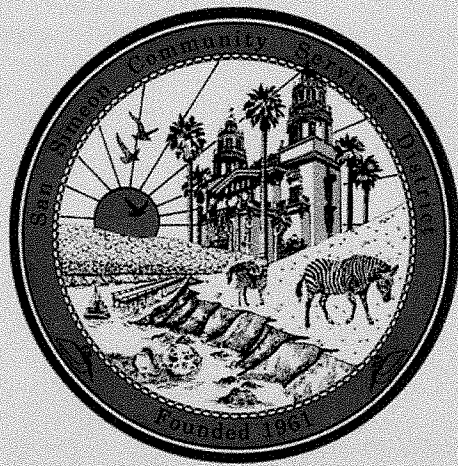


**Board of Directors
San Simeon Community Services District**



BOARD PACKET

**Wednesday, September 09, 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, September 09, 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 August.
- 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 August.
- 2. **Update** – Wellhead treatment system project.
- 3. **Update** from USDA and WRAC Grants for Wellhead Treatment systems project.
- 4. **Update** – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.
- 5. **Transfer of \$10,345 from General checking to USDA Wellhead Rehab loan account for Biannual payment.**
- 6. **Special District Risk Management special acknowledgement Award.**

B. Superintendent's Report

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

C. District Financial Summary – Update on Monthly Financial Status for close of business August 31, 2015.

D. District Counsel's Report

5. ITEMS OF BUSINESS

- A. **Approval of last month's minutes** – August 12, 2015.
- B. **Approval of Special Meeting minutes** – August 14, 2015
- C. **Approval of Disbursements Journal** – September 12, 2015.

6. DISCUSSION/ACTION ITEMS

- A. **Consideration of approval of Resolution 15-379: Authorizing signatures for banking services for the purpose of opening a checking account for United States Department of Agriculture Grant Funds for the Wellhead Treatment Project.**
- B. **Consideration of approval of Potable Water Reservoir Preliminary Design from Phoenix Engineering for \$6,171.**

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 August.
- 2. Update** – Wellhead treatment system project.
- 3. Update** from USDA and WRAC Grants for Wellhead Treatment systems project.
- 4. Update** – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.
- 5. Transfer of \$10,345 from General checking to USDA Wellhead Rehab loan account for Biannual payment.**
- 6. Special District Risk Management special acknowledgement Award.**

4A. GENERAL MANAGER'S REPORT

September 9, 2015

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

During the month of August, Administrative Staff distributed water billing, and responded to multiple customer service calls and car / rv violations. Staff has been working with the USDA on completing the “letter of conditions” to prepare to receive Grant Funding. Staff assisted in preparing the Wellhead Treatment Project Bid Package and followed all required posting procedures.

Staff continues to work on District Weed abatement at the office and around District streets, property and easements to help keep the District fire safe.

2. Update – Wellhead treatment system project.

The Wellhead Treatment Project went out to bid on August 21st. There was a mandatory Bid meeting on September 3rd. To date 4 contractors have responded. Bids are due September 10th to allow contractors three weeks to prepare bids. Staff is planning a Special meeting tentatively scheduled for September 18th to allow time for bid review prior to seeking Board approval.

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

USDA Funding:

After the USDA approved the project and approved Grant funding, Staff has started working on the “letter of conditions”. These conditions are forms and letters that everyone working on the project must adhere to. The remaining item to be completed is the Bank Resolution under DAI #A.

IRWM/WRAC GRANT:

The County submitted the Grant application on time. At this point the County is waiting to hear from the State. October is the anticipated estimated date of awarding.

4. Update – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.

Staff coordinated with MNS Engineers and Oliveira Consulting in preparation of a proposal to perform the Coastal Commission requested Rip Rap tasks such as the resource impact evaluation. The District received an updated proposal from Nossaman LLP.

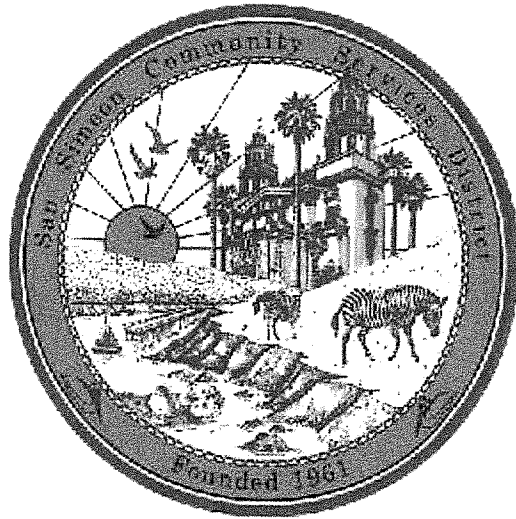
5. Transfer of \$10,345 from General checking to USDA Wellhead Rehab loan account for Biannual payment.

Staff has transferred \$10,345 to the USDA Wellhead Treatment checking account for the Bi-Annual loan payment to the USDA. Payment is scheduled for September 23rd.

6. Special District Risk Management special acknowledgement Award.

The Special District Risk Management Authority (SDRMA), the District's Insurance Company, has issued San Simeon CSD with a special award for dedicated efforts in management toward proactive risk management and loss prevention training. This award recognizes members with no "paid" claims during the prior five consecutive program years. Attached is a copy of the certificate.

**San Simeon Community Services District
San Simeon, California**



**Specifications No. 2015-02
for the Construction of**

**POTABLE WATER WELLHEAD
TREATMENT PROJECT**

August 2015



PHOENIX
CONSULTING ENGINEERS, INC.

SAN SIMEON COMMUNITY SERVICES DISTRICT

111 PICO AVENUE
SAN SIMEON, CALIFORNIA

NOTICE INVITING BIDS

For the construction of the Potable Water Wellhead Treatment Project located within District easements and public right-of-way along Pico Avenue in San Simeon, San Luis Obispo County, California.

Unless otherwise defined herein, capitalized terms used in this Notice Inviting Bids shall have the same meaning given to them in the "General Conditions" adopted by the District. Each Bidder must submit all of the items described in the Information for Bidders provided by the District (the "Information for Bidders") and all of those items shall collectively constitute the "Bid."

N-1. BID OPENING

San Simeon Community Services District (SSCSD or District) hereby invites sealed Bids for constructing the Potable Water Wellhead Treatment Project in accordance with the District's Contract Documents including its Specifications No. 2015-02. Bids shall be submitted in accordance with the requirements set out in the Instructions to Bidders. Bids shall be submitted to the District at its main office, at 111 Pico Avenue, San Simeon, California 93452 at or before 2 pm Thursday, September 10, 2015, at which time they will be publicly opened and read. Bids received by SSCSD after the time specified will be returned unopened pursuant to California Government Code Section 53068.

