

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, March 11, 2015
6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

1. REGULAR SESSION: @6:04 PM

A. Roll Call:

Chairperson McAdams - Present
Vice-Chair Fields - Present
Director Williams - Present
Director Patel - Present
Director Price - Present

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

B. Pledge of Allegiance

2. PUBLIC COMMENT: None

A. Sheriff's Report – Report for February.

There were 71 calls for service for the month of February. Such calls were; 13, Assist other agencies, 3 Crimes against persons, 2 Crimes against property, 4 Disturbances, 3 Check the welfare, 1 Suspicious circumstances, , 9 Incomplete 911 calls, 1 Alarm call, 35 Self-initiated field activity by Deputy.

B. Public comment on Sheriff's Report: None

3. BOARD PRESENTATIONS AND ANNOUNCEMENTS: None

4. STAFF REPORTS

A. General Manager's Report

1. Report on Staff activities for the month of February.

During the month of February Staff read meters and distributed water billing and responded to multiple customer service calls. Staff completed all paperwork requested from the USDA regarding the Grant submittal for the RO project, provided a site tour and responded to inquiries regarding the submittals. Staff worked on updating the Health and Safety Program, the Vulnerability Assessment and the Emergency Response program. Staff also retouched the paint on District Office building.

2. Wellhead treatment system project - Update

The specifications for both the reverse osmosis unit and the Wellhead Treatment Project have been completed and reviewed. Staff is coordinating a geotechnical survey of the site and preparing bid packages for the project. 90% design and specifications have been sent to the Division of Drinking Water (DDW) for review.

3. Well 2 sanitary seal project- Update

The SSCSD received one bid of several requested to perform the Well 2 sanitary seal installation. Staff will be seeking bid approval as part of the March 11, 2015 Discussion Action Items.

4. Notice of Violation (NOV) from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation - Update

Staff responded to the California Coastal Commission (CCC) as required by the NOV. Staff and Oliveira Environmental reviewed 10 plus years of historical documents including one Wallace Engineering and two Boyle Engineering submittals. A composite task list has been created from several years of correspondence from the CCC and submitted to Daniel Robinson, the CCC Central Coast Planner. Staff has requested a meeting with Mr. Robinson in effort to directly coordinate the effort to obtain an "After the Fact" (ATF) permit.

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.
- During startup of the WWTP stand-by generator for routine maintenance the windings of the generator head caught fire. The fire was immediately extinguished, and the generator head needs to be replaced. A portable generator was brought in that day and placed outside the blower building to provide State mandated back up. Parts have been ordered to make the repair. The repair should take place in late March to early April.
- The mechanical components of the chlorine analyzer were rebuilt.
- One load of sludge was hauled away this month.

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.
- Chloride levels are monitored daily throughout the system.
- Pico Creek flow is monitored periodically throughout the month.

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.
- Weed abatement was performed around the entire district streets and sidewalks, including in front of the WWTP.
- Pot holes were filled around the district streets.
- Pine needles were picked up on Pico Ave.

C. District Financial Summary – Update on Monthly Financial Status for close of business February 28, 2015.

January Billing Revenue	\$ 60,453.64
February Billing Revenue	\$ 53,661.51
Past Due (31 to 60 days)	\$ 0 .00
Past Due (60 days)	\$ 234.01

RABOBANK SUMMARY/Ending Balances February 28, 2015

Summary of Transactions:

Money Marketing Account Closing Balance January 31, 2015	\$ 757,092.22
Interest for February 2015	\$ 127.77

Money Marketing Account Closing Balance February 28, 2015	\$ 757,219.99
--	----------------------

Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 45,750.00)
Available Funds	\$ 461,469.99

General Checking Account	\$ 99,026.76
Well Rehab Project/USDA Checking Account	\$ 100.05

LAIF Closing Balance February 28, 2015	\$ 519.18
---	------------------

D. District Counsel's Report –Heather Whitham

Counsel assisted Staff with:

- February Agenda and January minutes.
- Ordinance 116 (recycled water) regarding repealing Ordinance 112 and including fines and penalties.
- District's response to the Notice of Violation from the Coastal Commission.
- Preparation of a memo discussing SB 854, which imposed new regulations on public works projects.
- Review of County's 2012-2014 Resource Summary Report.

