

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, June 08, 2016
6:00 pm

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

1. REGULAR SESSION: @6:00 PM

A. Roll Call:

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

Also Present:

General Manager, Charles Grace
District Counsel, Heather Whitham
Sheriff's Representative, Sergeant Rassmussen

B. Pledge of Allegiance

2. PUBLIC COMMENT: None

A. Sheriff's Report for May.

For the period between May 11 through June 8, the Sheriff's Office received 46 calls for service in the San Simeon Area. Included in these numbers are: fifteen (15) traffic stops by deputies on vehicles that were either suspicious or were stopped for vehicle code violations, four (4) pedestrian contacts during which a Deputy stopped a person on foot to talk to him, one (1) disturbing the peace call, one (1) Alarm call (no thefts or property damage), and one (1) trespass call.

There was also one arrest. Deputies on patrol for panga boats stopped to check a suspicious vehicle parked south of the Piedras Blancas Lighthouse. The subjects in the vehicle were not involved with any smuggling activity, but one of them had warrants for probation violations. Deputies arrested him and transported him to jail.

B. Public comments on Sheriff's Report

Vice-Chair Fields asked what the School Resource Officers do during the Summer. Sergeant Rassmussen said that they do sports activities with some groups, prepare and run the Sheriff's Youth Summer Camps, monitor students that had problems during the school year, work on open reports established during the school year and sometimes fill in for deputies on vacation or when needed.

3. PRESENTATIONS AND/OR ANNOUNCEMENTS FROM THE BOARD: None

4. STAFF REPORTS

A. General Manager's Report

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

During the month of May, Staff sent out water billing as well as responded to several customer service calls and concerns, and has continued doing weed abatement around the District. Staff sent out Stage 1 Water Alert with customer billing, to mobile park and apartment residents.

Weed abatement notices were only sent to two property owners, since the majority of the properties have already been completed.

2. Wellhead Treatment System Project update.

Construction of the Wellhead Treatment System has been completed. Staff will be routinely pickling (preserving) the filters as per manufacturing requirements. Staff will be obtaining training regarding the Reverse Osmosis (RO) flow to the distribution system during the month of September. Staff continues to work with Phoenix Engineering, Madonna Construction, and Wigen Technologies to complete the final project checklist items. Final payments for all of the contractors will be prepared for the July Board Meeting for Board approval.

3. Updates – United States Department of Agriculture (USDA) Funds and Integrated Regional Water Management (IRWM)/ Water Regional Advisory Council (WRAC) Grants.

USDA Final payment

Staff turned in the signed contract and Resolution to the USDA office. Once all items on the punch list have been completed, the USDA will release the final funds of the grant.

PROP 1 Funds

Staff submitted abstracts to the IRWM Committee on the Reservoir Expansion Project and the District Master Plan. Once approved by the DAC (dis-advantaged community) sub-committee, discussion of the amount of fund distribution to each DAC will be decided. Staff attended an IRWM meeting regarding the Prop 1 funding on Wednesday June 1st. Discussion of the release of the remaining funds for actual project implementation will be around 2017. There will be approximately \$6 million dollars available for competitive projects among all San Luis Obispo Communities.

4. Update on Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.

The biological and landscape plan have been completed. Earth Systems continues its progress with items approved during the March Board Meeting.

5. Pico Stairs Beach Access Maintenance/Repair.

A quote is being obtained to bring the Pico Avenue Stairs and Viewing Platform area into compliance with current building and safety codes. The majority of the items being performed are described on page two of the attached power point created by resident Henry Krzciuk.

6. Pineview Mobile Park encroachment on District right of way (Pen Way).

The Pen Way road District “right of way” is currently 50 feet. During recent discovery efforts, it has been determined that a portion of the north side of the right of way has been encroached upon for a considerable amount of time. Some of the options available to address this issue are; **(a)** to provide an encroachment letter to properties on the north side of the right of way or **(b)** reduce the size of the District right of way from 50 feet to 40 feet.

