

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

Workshop Agenda

**Monday, November 12, 2001 – 8:00 AM
Cavalier Banquet Room**

1. 8:00 AM – WORKSHOP OPENING Board Chairperson
 - 1.1 Roll Call
 - 1.2 Pledge of Allegiance

2. BOARD OF DIRECTORS PLANNING WORKSHOP Bob Rauch
 - Why a Workshop
 - Rating the District: Today
 - What's Confronting the District: Tomorrow
 - Selected Issues
 - High Priority Issues Confronting the District
 - The Action Plan
 - Summary

3. CLOSING COMMENTS Participants

4. PUBLIC COMMENTS

5. WORKSHOP CLOSE Board Chairperson

Note: This agenda is for a Board of Directors workshop, intended solely for discussion and long term 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, November 14, 2001 – 6:30 PM
Cavalier Banquet Room**

1. 6:30 PM – CALL TO ORDER
 - 1.1 Roll Call
 - 1.2 Pledge of Allegiance

2. PUBLIC COMMENT: (Any topic NOT on the agenda may be presented, but please observe the 3-minute time limit)
 - 2.1 Sheriff's Report
 - 2.2 Public Comment

3. ITEMS OF BUSINESS
 - 3.1 Approval of Minutes— October 10, 2001 and October 15, 2001
 - 3.2 Approval of Warrants—October 10, 2001 – November 9, 2001
 - 3.3 Approval of Independent Auditor's Report for FY 2000-01
 - 3.4 Investment Report
 - 3.5 General Manager's Report
 - 3.6 Plant Superintendent's Report
 - 3.7 District Engineer's Report

4. DISCUSSION / ACTION ITEMS
 - 4.1 Temporary Odor Control Project Status
 - 4.2 Air Distribution System Piping Replacement and Related Improvements Bid Results
 - 4.3 Road Improvements Project – Avonne Avenue and Otter Way Pico Avenue
 - 4.4 District Domestic Wells and Hearst Ranch "Back-up" Well
 - 4.5 State Board Study Grant Project, Water Recycling Study and Project
 - 4.6 Facilities Plan/Wastewater Treatment Plant
 - 4.7 Fiscal Year Budget: July 1, 2001 – June 30, 2002
 - 4.8 Board Reports

5. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS
 - 5.1 Consideration of Water Rates

6. ADJOURNMENT

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

Date: Wednesday, October 10, 2001
Location: Cavalier Banquet Room

MINUTES

1.0 CALL TO ORDER

The Board convened at 6:32 p.m.

1.1 Roll Call:

Present - Directors Carol Bailey-Wood, David Kiech, Bob McLaughlin and Eric Schell. Director Loraine Mirabal-Boubion arrived shortly after the call to order.

1.2 Pledge of Allegiance:

2.0 PUBLIC COMMENT

2.1 Sheriff's Report:

Lt. Martin Basti reported that Kevin Faler, Code Enforcement Officer for San Luis Obispo County had investigated the complaints from members of the San Simeon community and found that the Courtesy Inn is in full compliance with county code. The Sheriff's Department is addressing the excessive noise and speeding issues. There will be a meeting on November 1st regarding the return of the seals to the area. The Sheriff's Department, CalTrans and Hearst Castle staff will discuss ways to establish more consistency in the turn-out/parking areas, with the Sheriff's Department recommending no parking in those areas between the hours of midnight to 6AM. Lt. Basti also reported that the auxiliary patrol classes have begun and credited the valuable service that these patrols provide.

2.2 Public Comment:

There was no public comment.

3.0 ITEMS OF BUSINESS:

3.1 Independent Auditor's Report:

Robert Crosby of Crosby & Cindrich gave an overview of his independent audit of fiscal year 2000 – 01. He stated that Kim Allison, Office Administrator, had done a fine job overall. Mr. Crosby informed the Board that mandated changes in government accounting standards require that full accrual accounting be established, including fixed assets. Mr. Crosby has discussed this with the General Manager team and steps are being taken to address this.

3.2 Approval of Minutes:

It was moved by Director McLaughlin and seconded by Director Schell to approve the minutes of the September 12, 2001 regular meeting. Motion Carried unanimously.

3.3 Approval of Warrants:

The Board discussed several items on the warrant list. Questions arose regarding the storage unit from Schultz Rental. Mike Hassett indicated that it may not be needed as the few items in it can be stored elsewhere. It was agreed that the unit should be returned. The increase in the PG&E bills can be attributed to the deterioration of the airlines. It is anticipated that once the lines are replaced, the expense will decrease. In response to questions regarding legal expenses, District Counsel Schultz explained that the invoice on the warrant was for legal services rendered for the months of July and August, with approximately 50% of those fees relating to Prop 218 research. It was moved by Director McLaughlin to

approve the warrants for September 6th through October 9, 2001. Seconded by Director Mirabal-Boubion, the motion carried unanimously.

3.4 General Manager's Report:

Mr. Bloodgood reported that the call forwarding feature has been activated. Calls can be answered Monday through Friday during regular business hours when SSCSD office is closed. The district is monitoring the SLO County PEG Access focus group. Ms. Hogan attended the first meeting. A workshop is scheduled for 11/14/01. Brochures are available and board members and public are invited to participate. Funds for broadcasting district meetings may be available since residents pay franchise fees that are allocated to the County PEG Access Fund. The district Investment Report will be made available in November as we are still waiting for the LAIF quarterly statement. In regards to the Employee Compensation package, we have not yet heard from PERS regarding the actuarial valuation. We are also still waiting for quotes on the medical insurance. Internal controls, including changes to the accounting practices, continues. Once the annual audit is completed and the journal entries have been made, we will begin providing monthly financial reports to the Board, indicating actual costs vs. budgeted. This will assist in discussing finances in greater detail on a quarterly basis. Ms. Hogan attended a CalTrans Grants planning workshop. This will assist us in locating and submitting for grant monies to aid in some of our projects. As directed by the Board, the General Managers have met with representatives of Hearst Castle. Kirk Sturm and other State Park employees are planning to tour SSCSD facilities next week. Finally, in reviewing the District's policy manual, we believe that it must be updated. District Counsel Schultz agreed that an update was needed. Chairperson Bailey-Wood stated that she felt establishing a committee to review the policies and make recommendations to the Board would be best and that she hoped such a committee would shake out of the Strategic Planning workshop.

3.5 Plant Superintendent's Report:

Mike Hassett reported that the well level was read on Monday and reread on Tuesday because he was concerned since it was at 14.6 feet, which is 6 inches from sea level. He suggested the Board may wish to begin a conservation campaign at this time. John Wallace explained that the groundwater basin is fairly small and that at 15 feet we are dependent upon rainfall to replenish the aquifer. Mike Hassett also reported that on the tour of the Hearst Ranch Ron Head was able to secure our renewed usage of the standby well on the Hearst property if the Department of Health Services gives it's approval. A special meeting was agreed upon for Monday, October 15, 2001 at 4:30 at the Cavalier Banquet Room to address the issue of water conservation.

3.6 District Engineer's Report:

John Wallace reported on the projects that are underway, contemplated or postponed at this time for the District such as the California Energy Commission Grant, odor control, and air piping replacement. The air piping replacement is going to bid as the plans and specifications are complete. The railing replacement is ongoing now. The material has been delivered and is being replaced by staff as time permits. The Avonne Castillo waterline loop is out to bid and will start construction in January. The Warren Reservoir site that has been offered on a lease basis has been investigated. It is one of the potential water projects available that would need to be evaluated by the Board. There are some water rights in question that have not yet been resolved by the State Department of Water Resources. Hopefully, again one road improvement project will be completed in conjunction with a possible water or sewer project.

4.0 DISCUSSION/ACTION ITEMS

4.1 Air Line Replacement Project Update

District Engineer Wallace reported we applied to the California Energy Commission to offset the costs of this project. Unfortunately, the CEC had a short deadline that was impossible to meet. This agreement

could be executed if the Board wishes but with a proviso stating our schedule. According to CEC, there is no liability because if we don't sign the grant agreement we will pay the full costs and if we do sign the agreement and they don't accept the extension of time we will pay the full costs. If they do accept the extension of time we stand to be granted \$12,000. Director Kiech stated he had calculated we are losing around \$6,000 per month and with a completion date of March 10th that is \$30,000 and asked if the project could be sped up on an emergency basis. Following a discussion about the CEC Peak Energy Program Grant application, a motion was made by Director McLaughlin and seconded by Director Mirabal-Boubion not to approve the grant contract and to go directly to bid with the project. The motion carried unanimously.

4.2 Avonne Castillo Waterline Loop Update

The project is out to bid and we are waiting to confirm the construction schedule with the manager of the Motel 6. Construction is set to begin the first week in January.

4.3 Odor Control:

Steve Tanaka reported that the hydrogen sulfide levels in the force main seem to be the main source of the odor problem. The wastewater has been going anaerobic. Bacteria is feeding off the sulfate oxygen and then turning the sulfate into sulfide. Three locations were sampled to look at what is happening in the collection system. The sulfide levels varied as expected. The next step is to go forth with the pilot study to feed various levels of ferric chloride to precipitate out the sulfate that is in the wastewater. All the equipment and chemicals have been ordered. Installation is expected to be complete by October 12, 2001 with actually starting the pilot study by mid October.

