.58

Total 1400 · Fixed assets 3,906,679.68

1650 · Walkway access projects 11,511.00

1660 · RO Unit 27,933.80

1690 · Accumulated depreciation (2,056,588.96)

Total Fixed Assets 1,889,535.52

Other Assets

1710 · Customer deposits 100.00

Total Other Assets 100.00

TOTAL ASSETS 2,850,204.40

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 · Payroll liabilities	382.50
2500 · Customer security deposits	9,758.13
2510 · Connect hookup wait list	45,750.00
2520 · USDA Loan	458,620.00

Total Other Current Liabilities 514,510.63

Total Current Liabilities 514,510.63

Total Liabilities 514,510.63

Equity

3200 · Fund balance 2,292,486.49

3900 · Suspense 8,231.76

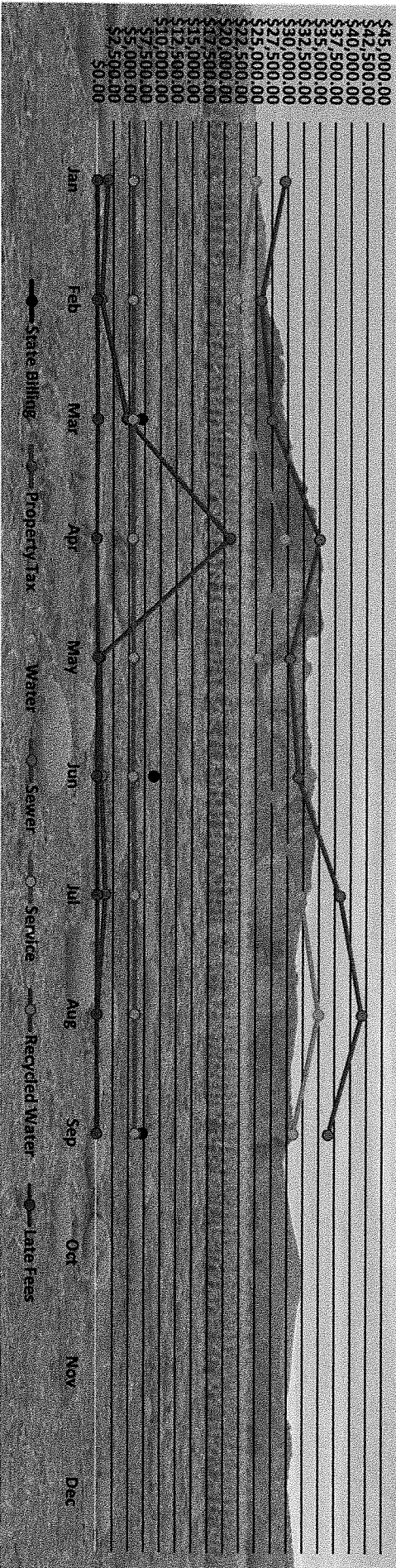
Net Income 34,975.52

Total Equity 2,335,693.77

TOTAL LIABILITIES & EQUITY 2,850,204.40

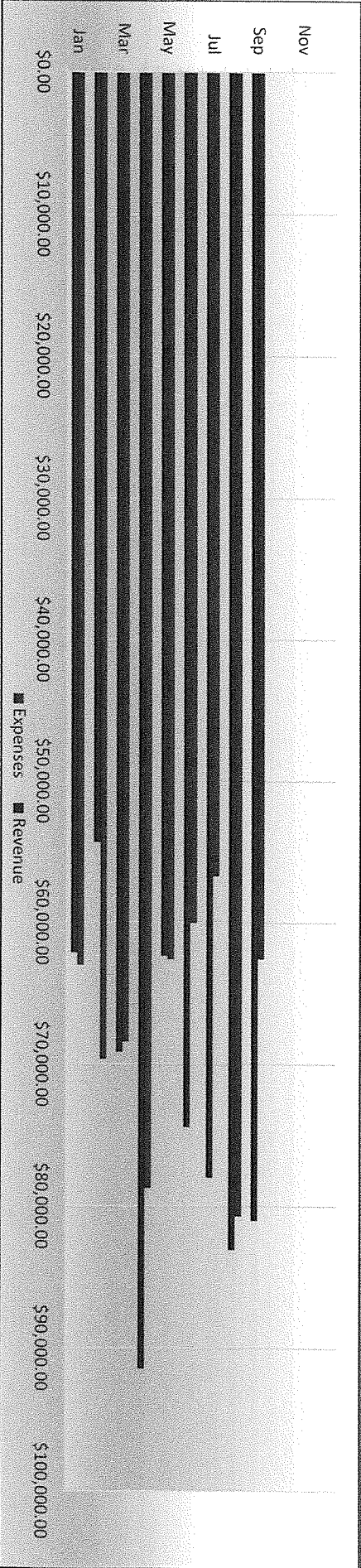
2015 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing			\$7,042.78			\$8,943.33			\$7,200.02				\$23,186.13
Property Tax	\$1,698.01	\$680.91	\$4,730.41	\$20,998.8	\$444.16	\$624.12	\$1,299.10	\$78.29	\$89.78				\$30,643.53
Water	\$24,980.7	\$22,031.4	\$23,713.3	\$29,614.9	\$25,535.8	\$26,568.3	\$32,179.3	\$35,048.6	\$31,023.2				\$250,695.55
