

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

**Budget Workshop**

**Monday, August 5, 2002 – 5:30 P.M.  
Cavalier Banquet Room**

1. 5:30 PM – WORKSHOP OPENING
  - 1.1 Roll Call
  - 1.2 Pledge of Allegiance
2. FISCAL YEAR 2002 – 2003 BUDGET WORKSHOP
3. PUBLIC COMMENTS
4. WORKSHOP CLOSE

*Note: This agenda is for a Board of Directors workshop, intended solely for discussion and budget planning. No formal actions will be taken by the Board during the workshop.*

**Regular Meeting  
Board of Directors  
San Simeon Community Services District  
AGENDA  
Wednesday, August 14, 2002 – 5:30 PM  
Cavalier Banquet Room**

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

1. 5:30 PM – CALL TO ORDER
  - 1.1 Roll Call
  - 1.2 Public Comment on Closed Session Items
2. ADJOURN TO CLOSED SESSION
  - 2.1 Personnel/General Manager Discussion – Government Code Section 54957
    - A. Discussion regarding General Manager Contract
  - 2.2 Personnel/Employee Compensation – Fiscal Year 2002/2003  
Conference with General Manager, the District's Designated Representative, for the purpose of reviewing the District's position regarding the terms and compensation paid to the un-represented employees and giving instructions to the Designated Representative.
3. RECONVENE IN OPEN SESSION (6:30PM)
  - 3.1 Roll Call
  - 3.2 Pledge of Allegiance
  - 3.3 Report on Closed Session
4. 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.
  - No Person shall be permitted to make slanderous, profane or personal remarks against any elected official, committee and/or staff.
  - 4.1 Sheriff's Report
  - 4.2 Public Comment
5. STAFF REPORTS
  - 5.1 General Manager's Report
  - 5.2 Plant Superintendent's Report
  - 5.3 District Engineer's Report
6. ITEMS OF BUSINESS
  - 6.1 Approval of Minutes – July 10, 2002
  - 6.2 Approval of Warrants – July 1, 2002 through July 31, 2002
7. DISCUSSION/ACTION ITEMS
  - 7.1 Ordinance No. 96 – Relating to Mandatory Water Conservation/Restrictions
  - 7.2 Preliminary Fiscal Year 2002 – 2003 Budget
  - 7.3 Board Committees
  - 7.4 Board Reports
  - 7.5 Robert's Rules of Order and Orderly Conduct at Meetings
8. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS
9. ADJOURNMENT

# San Simeon Community Services District

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

## Board of Directors

Bob McLaughlin, Loraine Mirabal-Boubion, Eric Schell, David Kiech, Carol Bailey-Wood

### MEMORANDUM

**DATE:** August 14, 2002  
**TO:** Board of Directors  
**FROM:** Mark A. Bloodgood, General Manager  
**RE:** General Manager's Report

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1. **Public Broadcasting of Board Meetings** – Staff is looking into available water conservation educational material for broadcast within the District.
2. **Internal Controls Program and Office Procedures** – No update.
3. **Budget Preparation for 2002-2003** – To be discussed under Discussion/Action Item number 7.2.
4. **Facilities Plan/Wastewater Treatment Plant** – Ongoing – to be reported in District Engineer's report.
5. **Completion of the Action Plan** – We cancelled the original date of August 5, 2002 and used this time for a Budget Workshop. Bob Rauch would have trouble making any of the Mondays in September but would like us to schedule the session for October 7, 2002, if possible. If this does not work for the Board he can meet any other Monday in October, with October 14<sup>th</sup> being the least desirable for him.
6. **Discussions with Marty Cepkauskas, Director of Real Estate, Sunical Land & Stock (Hearst Corp.)** – Paul Reichardt and Mark Bloodgood are meeting with Mr. Cepkauskas and Roger Lyon on Thursday, August 15. As mentioned in last month's report, we will be working out the details of again using the Hearst Ranch well as an emergency backup, dealing with the fencing requirements around our regular wells, and other topics related to the District.
7. **Kirk Sturm, Museum Director-Superintendent of Hearst Castle** – Paul Reichardt and Mark Bloodgood met with Mr. Sturm on July 31, 2002, to further discuss numerous SSCSD / State Park related items previously relayed to Mr. Sturm, including participation in the infrastructure upgrade, billing adjustments, recycled water, and other issues of mutual concern. Mr. Sturm is also helping

Mark A. Bloodgood, General Manager  
Robert W. Schultz, District Counsel

Ron Head, Plant Superintendent

Kim Allison, Office Administrator  
John L. Wallace, District Engineer

guide our efforts to help establish the means for gaining access to an emergency backup generator via the County Office of Emergency Services. A package sent to Mr. Sturm outlining many of these items will be review by State Park officials and we will be expecting some feedback in the near future. A copy of this package has also been sent to our elected officials, Congresswoman Lois Capps, Assemblyman Abel Maldonado and Senator Jack O'Connel.

8. **District Web Page** – You will remember that the website was already completed but the free address provided by our ISP made it difficult to access. Therefore, the domain name was registered and our site will become available next Monday at [www.sscsd.org](http://www.sscsd.org). The Board and Community is invited to preview the site and make any comments and/or recommendations for other information to be added.
9. **San Simeon Beautification / Cleanup Project with Chamber of Commerce** – Staff obtained quotes for new water conservation signs and passed a proposed sign and information on to the Chamber for their review. The District will continue to participate jointly with the Chamber in these efforts.
10. **Weed Abatement** – We believe that this years weed abatement program is now completed with all lots in compliance, finally.
11. **Financial Statements** – Our in-house financial statements for year end will be available and delivered to Board members before our next meeting. The quarterly Investment Report for the period ending 6/30/02 will be on the September agenda.

Mark A. Bloodgood, General Manager  
Robert W. Schultz, District Counsel

Ron Head, Plant Superintendent

Kim Allison, Office Administrator  
John L. Wallace, District Engineer

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**SUPERINTENDENT'S REPORT FOR JULY 2002**

**FLOW COMPARISON - Water**

JLY 2002 3,723,000 gallons	YTD 2002 19,743,000 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	13% decrease 3% increase
JLY 2001 4,300,000 gallons	YTD 2001 19,188,000 gallons	GROSS WATER PRODUCTION: NET WATER PRODUCTION: MONTHLY RECOVERY RATE:	3,917,000 gallons 3,604,926 gallons 92%

**RAINFALL**

JLY 2002 0.00 inches	02-03 YTD 0.00 inches	MONTHLY COMPARISON: ANNUAL COMPARISON:	0.00 CONSTANT 0.00 CONSTANT
JLY 2001 0.00 inches	01 02 YTD 0.00 inches		

**WELL DEPTH COMPARISON**

JLY 2002 12.05 feet	JUN 2002 11.75 feet	JLY 2001 12.30 feet	MONTHLY COMPARISON: ANNUAL COMPARISON:	0.3 feet lower 0.3 feet higher
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**CHLORIDE COMPARISON**

JLY 2002 45 mg/l	JUN 2002 45 mg/l	JLY 2001 40 mg/l	MONTHLY COMPARISON: ANNUAL COMPARISON:	CONSTANT SLIGHTLY HIGHER
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**FLOW COMPARISON - District Wastewater Treated**

JLY 2002 2,600,000 gallons	YTD 2002 13,600,480 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	16% decrease 15% decrease
JLY 2001 3,079,700 gallons	YTD 2001 16,092,250 gallons		

**FLOW COMPARISON - State Wastewater Treated**

JLY 2002 453,732 gallons	YTD 2002 2,085,467 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	7% decrease 11% decrease
JLY 2001 487,316 gallons	YTD 2001 2,333,747 gallons		

**DISCHARGE REQUIREMENTS**

EFFLUENT BOD	10.8 mg/l	EFFLUENT SUSPENDED SOLIDS	20 mg/l
INFLUENT BOD	260 mg/l	INFLUENT SUSPENDED SOLIDS	510 mfl

**BIOSOLIDS DISPOSAL**

JULY:	26000 gallons	YTD:	128000 gallons
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## SAN SIMEON COMMUNITY SERVICES DISTRICT

### SUPERINTENDENT'S REPORT FOR JULY 2002

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Received compound meters from Groeniger & Company.

On July 23rd, while the Courtesy Inn shut off thier water for plumbing repairs, we replaced thier old meter with one of the new compound meters.

The Equalization Tank was by-passed for cleaning. AI's Septic Service pumped out the grit in the bottom of the chamber.

On July 29th, staff was called out in the evening to a water leak at 555 Pico Ave. Contractor clearing lot for weed abatement ran over water line on customer's side of meter. We shut off Water on District's side of meter for approx. 1-hr while contractor made repairs.

New Dissolved Oxygen (DO) probes are installed and operating with the Variable Frequency Drive (FVD) to control the blower speed, thereby holding a constant DO level in the treatment plants.

Price Quotes for Fiberglass Grating around the treatment plant are as follows for materials only - staff will install grating. Harrington Industrial Plastics = \$3,797.06  
Process Equipment = (not yet received).

Staff installed the High Efficient (93%) 60 hp motor purchased from Fluid Solutions on blower #4.

Fire Hydrant painting started.

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

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

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**DATE:** August 14, 2002  
**TO:** Board of Directors  
**VIA:** Mark Bloodgood, District Manager  
**FROM:** John L. Wallace, District Engineer  
**SUBJECT:** Engineer's Report - Project Status

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**SUMMARY OF ACTIVE PROJECTS:**

1. Temporary Odor Control - Status.
2. Air Piping Replacement - Status.
3. Avonne-Castillo Loop - Rescheduled for Motel 6 Spring/Summer Operations.
4. Annual Road Improvements - Contract package being prepared.
5. Capital Improvement Project List/Descriptions and Estimated Costs FY 02/03 - Ongoing.
6. Pico Creek Wells - Flood proofing - Included in Proposed FY 2002-03 Budget.
7. Standby Power - Included in Facilities Plan
8. Coastal Commission - Permit application process being determined.
9. State Revolving Fund Loan - Application to be made.
10. Facilities Plan: Next draft available in September, 2002

**DISCUSSION:**

**1. Odor Control;**

The odor control chemical feed system is now being used concurrent with the use of the equalization basin. Kennedy/Jenks Consultants has reviewed the odor control project and is making recommendations in light of the future plans for the equalization basin.

**2. Air Line Replacement Project;**

The final corrections have been made and the new dissolve oxygen sensors have been replaced and are now linked to the operations of the blowers.

The Contractor has completed the work and a Notice of Completion has been filed with the County Records Office. The statutory 30 day lien period expires August 25, 2002.

**3. Avonne - Castillo Waterline Loop;**

Staff is currently contacting the Accor/Motel 6 to coordinate the revised schedule of construction for the waterline loop through their parking lot. The new tentative construction schedule allows for re-

advertising commencing on August 15<sup>th</sup>, award of the Contract by the Board on September 11<sup>th</sup>. Construction would begin October 7<sup>th</sup> with completion before November 20<sup>th</sup>.

**4. Annual Road Improvements (Avonne Avenue and Otter Way);**

Staff continues to coordinate the final street design with the soils engineer that identifies both reconstruction and overlay design criteria for this project.

**5. Capital Improvement Projects Priority List;**

(See proposed Fiscal Year 2002 - 2003 Budget)

**6. Pico Creek Wells;**

No further updates at this time, improvements are included within the FY 2002-03 Budget.

**7. Emergency Standby Power;**

The final recommendations for the type and capacity of standby power will be made by Kennedy/Jenks Consultants as part of the facilities plan recommendations.

**8. Coastal Commission Notice of Violation - Treatment Plant Rip Rap**

Staff has prepared a draft Coastal Development Permit Application (CDP). Staff is also preparing an exhibit of a field survey to show the location of the mean-high-tide in order to establish the District's property line and the boundary between County and State jurisdiction. This survey has been completed. Staff is arranging a meeting with the Coastal Commission staff and the San Luis Obispo County Planning Department to clarify agency jurisdiction and permit requirements.

**9. State Revolving Fund (SRF) Program;**

Staff investigated potential loan funding for wastewater projects through the State Revolving Fund which provides loans at a low interest rate (approximately 2.5 to 3%). Because of the potential to construct several different improvements with SRF funds, a "general project" application was submitted as a "place holder" for the SWRCB to consider. San Simeon has been placed on the draft State-wide priority list for funding. A project application will be submitted in accordance with Facilities Plan recommendations.

**10. Facilities Plan:**

The facilities plan was implemented in late March 2002, and development of the plan is on-going at this time. A preliminary draft report was provided in July for review by staff and the Facilities Committee. The Facilities Committee has reviewed the draft several times and comments from the Chamber of Commerce are also being sent. The final draft report is anticipated to be provided for review and discussion at the September 2002 Board meeting. The Facilities Plan will address the following past projects previously considered by the Board:

**1. Equalization Basin Conversion;**

Kennedy Jenks is reviewing alternatives to modify and improve the operation of this EQ basin, and recommendations will be incorporated into the overall facilities plan.



**2. Recycling Water Supply;**

The study was completed in August 2001, and grant reimbursement of 50% of the cost of the study has been received. Further refinement of an acceptable project and a determination of property owners willing to take the water should be done following the development of the Facilities Plan. The anticipated first phase of the water recycling project is included in the FY 2002-03 budget.

**3. Safety Projects;**

(To be identified as part of the Facilities Plan)

**4. Shop / Storage Building;**

Recommendations for the building will be addressed as part of the Facilities Plan. No further update at this time.

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

Date: Wednesday, July 10, 2002

Place: Cavalier Banquet Room

**MINUTES**

**1.0 CALL TO ORDER**

The Board convened at 5:35 p.m.

**1.1 Roll Call:**

Directors Present: Carol Bailey-Wood, Loraine Mirabal-Boubion, David Kiech, Bob McLaughlin and Eric Schell

Staff Present: District Manager Mark Bloodgood, Assistant District Manager Eileen Putnam, District Engineer John Wallace and District Counsel Robert Schultz

**1.2 Public Comment on Closed Session:**

There were no comments.

**2.0 ADJOURN TO CLOSED SESSION**

A motion was made by Director Bailey-Wood and seconded by Director Mirabel-Boubion to adjourn to closed session for the purpose of conferencing with Legal Counsel due to significant exposure to litigation – Government Code 54956.9(b). Motion carried unanimously.

