

**Board of Directors - Regular Meeting  
San Simeon Community Services District  
AGENDA  
Wednesday, March 10, 2004 – 6:30 PM  
Cavalier Banquet Room**

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

1. **CALL TO ORDER (6:30 PM)**
  - 1.1 Roll Call
  - 1.2 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.
  - 2.1 Sheriff's Report
  - 2.2 Public Comment
  
3. **STAFF REPORTS**
  - 3.1 General Manager's Report
  - 3.2 District Counsel Report
  - 3.3 Plant Superintendent's Report and Presentation of Annual Report
  - 3.4 District Engineer's Report
  
4. **ITEMS OF BUSINESS**
  - 4.1 Approval of Minutes – January 14, 2004, February 11, 2004, February 16, 2004, February 23, 2004 and, March 3, 2004
  - 4.2 Approval of Warrants – February 1 – 29, 2004
  - 4.3 Quarterly Investment Report – Period Ending 12/31/03
  
5. **DISCUSSION / ACTION ITEMS**
  - 5.1 Acceptance Of Auditor's Report for Fiscal Year 2002 – 2003
  - 5.2 Mid-Year Review of Budget
  - 5.3 Resolution for Adoption of the Revised District Policy Handbook
  - 5.4 Update on Post Earthquake Assessment and Consideration of Retaining Services for Sewer Line Video Service
  - 5.5 Resolution Certifying Hook – Up and Deposit Wait List in Accordance with Settlement Agreement between SSCSD and Cavalier Inc. et al.
  - 5.6 Report on Completion of Boundary Survey of Wastewater Treatment Plant Property and RipRap to Determine Boundaries in Accordance with Settlement Agreement between SSCSD and Cavalier Inc. et al.
  - 5.7 Professional Services Proposal for Specialized Services: San Simeon Earthquake Disaster – Coordination with FEMA

- 5.8 Professional Services Proposal for Specialized Services: Pico Creek Wells – Flood Analysis and Flood-proofing Design
- 5.9 Discussion / Selection of General Manager
- 5.10 Discussion Regarding Status of District Truck
- 5.11 Acceptance of Resignation – John L. Wallace & Associates, as District Engineer, Effective March 11, 2004
- 5.12 District Committee Reports
  - a) Finance Committee
  - b) Ordinance 66 Ad – Hoc Committee
  - c) Water Facilities Report

**6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS**

**7. ADJOURNMENT**

## San Simeon Community Services District

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

### Board of Directors

David Kiech, Loraine Mirabal-Boubion, Eric Schell, Carol Bailey-Wood, Terry Lambeth

### MEMORANDUM

**DATE:** March 10, 2004  
**TO:** Board of Directors  
**FROM:** Mark A. Bloodgood, General Manager  
**RE:** General Manager's Report

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1. **Internal Controls Program and Office Procedures** – No update.
2. **Completion of the Action Plan** – No update.
3. **Hearst Ranch Agreement with American Land Conservancy.** – No Update.
4. **Prop 50** – No update.
5. **Solids Disposal Alternatives** –No update.
6. **Rate Study** – No update from last month's report except to reiterate that Staff is waiting for the Facilities / Water Committee to agree on the components and priorities of the District's *Needs Assessment* before completing the final draft for the Requests for Proposal (RFP) for the Rate Study. There seems to be some confusion about the *Facilities Inventory and Identification Plan* and the *Needs Assessment*. The Board approved and **eda** completed the former in two separate Phases. To the best of our knowledge, the *Needs Assessment* has been discussed in committee but has not been formally approved by the Board.
7. **Worker's Compensation Policy Renewal** – Staff still needs direction from the Board regarding the District's Worker's Compensation Policy which is coming up for renewal on March 20th. Of course, the District does not have any "employees" on payroll at this time. We can cancel the policy, but if the Board thinks they may go the direction of hiring employees again soon, then it would be good to keep the policy in place rather than have to write a new one. State Fund will work on a month-to-month basis in this way. They will be giving us a quote for a minimum premium for doing so. If the Board opts to continue to contract out for all services, then it is important to make sure that the firms so engaged do have their own workers compensation insurance coverage. Note that this is already a requirement in the District's standard contract language.
8. **FEMA – OES Post Earthquake Inspection** – No update.

