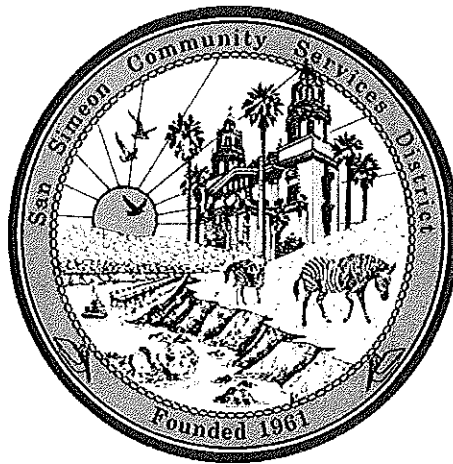


**Board of Directors
San Simeon Community Services District**



BOARD PACKET

**Wednesday, October 08, 2014
Regular Meeting 6:00 pm**

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

Prepared by GES

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, October 8, 2014
6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

1. REGULAR SESSION: 6:00 PM

- A. Roll Call
- B. Pledge of Allegiance

2. PUBLIC COMMENT:

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

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

3. BOARD PRESENTATIONS AND ANNOUNCEMENTS:

4. STAFF REPORTS

A. General Manager's Report

- 1. **Staff Activity** – Report on Staff activities for the month of September.
- 2. **Groundwater Availability Update** – Final Report from Cleath and Associates
- 3. **Grants, Loans and Partnership Opportunities:**
 - A. Update on USDA remaining loan funds.
 - B. Verbal update on WRAC/IRWM Grant for Purple Pipe.
 - C. Submittal of Grant application to USDA for Well Head Treatment Unit.
- 4. **Update on Street Lights – Possible PGE Community Grant**

B. Superintendent's Report

- 1. **Wastewater Treatment / Collection Systems** – Summary of operations and maintenance for September.

2. **Water / Distribution Systems** – Distribution performance for the Month of September.

3. **District Maintenance** – Summary of District maintenance for September.

C. **District Financial Summary** – Update on Monthly Financial Status for close of business September 30, 2014.

D. **District Counsel's Report** –Heather Whitham

5. ITEMS OF BUSINESS

A. **Approval of last month's minutes** – September 10, 2014.

B. **Approval of Disbursements Journal(s)** – October 8, 2014.

6. DISCUSSION/ACTION ITEMS

A. **Consideration of Adoption of Resolution 14-368:** Adopting the District's Conflict of Interest Code.

B. **Consideration of Introduction of Ordinance 115:** Amending Ordinance 108 establishing water and sewer service allocation transfer requirements.

C. **Consideration of approval of Well Head Treatment Unit Design Proposal** - by Phoenix Engineering for \$21,544.

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

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

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

10. ADJOURNMENT

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

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

4A. GENERAL MANAGER'S REPORT
Charles Grace
Staff Activities for September

4A. GENERAL MANAGER'S REPORT

October 8, 2014

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

During the month of September Staff read meters and distributed water billing to customers. Staff prepared reports and materials for the Auditors, Moss & Levy. The physical Audit was performed on September 22. Staff has been working on updating several Ordinances and Resolutions, two of which are submitted under Discussion Action Items in this Board packet. Staff has been working with several consultants regarding wellhead treatment possibilities. Staff worked with Cal Trans on the median to clear some trees, SDRMA (risk management insurance) for possible assistance in the Ultura matter, and cleared a few illegal parked cars. Staff has applied for several grant opportunities to assist the District with water issues.

2. Groundwater Availability Update – Final Report from Cleath and Associates The final ground water report is attached for Board review.

3. Grants, Loans and Partnership Opportunities:

A. Update on USDA remaining loan funds.

The USDA has wired the remaining loan amount (not exceeding \$500,000) into the District's USDA account. Staff will transfer the funds into the Money Marketing account.

B. Verbal update on WRAC/IRWM Grant for Purple Pipe.

C. Submittal of Grant application to USDA for Well Head Treatment Unit.

Staff and Phoenix Engineering are working on a grant with the USDA to assist the District in the purchase of Wellhead treatment. The Grant is not a loan but a monetary drought grant. Staff will keep the Board posted on the progress of the application.

4. Update on Street Lights – Possible PGE Community Grant

Staff has received information from the PG&E Representative on the Street lights for the East Side of the Highway. Although the local representatives agreed that the District should be part of the pole replacement program, the Sacramento office did not. The PG&E local representative suggested that the District obtains a cost estimate so that the District could apply for a PG&E Community Grant for some of the costs associated with the Street Light replacement. Staff will keep the Board informed as the process is put in motion.

4B. SUPERTINTENDENT'S REPORT

Jerry Copeland

Facilities Update for September

- **Wastewater Treatment Plant**
- **Water Distribution System**
- **District & Equipment Maintenance**

4B. SAN SIMEON COMMUNITY SERVICES DISTRICT

Superintendent's Report

Activities of September 2014

Wastewater Treatment Plant

- All sampling, testing and reporting at the wastewater treatment plant and the recycled water facility was performed as required by the RWQCB.
- Annual inspection of the ocean outfall was performed by Schock Construction.
- 1 load of sludge was hauled away.

Water Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the CDPH.
- Disinfection, sampling and testing was performed on Well #3 and the Well#3 discharge line. Due to chloride levels above 500 mg/L in the distribution system, Well #3 was put online on 9/14/14 to blend down the chloride.
- Monthly meter reading was performed.

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.

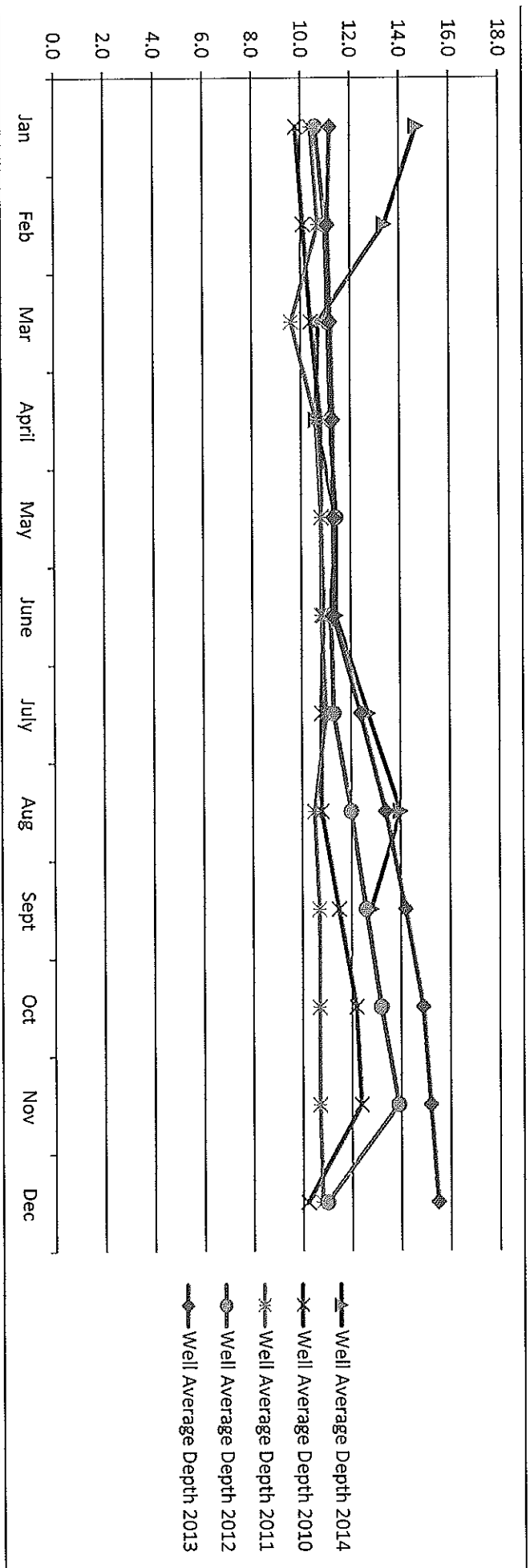
San Simeon Community Services District - Monthly Data Report - September 2014

