

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



**BOARD PACKET**

**Wednesday, October 16, 2013  
Regular Meeting 6:00 pm**

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

Prepared by  **APTwater Service, LLC**

**AGENDA**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, October 16, 2013**  
**6:00 pm**

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

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

**1. 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, or pending before the Board. Presentations are limited to three (3) minutes or otherwise at the discretion of the Chair.

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

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

**4. BOARD PRESENTATIONS AND ANNOUNCEMENTS:**

1<sup>st</sup> Annual Beautification Award Presentation to Brooks Gallery.

**5. STAFF REPORTS**

A. **General Manager's Report**

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

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

3. **NPDES Permit** - Update

4. **Cal PERs Subsidy reimbursement - \$750.26**

5. **SDRMA Credit earned towards annual contribution amount.**

**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, 2013.

**D. District Counsel's Report – Oral Report on current issues**

**6. ITEMS OF BUSINESS**

A. **Approval of last month's minutes** – September 11, 2013.

B. **Approval of Disbursements Journal** – October 16, 2013.

**7. DISCUSSION/ACTION ITEMS**

**No Discussion Action Items**

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

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

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

**11. ADJOURNMENT**





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

# General Managers Report

October 16, 2013

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

Along with billing and collections, Staff worked with residents on unregistered/abandoned vehicles on District Streets. Staff prepared and sent information to Regional Water Quality Control Board regarding the NPDES permit status. Staff was in contact with the United States Department of Agriculture (USDA), Phoenix Engineering, and Rahmina Construction regarding preparation for construction of the Wellhead Project. Staff attended the California Rural Water Association classes to update their skills and State regulations. Staff is currently gathering information for the upcoming Audit.

Office Staff has continued working on district archived information. Since the departure of Southwest Water, State Regulated reports were scattered among the 3 locations (WWTP, Office and Shed). Most reports/data has been recovered, with a few items needing to be reproduced and or located by the contractor. The final product is at the District office if the board is interested in perusing the information.

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

### **Well Rehab Project –**

Discussions with the Contract Manager and Raminha Construction have been ongoing in effort that Rahminha submits a pump specification to AECOM that meets AECOM's design criteria. Discussion with District Council regarding termination of the Raminha contract due to failure to perform.

## 3. **NPDES Permit –**

The RWQCB has received the letter of opposition regarding the WWTP potential new pH limits. A meeting has been scheduled with the RWQCB for October 28.

## 4. **CAL PERs Subsidy reimbursement - \$750.26**

The District has received a check for \$750.26 from CAL PERs. This reimbursement is the remainder of the Medicare Part D subsidy payment that was made in 2012 towards employer contribution.

## 5. **SDRMA Credit earned towards annual contribution**

The District has received a letter from SDRMA acknowledging the District's full year of no "paid claims". This earns the District 2 credit points and will lower the District insurance annual contribution amount.



San Simeon Community Services District



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

September 30, 2013

Ms. Katie DiSimone and Ms. Sheila Soderberg  
Central Coast Regional Water Quality Control Board  
895 Aerovista Place, Suite 101  
San Luis Obispo, CA 93401

San Simeon Community Services District – Draft Order No. R3-2013-0021, NPDES No. CA0047961

Dear Ms. DiSimone and Ms. Sheila Soderberg:

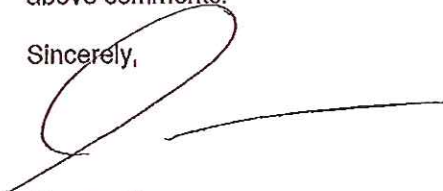
Thank you for providing the opportunity for the San Simeon Community Services District (SSCSD) to comment on the Draft Order No. R3-2013-0021, NPDES No. CA0047961. Regarding the suggested new pH limit described in the Draft Order, the San Simeon Community Services District (SSCSD) objects to the more stringent pH range.

The pH range listed in section IV Effluent Limitations and Discharge Specifications, Table 7 Effluent Limitations, describes a pH range of 7.0 to 8.5 s.u. which is more stringent than the current and historical range of 6.0 to 9.0 s.u. Current and historical pH data demonstrates that the Facility discharges on average 6.7 s.u. The SSCSD objects to the potential new pH range on the basis of:

1. Historical data shows the Facility effluent pH to be 6.7 s.u.
2. The dilution ratio between ocean and Facility effluent 115 to 1
3. Current and historical Facility Discharge has had no detrimental impact with a average pH of 6.7
4. Ocean pH samples yielded a result of 7.8 s.u.

We appreciate the opportunity to review the Draft permit and your attention to the above objection. We look forward to working with you during the permit renewal process as well as your response to the above comments.