Sewer	\$29,619.7	\$25,800.7	\$27,563.4	\$35,077.2	\$30,393.1	\$31,702.7	\$38,340.3	\$41,800.7	\$36,517.9				\$296,815.58
Service	\$5,775.1	\$5,747.7	\$5,747.7	\$5,747.70	\$5,802.4	\$5,747.7	\$6,052.8	\$6,081.9	\$6,111.0				\$52,814.01
Recycled Water			\$174.3			\$798.0							\$972.29
Late Fees	\$78.2	\$106.6	\$194.3	\$19.45	\$192.3	\$47.2	\$118.8	\$71.2	\$72.3				\$900.35
Total	\$62,151.65	\$54,367.29	\$69,166.14	\$91,457.99	\$62,367.76	\$74,431.29	\$77,990.37	\$83,080.74	\$81,014.21				\$656,027.44
Water Sold Cu Ft	255324	224325	240675	300989	260697	306222	311247	338869	297896				2536244
Water Sold Acre ft	5.86	5.15	5.53	6.91	5.98	7.03	7.15	7.78	6.84				58.22



REVENUE VS EXPENSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$62,151.65	\$54,367.29	\$69,166.14	\$91,457.99	\$62,367.76	\$74,431.29	\$77,990.37	\$83,080.74	\$81,014.21				\$656,030.44
Expenses	\$62,999.58	\$69,646.10	\$68,440.42	\$78,744.51	\$62,608.05	\$60,034.80	\$56,735.48	\$80,703.14	\$62,573.67				\$602,485.75
Balance	-\$847.93	-\$15,278.81	\$725.72	\$12,713.48	-\$240.29	\$14,399.49	\$21,254.89	\$2,377.60	\$18,440.54				\$53,544.69



