

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

**Wednesday, March 14, 2001**

**CLOSED SESSION 6:30 PM, REGULAR MEETING 7:00 PM**

Cavalier Motel - Banquet Room

**Agenda**

1. 6:30 PM - CALL TO ORDER
2. PUBLIC COMMENT ON CLOSED SESSION ITEMS
3. ADJOURN TO CLOSED SESSION - PERSONNEL ISSUES, Pursuant to Government Code Section 54957: Discussions regarding personnel issues including one public employee, specifically, Interim General Manager
4. 7:00 PM - RETURN TO OPEN SESSION
  - 4.1 Pledge of Allegiance
  - 4.2 Roll CallREPORT ON OPEN SESSION
5. PUBLIC COMMENT: (Any topic NOT on the agenda may be presented, but please observe the 3-minute time limit)
  - 5.1 Sheriff's Representative Presentation
  - 5.2 General Public
6. CONSIDERATION AND APPROVAL OF MINUTES: September 13, 2000, January 10 and February 14, 2001 regular meetings: and February 6, 10 and 17, 2001 special meetings
7. CONSIDERATION AND APPROVAL OF WARRANTS: February 8 - March 7, 2001 Warrant Report
8. DISCUSSION / ACTION ITEMS
  - 8.1 Appointment of Interim General Manager/Status of Recruitment
  - 8.2 Consideration of Placement of Public Recycling Containers (verbal)
  - 8.3 Mid-Year Budget / Request for Auditor's Review
  - 8.4 Storage Building Alternatives and Cost Comparisons
  - 8.5 Schedule Strategic Planning/ Priority -Setting Workshop meeting
  - 8.6 Consideration of Amending District Policy Manual to Allow Chairperson to Make and Second Motions
  - 8.7 Discussion of Stand-by Power Arrangements/ Cost of Power
  - 8.8 Evaluation of Clyde Warren Reservoir Water Supply Alternative /Status
9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS  
Procedures for Responding to the Public
10. ADJOURNMENT

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

**Wednesday, March 14, 2001  
CLOSED SESSION 6:30 PM, REGULAR MEETING 7:00 PM  
Cavalier Motel - Banquet Room**

**Agenda Notice**

Agenda Item # 6. **CONSIDERATION AND APPROVAL OF MINUTES: September 13, 2000, January 10 and February 14, 2001 regular meetings: and February 6, 10 and 17, 2001 special meetings.**

**NOTICE**

**The September 13, 2000 and the February 10<sup>th</sup> 2001, minutes will be distributed at the March 14, 2001 Board Meeting.**

SSCSD

2/17/01

SPECIAL BOARD OF DIRECTORS MEETING  
SAN SIMEON COMMUNITY SERVICES DISTRICT

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

Banquet Room  
Cavalier Inn

MINUTES

1. Call to Order  
The meeting was called to order by Vice-Chairperson Loraine Mirabal at 9:45 a.m.
  - 1.1 Pledge of Allegiance
  - 1.2 Roll Call
    - Vice-Chairperson Loraine Mirabal-Boubion, David Kiech, Bob McLaughlin, Carol Bailey-Wood (Arrived Late)
    - Eric Schell
    - Community Representatives to Committee - Mike Hanchett Jr., Terry Lambeth (Late)
2. Public Comments  
(Any topic NOT on the Agenda may be presented, but please observe the 3-minute rule)  
There were no public comments.
3. Discussion Regarding General Manager/Secretary Position and other Personnel Needs of the District  
The draft advertisement for General Manager/Secretary that was developed at the workshop was accepted with a few modifications. The advertisement being used for hiring a General Manager/Secretary was revised to include educational requirements. The need to develop an interviewing process for General Manager/Secretary applicants was discussed. The committee decided to postpone this issue until District Counsel and the Engineer has had a chance to review the committee's work.  
Mike Hanchett Jr. stated that an ad for General Manager/Secretary be placed in the Monster Job Bank.  
Forrest Warriner stated that CSDA has representatives that will come to the District upon request and review the General Manager description developed by the committee and also make recommendations on developing an interviewing and hiring process.
4. Board / Staff Discussion and Proposed Agenda Items  
Chairperson Carol Bailey-Wood said that Interim General Manager David Cole has used up his allotted time and does not feel he will have enough to complete the month. A suggestion was made by Vice-Chairperson Loraine Mirabal-Boubion to agendaize this discussion for the next meeting.  
Chairperson Bailey-Wood asked that contract negotiations with John Wallace for services as Interim General Manager be agendaized for the next meeting.  
Vice-Chairperson Mirabal-Boubion asked that the development of an interviewing and hiring process be agendaized for the next agenda.

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SSCSD

2/17/01

Terry Lambeth, committee member, was asked to fax the revised General Manager/ Secretary advertisement to John Wallace.

Vice-Chairperson Mirabal-Boublon will fax the revised General Manager/ Secretary job description to Mr. Schultz for legal review.

5. Adjournment

There being no further business the workshop/meeting was adjourned at 10:45 a.m.

REGULAR BOARD OF DIRECTORS MEETING  
SAN SIMEON COMMUNITY SERVICES DISTRICT

Date : Wednesday, February 14, 2001  
Place : Cavalier Banquet Room

MINUTES

OPEN SESSION : The meeting was called to order by Chairperson Carol Bailey-Wood at 7:00 p.m.

1. CALL TO ORDER :

1.1 Pledge of Allegiance

1.2 Roll Call :

Present - Chairperson Carol Bailey-Wood, Vice-Chair Loraine Mirabal-Boubion,  
David Kiech, Robert McLaughlin

Absent - Eric Schell

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

2. PUBLIC COMMENT :

2.1 Sheriff's Representative Presentation - Lt. Martin Basti of the County Sheriff's office said a minor incident involving a weapon occurred on Sunday, February 4, but the matter was peacefully resolved. He said that the case was handled quicker due to Deputy Scott Odom's proximity to the District, which allowed him to respond within 7 minutes of the call. Lt. Basti also reported that the Sheriff's office has acquired a dog which is being trained in narcotics detection, and that the last phase of the microwave signal upgrade is underway to improve the radio coverage in the north county area.

2.2 General Public - There was no general public comment to be offered.

2.3 Closed Session Report - Assistant District Counsel Michael Boyajian reported that the Board had earlier met in closed session to discuss pending litigation under Government Code Section 54956.9 (a), specifically the matter of Hawley v. County of San Luis Obispo, but that no reportable action was taken by the Board.

3. CONSIDERATION AND APPROVAL OF MINUTES:

Interim General Manager David Cole said that staff listed all outstanding Board minutes on the agenda to serve as a checklist reminder of the minutes that still need to be approved, although only the completed minutes would actually be acted upon. He said that approval of the minutes of the September 13 and November 8 meetings is complicated by the fact that three of the present Board members were not on the Board at the time that those meetings were held. However, District Engineer John Wallace said that the parliamentary "rule of necessity" allows for governing bodies to act under such circumstances and, therefore, the Board can approve the minutes of the November 8 meeting, as well as the minutes of the September 13 meeting when they become available.

Director McLaughlin moved, seconded by Vice-Chair Mirabal-Boubion, to approve the minutes

of the November 8, 2000 meeting of the Board of Directors as presented. The motion carried unanimously ( 4 - 0 ).

4. CONSIDERATION AND APPROVAL OF WARRANTS :

Director Kiech inquired about the purchase of tires for the truck and two pumping payments to Al's Septic Pumping Service. Water and Wastewater Superintendent Ron Head said the truck is now about 15 months old and the original tires had worn out, despite rotation every 6,000 miles. He said one payment to Al's Septic was for the annual cleaning of the big tank, and the other was because bags will not be able to be stored along the railings due to the beginning of the railing replacement project.

Director McLaughlin moved, seconded by Director Kiech, to approve the January 4 - February 7, 2001 Warrant Report as presented. The motion carried unanimously ( 4 - 0 ).

5. DISCUSSION / ACTION ITEMS:

5.1 Appointment of Interim General Manager

Interim Manager David Cole said this item was added to the agenda to allow the Board to discuss arrangements for an interim manager during the period after his departure on February 28 until a new General Manager is selected and starts work. He said that District Engineer John Wallace may be able to provide such assistance, and the Board could authorize the Chairperson and/or District Counsel to enter into such an arrangement, if it felt comfortable doing so.

After a brief discussion, a motion and second for such authorization were withdrawn to allow for preparation of an agreement outlining the details of an arrangement for Mr. Wallace's additional services as interim General Manager, with such agreement to be brought back to the Board for consideration.

5.2 Consideration of Committee Appointments

Chairperson Bailey-Wood said this matter can be deferred until the Board holds a workshop on strategic planning.

5.3 Consideration and Award of Bids Received for Wastewater Treatment Plant Safety Railing Repairs

Mr. Wallace reviewed the bids received for the safety railing repair project. He said that bids were sought in two ways: 1) for materials and installation, and 2) for materials only, with the installation to be performed by District and engineering staff. He said that a total of four bids were received, but one contained several deficiencies, leaving three bids for the Board to consider. He said two of those bids were for the material and installation option only, but one bidder submitted a proposal for both options.

After reviewing the proposals received, Mr. Wallace said the lowest responsive bid for materials and installation was from CraneVeyor Corporation of El Monte for the total amount of \$54,760, and he said CraneVeyor was also the only bidder to submit a bid for materials only, for \$28,321. Mr. Wallace recommended that the Board award the contract to CraneVeyor for materials only, with the installation to be done by District and engineering staff for an estimated cost of \$6,000.

Director McLaughlin asked about the project timetable and the method to dispose of the old railings. Mr. Wallace said the materials should be delivered within 60 days, and it should take the local staff about 30 days to install. Water and Wastewater Superintendent Ron Head said the old railings could be picked up with the regular trash collection. Director Kiech asked about the staff to be utilized and what type of warranty is available. Mr. Wallace said Plant Operator Michael Hassett and one or two South County treatment plant staff would do the installation work, and the only warranty would probably be one-year for the materials because local staff would do the installation. Vice-Chair Mirabal-Boubion asked if any outside funding might be available, and Mr. Wallace said that staff is pursuing several funding sources, including the wastewater energy reduction grant/loan program.

Director McLaughlin moved, seconded by Vice-Chair Mirabal-Boubion, to : 1) award the contract for purchase of anodized aluminum materials from the CraneVeyor Corporation of El Monte in the amount of \$28,321, and 2) direct staff to assist with the removal and re-installation of the new aluminum railings and appurtenances at an estimated cost of \$6,000, with the work to begin as soon as possible. The motion carried unanimously ( 4 - 0 ).

#### 5.4 Consideration of Placement of Public Recycling Containers

Chairperson Bailey-Wood reviewed the February 5 memorandum from County Solid Waste Coordinator Mary Whittlesey requesting that local agencies report the number of public recycling containers desired in their communities. She said that recycling is one of her top priorities, but that an extensive information/education program is necessary to make such a program successful.

Michael Hanchett of the Cavalier Inn said the local Chamber of Commerce had tried recycling, but found some of the requirements to be cumbersome. He said the Chamber would be glad to work with the Chairperson in a new effort. Mr. Wallace said that Ms. Whittlesey had told him that she planned to order a surplus of containers, so San Simeon could possibly participate later on, after details have been worked out.

Chairperson Bailey-Wood said she will discuss this matter with the Chamber of Commerce and Ms. Whittlesey and determine if San Simeon will be able to participate.

#### 5.5 Authorization to Apply for State Water Resources Control Board "Wastewater Energy Reduction Program" Grant / Loan

Mr. Wallace said staff has been analyzing this State funding program and has determined that San Simeon may be eligible for a grant of up to \$37,500 and a low interest loan of \$12,500 for repair of air line leaks at the wastewater treatment plant. He said staff is also examining several other possible funding sources, including a program sponsored by Pacific Gas and Electric Company, and the 2000-2001 Budget contains \$40,000 for such repairs.

Vice-Chair Mirabal-Boubion moved, seconded by Director McLaughlin, to authorize staff to submit an energy reduction program grant / loan application to the California Energy Commission by February 28, 2001. The motion carried unanimously ( 4 - 0 ).

#### 5.6 Consideration of Grant Application for CalFed Water Use Efficiency Program

Mr. Wallace said staff has also been pursuing this grant program, but has not yet received the informational materials from the State and the application deadline is February 15. He said staff will fax a grant application tomorrow if the Board authorizes submittal. Vice-Chair Mirabal-Boubion asked if these grant funds could be used for the wastewater recycling project. Mr. Wallace said that might be possible, but staff is not sure because the program materials still have not been received from the State.

Vice-Chair Mirabal-Boubion moved, seconded by Director McLaughlin, to authorize staff to submit a CalFed Water Use Efficiency Program grant application to the California Department of Water Resources. The motion carried unanimously ( 4 - 0 ).

#### 5.7 Consideration of Storage Building Alternatives

Mr. Wallace reviewed his February 7 memorandum, which included site plan sketches and cost estimates. He said the 2000-2001 Budget includes \$70,000 for this project, and that a two-bay block storage building could be constructed for that amount. In response to a question from Director McLaughlin, Mr. Wallace said he recommends the two-bay building design, but that staff could bring back a more definitive design for further consideration, if the Board would prefer.

Chairperson Bailey-Wood said that the recommended design seems to provide for the needs of the District and money is provided in the Budget, so she favors the project as proposed, but she asked if there was any public comment. Michael Hanchett of the Cavalier Inn said that no one disagrees with the need for a storage facility, but the central issue is the need for a master plan for the site, and that a portable storage facility would be more appropriate at this time. Terry Lambeth said the Facilities Committee thoroughly reviewed this matter within the past few years, and the Board should review the Committee files and minutes.

Director Kiech said he does not approve of the proposed design because the Board should develop a master plan for the plant site before committing to construction of a permanent storage facility. Mr. Hanchett said temporary structures can be rented for about \$400 per month or purchased for about \$6,000 and can be delivered from Long Beach in about a month, and he suggested that the Board authorize staff to immediately obtain such a temporary structure.

Director Kiech moved, seconded by Vice-Chair Mirabal-Boubion, to direct staff to pursue immediate acquisition of a temporary storage structure for the wastewater plant site.

Aye	: Vice-Chair Mirabal-Boubion, Director Kiech, Director McLaughlin	( 3 )
Nay	: Chairperson Bailey-Wood	( 1 )
Absent	: Director Schell	

Aye ( 3 ), Nay ( 1 ). The motion carried .

#### 5.8 Consideration of Waterline Alternatives between San Simeon and Cambria

Mr. Wallace said this matter was placed on the agenda to provide the Board with an opportunity to discuss the proposed pipeline between San Simeon and Cambria. He recommended that the Board designate an ad hoc Water Committee to meet with officials from the Cambria Community Services District to determine what options for water the two communities may have. Director McLaughlin concurred, and he recommended that Director Kiech and Chairperson Bailey-Wood serve on such a committee. Terry Lambeth agreed with the formation of such a committee, and he also volunteered to serve.

Vice-Chair Mirabal-Boubion moved, seconded by Director Kiech, to designate an ad hoc Water Committee comprised of Chairperson Bailey-Wood, Director Kiech, District Engineer Wallace and citizen representative Lambeth to meet with representatives of the Cambria Community Services District to discuss desalinization and other water alternatives. The motion carried unanimously ( 4 - 0 ).

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

Chairperson Bailey-Wood said that the Board should hold a special workshop on planning



and priority-setting, utilizing an outside individual to serve as a facilitator. She suggested that such a session be scheduled for about a three-hour period on a Saturday morning. The Board concurred, and asked that staff examine the possibility of arranging such a meeting for Saturday, March 3.

Chairperson Bailey-Wood also said that she would like the Board to consider amending the District Policy Manual to allow for the Chairperson to make and second motions. The Board agreed to add the matter to a future agenda for discussion and consideration.

The Board then briefly discussed the recruitment for a new permanent General Manager, and said that copies of the draft job description developed at the February 10 special meeting are available for public review and comment after the conclusion of this meeting. The Board then scheduled the next special meeting to discuss the General Manager recruitment for Saturday, February 17 at 9:30 a.m. in the Cavalier Inn Banquet Room.

7. ADJOURNMENT

There being no further business to come before the Board of Directors, Director McLaughlin moved, seconded by Vice-Chair Mirabal-Boubion, to adjourn. The motion carried unanimously, and the meeting adjourned at 8:40 p.m.

