

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, February 8, 2012
6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

1. CLOSED SESSION: No Closed Session

2. REGULAR SESSION@ 6:06 PM

A. Roll Call

Chairperson Lambeth – Present
Vice-Chair Ricci – Present
Director Fields – Present
Director Price – Present
Director McAdams – Present

Also Present:

General Manager –Charles Grace
District Counsel – Rob Schultz

B. Pledge of Allegiance

3. PUBLIC COMMENT: None

A. Sheriff's Report – No update from Sheriff's Administration. Sr. Deputy Steeb in Training.

B. Public Comment: None

4. STAFF REPORTS

A. General Manager's Report

1. Staff Activities:

In addition to routine activities, Staff coordinated with the Sheriff's administration and County agencies for the Town Hall meeting, met with Cal Rural Water Agency to complete the SSCSD Emergency Response Plan and Vulnerability Assessment, continued to work with Phoenix Engineering on the SSRWP, and USDA Division one document submittal. Staff worked with Olivera Consulting for SSRWP CEQA exemption and worked with District Counsel and Phoenix Engineering on the USDA Engineering contract negotiations. Staff met with RWQCB to finalize

approval of Small Scale Recycled Water Project and installed the Honor Library at the SSCSD office and worked with the Red Cross to bring classes to San Simeon residents.

2. Grants, Loans and partnership Opportunities

A. USDA:

Staff is finalizing the “front end documents” with Phoenix Engineering for the USDA loan application and posted notice for the Request for Quote for the Well Head Rehabilitation Construction Management Task.

B. National Byways Grant/ADA Access Improvement

Given the Board’s approval during the January Board Meeting, Staff has contracted with Phoenix Engineering to design the Pico Road and San Simeon Avenue beach access repair.

3. Point of Diversion

The Point of Diversion permit application was approved by the State Water Resources Control Board. Staff has been in contact with the SWRCB with the expectation that an approval letter will be sent to SSCSD.

4. Small Scale Recycled Water Project

Staff is making equipment purchases and coordinating with Phoenix Engineering, the general contractor and the electrical contractor to install the system.

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.
- At the time of this report, staff is in the process of resurfacing the stand-by generator at the wastewater treatment plant.
- Staff continued to work with Phoenix Engineering gathering data and performing more sampling and testing for the engineering report for the small scale water recycling facility.
- Staff completed and submitted annual report to the Regional Water Quality Control Board.
- There was one load of sludge hauled away this month.

Water Distribution System

- All routine sampling and testing was performed.
- Monthly meter reading was performed.
- While compiling data for the Superintendent's report for December of 2011, it was discovered that the meter on Well #1 was intermittently malfunctioning. Staff immediately began exploring a remedy. The Well #1 meter replacement part has been ordered and will be installed upon arrival. Staff is estimating the amount of water produced on the days the meter is registering incorrectly, by using a five year daily average for the month of January. Staff has also included in this report adjusted values for December 2011 using the same five year daily average method.
- The motor for Well #2 had an electrical problem and had to be taken offline for repairs. Those repairs have been completed and Well #2 is back online.

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.

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

December Billing Revenue	\$ 41,560.87
January Billing Revenue	\$ 41,441.52
Past Due (31 to 60 days)	\$ 199.11
Past Due (60 days)	\$ 339.37

RABOBANK SUMMARY Ending Balances January 31, 2011

Money Marketing Account

Closing Balance	\$407,710.41
Reserve Fund	(\$250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$114,240.41

SEP ACCOUNT 1	\$113,741.10
SEP ACCOUNT 2	\$ 42,117.40
SEP ACCOUNT 3	\$ <u>6,008.00</u>
Total SEP Funds	\$161,866.50
Checking Account Balance	\$106,404.15
Well Rehab Project/USDA Account	\$ 100.00
Accounts Payable	\$ 1,058.92

LAIF Closing Balance December 31, 2011	\$ 514.31
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D. District Counsel’s Report – Oral Report on current issues.

Along with general monthly district duties, counsel has spent time on the front end documents for the USDA Well Rehab loan and engineer contracts. The request for qualifications (RFQ) went out on February 1st.

Regarding litigation with SWWC, Counsel will have an updated report by March 14th Board of Director’s meeting.

5. ITEMS OF BUSINESS

A. Approval of last month’s minutes - January 11, 2012.

Motion made to approve minutes with amendments

Motion by: Vice-Chair Ricci

2nd by: Director Price

All in: 5/0

B. Approval of Disbursements Journal - February 8, 2012.

Motion made to approve disbursements.

Motion by: Director McAdams

2nd by: Director Fields

All in: 5/0

6. DISCUSSION/ACTION ITEMS

A. Resolution NO. 12-346- A resolution for CEQA exemption for the Small Scale Recycled Water Project approval

The Small Scale Recycled Water Project is an action taken by a public agency that may have the potential to cause direct or indirect physical change to the environment. The SSRWP is required to be reviewed pursuant to the California Environmental Quality Act (CEQA).

Oliveira Environmental Consulting (OEC) provided the SSCSD with an environmental determination pursuant to CEQA. Because the project will be completely located within the existing SSCSD WWTP, the project does not require a local land use permit. OEC has determined that the SSRWP is “categorically exempt”. Attached for review is OEC’s detailed project analysis and determination, Notice of Exemption and a Resolution of CEQA exemption for the Boards approval, certifying the categorical exemption. Staff recommends approval of the Resolution. Upon approval staff will file the Notice of Exemption with San Luis Obispo County.

Motion made to approve Resolution NO. 12-346

Motion by: Vice-Chair Ricci

2nd by: Director McAdams

All in: 5/0

7. Board Committee Reports – None

8. Board Reports – None

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS: None

10. ADJOURNMENT@6:43 PM