

**Board of Directors – Regular Meeting and Special Meeting
San Simeon Community Services District**

AGENDA

Wednesday April 11, 2007

Regular Meeting 6:00 PM

Cavalier Banquet Room

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

1. 6:00 PM – REGULAR SESSION
 - 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, or pending before the Board. Presentations are limited to three (3) minutes or otherwise at the discretion of the Chair.

 - A. Sheriff’s Report
 - B. Public Comment

3. STAFF REPORTS
 - A. General Manager Report
 - Current Project Report
 - (a) NPDES Renewal Update
 - (b) Trimming Bushes along Pico Avenue / Highway 1
 - (c) Connection wait list
 - B. Superintendent Report
 - (a) Water & Wastewater Operation Report
 - C. Other Reports
 - (a) District Financial Summary
 - D. District Counsel Report

4. ITEMS OF BUSINESS
 - A. Approval of Minutes – March 14, 2007
 - B. Approval of Warrants – April 1, 2007 – April 30, 2007

5. DISCUSSION/ACTION ITEMS
 - A. Discussion/Action regarding the Quarterly Newsletter (GM)
 - B. Discussion/Action regarding the WWTP equalization basin / chlorine contact chamber monitoring improvements (Dan D)

- C. Discussion/Action regarding Contents of Web Page
 - D. Discussion/Action regarding the Resolution 07-313 Authorizing Signatures for Banking Services on Behalf of the SSCSD (Rob S)
 - E. Board Committee Reports.
 - F. Board Reports.
-
- 6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

 - 7. ADJOURNMENT

General Manager's Report

April 11, 2007

(a) – NPDES Permit Renewal – The Regional Water Quality Control Board issued a Draft National Pollution Discharge Elimination Permit (NPDES) permit for the Wastewater Treatment Plant. The Draft permit has been reviewed with response submitted to the RWQCB on March 23, 2007.

(b) – Trimming Bushes along Pico Avenue / Highway 1 – Mike Rice trimmed the hedges next to the beach access stairs at the end of Pico Avenue and has trimmed the bushes on the north east side of Pico Avenue. Mike Rice also removed the pine tree limb obstructing the light at Pico and Avonne. Davey Tree Service was contacted to remove the dead pine tree on the north east side of Pico Avenue and Cal-Trans was contacted to remove the dead pine tree at Pico Avenue and Highway 1.

(c) – Connection Wait List – Per the Board's request the connection wait list is provided.

March 22, 2007

Mr. Roger W. Briggs
Executive Officer
Central Coast Water Board
895 Aerovista Place, Suite 101
San Luis Obispo, CA. 93401

Reference: Tentative Draft Waste Discharge Requirements Order No. R3-2007-0024, NPDES Permit No. CA0005274.

Dear Mr. Briggs:

On February 20, 2007 the San Simeon Community Service District (SSCSD) received from the Water Board the tentative draft waste discharge requirements (WDR) and draft NPDES permit. We have considered these revisions to the extent possible, and have found that most of the revisions made by the Water Board are sound, consistent with our analyses, and helpful.

In preparing these comments, we have conferred with ECO Resources, who is the facility operator. The substance of these comments, moreover, reflects the collective experience and judgment of plant operating personnel who have extensive experience with the types of equipment, facilities and operating conditions which exist at the San Simeon Facility.

The Tentative Draft WDR and NPDES permit, which was transmitted by the Central Coast Water Board to the SSCSD on February 15, 2007 states on its cover "The Discharge by the San Simeon Community Service District and the Local Sewering Entity of Hearst San Simeon State Historical Monument" is subject to waste discharge requirements as set forth in this order. The necessity to name the State Historical Monument as part of and within the SSCSD's discharge permit is being questioned. We recommend removing references to the State Historical Monument from the permit as they are considered a "user" similar to that of other entities within the community of San Simeon. The specific references mentioned above are:

- 1) On the cover page
- 2) Page 4, I. Facility Information, Table 4, Facility Information
- 3) Page F3, I. Permit Information, Table F-1, Facility Information

In addition we request that references to spills found on Fact Sheet, page F6, D. Compliance Summary, Table F-5, Compliance Summary, caused by the force main, pumping station, or holding tank maintained by the State Historical Monument are removed from the Order. As stated on page F-9 of the Fact Sheet the spills were caused by a force main owned and operated by the State of California Department of Parks and Recreation.

The Monitoring and Reporting Program (MRP), on Page E-4, IV. Effluent Monitoring Requirements, A. Monitoring Location EFF-001, Table E-3. requires that Daily Flow will be monitored at EFF-001. The facility currently has the designed capability to monitor influent flow which the Water Board has found acceptable over the course of the existing permit. We recommend a modification to the draft permit to allow for influent monitoring as an acceptable method for providing the Daily Flow Parameter found in Table E-3 mentioned above.

SSCSD appreciates the opportunity to submit these comments. We would welcome the opportunity to meet with you or any of your staff to discuss any aspect of these comments or the proposed permit documents.