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	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
09/01/14	Mon	89,482	101,450	69,265	69,938	0	139,203	0			0.00	5,755
09/02/14	Tue	73,831	72,270	0	64,777	0	64,777	5,740			0.00	5,807
09/03/14	Wed	84,745	71,570	47,947	0	0	47,947	2,055			0.00	2,366
09/04/14	Thu	75,796	69,740	0	66,497	0	66,497	2,260			0.00	6,113
09/05/14	Fri	80,144	72,790	0	0	0	0	0	14.2	14.2	0.00	5,918
09/06/14	Sat	87,505	80,880	41,813	101,204	0	143,018	0	13.0	13.0	0.00	4,628
09/07/14	Sun	81,387	76,510	66,497	673	0	67,170	0			0.00	6,289
09/08/14	Mon	77,195	79,280	1,870	30,892	0	32,762	0	12.1	12.1	0.00	5,891
09/09/14	Tue	75,356	67,070	3,291	151,620	0	154,911	4,900	11.9	11.9	0.00	5,474
09/10/14	Wed	70,331	68,110	0	48,620	0	48,620	1,060	12.0	12.0	0.00	2,490
09/11/14	Thu	80,334	72,490	2,020	39,644	0	41,664	2,250	12.1	12.1	0.00	2,985
09/12/14	Fri	70,322	73,010	0	51,088	0	51,088	0	12.5	12.5	0.00	3,862
09/13/14	Sat	89,281	84,190	0	77,717	0	77,717	0	12.3	12.2	0.00	3,513
09/14/14	Sun	101,783	95,900	0	97,315	20,000	117,315	0	12.4	12.4	0.00	5,907
09/15/14	Mon	81,195	101,150	0	13,763	29,300	43,063	500	12.7	12.7	0.00	6,302
09/16/14	Tue	76,202	74,310	0	50,714	20,900	71,614	7,105			0.00	4,973
09/17/14	Wed	82,643	74,210	0	48,919	20,800	69,719	1,370	12.6	12.6	0.00	3,346
09/18/14	Thu	88,924	72,660	0	58,494	14,200	72,694	925	12.7	12.6	0.00	4,630
09/19/14	Fri	78,531	78,940	0	55,726	20,700	76,426	0	12.7	12.7	0.00	5,080
09/20/14	Sat	112,751	92,640	0	67,993	18,600	86,593	0	12.7	12.7	0.00	6,560
09/21/14	Sun	77,711	77,340	0	47,348	19,900	67,248	0	12.8	12.8	0.00	4,213
09/22/14	Mon	87,145	83,260	0	63,206	20,400	83,606	0	12.8	12.8	0.00	4,271
09/23/14	Tue	82,155	68,660	0	33,136	21,600	54,736	4,740	12.9	12.9	0.00	4,271
09/24/14	Wed	75,051	76,470	0	67,619	22,600	90,219	0	12.9	12.9	0.00	4,273
09/25/14	Thu	78,613	71,090	0	40,766	20,900	61,666	3,175	13.1	13.1	0.00	3,030
09/26/14	Fri	84,543	73,900	0	25,582	28,500	54,082	0	13.1	13.1	0.00	4,271
09/27/14	Sat	80,789	79,380	0	56,250	26,800	83,050	0	13.1	13.1	0.00	2,526
09/28/14	Sun	75,397	84,200	0	54,604	26,700	81,304	0	13.2	13.1	0.00	3,856
09/29/14	Mon	77,213	79,200	0	64,104	27,400	91,504	0	13.2	13.2	0.00	3,380
09/30/14	Tue	62,624	72,320	0	25,582	26,800	52,382	0	13.4	13.3	0.00	3,745
TOTALS		2,438,979	2,344,990	232,703	1,573,792	386,100	2,192,595	36,080			0.00	135,725
Average		81,299	78,166	7,757	52,460	12,870	73,086	1,244	12.8	12.8	0.00	4,524
Minimum		62,624	67,070	0	0	0	0	0	11.9	11.9	0.00	2,366
Maximum		112,751	101,450	69,265	151,620	29,300	154,911	7,105	14.2	14.2	0.00	6,560

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Total for 2014
Wastewater Influent	2,038,514	2,129,638	2,312,484	2,560,476	2,551,268	2,827,071	3,032,345	2,978,001	2,438,979				22,866,776
Wastewater Final Effluent (Month Cycle)	2,086,860	2,250,320	2,347,710	2,548,090	2,475,100	2,547,800	3,024,620	2,859,870	2,344,990				22,485,360
Adjusted Wastewater Influent (- State Flow) *	1,776,470	1,863,820	1,938,110	2,204,983	2,198,940	2,428,604	2,790,878	2,840,506	2,303,254				20,345,565
Water Produced (month cycle)	1,892,141	1,737,158	1,745,682	1,941,958	2,196,613	2,314,014	2,731,098	2,729,715	2,192,595				19,480,973
Sewer Influent/Water Produced Ratio	1.10	1.23	1.32	1.32	1.16	1.22	1.11	1.09	1.11				N/A
Adjusted Sewer/Water Ratio	0.94	1.10	1.10	1.14	1.00	1.04	1.02	1.04	1.05				N/A
Well 1 Water Pumped	1,368,990	0	374,374	1,148,479	1,099,186	1,190,814	1,436,085	1,386,532	232,703				8,237,163
Well 2 Water Pumped	523,151	1,493,158	1,595,634	909,867	1,097,427	1,123,200	1,295,012	1,343,183	1,573,792				N/A
Well 3 Water Pumped	0	244,000	0	0	0	0	0	0	386,100				630,100
Total Well Production	1,892,141	1,737,158	1,745,682	1,941,958	2,196,613	2,314,014	2,731,098	2,729,715	2,192,595				19,480,973
Water Well 1 Avg Depth to Water	14.6	13.1	10.7	10.6	10.5	11.4	12.7	14.0	12.8				N/A
Water Well 2 Avg Depth to Water	14.7	13.4	10.6	10.5	10.5	11.3	12.6	13.9	12.8				N/A
Average Depth of Both Wells	14.7	13.3	10.7	10.6	10.5	11.4	12.7	14.0	12.8				N/A
Change in Average Well Depth from 2013	+3.4	+2.2	-0.5	-0.7	-0.8	-0.1	+0.3	+0.6	-1.4				N/A
State Wastewater Treated	262,044	265,818	311,282	355,493	352,328	398,467	241,467	137,495	135,725				2,460,119
State % of Total WW Flow	13%	13%	16%	14%	14%	14%	8%	5%	6%				N/A
Recycled Water Sold (Gallons)	0	0	0	125	5,785	10,420	29,555	44,145	36,080				126,110
Biosolids Removal (Gallons)	0	0	12,000	12,000	6,000	6,000	12,000	6,000	6,000				60,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0				N/A
Constituent Exceeded	None	None	None	None	None	None	None	None	None				N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				N/A
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	2,258,780	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	31,216,731
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	2,783,082	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
Constituent Exceeded	None	None	None	None	None	None	None	None	None				N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				N/A

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

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Well Average Depth 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	10.6	11.4	11.4	12.7	14.0	12.8			



- ▲ Well Average Depth 2014
- ◆ Well Average Depth 2013
- Well Average Depth 2012
- ✕ Well Average Depth 2011
- * Well Average Depth 2010