Sincerely,



Charles Grace  
San Simeon CSD  
General Manager

San Simeon WWTP pH Results for the Permit Term Permit Number R3-2007-0024

2007		2008		2009		2010		2011		2012		2013	
Date	pH Units	Date	pH Units	Date	pH Units	Date	pH Units	Date	pH Units	Date	pH Units	Date	pH Units
1/2	6.6	1/7	7.0	1/5	6.3	1/5	6.4	1/4	7.0	1/3	6.6	1/2	6.8
1/8	6.9	1/14	6.8	1/12	6.8	1/12	6.5	1/11	7.5	1/10	6.8	1/8	6.7
1/15	6.7	1/22	6.8	1/20	6.7	1/19	6.6	1/18	6.8	1/17	6.5	1/15	6.8
1/22	6.5	1/28	6.7	1/26	6.8	1/26	6.7	1/25	6.7	1/24	6.8	1/22	6.7
1/29	6.8	2/4	6.6	2/2	7.1	2/2	6.8	2/1	6.9	1/31	6.9	1/29	7.1
2/5	6.6	2/11	6.7	2/9	9.0	2/9	6.9	2/8	6.6	2/7	6.7	2/5	6.8
2/12	6.8	2/19	7.0	2/17	6.9	2/16	6.7	2/15	6.0	2/14	6.7	2/12	6.8
2/20	6.6	2/25	6.7	2/23	6.7	2/23	6.7	2/22	6.9	2/21	6.9	2/20	6.6
2/26	6.9	3/3	6.6	3/3	6.8	3/2	6.8	3/1	7.0	2/28	6.7	2/26	6.5
3/5	6.8	3/10	6.1	3/9	6.7	3/9	6.9	3/8	7.0	3/6	6.7	3/6	7.0
3/12	6.9	3/17	6.9	3/16	6.7	3/16	6.9	3/15	6.9	3/13	6.7	3/12	6.4
3/19	6.9	3/24	6.7	3/23	6.7	3/23	6.7	3/22	6.7	3/20	6.6	3/19	6.5
3/26	6.7	3/31	6.7	4/1	6.8	3/30	6.5	3/29	6.9	3/27	6.7	3/26	6.6
4/3	6.9	4/7	6.7	4/6	6.6	4/6	6.5	4/5	6.8	4/3	6.9	4/3	6.9
4/9	7.2	4/14	6.9	4/13	6.7	4/13	6.8	4/12	6.8	4/11	6.8	4/9	6.3
4/16	6.5	4/21	7.7	4/20	7.0	4/20	6.7	4/19	6.6	4/18	6.9	4/17	6.9
4/24	6.7	4/30	6.8	4/27	6.6	4/27	6.8	4/26	6.6	4/24	6.9	4/23	6.6
4/30	6.9	5/5	7.0	5/4	6.8	5/4	6.9	5/3	6.6	5/1	6.8	5/1	6.7
5/7	6.7	5/13	6.8	5/11	6.7	5/11	7.1	5/10	6.7	5/8	6.8	5/7	6.8
5/14	6.6	5/19	6.9	5/18	6.9	5/18	7.0	5/17	6.6	5/15	6.8	5/14	6.8
5/21	6.8	5/27	7.0	5/26	6.8	5/25	6.9	5/24	6.6	5/22	6.8	5/22	6.7
5/29	7.1	6/2	6.7	6/1	6.7	6/2	6.9	6/1	6.5	5/30	7.0	5/29	6.6
6/4	6.7	6/9	6.7	6/8	6.7	6/8	7.0	6/7	7.0	6/5	6.5	6/5	7.0
6/11	6.6	6/16	6.8	6/15	6.7	6/15	6.8	6/14	6.9	6/12	6.6	6/11	6.8
6/18	6.7	6/23	7.2	6/22	6.6	6/22	7.0	6/21	6.9	6/20	6.8	6/19	6.7
6/25	6.7	6/30	6.7	6/29	6.8	6/29	6.9	6/28	6.5	6/26	6.5	6/26	6.8
7/2	6.7	7/7	6.6	7/6	6.8	7/7	6.8	7/5	6.4	7/3	6.5	7/3	6.8
7/9	6.5	7/14	6.6	7/13	6.6	7/13	6.4	7/12	6.3	7/11	6.6	7/9	6.5
7/16	6.6	7/21	6.7	7/20	6.8	7/20	6.7	7/19	7.0	7/17	6.4	7/16	6.4
7/23	6.7	7/28	6.6	7/27	6.8	7/26	6.5	7/26	6.7	7/24	6.7	7/24	6.3
7/31	6.6	8/4	6.6	8/3	6.8	8/3	7.0	8/2	6.4	7/31	6.6	7/30	6.2
8/6	6.7	8/11	6.4	8/10	6.6	8/10	7.0	8/10	6.6	8/7	6.5	8/6	6.6
8/13	6.7	8/18	7.1	8/17	7.0	8/17	7.4	8/16	6.9	8/14	6.5	8/13	6.8
8/20	6.7	8/25	6.6	8/24	6.8	8/24	7.1	8/23	6.6	8/21	6.7	8/21	6.6
8/27	6.3	9/2	6.5	8/31	6.7	8/31	6.3	8/30	7.0	8/28	6.5	8/27	6.8
9/4	6.7	9/8	6.8	9/8	6.5	9/7	6.8	9/6	6.6	9/5	6.6		
9/10	6.9	9/15	6.8	9/14	6.8	9/14	7.3	9/13	6.7	9/11	6.6		
9/17	7.0	9/22	7.0	9/21	6.7	9/21	6.8	9/20	6.7	9/18	6.8		
9/24	6.7	9/29	6.8	9/29	6.5	9/28	6.8	9/27	6.6	9/25	6.6		
10/1	6.8	10/6	6.9	10/5	6.6	10/5	6.4	10/4	6.5	10/2	6.8		
10/8	7.0	10/14	6.9	10/12	6.7	10/12	6.3	10/11	7.0	10/9	6.8		
10/15	6.5	10/20	6.8	10/19	6.6	10/19	6.3	10/18	6.6	10/16	6.9		
10/22	6.8	10/27	6.8	10/26	6.5	10/26	6.0	10/25	6.6	10/23	6.6		
10/29	6.8	11/3	6.7	11/2	6.6	11/2	6.3	11/1	6.8	10/30	6.9		
11/6	7.0	11/6	7.1	11/10	6.8	11/9	6.4	11/8	7.2	11/6	7.0		
11/13	6.8	11/10	6.7	11/17	6.6	11/16	6.7	11/15	6.7	11/13	6.7		
11/19	7.1	11/17	6.8	11/24	6.6	11/23	6.7	11/22	6.2	11/21	6.6		
11/27	6.9	11/24	6.8	12/1	6.1	11/30	6.4	11/29	6.2	11/27	6.4		
12/3	6.9	12/1	6.7	12/8	6.6	12/7	6.3	12/6	6.8	12/4	6.8		
12/10	6.9	12/8	6.7	12/15	6.5	12/14	6.4	12/13	6.6	12/11	6.9		
12/17	6.9	12/15	6.6	12/22	6.6	12/20	7.1	12/20	7.0	12/18	7.5		
12/26	6.8	12/22	6.7	12/29	6.4	12/28	6.7	12/27	6.7	12/26	6.8		
Average	6.77		6.77		6.73		6.72		6.72		6.73		6.68
Maximum	7.2		7.7		9.0		7.4		7.5		7.5		7.1
Minimum	6.3		6.1		6.1		6.0		6.0		6.4		6.2



