

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, April 13, 2016
6:00 pm

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

1. REGULAR SESSION: @6:04 PM

A. Roll Call:

Chairperson Williams - present
Vice-Chair Fields - present
Director Price – present
Director Patel – present
Director Russell - present

General Manager, Charles Grace
District Counsel, Heather Whitham
Sheriff Rep: No rep

B. Pledge of Allegiance

2. PUBLIC COMMENT:

A. Oath of Office for John Russell by Supervisor Bruce Gibson

B. Sheriff's Report for March – No report

C. Public comment on Sheriff's Report - None

D. Public Comment from Hank Krzciuk on Pico Stairs

Resident Hank Krzciuk asked the Board to consider making maintenance improvements to the Pico Avenue Beach Access Stairs.

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:

4. STAFF REPORTS

A. General Manager's Report

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

During the month of March, Staff sent out water billing as well as responded to several customer service calls and concerns, and started weed abatement around the District. Staff attended WRAC and IRWM Meetings and met with the County to discuss the Prop1 Grant funds for future projects. Staff filed all paperwork with the County, State and bank regarding the resignation of Ralph McAdams and the appointment John Russell. All 700 forms were filed on time. Staff worked with the County backflow device programmer to complete the backflow testing and certification of all the

backflow devices within the District, and coordinated the completion of the Consumer Confidence report which will be distributed in the April Billing.

2. Update – Wellhead treatment system project.

The steel building has been delivered and assembled, sound insulation is being coordinated and SCADA integration is in progress. The PG&E transformer installation and drop are schedule to be completed April 22 and start up is due to occur the week of April 25.

3. Update – Integrated Regional Water Management Grants (IRWM/WRAC)

Prop 84 Grant Funds for Wellhead Treatment

Staff spoke with the County liaison regarding the current stage of the Prop 84 Grant Funds. All final paperwork was submitted in order for the State Division of Drinking Water (DDW) to begin the Grant Agreement. It is anticipated that the agreement will be completed by the end of May at the latest. Once the agreement is complete, invoices can be submitted. Turn-around time is currently between 30 to 45 days.

Staff met with the County on March 24th to learn the process and get the paperwork needed, so that Staff can start submitting invoices when the agreement is complete. The County anticipates reimbursement to begin in June or July.

Prop 1 Grant for future projects

Staff has met with the County and other IRWM members who are Disadvantaged Communities (DAC) to discuss the Prop 1 Funding. A fourth of the available funding (\$850,000) is to be split between four DAC communities; Oceano, Grover Beach, San Miguel and San Simeon unless another rural community submits a viable project. The funds are to be used specifically for technical assistance; designs, studies or anything that can help make a project shovel ready. Funds will not be available until the fall of this year. It is encouraged that funds be used to help start water or recycled water related projects. There will be another fourth of the Prop 1 Funds (\$862,669) available to assist DACs with small projects. The remaining \$6,316,010 Prop 1 Funds that has been designated to San Luis Obispo County will be available to all communities within San Luis Obispo County and will be competitive.

4. USDA loan payment made on March 23, 2016 for \$10,345

A transfer was made from the District's Heritage Oaks Money Marketing account to the Rabobank Wellhead Rehab account in the amount of \$10,345 for payment of the USDA loan. Next payment is due September 23rd.

5. Update – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.

Earth Systems is performing the tasks associated with their proposal approved during last month's Board meeting. The first step was to perform a topographic (topo) survey of the wastewater treatment plant area. In conjunction with MBS, aerial for the topo was performed during the week of March 28 and field work for the topo was performed on April 6. In addition, Oliveira Consulting is performing tasks associated with their approved proposal. The landscape plan and biological survey are nearly complete. The 1964 wastewater treatment plant ocean outfall line plan has been

re-drawn by Phoenix Engineering to clearly show the outfall line as being 8” in diameter since 1964 prior to the Coastal Commission being established. Staff coordinated and provided support for each of the above activities.

B. Superintendent’s Report - Jonathon Weise

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.

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.
- Chloride levels continue to be monitored 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 in various areas around the district.

B. District Financial Summary –Monthly Financial Status for close of business March 31, 2016.

February Billing Revenue	\$ 59,596.65
March Billing Revenue	\$ 53,858.78

Past Due (31 to 60 days)	\$ 246.02
Past Due (60 days)	\$ 61.11

ENDING BANK BALANCES - March 31, 2016

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account	\$ 101.05
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HERITAGE OAKS BANK:

Summary of Transactions:

February 28, 2016 balance	\$ 809,128.94
Interest for March	\$ 233.09

Transfer to General Checking	\$ 35,414.77
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Transfer to Rabonbank Well-Rehab Loan Account	\$ 10,345.00
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Money Marketing Account Closing Balance March 31, 2016	\$ 763,602.26
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Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
Available Funds	\$ 458,144.26

General Checking Account	\$ 82,328.57
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LAIF Closing Balance March 31, 2016	\$ 520.78
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C. District Counsel's Report – Summary of March activities.

Counsel worked with Staff on answering some questions for the Special Meeting Agenda and Regular agenda.

5. ITEMS OF BUSINESS

A. Consideration of approval of last month's minutes – March 9, 2016.

A motion was made to approve last month's minutes as presented.

Motion by: Vice-Chair Fields

2nd by: Director Price

All in: 5 / 0

B. Consideration of approval of Special Meeting minutes – March 18, 2016.

A motion was made to approve the Special Meeting minutes as presented.

Motion by: Director Price

2nd by: Director Patel

All in: 5 / 0

C. Consideration of approval of Disbursements Journal – April 13, 2016.

A motion was made to approve the April 13th Disbursements Journal as presented.

Motion by: Chairperson Williams

2nd by: Director Price

All in: 5 / 0

6. DISCUSSION/ACTION ITEMS

A. Consideration of approval of Resolution 16-382; Bank Signature change. Removing Ralph McAdams and adding John Russell.

Attached for Board review and approval is Resolution 16-382. The Resolution is to remove Ralph McAdams from the District Bank Accounts and add John Russell. Staff request approval of Resolution 16-382.

Motion by: Director Patel

2nd by: Director Price

All in: 5 / 0

7. Oral Reports from Committee Members: None

8. Oral Reports from Board Members on current issues: None

9. Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda: None

10. ADJOURNMENT @ 6:45 PM