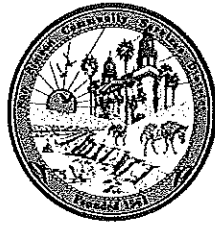
4C. DISTRICT FINANCIALS

Renee Lundy

September 30, 2014

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

SAN SIMEON COMMUNITY SERVICES DISTRICT



4C. FINANCIAL SUMMARY

BILLING

September 30, 2014

August Billing Revenue	\$ 72,580.07
September Billing Revenue	\$ 65,731.82
Past Due (31 to 60 days)	\$ 184.64
Past Due (60 days)	\$ 234.01

RABOBANK SUMMARY

Ending Balances September 30, 2014

Summary of Transactions:

Transfer of funds to General checking 9/3/2014	- \$ 10,345.00
Interest for September 2014	\$ 142.17

Money Marketing Account Closing Balance September 30, 2014 \$ 634,776.73

Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$ 341,306.73

General Checking Account \$ 144,864.46

Well Rehab Project/USDA Checking Account \$ 71,830.05

LAIF Closing Balance September 30, 2014 \$ 518.24

SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of September 30, 2014

	Sep 30, 14
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1020 · General checking	144,864.46
1022 · USDA checking	71,830.05
1040 · Cash in county treasury	(3,053.68)
1050 · LAIF - non-restricted cash	518.24
1060 · Money Market Account 9548643039	634,776.73
Total Checking/Savings	849,085.80
Other Current Assets	
1200 · Accounts receivable	50,280.24
1220 · A/R - Hearst Castle	21,530.45
1300 · Prepaid expenses	(824.57)
Total Other Current Assets	70,986.12
Total Current Assets	920,071.92
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	255,253.41
1640 · Wellhead project	443,942.08
Total 1400 · Fixed assets	3,895,396.97
1650 · Walkway access projects	11,511.00
1690 · Accumulated depreciation	(1,976,788.96)
Total Fixed Assets	1,930,119.01
Other Assets	
1710 · Customer deposits	150.00
Total Other Assets	150.00
TOTAL ASSETS	2,850,340.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll liabilities	382.50
2500 · Customer security deposits	10,308.13
2510 · Connect hookup wait list	43,470.00
2520 · USDA Loan	489,655.00
Total Other Current Liabilities	543,815.63
Total Current Liabilities	543,815.63
Total Liabilities	543,815.63
Equity	
3200 · Fund balance	2,277,729.16
3900 · Suspense	120,101.90
Net Income	(91,305.76)
Total Equity	2,306,525.30
TOTAL LIABILITIES & EQUITY	2,850,340.93

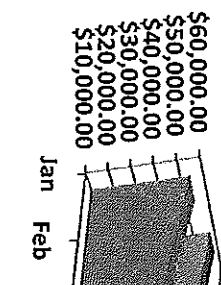
2014 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing				\$23,125.64									\$48,017.30
Property Tax	\$1,327.66	\$1,155.60	\$2,632.24	\$21,054.41	\$912.02	\$195.04	\$1,749.86		\$170.96				\$29,197.79
Water	\$21,971.3	\$19,076.2	\$16,337.8	\$22,890.1	\$21,881.1	\$25,417.3	\$34,524.9	\$30,347.3	\$26,979.2				\$219,425.02
Sewer	\$25,116.2	\$22,334.7	\$19,215.2	\$27,214.3	\$26,016.0	\$30,425.9	\$41,554.7	\$36,609.6	\$32,364.6				\$260,851.10
Service	\$5,366.4	\$5,366.4	\$5,366.4	\$5,366.4	\$5,392.2	\$5,392.2	\$5,773.5	\$5,747.7	\$5,747.7				\$49,518.90
Late Fees	\$155.8	\$100.4	\$93.9	\$413.6	\$896.4	\$139.2	\$124.0	\$44.8	\$94.8				\$2,062.84
Total	\$53,937.3	\$48,033.3	\$43,645.6	\$100,064.4	\$55,097.7	\$61,569.5	\$108,618.6	\$72,749.4	\$65,357.2				\$609,072.95
Water Sold Cu Ft	223200	206900	177200	248063	236917	275338	352622	309962	275523				2305725
Water Sold Acre ft	5.12	4.75	4.07	5.69	5.44	6.32	8.10	7.12	6.33				52.93

\$56,000.00													
\$51,000.00													
\$46,000.00													
\$41,000.00													
\$36,000.00													
\$31,000.00													
\$26,000.00													
\$21,000.00													
\$16,000.00													
\$11,000.00													
\$6,000.00													
\$1,000.00													

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	\$100,064.40	\$55,097.70	\$61,569.50	\$108,618.60	\$72,749.40	\$65,357.20				\$609,073.00
Expenses	\$58,555.68	\$53,848.94	\$56,471.91	\$67,511.62	\$68,584.98	\$63,061.56	\$68,239.78	\$75,948.43	\$67,780.30				\$580,003.20
Balance	-\$4,618.38	-\$5,815.64	-\$12,826.31	\$32,552.78	-\$13,487.28	-\$1,492.06	\$40,378.82	-\$3,199.03	-\$2,423.10				\$29,069.80



\$60,000.00
 \$50,000.00
 \$40,000.00
 \$30,000.00
 \$20,000.00
 \$10,000.00

■ Revenue
 ■ Expenses

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
 Revenue

Historical Water Production and Sales

Month	2014												Year End Total	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Water	\$21,971.3	\$19,076.2	\$16,337.8	\$22,890.1	\$21,881.1	\$25,417.3	\$34,524.9	\$30,347.3	\$26,979.2					\$219,425.02
Sewer	\$25,116.2	\$22,334.7	\$19,215.2	\$27,214.3	\$26,016.0	\$30,425.9	\$41,554.7	\$36,609.6	\$32,364.6					\$260,851.10
Service	\$5,366.4	\$5,366.4	\$5,366.4	\$5,366.4	\$5,392.2	\$5,392.2	\$5,773.5	\$5,747.7	\$5,747.7					\$49,518.90
Total	\$52,453.9	\$46,777.3	\$40,919.4	\$55,470.7	\$53,289.3	\$61,235.3	\$81,853.1	\$72,704.6	\$65,091.5					\$529,795.0
Water Sold Cu Ft	223200	206900	177200	248063	236917	275338	352622	309862	275523					2305725
Water Sold Acre ft	5.12	4.75	4.07	5.69	5.44	6.32	8.10	7.12	6.33					52.93

Month	2013												Year End Total	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Water	\$18,368.8	\$17,712.9	\$14,752.5	\$20,943.1	\$19,569.8	\$24,471.6	\$30,164.0	\$31,860.6	\$27,236.4	\$23,180.2	\$19,172.8	\$13,606.3		\$261,038.80
Sewer	\$19,403.2	\$16,370.8	\$15,243.1	\$22,112.6	\$20,266.8	\$25,270.9	\$32,911.6	\$34,733.9	\$29,563.0	\$25,730.9	\$21,158.5	\$14,923.0		\$277,688.41
Service	\$4,251.5	\$4,272.0	\$4,251.5	\$4,251.5	\$4,251.5	\$4,292.4	\$4,792.3	\$4,792.3	\$4,815.4	\$4,815.4	\$4,792.3	\$4,815.4		\$54,393.48
Total	\$42,023.5	\$38,355.7	\$34,247.2	\$47,307.2	\$44,088.1	\$54,034.9	\$67,867.9	\$71,386.8	\$61,614.7	\$53,726.5	\$45,123.6	\$33,344.7		\$593,120.7
Water Sold Cu Ft	220059	216680	209256	285145	279529	354134	373741	396714	303256	269689	222002	188500		3318705
Water Sold Acre ft	5.05	4.97	4.80	6.55	6.42	8.13	8.58	9.11	6.96	6.19	5.10	4.33		76.19