4.4 Facilities Plan/Wastewater Treatment Plant

Requests for proposals were issued to the major engineering firms that deal with water and wastewater facilities as well as some smaller firms. Mr. Wallace stated that there was very little response. Most of the firms were not interested because of geographical and/or time constraints. An alternative plan would be to hire Kennedy-Jenks to do an overview of the facilities plan utilizing the District Engineer's staff. Terry Lambeth raised questions about the lack of interest in submitting proposals by some of the major firms. Mr. Bloodgood stated he would look into this matter further. A discussion followed regarding revising the request for proposals, the scope of the project and adjusting the timeline so that firms that may be interested but can't do the work immediately will be able to submit proposals. The General Manager will assume the lead for revising the RFP's, working with the District Engineer's staff. The General Manager will also handle the distribution of the RFP's, and will expand the number of firms to be contacted. A motion was made by Director Bailey-Wood, seconded by Director Mirabal-Boubion to revise the Facilities Plan request for proposals resubmit it to appropriate engineering firms. The motion carried unanimously.

4.5 Sludge Disposal

Staff is continuing to develop a cost analysis of bagging as well as other options for disposal of sludge. A larger pump which will speed the pumping process is forthcoming. In addition, Superintendent Ron Head is getting quotes from other sludge haulers.

4.6 Storage Building:

The Board has received two quotes for temporary storage facilities that can be rented. Research will continue.

4.7 Fiscal Year Budget: July 1, 2001 – June 30, 2002:

Mr. Bloodgood reported that the Budget Committee had reconvened to discuss the FY 2001-02 budget. For this year, the recommendations and preliminary budget was reviewed and discussed. For FY 2002-03, the goal is a zero based budgeting process, commencing in January, 2002 once the mid-year review has been conducted. The committee's recommendations were discussed:

6210 Medical Insurance	\$ 11,822	Due to Rate Increase
8005 Telephone	\$ 2,200	Leave at this time, review usage
8095 Worker's Comp	\$ 10,400	To Be Determined

8365 Sludge Hauling	\$ 35,000	Alternatives are being reviewed
8730 Utilities	\$ 68,886	Monitor closely – airline replacement may alleviate costs
8545 Attorney Fees	\$ 15,000	Projected costs
8565 Engineering Fees	\$ 25,000	Projected Expense
8430 Seminars	\$ 8,000	Includes Strategic Planning Workshop
6001 Capital Improvements	\$991,000	Per Capital Improvement Plan
Service Revenues	\$447,000	Awaiting District Counsel Analysis of Water Rates
Employee Compensation Accounts		To be determined

These revisions will be made and updated copies of the proposed FY 2001-02 budget will be made available for review by Board Members and the public at the District Office. Budget Adoption will be included on the November agenda.

4.8 Board Reports

Director Bailey-Wood indicated that as representative on the North Coast Advisory, she has been asked to give reports on San Simeon. She asked members of the Board if it would be acceptable to make available a report, such as the General Manager’s Report to the NCA. The Board agreed that this would be acceptable.

5.0 BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

5.1 Brown Act Training Session

District Counsel Schultz indicated that Morro Bay will be holding a Brown Act Training session on October 24th. He will provide a video tape of that presentation for anyone interested in viewing it and then, if the Board still wishes to host a session, one can be scheduled.

5.2 Strategic Planning Session

Mr. Bloodgood reported that the facilitator, Mr. Rauch will conduct interviews with Board and staff on October 29th. The Strategic Planning Workshop will be held on Monday, November 12, 2001 at the Cavalier Banquet Room.

5.3 Consideration of Water Rates

District Counsel Schultz reported that he is still working on the report and that his research has been most informative. He indicated that members of the Board as well as staff will find the information most helpful.

6.0 ADJOURNMENT

The meeting was adjourned at approximately 9:35 p.m.

APPROVAL

Minutes approved at the San Simeon Board of Directors meeting held on _____, 2001 on a motion made by _____, seconded by _____ with the following vote:

AYE: _____

NAY: _____

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

Date: Monday, October 15, 2001

Place: Cavalier Banquet Room

MINUTES

1.0 CALL TO ORDER:

The Board convened at 4:32 p.m.

1.1 Roll Call:

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

2.0 PUBLIC COMMENT:

2.1 Public Comment:

There was no public comment.

3.0 ITEMS OF BUSINESS:

3.1 An Ordinance Related to Water Conservation Measures:

Assistant District Manager Hogan read Ordinance Number 94. A copy of this Ordinance is attached to the official minutes. The well depth reading as of 10/15/01 is approximately 14.5 feet below ground level and the chloride level is at 45 ppm. Sea Level is 15.1 feet. Usage has begun to back off slightly, but may increase once the November holiday season begins.

A motion was made by Director McLaughlin and seconded by Director Mirabal-Boubion to adopt Ordinance No. 94 re-establishing the SSCSD Comprehensive Water Conservation Plan. A roll call vote was conducted: Ayes: Directors Mirabal-Boubion, Kiech, McLaughlin, Schell and Bailey-Wood. Nays: None. The motion carried unanimously.

Discussion was held regarding notifying customers and guests of the Ordinance. While the Cambrian will have an article, a special mailing should be sent to all district customers, highlighting Section C – Mandatory Compliance. Ms. Hogan stated that this mailing would go out right away. The Board also discussed the penalties for violations. In the past, compliance wasn't a problem as neighbors would remind one another and usually such reminders were sufficient. Compliance will be monitored closely and if it appears there are a number of repeat offenders, further steps to enforce the ordinance will be taken. District Counsel will be asked to check into this.

A brief discussion was held with regards to the possible use of the emergency well at the Hearst Ranch. The County Health officer has not yet been contacted as the General Manager is in the process of first contacting the Hearst Ranch manager to see if the

district can get permission to use the well on an emergency basis. District Engineer Wallace stated that the County Health Officer may not grant permission to use the well since the horse paddock is not fenced with an adequate buffer. Such a buffer was not an issue for the previous Health Officer, nor for officials from Water Quality. This will be looked into further.

Mike Hanchett stated that the current situation re-iterates the urgent need for recycled water. Members of the Board agreed.

4.0 ADJOURNMENT:

A motion was made by Director Mirabal-Boubion and seconded by Director McLaughlin to adjourn the meeting (unanimous). The meeting adjourned at approximately 4:50 P.M.

APPROVAL

Minutes approved at the San Simeon Board of Directors meeting held on _____, 2001. Motion made by Director _____, seconded by Director _____ with the following vote:

AYE:

NAY:

SAN SIMEON COMMUNITY SERVICES DISTRICT

WARRANT REPORT

October 4 through November 7, 2001

<u>DATE</u>	<u>NUM</u>	<u>NAME</u>	<u>WARRANT #</u>	<u>MEMO</u>	<u>AMOUNT</u>
10/10/01	3440	CAMBRIA HARDWARE CENTE	0110-005	CAUTION TAPE, PLUMBING SUPPLIES, BIT	\$109.33
10/10/01	3441	AWWA	0110-006	MEMBERSHIP RENEWAL FOR RON	\$117.00
10/10/01	3442	SWRCB	0110-007	WWTP OPERATOR RENEWAL FOR RON	\$100.00
10/10/01	3443	SCHULTZ TRANSPORTATION	0110-008	MONTHLY CONTAINER RENTAL	\$85.60
10/10/01	3444	MISSION UNIFORM SERVICE	0110-009	TOWELS & COVERALLS	\$113.95
10/10/01	3445	CRYSTAL SPRINGS WATER	0110-010	WATER DELIVERY	\$64.00
10/10/01	3446	MISSION COUNTRY DISPOSAL	0110-011	RUBBISH FOR OCTOBER	\$205.19
10/10/01	3447	PACIFIC BELL	0110-012	TELEPHONE	\$167.41
10/10/01	3448	AT&T	0110-013	TELEPHONE	\$32.85
10/10/01	3449	SAN LUIS POWERHOUSE	0110-014	ANNUAL GENERATOR MAINTENANCE	\$430.00
10/11/01	3450	STATE COMPENSATION FUND	0110-015	WORKERS COMP INSURANCE PREMIUM	\$4,985.62
10/11/01	3451	C.C.S.D.	0110-016	EFFLUENT COLIFORM MPN & P/A	\$235.00
10/15/01	3452	KIMBERLY ALLISON	0110-017	PAYROLL 10/1/01-10/15/01	\$517.91
10/15/01	3453	MICHAEL HASSETT	0110-018	PAYROLL 10/1/01-10/15/01	\$1,331.71
10/15/01	3454	RONALD HEAD	0110-019	PAYROLL 10/1/01-10/15/01	\$1,807.45
10/15/01	3455	PG&E	0110-020	ELECTRICITY	\$10,144.55
10/15/01	3456	MID-STATE BANK	0110-021	GAS & OIL	\$233.44
10/15/01	3456	MID-STATE BANK	0110-021	REFLECTORS, BOOTS, TOOL REPAIR...	\$380.43
10/15/01	3457	CAROL BAILEY-WOOD	0110-022	MONTHLY BOARD SERVICE FOR OCTOBER	\$75.00
10/15/01	3458	DAVID KIECH	0110-023	MONTHLY BOARD SERVICE FOR OCTOBER	\$75.00
10/15/01	3459	ROBERT MCLAUGHLIN	0110-024	MONTHLY BOARD SERVICE FOR OCTOBER	\$75.00
10/15/01	3460	LORAIN MIRABAL-BOUBION	0110-025	MONTHLY BOARD SERVICE FOR OCTOBER	\$75.00
10/15/01	3461	ERIC SCHELL	0110-026	MONTHLY BOARD SERVICE FOR OCTOBER	\$75.00
10/22/01	3462	BASIC CHEMICAL SOLUTIONS	0110-027	SODIUM HYPOCHLORITE & BISULFITE	\$3,709.00
10/22/01	3463	FGL ENVIRONMENTAL	0110-028	INORGANIC ANALYSIS	\$46.20
10/22/01	3464	GROENIGER & COMPANY	0110-029	CLA VAL PILOT ASSY-VALVE PART	\$395.90
10/31/01	3465	KIMBERLY ALLISON	0110-030	PAYROLL 10/16/01-10/31/01	\$537.51
10/31/01	3466	MICHAEL HASSETT	0110-031	PAYROLL 10/16/01-10/31/01	\$1,272.77
10/31/01	3467	RONALD HEAD	0110-032	PAYROLL 10/16/01-10/31/01	\$1,807.46
10/31/01	3468	MID-STATE BANK	0110-033	PAYROLL TAXES	\$1,861.90
10/31/01	3469	EMPLOYMENT DEV. DEPT.	0110-034	PAYROLL TAXES	\$405.51
10/31/01	3470	PUBLIC EMP. RET. SYSTEM	0110-035	RETIREMENT FOR SEPTEMBER	\$1,284.19
10/31/01	3471	PUBLIC EMP. RET. SYSTEM	0110-036	RETIREMENT FOR OCTOBER	\$1,252.21
10/31/01	3472	CROSBY & CINDRICH	0110-037	AUDIT FEES	\$3,100.00
10/31/01	3473	HUNT & ASSOCIATES	0110-038	ATTORNEY FEES FOR SEPTEMBER	\$1,589.10
11/1/01	3474	PUBLIC EMP. RET. SYSTEM	0111-001	HEALTH INSURANCE FOR NOVEMBER	\$626.57
11/1/01	3475	CELLULAR ONE	0111-002	CELL PHONE	\$32.70
11/1/01	3476	VOID	VOID	VOID	\$0.00
11/7/01	3477	A BETTER BEEP	0111-003	PAGER	\$29.45
11/7/01	3478	AL'S SEPTIC PUMPING SERV.	0111-004	SLUDGE DISPOSAL FOR SEPTEMBER	\$2,195.00
11/7/01		TOTAL			\$41,581.91