**SAN SIMEON COMMUNITY SERVICES DISTRICT
DISTRICT REVENUE YEAR END TOTALS**

	2015												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YET
Water	\$24,980.7	\$22,031.4	\$23,713.3	\$29,614.9	\$25,535.8	\$26,568.3	\$32,179.3	\$35,048.6	\$31,023.2	\$24,551.7	\$23,063.4	\$16,542.2	\$283,582.3
Sewer	\$29,619.7	\$25,800.7	\$27,563.4	\$35,077.2	\$30,393.1	\$31,702.7	\$38,340.3	\$41,800.7	\$36,517.9	\$29,124.2	\$27,266.3	\$19,555.3	\$336,796.9
Service	\$5,775.1	\$5,747.7	\$5,747.7	\$5,747.7	\$5,802.4	\$5,747.7	\$6,052.8	\$6,081.9	\$6,111.0	\$5,747.7	\$5,775.1	\$5,747.7	\$66,789.4
Late Fees	\$78.2	\$106.6	\$194.3	\$19.45	\$192.3	\$47.2	\$118.8	\$71.2	\$72.3	\$153.1	\$221.7	\$168.2	\$2,605.8
Recycled Water			\$174.3			\$798.0							\$972.3
State Billing			\$7,042.78			\$8,943.33			\$7,200.02				\$23,186.1
Property Tax	\$1,698.01	\$680.91	\$4,730.41	\$20,998.8	\$444.16	\$624.12	\$1,289.10	\$78.29	\$89.78	\$4,304.07	\$6,305.04	\$30,755.69	\$70,562.6
Total	\$62,151.65	\$54,367.29	\$69,166.14	\$91,457.99	\$62,367.76	\$74,431.29	\$77,990.37	\$83,080.74	\$81,014.21				\$656,027.4

	2014												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YET
Water	\$21,971.3	\$19,076.2	\$16,337.8	\$22,890.1	\$21,881.1	\$25,417.3	\$34,524.9	\$30,347.3	\$26,979.2	\$24,551.7	\$23,063.4	\$16,542.2	\$283,582.3
Sewer	\$25,116.2	\$22,334.7	\$19,215.2	\$27,214.3	\$26,016.0	\$30,425.9	\$41,554.7	\$36,609.6	\$32,364.6	\$29,124.2	\$27,266.3	\$19,555.3	\$336,796.9
Service	\$5,366.4	\$5,366.4	\$5,366.4	\$5,366.4	\$5,392.2	\$5,392.2	\$5,773.5	\$5,747.7	\$5,747.7	\$5,747.7	\$5,775.1	\$5,747.7	\$66,789.4
Late Fees	\$155.8	\$100.4	\$93.9	\$413.6	\$896.4	\$139.2	\$124.0	\$44.8	\$94.8	\$153.1	\$221.7	\$168.2	\$2,605.8
State Billing			\$23,125.64			\$24,891.66			\$9,972.00				\$6,480.49
Prop Tax	\$1,327.66	\$1,155.60	\$2,632.24	\$21,054.41	\$912.02	\$195.04	\$1,749.86		\$170.96	\$4,304.07	\$6,305.04	\$30,755.69	\$70,562.6
Total	\$53,937.3	\$48,033.3	\$66,771.3	\$76,938.8	\$55,097.7	\$86,461.2	\$83,726.9	\$72,749.4	\$75,329.2	\$63,880.8	\$62,631.5	\$79,249.6	\$824,806.7

	2013												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YET
Water	\$18,102.6	\$20,631.4	\$17,394.1	\$23,008.4	\$23,384.4	\$29,603.5	\$36,628.9	\$36,833.3	\$28,053.5	\$24,908.9	\$20,549.4	\$17,417.0	\$296,515.5
Sewer	\$20,172.8	\$21,705.5	\$18,903.2	\$25,168.5	\$24,914.3	\$32,350.8	\$40,084.9	\$43,613.3	\$33,179.7	\$29,636.1	\$23,946.3	\$20,191.1	\$333,866.5
Service	\$4,792.3	\$4,769.3	\$4,769.3	\$4,792.3	\$4,815.4	\$4,792.3	\$5,436.9	\$5,366.4	\$5,366.4	\$5,366.4	\$5,366.4	\$5,366.4	\$60,999.8
Late Fees	\$80.3	\$163.5	\$95.6	\$58.8	\$51.7	\$88.3	\$59.8	\$110.4	\$120.6	\$71.4	\$117.4	\$101.1	\$1,118.7
State Billing			\$15,874.60			\$21,090.32			\$27,981.20				\$21,530.45
Prop Tax	\$757.44	\$1,473.36	\$3,935.20	\$18,534.56	\$1,963.98	\$141.38	\$8,069.77		\$1,503.31	\$3,859.65	\$5,718.15	\$25,445.32	\$71,454.0
Total	\$43,905.44	\$48,742.98	\$60,971.99	\$71,562.56	\$55,129.68	\$88,066.63	\$90,280.29	\$85,975.29	\$96,204.70	\$63,842.39	\$55,697.70	\$90,051.38	\$850,431.0

