

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



**BOARD PACKET**

**Wednesday, April 09, 2014  
Regular Meeting 6:00 pm**

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

Prepared by **ULTURA**<sup>®</sup>

**AGENDA**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, April 9, 2014**  
**6:00 pm**

**CAVALIER COVE ROOM**  
**250 San Simeon Avenue**  
**San Simeon, CA**

**1. NO CLOSED SESSION:**

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

A. Roll Call

B. Pledge of Allegiance

**3. PUBLIC COMMENT:**

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

A. **Sheriff's Report** – Report for March.

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

**4. BOARD PRESENTATIONS AND ANNOUNCEMENTS:**

LAFCO Representative David Church will do a presentation on San Simeon CSD's current Charter "Powers of Authority" and how to add powers to the Charter.

**5. STAFF REPORTS**

**A. General Manager's Report**

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

**2. Grants, Loans and Partnership Opportunities:**

A. Update on USDA Wellhead Project Completion. First payment made to USDA.

B. USDA Grant opportunity for Recycled Water/Purple Pipe.

C. PG&E Street Light Replacement Program for East Side of Highway – Verbal update of meeting with PG&E.

3. **San Simeon Recycled Water Use** – Progress since obtaining the permit to use. Presentation of Recycled Water Project logo.

**B. Superintendent's Report**

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

**C. District Financial Summary** – Update on Monthly Financial Status for close of business March 31, 2014.

**D. District Counsel's Report** – Tim Carmel/Heather Whitham

**6. ITEMS OF BUSINESS**

- A. **Approval of last month's minutes** – March 12, 2014.
- B. **Approval of Disbursements Journal(s)** – April 09, 2014.

**7. PUBLIC HEARING**

- A. **Hold a Public Hearing and consider adoption of DRAFT Ordinance No. 114** – Amending the District's Water Conservation Plan including establishing Stage One, Stage Two, and Stage Three mandatory conservation measures, restrictions and penalties for violations.

**8. DISCUSSION/ACTION ITEMS**

- A. **Consider of adoption of Resolution No. 13-362** – Implementing a Stage 3 water shortage pursuant to the District's Water Conservation Plan.
- B. **Consideration of additional \$2,834 per month to Ultura Services** - Ultura Services contract provision IV. Scope of Services as related to staffing.

**9. Board Committee Reports** – Oral Report from Committee Members.

**10. Board Reports** – Oral Report from Board Members on current issues.

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

**12. ADJOURNMENT**

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

This agenda was prepared and posted pursuant to Government Code Section 54954.2.

**GENERAL MANAGER'S REPORT**  
**Charles Grace**  
**Staff Activities for March**

**GENERAL MANAGER'S REPORT**  
**April 09, 2014**

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

Along with billing and collections, Staff worked with the USDA, Phoenix Engineering, Rahmina Construction on the Completion of the Wellhead Project. Staff is still training residents and hotels on the use of Recycled Water and staff has distributed the first Recycled Water Newsletter. Staff worked with Counsel on the draft of Ordinance 114 (Stage 1,2,3 Alert) and coordinated all the necessary postings with all agencies. Staff coordinated and prepared materials and minutes for two March Water Committee meetings. Staff Administrator is currently working with several agencies on Grants for Recycled Water and Beach Accesses.

**2. Grants, Loans and Partnership Opportunities – Update on USDA Wellhead Project**

**A. USDA Wellhead Project**

As of April 9<sup>th</sup>, the Wellhead Rehab Project is complete. Ultura Water sponsored a Ribbon cutting ceremony on April 9<sup>th</sup>. On March 23<sup>rd</sup>, the first USDA Loan payment was made in the amount of \$10,345.00.

**B. USDA Recycled Water Grant**

Staff is pursuing a \$500,000 grant from the USDA. If granted to the District, the District will not need to pay back. Staff is seeking the Grant to help pay for Reporting, permitting, purple pipe for the West side of the Highway to all Home Owner Associations for irrigation and purple piping to all Hotels for Laundry use and irrigation use. The approximate amount of the project is \$800,000. The USDA has also offered to loan the remainder of the money if the District so desires. Other Grants are being sought to help finance the remainder of the West Side Purple Pipe Project as well as funding for the East Side.

**C. PG&E Street Light Replacement Program for East Side of Highway –**

Verbal update of meeting with PG&E.

**3. San Simeon Recycled Water Use – Progress since obtaining the permit to use and presentation of Recycled Water Project logo.**

Staff is continuing to train residents, commercial properties and Distributors on the Recycled Water Program. Staff has to do site visits per the California Department of Public Health (CDPH) to review all site plans and all paperwork associated with the request of Recycled Water. Staff then sends all paperwork to the CDPH to get site approval for receiving water on

the property. Since it has rained, potential Recycled Water pickups were cancelled by the customer.

Staff is currently working with Cal Fire for the use of Recycled Water for Fire Fighting to determine if Cal Fire's needs can be met using SSCSD Recycled water.

Staff has created a Recycled Water Logo to be used when distributing material regarding the San Simeon Recycled Water. It is attached for the Board to view.

Staff has trained to date: (8) Distributors, (10) Residents, (10) Homeowner Associations, (7) Hotels and (2) Restaurants in the use of Recycled Water.



**SUPERTINTENDENT'S REPORT**  
**Jerry Copeland**  
**Facilities Update for March**



**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Superintendent's Report**  
**Activities of March 2014**

**1. Wastewater Treatment Plant**

- The wastewater treatment plant performed well this month.
- All sampling, testing and reporting at the wastewater treatment plant was performed as required by the RWQCB.
- The facility portable dissolved oxygen meter failed and was sent out for repairs. A second one was purchased in the event this happens again we will not go without. We also purchased a back up chlorine residual meter for the same reason.
- We performed more performance testing toward getting our laboratory certified through the State of California's Environmental Laboratory Accreditation Program, or ELAP.
- We had J.R.'s Environmental services on site to perform annual calibration of the WWTP flow meters. They also installed a pH meter so we can continuously monitor the pH level at the clarifier effluent channel.
- There was a leak at the outlet for the sodium hypochlorite tank at the WWTP on Saturday, March 15th. The secondary containment tank did its job. We were able to continue with the disinfection process throughout the event. Monday the chemical company responsible for that equipment was able to make the necessary repair.

**2. Water Distribution System**

- All routine sampling and testing was performed. The monthly report was submitted to the CDPH.
- Monthly meter reading was performed.
- Staff assisted Phoenix Engineering and Raminha Construction and their subcontractors with the domestic water well rehabilitation project.

**3. District and Equipment Maintenance**

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.

