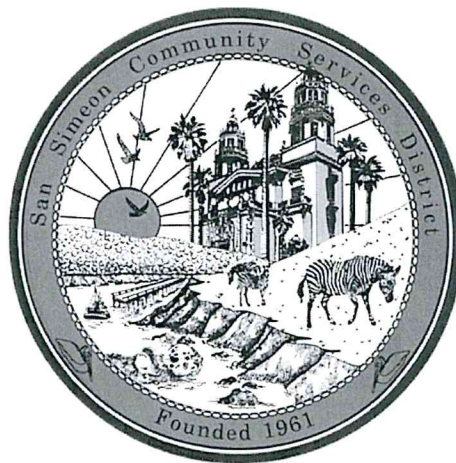


**Board of Directors  
San Simeon Community Services District**



**BOARD PACKET**

**Wednesday, April 12, 2017  
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 12, 2017**  
**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. **Sheriff's Report** – Report for March.

B. **Public comment on Sheriff's Report.**

**3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:**

**4. STAFF REPORTS**

A. **General Manager's Report** – Summary of March Activities.

B. **Superintendent's Report** - Summary of March Activities.

C. **District Financial Summary** – Update on Monthly Financial Status for close of business March 31, 2017.

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

**5. ITEMS OF BUSINESS**

A. **Consideration of approval of last month's minutes** – March 8, 2017.

B. **Consideration of approval of Disbursements Journal** – April 12, 2017.

## **6. DISCUSSION/ACTION ITEMS**

- A. Discussion of Standing Committees and how they operate.**
- B. Draft 2017-2018 Fiscal Budget Board Review.**
- C. Consideration of approval of an amendment to the agreement for legal services with Carmel & Naccasha, LLP to provide for a 2.5% increase in District Counsel legal fees effective July 1, 2017.**
- D. Consideration of approval to install Well Water Treatment Capability Improvement Products, in the amount not to exceed \$30,000.**

**7. BOARD COMMITTEE REPORTS** – Oral Reports from Committee Members.

**8. BOARD REPORTS** – Oral Reports from Board Members on current issues.

**9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS** – Requests from Board members to Staff to receive feedback, prepare information, and/or place an item on a future agenda(s).

## **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**

## **4A. GENERAL MANAGER'S REPORT**

### **April 12, 2017**

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

For the month of March, Staff sent out billing and prepared the Hearst/State Billing. Staff is currently working with a consultant on preparation of the Consumer Confidence Report. Staff has assisted several residents with public records requests, and parking violations.

The District Archive is nearly complete. Staff is working on a Resolution for destruction of documents older than 10 years that are not financially or personal related. This is in alignment with District policy. A list will be included with a Resolution.

Staff submitted 700 forms to the County and attended 2 Webinars; one for CSDA (California Special District Association) regarding Board Ethics and one for Cal OES (Office of Emergency Services) regarding storm grants.

Staff has been working with the website designers compiling information/data and input on website design. Staff has been uploading data and writing descriptions for these items.

**2. Update – Reservoir / Storage tank project.**

Phoenix Engineering is continuing progress toward 30% design. Arrangements for a topographic survey are made.

**3. Update on Communication with Fair Political Practice Commission (FPPC) Regarding Grace Environmental.**

At the date of this report, there has still been no response from the FPPC.

**4. Storm Drain Repair between Avonne Avenue and Castillo Drive-** Recently during rain activity the bottom of the 48" corrugated storm drain pipe that traverses the Quality Inn parking lot from Avonne Avenue to Castillo Avenue failed creating a sink hole. Currently road plates cover the hole. An attempt to video the pipe was made during which several holes were noted near the Avonne end of the pipe as well as near the Castillo end of the pipe. Staff is reviewing options such as slip lining, insitu form as well as dig and replace. Staff will be soliciting bids for the repairs in compliance with the Uniform Public Construction Cost Accounting Act's informal bidding procedures.

**4B. SUPERTINTENDENT'S REPORT**  
**Jerry Copeland**  
**Facilities Update for March 2017**

## **4B. SUPERINTENDENT'S REPORT**

### **Activities of March 2017**

#### **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.
- Quarterly maintenance on the blowers was performed.
- The chlorine analyzer was rebuilt.

#### **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.

#### **3. District and Equipment Maintenance**

- Staff continues with all of the scheduled preventive maintenance for all equipment at the facilities. We are recording all of these activities.
- The Pico Ave bluff protection project was completed.
- Weed abatement was performed around the District.
- The easement along Pico Ave was brushed back and debris cuttings and debris were removed.





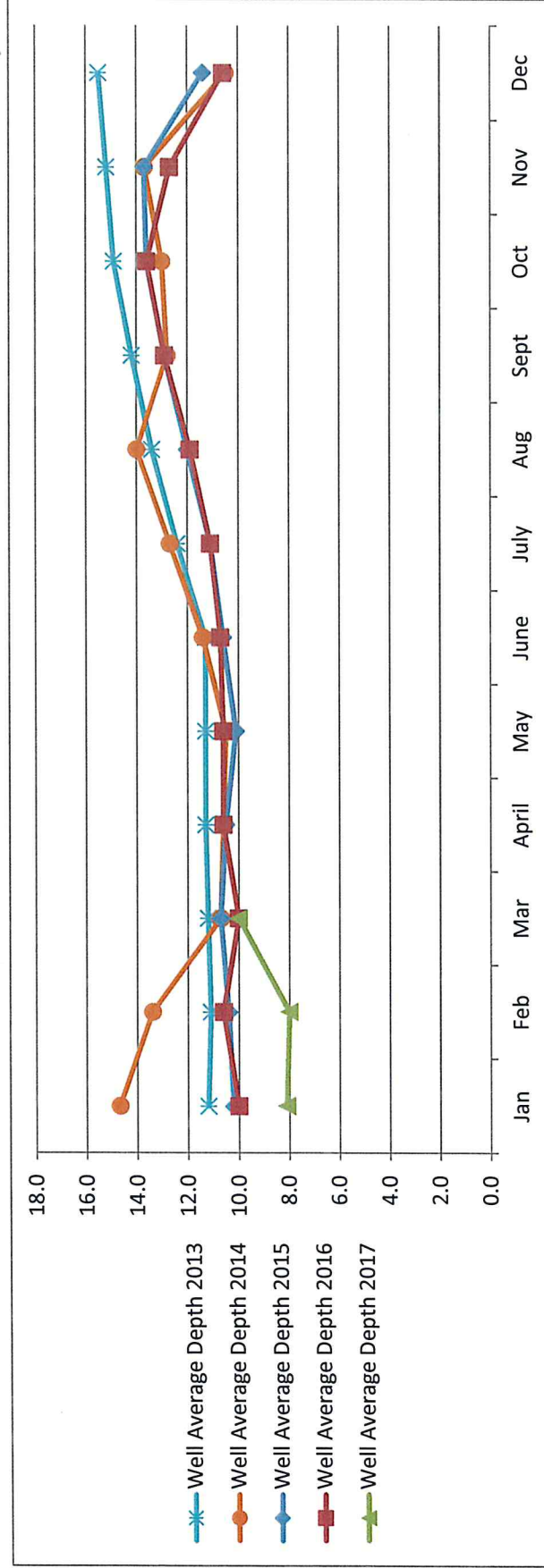
**San Simeon Community Services District      Superintendent's Report      March 2017**

