

**Regular Meeting
Board of Directors
San Simeon Community Services District
Agenda
Wednesday, April 10, 2002 – 4:30 PM
Cavalier Banquet Room**

1. 4:30 PM – CALL TO ORDER
 - 1.1 Roll Call
 - 1.2 Public Comment on Closed Session Items

2. ADJOURN TO CLOSED SESSION
 - 2.1 Conference with Labor Negotiator – Government Code Section 54957
Discussion regarding District Counsel Contract; District Engineer Contract and District Manager Contract

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 topic NOT on the Agenda may be presented, but please observe the 3 Minute Time Limit)
 - 4.1 Public Comment
 - 4.2 Sheriff's Report

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 – March 13, 2002
 - 6.2 Approval of Warrants – March 1, 2002 – March 31, 2002

7. DISCUSSION/ACTION ITEMS
 - 7.1 Facilities Plan – Verbal Update
 - 7.2 Air Distribution System Piping Replacement Project Update
 - 7.3 Coastal Commission Permitting – Treatment Plant Rip Rap
 - 7.4 Mid-Year Budget Review
 - 7.5 Board Committees
 - 7.6 Board Reports

8. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS
 - 8.1 Strategic Planning Session II – Tentative Dates

9. ADJOURNMENT

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9. ADJOURNMENT



DISTRICT COUNSEL PERFORMANCE QUESTIONNAIRE

I. Quality:

How would you rate the legal advice being provided by the District Counsel?

- In providing routine legal advice, and consultation to the Board, Staff and public on behalf of the District.
- In attending and participating in regular meetings of the Board and Special Meetings as necessary.
- In preparing and reviewing agreements, contracts and relevant documents.
- In monitoring existing and pending standards and legislation which may affect the District.

II. Responsiveness:

A. Is the District Counsel responding to the General Manager and Board in a timely fashion, correctly prioritizing District needs?

B. How would you rate the District Counsel's responsiveness on:

- Timeliness of staff reports.
- Responding to questions both during Board Meetings and during regular working hours.

C. Is the District Counsel accessible and does he respond promptly to telephone calls?

III. Areas of Service:

A. Are there things that the District Counsel should be doing that he is not doing?

B. Are there things that the District Counsel is now doing that he should discontinue?

IV. Value:

Did you get the "bang for your buck" that you thought you were obtaining in contracting for the District Counsel's services?

Invoice	Date	.01 Admin & Board General Matters		.02 Outside Contracting		.03 Development Review Issues		.04 Code Enforcement		.05 Risk Management		.07 Personnel		.09 Ordinance Review Matters		.12 General Laws Issues		.13 District Projects		.15 Ben's Electric		Invoice Total	
		Prof. Services	Costs	Prof. Services	Costs	Prof. Services	Costs	Prof. Services	Costs	Prof. Services	Costs	Prof. Services	Costs	Prof. Services	Costs	Prof. Services	Costs	Prof. Services	Costs	Prof. Services	Costs		Prof. Services
10130	3/5/02	525.00	91.18	-	-	-	-	-	-	-	-	737.50	97.50	-	-	-	-	-	-	-	-	821.00	2,272.18
10108	2/6/02	2,675.50	88.88	1,721.50	-	-	-	-	-	84.50	-	-	-	-	-	-	-	-	-	-	-	1,000.00	5,570.38
10024	1/15/02	467.00	109.18	382.50	4.63	-	-	-	-	-	-	-	-	-	-	-	-	13.00	-	-	-	976.31	976.31
14414	10/3/01	684.00	24.10	-	-	400.00	-	429.00	-	-	-	607.50	52.00	-	-	4,462.00	-	-	-	-	-	1,589.10	1,589.10
14227!!	9/11/01	1,962.50	234.80	-	-	-	-	-	-	-	-	26.00	-	-	-	-	-	-	34.50	-	-	7,286.80	7,286.80
14139**	7/5/01	1,250.00	80.48	333.50	-	400.00	-	429.00	-	84.50	-	1,371.00	149.50	-	-	4,462.00	-	47.50	-	-	-	1,821.00	1,724.48
Totals			8,192.62		2,442.13																		19,399.25

Billing is for services provided the preceding month

!! 2 Month Bill - July/August

** Services for month of June, 2001



DISTRICT ENGINEER PERFORMANCE QUESTIONNAIRE

I. Quality:

How would you rate the engineering advice being provided by the District Engineer?

- In providing routine engineering advice, and consultation to the Board, Staff and public on behalf of the District.

- In attending and participating in regular meetings of the Board and Special Meetings as necessary.

- In preparing and reviewing plans, specifications, agreements, contracts and related documents for projects.

- In monitoring existing and pending standards and legislation which may affect the District and the District's projects.

II. Responsiveness:

A. Is the District Engineer responding to the General Manager and Board in a timely fashion, correctly prioritizing District needs?

B. How would you rate the District Engineer's responsiveness on:

- Timeliness of staff reports.

- Responding to questions both during Board Meetings and during regular working hours.

C. Is the District Engineer accessible and does he respond promptly to telephone calls?

III. Areas of Service:

A. Are there things that the District Engineer should be doing that he is not doing?

B. Are there things that the District Engineer is now doing that he should discontinue?

IV. Value:

Did you get the "bang for your buck" that you thought you were obtaining in contracting for the District Engineer's services?

John L. Wallace & Associates
 District Engineering
 Contract: 0084-0001-01

Invoice	Date	Labor	Reimbursable	Invoice Total
9193	3/20/02	2,447.75	20.72	2,468.47
8929	2/22/02	2,375.75	94.03	2,469.78
8823	1/18/02	1,037.50	12.29	1,049.79
8732	12/21/01	2,352.25	17.39	2,369.64
8535	11/21/01	2,437.25	58.61	2,495.86
8338	10/12/01	1,061.25	24.66	1,085.91
8243	9/24/01	1,130.50	9.31	1,139.81
8117	8/23/01	3,757.25	102.98	3,860.23
Totals		\$16,599.50	\$339.99	\$16,939.49

DISTRICT MANAGER PERFORMANCE QUESTIONNAIRE

I. Quality:

How would you rate the management advice being provided by the District Manager?

- In providing routine management advice, and consultation to the Board, Staff and public on behalf of the District.
- In attending and participating in regular meetings of the Board and Special Meetings as necessary.
- In preparing and reviewing plans, specifications, agreements, contracts and related documents for projects.
- In monitoring operation within the District and recommending changes.
- In monitoring existing and pending standards and legislation which may affect the District and the District's projects.

II. Responsiveness:

A. Is the District Manager responding to the Board in a timely fashion, correctly prioritizing District needs?

B. How would you rate the District Manager's responsiveness on:

- Timeliness of staff reports.

- Responding to questions both during Board Meetings and during regular working hours.

C. Is the District Manager accessible and does he respond promptly to telephone calls?

III. Areas of Service:

A. Are there things that the District Manager should be doing that he is not doing?

B. Are there things that the District Manager is now doing that he should discontinue?

IV. Value:

Did you get the "bang for your buck" that you thought you were obtaining in contracting for the District Manager's services?

EDA General Management
FY 2001 - 2002

4/5/02

Invoice	Date	Labor	Reimbursable	Invoice Total
50991	2/28/02	5,552.50	334.90	5,887.40
50164	1/31/02	7,553.75	215.04	7,768.79
49876	12/31/01	5,191.25	222.87	5,414.12
49408	11/30/01	5,968.75	103.95	6,072.70
48533	9/30/01	5,500.00	193.02	5,693.02
48293	8/31/01	8,640.00	15.00	8,655.00
Totals		\$38,406.25	\$1,084.78	\$39,491.03

SAN SIMEON COMMUNITY SERVICES DISTRICT SUPERINTENDENT'S REPORT FOR MARCH 2002

FLOW COMPARISON - Water

MAR 2002 2,820,000 gallons	YTD 2002 7,065,000 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	19% increase 13% increase
MAR 2001 2,361,000 gallons	YTD 2001 6,234,000 gallons	GROSS WATER PRODUCTION: NET WATER PRODUCTION: MONTHLY RECOVERY RATE:	2,411,000 gallons 2,022,382 gallons 84%

RAINFALL

MAR 2002 2.15 inches	01-02 YTD 19.70 inches	MONTHLY COMPARISON: ANNUAL COMPARISON:	0.03 inches more 2.77 inches more
MAR 2001 2.12 inches	00-01 YTD 16.93 inches		

WELL DEPTH COMPARISON

MAR 2002 10.42 feet	FEB 2002 10.55 feet	MAR 2001 10.55 feet	MONTHLY COMPARISON: ANNUAL COMPARISON:	0.13 feet higher 0.13 feet higher
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CHLORIDE COMPARISON

MAR 2002 45 mg/l	FEB 2002 45 mg/l	MAR 2001 46 mg/l	MONTHLY COMPARISON: ANNUAL COMPARISON:	CONSTANT CONSTANT
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FLOW COMPARISON - District Wastewater Treated

MAR 2002 2,004,000 gallons	YTD 2002 5,127,480 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	13% decrease 14% decrease
MAR 2001 2,307,920 gallons	YTD 2001 5,934,160 gallons		

FLOW COMPARISON - State Wastewater Treated

MAR 2002 256,846 gallons	YTD 2002 721,150 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	22% decrease 19% decrease
MAR 2001 327,806 gallons	YTD 2001 894,983 gallons		

DISCHARGE REQUIREMENTS

EFFLUENT BOD:	3.4 mg/l	EFFLUENT SUSPENDED SOLIDS:	3.0 mg/l
INFLUENT BOD:	N/A mg/l	INFLUENT SUSPENDED SOLIDS:	N/A mfl

BIOSOLIDS DISPOSAL

MARCH:	24000 gallons	YTD:	54000 gallons
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Post-It® Fax Note	7671	Date	3/4/02	# of pages	8
To	ELLEN	From	RON H.		
Co./Dept.	EDA	Co.	SSCSD		
Phone #		Phone #	927-4918		
Fax #		Fax #			

SAN SIMEON COMMUNITY SERVICES DISTRICT

SUPERINTENDENT'S REPORT FOR MARCH 2002

COMMENTS

Diffusers for Outfall Line were ordered from Red Valve. Estimated 3-4 weeks for delivery.