**San Simeon Community Services District - Monthly Data Report -March 2014**

Date	Day	Wastewater Influent Daily flow	Wastewater Effluent Daily Flow	CALCULATED Well 1 Total Pumped	CALCULATED Well 2 Total Pumped	CALCULATED Well 3 Total Pumped	CALCULATED Total Daily Water Produced	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
03/01/14	Sat	77,515	78,070	0	57,147	0	57,147	12.1	12.0	0.16	9,870
03/02/14	Sun	76,745	80,330	0	56,025	0	56,025	11.2	11.1	0.08	10,161
03/03/14	Mon	64,094	69,290	0	54,529	0	54,529	10.5	10.4	0.00	10,473
03/04/14	Tue	63,383	57,240	0	53,258	0	53,258	10.7	10.6	0.00	6,621
03/05/14	Wed	58,966	61,280	0	0	0	0	11.0	10.9	0.00	6,776
03/06/14	Thu	59,578	54,950	0	69,938	0	69,938	10.9	10.8	0.00	6,525
03/07/14	Fri	63,213	51,510	0	43,234	0	43,234	10.7	10.6	0.00	7,582
03/08/14	Sat	90,658	85,660	0	79,587	0	79,587	10.8	10.7	0.00	8,101
03/09/14	Sun	78,019	87,030	0	62,982	0	62,982	10.7	10.6	0.00	10,542
03/10/14	Mon	69,005	80,490	0	77,642	0	77,642	10.7	10.6	0.00	8,703
03/11/14	Tue	66,899	70,760	0	176,378	0	176,378	10.7	10.6	0.00	8,857
03/12/14	Wed	44,542	58,050	0	0	0	0	10.7	10.6	0.00	7,487
03/13/14	Thu	65,375	68,170	0	72,930	0	72,930	10.7	10.6	0.00	5,535
03/14/14	Fri	66,696	80,410	44,581	0	0	44,581	10.7	10.6	0.00	9,145
03/15/14	Sat	78,927	97,760	0	84,000	0	84,000	10.7	10.6	0.00	7,806
03/16/14	Sun	82,744	85,960	0	87,815	0	87,815	10.9	10.8	0.00	12,310
03/17/14	Mon	68,862	64,420	0	17,653	0	17,653	10.8	10.7	0.00	10,152
03/18/14	Tue	65,746	89,670	0	55,502	0	55,502	10.7	10.6	0.00	9,469
03/19/14	Wed	76,876	70,320	0	63,804	0	63,804	10.6	10.5	0.00	11,056
03/20/14	Thu	76,594	73,623	0	65,076	0	65,076	10.5	10.4	0.00	11,183
03/21/14	Fri	71,817	83,787	0	76,221	0	76,221	10.4	10.3	0.00	10,027
03/22/14	Sat	99,698	77,700	0	74,501	0	74,501	10.6	10.5	0.00	10,635
03/23/14	Sun	86,606	95,400	0	102,027	0	102,027	10.6	10.5	0.00	13,869
03/24/14	Mon	80,423	82,080	0	35,156	0	35,156	10.5	10.4	0.00	14,318
03/25/14	Tue	74,974	70,090	0	83,477	0	83,477	10.5	10.4	0.00	10,599
03/26/14	Wed	74,494	60,040	0	46,750	0	46,750	10.5	10.4	0.04	14,144
03/27/14	Thu	82,590	78,640	54,006	0	0	54,006	10.6	10.5	0.04	9,778
03/28/14	Fri	78,531	72,660	51,462	0	0	51,462	10.5	10.4	0.00	11,958
03/29/14	Sat	94,339	91,850	106,216	0	0	106,216	10.4	10.3	0.08	11,382
03/30/14	Sun	93,862	92,980	66,497	0	0	66,497	10.4	10.4	0.08	13,449
03/31/14	Mon	80,713	77,490	51,612	0	0	51,612	10.5	10.4	0.43	12,769
TOTALS		2,312,484	2,347,710	374,374	1,595,634	0	1,745,682			0.91	311,282
Average		74,596	75,733	12,077	51,472	0	62,346	10.7	10.6	0.03	10,041
Minimum		44,542	51,510	0	0	0	0	10.4	10.3	0.00	5,535
Maximum		99,698	97,760	106,216	176,378	0	176,378	12.1	12.0	0.43	14,318

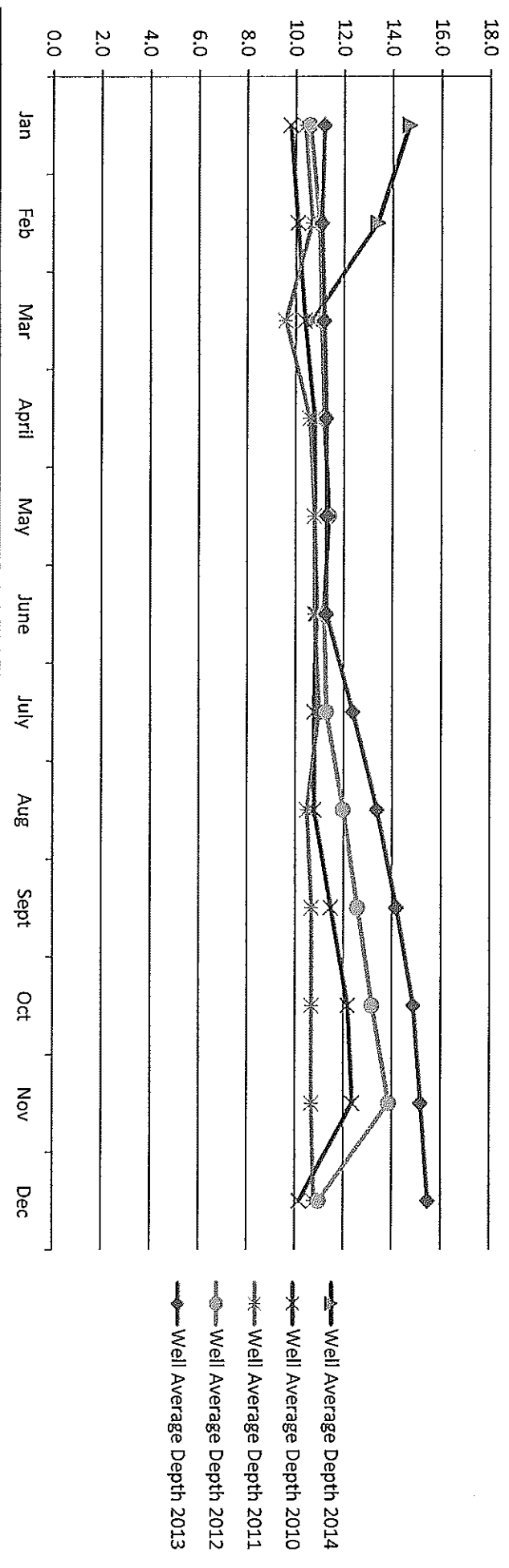
DATA SUMMARY SHEET

2014	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total for 2014
Wastewater Influent	2,038,514	2,129,638	2,312,484										6,480,636
Wastewater Final Effluent (Month Cycle)	2,086,860	2,250,320	2,347,710										6,684,890
Adjusted Wastewater Influent (- State Flow) *	1,776,470	1,863,820	1,938,110										5,578,400
Water Produced (month cycle)	2,772,141	1,737,158	1,745,682										6,254,980
Sewer Influent/Water Produced Ratio	1.08	1.23	1.32										N/A
Adjusted Sewer/Water Ratio	0.94	1.10	1.10										N/A
Total Well Production	1,892,141	1,737,158	1,745,682										5,374,981
Well 1 Water Pumped	1,368,990	0	374,374										1,743,364
Well 2 Water Pumped	523,151	1,493,158	1,595,634										N/A
Well 3 Water Pumped	0	244,000	0										244,000
Water Well 1 Avg Depth to Water	14.6	13.1	10.7										N/A
Water Well 2 Avg Depth to Water	14.7	13.4	10.6										N/A
Average Depth of Both Wells	14.7	13.3	10.7										N/A
Change in Average Well Depth from 2013	+3.4	+2.2	-0.5										N/A
State Wastewater Treated	262,044	265,818	311,282										839,144
State % of Total WW Flow	13%	13%	16%										N/A
Biosolids Removal (Gallons)	0	0	12,000										12,000
WW Permit Limitation Exceeded	0	0	0										N/A
Constituent Exceeded	None	None	None										N/A
Sample Limit	N/A	N/A	N/A										N/A
Sample Result	N/A	N/A	N/A										N/A