**MONTHLY DATA REPORT**

Date	Day	Wastewater Inflow Daily	Wastewater Effluent Daily	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Inflow	R.O. Effluent Flow	R.O. Brine Flow	Distribution Chloride	Chloride Wells 1	Chloride Wells 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Inflow Daily
03/01/17	Wed	66,136	66,150	0	46,226	46,226	0	0	0	39	-	39	0	9.7	9.9	0.00	8,944
03/02/17	Thu	59,383	60,730	0	39,943	39,943	0	0	0	-	-	-	0	9.8	10.0	0.00	10,507
03/03/17	Fri	57,485	58,520	1,047	103,748	104,795	0	0	0	-	-	-	0	9.8	10.0	0.00	8,552
03/04/17	Sat	92,300	90,210	0	54,529	54,529	0	0	0	-	-	-	0	9.8	10.0	0.00	10,616
03/05/17	Sun	101,285	100,970	0	66,572	66,572	0	0	0	-	-	-	0	9.8	10.0	0.31	15,680
03/06/17	Mon	58,898	58,490	0	41,589	41,589	0	0	0	-	-	-	0	9.8	9.9	0.00	12,936
03/07/17	Tue	65,562	65,910	0	45,179	45,179	0	0	0	-	-	-	0	9.9	10.1	0.00	10,592
03/08/17	Wed	62,126	62,950	0	38,821	38,821	0	0	0	46	-	39	0	10.0	10.1	0.00	14,669
03/09/17	Thu	62,980	62,210	0	47,498	47,498	0	0	0	-	-	-	0	10.0	10.1	0.00	10,015
03/10/17	Fri	71,006	68,470	0	54,006	54,006	0	0	0	-	-	-	0	10.1	10.2	0.00	8,703
03/11/17	Sat	100,976	97,050	0	64,852	64,852	0	0	0	-	-	-	0	10.0	10.2	0.00	8,694
03/12/17	Sun	88,364	85,360	0	74,650	74,650	0	0	0	-	-	-	0	10.0	10.2	0.00	14,247
03/13/17	Mon	59,478	59,660	0	44,581	44,581	0	0	0	-	-	-	0	10.0	10.2	0.00	13,240
03/14/17	Tue	72,788	67,830	0	56,923	56,923	0	0	0	-	-	-	0	10.0	10.1	0.00	8,673
03/15/17	Wed	67,758	64,760	0	54,454	54,454	0	0	0	54	-	46	0	10.0	10.2	0.00	12,791
03/16/17	Thu	70,891	66,780	0	46,825	46,825	0	0	0	-	-	-	0	10.0	10.2	0.00	11,116
03/17/17	Fri	72,169	68,420	0	48,695	48,695	0	0	0	-	-	-	0	10.0	10.1	0.00	18,995
03/18/17	Sat	89,398	84,950	0	69,115	69,115	0	0	0	-	-	-	0	9.9	10.1	0.00	0
03/19/17	Sun	88,004	84,000	0	76,296	76,296	0	0	0	-	-	-	0	9.9	10.1	0.00	26,418
03/20/17	Mon	103,652	96,550	0	56,998	56,998	0	0	0	-	-	-	0	9.9	10.1	0.16	11,017
03/21/17	Tue	93,318	88,010	0	47,648	47,648	0	0	0	-	-	-	0	9.8	9.9	0.47	12,536
03/22/17	Wed	68,236	62,370	0	50,939	50,939	0	0	0	54	-	46	0	9.4	9.6	0.08	12,701
03/23/17	Thu	72,734	69,990	0	82,280	82,280	0	0	0	-	-	-	0	9.7	9.9	0.00	9,386
03/24/17	Fri	95,395	89,490	748	39,120	39,868	0	0	0	-	-	-	0	9.8	10.0	0.64	14,981
03/25/17	Sat	117,838	114,440	0	71,060	71,060	0	0	0	-	-	-	0	9.8	9.9	0.04	18,118
03/26/17	Sun	93,674	90,870	0	70,088	70,088	0	0	0	-	-	-	0	-	-	0.00	15,665
03/27/17	Mon	87,747	84,110	0	57,671	57,671	0	0	0	-	-	-	0	9.8	10.0	0.00	14,549
03/28/17	Tue	74,278	71,150	0	46,451	46,451	0	0	0	-	-	-	0	9.9	10.1	0.00	11,402
03/29/17	Wed	77,360	75,090	0	57,222	57,222	0	0	0	-	-	-	0	9.9	10.1	0.00	14,623
03/30/17	Thu	79,016	75,740	0	57,147	57,147	0	0	0	46	-	39	0	10.0	10.1	0.00	6,000
03/31/17	Fri	84,575	81,570	0	61,037	61,037	0	0	0	-	-	-	0	10.0	10.2	0.00	3,820
<b>TOTALS</b>		<b>2,454,810</b>	<b>2,372,800</b>	<b>1,795</b>	<b>1,772,162</b>	<b>1,773,957</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>			<b>1.70</b>	<b>370,186</b>
Average		79,187	76,542	58	57,167	57,224	0	0	0	48	0	42	0	9.9	10.1	0.05	11,941
Minimum		57,485	58,490	0	38,821	38,821	0	0	0	39	0	39	0	9.4	9.6	0.00	0
Maximum		117,838	114,440	1,047	103,748	104,795	0	0	0	54	0	46	0	10.1	10.2	0.64	26,418

**San Simeon Community Services District Superintendent's Report March 2017**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Well Average Depth 2013</b>	11.2	11.1	11.2	11.3	11.3	11.3	12.4	13.4	14.2	14.9	15.2	15.5
<b>Well Average Depth 2014</b>	14.7	13.4	10.7	10.6	10.5	11.4	12.7	14.0	12.8	13.0	13.7	10.5
<b>Well Average Depth 2015</b>	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9	13.6	13.7	11.4
<b>Well Average Depth 2016</b>	10.0	10.6	10.0	10.6	10.6	10.7	11.1	11.9	12.9	13.6	12.7	10.6
<b>Well Average Depth 2017</b>	8.1	8.0	10.0									



**4C. DISTRICT FINANCIALS**  
**Renee Samaniego Osborne**  
**March 31, 2017**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**



**4C. FINANCIAL SUMMARY**

**BILLING**

**March 31, 2017**

<b>February Billing Revenue</b>	<b>\$ 54,593.47</b>
<b>March Billing Revenue</b>	<b>\$ 49,467.51</b>
Past Due (31 to 60 days)	\$ 403.70
Past Due (60 days)	\$ 610.81

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**ENDING BANK BALANCES**

**March 31, 2017**

**RABOBANK SUMMARY:**

<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 30.05</b>
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**HERITAGE OAKS BANK:**

<b>Money Marketing Account Closing Balance February 28, 2017</b>	<b>\$ 517,754.94</b>
<b>Interest for March</b>	<b>\$ 151.64</b>

<b>Transfer to General Checking USDA Loan Payment</b>	<b>\$ 10,345.00</b>
<b>Wire Fee for USDA Loan Payment</b>	<b>\$ 25.00</b>

<b>Money Marketing Account Closing Balance March 31, 2017</b>	<b>\$ 507,536.58</b>
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Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
<b>Available Funds</b>	<b>\$ 202,078.58</b>

<b>General Checking Account March 31, 2017</b>	<b>\$ 119,278.03</b>
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<b>LAIIF Closing Balance March 31, 2017</b>	<b>\$ 523.77</b>
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**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**Balance Sheet**

As of March 31, 2017

Mar 31, 17

**ASSETS**

**Current Assets**

**Checking/Savings**

1010 · Petty cash	150.00
1015 · Heritage Oaks- General Checking	118,865.68
1016 · Heritage Oaks-Wellhead	6.34
1017 · Heritage Oaks-Money Market	507,536.58
1022 · USDA checking	100.05
1040 · Cash in county treasury	108.33
1050 · LAIF - non-restricted cash	522.88

**Total Checking/Savings** 627,289.86

**Other Current Assets**

1200 · Accounts receivable	64,441.17
1300 · Prepaid expenses	1,908.70

**Total Other Current Assets** 66,349.87

**Total Current Assets** 693,639.73

**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	28,075.58
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 Rehab Project	447,545.53
1650 · Walkway access projects	21,511.00
1660 · RO Unit	928,088.35
1680 · Generator	29,101.14

