

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



**BOARD PACKET**

**Wednesday, February 20, 2013  
Regular Meeting 6:00 pm**

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

**AGENDA**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, February 20, 2013**  
**6:00 pm**

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

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

- 1. NO CLOSED SESSION**
- 2. REGULAR SESSION: 6:00 PM**

- A. Roll Call
- B. Pledge of Allegiance

**3. 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** – Report for January
- B. **Public comment on Sheriff's report**

**4. STAFF REPORTS**

**A. General Manager's Report**

1. **Staff Activity** – Report on Staff activities for the month of January.
2. **Grants, Loans and Partnership Opportunities** –

- A. Update on USDA Loan
- B. Update on WRAC/ Purple Pipe Grant
- C. Grant for Repaving Streets with Tire Derived Aggregate

**3. Small Scale Recycled Water Project –**

- A. SEP Fund Settlement Agreement Satisfaction of Order from RWQCB.
- B. Verbal update on Status of Distribution Permit.

**B. Superintendent's Report**

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

**C. District Financial Summary** – Update on Monthly Financial Status for close of business January 31, 2013.

**D. District Counsel's Report** – Oral Report on current issues.

**5. ITEMS OF BUSINESS**

- A. **Approval of last month's minutes** - January 09, 2013.
- B. **Approval of Disbursements Journal** – February 20, 2013.

**6. DISCUSSION/ACTION ITEMS**

A. **Board Office Elections for Chair and Vice-Chair positions.**

**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**

**10. ADJOURNMENT**



**GENERAL MANAGER'S REPORT**  
**Charles Grace**  
**Staff Activities for Janaury**

**General Manager's Report**  
**February 20, 2013**

**1. Staff Activity** – Report on Staff activities for the month of December, 2012.

Along with billing and collections, Staff worked with Phoenix Engineering on the USDA Bidding Process for the Well Rehab Project. Staff has been working on the Audit process with the Auditors to finalize the process with the State, and has coordinated with contractors to fix the sidewalk entrance behind the Silver Surf. Staff has attended several WRAC meetings on the current Grant for Purple Pipe, as well as a Grant Program for street paving with recycled tire aggregate.

**2. Grants, Loans and Partnership Opportunities** – Update on USDA Loan.

**A. USDA Loan/Well Rehab Project Update**

A Bid meeting was held on January 11<sup>th</sup>, and the bids were opened on January 30<sup>th</sup>. Currently the lowest bidder is Raminha Construction at \$377,500. Until all bidding required forms from the lowest bidder are approved by the USDA, an official lowest bidder has not yet been announced. Final approval is determined and accepted by the USDA.

**B. WRAC/County Grant for Purple Pipe**

Currently Staff is working on completing the Grant Application questionnaires (5 in total). All final responses are due by February 30<sup>th</sup> to the consulting firm in order for them to meet the March deadline from the State. Staff will be finished with all questions by February 22<sup>nd</sup>.

**C. Grant for Repaving Streets with Tire Derived Aggregate**

There are currently Grants available for communities that will repave their streets with Tire Derived Aggregate. Staff has been given the Grant Cycles that are available. Once it is determined if the District has received the Grant to Purple Pipe the District and a construction schedule has been set, Staff will enter into the Grant process with the State. The State Program sets the repaving schedule and it cannot be changed once set.

### **3. Small Scale Recycled Water Project –**

#### **A. SEP Fund settlement Agreement Satisfaction of Order from RWQCB**

The Central Coast Water Board has reviewed the SSRWF Completion Report submitted by staff in September 2012. The report provides the necessary information and documentation regarding the construction and completion of the Small Scale Tertiary Wastewater Treatment System. The San Simeon Community Services District has no further obligation under the terms of the Settlement Agreement and Stipulation for Administrative Civil Liability Order No. R3-2010-0033. Water Board staff is working on renewal of the wastewater treatment plant's permit and will be including permit conditions for the operation of the SSRWF.

#### **B. Verbal Update on Status of distribution Permit**





Central Coast Regional Water Quality Control Board

February 7, 2013

Mr. Charles Grace  
General Manager  
San Simeon Community Services District  
[cgrace@aptwater.com](mailto:cgrace@aptwater.com)  
111 Pico Avenue  
San Simeon, CA 93452

Sent via US mail and electronic mail

Dear Mr. Grace:

**SETTLEMENT AGREEMENT AND STIPULATION FOR ADMINISTRATIVE CIVIL LIABILITY ORDER NO. R3-2010-0033, SAN SIMEON COMMUNITY SERVICES DISTRICT, SAN SIMEON, SAN LUIS OBISPO COUNTY, WDID #3 40 011 0001- SATISFACTION OF ORDER DETERMINATION**

The Central Coast Water Board has received and reviewed your *Project Completion Report for the Small Scale Recycled Water Project* dated September 24, 2012. The Report was submitted under the terms of the *Settlement Agreement and Stipulation for Administrative Civil Liability Order No. R3-2010-0033* (Order). The Project also is related to Water Board Order Nos. R3-2005-0032, R3-2005-0120, R3-2006-0102, which previously directed \$136,500 in past mandatory minimum penalties toward implementation of the project as a supplemental environmental project. Combined with the \$6,000 under Order R3-2010-0033, a total of \$142,500 was to be directed towards the project.

