**Minutes**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

**BOARD OF DIRECTORS SPECIAL BOARD MEETING**

**1350 MAIN STREET**

**(Coast Unified Board Room)**

**CAMBRIA, CA 93428**

**Thursday, October 19, 2023**

**6:00 pm**

**This meeting shall occur In Person and Via Zoom.**

**CALLTO ORDER. 6:01 pm**

1. **Pledge of Allegiance**
2. **REGULAR and SPECIAL SESSIONS:**
3. Roll Call: Vice-Chair Tiwana, Director Diamond, Director Donohue, and Director Le were all present
4. **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:**

**Public Comment -** Any member of the public may address 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**. No Comments from the public**

1. **SPECIAL PRESENTATIONS AND REPORTS:**

**a. STAFF REPORTS:**

**i.** **FRM Operations Report –** Summary of Sept/Oct Activities. **Verbal, hard to hear**

**ii. Interim General Manager’s Report –** Summary of Sept/Oct Activities. (**See attached)**

**iii. District Counsel’s Report –** Summary of Sept/Oct Activities. **No report**

**Public Comment –** This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Special Presentations and Reports. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes or less with additional time at the discretion of the Chair. **No Comments from the public**

1. **CONSENT AGENDA ITEMS:**

**Public Comment –** This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Consent Agenda Items. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes or less with additional time at the discretion of the Chair.

**COMMENTS:** Julie Tacker requested return to the previous DJ approach

Director Donohue stated he was pleased with the work and costs of White-Brenner attorneys

**1.Review and approval of September disbursements journal.**

**MOTION TO APPROVE:** Director Donohue 2nd: Director Diamond. VOTE: Unanimous AYE

1. **BUSINESS ACTION ITEMS:**

**Public Comment –** Public comment will be allowed for each individual business item. Members of the public wishing to speak on business items may do so when recognized by the Chairperson. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes or less per person for each business item, with additional time at the discretion of the Chair.

C**OMMENTS**: Julie Tacker is curious where the trash rebate went from last year.

Hank Krcziuk is pleased with the presentation of the full issues involved with consideration of the pipe pedestrian bridge

1. **Discussion, review, and approval of the SSCSD FY 2023-2024 budget with Staff Providing Monthly updates. (recommend approval)**

**Motion to approve:** Director Donohue 2nd; Director Diamond, VOTE Unanimous AYE

1. **Discussion and Review of Pedestrian Pipe Bridge Option for Pipe Bridge Replacement. (Staff Recommend NO for development of pedestrian bridge)**

**Motion to not approve development of the pedestrian pipe bridge: Motion:** Director Donohue ,2nd Director Le VOTE: unanimous NO

1. **Discussion and Review of Update of Pipe bridge current status, 50% Design drawings. (no decision required)** Board Discussion and appreciation for the work currently presented
2. **discussion and approval of request to Coast Unified School District for continued use of the District Board room through the school year (recommend approval)**

**Motion to approve**: Director Donohue, 2nd: Director Diamond, vote: Unanimous AYE

1. **CLOSED SESSION:**

**Public Comment –** Members of the public wishing to speak on Closed Session items may do so when recognized by the Chairperson. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes or less per person, with additional time at the discretion of the Chair.

**The Board will adjourn to Closed Session to address the following item:**

1. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

**Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code § 54956.9: One (1) Potential Case**

1. **Report Upon Conclusion of Closed Session**

Once a closed session has been completed, the legislative body must convene in open session. (§ 54957.7(b).) If the legislative body took final action in the closed session, the body may be required to make a report of the action taken and the vote thereon to the public at the open session. (§ 54957.1(a).) The report may be made either orally or in writing. (§ 54957.1(b).) In the case of a contract or settlement of a lawsuit, copies of the document also must be disclosed as soon as possible. (§ 54957.1(b) and (c).)

**REPORT from closed session:** The Board of Directors, by a 3-1 vote, approved a Settlement Agreement with Ronald Hurlbert regarding his claims against the District associated with Assessor’s Parcel Number 013-091-027.

1. **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).

**Comment** from Director Donohue requested the District attempt to resolve the Mouchewar property dispute.

1. **ADJOURNMENT** – 7:26 pm

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 SSCSD Office 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.

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**SSCSD. Interim GM Report 10/19/23**

The Board ended the services of GES on Sept 18. I started the process of hiring someone immediately after the Sept 7 Board meeting as I knew the GES end date but it took three weeks.  I didn’t have help until I hired Kathy East our new Bookkeeper on Sept 29.   From that day to today, we have had to rebuild the entire water billing system and invoice/to payment system from scratch. This has been no small task.

Because GES did not leave us with any information on how the meter reading system worked or even what software to use, neither FRM nor I knew how to use the meter reading equipment. On the normal read date of Sept 25 I had FRM read meters on paper.  I had found the software on the computer so when Kathy arrived she had to add the paper readings by individual account then work with the software company to sort out how to write the bills.  I had asked Charlie if I could have Norma for half a day to help Kathy learn that system but he declined any assistance.

Regardless, we got the water billing out last week, but all of the automatic withdrawal bills that were not linked with the normal automatic withdrawal process got added as not paid with the new bill along with a late fee.  Again, we have cleared this up and of course, have eliminated the late fees. Kathy has been diligently working with the software company to learn the full process and she feels she can handle things properly this next month. And FRM is working on understanding the wand and handheld meter reading process.

  We feel like we have most of the key financial and billing systems in place.  GES was released one month ago, and yet we are very close to having everything *almost back to normal*, I hope to get there before our Nov 2 Board meeting.

In other news:

I attended a Cambria Community Services District Water Committee meeting last week. In so doing I met CCSD GM Matt McElhenie. He and I have planned a meeting for the end of this month.\*\*\*

Leah Lemoine, Water Resource Control Engineer of the Central Coast Water Board visited us last week to do an audit of the Sewer plant with FRM. I also attended and am happy to report Leah found no issues and will not need to return for another year or two now that FRM is in charg

We are working with the Streamline web services to build a new website and email system. Streamline is a partner with the Ca Special Districts Assoc and provides 100% compliant web services. Currently our webpages are only 90% compliant. Streamline pages are also drag and drop for us as the client, we will not need to send content off to another provider since we will be able to manage the site ourselves by drag and drop.