N-2. DESCRIPTION OF WORK

The Work involves installation of a District supplied reverse osmosis treatment skid and clean in place equipment skid, installation of two aboveground HDPE tanks (16,500 gallon and 2,000 gallon), associated inlet/outlet/discharge piping, as well as all associated valves and appurtenances, relocation of sodium hypochlorite disinfection system, concrete foundations and footings, metal building enclosure and electrical/SCADA connections as shown on the Plans.

N-3. NON MANDATORY PRE-BID MEETING

A non-mandatory pre-bid meeting will be held at the District's office on Thursday, September 3, 2015 at 10 am. At the Non Mandatory Pre-Bid Meeting, Bidders will have the opportunity to visit the Site and ask questions regarding the local conditions, potential construction difficulties and restrictions related to the performance of the Work under the Contract. RSVP for the prebid meeting with District staff at (805) 927-4778 by Monday, August 31.

N-4. CONTRACT DOCUMENTS

Complete sets of the Contract Documents, including the Drawings and Specifications, are available for review at SSCSDs' office at 111 Pico Avenue, San Simeon, California 93452, (805) 927-4778. Contract Documents can be purchased at SSCSDs' office. Checks must be made out to "San Simeon Community Services District."

N-5. BID SECURITY

Each Bid must be accompanied by cash, a certified or cashier's check or by a Bidder's bond as described in the Information for Bidders (the "Bidder's Security") as a guaranty that the Bidder shall, if awarded the Contract, (i) execute the Contract in accordance with the Bid as accepted by the District, (ii) furnish the required payment and performance bonds and bonding company documentation, (iii) provide satisfactory evidence that the Bidder's Project Manager, and all other designated employees meet the experience and certification requirements in this Notice Inviting Bids, and (iv) provide satisfactory evidence that all required insurance coverages have been secured. The Bidder's Security shall be in an amount that is at least ten percent (10%) of the aggregate amount of the Bidder's Bid.

N-6. PERFORMANCE BOND, PAYMENT BOND AND WARRANTY

The Bidder that is awarded the Contract (the "Successful Bidder") shall be required to obtain the insurance required by the Contract Documents and to furnish a faithful performance bond and a payment bond which shall each be at least one-hundred percent (100%) of the total amounts payable by the terms of the Contract. The faithful performance bond shall provide that it shall remain in full force and effect during the life of any guarantee or warranty required under the Contract.

N-7. PREVAILING WAGES

Bidders are reminded that they must comply with the provisions of the California Labor Code pertaining to the payment of prevailing wage rates (Labor Code §1770 et seq.). Pursuant to Labor Code §1773.2, a copy of the prevailing per diem rates of wages in San Luis Obispo County is on file at the District's principal office. A copy of these rates of wages will be made available to any interested party upon request. The Successful Bidder is required to post a copy of the determination of the prevailing wage schedule at each job site.

N-8. BIDDER'S LICENSES AND EXPERIENCE

Each Bidder shall be licensed by the California State License Board as a Class A General Engineering Contractor at the time of submitting the Bid or the Bid will be rejected. In the event a Bid is submitted on behalf of a joint venture, each participant in the joint venture shall possess a valid Class A California contractor's license at the time the Bid is submitted. If the Successful Bidder is a joint venture, the Successful Bidder must obtain an appropriate license in the name of the joint venture within fifteen (15) Calendar Days of the date the District mails the notice of the award to the Successful Bidder. Failure of the Successful Bidder to obtain proper and adequate

licensing in a timely manner shall constitute a failure by the Successful Bidder to execute the Contract and shall result in forfeiture of the Bidder's Security.

In order for a Bid to be considered, the Bidder shall have successfully completed at least ten (10) projects in the past ten (10) years which are of a similar type and comparable to or greater in magnitude and complexity than this project. Five of the projects shall be reverse osmosis treatment systems installations. If the Bidder is a joint venture, at least one of the entities in the joint venture must satisfy the experience requirements.

In order for a Contract to be awarded the Bidder's Project Manager/Superintendent (referred to in the General Conditions as the "Contractor's Project Manager or Superintendent") on the project shall have been Project Manager or Superintendent for the entire duration of at least ten (10) projects of a similar type and comparable to or greater in magnitude and complexity than this project. At least three of the projects shall involve reverse osmosis treatment infrastructure improvements.

Only projects completed in the past fifteen (15) years may be used to qualify for these experience requirements. SSCSD shall evaluate the Bidder's work experience and shall determine, in its sole discretion, whether such experience satisfies this requirement. Refer to the Technical Specifications for additional experience requirements.

N-9. MANUFACTURER'S EXPERIENCE

Fabricators and manufacturers of materials and equipment to be supplied are required to have successfully and regularly provided similar products of comparable size and type that have been in satisfactory service for at least five (5) years. If required by the Specifications, manufacturers of equipment to be supplied shall have a local service representative and sufficient local inventories of spare parts.

N-10. PROJECT INFORMATION/REQUESTS FOR INFORMATION OR CLARIFICATION (RFI/RFC)

Requests for information or clarification of details on the drawings or provisions of the Specifications shall be made on the RFI/RFC form included in an appendix to the Contract Documents and shall be submitted by fax to the Engineer no later than seven Calendar Days in advance of the bid opening date.

*Jon Turner, PE
Phoenix Civil Engineering, Inc.
4532 Telephone Road, Suite 113
Ventura, CA 93003
Fax: (805) 626-2100
Email: jturner@phoenixcivil.com*

If a response is made which modifies the Contract Documents, it will be made in writing for the benefit of all prospective Bidders and without identification of the source of the inquiry. Requests



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

President's Special Acknowledgement Award

THE PRESIDENT OF THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
HEREBY GIVES SPECIAL RECOGNITION TO
San Simeon Community Services District

The President's Special Acknowledgement Award is to recognize members with no "paid" claims during the prior five consecutive program years in the Property/Liability Program. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during that same period and excludes property claims. Congratulations on your excellent claims record!

David Aranda, SDRMA Board President

August 12, 2015

Date

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

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

4B. SUPERINTENDENT'S REPORT

Activities of August 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. This month included a semi-annual Oil & Grease report and an annual Chronic Toxicity report.
- A new air compressor pump was installed at the air compressor that drives the SSWRF filter backwash system. The end of the crankshaft broke off and the price to rebuild it was comparable to the price to replace it however the lead time reduced from 2 weeks to 1 day.
- 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.
- A new Level Indicating Sensor and Transmitter were installed at the reservoir. The old ones were knocked out by the lightning storm that occurred on 7/19.
- 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.
- Annual load testing was performed on the stand-by generators at the WWTP and the Well site.

