

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, January 14, 2015**  
**6:00 pm**

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

**1. REGULAR SESSION: 6:00 PM**

**A. Roll Call:**

Chairperson McAdams - Absent  
Vice-Chair Fields - Present  
Director Williams - Present  
Director Patel - Present  
Director Price - Present

General Manager, Charles Grace  
District Counsel, Heather Whitham  
Sheriff Representative Rasmussen

**B. Pledge of Allegiance**

**2. PUBLIC COMMENT: None**

**A. Sheriff's Report – Report for December.**

There were a total of 58 calls for service in San Simeon for the month of December 2014. The Sheriff's office had 15 calls to assist other agencies, 1 crime against person, 3 crimes against property. 1 disturbance, 11 check the welfare, 6 suspicious circumstances, 2 incomplete 911 calls, 2 alarm calls, 17 self-initiated field activity by a Deputy.

**B. Public comment on Sheriff's Report: None**

**3. BOARD PRESENTATIONS AND ANNOUNCEMENTS: None**

**4. STAFF REPORTS**

**A. General Manager's Report**

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

During the month of December Staff read meters and distributed water billing and handled multiple customer service calls. Maintenance was performed around the District office; weed abatement and chicken wire placed around the base of the office to keep out wild animals.

**2. Verbal Update – Well head treatment system project**

The General Manager stated that Phoenix Engineering was currently writing a Spec for the system. Staff is targeting to go out to bid at the end of February. Once the spec is complete, Phoenix can start on the 100% design.

**3. Verbal Update – Well 2 sanitary seal project**

Several Well Drillers which were given to the SSCSD by the County were contacted. Staff scheduled a bid meeting and no one attended. Staff is still searching for Well drillers and is scheduling a new bid meeting on January 23, 2015.

**B. Superintendent’s Report**

**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.
- Quarterly maintenance was performed on Blowers 4 and 5.
- One load of sludge was hauled away.
- New hire training took place for all facility operations.

**2. Water Distribution System**

- All routine sampling and testing was performed. The monthly report was submitted to the Division of Drinking Water.
- Monthly meter reading was performed.
- Chloride levels were monitored daily throughout the system.

**3. District and Equipment Maintenance**

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- Weed abatement was performed around the District office, the wastewater treatment plant, and areas around the District streets.

**C. District Financial Summary – Update on Monthly Financial Status for close of business December 31, 2014.**

<b>November Billing Revenue</b>	<b>\$ 56,326.44</b>
<b>December Billing Revenue</b>	<b>\$ 42,504.47</b>
Past Due (31 to 60 days)	\$ 229.33
Past Due (60 days)	\$ 347.03

**RABOBANK SUMMARY**

**Ending Balances December 31, 2014**

**Summary of Transactions:**

<b>Money Marketing Account Closing Balance December 31, 2014</b>	<b>\$ 706,950.26</b>
(Interest December	\$ 166.79)
Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 45,750.00)
<b>Available Funds</b>	<b>\$ 411,200.26</b>

<b>General Checking Account</b>	<b>\$ 164,645.22</b>
<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 100.05</b>
LAIF Closing Balance December 31, 2014	\$ 518.85

**D. District Counsel’s Report** –Heather Whitham

District Counsel assisted Staff with the preparation of the December Agenda and fielded questions from Staff regarding the RO System purchase.

District Counsel revised the Ultura litigation letter to Ultura LLC. There has been no response yet from Ultura.

**5. ITEMS OF BUSINESS**

**A. Approval of last month’s minutes** – December 10, 2014.

A motion was made to approve minutes as presented.

Motion by: Director Price  
 2<sup>nd</sup> by: Director Patel  
 All in: 4 / 0  
 Absent: Chairperson McAdams

**B. Approval of Disbursements Journal** – January 14, 2015.

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

Motion by: Director Williams  
 2<sup>nd</sup> by: Director Patel  
 All in: 4 / 0  
 Absent: Chairperson McAdams

**6. DISCUSSION/ACTION ITEMS**

**A. Board Vote on LAFCO Special District Member for a three (3) year term.**

Two individuals have been nominated for the LAFCO Special District position. The term for this position would expire in December of 2018. Each independent Special District may vote for one nominee. The vote by a District must be considered by the District’s Board of Directors as an item placed on its agenda. The nominees resume and statement of qualifications were submitted in this board packet for Board review.

LAFCO has asked the San Simeon CSD Board of Directors to select one of the following nominees:

- ✓ Barbara Bronson Gray, Cambria Healthcare District
- ✓ Marshall Ochylski, Los Osos Community Services District

A ballot will be given to each Board Member for nominee selection and then read out loud for the minutes.

The Board members read the profiles/qualifications of the nominated candidates. The results were as follows:

- 3 votes for Marshall: Fields, Patel, Price
- 1 vote for Bronson: Williams
- 1 absent: McAdams

Staff will contact LAFCO with the District's vote of Marshall Ochylski as San Simeon's choice as their representative.

#### **B. Review of 2013-2014 Draft Fiscal Audit.**

Staff attached the Draft 2013-2014 District Audit to the Board packet performed by Moss, Levy & Hartzheim for Board review. Adam Guise, from Moss, Levy & Hartzheim was present to address any questions or changes Staff or the Board might have prior to finalizing the Audit.

Comments were as follows:

- On page 1 of the Audit where you list the board of directors, at the very top it says 2013. The rest of the document says 2014.
- On page 4 under liabilities, the \$25,000, why is it only under 2013? Why is 2014 side blank?
- On page 6, under cash in escrow, you have the remaining \$72,264 under 2014. We did not draw that from the USDA until after the audit period.

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

Water Committee Report: There was a discussion of how to blend Wells 1,2 & 3 to improve water quality while there is still fresh water running to the ocean. The General Manager said that we need to get the water out of the reservoir and/or Wells so that the fresh water can fill them. Right now the Wells are full so no fresh water is going to seep in. We can either drain the water out with hydrant flushing or we can have the residents use the water by lifting the water alert stages temporarily. The committee decided to go to the Board of Directors and ask them to temporarily lift the water restrictions.

The General Manager had an update of the status of the Reverse Osmosis Wellhead treatment. The Engineer started drafting the specifications for the RO Unit. Since we have changed from renting the unit to purchasing the unit, the design and bid package needs to include a RO Unit specification.

#### **8. Board Reports – There were no oral reports from Board Members on current issues.**

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

Director Price asked if there had been any update on the Rip Rap. The General Manager advised the board that the California Coastal Commission called Staff on January 14<sup>th</sup> to advise them that a letter would be coming from the State.

Director Willams asked if there was any update on the Pico Stairs deterioration. The General Manager advised the board that he contacted the County for assistance on the matter. The County referred the General Manager to the Coastal Commission and an email has been sent to the Coastal Commission requesting emergency repair guidance.

## **10. ADJOURNMENT: @6:58 PM**