Minutes approved at Board of Directors meeting held \_\_\_\_\_, 20\_\_ on motion made by \_\_\_\_\_, seconded by \_\_\_\_\_,

with the following vote :

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

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

SPECIAL BOARD OF DIRECTORS MEETING  
SAN SIMEON COMMUNITY SERVICES DISTRICT

Date : Tuesday, February 6, 2001  
Place : Cavalier Inn Banquet Room

MINUTES

The meeting was called to order by Chairperson Carol Bailey-Wood at 6:00 p.m.

1. CALL TO ORDER :

1.1 Pledge of Allegiance

1.2 Roll Call :

Present - Chairperson Carol Bailey-Wood, Vice-Chair Loraine Mirabal-Boubion,  
David Kiech, Bob McLauaghlin, Eric Schell

Absent - None

Staff Present- Interim General Manager David Cole, District Counsel Robert Schultz,  
District Engineer John Wallace

2. PUBLIC COMMENT :

Chairperson Bailey-Wood said the main purpose of the meeting was to begin discussion and consideration of a recruitment of a permanent General Manager to follow Mr. Cole after his present agreement expires on February 28. She thanked those in attendance for their interest and asked for any comments they may have.

Terry Lambeth said the Board should pursue the recruitment with due diligence, and seek to find candidates who can manage well. Michael Hanchett of the Cavalier Inn asked about the process that the Board will utilize for the recruitment, and Chairperson Bailey-Wood replied that this meeting will begin to discuss that subject. Dee Dee Ricci asked where and when agendas for Board meetings are posted, and Interim Manager Cole said the agendas are normally posted on the Friday before each meeting at the District office entryway, the liquor store and at the Chamber of Commerce office.

3. DISCUSSION / ACTION REGARDING GENERAL MANAGER/SECRETARY POSITION AND OTHER MANPOWER NEEDS OF THE DISTRICT :

Mr. Cole began with a presentation on how a recruitment for such a managerial position is normally conducted, including publications that advertise such positions, timeframes and selection criteria. District Engineer John Wallace said the deadline for placing an ad in the next issue of Jobs Available is tomorrow, and his staff will be able to fax an ad to them. Vice-Chair Mirabal-Boubion asked if \$5000 would be sufficient to cover advertising and recruiting expenses, and Mr. Wallace said that it might.

Director McLaughlin moved, seconded by Vice-Chair Mirabal-Boubion, to authorize staff to expend up to \$5000 for advertisement and recruitment expenses for the General Manager recruitment. The motion carried unanimously ( 5 - 0 ).

Chairperson Bailey-Wood then asked for any public comment on the recruitment of a new permanent General Manager. Elizabeth O'Leary said the Board should consider dividing the General Manager and District Secretary duties, and assign responsibility for such matters as meeting minutes to the Office Administrator. Michael Hanchett, Sr. agreed and said the General Manager can serve as the District Secretary, but should not have to do routine clerical duties. Michael Hanchett, Jr. said the Board should analyze how other special districts structure their General Manager position, and perhaps consider hiring a retired manager with special district experience. Terry Lambeth said the Board should look at what the criteria would be for such a job in the private sector, and consider working with a consultant. Vice-Chair

Mirabal-Boubion said this matter was discussed at the recent California Special Districts Association conference in Monterey, and CSDA staff said that circuit riders are available to assist special districts, including serving as interim general managers.

Mr. Wallace passed out copies of General Manager job descriptions from four other special districts in the area and a reprint of a May 1996 CSDA newsletter article regarding such recruitments. Vice-Chair Mirabal-Boubion also distributed copies of job descriptions that she had obtained from the CSDA. Director McLaughlin asked Mr. Wallace to describe the arrangement his firm has with the Avila Beach Community Services District for General Manager services, and Director Schell asked how Mr. Wallace bills Avila Beach for his services. Mr. Wallace replied that Avila contracts his firm to operate their wastewater treatment plant and to serve as General Manager, and that he generally bills on a time and materials basis. However, Mr. Wallace also said his firm performs similar services for other special districts, and the billing arrangement varies, depending upon the individual needs of the district.

Director McLaughlin asked if the General Manager pay range established in the 2000 - 2001 Budget is sufficient to attract good candidates, and Chairperson Bailey-Wood said the Board will need to spend whatever is required to make the job competitive. Vice-Chair Mirabal-Boubion asked if the job can be a full-time position, and Interim General Manager Cole said that could be possible if the Board would carefully structure the duties and if the District commits itself to actively pursuing the capital improvement projects in the five-year master plan. District Counsel Robert Schultz said in recent years the pay for General Manager has been in the area of \$30,000 - 40,000 each year, and the Board should consider making the position a salaried job to reduce the significance of the number of hours worked each week. He also noted that the District may not have to pay benefits such as retirement if the job is out-sourced on a contractual basis. Director McLaughlin said the District needs a General Manager who is a good manager and proven leader, so either the District should hire a qualified professional or it should out-source the duties.

District Counsel Schultz said the District should establish a job description as soon as possible, and said the Board may want to consider retaining an outside facilitator to assist in defining the duties and establishing priorities. Michael Hanchett, Jr. said the Board should begin by conducting an operational review and detail all the duties that are being performed and need to be performed, then define the job. Chairperson Bailey-Wood asked him if he and Terry Lambeth would be interested in working with the Board to develop a job description, and both agreed. Director Kiech said the process should not preclude the possibility of out-sourcing to a consulting firm, and that a list of firms in the area which may be interested and available should also be developed.

The Board then discussed a timetable of special meetings to discuss the matter, and scheduled the next meeting for Saturday, February 10 at 9:00 a.m. in the Cavalier Inn Banquet Room. Mr. Wallace said his staff will place a generic ad in the next issue of Jobs Available, and that any more specific details about the job can be included in the subsequent ads. Chairperson Bailey-Wood asked Mr. Wallace if he would be available to serve as Interim General Manager after Mr. Cole leaves on February 28, and he said that could be arranged.

#### 4. DISCUSSION / ACTION REGARDING COMPENSATION AND FORM OF PAYMENT TO BOARD OF DIRECTORS :

District Counsel Schultz said this matter was added to the agenda because the District's auditor recently advised that the Internal Revenue Service announced that it intends to categorize special district directors as employees, thereby making directors' pay subject to withholding. Michael Hanchett, Sr. asked if such a reclassification would increase the District's workers' compensation costs. Mr. Schultz said that is a legitimate concern, and he would like to take some time to research that. Mr. Wallace said the South County Sanitation District apparently successfully challenged the IRS determination recently.

Director McLaughlin moved, seconded by Director Kiech, to defer consideration of this matter. The motion carried unanimously ( 5 - 0 ).

#### 5. BOARD / STAFF GENERAL DISCUSSION AND PROPOSED AGENDA ITEMS

Chairperson Bailey-Wood said that she and Mr. Wallace are attempting to arrange a meeting with Cambria Community Services District officials to discuss the proposed Warren reservoir , that she would like the Board to hold a planning/priority-setting workshop soon, and that she would like the Board to consider beginning the regular monthly Board meetings at 6:00 p.m. instead of 7:00 p.m.

Director McLaughlin said he would like the agenda of the February 14 Board meeting to include a discussion of a new garage/storage shed for the wastewater treatment plant site. Terry Lambeth inquired about the status of the water pipeline project, and Mr. Wallace replied that time is running short for the District to vest the pipeline prior to the deadline in June, and the Board may need to make a decision on this matter very shortly.

There being no further business to come before the Board of Directors, Chairperson Bailey-Wood declared the meeting adjourned at 7:30 p.m.

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

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

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

REGULAR BOARD OF DIRECTORS MEETING  
SAN SIMEON COMMUNITY SERVICES DISTRICT

Date : Wednesday, January 10, 2001  
Place : Cavalier Banquet Room

MINUTES

OPEN SESSION : The meeting was called to order by Chairperson Carol Bailey-Wood at 7:07 p.m.

1. CALL TO ORDER :

1.1 Pledge of Allegiance

1.2 Roll Call :

Present - Chairperson Carol Bailey-Wood, Vice-Chair Loraine Mirabal-Boubion,  
David Kiech, Robert McLaughlin, Eric Schell

Absent - None

Staff Present : District Counsel Robert Schultz, District Engineer John Wallace

2. PUBLIC COMMENT :

2.1 Sheriff's Representative Presentation - Lt. Martin Basti of the County Sheriff's office said he was not able to attend the December 13 meeting due to a schedule conflict, so he wanted to take this opportunity to congratulate and welcome the new Board members, and he said he will look forward to working with them. Lt. Basti then introduced Deputy Scott Odom, who will also be working the local shift, and Dep. Odom passed out his card to the Board members. Finally, Lt. Basti reported that the New Year holiday weekend went well, with only a few minor incidents. He said the new community patrol policy gives additional coverage to the area and seems to be keeping the number of incidents down.

2.2 General Public - Ed Tamoush of Dana Point, owner of a condo unit at 9128 Balboa Avenue, was present to express disagreement with several recent water bills for his unit, and said that the District owes him approximately \$1000 in overbilled water payments. District Counsel Robert Schultz said he would examine the matter.

3. CLOSED SESSION REPORT

District Counsel Schultz reported that the Board had earlier met in closed session to discuss pending litigation under Government Code Section 54956.9 (a), specifically the matter of Warren v. San Simeon Community Services District, but that no reportable action was taken by the Board. For the benefit of the audience Mr. Schultz also briefly described the meaning of reportable action as it applies to closed session discussions.

4. RESOLUTIONS COMMENDING OUTGOING BOARD MEMBERS

Chairperson Bailey-Wood introduced and read Resolutions No. 01-268, 01-269 and 01-270 commending former Board members Ardy May, Richard Andresen and Terry Lambeth, respectively.

Vice-Chair Mirabal-Boubion moved, seconded by Director McLaughlin, to adopt Resolutions No. 01-268, 01-269 and 01-270. The motion carried unanimously ( 5 - 0 ).

Vice-Chair Mirabal-Boubion then moved, seconded by Director McLaughlin, to direct staff to print copies of the resolutions on quality stock paper and frame them for presentation to the former Board members. The motion carried unanimously ( 5 - 0 ).

5. CONSIDERATION AND APPROVAL OF MINUTES:

Director McLaughlin moved, seconded by Director Kiech, to approve the minutes of the December 13, 2000 meeting of the Board of Directors as presented. The motion carried unanimously ( 5 - 0 ).

6. CONSIDERATION AND APPROVAL OF WARRANTS :

Vice-Chair Mirabal-Boubion noted that the electric bill was down significantly from the two previous months. Water and Wastewater Superintendent Ron Head said that was probably due to lower usage at the plant.

Director Kiech moved, seconded by Director McLaughlin, to approve the December 7, 2000-January 3, 2001 Warrant Report as presented. The motion carried unanimously ( 5 - 0 ).

7. DISCUSSION / ACTION ITEMS:

7.1 Presentation and Approval of 1999 - 2000 Annual Audit Report

Auditor Bob Crosby of Crosby & Cindrich certified public accountants was present to review and discuss his management advisory comments and independent auditor's report for the fiscal year ended June 30, 2000. Mr. Crosby said his report presents an unqualified opinion on the District's accounts, with no adverse or major issues noted. In his review of the financial statements, Mr. Crosby indicated that the District's balance sheet is healthy, with a good amount of cash and cash equivalents available for future improvements.

Mr. Crosby reviewed the notes to the financial statements, and said that they are similar to those of other recent audits, except for a minor format change. Vice-Chair Mirabal-Boubion noted that the 1999 operating revenue column on page 5 of the statements shows no service charge revenue, and Mr. Crosby said he was not sure why, but he could check that out.

Next, Mr. Crosby discussed the recommendations in his audit management letter. He said that the auditing task this year was more difficult because he never received the audit adjustments from the previous auditor, so he and Office Administrator Kim Allison had to begin by reconstructing the previous balances. In general, Mr. Crosby said he identified some differences in examining the accounts, but that the differences proved to be immaterial. He said that such differences can be avoided by regular reconciliation. He further recommended creation and maintenance of an accounts receivable aging list.

Finally, Mr. Crosby said that the Internal Revenue Service has indicated that they intend to categorize directors of special districts as employees, thereby making directors' pay subject to withholding. Mr. Crosby recommended that the Board reconsider its position and reclassify the compensation of directors as wages. After brief discussion, the Board agreed to discuss the matter at a future meeting. The Board then thanked Mr. Crosby for his presentation.

Director McLaughlin then moved, seconded by Vice-Chair Mirabal-Boubion, to accept the 1999-2000 Annual Audit Report prepared by Crosby and Cindrich certified public accountants. The motion carried unanimously ( 5 - 0 ).

#### 7.2 Consideration of Quarterly / Annual Investment Report and Investment Policy Review

District Engineer John Wallace reviewed the December 31, 2000 quarterly investment report, the 2000 annual investment report, and the District Investment Policy. He said the District Policy Manual requires the Board to consider the quarterly and annual investment reports and to either amend or re-adopt the District Investment Policy.

Vice-Chair Mirabal-Boubion moved, seconded by Director Schell, to accept the December 31, 2000 quarterly investment report and the 2000 annual investment report, and to re-adopt the District Investment Policy as it stands. The motion carried unanimously ( 5 - 0 ).

#### 7.3 Water Recycling Planning Study

Mr. Wallace began the presentation by introducing Senior Engineer Steven Tanaka of his firm, who had made the original planning study presentation at the December 13 Board meeting. Mr. Tanaka discussed potential markets for secondary and tertiary recycled water, reviewed the alternatives available, and outlined the study's recommended two-phase implementation plan, estimated costs, and project timetable.

In response to a question from Vice-Chair Mirabal-Boubion regarding build-out of the District, Mr. Wallace said the study addressed full build-out as a plausible scenario. Director McLaughlin asked about the cost-effectiveness, and Mr. Wallace said that would be the next stage of the project that the Board would need to consider. Chairperson Bailey-Wood asked what role the State will play, and Mr. Wallace said the State will undertake a technical/engineering review of the study report, but the District will not have to implement any of the project proposals if it does not wish to. Terry Lambeth was present to ask if the State would possibly change the study or project proposals, and Mr. Wallace said that the District would make the decisions on any actual development alternatives, while the State will just review the technical adequacy .

Director McLaughlin moved, seconded by Director Schell, to accept the Water Recycling Planning Study and to refer the study report to the State for consideration. The motion carried unanimously ( 5 - 0 ).

#### 7.4 Evaluation of Clyde Warren Reservoir Water Supply Alternative

Mr. Wallace said his staff analyzed the cost of conducting a review of the Warren reservoir proposal, as requested at the December 13 Board meeting. He reviewed the scope of work to be undertaken, and said his staff would coordinate the study with Cambria and make use of existing available studies as much as possible, such as a 1986 San Simeon Creek water diversion and storage project study which analyzed a similar concept.

According to Mr. Wallace, such a study could be completed in 2 - 3 months at a total cost of approximately \$10,000 - 15,000. He said the 2000 - 2001 District Budget contains \$50,000 for water project analysis, and the study would be phased so that it could be halted at any point.

Vice-Chair Mirabal-Boubion asked if such a reservoir idea is actually feasible. Mr. Wallace said that it is feasible from a technical/engineering standpoint, but that the feasibility of a joint project with Cambria would depend on whether sufficient surface water would be available continually to sustain the needs of both communities. He said that Cayucos just approved a surface water treatment facility at a cost of \$3 million.

Chairperson Bailey-Wood said she favors pursuing the study because so many people have expressed concern about water availability, but that we should carefully examine possible funding sources. Director McLaughlin asked if the study should be conducted in cooperation with Cambria. Mr. Wallace said that Cambria should be included, and he recommended that the San Simeon water committee meet with the Cambria water committee to discuss this.

Vice-Chair Mirabal-Boubion moved, seconded by Director Schell, to authorize staff to begin analysis of the Clyde Warren reservoir proposal in accordance with the scope of services submitted by John L. Wallace & Associates. The motion carried unanimously ( 5 - 0 ).

8. BOARD / STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

Chairperson Bailey-Wood said that she would like to give a regular report each month on her attendance at the North Coast Advisory Council meetings, that appointment of committees should be placed on the agenda of the February 14 Board meeting, and that the Board should hold a special workshop meeting to discuss the General Manager position. District Counsel Robert Schultz suggested that the meeting be held prior to the February 14 Board meeting and that the agenda be broadened to discuss personnel issues in general. Chairperson Bailey-Wood also suggested that the Board discuss a District policy on response to communications from the public. Board members said that routine communications can be handled by the General Manager, while policy issues should be agendized.

