

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



BOARD PACKET

**Wednesday, April 13, 2016
Regular Meeting 6:00 pm**

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

Prepared by:



GRACE
ENVIRONMENTAL SERVICES

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, April 13, 2016
6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA 93452

1. REGULAR SESSION: 6:00 PM

- A. Roll Call

- B. Pledge of Allegiance

2. PUBLIC COMMENT:

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

- A. Oath of Office for John Russell by Supervisor Bruce Gibson**

- B. Sheriff's Report** – Report for March.

- C. Public comment on Sheriff's Report**

- D. Public Comment from Hank Krzciuk on Pico Stairs**

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:

4. STAFF REPORTS

A. General Manager's Report

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

- 2. **Update** – Wellhead treatment system project.

- 3. **Update** – Integrated Regional Water Management Grants (IRWM/WRAC)

- 4. **USDA loan payment made on March 23, 2016 for \$10,345**

- 5. **Update** – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.

B. Superintendent's Report

1. **Wastewater Treatment / Collection Systems** – Summary of operations and maintenance for March.
2. **Water / Distribution Systems** – Distribution performance for the Month of March.
3. **District Maintenance** – Summary of District maintenance for March.

C. District Financial Summary – Update on Monthly Financial Status for close of business March 31, 2016.

D. District Counsel's Report – Summary of March activities.

5. ITEMS OF BUSINESS

- A. **Consideration of approval of last month's minutes** – March 9, 2016.
- B. **Consideration of approval of Special Meeting minutes** – March 18, 2016.
- C. **Consideration of approval of Disbursements Journal** – April 13, 2016.

6. DISCUSSION/ACTION ITEMS

- A. **Consideration of approval of Resolution 16-382**; Bank Signature change. Removing Ralph McAdams and adding John Russell.

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

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

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

10. ADJOURNMENT

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Board within 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the District office, 111 Pico Avenue, San Simeon. If requested, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for a disability-related modification or accommodation, contact the District Administrator at 805-927-4778 as soon as possible and at least 48 hours prior to the meeting date. This agenda was prepared and posted pursuant to Government Code Section 54954.2.

4A. GENERAL MANAGER'S REPORT

Charles Grace

- 1. Staff Activity** – Report on Staff activities for the month of March.
- 2. Update** – Wellhead treatment system project.
- 3. Update** – Integrated Regional Water Management Grants (IRWM/WRAC)
- 4. USDA loan payment made on March 23, 2016 for \$10,345**
- 5. Update** – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.

4A. GENERAL MANAGER'S REPORT April 13, 2016

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

During the month of March, Staff sent out water billing as well as responded to several customer service calls and concerns, and started weed abatement around the District. Staff attended WRAC and IRWM Meetings and met with the County to discuss the Prop1 Grant funds for future projects. Staff filed all paperwork with the County, State and bank regarding the resignation of Ralph McAdams and the appointment John Russell. All 700 forms were filed on time. Staff worked with the County backflow device programmer to complete the backflow testing and certification of all the backflow devices within the District, and coordinated the completion of the Consumer Confidence report which will be distributed in the April Billing.

2. Update – Wellhead treatment system project.

The steel building has been delivered and assembled, sound insulation is being coordinated and SCADA integration is in progress. The PG&E transformer installation and drop are schedule to be completed April 22 and start up is due to occur the week of April 25.

3. Update – Integrated Regional Water Management Grants (IRWM/WRAC)

Prop 84 Grant Funds for Wellhead Treatment

Staff spoke with the County liaison regarding the current stage of the Prop 84 Grant Funds. All final paperwork was submitted in order for the State Division of Drinking Water (DDW) to begin the Grant Agreement. It is anticipated that the agreement will be completed by the end of May at the latest. Once the agreement is complete, invoices can be submitted. Turn-around time is currently between 30 to 45 days.

Staff met with the County on March 24th to learn the process and get the paperwork needed, so that Staff can start submitting invoices when the agreement is complete. The County anticipates reimbursement to begin in June or July.

Prop 1 Grant for future projects

Staff has met with the County and other IRWM members who are Disadvantaged Communities (DAC) to discuss the Prop 1 Funding. A fourth of the available funding (\$850,000) is to be split between four DAC communities; Oceano, Grover Beach, San Miguel and San Simeon unless another rural community submits a viable project. The funds are to be used specifically for technical assistance; designs, studies or anything that can help make a project shovel ready. Funds will not be available until the fall of this year. It is encouraged that funds be used to help start water or recycled water related projects. There will be another fourth of the Prop 1 Funds (\$862,669) available to assist DACs with small projects. The remaining \$6,316,010 Prop 1 Funds that has been designated to San Luis Obispo County will be available to all communities within San Luis Obispo County and will be competitive.

4. USDA loan payment made on March 23, 2016 for \$10,345

A transfer was made from the District's Heritage Oaks Money Marketing account to the Rabobank Wellhead Rehab account in the amount of \$10,345 for payment of the USDA loan. Next payment is due September 23rd.

5. Update – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.

Earth Systems is performing the tasks associated with their proposal approved during last month's Board meeting. The first step was to perform a topographic (topo) survey of the wastewater treatment plant area. In conjunction with MBS, aerial for the topo was performed during the week of March 28 and field work for the topo was performed on April 6. In addition, Oliveira Consulting is performing tasks associated with their approved proposal. The landscape plan and biological survey are nearly complete. The 1964 wastewater treatment plant ocean outfall line plan has been re-drawn by Phoenix Engineering to clearly show the outfall line as being 8" in diameter since 1964 prior to the Coastal Commission being established. Staff coordinated and provided support for each of the above activities.

4B. SUPERINTENDENT'S REPORT
Jerry Copeland
Facilities Update for March 2016

- 1. Wastewater Treatment Plant Update**
- 2. Water Distribution System Update**
- 3. District & Equipment Maintenance Update**

4B SUPERINTENDENT'S REPORT

Activities of March 2016

1. Wastewater Treatment Plant

- All sampling, testing and reporting at the wastewater treatment plant and the recycled water facility was performed as required by the RWQCB.

- One load of sludge was hauled away.

2. Water Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW).

- Monthly water meter reading was performed.

- Chloride levels continue to be monitored throughout the system.

3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.

- Weed abatement was performed in various areas around the district.