	2012												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YET
Water	\$18,368.8	\$17,712.9	\$14,752.5	\$20,943.1	\$19,569.8	\$24,471.6	\$30,164.0	\$31,860.6	\$27,236.4	\$23,180.2	\$19,172.8	\$13,606.3	\$261,038.8
Sewer	\$19,403.2	\$16,370.8	\$15,243.1	\$22,112.6	\$20,266.8	\$25,270.9	\$32,911.6	\$34,733.9	\$29,563.0	\$25,730.9	\$21,158.5	\$14,923.0	\$277,688.4
Service	\$4,251.5	\$4,272.0	\$4,251.5	\$4,251.5	\$4,251.5	\$4,292.4	\$4,792.3	\$4,792.3	\$4,815.4	\$4,815.4	\$4,792.3	\$4,815.4	\$54,393.5
Late Fees	\$509.5	\$66.6	\$177.6	\$204.2	\$268.6	\$195.6	\$106.6	\$170.8	\$131.8	\$94.7	\$1,113.9	\$99.0	\$3,138.8
State Billing			\$12,350.99			\$14,482.23			\$21,846.13				\$18,453.99
Prop Tax	\$619.54	\$1,594.90	\$5,291.08	\$18,294.18	\$765.20	\$349.85	\$528.42	\$1,346.94	\$1,516.52	\$3,775.02	\$6,279.23	\$25,525.47	\$65,946.35
Total	\$43,152.57	\$40,017.17	\$52,066.87	\$65,805.54	\$45,121.80	\$69,062.60	\$68,502.96	\$72,904.50	\$85,169.16	\$57,596.18	\$52,516.73	\$77,423.13	\$729,339.21

5. ITEMS OF BUSINESS

- A. Approval of last month's minutes – September 09, 2015.**
- B. Approval of Special Meeting minutes – September 18, 2015**
- C. Approval of Disbursements Journal – October 14, 2015.**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, October 14, 2015
6:00 pm

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

1. REGULAR SESSION: @ 6:00 PM

A. Roll Call:

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

General Manager, Charles Grace
District Counsel, Heather Whitham

B. Pledge of Allegiance

2. PUBLIC COMMENT:

A. Sheriff's Report – None

C. Public comment on Sheriff's Report: None

D. A request was made to move Item 6A to 2D to discuss Heritage Oaks Bank Business.

Consideration of approval of Resolution 15-380: Authorizing Staff to move all District Funds from Rabobank to Heritage Oaks bank.

District Staff has been looking into other possibilities for the District's bank accounts. There have been several issues with the current bank for some time. In addition to the issues, while the General Manager contacted Rabobank to discuss the possibility of a loan for the Wellhead project, he was told by the bank that they do not provide loans for municipal projects. When the Administrator asked the District's bank for a new account to receive the USDA Grant, the bank insisted that "corporate forms" should be filled out and that the Board of Directors complete share holder forms.

With the accumulation of past and present experiences, District Staff has sought out a new bank. Heritage Oaks Bank (HOB) is a local bank and has experience with public entities. They have the ability to accommodate the SSCSD Grant Fund account and can give us a higher rate for our Money Marketing account. Banking with HOB also places us in a better position to obtain a loan at a competitive rate if ever one is needed. If approved, the USDA Well Rehabilitation Project account will stay with Rabobank and Staff will transfer funds into that account twice a year for the USDA loan payment. Staff recommended approval of 15-380 for better banking services.

