

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, January 11, 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. CLOSED SESSION:** No Closed Session

**2. REGULAR SESSION: @6:04 pm**

**A. Roll Call**

Chairperson Lambeth – Present  
Vice-Chair Ricci – Present  
Director Fields – Present  
Director Price – Present  
Director McAdams - Present

General Manager – Charlie Grace  
Counsel – Robert Schultz  
Sheriff’s Admin – Sr. Deputy Steeb  
Phoenix Eng. – Jon Turner

**B. Pledge of Allegiance**

**3. PUBLIC COMMENT:** None

**A. Nominations and elections for Board of Director Chairperson and Vice-Chairperson.**

Motion made to leave San Simeon Board officers as is.

Motion by: Director Price  
2<sup>nd</sup> by: Director McAdams  
All in: 5/0

**B. Sheriff’s Report** – Update from Sheriff’s Office Representative on service in San Simeon for the month of December.

There were 74 calls for service for the month of December. 12 of the 74 calls required emergency services. Only 3 reports were taken (1 arrest for narcotics/under the influence, 1 burglary, 1 driving without a license).

Year end stats for the 2011: 692 calls for service in San Simeon CSD, 1,862 from Cayucos CSD, and 3,292 from Cambria CSD in Beat 3 (which is from the edge of Morro Bay to the County Line).

**C. Public Comment:** None

#### **4. STAFF REPORTS**

##### **1. Staff Activities:**

In addition to routine activities, Staff coordinated with Phoenix Engineering regarding the small scale recycled water project, worked with County Code Enforcement on issues with excess RV's on a property, Coordinating with the Sheriff's Administration for a Meet and Greet with the Sheriff for a February event, worked with Counsel and Phoenix Engineering on the USDA Engineering Contract negotiations and worked with Auditors to complete the 2010-2011 Audit. Staff also met with RWQCB to receive the final approval of the Small Scale Recycled Water Project.

##### **2. Grants, Loans and partnership Opportunities**

###### **A. USDA**

Staff is completing the "front end documents" for the USDA loan application and preparing Request for Quote for the Construction Management portion of the project.

###### **B. National Byways Grant/ADA Access Improvement**

Staff has obtained quotes to design of the San Simeon Avenue beach access and the Pico Avenue access and repair. We will discuss in more detail the design quotes under Discussion Action Items of this board packet.

##### **3. Point of Diversion**

The Point of Diversion permit application has been approved by the State Water Resources Control Board (SWRCB). Staff is expecting a letter from the SWRCB's with their approval in the near future.

#### **4. Small Scale Recycled Water Project**

The Regional Water Quality Control Board approved the Small Scale Recycled Water Project.

Staff is making arrangements to purchase equipment and meet with contractors.

#### **5. Rip Rap Application**

Cathy Novak and Staff have completed the Rip Rap application. Ms. Novak has requested an appointment with the Coastal Commission in preparation of the application submittal. Ms. Novak will submit the application at the end of January.

### **A. Superintendent's Report**

#### **1. Wastewater Treatment Plant**

- The wastewater treatment plant performed well this month. Staff continued with the manufacturer's recommended preventive maintenance on the facility equipment.
- During a power outage that lasted approximately 13 hours, staff monitored the generator operation as well as other facility operations at the WWTP and the well site including reservoir level.
- Staff replaced a broken stud on the cover plate to EQ pump #2.
- Staff repaired a leak in the chlorine contact chamber wooden containment wall. We are making arrangements to replace the entire wall with fiberglass reinforced plastic as a permanent solution.
- Staff continued to work with Phoenix Engineering gathering data and performing more sampling and testing for the engineering report for the small scale water recycling facility.

#### **2. Water Distribution System**

- All routine sampling and testing was performed.
- Monthly meter reading was performed.

### 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.

### B. District Financial Summary – Update on Monthly Financial Status for close of business December 31, 2011.

<b>November Billing Revenue</b>	<b>\$ 42,402.52</b>
<b>December Billing Revenue</b>	<b>\$ 41,560.87</b>
Past Due (31 to 60 days)	\$ 327.68
Past Due (60 days)	\$ 594.28

#### **RABOBANK SUMMARY Ending Balances December 31, 2011**

<b>Money Marketing Account</b>		
<b>Closing Balance</b>		<b>\$407,534.59</b>
	Reserve Fund	(\$250,000.00)
	Hook up Deposits	(\$ 43,470.00)
	<b>Available Funds</b>	<b>\$114,064.59</b>
<b>SEP ACCOUNT 1</b>		<b>\$113,726.41</b>
<b>SEP ACCOUNT 2</b>		<b>\$ 42,113.78</b>
<b>SEP ACCOUNT 3</b>		<b>\$ 6,008.00</b>
<b>Total SEP Funds</b>		<b>\$161,848.19</b>
<b>Checking Account Balance</b>		<b>\$132,418.08</b>
<b>Well Rehab Project/USDA Account</b>		<b>\$ 100.00</b>
Accounts Payable		\$ 4,106.81
<b>LAIF Closing Balance December 31, 2011</b>		<b>\$ 514.31</b>

### C. District Counsel's Report – Oral Report on current issues.

In conjunction with daily District duties, Counsel has been working on the USDA Engineering contracts, USDA construction management RFQ process and all other USDA requests.

## 5. ITEMS OF BUSINESS

### A. Approval of last month's minutes - December 14, 2011

Motion made to approve minutes as is.

Motion by: Director Fields

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

All in: 5/0

### B. Approval of Disbursements Journal - January 11, 2012.

Motion made to approve Disbursements Journal as is.

Motion by: Director Fields

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

All in: 5/0

## 6. DISCUSSION/ACTION ITEMS

**A. Recycled Water Production Facility proposal Equipment / Construction purchase approval** – The Regional Water Quality Control Board has approved the Small Scale Recycled Water Project. Staff is requesting approval of task 300 and approval to purchase equipment as outlined in the attached proposal fee schedule.

Motion made to approve Equipment purchase of \$153,385.00 and Task 300 \$1,730.00.

Motion by Director Price

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

All in: 5/0

**B. San Simeon Beach Access pathway design proposal** – Included in this Board packet is a proposal for engineering design services to repair the beach access at the end of San Simeon Avenue. With a repair and maintenance design in place, staff will have the ability to pursue the appropriate permits for the grant that the District received in November. Staff recommends approval of the proposal.

Motion made to approve San Simeon Road beach access design proposal so Staff can continue with grant acceptance through Byways/Cal Trans.

Motion by: Vice-Chair Ricci

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

All in: 5/0

**C. Pico Avenue Beach Access stairway design proposal** – Included in this Board packet is a proposal for engineering design services to repair the beach access at the end of Pico Avenue. With a repair and maintenance design in place, Staff will have the ability to pursue the appropriate permits and search for grant funding. Staff recommends approval of the proposal.

Motion made to approve Pico Avenue beach access stairway design proposal so staff can pursue grants.

Motion by: Director Fields

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

All in: 5/0

**7. Board Committee Reports** – No Report

**8. Board Reports** – No Reports

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

None

**10. ADJOURNMENT@6:52 pm**