**Total 1400 · Fixed assets** 4,913,455.75

**1690 · Accumulated depreciation** (2,182,938.96)

**Total Fixed Assets** 2,730,516.79

**TOTAL ASSETS** 3,424,156.52

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2100 · Payroll liabilities	370.00
2500 · Customer security deposits	9,808.13
2510 · Connect hookup wait list	45,750.00
2520 · USDA Loan	427,585.00

**Total Other Current Liabilities** 483,513.13

**Total Current Liabilities** 483,513.13

**Total Liabilities** 483,513.13

**Equity**

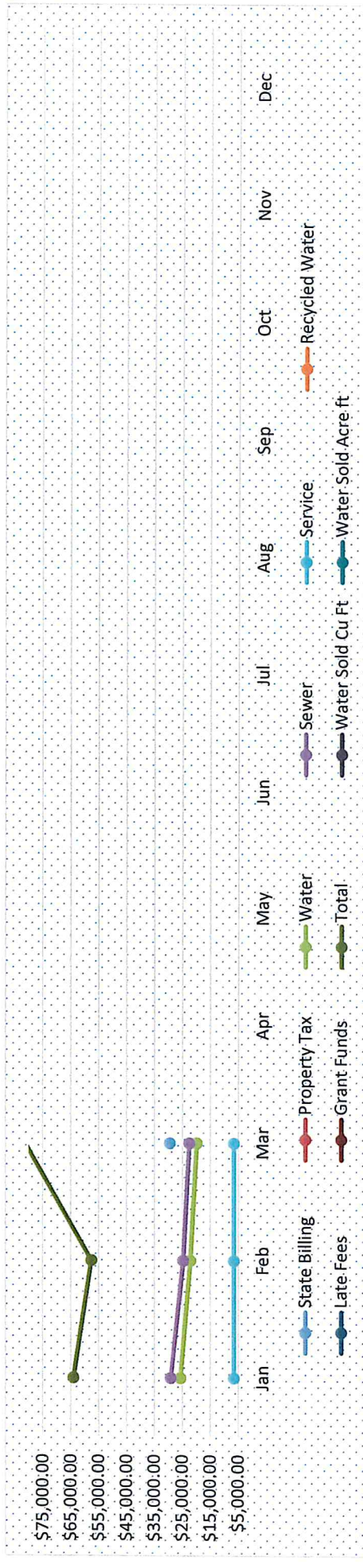
3200 · Fund balance	2,821,713.94
3900 · Suspense	24,321.68
Net Income	94,607.77

**Total Equity** 2,940,643.39

**TOTAL LIABILITIES & EQUITY** 3,424,156.52

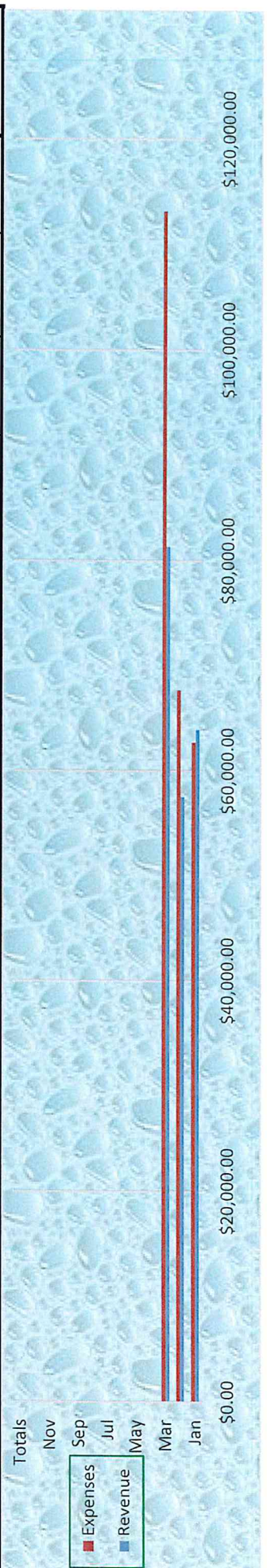
2017 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing			\$29,440.40										\$29,440.40
Property Tax	\$2,456.74	\$2,966.66	\$2,421.97										\$7,845.37
Water	\$25,600.49	\$22,112.4	\$19,816.90										\$67,529.75
Sewer	\$29,037.7	\$24,590.4	\$22,440.87										\$76,068.95
Service	\$6,503.02	\$6,503.02	\$6,503.02										\$19,509.06
Recycled Water													\$0.00
Late Fees	\$366.84	\$1,387.73	\$735.52										\$2,490.09
Grant Funds													
<b>Total</b>	<b>\$63,964.81</b>	<b>\$57,560.13</b>	<b>\$81,358.68</b>										<b>\$202,883.62</b>
Water Sold Cu Ft	232048	200704	179990										612742
Water Sold Acre ft	5.33	4.61	4.13										14.07



REVENUE VS EXPENSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$63,964.81	\$57,560.13	\$81,358.68										
Expenses	\$62,761.73	\$67,745.25	\$113,198.05										
Balance	\$1,203.08	-\$10,185.12	-\$31,839.37										



**SAN SIMEON COMMUNITY SERVICES  
HISTORICAL FISCAL REVIEW**

2013 / 2014													
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$27,981.20			\$21,530.45			\$23,125.60			\$21,530.45	\$94,167.70
Property Tax	\$8,069.77	\$51.86	\$1,503.31	\$3,859.65	\$5,718.15	\$25,445.32	\$1,327.66	\$1,155.63	\$2,632.24	\$21,054.41	\$912.02	\$195.04	\$71,925.06
Water	\$36,628.91	\$36,833.30	\$28,053.50	\$24,908.87	\$20,549.44	\$17,417.02	\$21,971.26	\$19,076.18	\$16,337.84	\$22,890.07	\$21,881.07	\$25,417.26	\$291,984.72
Sewer	\$40,084.93	\$43,613.30	\$33,179.74	\$29,636.09	\$23,946.33	\$20,191.07	\$25,116.19	\$22,334.72	\$19,215.19	\$27,214.26	\$26,016.01	\$30,425.87	\$340,973.70
Service	\$5,436.90	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,392.20	\$5,392.20	\$64,518.90
Late Fees	\$59.78	\$110.43	\$120.55	\$71.38	\$117.38	\$101.12	\$155.79	\$100.38	\$93.94	\$413.64	\$896.41	\$139.15	\$2,379.95
<b>Total</b>	<b>\$90,280.29</b>	<b>\$85,975.29</b>	<b>\$96,204.70</b>	<b>\$63,842.39</b>	<b>\$55,697.70</b>	<b>\$90,051.38</b>	<b>\$53,937.30</b>	<b>\$48,033.31</b>	<b>\$66,771.21</b>	<b>\$76,938.78</b>	<b>\$55,097.71</b>	<b>\$83,099.97</b>	<b>\$865,930.03</b>
Water Sold Cu Ft	373741	396714	303256	269689	222002	188500	223200	206900	177200	248063	236917	275338	<b>3,121,520</b>
Water Sold Acre ft	8.58	9.11	6.96	6.19	5.10	4.33	5.12	4.75	4.07	5.69	5.44	6.32	71.66