San Simeon Community Services District

Superintendent's Report

August 2015

MONTHLY DATA REPORT

Date	Day	Wastewater Influent Daily flow	Wastewater Effluent Daily Flow	CALCULATED		CALCULATED Well 3 Total Pumped	CALCULATED Total Daily Water Produced	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			1	2					
08/01/15	Sat	101,193	98,380	0	97,464	0	97,464						0.00	4,624
08/02/15	Sun	105,842	98,760	88,114	0	0	88,114				11.4	11.3	0.00	5,950
08/03/15	Mon	103,127	100,060	0	95,968	0	95,968	201	201		11.5	11.4	0.00	5,159
08/04/15	Tue	134,744	94,790	107,488	2,094	0	109,582			6,235	11.5	11.4	0.00	5,897
08/05/15	Wed	103,161	97,700	72,780	0	0	72,780			875	11.6	11.5	0.00	5,423
08/06/15	Thu	96,601	101,100	78,166	44,282	0	122,448			3,275	11.6	11.5	0.00	5,534
08/07/15	Fri	97,500	95,820	51,687	59,765	0	111,452	201	171		11.8	11.7	0.00	5,082
08/08/15	Sat	98,263	99,350	77,942	0	0	77,942				12.0	11.9	0.00	5,353
08/09/15	Sun	107,109	102,760	0	112,200	0	112,200				11.7	11.7	0.00	5,056
08/10/15	Mon	95,108	112,470	110,255	0	0	110,255	201	201		11.9	11.8	0.00	5,015
08/11/15	Tue	99,601	89,390	0	74,650	0	74,650			7,960	11.8	11.7	0.00	5,031
08/12/15	Wed	96,655	95,300	73,977	59,616	0	133,593			1,980	12.0	11.9	0.00	2,774
08/13/15	Thu	103,750	100,360	0	54,529	0	54,529			5,445	11.9	11.8	0.00	3,908
08/14/15	Fri	97,928	93,720	59,017	36,502	0	95,519	201	201		12.1	12.0	0.00	6,179
08/15/15	Sat	114,446	104,670	56,399	43,459	0	99,858						0.00	6,476
08/16/15	Sun	92,771	98,650	13,539	60,513	0	74,052				12.1	12.1	0.00	6,201
08/17/15	Mon	96,597	89,590	118,932	0	0	118,932	186	218				0.00	5,861
08/18/15	Tue	95,642	90,940	0	55,202	0	55,202			5,125	12.2	12.2	0.00	4,295
08/19/15	Wed	85,878	85,380	48,994	73,678	0	122,672			5,925	12.1	12.1	0.00	4,526
08/20/15	Thu	98,745	95,230	0	55,876	0	55,876			3,135			0.00	4,674
08/21/15	Fri	93,323	92,570	124,093	0	0	124,093	201	201		12.2	12.2	0.00	3,861
08/22/15	Sat	90,271	88,730	0	48,545	0	48,545						0.00	4,116
08/23/15	Sun	93,311	92,170	0	71,658	0	71,658				12.3	12.3	0.00	5,255
08/24/15	Mon	76,236	83,350	68,218	50,041	0	118,259	171	201				0.00	5,663
08/25/15	Tue	91,534	78,870	61,486	0	0	61,486			8,555			0.00	4,728
08/26/15	Wed	79,787	79,070	22,814	64,178	0	86,992			1,540	12.5	12.4	0.00	4,664
08/27/15	Thu	79,039	69,180	42,187	3,141	0	45,328			5,305	12.4	12.4	0.00	4,241
08/28/15	Fri	73,901	70,520	49,293	62,662	0	111,976	218	132				0.00	3,620
08/29/15	Sat	87,441	81,220	0	56,698	0	56,698				12.6	12.6	0.00	3,844
08/30/15	Sun	78,036	88,260	65,824	0	0	65,824				12.5	12.4	0.00	5,397
08/31/15	Mon	71,400	78,530	0	63,430	0	63,430	186	201				0.00	4,436
TOTALS		2,938,940	2,846,890	1,391,205	1,346,175	0	2,737,380			55,355			0.00	152,843
Average		94,805	91,835	44,878	43,425	0	88,303	196	192	4,613	12.0	11.9	0.00	4,930
Minimum		71,400	69,180	0	0	0	45,328	171	132	875	11.4	11.3	0.00	2,774
Maximum		134,744	112,470	124,093	112,200	0	133,593	218	218	8,555	12.6	12.6	0.00	6,476