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**3.0 RECONVENE IN OPEN SESSION/CALL TO ORDER**

The Board re-convened in open session at 6:30 p.m.

**3.1 Roll Call:**

Directors Present: Directors Carol Bailey-Wood, Loraine Mirabal-Boubion, David Kiech, Bob McLaughlin and Eric Schell.

Staff Present: District Manager Mark Bloodgood, Assistant District Manager Eileen Putnam, Plant Superintendent Ron Head, District Engineer John Wallace and District Counsel Robert Schultz.

**3.2 Pledge of Allegiance – Led by Chairperson Bailey-Wood**

**3.3 Report on Closed Session:**

District Counsel Schultz reported that the Board met in closed session with legal counsel regarding significant exposure to litigation relating to the original first matter, specifically the riprap located at the Treatment Plant. Another legal matter relating to significant exposure to litigation was added to the Executive Session by a unanimous vote, specifically relating to correspondence received from the attorney for the Michael Hanchett Sr. This letter had been received following the posting of the agenda. Per the Brown Act, no action was taken on either matter.

**4.0 PUBLIC COMMENT**

**4.1 Sheriff's Report:**

Lt. Basti reported that the 4<sup>th</sup> of July celebrations had gone very well and that the Sheriff's Department had assigned three cars to the area for patrols over the holiday and that there were no real problems. He then introduced Deputy Todd Steeb who is replacing Deputy Odum. Deputy Steeb is a 27 year resident of

Cambria and will serve as beat coordinator. Deputy Steeb gave a brief autobiography and indicated that he has been visiting the local businesses to introduce himself. He has also established a relationship with the Park Rangers. Director Bailey-Wood inquired about the status of the transient issue in the area. Patrols have been increased and the Sheriff's Department has a handle on the situation.

- 4.2 Public Comment:  
There was no public comment.

5.0 STAFF REPORTS

5.1 General Manager's Report

Mr. Bloodgood reported that he and Mr. Reichardt would be meeting with Mr. Cepkauskas on his next visit to San Simeon. Among the topics to be discussed will be working out the details of using the Hearst Ranch well as an emergency backup again. We will also be dealing with fencing requirements around the District wells. A meeting is also being set with Mr. Sturm, Mr. Reichardt and Mr. Bloodgood to further discuss numerous SSCSD/State Park related items previously relayed to Mr. Sturm. These include participation in the infrastructure upgrade, billing adjustments and other issues of mutual concern. Ms. Putnam reported that the District web page was completed but that the web address provided by our ISP is cumbersome and difficult to access. As a result, staff is going to register a domain name and move the web page to that address. In an attempt to assist the San Simeon Chamber of Commerce with its Beautification Program, staff is obtaining quotes for replacement of the water conservation signs. While speaking with representatives of CalTrans, staff also requested their assistance in improving the section of Highway 1 that runs through the community. CalTrans has also provided a contact person who specifically works with community volunteers. Staff will pass this info on to the Chamber. Ms. Putnam also reported that the final Grand Jury Report for this year had been received and is available for viewing at the District Office. Staff did distribute several items of interest from this report to the Board members. The Wastewater User Charge Survey Report for Fiscal Year 2001 – 2002 is also available for review at the District Office. This information can be used to compare our rates with other districts throughout the State. An article from the July CSDA News on How Geographic Information Systems Can Work for Your District was also distributed to the Board. With regards to Weed Abatement, following the June 30<sup>th</sup> deadline several lots were still not cleared. The property owners were notified of their non-compliance and several indicated that they had contacted their contractor and the work was to have been done. A check with the contractor indicated equipment problems and late notification from property owners. A final deadline of 5PM today was given for the remaining lots to be cleared. All lots are done, but a couple of locations still need to remove some debris. Finally, the subject of grant applications, specifically PG&E, relative to the air piping replacement project had been broached at the last meeting. PG&E's program runs from January through March of each year. The airline project was initiated after the close of this year's grant program. Since the project was not complete, no relevant statistics regarding energy reduction were available. Now that the project is nearing completion, supporting documentation reflecting the energy savings will be compiled and submitted with a grant application next January.

5.2 Plant Superintendent's Report

Mr. Head indicated that the well levels are currently at 11.75 feet and have not been this low since 1997. That was the same year that the district saw an increase in the chloride levels. Miller Drilling completed the abandonment of the well in Pico Creek that was drilled approximately 16 years ago. Due to poor production, this well was never used and County Health required the abandonment be completed. Underwater Resources completed the installation of the Red Valve Diffusers on the outfall line. Due to the high swells, the installation took two days.

5.3 District Engineer's Report

District Engineer Wallace stated that the Odor Control issue is being addressed in the Kennedy Jenks Report. With regards to the plant riprap, staff is preparing the Coastal Development Permit Application, which will include the Geologist Report prepared by Cleath & Associates. Staff is also scheduling a

meeting with Coastal Commission representatives and County Planning Department staff to determine agency jurisdiction. We are also in the process of determining the mean high tide, which will assist in the determination of jurisdiction. A draft report of the first four chapters of the Kennedy Jenks Facilities study has been received and will be reviewed by staff and the members of the Facilities Committee for input. The final recommendations are not included in this first draft. It is anticipated that the final draft will be provided for review and discussion in August.

## 6.0 ITEMS OF BUSINESS

### 6.1 Approval of Minutes – June 12, 2002:

Mr. Bloodgood indicated that one change was necessary on the minutes, under Item 6.1 – General Manager’s Report. He requested that the sentence, “Information was also sent to Mr. Sturm, Director – Superintendent at Hearst Castle”, be changed to, “Information will be sent to Mr. Sturm, Director – Superintendent at Hearst Castle”. A motion was made by Director McLaughlin and seconded by Director Mirabel-Boubion to approve the minutes of June 12, 2002 with the amended language. The motion carried unanimously.

### 6.2 Approval of Warrants – June 1, 2002 through June 30, 2002

Director Kiech asked about Warrant No. 0206-056/No. 3862 – Kennedy/Jenks. Mr. Bloodgood indicated that he had spoken with Mr. Jenks relative to the language in the original proposal in which Mr. Jenks indicated that payment would be due once the report had been accepted by the Board. Mr. Jenks stated that the District does not have to pay the invoices that the District has received until the report is completed and accepted. Therefore, this warrant will be voided for the time being. Director Mirabel-Boubion inquired as to the matter of the 3% Retirement Reimbursement payments to the three District employees. Ms. Putnam indicated that this was the one time 3% PERS Contribution that the Board of Director’s had approved as part of the Employee Compensation Package for FY 2001 – 2002. The total cost to the District for this one time contribution was \$3210.06, slightly less than the cap set by the Board. A motion was made by Director Mirabel-Boubion and seconded by Director McLaughlin to approve the warrants for June 1, 2002 through June 30, 2002 with the exclusion of the Kennedy Jenks Warrant. Motion passed unanimously.

### 6.3 Approval of Purchase Order – Compound Meters

A motion was made by Director Schell and seconded by Director Mirabel-Boubion to approve Purchase Order 1245 in the amount of \$13,530.00 for the purchase of 14 – 2 inch Compound Meters and 1-3 inch Compound Meter from Groeniger. Motion carried unanimously.

## 7 DISCUSSION/ACTION ITEMS

### 7.1 Approval of Attorney Services Contract and Notice Under Existing Agreement

A motion was made by Director Mirabel-Boubion and seconded by Director McLaughlin to approve the Attorney Services Contract with Robert W. Schultz and to authorize Chairperson Bailey-Wood to sign the Attorney Services Contract. The motion also authorizes that a Notice of Termination under the existing agreement with Hunt & Associates be executed. The motion carried unanimously.

### 7.2 Air Distribution System Piping Replacement Update

District Engineer Wallace indicated that the air piping replacement project is nearly 100% complete. The only item left is the replacement of the defective dissolved oxygen probe. The plant is currently running on one 60-hp blower motor. Overall, the project can be deemed successful. He also recommended that the Board approve the final progress payment to D-Kal Engineering. A 10% retention, fund in the amount of \$13,968.44, is being withheld as part security for fulfillment of the contract by the Contractor. A motion was made by Director Mirabel-Boubion and seconded by Director Kiech to approve the final progress payment in the amount of \$23,569.20. Motion passed unanimously.

7.3 Resolution No. 02-281 – Authorization of Continued Funding for District Operations in Fiscal Year 2002 – 2003 at Levels Authorized for Fiscal Year 2001 – 2002 Pending Adoption of the Fiscal Year 2002 – 2003 Budget

A motion was made by Director Bailey-Wood and seconded by Director Mirabel-Boubion to adopt Resolution No. 02-281 authorizing continued funding of District operations in Fiscal Year 2002 – 2003 at levels authorized in Fiscal Year 2001- 2002, pending the adoption of the Fiscal Year 2002-2003 Budget. This will permit operations in the District to continue until the new budget is in place. A roll call vote was taken with Directors Kiech, McLaughlin, Schell, Mirabel-Boubion and Bailey-Wood all voting in the affirmative. The motion carried unanimously.

7.4 Preliminary Fiscal Year 2002 – 2003 Budget

Mr. Bloodgood stated that the Budget Committee had put in considerable time preparing the draft budget, which was being distributed this evening. This draft includes the Revenue, Expenses and proposed Capital Improvements, which have been ranked by the Committee. Employee Compensation has not been included in this initial draft. Without incorporation of the Capital Improvements, the draft reflects a deficit in the Sewer Fund, a surplus in the Water Fund and a balanced General Fund. The Board needs to decide what, if any, Capital Improvement projects should be included. Following those decisions, any surpluses and/or deficits will also need to be reviewed and dealt with. Originally, August 5<sup>th</sup> was designated for the next Strategic Planning Session. The criteria for holding this meeting was that the Budget would be in place and the Facilities Plan would be complete. Given that these items might not be completed before August 5<sup>th</sup>, Mr. Bloodgood suggested it might be better to re-schedule the Strategic Planning Session and utilize the August 5<sup>th</sup> date for a Budget Workshop instead. This way, the Board will have time to review the draft information. Staff will also complete compensation schedules and distribute the information to the board members prior to the August 5<sup>th</sup> meeting. It was the consensus of the Board to re-schedule the Strategic Planning Workshop and hold a Budget Workshop on August 5<sup>th</sup> at 5:30 P.M. at the Cavalier Banquet Room.

7.5 Board Committees

Water Committee – This committee held its first meeting on July 3<sup>rd</sup>. Initial recommendations were formulated, and included the following:

1. Immediate implementation of Water Restrictions
2. Insertion with the next billing of educational information relating to Water Restrictions and Water Conservation in both English & Spanish
3. Direction to Staff to identify the accurate locations of all wells/easements
4. Direct Staff to make recommendations for the protection of our existing wells to the satisfaction of County Health Department, and any other applicable regulatory agencies.
5. Staff to research the use and regulatory issues relative to the use of the standby well.
6. A template/criteria to be researched for implementation water restrictions.

The Board of Directors would need to accept all recommendations. A motion was made by Director Bailey-Wood and seconded by Director McLaughlin to accept the recommendations of the Water Committee. The committee has agreed to meet the first Wednesday of each month, with the next meeting scheduled for August 7<sup>th</sup> at 4P.M. in the Cavalier Banquet Room. A discussion followed regarding the uncertainty of the well levels remaining stable through the summer. August is usually reflective of higher flows. After that, the levels tend to drop.

Budget Committee – Continues to meet on Tuesdays at 10A.M. at the District Office.

Facilities Committee – Will hold its first meeting on Thursday, July 18<sup>th</sup> at 10A.M. in the District Office. Copies of the 1<sup>st</sup> draft of the first four chapters of the Kennedy Jenks Report will be distributed prior to the meeting.

Policy Committee – Will hold its first meeting on Monday, July 15<sup>th</sup> at 9:30 A.M. in the District Office. District Counsel Schultz stated that all committees fall under the guise of the Brown Act and as such, need to be posted. Marin Lambeth offered to post the meetings at her office since it has high traffic flow.

- 7.6 Board Reports  
There were no Board Reports this month.

8 BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

- 8.1 Water Conservation  
A discussion was continued regarding the critical need to monitor the wells closely. The Mandatory Water Restrictions Ordinance will be drafted and held for now. If the levels drop, a Special meeting will be called for the purpose of implementing the Ordinance immediately. Otherwise, it will be placed on the August agenda.
- 8.2 Robert's Rules Of Order and Orderly Conduct at Meetings  
District Counsel Schultz indicated that he was seeking feedback from the members of the Board regarding utilization of Robert's Rules of Order for the District. He stated that the City of Morro Bay had just passed a comprehensive plan regarding the use of Robert's Rules and that perhaps the SSCSD Board would like to review this plan and narrow it down so that a similar plan that would suit the San Simeon District. If the Board is interested, we could customize a plan for San Simeon. A brief discussion followed. Mr. Schultz will get the information to the board members as well as to the District office.

9. ADJOURNMENT

The meeting was adjourned at 7:35 P.M.

