

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, October 11, 2017
6:00 pm

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

1. REGULAR SESSION: 6:00 PM

A. Roll Call:

Chairperson Williams – Present
Director Patel – Present
Director Russell – Present
Director McGuire – Present

General Manager, Charles Grace
District Counsel, Tim Carmel
Sheriff Representative, Commander Voge

B. Pledge of Allegiance

2. PUBLIC COMMENT:

Henry Krzciuk commented that the water pressure at the Pineview Mobile Home Park is low. He would like to have the pressure boosted and asked that this be taken into consideration.

A. Sheriff's Report September

There were a total of 8 radio calls for San Simeon. None of these calls resulted in reports being written. Commander Voge provided a crime prevention tip as part of his monthly report. He stated that vehicle tags throughout the county are being stolen. This can be prevented by cutting an X in the tag with a razor blade.

B. Public comment on Sheriff's Report

None

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:

None

4. STAFF REPORTS

A. General Manager's Report

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

During the month of September, staff sent out regular customer billing. Staff also continued gathering information about obtaining weed abatement power from Local Agency Formation Commission (LAFCO). The resolution for the SSCSD to petition LAFCO for power will be presented to the Board as part of the November Board meeting packet. In addition to the regular workflow, staff completed the following items:

- On September 11, staff met with the auditors as part of the audit for 2016-2017.
- Staff gathered data for the Water Master Plan.

- Staff mailed out notices for the Board vacancy.
- Staff responded to 3 public records requests.

2. Water Filtration Project –

The potable water filter system and support monitoring equipment has been installed. Staff is coordinating with the Division of Drinking Water (DDW) to be ready for operation as needed.

Henry Krzciuk commented about the water filter and asked if we were planning on operating it to make sure that it was running correctly.

Charlie Grace responded that we were currently in the testing phase, and that we were working with the Department of Drinking Water (DDW).

B. Superintendent's Report Summary of September Activities

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.
- A broken stud which holds the access panel on EQ Basin pump #2 in place was repaired.
- Annual Hazardous Material Certifications for the facilities were submitted to the County Environmental Health Services.
- One load of sludge was hauled away.

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).
- Annual testing for Disinfection Byproducts was performed as required.
- A hotel compound water meter was replaced.
- A broken water line in the Las Gaviotas Condominiums on Pico Ave. was repaired.
- Staff began construction of the Water Filter Project.
- Monthly water 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.
- The blower room exhaust fans were prepped and repainted along with some repairs to the pipe bridge.
- On Monday, October 16, 2017, PG&E has scheduled a planned power outage between the hours of 12:15 AM and 6:00 AM. Staff will be on site to monitor the facilities during those hours.

Director Russell observed that the number of state waste water treated on Jerry's report had doubled, compared with last year's totals.

Jerry Copeland stated that the chemical toilets had been removed causing an increase in usage.

Chairperson Williams inquired about the repair at the pipe bridge.

Jerry Copeland replied that we had been performing regular routine rust prevention on the bridge.

Charlie Grace added that in the future the bridge would need to be replaced.

Henry Krzciuk asked about the program to compound meter replacement status. He asked how many still needed to be replaced?

Jerry Copeland replied that the remaining 3 meters were very expensive to replace, and that infrastructure improvements needed to occur before the meters could be replaced.

C. District Financial Summary

August Billing Revenue	\$ 83,415.37
September Billing Revenue	\$ 72,188.87
Past Due (31 to 60 days)	\$ 1,452.09
Past Due (60 days)	\$ 49.11

**ENDING BANK BALANCES
September 30, 2017**

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account	\$ 129.05
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HERITAGE OAKS BANK:

Money Marketing Account Closing Balance August 31, 2017	\$ 830,334.65
Interest for September	\$ 240.16

Money Marketing Account Closing Balance September 30, 2017	\$ 830,574.81
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Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
Available Funds	\$ 524,876.35

General Checking Account September 30, 2017	\$ 103,715.44
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LAIF Closing Balance September 30, 2017	\$ 525.98
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D. District Counsel's Report Summary of September activities

Tim Carmel reported that between Heather, David, and himself counsel had reviewed correspondence from staff regarding a public records request, draft weed abatement ordinance, the director vacancy, meeting agendas, and the public hearing notice related to LAFCO.

