

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Thursday, August 16, 2012**  
**6:00 pm**

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

Note; All comments concerning any item on the agenda are to be directed to the Board Chairperson

**1. NO CLOSED SESSION**

**2. REGULAR SESSION@6:03**

**A. Roll Call:**

Chairperson Ricci – Present  
Vice-Chair Mc Adams – Present  
Director Fields - Present  
Director Price - Present  
Director Williams - Present

**Also Present:**

General Manager - Charles Grace  
District Counsel – Robert Schultz

**B. Pledge of Allegiance**

**3. PUBLIC COMMENT: None**

**A. Sheriff's Report – None**

**B. Swearing In of Dan Williams to San Simeon CSD Board**

**4. STAFF REPORTS**

**A. General Manager's Report**

**1. Staff Activity** – Report on Staff activities for the month of July. Along with billing and collections, Staff worked with counsel on USDA engineer contracts and coordinated with PG&E to get one of their Staff members to attend the District meeting. Staff attended a WRAC and CSDA meeting on behalf of the District. Currently WRAC is seeking applications for Grants for the 2014 year. State billing was prepared and a check has already been received for \$14,482.23. APT Staff has been providing project coordination and labor for the SSRWP. Staff has had a contractor provide weed abatement, curb and limit line painting.

## **2. Grants, Loans and Partnership Opportunities –**

USDA Loan: The final engineering contracts have been sent to USDA for final approval. Staff is waiting to hear back from USDA's final comments.

There is currently no update on the Beach Accesses at the time this Board Packet was put together.

## **3. Small Scale Recycled Water Project –**

We are continuing compliance sampling and we are close to completing the test.

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

#### **Wastewater Treatment Plant**

- The wastewater treatment plant performed well this month. Staff continued with the manufacturer's recommended preventive maintenance on the facility equipment.
- Staff performed monthly, quarterly, semi-annual and annual sampling and testing at the wastewater treatment plant as required by the RWQCB.
- Staff participated in the start-up and subsequent sampling and testing protocol for the HiPOx equipment.
- One load of sludge was hauled away.

#### **Water Distribution System**

- All routine sampling and testing was performed including annual sampling at the well site as required by the CDPH.
- Monthly meter reading was performed.

#### **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.

- Staff painted additional curb red at Avonne and Pen Way as requested by the District Board. In addition, the limit lines at the stop signs around the District and the barrier at the intersection of Pico and Avonne were also painted.
- Staff continued with weed and brush abatement throughout the District and the facilities.

**C. District Financial Summary – Update on Monthly Financial Status for close of business July 31, 2012.**

**BILLING  
July 31, 2012**

<b>June Billing Revenue</b>	<b>\$ 54,126.59</b>
<b>July Billing Revenue</b>	<b>\$ 67,974.54</b>
Past Due (31 to 60 days)	\$ 168.15
Past Due (60 days)	\$ 364.64

**RABOBANK SUMMARY  
Ending Balances July 31, 2012**

<b>Money Marketing Account</b>	
<b>Closing Balance</b>	<b>\$408,679.00</b>
Reserve Fund	(\$250,000.00)
Hook up Deposits	(\$ 43,470.00)
<b>Available Funds</b>	<b>\$ 115,209.00</b>
<b>SEP ACCOUNT 3</b>	<b>(transferred to SEP Checking)</b>
<b>General Checking Account</b>	<b>\$ 74,543.97</b>
<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 100.00</b>
<b>SEP Checking Account</b>	<b>\$ 6,836.09</b>
<b>LAIF Closing Balance July 31, 2012</b>	<b>\$ 515.28</b>
<b>Accounts Payable (As of July 31, 2012)</b>	<b>\$ 3,255.49</b>

**D. District Counsel’s Report – Oral Report on current issues.**

Besides general District duties and the election situation, Counsel finished up the settlement agreement with SWWC.

**5. ITEMS OF BUSINESS**

**A. Approval of last month's minutes - July 19, 2012.**

**Motion to approve minutes with amendments**

**Motion by: Director Price**

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

**All in: 5/0**

**B. Approval of Disbursements Journal – August 16, 2012.**

**Motion to approve Disbursements Journal as is.**

**Motion by: Vice-Chair McAdams**

**2<sup>nd</sup> by: Director Fields**

**All in: 5/0**

**6. DISCUSSION/ACTION ITEMS**

**A. Ordinance 112 – Mandated Recycle Water Use**

An Ordinance mandating the use of recycled water from the District's recycle water facilities was discussed. The objective is for the District to continually focus on ways to improve and enhance the quality of service to its customers. In light of this objective, it is the policy of the District that recycled water shall be used within its service area wherever such use is economically justified, financially and technically feasible. This Ordinance shall mandate all persons, customers, and properties served by the District seeking recycled water to be required to only utilize the reclaimed water from the San Simeon Community Services District recycled water system.

**Chairperson Ricci Y**

**Director Fields Y**

**Director Williams Y**

**Vice-Chair McAdams Y**

**Director Price Y**

**Motion by: Director Price**

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

**7. Board Committee Reports – None**

**8. Board Reports – None**

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

**10. ADJOURNMENT@6:56 pm**