**SAN SIMEON COMMUNITY SERVICES DISTRICT  
WARRANT REPORT  
July 1 through July 31, 2002**

<u>DATE</u>	<u>NUM</u>	<u>NAME</u>	<u>WARRANT #</u>	<u>MEMO</u>	<u>AMOUNT</u>
7/1/02	3881	PUBLIC EMP. RET. SYSTEM	0207-001	HEALTH INSURANCE FOR JULY 2002	\$842.58
7/1/02	3882	A BETTER BEEP	0207-002	PAGER	\$29.45
7/10/02	3883	SDRMA	0207-003	LIABILITY COVERAGE FOR 2002-2003	\$9,090.67
7/11/02	3884	CELLULAR ONE	0207-004	CELL PHONE	\$47.46
7/11/02	3885	AT&T	0207-005	TELEPHONE	\$70.95
7/11/02	3886	CAMBRIA HARDWARE	0207-006	ADAPTORS, COUPLING, BATTERIES, TAPE.	\$90.95
7/11/02	3887	CRYSTAL SPRINGS WATER	0207-007	WATER DELIVERY	\$52.00
7/11/02	3888	FGL ENVIRONMENTAL	0207-008	INORGANIC ANALYSIS	\$315.00
7/11/02	3889	MIKE RICE	0207-009	WEED ABATEMENT	\$550.00
7/11/02	3890	MISSION COUNTRY DISPOSAL	0207-010	RUBBISH	\$218.33
7/11/02	3891	MISSION UNIFORM SERVICE	0207-011	TOWELS & COVERALLS	\$132.10
7/11/02	3892	PACIFIC BELL	0207-012	TELEPHONE	\$189.40
7/11/02	3893	RMA COMPUTER SOLUTIONS	0207-013	WEB PAGE DESIGN	\$100.00
7/11/02	3894	SCHULTZ TRANSPORTATION	0207-014	MONTHLY CONTAINER RENTAL	\$80.00
7/11/02	3895	CAROL BAILEY-WOOD	0207-015	MONTHLY BOARD SERVICE FOR JULY 2002	\$75.00
7/11/02	3896	DAVID KIECH	0207-016	MONTHLY BOARD SERVICE FOR JULY 2002	\$75.00
7/11/02	3897	ROBERT MCLAUGHLIN	0207-017	MONTHLY BOARD SERVICE FOR JULY 2002	\$75.00
7/11/02	3898	LORAIN MIRABAL-BOUBION	0207-018	MONTHLY BOARD SERVICE FOR JULY 2002	\$75.00
7/11/02	3899	ERIC SCHELL	0207-019	MONTHLY BOARD SERVICE FOR JULY 2002	\$75.00
7/15/02	3900	KIMBERLY ALLISON	0207-020	PAYROLL 7/1/02-7/15/02	\$469.98
7/15/02	3901	MICHAEL HASSETT	0207-021	PAYROLL 7/1/02-7/15/02	\$1,347.77
7/15/02	3902	RONALD HEAD	0207-022	PAYROLL 7/1/02-7/15/02	\$1,768.89
7/30/02	3903	A BETTER BEEP	0207-023	PAGER	\$29.45
7/30/02	3904	CELLULAR ONE	0207-024	CELL PHONE	\$55.94
7/30/02	3905	PUBLIC EMP. RET. SYSTEM	0207-025	HEALTH INSURANCE FOR AUGUST 2002	\$836.83
7/30/02	3906	U.S.A. TRANSPORT, INC.	0207-026	SLUDGE DISPOSAL 7/2/02 & 7/3/02	\$1,065.32
7/30/02	3907	PG&E	0207-027	ELECTRICITY	\$7,748.50
7/30/02	3908	SLO CO. ENVIRON. HEALTH	0207-028	CROSS CONNECTION	\$147.00
7/30/02	3909	FOUND. CROSS-CONNECTION	0207-029	MEMBERSHIP RENEWAL	\$100.00
7/30/02	3910	FARM SUPPLY COMPANY	0207-030	SUMP PUMP & HOSE	\$439.94
7/30/02	3911	AMERICAN INDUST. SUPPLY	0207-031	COMPRESSOR, RECOIL AIR HOSE, PLUG	\$475.81
7/30/02	3912	HUNT & ASSOCIATES	0207-032	ATTORNEY FEES FOR JUNE 2002	\$513.33
7/30/02	3913	BASIC CHEMICAL SOLUTIONS	0207-033	SODIUM HYPOCHLORITE & BISULFITE	\$1,575.04
7/30/02	3914	SAN LUIS AUTOBODY	0207-034	REPAIR CAR BUMPER	\$865.13
7/30/02	3915	EDA, INC.	0207-035	GEN. MGMT. SERVICES FOR JUNE 2002	\$5,976.96
7/31/02	3916	KIMBERLY ALLISON	0207-036	PAYROLL 7/16/02-7/31/02	\$567.13
7/31/02	3917	MICHAEL HASSETT	0207-037	PAYROLL 7/16/02-7/31/02	\$1,320.43
7/31/02	3918	RONALD HEAD	0207-038	PAYROLL 7/16/02-7/31/02	\$1,799.89
7/31/02	3919	CLEATH & ASSOCIATES	0207-039	ENGINEERING GEOLOGIC STUDY	\$748.80
7/31/02	3920	THOMA ELECTRIC, INC.	0207-040	ELECTRICAL ENGINEERING SERVICES	\$517.39
7/31/02	3921	D-KAL ENGINEERING	0207-041	PROG. PYMT #3 AIR PIPING UPGRADE	\$23,569.20
7/31/02	3922	STATE COMPENSATION FUND	0207-042	WORKER'S COMP INS. 6/20/02-7/20/02	\$1,057.01
7/31/02	3923	EMPLOYMENT DEV. DEPT.	0207-043	PAYROLL TAXES	\$465.33
7/31/02	3924	MID-STATE BANK	0207-044	PAYROLL TAXES	\$1,791.30
7/31/02	3925	PUBLIC EMP. RET. SYSTEM	0207-045	RETIREMENT FOR JULY 2002	\$1,291.48
7/31/02		TOTAL			\$68,727.74

**HUNT  
& ASSOCIATES  
REPORT**

Attorneys and Counselors at Law

**STAFF**

TO: HONORABLE CHAIRMAN AND DIRECTORS  
OF THE BOARD OF DIRECTORS

DATE: AUGUST 8, 2002

FROM: ROBERT W. SCHULTZ  
GENERAL COUNSEL

CLT/MTR: SSCSD.MTRS  
-- *ORDINANCE REVIEW MTRS.*

SUBJECT: STAFF REPORT FOR AUGUST 14, 2002, MEETING REGARDING:  
MORE SEVERE PENALTIES FOR NON-COMPLIANCE WITH DISTRICT WATER  
CONSERVATION ORDINANCE

**RECOMMENDATION**

Review and adopt the attached Ordinance No. 96 relating to water conservation.

**FISCAL IMPACT**

None at this time.

**DISCUSSION**

As you are all aware, the water supply is severely limited in the District, and therefore it is extremely important that the District take a strong stance against the wasteful and unreasonable use of water within the District.

Pursuant to the District Manager's request, our office has researched other city ordinances regarding water conservation and have found that many cities have essentially the same penalties for non-compliance with water conservation measures as the District

<p>PREPARED BY: <u>Robert W. Schultz</u> Robert W. Schultz, General Counsel</p>	<p>MEETING DATE: AUGUST 14, 2002</p>
<p>APPROVED BY: <u>Robert W. Schultz</u> Robert W. Schultz, General Counsel</p>	<p><u>Robert W. Schultz</u></p>



has adopted. (A few ordinances are attached for your review). As you can see, for most cities the first offense is an infraction, and any subsequent offense is a misdemeanor. However, there are cities that adopt more severe penalties for non-compliance, such as disconnection of water services. Currently, the District's penalty is: 1) first offense is an infraction; and 2) each subsequent offense is a misdemeanor. The District's ordinance regarding water conservation states as follows:

D. PENALTY.

Any violation of any provision of this Ordinance shall constitute an infraction on the first offense and a misdemeanor for each subsequent violation. The violation of each provision, and each separate violation thereof, shall be deemed a separate offense, and shall be punished accordingly; provided, however, compliance may be further sought through injunctive relief in the Superior Court.

To make the penalty more severe, we suggest the District revise the "Penalty" language as follows:

D. PENALTY.

Any violation of any provision of this Ordinance shall constitute an infraction on the first offense *and a \$100 fine. The second offense shall constitute a misdemeanor and a \$250 fine. The third offense shall result in the discontinuance of water service.* The violation of each provision, and each separate violation thereof, shall be deemed a separate offense, and shall be punished accordingly; provided, however, compliance may be further sought through injunctive relief in the Superior Court.

CONCLUSION

To ensure that the citizens of San Simeon understand and trust that the District will take a "zero tolerance" policy on the wasteful and unreasonable use of the District's most precious natural resource, we suggest the Board carefully review, discuss and adopt the attached Ordinance.

**RWS**

RWS/vj

attachment

s/rws/sscsd/bd.020808.WaterConsOrdRpt.

SAN SIMEON COMMUNITY SERVICES DISTRICT

ORDINANCE NO. 96

AN ORDINANCE RELATING TO WATER CONSERVATION

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT ("SSCSD") as follows:

SECTION 1: That Ordinance 95 is hereby repealed.

SECTION 2: There is hereby re-established the SSCSD Comprehensive Water Conservation Plan.

A. DECLARATION OF POLICY.

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

The current water situation within the SSCSD is as follows:

1. Present water supplies are limited;
2. The chloride constituent of the SSCSD water fluctuates to undesirable levels periodically;
3. Long-term water supply projects are in process but not readily available;
4. SSCSD needs to conserve its available supplies to provide water to its existing customers.

Based upon the water situation within the SSCSD, the Board finds that an emergency water situation exists necessitating the immediate re-implementation of comprehensive water conservation measures.

B. APPLICATION.

The provisions of this Ordinance shall apply to all persons, customers and property served by the SSCSD wherever situated. No customer of SSCSD, or any employee or invitee of any customer of the SSCSD, shall knowingly make, cause, use or permit the use of

SSCSD water for residential, commercial, industrial, agricultural, governmental or any other purpose in a manner contrary to any provision of this Ordinance, or in an amount in excess of that use permitted by the following conservation measures. The term "SSCSD water," as used herein, shall not include reclaimed wastewater.

C. MANDATORY COMPLIANCE - WATER EMERGENCY.

The following restrictions shall apply to all persons effective immediately:

(1) The use of SSCSD water for the filling, refilling or adding of water to swimming pools, wading pools, ornamental fountains, or spas shall be limited to the amount necessary to keep pool or fountain equipment operative and to refill for evaporative losses; and may be prohibited in the event that the SSCSD General Manager determines that further water conservation is necessary.

(2) Use of water from fire hydrants shall be limited to fire fighting and/or other activities immediately necessary to maintain the health, safety and welfare of the SSCSD.

(3) Restaurants are prohibited from serving SSCSD water to their customers except when specifically requested by the customers.

(4) SSCSD water shall not be used to wash down sidewalks, driveways, parking areas, buildings or other structures, except to alleviate immediate fire or sanitation hazards.

(5) All sales of SSCSD water outside of the SSCSD limits shall be discontinued.

D. PENALTY.

Any violation of any provision of this Ordinance shall constitute an infraction on the first offense and a \$100 fine. The second offense shall constitute a misdemeanor and a \$250 fine. The third offense shall result in the discontinuance of water service. The violation of each provision, and each separate violation thereof, shall be deemed a separate offense; and shall be punished accordingly; provided, however, compliance may be further sought through injunctive relief in the Superior Court.

E. SEVERABILITY.

If any provision, section, subsection, sentence, clause or phrase of this Ordinance, or the application of same to any person or set of circumstances if for any reason is held to be unconstitutional, void or invalid, the invalidity of the remaining portions of this Ordinance shall not be affected thereby, it being the intent of the Board of Directors in adopting this Ordinance that no portion thereof, or provisions, or regulation contained herein, shall become inoperative, or fail by reason of any unconstitutionality of any other portion hereof, and all provisions of this Ordinance are declared to be severable for that purpose.

SECTION 3: This Ordinance shall take effect and be in force immediately after its passage.

SECTION 4: This Ordinance shall be posted for one (1) week in three (3) public places in the District.

This Ordinance was INTRODUCED, READ, PASSED and ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2002, on the following roll call vote, to-wit:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
District Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
General Counsel

*S/rws/ResoWaterRetrictions./020722.doc*

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **VII.B.**

FROM: Vern Hamilton, Interim General Manager

Meeting Date: June 27, 2002

Subject: Adopt Resolution 42-2002 Water Conservation Rates

**RECOMMENDED ACTION:**

1. Open Public Hearing
2. Receive public testimony on the proposed adoption of water conservation rates.
3. Close Public Hearing
4. Adopt Resolution 42-2002 to establish surcharges for water consumption in excess of identified limits.

**FISCAL IMPACT:**

The exact impact of this policy can not be determined. It is likely that revenues from water usage will increase until such time as excessive users adopt conservation practices that will reduce their consumption to within the identified limits. Specific increases recommended for excessive water usage are outlined in the report.

**DISCUSSION:**

In June of 2002, the CCSD Board of Directors held a workshop to review and evaluate alternatives to increase water conservation within the community. At that time, staff reported that the community generally accomplishes an extraordinary level of conservation through efforts already in place. It is our belief that very little opportunity remains for water savings through available conservation measures unless severe restrictions are implemented. Such restrictions would cause all residents of Cambria to suffer additional reductions in water service without regard for individual efforts already in place.

Rather than direct additional measures at the general population, staff recommended that a system of surcharges be placed in operation that would cause those individuals and businesses that typically use excessive amounts of water to pay a penalty for such water waste. After an open public discussion and Board deliberation, staff was directed to develop a system of surcharges that would discourage excessive water usage.

The proposed water use surcharges were determined through an evaluation of typical water consumption in single family residences in Cambria during an appropriate

evaluation period. For purposes of this evaluation, the billing period of May/June, 2001 was chosen. This period occurred within a fairly average rainfall year and falls before the maximum demand period of the summer. We believe that it represents a very reasonable base evaluation period.

At the root of staff's recommendation for this approach is a desire to convert our efforts to a regulation of water volume usage, rather than attempting to control the behavior of our customers and visitors. We do not have the resources, nor do we believe it is practical, to monitor a variety of water use activities throughout the community, identify water waste, and respond accordingly. Instead, we believe that the majority of the community will respond to the increased cost of water usage beyond a given level on their own, without our intervention.

The recommended surcharge for commercial occupancies is based on a direct relationship to residential use. Each residential customer is allocated 1 EDU of water service. Therefore, under the surcharge formula, commercial customers would reach the surcharge threshold according to their EDU allocation. The threshold for commercial customers is on a "per EDU" basis, exactly equivalent to the residential threshold.

We have evaluated the ability to implement this program for billing purposes and have determined that it can be accomplished within the upgraded billing program that is currently being installed in our system (MOMS). The surcharge can begin to be applied to water bills on September first. This not only allows adequate time for staff to prepare for implementation, but also for the public to evaluate their own water usage and determine methods to adjust to the recommended usage levels.

Included with the attached Resolution are the Water Conservation Surcharge Rates listed by residential use and by volume. It is recommended that this program remain in effect until January 1, 2003. We will be prepared to display some statistical analysis of water usage at the public hearing to identify the types and amounts of customers that are most likely to be affected by this program.

Staff recommends adoption of the Resolution and implementation of the surcharges as identified in the attachment to the resolution.

