

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, April 12, 2017**  
**6:00 pm**

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

**1. REGULAR SESSION: 6:06 PM**

**A. Roll Call**

Chairperson Williams – Present  
Vice-Chair Fields – Present  
Director Patel – Present  
Director Russell – Present  
Director McGuire - Present

General Manager, Charles Grace  
District Counsel, Heather Whitham  
Sheriff Representative, Commander Voge

**B. Pledge of Allegiance**

**2. PUBLIC COMMENT**

Julia Stanert commented that she had followed up on the lack of a sidewalk in front of the Motel 6 and surrounding buildings. She understood that the CSD Board had no jurisdiction over this issue. She spoke with Supervisor Gibson and he directed her to other agencies that may be able to assist.

**A. Sheriff's Report for March**

There is a new commander replacing Commander Taylor who has been transferred to the Civil Department. Commander Voge is the new representative for our community.

Commander Voge reported the following:

4 Traffic Stops

4 911 Calls — 3 misdials and one was a child playing with a phone.

There was an assault on 4/11/17 that resulted in no arrests.

Current Staffing remains at:

1 CMDR, 2 sergeants

21 deputies

**B. Public comment on Sheriff's Report**

Director Patel asked about a hostile woman who was creating problems in San Simeon.

Commander Voge responded that the Sheriff's Department has created a Community Action Team (CAT) that is working to address various issues with the homeless population. This agency will work with the public to help provide services to the homeless population.

### 3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD

None

### 4. STAFF REPORTS

#### A. General Manager's Report

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

For the month of March, Staff sent out billing and prepared the Hearst/State Billing.

Staff is currently working with a consultant on preparation of the Consumer Confidence Report.

Staff has assisted several residents with public records requests and parking violations.

The District Archive is nearly complete. Staff is working on a Resolution for destruction of documents older than 10 years that are not financially or personnel related. This is in alignment with District policy. A list will be included with a Resolution.

Staff submitted the requisite 700 forms to the County and attended two Webinars; one for CSDA (California Special District Association) regarding Board Ethics and one for Cal OES (Office of Emergency Services) regarding storm grants.

Staff has been working with the website designers compiling information/data and input on website design. Staff has been uploading data and writing descriptions for these items.

##### 2. Update – Reservoir/Storage tank project.

Phoenix Engineering is continuing progress toward 30% design. Arrangements for a topographic survey have been made.

##### 3. Update on Communication with Fair Political Practice Commission (FPPC) Regarding Grace Environmental.

At the date of this report, there has still been no response from the FPPC.

##### 4. Storm Drain Repair between Avonne Avenue and Castillo Drive.

Recently during rain activity, the bottom of the 48" corrugated storm drain pipe that traverses the Quality Inn parking lot from Avonne Avenue to Castillo Avenue failed, creating a sink hole. Currently road plates cover the hole. An attempt to video the pipe was made during which several holes were noted near the Avonne end of the pipe as well as near the Castillo end of the pipe. Staff is reviewing options such as slip lining, insitu form, as well as dig and replace. Staff will be soliciting bids for the repairs in compliance with the Uniform Public Construction Cost Accounting Act's informal bidding procedures.

#### B. Superintendent's Report - Summary of March 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.
- One load of sludge was hauled away.
- Quarterly maintenance on the blowers was performed.
- The chlorine analyzer was rebuilt.

##### 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.

### 3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all equipment at the facilities. We are recording all of these activities.
- The Pico Ave bluff protection project was completed.
- Weed abatement was performed around the District.
- The easement along Pico Ave was brushed back and debris cuttings and debris were removed.

### C. District Financial Summary

<b>February Billing Revenue</b>	<b>\$ 54,593.47</b>
<b>March Billing Revenue</b>	<b>\$ 49,467.51</b>

Past Due (31 to 60 days)	\$ 403.70
Past Due (60 days)	\$ 610.81

#### **ENDING BANK BALANCES** **March 31, 2017**

#### **RABOBANK SUMMARY:**

<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 30.05</b>
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#### **HERITAGE OAKS BANK:**

<b>Money Marketing Account Closing Balance February 28, 2017</b>	<b>\$ 517,754.94</b>
<b>Interest for March</b>	<b>\$ 151.64</b>

<b>Transfer to General Checking USDA Loan Payment</b>	<b>\$ 10,345.00</b>
<b>Wire Fee for USDA Loan Payment</b>	<b>\$ 25.00</b>

<b>Money Marketing Account Closing Balance March 31, 2017</b>	<b>\$ 507,536.58</b>
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Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
<b>Available Funds \$</b>	<b>202,078.58</b>

<b>General Checking Account March 31, 2017</b>	<b>\$ 119,278.03</b>
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<b>LAIF Closing Balance March 31, 2017</b>	<b>\$ 523.77</b>
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### D. District Counsel's Report Summary of March activities

Heather Whitham stated that counsel worked with staff on a variety of issues. They responded to citizen concerns and created written responses to these concerns. They participated in the preparation and review of the agenda for the Water Committee and the Budget Committee, as well as the April agenda.