San Simeon Community Services District

Superintendent's Report

March 2016

MONTHLY DATA REPORT														
Date	Day	Wastewater Influent Daily Flow	Wastewater Effluent Daily Flow	CALCULATED Well 1 Total Pumped	CALCULATED Well 2 Total Pumped	CALCULATED Well 3 Total Pumped	CALCULATED Total Daily Water Produced	Chloride Wells		Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
								1	2					
03/01/16	Tue	67,764	50,480	0	54,006	0	54,006	-	-	0	10.5	10.4	0.00	10,949
03/02/16	Wed	65,774	53,910	54,380	1,197	0	55,576	410	224	0	10.5	10.4	0.00	4,230
03/03/16	Thu	66,973	56,040	0	51,911	0	51,911	-	-	0	10.5	10.4	0.00	5,611
03/04/16	Fri	73,021	59,630	54,454	0	0	54,454	499	410	0	10.5	10.4	0.20	4,340
03/05/16	Sat	156,672	157,210	0	56,549	0	56,549	-	-	0	10.5	10.3	2.10	6,175
03/06/16	Sun	153,282	175,510	81,233	0	0	81,233	506	435	0	8.1	8.0	0.16	19,775
03/07/16	Mon	132,373	130,370	35,979	0	0	35,979	-	-	0	8.0	7.9	0.91	29,145
03/08/16	Tue	89,980	100,630	0	54,454	0	54,454	403	324	0	8.6	8.5	0.00	16,407
03/09/16	Wed	93,718	83,730	54,454	0	0	54,454	-	-	0	9.4	9.3	0.00	9,263
03/10/16	Thu	82,569	77,780	0	57,895	0	57,895	-	-	0	9.8	9.7	0.00	8,578
03/11/16	Fri	129,667	119,170	56,250	0	0	56,250	375	348	0	10.0	9.9	0.67	8,597
03/12/16	Sat	113,891	107,360	60,214	63,206	0	123,420	-	-	0	9.6	9.5	0.00	16,579
03/13/16	Sun	131,085	122,890	9,948	49,144	0	59,092	-	-	0	-	-	0.50	9,905
03/14/16	Mon	117,365	119,340	55,576	0	0	55,576	375	324	0	8.5	8.3	0.16	14,175
03/15/16	Tue	85,565	81,490	0	56,923	0	56,923	-	-	0	9.2	9.1	0.00	9,657
03/16/16	Wed	86,886	83,950	56,998	0	0	56,998	-	-	0	9.6	9.6	0.00	7,670
03/17/16	Thu	84,200	80,440	0	55,651	0	55,651	-	-	0	9.9	9.8	0.00	5,255
03/18/16	Fri	83,829	78,670	54,903	0	0	54,903	348	301	0	10.1	10.0	0.00	4,156
03/19/16	Sat	99,800	93,610	48,620	63,206	0	111,826	-	-	0	10.2	10.1	0.00	2,321
03/20/16	Sun	93,933	94,120	0	56,549	0	56,549	-	-	0	10.5	10.3	0.00	7,280
03/21/16	Mon	98,651	104,260	59,765	69,863	0	129,628	348	301	0	10.3	10.2	0.24	5,889
03/22/16	Tue	95,134	90,040	49,144	0	0	49,144	-	-	0	10.6	10.5	0.00	15,912
03/23/16	Wed	100,564	116,790	0	56,624	0	56,624	-	-	0	-	-	0.00	14,700
03/24/16	Thu	91,385	97,170	62,533	73,454	0	135,986	-	-	0	10.4	10.3	0.00	15,877
03/25/16	Fri	110,198	119,930	60,962	0	0	60,962	348	301	0	10.7	10.6	0.00	14,970
03/26/16	Sat	98,744	103,710	0	61,411	0	61,411	-	-	0	10.6	10.5	0.00	15,318
03/27/16	Sun	113,608	108,440	77,792	48,396	0	126,188	-	-	0	-	-	0.00	18,372
03/28/16	Mon	86,906	83,660	58,793	0	0	58,793	324	280	0	10.7	10.6	0.00	18,086
03/29/16	Tue	88,098	100,440	70,013	58,194	0	128,207	-	-	0	10.6	10.5	0.00	15,936
03/30/16	Wed	95,914	94,740	0	69,938	0	69,938	-	-	0	10.6	10.5	0.00	18,344
03/31/16	Thu	84,050	91,880	47,722	0	0	47,722	-	-	0	10.8	10.7	0.00	18,962
TOTALS		3,071,599	3,037,390	1,109,732	1,058,570	0	2,168,302			0			4.94	372,434
Average		99,084	97,980	35,798	34,147	0	69,945	394	325	0	10.0	9.9	0.16	12,014
Minimum		65,774	50,480	0	0	0	35,979	324	224	0	8.0	7.9	0.00	2,321
Maximum		156,672	175,510	81,233	73,454	0	135,986	506	435	0	10.8	10.7	2.10	29,145