San Simeon Community Services District



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

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

INVESTMENT REPORT As of September 30, 2001

September 30, 2001

ASSETS

Current Assets

Checking/Savings

1022-General Checking	\$	42,051.74
1026-Money Market Account	\$	7,525.11
1200-LAIF - Non Restricted Cash	\$	<u>1,281,987.73</u>

Total Checking/Savings \$ 1,331,564.58

Other Current Assets

1201 Non Current Restricted Cash

1201.5 - Restricted Cash Reserves	
1202.0 - Contingent Liability Reserves	\$250,000.00
1210.0 - Customer Security Deposits	\$ 9,100.00
1212.0 - Connect Hookup Wait Deposits	<u>\$ 43,470.00</u>

Total 1201.5 Restricted Cash Reserves \$302,570.00

Total 1201 Non Current Restricted Cash \$302,570.00

Total Other Current Assets \$ 302,570.00

Total Current Assets \$ 1,634,134.58

TOTAL ASSETS \$ 1,634,134.58

The District has the ability to meet the next 3 months cash flow requirements

Market Valuation is stated as of the 9/30/01 Statements

Investments are in compliance with current district policies



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: November 14, 2001
TO: Board of Directors
FROM: Mark A. Bloodgood, General Manager
RE: General Manager's Report

1. **Public Broadcasting of Board Meetings** - Eileen has attended another meeting just this afternoon and will give an update tonight.
2. **Compensation Package for Employees** - CalPers is in the process of completing the Actuarial Evaluation for the retirement plan. We have received quotes for alternative health insurance programs. In addition, we have obtained a benefit survey done by another local district comparing most of the districts in our area. These will be passed on to the Board members for their review in preparation for a special session to be calendared early next month.
3. **Internal Controls Program** - We need to have a resolution passed by the Board that will allow the General Managers to obtain account information from the Banks and the ability to transfer funds between District accounts, as needed. Warrants and time cards are being reviewed and authorized by the General Management. Eileen is completing a Cash Needs List for our use in monitoring cash flow. As mentioned last month, with the journal entries coming from our auditor, we will be in a position to complete the closing of the in-house books and begin providing monthly financial statements. These reports will display actual vs. budgeted figures.
4. **Tour of the Plant and District with Kirk Sturm, Museum Director-Superintendent of Hearst Castle** - Kirk and Greg Smith, Senior Resource Ecologist for the California Department of Parks and Recreation, toured San Simeon the week after last month's Board Meeting. Mr. Sturm is arranging another tour that will take place sometime during the last week of this month (November). He wanted some additional key State park employees to review our facilities who were unable to attend the first tour. After this tour we will be submitting a written report to Mr. Sturm outlining the plans and needs for the District, both short term and long term, that will serve as a vehicle for future discussions of how we might best help one another. In addition, Mr. Sturm is

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

Ron Head, Plant Superintendent

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



assisting us in our attempt to obtain the temporary use of Well No. 3 on the Hearst Ranch for backup, should the need arise.

5. **Policy Manual** – Management suggests that a committee be established to begin reviewing the current manual and making recommendations for possible policy changes and updates to the Board.
6. **Meeting with Kara Smith of the Nature Conservancy** – At the invitation of the Chamber of Commerce, Paul Reichardt and I were included in a meeting with Ms. Smith who has been part of the team negotiating with the Hearst Corporation in order to purchase the development rights on the ranch. This meeting served to open up dialog with the Nature Conservancy and to provide a conduit from our community to those dealing with the future of the ranch.
7. **Board of Directors Workshop** - This past Monday, November 12, the Board and a number of staff members participated in an all day Planning Workshop facilitated by Mr. Bob Rauch. One day was not quite enough to handle all that we needed to handle. However, general consensus was achieved on the most important issues confronting the District. The end result will be an Action Plan that should guide much of our efforts over the next year.

SAN SIMEON COMMUNITY SERVICES DISTRICT

SUPERINTENDENT'S REPORT FOR OCTOBER 2001

FLOW COMPARISON - WATER

OCT 2001 3,164,000 gallons	YTD 2001 28,648,000 gallons	MONTHLY USAGE COMPARISON:	28% increase
		ANNUAL USAGE COMPARISON:	1% decrease
OCT 2000 2,457,000 gallons	YTD 2000 30,097,000 gallons	GROSS WATER PRODUCTION:	2,987,000 gallons
		NET WATER PRODUCTION:	2,981,488 gallons
		MONTHLY RECOVERY RATE:	90%

RAINFALL

OCT 2001 1.10 inches	01-02 YTD 1.10 inches	MONTHLY COMPARISON:	1.43 inches less
OCT 2000 2.53 inches	00-01 YTD 2.90 inches	ANNUAL COMPARISON:	1.80 inches less

WELL DEPTH COMPARISON

OCT 2001 12.8 feet	SEP 2001 14 feet	OCT 2000 11.40 feet	MONTHLY COMPARISON:	1.2 feet higher
			ANNUAL COMPARISON:	1.4 feet lower

CHLORIDE COMPARISON

OCT 2001 45 mg/l	SEP 2001 45 mg/l	OCT 2000 46 mg/l	MONTHLY COMPARISON:	CONSTANT
			ANNUAL COMPARISON:	CONSTANT

FLOW COMPARISON - DISCHARGE WASTEWATER TREATED

OCT 2001 2,085,770 gallons	YTD 2001 23,153,680 gallons	MONTHLY USAGE COMPARISON:	5% decrease
		ANNUAL USAGE COMPARISON:	9% decrease
OCT 2000 2,193,800 gallons	YTD 2000 25,384,880 gallons		

FLOW COMPARISON - SOLID WASTEWATER TREATED

OCT 2001 249,250 gallons	YTD 2001 3,376,737 gallons	MONTHLY USAGE COMPARISON:	14% decrease
		ANNUAL USAGE COMPARISON:	9% decrease
OCT 2000 289,585 gallons	YTD 2000 3,723,637 gallons		

DISCHARGE REQUIREMENTS

EFFLUENT BOD:	mg/l	EFFLUENT SUSPENDED SOLIDS:	mg/l
INFLUENT BOD:	mg/l	INFLUENT SUSPENDED SOLIDS:	mg/l

BIOSOLID DISPOSAL

OCTOBER:	18000 gallons	YTD:	196000 gallons
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Post-It® Fax Note	7671	Date <u>11/8/01</u>	# of pages <u>2</u>
To <u>Eileen</u>	From <u>Kim</u>		
Co./Dept.	Co.		
Phone #			

SAN SIMEON COMMUNITY SERVICES DISTRICT**SUPERINTENDENT'S REPORT FOR OCTOBER 2001**

- Oct 8** Basic Chemical lowered prices on Sodium Hypochloride from \$1.66 gal. to \$1.45 gal. and Sodium Bisulfite from \$2.33 gal. to \$1.90 gal.
- Oct 15** Ross & Carr Electric installed temporary electric to equalization pumps, as old line shorted out. Ferric Chloride Pilot Test on pump station at Visitor's Center started.
- Oct 29** Underwater Resources performed the required annual Outfall Line Inspection. Two broken diffusers were found during inspection, report to follow.
- Nov 1** The recent 1.1 inch rainfall raised the well level to 12.8 feet.
- Nov 5** Well level dropped to 14.6 feet.
- Nov 6** USA Transport Company started hauling our sludge.