The Report provides the necessary information and documentation regarding the construction and completion of a small scale tertiary wastewater treatment system at the existing wastewater treatment facility in San Simeon. Consistent with the Orders' terms, this letter constitutes a "Satisfaction of Order" determination and you have no further obligations under the terms of the Orders.

Water Board staff is working on the renewal of your wastewater treatment plant's permit and as part of that effort will be including permit conditions for the operation of your new tertiary treatment unit. We appreciate your updates and diligence on completing the project and look forward to the upcoming use of recycled water in your community. If you have any questions on this letter or your permit, please contact Water Board staff **Katie Disimone** at (805) 542-4638 ([katie.disimone@waterboards.ca.gov](mailto:katie.disimone@waterboards.ca.gov)), or **Sheila Soderberg** at (805) 549-3592 ([ssoderberg@waterboards.ca.gov](mailto:ssoderberg@waterboards.ca.gov)).

Sincerely,

Kenneth A. Harris Jr.  
Interim Executive Officer

Digitally signed by Kenneth A Harris Jr  
DN: cn=Kenneth A Harris Jr, o=CCRWQCB,  
ou=Interim Executive Officer,  
email=kharris@waterboards.ca.gov, c=US  
Date: 2013.02.07 11:09:17 -08'00'

JEFFREY S. YOUNG, CHAIR | KENNETH A. HARRIS JR., INTERIM EXECUTIVE OFFICER

895 Arroyo Vista Place, Suite 101, San Luis Obispo, CA 93401 | [www.waterboards.ca.gov/centralcoast](http://www.waterboards.ca.gov/centralcoast)

**SUPERTINTENDENT'S REPORT**  
**Jerry Copeland**  
**Facilities Update for January**



## SAN SIMEON COMMUNITY SERVICES DISTRICT

### Superintendent's Report Activities of January 2013

#### **Wastewater Treatment Plant**

- The wastewater treatment plant performed well this month. Staff continued with the manufacturer's recommended preventive maintenance on the facility equipment.
- Staff performed all sampling, testing and reporting at the wastewater treatment plant as required by the RWQCB.
- The 2012 Wastewater Treatment Plant Annual Report was completed and submitted to the RWQCB.
- One load of sludge was hauled away.

#### **Water Distribution System**

- All routine sampling and testing was performed.
- Monthly meter reading was performed.

#### **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.
- Graffiti removal was performed on the benches and sidewalk on and around the Pico Avenue beach access.
- Pot holes were filled on Avonne Avenue.

**San Simeon Community Services District - Monthly Data Report - December 2013**

Date	Day	Wastewater Influent Daily flow	Wastewater Effluent Daily Flow	CALCULATED Well 1 Total Pumped	CALCULATED Well 2 Total Pumped	CALCULATED Total Daily Water Produced	Water Level Well 1	Water Level Well 2	Rainfall in Inches	INPUT State Sewer Daily Flow
01/01/13	Tue	83,599	77,850	67,844	0	67,844			0.00	13,194
01/02/13	Wed	95,503	83,900	70,013	23,188	93,201	11.1	11.2	0.00	6,598
01/03/13	Thu	94,059	80,280	0	65,300	65,300	11.2	11.3	0.00	13,760
01/04/13	Fri	86,527	82,110	68,292	0	68,292	11.2	11.3	0.00	10,093
01/05/13	Sat	92,056	78,060		63,430	63,430	11.3	11.4	0.00	10,704
01/06/13	Sun	90,822	88,960	65,749	0	65,749	11.2	11.3	0.70	13,318
01/07/13	Mon	78,546	73,080	0	58,269	58,269	10.9	11.0	0.10	11,704
01/08/13	Tue	69,167	63,710	0	0	0	11.0	11.1	0.00	8,405
01/09/13	Wed	70,077	61,620	68,666	0	68,666	11.0	11.1	0.00	5,750
01/10/13	Thu	65,454	65,700	0	60,663	60,663	11.0	11.1	0.00	8,324
01/11/13	Fri	70,184	54,940	59,316	0	59,316	11.2	11.3	0.00	6,614
01/12/13	Sat	72,237	52,530	0	54,006	54,006	10.9	11.0	0.00	5,389
01/13/13	Sun	71,222	61,960	0	0	0	11.4	11.5	0.00	8,389
01/14/13	Mon	62,221	57,360	68,292	0	68,292	11.2	11.3	0.00	6,676
01/15/13	Tue	61,358	56,320	0	59,167	59,167	11.2	11.3	0.00	4,475
01/16/13	Wed	64,177	54,380	62,159	0	62,159	11.3	11.4	0.00	11,116
01/17/13	Thu	65,485	59,230	0	54,006	54,006	11.4	11.5	0.00	6,322
01/18/13	Fri	70,024	62,230	50,939	0	50,939	11.4	11.5	0.00	7,237
01/19/13	Sat	94,341	79,610	23,263	55,726	78,989			0.00	4,157
01/20/13	Sun	89,384	81,870	73,678	0	73,678	11.5	11.6	0.00	5,864
01/21/13	Mon	81,735	79,670	0	61,261	61,261	11.5	11.6	0.00	10,844
01/22/13	Tue	67,546	51,890	28,200	0	28,200	11.4	11.5	0.00	6,748
01/23/13	Wed	64,091	49,200	42,337	0	42,337			0.00	4,032
01/24/13	Thu	67,340	64,310	0	61,112	61,112	11.3	11.4	0.40	7,947
01/25/13	Fri	66,493	50,350	0	59,915	59,915	11.0	11.1	0.30	6,502
01/26/13	Sat	79,291	67,740	0	59,017	59,017	11.2	11.3	0.05	5,241
01/27/13	Sun	79,637	62,310	0	61,112	61,112	11.2	11.3	0.00	9,024
01/28/13	Mon	67,095	70,070	0	26,404	26,404	11.2	11.3	0.00	6,130
01/29/13	Tue	62,037	52,740	0	35,680	35,680			0.00	5,842
01/30/13	Wed	67,031	45,640	0	59,017	59,017	11.2	11.3	0.00	5,227
01/31/13	Thu	65,606	51,720	0	61,710	61,710	11.2	11.3	0.00	10,893
<b>TOTALS</b>		<b>2,314,345</b>	<b>2,021,340</b>	<b>748,748</b>	<b>978,982</b>	<b>1,727,730</b>			<b>1.55</b>	<b>246,519</b>
Average		74,656	65,205	24,958	31,580	55,733	11.2	11.3	0.05	7,952
Minimum		61,358	45,640	0	0	0	10.9	11.0	0.00	4,032
Maximum		95,503	88,960	73,678	65,300	93,201	11.5	11.6	0.70	13,760