5. ITEMS OF BUSINESS

A. Consideration of approval of last month's minutes – September 13, 2017.

A motion was made to approve the minutes.

Motion by: Director Patel
2nd: Chairperson Williams
All in: 4 / 0

B. Consideration of approval of Disbursements Journal – October 11, 2017.

Chairperson Williams asked about the invoice for RRM designs.

Charlie Grace responded that the invoice was associated with preparation for the Coastal Commission meeting review of the rip-rap project.

A motion was made to approve the disbursements journal.

Motion by: Director Patel

2nd: Director McGuire

All in: 4 / 0

C. Consideration of approval of Special Meeting minutes – September 13, 2017.

A motion was made to approve the minutes.

Motion by: Chairperson Williams

2nd: Director Russell

All in: 4 / 0

6. DISCUSSION/ACTION ITEMS

A. Consideration of a professional services agreement with Oliveira Consulting Services (OEC) for permitting assistance and environmental review for the reservoir expansion/potable water storage tank installation project not to exceed the amount of \$20,000.00.

**Item 7 Board Reports was reported back to the Board prior to this item.

Director Russell asked about the need to move forward with this contract since we were unsure about the size of the storage tanks needed and inquired about why there was such a large variance in the price of the estimates in the proposals.

Charlie Grace responded that all of the proposals contained the same criteria.

Henry Krzciuk stated that he was surprised at how low the rates were on the Oliveira Consulting proposal.

Mike Hanchett stated that Oliveira Consulting had done work for the SSCSD in the past which is why he made the motion for the Water Committee to move forward with this contractor. He also stated that all previous work performed by Oliveira was done in a timely manner and at reasonable prices.

Renee Osborne mentioned that all of the costs associated with the 30% design would be submitted for reimbursement as part of the Prop 1 Grant process.

Director Russell asked that staff verify if there was an expiration date on the proposal.

Director McGuire responded that the work needed to be performed regardless.

A motion was made to award the agreement to Oliveira Environmental Consulting Services (OEC)

Motion by: Director Russell

2nd: Director Patel

All in: 4 / 0

B. Consideration of Board Appointment to Replace the Board of Director Vacancy created by Alan Fields Resignation.

Julia Stanert commented that Gwen Kellas would make a great Board member because she was fair, inquisitive, and put a lot of energy into her work.

A motion was made to appoint Gwen Kellas to the Board of Directors.

Motion by: Director McGuire

2nd: Director Russell

All in: 4 / 0

C. Consideration of Board Election of a Vice-Chairperson to fill the vacancy created by the resignation of Alan Fields.

Henry Krzciuk asked if the Board wanted to wait until there was a full board to make this determination. He suggested that they might want to wait until the new Board member was present and could participate in this decision.

Chairperson Williams recommended that Director McGuire fill the position of Vice-Chair because she is highly intelligent and involved in the community.

A motion was made to appoint Mary Margaret McGuire to the position of Vice-Chairperson.

Motion by: Chairperson Williams

2nd: Director Russell

All in: 3 / 1

No's: Director McGuire

D. Consideration of Approval of Board Resolution Honoring Alan Fields for His Service on the Board – NO. 17-392.

This item was tabled until the November meeting because Alan Fields was not present.

7. BOARD COMMITTEE REPORTS

**This item was reported back to the Board before item 6A

Director McGuire reported on the three recommendations from the Water Committee meeting.

- 1) That the Committee remain at five members and not fill the vacancy left by the resignation of Alan Fields.
- 2) That the Board wait to proceed with the 50% design of the reservoir expansion project until more information could be gathered.

- 3) That Oliveira Environmental Consulting be awarded the contract for permitting assistance associated with the reservoir expansion project.

8. BOARD REPORTS

Director McGuire reported that the ECOSLO Beach Cleanup that occurred on September 16 at Pico Ave. beach access was a success. The number of volunteers countywide increased by 200 people and the amount of trash picked up increased by 500 pounds. This brought the total number of volunteers to 1400 people, and the total amount of trash picked up to 6500-6700 pounds. This year 22 pounds of trash were removed from the Pico beach area. Next year's event will be held on the 2nd Saturday of September.

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

None

10. ADJOURNMENT @ 6:49 PM