The Board members then discussed with staff issues relating to the cost of energy, air line leaks in the plant system, and a back-up generator or stand-by generator arrangements for the plant. District Engineer Wallace said the plant safety railing bids will be on the February 14 Board agenda, with bids for air line leaks to follow, and staff is pursuing possible energy-saving grant funds for these and other projects. District Counsel Schultz said that the generator issues could be placed on the February or March board agenda.

9. ADJOURNMENT

There being no further business to come before the Board of Directors, Chairperson Bailey-Wood declared the meeting adjourned at 8:30 p.m.

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

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



## SAN SIMEON COMMUNITY SERVICES DISTRICT

## WARRANT REPORT

February 8 through March 7, 2001

DATE	NUM	NAME	WARRANT #	MEMO	AMOUNT
2/8/01	3090	SCHULTZ TRANSPORTATION	0102-001	MONTHLY CONTAINER RENTAL	-\$80.00
2/8/01	3091	CRYSTAL SPRINGS WATER	0102-002	WATER DELIVERY	\$50.50
2/8/01	3092	CAMBRIA HARDWARE	0102-003	BROOM, GLOVES, HACKSAW BLADE...	\$127.48
2/8/01	3093	ROBERT MCLAUGHLIN	0102-004	REIMBURSEMENT FOR SEMINAR EXPENS	\$350.40
2/8/01	3094	PACIFIC BELL	0102-005	TELEPHONE	\$205.44
2/8/01	3095	FGL ENVIRONMENTAL	0102-006	INORGANIC ANALYSIS	\$137.40
2/8/01	3096	C.C.S.D.	0102-007	EFFLUENT COLIFORM MPN	\$250.00
2/8/01	3097	AT&T	0102-008	LONG DISTANCE	\$30.96
2/8/01	3098	VERIZON WIRELESS	0102-009	CELL PHONE	\$64.93
2/8/01	3099	SWRC	0102-010	WWTP CERTIF. FOR MIKE HASSETT	\$70.00
2/8/01	3100	MISSION COUNTRY DISPOS.	0102-011	RUBBISH	\$203.07
2/8/01	3101	MISSION UNIFORM SERVICE	0102-012	TOWELS & COVERALLS	\$64.26
2/8/01	3102	PUBLIC EMP. RET. SYSTEM	0102-013	HEALTH INSURANCE FOR FEBRUARY	\$1,110.76
2/8/01	3103	PUBLIC EMP. RET. SYSTEM	0102-014	RETIREMENT FOR JANUARY	\$1,404.27
2/13/01	3104	LORAIN MIRABAL-BOUBION	0102-015	REIMBURSEMENT FOR SEMINAR EXPENS	\$360.28
2/13/01	3105	BASIC CHEMICAL SOLUTIONS	0102-016	SODIUM HYPOCHLORITE & BISULFITE	\$1,033.05
2/13/01	3106	SLO CO ENVIRON HEALTH	0102-017	HAZARDOUS MATERIALS HANDLER	\$120.00
2/13/01	3107	HUNT & ASSOCIATES	0102-018	ATTORNEY FEES	\$1,094.65
2/13/01	3108	ROSSI & CARR	0102-019	REPLACE OLD WIRING & TROUBLE SHOO	\$580.63
2/13/01	3109	PG&E	0102-020	ELECTRICITY	\$4,830.25
2/14/01	3110	SLO COUNTY NEWSPAPERS	0102-021	LEGAL AD FOR RAILING BIDS	\$132.68
2/14/01	3111	KIMBERLY ALLISON	0102-022	PAYROLL 2/1/01-2/15/01	\$418.54
2/14/01	3112	VOID	VOID	VOID	\$0.00
2/14/01	3113	MICHAEL HASSETT	0102-023	PAYROLL 2/1/01-2/15/01	\$1,299.45
2/14/01	3114	RONALD HEAD	0102-024	PAYROLL 2/1/01-2/15/01	\$2,066.59
2/14/01	3116	VICTOR BACKHOE SERVICE	0102-025	ABANDON WATER MAIN ON 55 AVENUE	\$1,081.56
2/14/01	3118	DAVID COLE	0102-026	INTERIM GENERAL MANAGER FEE	\$2,020.00
2/15/01	3117	CAROL BAILEY-WOOD	0102-027	MONTHLY BOARD SERVICE FOR FEB.	\$75.00
2/15/01	3118	DAVID KIECH	0102-028	MONTHLY BOARD SERVICE FOR FEB.	\$75.00
2/15/01	3119	ROBERT MCLAUGHLIN	0102-029	MONTHLY BOARD SERVICE FOR FEB.	\$75.00
2/15/01	3120	LORAIN MIRABAL-BOUBION	0102-030	MONTHLY BOARD SERVICE FOR FEB.	\$75.00
2/15/01	3121	VIKING OFFICE PRODUCTS	0102-031	CARTRIDGES, PORTFOLIOS, LOG BOOK	\$200.62
2/15/01	3122	GROENIGER & COMPANY	0102-032	STEEL PIPE, PLUMBING SUPPLIES	\$407.52
2/20/01	3123	CAROL BAILEY-WOOD	0102-033	REIMBURSEMENT FOR SEMINAR EXPENS	\$362.90
2/20/01	3124	AL'S SEPTIC PUMP SERVICE	0102-034	PUMP & DISPOSAL OF HOLDING TANKS	\$1,920.00
2/20/01	3125	ERIC SCHELL	0102-035	REIMBURSEMENT FOR SEMINAR EXPENS	\$325.69
2/27/01	3126	KIMBERLY ALLISON	0102-036	PAYROLL 2/18/01-2/28/01	\$455.94
2/27/01	3127	MICHAEL HASSETT	0102-037	PAYROLL 2/18/01-2/28/01	\$1,282.05
2/27/01	3128	RONALD HEAD	0102-038	PAYROLL 2/18/01-2/28/01	\$1,879.08
3/8/01	3129	DAVID COLE	0102-039	INTERIM GENERAL MANAGER FEE	\$1,740.00
3/8/01	3130	EMPLOYMENT DEV. DEPT.	0103-001	INTERIM TAXES	\$555.17
3/8/01	3131	MID-STATE BANK	0103-002	PAYROLL TAXES	\$1,928.42
3/8/01	3132	PUBLIC EMP. RET. SYSTEM	0103-003	HEALTH INSURANCE FOR MARCH	\$1,110.76
3/8/01	3133	PUBLIC EMP. RET. SYSTEM	0103-004	RETIREMENT FOR MARCH	\$1,417.65
3/8/01	3134	JOHN WALLACE & ASSOC.	0103-005	DISTRICT ENGINEERING	\$997.39
3/8/01	3134	MAJOR PROJECTS	0103-005	RAILINGS, AIR PIPING, PIPELINE ETC.	\$1,768.45
3/8/01	3135	FGL ENVIRONMENTAL	0103-006	INORGANIC ANALYSIS & EPA 524.2	\$208.20
3/8/01	3136	A BETTER BEEP	0103-007	PAGER	\$32.45
3/8/01	3137	CRYSTAL SPRINGS WATER	0103-008	WATER DELIVERY	\$43.75
3/8/01	3138	MISSION COUNTRY DISPOS.	0103-009	RUBBISH	\$203.07
3/8/01	3139	MISSION UNIFORM SERVICE	0103-010	TOWELS & COVERALLS	\$84.24
3/7/01	3140	UNDERWATER RESOURCES	0103-011	OUTFALL MAINTENANCE	\$1,150.00
3/7/01	3141	CAMBRIA HARDWARE	0103-012	PLUMBING SUPPLIES, SAW, DRILL BITS...	\$130.96
3/7/01	3142	JOBS AVAILABLE INC.	0103-013	AD FOR GENERAL MANAGER	\$165.00
3/7/01	3143	SAN LUIS POWERHOUSE	0103-014	GENERATOR MAINTENANCE	\$180.00
3/7/01	3144	FORESTRY SUPPLIES, INC.	0103-015	WORKBOOTS FOR RON	\$139.85
3/7/01	3146	SCHULTZ TRANSPORTATION	0103-016	MONTHLY CONTAINER RENTAL	\$60.00
3/7/01	3148	MID-STATE BANK	0103-017	GAS & OIL, WATER HEATER, TRUCK MAIN	\$1,237.64
3/7/01	3147	BASIC CHEMICAL SOLUTIONS	0103-018	SODIUM HYPOCHLORITE & BISULFITE	\$2,253.03
3/7/01		TOTAL			\$41,773.26

Post-It® Fax Note

7671

Date	3/8/01	# of pages	1
From	Kim		
Co./Dept.	C.C.S.D.		

**SAN SIMEON COMMUNITY SERVICES DISTRICT**


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

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**MEMORANDUM**

**DATE:** March 14, 2001

**TO:** Board of Directors, San Simeon Community Services District

**FROM:** John L. Wallace, District Engineer 

**SUBJECT:** Agreement for Interim General Manager

**RECOMMENDATION:**

Review and consider the attached agreement between the District and John Wallace and Associates for consultant services. This agreement provides for Interim General Manager services for up to a three month period of time in accordance with the terms of the agreement.

**FUNDING:**

Maximum costs under this agreement are **\$10,000**.

Funds are available in the current FY 2000-01 budget under General Manager Services and Consultant Services.

**DISCUSSION:**

Staff continues to recruit for a permanent General Manager and in the meantime is providing the District with the option of executing the attached Agreement for Interim General Manager services. At the present time, ads for the General Manager have been placed with various professional organizations in accordance with the specifications worked out in the District's meeting on February 6<sup>th</sup> and workshop on February 17<sup>th</sup>.

To date, we have received requests for six applications and have received several resumes in anticipation of formal applications.

It is anticipated that at the Board's April meeting a closed session can be held with respect to personnel in order to discuss and refine the candidates that have been qualified at that point in time. Interviews could be scheduled in late April and hopefully, a selection can be made by the Board at its May 9<sup>th</sup> meeting.

With an appropriate notice and transition period it is hoped that a new General Manager could be selected and be at the Board's meeting on June 13<sup>th</sup>.

AGREEMENT BETWEEN SAN SIMEON COMMUNITY SERVICE DISTRICT  
AND JOHN L. WALLACE & ASSOCIATES, FOR CONSULTANT SERVICES

THIS AGREEMENT is made and entered into this \_\_\_ day of March, 2001, by and between the SAN SIMEON COMMUNITY SERVICE DISTRICT, a community service district, hereinafter referred to as "SSCSD", and JOHN L. WALLACE & ASSOCIATES, hereinafter referred to as "Consultant."

RECITALS

WHEREAS, Government Code Section 37103 authorizes SSCSD to engage specially trained and experienced persons or firms for special services and advice in financial, economic, accounting, engineering, legal, or administrative matters; and

WHEREAS, SSCSD requires the services of Consultant by providing special services and advice of a type authorized by Section 37103; and

WHEREAS, Consultant is specially trained and possesses special skills, education, experience, and competency to perform the services and provide the advice needed; and

WHEREAS, SSCSD has chosen Consultant to perform the work as required in this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of these recitals and the mutual covenants contained herein, SSCSD and Consultant agree as follow:

1. The above recitals are true and correct.
2. Services To Be Provided By Consultant.

(a) Consultant shall act in a professional capacity to assist SSCSD. Consultant's work shall conform to all applicable statutes, laws, regulations, and professional standards for such work.

(b) Consultant shall assist SSCSD as the Interim General Manager. Such assistance shall be at the discretion of the Board of Directors of the SSCSD.

(c) Consultant shall provide, as requested by SSCSD, advice and recommendations concerning the administrative operation, staffing and equipment needs of SSCSD.

(d) Consultant shall perform other duties, for which he is qualified, as directed by the Board of Directors of SSCSD.

3. Performance of Services.

The manner in which the services are to be performed and the specific hours to be worked by Consultant shall be determined by Consultant in consultation with the Board of Directors of SSCSD. SSCSD will rely on Consultant to work as many hours as may be reasonably necessary to fulfill Consultant's obligations under this Agreement. It is understood and agreed upon between the parties that the performance of services pursuant to this agreement is separate and apart from any and all engineering services that consultant shall perform as SSCSD's Engineer.

4. Compensation.

Consultant shall be compensated for his services at the rate of Sixty-Five Dollars per hour (\$ 65.00 per hour). In no event shall SSCSD be liable for paying more than Ten Thousand Dollars (\$ 10,000.00) for CONSULTANT's services rendered per this Agreement. This amount shall not be exceeded, and includes any and all reimbursable expenses, the aggregate sum of which shall not be exceeded without the prior written approval of the Board of Directors.

5. Term and Termination of Agreement.

The term of this Agreement shall be for three (3) months, beginning on March 1, 2001. Either party may terminate this Agreement by tendering written notice to the other party thirty days before the effective date of termination. In such event, or upon request of the SSCSD, CONSULTANT shall assemble all SSCSD documents in the CONSULTANT's possession and put them in order for proper filing and closing, and deliver said documents to SSCSD. In the event of termination, CONSULTANT shall be paid for work performed to the termination date. SSCSD shall make the final determination as to the portion of tasks completed and the compensation to be made.

6. Changes in Scope of Work.

The parties hereto may extend and/or modify the terms of this Agreement by mutual written consent.

7. Indemnification.

During all phases of this agreement, Consultant agrees to indemnify and save harmless SSCSD, its officers, agents, and employees from any and all claims, demands, losses, or expenses including attorney fees which the SSCSD, its officers, agents, and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, arising out of, or connected with Consultant's negligent acts or omissions under the terms of this Agreement.

During all phases of this agreement, SSCSD agrees to indemnify and save harmless Consultant, its officers, agents, and employees from any and all claims, demands, losses, or expenses including attorney fees which the Consultant, its officers, agents, and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, arising out of, or connected with SSCSD's negligent acts or omissions under the terms of this Agreement.

8. Ownership Of Documents

All plans, studies, sketches, drawings, reports, and specifications as herein required are the property of the SSCSD, whether the work for which they are made be executed or not. In the event this Agreement is terminated, and at the end of the term of this Agreement, all such plans, studies, sketches, drawings, reports, and specifications shall be delivered immediately to the SSCSD. Consultant may retain one copy of each document for his records, but shall have no proprietary rights to them.

9. Status Of The Consultant

The Consultant shall perform the services provided for herein in Consultant's own way as an independent contractor and in pursuit of Consultant's independent calling. Consultant is not to be considered an employee of the SSCSD, nor shall any employees of Consultant be considered employees of the SSCSD, for any purpose. Consultant shall be under the direction and control of SSCSD Board only as to the results to be accomplished. Consultant shall be free to pursue his calling excepting only to the extent contained in this Agreement or not in conflict with same.

10. Assignment And Subcontracting.

(a) Consultant is being retained due to its special qualifications to perform services as described herein. Therefore, Consultant shall not assign this Agreement, any part thereof, or any compensation due thereunder without the written consent of the SSCSD.

(b) All terms, conditions, and provisions hereof shall inure to and bind each of the parties hereto, and each of their respective heirs, executors, administrators, successors, and assigns.

11. Agreement Contains All Understandings.

(a) This document (including all exhibits referred to above and attached hereto) represents the entire and integrated Agreement between SSCSD and Consultant and supersedes all prior negotiations, representations, or Agreements, either written or oral. This document may be amended only by written instrument, signed by both SSCSD and Consultant. The body of this Agreement shall supersede any discrepancy that may exist with respect to any attached exhibits or documents incorporated by reference.

(b) No oral agreement or representation by any officer, agent, or employee of either party made during or after the execution of this Agreement shall become a part of this Agreement except to the extent such oral agreement or representation is expressly reflected in this written Agreement or a written amendment to this Agreement.

12. Disputes.

If a dispute should arise regarding the performance of this Agreement or compensation for work performed under this Agreement, the parties hereby agree to make good faith and reasonable attempts to settle the dispute through subsequent agreement between Consultant's principal and SSCSD. In the event that a dispute continues, the Consultant is required to continue performing under this Agreement pending resolution of the dispute. Nothing in this procedure shall prohibit the parties

from seeking remedies available to them at law after they have made a good faith and reasonable attempt to resolve the dispute pursuant to the provisions of this section. In the event of litigation arising out of the performance of the obligations of this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and other litigation expenses.