DATA SUMMARY SHEET

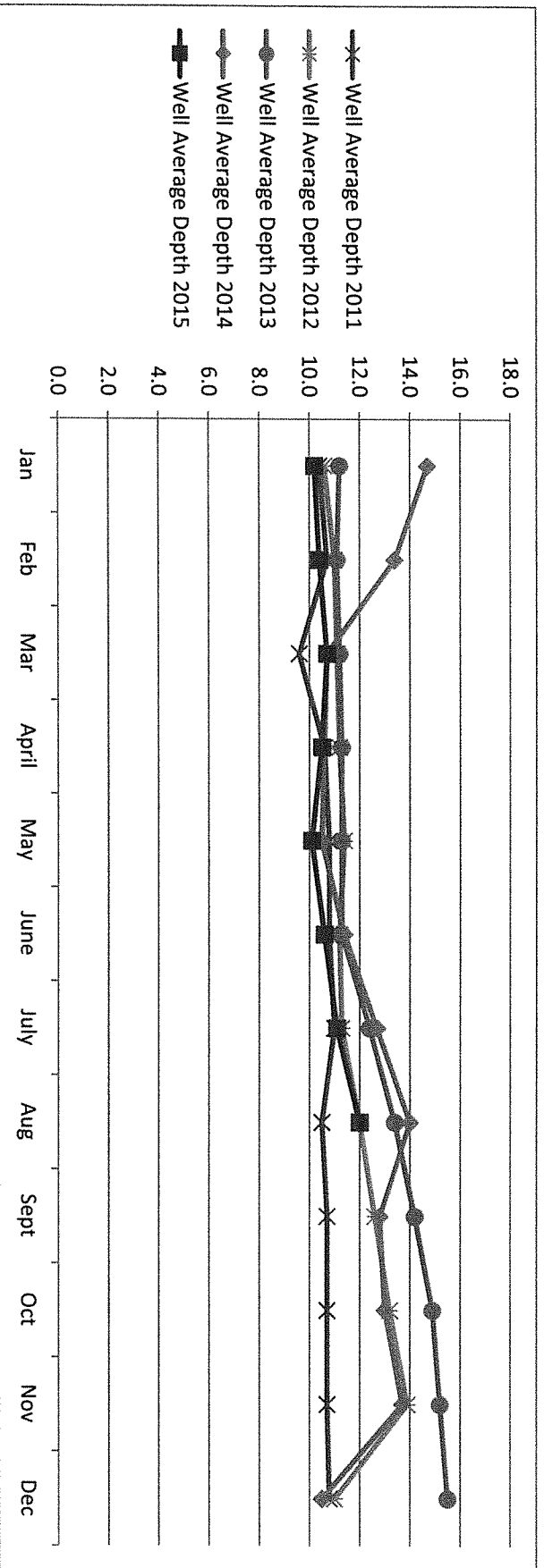
	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Total for 2015
Wastewater Influent	2,278,607	2,137,631	2,579,655	2,698,683	2,877,973	2,736,511	3,127,790	2,938,940					21,375,790
Wastewater Final Effluent (Month Cycle)	2,078,820	2,179,270	2,419,750	2,596,880	2,551,790	2,563,570	3,045,720	2,846,890					20,282,690
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					19,861,283
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					19,033,939
Sewer Influent/Water Produced Ratio	1.21	1.04	1.19	1.19	1.25	1.10	1.10	1.07					N/A
Adjusted Sewer/Water Produced Ratio	1.13	0.98	1.10	1.08	1.13	1.07	1.04	1.02					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					9,854,383
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					8,953,254
Well 3 Water Pumped	662,500	32,200	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					19,033,939
Water Well 1 Avg Depth to Water	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0					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					N/A
Average Depth of Both Wells	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0					N/A
Change in Average Well Depth from 2014	-4.5	-2.9	0.0	+0.1	+0.4	+0.8	+1.6	+2.0					N/A
Average Chloride mg/L at the Wells	844	576	342	268	234	188	169	194					N/A
State Wastewater Treated	149,278	121,975	193,026	241,206	275,298	171,749	209,132	152,843					1,514,507
State % of Total WW Flow	7%	6%	8%	9%	10%	6%	7%	5%					N/A
Recycled Water Sold (Gallons)	10,710	3,070	9,775	12,945	30,040	65,100	52,250	55,355					239,245
Biosolids Removal (Gallons)	0	6,000	6,000	6,000	6,000	12,000	6,000	6,000					48,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0					N/A
RW Permit Limitation Exceeded	0	0	0	0	0	0	1	0					N/A
Constituent Exceeded	None	None	None	None	None	None	7 Day Median Coliform	None					N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	2	N/A					N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	3	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					N/A
Adjusted Sewer/Water Ratio	0.94	1.10	1.10	1.14	1.00	1.04	1.02	1.04					N/A
Average Depth of Both Wells	14.7	13.3	10.7	10.6	10.5	11.4	12.7	14.0					N/A
Average Chloride mg/L at the Wells									1036	1964	2776	1965	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					N/A
State Wastewater Treated	262,044	265,818	311,282	355,493	352,328	398,467	241,467	137,495	135,725	126,566	114,228	224,314	2,925,227
State % of Total WW Flow	13%	13%	16%	14%	14%	14%	8%	5%	6%	6%	5%	8%	N/A
Recycled Water Sold (Gallons)	0	0	0	125	5755	10420	29555	44145	36080	38705	9080	0	173,895
Biosolids Removal (Gallons)	0	0	0	6,000	6,000	12,000	12,000	6,000	6,000	6,000	0	6,000	72,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0					0
Constituent Exceeded	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
Sample Result	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				



4C. DISTRICT FINANCIALS
Renee Samaniego
August 31, 2015

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

SAN SIMEON COMMUNITY SERVICES DISTRICT



4C. FINANCIAL SUMMARY

**BILLING
August 31, 2015**

July Billing Revenue	\$ 76,755.63
August Billing Revenue	\$ 84,485.48
Past Due (31 to 60 days)	\$ 78.76
Past Due (60 days)	\$ 0.00

**RABOBANK SUMMARY
Ending Balances August 31, 2015**

Summary of Transactions:

Money Marketing Account Closing Balance July 31, 2015	\$ 757,901.11
Interest for August 2015	\$ 132.58
Transfer from General Checking	\$ 50,000.00
Money Marketing Account Closing Balance August 31, 2015	\$ 808,033.69
Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 45,750.00)
Available Funds	\$ 512,283.69
General Checking Account	\$ 74,956.68
Well Rehab Project/USDA Checking Account	\$ 10,445.05

LAIF Closing Balance August 31, 2015 **\$ 519.88**

SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of August 31, 2015

Aug 31, 15

ASSETS

Current Assets

Checking/Savings

1010 · Petty cash	150.00
1020 · General checking	68,698.35
1022 · USDA checking	20,790.05
1040 · Cash in county treasury	(3,053.68)
1050 · LAIF - non-restricted cash	518.24
1060 · Money Market Account 9548643039	807,635.40

Total Checking/Savings 894,738.36

Other Current Assets

1200 · Accounts receivable	80,717.13
1300 · Prepaid expenses	(1,004.75)

Total Other Current Assets 79,712.38

Total Current Assets 974,450.74

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

1650 · Walkway access projects	11,511.00
1660 · RO Unit	21,512.45
1690 · Accumulated depreciation	(2,049,938.96)

Total Fixed Assets 1,889,764.17

Other Assets

1710 · Customer deposits	100.00
--------------------------	--------

Total Other Assets 100.00

TOTAL ASSETS **2,864,314.91**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 · Payroll liabilities	306.00
2500 · Customer security deposits	9,708.13
2510 · Connect hookup wait list	45,750.00
2520 · USDA Loan	479,310.00

Total Other Current Liabilities 535,074.13

Total Current Liabilities 535,074.13

Total Liabilities 535,074.13

Equity

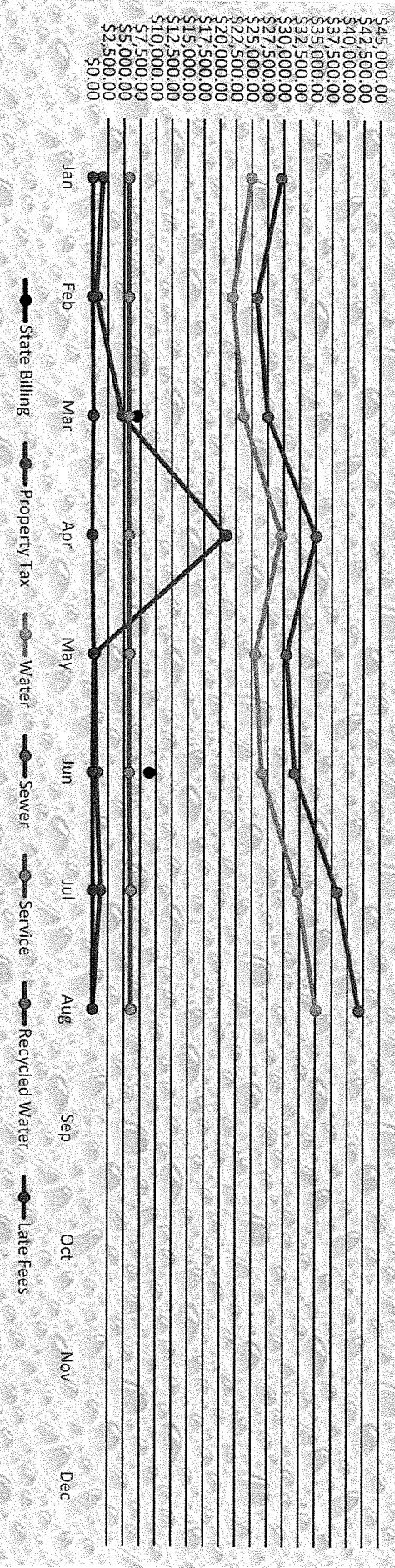
3200 · Fund balance	2,292,730.84
3900 · Suspense	7,315.76
Net Income	29,194.18