REMITTANCE ADVICE

STATE OF CALIFORNIA

THE ENCLOSED WARRANT IS IN PAYMENT OF INVOICES AS SHOWN BELOW

STD. 404C (8/81)

DEPARTMENT <b>CalPERS</b>		INVOICE DATE	INVOICE NUMBER	RP
DEPARTMENT ADDRESS 400 Q Street 2nd Floor Sacramento, CA 95814		INVOICE AMOUNT		IN
CLAIM SCHED. NO. <b>MD1108</b>		<b>\$740.26</b>		
VENDOR San Simeon Community Services C/O Renee Lundy 111 PICO AVE		Medicare Part D Subsidy Payment		
SAN SIMEON		CA		93452
FEDERAL TAX ID NO. OR SSAN	RP TYPE	TOTAL REPORTED TO IRS (SEE RPI'S)		

This amount will be reported in accordance with Section 6041 of the Internal Revenue Code.

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - VIEW AT AN ANGLE



STATE OF CALIFORNIA

WARRANT NUMBER

04-187255

H THE TREASURER OF THE STATE WILL PAY OUT OF THE IDENTIFICATION NO.

FUND NO. FUND NAME  
0950 PUB EMPLOY CONTINGENCY

MO. | DAY | YR.  
7900 | 08 | 21 | 2013

90-1342/1211  
04187255

TO: 187255  
SAN SIMEON COMMUNITY SERVICES

DOLLARS	CENTS
\$*****740	26

*John Chiang*  
  
**JOHN CHIANG**  
 CALIFORNIA STATE CONTROLLER

⑆121113423⑆ 041872554⑈



September 6, 2013

Mrs. Doloras Ricci  
Board President  
San Simeon Community Services District  
111 Pico Avenue  
San Simeon, California 93452-9753

**Re: No Paid Property/Liability Claims in 2012-13**

Dear Mrs. Ricci:

This letter is to formally acknowledge the dedicated efforts of the San Simeon Community Services District's Governing Body, management and staff towards proactive risk management and loss prevention training. Your agency's efforts have resulted in no "paid" property/liability claims for program year 2012-13. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims. This is a great accomplishment!

It is through the efforts of members such as San Simeon Community Services District that SDRMA has been able to continue providing affordable property/liability coverage to over 469 public agencies throughout California. In fact, 382 members or 81% in the property/liability program had no "paid" claims in program year 2012-13.

In addition to this annual recognition, members with no "paid" claims during 2012-13 **earn 2 credit incentive points (CIPs) thereby reducing their annual contribution amount.** Also, members with no "paid" claims for at least 3 consecutive program years may receive a lower "risk factor" which also reduces their annual contribution amount.

As SDRMA is dedicated to serving its members and preventing claims, we would appreciate your agency taking a moment and sharing with us what made your District successful in preventing property/liability losses. Our goal is to incorporate your successful ideas and suggestions into our loss prevention programs to benefit all members of SDRMA. Please forward any comments or suggestions to Dennis Timoney, SDRMA Chief Risk Officer at [dtimoney@sdrma.org](mailto:dtimoney@sdrma.org).

On behalf of the SDRMA Board of Directors and staff, it is my honor to congratulate the Governing Body, management and staff of San Simeon Community Services District for their commitment to proactive risk management and loss prevention training.

Sincerely,  
Special District Risk Management Authority



David Aranda, President  
Board of Directors



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



**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Superintendent's Report**  
**Activities of September 2013**

**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.
- Two loads of sludge were hauled away.
- Staff attended a training session by CWEA (California Water Environment Association) at the San Luis Obispo WWTP. We received additional training in compliance reporting, disinfection, math related to process control and treatment of fats, oils and grease in wastewater treatment.

**Water Distribution System**

- All routine sampling and testing was performed. The monthly report was submitted to the CDPH.
- Monthly meter reading was performed.
- Annual lead and copper testing was performed at various residential sample sites.