DATA SUMMARY SHEET

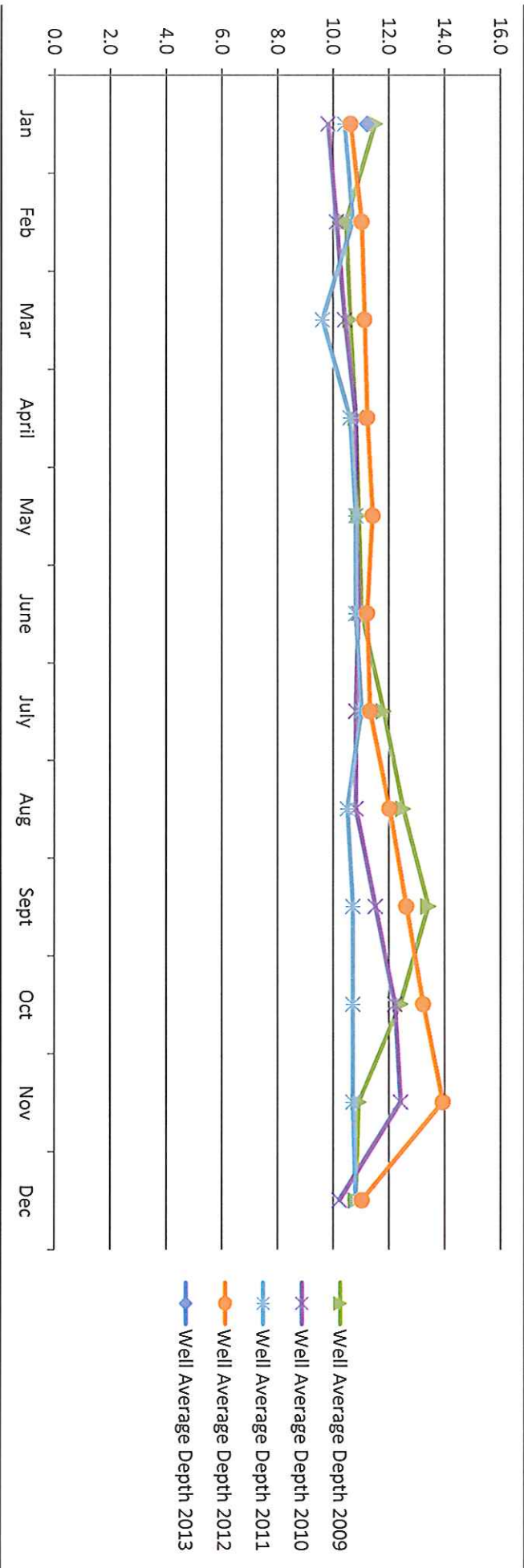
2013	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Total for 2013
Wastewater Final Effluent (Month Cycle)	2,021,340												2,021,340
Wastewater Influent	2,314,345												2,314,345
Adjusted Wastewater Influent (- State Flow) *	2,067,826												2,067,826
Water Produced (month cycle)	1,727,730												1,727,730
Sewer Influent/Water Produced Ratio	1.34												N/A
Adjusted Sewer/Water Ratio	1.20												N/A
Total Well Production	1,727,730												1,727,730
Well 1 Water Pumped	748,748												748,748
Well 2 Water Pumped	978,982												978,982
Water Well 1 Avg Depth to Water	11.2												N/A
Water Well 2 Avg Depth to Water	11.3												N/A
Average Depth of Both Wells	11.3												N/A
Change in Average Well Depth from 2012	+0.6												N/A
State Wastewater Treated	246,519												246,519
State % of Total WW Flow	11%												N/A
Biosolids Removal (Gallons)	6,000												6,000
WW Permit Limitation Exceeded	0												0
Constituent Exceeded	None												N/A
Sample Limit	N/A												N/A
Sample Result	N/A												N/A