Ultura Litigation:

There has been no response from Ultura. The default has been entered and there is a hearing scheduled on March 24th to prove the damages against Ultura.

5. ITEMS OF BUSINESS

A. Approval of last month's minutes – February 11, 2015.

A motion was made to accept the minutes as presented.

Motion by: Director Willaims

2nd: Vice-Chair Fields

All in: 4 yes 1 abstain because of absence - Director Patel

B. Approval of Disbursements Journal – March 11, 2015.

A motion was made to approve the Disbursements.

Motion by: Director Price

2nd: Chairperson McAdams

All in: 5 / 0

6. DISCUSSION/ACTION ITEMS

A. Consideration of Board Approval of Earth Systems Proposal for \$5,700 to perform geotechnical survey of Wellhead treatment project site.

Attached in the March board packet was a proposal from Earth Systems to perform a geotechnical survey and soil testing of Wellhead Treatment Project site. The survey is necessary in order to evaluate the subsurface conditions for the Well Head Treatment System and Building. Staff has experience with similar size projects and finds the proposal to be competitive. Staff requested approval of the Earth Systems Proposal.

A motion was made to accept the proposal from Earth Systems with the exception of using the Districts terms and conditions provided by Counsel.

Motion by: Director Patel

2nd: Director Willaims

All in: 5 / 0

B. Consideration of the Introduction of Ordinance No. 116 Repealing Ordinance No. 112 and Adopting a New Ordinance Mandating Use of Recycled Water Strictly From the San Simeon Community Services District's Recycled Water System.

The March board packet included Draft Ordinance 116 regarding the mandatory use of recycled water from the District's Recycled Water System. Proposed Ordinance 116 is being written in order to clarify regulations currently contained in Ordinance 112 passed and adopted

August 16, 2012. Draft Ordinance 116 also includes fines associated with violating the mandatory use of District Recycled Water requirements, which were not defined in Ordinance 112. Staff asked for Board comments and/or edits to Draft Ordinance 116 before it is officially introduced.

Chairperson McAdams asked to change Section 12, #5, to reflect a fine of \$1200 instead of water shut off. All board members agreed to this change. Staff will bring the Ordinance back to the April board meeting for its official introduction.

C. Consideration of approval of Well Seal Bid from Enloe Well Drilling for \$11,000 to install Sanitary Seal on Well #2.

Staff attached the Well Seal Bid from the only company that submitted a bid to install the sanitary seal to Well 2. The bid is for \$11,000. Staff asked for board approval.

A motion was made to approve/accept the bid from Enloe Drilling for \$11,000.

Motion by: Vice-Chair Fields

2nd: Director Price

All in: 5 / 0

D. Consideration of Board Approval of a Non-Binding Letter of Intent with Hearst Holdings, Inc. regarding expansion of the existing Water Reservoir Easement.

Expanding the District's reservoir capacity would require the use of additional land surrounding the existing reservoir. Staff has been coordinating with Lambeth Consulting and Hearst Corporation to create a Non-Binding Letter of Intent (LOI) to potentially expand the existing reservoir easement. The Letter of Intent provides an outline of each party's understanding of responsibilities and terms of a potential easement expansion. The LOI was included in the March board packet for review.

Staff requested approval of the LOI.

A motion was made to approve the Letter of Intent from Hearst Holdings, Inc.

Motion by: Vice-Chair Fields

2nd: Director Williams

All in: 5 / 0

7. Board Committee Reports – None

8. Board Reports – None

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS- None

10. ADJOURNMENT @7:20 PM