2013	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Total for 2013
Wastewater Final Effluent (Month Cycle)	2,021,340	1,908,020	2,318,280	2,451,860	2,643,980	2,808,900	3,419,550	3,346,020	2,749,810	2,603,850	2,288,780	2,353,200	30,883,590
Wastewater Influent	2,314,345	2,162,072	2,521,425	2,462,631	2,597,523	2,836,232	3,360,480	3,305,527	2,735,386	2,525,334	2,084,338	2,313,438	31,218,731
Adjusted Wastewater Influent (- State Flow) *	2,067,826	1,945,010	2,232,831	2,144,411	2,239,609	2,452,299	2,819,473	2,783,062	2,351,167	2,191,107	1,852,313	2,007,408	27,086,536
Water Produced (month cycle)	1,727,730	1,703,869	1,995,696	2,278,258	2,540,208	2,803,862	3,198,897	3,089,090	2,471,242	2,288,805	1,854,816	2,032,266	27,984,740
Sewer Influent/Water Produced Ratio	1.34	1.27	1.26	1.08	1.02	1.01	1.05	1.08	1.11	1.10	1.22	1.17	N/A
Adjusted Sewer/Water Ratio	1.20	1.14	1.12	0.94	0.88	0.88	0.88	0.90	0.95	0.96	1.00	1.01	N/A
Average Depth of Both Wells	11.3	11.1	11.2	11.3	11.3	11.3	12.4	13.4	14.2	14.9	15.2	15.5	N/A
Change in Average Well Depth from 2011	+0.6	+0.1	+0.1	+0.1	+0.1	+0.1	+1.1	+1.4	+1.6	+1.7	+1.3	+5.5	N/A
State Wastewater Treated	246,519	217,062	288,594	318,220	357,914	383,933	541,007	522,445	384,219	334,227	232,025	281,172	4,107,337
State % of Total WW Flow	11%	10%	11%	13%	14%	14%	16%	16%	14%	13%	11%	12%	N/A
Biosolids Removal (Gallons)	6,000	0	0	6,000	6,000	12,000	6,000	12,000	12,000	6,000	6,000	6,000	78,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	0
Constituent Exceeded	None	None	None	None	None	None	None	None	None	None	None	None	N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Well Average Depth 2010	9.8	10.1	10.4	10.8	10.8	10.9	10.8	10.8	11.5	12.2	12.4	10.2
Well Average Depth 2011	10.4	10.7	9.6	10.6	10.8	10.8	11.0	10.5	10.7	10.7	10.7	10.8
Well Average Depth 2012	10.6	11.0	11.1	11.2	11.4	11.2	11.3	12.0	12.6	13.2	13.9	11.0
Well Average Depth 2013	11.2	11.1	11.2	11.3	11.3	11.3	12.4	13.4	14.2	14.9	15.2	15.5
Well Average Depth 2014	14.7	13.4	10.7									



**DISTRICT FINANCIALS**  
**Renee Lundy**

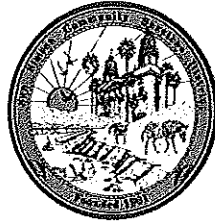
**March 31, 2014**

**\* Financial Summary**

**\* Balance Sheet**

**\* Water Sales & Production**

SAN SIMEON COMMUNITY SERVICES DISTRICT



FINANCIAL SUMMARY

BILLING

March 31, 2014

February Billing Revenue	\$ 47,127.68
<b>March Billing Revenue</b>	<b>\$ 41,013.37</b>
Past Due (31 to 60 days)	\$ 113.76
Past Due (60 days)	\$ 234.01

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**RABOBANK SUMMARY**  
Ending Balances March 31, 2014

**Summary of Transactions:**

Balance March 1, 2014	\$ 686,127.26
Interest for March 2014	\$ 145.69
Money Marketing Account Closing Balance March 31, 2014	\$ 686,272.95

Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$ 392,802.95

General Checking Account	\$ 86,046.20
Well Rehab Project/USDA Checking Account	\$ 12,575.83

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LAIF Closing Balance March 31, 2014	\$ 517.95
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**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet**  
**As of March 31, 2014**

	Mar 31, 14
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1020 · General checking	93,264.75
1022 · USDA checking	22,920.83
1040 · Cash in county treasury	21.69
1050 · LAIF - non-restricted cash	517.95
1060 · Money Market Account 9548643...	686,127.26
Total Checking/Savings	803,002.48
Other Current Assets	
1200 · Accounts receivable	18,150.37
1220 · A/R - Hearst Castle	21,530.45
1300 · Prepaid expenses	1,778.33
Total Other Current Assets	41,459.15
Total Current Assets	844,461.63
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	145,068.22
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	235,886.09
1640 · Wellhead project	393,411.89
Total 1400 · Fixed assets	3,825,499.46
1650 · Walkway access projects	11,511.00
1690 · Accumulated depreciation	(1,930,238.96)
Total Fixed Assets	1,906,771.50
<b>TOTAL ASSETS</b>	<b>2,751,233.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts payable	66,767.97
Total Accounts Payable	66,767.97
Other Current Liabilities	
2100 · Payroll liabilities	229.50
2500 · Customer security deposits	10,358.13
2510 · Connect hookup wait list	43,470.00
2520 · USDA Loan	327,405.00
Total Other Current Liabilities	381,462.63
Total Current Liabilities	448,230.60
Total Liabilities	448,230.60
Equity	
3200 · Fund balance	2,214,136.83
Net Income	88,865.70
Total Equity	2,303,002.53
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,751,233.13</b>

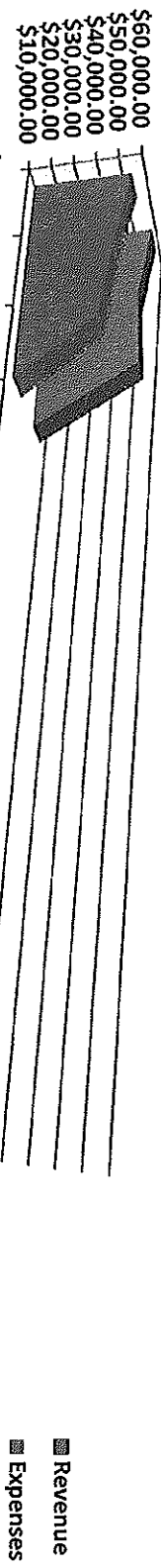
2014 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing													\$0.00
County Property Tax	\$1,327.66	\$1,155.60	\$2,632.24										\$5,115.50
Water	\$21,971.3	\$19,076.2	\$16,337.8										\$57,385.28
Sewer	\$25,116.2	\$22,334.7	\$19,215.2										\$66,666.10
Service	\$5,366.4	\$5,366.4	\$5,366.4										\$16,099.20
Late Fees	\$155.8	\$100.4	\$93.9										\$350.11
<b>Total</b>	<b>\$53,937.3</b>	<b>\$48,033.3</b>	<b>\$43,645.6</b>										<b>\$145,616.19</b>
Water Sold Cu Ft	223200	206900	177200										607300
Water Sold Acre ft	5.12	4.75	4.07										13.94



REVENUE VS EXPENSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$53,937.30	\$48,033.30	\$43,645.60										\$145,616.20
Expenses	\$58,555.68	\$53,848.94	\$56,471.91										\$168,876.53
Balance	-\$4,618.38	-\$5,815.64	-\$12,826.31										-\$23,260.33





**SAN SIMEON COMMUNITY SERVICES  
HISTORICAL FISCAL REVIEW**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$18,173.0	\$18,627.8	\$16,595.1	\$15,204.0	\$11,089.7	\$11,820.6	\$14,655.9	\$12,301.9	\$12,308.1	\$17,354.2	\$16,361.6	\$23,235.2	\$187,727.1
Sewer	\$17,131.8	\$17,715.1	\$16,373.1	\$15,130.5	\$10,808.6	\$11,430.7	\$14,474.7	\$12,023.6	\$11,960.2	\$17,100.5	\$15,949.3	\$22,296.5	\$182,394.7
Service	\$3,208.9	\$3,210.2	\$3,495.9	\$3,465.2	\$3,481.9	\$3,515.4	\$3,498.7	\$3,498.7	\$3,481.9	\$3,498.7	\$3,498.7	\$3,481.9	\$41,336.0
<b>Total</b>	<b>\$38,513.8</b>	<b>\$39,553.2</b>	<b>\$36,464.1</b>	<b>\$33,799.7</b>	<b>\$25,380.2</b>	<b>\$26,766.7</b>	<b>\$32,629.3</b>	<b>\$27,824.2</b>	<b>\$27,750.2</b>	<b>\$37,953.3</b>	<b>\$35,809.5</b>	<b>\$49,013.6</b>	<b>\$411,457.8</b>
Water Sold Cu Ft	338115	340942	280448	254487	185365	200865	245098	206476	206159	292035	272744	384783	3207517
Water Sold acre ft	7.76	7.83	6.44	5.84	4.26	4.61	5.63	4.74	4.73	6.70	6.26	8.83	73.63