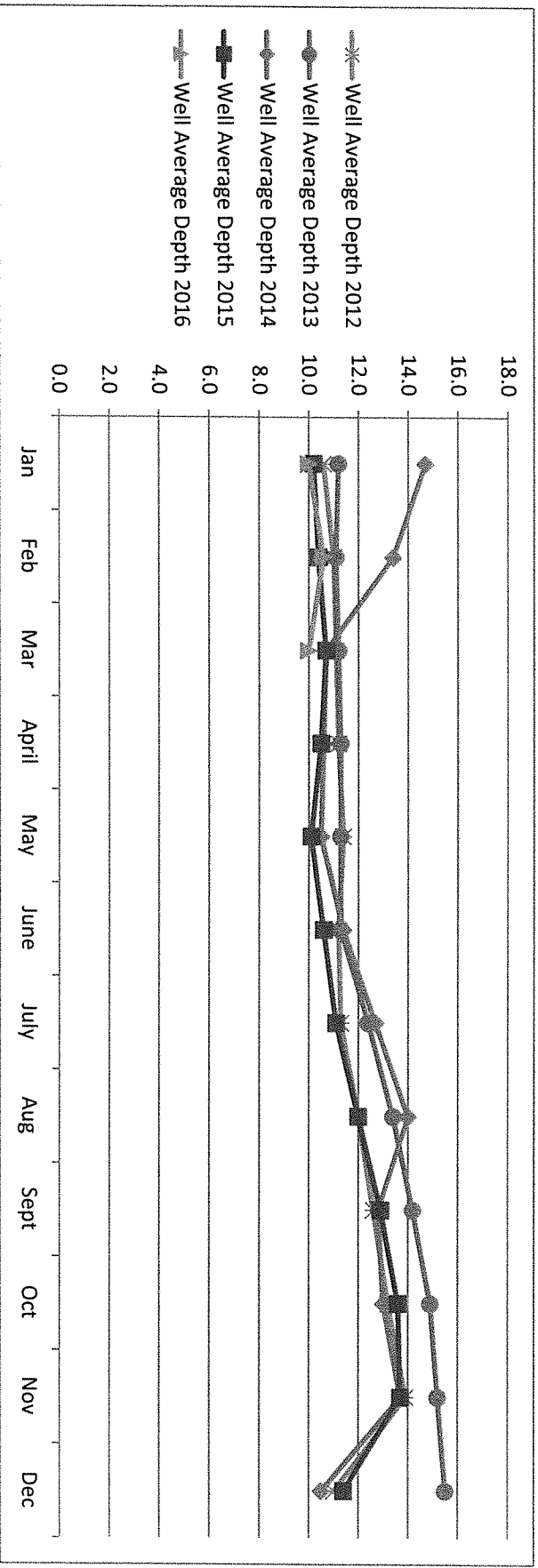
DATA SUMMARY SHEET

2016													
	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Total for 2016
Wastewater Influent	2,849,357	2,375,307	3,071,599										8,296,263
Wastewater Final Effluent (Month Cycle)	2,714,170	2,185,020	3,037,390										7,936,580
Adjusted Wastewater Influent (- State Flow) *	2,535,974	2,177,118	2,699,165										7,412,257
Water Produced (month cycle)	2,153,548	1,923,258	2,168,302										6,245,107
Sewer Influent/Water Produced Ratio	1.32	1.24	1.42										N/A
Adjusted Sewer/Water Produced Ratio	1.18	1.13	1.25										N/A
Well 1 Water Pumped	97,988	968,286	1,109,732										2,176,006
Well 2 Water Pumped	1,454,860	954,972	1,058,570										3,468,401
Well 3 Water Pumped	600,700	0	0										600,700
Total Well Production	2,153,548	1,923,258	2,168,302										6,245,107
Water Well 1 Avg Depth to Water	10.0	10.6	10.0										N/A
Water Well 2 Avg Depth to Water	9.9	10.5	9.9										N/A
Average Depth to Water of Both Wells	10.0	10.6	10.0										N/A
Change in Average Depth to Water from 2015	-0.2	+0.2	-0.7										N/A
Average Chloride mgl at the Wells	1828	723	360										N/A
State Wastewater Treated	313,383	198,189	372,434										884,006
State % of Total WW Flow	11%	12%	12%										N/A
Recycled Water Sold (Gallons)	0	0	0										0
Biosolids Removal (Gallons)	6,000	0	6,000										12,000
WW Permit Limitation Exceeded	0	1	0										N/A
RW Permit Limitation Exceeded	0	0	0										N/A
Constituent Exceeded	None	TSS % of Removal	Total Coliform										N/A
Sample Limit	N/A	85%	2400										N/A
Sample Result	N/A	79%											N/A

2015													
	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Total for 2015
Wastewater Influent	2,278,607	2,137,631	2,579,655	2,698,683	2,877,973	2,736,511	3,127,790	2,938,940	2,595,828	2,571,859	2,307,432	2,477,658	31,328,567
Wastewater Final Effluent (Month Cycle)	2,078,820	2,179,270	2,419,750	2,596,880	2,551,790	2,563,570	3,045,720	2,846,890	2,488,090	2,464,150	2,283,580	2,372,070	29,890,580
Adjusted Wastewater Influent (- State Flow) *	2,129,329	2,015,656	2,386,629	2,457,477	2,602,675	2,564,762	2,918,658	2,786,097	2,401,062	2,455,246	2,142,924	2,201,887	29,062,402
Water Produced (month cycle)	1,881,724	2,054,121	2,163,830	2,273,769	2,551,727	2,550,830	2,820,558	2,737,380	2,495,573	2,597,276	2,301,928	2,342,025	28,770,740
Sewer Influent/Water Produced Ratio	1.21	1.04	1.19	1.19	1.25	1.07	1.10	1.07	1.04	0.99	0.99	1.00	N/A
Adjusted Sewer/Water Ratio	1.13	0.98	1.10	1.08	1.13	1.01	1.04	1.02	0.96	1.06	0.93	0.94	N/A
Average Depth of Both Wells	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9	13.6	13.7	11.4	N/A
Average Chloride mgl at the Wells	844	576	342	268	234	188	169	194	224	346	582	1533	N/A
Change in Average Well Depth from 2014	-4.5	-2.9	0.0	-0.1	-0.4	-0.8	-1.6	-2.0	+0.1	+0.6	0.0	+0.9	N/A
State Wastewater Treated	149,278	121,975	193,026	241,206	275,298	171,749	209,132	152,843	194,766	116,613	164,508	275,771	2,266,165
State % of Total WW Flow	0.07	0.06	0.08	0.09	0.1	0.06	0.07	0.05	8%	4%	7%	11%	N/A
Recycled Water Sold (Gallons)	10710	3070	9775	12945	30040	65100	52250	55355	53445	45015	4435	550	342,690
Biosolids Removal (Gallons)	0	6,000	6,000	6,000	6,000	12,000	6,000	6,000	6,000	6,000	6,000	6,000	72,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	1	0	0	0	0	0
Constituent Exceeded	None	None	None	None	None	None	None	TSS	None	None	None	None	N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	30	N/A	N/A	N/A	N/A	N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	36	N/A	N/A	N/A	N/A	N/A

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

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Well Average Depth 2012	10.6	11.0	11.1	11.2	11.4	11.2	11.3	12.0	12.6	13.2	13.9	11.0
Well Average Depth 2013	11.2	11.1	11.2	11.3	11.3	11.3	12.4	13.4	14.2	14.9	15.2	15.5
Well Average Depth 2014	14.7	13.4	10.7	10.6	10.5	11.4	12.7	14.0	12.8	13.0	13.7	10.5
Well Average Depth 2015	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9	13.6	13.7	11.4
Well Average Depth 2016	10.0	10.6	10.0									



4C. DISTRICT FINANCIALS
Renee Samaniego Osborne
March 31, 2016

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

SAN SIMEON COMMUNITY SERVICES DISTRICT



4C. FINANCIAL SUMMARY

BILLING
March 31, 2016

February Billing Revenue	\$ 59,596.65
March Billing Revenue	\$ 53,858.78
Past Due (31 to 60 days)	\$ 246.02
Past Due (60 days)	\$ 61.11

ENDING BANK BALANCES
March 31, 2016

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account	\$ 101.05
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HERITAGE OAKS BANK:

Summary of Transactions:

February 28, 2016 balance	\$ 809,128.94
Interest for March	\$ 233.09
Transfer to General Checking	\$ 35,414.77
Transfer to Rabonbank Well-Rehab Loan Account	\$ 10,345.00

Money Marketing Account Closing Balance March 31, 2016	\$ 763,602.26
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Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
Available Funds	\$ 458,144.26

General Checking Account	\$ 82,328.57
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LAIF Closing Balance March 31, 2016	\$ 520.78
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SAN SIMEON COMMUNITY SERVICES DISTRICT

04/06/16

Balance Sheet

Accrual Basis

As of March 31, 2016

Mar 31, 16

ASSETS

Current Assets

Checking/Savings

1010 · Petty cash	150.00
1015 · Heritage Oaks- General Checking	82,364.88
1016 · Heritage Oaks-Wellhead	28.71
1017 · Heritage Oaks-Money Market	763,602.26
1020 · General checking	-3,516.38
1022 · USDA checking	10,445.05
1040 · Cash in county treasury	-3,053.68
1050 · LAIF - non-restricted cash	520.30

Total Checking/Savings 850,541.14

Other Current Assets

1200 · Accounts receivable	53,858.78
1300 · Prepaid expenses	1,788.23

Total Other Current Assets 55,647.01

Total Current Assets

906,188.15

Fixed Assets

1400 · Fixed assets

1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	145,068.22
1560 · Pipe bridge	18,056.38
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	262,932.67
1640 · Wellhead project	866,993.38

Total 1400 · Fixed assets 4,344,183.91

1650 · Walkway access projects

14,799.00

1660 · RO Unit

105,881.49

1670 · Reservoir

831.50

1680 · Generator

29,101.14

1690 · Accumulated depreciation

-2,103,138.96

Total Fixed Assets

2,391,658.08

Other Assets

1710 · Customer deposits

-50.00

Total Other Assets

-50.00

TOTAL ASSETS

3,297,796.23

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts payable

2,858.40

Total Accounts Payable

2,858.40

2:31 PM

04/06/16

Accrual Basis

SAN SIMEON COMMUNITY SERVICES DISTRICT

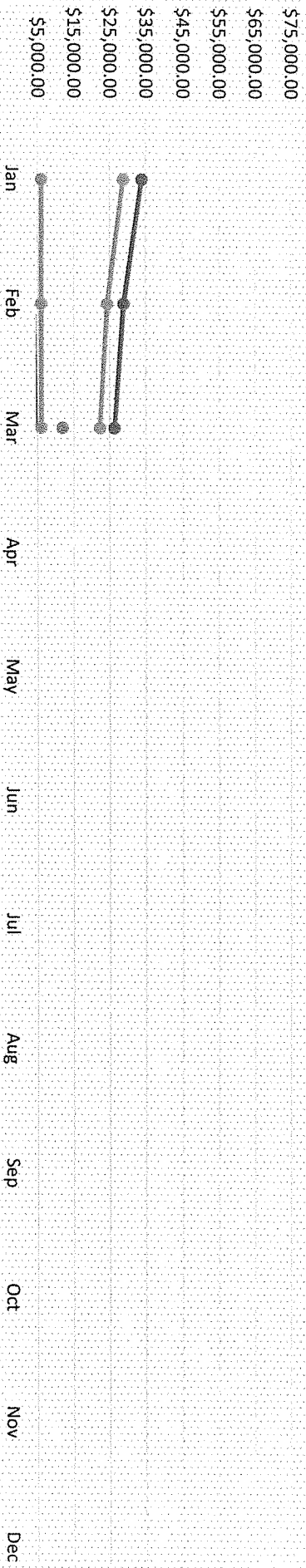
Balance Sheet

As of March 31, 2016

	Mar 31, 16
Other Current Liabilities	
2100 · Payroll liabilities	367.20
2500 · Customer security deposits	9,708.13
2510 · Connect hookup wait list	45,750.00
2520 · USDA Loan	878,069.56
Total Other Current Liabilities	933,894.89
Total Current Liabilities	936,753.29
Total Liabilities	936,753.29
Equity	
3200 · Fund balance	2,300,505.95
3900 · Suspense	8,232.04
Net Income	52,304.95
Total Equity	2,361,042.94
TOTAL LIABILITIES & EQUITY	3,297,796.23

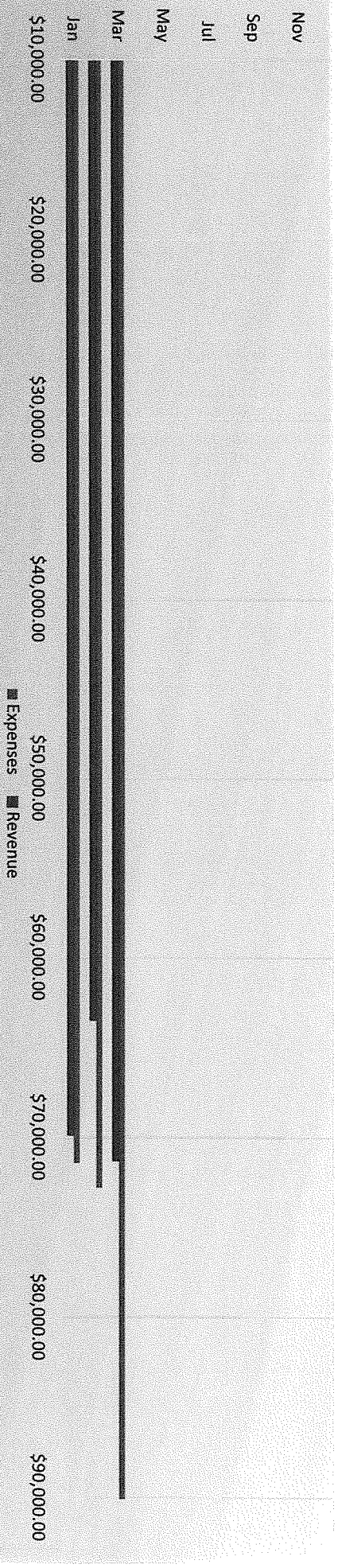
2016 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing			\$11,992.94										\$11,992.94
Property Tax	\$732,82	\$3,907.74	\$4,380.61										\$9,021.17
Water	\$28,833.6	\$24,410.7	\$22,300.8										\$75,545.09
Sewer	\$33,983.5	\$28,929.3	\$26,405.5										\$89,318.24
Service	\$6,169.2	\$6,111.0	\$6,140.1										\$18,420.30
Recycled Water													\$0.00
Late Fees	\$153.3	\$138.8	\$86.4										\$378.47
Total	\$69,872.42	\$63,497.49	\$71,306.30										\$204,676.21
Water Sold Cu Ft	276707	234583	213757										725047
Water Sold Acre ft	6.35	5.39	4.91										16.64