2014 / 2015													
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$9,972.00			\$6,480.49			\$7,042.78			\$8,943.33	\$32,438.60
Property Tax	\$1,749.86		\$170.96	\$4,304.07	\$6,305.04	\$30,755.69	\$1,698.01	\$680.91	\$4,730.41	\$20,998.75	\$444.16	\$624.12	\$72,461.98
Water	\$34,524.91	\$30,347.28	\$26,979.15	\$24,551.71	\$23,063.39	\$16,542.19	\$24,980.71	\$22,031.38	\$23,713.28	\$29,614.92	\$25,535.77	\$26,568.29	\$308,452.98
Sewer	\$41,554.68	\$36,609.57	\$32,384.61	\$29,124.18	\$27,266.32	\$19,555.31	\$29,619.69	\$25,800.68	\$27,563.38	\$35,077.17	\$30,393.05	\$31,702.68	\$366,631.32
Service	\$5,773.50	\$5,747.70	\$5,747.70	\$5,747.70	\$5,775.07	\$5,747.70	\$5,775.07	\$5,747.70	\$5,747.70	\$5,747.70	\$5,802.44	\$5,747.70	\$69,107.68
Late Fees	\$123.97	\$44.80	\$94.76	\$153.10	\$221.66	\$168.17	\$78.17	\$106.62	\$194.28	\$19.45	\$192.34	\$47.19	\$1,444.51
<b>Total</b>	<b>\$83,726.92</b>	<b>\$72,749.35</b>	<b>\$75,329.18</b>	<b>\$63,880.76</b>	<b>\$62,631.48</b>	<b>\$79,249.55</b>	<b>\$62,151.65</b>	<b>\$54,367.29</b>	<b>\$69,166.14</b>	<b>\$91,457.99</b>	<b>\$62,367.76</b>	<b>\$74,431.29</b>	<b>\$851,509.36</b>
Water Sold Cu Ft	352622	309962	275823	250905	235552	169443	255324	224325	240675	300989	260697	306222	<b>3,182,239</b>
Water Sold Acre ft	8.10	7.12	6.33	5.76	5.41	3.89	5.86	5.15	5.53	6.91	5.98	7.03	73.05

2015 / 2016													
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$7,200.02			\$8,584.90			\$11,992.94			\$10,529.30	\$38,307.16
Property Tax	\$1,299.10	\$78.29	\$89.78	\$6,473.88	\$5,162.73	\$31,035.95	\$732.82	\$3,907.74	\$4,380.61	\$20,311.05	\$670.65	\$812.49	\$74,955.09
Water	\$32,179.33	\$35,048.63	\$31,023.24	\$30,062.47	\$23,260.87	\$19,903.42	\$28,833.61	\$24,410.65	\$22,300.83	\$24,943.58	\$27,395.80	\$29,375.50	\$328,737.93
Sewer	\$38,340.31	\$41,800.72	\$36,517.90	\$35,482.63	\$27,568.63	\$23,716.44	\$33,983.50	\$28,929.28	\$26,405.46	\$29,496.09	\$31,742.13	\$34,065.24	\$388,048.33
Service	\$6,052.80	\$6,081.90	\$6,111.00	\$6,111.00	\$6,111.00	\$6,111.00	\$6,169.20	\$6,111.00	\$6,140.10	\$6,140.10	\$6,111.00	\$6,111.00	\$73,361.10
Recycled Water			\$1,359.75			\$854.07							\$2,213.82
Late Fees	\$118.83	\$71.20	\$72.27	\$239.83	\$386.63	\$99.38	\$153.29	\$138.82	\$86.36	\$485.53	\$657.24	\$418.39	\$2,927.77
<b>Total</b>	<b>\$77,990.37</b>	<b>\$83,080.74</b>	<b>\$82,373.96</b>	<b>\$78,369.81</b>	<b>\$62,489.86</b>	<b>\$90,305.16</b>	<b>\$69,872.42</b>	<b>\$63,497.49</b>	<b>\$71,306.30</b>	<b>\$81,376.35</b>	<b>\$66,576.82</b>	<b>\$81,311.92</b>	<b>\$908,551.20</b>
Water Sold Cu Ft	311247	338869	297896	288860	223460	191579	276707	234583	213757	239168	260907	278453	<b>3,155,486</b>
Water Sold Acre ft	7.15	7.78	6.84	6.63	5.13	4.40	6.35	5.39	4.91	5.49	5.99	6.39	72.44

2016 / 2017													
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$12,485.00			\$13,996.07			\$29,440.40				\$55,921.47
Property Tax	\$1,161.69		\$1,184.42	\$6,789.01	\$6,970.82	\$28,878.98	\$2,456.74	\$2,966.66	\$2,421.97				\$52,830.29
Water	\$36,292.1	\$36,746.52	\$31,241.74	\$29,953.03	\$22,549.49	\$19,445.8	\$25,600.5	\$22,112.36	\$19,816.90				\$243,758.41
Sewer	\$41,862.8	\$43,190.60	\$36,386.89	\$35,106.74	\$25,574.57	\$21,817.9	\$29,037.7	\$24,590.36	\$22,440.87				\$280,008.46
Service	\$6,559.5	\$6,472.20	\$6,472.20	\$6,472.20	\$6,626.30	\$6,533.8	\$6,503.0	\$6,503.02	\$6,503.02				\$58,645.30
Recycled Water						\$216.4							\$216.35
Late Fees	\$485.7	\$97.52	\$595.71	\$316.72	\$353.70	\$1,587.7	\$366.8	\$1,387.73	\$735.52				\$5,927.11
<b>Total</b>	<b>\$86,361.78</b>	<b>\$86,506.84</b>	<b>\$88,365.96</b>	<b>\$78,637.70</b>	<b>\$62,074.88</b>	<b>\$92,476.61</b>	<b>\$63,964.81</b>	<b>\$57,560.13</b>	<b>\$81,358.68</b>				<b>\$697,307.39</b>
Water Sold Cu Ft	324654	324654	281207	269907	203338	175391	232048	200704	179990				<b>2,191,893</b>
Water Sold Acre ft	7.45	7.45	6.46	6.20	4.67	4.03	5.33	4.61	4.13				50.32

## **5. ITEMS OF BUSINESS**

- A. Consideration of approval of last month's minutes – March 8, 2017.**
  
- B. Consideration of approval of Disbursements Journal – March 31, 2017.**



**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, April 12, 2017**  
**6:00 pm**

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

**1. REGULAR SESSION: 6:06 PM**

**A. Roll Call**

Chairperson Williams – Present  
Vice-Chair Fields – Present  
Director Patel – Present  
Director Russell – Present  
Director McGuire - Present

General Manager, Charles Grace  
District Counsel, Heather Whitham  
Sheriff Representative, Commander Voge

**B. Pledge of Allegiance**

**2. PUBLIC COMMENT**

Julia Stanert commented that she had followed up on the lack of a sidewalk in front of the Motel 6 and surrounding buildings. She understood that the CSD Board had no jurisdiction over this issue. She spoke with Supervisor Gibson and he directed her to other agencies that may be able to assist.

**A. Sheriff's Report for March**

There is a new commander replacing Commander Taylor who has been transferred to the Civil Department. Commander Voge is the new representative for our community.

Commander Voge reported the following:

4 Traffic Stops

4 911 Calls — 3 misdials and one was a child playing with a phone.

There was an assault on 4/11/17 that resulted in no arrests.

Current Staffing remains at:

1 CMDR, 2 sergeants

21 deputies

**B. Public comment on Sheriff's Report**

Director Patel asked about a hostile woman who was creating problems in San Simeon.

Commander Voge responded that the Sheriff's Department has created a Community Action Team (CAT) that is working to address various issues with the homeless population. This agency will work with the public to help provide services to the homeless population.

### 3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD

None

### 4. STAFF REPORTS

#### A. General Manager's Report

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

For the month of March, Staff sent out billing and prepared the Hearst/State Billing.

Staff is currently working with a consultant on preparation of the Consumer Confidence Report.

Staff has assisted several residents with public records requests and parking violations.

The District Archive is nearly complete. Staff is working on a Resolution for destruction of documents older than 10 years that are not financially or personnel related. This is in alignment with District policy. A list will be included with a Resolution.

Staff submitted the requisite 700 forms to the County and attended two Webinars; one for CSDA (California Special District Association) regarding Board Ethics and one for Cal OES (Office of Emergency Services) regarding storm grants.

Staff has been working with the website designers compiling information/data and input on website design. Staff has been uploading data and writing descriptions for these items.

##### 2. Update – Reservoir/Storage tank project.

Phoenix Engineering is continuing progress toward 30% design. Arrangements for a topographic survey have been made.

##### 3. Update on Communication with Fair Political Practice Commission (FPPC) Regarding Grace Environmental.

At the date of this report, there has still been no response from the FPPC.