**2009 / 2010**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$23,422.1	\$24,495.2	\$24,323.5	\$18,281.7	\$17,712.1	\$13,309.5	\$14,079.9	\$14,436.8	\$14,580.3	\$15,978.4	\$17,181.9	\$20,045.1	\$217,846.3
Sewer	\$21,589.4	\$22,706.9	\$22,330.6	\$16,837.1	\$17,839.7	\$13,259.2	\$14,010.9	\$14,599.5	\$13,759.0	\$16,248.7	\$17,077.0	\$20,232.7	\$210,490.6
Service	\$3,835.7	\$3,820.5	\$3,802.2	\$3,802.2	\$3,802.2	\$3,857.1	\$3,820.5	\$3,838.8	\$3,802.2	\$3,802.2	\$3,820.5	\$3,802.2	\$45,806.6
<b>Total</b>	<b>\$48,847.2</b>	<b>\$51,022.6</b>	<b>\$50,456.4</b>	<b>\$38,921.0</b>	<b>\$39,354.1</b>	<b>\$30,425.7</b>	<b>\$31,911.3</b>	<b>\$32,875.1</b>	<b>\$32,141.5</b>	<b>\$36,029.3</b>	<b>\$38,079.4</b>	<b>\$44,080.0</b>	<b>\$474,143.4</b>
Water Sold Cu Ft	370034	403035	381961	302816	275704	203414	216577	220129	214084	243460	269171	304596	3,404,981
Water Sold acre ft	8.49	9.25	8.77	6.95	6.33	4.67	4.97	5.05	4.91	5.59	6.18	6.99	78.17

**2010 / 2011**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$29,080.9	\$30,541.4	\$24,905.3	\$23,664.7	\$18,603.5	\$18,224.2	\$18,368.8	\$17,712.9	\$14,752.5	\$20,943.1	\$19,569.8	\$24,471.6	\$260,838.8
Sewer	\$30,694.0	\$32,170.1	\$26,341.4	\$24,926.1	\$19,583.4	\$19,169.6	\$19,403.2	\$16,370.8	\$15,243.1	\$22,112.6	\$20,266.8	\$25,270.9	\$271,552.0
Service	\$4,272.0	\$4,231.1	\$4,251.5	\$4,251.5	\$4,251.5	\$4,272.0	\$4,251.5	\$4,272.0	\$4,251.5	\$4,251.5	\$4,251.5	\$4,292.4	\$51,100.0
<b>Total</b>	<b>\$64,046.8</b>	<b>\$66,942.6</b>	<b>\$55,498.2</b>	<b>\$52,842.4</b>	<b>\$42,438.4</b>	<b>\$41,665.8</b>	<b>\$42,023.5</b>	<b>\$38,355.7</b>	<b>\$34,247.2</b>	<b>\$47,307.2</b>	<b>\$44,088.1</b>	<b>\$54,034.9</b>	<b>\$583,490.8</b>
Water Sold Cu Ft	394069	413435	337511	319681	252605	247832	248528	225987	201323	285397	264824	329516	3,520,708
Water Sold acre ft	9.05	9.49	7.75	7.34	5.80	5.69	5.71	5.19	4.62	6.55	6.08	7.56	80.82

**2011 / 2012**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
Water	\$30,164.0	\$31,860.6	\$27,236.4	\$23,180.2	\$19,172.8	\$13,606.3	\$18,102.6	\$20,631.4	\$17,394.1	\$23,008.4	\$23,384.4	\$29,603.5	\$277,344.6
Sewer	\$32,911.6	\$34,733.9	\$29,563.0	\$25,730.9	\$21,158.5	\$14,923.0	\$20,172.8	\$21,705.5	\$18,903.2	\$25,168.5	\$24,914.3	\$32,350.8	\$302,236.0
Service	\$4,792.3	\$4,792.3	\$4,815.4	\$4,815.4	\$4,792.3	\$4,815.4	\$4,792.3	\$4,769.3	\$4,769.3	\$4,792.3	\$4,815.4	\$4,792.3	\$57,553.9
<b>Total</b>	<b>\$67,867.9</b>	<b>\$71,386.8</b>	<b>\$61,614.7</b>	<b>\$53,726.5</b>	<b>\$45,123.6</b>	<b>\$33,344.7</b>	<b>\$43,067.8</b>	<b>\$47,106.2</b>	<b>\$41,066.6</b>	<b>\$52,969.2</b>	<b>\$53,114.0</b>	<b>\$66,746.6</b>	<b>\$637,134.5</b>
Water Sold Cu Ft	361479	380540	324880	279621	232827	165658	220059	216680	209256	285145	279529	354134	3,309,808
Water Sold acre ft	8.30	8.74	7.46	6.42	5.34	3.80	5.05	4.97	4.80	6.55	6.42	8.13	75.98

**2012 / 2013**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$27,981.20			\$21,530.45							\$49,511.7
County Property Tax	\$8,069.77	\$51.86	\$1,503.31	\$3,859.65	\$5,718.15	\$25,445.32	\$1,327.66	\$1,155.6	\$2,632.2				\$49,763.6
Water	\$36,628.9	\$36,833.3	\$28,053.5	\$24,908.9	\$20,549.4	\$17,417.0	\$21,971.3	\$19,076.2	\$16,337.8				\$221,776.3
Sewer	\$40,084.9	\$43,613.3	\$33,179.7	\$29,636.1	\$23,946.3	\$20,191.1	\$25,116.2	\$22,334.7	\$19,215.2				\$257,317.6
Service	\$5,436.9	\$5,366.4	\$5,366.4	\$5,366.4	\$5,366.4	\$5,366.4	\$5,366.4	5366	5366				\$48,368.1
Late Fees	\$59.8	\$110.4	\$120.6	\$71.4	\$117.4	\$101.1	\$155.8	100.38	93.94				\$930.8
<b>Total</b>	<b>\$90,280.3</b>	<b>\$85,975.3</b>	<b>\$96,204.7</b>	<b>\$63,842.4</b>	<b>\$55,697.7</b>	<b>\$90,051.4</b>	<b>\$53,937.3</b>	<b>\$48,033.3</b>	<b>\$43,645.6</b>				<b>\$627,668.0</b>
Water Sold Cu Ft	373741	396714	303256	269689	222002	188500	223200	206900	177200				2,361,202
Water Sold Acre ft	8.58	9.11	6.96	6.19	5.10	4.33	5.12	4.75	4.07				54.21

**2013 / 2014**

## **ITEMS OF BUSINESS**

**\* Minutes – March 12, 2014**

**\* Disbursements Journal – April 09, 2014**

**\* USDA Loan Disbursements Journal - April 09, 2014**

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, March 12, 2014**  
**6:00 pm**

CAVALIER BANQUET ROOM  
250 San Simeon Avenue  
San Simeon, CA

**1. NO CLOSED SESSION:**

**2. REGULAR SESSION@6:05PM**

**A. Roll Call:**

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

General Manager Charles Grace  
District Counsel: Tim Carmel/Heather Whitham  
Sheriff Representative: Commander Nix

**B. Pledge of Allegiance**

**3. PUBLIC COMMENT:**

Cambria Director Amanda Rice mentioned that Cambria CSD was going to present a new rate study at the Vets Hall March 13<sup>th</sup> at 4:00 PM

**A. Sheriff's Report – Report for February.**

February was a quiet month. There were 68 total calls for service in San Simeon. Such calls were; 5 EMS Calls, 11 Assist Other Agencies, 1 Disturbance, 9 Check the Welfare/Citizen Assists, 4 Suspicious Circumstances/Subjects, 14 Incomplete 911 Calls, and 22 Deputy Self-Initiated Field Activity.