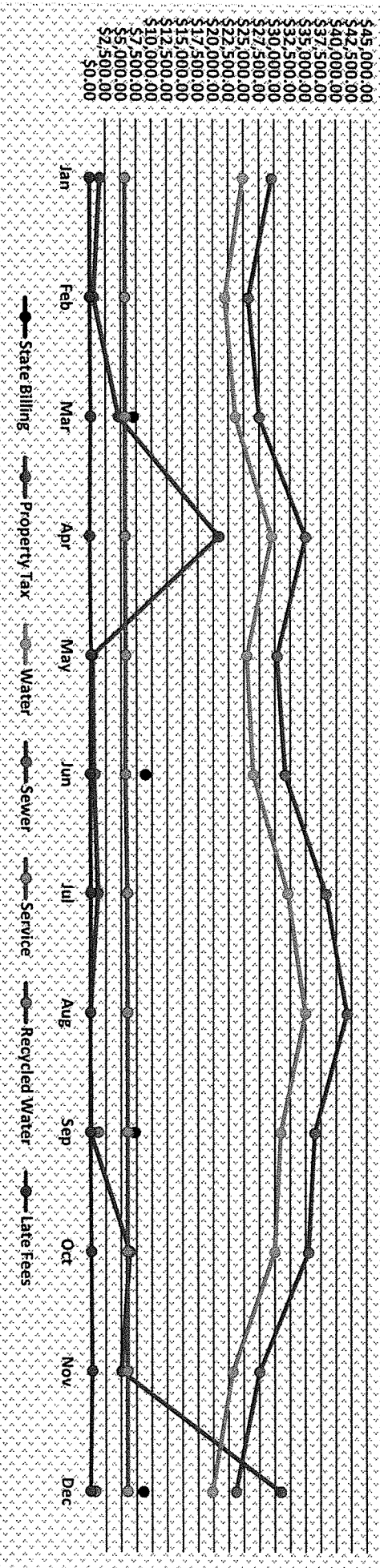
REVENUE VS EXPENSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$69,872.42	\$63,497.49	\$71,306.30										\$204,676.21
Expenses	\$71,441.43	\$72,822.48	\$152,049.21										\$296,313.12
Balance	-\$1,569.01	-\$9,324.99	-\$80,742.91										-\$91,636.91



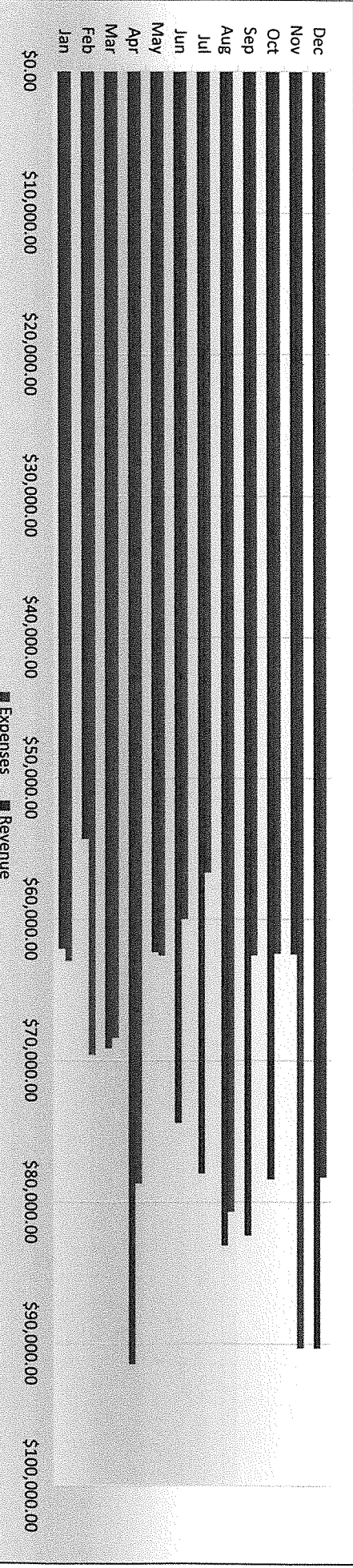
2015 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing			\$7,042.78			\$8,943.33			\$7,200.02			\$8,584.90	\$31,771.03
Property Tax	\$1,698.01	\$660.91	\$4,730.41	\$20,998.8	\$444.16	\$624.12	\$1,299.10	\$78.29	\$89.78	\$6,473.88	\$5,162.73	\$31,035.95	\$73,316.09
Water	\$24,980.7	\$22,031.4	\$23,713.3	\$29,614.9	\$25,535.8	\$26,568.3	\$32,179.3	\$35,048.6	\$31,023.2	\$30,062.5	\$23,260.9	\$19,903.4	\$323,922.31
Sewer	\$29,619.7	\$25,800.7	\$27,563.4	\$35,077.2	\$30,393.1	\$31,702.7	\$38,340.3	\$41,800.7	\$36,517.9	\$35,482.6	\$27,568.6	\$23,716.4	\$383,583.28
Service	\$5,775.1	\$5,747.7	\$5,747.7	\$5,747.70	\$5,802.4	\$5,747.7	\$6,052.8	\$6,081.9	\$6,111.0	\$6,111.0	\$6,111.0	\$6,111.0	\$71,147.01
Recycled Water			\$174.3			\$798.0			\$1,359.8			\$854.1	\$3,186.11
Late Fees	\$78.2	\$106.6	\$194.3	\$19.45	\$192.3	\$47.2	\$118.8	\$71.2	\$72.3	\$239.8	\$386.6	\$99.4	\$1,626.19
Total	\$62,151.65	\$54,367.29	\$69,166.14	\$91,457.99	\$62,367.76	\$74,431.29	\$77,990.37	\$83,080.74	\$82,373.96	\$78,369.81	\$62,489.86	\$90,305.16	\$888,552.02
Water Sold Cu Ft	255324	224325	240675	300989	260697	306222	311247	338869	297896	288860	223460	191579	3240143
Water Sold Acre ft	5.86	5.15	5.53	6.91	5.98	7.03	7.15	7.78	6.84	6.63	5.13	4.40	74.38