2012	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Total for 2012
Wastewater Final Effluent (Month Cycle)	2,282,400	2,013,230	2,330,795	2,716,990	2,525,450	2,715,470	3,502,920	3,227,160	2,616,130	2,535,700	2,175,190	2,509,470	31,150,905
Wastewater Influent	2,374,670	2,135,421	2,402,116	2,798,195	2,575,428	2,749,696	3,298,298	3,062,906	2,634,002	2,413,542	1,983,791	2,482,140	30,930,205
Adjusted Wastewater Influent (- State Flow) *	2,100,280	1,917,729	2,145,425	2,464,553	2,265,629	2,380,258	2,801,758	2,634,075	2,297,669	2,137,808	1,757,882	2,138,937	27,042,003
Water Produced (month cycle)	1,981,790	1,852,198	1,796,370	2,288,880	2,390,907	2,672,903	3,132,146	3,061,993	2,542,115	2,308,627	1,773,882	1,641,636	27,443,447
Sewer Influent/Water Produced Ratio	1.15	1.15	1.34	1.19	1.07	1.03	1.05	1.01	1.04	1.05	1.12	1.51	N/A
Adjusted Sewer/Water Ratio	1.06	1.04	1.19	1.08	0.95	0.89	0.90	0.86	0.90	0.93	0.99	1.30	N/A
Average Depth of Both Wells	10.7	11.0	11.1	11.2	11.4	11.2	11.3	12.0	12.6	13.2	13.9	11.0	N/A
Change in Average Well Depth from 2011	-0.2	-0.3	-1.5	-0.6	-0.6	-0.4	-0.3	-1.5	-1.9	-2.5	-3.2	-0.2	N/A
State Wastewater Treated	274,390	217,692	256,691	333,642	309,799	369,438	496,540	448,831	336,333	275,734	225,909	343,203	3,888,202
State % of Total WW Flow	12%	10%	11%	12%	12%	13%	15%	15%	13%	11%	12%	14%	N/A
Biosolids Removal (Gallons)	6,000	0	6,000	6,000	6,000	6,000	6,000	6,000	6,000	0	6,000	6,000	60,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	0
Constituent Exceeded	None	None	None	None	None	None	None	None	None	None	None	None	N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	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	N/A	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 2009	11.5	10.5	10.6	10.8	10.9	11.0	11.8	12.5	13.4	12.4	10.9	10.8
Well Average Depth 2010	9.8	10.1	10.4	10.8	10.8	10.9	10.8	10.8	11.5	12.2	12.4	10.2
Well Average Depth 2011	10.4	10.7	9.6	10.6	10.8	10.8	11.0	10.5	10.7	10.7	10.7	10.8
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											



**DISTRICT FINANCIALS**  
**Renee Lundy**

**January 31, 2013**

**\* Financial Summary**

**\* Balance Sheet**

**\* Water Sales & Production**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**FINANCIAL SUMMARY**

**BILLING**

**January 31, 2013**

<b>December Billing Revenue</b>	<b>\$ 33,388.70</b>
<b>January Billing Revenue</b>	<b>\$ 43,124.96</b>
Past Due (31 to 60 days)	\$ 51.12
Past Due (60 days)	\$ 364.64

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**RABOBANK SUMMARY**  
**Ending Balances January 31, 2013**

<b>Money Marketing Account</b>	
<b>Closing Balance</b>	<b>\$ 409,4536.8</b>
	Reserve Fund (\$250,000.00)
	Hook up Deposits (\$ 43,470.00)
	<b>Available Funds \$ 116,066.88</b>
<b>General Checking Account</b>	<b>\$ 169,466.05</b>
<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 100.00</b>

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<b>LAIF Closing Balance January 31, 2013</b>	<b>\$ 516.62</b>
<b>Accounts Payable (As of January 31, 2013)</b>	<b>\$ 13,103.32</b>