13. Nonexclusivity.

It is understood and agreed that Consultant will be engaged in the practice of providing consulting services and may continue such practice during the period of this Agreement.

14. Interpretation.

The terms and conditions of this Agreement shall be construed pursuant to their plain and ordinary meaning and shall not be interpreted against the maker by virtue of that party having drafted the Agreement.

15. Professional Skill.

It is further mutually understood agreed by and between the parties hereto that Consultant is skilled in the professional calling necessary to perform the work agreed to be done under this Agreement, and that SSCSD, not being skilled in such matters, relies upon the skill of Consultant to do and perform his work in the most skillful manner in accordance with generally accepted professional practice and Consultant agrees to thus perform his work, and the acceptance of his work by the SSCSD shall not operate as a release of Consultant from said Agreement.

16. Notices.

All notices shall be in writing and given either by personal service or delivery by the United States Postal Service, or its successor, postage prepaid to the specifically named person(s) or the holder(s) of a designated position. Notices shall become effective insofar as service is concerned on the date of personal service and five days following postmark from the United States Postal Service. Notices/communications between the parties to this Agreement may be sent to the following addresses:

SSCSD:           SAN SIMEON COMMUNITY  
                    SERVICE DISTRICT  
                    111 Pico Ave.  
                    San Simeon, CA 93452

Consultant:     JOHN L. WALLACE  
                    John L. Wallace & Associates  
                    4115 Broad Street  
                    San Luis Obispo, CA 93401

IN WITNESS WHEREOF, we have hereunto set our hands and seals.

SAN SIMEON COMMUNITY  
SERVICE DISTRICT

CONSULTANT

By: \_\_\_\_\_  
Chairperson

By: \_\_\_\_\_  
John L. Wallace, Consultant

*rws/sscsd.Agt.InterimGeneralMgr.Wallace*



## Special District Risk Management Authority

# SDRMA Report

### Calendar of SDRMA Events

March 9, 2001  
*Spring Education Day  
Workshop*  
Redding, California

March 22, 2001  
*SDRMA Board Meeting*  
Sacramento, California

#### RENEWAL QUESTIONNAIRES

As spring approaches, we know that SDRMA members' thoughts turn to the Renewal Questionnaire. Staff is currently preparing the questionnaire, which will be sent to all current SDRMA members in February for the 2001-02 Program Year. Members have questioned what will happen to the cost of insurance for the upcoming year given the 'hard' market conditions, and what impact it has on SDRMA membership. Because the members of SDRMA purchase risk financing (insurance) as a group or Joint Powers Authority, SDRMA can take advantage of an excellent loss history to obtain the most attractive rates in the marketplace. For the past few years the insurance market as a whole has been 'soft', meaning the pricing has been very subjective, with some programs offering 'cut rate' pricing to attract market share. As losses and related expenses continued to

increase for the commercial insurance market, the pricing offered did not meet the increased expense. Insurers were paying out more dollars than they were taking in and strong stock market returns offset this deficit. Now that the market has slowed, the pricing offered by the commercial insurers has started to rise to compensate for rising expenses. The SDRMA Board and CEO are working with SDRMA broker AON to obtain the most favorable rates for SDRMA members in a turbulent market.

#### IMPORTANT NOTICE

SDRMA members will be receiving a *Notice of Proposed Bylaw Amendment*. This Bylaw amendment is being proposed by the Board of Directors in order to provide a greater opportunity for SDRMA members to participate in the election process for SDRMA Directors, and provide maximum flexibility to all members. This proposed amend-

ment would allow for mail-in (absentee) ballots, in addition to being able to vote at the annual member meeting. The proposed amendment will be considered by the full SDRMA Board at the March 22, 2001 meeting. The Board encourages any member with comments or recommendations to the proposed changes to contact SDRMA CEO Jim Towns at 800.537.7790.

#### SDRMA EDUCATION DAY

The Board and staff of SDRMA is pleased to announce that the Spring Education Day/Workshop will take place on Friday, March 9, 2001 at the Holiday Inn located at 1900 Hilltop Drive in Redding. A registration form with more information regarding this workshop will be mailed to all members by February 15. Members who attend will be eligible to earn CIP credits for the upcoming 2001-02 Program Year. If you have any questions, please call Dennis Timoney at 800.537.7790.

## JOB OPPORTUNITIES

**GENERAL MANAGER – South San Joaquin Irrigation District** – Located in San Joaquin County and includes the communities of Manteca, Escalon and Ripon. The District's focus has traditionally been the delivery of irrigation water to the approximately 60,000 acres of predominately trees and vines within the District. The District has an organization of 56 employees with an annual operating budget exceeding \$7 million.

The General Manager reports to an elected five-member Board of Directors. In addition to managing the District's extensive irrigation delivery system, the General Manager will also play a major role in the development of the District's proposed water treatment plant which will deliver water to four nearby cities, the modernization of the District's irrigation delivery

system and the potential development of a retail electric business within the framework of regulations affecting water rights, water quality and endangered fisheries.

The ideal candidate will have management-level experience in public water systems. The successful candidate will be a proven leader, knowledgeable in California water issues, water rights and related regulatory issues and a skilled business manager and negotiator. The final filing date for the position is Friday March 23, 2001. Brochure available. Please send resume, current salary and a list of three work-related references to: SHANNON ASSOCIATES, 740 University Ave., Ste 130, Sacramento, CA 95825, 916.567.4280(p), 916.567.1220(f), Email: resumes@shannonassoc.com, Website: www.shannonassoc.com.

**GENERAL MANAGER – San Simeon Community Services District** – Seeking qualified applicants for General Manager. Salary negotiable depending upon qualifications. District will consider those candidates with progressively responsible experience with at least five years in a senior leadership position. A Bachelor's degree in Public Administration, Business Administration or closely related field is desired. Specific knowledge in the areas of municipal finance, budgeting, personnel, labor relations and information systems. Resumes are welcome, but will not be accepted in lieu of a completed District Application.

For an application form or further information, contact Craig Taylor at the Interim District Administration Office: 805.544.4011. EOE.



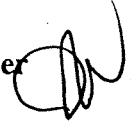


**SAN SIMEON COMMUNITY SERVICES DISTRICT**

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

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**MEMORANDUM**

**DATE:** March 14, 2001  
**TO:** Board of Directors  
**FROM:** John L. Wallace, District Engineer   
**SUBJECT:** Public Recycling Containers

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Chairman Bailey-Wood will report on the current status of this subject if information was available from the County Public Works Department.

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

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

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**MEMORANDUM**

**DATE:** March 14, 2001  
**TO:** Board of Directors  
**FROM:** John L. Wallace, District Engineer   
**SUBJECT:** Mid-Year Budget Review--Request for Auditor's Review

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**RECOMMENDATION:**

Direct Staff to prepare a budget progress report as to status of revenues and expenses as of February 28<sup>th</sup> and provide to the District's Auditor (Crosby and Cindrich) for review and comment. Return to the Board with a report at the April Board meeting.

**FUNDING:**

This activity has not been specifically funded in the FY 2000-01 Budget. Funds can be made available from other underfunded activities and/or from contingencies. It is estimated that the cost of the auditor's services will not exceed \$1,000.

**DISCUSSION:**

At the adoption of the current fiscal year's budget in September of 2000, the Board indicated it's desire to review the budget at mid-year to make any adjustments and to review the status of overall revenues and expenditures. Year to date progress against projections in each of the line items will provide the Board with a better understanding of where the District stands for the remaining part of the fiscal year and to provide a basis for the next year's budget estimates. Also, with the transition of staff over the last six months, it is appropriate to review the status of the budget and to have the District's auditor review the status of the accounts and comment to the Board on how the recommendations from the last year's audit report have been implemented.

It is anticipated that this report and comments can be available for the April meeting and provide a good foundation for the preparation of the Draft FY 2001-02 Budget.

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

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

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**MEMORANDUM**

**DATE:** March 14, 2001

**TO:** Board of Directors

**FROM:** John L. Wallace, Interim District Manager

**SUBJECT:** Storage Building Alternates and Cost Comparisons; Review of Temporary Facilities

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**RECOMMENDATION:**

Staff recommends the Board;  
Receive report and provide direction to staff.

**FUNDING:**

This project has been funded through the approved 2000/01 Fiscal Year Budget under Combination Projects C-2 for **\$70,000**.

**DISCUSSION:**

Previously the Board has reviewed the construction of a new shop to be located at the treatment plant site. Various options for a permanent facility were most recently presented to the Board at the February 14, 2001 meeting.

At that meeting, the Board continued the discussion of a permanent building and asked staff to obtain costs for portable type structures for temporary use until a final decision can be made as to the location for a permanent structure with the concern that a permanent structure may interfere with the expansion of the plant and reclamation facilities at some point in the future. Staff has investigated these options as follows:

Leased mobile offices and storage buildings are available for a minimum 6-months. Up-front costs for insurance, delivery freight, set-up and knock-down, tie down installation and removal and return freight is estimated at **\$1,500**.

Monthly lease payments for an 8' X 20' (160 sq. ft.) mobile storage unit is estimated at **\$175** (please see attached summary). An annual lease would equal **\$2,100**. This mobile storage unit does not include plumbing or electrical. Access for trailering a portable unit is limited due to the switch-back feature of the wastewater treatment plant entrance. Prior to ordering a portable building unit, operations staff will need to confirm if the existing access will accommodate a twenty-four foot

trailer/structure and delivery truck. If it does not, a crane would need to be brought in at additional set-up and break-down cost. The total estimated budget cost for a wood modular building of 160 square feet is \$4,600.

A temporary wood ramp would need to be constructed for either unit to access the building for heavy equipment storage. Operations staff could build a ramp for approximately \$500.

A Sea Train or Ocean Cargo containers are also available for purchase or lease. The purchase price for a used 8' X 20' steel container is \$2,000 plus tax, shipping and placement. A three month minimum lease is available for the same container for \$100 per month. It is estimated that the shipping cost for delivery and pick-up is \$1,000. Placement and pick-up are also estimated at \$1,000. The total estimated budgeted amount to lease a steel ocean container for one year is \$3,200 (see attached quotation).

A cost comparison summary is attached for review on other storage building alternates.

With respect to the permanent structure and its possible interference with future plant expansion, staff has reviewed the Wastewater Treatment Plant Flow Capacity Study prepared by Kennedy-Jenks Consultants in November 1994, for the District's planning use. The study identifies several alternates for total "build out" plant capacity to 300,000 gallons per day. Given the considerations of the study and future treatment capacity needs, the favored alternative for plant expansion would involve rebuilding the process equipment within the equalization tank and would not conflict with a permanent storage facility at the southeast corner of the treatment plant site. This location also does not conflict with the existing treatment system. Attached is a previous staff report with sketches showing the treatment plant expansion alternatives.

Another possible conflict that has been investigated is that for positioning reclamation water filters and tanks. While it is possible that some of this equipment could be placed in the area proposed for the storage building, the filters that would be used for tertiary treatment for the projected demand rate of future District needs are relatively small and could be installed at several locations throughout the plant.

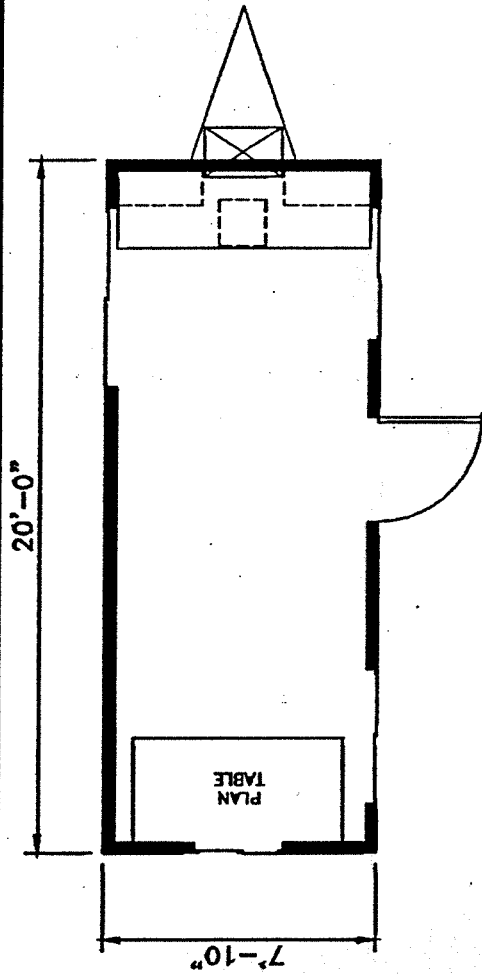
# SAN SIMEON COMMUNITY SERVICES DISTRICT

## TEMPORARY STORAGE FACILITY COST COMPARISON

DESCRIPTION	WOOD MODULAR  (160 SF)	STEEL CARGO  (160 SF)
ANNUAL RENTAL	\$2,100	\$1,200
SHIPPING DELIVERY AND PICK-UP	INC.	\$1,000
PLACEMENT (CRANE)	\$1,000	\$1,000
SET-UP AND BREAK-DOWN COST	\$1,500	\$0
<b>TOTAL ESTIMATED COST</b>	<b>\$4,600</b>	<b>\$3,200</b>

JOB # 084.02  
TEMPSTORAGE.XLS

March 8, 2001  
CRT



### Specifications

- |  |  |   |
|--|--|---|
| <p><b>Size(s)</b></p> <ul style="list-style-type: none"> <li>• 24' Long (including hitch)</li> <li>• 20' Box size</li> <li>• 8' Wide</li> <li>• 7' Ceiling height</li> </ul> <p><b>Interior Finish</b></p> <ul style="list-style-type: none"> <li>• Paneled walls</li> <li>• Vinyl tile floors</li> <li>• Acoustic or paneled ceiling</li> </ul> | <p><b>Furniture</b></p> <ul style="list-style-type: none"> <li>• One built-in desk with file cabinet</li> <li>• One built-in plan table</li> <li>• Overhead shelf</li> </ul> <p><b>Electric</b></p> <ul style="list-style-type: none"> <li>• Fluorescent ceiling lights</li> <li>• 60 Amp Breaker panel</li> <li>• 110/240 Volt single phase electric</li> </ul> | <p><b>Windows/Door</b></p> <ul style="list-style-type: none"> <li>• Horizontal sliding windows (locations may vary)</li> <li>• Steel door with standard lock</li> </ul> <p><b>Heating and Cooling</b></p> <ul style="list-style-type: none"> <li>• Thru-wall or roof mount AC unit w/heat</li> </ul> <p><b>Exterior Finish/Frame</b></p> <ul style="list-style-type: none"> <li>• Wood siding</li> <li>• I-Beam or C-Channel frame</li> <li>• Standard drip rail gutters</li> </ul> |
|--|--|---|

Additional floor plans available. Floor plans and specifications may vary from those shown and are subject to in-stock availability.

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OFFICE TRAILERS  
STORAGE CONTAINERS & TRAILERS  
MODULAR BUILDINGS  
ROLL-OFF REFUSE SERVICES

December 1, 1999

Craig Taylor  
John Wallace & Assoc.  
Ph: (805) 544-4011  
Fax: (805) 544-4294

RE: Office trailer for San Simion Project

Per your request I am sending you this quote regarding the lease costs of the trailer you require for your Project. Below I have listed the cost associated with the set-up and the take down, transportation in and out, skirting, and the rental rates. This quote is based on a 6-12 month lease.

Trailer rental prices listed below are the "total cost" per month. There will be no extra charge for tax, license or steps. These items are included in the lease price.

Item	Cost	
8x16 office trailer	\$145.00/mo.	Steps, sales tax and license included.
8x20 office trailer	\$165.00/mo.	Steps, sales tax and license included.
8x28 office trailer	\$205.00/mo.	Steps, sales tax and license included.
10x24 office trailer	\$225.00/mo.	Steps, sales tax and license included.
Transport in and setup:	\$200.00	
Transport out and take down:	\$200.00	

#### Optional Equipment:

Access ramp:	TBD pending more information.
Skirting:	\$10.75 per LF
Tie downs:	\$65.00 each
Security Screens:	\$55.00 EACH

API must be provided with an accessible site and level pad. Lessee will be held responsible for delay time resulting from the Lessee and or the site being unprepared, the site not being level and restricted or difficult access to the site.

Utility hook-ups, H.C. Ramps, custom steps and permits are not included in this bid. Lessee must provide API with a certificate of insurance or purchase our damage waiver at 10% of the monthly rental cost. Lessee will be held responsible for all damage, vandalism and neglect in the use of this unit.