HOB Assistant Vice President and Cambria Branch Manager, Kristin Kearns, was present. She advised the Board that HOB could give us .3% on our Money Marketing Account versus the .2% we currently get from Rabobank.

The Board unanimously voted to approve the change from Rabobank to Heritage Oaks Bank.

Motion made by: Chairperson McAdams

Second by: Director Price

All in: 5 / 0

3. BOARD PRESENTATIONS AND ANNOUNCEMENTS: None

4. STAFF REPORTS

A. General Manager's Report

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

During the month of September, Staff performed meter reading, distributed water billing, and responded to multiple customer service calls and RV violations. Phoenix Engineering and staff have been working with the USDA toward completing contract review and budget updates to prepare for the start of construction of the Wellhead Treatment Project. Staff removed diseased bushes around the District office to help keep the District office area fire safe. The Administrator attended WRAC and IRWM meetings on behalf of the District and trained 1 Cambrian for Recycled water use.

Staff participated in the County/PG&E Energy Watch survey which was a two year process. The County and PG&E performed Energy Audits to determine the efficiency of the Wastewater Treatment plant, Wells, and offices owned by the District. The efficiency surveys let the County know which equipment should be replaced in order to help save energy. A report was written to help Staff in the future look for grant funding to help replace aging equipment. The Study has been completed and is at the District office for review.

2. Update – Wellhead treatment system project.

Staff and Phoenix Engineering received the RO Unit submittals from Wigen, reviewed the submittals and returned with comment. Staff prepared a “Conditional Notice to Proceed” which was sent to Madonna Construction and updated the overall project budget for the USDA.

3. Update from USDA and WRAC Grants for Wellhead Treatment systems project.

USDA

District Staff has completed all forms necessary for receiving Grant Funding from the USDA. Once the Bank account is established at Heritage Oaks bank, nearly all items will be completed from the USDA Grant “Letters of Conditions”. Currently, Phoenix Engineering and staff are completing some

final tasks, as mentioned above, in order to get approval from the USDA to start construction on the Wellhead Treatment Project.

WRAC/IRWM Grant

At this time, the County has not heard from the State regarding Grant winners/distribution. The most recent timeline given was to Staff was mid-November.

4. Update on San Simeon Monuments and Interpretive signs from SLOCOG

SLOCOG anticipates building all three signs together. Both SLO City sign and Cambria sign require land use permits from SLO County. The SLO City sign needs a conditional use permit, which will be considered by the Planning Commission on October 22. The Cambria sign requires a Minor Use Permit (MUP), and SLOCOG expects to submit the MUP application by next week at the latest. There is also additional coordination that needs to take place on the environmental documentation side. Finally, the signs will need Caltrans encroachment permits and construction authorization. SLOCOG expects the signs to be under construction by summer 2016, subject to additional permitting delays.

The NEPA process (environmental documentation) for the interpretive signs is near completion. Next steps include obtaining permits (one building permit for a wall-mounted sign and encroachment permits for staging areas), responding to the most recent round of sign content comments by State Parks, and obtaining construction authorization. SLOCOG also expects these signs to be installed by summer 2016.

5. Update – Notice of Violation from California Coastal Commission (CCC) regarding Wastewater Treatment Plant Rip Rap installation.

Staff is coordinating with Nossaman in providing by providing Nossaman with the 1985 Coastal Development Permit (CDP) for the treatment plant expansion and the 2015 Notice of Violation, as well as the:

- 2006 Biological Resources Assessment
- 2006 Bluff Protection Alternative Assessment
- 2008 Information on Habitat and Regulatory Compliance Issues
- 2008 Alternative Assessment Update
- 2008 Bluff Protection Addendum

Staff received a letter from the CCC Enforcement Group requesting an update on the CDP application process. The CCC request for update was responded to informing the CCC that a team of consultants have been assembled and we are reviewing individual proposals. The most recent proposal received, which is believed to be the last proposal necessary to complete the CCC task list, is from MNS in the amount of \$84,158. The total to complete the CCC task list is estimated at \$128,878.