Total Equity 2,329,240.78

TOTAL LIABILITIES & EQUITY **2,864,314.91**

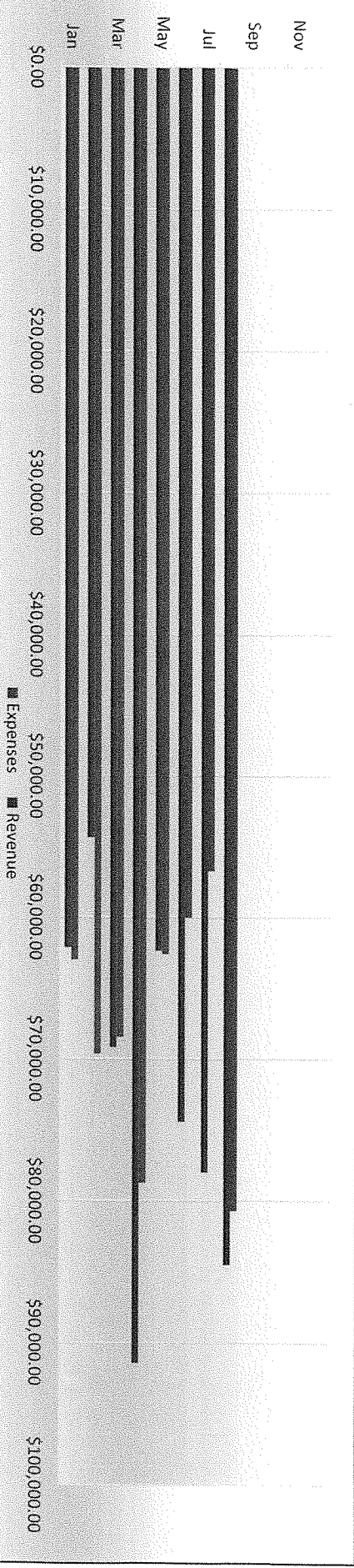
2015 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing			\$7,042.78			\$8,943.33							\$15,986.11
Property Tax	\$1,698.01	\$680.91	\$4,730.41	\$20,998.8	\$444.16	\$624.12	\$1,299.10	\$78.29					\$30,553.75
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					\$219,672.31
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					\$260,297.68
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					\$46,703.01
Recycled Water			\$174.3			\$798.0							
Late Fees	\$78.2	\$106.6	\$194.3	\$19.45	\$192.3	\$47.2	\$118.8	\$71.2					\$828.08
Total	\$62,151.65	\$54,367.29	\$69,166.14	\$91,457.99	\$62,367.76	\$74,431.29	\$77,990.37	\$84,485.48					\$576,417.97
Water Sold Cu Ft	256324	224325	240675	300989	260697	306222	311247	338869					2238348
Water Sold Ace ft	5.86	5.15	5.53	6.91	5.98	7.03	7.15	7.78					51.39



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	\$74,434.29	\$77,990.37	\$84,485.48					\$576,420.97
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					\$539,912.08
Balance	-\$847.93	-\$15,278.81	\$725.72	\$12,713.48	-\$240.29	\$14,399.49	\$21,254.89	\$3,782.34					\$36,508.89



Historical Water Production and Sales

2015

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year End Total
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					\$219,672.31
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					\$260,297.68
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					\$46,703.01
Total	\$60,375.5	\$53,579.8	\$57,024.4	\$70,439.8	\$61,731.3	\$64,018.7	\$76,572.4	\$82,931.3					\$526,673.00
Water Sold Cu Ft	255324	224325	240675	300989	260697	306222	311247	338869					2,238,348
Water Sold Acre ft	5.86	5.15	5.53	6.91	5.98	7.03	7.15	7.78					51.39

2014

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year End Total
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	\$283,582.31
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	\$336,796.91
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	\$66,789.37
Total	\$52,453.9	\$46,777.3	\$40,919.4	\$55,470.7	\$53,289.3	\$61,235.3	\$81,853.1	\$72,704.6	\$65,091.5	\$59,423.6	\$56,104.8	\$41,845.2	\$687,168.6
Water Sold Cu Ft	223200	206900	177200	248063	236917	275338	352622	309962	275523	250905	235522	169443	2,961,625
Water Sold Acre ft	5.12	4.75	4.07	5.69	5.44	6.32	8.10	7.12	6.33	5.76	5.41	3.89	67.99

2013

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year End Total
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	\$296,515.50
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	\$333,866.47
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	\$60,999.78
Total	\$43,067.8	\$47,106.2	\$41,066.6	\$52,969.2	\$53,114.0	\$66,746.6	\$82,150.7	\$85,813.0	\$66,599.6	\$59,911.4	\$49,862.2	\$42,974.5	\$691,381.8
Water Sold Cu Ft	220059	216680	209256	285145	279529	354134	373741	396714	303256	269689	222002	188500	3,318,705
Water Sold Acre ft	5.05	4.97	4.80	6.55	6.42	8.13	8.58	9.11	6.96	6.19	5.10	4.33	76.19

2012

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year End Total
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	\$261,038.80
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	\$277,688.41
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	\$54,393.48
Total	\$42,023.5	\$38,355.7	\$34,247.2	\$47,307.2	\$44,088.1	\$54,034.9	\$67,867.9	\$71,386.8	\$61,614.7	\$53,726.5	\$45,123.6	\$33,344.7	\$593,120.7
Water Sold Cu Ft	248582	225987	201323	285397	264824	329516	361479	380540	324880	279621	232827	165658	3,300,634
Water Sold Acre ft	5.71	5.19	4.62	6.55	6.08	7.56	8.30	8.74	7.46	6.42	5.34	3.80	75.77

2011

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year End Total
Water	\$14,079.9	\$14,436.8	\$14,580.3	\$15,978.4	\$17,181.9	\$20,045.1	\$29,080.9	\$30,541.4	\$24,905.3	\$23,664.7	\$18,603.5	\$18,224.2	\$241,322.4
Sewer	\$14,010.9	\$14,599.5	\$13,759.0	\$16,248.7	\$17,077.0	\$20,232.7	\$30,694.0	\$32,170.1	\$26,341.4	\$24,926.1	\$19,583.4	\$19,169.6	\$248,812.4
Service	\$3,820.5	\$3,838.8	\$3,802.2	\$3,802.2	\$3,820.5	\$3,802.2	\$4,272.0	\$4,231.1	\$4,251.5	\$4,251.5	\$4,251.5	\$4,272.0	\$48,416.1
Total	\$31,911.3	\$32,875.1	\$32,141.5	\$36,029.3	\$38,079.4	\$44,080.0	\$64,046.8	\$66,942.6	\$55,498.2	\$52,842.4	\$42,438.4	\$41,665.8	\$538,550.8
Water Sold Cu Ft	216577	220129	214084	243460	269171	304596	394069	413435	337511	319681	252805	247832	3,433,150
Water Sold in acre	4.97	5.05	4.91	5.59	6.18	6.99	9.05	9.49	7.75	7.34	5.80	5.69	78.81