##### 4. Storm Drain Repair between Avonne Avenue and Castillo Drive.

Recently during rain activity, the bottom of the 48" corrugated storm drain pipe that traverses the Quality Inn parking lot from Avonne Avenue to Castillo Avenue failed, creating a sink hole. Currently road plates cover the hole. An attempt to video the pipe was made during which several holes were noted near the Avonne end of the pipe as well as near the Castillo end of the pipe. Staff is reviewing options such as slip lining, insitu form, as well as dig and replace. Staff will be soliciting bids for the repairs in compliance with the Uniform Public Construction Cost Accounting Act's informal bidding procedures.

#### B. Superintendent's Report - Summary of March Activities.

##### 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.
- Quarterly maintenance on the blowers was performed.
- The chlorine analyzer was rebuilt.

##### 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.

### 3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all equipment at the facilities. We are recording all of these activities.
- The Pico Ave bluff protection project was completed.
- Weed abatement was performed around the District.
- The easement along Pico Ave was brushed back and debris cuttings and debris were removed.

### C. District Financial Summary

<b>February Billing Revenue</b>	<b>\$ 54,593.47</b>
<b>March Billing Revenue</b>	<b>\$ 49,467.51</b>
Past Due (31 to 60 days)	\$ 403.70
Past Due (60 days)	\$ 610.81
<b>ENDING BANK BALANCES</b>	
<b>March 31, 2017</b>	
<b>RABOBANK SUMMARY:</b>	
<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 30.05</b>
<b>HERITAGE OAKS BANK:</b>	
<b>Money Marketing Account Closing Balance February 28, 2017</b>	<b>\$ 517,754.94</b>
<b>Interest for March</b>	<b>\$ 151.64</b>
<b>Transfer to General Checking USDA Loan Payment</b>	<b>\$ 10,345.00</b>
<b>Wire Fee for USDA Loan Payment</b>	<b>\$ 25.00</b>
<b>Money Marketing Account Closing Balance March 31, 2017</b>	<b>\$ 507,536.58</b>
Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
<b>Available Funds \$ 202,078.58</b>	
<b>General Checking Account March 31, 2017</b>	<b>\$ 119,278.03</b>
<b>LAIF Closing Balance March 31, 2017</b>	<b>\$ 523.77</b>

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

Heather Whitham stated that counsel worked with staff on a variety of issues. They responded to citizen concerns and created written responses to these concerns. They participated in the preparation and review of the agenda for the Water Committee and the Budget Committee, as well as the April agenda.

## 5. ITEMS OF BUSINESS

### A. Consideration of approval of last month's minutes – March 8, 2017.

A motion was made to approve minutes with the corrections recommended by Director McGuire.

Motion by: Vice-Chair Fields

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

All in: 5 / 0

### B. Consideration of approval of Disbursements Journal – April 12, 2017.

A motion was made to accept the Disbursements Journal.

Motion by: Director Russell

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

All in: 5 / 0

## 6. DISCUSSION/ACTION ITEMS

### A. Discussion of Standing Committees and how they operate

Chairperson Williams recommended that the District switch the standing committees to Ad-Hoc.

Heather Whitham stated that Ad-Hoc can only consist of two Board members and that Ad-Hoc would not work for Water and Budget Committees. She suggested that we could revise how often these committees meet in a year.

There was various conversation about committees and what their overall function is.

No action was taken.

### B. Draft 2017-2018 Fiscal Budget Board Review

A copy of the draft budget for FY 2017-2018 was handed out to the Board members and copies were made available on the website.

No action was taken.

### C. Consideration of approval of an amendment to the agreement for legal services with Carmel & Naccasha, LLP to provide for a 2.5% increase in District Counsel legal fees effective July 1, 2017

A motion was made to approve the amendment and provide a 2.5% increase.

Motion by: Director Russell

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

All in: 5 / 0

**D. Consideration of approval to install Well Water Treatment Capability Improvement Products, in the amount not to exceed \$30,000**

General Manager Grace explained the need for a filtration system or a second barrier to be added per the new requirements by the Department of Drinking Water (DDW). Renee Osborne explained that the state is not saying that there is a problem with our water supply but rather the agency is striving for compliance with their new rules. General Manager Grace explained that this purchase is only for the equipment needed and does not include installation of the parts.

A motion was made to approve the purchase of the products not to exceed \$35,000.00.

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

**7. BOARD COMMITTEE REPORTS – Oral Reports from Committee Members.**

**Budget Committee started @ 5:02 PM:**

Roll Call:

Mike Hanchett – Present  
Dan Williams – Present  
Charlie Grace – Present  
Travis Hold – Absent  
Robert Stilts – Absent

Also present:

Administrator, Renee Osborne

**Public Comment**

None

**Review SSCSD 2016 - 2017 Annual Budget Performance.**

Preliminary Budget was presented. It was proposed that a budget workshop be held sometime in May. A copy of the budget was passed out for public review.

**Preparation and Review of the Draft FY Year 2017 - 2018 SSCSD Annual Budget.**

There was brief discussion about some of the line items on the budget. Leroy Price commented about the funds available for road repair.

**Adjournment @ 5:14 PM**

**Water Committee started @ 5:30 PM:**

Roll Call

Alan Fields – Present  
Mike Hanchett – Present  
Mary Margaret McGuire – Present  
Gwen Kellas – Present  
Julia Stanert – Present  
Leroy Price – Present

Also present:

General Manager, Charles Grace  
Administrator, Renee Osborne

**Public Comment**

None

**Committee Member Introduction.**

All committee members briefly introduced themselves.

**General Manager’s Report: Water System Information and Operations.**

The General Manager provided a brief oral report about the RO Unit. He discussed a proposal to install a secondary filter or barrier.

**Water Tank Storage Project Update.**

The General Manager provided a brief oral report about the Storage Tank project. He explained that they are looking at a line of sight survey, topo survey and a geotechnical survey. The goal is to choose a location that least visually impacts the view from Highway 1 and Hearst Castle.

**2017 Water Master Plan Update.**

The General Manager provided a brief oral report about the Storage Tank project. He stated that the contract had been awarded to Phoenix Engineering and that he needed to follow up on the status of the work.

**Water Committee meeting Adjourned @ 5:57 PM**

**8. BOARD REPORTS**

None

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

Director McGuire inquired about Governor Brown’s removal of the Drought Emergency Status. She inquired about the signage in hotels and restaurants.

No action was taken.

**10. ADJOURNMENT @ 7:54 PM**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Disbursements Journal**  
 April 1, 2017