REVENUE VS EXPENSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$62,151.65	\$54,367.29	\$69,166.14	\$91,457.99	\$62,367.76	\$74,431.29	\$77,990.37	\$83,080.74	\$82,373.96	\$78,369.81	\$62,489.86	\$90,305.16	\$888,555.02
Expenses	\$62,999.58	\$69,646.10	\$68,440.42	\$78,744.51	\$62,608.05	\$60,034.80	\$56,735.48	\$80,703.14	\$62,573.67	\$62,460.00	\$90,307.21	\$78,261.91	\$833,514.87
Balance	-\$847.93	-\$15,278.81	\$725.72	\$12,713.48	-\$240.29	\$14,399.49	\$21,254.89	\$2,377.60	\$19,800.29	\$15,909.81	-\$27,817.35	\$12,043.25	\$55,040.15



5. ITEMS OF BUSINESS

**A. Consideration of approval of last month's minutes –
March 9, 2016.**

**B. Consideration of approval of Special Meeting minutes
– March 18, 2016.**

**C. Consideration of approval of Disbursements Journal –
April 13, 2016.**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, April 13, 2016
6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA 93452

1. REGULAR SESSION: @6:04 PM

A. Roll Call:

Chairperson Williams - present
Vice-Chair Fields - present
Director Price – present
Director Patel – present
Director Russell - present

General Manager, Charles Grace
District Counsel, Heather Whitham
Sheriff Rep: No rep

B. Pledge of Allegiance

2. PUBLIC COMMENT:

A. Oath of Office for John Russell by Supervisor Bruce Gibson

B. Sheriff's Report for March – No report

C. Public comment on Sheriff's Report - None

D. Public Comment from Hank Krzciuk on Pico Stairs

Resident Hank Krzciuk asked the Board to consider making maintenance improvements to the Pico Avenue Beach Access Stairs.

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:

4. STAFF REPORTS

A. General Manager's Report

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

During the month of March, Staff sent out water billing as well as responded to several customer service calls and concerns, and started weed abatement around the District. Staff attended WRAC and IRWM Meetings and met with the County to discuss the Prop1 Grant funds for future projects. Staff filed all paperwork with the County, State and bank regarding the resignation of Ralph McAdams and the appointment John Russell. All 700 forms were filed on time. Staff worked with the County backflow device programmer to complete the backflow testing and certification of all the

backflow devices within the District, and coordinated the completion of the Consumer Confidence report which will be distributed in the April Billing.

2. Update – Wellhead treatment system project.

The steel building has been delivered and assembled, sound insulation is being coordinated and SCADA integration is in progress. The PG&E transformer installation and drop are schedule to be completed April 22 and start up is due to occur the week of April 25.

3. Update – Integrated Regional Water Management Grants (IRWM/WRAC)

Prop 84 Grant Funds for Wellhead Treatment

Staff spoke with the County liaison regarding the current stage of the Prop 84 Grant Funds. All final paperwork was submitted in order for the State Division of Drinking Water (DDW) to begin the Grant Agreement. It is anticipated that the agreement will be completed by the end of May at the latest. Once the agreement is complete, invoices can be submitted. Turn-around time is currently between 30 to 45 days.

Staff met with the County on March 24th to learn the process and get the paperwork needed, so that Staff can start submitting invoices when the agreement is complete. The County anticipates reimbursement to begin in June or July.

Prop 1 Grant for future projects

Staff has met with the County and other IRWM members who are Disadvantaged Communities (DAC) to discuss the Prop 1 Funding. A fourth of the available funding (\$850,000) is to be split between four DAC communities; Oceano, Grover Beach, San Miguel and San Simeon unless another rural community submits a viable project. The funds are to be used specifically for technical assistance; designs, studies or anything that can help make a project shovel ready. Funds will not be available until the fall of this year. It is encouraged that funds be used to help start water or recycled water related projects. There will be another fourth of the Prop 1 Funds (\$862,669) available to assist DACs with small projects. The remaining \$6,316,010 Prop 1 Funds that has been designated to San Luis Obispo County will be available to all communities within San Luis Obispo County and will be competitive.

4. USDA loan payment made on March 23, 2016 for \$10,345

A transfer was made from the District's Heritage Oaks Money Marketing account to the Rabobank Wellhead Rehab account in the amount of \$10,345 for payment of the USDA loan. Next payment is due September 23rd.

5. Update – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.

Earth Systems is performing the tasks associated with their proposal approved during last month's Board meeting. The first step was to perform a topographic (topo) survey of the wastewater treatment plant area. In conjunction with MBS, aerial for the topo was performed during the week of March 28 and field work for the topo was performed on April 6. In addition, Oliveira Consulting is performing tasks associated with their approved proposal. The landscape plan and biological survey are nearly complete. The 1964 wastewater treatment plant ocean outfall line plan has been

re-drawn by Phoenix Engineering to clearly show the outfall line as being 8" in diameter since 1964 prior to the Coastal Commission being established. Staff coordinated and provided support for each of the above activities.

B. Superintendent's Report - Jonathon Weise

1. Wastewater Treatment Plant

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

2. Water Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW).
- Monthly water meter reading was performed.
- Chloride levels continue to be monitored throughout the system.

3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- Weed abatement was performed in various areas around the district.

B. District Financial Summary –Monthly Financial Status for close of business March 31, 2016.

February Billing Revenue	\$ 59,596.65
March Billing Revenue	\$ 53,858.78

Past Due (31 to 60 days)	\$ 246.02
Past Due (60 days)	\$ 61.11

ENDING BANK BALANCES - March 31, 2016

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account	\$ 101.05
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HERITAGE OAKS BANK:

Summary of Transactions:

February 28, 2016 balance	\$ 809,128.94
Interest for March	\$ 233.09

Transfer to General Checking	\$ 35,414.77
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Transfer to Rabonbank Well-Rehab Loan Account	\$ 10,345.00
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Money Marketing Account Closing Balance March 31, 2016	\$ 763,602.26
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Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
Available Funds	\$ 458,144.26

General Checking Account	\$ 82,328.57
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LAIF Closing Balance March 31, 2016	\$ 520.78
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C. District Counsel's Report – Summary of March activities.

Counsel worked with Staff on answering some questions for the Special Meeting Agenda and Regular agenda.

5. ITEMS OF BUSINESS

A. Consideration of approval of last month's minutes – March 9, 2016.

A motion was made to approve last month's minutes as presented.

Motion by: Vice-Chair Fields

2nd by: Director Price

All in: 5 / 0

B. Consideration of approval of Special Meeting minutes – March 18, 2016.

A motion was made to approve the Special Meeting minutes as presented.