Attachments: Resolution 42-2002  
Exhibit 'A' Water Conservation Surcharge Rates

BOARD ACTION: Date \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

UNANIMOUS: \_\_CHALDECOTT\_\_ COBIN \_\_ FUNKE-BILU \_\_ MAY \_\_ VILLENEUVE\_\_



**CAMBRIA COMMUNITY SERVICES DISTRICT**

RESOLUTION NO. 42-2002

DATED: JULY 25, 2002

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
CAMBRIA COMMUNITY SERVICES DISTRICT  
WATER CONSERVATION RATES**

WHEREAS, the Board of Directors of the Cambria Community Services District; has declared Water Code Section 350 water shortage emergency and

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

WHEREAS, the current season's rain experienced and expected for the aquifers that provide the domestic water supply for the Cambria Community Services District may be inadequate to provide sufficient water for the District's consumers; and

WHEREAS, the community of Cambria is already achieving an extraordinary level of water conservation rendering further use restrictions ineffective; and

WHEREAS, the most significant opportunity for water savings, in this year, is to charge for water use to those users who use an extraordinary amount of water as compared to the rest of the users; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of the Cambria Community Services District, as follows:

Hereby adopt the attached Water Conservation Surcharge Rates. Implement the surcharge rates in the billing process immediately as soon as practicable and to remain in effect until January 1, 2003.

The foregoing resolution was adopted at a Regular Meeting of the Board of Directors of the Cambria Community Services District held on July 25, 2002.

By \_\_\_\_\_ vote on the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, Resolution No. 42-2002 is adopted at the Regular Meeting of the Board of Directors this 25<sup>th</sup> day of July, 2002.

Peter Chaldecott  
President, Board of Directors

ATTEST:

Kathy Choate  
District Clerk

**Exhibit "A"**  
**Water Conservation Surcharge Rates**

**Residential surcharge rates:**

1. 0 - 12 units of water usage per two-month billing period: no surcharge.
2. 13 - 20 units of water usage per two-month billing period: \$5.00 per unit.
3. 21 - 30 units of water usage per two-month billing period: \$10.00 per unit.
4. 31 or more units of water usage per two-month billing period: \$20.00 per unit.

**Commercial surcharge rates:**

1. 0 - 12 units of water usage per EDU allocated per two month billing period: no surcharge.
2. 13 - 20 units of water usage per EDU allocated per two month billing period: \$10.00 per unit.
3. 21 - 30 units of water usage per EDU allocated per two-month billing period: \$20.00 per unit.
4. 31 or more units of water usage per EDU allocated per two-month billing period: \$40.00 per unit.

**These surcharges shall be in addition to the regular billing rates for water usage.**



Fresno

**SECTION 14-119. WASTAGE OF WATER.**

(a) In the use of **water** supplied by the city, no customer shall do or permit any of the following:

(1) **Water** any lawn except by use of a hose held in the person's hand or a sprinkling device, or

(2) Keep, maintain, operate, or use any **water** connection, hose, faucet, hydrant, pipe, outlet, or plumbing fixture which is not tight and free from leakage, or

(3) Willfully or negligently waste **water**,

(4) Flood any part of the premises of another,

(5) Sprinkle the premises of another so as to prevent the normal use thereof or unreasonably wet objects thereon which should not be subjected to a spray of **water** except as naturally caused by the elements or by action of the owner of the object, or

(6) Sprinkle or irrigate any yard, ground, premise, or vegetation between the hours of twelve o'clock and five o'clock p.m. during the months of April through October, inclusive, or

(7) Sprinkle or irrigate any yard, ground, premise, or vegetation unless the **watering** device used is controlled by an automatic shut-off device, or a person is in immediate attendance of the hose or **watering** device, or

(8) Wash any privately owned motor vehicle, trailer, or boat except from a bucket or in a commercial car wash, provided a hose equipped with a shut-off nozzle may be used for a quick rinse, or

(9) Wash or rinse with a hose or **watering** device any sidewalk, driveway, parking area, tennis court, patio, or any other exterior paved area, except in a manner which prevents the bulk of the runoff **water** from entering the street and instead diverts such **water** to other productive purposes such as landscape irrigation.

(b) Lawn sprinkling systems shall be properly designed, installed, maintained, and operated to prevent wastage of **water**.

(c) The Council may implement any or all of the measures listed below, either city-wide or by specific zone, when any of the following conditions exist: (i) the California Department of **Water** Resources has declared a critically dry or drought year; or (ii) **water** levels decline below the pump intake; or (iii) **water** pressures drop below thirty-five pounds per square inch during peak demand periods more than three days in any calendar week or ten days in any calendar month; or (iv) degradation of **water** quality condition (i.e., exceeding the established maximum contaminant levels according to applicable state or federal law) decreases **water** quantity available for delivery to all or part of the geographic area, or the customers and other persons, for whom **Water** Division service was designed or intended to the extent extraordinary measures to reduce **water** use are necessary, as determined by the Council. Measures to be implemented include, but are not limited to, the following:

(1) Odd/even address alternate day outdoor **watering** restrictions for all or a specific zone of the city (in addition to the time of day

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restrictions set forth in Section 14-119(a)(6)). The following properties shall **water** by using each irrigation valve no more frequently than every other day:

- a. Properties with multiple addresses,
- b. Properties turfed or landscaped areas of three acres or larger, and
- c. Properties without street

The owners of such properties may apply for an exemption from the established **watering** restrictions. The owners of such properties shall be required to submit a proposed **watering** schedule in writing to the **Water** Division for approval or modification. The **Water** Division may approve a **watering** schedule that may provide for more frequent **watering** than every other day. If it is determined that the property can be **watered** within the city's regular **watering** rules without significantly impacting **water** pressures in the service area, the proposed **watering** schedule will be denied. The Council may grant an exemption for new lawns not yet established.

(2) Prohibition of all irrigation of turf for all or a specific zone of the city except during off-peak hours (twelve midnight to six a.m., eight a.m. to eleven a.m. and seven p.m. to twelve midnight). The Council may grant an exemption for new lawns not yet established.

(3) Implementation of regulations on the filling of fountains in city facilities, as the Council determines appropriate.

(4) Prohibition of installation of outdoor evaporative "mist

(5) Prohibition of draining of swimming pools more than once every three years, except for structural repairs or to comply with public health standards determined by the County Health Officer. Any customer whose swimming pool is drained by order of the department of health for failure to maintain it properly will also be issued a notice of violation of the city of Fresno municipal code. The draining of pools for reasons of health and safety hazards as determined by the city of Fresno **water** division and/or the department of health is permitted. Residents with private swimming pools shall file a written application for a permit prior to draining their pools with the **Water** Division Manager. The application shall include the results of a pool **water** test conducted by an independent testing organization which shows a cyanuric acid level above 100 parts per million, total dissolved solids over 2,500 parts per million, or calcium over 450 parts per million, or stating the nature and duration of repairs to be made and the date on which the pool will be drained.

(6) Prohibition of the filling or refilling of swimming pools during peak hours of 5:00 a.m. to 8:00 a.m. and 5:00 p.m. to 8:00 p.m., except that a standard hose up to 3/4" may be used to fill the pool and keep the tile and plaster wet during these hours.

The Director shall propose fees and promulgate guidelines for the implementation of this subsection which shall include criterion and a procedure for approval of applications or for exemption by the Director.

(d) The provisions of this section are conditions of service. Each use of **water** by a customer that is inconsistent with the provisions of this section is an incident of **water** wastage. If a customer has an incident of **water** wastage, the customer shall be charged the fee as described herein. The

that customers shall be charged for each incident of **water wastage** described in this section shall not exceed the reasonable cost of service related to **water wastage** enforcement and the cost of the estimated additional **water** used and/or wasted. Such amount shall be a proprietary charge to cover the estimated costs of staff enforcement of the **water conservation** rules. Such charge shall be as determined by the Council and designated in the Master Fee Schedule.

(1) Such charge shall be levied as

(i) For the first incident of **water wastage**, the fee designated in the Master Fee Resolution shall be deferred for a period of two years conditioned upon the customer not having a fourth incident of **water wastage** within a two year period. If the customer does not have such fourth incident of **water wastage** within two years such deferral shall become permanent. However, such fee shall be due and owing by the customer if a fourth incident of **water wastage** occurs within two years.

(ii) The fee for the second incident of **water wastage** shall be deferred for customers who attend a course in **water conservation**. The deferral shall be conditioned upon the customer's successful completion of a **water conservation** course provided by the Department of Public Utilities and the customer not having a third incident of **water wastage** within a two year period. The deferred fee shall be collected if a third incident of **water wastage** occurs within a two year period.

(iii) The fee for the third incident of **water wastage** within a two year period shall be the fee designated in the Master Fee Resolution (plus any fee deferred from the second incident of **water wastage**). A customer shall have the option of submitting proof of implementation of retrofit measures of no less value than the fee imposed for such third incident of **water wastage** in lieu of that fee. Retrofit measures of a value less than that fee shall be credited toward payment of the fee.

(iv) The fee for the fourth incident of **water wastage** within a two year period shall include the amount as designated in the Master Fee Schedule together with all applicable amounts previously deferred as described above.

(2) If a customer has more than four incidents of **water wastage** within a two year period, the city may implement any or all of the following measures:

(i) Require the customer to get a landscape evaluation, lawn **water** audit, and **water** budget, as appropriate, in order to learn efficient **water** use. This work would be completed at the customer expense by landscape irrigation auditors certified by the Irrigation Association.

(ii) Require a customer to repair any defects in the **watering** system of such customers within fourteen days of notice by the city to repair.

(iii) Installation by the city of flow restrictors or termination of **water** service for exterior use.

(iv) Termination of all water service to a customer unless in the opinion of the Director such termination would result in an unreasonable risk to the health and safety of persons.

(v) Require that restoration of water service after termination be contingent on an agreement by the customer to adhere to the provisions of this section.

(e) The Director shall prepare and present a rationing plan to Council for approval. Such plan shall be adopted by resolution passed by Council. (Orig. Ord. 4481; Am. Ord. 6486, 1964; Am. Ord. 73-120, § 6, eff. 8-16-73; Am. Ord. 77-99, § 1, eff. 9-23-77; Am. Ord. 78-74, §§ 1, 2, eff. 5-26-78; Am. Ord. 80-115, § 149, eff. 8-8-80; Am. Ord. 89-48, §§ 1, 2, eff. 4-18-89; Am. Ord. 89-77, § 1, eff. 6-7-89; Am. Ord. 89-102, § 1, eff. 9-22-89; Am. Ord. 90-72, §

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**Title 13 PUBLIC SERVICES**  
**Chapter 13.07 WATER CONSERVATION**  
**13.07.050 Violations.**

City of SLO

**13.07.050**

**Violations.**

A violation of this chapter shall constitute an infraction and may be punishable by this code and/or result in discontinuance of water service as provided in Sections 13.04.180 (Discontinuance of service) and 4.20.080 (Restoration-reconnection charge). (Ord. 1116 § 2 (part), 1988)

**13.07.060 Definitions.**

The following words or phrases, whenever used in this chapter, shall be construed as defined in this section unless from the context a different meaning is intended or unless a different meaning is specifically defined within individual sections of this chapter:

A. "Base period" means that period of time over which the base water use is computed. (Ord. 1168 § 2 (part), 1990: Ord. 1143 § 2 (part), 1989)

**13.07.070 Water use reduction.**

No customer of the city shall make, cause, use or permit the use of potable water from the city for residential, commercial, industrial, agricultural, governmental or any other purpose in a manner contrary to any provision of this chapter.

A. Mandatory Water Conservation. The city will establish by resolution a mandatory water conservation

B. Residential Lifeline Allowance. No customer shall be surcharged or otherwise be penalized for failure to reduce water consumption below a lifeline rate as established by the city.

C. Prohibited Water Uses. In addition to any other requirements of this code, all consumers are deemed to have under their control at all times any and all water distribution lines and facilities serving the property benefited by the water service and to know the manner and extent of their water use and any runoff. The following specific uses of water are prohibited and constitute a violation of this code:

1. Use of water from fire hydrants shall not be used for any purpose other than to fight fires or for other activities where such use is immediately necessary to maintain the health, safety and welfare of the residents of San Luis Obispo.

2. Restaurants may not serve water to their customers except on specific

3. Potable city water shall not be used for major construction activities, such as grading and dust control, and shall not be used to wash down sidewalks, driveways, or parking areas except to alleviate immediate fire or sanitation hazards.

4. New landscaping may be restricted or prohibited during mandatory water conservation. The council shall adopt by resolution procedures to implement this section. (Ord. 1395 § 1, 2001: Ord. 1168 § 2 (part), 1990: Ord. 1143 § 2 (part), 1989)

**13.07.080 Excess water use surcharge.**

**Title 13 PUBLIC SERVICES****Chapter 13.04 WATER SERVICE****13.04.180 Discontinuance of service.****13.04.180 Discontinuance of service.****A. Nonpayment of**

1. A customer's water service may be discontinued if a bill is not paid on or before the first day of the month following date of presentation. "Date of presentation" shall be the date upon which a bill or notice is mailed or delivered personally to the customer of record.
2. A customer's water service may be discontinued if water service furnished at a previous location is not paid on or before the first day of the month following date of presentation.
3. If a customer receives water service at more than one location, and the bill for service at any one location is not paid on or before the first day of the month following date of presentation, water services at all locations may be turned off.

**B. Unsafe**

1. The utilities division may refuse to furnish water and may discontinue service to any premises where apparatus, appliances, or equipment using water is dangerous, unsafe, or not in conformity with any laws or ordinances.
2. Ground Wire Attachments. All individuals or business organizations are forbidden to attach any ground wire or wires to any plumbing which is or may be connected to a service connection or main belonging to the city; the utilities division will hold the customer liable for any damage to its property occasioned by such ground wire attachments.
3. The utilities division does not assume liability for inspecting apparatus on the customer's property. The utilities division does reserve the right of inspection, however, if there is reason to believe that unsafe apparatus is in use.

**C. Service Detrimental to**

1. The utilities division may refuse to furnish water and may discontinue service to any premises where the demand is greatly in excess of the past average or seasonal use, and where such excessive demands by one customer are or may be detrimental or injurious to the service furnished to other customers.
2. The utilities division may refuse to furnish water and may discontinue service to any premises where excessive demands by one customer will result in inadequate service to others.

**D. Fraud and Abuse.** The utilities division shall have the right to refuse or to discontinue water service to any premises to protect itself against fraud or abuse.