Historical Water Production and Sales

2010													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year End Total
Water	\$14,655.9	\$12,301.9	\$12,308.1	\$17,354.2	\$16,361.6	\$23,235.2	\$23,422.1	\$24,495.2	\$24,323.5	\$18,281.7	\$17,712.1	\$13,309.5	\$217,760.9
Sewer	\$14,474.7	\$12,023.6	\$11,960.2	\$17,100.5	\$15,949.3	\$22,296.5	\$21,589.4	\$22,706.9	\$22,330.6	\$16,837.1	\$17,839.7	\$13,259.2	\$208,367.6
Service	\$3,498.7	\$3,498.7	\$3,481.9	\$3,498.7	\$3,498.7	\$3,481.9	\$3,836.7	\$3,820.5	\$3,802.2	\$3,802.2	\$3,802.2	\$3,857.1	\$43,878.5
Total	\$32,629.3	\$27,824.2	\$27,750.2	\$37,953.3	\$35,809.5	\$49,013.6	\$48,847.2	\$51,022.6	\$50,456.4	\$38,921.0	\$39,354.1	\$30,425.7	\$470,007.0
Water Sold Cu Ft	245098	206476	206159	292035	272744	384783	370034	403035	381961	302816	275704	203414	3544259
Water Sold in acre	5.63	4.74	4.73	6.70	6.26	8.83	8.49	9.25	8.77	6.95	6.33	4.67	81.37

2009													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year End Total
Water	\$12,916.2	\$11,164.3	\$10,891.2	\$14,675.1	\$15,113.9	\$15,565.2	\$18,173.0	\$18,627.8	\$16,595.1	\$15,204.0	\$11,089.7	\$11,820.6	\$171,836.0
Sewer	\$12,090.7	\$10,358.4	\$10,180.4	\$13,537.1	\$13,664.3	\$14,237.7	\$17,131.8	\$17,715.1	\$16,373.1	\$15,130.5	\$10,808.6	\$11,430.7	\$162,658.4
Service	\$3,027.0	\$3,012.3	\$3,012.3	\$3,056.4	\$3,041.7	\$3,041.7	\$3,208.9	\$3,210.2	\$3,495.9	\$3,465.2	\$3,481.9	\$3,515.4	\$38,569.0
Total	\$28,033.9	\$24,535.0	\$24,083.8	\$31,268.5	\$31,819.9	\$32,844.6	\$38,513.8	\$39,553.2	\$36,464.1	\$33,799.7	\$25,380.2	\$26,766.7	\$373,063.3
Water Sold Cu Ft	246690	223112	207332	288896	289767	293166	338115	340942	280448	254487	185365	200865	3149185
Water Sold in acre	5.66	5.12	4.76	6.63	6.65	6.73	7.76	7.83	6.44	5.84	4.26	4.61	72.30

5. ITEMS OF BUSINESS

- A. Approval of last month's minutes – August 12, 2015.**
- B. Approval of Special Meeting minutes – August 14, 2015**
- C. Approval of Disbursements Journal – September 09, 2015.**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, September 09, 2015
6:00 pm

1. REGULAR SESSION: @ 6:01 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
Sheriff Representative, Com. Taylor

B. Pledge of Allegiance

2. PUBLIC COMMENT: None

A. Sheriff's Report – Report for August.

There were 69 calls for service in the month of August for the San Simeon area. Such calls included 3 pedestrian contacts, 4 disturbing the peace, 15 traffic stops, 1 grand theft, and 1 counterfeit currency. There was also 1 stolen vehicle occurrence which resulted in 2 arrests and 1 defrauding and Inn Keeper/false information given to a deputy which resulted in 1 arrest.

B. Public comment on Sheriff's Report - None

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 August.

During the month of August, Administrative Staff distributed water billing, and responded to multiple customer service calls and car / rv violations. Staff has been working with the USDA on completing the "letter of conditions" to prepare to receive Grant Funding. Staff assisted in preparing the Wellhead Treatment Project Bid Package and followed all required posting procedures.

Staff continues to work on District Weed abatement at the office and around District streets, property and easements to help keep the District fire safe.

2. Update – Wellhead treatment system project.

The Wellhead Treatment Project went out to bid on August 21st. There was a mandatory Bid meeting on September 3rd. To date 4 contractors have responded. Bids are due September 11th

to allow contractors three weeks to prepare bids. Staff is planning a Special meeting tentatively scheduled for September 18th to allow time for bid review prior to seeking Board approval.

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

USDA Funding:

After the USDA approved the project and approved Grant funding, Staff has started working on the “letter of conditions”. These conditions are forms and letters that everyone working on the project must adhere to. The remaining item to be completed is the Bank Resolution under DAI #A.

IRWM/WRAC GRANT:

The County submitted the Grant application on time. At this point the County is waiting to hear from the State. October is the anticipated estimated date of awarding.

4. Update – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.

Staff coordinated with MNS Engineers and Oliveira Consulting in preparation of a proposal to perform the Coastal Commission requested Rip Rap tasks such as the resource impact evaluation. The District received an updated proposal from Nossaman LLP.

The cost proposals were as follows; Phoenix Engineering; \$2,474, Earth Systems \$16,436, Olivera Env. \$3,450 and MNS has provided a verbal estimate of \$7,500.

5. Transfer of \$10,345 from General checking to USDA Wellhead Rehab loan account for Biannual payment.

Staff has transferred \$10,345 to the USDA Wellhead Treatment checking account for the Bi-Annual loan payment to the USDA. Payment is scheduled for September 23rd.

6. Special District Risk Management special acknowledgement Award.

The Special District Risk Management Authority (SDRMA), the District’s Insurance Company, has issued San Simeon CSD with a special award for dedicated efforts in management toward proactive risk management and loss prevention training. This award recognizes members with no “paid” claims during the prior five consecutive program years. Attached is a copy of the certificate.

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. This month included a semi-annual Oil& Grease report and an annual Chronic Toxicity report.
- A new air compressor pump was installed at the air compressor that drives the SSWRF filter backwash system. The end of the crankshaft broke off and the price to rebuild it was comparable to the price to replace it however the lead time reduced from 2 weeks to 1 day.
- 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.
- A new Level Indicating Sensor and Transmitter were installed at the reservoir. The old ones were knocked out by the lightning storm that occurred on 7/19.
- 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.
- Annual load testing was performed on the stand-by generators at the WWTP and the Wellsite.