Type	Date	Num	Name	Memo	Paid Amount	Balance
Paycheck	04/01/2017	1347	John K Russell	Board Director Services	\$ 92.35	\$ 118,865.68
Paycheck	04/01/2017	1349	Mary M McGuire	Board Director Services	\$ 92.35	\$ 118,773.33
Paycheck	04/01/2017	1345	ALAN FIELDS	Board Director Services	\$ 92.35	\$ 118,680.98
Paycheck	04/01/2017	1346	DAN WILLIAMS	Board Director Services	\$ 92.35	\$ 118,588.63
Paycheck	04/01/2017	1348	KAUSHIK S PATEL	Board Director Services	\$ 92.35	\$ 118,496.28
Bill Pmt -Check	04/01/2017	1333	Tech Bunnies/Artem Chulikanov	Website payment Final	\$ 6,500.00	\$ 111,903.93
Bill Pmt -Check	04/01/2017	1334	Board of Equalization	Interest on late payment	\$ 0.80	\$ 111,903.13
Bill Pmt -Check	04/01/2017	1335	Carmel & Nacassha. LLP	Legal Services March	\$ 1,845.00	\$ 110,058.13
Bill Pmt -Check	04/01/2017	1336	David Crye General Engineering Contractor	Emergency Repair for Pico Ave. Original Estimate for 33,857.00. Additional \$4600 approved by GM in order to complete work	\$ 38,457.00	\$ 71,601.13
Bill Pmt -Check	04/01/2017	1337	ERA A Water Company	Testing # A580797	\$ 331.12	\$ 71,270.01
Bill Pmt -Check	04/01/2017	1338	Grace Environmental	State Mandated Additional Sampling di	\$ 3,130.25	\$ 68,139.76
Bill Pmt -Check	04/01/2017	1339	Joseph Romero	Re: 541 Casa Del Mar	\$ 50.00	\$ 68,089.76
Bill Pmt -Check	04/01/2017	1340	MICHAEL O'NEILL	Monthly Maintenance Fee April	\$ 320.00	\$ 67,769.76
Bill Pmt -Check	04/01/2017	1341	Robert Stilts, CPA	March Bookkeeping	\$ 1,200.00	\$ 66,569.76
Bill Pmt -Check	04/01/2017	1342	San Luis Obispo County Clerk-Recorder	Costs for Election	\$ 1,006.63	\$ 65,563.13
Bill Pmt -Check	04/01/2017	1343	San Simeon Ranch	Water Usage 1/17 - 12/17	\$ 10,000.00	\$ 55,563.13
Bill Pmt -Check	04/01/2017	1344	SWRCB	ELAP Annual Certificate, # EA 0317-2E	\$ 718.00	\$ 54,845.13
Liability Check	04/01/2017	1350	United States Treasury	95-2755743	\$ 229.50	\$ 54,615.63
Bill Pmt -Check	04/01/2017	1351	Grace Environmental	Operations and Management Services for April 2017	\$ 48,948.00	\$ 5,667.63
					<b>\$ 113,198.05</b>	<b>\$ 5,667.63</b>

## **6. DISCUSSION & ACTION ITEMS**

- A. Discussion of Standing Committees and how they operate.**
- B. Draft 2017-2018 Fiscal Budget Board Review.**
- C. Consideration of approval of an amendment to the agreement for legal services with Carmel & Naccasha, LLP to provide for a 2.5% increase in District Counsel legal fees effective July 1, 2017.**
- D. Consideration of approval to install Well Water Treatment Capability Improvement Products, in the amount not to exceed \$45,000.**



## 6. DISCUSSION/ACTION ITEMS

April 12, 2017

**A. Discussion of Standing Committees and how they operate.**

The Board Chair asked for this item to be on the agenda in order for the Board to review the policies on committees and possible changes. Attached is the "Committees of the Board of Directors Policy" (5060).

**B. Draft 2017-2018 Fiscal Budget Review.**

The Draft budget for the 2017-2018 Fiscal Year for Board review and discussion only will be handed out as part of the discussion action items.

**C. Consideration of Approval of an Amendment to the Agreement for Legal Services with Carmel & Naccasha, LLP to Provide for a 2.5% Increase in District Counsel Legal Fees Effective July 1, 2017.**

Attached is correspondence dated March 22, 2017 from Carmel & Naccasha.

**D. Consideration of Approval to Install Well Water Treatment Capability Improvement Products Purchase in the amount not to exceed \$30,000.**

The Division of Drinking Water (DDW) determined that Well One and Two sampling indicate that the Wells are sometimes under the influence of surface water and require multi-barrier treatment including disinfection and filtration in accordance with the requirements of Title 22, Division 4, Chapter 17 of the California Code of Regulations. Given that disinfection is already occurring the DDW requires the addition of a filtration system. Attached is a quote from Harrington for a Harmsco 3-3FL-304 Drinking Water approved filter housing and cartridge in the amount of \$14,746.74. The system will also require, continuous turbidity monitoring, free chlorine residual monitoring and conductivity monitoring as well as miscellaneous pressure gauges estimated to be \$13,789.20 with a 20% contingency. Staff intends to buy the above mentioned items directly and is requesting approval of an amount not to exceed \$30,000 to purchase surface water treatment filtration and related monitoring devices.

## Pleated Microglass Cartridges

**Meets Long Term 2 (LT2) Requirements for Ground Water Under Direct Influence of Surface Water (GWUDI)**

**Certified: NSF/ANSI Standard 61**

Drinking Water System Components - Health Effects

High flow capability  
Low initial pressure drop  
Lower overall operating cost  
Increased contaminant removal  
Longer filter runs for fewer change-outs

### Features

- ▶ NSF-61 Listed filter media removes cyst-sized particles for safe, cyst-free drinking water
- ▶ Pleated microfiber media provides more surface area for longer filter life and increased particle removal
- ▶ Patented Dual Durometer end caps ensure positive end cap sealing
- ▶ End caps, center tubes and media are thermally bonded as one integral component for added strength and to provide superior end sealing
- ▶ 125 sq. ft. media (surface area) in a single cartridge design
- ▶ FDA Listed Materials: Manufactured from materials which are listed for food contact applications in Title 21 of the U.S. Code of Federal Regulations



**Pleated Microglass Cartridges**

### Applications

- ▶ Surface Water Treatment Rule (SWTR) LT2
- ▶ Ground Water Under Direct Influence (GWUDI)
- ▶ Municipal Drinking Water
- ▶ Reverse Osmosis Pre-filtration
- ▶ Food & Beverage Filtration
- ▶ Desalination Pre-filtration
- ▶ Commercial/Residential Drinking Water
- ▶ Marine/Aquatic Filtration



## Specifications

- ▶ Filter Media: FDA borosilicate microglass with acrylic binder
- ▶ Support Media: spun-bonded polyester laminated on both upstream and downstream sides
- ▶ Center Tubes: rigid PVC with perforations
- ▶ End Caps: plastisol (pliable PVC)
- ▶ Shrink Wrap: standard on HC/170-LT2 cartridge
- ▶ Dimensions: 7-3/4" O.D.; 4" I.D.; 30-3/4" L.
- ▶ Flow Rate: 100 GPM (recommended) per HC/170-LT2 cartridge; > 3.6 Log removal
- ▶ Temperature: 140°F (60°C) max\*  
\* Temperature limits vary and depend on pressure and time under load.
- ▶ Change Out: 25 - 30 PSI (1.72 - 2.07 Bar)
- ▶ ΔP Surface Area: 125 sq. ft. (HC/170-LT2)
- ▶ pH: 3 to 11

## INDEPENDENT LAB VALIDATED

To verify the performance of the Harmsco LT2 cartridge and NSF filter housing, IBR, a highly respected independent testing facility, was selected to conduct a challenge test outlined in the LT2 ESWTR Toolbox Guidance Manual 8.4.1. This defines the maximum challenge particulate based on detection limit and acceptable cryptosporidium surrogate...2 microns in this test. The "terminal" pressure drop was determined by Harmsco to be 30 psi. The Harmsco LT2 cartridge was tested in a single-pass challenge test at 3 points...after initial flushing, at 15 psi differential, and again at 30 psi differential.

### Results of Challenge Test

Using 2-micron surrogate beads.

Sample Point	Log Removal
Initial Efficiency	3.6
50% Terminal Pressure Drop: 15 psi	3.8
100% Terminal Pressure Drop: 30 psi	3.7

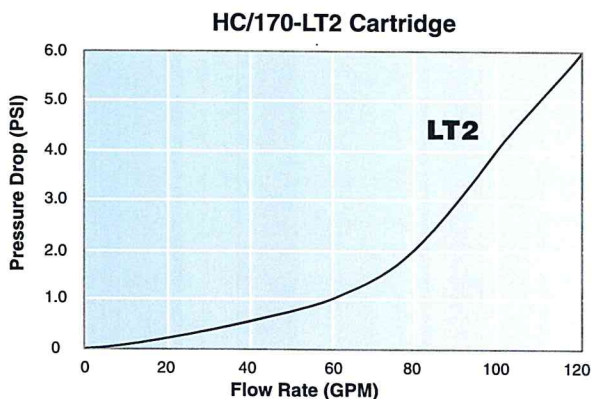
## Cartridge Selection/Sizing Guide

Product Code	Pleated Media Area (sq. ft.)	Length (in.)	O.D. (in.)	I.D. (in.)	Recommended Flow Rate (gpm) for >3.6 log removal
<b>LT2 Pleated Microglass Cartridges</b> - Packed one cartridge per case.					
HC/170-LT2	125	30-3/4	7-3/4	4	100

Meets the Challenge Test Method defined in the LT2 ESWTR Tool Box Guidance Manual 8.4.1

## Low Pressure Drop

Initial pressure drop using HC/170-LT2 cartridges is exceptionally low due to our pleated design and increased surface area. Pressure drop data is shown below, calculated for new cartridges in clear water.