**San Simeon Community Services District
Summary of Active Projects
November 2001**

- 1. Odor Control - Temporary Solutions**
- 2. Air Piping Replacement - Bid Opening November 8, 2001**
- 3. Anodized Aluminum Railing Replacement - Purchased June 2001**
- 4. Avonne / Castillo Waterline Loop - Bid Opening December 4, 2001**
- 5. Storage/Shop Building - Exemption from County Permit Processing Pending**
- 6. Warren Reservoir Investigation**
- 7. General Priority Water and Wastewater Projects - Ongoing**
- 8. Annual Progress on Road Improvements - Receive Bids March 5, 2002**
- 9. General Major Project Priority List/Descriptions and Estimated Costs FY 01/02 - Ongoing**
- 10. Pico Creek Wells - Investigation and Floodproofing - Included in Proposed FY 2001-02 Budget**
- 11. Facilities Plan to be Developed/Addressing:**
 - A. Equalization Basin Conversion**
 - B. Recycling Water Supply**
 - C. Safety Projects - Special District Risk Management Authority**
 - D. Emergency Stand-by Power - Wastewater Treatment Plant**
 - E. Storage Building**
 - F. Treatment Plant Facilities**

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SAN SIMEON COMMUNITY SERVICES DISTRICT

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

DATE: November 14, 2001

TO: Board of Directors

VIA: Mark Bloodgood, District Manager

FROM: John L. Wallace, District Engineer 

SUBJECT: Engineer's Report - Project Status

DISCUSSION:

1. Odor Control;

Staff commenced the odor control pilot study using ferric chloride, on October 15, 2001. The study is continuing at this time. The ferric chloride feed did show a marginal improvement in odors at the equalization basin, but will not likely solve all of the odor problems associated with this basin. Sulfide levels began dropping in the Visitor's Center force main at a dosage of around 18 mg/L. The EQ basin will be cleaned this coming week, and then ferric chloride feed will continue at a higher dosage. A detailed staff report on this is included as part of the November 14, 2001 agenda package, and a final report of these findings will be issued at the next Board meeting. A brief update and response letter to the Regional Board was prepared in response to their August 6, 2001 letter to the District. This letter is included as part of this staff report.

2. Air Line Replacement Project;

Bids were opened on November 8, 2001. It is recommended that the Board consider DKAL Engineering of Nipomo, California as the lowest responsible bidder with a base bid amount of **\$118,340** (overhead piping system) and Alternate Bid Amount of **\$123,540** (underground piping system). Please see separate staff report. The Grant contracts were returned to the California Energy Commission on October 14, 2001 due to time constraints associated with CEC project completeness and funding.

3. Anodized Aluminum Railing Replacement;

Anodized aluminum railing replacement materials have been shop fabricated and delivered to the wastewater treatment plant. Staff has completed installation at the equalization basin and chlorine contact chamber but has postponed further installation until the air piping and concrete repairs are made.

4. Avonne - Castillo Waterline Loop;

Motel 6 Corporation has been notified of the work and is reviewing the tentative construction schedule for review and comment.

Solicitation for bids are pending and due to be received on December 4, 2001. The work is scheduled for January and February 2002 to minimize disturbance of Motel 6 customers.

5. Shop / Storage Building;

Previously the Board reviewed the construction of a new shop and storage facility to be located at the treatment plant site. Various options for a permanent facility were previously presented to the Board.

The Board continues to discuss costs for portable type structures for temporary use until a final decision can be made as to the location for a permanent structure with the concern that a permanent structure may interfere with the future expansion of the plant and/or installation of reclamation facilities at some point in the future.

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

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

6. Warren Reservoir Investigation;

In May 2001, Staff previously contacted Mr. Gus Yates to discuss his availability to investigate the Warren property for an off-stream storage reservoir for San Simeon Creek. Mr. Yates has performed the same type of analysis on behalf of CCSD and has presented his preliminary findings to that District. Mr Yates has responded verbally that he is not available in as much as CCSD would prefer that he not work for both Districts. This project should be re-evaluated in conjunction with all other potential water supply projects.

7. General Priority Water and Wastewater Projects;
(See proposed FY 2001-02 Budget)

8. Annual Progress on Road Improvements;

District roads were rated by present serviceability and quality of ride. The ratings were also based upon large volumes of mixed traffic in all weather conditions. The roads were categorized by grades, whereas, grade 5 rates as a very good road (Example; Hearst Drive and Castillo Avenue), and

a rating of 0 being the worst.

Avonne Avenue from Otter Way to Pico Avenue is rated a 2 and is the next roadway scheduled for reconstruction prior to the summer 2002.

9. General Major Projects Priority List;
(See proposed FY 2001-02 Budget)

10. Pico Creek Wells;
(To be better identified as part of the November 14, 2001 Board Package)

11. FACILITIES PLAN:

A. Equalization Basin Conversion

This project is partly tied to the need for an overall Facilities Plan to better determine project priority and scheduling. In September 2001, the District sent out Requests for Proposals (RFPs) to six engineering firms qualified in the area of wastewater engineering services, to prepare this Facilities Plan. As reported last month, no proposals were received from qualified consultants. Staff was directed to make revisions to the RFP to try and streamline proposal costs by consultants and to make proposing on the facilities plan more flexible. Staff has identified several additional firms that may be qualified and interested in proposing, and will be re-contacting the six prior consultants that were sent RFPs to again solicit interest. The RFP is expected to be sent to prospective firms this month.

B. Recycling Water Supply;

The study was completed in August 2001, and grant reimbursement has been sent to the State Board. Reimbursement of 50% of the cost of the study (\$13,657.23) is expected by the end of the calendar year. Staff has prepared a staff report, included as part of the November 14, 2001 agenda package, outlining recommendations and costs for the first phase recycled water project to be implemented. Discussions with Caltrans have been initiated, and more details of this discussion are also included in this staff report.


C. Safety Projects;

(To be better identified as part of the Facilities Plan)

D. Emergency Stand-by Generator;

If a power outage event occurred, the treatment plant would need an external source of power to operate. The District does not own a portable generator. The treatment plant recently underwent electrical modifications to convert the original two voltage power supplies to a single voltage and installed an emergency power supply connection to run the process equipment. All of the equipment was installed and the connection can now be used to interface with an emergency power source. These modifications cost **\$18,200.**

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




Generators typically rent for **\$1,300** per month. For budgeting purposes, the purchase of a 75 kW generator for the treatment plant will cost up to **\$25,000**.

The generator will need to be housed away from harsh elements of the salt air and hydrogen sulfide gases generated at the plant. The new generator could be installed adjacent to the blower building or in the area designated as the new storage and shop building.

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SAN SIMEON COMMUNITY SERVICES DISTRICT

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

DATE: November 14, 2001
TO: Board of Directors
VIA: Mark Bloodgood, General Manager
FROM: John L. Wallace, District Engineer 
SUBJECT: Temporary Odor Control Project Status

RECOMMENDATIONS:

1. Review the staff report information regarding the results of the ferric chloride feed station/pilot study,
2. Clean the equalization basin so as to eliminated accumulated solids; and to do so on a regular schedule,
3. Provide any further direction to staff.


FUNDING:

Currently, funds in the following amounts are included in the District's proposed FY 2001/02 Budget for a permanent equalization tank cover and odor control system in the amount of **\$75,000**

The installation of the temporary chemical feed station cost approximately **\$3,500**, including equipment, initial chemical purchase, chemical storage, labor and incidental materials to conduct the study. Analysis, monitoring/adjustment of the pilot study, and development of further recommendations based on the results of the pilot study is expected to cost approximately **\$2,500**. All of these costs are anticipated to be funded through the FY 2001/02 budget of **\$75,000** stated above.

DISCUSSION:

The installation of the ferric chloride feed equipment was completed, and chemical feed commenced on October 15, 2001. The chemical feed is located at the Hearst Visitor's Center lift station. Dosage rates for the chemical began at approximately 5 mg/L, and were then increased periodically throughout the study. The maximum dosage rate of 18 mg/L was achieved during the week of November 5, 2001. Sulfide levels in the sewage force main did not initially reduce as a result of the ferric chloride feed, but a noticeable decrease was observed once the dosage rate reached 18 mg/L. Increasing the dosages was performed in a stepped fashion and slowly, to allow operations staff to monitor potential impacts to the wastewater treatment process. To fully alleviate sulfide levels in the force main, higher dosages beyond 20 mg/L will likely be required.



Overall, odors at the equalization basin improved marginally. However, with the ferric chloride being a coagulant, enhanced settling of solids in the wastewater is promoting more solids deposition in the bottom of the basin as a result of the chemical addition. This is confirmed by the improved settleability of raw solids in the influent, as noted by operations staff. Further deposition of solids in the EQ basin may promote more odor concerns. A marginal decrease in sulfide concentrations was observed in the EQ basin during the first several weeks of testing. Sulfide levels then remained at or near "pre-study" concentrations up until this past week when the ferric chloride dosage was raised to 18 mg/L. Although the chemical feed did not have any negative impacts on the wastewater treatment process, some side effects were observed: 1) as mentioned previously, solids deposition in the EQ basin increases with the chemical addition; 2) solids settling at the plant headworks may affect the reliability of influent flow monitoring.

To conclude the study, it is recommended to clean the equalization basin of solids, then resume the testing with higher dosages of ferric chloride. Dissolved sulfides are still being detected at around 5 mg/L at this time, with the chemical dosage at 15 to 18 mg/L.

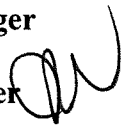
Equalization Basin Maintenance

Although definitive results to reduce odors using ferric chloride are still being evaluated through this study, a review of the plant operations and maintenance of this basin suggest that some of the odor concerns from this basin may stem from solids deposition in the bottom of the basin. Staff has confirmed that the EQ basin does not generate significant odors for some time after cleaning. Staff recommends that routine cleaning of the EQ basin be implemented, as one means of enhancing odor control at the plant. Cleaning is accomplished by pumping down the basin, and hauling solids residue away via a septage hauling company. Cleaning of the basin should be conducted on a bi-monthly basis when possible. At this time, staff indicates that the basin has not been cleaned of solids for approximately 10 months.