Sincerely,

Charles Grace
General Manager
San Simeon Community Service District

CC: San Simeon Board of Directors
Rob Schultz, San Simeon Council

RESOLUTION NO. 04-295

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT ESTABLISHING AND CERTIFYING THE PRIORITY LIST FOR THE HOOK-UP AND DEPOSIT WAITING LIST.

WHEREAS, Cavalier Inn Inc. filed a cross-claim against the District as a result of an American with Disabilities Act ("ADA") lawsuit filed by plaintiff, Carolyn Martin against Cavalier in United States District Court.

WHEREAS, on October 8, 2003 the District approved a settlement agreement to resolve the lawsuit.

WHEREAS, as part of the settlement agreement, the District agreed to hold a public hearing by February 11, 2004 to recognize, establish and certify the priority list for the Hook-up and Deposit Waiting List.

WHEREAS, the District held a public hearing on February 11, 2004, accepted testimony and determined that Cavalier Inn Inc. is entitled to first priority on the Hook-up and Deposit List based upon its purchase and assumption of the Dalton property through Bankruptcy proceedings and due to written and oral representations made by the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Simeon Community Service District hereby recognizes, establishes and certifies the priority list for the Hook-up and Deposit Waiting List as follows:

PRIORITY	NAME	DEPOSITS		DESCRIPTION
		*PAID	DATE	
1	Cavalier Inn Inc. ¹	\$0.00 ²	1/25/1972 ³	145 Motel ⁴
	APN			2400 sq ft Restaurant
	APN			
	APN			
	APN			
2	Evans	\$425	11/16/1975	4 Retail
	APN 013-071-018			
3	Mouchawar	\$30,445	6/1/1979	35 Motel
	APN 013-391-001			1 Apartment
				2000 sq ft Restaurant
4	Long	\$1,200	10/29/1985	1 Residence
	APN 013-031-022			

5	Hurlbert for The Tides of San Simeon	\$2,280	9/6/1990	6 Condos 1 Irrigation
	APN 013-402-012			
6	Ramirez	\$2,280	3/9/2001	6 Condos
	APN 013-402-013			
7	Redwood	\$6,840	10/15/1990	3 Residences
	APN 013-402-006			
TOTAL		\$43,470		

¹ Cavalier Inn Inc. acquired the rights and obligations of Dalton through bankruptcy proceedings in July 1989.

² The deposit of Dalton was forfeited when he failed to comply with the Terms of Agreement with the District.

³ The date of the agreement between the District and Dalton.

⁴ Per agreement, remaining balance of project after Mouchawar foreclosure on 105 units

PASSED, APPROVED, AND ADOPTED, by the Board of Directors of the San Simeon Community Services District on the 10th day of March 2004, by the following vote to wit:

AYES: Kiech, Baileywood, Schell, Mirabal, Boubion + Lambi

NOES:

ABSENT:

David Kiech, Chairperson
Board of Directors

ATTEST:

District Secretary

San Simeon Community Services District

Superintendent's Report

March 2007

Superintendent's Report

March 2007

April 5, 2007

Although the Wastewater Treatment Plant performed well overall during the month of March, we had one exceedance of our permit limitations, for Total Coliform. The exceedance was for a dechlorinated final effluent sample taken on March 14, 2007 and the laboratory test results indicated that we had a Total Coliform count of 300 MPN/100ml (MPN is an abbreviation for Most Probable Number). Although there is no way of knowing for sure, we now suspect that the reason for the occasional higher than allowed Total Coliform count could be from birds defecating into the last chamber of the Chlorine Contact Chamber (CCC). We plan on installing an inexpensive cover over the final chamber to protect the area from birds. In addition, we are installing wooden baffles between each of the individual chambers of the CCC to reduce the short-circuiting we believe to have been taking place.

As can be seen from the attached data sheets, the amount of domestic water produced and used was up slightly from previous months and the flow into the wastewater treatment plant was also up slightly. The static water levels for the domestic wells (Average Depth to Water) was slightly lower than for the previous month but the levels are still satisfactory at this time.

At the last Board meeting I provided a list of improvement items needed to upgrade the disinfection process but no action was taken on the matter at that time. Included with this report is an updated list of those items needed, including some revision of costs associated with the project. I would ask approval from the Board to proceed with the project.