**B. Public comment on Sheriff's Report: No Comment**

**4. BOARD PRESENTATIONS AND ANNOUNCEMENTS: None**

**5. STAFF REPORTS**

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

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

Along with billing and collections, Staff worked with the USDA, Phoenix Engineering, and Rahmina Construction on the Wellhead Project and Ultura on the Small Scale Recycled Water System. Staff has been training residents and hotels on the use of Recycled Water and staff has distributed the Mandatory Use Ordinance 112. Staff has been working on the draft of Ordinance 114 (Stage 1,2,3 Alert) and prepared the State/Hearst Castle sewer bill. The San Simeon CSD Administrator, Superintendent and Board President have received CERT Training on behalf of the District.

### **2. Grants, Loans and Partnership Opportunities – Update on USDA Wellhead Project USDA Wellhead Project**

The Well #1 piping and connection piping was completed early this month. The USDA is set to perform the pre-final inspection of the facility the week of March 12<sup>th</sup>. The new SCADA installation will also be completed next week. Punch list items will be identified for the Contractor to complete. It is anticipated that the project will be completed by the end of March. The District continues to work with the County of SLO regarding the lack of a sanitary seal on Well #2. The County has reached a resolution, since we have not had any issues with Well#2 we get to dig 10 feet down and pour a sanitary seal.

### **3. San Simeon Recycled Water Use – Progress since obtaining the permit to use**

Staff has trained Distributors (4), Residents (9), Homeowner Associations (8), Hotels (5) and Restaurants (2) in the use of Recycled Water. Signs are already being posted at approved recycled water use sites. The Mandatory use Ordinance was distributed in the February billing to remind everyone in San Simeon of the rules and regulations regarding the Mandatory use of San Simeon Recycled Water.

### **4. Application for Well Head Chloride Treatment – Information on CDPH Process**

Staff submitted Water Well Permit Application Amendment to the California Department of Public Health (CDPH) on February 20, 2014 for Well Head Chloride Treatment. Staff is consulting with Phoenix Engineering regarding the required engineering report, plans and specs for the design of the project. Staff will be requesting a proposal from Phoenix Engineering for design.

## **B. Superintendent's Report**

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

- The wastewater treatment plant performed well this month.

- All sampling, testing and reporting at the wastewater treatment plant was performed as required by the RWQCB.
- The new WWTP and Recycled Water Facility permit was implemented as well as the new sampling and testing schedule belonging to it.
- Equalization Basin pump #1 was rebuilt including a brand new rotating assembly, impeller and wear plate.
- After the earthquake on 2/6/14, the facilities were inspected and no damage was discovered.
- A new water heater was installed at the WWTP
- Staff responded to a power failure alarm at the WWTP, where the stand-by generator had started up and was running upon arrival.

## 2. Water Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the CDPH.
- Monthly meter reading was performed.
- Staff assisted Phoenix Engineering and Raminha Construction and their subcontractors with the domestic water well rehabilitation project.
- Well #3 was disinfected along with the discharge piping to the reservoir and brought online with sampling and testing protocol required by the CDPH.

## 3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- The fire hydrants were all exercised and painted.
- The no parking curbs were painted.

### C. District Financial Summary – Update on Monthly Financial Status for close of business February 28, 2014:

#### BILLING

January Billing Revenue	\$ 50,453.49
February Billing Revenue	\$ 47,127.68
Past Due (31 to 60 days)	\$ 65.64
Past Due (60 days)	\$ 234.01

#### RABOBANK SUMMARY:

##### Summary of Transactions:

Balance January 31, 2014	\$ 685,991.23
Interest for February 2014	\$ 136.03
<b>Money Marketing Account Closing Balance February 28, 2014</b>	<b>\$ 686,127.26</b>

Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 43,470.00)
<b>Available Funds</b>	<b>\$ 392,657.26</b>

General Checking Account \$ 86,046.20

Well Rehab Project/USDA Checking Account

\$ 190,822.19

LAIF Closing Balance February 28, 2014

\$ 517.95

#### **D. District Counsel's Report – Tim Carmel/Heather Whitham**

Counsel followed up on the Sansone Project. The County confirmed that the project has been put on hold until new plans are submitted with fewer units. David Sansone has not come back with the revised plans/application yet.

The County suggested that the District send a letter with a list of "conditions of approval" of the project in case Sansone does decide to re-submit his application.

Director Williams requested a light pollution clause. His concern is with the lights that need to be on during the night that might disturb neighbors.

At the last meeting Director Fields asked for Counsel to ask the County if there was an update regarding the Oceanside Inn. Counsel was told that the project reached completion 2 years ago and was finalized last year. There is nothing pending. District Staff completed a letter in Fall of 2013 reporting to the County that the District had done its final inspection of the property. The Oceanside Inn followed all requirements by the County and the District.

### **6. ITEMS OF BUSINESS**

#### **A. Approval of last month's minutes – February 12, 2014**

Motion made to approve minutes with Counsels corrections.

Motion by: Director Price

2<sup>nd</sup> by: Vice-Chair Fields

All in: 5 / 0

#### **B. Approval of Disbursements Journal(s) – March 12, 2014.**

Both the General Checking Disbursements and USDA Disbursements were approved with as presented.

Motion by: Chairperson McAdams

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

All in: 5 / 0

## 7. DISCUSSION/ACTION ITEMS

### A. Review of Bookkeeper Proposals – Consideration and awarding of bookkeeping services from Glen Burdett (\$1,500/\$1800) and Robert Stilts (\$1,200 flat).

The current District Bookkeeping service is Glen Burdett Phillips and Bryson GBP. The dedicated bookkeeper from GBP for San Simeon CSD retired last year. GBP and District Staff spent countless hours training the GBP bookkeepers replacement leading District Staff to believe no transition effort was made by GBP. To date there have been numerous issues, such as; with audit preparation, warrant report coordination, timeliness and unexpected additional cost. Currently GBP is increasing the cost of service by \$300 per month and \$300 per quarter more for the services they provide us. Staff has requested proposals for similar bookkeeping service for your review. Staff recommends approval of the Robert Stilts CPA proposal. Counsel Whitham suggests that we use a Consultant Agreement that Carmel and Naccasha will provide for us in addition to accepting Stilts proposal.

Motion made to approve and accept proposal from Robert Stilts CPA for \$1,200 a month flat rate.

Motion by: Director

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

All in: 5 / 0

### B. Review and discussion of DRAFT Ordinance 114, Stage 1 and 2 Alert - Water conservation measures, changes in fines, and conservation stage restrictions.

Staff was asked to review Ordinance 106 to adjust existing conservation restrictions and add measures that could be taken to increase potable water conservation. Staff has attached Draft Ordinance 114 for the Water Committee and San Simeon CSD Board to review and comment.

The Water Committee recommends to the SSCSD Board to declare Stage 3 and fines to be tripled. The Committee requests a Resolution be submitted in order that the District can have something in place while Ordinance 106 can be evaluated and re-written.

A motion was made for Counsel to draft an Ordinance and/or a Resolution in order for the Board to go into Stage 3 while Ordinance 106 is re-written.

Motion by: Director Williams

2<sup>nd</sup> by: Chairperson McAdams

All in: 5 / 0

**C. Well 2 Sanitary Seal Installation Design and Construction Observation – Proposal from Phoenix Civil Engineering, Inc. (\$7,483) to design, provide bid phase assistance and construction observation.**

In contrast with the original well log drafted when Well #2 was installed; during the rehabilitation work on Well #2 it was discovered that Well #2 does not have a sanitary seal. Staff has been working with the County and CDPH to resolve this issue and both entities thus far have allowed San Simeon CSD to continue to use the well. The most likely long term solution is to design and construct a sanitary seal that starts from the ground surface around Well #2 to a depth of 10 feet. Staff recommends approval of the Phoenix Engineering Proposal.

Counsel Whitman would like to add a Consultant Agreement to Phoenix Engineering's Proposal.