- 9. Hazard Mitigation Grant Program** – No update other than another reminder that the deadline for completion of a Hazard Mitigation Plan is 11/01/04. As mentioned in last month's report, if after that deadline a significant hazard occurs and there is no Hazard Mitigation Plan in place, the District would not be eligible for aid. Staff will follow up on what SSCSD needs to do in order to comply with these requirements and pass that on to the incoming management.
- 10. Emergency Generator** – To be discussed in tonight's Engineer's Report.
- 11. Lock Box for Utility Payments** – Mid State Bank has been contacted but has not yet set the appointment to meet and begin the process. If this is not accomplished before March 15, then we will pass the contact information on to the new Manager.
- 12. Office Administrator Position** - The CPA firm of Glenn, Burdette Phillips & Bryson (GBP&B) is prepared to take over the bookkeeping and accounting for the District. Staff has already had a preliminary meeting with a representative from GBP&B with another meeting scheduled for this Monday. However, the Board still needs to address having coverage at the District office, if any is desired, to handle deposits, phone calls, setting up new accounts and other miscellaneous tasks. The Board can contract this out or hire an employee. (Director Kiech has even volunteered to man the office for a time!) In the interim, the Board may wish to use Heidi Lequesne, who has already been helping at the office since Kim left and is familiar with the operation. She is available as a contract laborer.
- 13. A Fond Farewell** – Eileen, Paul and Mark wish to thank you for the opportunity we've had to serve the San Simeon Community Services District over the last few years. We have sincerely enjoyed our time here, helping with the many challenges facing the District, and, most importantly, working with the Board members, the District's consultants, and many members from your community. Eileen will be available to help oversee the completion of the Budget process with the finance committee and GBP&B. We will also be available to meet and download with your new representatives. We wish you all the best.



FLUID RESOURCE MANAGEMENT, inc.  
Design, Operation and Maintenance

TO: Mark Bloodgood, District Manager  
John Wallace, District Engineer

FROM: Chris Nally, Systems Supervisor

DATE: March 4, 2004

SUBJECT: February Superintendent's Report

**Wastewater:**

- 2/5, Staff met with State Parks staff for a facilities tour and tour of collection system.
- 2/11, Meeting with Office of Emergency Services and FEMA for post earthquake inspection.
- 2/15, Staff called out for high E.Q. Basin alarm, heavy flow from weekend.
- 2/16, Old outfall located, unable to cut due to poor conditions.
- 2/18, 2 call-outs due to voltage fluctuations, blowers shutting down.
- 2/25, Staff rented a standby generator in preparation for large storm, generator was run overnight due to early signs of electrical issues, to prevent call-outs.

**Water:**

- The water system operated well for the month, with all samples taken on schedule.
- 2/2, Staff began routine exercising of the distribution system valves, completing 15 of the more critical valves. Staff anticipates completing the entire system by June of 2004.
- Staff provided well psi, g.p.m. and generator information for water facilities committee.

**Additional:**

- Staff completed the routine cleaning of the gutters, curbs and storm drain inlets, also inspecting and cleaning after heavy rains.
- Staff trimmed bushes around beach access areas.
- The chlorine project is moving ahead, the pads were poured for the chemical tanks and the new pumps have been ordered.
- The Collections System Video Project is out to bid per the requirements for FEMA funding. In order to obtain funding for inspection and repairs made to any earthquake damaged pipe, the RFQ process must first be done. Staff is working on that process now.



**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**SUPERINTENDENT'S REPORT FOR FEBRUARY 2004**

**FLOW COMPARISON - Water**

Feb-04 2,348,000 gallons	YTD 2004 4,964,000 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	12% increase 7% increase
Feb-03 2,097,000 gallons	YTD 2003 4,653,000 gallons	GROSS WATER PRODUCTION: NET WATER PRODUCTION: MONTHLY RECOVERY RATE:	2,534,000 gallons 2,356,125 gallons 93%

**RAINFALL**

Feb-04 4.75 inches	02-03 YTD 6.20 inches	MONTHLY COMPARISON: ANNUAL COMPARISON:	2.95 inches more 3.10 inches more
Feb-03 1.80 inches	03-04 YTD 3.10 inches		