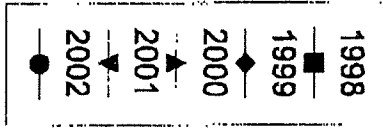
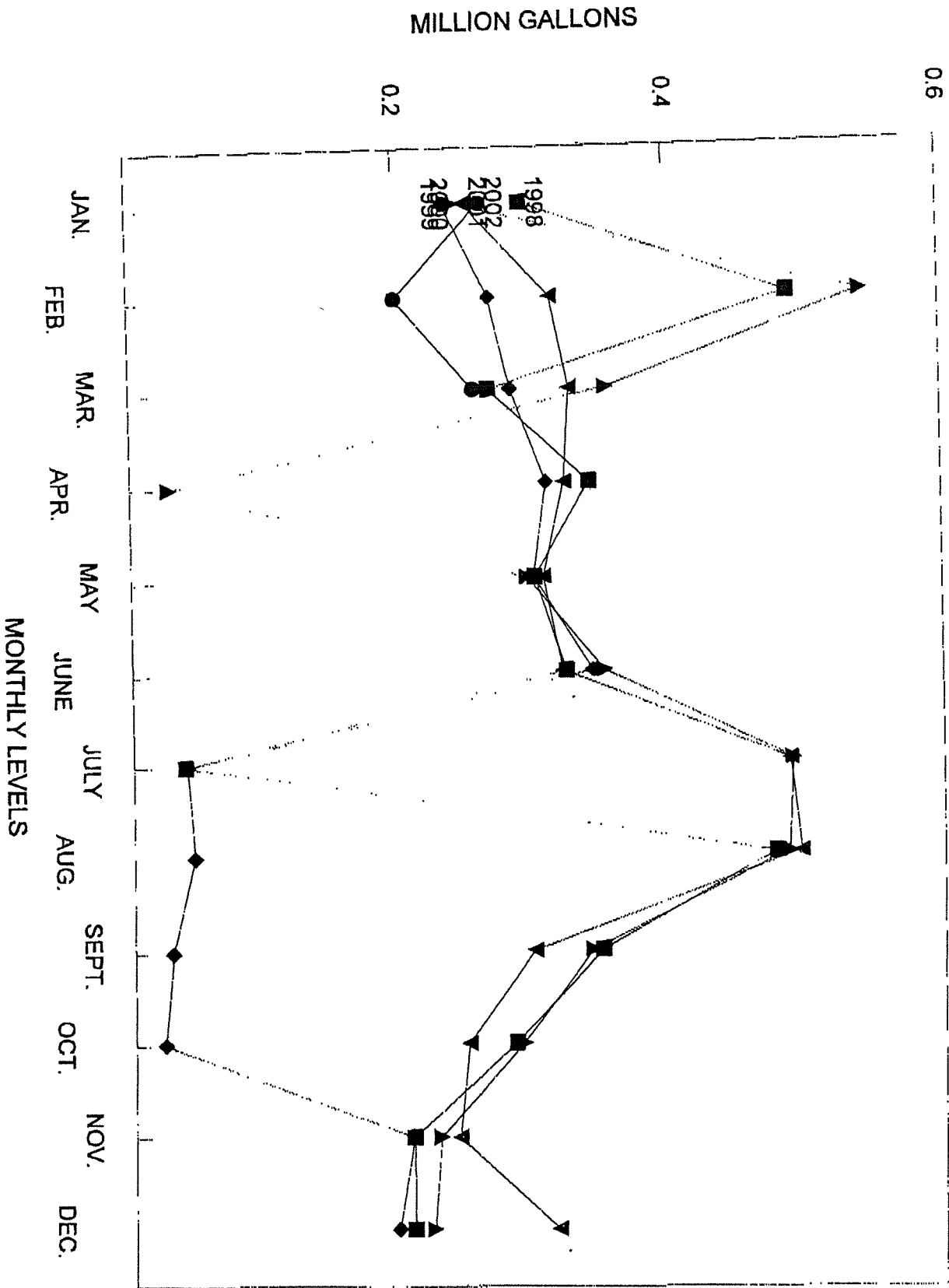
Installed Sample Stations on Well #1 and #2, as required by County Health Department. Borrowed Hot Tap Drill from Cambria Water Department to make connection.

Repaired Pump Control Valve at well field. Purpose of valves - to close slowly, so when the reservoir is full and the pump shuts off, the water left in the line doesn't damage the pump.

Electrician called out to trouble-shoot a tripping out problem with one of the four blowers at the Wastewater Plant. The blower is back up and operating.

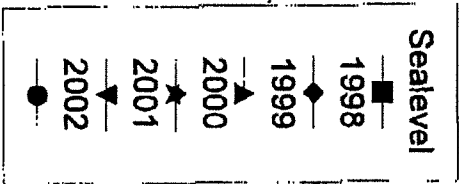
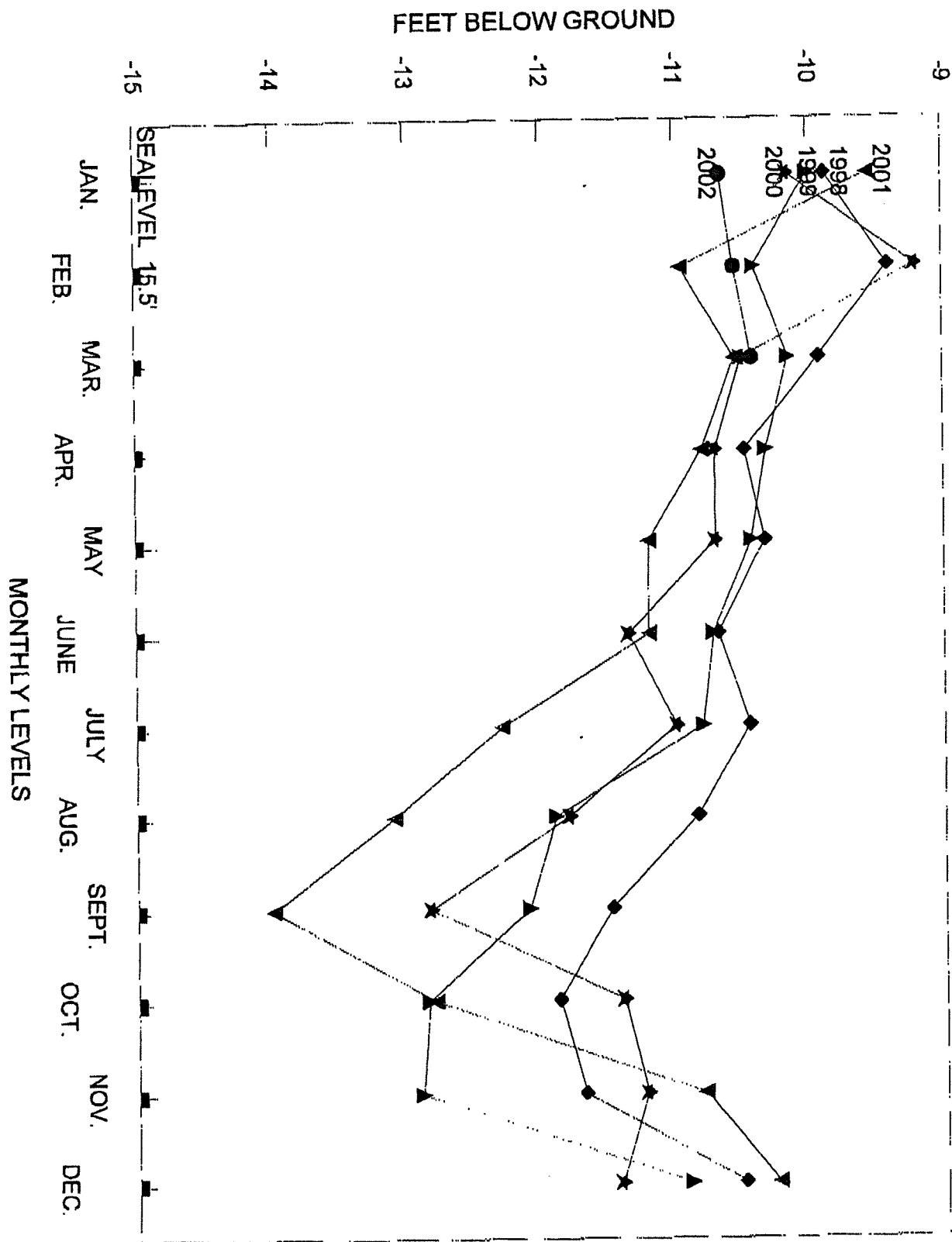
Installed new Sodium Bisulfite Tank, replacing all piping inlets and outlets on tank.

SAN SIMEON C.S.D.
 STATE WASTEWATER TREATED



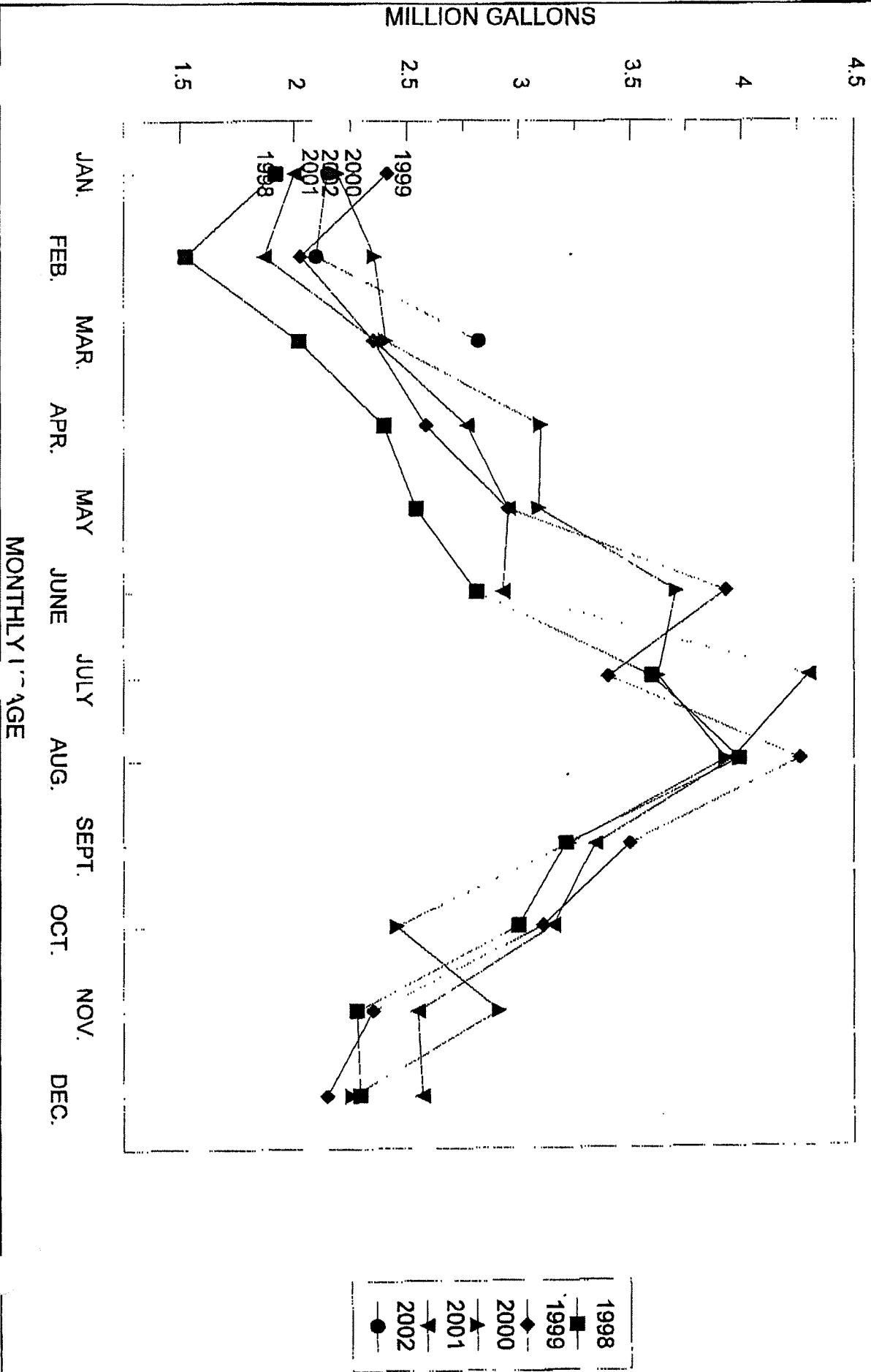
SAN SIMEON C.S.D.