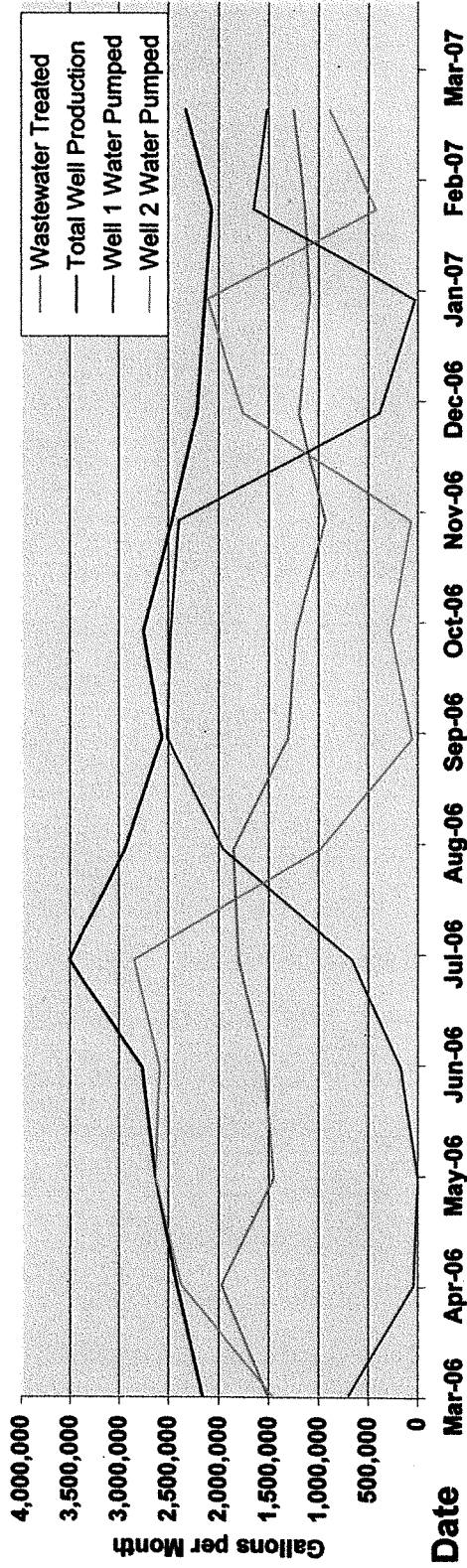
Report prepared and submitted by Dan Daniels, Facility Manager, ECO Resources, Inc.

San Simeon Community Services District Data Summary Sheet March 2007

	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Total for 2006
Wastewater Treated	1,271,275	1,363,034	1,512,445	1,969,883	1,449,000	1,539,298	1,798,204	1,849,711	1,307,276	1,229,498	936,304	1,199,886	17,425,914
Total Well Production	1,995,888	1,926,324	2,187,480	2,418,658	2,633,708	2,767,600	3,509,616	2,940,538	2,571,699	2,755,408	2,464,361	2,216,623	30,367,903
Well 1 Water Pumped	0	540,654	701,474	43,758	0	177,276	663,476	1,955,721	2,514,327	2,479,919	2,395,545	393,523	11,865,674
Well 2 Water Pumped	1,955,888	1,385,670	1,466,005	2,374,900	2,633,708	2,590,324	2,846,140	984,817	57,372	275,488	68,816	1,755,408	18,394,534
Water Well 1 Avg Depth to Water	10.4	10.5	10.1	9.8	10.5	10.9	10.8	11.4	11.4	11.7	11.8	11.1	10.9
Water Well 2 Avg Depth to Water	10.3	10.5	10.4	10.0	10.6	11.0	10.9	11.2	11.5	11.9	11.9	11.1	10.9
State Wastewater Treated	705,247	397,658	292,804	456,107	315,899	315,831	429,805	417,679	285,432	239,387	207,822	269,494	4,333,165
State % of Total WW Flow	55.48	29.17	19.36	23.15	21.80	20.52	23.90	22.58	21.83	19.47	22.20	22.46	25.16
Biosolids Removal (Gallons)	6,000	6,000	12,000	6,000	12,000	35,490	32,288	28,223	25,180	24,607	24,947	6,198	218,933
WW Permit Exceed, Revised 12-7-06	2	1	0	1	4	1	0	1	0	0	1	0	11
Constituents Exceeded	T Coliform	T Coliform	None	T Coliform	T Coliform	None	None	T Coliform	None	None	T Coliform	None	
Sample Limit	230	230	230	900	230	300	300	230	240				
Sample Result	240	500			1600								
	500				350								
Constituents Exceeded					Tot CL2	Tot CL2					Tot CL2		
Sample Limit					0.93	0.93					0.93		
Sample Result					7.1	52					1.04		