Month	2012												Year End Total	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Water	\$18,368.8	\$17,712.9	\$14,752.5	\$20,943.1	\$19,569.8	\$24,471.6	\$30,164.0	\$31,860.6	\$27,236.4	\$23,180.2	\$19,172.8	\$13,606.3		\$261,038.80
Sewer	\$19,403.2	\$16,370.8	\$15,243.1	\$22,112.6	\$20,266.8	\$25,270.9	\$32,911.6	\$34,733.9	\$29,563.0	\$25,730.9	\$21,158.5	\$14,923.0		\$277,688.41
Service	\$4,251.5	\$4,272.0	\$4,251.5	\$4,251.5	\$4,251.5	\$4,292.4	\$4,792.3	\$4,792.3	\$4,815.4	\$4,815.4	\$4,792.3	\$4,815.4		\$54,393.48
Total	\$42,023.5	\$38,355.7	\$34,247.2	\$47,307.2	\$44,088.1	\$54,034.9	\$67,867.9	\$71,386.8	\$61,614.7	\$53,726.5	\$45,123.6	\$33,344.7		\$593,120.7
Water Sold Cu Ft	248582	225987	201323	285397	264824	329516	361479	380540	324880	279621	232827	165658		3300634
Water Sold Acre ft	5.71	5.19	4.62	6.55	6.08	7.56	8.30	8.74	7.46	6.42	5.34	3.80		75.77

Month	2011												Year End Total	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Water	\$14,079.9	\$14,436.8	\$14,580.3	\$15,978.4	\$17,181.9	\$20,045.1	\$29,080.9	\$30,541.4	\$24,905.3	\$23,664.7	\$18,603.5	\$18,224.2		\$241,322.4
Sewer	\$14,010.9	\$14,599.5	\$13,759.0	\$16,248.7	\$17,077.0	\$20,232.7	\$30,694.0	\$32,170.1	\$26,341.4	\$24,926.1	\$19,583.4	\$19,169.6		\$248,812.4
Service	\$3,820.5	\$3,838.8	\$3,802.2	\$3,802.2	\$3,820.5	\$3,802.2	\$4,272.0	\$4,231.1	\$4,251.5	\$4,251.5	\$4,251.5	\$4,272.0		\$48,416.1
Total	\$31,911.3	\$32,875.1	\$32,141.5	\$36,029.3	\$38,079.4	\$44,080.0	\$64,046.8	\$66,942.6	\$55,498.2	\$52,842.4	\$42,438.4	\$41,665.8		\$538,550.8
Water Sold Cu Ft	216577	220129	214084	243460	269171	304596	394069	413435	337511	319681	252605	247832		3433150
Water Sold In acre	4.97	5.05	4.91	5.59	6.18	6.99	9.05	9.49	7.75	7.34	5.80	5.69		78.81

5. ITEMS OF BUSINESS

5A. Regular Meeting Minutes – September 10, 2014

**5B. Disbursements Journal – October 08, 2014,
General Checking**

Minutes
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, September 10, 2014
6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

1. REGULAR SESSION: 6:05 PM

A. Roll Call:

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

Also Present:

General Manager, Charles Grace
District Counsel, Heather Whitham
Sheriff Representative, Commander Nix

B. Pledge of Allegiance

2. PUBLIC COMMENT: None

A. Sheriff's Report – Report for August.

There were a total of 94 calls for service for the month of August. There were 15 calls to Assist other Agencies, 4 Crimes against property, 9 Disturbances, 13 check the welfare, 9 Suspicious Circumstances, 19 Incomplete 911 calls, 5 Alarms, and 20 Deputy self-initiated field activities.

B. Public comment on Sheriff's Report: None

3. BOARD PRESENTATIONS AND ANNOUNCEMENTS: None

4. STAFF REPORTS

A. General Manager's Report

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

Along with billing and collections Staff has started the paperwork with the USDA regarding reimbursement and prepared information needed by LAFCO to add the "Street Lights Power" to the SSCSD powers of authority. Staff will be hosting the Auditors this month, and is currently assisting the Auditors with their requests. Staff and the Auditors have also been working on the "Appropriation Limits" request from Counsel. Staff assisted Counsel with paperwork regarding Ultura invoices and assisted with Special Meeting and Closed Session Agenda's.

2. Groundwater Availability Update – Update from Cleath and Associates

Part two of draft report was verbally presented by General Manager.

3. Grants, Loans and Partnership Opportunities Update:

A. USDA Remaining loan funds

Staff is currently filling out the requested documents necessary to obtain a reimbursement from past costs associated with the Wellhead project. We currently have \$82,565 in past engineering costs that are reimbursable.

B. Staff transfer of \$10,345 from Money Marketing Account to USDA Account for September loan payment.

A transfer of funds from the Money Marketing Account to the USDA Account was made on September 4, 2014. Payment will be deducted from our account on or before September 23rd.

4. LAFCO Commission adds SSCSD's Power of Street Lights to list of powers.

Staff and David Church from LAFCO presented to the LAFCO Commission the information needed to add the "Power of Authority of Street Lights" to the current SSCSD list of powers. Attached is a letter from LAFCO confirming our request.

5. CAL PERS reimbursement of \$725.40 to SSCSD's for Medicare Part D Subsidy Payment for 2013 year.

CAL PERS has sent the District a check for \$725.40 for reimbursement for the 2013 year regarding the Medicare Part D Subsidy Payments.

6. San Simeon Recycled Water Use – Update.

Recycled Water sales continue to grow. We sold 44,145 gallons for the month of August. Staff purchased a longer hose to fill the large trucks. Trucks coming onto the WWTP drive way were at a slant and could not fill their trucks to capacity. With the longer hose, trucks can stay on level ground and fill their tanks to full capacity.

There was no training in the month of August. Staff has trained to date: (11) Distributors, (13) Residents, (12) Homeowner Associations, (9) Hotels and (2) Restaurants in the use of Recycled Water.

B. Superintendent's Report

Wastewater Treatment Plant

- All sampling, testing and reporting at the wastewater treatment plant was performed as required by the RWQCB.
- 1 load of sludge was hauled away.

Water Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the CDPH.
- Monthly meter reading was performed.

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.

A. District Financial Summary – Update on Monthly Financial Status for close of business August 30, 2014.

July Billing Revenue	\$ 82,809.52
August Billing Revenue	\$ 72, 580.07
Past Due (31 to 60 days)	\$ 000.00
Past Due (60 days)	\$ 234.01

**RABOBANK SUMMARY
Ending Balances August 30, 2014**

Summary of Transactions:

Balance July 31, 2014	\$ 686,846.59
Transfer of funds to General checking 8/18/2014	- \$ 42,000.00
Interest for August 2014	\$ 132.97
Money Marketing Account Closing Balance August 31, 2014	\$ 644,979.56

Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$ 351,509.56

General Checking Account	\$ 102,727.23
Well Rehab Project/USDA Checking Account	\$ 2,231.05
LAIF Closing Balance August 30, 2014	\$ 518.24

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

District counsel worked with Staff regarding Ultura letters and correspondence. Counsel also assisted Staff with the Appropriation Limit Resolution, November Election, and September Agenda items.

5. ITEMS OF BUSINESS

A. Approval of last month's minutes – August 13, 2014.

Approved as presented.

Motion by: Vice-Chair Fields

2nd by: Director Patel

All in: 5/0

B. Approval of Disbursements Journal(s) – September 10, 2014.

Approved as presented.

Motion by: Director Price

2nd by: Director Williams

All in: 5/0

6. DISCUSSION/ACTION ITEMS

A. Consideration of Adoption of Resolution 14-367: Adopting the Fiscal Year 2014/2015 appropriation limit.

Counsel requested that Staff pursue a Resolution regarding Appropriation limits. With the assistance of Travis Hole from Moss and Levy, appropriation amounts were calculated. Staff recommends the approval of Resolution 14-367.

Approved as presented.

Motion by: Director Patel

2nd by: Director Price

All in: 5/0

B. Discussion and Consideration of recommendation of Ralph McAdams and Ken Patel for appointment by the County Board of Supervisors to the San Simeon Community Services District Board of Directors positions for the four year term.