**WELL DEPTH COMPARISON**

Feb-04 9 feet	Jan-04 9.8 feet	Feb-03 10.55 feet	MONTHLY COMPARISON: ANNUAL COMPARISON:	0.8 feet higher 1.6 feet higher
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**CHLORIDE COMPARISON**

Feb-04 33 mg/l	Jan-04 33 mg/l	Feb-03 45 mg/l	MONTHLY COMPARISON: ANNUAL COMPARISON:	CONSTANT CONSTANT
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**FLOW COMPARISON - District Wastewater Treated**

Feb-04 2,060,810 gallons	YTD 2004 3,749,171 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	39% increase 15% increase
Feb-03 1,479,000 gallons	YTD 2003 3,269,427 gallons		

**FLOW COMPARISON - State Wastewater Treated**

Feb-04 313,996 gallons	YTD 2004 605,495 gallons	MONTHLY USAGE COMPARISON: ANNUAL USAGE COMPARISON:	0% decrease 12% increase
Feb-03 315,462 gallons	YTD 2003 541,505 gallons		

**DISCHARGE REQUIREMENTS**

EFFLUENT BOD:	10 mg/l	EFFLUENT SUSPENDED SOLIDS:	14 mg/l
INFLUENT BOD:	N/A mg/l	INLUENT SUSPENDED SOLIDS:	N/A mg/l


**BIOSOLIDS DISPOSAL**

FEBRUARY:	5000 gallons	YTD:	20000 gallons
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**SAN SIMEON COMMUNITY SERVICES DISTRICT**

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

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**DATE:** March 10, 2004  
**TO:** Board of Directors  
**VIA:** Mark Bloodgood, District Manager  
**FROM:** John L. Wallace, District Engineer   
**SUBJECT:** Engineer's Report - Project Status

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**SUMMARY OF ACTIVE PROJECTS:**

1. San Simeon Quake Status - OES/FEMA
2. Capital Improvement and Major Maintenance Projects Priority List
3. Emergency Standby Power - Included in Facilities Plan
4. Wastewater Treatment Plant Rip-rap & Aeration Tank Expansion-Coastal Permit Pending
5. State Revolving Fund Loan - District is on the list.
6. Proposition 50 Projects - Funding Legislation delayed.
7. District Infrastructure Inventory - Completed
8. Pico Creek Well - Flood Study and Well Head Modifications

**DISCUSSION:**

**1. San Simeon Quake Status;**

At the last meeting the Board designated John Wallace as the District's agent by resolution (OES 130) to provide information to and coordinate with FEMA for the District's claims. Previously, Staff met with OES and FEMA representatives to present the District's preliminary list of projects to better understand the processing and requirements for reimbursement. Staff has also met with FEMA and OES Representatives on March 1<sup>st</sup> to present the required worksheets. A summary of the damages presented to FEMA is attached. This process will continue for several months while FEMA reviews and comments and works to video the sewers progresses.

**2. Capital Improvement and Major Maintenance Projects Priority List;**

The Board has approved the Capital Improvement and Major Maintenance Projects as part of the FY 2003-04 Budget. These projects are being individually reviewed/approved as part of the Facilities Committee and Board approval process.

**3. Emergency Standby Power;**

Recommendations for standby power were made as part of the Final Facilities Plan and further analysis of horsepower requirements is the subject of an RFP for electrical facilities/power review. President Kiech responded with interim status to the RWQCB requiring the District to submit a time line for installation. In conversations with KJC they anticipate providing a written confirmation by



the March 10<sup>th</sup> meeting and to begin work by March 20, 2004.

**4. Wastewater Treatment Plant Rip-rap & Aeration Tank Expansion-Coastal Permit;**  
Wastewater Treatment Plant Rip-rap. No change in status.

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

No Change in Status; Staff investigated potential loan funding for wastewater projects through the State Revolving Fund which provides loans at a low interest rate (approximately 2.5 to 3%). Because of the potential to construct several different improvements with SRF funds, a "general project" application was submitted as a "place holder" for the SWRCB to consider. As a result, San Simeon has been placed on the draft State-wide priority list for funding. A project application will be submitted in accordance with the final Facilities Plan recommendations/Facilities Committee recommendations and the Proposed FY 2003-04 Budget. However, at this time due to State budgetary constraints, most SRF loans are being frozen.