C. District Financial Summary for close of business August 31, 2015.

July Billing Revenue	\$ 76,755.63
August Billing Revenue	\$ 84,485.48
Past Due (31 to 60 days)	\$ 78.76
Past Due (60 days)	\$ 0.00

RABOBANK SUMMARY: Ending Balances August 31, 2015

Summary of Transactions:

Money Marketing Account Closing Balance July 31, 2015	\$ 757,901.11
Interest for August 2015	\$ 132.58
Transfer from General Checking	\$ 50,000.00

Money Marketing Account Closing Balance August 31, 2015 **\$ 808,033.69**

Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 45,750.00)
Available Funds	\$ 512,283.69

General Checking Account **\$ 74,956.68**

Well Rehab Project/USDA Checking Account **\$ 10,445.05**

LAIF Closing Balance August 31, 2015 **\$ 519.88**

D. District Counsel's Report for the month of August

District Counsel assisted staff with:

- Assisted with September agenda, special meeting agenda and August minutes and special meeting minutes
- Resolution 15-379
- Review and of forms and letters pertaining to the USDA grant
- Assisted with Closed Session items

5. ITEMS OF BUSINESS

A. Approval of last month's minutes – August 12, 2015.

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

Motion by: Vice-Chair Fields

2nd by: Director Price

All in: 5 /0

B. Approval of Special Meeting minutes – August 14, 2015

A motion was made to approve the special meeting minutes as presented.

Motion by: Vice-Chair Fields

2nd by: Director Patel

All in: 5 /0

C. Approval of Disbursements Journal – September 12, 2015.

A motion was made to the disbursements journal as presented.

Motion by: Director Price

2nd by: Director Williams

All in: 5 /0

6. DISCUSSION/ACTION ITEMS

A. Consideration of approval of Resolution 15-379: Authorizing signatures for banking services for the purpose of opening a checking account for United States Department of Agriculture Grant Funds for the Wellhead Treatment Project.

Part of the "Letter of Conditions" issued to the District from the USDA is a request for a bank account for the sole purpose of receiving Grant Funds for the Wellhead Treatment (RO) project. Similar to the USDA Wellhead Rehab account, the Wellhead Treatment Project account will be used to receive funds from the USDA as well as pay contractors and expenses for the RO project. This will allow for easier tracking of funds and expenditures.

Staff has prepared the standard Bank resolution in order for Staff to open an account in the District's name for the Grant Funds. Staff requests approval of Resolution 15-379.

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

B. Consideration of approval of Potable Water Reservoir Preliminary Design from Phoenix Engineering for \$6,171.

This engineering effort will provide exhibits that demonstrate the reservoir layout and pipeline configuration as well as updating the cost estimate. In addition, the proposal takes into consideration meeting with regulatory agencies and the County of San Luis Obispo.

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

7. Oral Reports from Committee Members.

The Water Committee would like to schedule an October meeting.

8. Oral Reports from Board Members on current issues: None

9. 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.

There was a request from a Board member to find out timing on Monument Welcome sign.

10. ADJOURNMENT@ 7:00 PM

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
August 19 through September 9, 2015

Type	Date	Num	Name	Memo	Amount	Balance
				Beginning Balance		\$74,956.68
Bill Pmt	08/19/2015	7339	Enloe Well Drilling	Well # 2, Excavated and Sealed	\$7,000.00	\$67,956.68
Bill Pmt	09/01/2015	7340	Abalone Coast	RO Project, Lab Sampling	\$951.60	\$67,005.08
Bill Pmt	09/01/2015	7341	California Rural Water Assoc.	Membership Dues, Jul '15 - Jul '16	\$435.00	\$66,570.08
Bill Pmt	09/01/2015	7342	CalPERS	Health Premium September balance	\$37.78	\$66,532.30
Bill Pmt	09/01/2015	7343	Carmel & Naccassha. LLP	Uitura Litigation, # 19842	\$101.00	\$66,431.30
Bill Pmt	09/01/2015	7344	County of San Luis Obispo	Cross Connection- Direct Cost	\$133.10	\$66,298.20
Bill Pmt	09/01/2015	7345	Dechance Construction Co. Inc.	Replace Valves on Avonne Avenue	\$6,220.00	\$60,078.20
Bill Pmt	09/01/2015	7346	Grace Environmental	Operations and Management September	\$47,762.00	\$12,316.20
Bill Pmt	09/01/2015	7347	I.R.J. Engineers Inc.	RO project - Electrical Engineering	\$3,643.75	\$8,672.45
Bill Pmt	09/01/2015	7348	MICHAEL O'NEILL	Webmaster fee	\$320.00	\$8,352.45
Bill Pmt	09/01/2015	7349	Phoenix Civil Engineering, Inc	RO System	\$1,826.00	\$6,526.45
Bill Pmt	09/01/2015	7350	Robert Stilts, CPA	August Bookkeeping	\$1,200.00	\$5,326.45
Bill Pmt	09/01/2015	7351	SDRMA	Property/Liability Ins. 2015 - 2016	\$6,856.90	-\$1,530.45
Bill Pmt	09/01/2015	7352	Carmel & Naccassha. LLP	August Legal Fees, # 19843	\$2,905.50	-\$4,435.95
Bill Pmt	09/01/2015	7353	Grace Environmental	Pipe Bridge Paint	\$848.76	-\$5,284.71
Paycheck	09/01/2015	7354	ALAN FIELDS	Board Services	\$92.35	-\$5,377.06
Paycheck	09/01/2015	7355	DAN WILLIAMS	Board Services	\$92.35	-\$5,469.41
Paycheck	09/01/2015	7356	KAUSHIK S PATEL	Board Services	\$92.35	-\$5,561.76
Paycheck	09/01/2015	7357	LEROY E PRICE	Board Services	\$92.35	-\$5,654.11
Paycheck	09/01/2015	7358	RALPH N MCADAMS	Board Services	\$92.35	-\$5,746.46
					\$80,703.14	-\$5,746.46

6. DISCUSSION & ACTION ITEMS

- A. Consideration of approval of Resolution 15-379:
Authorizing signatures for banking services for the
purpose of opening a checking account for United States
Department of Agriculture Grant Funds for the Wellhead
Treatment Project.**

- B. Consideration of approval of Potable Water Reservoir
Preliminary Design from Phoenix Engineering for \$6,171.**

6. DISCUSSION/ACTION ITEMS
September 9, 2015

A. Consideration of approval of Resolution 15-379: Authorization for Staff to open a checking account to receive monies from the USDA Grant per USDA guidelines.

Part of the "Letter of Conditions" issued to the District from the USDA is a request for a bank account for the sole purpose of receiving Grant Funds for the Wellhead Treatment (RO) project. Similar to the USDA Wellhead Rehab account, the Wellhead Treatment Project account will be used to receive funds from the USDA as well as pay contractors and expenses for the RO project. This will allow for easier tracking of funds and expenditures.