Motion by: Director Price

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

All in: 5 / 0

**8. Board Committee Reports – Oral Report from Committee Members.**

The Water committee met prior to the District Board meeting to discuss:

**A. General water related issue discussion**

What was Hearst well water use total? The District used 264,900 gallons from Well 3. Total bill was \$603.68

**B. Well 1 Y-fitting installation**

The Well 1 Y-fitting was cut into the pipeline and installed successfully. This was a change order to the original Well Rehab project when it was discovered that the Well discharge pipeline was corroded and needed to be replaced. A site inspection is being done next week, project is almost complete.

**C. Potable water chloride level and well levels**

Currently the Well chloride levels are at 478. They are dropping 50 to 100 parts a day.

**D. Discussion of Draft Ordinance 114 (Stage 1, 2, and 3 revision) - suggestions for the SSCSD Board of Directors.**

\* Declare an emergency Stage 3 Alert only to be lifted by Board Action

\* Fines to be tripled during Stage 3 Alert.

A motion was made to have the Board write a Resolution declaring an emergency, go into Stage 3 and fines to be tripled for the next 120 days while Ordinance 106 can be re-evaluated and re-drafted.

Motion Made by: Mike Hanchett

2<sup>nd</sup> by: Director Williams

All in: 4/0



**9. Board Reports** – Oral Report from Board Members on current issues.

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

Chairperson McAdams directed Staff to get cost proposals on a trailer/truck for district to purchase in order to deliver Recycled Water.

**11. ADJOURNMENT@7:18 PM**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Disbursements Journal**  
 April 2014

Type	Date	Num	Name	Memo	Amount	Balance
				<b>General Checking Balance</b>		<b>93,264.75</b>
Liability Check	04/02/2014	7009	United States Treasury	Payroll taxes 1st quarter 2014	-229.50	93,035.25
Paycheck	04/01/2014	7010	ALAN FIELDS	Board Salary	-92.35	92,942.90
Paycheck	04/01/2014	7011	DAN WILLIAMS	Board Salary	-92.35	92,850.55
Paycheck	04/01/2014	7012	KAUSHIK S PATEL	Board Salary	-92.35	92,758.20
Paycheck	04/01/2014	7013	LEROY E PRICE	Board Salary	-92.35	92,665.85
Paycheck	04/01/2014	7014	RALPH N MCADAMS	Board Salary	-92.35	92,573.50
Bill Pmt	04/02/2014	7015	Carmel & Nacassha, LLP	March Legal Services	-1,800.00	90,773.50
Bill Pmt	04/02/2014	7016	Cleath-Harris Geologists, Inc	Groundwater Availability Study	-624.50	90,149.00
Bill Pmt	04/02/2014	7017	County of San Luis Obispo	Cross Connection Admin cost	-34.20	90,114.80
Bill Pmt	04/02/2014	7018	Glenn Burdette	Bookkeeping - March Services	-1,800.00	88,314.80
Bill Pmt	04/02/2014	7019	Great Western Alarm	Relocation of Alarm Services for Well Pump House & Lift Station	-255.00	88,059.80
Bill Pmt	04/02/2014	7020	MICHAEL O'NEILL	Website Monthly maintenance fee	-275.00	87,784.80
			7021 Phoenix Civil Engineering, Inc	Services for March 2014	\$5,030.00	
				Recycled Water Pipeline Survey, Drafting, Design	\$4,356.00	
				Small Scale Recycled Water System Discharge Pump Design	\$800.00	
Bill Pmt	04/02/2014			Water Usage Calculations & Report	\$640.00	-10,826.00
				Water Usage (264,900 gallons)		76,958.80
Bill Pmt	04/02/2014	7022	San Simeon Ranch	Water Usage (264,900 gallons)	-603.68	76,355.12
			7023 Ulitra Water	Operations & Management	Monthly services 38,870.64	
Bill Pmt	04/02/2014			Facility Maintenance Fund Coverage Cnt Yr 11/2013-13/2014	\$691.64	-39,562.28
					-	36,792.84
					-56,471.91	36,792.84

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**USDA DISBURSEMENT JOURNAL**

APRIL 2014

Type	Date	Num	Name	Memo	Amount	Balance
Wire Transfer	03/27/2014		From SSCSD General checking	For first Loan payment		10,345.00
Balance	03/31/2014		USDA Checking Account Balance			12,575.83
Check	04/01/2014	ACH	USDA Loan Repayment	Loan payment 1	10,345.00	2,230.83
Wire Transfer	04/01/2014		From USDA			62,811.00
Balance	04/04/2014		USDAChecking Account Balance			65,041.83
Bill Pmt	04/09/2014	118	AECOM USA Inc.	Services March	1,077.30	63,964.53
Bill Pmt	04/09/2014	119	Phoenix Civil Engineering, Inc	Services March	3,724.11	60,240.42
Bill Pmt	04/09/2014	120	Raminha Construction, Inc	Services March	58,009.18	2,231.24
					73,155.59	2,231.24

Total 1022 · USDA checking paid to date	\$378,369.76
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**PUBLIC HEARING**  
**Adoption of Draft Ord. 114**

## **PUBLIC HEARING**

**April 9, 2014**

**A. Consideration of adoption of DRAFT Ordinance 114, Stage 1, 2, 3 Alert - Water conservation measures, changes in fines, and conservation stage restrictions.**

At the March 12, 2014 Board Meeting, the Water Committee requested that the Board review Ordinance 106 to include provisions for Board action and pass a Resolution that would grant the District temporary authority to enter into Stage 3 alert, lengthen conservation measures, and to triple current fines regarding water usage violations.

On April 1, 2014, Staff posted a public hearing notice and Ordinance Summary regarding the adoption of Ordinance 114 amending Ordinance 106; the Districts Water Conservation Plan and regulations. Ordinance 114 establishes authority for the Board to establish by way of Resolution mandatory conservation measures and more severe penalties for violations during Stage 1, Stage 2 and Stage 3 events. Staff recommends approval of Ordinance 114.

# San Simeon Community Services District



111 Pico Avenue, San Simeon, California 93452  
(805) 927-4778 Fax (805) 927-0399

## **NOTICE OF PUBLIC HEARING ON ADOPTION OF AN ORDINANCE AMENDING THE DISTRICT'S WATER CONSERVATION PLAN ESTABLISHING REGULATIONS RELATED THERETO INCLUDING MANDATORY CONSERVATION MEASURES AND RESTRICTIONS AND PENALTIES FOR VIOLATIONS THEREOF**

**WHO:** San Simeon Community Services District ("District") Board of Directors

**WHEN:** April 9, 2014 at 6:00 p.m.

**WHERE:** Cavalier Banquet Room, 250 San Simeon Avenue, San Simeon, California

**WHAT:** The Board of Directors of the District will hold a public hearing, at which oral or written presentations can be made, to consider adopting an ordinance amending and restating the District's Water Conservation Plan and establishing regulations related thereto, including mandatory conservation measures and restrictions and penalties for violations thereof. At the time and place of the public hearing set forth above any person interested, including all persons owning property within the District, may appear and be heard on the matter of the proposed ordinance.

This public hearing shall comply with the requirements of the American with Disabilities Act.

For further information you may contact the District at 111 Pico Avenue, San Simeon, California 93452, Telephone: (805) 927-4778

Renee Samaniego  
Administrator  
Dated: April 1, 2014

# San Simeon Community Services District



111 Pico Avenue, San Simeon, California 93452  
(805) 927-4778 Fax (805) 927-0399

## **SAN SIMEON COMMUNITY SERVICES DISTRICT ORDINANCE SUMMARY**

### **A PROPOSED ORDINANCE OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT AMENDING AND RESTATING THE DISTRICT'S WATER CONSERVATION PLAN**

This Ordinance Summary is published in accordance with the provisions of Water Code Section 376(b)(1). On April 9, 2014, the San Simeon Community Services District will consider adopting an Ordinance amending and restating the District's Water Conservation Plan establishing regulations related thereto including mandatory conservation measures and restrictions and penalties for violations thereof.

Specifically, the Ordinance establishes Stage One, Two, and Three Water Shortages. Each stage imposes progressively stricter conservation measures and restrictions on the use of potable water.