**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 2013**

Date	Day	Wastewater Influent Daily flow	Wastewater Effluent Daily Flow	CALCULATED Well 1 Total Pumped	CALCULATED Well 2 Total Pumped	CALCULATED Total Daily Water Produced	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
09/01/13	Sun	124,861	125,130	0	75,174	75,174	13.8	13.9	0.00	21,985
09/02/13	Mon	99,617	109,400	76,072	0	76,072	13.9	14.0	0.00	25,183
09/03/13	Tue	76,528	87,170	6,956	70,462	77,418	13.8	13.9	0.00	14,388
09/04/13	Wed	91,522	82,500	67,993	28,723	96,716			0.00	10,747
09/05/13	Thu	100,756	82,370	22,664	48,321	70,985			0.00	16,842
09/06/13	Fri	85,746	82,760	55,576	33,660	89,236			0.00	10,268
09/07/13	Sat	85,402	85,560	0	49,742	49,742			0.00	6,724
09/08/13	Sun	92,706	90,510	82,130	34,258	116,389	13.8	13.9	0.00	13,040
09/09/13	Mon	86,230	87,900	28,873	45,179	74,052			0.00	9,035
09/10/13	Tue	86,124	88,210	52,061	49,443	101,504			0.00	12,207
09/11/13	Wed	86,068	92,010	75,473	25,058	100,531	13.8	13.9	0.00	11,600
09/12/13	Thu	95,103	91,480	0	63,879	63,879	13.9	14.0	0.00	17,426
09/13/13	Fri	102,351	98,000	52,285	20,271	72,556	14.1	14.2	0.00	12,378
09/14/13	Sat	98,118	97,950	0	68,666	68,666	14.1	14.2	0.00	4,687
09/15/13	Sun	88,709	94,020	75,473	48,844	124,318	14.1	14.2	0.00	13,578
09/16/13	Mon	91,114	92,260	52,360	25,507	77,867			0.00	15,086
09/17/13	Tue	84,825	93,590	35,680	46,825	82,504			0.00	13,618
09/18/13	Wed	81,927	82,840	0	29,247	29,247			0.00	8,392
09/19/13	Thu	92,332	90,180	81,382	44,506	125,888	14.1	14.2	0.00	10,520
09/20/13	Fri	86,088	84,370	12,866	33,436	46,301			0.00	16,753
09/21/13	Sat	111,764	110,320	76,072	54,006	130,077			0.00	9,396
09/22/13	Sun	100,868	106,410	63,430	0	63,430	14.3	14.4	0.08	12,520
09/23/13	Mon	85,932	90,660	73,753	36,876	110,629	14.2	14.3	0.00	16,177
09/24/13	Tue	85,533	87,660	66,422	43,384	109,806	14.3	14.4	0.00	11,244
09/25/13	Wed	86,976	80,610	0	37,699	37,699			0.00	9,193
09/26/13	Thu	77,306	76,990	0	37,250	37,250			0.00	10,736
09/27/13	Fri	85,284	81,210	77,493	30,144	107,637	14.2	14.3	0.00	12,124
09/28/13	Sat	93,259	93,380	37,849	47,722	85,571			0.00	12,057
09/29/13	Sun	92,408	93,840	5,834	45,703	51,537			0.00	12,850
09/30/13	Mon	79,929	90,520	66,946	51,612	118,558	14.4	14.5	0.00	13,465
<b>TOTALS</b>		<b>2,735,386</b>	<b>2,749,810</b>	<b>1,245,644</b>	<b>1,225,598</b>	<b>2,471,242</b>			<b>0.08</b>	<b>384,219</b>
Average		91,180	91,660	41,521	40,853	82,375	14.1	14.2	0.00	12,807
Minimum		76,528	76,990	0	0	29,247	13.8	13.9	0.00	4,687
Maximum		124,861	125,130	82,130	75,174	130,077	14.4	14.5	0.08	25,183