B. Superintendent's Report

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.
- The case worker from the RWQCB contacted us to inform us that we had a violation in August for Effluent Suspended Solids. The monthly average limit is 30 mg/L. Our sample came out at 36 mg/L. At the same time we were informed that in July although we exceeded the Recycled Water 7 Day Median for coliform, it is not a violation.
- One load of sludge was hauled away this month.

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).
- Monthly water meter reading was performed.
- Chloride levels are monitored throughout the system.

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.
- Maintenance and resurfacing of the Pipe Bridge has begun.

C. District Financial Summary – Update on Monthly Financial Status for close of business September 30, 2015.

August Billing Revenue	\$ 84,485.48
September Billing Revenue	\$ 73,724.41
Past Due (31 to 60 days)	\$ 83.76
Past Due (60 days)	\$ 0.00

RABOBANK SUMMARY: Ending Balances September 30, 2015

Summary of Transactions:

Money Marketing Account Closing Balance August 31, 2015	\$ 808,033.69
Interest for September 2015	\$ 132.83
Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 45,750.00)
Available Funds	\$ 512,416.52

General Checking Account	\$ 78,191.06
Well Rehab Project/USDA Checking Account	\$ 100.05

LAIF Closing Balance September 30, 2015	\$ 519.88
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D. District Counsel's Report – Heather Whitham

Counsel assisted staff with the following assignments:

- Reviewed the Reservoir Consulting agreement with Phoenix Engineering
- Reviewed the Wellhead Treatment Construction agreement with Madonna Construction
- Reviewed the Nossaman agreement
- Reviewed Resolution 15-380
- Reviewed Agenda

5. ITEMS OF BUSINESS

A. Approval of last month's minutes – September 09, 2015.

A motion was made to approve last month's minutes as presented.

Motion by: Director Williams

2nd by: Director Price

All in: 5 / 0

B. Approval of Special Meeting minutes – September 18, 2015

A motion was made to approve last month's special minutes with amendment requested to correct the "seconded motion" to Director Price.

Motion by: Director Williams

2nd by: Director Price

All in: 5 / 0

C. Approval of Disbursements Journal – October 14, 2015.

A motion was made to approve the Disbursements Journal as presented.

Motion by: Director Price

2nd by: Chairperson McAdams

All in: 5 / 0

6. DISCUSSION/ACTION ITEMS

A. Consideration of approval of Resolution 15-380: Discussed under Item 2 D.

7. Board Committee Reports – None

8. Board Reports – None

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS- None

10. ADJOURNMENT @ 6:38 PM

**SPECIAL MEETING
MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
Board of Directors**



**September 18, 2015
4:00 pm**

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

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

1. Call to Order@ 4:03 PM

2. Roll Call:

Chairperson McAdams - Present	General Manager, Charles Grace
Vice-Chair Fields - Present	
Director Williams - Present	
Director Patel – Present	
Director Price - Present	

3. Pledge of Allegiance

4. Public Comment: None

5. Consideration of an award of contract to Lowest Bidder; John Madonna Construction in the amount of \$453,795 for the Wellhead Treatment Systems Project.

After going out to bid, there were four companies that responded to the Pre Bid Meeting:

- 1) Sansone Company
- 2) Specialty Construction
- 3) Brough Construction
- 4) Madonna Construction .

Of the four, only two turned in bids:

* Brough Construction at \$549,400

* Madonna Construction at \$453,795

Madonna Construction is the low bidder. Phoenix Engineering has providing bid review. But as you know, whomever you chose will still need to fill out USDA forms/requirements and get final approval from the USDA before they become "THE" official bid winner.

Director Patel had concern over spending down the reserve too much if county does not fund.

A comment from the public; John Russell, mentioned that if there is Cash flow, what is the problem? He also asked how long it would take to get reimbursed if we received the additional grant funds.

