

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, January 8, 2020
5:00 pm

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

1. REGULAR SESSION @ 5:02 PM

- | | |
|---|---|
| A. Chairperson McGuire – Present
Vice-Chairperson Kellas – Present
Director Russell – Present
Director Carson – Present | General Manager, Charlie Grace
District Counsel, Natalie Frye Laacke |
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2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA: None

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

- i. Sheriff’s Report** – Officer Needham provided the report for December.
- ii. Superintendent’s Report** – Jonathan Weise provided a summary of December activities.
- iii. General Manager’s Report** – Charlie Grace provided a summary of December activities.
- iv. District Financial Summary** – Cortney Murguia provided a summary of the District financials.
- v. District Counsel’s Report** – Natalie Frye Laacke provided the monthly summary.

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS: None

C. SPECIAL PRESENTATION: None

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:
Public Comment - None

4. CONSENT AGENDA ITEMS:

Public Comment - None

- A.** Review and approval of Minutes for the Regular Meeting on November 13, 2019.
- B.** Review and approval of Minutes for the Regular Meeting on December 11, 2019.
- C.** Review and approval of Disbursements Journal.

A motion to approve items 4a – 4c with the changes recommended by Chairperson McGuire.

Motion by: Director Russell
2nd: Chairperson McGuire
All in: 4/0

5. BUSINESS ITEMS:

Public Comment – None

A. Consideration of Review of Draft District Audit 2018-2019 presented by Travis Hole from Moss, Levy & Hartzheim, LLP.

Travis Hole (Auditor) presented information related to the audit.

Director Russell requested that weed abatement be added to the District's list of services.

A motion was made to approve the draft audit.

Motion by: Vice-Chairperson Kellas
2nd: Director Russell
All in: 4 /0

B. Consideration of candidates to replace the Board of Director Vacancy created by the Resignation of Director Julia Stanert and Board Appointment of a new Director.

Chairperson McGuire introduced the item.

William Maurer introduced himself to the Board and provided information about his background.

Daniel De La Rosa introduced himself to the Board and provided information about his background.

Vice-Chairperson Kellas made a motion for Daniel De La Rosa to be on the Board. She explained that his membership on the Water Committee gave him the necessary experience to be on the Board.

Chairperson McGuire commented she thought there would be some discussion regarding the candidates before a motion was made stating that she had wanted to make a motion for William Maurer to be on the board. She inquired as to how the process should work.

Natalie Frye Laacke and Charlie Grace provided information related to the nomination process and discussions.

Director Russell and Vice-Chairperson Kellas discussed procedures related to a vote that resulted in a tie because there were four Board members that could vote.

There was no second to the motion made by Vice-Chairperson Kellas.

Chairperson McGuire provided that the information provided in William Maurer's application was all relevant to the type of work that the Board of Directors does.

A motion was made for William (Bill) Maurer be on the Board.

Motion by: Chairperson McGuire

2nd: Director Carson

All in: 3 /1

No: Vice-Chairperson Kellas

C. Tank Project Mitigated Negative Declaration (MND) response to comments review and approval.

Chairperson McGuire introduced this item.

There was no public comment on this item.

Director Carson asked for clarification on the MND related to finalizing this document and any potential changes.

Jeff Oliveira (OEC) responded to Director Carson's question and clarified that the process that was followed was above and beyond the required process for an MND.

No action was taken on this item.

D. Discussion to increase the frequency of the District newsletter from quarterly to monthly.

Vice-Chairperson Kellas provided an explanation as to why she thought a monthly newsletter would be beneficial to the community.

Mike Hanchett asked about the need to create an additional mailing and added that the new website for the District provided a lot of current information related to the District.

Director Carson, Director Russell and Chairperson McGuire discussed the overall concept, the negatives, the benefits, and who would be responsible for determining what information would be included in the newsletter.

There was additional discussion between District staff and the Board related to social media, the amount of traffic that viewed the District website, existing District policy related to social media use, and who would maintain any District social media accounts, and a public relations firm that might handle this type of information on behalf of the District.

Chairperson McGuire suggested that this item may need more discussion after more information has been gathered related to this matter and stated that an ad-hoc committee might be formed to address this matter.

A motion was made to form an ad-hoc committee composed of Chairperson McGuire and Vice-Chairperson Kellas.

Motion by: Chairperson McGuire

2nd: Vice-Chairperson Kellas

All in: 4/0

E. Discussion regarding moving the start time of the regular Board meeting time from 5 pm to an earlier time.

Chairperson McGuire introduced the item.

Vice-Chairperson Kellas suggested that 2 pm might be a better start time for the meeting.

Michael Donahue and Leroy Price (community members) stated that this meeting time may not work for members of the community.

A motion was made to move the meeting start time from 5 pm to 2 pm.

Motion by: Vice-Chairperson Kellas
2nd: Chairperson McGuire
All in: 4/0

F. Chair appointment of standing committee members per District policy # 4060.30.

Chairperson McGuire appointed the following persons:

Water Committee:

John Russell
Mike Hanchett
Leroy Price
Daniel De La Rosa
Mary Margaret McGuire

Budget Committee:

Daniel De La Rosa
Kathy Fry
Mary Margaret McGuire
Gwen Kellas
Mike Hanchett

Motion by: Chairperson McGuire
2nd: Vice-Chairperson Kellas
All in: 4/0

G. Authorization for the General Manager to sign a monthly maintenance website contract with Simply Clear Marketing not to exceed \$400.00 per month.

A motion was made to enter into the \$400 per month to perform website maintenance.

Motion by: Chairperson McGuire
2nd: Director Kellas
All in: 4 /0

6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS – None

7. ADJOURNMENT @ 6:15 PM