WELL DEPTH

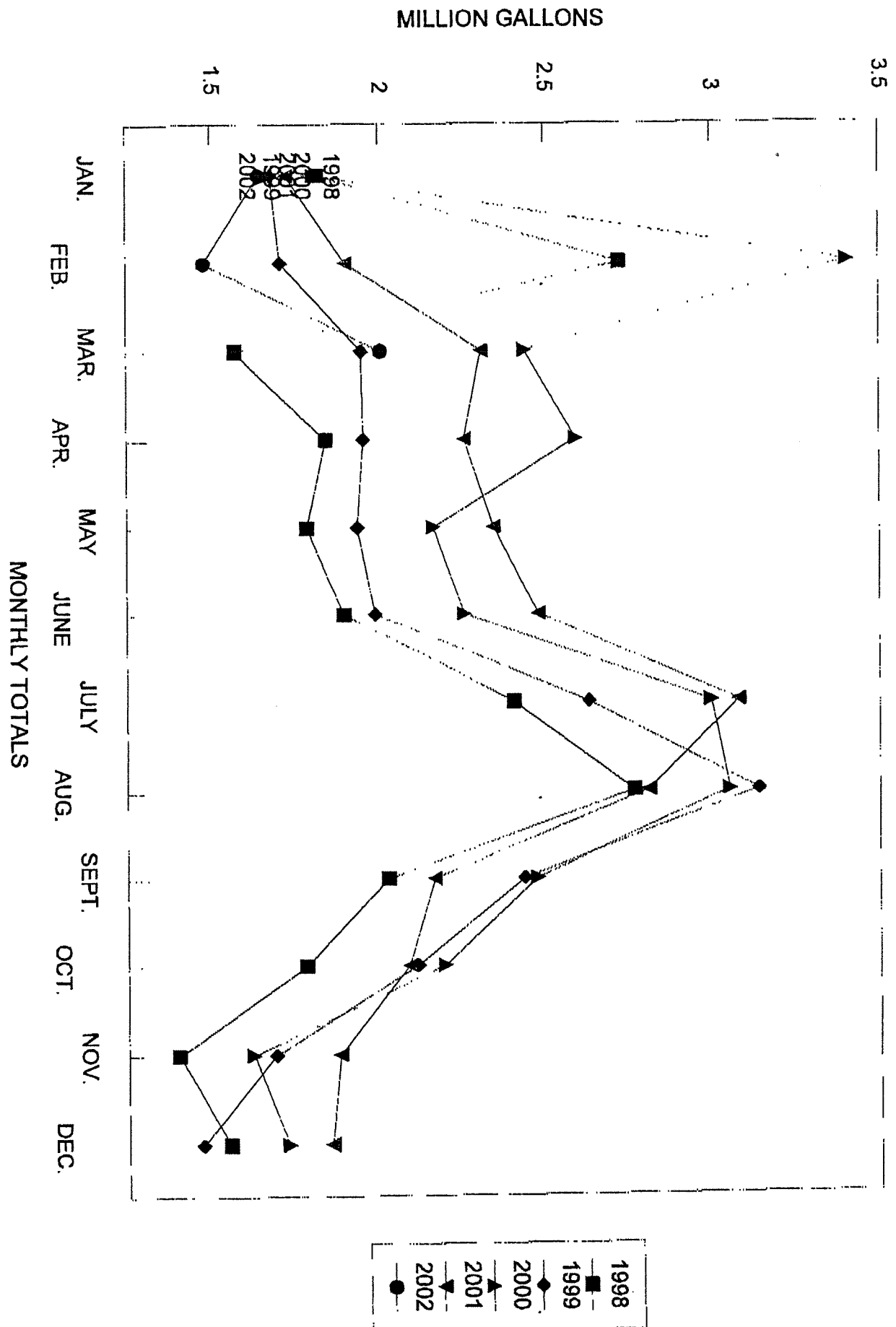


SAN SIMEON C.S.D.

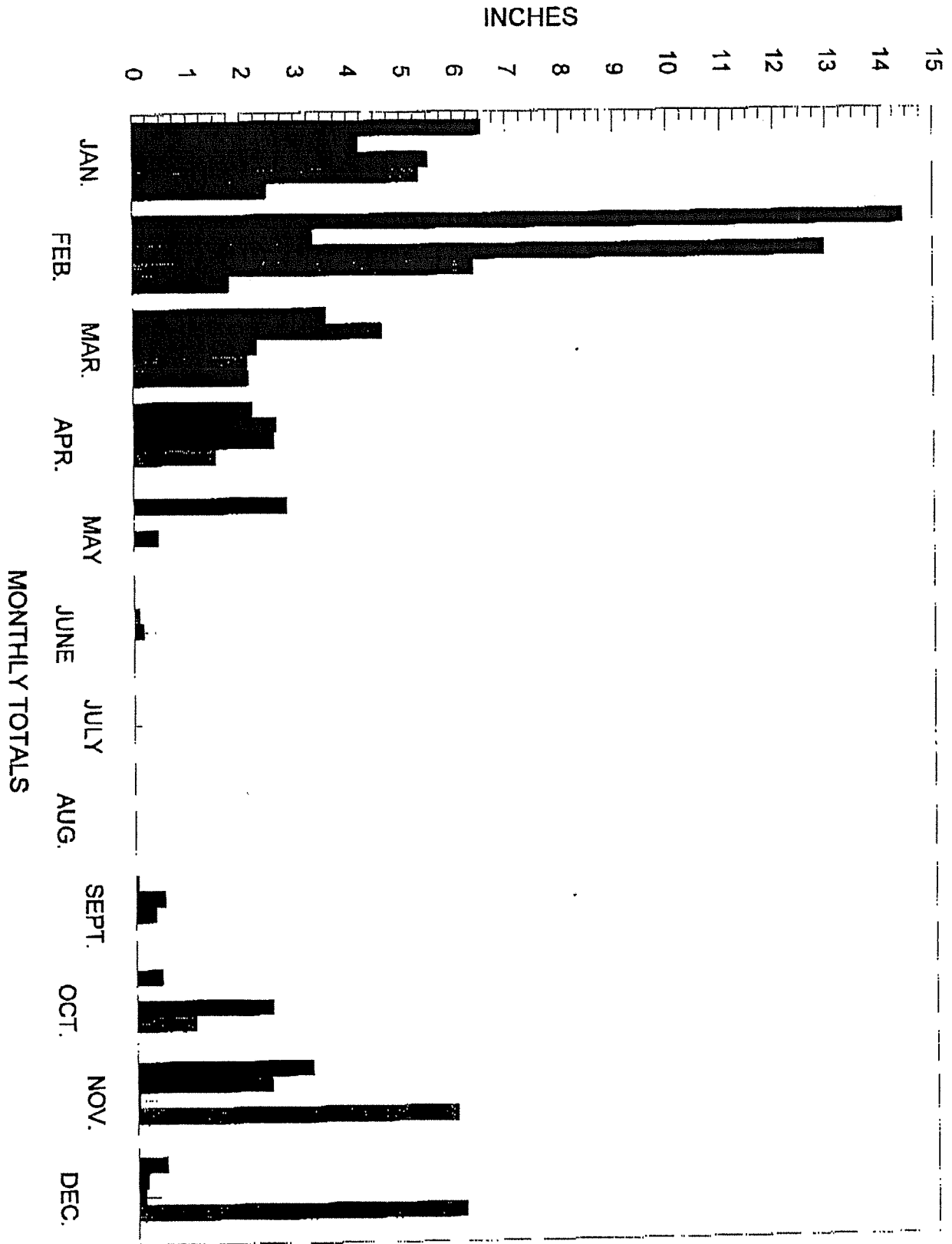
WATER PRODUCTION



SAN SIMEON C.S.D. WASTEWATER TREATED



SAN SIMEON C.S.D. RAINFALL



■ 1998
 ■ 1999
 ■ 2000
 ■ 2001
 ■ 2002

SSCSD EMERGENCY PLAN FOR OUTFALL LINE PLUG

DESIGNATED REPORTING PERSONNEL

Ron Head, Plant Superintendent, SSCSD .

Mike Hassett, Plant Operator, SSCSD

AGENCY NOTIFICATIONS

In the event effluent is discharged onto the beach:

State Office of Emergency Service (800) 852-7550

California Water Quality Control Board (805) 549-5147

SLO County Health Department (805) 781-5544

SLO County Board of Supervisors (805) 781-5450

State Department of Fish and Game (805) 434-1929

MANPOWER & EQUIPMENT AVAILABLE


San Simeon CSD personnel: 3"and 4" trash pumps

AI's Septic System: vacuum truck (805) 927-1722

USA Transport: vacuum truck (800) 697-4872

RESPONSE PROCEDURE

1. Immediately on discovering the outfall line plugged, the responding operator sets up the 4" trash pump and pumps effluent to the equalization tank.
2. AI's Septic Service and/or USA Transport is called to haul effluent to the Cambria CSD effluent spray field, located approximately ½ mile up San Simeon Creek Road.
3. In the event of effluent discharged onto the beach, the above agencies are to be notified, a Spill Report filled out and the beach posted.



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: April 10, 2002
TO: Board of Directors
FROM: Mark A. Bloodgood, General Manager
RE: General Manager's Report

- 1. Public Broadcasting of Board Meetings** - We have downloaded the final Public, Educational and Government (PEG) Access Needs Assessment Report prepared for the SLO County Board of Supervisors. We will be reviewing this document and submitting questions and comments on the report by the April 19, 2002 deadline. Any recommendations regarding the use of existing PEG Trust Funds for the unincorporated areas are due by May 1, 2002. If the Board or community would like access to the report, contact Eileen for their website.
- 2. Internal Controls Program and Office Procedures** – We have almost completed a draft of recommended policies and procedures for accounts payable and payroll. The last item needed is a commitment and schedule from Board members for their signing of checks. A Calendar has been included in the Board packets for April and May. Eileen has completed and is using a Cash Needs Report for use in accounts payable and cash flow. We review and authorize vouchers before check signing by a Board member. Currently, the dates for payroll signing are on the 15th and the last day of the month, which is the same day as the ending date for the payroll period. We are proposing more of a lead-time, i.e. having paychecks distributed three to five days after the close of a pay period. This gives time to review and audit time sheets and accurately prepare the checks. The dates for payables signing are also included on these calendars.
- 3. Mid Year Budget Review** – Due to scheduling restraints the Budget Committee has had to reschedule and is getting together sometime after the week of the 15th of April. We will be discussing the current year and begin working on next years budget. We are handing out more reports for the Boards review tonight. These are the financials through Mid-year from our in-house software. Last month we handed out the Financials with comparison to Budget. We have also completed the financials through March but have to review and make a few adjustments before presentation to the Board. These will be ready next week.

4. **Facilities Plan/Wastewater Treatment Plant** – This is on April's Agenda as a Discussion/Action item and we will have an update at that time.
5. **Completion of the Action Plan** – We were directed by the Board to have Mr. Rauch give us dates in August for another session for completing our Action Plan. Mr. Rauch is available any Monday or Friday in August. We have a calendar in the Board packages for your use in selecting a date.
6. **Water Plan** – Mr. Paul Reichardt from EDA will give us a brief update on the work being done to achieve the number one goal that came out of our Action Plan.

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

MEMORANDUM

DATE: April 10, 2002
TO: Board of Directors and District Engineer Wallace
VIA: Mark Bloodgood, District Manager
FROM: Eileen Putnam
SUBJECT: Advisory Committees - Update

RECOMMENDATION:

Staff recommends the Board:

Consider the following Advisory Committees. Community members who completed the application expressing interest in serving on specific committees are noted.

WATER COMMITTEE: Loraine Mirabel-Boubion
Paul Reichardt
Wayne Parrack - Application Received
David Sansone - Application Received
Ray Long & Eve Redwood - have expressed interest in serving.

BUDGET COMMITTEE: David Kiech
Eric Schell
Mark Bloodgood
Mike Hanchett Jr. (Potential member)
No applications have been received.

POLICY COMMITTEE: Carol Bailey-Wood
Eileen Putnam
Mary Giacoletti - Application Received

FACILITIES COMMITTEE: Bob McLaughlin
Paul Reichardt
Kuo Kuang Hu - Will be returning June, 2002


Mark Bloodgood, General Manager/Sec.
Robert W. Schultz, District Counsel

Ron Head, Plant Superintendent

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

SAN SIMEON COMMUNITY SERVICES DISTRICT

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

DATE: April 10, 2002
TO: Board of Directors
VIA: Mark Bloodgood, District Manager
FROM: John L. Wallace, District Engineer 
SUBJECT: Engineer's Report - Project Status

SUMMARY OF ACTIVE PROJECTS
March 2002

1. Temporary Odor Control - Status.
2. Air Piping Replacement - Status.
3. Anodized Aluminum Railing Replacement - Pending Air Piping Project.
4. Avonne / Castillo Loop - Rescheduled for Motel 6 Spring/Summer Operations.
5. Annual Progress on Road Improvements - Soils Investigation to start.
6. Major Project Priority List/Descriptions and Estimated Costs FY 01/02 - Ongoing.
7. Pico Creek Wells - Floodproofing - Included in Proposed FY 2001-02 Budget.
8. Standby Power - Re-evaluating for Natural Gas Equipment.
9. Coastal Commission - Permit Application Required.
10. State Revolving Fund Loan - Application to be made.
12. Facilities Plan to Address:
 - A. Facilities Plan
 - B. Equalization Basin Conversion
 - C. Recycling Water Supply
 - D. Safety Projects - Special District Risk Management Authority
 - E. Storage/Shop Building

DISCUSSION:

1. Odor Control;

No further updates at this time. Chemical feed has been suspended pending reuse of the equalization basin, anticipated in April.