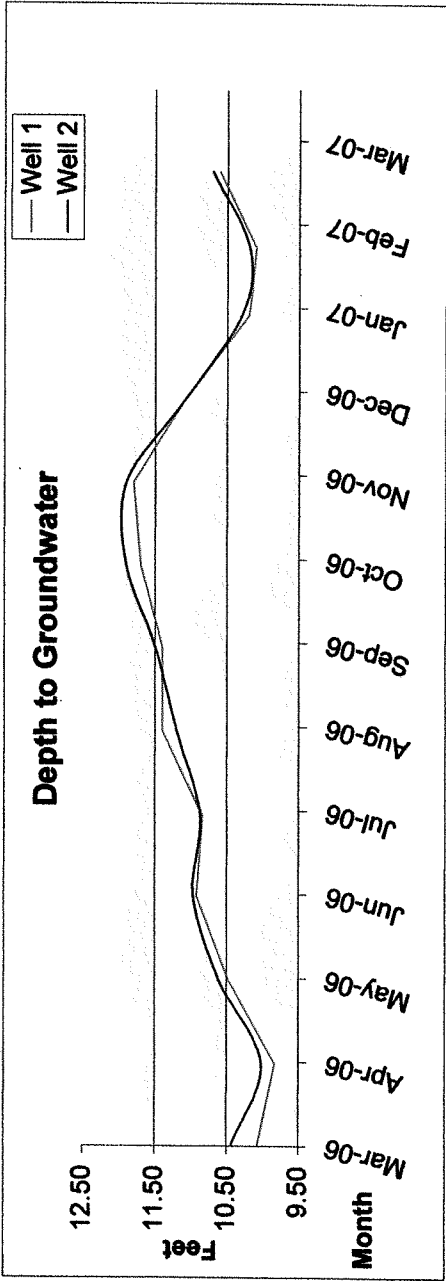
	Jan-07	Feb-07	Mar-07	Total for 2007
Wastewater Treated	1,086,548	1,137,863	1,252,523	3,478,934
Total Well Production	2,140,776	2,076,298	2,329,571	6,546,645
Well 1 Water Pumped	28,349	1,651,734	1,519,338	3,199,421
Well 2 Water Pumped	2,112,427	424,565	891,018	3,428,010
Water Well 1 Avg Depth to Water	10.2	10.1	10.6	10.3
Water Well 2 Avg Depth to Water	10.3	10.2	10.7	10.4
State Wastewater Treated	191,904	230,939	210,820	633,663
State % of Total WW Flow	17.63	20.30	16.83	18.21
Biosolids Removal (Gallons)	0	6,523	0	6,523
WW Permit Limitation Exceeded	0	0	1	1
Constituents Exceeded			T Coliform	
Sample Limit			230	
Sample Result			300	

Superintendent Report - March 2007



Superintendent Report For March 2007

Month	Well 1 Avg Depth	Well 2 Avg Depth
Mar-06	10.07	10.44
Apr-06	9.83	10.02
May-06	10.48	10.61
Jun-06	10.92	10.97
Jul-06	10.84	10.87
Aug-06	11.40	11.20
Sep-06	11.40	11.50
Oct-06	11.7	11.9
Nov-06	11.8	11.9
Dec-06	11.1	11.1
Jan-07	10.2	10.3
Feb-07	10.1	10.2
Mar-07	10.6	10.7



Revised List of Costs for Recommended Improvements to WWTP April 5, 2007

Item	Task	Quoted Price
1	Installation of flow meter on gravity line to Equalization Basin Greyline AVFM-II Area Velocity Meter	13,650.00
2	Installation of Flow meter at outlet of CCC Flow monitoring 7 day monitoring chart	3,277.14
3	Level sensor for Equalization Basin Transducer, installation and programming	8,200.00
4	Chlorine Dosage Control New Chlorine Analyzer Programmable Control Unit	9,915.60 7,416.06 2,098.78
	Installation	1,000.00
	Total - Revised. List of Improvements - Quoted Prices	\$56,557.58

Provide Flow Meter, including instrument, install, wiring

Area Velocity Flow Meter @ \$3,277.14

Includes providing pressure transmitter, process controller, conduit, wiring and installation.

(1) MICRO 2000 Chlorine Analyzer @ \$9,915.60
 (2) Process Control Units @ \$3,708.03
 (1) 24 Hour Chart Recorder. @ \$2,098.78
 Upgrade Existing Chlorine Analyzer
 Install Chlorination System, Includes SS Panel Box

Other Reports
District Financials Summary

District Financials

March 2007 Billings	\$25,473.98
February 2007 Billings	\$28,844.95
March Past Due	\$4,189.44
LAIF Account	\$822,063.21
SEP Accounts (no new statements)	\$84,493.40
	\$20,325.54
Accounts Payable	\$40,869.87
Checking Account Balance	\$33,691.64
(no new statement)	\$ 38,527.04

*New one
Available -
replace*

111 Pico Ave.
San Simeon, CA 93452
(805) 927-4778 Office
(805) 927-0399 Fax

San Simeon CSD

Memo

To: LAIF File
From: Tom O'Neill
CC:
Date: April 5, 2007
Re: \$90 K LAIF Transfer

On February 15, 2007, \$90K was transferred from the LAIF fund by Tom O'Neill to cover district expenses as reflected on the February Warrant Report. Notified of the transfer was Terry Lambeth, District Chairperson.

**Board of Directors – Regular Meeting
San Simeon Community Services District
MINUTES**

Wednesday March 14, 2007

Regular Meeting 6:00 PM

Cavalier Banquet Room

1. 4:00 PM-SPECIAL MEETING

2. 6:00 PM – REGULAR SESSION

Roll Call-All Directors present except McAdams

Pledge of Allegiance

3. Public Comment:

Noah Smukler of the Surfrider Foundation announced that he would like to arrange a public tour of the wastewater treatment plant and urged staff to follow through on plans to upgrade the plant to tertiary status.

Joey Racano of the Ocean Outfall group also expressed the desire for all dischargers on the coast to be tertiary.

Dale, an organic farmer from Atascadero similarly mentioned tertiary as being a “must have”.

3.1 Sheriff’s Report: Commander Ben Hall said there were 44 calls for service in San Simeon, 11 of which became reports. Six of the calls related to the Courtesy Inn. There was one report of a drunk driver.