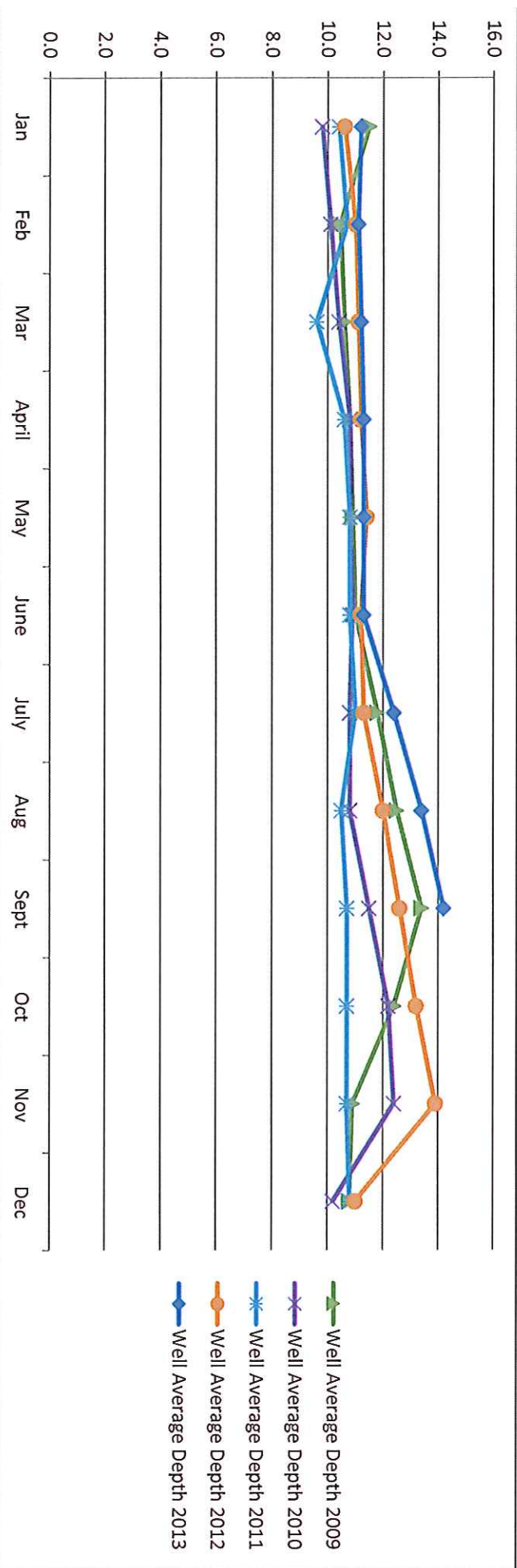
DATA SUMMARY SHEET

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				23,667,760
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	2,735,366				24,295,621
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				21,035,708
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				21,808,854
Sewer Influent/Water Produced Ratio	1.34	1.27	1.26	1.08	1.02	1.01	1.05	1.08	1.11				N/A
Adjusted Sewer/Water Ratio	1.20	1.14	1.12	0.94	0.88	0.88	0.88	0.90	0.95				N/A
Total Well Production	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				21,808,854
Well 1 Water Pumped	748,748	238,462	1,839,594	1,211,386	1,090,883	1,642,966	1,716,585	1,664,150	1,245,644				11,398,419
Well 2 Water Pumped	978,982	1,465,407	156,102	1,066,872	1,449,325	1,160,896	1,482,312	1,424,940	1,225,598				10,410,434
Water Well 1 Avg Depth to Water	11.2	11.0	11.1	11.2	11.2	11.2	12.3	13.3	14.1				N/A
Water Well 2 Avg Depth to Water	11.3	11.1	11.2	11.3	11.3	11.3	12.4	13.4	14.2				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				N/A
Change in Average Well Depth from 2012	+0.6	+0.1	+0.1	+0.1	+0.1	+0.1	+1.1	+1.4	+1.6				N/A
State Wastewater Treated	246,519	217,062	288,594	318,220	357,914	383,933	541,007	522,445	384,219				3,259,913
State % of Total WW Flow	11%	10%	11%	13%	14%	14%	16%	16%	14%				N/A
Biosolids Removal (Gallons)	6,000	0	0	6,000	6,000	12,000	6,000	12,000	12,000				60,000
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

2012	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Total for 2012
Wastewater Final Effluent (Month Cycle)	2,282,400	2,013,230	2,330,795	2,716,990	2,525,450	2,715,470	3,502,920	3,227,160	2,616,130	2,535,700	2,175,190	2,509,470	31,150,905
Wastewater Influent	2,374,670	2,135,421	2,402,116	2,798,195	2,575,428	2,749,696	3,298,298	3,082,906	2,634,002	2,413,542	1,983,791	2,482,140	30,930,205
Adjusted Wastewater Influent (- State Flow) *	2,100,280	1,917,729	2,145,425	2,464,553	2,265,629	2,380,258	2,801,758	2,634,075	2,297,669	2,137,808	1,757,882	2,138,937	27,042,003
Water Produced (month cycle)	1,981,790	1,852,198	1,796,370	2,288,880	2,390,907	2,672,903	3,132,146	3,061,993	2,542,115	2,308,627	1,773,882	1,641,636	27,443,447
Sewer Influent/Water Produced Ratio	1.15	1.15	1.34	1.19	1.07	1.03	1.05	1.01	1.04	1.05	1.12	1.51	N/A
Adjusted Sewer/Water Ratio	1.06	1.04	1.19	1.08	0.95	0.89	0.90	0.86	0.90	0.93	0.99	1.30	N/A
Average Depth of Both Wells	10.7	11.0	11.1	11.2	11.4	11.2	11.3	12.0	12.6	13.2	13.9	11.0	N/A
Change in Average Well Depth from 2011	-0.2	-0.3	-1.5	-0.6	-0.6	-0.4	-0.3	-1.5	-1.9	-2.5	-3.2	-0.2	N/A
State Wastewater Treated	274,390	217,692	256,691	333,642	309,799	369,438	496,540	448,831	336,333	275,734	225,909	343,203	3,888,202
State % of Total WW Flow	12%	10%	11%	12%	12%	13%	15%	15%	13%	11%	12%	14%	N/A
Biosolids Removal (Gallons)	6,000	0	6,000	6,000	6,000	6,000	6,000	6,000	6,000	0	6,000	6,000	60,000
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 2009	11.5	10.5	10.6	10.8	10.9	11.0	11.8	12.5	13.4	12.4	10.9	10.8
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			







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

**September 30, 2013**

**\* Financial Summary**

**\* Balance Sheet**

**\* Water Sales & Production**

SAN SIMEON COMMUNITY SERVICES DISTRICT



FINANCIAL SUMMARY

BILLING  
September 30, 2013

August Billing Revenue	\$ 84,359.23
September Billing Revenue	\$ 66,696.69
Past Due (31 to 60 days)	\$ 106.45
Past Due (60 days)	\$ 234.01

---

RABOBANK SUMMARY  
Ending Balances September 30, 2013

<b>Summary of Transactions:</b>	
Balance August 31, 2013	\$ 535,302.46
Interest	\$ 133.69
<b>Money Marketing Account Closing Balance September 30, 2013</b>	<b>\$ 585,436.15</b>
Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 43,470.00)
<b>Available Funds</b>	<b>\$ 291,966.15</b>
<b>General Checking Account</b>	<b>\$ 119,727.94</b>
<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 9,864.00</b>
<hr/>	
<b>LAIF Closing Balance September 30, 2013</b>	<b>\$ 517.29</b>