2. Air Line Replacement Project;

Submittals for the major equipment including the new piping, valves, and electrical components have been submitted, reviewed and approved. Potholing was performed and tie in points to the force main and gravity sewer were identified in mid March. Trenching for the underground utilities is scheduled to commence the week of April 8th. Costs have been assembled for a change order to the contract for changes identified in the field with plant personnel. These items will be discussed at the Board meeting.

3. Anodized Aluminum Railing Replacement;

No Further Updates at this time. Approximately 1/3 of the railing has been installed; the remaining work will be done in conjunction with the installation of the air lines around the treatment basins.

4. Avonne - Castillo Waterline Loop;

Staff has worked with Accor/Motel 6, to resolve their objections to the construction of the pipeline through their parking lot between Easter, and Labor Day. The project has been rescheduled for late summer so work will start after Labor Day.

5. Annual Progress on Road Improvements;

Design for Avonne Street between Otter Way and Pico Avenue and a small portion of Otter Way is underway. The soils engineering company will begin soils testing for design purposes in the next several weeks.

6. General Major Projects Priority List;

(See proposed FY 2001-02 Budget)

7. Pico Creek Wells;

No Further Updates at this time.

8. Emergency Standby Power;

Bids for a diesel generator were solicited on January 22, 2002 and have been received. However, at the February 13th Board meeting, comments were made that the District should investigate the feasibility of using a natural gas or liquid propane (LP) powered generator. Staff has now obtained additional bids from suppliers of natural gas and LP driven generators, but it is necessary to obtain clarification on the equipment to be provided and to obtain further bids for different size generators. It is anticipated that this final report will be presented at the May 2002 Board meeting.

9. Coastal Commission Permitting - Treatment Plant Rip Rap

On February 8th staff received correspondence from the California Coastal Commission indicating that rip rap previously placed on the beach in front of the plant was without an "approved coastal development permit". Staff has responded to these concerns. Staff is currently in receipt of a letter from the Coastal Commission Dated March 27, 2002 responding to the District's request to satisfy coastal requirements. The letter identifies the placement of the rip rap constitutes un-permitted

development and will require an "after the fact" Coastal Development Permit to retain or remove the rock (See Staff Report).

10. 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 has been submitted as a "place holder" for the SWRCB to consider.

11. FACILITIES PLAN:

A. Facilities Plan;

Consultant selection were presented at the March Board meeting and the District retained Kennedy/Jenks to prepare the facilities plan. On March 28, 2002, a kickoff meeting was held at the plant site. Present at the meeting were the following:

- John Jenks and Michael Joyce, Kennedy/Jenks
- Paul Reichart and Rob Carnes, EDA
- Steve Tanaka, JLWA
- Ron Head, Plant Superintendent

The purpose of this meeting was to provide the opportunity for Kennedy/Jenks to acquire information and ask questions regarding all aspects of the treatment plant and goals of the facilities plan. Kennedy/Jenks requested plan sets and other information needed for their facilities plan evaluation. JLWA will continue to coordinate with Kennedy/Jenks in this regard.

B. Equalization Basin Conversion;

This project is integral to the overall Facilities Plan to better determine project priority and scheduling.

C. 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 in conjunction with the development of the Facilities Plan.

D. Safety Projects;

(To be identified as part of the Facilities Plan)

E. Shop / Storage Building;

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

12. Video Inspection Services;

Staff has sent the Notice To Proceed to Video Inspection Services of Fresno, California and has received the required insurance form and executed Agreement on their behalf. The work is tentatively scheduled for week of April 8th 2002.

13. Ocean Outfall Repair;

Plant Superintendent Ron Head has ordered the 4 diffusers. When they are delivered, Superintendent Head will schedule installation with Underwater Resources Inc., of San Francisco.

\\SERVER\Projects\084-SSCSD\084-001 District Engr\Board Meetings_Staff Reports\April_2002\Engr_Report_Project_Status.wpd

REGULAR BOARD OF DIRECTORS MEETING
SAN SIMEON COMMUNITY SERVICES DISTRICT

Date: Wednesday, March 13, 2002
Location: Cavalier Banquet Room

MINUTES

1.0 CALL TO ORDER

The Board convened at 6:32 p.m.

1.1 Roll Call:

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

Staff Present: District Managers Mark Bloodgood and Eileen Putnam, Plant Superintendent Ron Head, District Engineer John Wallace and Brian French and District Counsel Robert Schultz

1.2 Pledge of Allegiance:

Chairperson Bailey-Wood led the Pledge of Allegiance.

2.0 PUBLIC COMMENT

2.1 Sheriff's Report:

Lt. Basti reported that there have been several car break-ins and residents should be vigilant and report any unusual activities or sightings. In response to questions from the public, Lt. Basti re-iterated that residents should contact the Dispatcher immediately since it is very difficult to try and address a situation after the fact. Lt. Basti also reported on various changes occurring within the Sheriff's Department.

2.2 Public Comment:

There were no comments from members of the public.

3.0 STAFF REPORTS:

3.1 General Manager's Report:

Mr. Bloodgood reported that the Employee Compensation proposal conceptually developed by the Board would be addressed later in the meeting. Staff has just finished financial entries and is reviewing the information closely. Consolidated information has been distributed to the members of the Budget Committee for their review and will also be distributed to the rest of the Board this evening. This information should be reviewed in preparation for discussion at the next regular meeting. In light of the move toward Zero-Based Budgeting (ZBB) Mr. Bloodgood indicated that an overview of the process has been distributed to Board members for their review. Mr. Bloodgood also reported that another meeting with Mr. Cepkauskas from Hearst Corp. and Roger Lyon is being scheduled for later this month. Correspondence relative to the development of a Water Supply Plan is being prepared. It is anticipated that Paul Reichardt will attend the April board meeting. Finally, Mr. Bloodgood reminded the Board that members had expressed a desire to schedule another planning session to continue work on the District Action Plan, specifically relating to the topics of staffing, planning and finances. Following discussion, the Board directed Mr. Bloodgood to contact Robert Rauch to see if he would be available for a planning session in August.

3.2 Plant Superintendent's Report:

Superintendent Head reported that the equalization tank had been off-line for the past four months, but that it was being put back online for weekends. He stated that staff is also planning to try and mix activated sludge with the untreated raw sewage as a way to reduce odors. While this will be done in conjunction with the ferric chloride injections, it may reduce the amount of the chemical injection necessary to control odors. Mr. Head also reported that a new 2" compound meter had been installed at the Pine View Trailer Park. This meter will register down to ½ gallon per minute as opposed to the previous meter that only registered a 4 gallon/minute minimum. With the exception of irrigation meters,

all 2" or larger meters should be compound meters. This would result in more accurate determination of flows as the monthly recovery rate would increase. There are approximately 17 to 18 meters that need to be replaced and monies were budgeted (\$50,000.) in the current fiscal year to complete this project. While staff was able to replace the meter at the trailer park, the Board should consider contracting out the remaining replacements. A discussion regarding the increasing of revenue and the registering of flows more accurately followed. It is anticipated that the replacement project will pay for itself within one to two years. At the last meeting, the need for an Emergency Plan in regards to the Treatment Plant was discussed. Mr. Head reported that he had spoken with USA Transport, and they have agreed to pump the plant in the event of a plug in the line. CCSO has also agreed to allow SSCSD to dump effluent at their plant in the event of a plug. The Board directed Mr. Bloodgood to work with Mr. Head to codify this plan in writing. Finally, Mr. Head reported that the plumbing lines around the treatment plant were relocated in order to avoid impacting the air-line replacement project.

3.3 District Engineer's Report:

Mr. Wallace reported that in recent discussions with Accor/Motel 6, the Motel has objected to the construction of the Avonne-Castillo Waterline Loop pipeline through their parking lot during the period of time between Easter and Labor Day. Rather than create a hardship on the motel operations, Mr. Wallace suggested that the District re-let for bids later this summer and commence with construction after the Labor Day Holiday. Mr. Wallace also reported that design for Avonne Street between Otter Way and Pico Avenue as well as a small portion of Otter Way is currently underway. In regards to the Emergency Standby Generator, bids for diesel generators were solicited and received. Given comments at the February board meeting, staff is currently seeking bids for natural gas and liquid propane powered generators. It is anticipated that these bids will be evaluated and presented at the April board meeting. Any further options the Board may want investigated should be directed to staff as soon as possible. In addition, Mr. Bloodgood requested that members of the Board and the Public share any information they may have relating to generators with staff as soon as possible.

Mr. Wallace reported that staff had received correspondence from the California Coastal Commission in regards to rip rap previously placed on the beach in front of the plant. This had apparently been done without an approved coastal development permit. Staff has responded to these concerns. The rip rap was installed pre-1983, and indeed may have been installed during plant improvements around 1971. Staff is attempting to better determine the date of installation and working with the CCC to this end.

Mr. Wallace also reported that staff is investigating potential loan funding for wastewater projects through the State Revolving Fund (SRF). This program provides loans at a low interest rate. Because of the potential to construct several different improvements with SRF funds, a "general project" application has been submitted as a "placeholder" for the SWRCB to consider. In this way, the application can be reviewed and is potentially renewable annually.

4.0 ITEMS OF BUSINESS

4.1 Approval of Minutes – February 13, 2002 and March 4, 2002

A motion was made by Director McLaughlin and seconded by Director Mirabel-Boubion to approve the minutes of February 13, 2002. Motion carried unanimously. A motion was made by Director Mirabel-Boubion and seconded by Director McLaughlin to approve the minutes of March 4, 2002. The motion carried unanimously.

4.2 Approval of Warrants – February 1, 2002 through February 28, 2002

A motion was made by Director Bailey-Wood and seconded by Director Mirabel-Boubion to approve the warrants for February 1 – 28, 2002. The motion carried unanimously.

4.3 Amendment to Ordinance No. 71 "Exhibit A" – Establishing the Standards for Installation of Water Conserving Devices & Plumbing

A motion was made by Director Kiech and seconded Director McLaughlin to adopt Resolution No. 02-275 – amending Exhibit "A" to Ordinance No. 71 establishing standards for the installation of water conserving devices and plumbing. A roll call vote was held, with Directors Kiech, McLaughlin, Schell, Mirabel-Boubion and Bailey-Wood all voting in the affirmative.

0 DISCUSSION/ACTION ITEMS

5.1 Air Distribution System Piping Replacement Project – Time Extension Request

District Engineer Wallace and Brian French gave an overview of the status of the air distribution system piping replacement project. They reported that the arbitrator had ruled against D-Kal Engineering's request for substitution. D-Kal has finally received a signed agreement from Ben's Electric. As a result of the delays, D-Kal has requested a time extension for completion of the project to May 24, 2002. According to Mr. French, everything should be completed by that date. It was also reported that Ben's Electric has employed another individual to assist with all the necessary submittals. A motion was made by Director Schell and seconded by Director McLaughlin to approve the time extension request. The motion carried unanimously.

5.2 Outfall Line – Diffuser Repair

The emergency procedures as outlined in Superintendent Head's report have been verbally put into place and should result in a substantial savings should an emergency occur. In addition, the pump placed in the contact chamber is another preventative safety measure. The red valves have been ordered and, on short notice of a clear, calm day, the divers will be notified and will come in to replace the plugged valves. In addition, staff is still looking into the permitting issues surrounding the extension of the outfall line.

5.3 Facilities Plan – Award of Contract

District Manager Bloodgood recapped the first go round of RFP's for a Facilities Plan, and described the changes made to the request based on feedback from the initial submittal. The District submitted the RFP to ten (10) engineering firms qualified in the area of wastewater engineering services. Three proposals were received, by the specified due date, from Kennedy Jenks Consultants, Carollo Engineers and Ensitu. Staff individually reviewed the proposals and then met collectively to evaluate the technical merits. A short list of two firms were selected and telephone interviews were conducted. Having completed the process, staff recommends the award of the project to Kennedy Jenks Consultants. A motion was made by Director Mirabel-Boubion and seconded by Director Kiech to award the contract to Kennedy Jenks Consultants for \$29,000. Motion carried unanimously.