SAN SIMEON COMMUNITY SERVICES DISTRICT

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

MEMORANDUM

DATE: November 8, 2001
TO: Board of Directors
VIA: Mark Bloodgood, General Manager
FROM: John L. Wallace, District Engineer 
SUBJECT: Air Distribution System Piping Replacement and Related Improvements
Bid Results

RECOMMENDATIONS:

It is recommended the Board:

1. Review the bid results and award the contract to the apparent low bidder, D-KAL Engineering in the amount of **\$131,540** for the underground installation of the new air distribution header including the two additive items below.
2. Include in the contract Additive Item No. 1, which provides for the installation of a replacement sewer force main and the replacement of the electrical service from the equalization basin pump station, for the additional amount of **\$3,800**. In addition, include Additive Item No. 2, which entails the relocation of the 8" gravity sewer line, for the additional amount of **\$4,200**.

FUNDING:

Currently, funds in the amount of **\$80,000** are targeted in the District's preliminary FY 2001-2002 Budget under item S-11, air line replacement and concrete repairs. The engineer construction cost estimate for this work was **\$100,000**.

The base bid received from D-KAL Engineering for this project is **\$118,340**. The alternate bid for the underground header installation is **\$123,540** or only **\$5,200** more. Given the relatively small difference, it is recommended that the header be installed underground.

With the base bid of **\$123,540** plus the two additive items above (**\$3,800** and **\$4,200**) totaling **\$131,540**, and 15% reserved for any contingencies and construction inspection allowance, the construction funding required is **\$151,271**.

DISCUSSION:

Bid Opening

Bids were opened at the scheduled time and place with 3 bids received. The apparent low bid was received from D-Kal Engineering of Nipomo, California in the amount of **\$118,340**. The subcontractor included in the D-Kal bid is Ben's Electric of Cambria for the electrical portion of the work.

Please find attached a bid summary and checklist used to evaluate the three bids as responsive to the responsibilities of this work.

Alternate Bid

The alternate bid solicited for this project entailed installing the header of the new air distribution piping underground. The alternate bids received were only approximately \$4,000 to \$6,000 more than the base bid. It is desired by plant personnel that this installation method be implemented to ensure minimal potential disruption to future plant activities.

Additive Items

In addition to the base scope of replacing the air piping and installing dissolved oxygen monitoring equipment, the bid package requested additive bids on the following items:

Additive Bid Item

- No.1 Install a new sewer force line. Relocate and replace the equalization basin electrical service.
- No.2 Relocate the sewer gravity line.
- No.3 Replace the two 30 HP blower motors.
- No.4 Replace the two 60 HP blower motors.

Additive Bid Item No.1. In the middle of October, the electrical service to the equalization basin pump station experienced an electrical short and immediate, short term repairs were necessary. New electrical conduit was installed along the surface of the asphalt and concrete from the pump station to the equipment room. This conduit poses a potential trip hazard and is not suitable as a permanent installation. Additive Bid Item #1 entails the underground installation of this conduit.

Also, during the previous pipe bridge and head works replacement in 1999, the sewer force main was replaced at its connection point to the sewer influent line. The remaining portion of this line that was not replaced has been observed by plant personnel as a bottleneck to the system, requiring replacement. The inclusion of this portion of work in additive bid item #1 allows the District to take advantage of cost savings realized from executing trenching work for the electrical service and the force line at the same time.

Additive Bid Item No.2. The current route of the sewer gravity line is in conflict with the footprint of a future proposed storage building or other structures to be placed on the south easterly corner of the plant site. Relocating the sewer ensures future access to the line upon completion of the storage building project. Inclusion of this item in the contract allows the district to take advantage of cost savings realized from having this work performed by a contractor already mobilized and on site.

Additive Bid Items No. 3 and No.4. Concern has been raised regarding the age of the motors and potential problems that may result by retrofitting these older motors with variable frequency drives. Investigations currently indicate that installation of the new drives should not pose any detriment to the operation of the motors. However, if it is determined that the motors do require replacement due to existing operational issues, the board may elect to implement this measure at a later date, or purchase the motors directly and provide to the contractor for installation.

**San Simeon Community Service District
Air Distribution System Piping Upgrade**

Items Required for Completed Bid Proposal

PROSPECTIVE BIDDERS

- 1 Whitaker Contractors**
- 2 Spiess Construction**
- 3 D-KAL Engineering**

PROSPECTIVE BIDDERS

Bid Package Component	1	2	3
1 Proposal Form	X	X	X
2 Bid Schedule (acknowledge <u>Addendum No. 1</u>)	X	X	X
3 Bid Security Form	X	X	X
4 Contractor's Licensing Statement	X	X	X
5 One photo copy of each license required	X	X	X
6 References (or other information)	*	*	*
7 List of Subcontractors	X	X	X
8 List of Material or Equipment Suppliers	X	X	X
9 Experience Qualifications	X	X	X
10 Affirmative Action Form	X	X	X
11 Non-Collusion Affidavit	X	X	X
12 Certificate of Liability Insurance	X	X	X
13 Proof of Unemployment Insurance	X	X	X
14 Worker's Compensation Insurance Certificate	X	X	X
15 Errors or Omissions Acknowledged	X	X	X
16 Computations	X	X	X

* References Listed With Experience Qualifications

- O Deficiencies
- X In Compliance

**San Simeon Community Service District
Air Distribution System Piping Upgrade**

Bid Summary

	Whitaker Contractors	Spiess Construction	D-KAL Engineering
Base Bid	\$180,240.00	\$129,370.00	\$118,340.00
Alternate Bid	\$184,140.00	\$135,380.00	\$123,540.00
Additive Bid #1	\$17,000.00	\$13,275.00	\$3,800.00
Additive Bid #2	\$5,600.00	\$4,200.00	\$4,200.00
Additive Bid #3	\$3,574.00	\$6,000.00	\$13,200.00
Additive Bid #4	\$5,648.00	\$9,700.00	\$17,500.00


Per Evaluation Criteria Defined on Bid Schedule, Apparent Low Bidder is D-Kal Engineering

Staff Recommends Selection of Alternate Bid, and Additive Bid items #1 and 2

Totals Following Staff Recommendation:

Whitaker Contractors	Spiess Construction	D-KAL Engineering
\$206,740.00	\$152,855.00	\$131,540.00

SAN SIMEON COMMUNITY SERVICES DISTRICT
111 Pico Avenue
San Simeon, California 93452
(805) 927-4778

DATE: November 14, 2001
TO: Board of Directors
VIA: Mark Bloodgood, District Manager
FROM: John L. Wallace, District Engineer 
SUBJECT: Road Improvement Project - Avonne Avenue and Otter Way Pico Avenue

RECOMMENDATIONS:

Staff recommends the Board approve the completion of the field work, design and preparation of the Contract Documents and Specifications in order to solicit bids as shown on the attached schedule.

FUNDS:

Funds in the amount of **\$100,000** are provided in the proposed Fiscal Year 2001-02 Budget.

DISCUSSION:

District roads were previously rated by serviceability and quality of ride factors. The ratings were also based upon mixed traffic in all weather conditions. The roads were categorized and ranked by grades, whereas, grade 5 equates to a relatively new road (Example; Hearst Drive and Castillo Avenue), and a rating of 0 being the worst.

Avonne Avenue from Pico Avenue to the street improvements on Avonne previously made in 2000 is rated a 2 and is the next roadway scheduled for reconstruction prior to the summer 2002. The Engineer's preliminary estimate for reconstruction of Avonne Avenue is **\$94,500**. A final estimate will be developed during preparation of the plans and specifications.

In addition to the rating and survey performed in 2000, additional work performed to date includes a preliminary field survey conducted in 1996 to obtain information regarding the proposed limit of improvements and cost estimate for budgeting. Preliminary plans were also developed.

SAN SIMEON COMMUNITY SERVICES DISTRICT
TENTATIVE CONSTRUCTION SCHEDULE

Avonne Avenue Road Improvements

November 8, 2001

Board Authorization to Complete Contract Documents and Solicit Bids	November 14, 2001
Contract Documents, Specifications and Construction Drawings Complete	January 4, 2002
1 st Notice Inviting Bids	January 8, 2002
2 nd Notice Inviting Bids	January 15, 2002
Pre-Bid Conference (Wednesday, 1:00 PM)	February 7, 2002
Receive Bids (Tuesday 3:00 PM)	March 5, 2002
Award of Bid	March 13, 2002
Notice of Award *	March 14, 2002
Notice to Proceed*	March 24, 2002
Start Work	April 8, 2002
Completion - (60 Calendar Days)	June 8, 2002

* send Certified Mail
\\Jlwa01\proj\084-SSCSD\Street Projects\ROADSCH.wpd

THIS IS NOT A PART OF THE CONTRACT

SAN SIMEON COMMUNITY SERVICES DISTRICT

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

MEMORANDUM

DATE: November 5, 2001
TO: John Wallace, District Engineer *OW*
FROM: Craig Taylor, Associate Engineer, Water Treatment Operator II
SUBJECT: District's Domestic Wells and Hearst Ranch "Back-up" Well

RECOMMENDATIONS:

Coordinate with the County Health Department to determine what negative health impacts exist and what potential improvements will need to be made at the well field.

FUNDING:

Not applicable at this time.

DISCUSSION:

The District owns and operates two domestic water wells that supply the community's drinking water needs. The wells are located approximately 1,500 feet from the shoreline. As an indicator to potential seawater intrusion or high chlorides due to high winter waves running up the creek, the groundwater level is routinely monitored at this location. If the groundwater level become too low and chloride levels too high, it may become desirable to alternate use of the District wells with the Hearst well as a back-up supply.

The Hearst well is located approximately 700 feet up gradient of the District wells and the potential for seawater intrusion is less likely to occur at this location. The Hearst well discharge line delivers water directly to the District's reservoir.

Although all three wells are within the Pico Creek flood plain, the Hearst well may be the only well under "direct influence of surface water." If it is determined by the local health agency that the Hearst well is under the direct influence of surface water, the well can then be used for only irrigation or need to be treated for domestic supply. Municipal domestic use would require a Title 22 water filtration and disinfection system.