## 5. ITEMS OF BUSINESS

### A. Consideration of approval of last month's minutes – March 8, 2017.

A motion was made to approve minutes with the corrections recommended by Director McGuire.

Motion by: Vice-Chair Fields

2<sup>nd</sup> by: Director Russell

All in: 5 / 0

### B. Consideration of approval of Disbursements Journal – April 12, 2017.

A motion was made to accept the Disbursements Journal.

Motion by: Director Russell

2<sup>nd</sup> by: Chairperson Williams

All in: 5 / 0

## 6. DISCUSSION/ACTION ITEMS

### A. Discussion of Standing Committees and how they operate

Chairperson Williams recommended that the District switch the standing committees to Ad-Hoc.

Heather Whitham stated that Ad-Hoc can only consist of two Board members and that Ad-Hoc would not work for Water and Budget Committees. She suggested that we could revise how often these committees meet in a year.

There was various conversation about committees and what their overall function is.

No action was taken.

### B. Draft 2017-2018 Fiscal Budget Board Review

A copy of the draft budget for FY 2017-2018 was handed out to the Board members and copies were made available on the website.

No action was taken.

### C. Consideration of approval of an amendment to the agreement for legal services with Carmel & Naccasha, LLP to provide for a 2.5% increase in District Counsel legal fees effective July 1, 2017

A motion was made to approve the amendment and provide a 2.5% increase.

Motion by: Director Russell

2<sup>nd</sup> by: Director Patel

All in: 5 / 0

**D. Consideration of approval to install Well Water Treatment Capability Improvement Products, in the amount not to exceed \$30,000**

General Manager Grace explained the need for a filtration system or a second barrier to be added per the new requirements by the Department of Drinking Water (DDW). Renee Osborne explained that the state is not saying that there is a problem with our water supply but rather the agency is striving for compliance with their new rules. General Manager Grace explained that this purchase is only for the equipment needed and does not include installation of the parts.

A motion was made to approve the purchase of the products not to exceed \$35,000.00.

Motion by: Chairperson Williams  
2<sup>nd</sup> by: Director McGuire  
All in: 5 / 0

**7. BOARD COMMITTEE REPORTS – Oral Reports from Committee Members.**

**Budget Committee started @ 5:02 PM:**

Roll Call:

Mike Hanchett – Present  
Dan Williams – Present  
Charlie Grace – Present  
Travis Hold – Absent  
Robert Stilts – Absent

Also present:

Administrator, Renee Osborne

**Public Comment**

None

**Review SSCSD 2016 - 2017 Annual Budget Performance.**

Preliminary Budget was presented. It was proposed that a budget workshop be held sometime in May. A copy of the budget was passed out for public review.

**Preparation and Review of the Draft FY Year 2017 - 2018 SSCSD Annual Budget.**

There was brief discussion about some of the line items on the budget. Leroy Price commented about the funds available for road repair.

**Adjournment @ 5:14 PM**

**Water Committee started @ 5:30 PM:**

Roll Call

Alan Fields – Present  
Mike Hanchett – Present  
Mary Margaret McGuire – Present  
Gwen Kellas – Present  
Julia Stanert – Present  
Leroy Price – Present

Also present:

General Manager, Charles Grace  
Administrator, Renee Osborne

**Public Comment**

None

**Committee Member Introduction.**

All committee members briefly introduced themselves.

**General Manager’s Report: Water System Information and Operations.**

The General Manager provided a brief oral report about the RO Unit. He discussed a proposal to install a secondary filter or barrier.

**Water Tank Storage Project Update.**

The General Manager provided a brief oral report about the Storage Tank project. He explained that they are looking at a line of sight survey, topo survey and a geotechnical survey. The goal is to choose a location that least visually impacts the view from Highway 1 and Hearst Castle.

**2017 Water Master Plan Update.**

The General Manager provided a brief oral report about the Storage Tank project. He stated that the contract had been awarded to Phoenix Engineering and that he needed to follow up on the status of the work.

**Water Committee meeting Adjourned @ 5:57 PM**

**8. BOARD REPORTS**

None

**9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS**

Director McGuire inquired about Governor Brown’s removal of the Drought Emergency Status. She inquired about the signage in hotels and restaurants.

No action was taken.

**10. ADJOURNMENT @ 7:54 PM**