5.4 Sewer Lines – Cleaning & Video Inspection

Mr. Wallace reported that it is necessary to periodically clean the clean the sewer lines and inspect them. Funds in the amount of \$15,000 had been allocated in this fiscal year budget for this service. Discussion included whether the service would also include reviewing the manholes and reporting on the condition of the covers. Mr. Wallace agreed that this should be part of the process. A motion was made by Director McLaughlin and seconded by Director Bailey-Wood to award the project to Video Inspection Specialists at a price of \$9,751.00. The motion carried unanimously.

5.5 Mid-Year Budget Review

The review has been postponed until April. Board members were reminded to review the information distributed this evening.

5.6 Employee Compensation Package – Fiscal Year 2001 – 2002

Mr. Bloodgood presented a summary of the topics discussed relative to Employee Compensation for Fiscal Year 2001 – 2002. Members of the Board then discussed their feelings on various items in the proposal. Members of the public expressed concern about the fiscal impact of awarding everything proposed for the employees. Director Kiech made a motion to table action on the Salary and Compensation Package and to have staff come back with concrete costs associated with the package. Director Mirabel-Boubion seconded the motion. The vote was two in favor (Kiech & Mirabel) and three against (Bailey-Wood, Schell & McLaughlin). The motion did not pass. It was then decided to break down each component of the proposal and vote on the items separately. Director Kiech requested that each component have its own roll call vote.

1. Two (2) Components to Motion for Medical Benefits

1-a. **Medical Benefits for Employees: Full Time Employees and Qualified Part Time Employees working a minimum of 20 hours per week.** A motion was made by Director Bailey-Wood to approve the setting of a cap at the current premium for CalPERS Choice Plan of \$249. for medical insurance benefits for employees.

- 1-b. **Medical Benefits for Dependents: Eligibility Requirement established as Full Time Employees working no less than 36 hours per week.** Director Bailey-Wood also included, in her motion that the District provide dependent health care coverage for one dependent of full time employees who work no less than 36 hours per week, setting the District contribution toward such dependent coverage at a cap of 80% of the current premium for CalPERS Choice Plan (80% x \$249. = \$199.20). This two part motion was seconded by Director McLaughlin.
ROLL CALL VOTE: Director Kiech-Nay, Director McLaughlin-Aye, Director Schell-Aye, Director Mirabel-Boubion-Nay and Director Bailey-Wood-Aye. Motion Carried 3-2.
2. **Establishment of a Flexible Benefit/Cafeteria Plan/Section 125 Plan** - Director McLaughlin made a motion that the District establish a Flexible Benefit/Cafeteria Plan. The motion was seconded by Director Bailey-Wood. ROLL CALL VOTE: Director Bailey-Wood-Aye, Director Mirabel-Boubion-Aye, Director Schell-Aye, Director McLaughlin-Aye, Director Kiech-Aye. Motion Carried 5-0.
3. **Vacation and Sick Leave Benefits – 2 Components to Motion** – Director Bailey-Wood made the following two part motion:
 - 3-a. **Vacation Accrual** - Adjusting the Accrued Vacation Days schedule for full time employees whereby commencing with a full time employees 16th year of service, forward, such full time employees shall be eligible for 20 days of vacation. Part time employees shall remain eligible for a proportion of full vacation benefits based on the total number of hours worked per week in accordance with District Policy.
 - 3-b. **Sick Leave Accrual** – Full time employees entitled to 10 sick days per year shall be permitted to accumulate a maximum of 40 sick days. Part time employees who are eligible for pro-rated sick leave in accordance with District Policy, will be entitled to accumulate a maximum of up to four (4) times their annual allowable sick leave.

Director McLaughlin seconded this two (2) part motion. ROLL CALL VOTE: Director Kiech-Aye, Director McLaughlin-Aye, Director Schell-Aye, Director Mirabel-Boubion-Aye, Director Bailey-Wood-Aye. Motion carried 5-0.

4. **One Time 3% Contribution to PERS Retirement System** – A motion was made by Director McLaughlin and seconded by Director Schell to make a one time contribution of 3% of the District Employees gross salary for the current fiscal year to the PERS Retirement System at total cost not to exceed \$3,224.49. ROLL CALL VOTE: Director Bailey-Wood-Aye, Director Mirabel-Boubion-Aye, Director Schell-Aye, Director McLaughlin-Aye, Director Kiech-Nay. Motion Carried 4-1.

5.7 **Board Committees**

Ms. Putnam reported that press releases about the formation of Board Advisory Committees had been sent to the Tribune, Cambrian and New Times. In addition, brochures were included in the most recent billing. Dee Dee Ricci delivered the names and addresses of residents in the Pine View Trailer Park to the District Office on March 11th, and a special mailing was sent to those individuals. To date, three (3) individuals have expressed interest in serving on various committees. It is recommended that the deadline for applications be extended another month.

5.8 **Board Reports**

Director McLaughlin stated that his understanding of the reason for this agenda item was for members of the Board and staff to report on actions outside the scope of normal operations. As such, Director McLaughlin felt it necessary to disclose that in response to a recent letter from a district property owner, Director McLaughlin felt obligated to contact the individual by phone and discuss the correspondence.

6.0 **BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS**

6.1 **Board Mission Statement**

Mr. Bloodgood recommended that the development of a Mission Statement be included in the next planning session. Members of the Board agreed.

6.2 **Weed Abatement for 2002 Season**

This item was included to serve as a reminder that the Board will need to begin preparation for the 2002 Weed Abatement program.

District Counsel Schultz requested that the Board consider meeting in closed session prior to the next regular board meeting for the purpose of reviewing and discussing the District's contract with Hunt & Associates. Discussion followed and since all contracts need review, it was suggested that the Board convene at 4:30 p.m. on April 10, 2002 to commence evaluation of all District Consultant Contracts.

7.0 ADJOURNMENT

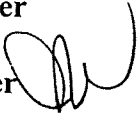
The meeting was adjourned at approximately 8:26 p.m.

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

<u>DATE</u>	<u>NUM</u>	<u>NAME</u>	<u>WARRANT #</u>	<u>MEMO</u>	<u>AMOUNT</u>
3/7/02	3648	PUBLIC EMP. RET. SYSTEM	0203-001	HEALTH INSURANCE FOR MARCH	\$842.58
3/7/02	3649	PASO ROBLES WELDING	0203-002	CHAIN GEAR COVERS FOR TANKS	\$750.75
3/7/02	3650	VOID	VOID	VOID	\$0.00
3/7/02	3651	CONTROLCO	0203-003	PEN ARM	\$120.83
3/7/02	3652	C.C.S.D.	0203-004	COLIFORM P/A & COLIFORM MPN	\$250.00
3/7/02	3653	UNITED RENTALS	0203-005	WATER SAMPLING STATION	\$395.97
3/11/02	3654	MISSION COUNTRY DISPOSAL	0203-006	RUBBISH	\$218.33
3/11/02	3655	SAN LUIS POWERHOUSE	0203-007	ANNUAL SERVICE OF EMERG. GENERATOR	\$859.40
3/13/02	3656	EMPLOYMENT DEV. DEPT.	0203-008	PAYROLL TAXES FOR FEBRUARY 2002	\$614.33
3/13/02	3657	MID-STATE BANK	0203-009	PAYROLL TAXES FOR FEBRUARY 2002	\$1,199.96
3/13/02	3658	MICHAEL HASSETT	0203-010	REIMB. MILEAGE TO DISTRIBUTION EXAM	\$105.92
3/13/02	3659	SLO CO. ENVIRON. HEALTH	0203-011	CROSS CONNECTION	\$63.00
3/13/02	3660	A BETTER BEEP	0203-012	PAGER	\$34.45
3/13/02	3661	CELLULAR ONE	0203-013	CELL PHONE	\$35.65
3/13/02	3662	MISSION COUNTRY DISPOSAL	0203-014	RUBBISH	\$218.33
3/13/02	3663	MISSION UNIFORM SERVICE	0203-015	TOWELS & COVERALLS	\$119.92
3/13/02	3664	U.S.A. BLUE BOOK	0203-016	PRESSURE GAUGE, SHOCK ABSORBER...	\$222.00
3/13/02	3665	PUBLIC EMP. RET. SYSTEM	0203-017	RETIREMENT FOR JANUARY 2002	\$1,481.99
3/13/02	3666	MID-STATE BANK	0203-018	GAS & OIL	\$192.12
3/13/02	3666	MID-STATE BANK	0203-018	BATTERIES, ICE, DRILL BIT	\$36.16
3/13/02	3666	MID-STATE BANK	0203-018	TAX TABLES	\$176.85
3/13/02	3667	CAROL BAILEY-WOOD	0203-019	MONTHLY BOARD SERVICE FOR FEB. 2002	\$75.00
3/13/02	3668	DAVID KIECH	0203-020	MONTHLY BOARD SERVICE FOR FEB. 2002	\$75.00
3/13/02	3669	ROBERT MCLAUGHLIN	0203-021	MONTHLY BOARD SERVICE FOR FEB. 2002	\$75.00
3/13/02	3670	LORAIN MIRABAL-BOUBION	0203-022	MONTHLY BOARD SERVICE FOR FEB. 2002	\$75.00
3/13/02	3671	ERIC SCHELL	0203-023	MONTHLY BOARD SERVICE FOR FEB. 2002	\$75.00
3/13/02	3672	NORMA MENDENHALL	0203-024	SEC. DEP. REFUND LESS FINAL BILL #1135	\$50.00
3/13/02	3673	BARBARA BRAKEBILL	0203-025	SEC. DEP. REFUND LESS FINAL BILL #1100	\$40.86
3/13/02	3674	RUSSELL READ	0203-026	SEC. DEP. REFUND LESS FINAL BILL #1040	\$25.68
3/13/02	3675	GORDON TAYLOR	0203-027	SEC. DEP. REFUND LESS FINAL BILL #1043	\$40.00
3/13/02	3676	AMERICAN INDUS. SUPPLY	0203-028	TANK TRUCK HOSE, VISE	\$394.74
3/13/02	3677	CRYSTAL SPRINGS WATER	0203-029	WATER DELIVERY	\$65.00
3/13/02	3678	FGL ENVIRONMENTAL	0203-030	INORGANIC ANALYSIS	\$115.00
3/13/02	3679	GREYLINE INSTRUMENTS, INC	0203-031	TAX ON TRANSMITTER	\$62.30
3/13/02	3680	PACIFIC BELL	0203-032	TELEPHONE	\$98.22
3/13/02	3681	SCHULTZ TRANSPORTATION	0203-033	MONTHLY CONTAINER RENTAL	\$80.00
3/13/02	3682	U.S.A. TRANSPORT	0203-034	SLUDGE DISPOSAL ON 2/19/02	\$526.25
3/13/02	3683	BASIC CHEMICAL SOLUTIONS	0203-035	SODIUM HYPOCHLORITE & BISULFITE	\$1,384.76
3/13/02	3684	AT&T	0203-036	TELEPHONE	\$36.34
3/13/02	3685	SLO CO. ENVIRON. HEALTH	0203-037	CROSS CONNECTION	\$105.00
3/13/02	3686	GROENIGER & COMPANY	0203-038	BRONZE SADDLE FOR ACP	\$93.31
3/15/02	3687	KIMBERLY ALLISON	0203-039	PAYROLL 3/1/02-3/15/02	\$469.98
3/15/02	3688	MICHAEL HASSETT	0203-040	PAYROLL 3/1/02-3/15/02	\$1,261.50
3/15/02	3689	RONALD HEAD	0203-041	PAYROLL 3/1/02-3/15/02	\$1,768.91
3/19/02	3690	JUST RESOLUTIONS, LLC	0203-042	ARBITRATION D-KAL & BEN'S ELECTRIC	\$687.50
3/19/02	3691	LOS OSOS CSD	0203-043	LAFCO COST STUDY	\$450.00
3/19/02	3692	CAMBRIA HARDWARE	0203-044	COUPLING, ADAPTOR, PIPE, SHOVEL ETC..	\$276.68
3/19/02	3693	VIKING OFFICE PRODUCTS	0203-045	CARTRIDGES, PAPER, DATE STAMP, DISKS	\$303.94
3/19/02	3694	PUBLIC EMP. RET. SYSTEM	0203-046	RETIREMENT FOR FEBRUARY 2002	\$1,477.28
3/31/02	3695	KIMBERLY ALLISON	0203-047	PAYROLL 3/16/02-3/31/02	\$448.08
3/31/02	3696	MICHAEL HASSETT	0203-048	PAYROLL 3/16/02-3/31/02	\$1,283.31
3/31/02	3697	RONALD HEAD	0203-049	PAYROLL 3/16/02-3/31/02	\$1,717.69
3/31/02		TOTAL			\$21,575.87

SAN SIMEON COMMUNITY SERVICES DISTRICT

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

DATE: April 10, 2002
TO: Board of Directors
VIA: Mark Bloodgood, District Manager
FROM: John L. Wallace, District Engineer 
SUBJECT: Air Piping Project Update - Change Order #1

RECOMMENDATIONS:

Staff recommends the Board:

Review the attached documentation and approve attached Change Order No. 1.