Attached is a letter from the County Clerk Recorder's office, the District needs to send requested appointments for two Directors. Since no one in the San Simeon Community Service District boundary applied for the two open seats, the Board of Supervisors must

appoint individuals to each open seat for both terms. Per County regulations the San Simeon CSD Board can provide the Board of Supervisors with the individuals' names to be considered for the terms.

A motion is recommended to appoint Ralph McAdams to fill a vacant seat and Ken Patel to fill the remaining vacant seat for the full term starting 2015.

Motion to approve Ralph McAdams to the appointment of Director to the San Luis Obispo County Board of Supervisors.

Motion by: Director Williams

2nd by: Director Price

All in: 3 in favor; Patel, Williams, Price. 1 opposed; Fields. 1 abstain McAdams

Motion to approve Ken Patel to the appointment of Director to the San Luis Obispo County Board of Supervisors.

Motion by: Director Price

2nd by: Director Williams

All in: 3 in favor; McAdams, Williams, Price. 1 opposed; Fields. 1 abstain Patel.

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

Water Committee met today. Cambria CSD General Manager talked to the Water Committee about possibly making the San Simeon Outfall line a contingency to their brine disposal. No action or commitments were discussed.

Staff updated the committee on the Reverse Osmosis project. Staff is getting prices and has asked Phoenix Engineering to put together a proposal with numbers.

Staff updated the committee on the approval by the State to allow the San Simeon CSD to export Recycled Water out of the District boundaries.

8. Board Reports – None

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

10. ADJOURNMENT@7:07 PM

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
 October 1, 2014

Type	Date	Num	Name	Memo	Beginning Balance	Paid Amount	Balance
Bill Pmt	10/01/2014	7147	Carmel & Nacassha. LLP	Ultra Litigation		795.50	144,068.96
Bill Pmt	10/01/2014	7148	Cleath-Harris Geologists, Inc	Ground Water Study September installment		3,292.50	140,776.46
Bill Pmt	10/01/2014	7149	Grace Environmental	O&M Services, October 2014		47,762.00	93,014.46
Bill Pmt	10/01/2014	7150	MICHAEL O'NEILL	Monthly web maintenance fee		275.00	92,739.46
Bill Pmt	10/01/2014	7151	Moss, Levy & Hartzheim, LLP	appropriation limit research		200.00	92,539.46
Bill Pmt	10/01/2014	7152	Phoenix Civil Engineering, Inc	Recycled Water design services	\$2433.00	4,392.00	88,147.46
Bill Pmt	10/01/2014	7153	Robert Stilts, CPA	Potable Water Pipe-loop design services	\$1959.00	1,200.00	86,947.46
Bill Pmt	10/01/2014	7154	Schock Contracting Corp.	September Bookkeeping		5,750.00	81,197.46
Bill Pmt	10/01/2014	7155	The Cambrian	Outfall line survey/study		39.00	81,158.46
Bill Pmt	10/01/2014	7156	USA Blue Book	1 year subscription		412.55	80,745.91
Bill Pmt	10/01/2014	7157	USA Services	Permit Sampling/NPDES Study		1,400.00	79,345.91
Bill Pmt	10/01/2014	7158	Carmel & Nacassha. LLP	# 5205. Bio solids transport		1,800.00	77,545.91
Paycheck	10/01/2014	7159	ALAN FIELDS	Regular Monthly Legal Services		92.35	77,453.56
Paycheck	10/01/2014	7160	DAN WILLIAMS	Payroll - Monthly Board Services		92.35	77,361.21
Paycheck	10/01/2014	7161	KAUSHIK S PATEL	Payroll - Monthly Board Services		92.35	77,268.86
Paycheck	10/01/2014	7162	LEROY E PRICE	Payroll - Monthly Board Services		92.35	77,176.51
Paycheck	10/01/2014	7163	RALPH N MCADAMS	Payroll - Monthly Board Services		92.35	77,084.16
						67,780.30	9,303.86

6. DISCUSSION & ACTION ITEMS

6A. Consideration of Adoption of Resolution 14-368: Adopting the District's Conflict of Interest Code.

6B. Consideration of Introduction of Ordinance 115: Amending Ordinance 108 establishing water and sewer service allocation transfer requirements.

6C. Consideration of approval of Well Head Treatment Unit Design Proposal - by Phoenix Engineering for \$21,544.

6. DISCUSSION ACTION ITEMS

October 8, 2014

A. **Consideration of Adoption of Resolution 14-368:** Adopting the District's Conflict of Interest Code.

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. After review, each agency must submit to the County Clerk Recorder a notice indicating whether or not an amendment is necessary. However, the County Clerk Recorders office asked that the District re-due their conflict of interest code because the categories seemed unclear. A sample of what the County is accepting was sent and Staff has had the amended Resolution approved by the County.

Attached is Resolution 14-368, pre-approved by the County Clerk Recorders office. Staff recommends approval.

B. **Consideration of Introduction of Ordinance 115:** Amending Ordinance 108 establishing water and sewer service allocation transfer requirements.

San Simeon CSD Ordinance 108 establishes water and sewer service allocation transfer requirements. Included in Ordinance 108 is the Wait List. In the past year, we have had 3 changes to the wait list via property owner change, and the addition of Hather/Hulbert to #8 on the list.

As it is a costly and time consuming process to amend District ordinances, the ordinance for your consideration this evening amends Ordinance 108 to allow the Board to adopt the Wait List by resolution. This will allow the Board to make changes to the Wait List in the future by resolution. A few other modifications have been made to the ordinance, which do not affect the original intent or substance of the ordinance.

C. **Consideration of approval of Well Head Treatment Unit Design Proposal - by Phoenix Engineering for \$21,544.**

Considering the extent of the current drought, the updated groundwater availability report and the seasonally early use of emergency Well 3, staff requested a proposal from Phoenix Engineering to compare well-head treatment technology options for chloride removal, system design, construction and construction management. Staff recommends approval of the proposal.

RESOLUTION NO. 14-368

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN SIMEON COMMUNITY SERVICES DISTRICT
AMENDING THE SAN SIMEON COMMUNITY SERVICES DISTRICT
CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government code Section 8100, et seq., requires that state and local public agencies adopt and promulgate a Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission (FPPC) has adopted a model Conflict of Interest Code ("Model Code") for consideration by local governments, set forth at Title 2 California Code of regulations, Section 18730, and to which future amendments may be adopted by the FPPC; and

WHEREAS, the Board of Directors of the San Simeon Community Services District ("District") adopted and incorporated by reference the Model Code on June 12, 1996; and

WHEREAS, pursuant to Government Code Section 87306.5, the District is required to review its Conflict of Interest Code each even-numbered year and if a change to its code is necessary, the agency must submit an amended conflict of interest code to the reviewing body; and

WHEREAS, the Board of Directors wishes to submit an amended Conflict of Interest Code to the County Board of Supervisors, pursuant to Government Code Section 87303.

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

1. All previously adopted resolutions and policies regarding the creation of a District Conflict of Interest Code are hereby repealed.
2. The Model Code set forth at Title 2 Code of California regulations, Section 18730, and any and all amendments duly adopted by the FPPC, are hereby adopted and incorporated by reference by and for the use of this District and shall constitute the District's Conflict of Interest Code for the designated positions described on Exhibit "A" and disclosure categories set forth on Exhibit "B".
3. The annual filing deadline for the Statement of Economic Interest Form 700 is hereby amended to reflect a filing deadline of April 1st.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing Resolution is hereby adopted this 8th day of October 2014.

