

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, December 12, 2012
6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

1. NO CLOSED SESSION

2. REGULAR SESSION: @6:02 PM

A. Roll Call:

Chairperson Ricci – present
Vice-Chair McAdams – present
Director Fields– present
Director Williams – present
Director Price – present

Also Present:

Charles Grace – General Manager
Robert Schultz – District Counsel

B. Pledge of Allegiance

3. PUBLIC COMMENT: None

A. Sheriff's Report – No Report

B. Oath of Directors – Swearing in of Directors McAdams, Fields, Price, Williams.

4. STAFF REPORTS

A. General Manager's Report

1. Staff Activity – Report on Staff activities for the month of November.

Along with billing and collections, Staff Worked with Phoenix Engineering on the USDA Bid Package. APT Staff attended WRAC, IRWM and SLOCOG meetings for possible grant funding. Staff coordinated sidewalk repair on Otter Way and Avonne Avenue and completed major graffiti cleanup at the end of Pico.

2. Grants, Loans and Partnership Opportunities –

a. USDA Loan:

Phoenix Engineering prepared the construction bid package and coordinated with Staff to start the Bid process. The County returned the District's check for permit fees and said that no permitting was necessary because the District is the lead authority performing the work on District property.

b. SLOCOG, Welcome Sign Monument:

The final permit and plans were submitted to the County Board of Supervisors and was approved. Construction will begin in August of 2013.

c. SLOCOG, Byways Beach Access:

Currently SLOCOG is seeking extra funding to help the District fund the San Simeon Avenue beach access project. Projects cost to make the access ADA compliant brought total cost to \$134K. Staff will keep the District informed.

d. WRAC Grant

Staff submitted for a 1.8 million dollar grant to purple pipe the entire District. Our project was chosen out of 19 projects in the County to be part of a County wide grant submittal "package". Funds are from a PROP 84 State Program. Staff will still have to submit additional reports to complete the State guidelines. WRAC intends to complete guidelines by a deadline of March 2013. Awarding is scheduled for August 2013. Attached are the other county projects that were chosen for the County's submittal package to the State.

3. Small Scale Recycled Water Project –

Staff prepared Ordinance 113 and performed preliminary research on the purchase cost of a water trailer and training for Staff.

4. County Sand Bag Supplies

The County has supplied the North Coast with sand for sand bags in Cambria. The sand is located at Shamell Park, Lampton Park and at the Rodeo Grounds. Residents must supply their own sand bags. Sand bags can be purchased at local hardware stores.

B. Superintendent's Report - Activities of November 2012

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 all sampling, testing and reporting at the wastewater treatment plant as required by the RWQCB.
- Quarterly maintenance was performed on the stand-by generators at the WWTP and the well site.
- The County Air Pollution Control District performed the annual inspection of the facilities and permit application process.

Water Distribution System

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

District and Equipment Maintenance

- Staff continues with scheduled preventive maintenance for all equipment at the facilities. These activities are being recorded.
- One load of sludge went out.

C. District Financial Summary – Update on Monthly Financial Status for close of business November 30, 2012.

	BILLING	
October Billing Revenue		\$ 54,071.72
November Billing Revenue		\$ 45,337.21
Past Due (31 to 60 days)		\$ 51.34
Past Due (60 days)		\$ 364.64

RABOBANK SUMMARY
Ending Balances November 30, 2012

Money Marketing Account

Closing Balance	\$ 409,306.09
Reserve Fund	(\$250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$ 115,836.09

General Checking Account **\$ 170,693.83**

Well Rehab Project/USDA Checking Account **\$ 100.00**

LAIF Closing Balance November 30, 2012 **\$ 516.20**

Accounts Payable (As of November 30, 2012) **\$ 9,484.71**

D. District Counsel's Report – Oral Report on current issues.

Besides general monthly duties, counsel assisted Staff with Ordinance 113.

5. ITEMS OF BUSINESS

A. Approval of last month's minutes - November 14, 2012.

Motion to approve minutes as is.

Motion by: Director Price

2nd by: Director Fields

All in: 5 /0

B. Approval of Disbursements Journal – December 12, 2012.

Motion to approve disbursements as is.

Motion by: Director Price

2nd by: Vice-Chair McAdams

All in: 5 /0

6. DISCUSSION/ACTION ITEMS

A. Ordinance 113 establishing rate for reclaimed Water –

Ordinance 113 was attached to the Board Packet for Board review. Ordinance 113 establishes a rate for the sale of reclaimed water. The reclaimed water rate is proposed to be set at 60% of the potable water rate. Therefore, the reclaimed water rate will track with the existing water rate structure and plan. The basis for the rate is prepared by using surrounding community rate comparisons and by evaluating reclaimed water system projected annual operating cost demonstrated on the attached supporting documents.

Motion to approve Ordinance 113 as is.

Motion by: Director Fields

2nd by: Director Williams

All in: 5 /0

Chairperson Ricci Y

Vice-Chairperson McAdams Y

Director Fields Y

Director Price Y

Director Williams Y

B. Approval for purchase of Water Buffalo to distribute reclaimed water to San Simeon District Customers –

In effort to promote and facilitate the use of reclaimed water a method of reclaimed water distribution is necessary. At this time the most feasible method of distribution is a water tank trailer. The trailer will be used to deliver loads of water to customers with tanks and to irrigate, on a limited basis, landscapes within San Simeon. Attached are a few examples of water trailers with the cost associated with purchasing. Staff is requesting a not to exceed amount of \$12,000 to purchase a new or used water trailer.

Motion was made to NOT purchase Water Buffalo at this time.

Motion by: Director Williams

2nd by: Director Price

All in: 5/0

7. Board Committee Reports – Oral Report from Committee Members.

Water Committee Report:

- The Water committee met on December 12th to discuss Ordinance 113, Well Rehab Project and the purchase of Water Buffalo.
- The Committee fully supports Ordinance 113.

- The Committee has a question for Staff to look into the Well Casing of the Well Rehab Project.
- The Committee let the Directors know that they did not support the purchase of the Water Buffalo.

8. Board Reports – None

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

None

10. ADJOURNMENT@6:51 PM