FUNDING:

At the November Board Meeting, the District approved total construction funding in the amount of \$151,271 for the Air Piping Upgrade Project. The current contract amount is \$131,540. The attached Change Order in the total amount of \$452.40 would increase the total contract amount to \$131,992.40, with the change order amount being funded from contingencies.

DISCUSSION:

Project Status

Required submittals for the major equipment including the new piping, valves, and electrical components have been reviewed and approved. Potholing was performed and tie-in points to the force main and gravity sewer were identified in mid March. Trenching for the underground utilities is tentatively scheduled to commence the week of April 15th. While reviewing the trenching route with the contractor, the following changes were discussed with plant staff. Superintendent Head is recommending that the following items now be included in the project.

1. Field Order No. 1 - Equalization Basin Connection. Net additional amount \$250.00. The original project scope included reusing the existing air piping connection in the EQ basin. Upon review of the state of the piping while the EQ basin was empty and the need to schedule the activation of the EQ basin for spring and summer months, new materials are required to provide the connection to the air manifold in the basin.

2. Proposed Work Directive Change No. 1 - 2" Isolation valves for air lifts. Net additional amount **\$204.40**. The new piping to be installed for this project will replace the existing galvanized piping serving the aeration basins. The galvanized piping serving the air lifts at the end of the aeration basins will remain in place. These valves will provide isolation at the point of connection between the new FRP piping and the existing galvanized piping at the air lifts for any required maintenance.

M:\084-SSCSD\084-001 District Engr\Board Meetings_Staff Reports\April_2002\Air Piping Project Update - Change Order#1.wpd

CHANGE ORDER

Contract Changer Order No. 1	Date 4/10/02
	Engineer's No. 084-02
CONTRACT TITLE: AIR DISTRIBUTION SYSTEM PIPING UPGRADE	
CONTRACTOR: D-Kal Engineering	
DESCRIPTION OF CHANGES	NET CHANGE
Field Order # 1 – Supply materials for new EQ basin air connection	\$250.00
Proposed Work Directive Change # 1 – Supply/install new 2” brass valves at air lifts	\$202.40
NET CHANGE IN CONTRACT PRICE (ADDITIONAL)	\$452.40
Original Contract Amount	\$131,540.00
Total Previous Changes	\$0.00
Amount of this Change (ADDITIONAL)	\$452.40
New Contract Total	\$131,992.40
Change in Contract Time 0 Days	

This document will become a supplement to the contract and all provisions will apply hereto.

Recommended by ENGINEER

Date

Approved by CONTRACTOR

Date

Approved by District

Date

FIELD ORDER

No. 1

DATE: 3/20/02

PROJECT: AIR DISTRIBUTION SYSTEM PIPING UPGRADE

CONTRACTOR: D-Kal Engineering

ENGINEER: JOHN L WALLACE & ASSOCIATES (Project No. 084-02-031)

You are directed to proceed promptly with the following change(s):

Description:

Provide new galvanized steel pipe and tee tie in to existing equalization basin air piping for future air distribution system valve as shown on the attached sketch.

Attachments:

1. Treatment Plant Partial Plan - EQ Basin
2. Sketch - Elevation "A" EQ Basin (N) Air Connection

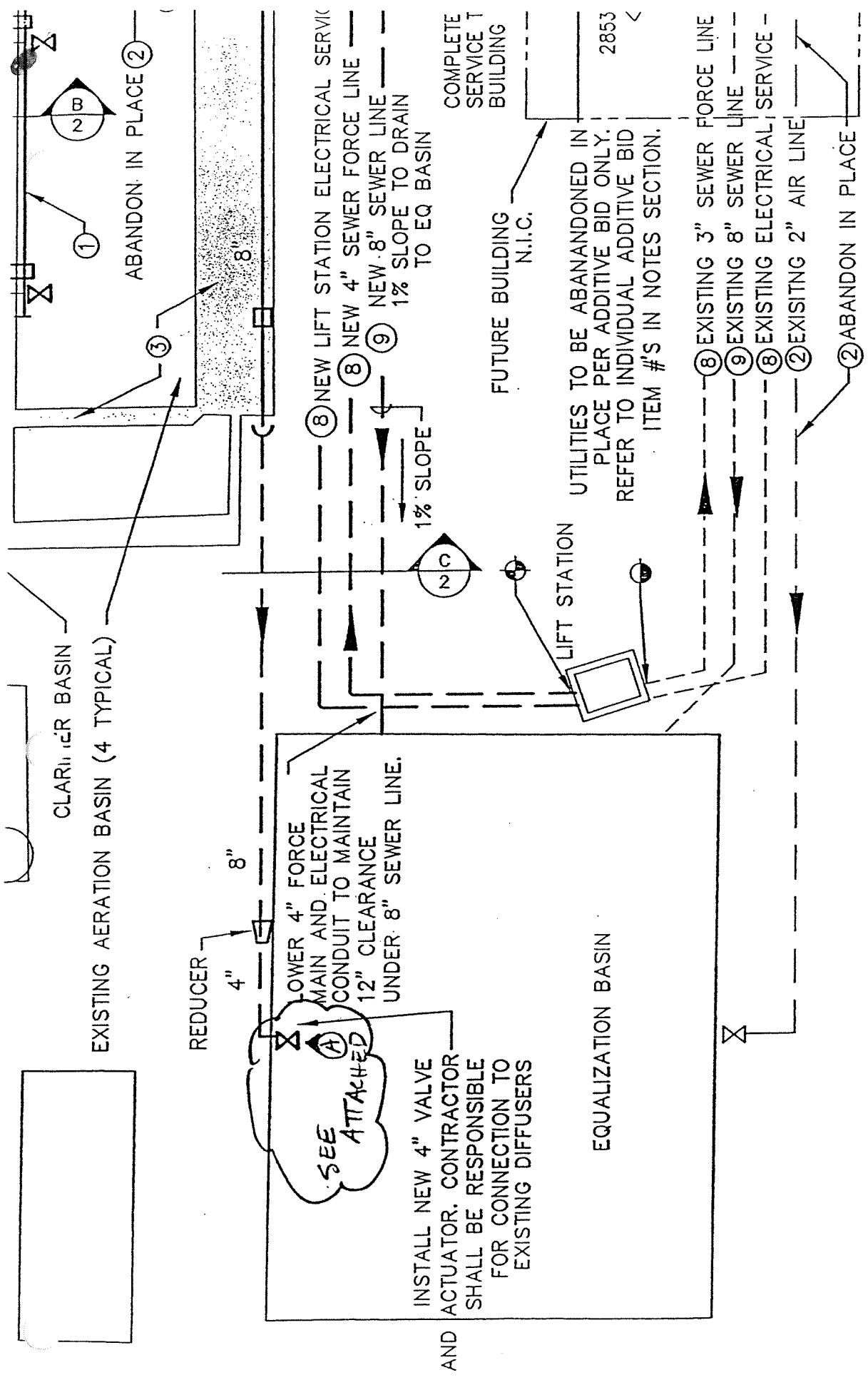
If a claim is made that the above change(s) have affected Contract Price or Contract Time, any claim for a Change Order based thereon will involve one of the following methods of determining the effect of the change(s).

Change in Contract Time: N/A

Maximum Cost: \$ 250.00

Bill Ful 3/21/02
Project Engineer, JLWA Date

Dan Long 4/3/02
Contractor Date



1
 HILTI HSE 2411 EPOXY ANCHORING SYSTEM FOR ANCHORING PIPE SUPPORT TO EXISTING CONCRETE

WORK DIRECTIVE CHANGE
(Instructions on reverse side)

No. 1

DATE: _____

PROJECT: **AIR DISTRIBUTION SYSTEM PIPING UPGRADE**

CONTRACTOR: D-Kal Engineering

ENGINEER: JOHN L WALLACE & ASSOCIATES (Project No. 084-02)

You are directed to proceed promptly with the following change(s):

Description:

Provide 2" ¼ turn to close valve at connection to air lift piping as shown on attached sketch.

Attachments:

SK-1 Air Lift Piping Connection

If a claim is made that the above change(s) have affected Contract Price or Contract Time, any claim for a Change Order based thereon will involve one of the following methods of determining the effect of the change(s).

Change in Contract Time: 0 Days

Change in Contract Price: \$204.40

RECOMMENDED:

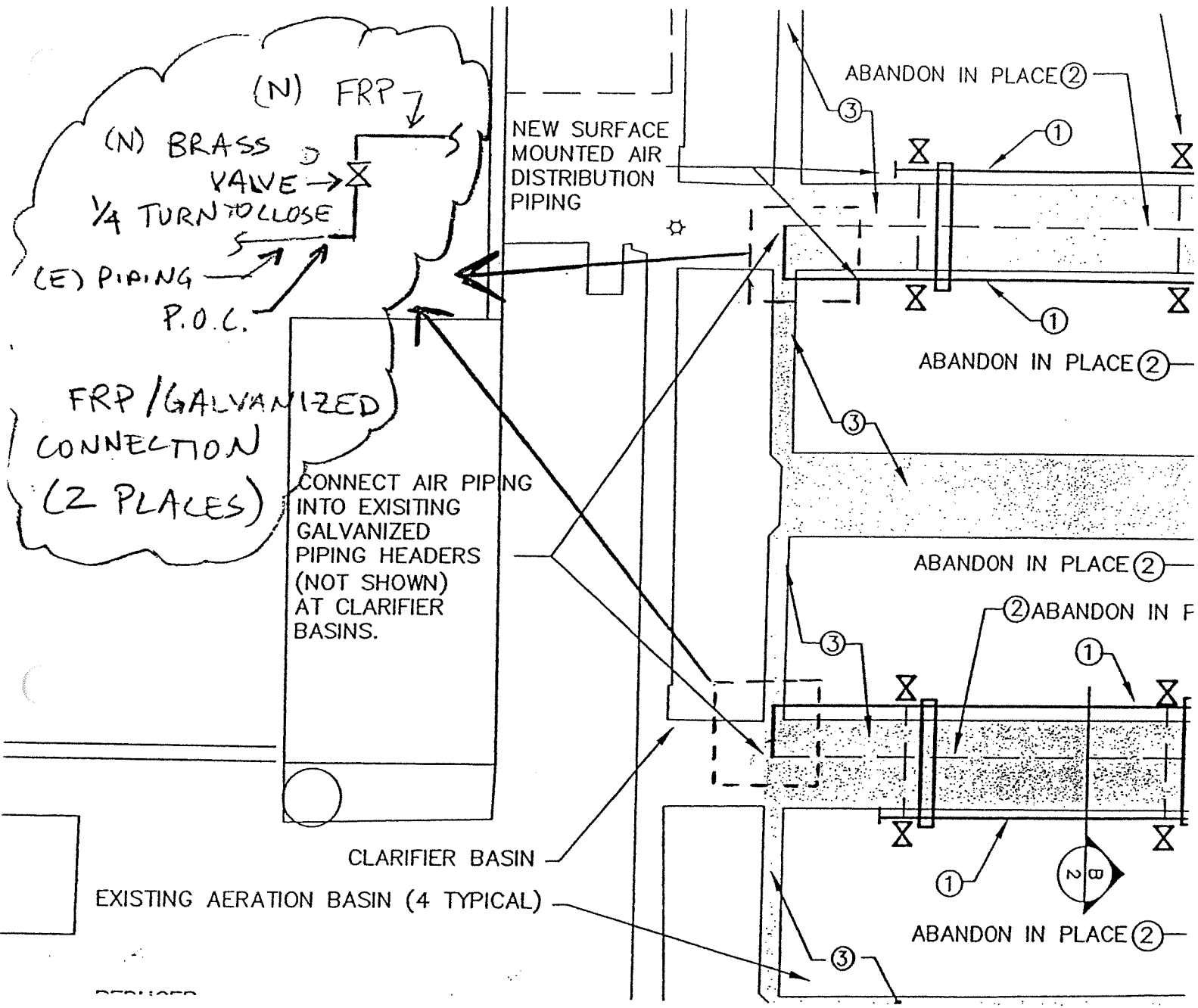
AUTHORIZED:

By _____

By _____

Title _____


Title _____



SK-1 AIR LIFT PIPING CONNECTION.