Equipment quoted above is subject to availability. Price quote is valid for 30 days. Delivery, setup, take down and return are billed at the beginning of the lease.

If you have any questions or need more information please feel free to call me at (805) 928-8689. I thank you for the opportunity to bid this project and look forward to working with you in the future.

Thank you,

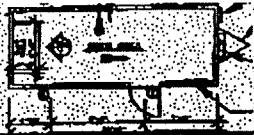
Ted Martino  
Owner API

Accepted : \_\_\_\_\_ Date: \_\_\_\_\_



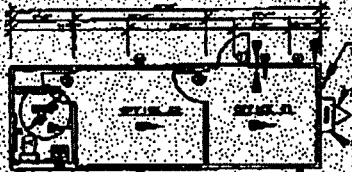
# ATLAS PERFORMANCE INDUSTRIES, INC.

OFFICE TRAILERS  
STORAGE CONTAINERS & TRAILERS  
MODULAR BUILDINGS  
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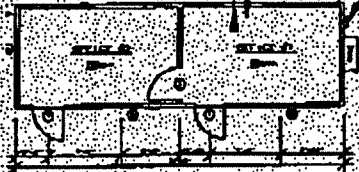


API 08x20-28 @160 sq.ft.

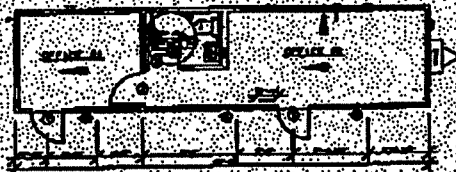
API Standard single wide Trailer floor plans. These are some popular sizes and designs. All measurements are "box sizes". We have several other sizes not listed here and many variations of the floor plans below. We can custom build any size and configuration to meet your needs. Double wide, triple wide and larger units are also available.



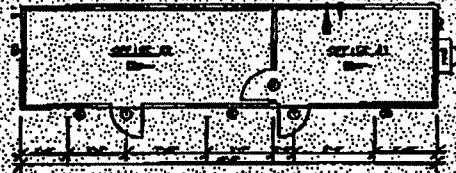
API 10x24-32 w/ restroom



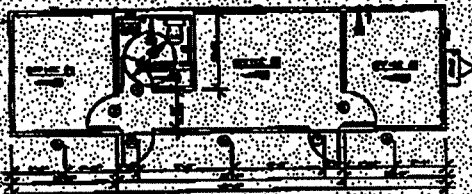
API 10x24-32 @240-320 sq.ft.



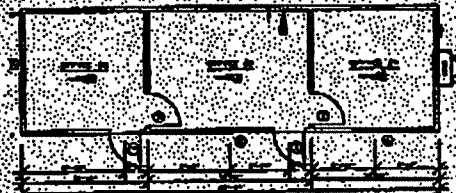
API 10x40-52 w/ restroom



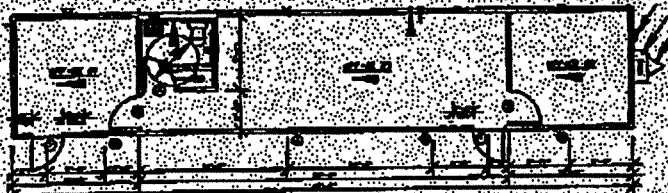
API 10x40-52 @400-520sq.ft.



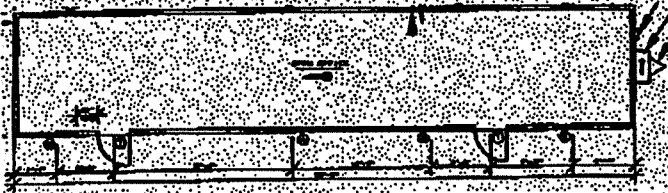
API-12x40-45 w/ restroom



API-12x40-45 @480-540 sq.ft.



API 12x56-60 w/ restroom offers 672-720 sq.ft.



API 12x56-60 wide open or can be divided.



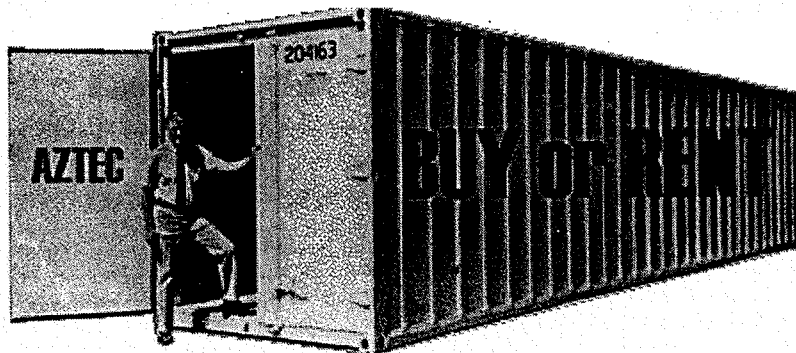
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**SAN SIMEON COMMUNITY SERVICES DISTRICT**

Route 1, Box S-17  
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(805) 927-4778

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**MEMORANDUM**

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

---

**RECOMMENDATION:**

Staff recommends the Board;

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

**FUNDING:**

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

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

**DISCUSSION:**

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

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

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

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**REPLACEMENT STORAGE FACILITY COST COMPARISON SUMMARY**

FOUR BAY BLOCK (1,400 SF)	THREE BAY BLOCK (1,100 SF)	FOUR BAY WOOD (1,400 SF)	THREE BAY WOOD (1,100 SF)	TWO BAY BLOCK (700 SF)
<b>\$100,000</b>	<b>\$79,000</b>	<b>\$69,000</b>	<b>\$56,000</b>	<b>\$54,000</b>

**TOTAL ESTIMATED COST**

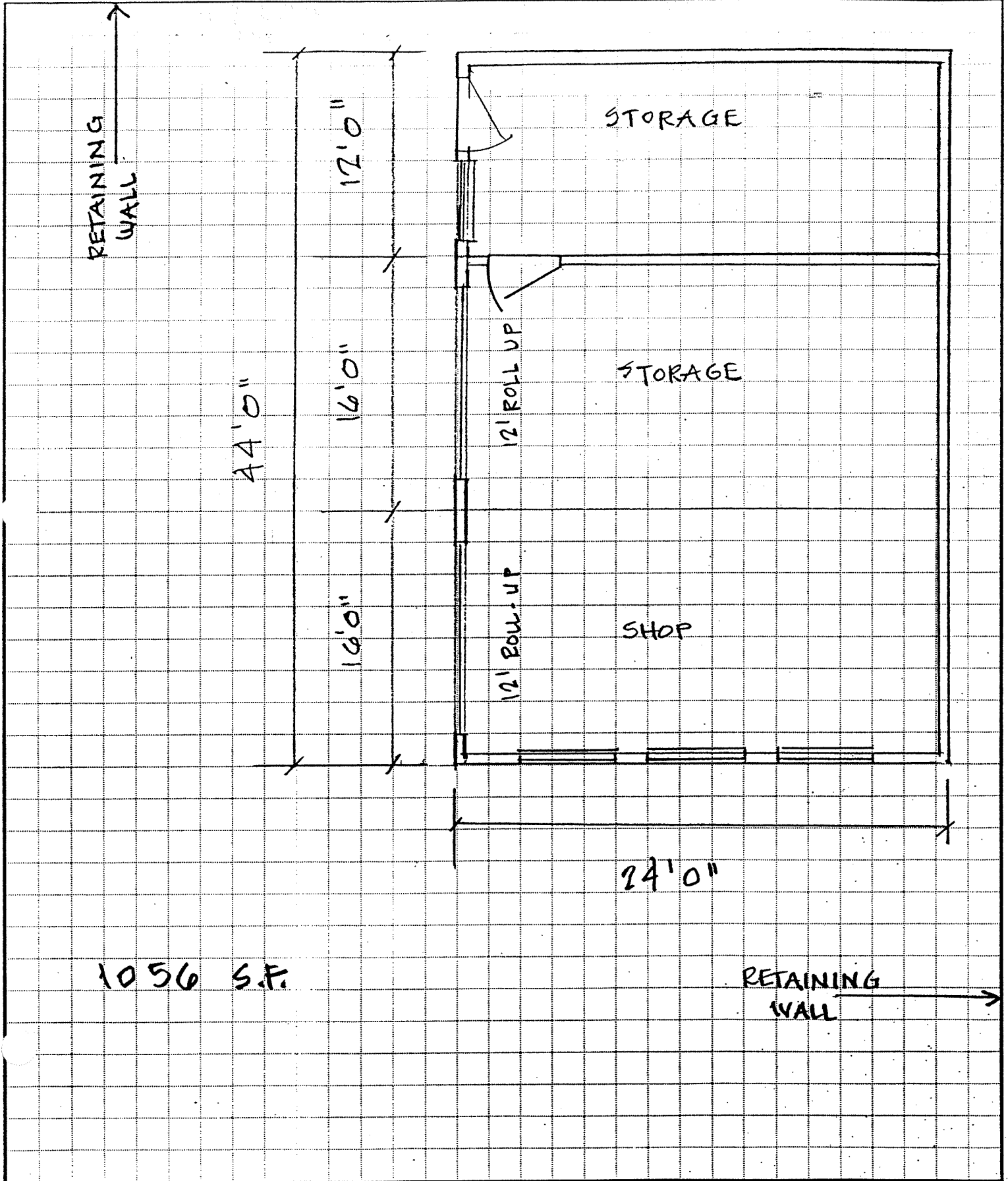
JOB # 084.02  
STORAGE.XLS

July 1, 1999  
CRT

JOHN L. WALLACE & ASSOCIATES

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

JOB SAN SIMEON CSD  
SHEET NO. 1 OF 1  
CALCULATED BY CRT DATE 4-6-00  
CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_  
SCALE 1/8" = 1'0"



SAN SIMEON COMMUNITY SERVICES DISTRICT

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

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MEMORANDUM

DATE: July 24, 1999  
TO: Facilities Committee  
FROM: John L. Wallace, District Engineer CRT  
SUBJECT: Kennedy/Jenks 1994 Treatment Plant Flow Capacity Review

---

**DISCUSSION:**

Attached are schematic drawings of the District's wastewater treatment plant site and related treatment elements discussed in the Kennedy/Jenks Consultants (KJC) Wastewater Treatment Plant Flow Capacity Study dated November 1994.

The following is a summary from the KJC study that indicates a considerable amount of speculation as to what the future capacity needs will be.

**ALTERNATE "A"** expands the existing plant by providing two additional aeration/settling tanks and building a dividing wall within the existing equalization tank utilizing one-half of the existing tank for purposes of aerobically digesting sludge. The other remaining one-half would be used as equalization. With this scenario, it could be expected to increase treatment capacities to 300,000 gallons per day (GPD). Estimated as the most expensive of the KJC alternates (\$800,000), it will also take up more site area to expand.

**ALTERNATE "B"** consists of modifying the existing equalization tank structure by dividing the tank into two equal volume compartments. Pipework would be installed to provide means for operating the system on a sequencing batch reactor (SBR). The other remaining one-half would be used as equalization. This scenario is also expected to increase treatment capacities to 300,000 GPD. The estimated cost for these improvements is \$400,000.

Current needs to upgrade the existing facilities were identified to assist with a more refined analysis and more efficient treatment process was also observed during the study. The District's Wastewater Superintendent completed the current plant capacity needs as recommended in the study. It was concluded by the superintendent that **Alternate "C"** be investigated for in addition to Alternates "A" and "B" for costs and capacities.

**ALTERNATE "C"** scenario would be to extend the existing seawall to a point on the property that would accommodate a permanent activated sludge digester and clarifier on the same site as the

existing laboratory and utilizing the entire property. It is estimated that this expansion could have a potential treatment capacity of up to 400,000 GPD. This configuration would need to accommodate a new laboratory, vehicle garage and storage facilities on the southeast corner of the site. The cost for these facilities would most likely exceed the costs of both alternates "A" and "B".

In addition to the alternates presented today, the Superintendent will be introducing a study by Aero-Mod, a manufacturer of treatment clarifiers utilizing a more efficient treatment method when there is a limited amount of space.

All three alternates would allow room at the site for tertiary treatment for future reclamation needs.

**RECOMMENDATIONS:**

It is recommended that the Board;

1. Direct staff to submit Alternate "C" and the Aero-Mod treatment methods to KJC for further analysis so that staff can compare costs and related capacities and;
2. Bring the alternates back to the next facilities committee meeting for consideration.

A:capacityJENKS.wpd

JOHN L. WALLACE & ASSOCIATES

4115 Broad St. Suite B-5  
SAN LUIS OBISPO, CA 93401  
(805) 544-4011  
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JOB 084 02

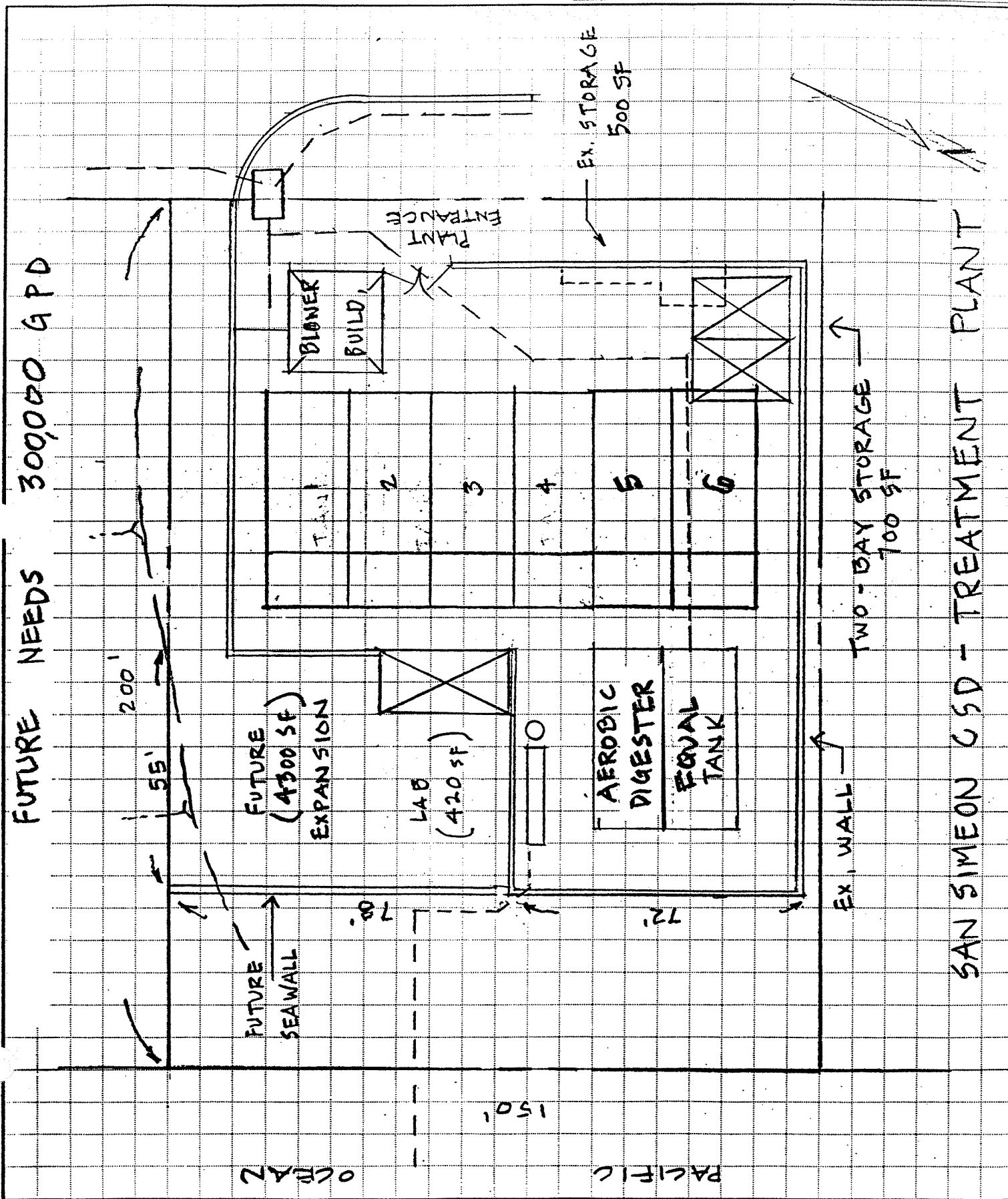
SHEET NO. \_\_\_\_\_ OF \_\_\_\_\_

CALCULATED BY CRT DATE \_\_\_\_\_

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

SCALE 1" = 30'

