

**SPECIAL MEETING MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, February 12, 2020**  
**2:00 pm**

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

**1. REGULAR SESSION: 2:05 PM**

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|---|---|
| <b>A.</b> Chairperson McGuire – Present<br>Vice-Chairperson Kellas – Present<br>Director Russell – Present<br>Director Carson – Present | General Manager, Charlie Grace<br>District Counsel, Natalie Frye Laacke |
|---|---|

**B.** William Maurer was sworn in as a new Board member.

**2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:**

**Public Comment –**

Henry Krzciuk commented about the change in the meeting start time and suggested that the General Manager should send a letter to the community to apologize for the confusing information.

Jeff Kull commented that there were several pet owners who were not picking up their pets waste and wondered if staff could provide assistance to the community regarding this matter.

Vice-Chairperson Kellas offered to look into this issue and see if the District could assist with item.

**3. SPECIAL PRESENTATIONS AND REPORTS:**

**A. STAFF REPORTS:**

- i. Sheriff's Report** – Commander Nelson provided the report for January.
- ii. Superintendent's Report** – Jerry Copeland provided a summary of January activities.
- iii. General Manager's Report** – Charlie Grace provided a summary of January activities.

Jeff Oliveira (Oliveira Environmental Consulting) was present and provided an update on the District's progress on the special conditions related to the Coastal Development Permit related to the waste water treatment plant.

- iv. District Financial Summary** – Cortney Murguia provided a summary of the District financials.
- v. District Counsel's Report** – Natalie Frye Laacke provided the monthly summary.

**B. BOARD OF DIRECTORS AND COMMITTEE REPORTS:**

- i. Infrastructure Ad Hoc Committee Report** – Vice-Chairperson Kellas provided a summary of January 9, 2020 ad-hoc committee meeting between SSCSD and the Cambria CSD.

**C. SPECIAL PRESENTATION:** None

**D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:**

**Public Comment** – Nora Saenz and Henry Krzciuk commented on the \$ 400 monthly maintenance fee for the website.

**4. CONSENT AGENDA ITEMS:**

**Public Comment -**

**A.** Review and approval of Minutes for the Regular Meeting on January 8, 2020.

**B.** Review and approval of Disbursements Journal.

A motion to approve items 4a – 4b with the changes recommended by Chairperson McGuire and Director Russell.

Motion by: Chairperson McGuire  
2<sup>nd</sup>: Vice-Chairperson Kellas  
All in: 5 /0

**C.** Adoption of Resolution 20-417. A resolution authorizing destruction of certain district records.

Director Russell commented that he did not agree that the Board meeting packets could be destroyed after one year.

Staff provided information related to records retention policy and current back up procedures related to document storage. Staff explained that the documents were being saved electronically and the hard drive was being stored in a safe deposit box.

A motion was made to adopt Resolution 20-417.

Motion by: Vice-Chairperson Kellas  
2<sup>nd</sup>: Chairperson McGuire  
All in: 4 /1

Roll Call:

McGuire: Yes    Kellas: Yes                      Russell: No                      Carson: Yes                      Maurer: Yes

**D.** Adoption of Resolution 20-418. A resolution authorizing signatures for banking services on behalf of the District.

A motion was made to adopt Resolution 20-418.

Motion by: Vice-Chairperson Kellas  
2<sup>nd</sup>: Chairperson McGuire  
All in: 5/0

Roll Call:

McGuire: Yes    Kellas: Yes                      Russell: Yes                      Carson: Yes                      Maurer: Yes

**5. BUSINESS ITEMS:**

**Public Comment –**

**A. Approval of the District Fiscal Audit for 2018-2019.**

There was no public comment on this item.

A motion was made to approve the draft audit for fiscal year 2018-2019.

Motion by: Director Russell  
2<sup>nd</sup>: Vice-Chairperson Kellas  
All in: 5/0

**B. Authorization for the General Manager to obtain RRM Design Group to perform tasks related to the activation of solid waste power from the Local Area Formation Committee (LAFCO) on behalf of the District, in the amount not to exceed \$9,000.00.**

Chairperson McGuire introduced the item.

Henry Krzciuk commented on the 10% franchise fee and other costs associated with obtaining this power.

There was discussion between District staff and the Board related to the franchise fee, administration costs, and the process to obtain the solid waste power. Staff was directed to have RRM research the items of concern related to this power.

A motion was made to have RRM Design Group perform the tasks related to activation of solid waste power.

Motion by: Vice-Chairperson Kellas  
2<sup>nd</sup>: Chairperson McGuire  
All in: 5 /0

**C. Authorization for the General Manager to obtain Del Alba Construction to perform tasks related to interior painting of the reverse osmosis building not to exceed the amount of \$10,000.00.**

Chairperson McGuire introduced the item.

Chairperson McGuire recommended that the District obtain Beltran Painting to perform the work stating that their proposal was more thorough than the proposal from De Alba construction.

Director Carson commented about the cost of all estimates and suggested that staff contact a fourth company to see if a quote for less money could be obtained.

Chairperson McGuire, Director Carson, and Director Russell discussed the information in the quotes related to the amount of quotes and the difference in the work to be performed.

A motion was made for staff to obtain a fourth quote from a contractor located outside of Cambria and return to the Board with this information.

Motion by: Vice-Chairperson Kellas  
2<sup>nd</sup>: Director Carson  
All in: 4 /1  
Opposed: McGuire

**D. Discussion of the Water System Improvement Project Phase 1 Stage 1 tank analysis of contractor bid submittals provided by Phoenix Engineering. Discussion regarding whether to include the Water System Improvement Phase 2 tank installation as a part of Phase 1 projects.**

Chairperson McGuire introduced the item.

Jon Turner from Phoenix Engineering was present from Phoenix Engineering.

Vice-Chairperson Kellas, Director Maurer, Director Russell, and Charlie Grace discussed details about the tank build specifications and various items of concerns in the proposal submitted by Crosno Construction. There was also discussion related to the type of materials that would be used because of the weather elements and what would need to occur to add a second tank to Phase 1 of the project.

Henry Krzciuk commented that the District should get all of their questions answered by the company that submitted the lowest bid.

Jon Turner recommend that staff be directed to obtain more information from Crosno Construction since they were the lowest bidder.

A motion was made to direct staff to return to the lowest bidder to obtain additional information related to the various topics that were addressed as part of the discussion.

Motion by: Vice-Chairperson Kellas  
2<sup>nd</sup>: Director Russell  
All in: 5 /0

**6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS – None**

**7. CLOSED SESSION @ 4:06 PM**

**RECONVENE TO OPEN SESSION – 4:26 PM**

No reportable action was taken regarding this matter.

**8. ADJOURNMENT @ 4:28 PM**