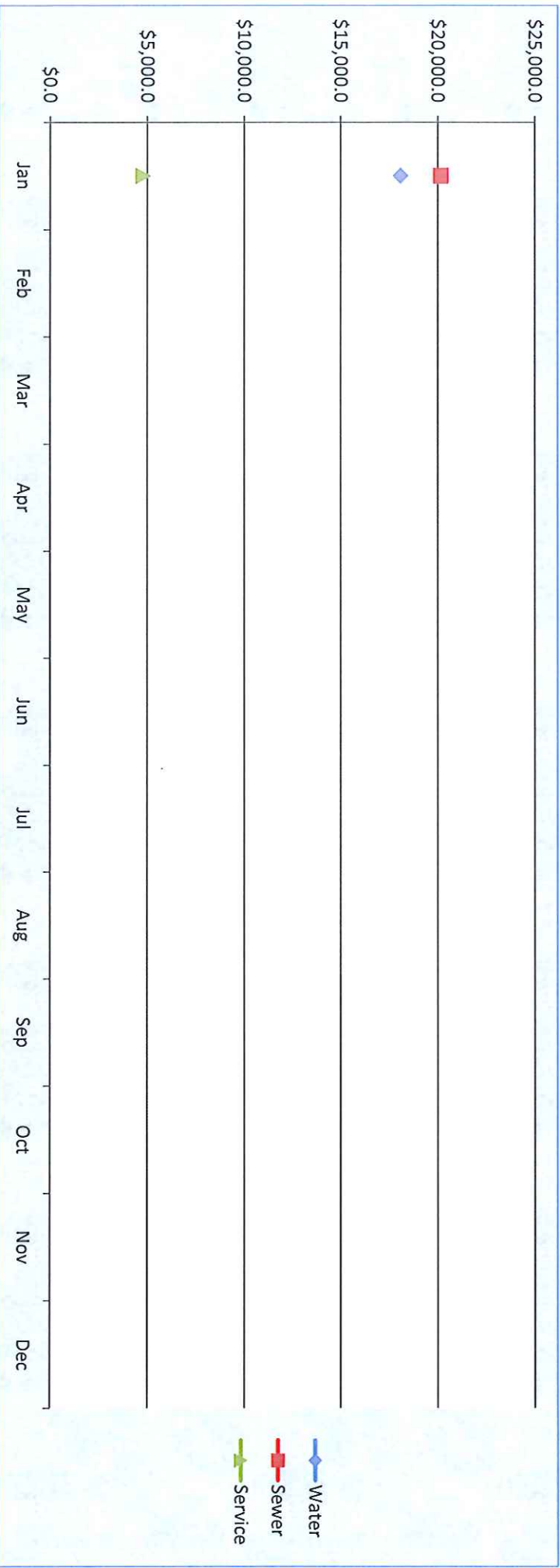


**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet**  
As of January 31, 2013

	Jan 31, 13
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1020 · General checking	169,466.05
1022 · USDA checking	100.00
1040 · Cash in county treasury	557.67
1050 · LAIF - non-restricted cash	516.20
1060 · Money Market Account 9548643039	409,536.88
<b>Total Checking/Savings</b>	<b>580,326.80</b>
Other Current Assets	
1200 · Accounts receivable	38,508.52
1220 · A/R - Hearst Castle	18,453.99
1300 · Prepaid expenses	3,096.88
<b>Total Other Current Assets</b>	<b>60,059.39</b>
<b>Total Current Assets</b>	<b>640,386.19</b>
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	151,842.22
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	244,791.09
1640 · Wellhead project	7,887.55
<b>Total 1400 · Fixed assets</b>	<b>3,455,654.12</b>
1690 · Accumulated depreciation	(1,824,705.47)
<b>Total Fixed Assets</b>	<b>1,630,948.65</b>
<b>TOTAL ASSETS</b>	<b>2,271,334.84</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts payable	13,103.32
<b>Total Accounts Payable</b>	<b>13,103.32</b>
Other Current Liabilities	
2100 · Payroll liabilities	76.50
2500 · Customer security deposits	10,358.13
2510 · Connect hookup wait list	43,470.00
<b>Total Other Current Liabilities</b>	<b>53,904.63</b>
<b>Total Current Liabilities</b>	<b>67,007.95</b>
<b>Total Liabilities</b>	<b>67,007.95</b>
Equity	
3200 · Fund balance	2,176,228.39
Net Income	28,098.50
<b>Total Equity</b>	<b>2,204,326.89</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,271,334.84</b>

2013 WATER SALES AND PRODUCTION

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Water	\$18,102.6												\$18,102.63
Sewer	\$20,172.8												\$20,172.80
Service	\$4,792.3												\$4,792.32
<b>Total</b>	<b>\$43,067.8</b>												<b>\$43,067.8</b>
Water Sold Cu Ft	220059												220059
Water Sold Acre ft	5.05												5.05



## DISTRICT REVENUE

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YET
Water	\$18,368.8	\$17,712.9	\$14,752.5	\$20,943.1	\$19,569.8	\$24,471.6	\$30,164.0	\$31,860.6	\$27,236.4	\$23,180.2	\$19,172.8	\$13,606.3	\$261,038.8
Sewer	\$19,403.2	\$16,370.8	\$15,243.1	\$22,112.6	\$20,266.8	\$25,270.9	\$32,911.6	\$34,733.9	\$29,563.0	\$25,730.9	\$21,158.5	\$14,923.0	\$277,688.4
Service	\$4,251.5	\$4,272.0	\$4,251.5	\$4,251.5	\$4,251.5	\$4,292.4	\$4,792.3	\$4,792.3	\$4,815.4	\$4,815.4	\$4,792.3	\$4,815.4	\$54,393.5
Late Fees	\$509.5	\$66.6	\$177.6	\$204.2	\$268.6	\$195.6	\$106.6	\$170.8	\$131.8	\$94.7	\$1,113.9	\$99.0	\$3,138.8
State Billing			\$12,350.99			\$14,482.23			\$21,846.13			\$18,453.99	\$67,133.34
County Prop Tax	\$619.54	\$1,594.90	\$5,291.08	\$18,294.18	\$765.20	\$349.85	\$528.42	\$1,346.94	\$1,576.52	\$3,775.02	\$6,279.23	\$25,525.47	\$65,946.35
<b>TOTAL</b>	<b>\$43,152.57</b>	<b>\$40,017.17</b>	<b>\$52,066.87</b>	<b>\$65,805.54</b>	<b>\$45,121.80</b>	<b>\$69,062.60</b>	<b>\$68,502.96</b>	<b>\$72,904.50</b>	<b>\$85,169.16</b>	<b>\$57,596.18</b>	<b>\$52,516.73</b>	<b>\$77,423.13</b>	<b>\$729,339.21</b>