**E. Noncompliance.** The utilities division may, unless otherwise provided, discontinue water services to a customer for noncompliance with any of these regulations if the customer fails to comply with them within five days after the date of presentation of written notice of the utilities division's intention to discontinue service. If such noncompliance affects matters of health and safety, and conditions warrant, the utilities division may discontinue water service immediately.

**F. Customer's Request for Service Discontinuance.** A customer may have his water service discontinued by notifying in writing the utilities division reasonably well in advance of the desired date of discontinuance. He will be required to pay all water charges until the date of such discontinuance.

# Valley Center Municipal Water District California

## Article 230      Water Conservation Program

Sec. 230.1      Purpose. California Water Code Sections 375 et seq. permit public entities to adopt and enforce a water conservation program to reduce the quantity of water used by the people therein for the purpose of conserving the water supplies of such public entity. The Board of Directors (hereinafter referred to as "Board") of the Valley Center Municipal Water District (hereinafter referred to as "District") hereby establishes a comprehensive water conservation program pursuant to California Water Code Sections 375 et seq., based upon the need to conserve water supplies and to avoid or minimize the effects of any future short-term or emergency shortage.

Sec. 230.2      Application. The provisions of this Article shall apply to all persons, customers, and property served by the District.

Sec. 230.3      Authorization. The District's General Manager, or a designated representative, is hereby authorized and directed to implement the provisions of the Water Conservation Program. Additionally, the General Manager, or designated representative, is hereby authorized to make minor and limited exceptions to prevent undue hardship or unreasonable restrictions, provided that water shall not be wasted or used unreasonably and the purpose of this ordinance can be accomplished.

Sec. 230.4      Water Conservation Measures. No person shall knowingly use water or permit the use of water supplied by the District for domestic, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to, in an amount in excess of, or during periods of time other than as specified in this Water Conservation Program. At no time shall water be wasted or used unreasonably.

At all times, all persons shall comply with the following water conservation measures:

1. Water shall not be allowed to leave the customer's property by drainage onto adjacent properties or public or private roadways or streets due to excessive irrigation and/or neglect.
2. Customers shall repair all leaks in a timely manner.
3. Water shall not be used to wash down sidewalks, driveways, parking areas, tennis courts, patios or other paved areas, except to alleviate immediate safety or sanitation hazards.

Per Ordinance No. 221 Adopted 4/22/91 [Article 230]

Article 230

Water Conservation Program (Cont'd.)

Sec. 230.4

Water Conservation Measures (Cont'd.)

4. Lawn watering and landscape irrigation, including construction meter irrigation, is permitted as follows:

Effective Dates

Time Period Allowed

May through October

Between 4:00 p.m. and 9:00 a.m. the following day

November through April

Between 3:00 p.m. and 9:00 a.m. the following day

Watering is permitted at any hour if a hand-held hose equipped with a positive shut-off nozzle is used, a hand-held container is used, or a drip irrigation system is used.

5. Agricultural users and commercial nurseries, as defined in the Metropolitan Water District Code, shall curtail all non-essential water use. The watering of livestock and irrigation of propagation beds shall be permitted at any time.
6. Washing of autos, trucks, trailers, boats, airplanes and other types of mobile equipment is prohibited unless a hand-held bucket or a hand-held hose equipped with a positive shut-off nozzle is used.
7. The over filling of swimming pools, spas, ponds, and artificial lakes is prohibited.
8. Irrigation of golf courses, parks, school grounds and recreational fields is permitted as follows:

Effective Dates

Time Period Allowed

May through October

Between 4:00 p.m. and 9:00 a.m. the following day

November through April

Between 3:00 p.m. and 9:00 a.m. the following day

Golf course greens may be watered at any time.

9. The use of water from fire hydrants shall be limited to fire fighting and related activities, approved metered uses or other activities necessary to maintain the health, safety and welfare of the public.

Per Ordinance No. 232 Adopted 12/16/91 [Sec. 230.4(4)(8)]



Article 230

Water Conservation Program (Cont'd.)

Sec. 230.4

Water Conservation Measures (Cont'd.)

10. Construction operations receiving water from a construction meter or water truck shall not use water unnecessarily for any purposes other than those required by regulatory agencies. Construction projects requiring watering for new landscaping materials shall adhere to the allowed watering hours set forth in item No. 4. If the District is notified in writing that initial landscape materials will be adversely affected by these restrictions, the District may establish a reasonable schedule for initial irrigation. The District has the right to inspect all construction sites using water from a District construction meter for the efficient use of water.
11. Restaurants shall not serve water to their customers unless specifically requested.

Sec. 230.5

Water Usage Reduction Levels. Water usage reduction levels shall be mandated by the San Diego County Water Authority (SDCWA) in response to actions by the regional wholesale supplier, the Metropolitan Water District of Southern California (MWDSC). Each percentage reduction in water deliveries by the SDCWA to the District is based upon comparison to water deliveries and usage in the months of July 1, 1989 through June 30, 1990. As soon as practical after determination of the required water reduction level by the MWDSC and the SDCWA, the General Manager shall declare the water usage reduction level applicable in the District. The declaration shall be made by public announcement and notice shall be published in a newspaper of general circulation. The water usage reduction shall become effective upon the date contained in the declaration. Each water customer in the District shall reduce water usage by the required percentage.

Sec. 230.6

Implementation of Water Usage Reductions. The District shall monitor the actions of the MWDSC and the SDCWA relative to implementing the various stages of the MWDSC's Incremental Interruption and Conservation Plan, and shall monitor the response of its customers to the appropriate water usage reduction levels. In order to implement the various stages of the program, the Board may adopt by ordinance additional rules and regulations, including revised water rates and water use restrictions, necessary or appropriate to achieve the indicated levels of water usage reduction.

Sec. 230.7

**Enforcement.** As provided in Water Code Section 377, any violation of Section 230.4, Water Conservation Measures, or Section 230.5, Water Usage Reduction Levels, is a misdemeanor. Upon conviction thereof, such person shall be punished by imprisonment in the county jail for not more than 30 days, or by fine not exceeding one thousand dollars (\$1,000) or both. In addition or as an alternative, the District may install flow restrictors or discontinue water service at any time. Prior to seeking criminal enforcement of the provisions of Section 230.4 and Section 230.5, the District may impose progressive enforcement measures for repeated, willful violations as follows:

- |                   |  |
|-------------------|--|
| First Violation:  | Citation   |
| Second Violation: | Penalty of \$100 placed on the water bill  |
| Third Violation:  | Penalty of \$250 placed on the water bill, and a restriction of service to 5 gallons per minute for 120 hours                          |
| Fourth Violation: | Complaint filed with the County of San Diego District Attorney's office and flow restriction to 5 gallons per minute until disposition |

**Article 7: Water System****Division 38: Emergency Water Regulations**

*("Emergency Water Regulations"  
added 10-19-1998 by O-18596 N.S.)*

**§67.3801 Declaration of Emergency**

That the City Manager be, and he is hereby authorized to determine and declare that a water shortage emergency exists in any and/or all parts of The City of San Diego, and upon such determination, to promulgate such regulations, rules and conditions relative to the time of using water, the purpose or purposes for which it may be used, and such other necessary limitations as will, in his opinion, relieve the water shortage in any such section or sections of The City.

*(Renumbered from Sec. 67.38 and retitled to "Declaration of Emergency" on 10-19-1998 by O-18596 N.S.)*

**§67.3802 Comprehensive Water Conservation Plan**

There is hereby established a City of San Diego Comprehensive Water Conservation Plan.

*(Renumbered from Sec. 67.38.1 and retitled to "Comprehensive Water Conservation Plan" on 10-19-1998 by O-18596 N.S.)*

**§67.3803 Declaration of Policy**

The City Council, by and through its Water Department, finds and determines that a water shortage could exist based upon the occurrence of one or more of the following conditions:

- (a) A general water supply shortage due to increased demand or limited supply.
- (b) Distribution or storage facilities of the Metropolitan Water District of Southern California, the San Diego County Water Authority, or the City of San Diego become inadequate.
- (c) A disruption of the supply, storage and distribution facilities of the Metropolitan Water District of Southern California, the San Diego County Water Authority, or the City of San Diego occurs.

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It is hereby declared that, because of the conditions prevailing in the City of San Diego, the general welfare requires that the City maximize the beneficial use of its available water resources to the extent to which they are capable, and that the waste or unreasonable use, or unreasonable method of use of water be prevented and the conservation of such water is to be extended with a view to the reasonable and beneficial use thereof in the interests of the people of the City of San Diego and for the public welfare.

*(Renumbered from Sec. 67.38.2 and amended 10-19-1998 by O-18596 N.S.)*

#### **§67.3804 Authority to Implement Water Conservation Stages**

The City Manager, or his designee, upon the recommendation of the Director of the Water Department, and following public notice, is authorized and directed to implement the applicable provisions of sections 67.3801 through 67.38.11, upon his determination that such implementation is necessary to protect the public welfare and safety under the following conditions:

- (a) In the event of an unforeseeable disaster or water emergency such as an earthquake, aqueduct break, or other major disruption in the water supply, the City Manager, or his designee, is authorized to implement the emergency provisions of sections 67.3801 through 67.38.11. Public notice will follow enactment of said provision.
- (b) In the event of a foreseeable water emergency such as extended drought conditions, the City Manager, or his designee, is authorized to implement the applicable provisions of sections 67.3801 through 67.38.11 as provided herein, after holding a public hearing before the City Council.

*(Renumbered from Sec. 67.38.3, retitled to "Authority to Implement Water Conservation Stages" and amended 10-19-1998 by O-18596 N.S.)*

#### **§67.3805 Application**

- (a) The provisions of Sections 67.3801 through 67.38.11 shall apply to all persons, customers and property served by the Water Department wherever situated; except as provided in section 67.3805(b).
- (b) The use of potable water for industrial manufacturing, processing, or research and development is exempt from the provisions of section 67.3806(d), if all of the following conditions are met: 1) the business is one of the types of businesses described in categories 2000 through 3999, 7390, and 8730 of the Standard Industrial Classification Code, a copy of which is on file with the

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Office of the City Clerk as Document No. 00-18596-1; 2) the business is located in an area where reclaimed water is available; 3) the business uses reclaimed water on its premises to the full extent possible; and 4) the business participates in all applicable City water conservation programs that are considered Best Management Practices by the California Urban Water Conservation Council. A list of the City's water conservation programs that are Best Management Practices is on file with the Office of the City Clerk as Document No. 00-18596-2.

*(Renumbered from Sec. 67.38.4 and amended 10-19-1998 by O-18596 N.S.)*

### §67.3806 Water Conservation Stages

It is unlawful for any customer of The City of San Diego Water Department to make, cause, use or permit the use of water from the City for residential, commercial, industrial, agricultural, governmental or any other purpose in a manner contrary to any provision of Sections 67.3801 through 67.38.11, or in an amount in excess of that use permitted by the following conservation stages which are in effect pursuant to action taken by the City Manager, or his designee, in accordance with the provisions of sections 67.3801 through 67.38.11. It is unlawful for any person to waste water or to use it unreasonably.

- (a) Unreasonable uses of water shall include, but are not limited to, the following practices:
- (1) A customer shall not let water leave the customer's property by drainage onto adjacent properties or public or private roadways or streets due to excessive irrigation and/or uncorrected leaks.
  - (2) A customer will not fail to repair a water leak.
  - (3) A customer will not use water to wash down sidewalks, driveways, parking areas, tennis courts, patios or other paved areas, except to alleviate immediate safety or sanitation hazards.

The following stages shall take effect upon declaration as herein provided.

- (b) Stage 1. Voluntary Compliance - Water Watch.

Stage 1 applies during periods when the possibility exists that the City of San Diego Water Department will not be able to meet all of the water demands of its customers. All elements of Stage 2 shall during Stage 1, apply on a

voluntary basis only.

(c) Stage 2. Mandatory Compliance - Water Alert.

Stage 2 applies during periods when the probability exists that the City of San Diego Water Utilities Department will not be able to meet all of the water demands of its customers.

Upon implementation by the City Manager and publication of notice, the following water conservation measures shall apply to except when reclaimed water is used:

(1) Lawn watering and landscape irrigation, including construction meter irrigation, is permitted only during designated hours on designated days. Watering is permitted at any time if:

(A) a hand-held hose equipped with a positive shut-off nozzle is used, or

(B) a hand-held container is used, or

(C) a drip irrigation system is used.

Commercial nurseries, commercial sod farms and similarly situated establishments are exempt from Stage 2 irrigation restrictions but will be required to curtail all nonessential water use.

(2) The washing of automobiles, trucks, trailers, boats, airplanes and other types of mobile equipment, is permitted at any time with a hand-held bucket or a hand-held hose equipped with a positive shut-off nozzle for quick rinses.

Washing may be done at any time on the immediate premises of a commercial car wash or commercial service station, or by a mobile car wash or on-site car wash using high pressure washing equipment. Further, such washings are exempted from these regulations where the health, safety and welfare of the public is contingent upon frequent vehicle cleanings, such as garbage trucks and vehicles to transport food and perishables.

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- (3) The overfilling of swimming pools, spas, ponds and artificial lakes is prohibited.
  - (4) Irrigation of golf courses, parks, school grounds and recreation fields is permitted only during designated hours on designated days.
  - (5) Use of water from fire hydrants shall be limited to fire fighting, related activities or other activities necessary to maintain the health, safety and welfare of the citizens of San Diego.
  - (6) All restaurants are prohibited from serving water to their customers except when specifically requested by the customers.
  - (7) Water shall not be used to wash down sidewalks, driveways, parking areas, tennis courts, patios or other paved areas, except to alleviate immediate fire or sanitation hazards.
  - (8) Ornamental fountains may operate if they recirculate water. Ornamental fountains that do not recycle water are prohibited.
  - (9) Construction operations receiving water from a construction meter or water truck shall not use water unnecessarily for any purposes other than those required by regulatory agencies. Construction projects requiring watering for new landscaping materials should adhere to the designated irrigation hours associated with subsection (1) of State 2.
- (d) Stage 3. Mandatory Compliance - Water Warning.

Stage 3 applies during periods when the City of San Diego Water Utilities Department will not be able to meet all of the water demands of its customers. Upon implementation by the City Manager and publication of notice, the following water conservation measures shall apply except when reclaimed water is used:

- (1) Lawn watering and landscape irrigation, including with a hand-held hose equipped with a positive shut-off nozzle, is permitted only during designated hours on designated days. Watering is permitted at any hour, on any day, if a hand-held container or drip irrigation system is used.

