

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, December 14, 2016**  
**6:00 pm**

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

**1. REGULAR SESSION:@ 6:03 PM**

**A. Roll Call:**

Director Williams – Present  
Director Fields – Present  
Director Patel – Absent  
Director Russell – Present  
Director McGuire - Present

General Manager, Charles Grace  
District Counsel, Heather Whitham

**B. Pledge of Allegiance**

**C. Administer Oath of Office to Newly Elected Directors: McGuire, Fields, Williams, Russell.**

**2. PUBLIC COMMENT: None**

**A. Sheriff's Report for November: None**

**B. Public comment on Sheriff's Report: None**

**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 November.**

During the month of November Staff sent out water billing and responded to several customer service calls. Staff coordinated the removal of unauthorized vehicles from Pen Way and Avonne. Staff attended a County Water sub-committee meeting.

District Staff and the Bookkeeper have been coordinating with the District Auditor in order to complete the 2015-2016 Audit.

Staff coordinated with the County to replace some County owned signs and to fill large holes at the North end of Hearst Drive, Pico/Castillo, and Vista Del Mar. Staff has also been working with the County on Hearst Drive easement potholes.

Staff has been working on the District's Archives system and moving items to file cabinets. A new inventory list is being assembled.

- 2. Grant Updates** – Integrated Regional Water Management Grant (IRWM), County Beautification Grant for Pico Stairs Beach Access, Prop 1 Grant, Gateway Monument Sign and Interpretive Signs.

#### **IRWM Prop 84 Grant**

The contract has been received and signed between the County, District and State. Once the State receives the contract, the anticipated refund turn-around is 30 to 90 days.

#### **Beautification Grant Funding**

A final report with pictures was sent to the County. The County is excited about the changes made to the Pico Beach Access. The grant funds of \$20,000 have been received.

#### **Prop 1 Funds**

The District is expected to receive all \$177,718 towards the updating of the District Master Plan, Engineering and Environmental for the Expansion well. Funds are slated to be distributed in February of 2017.

- 3. Update** - Reservoir / Storage tank project.  
At this time there is no current update.
- 4. Update** – Will serve request Castillo/Pico Avenue  
At this time there is no current update from Kent Mitchell or the San Simeon Lodge.
- 5. Update** – California Coastal Commission WWTP Rip Rap.  
Staff and Oliveira Consulting are working with Earth Systems and Phoenix Engineering on items 3 and 4 found in the September 28, 2016 CCC, CDP application response letter. Staff coordinated a conference call with the CCC, Oliveira Consulting and Earth Systems on December 2, 2016 during which the CCC expressed their desire to have a permit issued by the end of July 2017. Due to holiday schedules the CCC extended the SSCSD's response deadline to January 27, 2017.

## **B. Superintendent's Report**

### **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.
- Annual kitchen and grease trap inspections were performed at the restaurants within the District's wastewater collection system.
- Annual inspection by the SLO county Environmental Health Services was performed. The Hazardous Material Business Plan was updated.
- 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).
- Distribution System valve exercising was continued.

- On November 14<sup>th</sup> the chloride level in both wells had reached the DDW water permit trigger of 250mg/L. The Reverse Osmosis Unit pickling solution was flushed out and regular daily operations began.
- Monthly water meter reading was performed.
- Chloride levels continue to be monitored throughout the system.

Director Russell asked if Mr. Copeland could add an RO Usage column in his report. He also asked how many gallons of water we cleaned and how high did the chlorides get. Mr. Copland said that we diverted 695,277 gallons of water through the RO Unit. 141,000 gallons of that was sent to the Brine Tank, the remainder to the Reservoir. Chlorides got as high as 520 mg/L.

### 3. 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.

Vice-Chair Fields asked if the rust is coming back on the generator at the WWTP. Mr. Copeland said that it was, and maintenance is scheduled for next year.

### C. Update on Monthly Financial Status for close of business November 30, 2016.

<b>October Billing Revenue</b>	<b>\$ 72,641.82</b>
<b>November Billing Revenue</b>	<b>\$ 55,104.06</b>
Past Due (31 to 60 days)	\$ 339.49
Past Due (60 days)	\$ 171.51

#### ENDING BANK BALANCES: November 30, 2016

##### RABOBANK SUMMARY:

<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 70.05</b>
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##### HERITAGE OAKS BANK:

<b>Interest for November</b>	<b>\$ 148.39</b>
<b>Money Marketing Account Closing Balance October 30, 2016</b>	<b>\$ 517,160.34</b>

<b>Money Marketing Account Closing Balance November 30, 2016</b>	<b>\$ 517,308.73</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>\$ 211,850.73</b>

<b>General Checking Account</b>	<b>November 30, 2016</b>	<b>\$ 73,106.89</b>
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<b>LAIF Closing Balance November 30, 2016</b>	<b>\$ 522.88</b>
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**D. District Counsel's Summary of November activities:**

- Finalized the Easement Agreement with the Pineview Mobile Home Park owners.
- Assisted Staff with questions on Ordinance 117 and other Staff activities.
- Assisted Staff with the agenda, agenda items, and board packet.