**2012**

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YET
Water	\$14,079.9	\$14,436.8	\$14,580.3	\$15,978.4	\$17,181.9	\$20,045.1	\$29,080.9	\$30,541.4	\$24,905.3	\$23,664.7	\$18,603.5	\$18,224.2	\$241,322.4
Sewer	\$14,010.9	\$14,599.5	\$13,759.0	\$16,248.7	\$17,077.0	\$20,232.7	\$30,694.0	\$32,170.1	\$26,341.4	\$24,926.1	\$19,583.4	\$19,169.6	\$248,812.4
Service	\$3,820.5	\$3,838.8	\$3,802.2	\$3,802.2	\$3,820.5	\$3,802.2	\$4,272.0	\$4,231.1	\$4,251.5	\$4,251.5	\$4,251.5	\$4,272.0	\$48,416.1
Late Fees	\$175.71	\$157.43	\$209.24	\$328.45	\$927.82	225.80.	\$356.68	\$101.30	\$843.71	\$104.57	\$630.80	\$98.08	\$3,933.8
State Billing			\$11,953.63			\$13,715.07			\$15,046.67			\$14,638.77	\$55,354.1
County Prop Tax	\$1,477.22		\$5,052.73	\$19,947.64	\$1,010.56	\$455.35	\$2,191.03	\$15.30	\$1,449.09	\$2,573.45	\$8,150.50	\$25,373.46	\$67,696.3
<b>TOTAL</b>	<b>\$33,564.21</b>	<b>\$33,032.51</b>	<b>\$49,357.12</b>	<b>\$56,305.40</b>	<b>\$40,017.76</b>	<b>\$58,250.42</b>	<b>\$66,594.53</b>	<b>\$67,059.19</b>	<b>\$72,837.69</b>	<b>\$55,520.40</b>	<b>\$51,219.72</b>	<b>\$81,776.15</b>	<b>\$665,535.10</b>

**2011**

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YET
Water	\$14,655.9	\$12,301.9	\$12,308.1	\$17,354.2	\$16,361.6	\$23,235.2	\$23,422.1	\$24,495.2	\$24,323.5	\$18,281.7	\$17,712.1	\$13,309.5	\$217,760.9
Sewer	\$14,474.7	\$12,023.6	\$11,960.2	\$17,100.5	\$15,949.3	\$22,296.5	\$21,589.4	\$22,706.9	\$22,330.6	\$16,837.1	\$17,839.7	\$13,259.2	\$208,367.6
Service	\$3,498.7	\$3,498.7	\$3,481.9	\$3,498.7	\$3,498.7	\$3,481.9	\$3,835.7	\$3,820.5	\$3,802.2	\$3,802.2	\$3,802.2	\$3,857.1	\$43,878.5
Late Fees	\$214.07	\$130.07	\$132.54	\$158.48	\$754.55	\$291.27	\$870.23	\$578.79	\$96.79	\$55.83	\$254.46	\$260.05	\$3,797.1
State Billing			\$15,319.73			\$18,674.54			\$12,346.08			\$12,156.15	\$58,496.5
County Prop Tax	\$3,215.01	\$268.85	\$6,014.92	\$16,244.84	\$1,289.79	\$672.32	\$3,103.65	\$29.75	\$958.44	\$707.60	\$8,316.76	\$27,270.18	\$68,092.1
<b>TOTAL</b>	<b>\$36,058.42</b>	<b>\$28,223.10</b>	<b>\$49,217.37</b>	<b>\$54,356.62</b>	<b>\$37,853.86</b>	<b>\$68,651.72</b>	<b>\$52,821.03</b>	<b>\$51,631.13</b>	<b>\$63,857.66</b>	<b>\$39,684.38</b>	<b>\$47,925.31</b>	<b>\$70,112.12</b>	<b>\$600,392.7</b>

**2010**



## **ITEMS OF BUSINESS**

**\* Minutes – January 09, 2013**

**\* Disbursements Journal – February 20, 2013**

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, January 9, 2013**  
**6:00 pm**

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

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

**1. NO CLOSED SESSION**

**2. REGULAR SESSION@6:02**

**A. Roll Call:**

Chairperson Ricci – present  
Vice-Chair McAdams – present  
Director Fields– present  
Director Williams – present  
Director Price – present

**Also Present:**

Charles Grace – General Manager  
Robert Schultz – District Counsel  
Sergeant Stuart MacDonald  
Senior Deputy Jason Caron

**B. Pledge of Allegiance**

**3. PUBLIC COMMENT: None**

**A. Sheriff's Report for December 2012 - Sergeant MacDonald**

There were 76 calls for service in the month of December. Breakdown of calls were as follows: 11 Emergency calls for Service, 15 assist another agency (State Parks, Fish & Game, CHP, CDF), 2 crimes against a person, 3 crimes against property, 2 disturbances, 6 check on welfare, 2 suspicious activity, 5 incomplete 911 calls, 1 alarm, 18 traffic stops, 11 onsite/flag down calls. The number of service calls to the area is up. With the increase in maritime smuggling and the increase of calls, the Sheriff's Administration has made the decision to increase service to the San Simeon area with marked and unmarked vehicles. This decision will be indefinite.

Sergeant MacDonald introduced the new North Coast Resident Deputy to the area; Senior Deputy Jason Caron. The District office has all the new cell numbers in case of an emergency.



## **B. Public comment on Sheriff's report:**

Per Director Fields, please give us the numbers to whom people should call for Maritime disturbances.

Sergeant MacDonald said he would call the District with numbers to be distributed to the public.