- (2) Commercial nurseries shall reduce water use by an amount determined by the City Council.
- (3) The washing of automobiles, trucks, trailers, boats, airplanes and other types of mobile equipment is permitted only during designated hours on designated days with a hand-held bucket or a hand-held hose equipped with a positive shut-off nozzle for quick rinses. Washing is permitted at any time on the immediate premises of a commercial car wash. The use of water by all types of commercial car washes not using partially reclaimed or recycled water shall be reduced in volume by an amount determined by the City Council. Further, such washings are exempt from these regulations where the health, safety and welfare of the public is contingent upon frequent vehicle cleanings, such as garbage trucks and vehicles to transport food and perishables.
- (4) The overfilling of swimming pools and spas is prohibited. The filling or refilling of ponds and artificial lakes is prohibited.
- (5) Watering golf courses, parks, school grounds and recreation fields is permitted only during designated hours on designated days, except golf course greens.
- (6) Use of water from fire hydrants shall be limited to fire fighting or other activities immediately necessary to maintaining the health, safety and welfare of the citizens of San Diego.
- (7) All restaurants are prohibited from serving water to their customers except when specifically requested by the customers.
- (8) Water shall not be used to wash down sidewalks, driveways, parking areas, tennis courts, patios or other paved areas, except to alleviate immediate fire or sanitation hazards.
- (9) The operation of any ornamental fountain or similar structure is prohibited except for short periods of time to prevent damage.
- (10) The number of new construction meters shall not exceed the existing number of currently authorized meters. A new meter shall be issued only when an old meter is returned. Construction projects requiring water from a construction meter or a water truck shall not use water unnecessarily for any purposes other than those required by regulatory



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agencies. Construction projects requiring water for new landscapes shall adhere to the designated days and times as set forth in subsection (1) of Stage 2. Further, construction projects necessary to maintaining the health, safety and welfare of the public are exempt from these regulations.

- (11) The use of water for commercial manufacturing or processing purposes shall be reduced in volume by an amount determined by the City Council. This provision does not apply to businesses which are exempt from water use restrictions pursuant to section 67.3805(b).

(e) Stage 4. Mandatory Compliance - Water Emergency

Stage 4 applies when a major failure of any supply or distribution facility, whether temporary or permanent, occurs in the water distribution system of the State Water Project, Metropolitan Water District, San Diego County Water Authority, or City of San Diego water facilities.

Upon implementation by the City Manager and publication of notice, the following measures shall apply except when reclaimed water is used:

- (1) All outdoor irrigation of turf and ground covers is prohibited with the exception of plant materials classified to be rare, exceptionally valuable or essential to the well being of the public at large or rare animals. Irrigation of trees and shrubs is permitted only by hand-held hose equipped with a positive shut-off nozzle, hand-held container, or drip irrigation system. Greywater may be used in accordance with Health Department regulations to irrigate fruit trees, ground covers and ornamental trees and shrubs. Greywater is defined as household wastewater other than toilet waste.
- (2) The use of water at commercial nurseries, commercial sod farmers and similarly situated establishments shall be reduced in volume by an amount determined by the City Council. Greywater may be used in accordance with Health Department regulations to irrigate fruit trees, ground covers and ornamental trees and shrubs.
- (3) The washing of automobiles, trucks, trailers, boats, airplanes and other types of mobile equipment is prohibited. The use of water by all types of commercial car washes or commercial vehicle service stations and not in the immediate interest of the public health, safety and welfare

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shall be reduced in volume by an amount determined by the City Council. Further, such washings are exempt from these regulations where the health, safety and welfare of the public is contingent upon frequent vehicle cleanings such as garbage trucks and vehicles used to transport food and perishables.

- (4) The filling, refilling or adding of water to swimming pools, spas, ponds and artificial lakes is prohibited.
- (5) The watering of all golf course areas, except greens, is prohibited.
- (6) Use of water from fire hydrants shall be limited to fire fighting or other activities immediately necessary to maintain the health, safety and welfare of the citizens of San Diego.
- (7) All Restaurants are prohibited from serving water to their customers except when specifically requested by the customers.
- (8) Water shall not be used to wash down sidewalks, driveways, parking areas, tennis courts, patios or other paved areas, except to alleviate immediate fire or sanitation hazards.
- (9) The operation of any ornamental fountain or similar structure is prohibited except for short periods of time to prevent damage.
- (10) The use of water for commercial, manufacturing or processing purposes shall be reduced in volume by an amount determined by the City Council.
- (11) All sales of non-reclaimed water outside of the City limits shall be discontinued, with the exception of sales previously approved by the City Council.
- (12) No new construction meters will be issued. Construction water shall not be used for earth work or road construction purposes. Construction projects necessary to maintaining the health, safety and welfare of the public are exempt from these regulations.
- (13) Except as to property for which a building permit has been heretofore issued, no new building permit(s) shall be provided, except in the following circumstances:

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- (A) For projects necessary to protect the public's health, safety, and welfare;
- (B) When using reclaimed water;
- (C) When the recipient of the building permit can demonstrate that no net increase in water use will occur; or
- (D) Where the recipient of the building permit provides a conservation offset. For purposes of the section, "conservation offset" shall mean the implementation of proven conservation techniques which, when installed, will result in a reduction equal to demand of the proposed use. A conservation offset may be effected by paying a fee established by the City Manager or his designee to the City Treasurer in an amount necessary to cover the cost of implementing such conservation techniques. The fee will be based on the conservation offset required for an equivalent dwelling unit. Such fee shall apply to residential as well as commercial and industrial buildings, and may be adjusted from time to time as determined by the City Manager or his designee.

- (14) Stage 4 unless sooner terminated by the City Council, shall terminate September 30, 1991, unless prior to said date the Council acts to extend it.

*(Renumbered from Sec. 67.38.5 and amended 10-19-1998 by O-18596 N.S.)*

**§67.3807 Mandatory Conservation Phase Implementation**

The Water Department shall monitor the projected supply and demand for water, by its customers, on a daily basis during periods of emergency or drought and shall recommend to the City Manager the extent of the conservation required through the implementation and/or termination of particular conservation stages to prudently plan and supply water to its customers. Thereafter, the City Manager may order the implementation or termination of the appropriate phase of water conservation in accordance with the applicable provisions of sections 67.3801 through 67.38.11. The declaration of any stage beyond Stage 1 shall be made by public announcement and shall be published a minimum of one (1) time for three (3) consecutive days in a daily newspaper of general circulation. The stage designated shall become effective immediately upon announcement.

*(Renumbered from Sec. 67.38.6 and amended 10-19-1998 by O-18596 N.S.)*

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**§67.3808 Penalty**

It shall be unlawful for any person, corporation or association to violate the provisions of Sections 67.3801 through 67.38.11. Violations of these provisions shall be a misdemeanor subject to penalties provided in San Diego Municipal Code section 12.0201. The Water Department can alternatively seek injunctive relief in the Superior Court pursuant to San Diego Municipal Code section 12.0202 or pursue any administrative remedy provided in Chapter 1. In addition to any other remedies which the Water Department may have for the enforcement of this Division, service of water shall be discontinued or appropriately limited to any customer who willfully uses water in violation of any provision of this Division.

*(Renumbered from Sec. 67.38.7 and amended 10-19-1998 by O-18596 N.S.)*

**§67.3809 Severability**

If any provision, section, subsection, sentence, clause or phrase of sections 67.3801 through 67.38.11, or the application of same to any person or set of circumstances, is for any reason held to be unconstitutional, void or invalid, the invalidity of the remaining portions of sections 67.3801 through 67.38.11 shall not be affected, it being the intent of the City Council in adopting Sections 67.3801 through 67.38.11 that no portions, provisions, or regulations contained herein shall become inoperative, or fail by reason of the unconstitutionality of any other provision hereof, and all provisions of sections 67.3801 through 67.38.11 are declared to be severable for that purpose.

*(Renumbered from Sec. 67.38.8 and amended 10-19-1998 by O-18596 N.S.)*

**§67.3810 Citations**

Code compliance officers/code compliance supervisors of The City of San Diego are hereby authorized, empowered and given the duty to enforce provisions of the San Diego Municipal Code and misdemeanors designated in the State Codes to issue citations for violations of said Codes under the provisions of Sections 836.5 and 853.6 of the Penal Code of the State of California when violations occur in the City of San Diego.

*(Renumbered from Sec. 67.38.9 on 10-19-1998 by O-18596 N.S.)*

**§67.3811 Publication of Terms of Water Use**

That upon such emergency declaration by the City Manager, it shall be his duty to have public notice given by publishing a notice giving the extent, terms and conditions respecting the use and consumption of water, at least once in the official

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newspaper of said City; that upon such declaration and publication of such notice due and proper notice shall be deemed to have been given each and every consumer supplied with water by The City of San Diego.

*(Renumbered from Sec. 67.39 and retitled to "Publication of Terms of Water Use" on 10-19-1998 by O-18596 N.S.)*

# August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b> Facilities Committee Meeting	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b> Budget Meeting 5:30PM	<b>6</b>	<b>7</b> Water Committee Meeting - 4PM	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> SSCSD Board Mtg. 5:30 P.M.	<b>15</b> Checks to be Signed	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b> Policy Committee Meeting - 9:45 A.M.	<b>27</b>	<b>28</b>	<b>29</b> Checks to be Signed	<b>30</b>	<b>31</b>

2002

**AMENDED**

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

Date: Wednesday, June 12, 2002

Place: Cavalier Banquet Room

**MINUTES**

**1.0 CALL TO ORDER**

The Board convened at 5:31 p.m.

**1.1 Roll Call:**

Directors Present: Carol Bailey-Wood, Loraine Mirabal-Boubion, David Kiech, Bob McLaughlin and Eric Schell

Staff Present: Assistant District Manager Eileen Putnam and District Counsel Robert Schultz

**1.2 Public Comment on Closed Session:**

There were no comments.

**2.0 ADJOURN TO CLOSED SESSION**

A motion was made by Director Bailey-Wood and seconded by Director McLaughlin to adjourn to closed session for the purpose of discussion regarding personnel issues, including one public employee, specifically, District Counsel. Motion carried unanimously.

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**3.0 RECONVENE IN OPEN SESSION/CALL TO ORDER**

The Board re-convened in open session at 6:30 p.m.

**3.1 Roll Call:**

Directors Present: Directors Carol Bailey-Wood, Loraine Mirabal-Boubion, David Kiech, Bob McLaughlin and Eric Schell.

Staff Present: Assistant District Manager Eileen Putnam, Plant Superintendent Ron Head, District Engineer John Wallace and District Counsel Robert Schultz.

**3.2 Pledge of Allegiance**

**3.3 Report on Closed Session:**

District Counsel Schultz reported that the Board met in closed session with legal counsel regarding Personnel including District Counsel. Per the Brown Act, no action was taken. The topic will be on the next regular meeting agenda. Mr. Schultz also introduced J. Christine Dietrick of Hunt & Associates.

**4.0 PUBLIC COMMENT**

**4.1 Public Comment:**

Mike Hanchett Sr. stated support for recycled water and asked that it be addressed on future agendas. Chairperson Bailey-Wood indicated that recycled water is being included as part of the Facilities Plan.

**4.2 Sheriff's Report:**

Lt. Basti reported that a replacement Senior Deputy Scott Odim is forthcoming. The Bike Patrol is coming through and will be in the area this summer. The department is very busy with graduations at this

the open cases in San Simeon. He announce that Kevin Faler had left the Code Enforcement staff and a replacement is being sought. If any issues arise, residents should contact the Sheriff's Dispatch at 781-4630.

5.0 PUBLIC HEARING – WEED ABATEMENT

Chairperson Bailey-Wood opened the public hearing on Weed Abatement. Ardy May asked when the deadline was. The deadline for abatement is June 30, 2002. DeeDee Ricci asked about the overgrown bush on Pico Avenue by the liquor store. Since it is on the right of way, the District will be responsible for cutting it.

6.0 REPORTS

6.1 General Manager's Report:

Ms. Putnam reported that compound meters were discussed at the Budget Committee meeting and that Mr. Head is currently obtaining quotes. Once the meters are purchased, staff will begin the installation process. The CRWQCB awarded the District's National Pollutant Discharge Elimination System (NPDES) permit on May 31, 2002. Superintendent Head was thanked for discussing the proposed testing requirements with RWQCB staff and getting them to loosen the requirements. This will save money for the District. The Strategic Planning Session is scheduled for August 5, 2002. Staff is still awaiting response from Mr. Cepkauskas of Hearst Corp. Information will be sent to Mr. Kirk Sturm, Director – Superintendent at Hearst Castle. The District internet provider offers subscribers a free web page and so a prototype has been developed and will be online very soon. In the future, we may be able to add links to the Chamber of Commerce and Hearst Castle as well as other appropriate links. Ms. Putnam reported that she had attended the Chamber of Commerce meeting last month and approached the subject of water conservation and a joint effort to address this important need. Many businesses are already implementing water conservation. In addition to this topic, Chamber members discussed their upcoming San Simeon Beautification Day. There are several ways the District can participate, and we look forward to this joint endeavor.

6.2 Plant Superintendent's Report:

Superintendent Head reported that the well depth is higher than last year at this time, but that they are beginning to drop and need to be monitored carefully. On May 15<sup>th</sup> the blowers were shut down for 9 hours during the airline tie in. The change went very well. The reduction in air leaks means we presently have only one 60hp blower running instead of a 60hp and a 30hp. The Variable Frequency Drive for the 30hp blowers was started. A new radiator was installed on the generator at the well field. Quarterly inspection of the generator was performed at the same time. The red valves diffusers for the outfall line are here and will be installed soon. After reviewing the proposed changes to our monitoring and reporting program included in the renewal of the Discharge Permit, Mr. Head stated that he'd contacted RWQCB staff to discuss the requirements. After discussing the proposed testing requirements, RWQCB staff agreed to issue a supplemental sheet to the permit that would address leaving testing requirements as they currently exist, thereby saving the District \$5500. Mr. Head also reported that staff had replaced and incorrectly installed 45amp breaker in the main electrical panel (saving the District \$400 by doing it in-house). Staff also installed an extension to the influent line in the equalization tank for better solids transfer. The handrail installation is complete. The Consumer Confidence Report with the June billing. This annual report is required by state and federal regulations. Director Kiech asked about the flow comparison and whether the 612,000 gallons more was reflective of water used in irrigation. Mr. Head said that the difference is not just irrigation. The wastewater meters are not as accurate as the water meters. Measurements aren't taken when the power is out. Estimates are not permitted, readings are necessary. A discussion was held in regards to this observation and regarding the measuring of "lumpy water". Director McLaughlin commended Ron for effectively saving money for the District.