4. STAFF REPORTS:

4.1 General Manager Report

4.1.1.1 Draft NPDES permit renewal: The Regional Water Quality Control Board issued a Draft National Pollution Discharge Elimination Permit (NPDES) permit for the Wastewater Treatment Plant. The Draft permit is being reviewed by staff in effort to determine the impact a final permit would have on the existing treatment plant’s operational cost and the existing Treatment Plant’s ability to meet a final permit’s regulatory requirements. Discussion involved the cost, sampling changes, and the separation of State and San Simeon wastewater histories.

4.1.1.2 Update of Repair of Road Leading to Water Pumps: Staff is in progress of obtaining a letter from the Hearst Corporation. Rain events have saturated the existing road pushing the completion date toward late spring early summer.

4.1.2 Superintendent Report: The report was presented by Dan Daniels. A cost list was provided by Mr. Daniels for recommended improvements to the WWTP. The most pressing item is the issue of the dechlorination chamber. The cost estimates original recommendation totaled \$165,400. Staff recommends ~~performing a partial project form~~ *with an* ~~of this total~~ *estimated* at a cost of \$48,357.58.

4.1.3.1 District Financial Summary:

January 2007 Billings	\$27,954.77
February 2007 Billings	\$28,844.95
February Past Due	\$4,835.89
LAIF Account	\$912,063.21
SEP Accounts	\$84,493.40
	\$20,325.54
Accounts Payable	\$60,730.22
Checking Account Balance	\$33,691.64

4.2 District Counsel Report: District Counsel Schultz, besides his regular duties, composed Resolution 07-313 authorizing signatures for banking services on behalf of the SSCSD.

5. ITEMS OF BUSINESS:

5.1 Approval of Minutes – February 14, 2007

Motion made: Director Russell
Second: Director Ricci
Approved 4-0 without exception

5.2 Approval of Warrants – March 1, 2007 – March 31, 2007

Motion made: Director Russell
Second: Director Fields
Approved 4-0 without exception

6. DISCUSSION/ACTION ITEMS:

6.1 Discussion/Action regarding the Courtesy Inn: Item removed from the agenda. Issue is being resolved through the County.

6.2 Discussion/Action regarding the Quarterly Newsletter: Suggestions were presented to and by the Board for possible newsletter topics. Staff was directed to bring back sample newsletters and an estimated time and money cost.

6.3 Discussion/Action regarding Contents of Web Page:

Motion made to post the entire board packet on the district web site assuming the cost is minimal and a significant number of visitors view the site every month.

Motion made: Director Russell
Second: Director Fields
Approved 4-0 without exception

6.4 Discussion/Action regarding the Resolution 07-313 Authorizing Signatures for Banking Services on Behalf of the SSCSD:

Item tabled to next month. Director Ricci's name needs to be changed to her legal name. District Counsel will provide original copies.

6.5 Discussion of Bicycle Race and its impact on San Simeon:

Item removed from agenda.

6.6 Board Committee Reports:

The Water Master Plan Committee had their first meeting and will continue to meet on one Wednesday per month at 2:00 PM. The meeting is open to the public.

6.7 Board Reports: none

7. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS:

The bushes along the steps leading down to Pico Creek on the left side have been cut but are high on the right side and need to be cut.

8. ADJOURNMENT

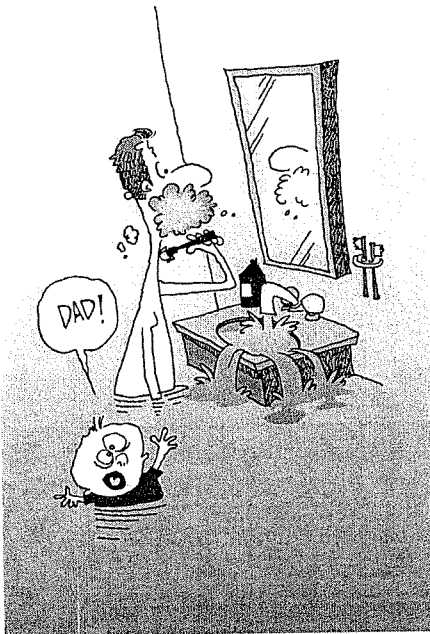
**San Simeon Community Services District
WARRANT REPORT
April 1-30, 2007**

Type	Date	Open Balance	Warrant #	Check #
Fields, Alan	4/11/2007	\$ 100.00	1104-001	5618
Board Services				
Ricci, DeeDee	4/11/2007	\$ 100.00	1104-002	5621
Board Services				
Lambeth, Terry	4/11/2007	\$ 100.00	1104-003	5627
Board Services				
McAdams, Ralph	4/11/2007	\$ 100.00	1104-004	5631
Board Services				
Russell, John	4/11/2007	\$ 100.00	1104-005	5624
Board Services				
Schultz, Rob	4/11/2007	\$ 1,575.00	1104-006	5626
District Counsel Services				
ECO Resources	4/11/2007	\$ 35,279.19	1104-007	5622
Monthly Services				
PERS Health	4/11/2007	\$ 221.11	1104-008	5619
Health Insurance				
GBP&B	4/11/2007	\$ 1,200.00	1104-009	5623
Monthly Services				
SLO County Environmental Health	4/11/2007	\$ 15.42	1104-010	5629
Administration Costs				
PG and E	4/11/2007	\$ 84.15	1104-011	5625
Street Lighting				
Crosby and Cindrich	4/11/2007	\$ 1,795.00	1104-012	5620
Audited Financial Statements				
Bytes and Sites	4/11/2007	\$ 200.00	1104-013	5630
March Billing				

Total: \$ 40,869.87

San Simeon Newsletter

Newsletter Date



Excerpt text from the main text of a story to draw a reader's attention to the page.