## LT2 End Cap

Genuine Harmsco® NSF Listed LT2 cartridges come standard with patented dual durometer end caps to ensure positive sealing.



**Note:** This publication is to be used as a guide. The data within has been obtained from many sources and is considered to be accurate. Harmsco does not assume liability for the accuracy and/or completeness of this data. Changes to the data can be made without notification. Temperature, Pressure, Flow Rates, Differential Pressures, Chemical Combinations and other unknown factors can affect performance in unknown ways. **Limited Warranty:** Harmsco warrants their products to be free of material and workmanship defects. Determination of suitability of Harmsco products for uses and applications contemplated by Buyer shall be the sole responsibility of Buyer. The end user/installer/buyer shall be liable for the product's performance and suitability regarding their specific intended applications. End users should perform their own tests to determine suitability for each application.



## PRODUCT SPECIFICATION

### Harmsco® Model #: MUNI-3-3FL-304

**Description:** Tangential Entry, Up-Flow Cartridge Filter Housing with; Swing Bolt Closure, Davit Cover Lift, and Flanged Connections.

#### Details:

1. Stainless steel construction, wetted metallic components are 304/304L ASTM A-240.
2. Electro-polish finish.
3. Swing bolt style housing closure. Swing bolts are SS alloy per ASTM A-193 B7.
4. NSF Certified using Genuine Harmsco® Hurricane® replacement filter cartridges.\*
5. Tangential inlet and the integral inner-can, create a centrifugal flow that induces pre-filtration by heavy particulate separation.
6. Patented "Up-Flow" design that;
  - a. Self purges housing of air.
  - b. Eliminates by-pass contamination during servicing.
  - c. Improves efficiency by creating an even flow distribution across filtering media.
7. Strong, durable, built to ASME Design Standards.
8. Utilizes three (3) Genuine Harmsco® Hurricane® HC/170 series filter cartridges. \*
9. Inlet & Outlet are NPS 3 Flanges ANSI/ASME B16.5 Class 150
10. Drains (Qty 2) are 1-1/2" Female NPT (FPT) Couplings, Class 1000
11. Ball Valves (Qty 2) 1-1/2" NSF 61 316SS included.
12. Vent is 1/2" Female NPT (FPT) Coupling, Class 1000
13. Gauge Ports (Qty 2) are 1/2" Female NPT (FPT) Couplings, Class 1000
14. Pressure Gauges (Qty 2, w/fittings) NSF 61 316SS included.
15. Closure Gasket is EPDM 70 Durometer O-ring.
16. Pressure Rating - 150 P.S.I.G.
17. Temperature Rating – Up to 140°F

Note: Higher temperatures are possible, check cartridge specifications. \*\*

18. Flow Rate – 300 GPM Max. with HC/170-LT2 cartridges.  
(450 gpm max for **pre-filtration only** utilizing Harmsco Premium Series cartridges 5u and above)  
See Pressure Drop vs. Flow Rate Curve, page 2.
19. One person can perform maintenance.

#### Requirements:

Floor Load: Dry weight = 435 lbs.  
Volume = 61 US gallons x 8.337 lbs./US gallon (water) = 509 lbs.  
Total weight = 435 + 509 = 944 lbs. (housing + water)  
Floor contact area = .292 ft<sup>2</sup>  
Floor Load = 944 lbs. divided by .292 ft<sup>2</sup> = **3,250 pounds per square foot** (approx.)  
Note: Piping shall conform to all applicable codes and be independently supported.  
If floor strength is suspect, use appropriate measures to adequately distribute load.

Floor Space: **4.5 ft<sup>2</sup>** (does not include Cover/Davit swing position), See Installation Diagram, page 3.  
Service Height: 98-1/2", See Installation Diagram, page 3.  
Bonding: Housing shall be bonded in accordance with all applicable codes. A grounding lug is provided.

#### Recommended Spare Parts:

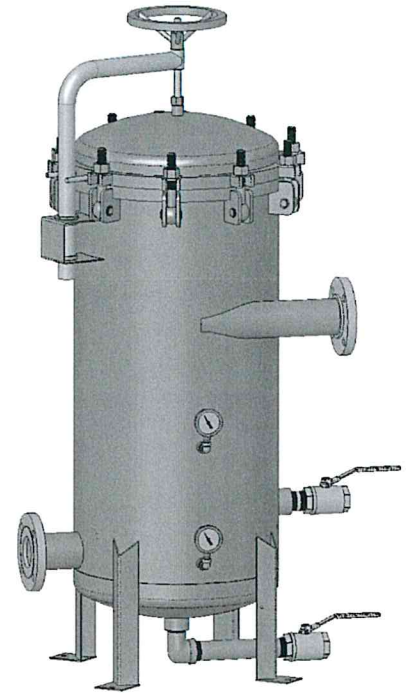
Closure Gasket O-ring: PN 363-E  
Set of 3 Harmsco® Hurricane® HC/170 replacement cartridges

\* The use of any filter cartridges other than Genuine Harmsco® Hurricane® filter cartridges in this filter housing voids certifications by NSF International.

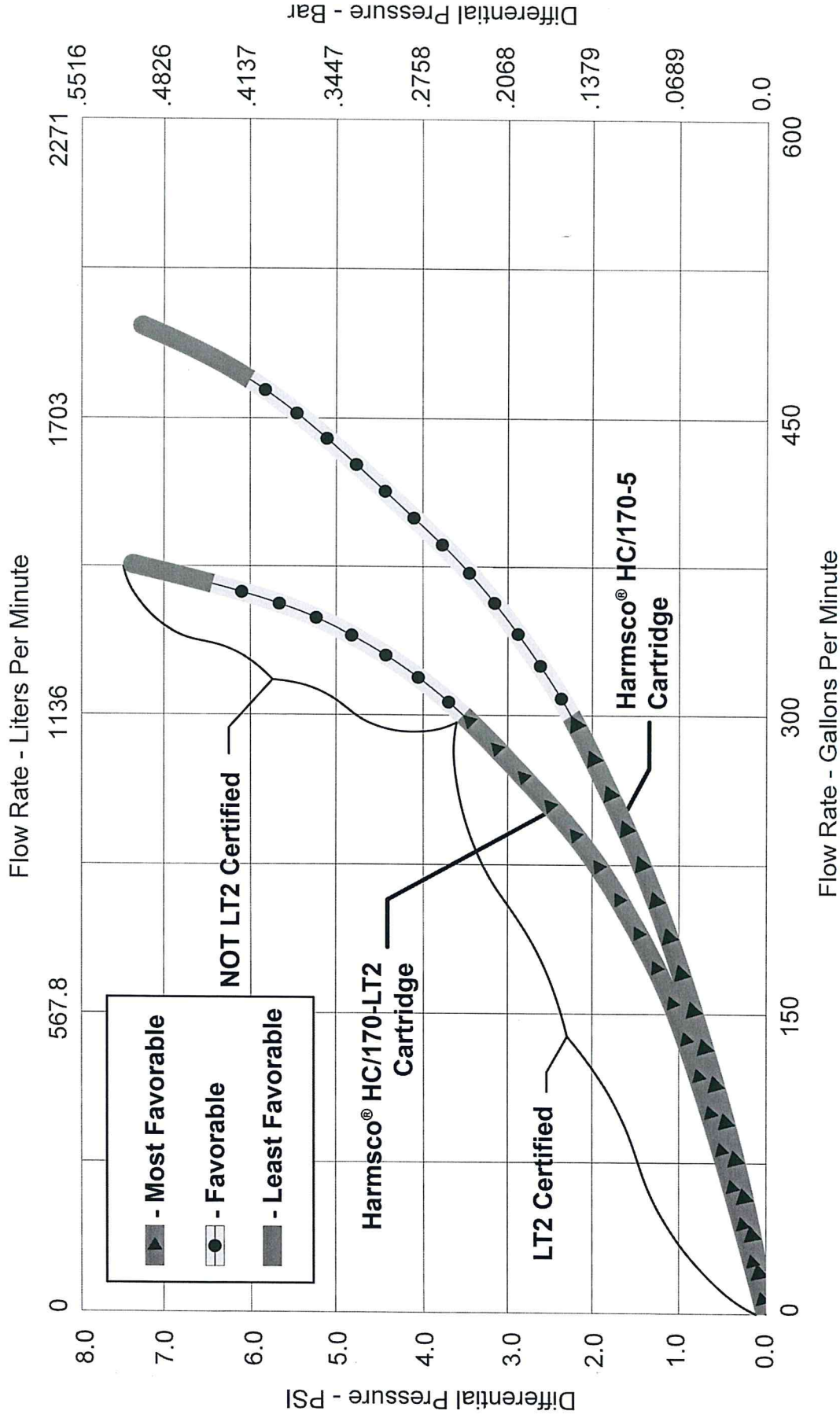
\*\* Contact a Harmsco® sales representative for Harmsco® Hurricane® HC/170 filter cartridge specifications.