## **4. STAFF REPORTS**

### **A. General Manager's Report**

#### **1. Staff Activity – Report on Staff activities for the month of December, 2012.**

Along with billing and collections, Staff worked with Phoenix Engineering on the USDA Bid Package, and Daniels, Phillips and Vaughn on the District Audit. Staff is creating an inventory of all reports that have been created for the District and starting to reorganize the contents of the archive storage shed. Staff calls the RWQCB weekly to try to get an update on the status of the Distribution Permit.

#### **2. Grants, Loans and Partnership Opportunities – Update on USDA Loan.**

##### **USDA Loan/Well Rehab Project Update**

Currently Staff is coordinating with contractors interested in bidding on the Well Rehab Project. To date, 12 contractors have purchased the plans. The next step is the Pre-Bid Meeting on January 11<sup>th</sup>.

Staff has also talked to several contractors regarding the Well Casings. In case of an emergency, if our Well Casings were to crack/break, we have contractors that can assist the District in fixing the Casings.

##### **WRAC/County Grant for Purple Pipe**

The Grant process has begun for the District's \$1.8 million Purple Pipe Project. Staff will have to provide support to the County's hired consultant GEI Consultants INC., with the State application. Besides the State application, a Cost Benefit Analysis of the District's project will need to be provided. The County is encouraging all of the selected County projects to have a uniform report since all projects are being submitted as a single package to the State. GEI has successfully submitted grants for the County for over 15 years. They have won the County \$17.7 million total in Grant money.



The County is funding GEI's guidance on the State application only. Each individual project is responsible for providing support to GEI or can pay GEI to complete the individual project portion of the Grant application. As for the Cost Benefit Analysis, each individual project is responsible for providing a Cost Benefit Analysis of their project. GEI has been asked by the County to do all the Cost Benefit Analysis for all the projects so that the State application is uniform. The County will pay GEI upfront and the projects can reimburse the County. It is estimated that each project's Cost Benefit Analysis will cost from \$7,000 to \$10,000, or less. It is undeterminable at this time the exact cost of what San Simeon's Cost Benefit Analysis will be.

Staff will assist GEI with the Cost Benefit Analysis so as to keep costs as close to \$7,000 as possible.

Under Discussion Action Item C of the board packet, Staff requested the Board allow Staff to enter into a reimbursement agreement with SLO Flood Control and Water Conservation District in an amount not to exceed \$10,000 for the services of GEI's construction of the Cost Benefit Analysis.

The selected projects have a meeting with GEI on January 23<sup>rd</sup>. At that time GEI will let each project know what is expected of them in order to start working on the State application. The State application for the whole package is due by March 29<sup>th</sup>, 2013.

### **3. Small Scale Recycled Water Project – Verbal update on Status of project.**

Staff has submitted the permit application to the State Regional Water Quality Control Board. The application has to be put on their agenda and reviewed. Staff will be informed of when the item will be put on the agenda.

Jerry will be receiving training on Recycled Water Distribution in February. Once he gets his certificate, he can train others who will be handling the water like residents or contractors.

## **B. Superintendent's Report**

### **Wastewater Treatment Plant**

- The wastewater treatment plant performed well this month. Staff continued with the manufacturer's recommended preventive maintenance on the facility equipment.

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

**Water Distribution System**

- All routine sampling and testing was performed.
- Monthly meter reading was performed.

**District and Equipment Maintenance**

- Staff continues with the scheduled preventive maintenance for all the equipment at the facilities. These activities are being recorded.
- Graffiti removal was performed on the benches and sidewalk on and around the Pico Avenue beach access.
- Pot holes were filled on Vista del Mar, Otter Way and Avonne Avenue.

**C. District Financial Summary – Update on Monthly Financial Status for close of business December 31, 2012.**

November Billing Revenue	\$ 45,337.21
December Billing Revenue	\$ 33,388.70
Past Due (31 to 60 days)	\$ 126.25
Past Due (60 days)	\$ 415.98

**RABOBANK SUMMARY  
Ending Balances December 31, 2012**

**Money Marketing Account**

Closing Balance	\$ 409,423.84
Reserve Fund	(\$250,000.00)
Hook up Deposits	(\$ 43,470.00)
<b>Available Funds</b>	<b>\$ 115,953.84</b>

<b>General Checking Account</b>	<b>\$ 191,282.32</b>
<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 100.00</b>
<b>LAIF Closing Balance December 31, 2012</b>	<b>\$ 516.20</b>
<b>Accounts Payable (As of December 31, 2012)</b>	<b>\$ 14,029.46</b>

**D. District Counsel’s Report – Oral Report on current issues.**

Counsel performed general District duties for the month of December. Counsel stated that Staff was doing a great job, and no assistance was needed.

**5. ITEMS OF BUSINESS**

**A. Approval of last month’s minutes - January 9, 2013.**

Motion to approve minutes as is.

Motion by: Director Price  
 2<sup>nd</sup> by: Director Williams  
 All in: 5 /0

**B. Approval of Disbursements Journal – January 9, 2013.**

Motion to approve Disbursements Journal as is.

Motion by: Vice-Chair McAdams  
 2<sup>nd</sup> by: Director Fields  
 All in: 5 /0

**6. DISCUSSION/ACTION ITEMS**

**A. Vote on LAFCO Representative.**

The LAFCO Special District Member’s position term is expiring. Currently Muril Clift of Cambria, is this LAFCO District’s representative. Dan Burgess of Heritage Ranch and Mr.Clift are running for position. San Simeon received a letter from Muril Clift which is attached.