ALTERNATIVE "A"  
FUTURE NEEDS 300,000 GPD  
\$ 800,000



SAN SIMÉON CSD - TREATMENT PLANT



JOHN L. WALLACE & ASSOCIATES

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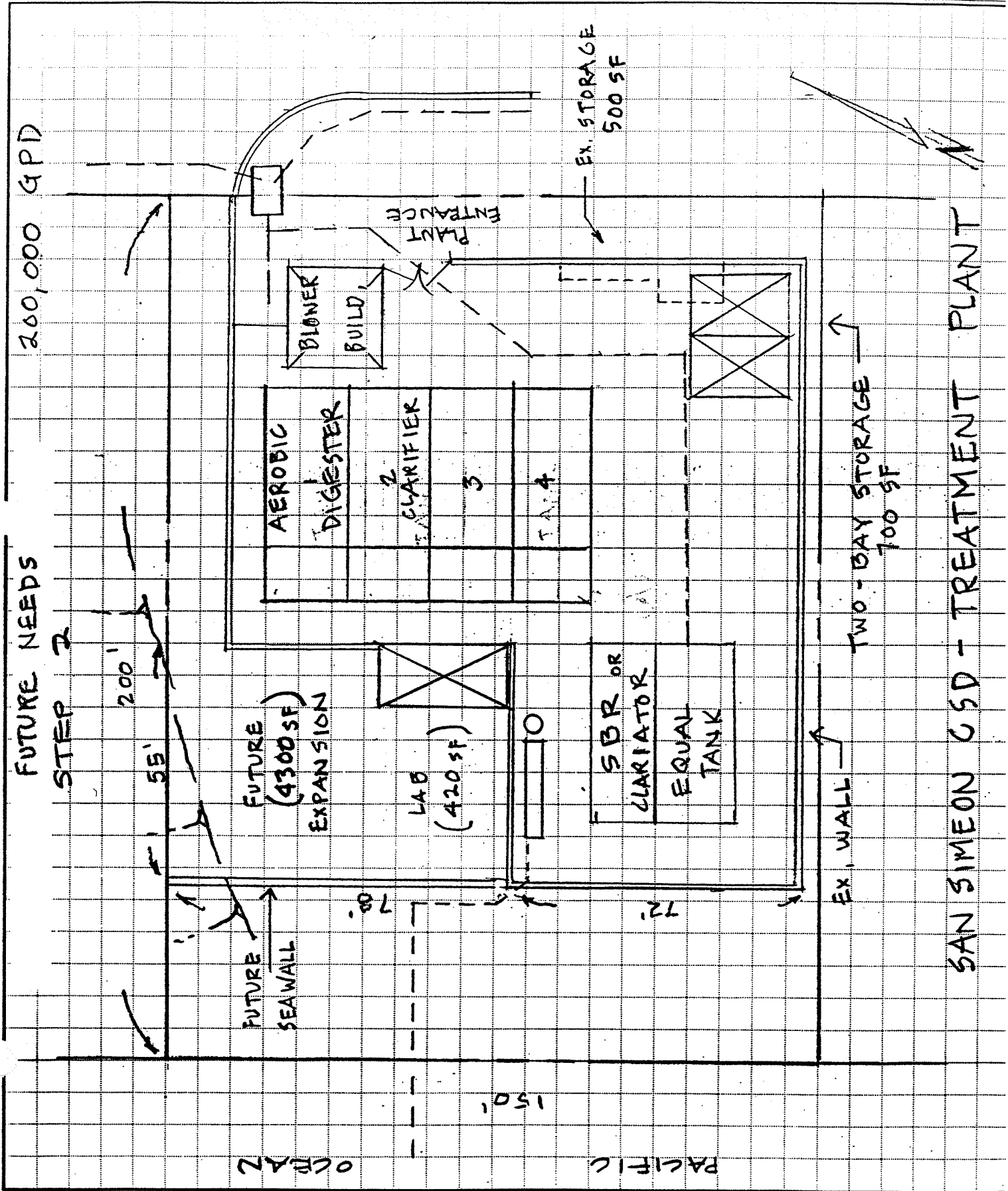
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SCALE 1" = 30'

ALTERNATIVE "B" \$400,000

200,000 GPD

FUTURE NEEDS  
STEP 2



SAN SIMEON CSD - TREATMENT PLANT

JOHN L. WALLACE & ASSOCIATES

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JOB 084-02

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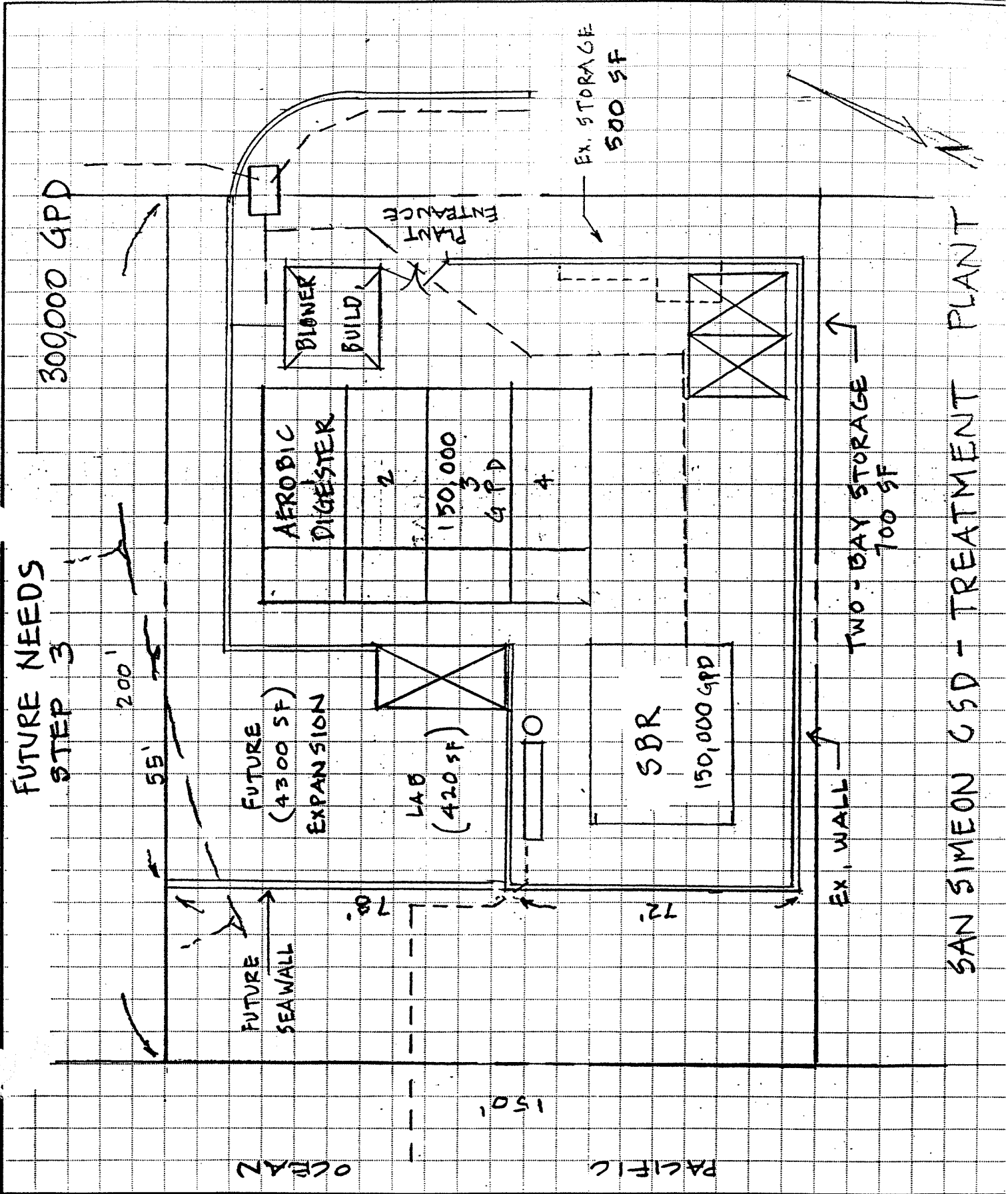
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SCALE 1" = 30'

ALTERNATIVE "E"

FUTURE NEEDS  
STEP 3



SAN SIMEON CSD - TREATMENT PLANT

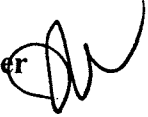
**SAN SIMEON COMMUNITY SERVICES DISTRICT**

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

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**MEMORANDUM**

**DATE:** March 14, 2001  
**TO:** Board of Directors  
**FROM:** John L. Wallace, District Engineer   
**SUBJECT:** Strategic Planning--Priority Setting Workshop

---

**RECOMMENDATION:**

Direct Staff and the Chairman to contact several facilitators for a District strategic planning and priority setting workshop(s) and to arrange for said workshop at a mutually convenient date for the Board and the facilitator.

**FUNDING:**

This activity has not been specifically funded in the FY 2000-01 Budget. Funds can be made available from other underfunded activities and/or from contingencies. It is estimated that the cost of the facilitator's services will range from \$2,000 to \$3,500 depending upon the level of services desired.

**DISCUSSION:**

The Board has discussed it's desire to have a workshop(s) to formulate a strategic plan for the operations, management and future development of the District. It is also important to set goals and priorities to meet the present and future challenges of the District, taking into consideration improved communications between Board members and the community. To that end, staff has contacted several other CSD's in the County and inquired about facilitators that have had experience in these activities. Attached for the Board's review and reference are resumes from two such facilitators that come highly recommended from other CSD's including Nipomo Community Services District and Heritage Ranch Community Services District. Also attached is the summary of an earlier effort from NCSD as an example of what that district developed through one of its workshops.

It is recommended that the Board direct the Chairman to contact these resources to negotiate a scope of work and fee for there services and for staff to schedule a workshop(s) to accommodate the schedules of board members and the consultant.

RECEIVED

JAN 31 2001

NIPOMO COMMUNITY SERVICES DISTRICT

January 30, 2001

Doug Jones  
General Manager  
Nipomo Community Services District  
P.O. Box 326  
Nipomo, CA 93444

Dear Doug:  
Thank you for your invitation to submit a proposal to conduct a goal setting workshop for the Board of Directors. We are pleased to submit this proposal to carry out this important task.

**Introduction**

Our experiences with Nipomo CSD occurred not many years ago – first with Bob Paul and the Board, and then subsequently when you succeeded Bob in the manager's position. Those early workshops, we believe, were helpful to the Board and the District as it took its first steps toward expansion.

However, what has occurred since then is nothing less than dramatic: major growth in the area, adjudication of the Basin, the potential for forming a city, development of a no-growth citizen's group, construction of a new headquarters building, possible boundary changes, and doubtless other initiatives. Clearly, the District is in the process of growing up fast.

With these changes occurring practically at once, now is probably the ideal time for the Board to step back, gain perspective on what is going on, and set a clear course for the future. The ideal way to do this is a Board strategic, goal setting workshop.

**Background**

As you know, Rauch Communication Consultants specializes in conducting this sort of workshop. We work almost exclusively with special districts throughout the State, working with the Board of Directors and senior management to analyze where the District is today, determine the high priority issues, and prepare a genuine action plan for guiding the District into the future. At present, we conduct several dozen such workshops each year, and are called upon to speak on this subject at many conferences and seminars. Our work also includes providing public information outreach assistance to many of our clients.

Based on the results of hundreds of these workshops, we believe that we can be of significant assistance to the Board and yourself. We believe that our 25 years'



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fax 805.692.4089  
robert@rauchcc.com

- Public Involvement
- Facilitation
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- Strategic Communications

experience with more than 150 special districts helps us to get up to speed on your district quickly and provide practical help to you and your Board.

### **What We Propose To Do**

We propose to begin by reviewing any readily available *background material* you can send us on the District – the budget, organization chart, important planning documents, information on the adjudication suit, and so forth. This helps us get oriented to the District even before we arrive.

This is followed by a day of *one-on-one confidential interviews* with each Board member and the general manager. We start with the manager for about two hours to get a good orientation, and then spend one hour with each Board member. We have found people to be very forthcoming during these interviews, so that by the end of a day we have a good grasp idea of the issues and each individual's perspective on them.

On the next day, we conduct the *Board workshop* itself. We begin by rating how effectively the District is doing its work currently, as well as listing issues facing the District in the future. We sort through all the issues, prioritize the most important ones, and then discuss each one, establishing a real *Action Plan*.

### **Results**

What emerges from the workshop is a detailed set of notes on flipcharts, prepared on the spot, that highlight all that has been discussed during the day. These comprehensive notes are transcribed to serve as a written record of what the Board has discussed and intends to do.

Because so many issues are confronting the District at once, it may be that they cannot all be dealt with in a single day. We therefore recommend that the Board commit itself to a one-day workshop, and later make a determination whether to set aside any additional time to address the other issues it has identified. In any case, it will be a very enlightening and useful experience.

### **Logistics**

The workshop can be held right in the District headquarters, or in a conference room in a nearby hotel. Sometimes the latter is beneficial because it is a more relaxed atmosphere with less distraction than at the District. But either alternative works well. Simple refreshments should be made available, and a carry-in lunch. A full day should be set aside for the workshop, either a weekday or a Saturday, at the Board's discretion. The Brown Act is carefully observed.

### **Cost and Schedule**

A team of two persons, led by Bob Rauch, will conduct the interviews and the workshop. The fee is \$3,500 plus actual travel expense and includes all the activities

**CHARLES BEESLEY  
FACILITATED/ PLANNING WORKSHOPS**

106 El Portal PL  
Clayton CA 94517

Phone: 925-672-7490  
Fax: 925-672-2493  
Cbeesley597@cs.com

**Format for Workshops**

Participants are asked a series of questions to initiate discussions, for instance:

Why are they on the board?

What do they expect from the workshop?

Develop issues and priorities

Develop goals, objectives and action plans

Workshop formats are designed to maximize the participants available time and experience. Workshops typically last a day and a half, but can be modified to suite the client's needs

Discussions and agreements are recorded on flip charts, the client transcribes the flip charts and I will edit them to develop a final report describing the events, issues, conclusions and/or action plans

**Level I: Introductory**

First time users with limited board planning workshop experience

Establish fundamentals of strategic planning

Develop definition of consensus

Develop core values

Develop short term goals and objectives

Develop action plans

**Level II: Intermediate**

Board has some prior experience with planning workshops

Review definition of consensus

Review core values

Review mission, vision

Review prior planning workshops, progress reports

Review principles of strategic planning

Conduct strategic planning

Develop short and mid range goals and objectives

Develop action plans

**CHARLES BEESLEY  
FACILITATED/ PLANNING WORKSHOPS**

106 El Portal Pl.  
Clayton CA 94517

Phone: 925-672-7490  
Fax: 925-672-2493  
Cbeesley597@cs.com

**Level III: Advanced**

- Board has conducted several prior planning workshops
- Review definition of consensus
- Review core values
- Review mission and vision
- Review prior planning workshops
- Review principles of strategic planning
- Review membership connections
- Review BHAG (big, hairy, ambitious goal)
- Conduct strategic planning
- Develop short, mid, and long range goals and objectives
- Develop action plans

**Level IV: Conflict Resolution**

- Workshop format will be based upon the prior level of board experience, as outlined above
- Establish definition of consensus
- Review issues
- Review core values
- Review mission and vision
- Review principles of strategic planning
- Establish core values
- Develop goals and objectives
- Develop action plans

**CHARLES BEESLEY  
FACILITATED/ PLANNING WORKSHOPS**

106 El Portal Pl.  
Clayton CA 94517

Phone: 925-672-7490  
Fax: 925-672-2493  
Cbeesley597@cs.com

**Fee Schedule**

**Level I-III:** \$1,000<sup>1,2</sup> per day, second and third day sliding scale  
\$800<sup>1,2</sup> per day for less than full day

**Reports:** If agency staff transcribe flip charts, I'll produce a written report that reflects the purpose of the meeting, issues discussed, and agreements reached at the workshop  
Included in the above fee structure

**Travel:** First 100 miles no charge  
Over 100 miles \$0.31/mile  
Hotel and meals if appropriate  
Airfare, parking if appropriate

**Discounts:** CSDA membership  
Repeat clients

**Notes:** 1. Rates may be slightly more with very large groups 19+ people  
2. Includes background interviews with board, staff, follow up discussions to complete report to customer's satisfaction



**CHARLES BEESLEY, Ph.D.**

Dr. Charles Beesley has been General Manager of the Contra Costa Mosquito and Vector Control District since 1978. Although trained as an entomologist he quickly became manager and led a low profile mosquito abatement district from the brink of extinction after Proposition 13, to a well respected, county-wide mosquito and vector control district. Since then, under his leadership, the district has successfully consolidated two mosquito control agencies to become county wide; absorbed like vector services from the county for improved efficiencies; expanded district services to include surveillance and testing for emerging, insect-borne diseases; and survived a 45% loss of revenues to the State of California with offsetting revenues. He has been instrumental in the development of emergency, interagency, insect-borne response plans, for the State of California.