Ralph McAdams
Chairperson of the Board of Directors

ATTEST:

Charles Grace
General Manager/Secretary SSCSD

**San Simeon Community Services District
Conflict of Interest Code**

EXHIBIT "A"

**LIST OF DESIGNATED POSITIONS SUBJECT TO THE PROVISIONS OF THE
DISTRICT'S CONFLICT OF INTEREST CODE**

The below-described designated positions shall comply with the District's Conflict of Interest Code. Disclosure of financial interests shall be required for the indicated disclosure categories (per form 700).

<u>POSITIONS</u>	<u>CATEGORIES</u>
Board Members	1,2,3
General Manager	1,2,3
District Counsel	1,2,3

**San Simeon Community Services District
Conflict of Interest Code**

EXHIBIT "B"

DISCLOSURE CATEGORIES

Category Number:

1. Interests in real property located in the District's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period.
2. Financial interests in any business entity that is located in, doing business in, planning to do business in, or that has done business during the previous two years in the District's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period.
3. Investments in a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction.

ORDINANCE 115

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT AMENDING ORDINANCE 108 ESTABLISHING WATER AND SEWER SERVICE ALLOCATION TRANSFER REQUIREMENTS

Whereas, the San Simeon Community Services District (hereinafter referred to as "District") may provide for the allocation of water and sewer service among the various parcels of real property within the service territory of the District and among the various uses, both existing and proposed, on such parcels; and

Whereas, the District is desirous of promoting the most efficient use of water by promoting water conservation; and

Whereas, retrofitting of plumbing fixtures in existing buildings within the District promotes water conservation; and

Whereas, construction of new buildings that incorporates new water saving technology promotes water conservation; and

Whereas, permitting transfers of existing water and sewer allocations is an effective and desirable way of promoting water conservation by requiring installation of water saving plumbing fixtures at both the parcel from which water and sewer allocations are transferred and the parcel to which water and sewer allocations are transferred; and

Whereas, the District's Board of Directors on November 22, 2005 took testimony from the public and reviewed and evaluated the merits of permitting the transfer of water and sewer allocations within the District and rules and regulations and passed and adopted Ordinance 101; and

Whereas, the District's Board of Directors on May 12, 2010 took testimony from the public and reviewed and evaluated the merits of permitting the transfer of water and sewer allocations within the District and rules and regulations and passed and adopted Ordinance 108; and

Whereas, the District's Board of Directors on October 8, 2014 took testimony from the public and reviewed and evaluated the merits of permitting the transfer of water and sewer allocations within the District and rules and regulations.

NOW THEREFORE, the District Board of Directors ordains as follows:

Section 1. Recitals. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. Repeal. Ordinance 108 is repealed in its entirety and is replaced in its entirety as follows:

Section 3. Definitions. The following definitions shall be used for the following terms used in this Ordinance:

a. "Equivalent Dwelling Unit". The Chart of Equivalent Dwelling Units in Exhibit "A" determines the number of EDUs (or fraction thereof) attributable to a particular use on a parcel.

b. "Existing Commitments" means service commitments made to specific parcels, including active service commitments, non-active service commitments and waiting list commitments. The lists of existing non-active service commitments attached at Exhibit "B" sets forth the inventory of non-active service commitments as of the effective date of this Ordinance.

c. "General Manager" means the General Manager of the District or the General Manager's designee.

d. "Parcel" means real property within the boundaries of the District which the County of San Luis Obispo recognizes as a separate parcel for purposes of real property taxes and assessments and which qualifies under County of San Luis Obispo Ordinances as a separate building parcel.

e. "Waiting List" means the list established by the District setting forth water and sewer allocations on parcels that are not active service or non-active service commitments. The list will be adopted by Resolution of the Board of Directors and may be amended from time to time as set forth in the Resolution.

Section 4. EDU as a Basis for Allocation. EDUs shall be used as the basis for allocation of water and sewer connections by the District. The Chart of Equivalent Dwelling Units at Exhibit "A" shall be used when calculating the EDUs required for individual land uses. When a land use does not fit any of the categories set forth in the Chart of Equivalent Dwelling Units, the General Manager shall compute the required EDUs for the land use on the basis of estimated water use.

Section 5. Existing Commitments. The following categories of existing commitments are established:

a. Active Service Commitments. Active service commitments consist of parcels for which active water service is provided. Active Service commitments are those with current billing for service for potable water. Active service commitments are categorized as residential and commercial.

b. Non-active Service Commitments. Non-active service commitments consist of those parcels listed on the attached Exhibit "B" that the District has determined

have pre-existing commitments for water service, but which do not use all of the EDUs allocated to the parcel.

c. Waiting List Commitments. Waiting list commitments consist of those parcels listed on the District's water and sewer service waiting list.

d. Updating Non-Active Service Commitments. The non-active service commitment list attached as Exhibit "B" may be supplemented in the future under the following circumstances:

1. District Property. The District Board of Directors may assign EDUs to District owned property as the Board deems reasonable and proper to a maximum of three (3) EDUs in any one year.

2. All Other Property. A property owner may petition the District in writing to have all or a portion of the existing EDUs allocated to a parcel listed as a non-active service commitment. The General Manager shall determine if there is evidence to support the fact that a valid connection to the water system had existed, or that the District had otherwise authorized water service, and that plumbing fixtures representing all or a portion of the EDUs of water allocated to the parcel have been disconnected and removed. The General Manager shall make a recommendation to the District Board of Directors based on the evidence and the Board of Directors shall approve, approve with conditions, or deny in whole or in part, the petition.

Section 6. Transfers of Positions to Another Parcel. Owners of parcels with existing commitments may transfer all or a portion of the EDUs represented by such existing commitments to another parcel or parcels within the boundaries of the District. The transfers of EDUs shall satisfy the following requirements:

a. Active Service Commitments. All plumbing fixtures associated with active service commitment EDUs to be transferred to another parcel shall be disconnected and removed. Prior to the effective date of the transfer, the General Manager shall inspect the transferring parcel to verify that the plumbing fixtures associated with the transferring EDUs have been disconnected and removed. All existing plumbing fixtures on the parcels to which active service commitment EDUs will be transferred shall meet the water conservation requirements of the District. In the event all or any portion of such plumbing fixtures do not meet the water conservation requirements of the District, such plumbing fixtures shall be replaced with fixtures that meet the water conservation requirements of the District prior to the effective date of the transfer. All new plumbing fixtures to be installed at the parcel to which the EDUs will be transferred that will utilize such EDUs shall also meet the water conservation requirements of the District. Prior to the effective date of the transfer, the General Manager shall verify that all existing and new plumbing fixtures at the

parcel to which the EDUs have been transferred meet the water conservation requirements of the District.

b. Non-Active Service Commitments. All existing plumbing fixtures, if any, on the parcel or parcels to which EDUs associated with non-active service commitments will be transferred that do not meet the water conservation requirements of the District shall be replaced with plumbing fixtures that meet such requirements. The General Manger shall verify that all such plumbing fixtures have been replaced prior to the effective date of the transfer.

c. Waiting List Commitments. All existing plumbing fixtures, if any, on the parcel to which EDUs associated with a water wait list commitment will be transferred that do not meet the water conservation requirements of the District shall be replaced with plumbing fixtures that meet such requirements. The General Manger shall verify that all such plumbing fixtures have been replaced prior to the effective date of the transfer.

d. Effective Date of Transfer. The effective date of a transfer of EDUs from one parcel to another shall be the date that all requirements of the Section of the Ordinance have been satisfied.

Section 7. Transfer of EDUs Within a Parcel. Owners of parcels with active service commitments or non-active service commitments may transfer EDUs or plumbing fixture or set of plumbing fixtures to a new plumbing fixture or set of plumbing fixtures at another location within the parcel. Prior to any such transfer, the Owner of such parcel shall notify the District in writing. Prior to connection of the fixture(s) related to the EDUs being transferred, the General Manger shall inspect the parcel to verify that there will be no net increase in EDUs and that the new plumbing fixtures related to the EDUs being transferred meet the water conservation requirements of the District.