SAN SIMEON COMMUNITY SERVICES DISTRICT

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

DATE: April 10, 2002
TO: Board of Directors
VIA: Mark Bloodgood, District Manager
FROM: John L. Wallace, District Engineer 
SUBJECT: California Coastal Commission Notice of Violation - Rip Rap Placement, Wastewater Treatment Plant

RECOMMENDATIONS:

Staff recommends the Board:

Review the attached documentation and direct staff to continue the permitting (or exemption) process.

FUNDING:

Not applicable at this time.

DISCUSSION:

The District is in receipt of the attached notice of violation dated February 8, 2002 from the California Coastal Commission for the placement of rock rip rap on the ocean side of the District's seawall at the treatment plant. It is unclear when this rip rap was placed, but it is likely it was installed after the effective date of Coastal Act (1/1/74).

The original plant drawings and grading plan show that improvements were constructed in 1964 and that a seawall was constructed during an expansion in 1971.

It was believed that during a heavy storm in 1982, high tides and waves were breaking over the seawall and into the wastewater treatment plant facility, threatening a spill. As an emergency, the District apparently placed rock rip rap to protect the sea wall and wastewater treatment plant. The next planned expansion for additional wastewater treatment was in 1984, shown on the attached plan. This is the first and only document record of the "approximate line of boulder sea wall."

Because the rip-rap was placed after the Coastal Act was adopted, The Coastal Commission's Enforcement Officer therefore is requiring that a permit application be filed with the Commission. The resulting action of the permit process will be to either remove the rip-rap or to have the Commission approve an "after the fact" permit.

Since the process will likely take a considerable effort especially with respect to environmental review, staff may need assistance from an environmental consulting firm, but with engineering support from staff. If approved by the Board, staff will move ahead to solicit proposals from qualified firms within the time frame dictated by Coastal staff.

Recent communication from the County Planning Department indicates that a coastal development permit may also be needed from the County. Staff will review applicable provisions of the County and State Coastal Ordinances with District Counsel to determine application and permit requirements.

CALIFORNIA COASTAL COMMISSION

CENTRAL COAST DISTRICT OFFICE
725 FRONT STREET, SUITE 300
SANTA CRUZ, CA 95060
427-4863
HEARING IMPAIRED: (415) 904-5200



Sent via Regular and Certified Mail (Receipt 7000 1530 0003 5913 9507)

February 8, 2002

Mr. Mark Bloodgood, General Manager
San Simeon Community Services District
111 Pico Avenue
San Simeon, CA 93452

Property Location: 250 San Simeon Avenue, Suite 4c, San Simeon, CA, APNs: 013-031-014
and 013-031-028

Violation Description and File No.: Unpermitted Rock Riprap, V-3-01-028

Dear Mr. Bloodgood,

It's been brought to the attention of California Coastal Commission (Commission) staff that development – placement of riprap -- has taken place on the beach in front of the San Simeon Wastewater Treatment Plant without an approved Coastal Development Permit (CDP). The rock riprap is located within the State's defined coastal zone. The alleged activity constitutes "development" as defined by the Coastal Act. Section 30106 of the Coastal Act states that:

"Development means, on land, in, or under water, the placement or erection of any solid material or structure; discharge or disposal of any dredged material or of any gaseous, liquid, solid, or thermal waste; grading, removing, dredging, mining, extraction of any materials; change in the density or intensity of use of land, including but not limited to, subdivision pursuant to the Subdivision Map Act (commencing with Section 66410 of the Government Code), and any other division of land, including lot splits, except where the land division is brought about in connection with the purchase of such land by a public agency for public recreational use; change in the intensity and use of water,

or access thereto; construction, reconstruction, demolition, or alteration of the size of any structure, including any facility of any private, public, or municipal utility; and the removal or harvesting of major vegetation other than for agricultural purposes, kelp harvesting, and timber operations which are in accordance with a timber harvesting plan submitted pursuant to the provisions of the Z'berg-Nejedly Forest Practice Act of 1973 (commencing with Section 4511)."

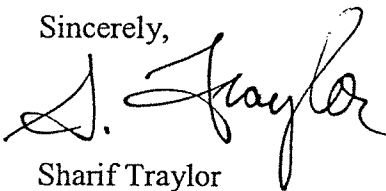
The alleged activity on your property constitutes "development" in that it involves the placement of a solid material on land, the placement of riprap. Pursuant to Section 30600 of the Act, any person wishing to perform development in the coastal zone must first obtain a Coastal Development Permit (CDP). It is our understanding that the District has authorized the placement of the riprap. However, we have found no evidence of the District first having obtained a CDP from the Coastal Commission. Hence, we believe this development activity constitutes a violation of the Coastal Act's permit requirements. Coastal Act policy does allow a person to apply for a CDP after-the-fact. Therefore, for your convenience, I have included a CDP application with this letter. It is important to note that Enforcement staff does not know whether or not your submitted application can be recommended for approval or denial. That determination will be made by Commission permit staff assigned to handle your application.

To resolve this matter, you should either:

- 1) Submit evidence of a valid CDP or CDP Waiver for placement of the rock riprap by **February 28, 2002**; OR
- 2) Submit a complete CDP application by **February 28, 2002**.

If you have any questions concerning this letter, please do not hesitate to give me a call at 831-427-4863.

Sincerely,



Sharif Traylor
Enforcement Officer
Central Coast District Office

Enclosures

Cc: Art Trinidad, Code Enforcement Supervisor, San Luis Obispo County
Nancy Cave, Enforcement Supervisor, California Coastal Commission
Jonathan Bishop, Coastal Planner, California Coastal Commission
Charles Lester, District Manager, California Coastal Commission

CALIFORNIA COASTAL COMMISSION

CENTRAL COAST DISTRICT OFFICE
25 FRONT STREET, SUITE 200
SANTA CRUZ, CA 95000
(408) 427-4063
HEARING IMPAIRED: (415) 904-6200



Sent via Regular and Certified Mail (Receipt 7000 1530 0003 5913 9569)

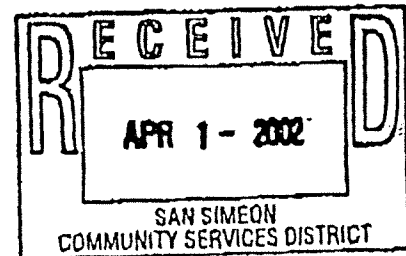
March 27, 2002

Mr. Mark Bloodgood, General Manager

San Simeon Community Services District (District)

111 Pico Avenue

San Simeon, CA 93452



Violation Description and File No.: Unpermitted Rock Rip-Rap, V-3-01-028

Dear Mr. Bloodgood,

In response to a letter I sent to you dated February 8, 2002, I received a letter from John L. Wallace, District Engineer, along with 1971 and 1984 plot plans for the treatment plant. I also received a call from Susan Otriv, District Engineer, and John Wallace today to discuss the plot plans. During our discussion both Susan and John stated that from their research/investigation into the permit history of the treatment plant, they believe that 1982 was the first year of any mention of rip-rap located at the treatment. They went on to state that the only record or written evidence of rip-rap at the treatment plant was the 1984 plot plan. As I informed Susan and John, based on the evidence they provided, including the 1984 plot plan, it appears that the rip-rap was placed after the implementation of the 1976 Coastal Act. Therefore, the placement of the rip-rap constitutes unpermitted development and requires an after-the-fact coastal development permit (CDP) to retain or remove. They agreed and said they would work with one of our coastal planners on completing and submitting a complete CDP application to retain or remove the unpermitted rip-rap.

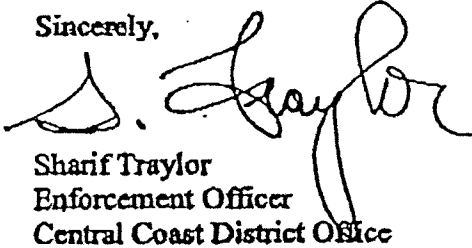
San Simeon Rip-Rap
March 27, 2002
Page 2

To resolve this matter, you should:

- 1) Submit a complete CDP application by April 30, 2002 to either retain or remove the unpermitted rip-rap.

If you have any questions concerning this alleged violation, please do not hesitate to give me a call at 831-427-4863. If you have any questions concerning completing the CDP application, please call Steve Monowitz at the same phone number.

Sincerely,



Sharif Traylor
Enforcement Officer
Central Coast District Office

Cc: Kevin Faler, Code Enforcement, San Luis Obispo County
Nancy Cave, Enforcement Supervisor, California Coastal Commission
Jonathan Bishop, Coastal Planner, California Coastal Commission
Steve Monowitz, Coastal Planner, California Coastal Commission

CALIFORNIA COASTAL COMMISSION

CENTRAL COAST DISTRICT OFFICE

775 FRONT STREET, SUITE 300

SAN CRUZ, CA 95060

(408) 27-4863

HEARING IMPAIRED: (415) 904-5200



Coastal Development Permit Application Instructions

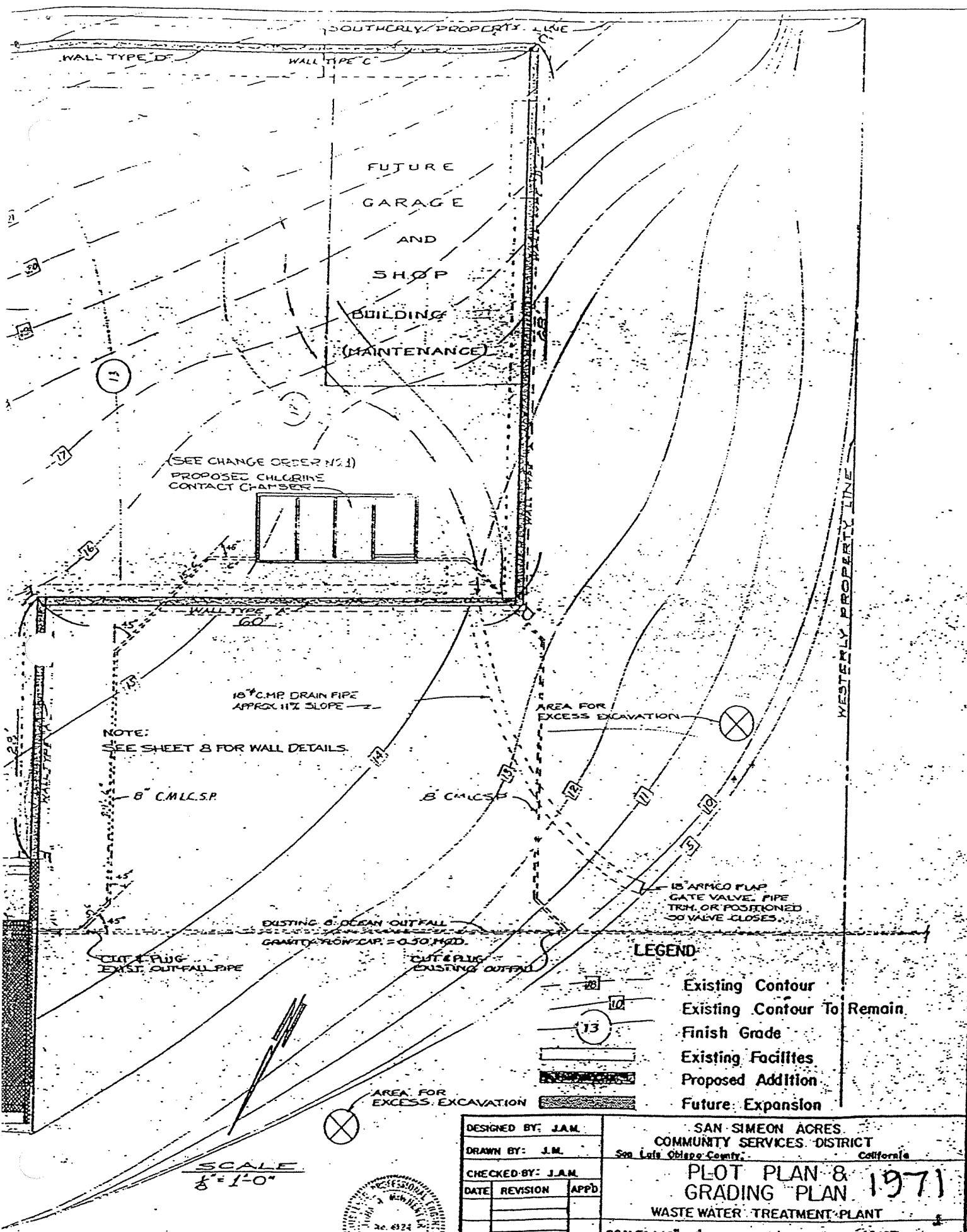
A completed application includes the application for coastal development permit, the appendices to the application, and all required attachments. Please answer ALL questions; if a question is not applicable to your project, indicate "N.A." All exhibits and materials submitted must be legible. Please note that incomplete applications will NOT be accepted for filing.