This product is manufactured under one or more of the following patents: U.S. NO. 4,187,179; 3,720,322; CANADA NO. 977,693; GT. BRIT. NO. 1,372,014; W. GERMANY NO. 2,261,817; FRANCE NO. 7,246,864; EUROPEAN NO. 0,191,844, Other patents pending.

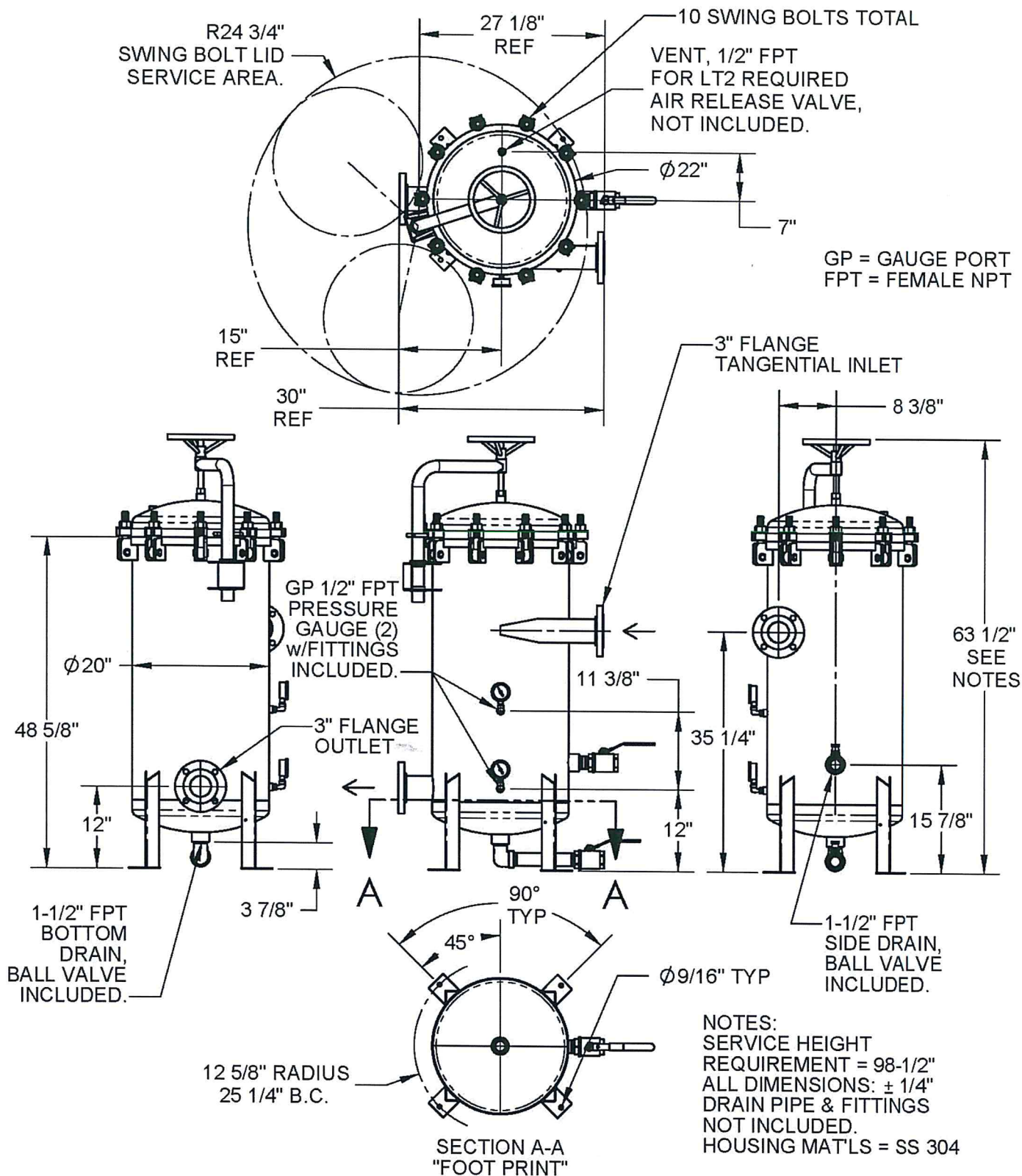
**Notice:** The information contained in this publication is considered accurate, and is intended to be used as a guide. This information is subject to change without notification. Contact Harmsco® Filtration Products for the latest, most up to date, specifications. Harmsco® Filtration Products does not assume any liability for the accuracy and completeness of the data in this publication. Temperature ratings, flow rates and chemical resistance can be affected by a number of unknown factors. End users should perform their own tests to determine suitability for each application.



# Pressure Drop vs. Flow Rate Curves Harmsco® MUNI-3-3FL-304



# Harmsco® Filtration Products Installation Diagram MUNI-3-3FL-304 Swing Bolt Housing



**NOTES:**  
 SERVICE HEIGHT REQUIREMENT = 98-1/2"  
 ALL DIMENSIONS: ± 1/4"  
 DRAIN PIPE & FITTINGS NOT INCLUDED.  
 HOUSING MAT'LS = SS 304

MODEL #: MUNI-3-3FL-304

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March 22, 2017

**Via Email Only**

hwhitham@carnaclaw.com

Board of Directors  
San Simeon Community Services District  
111 Pico Avenue  
San Simeon, CA 93452

**RE: Letter Agreement for Amendment to Legal Services**

Dear Board of Directors:

The purpose of this correspondence is to request a 2.5% increase in our municipal rates for all legal services performed, effective July 1, 2017. This equates to a \$46.13 increase in the monthly retainer and a \$4.23 increase to the hourly rate for legal services. Our Legal Services Agreement with the District does not contain an annual escalation provision, but, as costs of operation rise annually, we find it necessary to implement a corresponding rate adjustment.

We (I) genuinely enjoy serving the District and hope that we can continue working together for many years to come. Please call if you have any questions or comments. Thank you.

Sincerely,

**CARMEL & NACCASHA LLP**



Heather K. Whitham

HKW/lmh

Cc: Charles Grace, General Manager

The proposed rates increases are acceptable to the San Simeon Community Services District Board of Directors.

Date: \_\_\_\_\_

\_\_\_\_\_  
Daniel Williams, Vice Chairman