Section 8. Will Serve Letters. For the transfer of water pursuant to Section 6 or 7, the property owner must request and receive from the General Manager a Will Serve Letter indicating the EDU quantity of water that shall be provided by the District to benefit a specific site subject to availability and the then rules, regulations, and fees applicable at the time of service.

Section 9. Establishment of Fees. The District Board of Directors shall establish fees from time to time that enable the District to recover any costs of the District associated with implementation and enforcement of this Ordinance.

Section 10. 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 11. Effective Date.

This Ordinance shall take effect and be in full force and effect thirty (30) days after the date of its adoption.

Section 12. Publication. A summary of this Ordinance shall be published in a newspaper and circulated in the District at least five (5) days prior to the Board of Directors' meeting at which the proposed Ordinance is to be adopted. A certified copy of the full text of the proposed Ordinance shall be posted in the District office. Within fifteen (15) days after adoption of the Ordinance, the summary with the names of those Directors voting for and against the Ordinance shall be published again, and the District shall post a certified copy of the full text of such adopted Ordinance.

Introduced at a meeting of the Board of Directors on October 8, 2014, and passed and adopted by the Board of Directors of the Mission Hills Community Services District on _____, by the following roll call vote:

Chair McAdams:

Vice-Chair Fields:

Director Williams:

Director Price:

Director Patel:

Ralph McAdams, Chairperson

ATTEST:

Charles Grace
Secretary/General Manager

APPROVED AS TO FORM:

Heather K. Whitham
District Counsel

EXHIBIT "A"

CHART OF EQUIVALENT DWELLING UNITS

<u>Land Use</u>	<u>Equivalent Dwelling Units</u>
Motels (per unit)	.7
Motels (managers apartment)	1.0
Restaurant	1.0/184 sq. ft. of total area
Service Stations	2.3/2 restrooms
Residence (single family, Condominium and mobile home)	1.0
Retail Shops	.4/950 sq. ft.
Public Restrooms	.9/restroom
Commercial Laundries	.4/washing machine
Irrigation	.5/meter
CDF Approved Fire Protection/Sprinkler Systems	0

EXHIBIT "B"

NON-ACTIVE SERVICE COMMITMENTS

Priority	Name	Description
1	Kent Mitchell Parcel# 013-091-073	Service Stations 2.3/2 restrooms



Phoenix Civil Engineering, Inc.

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

Mr. Ralph McAdams
San Simeon Community Services District
111 Pico Ave.
San Simeon, CA 93452

September 23, 2014

San Simeon Community Services District – Potable Water Wellhead Treatment Design Project– Proposal for Engineering Design, Bid and Construction Phase Services

Dear Mr. McAdams-

I am pleased to provide you with this proposal for engineering design, bid and construction phase services associated with the Potable Water Wellhead Treatment Design Project. The water supply for the San Simeon Community Services District is groundwater from Pico Creek. The creek is a perennial stream and groundwater elevations fluctuate based on demand and recharge of the local shallow aquifer. The District frequently experiences periods of water rationing to limit/reduce the influence of ocean intrusion into the basin. A delicate balance is present between the Pico Creek aquifer and the intrusion of saltwater. Below specific groundwater elevations, the District potable water wells begin to experience elevated chloride levels and eventually have to switch to a backup well for short durations. The District is currently analyzing the elevation sensitivity of the aquifer and investigating the possibility of an advanced water treatment system to remove the elevated chloride levels from the community drinking water. This will provide the District with a long range solution by allowing better management of the aquifer in periods of drought or depressed aquifer elevations. Based on my discussions with the General Manager of the District, I have included the following in my proposal:

Phase 1 - Design Services

Task 101: Technology Research
Task 102: Coordination with Equipment Supplier
Task 103: Plans and Specifications Preparation
Task 104: Permit Assistance

Phase 2 - Bid Services

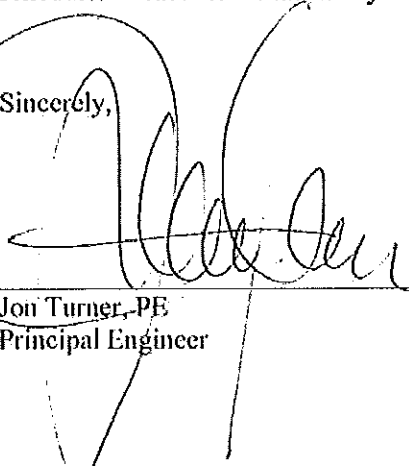
Task 201: Prebid Meeting
Task 202: Respond to Requests for Information
Task 203: Preparation of Addenda
Task 204: Recommendation of Award

Phase 3 - Construction Services

Task 301: Preconstruction Meeting
Task 302: Submittal Review
Task 303: Respond to Requests for Information
Task 304: Project Coordination/Site Observations
Task 305: Record Drawings

I appreciate the opportunity to submit this proposal to assist you with this project. I have attached a scope of work and our professional services rate sheet along with a fee schedule detailed by task and a project schedule. Please let me know if you have any questions or would like to discuss my proposal.

Sincerely,



Jon Turner, PE
Principal Engineer

Scope of Services

Background/Project Understanding

The water supply for the San Simeon Community Services District is groundwater from Pico Creek. The creek is a perennial stream and groundwater elevations fluctuate based on demand and recharge of the local shallow aquifer. The District frequently experiences periods of water rationing to limit/reduce the influence of ocean intrusion into the basin. A delicate balance is present between the Pico Creek aquifer and the intrusion of saltwater. Below specific groundwater elevations, the District potable water wells begin to experience elevated chloride levels and eventually have to switch to a backup well for short durations. The District is currently analyzing the elevation sensitivity of the aquifer and investigating the possibility of an advanced water treatment system to remove the elevated chloride levels from the community drinking water. This will provide the District with a long range solution by allowing better management of the aquifer in periods of drought or depressed aquifer elevations. Based on my discussions with the General Manager of the District, I have included the following in my proposal:

Phase 1 – Design Services

Task 101: Technology Research

As part of the initial steps in the project development, research will be performed into viable treatment technologies for the potable water system. Discussions with manufacturers/suppliers will be conducted to determine the appropriate treatment technology to meet the current and future District needs. It is envisioned that several different treatment systems or manufacturers will be identified for consideration.

The following efforts are included in this task:

- Discussions with equipment manufacturers/suppliers.

Deliverable: No deliverable is associated with this task. Information collected will be used in Task 102.

Task 102: Coordination with Equipment Supplier

This task will take the existing water quality information provided by the District and distribute it to the proposed equipment supplier for their design calculations. The treatment product is envisioned to be a skid mounted treatment process that is compact and can be located near the District office where it can intercept the discharge piping system from the well field.

The following efforts are included in this task:

- Coordination with the proposed equipment supplier once the treatment system is identified.

Deliverable: No deliverable is associated with this task. Information on the proposed treatment system will be collected and provided to the District staff as an informational item and for input.

Task 103: Plans and Specifications Preparation

Once Tasks 101 and 102 have been completed, improvement plans incorporating the proposed technology will be prepared. As stated previously, the site is initially identified as the area northeast of the existing District office. This location was selected in discussions with District staff because it is where the well field distribution pipeline enters the system. The skid mounted unit will be incorporated into the plan set and specifications. Specifications for the improvement project will be prepared using the District front end documents supplemented with technical specifications for the improvements outside of the treatment unit.

The following efforts are included in this task:

- Project plans, specifications and Opinion of Probable Construction Cost (OPCC) preparation.

Deliverable: Two paper copies and one electronic copy of the 50% plans, specifications and OPCC will be provided to the District for their review. Once the comments are received and incorporated into the plans and specifications, one paper (full size – 22 x 34) and one electronic copy of the final set of plans, as well as a reproducible set of specifications and OPCC will be issued to the District.