Vice-Chair Fields had a general question regarding the Engineers calculations.

After discussions, the Board made a motion.

A motion was made to approve Madonna Construction pending the USDA approval, and for the General Manager to enter into a contract with Madonna Construction.

Motion by: Vice-Chair Fields

2nd by: Director Fields

All in Favor: 4 Opposed: Director Patel

6. Adjournment@ 4:57 PM

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
October 14, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Check	10/01/2015	7359	CALPERS	Health Premium Oct Nov Dec	\$1,140.84	\$77,050.22
Check	10/01/2015	7360	Carmel & Nacassha. LLP	September Legal Services	\$1,800.00	\$75,250.22
Check	10/01/2015	7361	County of San Luis Obispo	Cross Connection- Direct Cost	\$64.40	\$75,185.82
Check	10/01/2015	7362	Grace Environmental	Operations & Management Oct '15	\$47,762.00	\$27,423.82
Check	10/01/2015	7363	I.R.J. Engineers Inc.	RO Electrical Design	\$150.00	\$27,273.82
Check	10/01/2015	7364	MICHAEL ONEILL	Monthly Web maintenance fee	\$320.00	\$26,953.82
Check	10/01/2015	7365	OLIVEIRA ENVIRON. CONSULTING	Rip Rap \$1190 Pico Ave \$2930	\$4,120.00	\$22,833.82
Check	10/01/2015	7366	Robert Stills, CPA	September Bookkeeping	\$1,200.00	\$21,633.82
Check	10/01/2015	7367	The Cambrian	10/15 to 10/16 subscription	\$45.00	\$21,588.82
Check	10/01/2015	7368	CALPERS	Unfunded Liability June 30, 2013	\$560.00	\$21,028.82
Check	10/01/2015	7369	Carmel & Nacassha. LLP	Ultura litigation, # 19957	\$325.50	\$20,703.32
Check	10/01/2015	7370	Grace Environmental	Reimbursement for Pipe Bridge	\$4,394.68	\$16,308.64
Liability Check	10/01/2015	7371	United States Treasury	95-2755743, 3rd Qtr 941	\$229.50	\$16,079.14
Paycheck	10/01/2015	7372	ALAN FIELDS	Board Service	\$92.35	\$15,986.79
Paycheck	10/01/2015	7373	DAN WILLIAMS	Board Service	\$92.35	\$15,894.44
Paycheck	10/01/2015	7374	KAUSHIK S PATEL	Board Service	\$92.35	\$15,802.09
Paycheck	10/01/2015	7375	LEROY E PRICE	Board Service	\$92.35	\$15,709.74
Paycheck	10/01/2015	7376	RALPH N MCADAMS	Board Service	\$92.35	\$15,617.39
					\$62,573.67	\$15,617.39

6. DISCUSSION & ACTION ITEMS

- A. Consideration of approval of Resolution 15-380:
Authorizing Signatures for Banking Services and the
Transfer of the General Checking Account and Money
Market Account from Rabobank to Heritage Oaks Bank.**

6. DISCUSSION/ACTION ITEMS

October 14, 2015

A. Consideration of approval of Resolution 15-380: Authorizing Staff to move all District Funds from Rabobank to Heritage Oaks bank.

District Staff has been looking into other possibilities for the District's bank accounts. There have been several issues with the current bank for some time. In addition to the issues, while the General Manager contacted Rabobank to discuss the possibility of a loan for the Wellhead project, he was told by the bank that they do not provide loans for municipal projects. When the Administrator asked the District's bank for a new account to receive the USDA Grant, the bank insisted that "corporate forms" should be filled out and that the Board of Directors complete share holder forms.

With the accumulation of past and present experiences, District Staff has sought out a new bank. Heritage Oaks Bank is a local bank and has experience with public entities. They have the ability to accommodate the SSCSD Grant Fund account and can give us a higher rate for our Money Marketing account. Banking with Heritage Oaks also places us in a better position to obtain a loan at a competitive rate if ever one is needed.