The following checklist is provided for the convenience of applicants in gathering the necessary application materials; it is not a complete statement of filing requirements. Please refer to pages 6 and 7 of the application, as indicated, for a more complete description of the items listed below.

- Property ownership.** A copy of any of the following (demonstrating applicant's legal interest in the property where development is proposed) will be acceptable: current tax bill, recorded deed, lease, easement, or current policy of title insurance. Preliminary title reports will not be accepted for this purpose. The identity of all persons or entities which have an ownership interest in the property superior to that of the applicant must be provided. (See also page 6, number 1.)
- Locational maps.** Copies of (a) general location maps(s) (e.g., Thomas Brother's map, road map, etc.) with the project site clearly marked, and (b) assessor's parcel map(s) showing the proposed development site and all adjacent properties within 100 feet of the property boundary. (See also page 7, numbers 2 & 6.)
- Project plans.** Two full sets of project plans (including site plans, floor plans, elevations, grading and drainage plans, landscape plans, and septic plans) and one set of reduced (8½" x 11") site plans and elevations. For demolitions, please also submit photos of the structure proposed for demolition. For development on a bluff face, bluff top, or in any area of high geologic risk, please also submit a comprehensive, site specific geology and soils report. (See also page 7, numbers 7 & 11.)
- Local project approvals.** Copies of required local approvals and all local staff reports for the proposed project (including zoning variances, use permits, etc.) as noted on Appendix B of the application (Local Agency Review Form). Note that Appendix B must be completed and signed by the local government in whose jurisdiction the project site is located. In addition, please also submit copies of any environmental documents prepared for the proposed project (Draft and/or Final EIRs, EISs, Negative Declarations, etc.). (See also page 7, numbers 3 & 9, and page 10, Appendix B.)
- Other public agency approvals.** Verification of all other permits, permissions or approvals applied for and/or granted by other public agencies (e.g., Department of Fish and Game, State Lands Commission, U.S. Army Corps of Engineers, Monterey Bay National Marine Sanctuary, etc.). Septic system proposals must be accompanied by approval from the County or the Regional Water Quality Control Board. Please note that for projects located on or near state tidelands or public trust lands (for example, shoreline protective work projects such as seawalls and revetments), applications must also include a State Lands Commission determination. (See also page 7, numbers 8 & 10.)
- Stamped envelopes for noticing.** Envelopes addressed to: (a) each applicant and each applicant's representative (two envelopes for each); (b) each property owner and occupant of property situated within 100 feet of the property lines of the project site (excluding roads); (c) all other parties known to be interested in the proposed development (e.g., persons expressing interest at local government hearings, etc.), and (d) your local government permit contact. The envelopes must be accompanied by a list containing the names, addresses and assessor's parcel numbers of all addressees. The envelopes must be plain (i.e., no return address), regular business size (9½" x 4½"), and stamped with first class postage (metered postage is not acceptable). (See also page 7, numbers 4 & 5.)
- Posting notice.** The proposed project must be completely described in the blank spaces provided in the Notice of Pending Permit form (provided at the back of this application package) and, subsequently, the completed notice must be conspicuously posted at the proposed development site. As proof of posting the notice, you must sign, date, and return Appendix D, Declaration of Posting. (See also page 12, Appendix D.)
- Filing fee.** Please consult the permit application fee schedule (Appendix E) and submit the appropriate fee. You will be notified after submittal if the incorrect fee amount was submitted (and if a refund or additional fee is necessary). (See also page 13, Appendix E.)
- Signature.** The application must be signed by the applicant and/or the agent (as appropriate) on pages 8, 9, and 12.



If you have any questions regarding this application, please contact the Central Coast



(SEE CHANGE ORDER NO. 1)
 PROPOSED CHLORINE
 CONTACT CHAMBER

NOTE:
 SEE SHEET 8 FOR WALL DETAILS.

LEGEND

- Existing Contour
- Existing Contour To Remain
- Finish Grade
- Existing Facilities
- Proposed Addition
- Future Expansion

SCALE
 1/8" = 1'-0"



DESIGNED BY: J.A.M.			SAN SIMEON ACRES COMMUNITY SERVICES DISTRICT San Luis Obispo County, California		
DRAWN BY: J.M.			PLOT PLAN & GRADING PLAN 1971		
CHECKED BY: J.A.M.					
DATE	REVISION	APP'D	WASTE WATER TREATMENT PLANT		
			SCALE: 1/8" = 1'		
			DATE: MAY 1971		
MCCANDLESS - McWHERTER & CO. CONSULTING ENGINEERS					

SEE NOTE NO. 4.

PROX. LINE OF BOULDER
A WALL

NOTE:

1. REMOVE EXIST. GATE & 10' x 10' AREA
2. PROVIDE CHAIN-LINK GATE SIMILAR TO EXISTING. 10' x 6' GATE
3. WATER MAIN BENEATH EXISTING LINE SHOWN ON THIS PLAN ARE EXISTING
4. THE CONTRACTOR SHALL EXCAVATE THE END OF THE 15' CURB. PAVEMENT
5. PLANT SHAFTS REMAIN OPERATIONAL PORTIONS OF PLANT SHALL REMAIN AND IN COORDINATION WITH THE CIVIL ENGINEERS.

DESIGNED BY: J.A.M.		SAN SIMEON ACRES	
DRAWN BY: J.M.		COMMUNITY SERVICES, DISTRICT	
CHECKED BY: J.A.M.		Son Luis Obispo County, California	
DATE	REVISION	PLOT PLAN	
	APPD	WASTE WATER TREATMENT PLANT	
		SCALE: 1/8" = 1'-0"	DATE: DEC. 1984
		JOHN A. MCWHERTER & CO. 1984	
		A PROFESSIONAL CORPORATION	
		VENTURA, CALIFORNIA	

SCALE 1/8" = 1'-0"



SHEET

7' AUG.

DRPPER

20"
28"

71

28"

150"
12'6"

14'0"

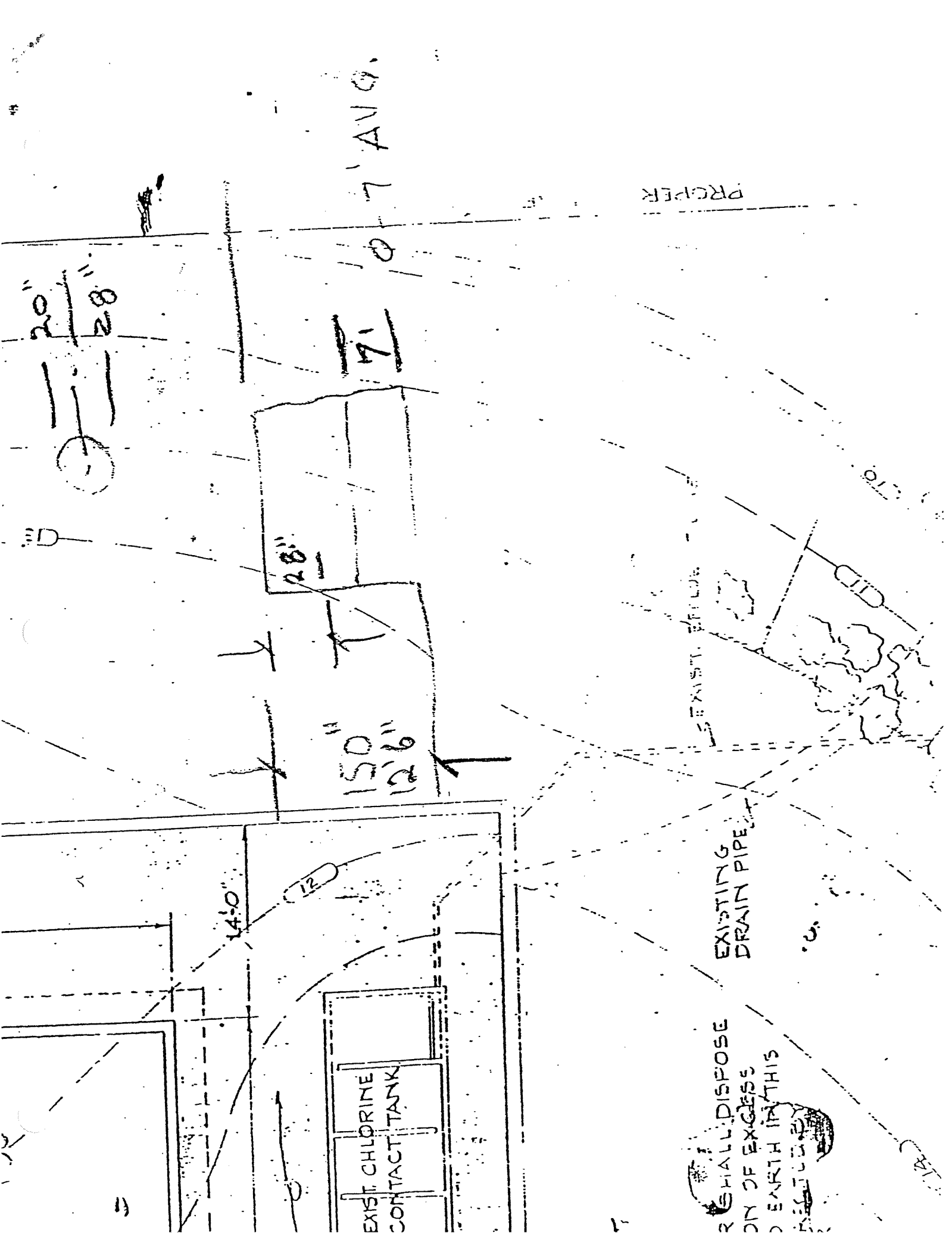
12

EXIST. CHLORINE
CONTACT TANK

EXIST. EFFLUE

EXISTING
DRAIN PIPE

WE SHALL DISPOSE
OF EXCESS
EARTH IN THIS
RESERVE



April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7 Clocks Spring Forward	8	9	10 SSCSD Board Mtg 4:30 PM	11	12	13
14	15 SSCSD Checks to Be Signed	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 SSCSD Checks to Be Signed				

2002

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8 SSCSD Board Mtg	9	10	11
12 Mother's Day	13	14	15 SSCSD Checks to Be Signed	16	17	18
19	20	21	22	23	24	25
26	27 Memorial Day Office Closed	28	29	30	31 SSCSD Checks to Be Signed	

2002