Staff has prepared the standard Bank resolution in order for Staff to open an account in the District's name for the Grant Funds. Staff requests approval of Resolution 15-379.

B. Consideration of approval of Potable Water Reservoir Preliminary Design from Phoenix Engineering for \$6,171.

This engineering effort will provide exhibits that demonstrate the reservoir layout and pipeline configuration as well as updating the cost estimate. In addition, the proposal takes into consideration meeting with regulatory agencies and the County of San Luis Obispo.

RESOLUTION NO. 15-379

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 FOR THE PURPOSE OF OPENING A CHECKING ACCOUNT FOR USDA GRANT FUNDS

WHEREAS, the San Simeon Community Services District ("District") has received a grant from the United States Department of Agriculture ("USDA") for its wellhead treatment systems project ("Wellhead Treatment Project"); and

WHEREAS, the District has been directed by the USDA to open an account specifically to receive monies from the USDA for the District Wellhead Treatment Project; and

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.

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 San Simeon Community Services District. All prior authorizations are superseded.

Section 3: Any designated depository ("Bank") of the San Simeon Community Services 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 One 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 open an account titled "Wellhead Treatment Project" for the sole purpose of accepting funds from the USDA and to pay contractors and invoices relating only to the Wellhead Treatment Project.

Passed and Adopted this 9th day of September 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



Phoenix Civil Engineering, Inc.

4532 Telephone Road, Ste. 113 Ventura, Ca 93003 805.658.6800
info@phoenixcivil.com www.phoenixcivil.com

Mr. Charles Grace
San Simeon Community Services District
111 Pico Ave.
San Simeon, CA 93452

August 29, 2015

San Simeon Community Services District – Potable Water Reservoir Preliminary Design Phase– Proposal for Engineering Evaluation Services

Dear Mr. Grace-

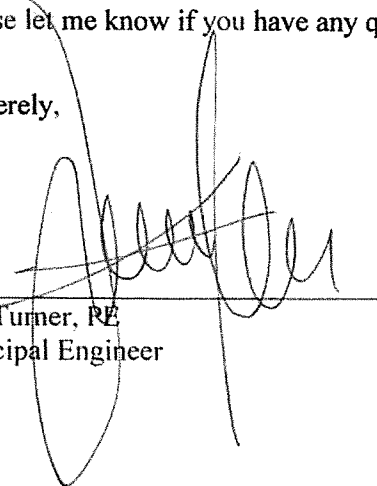
I am pleased to provide you with this proposal for engineering services associated with the Potable Water Reservoir Preliminary Design. The District has an existing potable water reservoir that is in place for potable water consumption, emergency storage and fire protection purposes. The existing facility is not sized for the current needs of the community. Insufficient storage volume in the tank results in the need for water moratorium implementation sooner than would be necessary if sufficient storage existed. At this time, the District is seeking to prepare a preliminary design document for constructing an additional 70 acre-foot reservoir to provide adequate capacity for the existing and future needs of the community. Based on our conversations and my review of the documents you provided, I have prepared my proposal to include the following:

- Task 101: Updated Exhibit Preparation
- Task 102: Revised Project Cost Estimate
- Task 103: Meetings with Regulatory Agencies

I appreciate the opportunity to submit this proposal to assist you with this project. I have attached a scope of work and our professional services rate sheet along with a fee schedule detailed by task and a project schedule. Our scope of work covers preliminary design services only and does not include design or permit assistance services. In addition, the proposal does not include bid or construction phase services.

Please let me know if you have any questions or would like to discuss my proposal.

Sincerely,



Jon Turner, PE
Principal Engineer

Scope of Services

Background/Project Understanding

Located in an easement above the District office on Pico Avenue, the San Simeon Community Services District potable water storage reservoir collects the groundwater from the two District wells and provides water to the community. The District existing potable water reservoir is in place for potable water consumption, emergency storage and fire protection purposes. The existing facility is not sized for the current needs of the community. Insufficient storage volume in the tank results in the need for water moratorium implementation sooner than would be necessary if sufficient storage existed. At this time, the District is seeking to prepare a preliminary design document for constructing an additional 70 acre-foot reservoir to provide adequate capacity for the existing and future needs of the community. The document will build off of the analysis performed previously for the District. Future design efforts (not a part of this proposal) will include topographical survey, geotechnical analysis and recommendations, design document preparation, preparation of permit document assistance, bid and construction phase services. It is understood that the District will utilize the services of an environmental firm for future tasks.

Task 101: Updated Exhibit Preparation

A reservoir siting document was previously prepared for the District that looked at potential locations of an expanded reservoir. The District is interested in the 5 acre area located northeast of the existing storage tank location. This task will focus the review of that location and update the previous documents to reflect the conceptual dimensions of the reservoir. In addition, a pipeline route will be conceptually laid out that would take stored water from the reservoir back to a point upstream of the Hearst well field in Pico Creek for discharge. The stored water is intended to replenish the groundwater basin and maintain the underground groundwater pressure gradient to keep from pulling in brackish groundwater from areas close to the ocean.

The following efforts are included in this task:

- Two iterations of the exhibits will be prepared based on work previously performed. Information from the Internet will be used for mapping at this time.

Deliverable: Two alternative location layouts of the proposed reservoir will be provided to the District for their files. One electronic copy of the exhibits (.pdf and AutoCAD) will be provided.

Task 102: Revised Project Cost Estimate

Previously a project cost estimate was prepared for the reservoir siting study. This task will take current recent bid information, project design and construction management costs and a detailed estimate will be prepared that can be used for obtaining funding for the project as well as budgeting for the project by the District.

The following efforts are included in this task:

- Preparation of an updated project cost estimate.

Deliverable: One electronic copy (MS Excel and .pdf) will be provided to the District for their use.

Task 103: Meetings with Regulatory Agencies

This task involves meeting with the County of San Luis Obispo and the Division of Drinking Water (DDW) regulators to discuss the intended project, any constraints that will need to be addressed during the design, and obtain concurrence on the project aspects (surface storage of groundwater for a future use, discharge to the

Pico Creek watershed, management of the reservoir and separation of the reservoir from the existing distribution system).

The following efforts are included in this task:

- One meeting with the County of San Luis Obispo and the Division of Drinking Water staff.

Deliverable: One copy of the meeting agenda will be provided to the District in electronic format (.pdf) for their files.

Schedule

The work associated with Tasks 101 through 103 will be made a top priority. Every effort will be made to keep the project schedule moving along.

Fees

Work associated with Tasks 101 through 103 is estimated to cost \$6,171. A breakdown of the level of effort is listed below:

Task 101:	Updated Exhibit Preparation	\$2,679
Task 102:	Revised Project Cost Estimate	\$1,820
Task 103:	Meetings with Regulatory Agencies	\$1,672