News from the General Manager

The purpose of a newsletter is to provide specialized information to a targeted audience. Employee newsletters can be used to develop a better informed workforce, to foster a greater sense of community, and to build morale.

You can create a better-informed workforce in many ways. By providing news from the project level and the company level, you can help employees better understand how the company works and where they fit in.

When employees understand the goals of the company and see how their work helps to achieve those goals, they are usually more productive.

You can help build morale by writing about employee events and achievements.

The key to a successful newsletter is making it useful to your readers. Include information about all areas of the company – but make sure it is information that your readers want and need.

Water Conservation

An employee newsletter is an excellent place for a message from the President of the company. This article serves several purposes. For the President, it offers a way to communicate the company goals and status to employees at all levels.

For employees, it provides a better understanding of the company's goals and status, as the President sees them. If you want to create a sense of connection between employees and the president, you can use this column as a forum wherein the President can answer questions sent in by employees.

This column is also a great way to inform employees of big company news before it hits the TV or major newspapers.

To make this column successful, you should ask the president to be as candid and honest as possible. This is a place to inform employees, not promote a project or sell an idea.

Don't Forget

Whether you are starting an employee newsletter from scratch or trying to freshen up your existing newsletter, a good design is essential. A well designed document is easier to read. Employees will know exactly what kinds of information to expect and where to find each in the newsletter. A good design also makes it easier, and cheaper, to produce and update your newsletter.

You can also use much of the content you put in your newsletter for your Web site. Microsoft Word offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it on your company intranet.

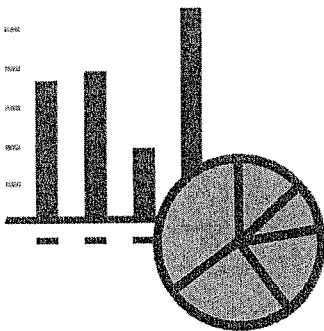
The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

Excerpt text from the main text of a story to draw a reader's attention to the page.

Department Profile: Name of Department

Profile a department in your newsletter to keep employees informed about what is going on in the company. Many times, employees only know what is going on in their department and do not see how their work fits into the bigger picture. By sharing information on different departments, you can help employees see how departments fit together to form the whole. When choosing which department to profile each month, you might want to consider how long the department has been in existence (profile new departments, or profile established ones in order of their age to show how the company has grown historically). You can also consider recent department accomplishments or upcoming deadlines.

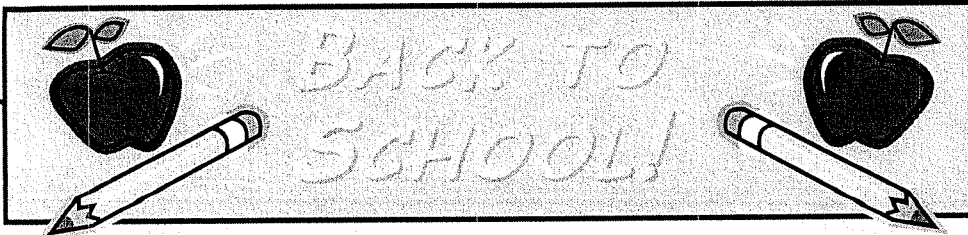
In a department profile, share information about employees who work in the department, main projects on which the employees in the department are working, and the history of the department, including past accomplishments.



A caption is a sentence describing a picture or a graphic.

**YOUR LOGO
HERE**

San Simeon CSD
111 Pico
San Simeon, CA 93452
Phone:
805-927-4778
Fax:
805-927-0399
E-mail:
info@sansimeoncsd.com



San Simeon Community
Services District
California

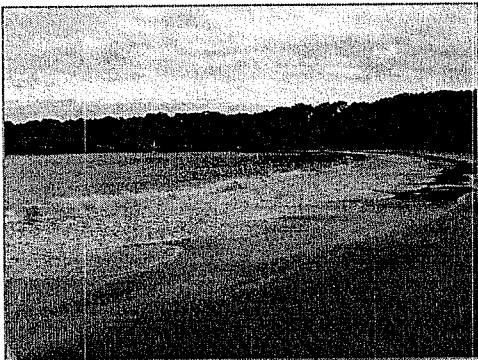
Newsletter Date
Volume 1, Issue 1

San Simeon Quarterly Newsletter

Article Title 1

First, choose a short title or theme for your newsletter — something like "Class News," or "Back to School." Then, pick a full title for your newsletter — for example, "Ms. Stahl's Classroom Newsletter." If you'd like, you can also add a subtitle, volume number, and date for your newsletter.

Use the body of your newsletter to keep parents apprised of major assignments and class events, as well as any school district news. Provide explanations of how projects and daily work conform to the state standards.