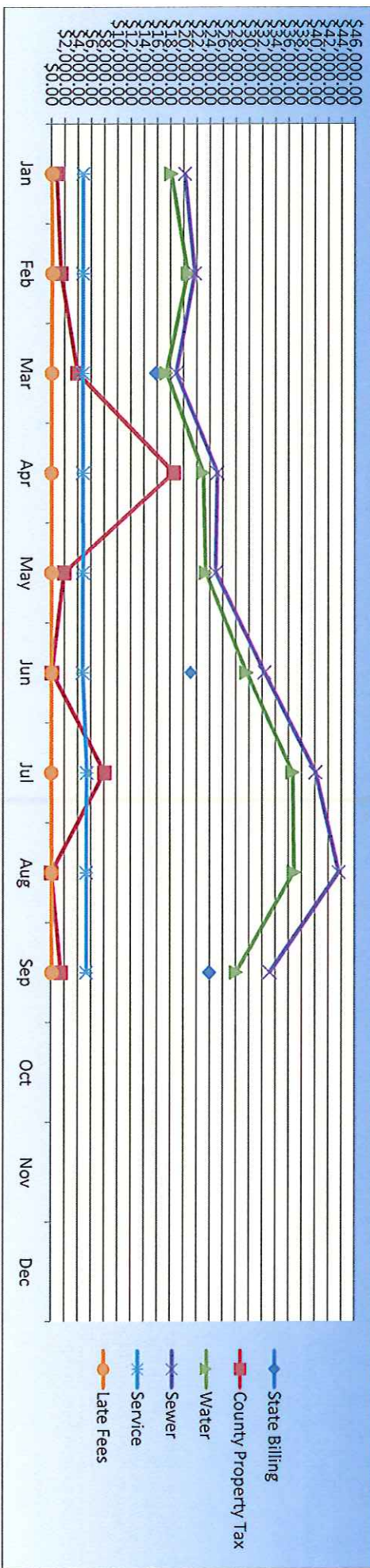


**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet**  
**As of September 30, 2013**

	Sep 30, 13
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1020 · General checking	119,881.58
1022 · USDA checking	9,864.00
1040 · Cash in county treasury	150.89
1050 · LAIF - non-restricted cash	517.29
1060 · Money Market Account 9548643039	585,436.15
Total Checking/Savings	715,999.91
Other Current Assets	
1200 · Accounts receivable	65,409.89
1300 · Prepaid expenses	4,880.12
Total Other Current Assets	70,290.01
Total Current Assets	786,289.92
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	235,886.09
1640 · Wellhead project	20,396.23
Total 1400 · Fixed assets	3,452,483.80
1650 · Walkway access projects	11,511.00
1690 · Accumulated depreciation	(1,889,929.47)
Total Fixed Assets	1,574,065.33
<b>TOTAL ASSETS</b>	<b>2,360,355.25</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts payable	5,679.10
Total Accounts Payable	5,679.10
Other Current Liabilities	
2100 · Payroll liabilities	214.20
2500 · Customer security deposits	10,358.13
2510 · Connect hookup wait list	43,470.00
Total Other Current Liabilities	54,042.33
Total Current Liabilities	59,721.43
Total Liabilities	59,721.43
Equity	
3200 · Fund balance	2,214,136.83
Net Income	86,496.99
Total Equity	2,300,633.82
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,360,355.25</b>

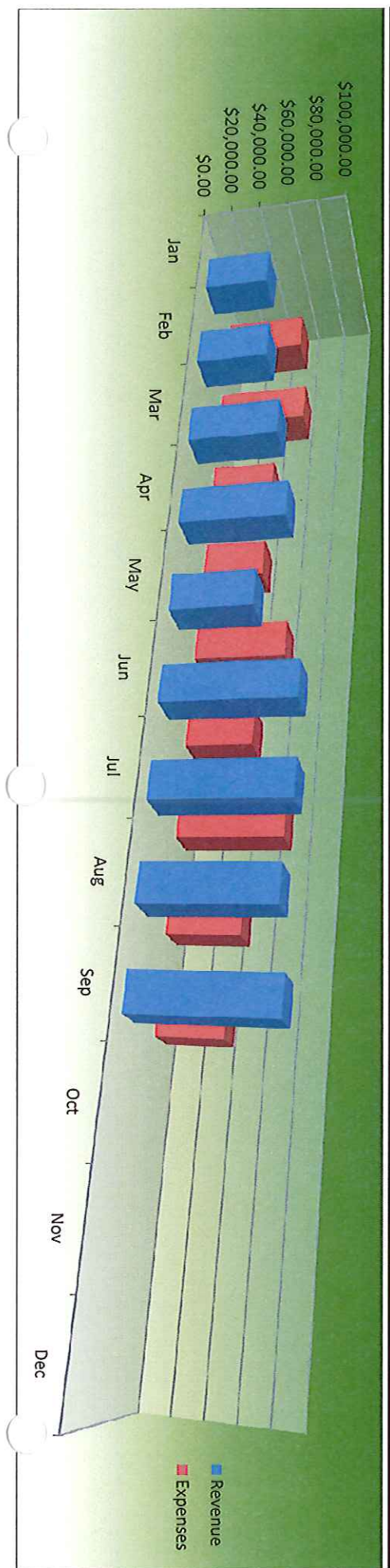
2013 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing			\$15,874.60			\$21,090.32			\$23,991.78				\$60,956.70
County Property Tax	\$757.44	\$1,473.36	\$3,935.20	\$18,534.56	\$1,963.98	\$141.38	\$8,069.77	\$51.86	\$1,503.31				\$36,430.86
Water	\$18,102.6	\$20,631.4	\$17,394.1	\$23,008.4	\$23,384.4	\$29,603.5	\$36,628.9	\$36,833.3	\$28,053.5				\$233,640.17
Sewer	\$20,172.8	\$21,705.5	\$18,903.2	\$25,168.5	\$24,914.3	\$32,350.8	\$40,084.9	\$43,613.3	\$33,179.7				\$260,092.98
Service	\$4,792.3	\$4,769.3	\$4,769.3	\$4,792.3	\$4,815.4	\$4,792.3	\$5,436.9	\$5,366.4	\$5,366.4				\$44,900.58
Late Fees	\$80.3	\$163.5	\$95.6	\$58.8	\$51.7	\$88.3	\$59.8	\$110.4	\$120.6				\$828.85
Total	\$43,905.4	\$48,743.0	\$60,972.0	\$71,562.6	\$55,129.7	\$88,066.6	\$90,280.3	\$85,975.3	\$92,215.3				\$636,850.14
Water Sold Cu Ft	220059	216680	209256	285145	279529	354134	373741	396714	303256				2638514
Water Sold Acre ft	5.05	4.97	4.80	6.55	6.42	8.13	8.58	9.11	6.96				60.57