Motion by: Director Price

2nd by: Director Patel

All in: 5 / 0

C. Consideration of approval of Disbursements Journal – April 13, 2016.

A motion was made to approve the April 13th Disbursements Journal as presented.

Motion by: Chairperson Williams

2nd by: Director Price

All in: 5 / 0

6. DISCUSSION/ACTION ITEMS

A. Consideration of approval of Resolution 16-382; Bank Signature change. Removing Ralph McAdams and adding John Russell.

Attached for Board review and approval is Resolution 16-382. The Resolution is to remove Ralph McAdams from the District Bank Accounts and add John Russell. Staff request approval of Resolution 16-382.

Motion by: Director Patel

2nd by: Director Price

All in: 5 / 0

7. Oral Reports from Committee Members: None

8. Oral Reports from Board Members on current issues: None

9. Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda: None

10. ADJOURNMENT @ 6:45 PM

SAN SIMEON COMMUNITY SERVICES DISTRICT



APPLICATION FOR VACANT BOARD OF DIRECTOR SEAT

Name: GIVEN KELLAS

Phone # ~~XXXXXXXXXX~~

Address: ~~XXXXXXXXXX~~
SAN SIMEON, CA 93452

Email GKELLAS@VERIZON.NET

Please list experience you have that would benefit your serving on the SSCSD Board.

PROJECT MANAGER NETWORK ENGINEERING & PLANNING
" " E911 INSTALLATIONS & SALES
OPERATIONS SERVICE MANAGER - VERIZON MAJOR ACCOUNTS
CORPORATE CUSTOMER RELATIONS MGR. VERIZON & CPUC

Why do you want to be a Director on the SSCSD Board?

COMMUNITY INVOLVEMENT & STEWARDSHIP
INTELLECTUAL STIMULATION
ADD TO MY OTHER VOLUNTEER DUTIES TO GROW

gk

I am a registered voter residing in the above named jurisdiction. If appointed, I will qualify and accept the above stated office and serve to the best of my ability.

gk

I am aware that any person who files or submits for filing a declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine or imprisonment, or both, as set forth in Election Code § 18203.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

g. P. Williams
Signature of candidate

3-7-16
Date

Janie Stone
Application received by

3/7/16
Date

RECEIVED
MAR 8 7 2016
BY: [Signature]

SAN SIMEON COMMUNITY SERVICES DISTRICT



APPLICATION FOR VACANT BOARD OF DIRECTOR SEAT

Name: Henry Krzciuk

Phone # ~~909 437 0111~~ (1)

Address: ~~3300 Avenue A~~

Email hkrzciuk@gmail.com

Please list experience you have that would benefit your serving on the SSCSD Board.

I have strong technical/engineering, contracting, budgeting, and financial analysis skills. Before retiring, I was a senior consultant in Sacramento for one of the Governor's cabinet members. I worked with most of the larger State departments. Selected examples: 1) Initiated and led work to consolidate state department data centers including review of twenty department's centers for power, cooling, backup, costs, etc.; 2) Selected State's disaster recovery center and led negotiations; 3) actively wrote/led/consulted on three large bids including technical and financial analysis. 4) Managed Internet and Telecommunications for Ford Motor Company worldwide - budget \$100M, cost analysis, negotiated contracts. 5) Managed accounting services and performed special studies for aerospace company. 6) Lab technician, operator in chemical industry (including chlorine production)
Education: Univ. of Michigan - Engineering Undergrad; Masters in Business Administration Service: Air National Guard

Why do you want to be a Director on the SSCSD Board?

As a board member, I believe that with my skill set, commitment, and hard work, I can add real value to the board's work and the community. Following are examples that are indicative of my commitment and involvement.
1) Since last summer, I have been actively involved with Bill Flemin to improve Internet services for the residents and businesses in the community. Thanks to the work of Bill and support of Will Hearst, reliability and performance has improved dramatically. 2) With the help of county personnel, I assembled key maps, surveys, and documents regarding the district's streets. I donated these materials to the district via Charlie and Renee. This documentation is expected to be beneficial in district administration. 3) In preparation of the board position opportunity, I have received a detailed tour of the water treatment facility; read the district policy manual, water district guidelines, Brown Act, board resolutions and district ordinances. My wife and I are truly enjoying and committed to the San Simeon community. I want to be an active member of the community and contribute where I can to move the community forward. I believe the board position offers the best opportunity to do this.

Yes *Handwritten mark*

I am a registered voter residing in the above named jurisdiction. If appointed, I will qualify and accept the above stated office and serve to the best of my ability.

Yes *Handwritten mark*

I am aware that any person who files or submits for filing a declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine or imprisonment, or both, as set forth in Election Code § 18203.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Handwritten signature
Signature of candidate

2/29/2016
Date

Handwritten signature
Application received by

2/29/2016
Date

RECEIVED
FEB 29 2016
BY: *Handwritten signature*

X

I am a registered voter residing in the above named jurisdiction. If appointed, I will qualify and accept the above stated office and serve to the best of my ability.

X

I am aware that any person who files or submits for filing a declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine or imprisonment, or both, as set forth in Election Code § 18203.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

John K Russell

Signature of candidate

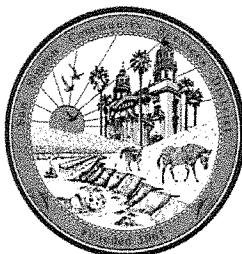
3/4/16
Date

Jane Osborne
Application received by

3/7/16
Date

RECEIVED
MAR 07 2016
BY: [Signature]

MINUTES



San Simeon Community Services District

March 18, 2016

Cavalier Banquet Room

250 San Simeon Avenue

San Simeon, CA 93452

4:00 p.m.

1. Special Meeting session at 4:01 PM

Roll Call:

Chairperson Williams - present

Vice-Chair Fields - present

Director Patel – present

Director Price – present

Also Present: General Manager, Charles Grace

2. PUBLIC COMMENTS : None

3. Discussion Action Item:

a. Consideration of Approval of payment to John Madonna Construction for \$35,414.77 for construction on Wellhead Treatment Project.

The USDA is holding the remaining funds of the Grant until the project is completed. This means that the District will have to start using it's funds to keep the contractor working towards completion of the project. Once the project is complete, the USDA will release the remaining \$80,000 left from the Grant. The District has \$503,670.83 in the money marketing account that can be used to subsidize the project until the State Grant funds come in.