Dr. Beesley has been active in local government issues such as funding allocations and reorganization studies. He was instrumental in gaining independent special district representation on the Contra Costa County Local Agency Formation Commission (LAFCO), the local agency which reviews and approves governmental reorganizations. He has represented special districts before legislative committees.

Dr. Beesley has experience dealing with diverse groups of people, including his own large governing board (twenty two members). He successfully introduced, and established, interest based bargaining to represented employees as an option to the traditional meet and confer negotiation process. The interest based approach develops common principles to reach agreements rather than focusing on differences between labor and management.

Dr. Beesley has facilitated strategic planning workshops for local special districts, regional, state and national associations, and has led his own independent special district through several successful strategic planning workshops. The workshops at his district have generated multiple five year plans, which he has successfully completed. The most recent being a facilities expansion to the district's headquarters.

Dr. Beesley has also served on the boards of local, state and national, administrative and technical, organizations. He is the current President of the California Special Districts Association (CSDA) and a pooled self insurance program known as the Vector Control Joint Powers Agency (VCJPA). He has a Ph.D. from the University of California, Riverside, in entomology, and an MA and BS from the California State Universities of Long Beach and Los Angeles.

NIPOMO COMMUNITY SERVICES  
DISTRICT

BOARD OF DIRECTORS

MAY 6, 1995

# I. WHY A WORKSHOP

## COMPARE REGULAR BOARD MEETING

## WORKSHOP

Details

Big Picture

Trees

Forest

Hurry

Time

Positions

Consensus

Tactics

Strategy

## II. THE PUBLIC TRUST

### RESPONSIBILITY

Do whatever is necessary

### AUTHORITY

Take whatever is necessary

Communication

Public

(How effectively are  
you communicating)

Board of Directors

Staff

### III. EXPECTATIONS

⇒ Learn where the Board members stand on various issues

⇒ Work together to achieve common direction

⇒ Consensus on long term direction

⇒ Learn Board's common direction

⇒ Providing adequate information to the Board (educate the Board)

⇒ Input on what makes this a successful District

⇒ What should this Board do contrasted with other non-profit Boards

⇒ Should District broaden its influence on the Mesa?

⇒ Develop a goal-oriented direction

⇒ Learn about other Board member feelings on issues (more candor)

# IV. RATING THE DISTRICT (TODAY)

- Steve 9+ Staff - doing a great job
- 7 Communications with public  
People feel they are not informed
- 7 Public trust - see above item
- 6 Water planning - hoping for GMP to help
- 8 Financial stability
- 7 Conduct of meetings - add more?

|---|

- Jon 9 Board meetings - greatly improved
- 9 Staff - budgets & financial analysis
- ? Facilities - in good health
- 4 Depreciation financing
- 3 Relationship with other agencies not adequate

|---|

*al*

- 8 Board - effective (but too many items)
- 8 Staff - competent, understanding
- 5 Structure too complex
- 7 Financial - excellent
- 5 Public support - must do more outreach

|----|

*2,9*

- 7 Financing
- 5 Communication/PR not getting the word out
- 2,9 Relation with other agencies
  - Poor with LAFCO
  - Good with County
- 8 Staff - overall, dedicated
- 4 Interaction with community get more involved

|----|



*Bob*

- 5 Dealing with County - aggressive enough ?  
clear image of the future
- 6 Facilities - needs improvement
- 5 Long-term planning
- 9+ Staff
- 8 Finances - but be careful
- 7 Water Planning - esp GMP
- 4 Dealing with public - not open enough
- Board- mixed performance

|----|

*Alex*

- 5 Communicating with public
- 6 Expansion/annexation/resource allocation
- 8 Physical plant - water & sewer plant
- 4 Physical appearance
- 9 Staff
- 7 Board efficiency
- 9 Legal-excellent services
- 7 Future of District - preparations
- 6 Community relations - not working at this

|----|

*Katie*

- 9+ Internal record, etc.
- 3 Communication with other organizations
- 8 Planning - underway (sewer)
- 6 Water planning
- 8 Board
- Water Basin - Mesa to the foothills

## V. WHAT'S COMING DOWN THE ROAD? (TOMORROW)

- Bob Vision of Nipomo's future (high quality of life)
- Doug Supplemental water supply
  - Al New technology (de sal, etc.)
  - Jim County view of District (Also, State view)
- Steve Water supply
- Katie City hood
- Al County land use philosophy
- Bob Size of District/scope of its influence
- Jim Rate increases
- Doug Effect on community of inadequate water
- Al Staffing growth
- Jim Disposal of biosolids
- Steve Increase our influence on land use
- Jim Working with other organizations to increase our clout
- Al New office building
- Jim Create a partnership with public
- Al Exercise of latent powers and how to pay for it
- Al Increased responsibility of District
- Dealing with government bureaucracies

## VI SELECTED ISSUES

Water supply

Annexation/Zoning

*Bob* Groundwater management

*Doug* Local control - using more latent powers

*al* Improve community relations

*Jon* Broadening District's power base

*Steve* a) Increasing involvement with community  
b) Enlisting community

*Kate* Vision of the District, size, density, etc.

*Bob* Using the media/other forms of communication  
Proper facilities design to meet needs

*Law* Provide adequate financial plan

*al* Become more responsible

## VII PRIORITY ISSUES CONFRONTING THE DISTRICT

### *Issue 1 Water*

Groundwater Management Plan

Supplemental supply

### *Issue 2 Annexation*

Annexation policy

Zoning

Growth policy

*Issue 3* Broadening the District's Influence

Vision of community's future

Local control

Broadening our (power base) influence

Enlisting community support/involvement

Using the media effectively

Improved community relations

Becoming more responsible

*Issue 4 - Planning*

Facilities Master Plan

Finance Master Plan

# VIII THE BOARD'S AGENDA

## MISSION

WATER

ANNEXATION  
& GROWTH

BROADENING  
the District  
Influence

PLANNING

GMP  
Supplemental  
Water

Action Plan

IX

WHAT IS AN ACTION PLAN?

Define the issue - specific

What are we going to do

Who is responsible

When are we going to do it

How - resources



X. THE ACTION PLAN

*Issue 1 - Water*

1.1 Current water supply/Groundwater management

*Issue* - first with regard to supply - it is limited

We have 9 wells 4 major producers  
(400 gpm)

the rest are smaller

Other pumpers are producing much more than we are

We don't know who they all are or where they all are -  
it is hard to find out

DWR is trying to assess statewide the  
groundwater situation

Basin is in overdraft. County has done a resource study, but  
is not sure how big the Basin is.

There is a potential for major new demands on the Basin -  
new golf courses and associated residential

How well is the Basin defined?

Reasonably well, though north (east) of Hwy. 101  
There is water in rock strata.

- overdraft can be corrected by supplemental water

District has a Bookman-Edmonston report on the Basin  
and Lawrance.

They define the overdraft and make some  
recommendations, of which the most important  
is that we need supplemental water.

**Note: An AB 3030 Groundwater Mgt Agency does 3 things:**

- **Serves as an information base**
- **Deals with water quality issues**
- **If there is an appropriated finding it can  
obtain supplemental water**

**Note: It is unlikely that individual well owners would be taxed to support a GMA.**

*Action:*

Hold a Board Study Session on groundwater mgt. with speaker from DWR on August 2, 1995 to get the Board and others educated on groundwater issues and solutions.

Invite all other interested persons and organizations to listen and participate.

Make contact with them in advance so "no surprises"

Prior to this, Board be educated by staff on groundwater issues.

Get speakers from existing GMA (including adjudicated basins) to give insight into how this works and costs.

Theme: Manage the groundwater to everyone's benefit.

**Who:** General Manager, legal counsel, DWR speaker, special water counsel

**When:** General Manager to prepare reports for May-July and Aug 2 meetings

## 1.2 Supplemental Supply

*Issue:* Our present studies indicate a need for supplemental water.  
Where & how to get it?

The State Project south reach will pass thru the District in the fall of 1995.

One concept is to construct a turn-out.

SLO County Flood Control District is the Board of Supervisors;

the Flood Control District contracts with CCWA & State.

**Note: The people of SLO County have voted down  
State Water.**

**The Board of Supervisors have voted down  
any turn-outs.**

**We can put it on the November 1995 ballot,  
to get a vote supporting a turnout. (This vote can  
be construed as overturning the "no" vote on  
State Water = a sensitive issue.**

It is ultimately necessary to associate the need for groundwater management with the need for supplemental water but it is not politically wise now. =

*Action:*

First priority is putting in place groundwater management

Secondary is obtaining a turnout.

**Note: Farmers have a nearby turnout which we could possibly use in the future.**

**A turn out can also be constructed after the pipeline is built, at some additional cost.**

**Therefore, pursue groundwater mgt and supplemental water as separate issues. Focus on groundwater management as our first priority but work these issues in parallel.**

**Note: Will require a carefully thought out "P R" campaign to develop support for both objectives.**

*Issue 3. Broadening the District's Influence*

3.1 Broadening Our Influence

*Issue:* Currently, we are not influential on the Mesa, and perhaps not even in our service area.

If we are to achieve our objectives for reliable water, we must develop & enhance our influence.

We need to get into & have available the Supervisors' agenda and the Planning Commission agenda.

We need to start setting up meetings with our supervisor and our Planning Commissioner.

This will create County awareness and support.

Another necessary Step 3 is to attend and participate in critical local meetings (NAAG, Chamber, others)

This will develop associations and networking which will help us in developing community support.

*Action:*

Develop list of times & places of the following meetings or contacts:

- a) Board of Supervisors - (Ruth Brackett)
- b) Planning Commission
- c) Water Advisory Group
- d) CSDA - SLO Chapter
- e) Nipomo Area Advisory Group
- f) Nipomo Network
- g) Chamber of Commerce

Must get Board meetings as others to attend and participate and convey District message.

Who: Staff & legal counsel

When: 1st meeting of June 1995

### 3.2 Cityhood - Vision of Nipomo's Future

*Issue:* A key missing element for the CSD is the inability to have land use control.  
Land use shapes the future of the community

Can we, while still a district, obtain land use control from the Supervisors? *Needs to be explored.*

*Note:* Swap Meet proprietor is interested in forming a City. Perhaps interest him in some day exploring affiliation with us.

*Action:*

Defer this discussion until we have successfully achieved a groundwater management activity.



## Issue 2: Annexation

### 2.1 Annexation Policy

*Issue:* Our present annexation policy says:

- a) The property must be able to contribute or be connected to District water facilities and water supply.
- b) No sewer service (or vice versa) without water service
- c) Comprehensive development/use plan furnished
- d) Must be served from excess district services
- e) For undeveloped property, must be able to prove there is sufficient water available (well site) to support the annexed area.

**Note: Land use plans have been established by the County without District input in the past so that we have simply inherited County decisions and we must serve water whether we like the development or not.**

*Action:*

Modify our annexation policy to state that there must be sufficient water to support a development that will not exceed the safe yield of the Basin.

This may become our future policy when and if a groundwater mgt. agency is established.

Until then, retain the present policy.

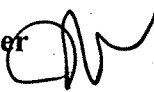
**SAN SIMEON COMMUNITY SERVICES DISTRICT**

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

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**MEMORANDUM**

**DATE:** March 14, 2001  
**TO:** Board of Directors  
**FROM:** John L. Wallace, District Engineer   
**SUBJECT:** Amendment of District Administrative Policies and Procedures

---

**RECOMMENDATION:**

Refer to the attached memorandum from District Counsel Schultz; Adopt Resolution No. 01-271 amending the District's Administrative Policies and Procedures Manual to provide for the Chairperson to make and second motions.

**FUNDING:**

Not applicable

**DISCUSSION:**

The Board has asked to review and consider amending it's administrative policies and procedures to provide for the Chairperson to make and second motions on items coming before the Board. The attached resolution provides for that amendment, and if adopted will be integrated into the District's Policy Manual..

**HUNT**  
**& ASSOCIATES**  
*Attorneys and Counselors At Law*

MEMORANDUM

TO: HONORABLE CHAIRMAN AND DIRECTORS  
OF THE BOARD OF DIRECTORS

DATE: MARCH 7, 2001

FROM: ROBERT W. SCHULTZ

CLT/MTR: SSCSD/MATTERS

SUBJECT: ADMINISTRATIVE POLICIES AND PROCEDURES

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Attached hereto is Page 29 of the San Simeon Community Services District Policies and Administrative Procedures.

1-1(J) states a chairperson "may not make or second motions". (The Chairperson may call another Board member to chair, then take part in the making of or seconding a motion.)

It is staff's recommendation that you adopt resolution 01-271 thereby deleting 1-1(J) the San Simeon Community Services District Policies and Administrative Procedures.

RWS

RWS:vr  
attachment

*RWS.SSCSD.mm.bod.010307*

RESOLUTION NO. 01-271

A RESOLUTION OF THE SAN SIMEON COMMUNITY SERVICE DISTRICT DELETING 1-1 (J) OF PART TWO, ARTICLE 1, OF THE SAN SIMEON COMMUNITY SERVICE DISTRICT'S POLICIES AND ADMINISTRATION PROCEDURES.

THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT DOES RESOLVE AS FOLLOWS:

WHEREAS, the San Simeon Community Services District has formulated certain administrative procedures which include the District's rules, regulations and policies; and

WHEREAS, these Administrative Procedures were adopted in order to efficiently guide the District Board and Staff in administrating the affairs of the District.

WHEREAS, 1-1 (J) of Part Two, Article 1, of the San Simeon Community Services District Policies and Administrative Procedures states that a Chairperson "May not make or second motions. (The Chairperson may call another Board member to chair, then take part in the making of or seconding a motion.)"

WHEREAS, it has been determined that 1-1 (J) of Part Two, Article 1, of the San Simeon Community Services District Policies and Administrative Procedures does not efficiently guide the District Board and Staff in administrating the affairs of the District.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors for the San Simeon Community Services District hereby delete Rule 1-1 (J) of Part Two, Article 1 of the San Simeon Community Services District Policies and Procedures.

On Motion of Director \_\_\_\_\_

PASSED, APPROVED, AND ADOPTED, by the Board of Directors of the San Simeon Community Services District on the 15th day of March, 2001, by the following vote to wit:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Carol Bailey-Wood, Chairman  
Board of Directors

\_\_\_\_\_  
John Wallace, District Secretary

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

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

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**MEMORANDUM**

**DATE:** March 14, 2001  
**TO:** Board of Directors  
**FROM:** John Wallace, District Engineer  
**SUBJECT:** Stand-by Power Arrangements - Cost of Power

---

**RECOMMENDATIONS:**

Provide direction to staff.

**FUNDING:**

The Fiscal Year 2000/01 Budget does not currently provide for the purchase of a emergency generator for the treatment plant or funds to rent a stand-by unit.

**DISCUSSION:**

At one of the last meetings the Board asked about the provisions for emergency power to the treatment plant and the potential increase in the District's power bill.

If a power outage event did occur, the treatment plant would need an external source of power to operate. The District does not own a portable generator.

The treatment plant recently underwent electrical modifications to convert the original two voltage power supplies to a single voltage and installed an emergency power supply connection to run the process equipment. All of the equipment was installed and the connection can be used to interface with an emergency power source. These modifications cost **\$18,200**.

Rental companies have been contacted regarding the District's request to reserve a portable generator on a "priority basis." Apparently the companies will reserve generating equipment but only at the same rate as if the unit were being used. Local rental companies typically do not offer rates for "reserved generators." They all work on a "First Come First Serve" basis.