Task 104: Permit Assistance

This task will work with District staff to identify the necessary permits for the improvement project and provide assistance in obtaining the identified permits. At this point, a County of SLO permit may be needed as well as a State Water Resources Control Board permit. The treatment system may also require an upgraded power service due to the nature of the treatment technology. Coordination with PG&E (local power supplier) as well as preparation of permit paperwork for the upgrade will be handled.

The following efforts are included in this task:

- Coordination with local regulatory agencies regarding the treatment system and necessary permits.
- Completion of identified permit applications for the project.

Deliverable: One paper copy and one electronic copy of the completed permit applications will be provided to the District for their files/signatures. Original documents will be sent to the permit agencies.

Phase 2 – Bid Services

Once the design is complete, the District will have to advertise, receive bids and award a construction contract to a general construction contractor for the work.

The following efforts are included this phase:

- **Task 201** Provide bid phase support to District staff including a prebid meeting. The meeting will be held at the District offices and the proposed construction site. The prebid meeting will be conducted by Phoenix Civil Engineering staff. A summary of discussion topics and questions to be compiled in an addendum will be provided. It is anticipated that District staff will maintain a list of contract document plan holders for record purposes.
- **Task 202** Respond to contractor's requests for information (RFIs). It is anticipated that up to 4 requests for information will be prepared during the bid phase. The responses will originate from Phoenix Civil Engineering, but will be mailed out from the District. Coordination will be handled by Phoenix Civil Engineering.
- **Task 203** Prepare up to two project addenda incorporating the prebid meeting questions as well as the RFI responses warranting formal clarification. Coordination with the equipment manufacturer on responses will be conducted. The District will mail out the addenda.

- **Task 204** Review the submitted construction bid packages for conformance with the project contract documents. Contact project references that are provided by the low bid contractor and the next low bidder. Compile a recommendation of award for District Board approval. Attendance at a Board meeting with District staff to review the project bids and recommendations is included in this task.

Deliverable: Responses to requests for information (RFIs) will be distributed to the plan holders on the District maintained list as well as a copy to the District for its records. District staff will mail out the responses to the RFIs. Preparation of up to two addenda will be performed and the documents will be delivered to the District for delivery to the plan holders. The correspondence will be prepared and transmitted directly to District staff. No correspondence directly with the prospective bidders will be performed unless approved by the District. Copies of all correspondence will be delivered to the District at the completion of the bid phase.

Phase 3 – Construction Services

As part of this task, the construction manager will provide construction management support to the District for the project. This includes construction of the proposed improvements to the water distribution system, the concrete equipment skid pad, waste discharge lines and the electrical service undergrounding. The project specifications indicate that it will take 55 working days (approximately 2.5 months) to complete the project. The schedule is assumed to be as follows:

- Shop drawing review – Three weeks
- Equipment installation – Two weeks
- Piping installation and concrete pad installation – four weeks
- Project final punchlist items – One week

For a total of approximately 11 weeks of construction. It is anticipated that construction management and onsite observation will be provided one day a week during construction activities. During times of minimized construction activity, the construction observation will be handled by District staff.

The construction phase services include review of the project shop drawings. It is estimated that 6 project shop drawing submittals will be provided by the Contractor. For purposes of this proposal it is assumed that one initial review and one subsequent review will be conducted by the construction manager for approval. The construction phase support will also include providing the District with project coordination and communication between the contractor, design firm and District staff. The construction manager will be the primary point of contact and all correspondence will be handled by Phoenix Civil Engineering. In addition, the construction manager will conduct the weekly project progress meetings and prepare the project weekly reports outlining the daily observations, photographs, potential construction changes, and schedule updates. The District supplied construction observer when the construction manager is not onsite will also be required to provide daily observation reports. The construction manager will also review the monthly progress payment requests from the contractor and provide a recommendation and packet to the District in the approved format. If necessary, the construction manager will review any project change order requests from the contractor and provide a recommendation packet to the District. Lastly, the construction red line markups of the design plans will be incorporated into the design plans and a set of record drawings will be provided to the District at the end of the construction. Once the contractor has been selected, the project duration is anticipated to be 55 working days.

The following efforts are included in this task:

- **Task 301** Prepare for and conduct the project construction kick off meeting with the contractor and District staff. The meeting will be held at the District offices and the proposed construction site. A summary of discussion topics and project deliverables will be provided.

- **Task 302** Review and coordinate the project shop drawing submittals. It is anticipated that 6 submittals will be reviewed. As part of this proposal, two reviews of the submittals will be conducted for approval. The District will retain the design engineer for review of specific shop drawings relating to specific equipment.
- **Task 303** Respond to contractor's requests for information (RFIs). It is anticipated that up to 4 requests for information will be prepared during the construction phase. It is assumed that the District will retain the services of the design firm to assist in the responses requiring design clarification. The responses will originate and be mailed from Phoenix Civil Engineering. Coordination will be handled by Phoenix Civil Engineering.
- **Task 304** Provide project coordination between the selected contractor and the District. Monitor and document the contractor's submitted project schedule. The schedule will be reviewed at the weekly meetings. Submit weekly project update reports to the District. The report will address the schedule, shop drawing status, construction progress, potential issues/changes, upcoming activities, project photographs, and meeting summary. Provide progress payment review and recommendation for approval packages to the District. Prepare and provide recommendation for approval of any project change orders to the District in the approved format. For purposes of this proposal, it is anticipated that one change order package may be necessary. Provide the District with a compilation of the daily construction observation reports on a weekly basis.
- **Task 305** Record drawing preparation at the completion of the construction phase based on the redline markups provided by the contractor.

Deliverable: Two copies of all preliminary and final shop drawings that have been reviewed for conformance will be provided to the District. Weekly project reports detailing the previous week's activities (meeting summary, project schedule update, potential construction issues, daily observation reports, coordination issues, photographs, etc) will be provided. Any change order submittal will be reviewed and discussed with the District. At the completion of the project construction phase a complete copy of all construction related correspondence as well as the final as built drawings will be provided to the District for their files.

Fee Estimate Summary

Work associated with Tasks 101 through 305 is estimated to cost \$ 21,544 (Tasks 100 - \$10,396, Tasks 200 - \$3,310, Tasks 300 - \$7,838). A breakdown of the level of effort is listed below:

Phase 1 – Design Services

- | | |
|--------------------------------------------------|--------|
| • Task 101: Technology Research | \$930 |
| • Task 102: Coordination with Equipment Supplier | \$910 |
| • Task 103: Plans and Specifications Preparation | \$7776 |
| • Task 104: Permit Assistance | \$780 |

Phase 2 – Bid Services

- | | |
|--------------------------------------------------|--------|
| • Task 201: Prebid Meeting | \$780 |
| • Task 202: Response to Requests for Information | \$830 |
| • Task 203: Preparation of Addenda | \$610 |
| • Task 204: Recommendation of Award | \$1090 |

Phase 3 – Construction Services

- | | |
|--------------------------------------------------|--------|
| • Task 301: Pre Construction Meeting | \$610 |
| • Task 302: Shop Drawing Review Coordination | \$1740 |
| • Task 303: Response to Requests for Information | \$610 |
| • Task 304: Project Coordination Meetings | \$3820 |
| • Task 305: Project Record Drawings | \$1058 |
| • | |

Assumptions

In preparing the proposal, the following was assumed:

- The project construction timeframe is 55 working days or 11 weeks.
- The District will retain the services of a materials testing firm for concrete, soil compaction and other testing related services as identified in the project specifications.
- The District will provide support inspection services during times when construction is minimized.
- The District will retain the design firm to provide design services during construction for technical questions relating to the design.
- No geotechnical services are included in this proposal.
- The extent of the level of effort associated with the Construction Phase portion of the project is difficult to determine at this time as the design has not been performed. The fee estimate shown for those services is an assumption.
- The District will retain the services of an inspector for electrical and instrumentation observation if applicable.