The Ordinance also prescribes the notice requirements for each stage and the criteria for exceptions from the mandatory provisions. In addition, the Ordinance establishes penalties for violations of each of the stages of mandatory conservation.

The District Board of Directors will consider whether to adopt the proposed Ordinance on April 9, 2014, at 6:00 p.m. at the Cavalier Banquet Room, 250 San Simeon Avenue, San Simeon, California.

In accordance with Water Code Section 376(b)(1), a copy of the complete Ordinance is available for review at the District office located at 111 Pico Avenue, San Simeon, California. For more information, contact the District office at (805) 927-4778.

Renee Samaniego

Publish 1T, The Tribune, April 3, 2014

**ORDINANCE NO. 114**  
**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SAN SIMEON**  
**COMMUNITY SERVICES DISTRICT AMENDING AND RESTATING**  
**THE DISTRICT'S WATER CONSERVATION PLAN**

**WHEREAS**, the Board of Directors of the San Simeon Community Services District ("District") currently has a moratorium on new water connections within the District boundaries, originally established by Ordinance No. 61 and amended by Ordinance No. 63, Ordinance No. 66 and Ordinance No. 102; and

**WHEREAS**, the District currently has a Water Conservation Plan set forth in Ordinance No. 106; and

**WHEREAS**, pursuant to Water Code Section 353, the Board of Directors may adopt such regulations and restrictions on the delivery of water which will conserve the water supply for the greatest public good; and

**WHEREAS**, on January 17, 2014, the Governor of the State of California declared a state of emergency (the "Proclamation") due to record dry conditions and concerns over the State's dwindling water supplies. The Proclamation states that "[l]ocal urban water suppliers and municipalities are called upon to implement their local water shortage contingency plans immediately in order to avoid or forestall outright restrictions that could become necessary later in the drought season; and

**WHEREAS**, the domestic water supply for the District may be inadequate based upon the continued lack of precipitation and the current water levels in the aquifers that provide the domestic water supply for the District, and specifically that water levels in the Pico Creek are such that staff has determined that the available water supply may be insufficient to meet demand; and

**WHEREAS**, after holding a duly noticed public hearing on April 9, 2014, the Board of Directors determined that it is necessary and desirable to adopt revised enhanced water conservation measures and restrictions on the use of potable water; and

**WHEREAS**, in addition to Water Code Section 353, Water Code Section 375 provides that a public entity that supplies water may, after holding a noticed public hearing, adopt and enforce water conservation programs to reduce the quantity of water used by persons within the entity's service area or jurisdiction for the purpose of conserving the entity's water supplies; and



**WHEREAS**, additional enhanced water conservation use restrictions are necessary and appropriate in order to protect the health, safety and welfare of the community.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT ORDAINS AS FOLLOWS:**

**SECTION 1. Recitals.**

The above recitals are true and correct and are incorporated herein by this reference.

**SECTION 2. Repeal of Ordinance No. 106.**

This Ordinance repeals and replaces Ordinance No. 106.

**SECTION 3. Declaration of Policy.**

It is hereby declared that, because of the conditions prevailing within the District, the general welfare requires that the water resources available to the District be put to the maximum beneficial use to the extent to which they are capable, and that the waste or unreasonable use of water be prevented and the conservation of such water is to be extended with a view to the reasonable and beneficial use thereof in the interest of the people of the District and for the public welfare.

The Board of Directors finds the following:

1. The District is committed to acquiring new sources of water in order to be able to remove the existing water moratorium; and
2. Present water supplies are limited; and
3. The chloride constituent of the District water fluctuates to undesirable levels periodically; and
4. Long-term water supply projects are in process but not available to augment at this point in time; and
5. The District needs to conserve its available supplies to the maximum extent feasible to provide water to its existing customers.

Based upon the current water supply conditions within the District, the Board finds that an emergency water situation exists necessitating the immediate continued implementation of comprehensive water conservation measures.

**SECTION 4. Water Conservation Measures and Restrictions on the Use of Potable Water.**

The Board of Directors adopts the following Water Conservation Measures and Restrictions on the Use of Potable Water:

## **STAGE ONE WATER SHORTAGE**

A Stage One Water Shortage will take effect when the Pico Creek stops running to the ocean or when implemented by a resolution of the Board of Directors whenever the Board finds to do so is necessary to protect the health, safety and general welfare of the public. A Stage One Water Shortage will be lifted when Pico Creek starts running to the ocean.

1. Use of water from fire hydrants shall be limited to firefighting and/or activities immediately necessary to maintain the health, safety and welfare of the District; and
2. All sales or use of District water outside of the District boundaries shall be discontinued; and
3. District potable water shall not be used to wash down sidewalks, driveways, parking areas, buildings or other structures, except to alleviate immediate fire or sanitation hazards; and
4. The washing to automobiles, trucks, trailers, boats, mobile homes and other types of mobile equipment with District potable water shall be prohibited.

## **STAGE TWO WATER SHORTAGE**

A Stage Two Water Shortage will take effect when current well field levels drop 5% below monthly historical averages for three consecutive weeks or when implemented by a resolution of the Board of Directors whenever the Board finds to do so is necessary to protect the public health, safety and general welfare of the public. A Stage Two Water Shortage will be lifted when Pico Creek starts running to the ocean or when well levels return to average level for two consecutive months. In addition to the measures and restrictions set forth in Stage One, the following uses shall be prohibited:

1. All outdoor irrigation with potable District water shall be prohibited; and
2. The use of District potable water for the filling, refilling or adding of water to swimming pools, wading pools, ornamental fountains, or spas shall be limited to the amount necessary to keep the pool or fountain equipment operative and to refill for evaporative losses; and

3. Restaurants are prohibited from serving District water to their customers except when specifically requested by the customer.

### **STAGE THREE WATER SHORTAGE**

A Stage Three Water Shortage will take effect when current well field levels drop 12% below monthly historical averages for three consecutive weeks or when implemented by a resolution of the Board of Directors whenever the Board finds to do so is necessary to protect the public health, safety and general welfare of the public. A Stage 3 Water Shortage will be lifted when Pico Creek starts running to the ocean or when well levels are no more than 5% below monthly historical averages. In addition to the restrictions set forth in Stages One and Two, the following uses shall be prohibited:

1. All lodging establishments are limited to changing stay-over guest linens to every other day unless specifically requested by the guest; and
2. The use of potable District water for construction, compaction, concrete work or other construction related needs is prohibited.
3. Fines will be tripled for violations of Stage 3 restrictions.

#### **SECTION 5. Notices.**

The various stages of conservation will be implemented by special mailing or by a notice inserted into the water/sewer bills. Notices will also be posted at the District Office, and Chamber of Commerce, San Simeon Post Office and the San Simeon Community Services District website.

#### **SECTION 6. Exceptions.**

The General Manager may, in his or her discretion, grant exceptions to the terms of this chapter not already provided for, if he or she finds and determines that:

1. The restrictions herein would cause an undue hardship or emergency; or
2. The granting of the exception is necessary to accommodate a documented medical need; or
3. That the granting of the exception will not adversely affect the water supply or service to other existing water customers; or
4. That the granting of the exception is for a public governmental agency and is in the best interest of the public health, safety and welfare; or
5. That the grant of exception is in the best interest of the public health, safety and welfare.

Such exceptions may be granted only upon application in writing. Upon granting any such exception, the general Manager may impose any conditions he or she determines to be just and proper. The terms of any exception shall be set forth in writing. All exceptions granted shall be reported to the Board of Directors at a Board meeting.

An applicant for an exception under this section may appeal the General Manager's decision to the Board of Directors. A request for appeal must be submitted to the District in writing not more than ten days after the General Manager's decision.

**SECTION 7. Lifting of Restrictions Imposed During A Water Shortage.**

The General Manager shall lift or reduce the restrictions imposed during a water shortage as set forth above when he or she determines, after consultation with the Chairperson of the Board of Directors and such other persons as he or she deems appropriate, that the conditions which caused the shortage have been alleviated. Such action shall be promptly and extensively publicized.