6.3 District Engineer's Report:

Mr. Wallace reported that the ferric chloride feed at State Parks is helping with the odor control. Kennedy Jenks also had their odor control expert on the recent tour of the plant and they made



observations as well. The chemical feed is a benefit for State Parks in that it's saving money with respect to the corrosion that's being caused to their wet well. The feed will help to prolong the life of their wet well. This is a point that should be made when speaking with State Parks about their taking over the chemical feed from their standpoint. The airline changeover is substantially complete and the District will result in an approximate 30% reduction in electrical consumption, maybe more. Performance has been better than expected. With regards to the road improvement project for Avonne Avenue and Otter Way, soils testing has been performed to determine the existing conditions and the appropriate new structural sections of the road to be improved. Sub-grade structural properties were also tested. There is a wide variety of soils there. Because many of the roads were built by developers years ago, there are a wide range of existing structural sections that have been discovered. As a result, staff is coordinating follow up activities with the soils engineer to identify both reconstruction and overlay design criteria for the project. Mr. Wallace also reported that staff, including the General Manager, are continuing to work on the Coastal Commission – riprap matter. This includes preparation of a Geologist's Report and what role the riprap plays, which will be part of the permitting submittal. There is a lot of evidence of high tide activity out there. Historical research continues. The riprap did appear on the plans for the plant expansion done in the mid 80's. A meeting is scheduled with County Staff to review the matter. Our "placeholder" for monies to assist with any potential wastewater treatment plant projects has been incorporated into the approved State Revolving Fund program. Kennedy Jenks continues to work on the Facilities Plan. The administrative draft should be available in July. A final draft should be presented to the Board in August. Kennedy Jenks has also reviewed the equalization basin and has come up with some very good ideas regarding its conversion especially since the airlines have been replaced. With regards to recycled water supply, the report was completed some time ago and included Phase 1 – extending the recycled line up San Simeon Avenue to the freeway and the Cavalier and any other user along that route that might be interested. It's been in this year's budget and is also in the proposed budget for consideration in the upcoming fiscal year. Part of the issue is the Facilities Plan and how and where do we put the facility at the plant, how do we integrate it with other improvements to the plant and the issue of cost – not the cost of the improvements but rather could the cost be borne by users ie: CalTrans or any other users and whether the District views this as a financially feasible project at this time. This will be discussed in budget discussions. A discussion followed regarding potential users and the survey done last year as part of the study. A final cost was not presented and that would need to be addressed. Mr. Wallace stated that the overriding concern is the availability of an alternate water supply. The potential use for fire suppression was mentioned, but Mr. Wallace suggested it might be wiser to consider a larger freshwater tank at the reservoir for many including economical benefits to the district. In regards to the inspection of the sewer lines, addressing the necessary repairs that were identified is being incorporated into the upcoming budget.

7 ITEMS OF BUSINESS

7.1 Approval of Minutes – May 8, 2002

A motion was made by Director Bailey-Wood and seconded by Director Mirabel-Boubion to approve them minutes of May 8, 2001. The motion carried unanimously.

7.2 Approval of Warrants – May 1, 2002 through May 31, 2002

Director Kiech asked about Warrant No. 3779 to Rossi & Carr. Superintendent Head explained that this had been mentioned in previous Superintendent Reports and that two of the blowers were tripping out and needed repair. A motion was made by Director Mirabel-Boubion and seconded by Director McLaughlin to approve the Warrants for May 1, 2002 through May 31, 2002. The motion carried unanimously.

8 DISCUSSION/ACTION ITEMS

8.1 Resolution No. 02-280 – Requesting Consolidation with the November 5, 2002 General Election

A motion was made by Director McLaughlin and seconded by Director Mirabel-Boubion to Resolution No. 02-280 requesting that the District's biennial election be consolidated with the November 5, 2002

General Election. A roll call vote was held with Directors Bailey-Wood, Kiech, McLaughlin, Schell and Mirabel-Boubion all voting in the affirmative.

8.2 Emergency Generator – General Discussion

An extensive discussion was held regarding an emergency generator for the wastewater treatment plant. The staff report was distributed to the Board for their review and consideration. Staff's recommendation was that the Board review the report and provide further direction to staff regarding which alternative was preferred or if the desire was to postpone decision on this matter. Costs for the different size alternatives were included. The sizes range from units that would operate the minimal needs of the plant to 150KW which would operate all aspects of the wastewater operation. Unit costs range from \$20,355 for a bare bones diesel unit to over \$40,000 for a full operation natural gas powered unit. Ancillary costs such as gas line extensions and hookup for the natural gas alternative or permits required for the diesel alternative have yet to be determined but realistically increase the range from the \$20,355 to as high as \$50,800. Natural Gas and Propane alternatives are exempt from air pollution control permits. Discussion was held relative to the range of the bids and why some bidders did not bid on all options. The Facilities Plan and how this fits into the scheme is also a consideration and the generator is going to be addressed. Life cycle costs need to be reviewed and considered ie: annual permit costs. Director McLaughlin asked about the difference between the 80kw and the 150kw and what would meet the needs of the plant. Director Mirabel-Boubion asked what the current kilowatt usage at the plant was and what the bare bones requirements would be. The usage is changing and is indeed going down somewhat due to recent repairs. 80kw is bare bones and keeps thing operating so we aren't out of compliance. Thoma Electric evaluated the needs of the plant and came up with 150kw to operate everything, taking into consideration peak season operations, treatment processes, potential modifications at the plant, including recycled water, and/or expansion, all of which play into the usage equation. Director Mirabel-Boubion asked why we would need a large generator if this was just for emergencies like a power outage or earthquake. The wastewater treatment process has to be kept alive because if it sits there too long without air, it dies and you then have to start the whole process over again and may well run into compliance problems and potential fines. RWQCB addressed this issue in past correspondence to the Board, stating that the Board should not look for an emergency as an excuse for not meeting your waste discharge requirements and that some sort of plan must be in effect in order to meet the needs in an emergency, including the necessity of a standby power source. In response to this letter, the Board had notified RWQCB that staff had contacted all the vendors in the area and checked the general availability of standby generators so that we could, in an emergency, immediately go out and rent a unit but that we would also look at securing a permanent emergency standby generator. Discussion regarding the history of power failure in the area, followed and the maintenance costs associated with owning a generator versus renting when power failures have been infrequent. One recommendation was to generate a list of rental agents who could be contacted in the event of an emergency. Other aspects of the discussion included limited district funds, potential PG&E grants and incentive programs, and contacting State Parks for input on the matter. The consensus of the Board is to refer this to the Facilities Committee, and to contact the staff at Hearst - State Parks seeking their participation in the decision making process. Staff will also look at fuel availability and other fuel sources such as Southern California Gas, as well as incentive programs, including those offered by PG&E and will obtain outage reports for the area.

8.3 Air Distribution System Piping Replacement Project Update

As of May 31, 2002, the project is approximately 93% complete. As reported earlier, the system changeover is complete and the plant is operating on one 60hp blower. It is anticipated that a 30% reduction in power consumption will be realized. A motion was made by Director McLaughlin and seconded by Director Mirabel-Boubion to approve Change Order No. 3 in the amount of \$732.00 for removal of the old concrete adjacent to the aeration basins and re-paving of the area and Progress Payment No. 2 in the amount of \$67,828.01. Motion carried unanimously.

8.4 Preliminary Fiscal Year 2002-2003 Fiscal Year Budget

The Budget Committee is still working on the final draft of the proposed budget. Capital Improvements for the upcoming year were reviewed at the last meeting. The committee will continue to review and refine the proposed budget for presentation to the Board. One proposal is to hold a special Budget Workshop, possibly before the July meeting.

8.5 Board Committees

There were no other committee reports other than what had been discussed regarding the Budget discussion. The major focus of the last meeting was the Capital Improvements. Each segment was looked at, with a discussion of what the needs are, what items should be priority and focused on. Consideration has been given to what projects could potentially arise from the Facilities Plan such that monies are earmarked for the particular plan. Counsel Schultz strongly recommended a special budget workshop. Mr. Wallace also stated that one of the priorities the committee moved up was the matter of a new water tank for the reservoir as well as extending a new waterline down to the community.

8.6 Board Reports

Director Bailey-Wood reported that she had recently attended the local Special District Association meeting in Los Osos. A representative from the State Special Districts Association was also there. Our concern regarding the energy surcharges were very important to them and they will be lobbying on our behalf to see if any relief is available. Helen May was elected as alternate to LAFCO, so that we now have north coast representation on that board.

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

9.1 Water Conservation

Ms. Putnam reiterated that she had met with the Chamber of Commerce as directed by the Board. Working with the Chamber, as well as posting information on the District's upcoming website, combined distributing information to the residents and public are underway. Staff is attempting to get the word out to everyone about the need to conserve water. Many residents and businesses in San Simeon live and breath water conservation as part of their daily lives. Staff is also looking to update the water conservation signs located at either end of town. As recommended at the last meeting, staff contacted the water conservation official from Cambria. We are already doing many of the same things as Cambria. He did suggest contacting the City of San Luis Obispo's Water Conservation officer to check on the availability of Sammy the Flying Salmon campaign videos. To date, staff has not heard back from either Cambria or San Luis Obispo. The topic of offering incentive programs as a way to urge water conservation was discussed, as was potentially ways of using the PEG Access channel. Additionally, the need for distributing information in Spanish, simplified, easy to understand language is very important. Staff will continue to work towards this end.

10. ADJOURNMENT

The meeting was adjourned at approximately 8:20 PM.

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Wednesday, Oct. 9th

**Board Secretaries  
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Saturday, Oct. 12th

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# Special District Administration

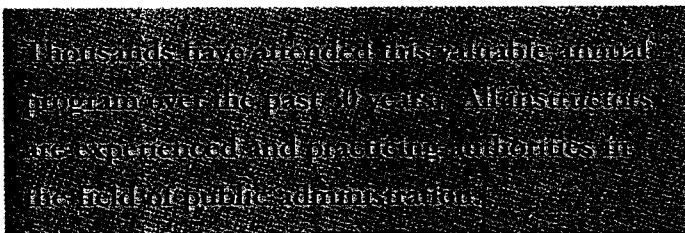
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## PROGRAM SCHEDULE

Wednesday, Oct. 9 - Optional Workshop

9:00 - 4:00	Board Secretaries Workshop
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Thursday, Oct. 10 - Seminar Day 1

7:30 - 8:00 a.m.	Registration and Continental Breakfast
8:00 - 8:15	Introductions & Opening Remarks
8:15 - 9:15	Principles for Successful District Administration
9:30 - 10:30	Executing the Strategy - Road Map to Success
10:45 - 11:45	Workshop 1 - Administration Principles Workshop 2 - Executing the Strategy
12:00 - 1:30	Keynote Lunch: Information Technology Trends
1:45 - 2:45	Successful Public Records Management
3:00 - 4:00	Collaborative Negotiations and Decision Making
4:15 - 5:15	Workshop 1 - Negotiations and Decision Making Workshop 2 - Benefits of Imaging Technology
5:15 - 6:15	Networking Reception

Friday, Oct. 11 - Seminar Day 2

7:30 - 8:00 a.m.	Continental Breakfast
8:00 - 9:00	Effective Board Packages
9:15 - 10:15	Hiring and Keeping Great Employees
10:30 - 11:45	Workshop 1 - Purchasing Power Workshop 2 - Hiring and Keeping Great Employees
12:00 - 1:00	Luncheon: Presentation of Certificates
1:15 - 2:15	Guidelines for Human Resource Strategies
2:30 - 3:45	Workshop 1 - Paperless Agenda Workshop 2 - Human Resource Strategies
3:45 - 4:00	Wrap-up Session: Successful District Administration

Saturday, Oct. 12 - Optional Workshop

9:00 - 4:00	Building Better Board/Manager Relationships
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## Two Optional Workshops Offered

### Board Secretaries Workshop

Lynn Young, Helix Water District  
Janet L. Jaworski, Special District Institute  
Liane Randolph, Meyers, Nave, Riback, Silver, and Wilson

#### WHAT YOU'LL LEARN...

- Board Secretary's role with the Board, Public, and Staff
- How to make the agenda and minutes work together
- Preparation for and facilitation of controversial Board meetings
- New Board member orientations - what to include
- Gracefully handling unique situations faced by Board Secretaries

### Building Better Board/Manager Relationships

Glenn M. Reiter, Reiter Lowry Consultants  
Robert Rauch, Rauch Communication Consultants

#### WHAT YOU'LL LEARN...

- How things can go wrong
- Six keys to better Board-Manager relationships
- The best roles for Board Members and Managers
- How to reduce frustration and build great communication and trust

# Experienced Faculty

**Katherine Buie** is an Associate with Reiter Lowry Consultants and concentrates on long-range financial forecasting and rate studies for water, sewer, and cemetery districts. Kathy has over 20 years of hands-on experience in accounting, auditing, budgeting, and records management.

**Jane Cassity** is a Principal with Datastream, a software house specializing in computerized accounting systems for local government. Datastream is celebrating its 25th year providing software, consulting, customization and on-going support for many California Special Districts. Jane has over 30 years experience in the software fields of governmental accounting, job cost and customer relations management.

**Brent Ives** is the President of BHI Management Consulting. Brent has over twenty years of experience in the field of finding and keeping great employees. He has been a successful engineering manager at Lawrence Livermore National Laboratory with extensive experience in employee relations, career growth advocacy and career transition. An experienced and exciting trainer and consultant known for his ability to "reach" an audience in a no-nonsense style. Brent is also the Mayor Pro Tem for the City of Tracy, CA, serves as a Board Member for the South County Fire District, and the Chairman of the Altamont Commuter Express (ACE Train) Joint Powers Authority.