If approved, the USDA Well Rehabilitation Project account will stay with Rabobank and Staff will transfer funds into that account twice a year for the USDA loan payment.

Staff recommends approval of 15-380 for better banking services.

RESOLUTION NO. 15-380

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT AND AUTHORIZING THE TRANSFER OF THE GENERAL CHECKING ACCOUNT AND MONEY MARKET ACCOUNT TO HERITAGE OAKS BANK

WHEREAS, the San Simeon Community Services District's ("District") priorities as to its investments are, in the following order, preservation of principal, liquidity of principal and return on investment; and

WHEREAS, the establishment of a general checking account and a money market account is consistent with these priorities; and

WHEREAS, the District desires to transfer its existing General Checking Account and Money Market Account from Rabobank to Heritage Oaks Bank.

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

Section 1: The following persons are authorized to sign on behalf of the District, orders for payment or withdrawal of money: **Charles Grace, Ralph McAdams, Alan Fields, Dan Williams, Ken Patel, Leroy Price**, with further powers as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

Section 2: Any such authority shall remain in force until revoked by written notice to the affected bank of the action taken by the Board of Directors of the District. All prior authorizations are superseded.

Section 3: Any designated depository ("Bank") of the District is authorized and directed to honor and pay any checks, drafts, or other orders for the payment of money withdrawing funds from any account of the District when bearing or purporting to bear the signatures of TWO persons listed in Section 1 of this Resolution. The Bank is authorized and directed to honor and to charge the District whom such actual or purported signatures were made, provided they resemble the signatures duly certified to and filed with the Bank by the District.

Section 4: The Board of Directors authorizes and directs the District Administrator, Renee Lundy, to transfer any remaining funds from the General Checking account after the October warrant report is approved and paid, from Rabobank to Heritage Oaks Bank and open a General Checking Account titled "General Checking Account" for the purpose of paying invoices relating to District expenses.

Section 5: The Board of Directors authorizes and directs the District Administrator, Renee Lundy, to transfer all of the Money Market Account funds from Rabobank directly to Heritage Oaks Bank and open a Money Market Account titled "Money Market Account" for the purpose of saving funds for future projects and emergency expenses for the District.

Section 6: The Board of Directors authorizes and directs the District Administrator, Renee Lundy, to leave the USDA Well Rehab Checking account at Rabobank for use of making payments towards the USDA loan. Funds from the General Checking Account will be transferred twice a year March 1st and September 1st in the amount of \$10,345 to Rabobank Checking account # **9757387466**.

Section 7: The Board of Directors authorizes and directs the District Administrator, Renee Lundy, as per Resolution 15-379 to open a checking account at Heritage Oaks Bank titled "Grant Funds Wellhead Treatment Project," for the purpose of accepting funding from the USDA and any other grants towards the Wellhead Treatment Project.

Section 8: As of October 14th, 2015 The Board of Directors authorizes and directs the District Bookkeeper, Robert Stilts, to make all financial deposits to Heritage Oaks Bank from here on forward.

Passed and adopted this 14th day of October 2015. UPON MOTION of **Director** _____ seconded by **Director** _____, and on the following roll call vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ralph McAdams, Chairperson
Board of Directors

ATTEST:

Charles Grace
Secretary/General Manager

**EXHIBIT A
POWERS & AUTHORITY
RESOLUTION 15-380**

NAME	TITLE	POWERS
Ralph McAdams	Board of Director	Signatory
Ken Patel	Board of Director	Signatory
Alan Fields	Board of Director	Signatory
Leroy Price	Board of Director	Signatory
Dan Williams	Board of Director	Signatory
Robert Stilts	Bookkeeper	Web Access Deposit of Funds
Charles Grace	General Manager	Signatory Web Access Exercise instructions to bank
Renee Samaniego Lundy	Administrator	Web Access Exercise instructions to bank