**SECTION 8. Notice of Violations and Penalties.**

In addition to any other penalty permitted by law, if and when the District becomes aware of any violation of any provision of a Stage One, Stage Two or Stage Three Water Shortage under this Ordinance, a written notice shall be placed on the property where the violation occurred and/or mailed to the person who is regularly billed for the service where the violation occurs and to any other person known to the District who is responsible for the violation or its correction. Said notice shall describe the violation and order that it be corrected, cured and abated immediately or within such specified time as the General Manager determines is reasonable under the circumstances. Said notice shall constitute the first violation of the provisions of this ordinance.

If said violation and order is not complied with, the General Manager may forthwith issue an administrative citation for the following amounts:

1. The notice of violation described above shall constitute the first violation of the provisions of this ordinance.
2. The second violation of any provision of this Ordinance, within the same twelve month period beginning with the first violation, a fine in the amount of one hundred dollars (\$100.00) shall be added to the customer's water bill.
3. The third violation of any provision of this Ordinance, within the same twelve month period beginning with the first violation, a fine in the amount of two hundred and fifty dollars (\$250.00) shall be added to the customer's water bill.

4. The fourth violation of any provision of this Ordinance, within the same twelve month period beginning with the first violation, shall result in the discontinuance of water service.

**SECTION 5. Application.**

The provisions of this Ordinance shall apply to all persons, customers and property served by the District wherever situated. No customer of the District, or any employee or invitee of any customer of the District, shall knowingly make, cause, use or permit the use of District water for residential, commercial, industrial, agricultural, governmental or any other purpose in a manner contrary to any provision of this Ordinance, or in an amount in excess of that use permitted by the following conservation measures. The term "District water" as used herein, shall not include reclaimed wastewater.

**SECTION 6. Severability.**

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of California, such decision shall not affect the validity of the remaining portions of this Ordinance. The District Board hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

**SECTION 7. Effective Date.**

This Ordinance shall take effect upon adoption pursuant to Water Code Section 376.

**SECTION 8. Publication.**

Pursuant to Water Code Section 376, a summary of this Ordinance shall be published in a newspaper of general circulation and a certified copy of the full text of the proposed Ordinance shall be posted in the office of the District at least five days prior to the meeting at which the proposed Ordinance is to be adopted. Within fifteen days after adoption of the Ordinance, the governing body shall publish a summary of the Ordinance with the names of those members voting for and against the ordinance and shall post in the office of the district a certified copy of the full text of the adopted Ordinance along with the names of those members voting for and against the Ordinance.

This Ordinance was passed and adopted at a meeting of the Board of Directors of the San Simeon Community Services District on April 9, 2014, by the following roll call vote:

Director McAdams \_\_\_\_\_  
Director Price \_\_\_\_\_

Vice-Chair Fields \_\_\_\_\_  
Director Patel \_\_\_\_\_

Director Williams \_\_\_\_\_

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Ralph McAdams, Chairperson

ATTEST:

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Charles Grace  
Secretary/General Manager  
APPROVED AS TO FORM:

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Heather K. Whitham  
District Counsel

## **DISCUSSION & ACTION ITEMS**

## DISCUSSION/ACTION ITEMS

April 9, 2014

- A. Consideration of adoption of Resolution 13-362 – Implementing a Stage 3 water shortage pursuant to the District's water conservation plan.**

Attached is Resolution 13-362 which gives the Board of Directors the authority to implement a Stage Three Water shortage by way of resolution in order to protect the health, safety and general welfare of the public. The Governor of the California declared a State wide Drought due to record dry conditions, the Governor's proclamation states that "local urban water suppliers and municipalities are called upon to implement their local water shortage contingency plans immediately". Staff is requesting approval of Resolution 13-362.

- B. Consideration of additional \$2,834 per month to Ultura Services - Ultura Services contract provision IV. Scope of Services as related to staffing.**

Attached is a summary of the additional regulated activities that are currently being performed by Staff. These items are in addition to tasks performed at the start of the October 2011 Ultura Contract. The amount of additional tasks warrants the increase from 1 full time Chief Plant Operator (CPO) and 1 part time operator to, 1 full time CPO and 1 full time Operator. Staff recommends approval.



## RESOLUTION NO. 13-362

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT IMPLEMENTING A STAGE THREE WATER SHORTAGE PURSUANT TO THE DISTRICT'S WATER CONSERVATION PLAN

**WHEREAS**, the Board of Directors of the San Simeon Community Services District ("District") has adopted Ordinance No. 114 amending and restating the District's Water Conservation Plan; and

**WHEREAS**, Section 4 of Ordinance No. 114 gives the Board of Directors the authority to implement a Stage Three Water Shortage by way of resolution whenever to do so is necessary to protect the health, safety and general welfare of the public; and

**WHEREAS**, on January 17, 2014, the Governor of the State of California declared a state of emergency (the "Proclamation") due to record dry conditions and concerns over the State's dwindling water supplies. The Proclamation states that "local urban water suppliers and municipalities are called upon to implement their local water shortage contingency plans immediately in order to avoid or forestall outright restrictions that could become necessary later in the drought season"; and

**WHEREAS**, the domestic water supply for the District may be inadequate based upon the continued lack of precipitation and the current water levels in the aquifers that provide the domestic water supply for the District, and specifically that water levels in the Pico Creek are such that staff has determined that the available water supply may be insufficient to meet demand; and

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

1. The above recitals are true and correct and are incorporated herein by this reference.
2. Based upon the existing water conditions, as described above, the Board of Directors hereby finds that the demands and requirements of water consumers cannot be satisfied without depleting the water supply of the District to the extent that there would be insufficient water for human consumption, sanitation and fire protection and that, based on this condition and on concerns regarding the anticipated prolonged drought conditions, the Board of Directors hereby declares a Stage Three Water Shortage and hereby implements the Stage Three Water Shortage measures and restrictions, as set forth in Ordinance No. 114, which the Board of Directors finds are necessary to protect the health, safety and general welfare of the public.

3. The District Clerk shall provide notice of the implementation of the Stage Three Water Shortage by special mailing or by notice inserted into the water/sewer bills. Notices will also be posted at the District office, Chamber of Commerce, San Simeon Post Office and the District website.
4. This Resolution shall take effect upon adoption.
5. District staff is hereby directed to continue to monitor and evaluate water and drought conditions on an ongoing basis and report back to the Board of Directors on a monthly basis.

PASSED AND ADOPTED THIS 9<sup>th</sup> day of April, 2014.

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Ralph McAdams, Chairperson  
Board of Directors

ATTEST:

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Charles Grace,  
Secretary/General Manager

APPROVED AS TO FORM:

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Heather K. Whitham  
District Counsel



Date: April 9, 2014

To: San Simeon Community Services District Board of Directors

Subject: Contract pricing amendment (Personnel) San Simeon CSD / Ultura Contract Executed October 12, 2011

IV. Scope of Services Item B,d.

“Change in the Scope of Services” means those events or services which either change the basis of cost or add additional scope to the services provided in this AGREEMENT. Any change in scope increasing the cost to APTwater shall result in an increase in cost to SSCSD.

2014 Changes in Scope Include:

1. WWTP New NPDES Permit
  - a. Increased Sampling
  - b. Increased Reporting
2. Water System CDPH governance versus County
  - a. Increased Sampling
  - b. Increased Reporting
3. Small Scale Recycled Water System / Equipment
  - a. Increased monitoring and maintenance
  - b. Increased sampling
  - c. Increased reporting
4. Recycled Water Program
  - a. Increased field inspections

- 5. Aggressive Project Design Schedule / Future Construction
  - a. Potable water system looping
  - b. Recycled water system expansion

Current Staffing Plan	Future Staffing Plan
1 Full Time Superintendent / Chief Plant Operator	1 Full Time Superintendent / Chief Plant Operator
1 Full Time Administrator	1 Full Time Administrator
1 Part Time Systems Operator	1 Full Time Systems Operator

Additional Fund Request is in the amount of \$2,834 per month to convert the part time position identified in the current staffing plan to a full time position.