**6. Proposition 50 Projects;**

No change in status; As previously discussed with the Board, Prop. 50 may eventually make \$650,000 of funding available to this District for water/recycling and water tank/water line projects. The projects selected will eventually be included in the District's capital improvement program. Unfortunately, the State budget process has delayed funding for an undetermined period.

**7. Infrastructure Inventory;**

The drawings for the District's water, sewer, roads and street lighting infrastructure have been finalized. FRM has prepared a program for manhole repairs and valve replacement and will be continuing with this work.

**8. Pico Creek Well - Flood Study and Well Head Modification;**

A separate proposal is being presented to prepare a flood level survey and design and modifications necessary to place the District's Pico Creek wellheads out of the flood hazard area.

The Scope of Services will include a licensed land survey crew that will establish a bench mark at the well site and perform cross sections of the well field establishing a vertical and horizontal control of the flood zone.

Once the data is gathered, office engineers will plot a map with contours and elevations. This map will enable design engineers to determine 100 year flood levels and to specify what improvements will be required to elevate the wells above the 100 year flood hazard area.

Summary				
Project Item	Description of Damage and Scope of Work	Cost		Notes
		Estimate	Actual*	
1	Maintenance, Inspection- District Office	\$12,000.00	\$1,701.25	Video inspection of sewer line in progress
2	Electrical panel destroyed when power was restored through PG&E- repairs; a power generator was required to provide power- WWTP	\$20,500.00	\$17,112.69	Work completed
3	Other Repairs and Inspections- District Wide	\$5,000.00	\$0.00	work in progress - road inspections
<b>TOTAL</b>		<b>\$37,500.00</b>	<b>\$18,813.94</b>	

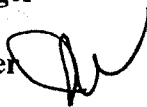
\*Please note: Cost includes Labor and Materials (costs as of February 5, 2004)

Staff completed item 2 and are currently addressing item 1 & 3. Staff conducted initial road surveys and found no damage due the earthquake. The water reservoir was inspected with an interior dive and no damage was found as a result of the earthquake. The sewer line video inspection is still required and will be done in the month of March.

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**DATE:** March 10, 2004  
**TO:** Board of Directors  
**VIA:** Mark Bloodgood, General Manager  
**FROM:** John L. Wallace, District Engineer   
**SUBJECT:** FEMA Disaster Relief Funding Status

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**RECOMMENDATION:**

Staff recommends the Board;  
Provide direction to staff.

**FUNDING:**

Not applicable at this time; the current amount of funding requested to date is \$18,813.94.

**DISCUSSION:**

As you know, during the San Simeon Earthquake on Monday, December 22, 2003, the District experienced substantial damage to plant equipment and property.

District Staff has been diligent in pursuing disaster relief funding for repairs to plant property through the local Office of Emergency Services (OES) and the Federal Emergency Management Agency (FEMA). Staff met with FEMA representatives on Monday March 1, 2004 to provide documentation on our claims.


FEMA and OES are reviewing the District's worksheet and documentation for project funding and will respond in the next 30-60 days.

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**MEMORANDUM**

**DATE:** March 4, 2004  
**TO:** John Wallace   
**FROM:** Kari Wagner  
**SUBJECT:** Vulnerability Assessment

The Environmental Protection Agency (EPA) is requiring all entities serving potable water to more than 3,300 persons, but less than 50,000 persons, to comply with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002. This mandate requires these agencies to prepare a Vulnerability Assessment of their facilities and an Emergency Response Plan. The Vulnerability Assessment is to be submitted to the California EPA by June 30, 2004. The Emergency Response Plan is to be submitted to the California EPA by December 31, 2004.

San Simeon Community Services District has a population under 3,300 persons and therefore is not mandated by California EPA to comply with the Public Health Security and Bioterrorism Preparedness and Response Act of 2002. The CSD does have the opportunity, and is recommended by the California EPA, to prepare these documents and submit to California EPA by June 30, 2004.