A caption describing the picture.

You might also want to include the week's spelling words, test alerts, and any upcoming events such as field trips or special school events.

A newsletter also can extend classroom learning. Give students experience in writing for an audience by having them write articles describing class projects. Ask children to help you choose the colors of your newsletter, pick out clip art, put together story ideas, write and edit articles, and distribute the newsletter.

Article Title 2

Every article you post needs its own title. It's also a good idea to use clip art and graphics to illustrate themes, activities, or events. When you don't have enough text, fill empty spaces with graphics or classroom photos.

Keep the tone simple and positive. Occasionally you might need to remind parents about classroom rules.

Article Title 3

First, choose a short title or theme for your newsletter — something like "Class News," or "Back to School." Then, pick a full title for your newsletter — for example, "Ms. Stahl's Classroom Newsletter." If you'd like, you can also add a subtitle, volume number, and date for your newsletter.

Use the body of your newsletter to keep parents apprised of major assignments and class events, as well as any school district news. Provide explanations of how projects and daily work conform to the state standards.

Article Title 4

First, choose a short title or theme for your newsletter — something like "Class News," or "Back to School." Then, pick a full title for your newsletter — for example, "Ms. Stahl's Classroom Newsletter." If you'd like, you can also add a subtitle, volume number, and date for your newsletter.

Use the body of your newsletter to keep parents apprised of major assignments and class events, as well as any school district news. Provide explanations of how projects and daily work conform to the state standards.

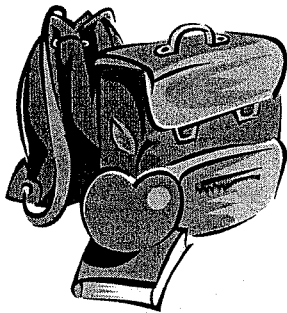
This Week's Assignments

This week in Science we will be studying animals, including dinosaurs and pets, as well as astronomy. Children will be required to complete an in-depth science report on the animal of their choice by next Wednesday morning. Our trip to the zoo on Thursday may inspire some creative choices!

We will also work on geometry problems in Math homework. In Social Studies, we will read a book about the culture of the Inuit people, who used to be called Eskimos.

Reminders to Students

- Bring money for field trip lunch
- Bring umbrella in case it rains
- Think of a costume for Friday's assembly



Reminders to Parents

Your child will need the following supplies this year:

1. backpack
2. 3 spiral notebooks
3. 1 box of pencils
4. erasers
5. rulers
6. compass
7. lunch box

This Week's Highlights

Monday

Today we are learning about dinosaurs.

Tuesday

Today we are learning about pets.

Wednesday

Today we are learning about the solar system.

Thursday

Today we are going on a field trip to the zoo.

Friday

Today we have a special guest from the fire department to tell us about fire safety.

Upcoming Events

Classroom Open House

Tuesday, September 6, 7:30 P.M.

Ice Cream Social with the Faculty

Friday, September 9, 5 P.M.

School Assembly

This week's school assembly is on storybook characters. Children may dress up like a character on Thursday. (You might want to bring a change of clothes for the rest of the day.) Costumes can be as simple as a hat or a small picture of your character pinned to your shirt. Have fun.

Thank You Students!

Special thanks are due the following students:

Jay Adams for volunteering to clean up after the fall open house.

Kari Hensien for donating her checkers set to recess.

Alan Shen for baking us his grandmother's chocolate chip cookies last week.

Thank you also to **Ms. Brown** for bringing in the travel posters to decorate for open house.



San Simeon Newsletter

Newsletter Date
Volume 1 Issue 1

[Company Name], [Street Address], [City, ST ZIP Code]
[Web site] [e-mail] [phone]

News from the General Manager

By Author Name



When designed correctly, a newsletter provides specialized information to a targeted audience. To help you achieve this goal, this template offers suggestions that you can also find in the article in the Template task pane titled "Creating a Newsletter." You may also be interested in reading "Printing a Newsletter," which describes different printing options, such as using large paper to print your newsletter as a folded booklet. In addition to these template Help articles, the task pane also contains links to Help topics related to the Microsoft Office Word features used in this template, such as text boxes. As an added help, before you begin replacing this content with your own, you may want to print this template to so you can keep these instructions.

To find a particular article within this newsletter, refer to Inside This Issue, on page 1.

In creating a newsletter, first determine the audience. This could be anyone who might benefit from it, such as people interested in purchasing a product or service. Please see *Getting Started* on back page

You can compile a mailing list from business reply cards, customer information sheets, business cards collected at trade shows, or membership lists. You might consider purchasing a mailing list from a company that serves your target customer.

Next, establish how much time and money you can spend on your newsletter. These factors will help determine the length of your newsletter and how frequently you publish it.

A newsletter is competing against a lot of distractions for the reader's attention, so it's important that the first one or two sentences of an article hook the reader. And since that hook creates an expectation, the article needs to justify the use of the hook, or the reader will feel manipulated.

Along with the hook, the article's headline needs to be brief, active, and clear in its purpose. Beyond these essential characteristics, a headline attracts attention if it's highly relevant, inspires curiosity, or has some other irresistible quality.