**Janet L. Jaworski**, is the Seminar Manager of the Special District Institute. Janet is also the Administrative Director for the American Membrane Technology Association, with an 18 member Board of Directors. She has been involved with public agencies for many years as both Legislative Aide and Secretary for the City of Oceanside's Council and Clerk Offices. Before joining SDI, she was Marketing Director and Marketing Manager of two San Diego companies as well as Owner/Manager of her own business.

**Wendy Larsen** is the Managing Partner of Creative Leadership Partners, LLP. Wendy has trained and facilitated interest based decision making teams for unions, management, elected officials and community organizations including county and city governments, multi-stakeholder forums, volunteer agencies, fire departments, police departments, transit agencies, public utility districts, school districts, and private industries. She has expertise in facilitating contract negotiations, strategic planning, environmental issues, community forums, design of performance pay systems, transportation routing and schedule design, and total quality initiatives.

**Gregg A. Lowry** is a Principal and Co-Founder of Reiter Lowry Consultants. He is a registered civil and environmental engineer specializing in financial management models, project management, and maintenance and infrastructure planning and management. With almost three decades of experience, Mr. Lowry has held various management positions in the U.S. Navy and Southern California Special Districts. He has developed a widely used model for district application in planning, management, and facilities and equipment control.

**Liane Randolph** is a Shareholder at Meyers, Nave, Riback, Silver, and Wilson. Her area of practice emphasizes municipal law with a focus on conflicts of interest, election law and redevelopment law. She serves as City Attorney for the City of San Leandro. Before joining the firm, Liane was Staff Counsel for the Fair Political Practices Commission.

**Robert Rauch** is a Principal Consultant for Rauch Communication Consultants. With over 150 special districts, local agencies, and other organizations as clients, Robert is widely known throughout California. He specializes in planning and implementing focused public information programs, providing management consulting, and conducting strategic planning retreats. With over 30 years experience, Robert was privileged to serve as a consultant to the White House.

**Glenn M. Reiter** is a Principal in Reiter Lowry Consultants, a San Diego-based engineering, computer, and financial consulting firm, founded in 1981. He has over 40 years experience in local government and special districts. Mr. Reiter has been General Manager and Chief Engineer of a large Southern California water district and a Director on the San Diego County Water Authority Board. He specializes in financial planning, the setting of rates and fees, including the financing of capital improvements. A co-founder of the California Special Districts Association and the Special District Institute, Mr. Reiter is a registered California civil and professional engineer and Life Member of the American Water Works Association and the National Association of Independent Financial Advisors.

**Irma Rodriguez Moisa** is a Partner with Liebert Cassidy Whitmore. Irma is an expert in handling employment discrimination, wrongful termination and sexual harassment lawsuits. She handles disciplinary hearings, arbitrations and negotiations on behalf of the Firm's city and special district clients. Irma has co-authored "The Uncertain Contours of Vested Benefits Doctrine" in the California Public Employee Relations periodical of the Institute of Industrial Relations, U.C. Berkely. She also provides training for the firm's clients.

**Charlene Webber** is the Director of Sales, Marketing and Client Relations with over nine years of experience in records management and imaging technology. She has participated in the sales, customer liaison, integration and installation of high technology systems, trained the personnel of city, county and state government agencies nationwide, as well as participated in the system operation. She is recognized for her public speaking engagements in the fields of document imaging and document management.

**Lynn Young** is the Board Secretary and Support Services Manager for Helix Water District. Previously, Lynn has served as an Administrative Assistant and Secretary for a School Board of Trustees. Her combined experience in working with elected boards spans 19 years. Lynn supervises the areas of public/community outreach, legislative affairs, records management, and centralized secretarial services.



# Program Content

## Principles for Successful District Administration

Glenn M. Reiter, Reiter Lowry Consultants

- 1. Role of a leader in the district
- 2. How to build a strong team
- 3. How to manage change
- 4. How to manage conflict
- 5. How to manage risk
- 6. How to manage time
- 7. How to manage money
- 8. How to manage people

## Executing the Strategy - Road Map to Success

Robert Rauch, Rauch Communication Consultants

Gregg A. Lowry, Reiter Lowry Consultants

- 1. How to execute your district's strategy
- 2. How to manage change
- 3. How to manage conflict
- 4. How to manage risk
- 5. How to manage time
- 6. How to manage money
- 7. How to manage people

## Workshops - Case Studies

1. Administrative Principles - case studies and interaction. Presented by Glenn M. Reiter
2. Executing the Strategy - networking session. Presented by Robert Rauch and Gregg A. Lowry

## Successful Public Records Management

Katherine Buie, Reiter Lowry Consultants

- 1. How to meet conflicting responsibilities of providing public records and safeguarding confidential documents
- 2. Avoid having your district's records used against you
- 3. How to protect records from loss or damage
- 4. Successful district records management

## Collaborative Negotiations and Decision Making

Wendy Larsen, Creative Leadership Partners, LLP

- 1. Principles for shared decision making
- 2. Building effective workplace relationships
- 3. Creative results from tension and conflict
- 4. Negotiating for successful organization culture

## Workshops - Case Studies

1. Negotiations and Decision Making - a hands-on training session to try this collaborative approach. Presented by Wendy Larsen
2. Benefits of Imaging Technology - various techniques and what to look for when implementing a document imaging system. Presented by Charlene Webber

Sponsors and Guests Networking Reception

## Effective Board Packages

Gregg A. Lowry, Reiter Lowry Consultants

- 1. How to build an effective board package
- 2. How to manage change
- 3. How to manage conflict
- 4. How to manage risk
- 5. How to manage time
- 6. How to manage money
- 7. How to manage people

## Hiring and Keeping Great Employees

Brent Ives, BHI Management Consulting

- 1. How to attract great employees
- 2. How to hire great employees
- 3. How to keep great employees
- 4. How to manage change
- 5. How to manage conflict
- 6. How to manage risk
- 7. How to manage time
- 8. How to manage money
- 9. How to manage people

## Workshops - Case Studies

1. Hiring and Keeping Great Employees - case studies and group interaction. Presented by Brent Ives
2. Effective Board Packages - case studies and group interaction. Presented by Gregg A. Lowry

## Guidelines for Human Resource Strategies

Irma Rodriguez Moisa, Liebert Cassidy Whitmore

- 1. How to develop human resource strategies
- 2. How to manage change
- 3. How to manage conflict
- 4. How to manage risk
- 5. How to manage time
- 6. How to manage money
- 7. How to manage people

## Workshops - Case Studies

1. Paperless Agenda - Find out how you can save approximately 50% in time and effort using current technology to create a paperless or near paperless agenda process. Presented by Charlene Webber
2. Human Resource Strategies - case scenarios and group interaction. Presented by Irma Rodriguez Moisa

Wrap-up Session: Successful District Administration



One of the 3 Seminars Needed for Certification

# Program and Registration Information

## Caesars Tahoe, South Lake Tahoe - Hotel Accommodations...

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By attending this seminar, you are automatically enrolled as a candidate for the Certificate Program in Special District Leadership and Management. There is a \$35 administrative fee that will be charged with the enrollment of your third Seminar. Seminars can be taken in any order and must be completed within a three-year period.

### Guest Meal Package...

Guests may join you for all meal functions provided a separate meal package is purchased in advance. Your guest will be given a name badge that will allow admittance to all meal functions.

### Discounts Available...

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**Southwest Airlines** is offering a 10% discount on most of its already low fares, for travel to and from this event. Call the Southwest Airlines Group and Meeting Reservations at 800-433-5368. Reservations must be made at least 5 days prior to travel. Discounts are subject to terms and availability. Use Meeting ID No. T9096.

### Cancellations, Refunds, and Fees...

Written cancellation requests received on or before September 24, 2002 will receive a refund, less a \$50 processing fee. Full payment is required if cancellation is received on or after September 25, 2002 - no refunds and no credits for future events will be granted. However, substitutions may be made at any time. There will be a \$25 fee charged for checks returned for insufficient funds or for credit cards denied.

SDI reserves the right to make changes in programs and speakers, or to cancel programs when conditions beyond its control prevail. Every effort will be made to contact each enrollee if a program is cancelled. If a program is not held, SDI's liability is limited to the refund of the program fee only.



# OCTOBER 2002 - ENROLLMENT FORM

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	Ltr Sent

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- (B) \_\_\_\_\_ \$295 Building Better Board/Manager Relationships Workshop
- (C) \_\_\_\_\_ \$565 Special District Administration Seminar (Two Days)
- (D) \_\_\_\_\_ \$765 Seminar + Workshop (\$95 savings)  
 Select One: \_\_\_\_\_ Board Secretaries or \_\_\_\_\_ Board/Manager Relationships
- (E) \_\_\_\_\_ \$965 Seminar + both Workshops (\$190 savings)
- (F) \_\_\_\_\_ \$119 Order Handbook Only - Board Secretaries
- (G) \_\_\_\_\_ \$119 Order Handbook Only - Building Better Board/Manager Relationships
- (H) \_\_\_\_\_ \$199 Order Handbook Only - Special District Administration Seminar  
*(Handbooks will be shipped the week after the event)*
- (I) \_\_\_\_\_ \$ 50 Spouse/Guest Meal Package for Workshop
- (J) \_\_\_\_\_ \$100 Spouse/Guest Meal Package for Seminar

- 10% Discount for attendance for 3 or more from same District
- \$25.00 Early registration discount (must receive payment by 8/28/02)

Sub Total of Registration \$ \_\_\_\_\_  
 Subtract 10% Discount for 3 or more \$ \_\_\_\_\_ (if applicable)  
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# Planners denial of sewage plant to be challenged

## CITY MANAGER TAKES APPEAL TO THE COUNCIL

PISMO BEACH — A Planning Commission decision denying a city sewage project has been appealed by Interim City Manager John Dunn to the City Council.

Commissioners voted 2-2 Wednesday on a proposal to grant permits for a new sewage treatment plant that the council had approved in November. The votes are the same as in the referendum.

The commission is responsible for issuing permits, but its decisions can be appealed to the council.

Commissioners Katherine Carson and Wayne King voted no, while Hal Hallidin and

Please see CHALLENGE, B2

## Challenge

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Ted Ehring voted yes.

Dunn said the commission "failed to give a rationale for their action or to establish findings on which their action was based."

The existing sewage plant's age, deteriorated condition and operational difficulties have led to numerous incidents of ocean pollution, and the city being fined as a result, he said.

"Perhaps the highest responsibility of local government in a civilized society is to protect the lives and property of its citizens," Dunn said. "There is no less of a responsibility to provide for sanitary conditions within the community."

No date has been set for the council to hear the appeal.

— Jerry Bumin

# Water districts must test for contaminants

By DAVID SNEED  
THE TRIBUNE

The water that comes out of your tap is safe to drink, and your water provider has the papers to prove it.

All cities and utility districts that supply drinking water are required by law to test the water they supply to their customers for more than 100 components, including contaminants that can make you sick or substances that render the water undrinkable, said Kurt Souza, district engineer with the state Department of Health Service's drinking water program in Carpinteria.

All drinking water in San Luis Obispo County is well within state and federal standards and have been for the past 15 years Souza's been tracking the data.

Water districts must report the annual results of that testing to Souza's office by July 1. They must also make available to their customers summaries of those reports.

Most districts mail the reports directly to their customers in the form of a "consumer confidence report" or "water quality report." If one didn't come in the mail, you can contact your water agency to find out how to obtain one.

## Taste varies

Although San Luis Obispo County's water is consistently safe, the taste can vary widely from place to place, Souza said. The two factors that primarily determine how water tastes are chlorine and total dissolved solids.

"When most people complain about water's taste, they're complaining about chlorine," Souza

## What's my water's mineral count?

Total dissolved solids in parts per million in the major water districts in the county. The maximum allowable level is 1,000 part per million. One part per million is equivalent to three drops in 42 gallons.

<b>Arroyo Grande</b>	400	484
Lopez Lake	330	365
State Water	506.6	400
Groundwater	507	330
<b>Atascadero</b>	400	710
<b>Avila Beach</b>	380	820
<b>Cambria</b>		
<b>Grover Beach</b>		
Lopez Lake/State Water	365	486
Groundwater	549	500
<b>Los Osos</b>	330	360
<b>Morro Bay</b>	537	653
<b>Nipomo</b>		
<b>Oceano</b>		
<b>Pismo Beach</b>		
Lopez Lake	400	
State Water	330	
Well No. 5	710	
Well No. 23	820	
<b>Paso Robles</b>		
<b>San Luis Obispo</b>		
<b>San Simeon</b>		
<b>Templeton</b>		

## Did you know?

Many people think water in hotels tastes funny. This is because the water is softened to make daily room cleanings easier.

Water districts test their supply as it comes out of a well or the treatment plant. Water's taste can change between the source and the tap, Souza said. "Water often travels a great distance before it reaches the consumer," he said.

In an attempt to better control such variability, water districts regularly test their supplies at various points in the distribution systems for residual chlorine, turbidity and color. Some occasionally test tap water to determine if it is picking up copper or lead from household plumbing systems, which can give the water a metallic taste.

One water provider in the county, the city of San Luis Obispo, adds fluoride to its water for the dental benefits it offers. San Luis Obispo water contains from .7 to .9 ppm of fluoride.

with natural deposits. They are the source of the white, chalky residue that builds up on your shower walls over time.

The maximum allowable level for total dissolved solids is 1,000 parts per million. Most water in the county is in the 500 ppm range.

State water comes in at the low end with 330 ppm. Water from the county's various reservoirs falls at the 400 to 500 ppm level, while groundwater sources are higher, with one Pismo Beach well reading 820 ppm.

Reducing the amount of dissolved solids is difficult, Moss said. It requires the use of extremely fine filtration or ion exchangers, both of which are expensive.

Water with high total dissolved solids can have a chalky or salty taste. While very hard water tastes bad, some hardness is needed for good taste, Souza said.

said.

Many water districts add chlorine to the water to kill germs, but it can leave an unpleasant taste and smell. People who live close to their water treatment plant are most likely to complain of chlorine.

"There's a simple solution to that," said John Moss, San Luis Obispo utilities director. "Just put the water in a jug or open container in the refrigerator, and as soon as the water chills, the chlorine is gone. Once out of the enclosed system, it evaporates."

## Minerals matter

Total dissolved solids are the amount of minerals — such as calcium, magnesium and salt — contained in the water. Two of these minerals, calcium and magnesium, are what are commonly referred to as the water's hardness.

Water picks up these minerals when it comes in contact