**The District voted 4 to 1 in favor of Muril Clift.**



**B. Review/Approval of Draft 2011-2012 District Audit.**

Attached to the Board Packet was the Final Draft 2011-2012 District Audit performed by Daniells, Phillips, Vaughan and Brock for Board review. There were no substantial changes,

**Board approved Audit as presented.**

Motion by: Director Williams

2<sup>nd</sup> by: Director Price

All in: 5 /0

**C. Discussion of Cost Benefit Analysis Consultant for WRAC Grant - \$7,000.**

The County has hired GEI Consultants Inc. to write all of the Cost Benefit Analysis for the County Grant Package, so that the State application submittal is a uniform packaged grant. Each individual project is responsible for providing a Cost Benefit Analysis of their project. The County will pay GEI upfront and the projects can reimburse the County. It is estimated that each project's Cost Benefit Analysis will cost from \$7,000 to \$10,000, or less. It is undetermined at this time the exact cost of what San Simeon's Cost Benefit Analysis will cost.

Staff can also assist GEI with the Cost Benefit Analysis so as to keep costs as close to \$7,000 as possible. Staff asked for the Board to allow Staff to enter into a reimbursement agreement with SLO Flood Control and Water Conservation District in an amount not to exceed \$10,000 for the services of GEI's assembly of the Cost Benefit Analysis.

**Motion approved to enter into contract with the County not to exceed \$10,000.00**

Motion by: Vice-Chair McAdams

2<sup>nd</sup> by: Director Williams

All in: 5 /0

**D. Discussion of Water Buffalo to distribute reclaimed water to San Simeon District Customers.**

**After further Board discussion, a decision was made to table discussion to a future date (TBA) on whether or not to purchase a Water Buffalo.**

**7. Board Committee Reports – None**

**8. Board Reports – None**

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

The Next Board Meeting has been moved to February 20<sup>th</sup> to accommodate the Counsel.

**10. ADJOURNMENT@7:22 pm**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Disbursements Journal**  
 January 17 through February 7, 2013

Type	Date	Num	Name	Memo	Paid	Balance
<b>1020 - General checking</b>						
Check	01/17/2013		Deluxe Business Checks and Solutions		-183.42	169,649.47
			<b>Balance forward 1/31/13</b>			-183.42
Paycheck	02/01/2013	6794	ALAN FIELDS	Board service	-92.35	169,373.70
Paycheck	02/01/2013	6795	DAN WILLIAMS	Board service	-92.35	169,281.35
Paycheck	02/01/2013	6796	DOLORES RICCI	Board service	-92.35	169,189.00
Paycheck	02/01/2013	6797	LEROY E PRICE	Board service	-92.35	169,096.65
Paycheck	02/01/2013	6798	RALPH N MCADAMS	Board service	-92.35	169,004.30
Check	02/07/2013	6800	Joy Diercks	acct 310, 9100 Balboa Ave	-50.00	168,954.30
Check	02/07/2013	6801	Grady Bryant	Acct: 106, 529 Casa Del mar	-23.04	168,931.26
Check	02/07/2013	6802	Petty Cash/ Renee Lundy	Contractor Bid Day refreshments	-14.86	168,916.40
Bill Pmt	02/07/2013	6803	APTwater, Inc	Operations management	-38,360.45	130,555.95
Bill Pmt	02/07/2013	6804	CALPERS	Insurance	-328.08	130,227.87
Bill Pmt	02/07/2013	6805	CALPERS Fiscal Services Division	Addition funds	-4,584.00	125,643.87
Bill Pmt	02/07/2013	6806	County of San Luis Obispo	Cross connection direct cost	-245.00	125,398.87
Bill Pmt	02/07/2013	6807	DANIELLS, PHILLIPS, VAUGHAN & BOCK	Annual report assistance	-7,250.00	118,148.87
Bill Pmt	02/07/2013	6808	Glenn Burdette	Services	-1,500.00	116,648.87
Bill Pmt	02/07/2013	6809	MICHAEL O'NEILL	Monthly maintenance fee	-275.00	116,373.87
Bill Pmt	02/07/2013	6810	Phoenix Civil Engineering, Inc	Engineering services	-3,405.00	112,968.87
Bill Pmt	02/07/2013	6811	ROBERT W SCHULTZ ESQ.	Services	-1,725.00	111,243.87
Bill Pmt	02/07/2013	6812	void			111,243.87
Bill Pmt	02/07/2013	6813	San Luis Obispo County	Election	-696.24	110,547.63
Bill Pmt	02/07/2013	6814	Advanced Concrete	Avonne Street	\$2,250.00	106,872.63
					\$1,425.00	
					-62,776.84	106,872.63
					-62,776.84	106,872.63
					<b>-62,776.84</b>	<b>106,872.63</b>



**DISCUSSION & ACTION ITEMS**

## **Discussion Action Items**

**January 9, 2013**

### **A. Vote for Chair and Vice-Chair for the San Simeon CSD Board Of Directors Positions.**

Staff will need a nomination from a Board Member for the position of Chair and a nomination for a Vice-Chair. Chairman and Vice-Chair Term is for the 2013 year.