REVENUE VS EXPENSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$43,905.44	\$48,742.98	\$60,971.99	\$71,562.60	\$55,129.70	\$88,066.60	\$90,280.30	\$85,975.30	\$92,215.30				\$636,850.14
Expenses	\$56,546.16	\$62,776.84	\$44,114.20	\$42,560.87	\$62,849.92	\$45,648.58	\$71,615.58	\$48,925.07	\$44,121.32				\$444,121.32
Balance	-\$12,640.72	-\$14,033.86	\$16,857.79	\$29,001.73	-\$7,720.22	\$42,418.02	\$18,664.72	\$37,050.23	\$48,093.98				\$192,728.82





## **ITEMS OF BUSINESS**

**\* Minutes – September 11, 2013**

**\* Disbursements Journal – October 16, 2013**

**\* USDA Loan Disbursements Journal**



**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, September 11, 2013**  
**6:00 pm**

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

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

**1. NO CLOSED SESSION**

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

**A. Roll Call:**

Chairperson McAdams: Present  
Vice-Chair Williams: Present  
Director Fields: Present  
Director Price: Present  
Director Patel : Absent

**Also Present:**

Charles Grace, General Manager  
Robert Schultz, District Counsel  
Sheriff's Office: Sergeant MacDonald

**B. Pledge of Allegiance**

**3. PUBLIC COMMENT:**

Director Fields asked for a moment of silence in memory of the 911 Victims.

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

There were 91 calls for service in the District of San Simeon. Such calls were; 13 calls for emergency services, 10 assist other agencies, 1 domestic violence report with an arrest, 9 check the welfare, 21 Incomplete 911 calls, 31 Self initiated Deputy Activities and 2 suspicious circumstances. There were no crimes against persons/property, and no DUI's.

The Sheriff's office would like to warn it's citizens of Door to Door Soliciting. Please do not buy items from people/associations that you do not recognize. You must have a permit to do such soliciting. There have been some scammers in the area as of late. Please call the Sheriff if you feel suspicious about a solicitor.



**B. Public comment on Sheriff's Report: None**

**4. BOARD PRESENTATIONS AND ANNOUNCEMENTS:**

All of the ballots are in for the nomination of the 1<sup>st</sup> Annual Beautification award. The winner is Brooks Gallery. Brooks Gallery will be given an award at the October 16<sup>th</sup> board meeting.

**5. 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 attended the SLO Council of Governments (SLOCOG) and "SLO BY-Ways " meetings to obtain current updates. Staff worked with residents on several unregistered/abandoned vehicles and trailers. Staff prepared and sent information to the State to ELAP (Environmental Laboratory Accreditation Program) certify the San Simeon WWTP lab. Staff was in contact with the United States Department of Agriculture (USDA), Phoenix Engineering, PG&E and Rahmina Construction regarding preparation for construction of the Wellhead Project.

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

**Well Rehab Project – Jon Turner, Phoenix Engineering**

"The project is currently in the equipment submittal stage. All of the items have been reviewed once and some of the equipment items are being resubmitted by the Contractor for review by the designer. The review team has been coordinating with the Contractor regarding project schedule. At this time, the well pump equipment (pumps and motors) have been identified by the Contractor as long lead time items. It is estimated that the time for manufacture, testing and shipment to the project site is 12 to 16 weeks from the time that the order for the equipment is placed. The team is working diligently in ensuring that this equipment is approved as quickly as possible.

The Construction Manager has been in close contact with the USDA representatives regarding the project schedule, updates on the project submittal review and overall project progress. Based on the current schedule provided by the Contractor, it is anticipated that the Contractor will start work at the site in the month of October. The Contractor has indicated that it is their intent to begin work on the building first while the pumps and motors are being fabricated. The Contractor wants to make



sure that the equipment is on site for the actual well work prior to decommissioning and removal of the first well equipment. That way, if there is an issue the installation of the equipment it will result in minimal impact to the District. Only one well will be taken offline at a time. The Contractor is required to complete one well first before performing work on the second well to ensure that the District always has a water supply.”

### **San Luis Obispo County of Government (SLOCOG) Signs**

SLO County Board approved the Interpretive Signage Plan and approved a contract with Rick Engineering to deliver all Cal Trans project required certifications. SLOCOG and team have started the permitting process and engineering and permitting is scheduled to be done in December. Once all permitting is completed, SLOCOG staff can go into the “Construction Authorization” phase to proceed with a bid package (slatted for December). Ground breaking should begin in December/January for the posts and the signs, which take two months to make, should go up in February/March. As long as Cal Trans approves all paperwork as planned and does not change the parameters (parameters to date have been changed at least 3 times), the schedule should stay on target.

### **Highway One Gateway Monument Welcome Sign**

The THREE Gateway Monuments are planned for SLO, Cambria, and San Simeon. Originally Cambria was to receive two monuments (north and south) but the environmental review removed the south sign. Caltrans has approved the “Gateway Monument Program” application and we are in the middle of final engineering and permitting. Once Cal Trans approves the permits from SLO County, SLOCOG will go out to bid. This is expected for the December SLOCOG Board meeting. Construction will occur from there as weather permits. The monuments MAY be constructed one at a time or all at once depending on the size of the company selected (lowest bidder gets it).