One of the methods used to make a preliminary determination if a well is under direct influence with surface water is to field measure the distance from the well to the surface source (see attached sketch). If the well is within 100 linear feet of a surface water source, then the surface water

treatment rule generally applies (Title 22).

The final determination of an adequate distance of separation is made by the local or State health agency.

Currently, the Hearst well and District wells are also situated within an animal pasture and are not fenced. With respect to pollutants and contamination, the California Water Well Standards Bulletin 74-90 issued by the California Department of Water Resources, requires a minimum 100-foot horizontal separation between animal or fowl enclosures. All three domestic water wells should be fenced to maintain compliance with this standard.

For sanitary conditions related to flooding and drainage, the top of the well casing needs to terminate above grade and above known levels of flooding caused by drainage or runoff from surrounding land. FEMA's flood insurance rate map (attached) indicates that the well field is within an area of a 100 year flood from the Pico Creek watershed but actual base flood elevations have not been determined at this time.

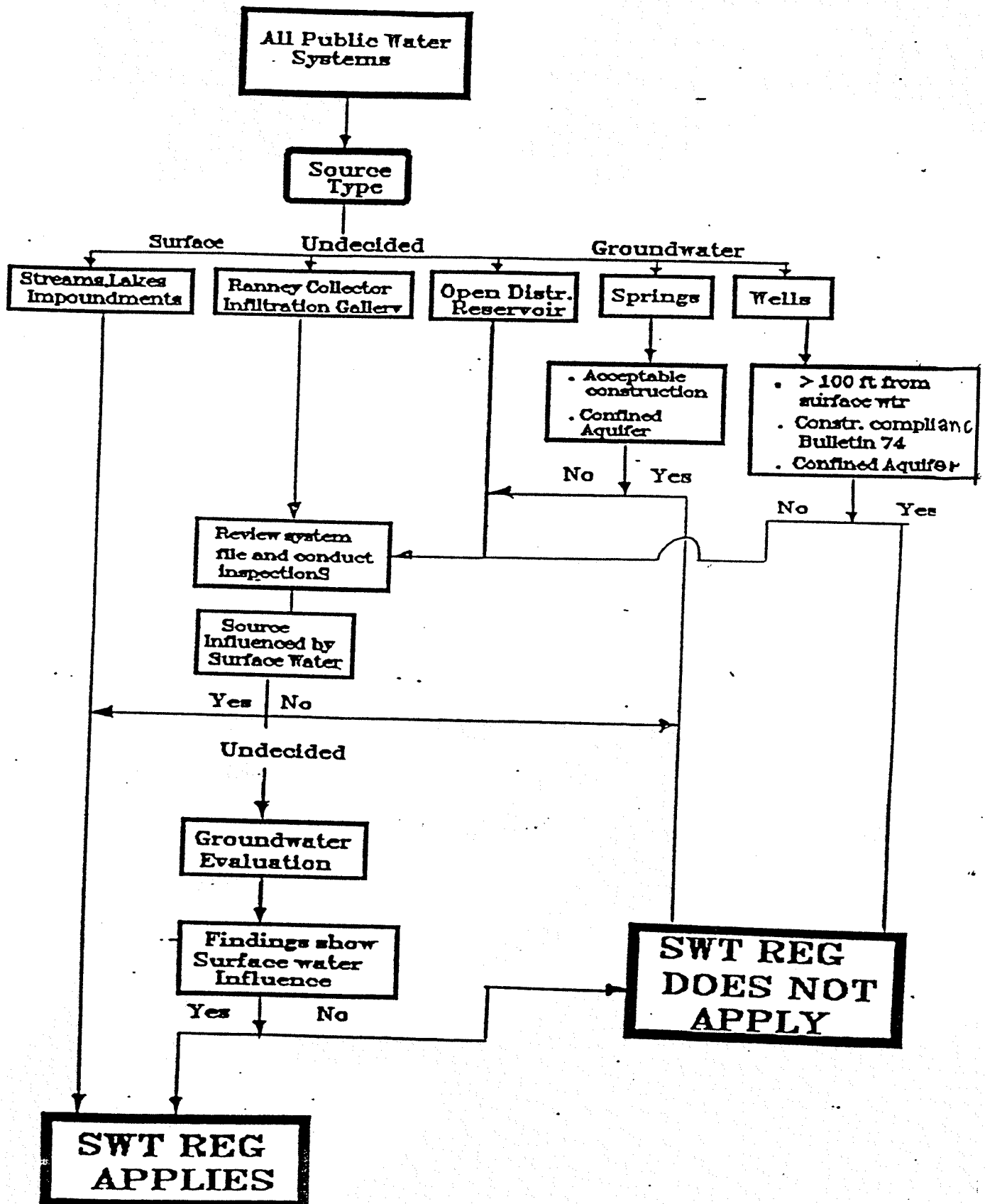
Also, without the original construction data (drillers log) of the Hearst Ranch well, it is difficult to determine the actual depth of the annular sanitary seal. The minimum depth of an annular sanitary seal for community water supply is 50-feet but exceptions can be made with the approval of the local health agency.

Further review and determination of usability of the Hearst well as a back-up well for the District, should be pursued with the Health Department if the District wishes to pursue this option at this time. Also, this review should only be done with the consent of the Hearst Corporation.