Generators typically rent for **\$1,300** per month. For budgeting purposes, the purchase of a 75 kW generator for the treatment plant will cost up to **\$20,000**.

Attached is the District's power bill for the year 2000. The attached letter from PG&E indicates an

increase of 39 percent since last year and it is expected to go higher in 2001 for the average commercial customer. A spreadsheet is attached to this memo for the Board's information showing the rate increases for the District's five electrical accounts in the year 2000. Assuming the rate increase is the same as last year, a total increased of 39 percent is shown.

0084.01DistrictEngrg\powermemo2001.wpd

# SAN SIMEON COMMUNITY SERVICES DISTRICT

## ELECTRIC POWER SUMMARY JANUARY - DECEMBER 2000

PG&E ACCOUNTS	ACTUAL COST 2000	ASSUMED COST INCREASE BY 39%	ASSUMED TOTAL COST FOR 2001
WASTEWATER TREATMENT PLANT	\$57,586	\$22,458	\$80,044
WATER WELLS	\$4,435	\$1,729	\$6,164
GENERAL POWER	\$276	\$108	\$384
STREET LIGHTS	\$9,418	\$3,673	\$13,092
HEARST WELL (STAND-BY)	\$140	\$55	\$195
<b>TOTALS</b>	<b>\$71,855</b>	<b>\$28,023</b>	<b>\$99,879</b>



San Simeon  
Custom Report  
January through December 2000

7/01

Jan - Dec '00

Ordinary Income/Expense  
Expense

8730 - UTILITIES

8735-01 - Electrical/Power - Sewer

57,685.52

8736-02 - Electrical/Power - Water

4,434.56

8737-03 - Electrical/Power - General

278.20

8738-02 - Elec/Power/Hearst Well/Standby

140.41

8757-03 - Street Lights - General

9,418.37

Total 8730 - UTILITIES

71,837.06

Total Expense

71,837.06

>

Post-it® Fax Note	7671	Date	3/7/01	# of pages	1
To	Craig Taylor	From	Kim		
Co./Dept.		Co.			
Phone #		Phone #			
Fax #		Fax #			



**Pacific Gas and  
Electric Company.**

PO Box 770000  
San Francisco, CA 94177

Many people are wondering what's going on with energy prices and supplies in California. You may have seen the news stories about growing energy problems around the country. Last summer, some Californians experienced power shortages during hot, peak-demand days when energy use exceeded supplies. Others may already have seen the impact of a natural gas shortage reflected in their gas bills.

That's why we thought it would be helpful to provide you an update on the current situation, let you know what we're doing to develop long-term solutions, and offer suggestions on how you can help manage your energy costs.

---

It may seem surprising, but the state's booming economy can be a mixed blessing. California's population is growing rapidly. We're leading the world in high-tech development and production. Economic growth means new jobs and increased demand for housing and infrastructure to support them. The Internet age has brought multiple electronic devices into an increasing number of homes and businesses throughout California.

Growth impacts are felt most during periods of peak demand for energy—when we turn up the heat to ward off winter cold or turn on air conditioners during summer hot spells.

Unfortunately, since deregulation in 1996, new energy supplies have not kept pace with that growth. Development of new sources of electricity has fallen far behind demand. Low prices have resulted in a decline in production of natural gas. Factors like that lead to shortages and shortages lead to higher prices.

As you use more heat this winter, those higher prices will start to show up in your gas bill. The average Pacific Gas and Electric Company small commercial gas bill is likely to increase to \$460 for January 2001 (an increase of 39% over a year ago). An average large commercial customer could see a gas bill of \$19,300 (an increase of 48%). And increased electricity bills could be right behind. These are direct reflections of the cost of the gas and electricity we deliver to you.

---

That's why we are working with the federal government, the California Public Utilities Commission, the Legislature and the governor to stabilize gas and electricity rates over the long term, and to encourage development of more energy supplies to support the demands of the most robust economy in the world.

Pacific Gas and Electric Company is taking steps to find lower-cost sources of energy. We're working with our large customers to develop innovative incentives for those who voluntarily curtail energy use during periods of exceedingly high demand—a program that helps avert severe energy shortages for everyone.

---

Conservation is one of the easiest and most cost-effective ways to address energy shortages. Here are several things you can do right now to reduce your energy use and keep your costs down:

- On average, lighting accounts for about 40% of a business' energy costs. By making some basic changes, such as turning off lights in unoccupied areas, you can start conserving energy and cutting your lighting costs.
- Space and water heating costs can represent a significant portion of your energy expenditures. You can cut your heating costs with a minimal investment by installing programmable thermostats and by turning heaters off during non-business hours.
- From computers to refrigeration units, each business has a wide array of equipment that can be more energy efficient. Just turning off equipment when it is not needed will save energy.
- Caulk and weather-strip around doors, windows and other openings where heat and cold can enter your business. Keep outside doors closed while operating heating equipment.

We'll continue to provide more information to you as this important issue unfolds. Visit our website at [www.pge.com](http://www.pge.com). Rest assured in the meantime, however, that the 20,000 men and women of Pacific Gas and Electric Company are working around the clock, every day of the year, to deliver gas and electricity to our customers—safely, reliably and at the lowest cost available.

Pacific Gas and Electric Company

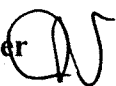
**SAN SIMEON COMMUNITY SERVICES DISTRICT**

Route 1, Box S-17  
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(805) 927-4778

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**MEMORANDUM**

**DATE:** March 14, 2001  
**TO:** Board of Directors  
**FROM:** John L. Wallace, District Engineer   
**SUBJECT:** Evaluation of Warren Reservoir Project--Status

---

**RECOMMENDATION:**

Continue to evaluate this water supply alternative and to explore opportunities to coordinate this project with Cambria CSD in conjunction with the Board's Ad-Hoc Water Committee.

**FUNDING:**

Not applicable at this time

**DISCUSSION:**

Discussions are being initiated with the CCSD to determine if there are opportunities for the Water Committee to meet with their CCSD counterparts regarding this project. More status will hopefully be available at the Board's March 14<sup>th</sup> meeting.



HUNT  
& ASSOCIATES  
*Attorneys and Counselors at Law*

DAVID R. HUNT  
ROBERT W. SCHULTZ  
MICHAEL J. BOYAHAN  
PETER E. CUMMINGS  
JOSE C. ESCANO  
ALVIN N. LOSKAMP  
*Of Counsel*

March 7, 2001

Accor Economy Lodging  
Legal Department  
14651 Dallas Parkway, Suite 500  
Dallas, TX 75240

Attention: Mary Hobson

Re: San Simeon Community Services District

Dear Ms. Hobson:

This letter confirms our telephone conversation on March 6, 2001. You stated that you had not yet heard from the person responsible for obtaining the appropriate signature on the Water Distribution Line Agreement, and that you had contacted her again yesterday to follow-up. You promised that if that person does not respond to your latest inquiry by March 9, 2001, you would provide me with information to contact that person directly.

Please understand that the protracted approval process has already severely delayed a waterworks project that is essential to maintaining the quality of water services for an entire community. In addition, the delay has caused the San Simeon Community Service District to incur significant extra costs and damages that it could ill afford. Therefore, while I am aware that you have no control over the administrative process for finalizing the agreement, I would appreciate it very much if you could impress upon the person responsible for completing the agreement how important it is that he or she act with all due dispatch to lay this matter to rest.

Thank you for your cooperation.

HUNT & ASSOCIATES

By: Joe Escano  
Joe Escano, Attorneys for  
San Simeon Community Services  
District

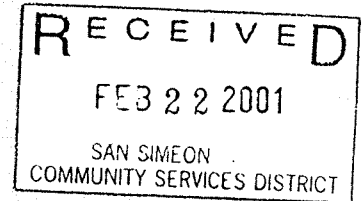
JE

cc: ✓ John Wallace, District Engineer, SSCSD

RWS:SSCSD/mtrs.ltr.HobsonM.010306

February 20, 2001

Members of the Board  
San Simeon Community Services District  
111 Pico Ave.  
San Simeon, Ca 93452



Re: Meeting scheduling/meeting agenda.

To all Board members,

**This communication comes to you out of frustration over two items that need immediate attention and correction.**

The first item that needs to be addressed is the issue of creating the agenda's for each meeting in a timely manner, allowing them to be mailed out with enough lead time so that people concerned with the events of your meetings can make arrangements/plans to attend the monthly or other meetings. The last 3 agenda's mailed to me did not serve their purpose at all. The agenda for the special board meeting on 2/6/01 was mailed out on the 2/05/01 according to the postmark stamp and I received it on 2/07/01, the day after the meeting. The agenda for the 2/10/01 special board meeting was a similar situation and on a Saturday to boot. The most recent agenda for the 2/14/01 monthly meeting was postmarked 2/09/01 and received on 2/12/01. One out of three managed to arrive before the scheduled meeting date. And I don't feel 2 days is adequate lead-time for people to plan for these types of things. Normally, there is a 7 to 10 day lead-time from the time the agenda is mailed out or posted to the actual meeting date. People need time to schedule, plan and an opportunity to generate data or relevant documentation to accompany them at the meetings. I urge you to adopt a common sense policy regarding the timeliness of the agenda's so that they serve the purpose they are meant to serve.

Secondly and equally important is this recently adopted practice of scheduling meetings on Saturdays. This is completely unacceptable regardless of the reason for the meeting unless it is of an urgent nature. The recent meeting on Saturday, 2/10/01 was clearly not of an urgent nature. It is my point of view, and I suspect shared by many that the weekends are reserved for family, personal or religious reasons or endeavors and to schedule meetings not of a urgent nature smacks in the face of this separation of business and personal

interests. In the process of seeking a position on the board I would hope that part of the consideration process for the position would be the demands that the job would place on ones professional and personal life. Clearly some of the demands are more obvious than others but regardless they are there and should be met with the intention of serving on the board in a professional and ethical manner. The basic reason for the board's existence is to serve at the request of and in the best interest of the people of the community of San Simeon and nothing less is acceptable. In light of this I request that there be no more meetings scheduled on Saturday's or any other day of the weekend unless it is of an urgent nature.

Should there actually be a need to schedule special meetings, then so be it. However it would be my suggestion that the majority of the business of the board can be successfully incorporated and handled within the monthly meeting format. If need be, you could schedule 2 monthly meetings per month during a period of unusually heavy work. This is most likely not necessary.

In closing, your duties as board members touch many individuals, both their professional and personal lives and there needs to be sensitivity to this aspect as you carry out your duties. Keeping these duties timely, respectful and consistent with common practices will facilitate both you as board members and the people of the community that you serve.

Sincerely,



Raymond C. Long  
6 Harbor Way #103  
Santa Barbara, CA 93109  
805-455-1032 cell/mess  
805-542-8191 pager

AL BOARD OF  
MEON COMMUI

Date: Saturday, March 17  
Place: Cavali

AGEN

1.

TO ORDER

- 1.1 Pledge of Allegiance to
- 1.2 Roll Call.

PUBLIC COMMENTS: (Any topic NC  
presented, but please observe the 3-1

DISCUSSION / ACTION REGARDING  
MANAGER/SECRETARY POSITION.

BOARD/STAFF GENERAL DISCUSSION  
ITEMS.

ADJOURNMENT.

*This meeting  
was rescheduled.*



SPECIAL BOARD OF DIRECTORS MEETING  
SAN SIMEON COMMUNITY SERVICES DISTRICT

Date: Saturday, March 17, 2001 - Time: 9:00 A.M.  
Place: Cavalier Banquet Room

AGENDA

1. CALL TO ORDER
  - 1.1 Pledge of Allegiance to the flag.
  - 1.2 Roll Call.
2. PUBLIC COMMENTS: (Any topic NOT on the Agenda may be presented, but please observe the 3-minute time limit)
3. DISCUSSION / ACTION REGARDING GENERAL MANAGER/SECRETARY POSITION.
4. BOARD/STAFF GENERAL DISCUSSION AND PROPOSED AGENDA ITEMS.
5. ADJOURNMENT.

*This meeting  
was rescheduled.*

SPECIAL BOARD OF DIRECTORS MEETING  
SAN SIMEON COMMUNITY SERVICES DISTRICT

Date: Tuesday, March 20, 2001 - Time: 4:00 P.M.  
Place: Cavalier Banquet Room

AGENDA

1. CALL TO ORDER
  - 1.1 Pledge of Allegiance to the flag.
  - 1.2 Roll Call.
2. PUBLIC COMMENTS: (Any topic NOT on the Agenda may be presented, but please observe the 3-minute time limit)
3. CONSIDERATION AND APPROVAL OF MINUTES FOR FEBRUARY 10, 2001.
4. DISCUSSION /ACTION REGARDING GENERAL MANAGER/SECRETARY POSITION.
5. BOARD/STAFF GENERAL DISCUSSION AND PROPOSED AGENDA ITEMS.
6. ADJOURNMENT.

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

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

Banquet Room  
Cavalier Inn

MINUTES

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

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

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

## SAN SIMEON COMMUNITY SERVICES DISTRICT

### **General Manager/Secretary**

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

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

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

Oceano Community Services District  
GENERAL and CITY MANAGER - SALARY and BENEFITS SURVEY

updated: 3/10/01

	MIPOMO CSD	CAMBRIA CSD	TEMPLETON CSD	HERITAGE RANCH CSD	OCEANO CSD	CITY OF PISMO BEACH	CITY OF GROVER BEACH	CITY OF ARROYO GRANDE
SALARY	\$73,908	\$82,000	\$75,000	\$80,267	\$53,840	\$78,000	\$81,998	\$86,000
INCREASING	NONE	NONE	NONE	NONE	NONE	NONE	NONE	NONE
VACATION	SAME AS REG EMP	1-9/10/15-9/15/25 1-9/20/15-9/20/25	3 WEEKS/YR	SAME/REG EMP	SAME AS TENURED EMP	15 DAYS/YR	SAME AS REG EMP	33 days/yr (sick and vacation combined)
SICK LEAVE	1 DAY/MO	1 DAY/MO	1 DAY/MO	5 DAYS/YR	1 DAY/MO	1 DAY/MO	1 DAY/MO	SEE ANNUAL LEAVE
MEDICAL	100% EMP/DEP	100% EMP 80% DEP	100% EMP 1 DEP \$1100/YR CONTRB TO EMP FLEX PLAN LIFE OF EMP	100% EMP/DEP	MAX \$475/MO FOR MED, DENTAL, LIFE, VISION	100% EMP/DEP	100% EMP/DEP	Max to \$512.28/mo
DENTAL	100% EMP/DEP	UP TO \$4000 EMP/DEP	100% EMP/DEP	100% EMP/DEP				
VISION	NONE	NONE	\$200/YR EMP/DEP					100% EMP/DEP
LIFE	NONE	\$100,000	OPTIONAL PD BY EMP	NONE	\$25K EMP, \$5K SPOUSE, \$2K DEP		\$150K TERM & 1500 EA DEP	100% EMP/DEP
BUDGET	\$1.5M	\$5.2M	\$2.3M	\$1.8M	\$2.8M			\$50K/EMP
RETIREMENT	100% PD, 2% AT 55	100% PD, 2% AT 55	100% PD AT 55	100% PD, 2% AT 55	100% PD, 2% AT 60	100% PD, 2% AT 60	100% PD, 2% AT 60	100% PAID, 2% @55
ADMIN LEAVE	40 HRS/YR	40 hrs/yr confidential emp 18 hrs/yr office employees	36 HRS/YR	40 HRS/YR	40 HRS/YR	40 HRS/YR	64 HRS/YR	NONE
SECURITY	NONE	7.65% PAID	7.65% PAID	NONE	NONE	7.65% PAID	7.65% PAID	NONE
EMPENSE	\$300/MO AUTO ONLY	\$350/MO AUTO	REIMB FROM RECEIPT	\$400/MO AUTO	\$150/MO AUTO & CREDIT CARD	\$250/MO AUTO	\$300/MO AUTO	\$400/MO AUTO
SICK LEAVE	25% CAST AT TERM IN GOOD STANDING	56% W/MAX 45 DAYS AT RETIRE OR TERM	PERS	100% AT TERM	PERS	100% OVER 40 HRS PD ANNUALLY OR 1/3 OF ANNUAL ACCRUED (PERS) LESS USED	480 HRS MAX 50% AFTER 6 DAY PAY	PERS upon retirement
YEARS IN POSITION	0	3.5	9	11	2	4	1	6 mo.

OLD OLD OLD OLD OLD