3. **Reservoir Tank Feasibility Study** – The study is attached for your review. Staff is moving toward the land acquisition phase. Hearst Corporation has also reviewed the study and has asked for Staff to send in a letter with our preferred request. Please note that the time table is only an anticipated schedule for review possibilities only.
4. **NPDES Permit:**

The Wastewater Treatment Plant permit has expired. Our permit application was in on time and has been in review stage by the Regional Water Quality Control Board. Currently Staff is in discussions with the RWQCB to add the Reclaimed Water usage to the NPDES permit. Once the permit is approved, the District will be able to distribute the water to within the San Simeon Community Services District boundaries.



## B. Superintendent's Report

### 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.
- Two loads of sludge were hauled away.
- Staff passed laboratory performance testing as a pre-requisite to ELAP (Environmental Laboratory Accreditation Program) certification by the State of California.

### 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

- The stand-by generators at the WWTP and the well site received quarterly maintenance and annual load testing.
- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.

## C. District Financial Summary – Update on Monthly Financial Status for close of business August 31, 2013.

July Billing Revenue	\$ 82,456.93
August Billing Revenue	\$ 84,359.23
Past Due (31 to 60 days)	\$ 107.11
Past Due (60 days)	\$ 342.83

### RABOBANK SUMMARY Ending Balances August 31, 2013

#### Summary of Transactions:

Balance August 18, 2013	\$ 535,185.89
Checking Account Transfer August 19, 2013	\$ 50,000.00
Interest	\$ 116.57
<b>Money Marketing Account Closing Balance August 31, 2013</b>	<b>\$ 585,302.46</b>

Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 43,470.00)
<b>Available Funds</b>	<b>\$ 291,832.46</b>

General Checking Account	\$ 82,597.06
Well Rehab Project/USDA Checking Account	\$ 730.00
LAIF Closing Balance August 31, 2013	\$ 517.29

## **D. District Counsel's Report –**

### **1. Oral Report on current issues**

Along with General duties, Counsel has been assisting Staff with the NPDES permit process.

### **2. Update on Balboa Avenue Beach Access – Public or Private Access?**

Counsel contacted the County. The County says that the access is a public access and that the gate must be unlocked. Counsel will put a letter together to send to the owners of the property.

## **6. ITEMS OF BUSINESS**

### **A. Approval of last month's minutes – August 14, 2013.**

**Motion made to approve minutes as presented.**

Motion by: Director Price

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

All in: 5 /0

### **B. Approval of Disbursements Journal – September 11, 2013.**

**Motion made to approve disbursements as presented.**

Motion by: Chairperson McAdams

2<sup>nd</sup>: Vice-Chair Williams

All in: 5/0

## **7. DISCUSSION/ACTION ITEMS**

### **A. Discussion of Ordinance 106, Stage 1, 2 and 3 Alerts:**

As we potentially enter into Stage 3 water restrictions, the question has been raised "are the current Ordinance Stage 3 restrictions effective enough to reduce water usage? Ordinance 106 was reviewed by the Board. Staff was then directed to plan a Water Committee meeting and placed on that agenda.



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

None

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

None

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

None

11. **ADJOURNMENT @7:15 PM**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Disbursements Journal**  
 October 2013

Type	Date	Num	Name	Memo	Amount	Balance
Liability Check	10/01/2013	6919	United States Treasury			
Paycheck	10/01/2013	6920	ALAN FIELDS	95-2755743, 3rd quarter taxes	-214.20	119,667.38
Paycheck	10/01/2013	6921	DAN WILLIAMS	board services	-92.35	119,575.03
Paycheck	10/01/2013	6922	KAUSHIK S PATEL	board services	-92.35	119,482.68
Paycheck	10/01/2013	6923	LEROY E PRICE	board services	-92.35	119,390.33
Paycheck	10/01/2013	6924	RALPH N MCADAMS	board services	-92.35	119,297.98
Bill Pmt	10/01/2013	6925	APTwater, Inc	Operations Management Oct 2013	-38,870.64	80,334.99
Bill Pmt	10/01/2013	6926	CALPERS	Oct/Nov/Dec 2013	-986.49	79,348.50
Bill Pmt	10/01/2013	6927	Glenn Burdette	Monthly Services	-1,144.00	78,204.50
Bill Pmt	10/01/2013	6928	Kathy Fry	Re: Acct 269, 521 Casa Del Mar	-50.00	78,154.50
Bill Pmt	10/01/2013	6929	MICHAEL O'NEILL	Monthly maintenance fee	-275.00	77,879.50
Bill Pmt	10/01/2013	6930	ROBERT W SCHULTZ ESQ.	Monthly Services	-1,800.00	76,079.50
Bill Pmt	10/01/2013	6931	SLO Tribune	NPDES permit posting	-280.24	75,799.26
Bill Pmt	10/01/2013	6932	The Cambrian	yearly subscription	-39.00	75,760.26
<b>TOTAL</b>						
					<b>Balance forward</b>	<b>119,881.58</b>
					<b>-44,121.32</b>	<b>75,760.26</b>



**SAN SIMEON COMMUNITY SERVICES DISTRICT  
USDA Loan Disbursements Journal**

October 2013

Type	Date	Num	Name	Memo	Amount	Balance
<b>1022 · USDA checking</b>						
Bill Pmt	10/16/2013	101	AECOM USA Inc.	Proj 60269712 Mgmt Services for 2/26-8/23/13	-5,354.10	4,509.90
Bill Pmt	10/16/2013	102	Phoenix Civil Engineering, Inc	USDA Well System CPS	-2,329.56	2,180.34
					-7,683.66	2,180.34
<b>TOTAL</b>					<b>-7,683.66</b>	<b>2,180.34</b>

## DISCUSSION & ACTION ITEMS





## **Discussion Action Items**

**October 16, 2013**

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No Discussion action items for the month of October.