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Attachments

FIGURE 1: SURFACE WATER DETERMINATION





JOHN L. WALLACE
& ASSOCIATES

4115 Broad Street, Suite B-5
San Luis Obispo, California 93401
(805) 544-4011 ☎ FAX (805) 544-4294

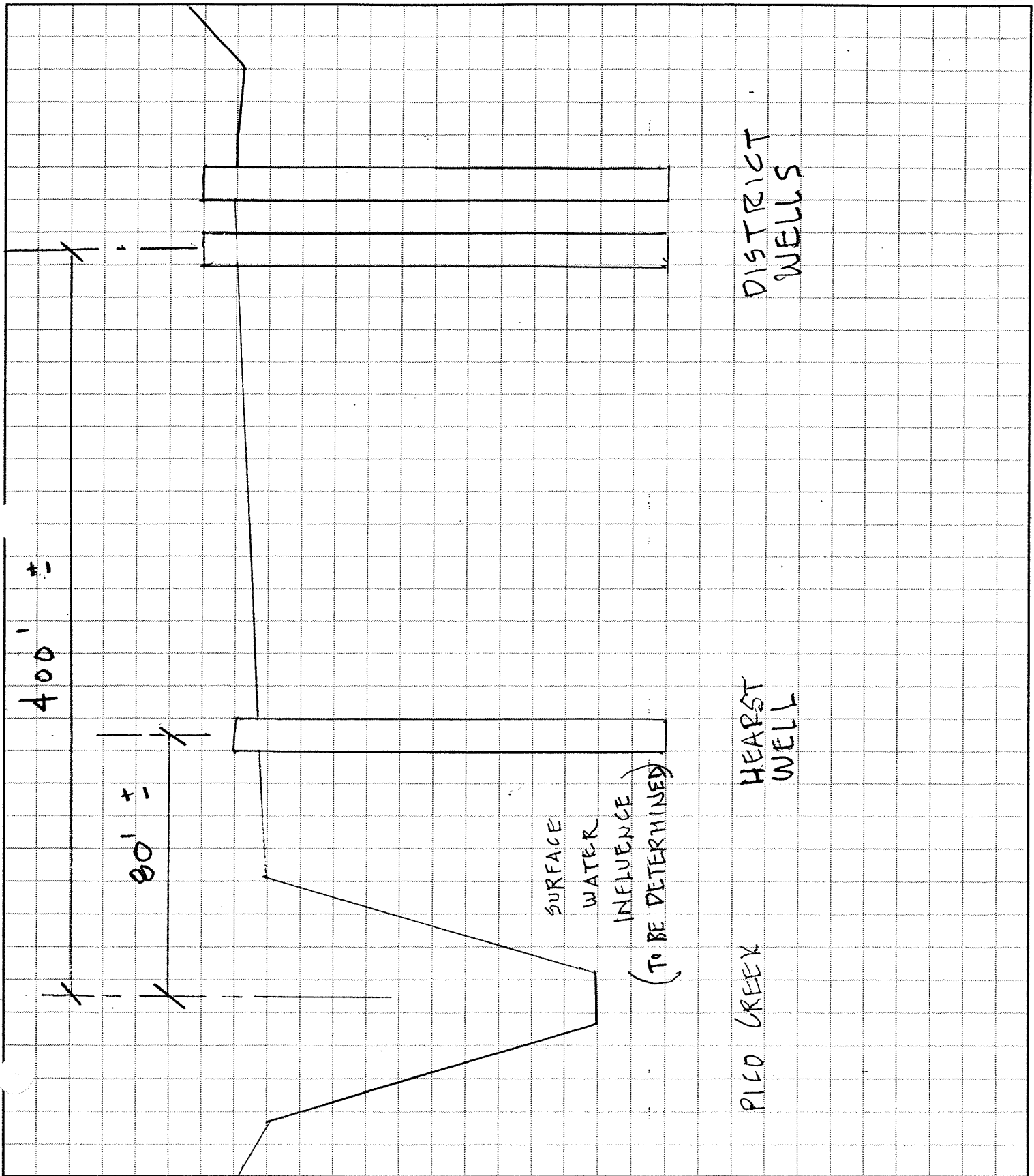
JOB SAN SIMEON GSD

SHEET NO. _____ OF _____

CALCULATED BY _____ DATE _____

CHECKED BY _____ DATE _____

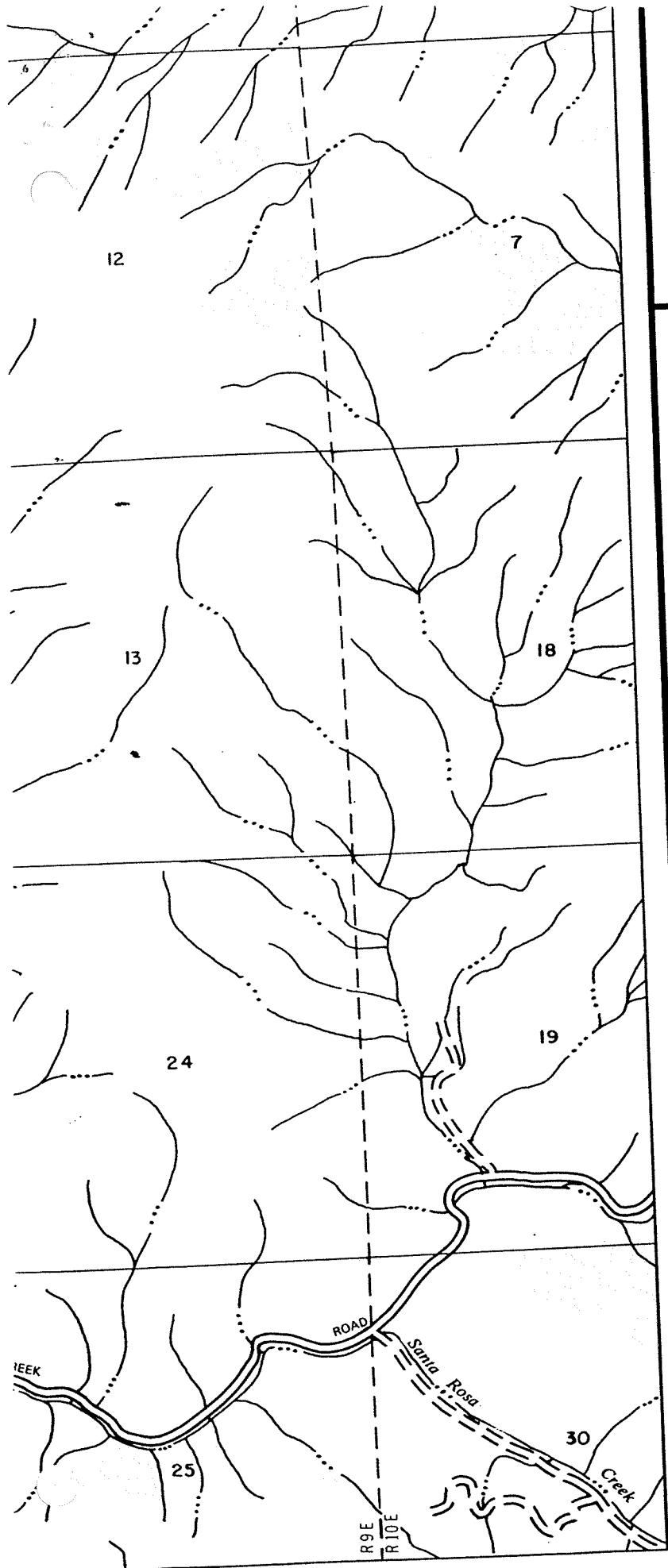
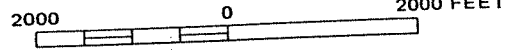
SCALE NTS



To determine if flood insurance is available, contact your insurance agent, or call the National Flood Insurance Program, at (800) 638-6620.



APPROXIMATE SCALE



NATIONAL FLOOD INSURANCE PROGRAM

FIRM
FLOOD INSURANCE RATE MAP

**SAN LUIS OBISPO
COUNTY,
CALIFORNIA
(UNINCORPORATED AREAS)**

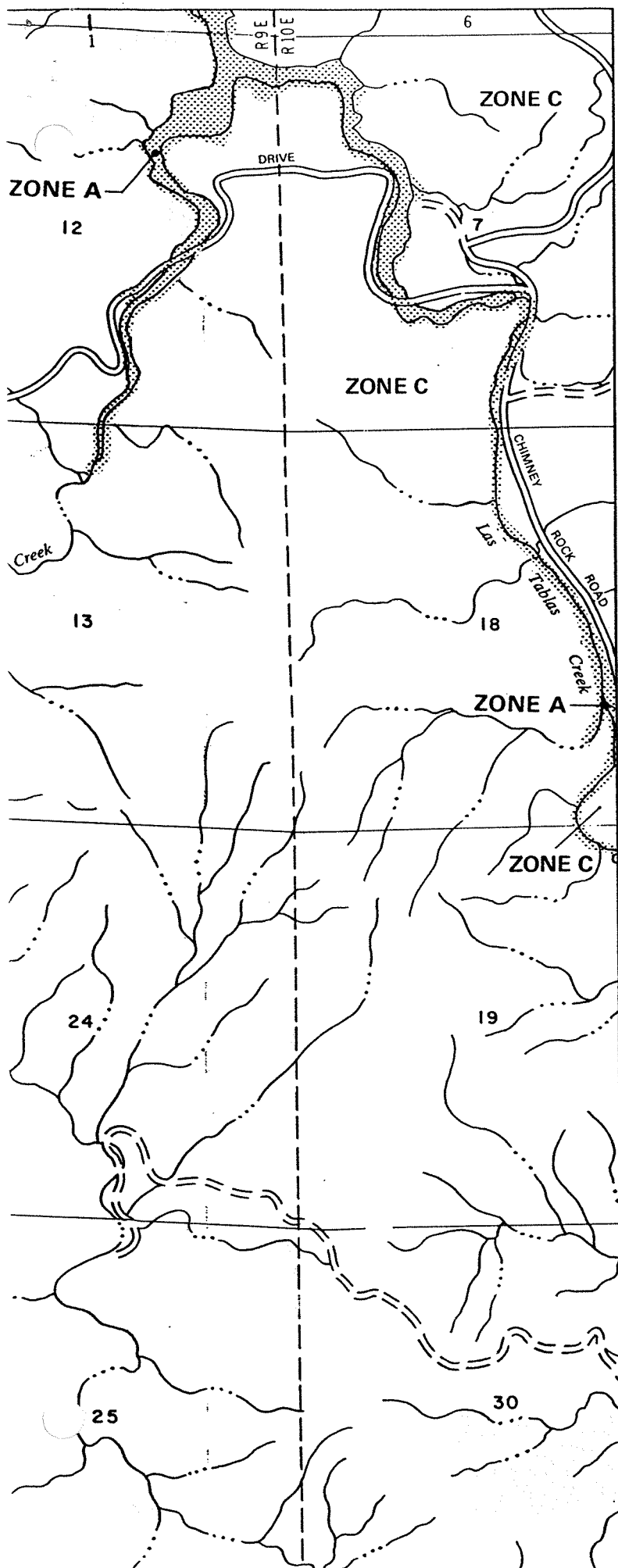
PANEL 200 OF 975
(SEE MAP INDEX FOR PANELS NOT PRINTED)

COMMUNITY-PANEL NUMBER
060304 0200 C

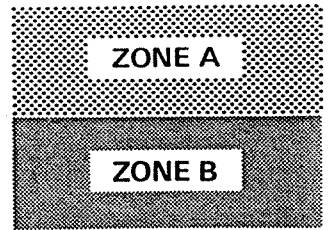
MAP REVISED:
JULY 18, 1985



Federal Emergency Management Agency



KEY TO MAP



SPECIAL FLOOD HAZARD AREA

Base Flood Elevation Line With Elevation In Feet**	513
Base Flood Elevation in Feet Where Uniform Within Zone**	(EL 987)
Elevation Reference Mark	RM7X
Zone D Boundary	
River Mile	•M1.5

**Referenced to the National Geodetic Vertical Datum of 1929

EXPLANATION OF ZONE DESIGNATIONS

ZONE	EXPLANATION
A	Areas of 100-year flood; base flood elevations and flood hazard factors not determined.
A0	Areas of 100-year shallow flooding where depths are between one (1) and three (3) feet; average depths of inundation are shown, but no flood hazard factors are determined.
AH	Areas of 100-year shallow flooding where depths are between one (1) and three (3) feet; base flood elevations are shown, but no flood hazard factors are determined.
A1-A30	Areas of 100-year flood; base flood elevations and flood hazard factors determined.
A99	Areas of 100-year flood to be protected by flood protection system under construction; base flood elevations and flood hazard factors not determined.
B	Areas between limits of the 100-year flood and 500-year flood; or certain areas subject to 100-year flooding with average depths less than one (1) foot or where the contributing drainage area is less than one square mile; or areas protected by levees from the base flood. (Medium shading)
C	Areas of minimal flooding. (No shading)
D	Areas of undetermined, but possible, flood hazards.
V	Areas of 100-year coastal flood with velocity (wave action); base flood elevations and flood hazard factors not determined.
V1-V30	Areas of 100-year coastal flood with velocity (wave action); base flood elevations and flood hazard factors determined.

NOTES TO USER

Certain areas not in the special flood hazard areas (zones A and V) may be protected by flood control structures.