Newsletter articles are short on space and their readers are short on time, so the articles must be well-focused, aiming to make one major

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Writing Great Newsletter Articles

By Author Name

Please see *Great Articles* back page

Tight Space from page 2

So you have space for one more article in your newsletter and one of your experts out in the field is writing the article. How can you determine how long the article should be?

As in newspapers, the length of a newsletter article can be thought of in terms of how many “column inches” are available for the article. A column inch is a measure of space, namely an area on a page one column wide and one inch deep, used to

News of Note

By Author Name

In the course of adapting this template to suit your needs, you will see a number of different newsletter elements. The following is a list of many of the elements, accompanied by a brief definition.

Body text. The text of your articles.

Byline. A line of text listing the name of the author of the article.

Caption text. Text that describes a graphic. A caption should be a short but descriptive full sentence.

“Continued from” line. A line of text indicating the page from which an article is continuing.

“Continued on” line. A line of text indicating the page on which an article will be continued.

Date. Either the date of publication or the date

measure the amount of type that would fill that space. This will vary from newsletter to newsletter depending on the font you’re using, its size, the column width, and the amount of space between lines and between paragraphs. By knowing how many words on average fit into a column inch in your newsletter, and then by measuring how many column inches are available for the article, you can tell the writer how many words their article can have. Let’s take this scenario one step at a time.

you expect the newsletter to be at the height of its circulation.

Graphic. A photograph, piece of art, chart, diagram, or other visual element.

Header. Text at the top of each page indicating the name of the newsletter and the page number.

Headline. The title of an article. A headline needs to be clear in its purpose, brief, and active, and should attract attention by being relevant, inspiring curiosity, or for having some other irresistible quality.

Newsletter title. The title of the newsletter.

Pull quote. A phrase or sentence taken from an article that appears in large letters on the page, often within a box to set it apart from the article.

YOUR LOGO
HERE

[Company Name]
[Street Address]
[Address 2]
[City, ST ZIP Code]

Phone:
[phone]

Fax:
[fax]

E-mail:
[e-mail]

Reminder

Graphic. A photograph, piece of art, chart, diagram, or other visual element.

Header. Text at the top of each page indicating the name of the newsletter and the page number.

Headline. The title of an article. A headline needs to be clear in its purpose, brief, and active, and should attract attention by being relevant, inspiring curiosity, or for having some other irresistible quality.

For an additional 30 pages a month I would change the monthly charge from \$200.00 per month to \$275.00 per month. If there is another way besides scanning and sending me a scanned copy it would be better because there are sometimes issues with scanned documents, it would be easier to navigate a 30 page document if it were a PDF or another format but if you can only send a scanned document, I can make it work.

Currently the page views are as follows:

	Month	Number of page requests
1.	October 2006	274
2.	November 2006	406
3.	December 2006	452
4.	January 2007	437
5.	February 2007	454
6.	March 2007	617
7.	April 2007	46

4-12-06 Regular Board Mtg

All Directors present
Schultz + O'Neill Present

Miss Approval Kiech, Russell, All
with am changes

Warrant Approval - Russell, Alan, All

Call P&E to Replace lights 12, 13, 14, 16

5.1 Moved to public Comments
by agreement of the ^{All} Directors

5.2 Syr contract renewal - Kiech, Russell
Fields David, John, Terry. Yes
Lorraine - No' Pass 4-1

5.3 Water Committee Recommendations Motion to accept
Not to reopen wait list water committee to not
open wait list
Problem is water - not wait list Russel, Alan, All

5.4 Cambria / San Simon Area update

* Copy of Ordinance to John, Lonaine
Regarding Water/WWTP Connecting Requirements

Board to review the process for
notification of residents of ~~what~~ what
to expect with new meters
- In Spanish -

Agenda Items

Adjourn 8:35 PM

Meeting Date 4-11-07

Meeting Type Regular

Call to Order Time _____

Director Roll Call P=Present A= Absent

Lambeth P

Ricci P

Russell P

Fields P

McAdams P

Staff _____

Grade _____

Schultz _____

Facility Manager _____

District Manager _____

Other Starriff = Justin Nelson

Approval of Minutes for: 3-14-07

Motion Russell

Second Ricci

Vote All

Approval of Minutes for: _____

Motion _____

Second _____

Vote _____

Approval of Warrants for: March

Motion Ricci Russell

Second Ricci Russell

Vote All

Discussions/Action Items		S.A
Motion	Russell	
Second	Russell	Order staff to create news letter
Vote	All Aye	
Discussions/Action Items		S.B.
Motion	Russell	
Second	Fields	
Vote	All Aye	
Discussions/Action Items		S.C
Motion	Russell	See if we can have bus schedule to work
Second	Fields	See if yes please do it.
Vote	All Aye	
Discussions/Action Items		S.D
Motion	Russell moved	
Second	McAdams	-Call Greg All yes yes
Vote	All	-Ask Leah to reform Russel and Ralph when they can get secure cards.
Next Meeting Agenda Items		
1		
2		
3		
4		
Notes		
Adjournment Time		