Staff concluded that the Board reached a consensus to send a letter to the owner of the Pineview mobile home park and residents that are encroaching

B. Superintendent’s Report on May Facility activities.

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.
- Maintenance and minor repairs were made to the Small Scale Water Recycling Facility (SSWRF). All components were disinfected and brought back online.
- Annual proficiency testing was performed at the WWTP laboratory for the California State Environmental Laboratory Accreditation Program.
- 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).
- The Reverse Osmosis project was completed. Start up and testing was performed.
- The amended Water Permit which includes the use of the Reverse Osmosis Unit was issued.
- Monthly water meter reading was performed.
- Chloride levels continue to be monitored throughout the system.

3. District and Equipment Maintenance

- Staff continues with all 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.

C. Update on Monthly Financial Status for close of business May 31, 2016.

April Billing Revenue	\$ 63,601.64
May Billing Revenue	\$ 65,906.17
Past Due (31 to 60 days)	\$ 312.10
Past Due (60 days)	\$ 179.67
ENDING BANK BALANCES: May 31, 2016	
RABOBANK SUMMARY:	
Well Rehab Project/USDA Checking Account	\$ 100.05
HERITAGE OAKS BANK:	
Summary of Transactions:	
April 30, 2016 balance	\$ 653,810.84
Transfer to General Checking May 17, 2016	- \$ 106,954.33
Interest for May	\$ 178.51
Money Marketing Account Closing Balance May 31, 2016	\$ 547,035.02
	Reserve Fund (\$ 250,000.00)
	Wait-list Deposits (\$ 45,750.00)
	Customer Deposits (\$ 9,708.00)
	Available Funds \$ 241,577.02
General Checking Account, May 31, 2016	\$ 228,614.92
LAIF Closing Balance, May 31, 2016	\$ 521.38

D. District Counsel's Summary of May activities.

Counsel contacted staff on election papers needed by the County. Staff had already prepared paperwork and mailed to the County.

Counsel discussed options with Staff regarding the budget timing and approval, north coast development, Pen Way encroachment options, and the Agenda.

5. ITEMS OF BUSINESS

A. Consideration of approval of last month's minutes for May 11, 2016.

A motion was made to approve minutes as presented.

Motion by: Vice-Chair Fields

2nd by: Director Price

All in: 5 / 0

B. Consideration of approval of Special Meeting minutes for May 19, 2016.

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

Motion by: Director Price
2nd by: Vice-Chair Fields
All in: 5 / 0

C. Consideration of approval of Disbursements Journal for June 08, 2016.

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

Motion by: Chairperson Williams
2nd by: Director Russell
All in: 5 / 0

6. DISCUSSION/ACTION ITEMS

A. Draft 2016-2017 Fiscal Budget review.

The Budget Committee has submitted a draft 2016-2017 budget for Board review. At this time the Budget committee would like any comments or corrections to the attached budget.

Once all comments have been received, the Budget committee will submit a final draft for approval at the July meeting.

7. Oral Reports from Committee Members.

The Water Committee met on Thursday, May 19, 2016 at 2:00 PM at the Cavalier Cove Room. The Regular Session started at 2:04 pm.

Roll Call:	Also present:
Alan Fields – present	Charles Grace
Mike Hanchett – absent	Renee Osborne
Paul Panchell - absent	John Russell
Dan Williams – present	Leroy Price

There was no public comment.

Update on Wellhead Treatment Facility.

The General Manager updated the committee on the Wellhead Treatment Facility. There will be a Ribbon Cutting Ceremony later in the afternoon to show the public the new facility. Staff, Construction Management and Madonna Construction are finishing up minor items to bring the project to 100% completion. Staff will be working on the equipment once a month

to re-pickle (preserve) the filters and will be trained in September to fully operate the equipment when the Facility is most likely to go online.

Discussion of Water Master Plan and update 2014 – 2015 Priority List.

The Committee discussed the Water Master Plan Priority List needing to be updated. This will be done by Phoenix Engineering while the whole Master Plan is being updated.

Discussion of 2016 – 2017 Priority Projects and Prop 1 Grant fund alignment.

a. Proposals currently requested in pursuit of Prop 1 Grants.

Staff will be working on bringing the Reservoir Expansion Project shovel ready and updating the Water, Sewer and Recycled Water Master Plan with the Prop 1 Funds that are available.

The meeting adjourned at **2:32 PM**.

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

9. General discussions and/or proposed agenda items, or 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:

Director Russell would like to have a workshop about re-doing the water conservation ordinance.

10. ADJOURNED @7:16 PM