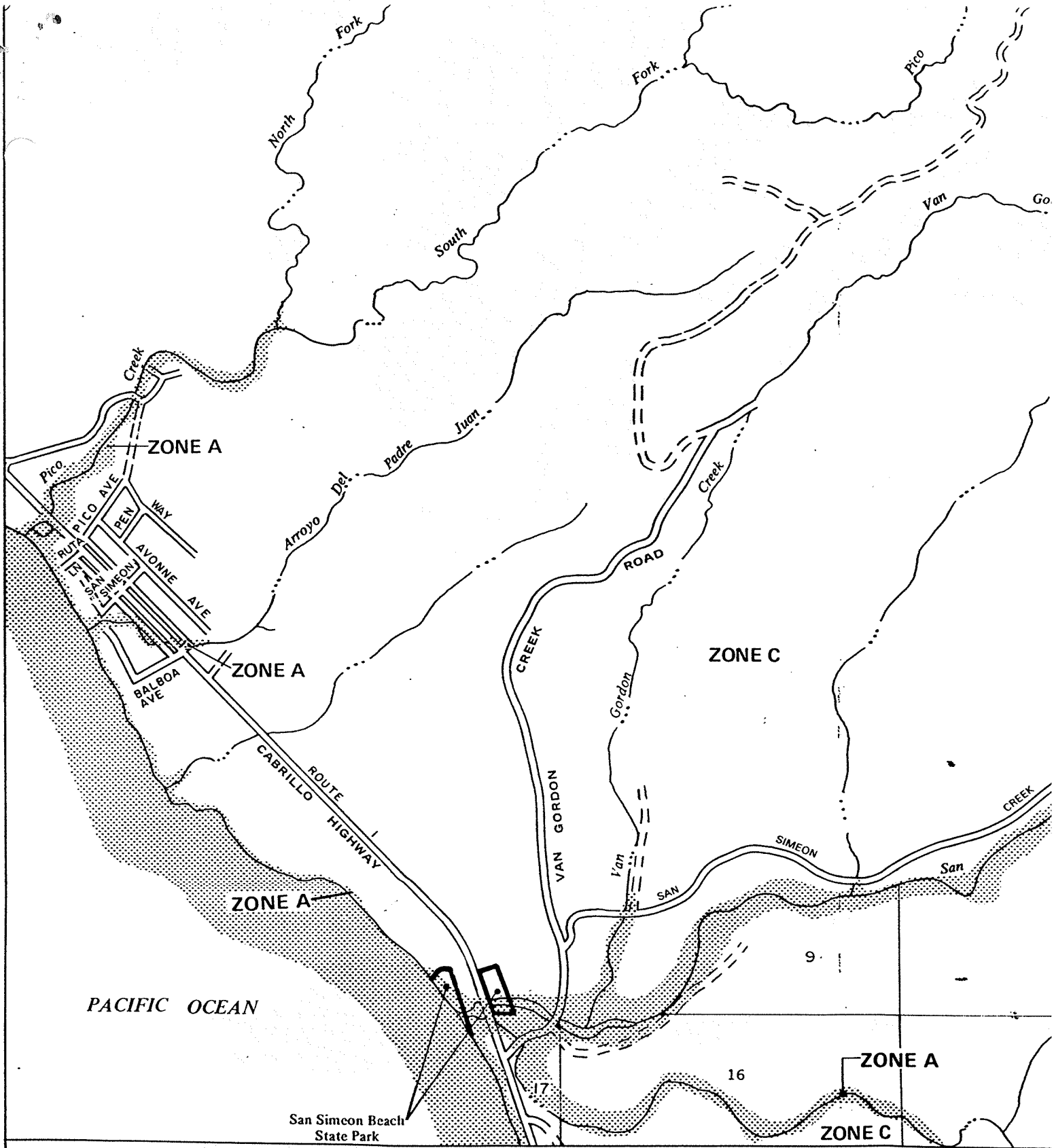
This map is for flood insurance purposes only; it does not necessarily show all areas subject to flooding in the community or all planimetric features outside special flood hazard areas.

For adjoining map panels, see separately printed Index To Map Panels.

Coastal base flood elevations apply only landward of the shoreline shown on this map.

INITIAL IDENTIFICATION:
JANUARY 3, 1975

FLOOD HAZARD BOUNDARY MAP REVISIONS:
NOVEMBER 22, 1977



PACIFIC OCEAN

San Simeon Beach State Park

ZONE A

ZONE A

ZONE A

ZONE C

ZONE A

ZONE C

9

16

17

North Fork

South Fork

Fork

Pico

Van

Go

Creek

Arroyo Del Padre

Juan

ROAD

CREEK

Gordon

VAN GORDON

Van

SAN

SIMEON

San

CREEK

CABRILLO ROUTE HIGHWAY

SAN SIMEON COMMUNITY SERVICES DISTRICT


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

MEMORANDUM

DATE: November 14, 2001

TO: Board of Directors

VIA: Mark Bloodgood, District Manager

FROM: John L. Wallace, District Engineer 

SUBJECT: State Board Study Grant Project, Water Recycling Study and Project

RECOMMENDATIONS:

Staff recommends the Board;

1. Review this staff report on the status of the Water Recycling Study Report;
2. Review staff recommendations to initiate the first phase of the water recycling project (referred to as Alternative 1-2), as described in the Water Recycling Study Report; and
3. Provide any further direction and/or input to Staff.

FUNDING:

Funding for this study included 50 percent of the costs of the study to be provided by the State Water Resources Control Board, Office of Water Recycling. The total budgeted cost for this report was \$20,000. The total cost of this study was \$13,657.23. The reimbursement request for this study was sent to State Board in October 2001. Fifty percent of the cost (\$6,829) of this study will be reimbursed by the State Board.

Implementation of the first phase of the water recycling project (secondary effluent for irrigation at Cavalier Hotel and Caltrans right-of-way) is expected to cost around \$80,000, including construction, engineering construction management and administrative costs, and permitting and coordination requirements with the Department of Health Services and the Regional Water Quality Control Board. Project No. S-8 of the District budget is established at \$60,000. This budget was the original budget set aside for this "Phase 1" implementation of the recycled water project. Project No. S-7 set aside \$20,000 for recycled water facilities design (to tertiary treatment). Both of these budgets combined should be sufficient to fund the estimated cost for the Phase 1 water recycling project.

DISCUSSION:

The final Report was submitted to State Board on August 11, 2001, within the deadline extension requested by the District in January 2001. The State Board must formally amend the contract between the District and State Board, to reflect the contract extension to August 11, 2001. District staff has signed the necessary amendment, and transmitted these document to State Board in conjunction with the reimbursement request. Reimbursement from the State Board is expected before the end of this calendar year.

The recommendations of the study were to begin implementation of the initial phase of water recycling, using secondary effluent from the District's treatment plant to irrigate the Caltrans right-of-way and limited subsurface irrigation at the Cavalier Hotel.

Staff estimated that this Phase 1 recycling project would cost around \$75,000, as indicated in the Water Recycling Study Report. Staff reviewed these costs, and estimates that the cost are still within reason. The project is defined to include pumping facilities at the treatment plant, and approximately 650 LF of new 6-inch PVC recycled water force main, extending from the west side of the creek crossing and along San Simeon Avenue to an irrigation stub-out to serve Caltrans. The pipeline would also include a turn-out for the Cavalier Motel, at the intersection of the San Simeon Avenue cul-de-sac and San Simeon Avenue. On-site user retrofits for subsurface irrigation of landscaping at the Cavalier Hotel would be borne by the Owner. This project, once implemented, is expected to utilize approximately a total of 7 AFY of water (assuming Caltrans currently irrigates using imported water). The Cavalier Hotel would be expected to utilize approximately 3 AFY of the estimated total usage of 7 AFY..

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San Simeon Community Services District

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Board of Directors

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

MEMORANDUM

DATE: November 14, 2001
TO: Board of Directors
FROM: Mark A. Bloodgood, General Manager
RE: General Manager's Report

1. **Public Broadcasting of Board Meetings** - Eileen has attended another meeting just this afternoon and will give an update tonight.
2. **Compensation Package for Employees** – CalPers is in the process of completing the Actuarial Evaluation for the retirement plan. We have received quotes for alternative health insurance programs. In addition, we have obtained a benefit survey done by another local district comparing most of the districts in our area. These will be passed on to the Board members for their review in preparation for a special session to be calendared early next month.
3. **Internal Controls Program** - We need to have a resolution passed by the Board that will allow the General Managers to obtain account information from the Banks and the ability to transfer funds between District accounts, as needed. Warrants and time cards are being reviewed and authorized by the General Management. Eileen is completing a Cash Needs List for our use in monitoring cash flow. As mentioned last month, with the journal entries coming from our auditor, we will be in a position to complete the closing of the in-house books and begin providing monthly financial statements. These reports will display actual vs. budgeted figures.
4. **Tour of the Plant and District with Kirk Sturm, Museum Director-Superintendent of Hearst Castle** - Kirk and Greg Smith, Senior Resource Ecologist for the California Department of Parks and Recreation, toured San Simeon the week after last month's Board Meeting. Mr. Sturm is arranging another tour that will take place sometime during the last week of this month (November). He wanted some additional key State park employees to review our facilities who were unable to attend the first tour. After this tour we will be submitting a written report to Mr. Sturm outlining the plans and needs for the District, both short term and long term, that will serve as a vehicle for future discussions of how we might best help one another. In addition, Mr. Sturm is

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

Ron Head, Plant Superintendent

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

assisting us in our attempt to obtain the temporary use of Well No. 3 on the Hearst Ranch for backup, should the need arise.

5. **Policy Manual** – Management suggests that a committee be established to begin reviewing the current manual and making recommendations for possible policy changes and updates to the Board.
6. **Meeting with Kara Smith of the Nature Conservancy** – At the invitation of the Chamber of Commerce, Paul Reichardt and I were included in a meeting with Ms. Smith who has been part of the team negotiating with the Hearst Corporation in order to purchase the development rights on the ranch. This meeting served to open up dialog with the Nature Conservancy and to provide a conduit from our community to those dealing with the future of the ranch.
7. **Board of Directors Workshop** - This past Monday, November 12, the Board and a number of staff members participated in an all day Planning Workshop facilitated by Mr. Bob Rauch. One day was not quite enough to handle all that we needed to handle. However, general consensus was achieved on the most important issues confronting the District. The end result will be an Action Plan that should guide much of our efforts over the next year.