With regards to the second Grant that was obtained for the Wellhead Treatment project from the State DWR; Staff spoke with the County liaison regarding the current stage the Prop 84 Grant Funds are in. All final paperwork was submitted in order for the State Division of Drinking Water (DDW) to begin writing the Grant Agreement. It is anticipated that the agreement will be

completed by the end of May at the latest. Once the agreement is complete, invoices to the State can be submitted. Turn-around time is currently between 30 to 45 days.

Staff is already coordinating with the County to start submitting invoices and paperwork so that when the agreement is complete, invoices can be turned in immediately. The County anticipates reimbursement to begin in June/July time frame.

- b. A motion was made to approve the payment to John Madonna Construction for \$35,414.77 for construction on Wellhead Treatment Project.

Motion by: Director Price

2nd by: Director Patel

All in: 4/0

4. Adjournment@4:28 PM

SAN SIMEON COMMUNITY SERVICES DISTRICT
HERITAGE OAKS BANK
 General Checking Disbursements Journal
 March 18 through April 13, 2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
3/18/2016	Bill Pmt	1100	John Madonna Construction	Wellhead Treatment Feb to March	35,414.77 \$	82,328.57
4/13/2016	Paycheck	1119	John K Russell	Monthly Board Service	92.35 \$	82,236.22
4/13/2016	Paycheck	1117	ALAN FIELDS	Monthly Board Service	92.35 \$	82,143.87
4/13/2016	Paycheck	1118	DAN WILLIAMS	Monthly Board Service	92.35 \$	82,051.52
4/13/2016	Paycheck	1120	KAUSHIK S PATEL	Monthly Board Service	92.35 \$	81,959.17
4/13/2016	Paycheck	1121	LERROY E PRICE	Monthly Board Service	92.35 \$	81,866.82
4/13/2016	Bill Pmt	1101	Angel Fernandez	Acct 331, Deposit Return	50.00 \$	81,816.82
4/13/2016	Bill Pmt	1102	Ann & Rodney Elder	Acct 267, Deposit Return	50.00 \$	81,766.82
4/13/2016	Bill Pmt	1103	CALPERS	ID 7226734344	1,110.03 \$	80,656.79
4/13/2016	Bill Pmt	1104	Carmel & Naccassa. LLP	March Legal Services	1,845.00 \$	78,811.79
4/13/2016	Bill Pmt	1105	Grace Environmental	O and M Services April 2016	48,948.00 \$	29,863.79
4/13/2016	Bill Pmt	1106	James Tanner	Acct. 369, Deposit Return	50.00 \$	29,813.79
4/13/2016	Bill Pmt	1107	John Madonna Construction	Wellhead Treatment March	80,930.50 \$	(51,116.71)
4/13/2016	Bill Pmt	1108	Kathy Drennen	Acct 104, Deposit Return	50.00 \$	(51,166.71)
4/13/2016	Bill Pmt	1109	Marina Michel	Preparation for 2015 CCR	100.00 \$	(51,266.71)
4/13/2016	Bill Pmt	1110	MICHAEL O'NEILL	Monthly Web maintenance fee	320.00 \$	(51,586.71)
4/13/2016	Bill Pmt	1111	Phoenix Civil Engineering, Inc	RO System Construction Mngt.	3,026.75 \$	(54,613.46)
4/13/2016	Bill Pmt	1112	Robert Stilts, CPA	March Bookkeeping	1,200.00 \$	(55,813.46)
4/13/2016	Bill Pmt	1113	San Simeon Ranch	Annual Standby Fee	10,000.00 \$	(65,813.46)
4/13/2016	Bill Pmt	1114	Phoenix Civil Engineering, Inc	Reservoir Design, Preliminary Design	1,722.00 \$	(67,535.46)
4/13/2016	Bill Pmt	1115	Phoenix Civil Engineering, Inc	Reservoir Design, Tasks 1-3	1,650.00 \$	(69,185.46)
4/13/2016	Bill Pmt	1116	Phoenix Civil Engineering, Inc	Outfall Drafting	535.18 \$	(69,720.64)
					152,049.21	(\$69,720.64)

6. DISCUSSION & ACTION ITEMS

A. Consideration of approval of Resolution 16-382; Bank Signature change. Removing Ralph McAdams and adding John Russell.

6. DISCUSSION/ACTION ITEMS
April 13, 2016

A. Consideration of approval of Resolution 16-382; Bank Signature change. Removing Ralph McAdams and adding John Russell.

Attached for Board review and approval is Resolution 16-382. The Resolution is to remove Ralph McAdams from the District Bank Accounts and add John Russell. Staff request approval of Resolution 16-382.

RESOLUTION NO. 16-382

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT AT HERITAGE OAKS BANK

WHEREAS, the San Simeon Community Services District's ("District") priorities as to its investments are, in the following order, preservation of principal, liquidity of principal and return on investment; and

WHEREAS, the establishment of a general checking account and a money market account is consistent with these priorities; and

WHEREAS, with the retirement of Ralph McAdams and appointment of John Russell to the San Simeon Board of Directors, a change in authorized signatories is being requested by Heritage Oaks Bank, and

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

Section 1: The following persons are authorized to sign on behalf of the District, orders for payment or withdrawal of money: **Charles Grace, Alan Fields, Dan Williams, Ken Patel, Leroy Price, and John Russell** with further powers as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

Section 2: Any such authority shall remain in force until revoked by written notice to the affected bank of the action taken by the Board of Directors of the District. All prior authorizations are superseded.

Section 3: Any designated depository ("Bank") of the District is authorized and directed to honor and pay any checks, drafts, or other orders for the payment of money withdrawing funds from any account of the District when bearing or purporting to bear the signatures of TWO persons listed in Section 1 of this Resolution. The Bank is authorized and directed to honor and to charge the District whom such actual or purported signatures were made, provided they resemble the signatures duly certified to and filed with the Bank by the District.

Passed and adopted this 13th day of April 2016. UPON MOTION of **Director** _____ seconded by **Director** _____, and on the following roll call vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dan Williams, Chairperson
Board of Directors

ATTEST:

Charles Grace
Secretary/General Manager

**EXHIBIT A
POWERS & AUTHORITY
RESOLUTION 16-382**

NAME	TITLE	POWERS
Ken Patel	Board of Director	Signatory
Alan Fields	Board of Director	Signatory
Leroy Price	Board of Director	Signatory
Dan Williams	Board of Director	Signatory
John Russell	Board of Director	Signatory
Robert Stilts	Bookkeeper	Web Access Deposit of Funds
Charles Grace Web Access	General Manager	Signatory Exercise instructions to bank
Renee Samaniego Lundy	Administrator	Web Access Deposit of Funds Exercise instructions to bank