**5. ITEMS OF BUSINESS**

**A. Consideration of approval of last month's minutes – October 12, 2016.**

A motion was made to approve the minutes with amendments to page 1 and 2.

Motion By: Director Russell  
2<sup>nd</sup> by: Chairperson Williams  
All in: 4/0

Absent: Director Patel

**B. Consideration of approval of Disbursements Journal – November 09, 2016.**

A motion was made to approve the Disbursements Journal

Motion By: Director McGuire  
2<sup>nd</sup> by: Vice-Chair Fields  
All in: 4/0

Absent: Director Patel

**C. Move that all ordinances presented for adoption be read in title only and all further readings be waived for tonight.**

A motion was made to read Ordinance 117 in title only.

Motion By: Director Russell  
2<sup>nd</sup> by: Chairperson Williams  
All in: 4/0

Absent: Director Patel

**6. PUBLIC HEARING**

**A. CONSIDERATION OF ADOPTION OF AN ORDINANCE AMENDING AND RESTATING THE DISTRICT'S WATER CONSERVATION PLAN ESTABLISHING REGULATIONS RELATED THERETO INCLUDING MANDATORY CONSERVATION MEASURES, RESTRICTIONS AND PENALTIES FOR VIOLATIONS.**

On July 13, 2016 Staff presented the Water Committee with changes to the current Conservation Ordinance 114. After several discussions, the Board requested that Staff reorganize the conservation stages, such as: adding permanent measures and tapering the ability to use water for car washing instead of complete prohibition once in Stage One. Director Fields also mentioned that the use of recycled water should be more prevalent within the conservation stages.

Staff made the directed changes and then brought the Ordinance back to the August 10<sup>th</sup> Water Committee meeting to see if any more changes would be needed. It was approved by the Water Committee and is now being introduced to the Board and public at a Regular Board Meeting for consideration and adoption.

Mr. Krzciuk handed out written comments to the Board. District Counsel Whitham addressed his comments to the Board and indicated that his comments did not require making changes to the Ordinance presented, unless the Board desired to.

A motion was made to approve Ordinance 117.

Motion By: Vice-Chair Fields

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

All in: 4 / 0

Absent: Director Patel

## **7. DISCUSSION/ACTION ITEMS**

### **A. Review of Draft District Audit 2015-2016 presented by Travis Hole from Moss, Levy & Hartzheim, LLP.**

Staff attached the Draft copy of the 2015-2016 Fiscal Audit. Staff has requested comments or corrections.

Director Russell mentioned that on page 1 he was listed as Chairperson and that his title should be changed to Director.

There were no other requested changes to the Audit. Staff will bring back the final audit for Board approval at the January 2017 meeting.

### **B. Board vote on Chair and Vice-Chair for the 2017 Calendar year.**

The Chair and Vice-Chair terms have expired. Staff is requesting nominations and acceptance from the SSCSD Board for the positions of Chair and Vice-Chair for the 2017 calendar year.

A motion was made for Director Williams to be the Chair for 2017.

Motion By: Director Russell

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

All in favor: 3

No: Director Fields

Absent: Director Patel

A motion was made for Director Fields to be the Vice-Chair for the 2017.

Motion By: Director Russell

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

All in favor: 3

No: Director Fields

Absent: Director Patel

## **8. Oral Reports from Committee Members: None**

## **9. Oral Reports from Board Members on current issues.**

Vice-Chair Fields mentioned that the Citizen of the Year Awards would be held in San Simeon on January 19, 2017.

## **10. Requests from Board members to Staff to receive feedback, prepare information, and/or place an item on a future agenda(s).**

Director Russell asked about County Code Enforcement to look into a resident on Avonne that looks to be using his residence as an auto shop.

Chairperson Williams asked if the County had gotten back to us about speed bumps. Administrator Osborne said that she was waiting for Cal Fire to get back to her.

## **11. ADJOURNMENT @7:10 PM**