

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, August 8, 2018
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	General Manager, Charles Grace
Vice-Chairperson McGuire – present	District Counsel, Natalie Frye Laacke
Director Russell – present	
Director Kellas – present	
Director Stanert –present	

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment

Judith King spoke regarding Measure G which is the oil and gas shutdown measure. She provided her business card to each of the Board members.

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

i. Sheriff's Report – Report for July.

Sergeant Chad Nicholson provided the sheriff's report for the period of three and half weeks. There were 25 calls for service including three (3) calls for a suspicious suspect, theft involving an unlocked vehicle and theft in an unlocked home. He also commented San Simeon was one of the safer areas in the county.

ii. General Manager's Report – Report on Staff activities for the month of July.

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

Regular activities performed by District staff include:

Processing of utility payments, customer service duties, answering phone calls, mailing of the regular monthly utility bills. Prepared and distributed the agenda and Board packet. Prepared the agenda for the Water Committee meeting.

During the month of July, staff also attended to the following items:

- Responded to six (6) public records requests.
- Finalized the executed contract with Phoenix Engineering for 100% Design work of the reservoir project.
- Responded to several customer inquiries related to parking, dead tree removal, removal of debris on county property, and code enforcement issues.
- Coordinated continued landscaping improvements at the District office and along Pico Avenue, including removal of a dead tree located on the District easement.
- Prepared the quarterly newsletter.
- Notice of Stage 1 water restrictions was prepared and mailed on July 26, 2018.
- Met with the policy and procedures ad-hoc committee.

The District office will be closed from August 13 – August 17, 2018.

2. Grant Update –

PROP 1 FUNDS – PLANNING GRANT

As part of the reimbursement process staff has submitted invoices totaling the amount of \$73,655.00. The County is expecting to do a six month reimbursement turn around. Staff will update the District when we receive a confirmation from the County on a reimbursement schedule.

PROP 1 FUNDS – IMPLEMENTATION PROJECTS

The IRWM Scoring Summary for the Reservoir project has been submitted for the Reservoir Expansion Project (attached). The guidelines time frame has changed and is now expected to be released in December of 2018. The County will be selecting projects approximately in February of 2019 once the guidelines are reviewed. There is a \$3.2 million dollar set aside for Round one (1) of the Prop 1 Funds \$232,229 has been set aside specifically for DACs. Our understanding is there are only two (2) other DACs applying for the Round 1 Funds.

Attached is a copy of the summary and scoring sheet for the project. This is the preliminary grant submission. If selected, there is a main application process and a presentation to the Department of Water Resources. There is a very tight schedule in place and it is important that Staff, Engineering and Environmental stay on task.

Other:

Staff attended the County Emergency Services/FEMA seminar on how to prepare for emergency funding during a disaster. The class was informative and staff will be putting together some items to be better prepared to apply for emergency funding in case of a disaster situation.

iii. Superintendent's Report –

Jonathan Weise presented the 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, including annual, bi-annual and semi-annual sampling.
- Three loads of sludge were 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), including additional reporting required with filter operation.
- The annual County Water Usage Report was completed and submitted.
- Annual testing of the District's backflow devices was performed.
- The R.O. unit was repickled.
- 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 District office roof was replaced.
- Pot holes were filled around the District.
- Weed abatement was performed around the District.

iv. District Financial Summary –

June Billing Revenue	\$ 86,537.48
July Billing Revenue (*includes rate increase)	\$ 96,340.98
Past Due (31 to 60 days)	\$ 361.77
Past Due (60 days)	\$ 277.47
RABOBANK SUMMARY:	
Well Rehab Project/USDA Checking Account	\$ 4.00
PACIFIC PREMIER BANK:	
Money Market Account Closing Balance June 30, 2018	\$ 837,435.82
Interest for July 2018	\$ 253.58
Deposit for Waitlist	\$ 24,000.00
Money Market Account Closing Balance July 31, 2018	\$ 861,689.40
Reserve Fund	(250,000.00)
Wait-list Deposits	(69,750.00)
Customer Deposits Available	(9,500.00)
Funds	\$ 532,439.40
General Checking Account July 31, 2018	\$ 85,606.90
LAIF Closing Balance July 31, 2018	\$ 533.49

v. District Counsel's Report – Summary of July's activities

Natalie Frye Laacke provided a recap of July's activities and reviewed an appropriation limits memorandum with the Board. She provided information on the appropriation limit resolution from the July Board meeting.

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS:

Director Kellas provided a recap of the water committee meeting. The committee came to a consensus regarding the addition of a 5th member due to the resignation of Julia Stanert. They decided to leave the committee at 4 members. The committee also reached a consensus regarding recommending that the Board move forward with the capacity fee study.

C. SPECIAL PRESENTATIONS: None

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

Public Comment – None

4. CONSENT AGENDA ITEMS:

Public Comment – None

A. Review and approval of Minutes for the Regular Meeting on July 11, 2018.

A motion was made to approve consent agenda items 4A.

Motion by: Director Russell

2nd: Director Kellas

All in: 5 /0

B. Review and approval of Disbursements Journal.

A motion was made to approve consent agenda items 4B.

Motion by: Vice-Chairperson McGuire

2nd: Director Kellas

All in: 5 /0

5. BUSINESS ITEMS:

Public Comment – None

A. Authorization for the General Manager to execute a Professional Services Agreement with Tuckfield & Associates not to exceed \$10,000.00.

Cortney Murguia presented the item.

Director Kellas asked about the timeline for the capacity fee portion of the study.

Charles Grace replied that staff was working on gathering the information needed for Tuckfield & Associates.

Jon Richardson asked why three companies declined to bid.

Cortney Murguia responded to his question by providing information on the companies that were contacted.

A motion was made to approve the General Manager entering into a professional services agreement for the capacity fee study not to exceed the amount of \$10,000.00.

Motion by: Director Kellas

2nd: Chairperson Williams

All in: 5 /0

6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS –

A consensus was reached to direct staff to review the waitlist procedures and the intent to serve process including transfer of EDUs, the 2.3% growth management and order of issuance and report this information to the Board.

7. PUBLIC COMMENT –

Jon Richardson asked how the public could comment on an item that they had no information about.

Natalie Frye Laacke replied to his question by providing information on the legal requirements of public comment.

8. CLOSED SESSION – 7:13 PM

A. Conference with Legal Counsel – Anticipated Litigation. Decide whether to initiate litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: Number of case(s): 1.

9. RECONVENE TO OPEN SESSION – 7:47 PM

No reportable action was taken regarding this matter.

10. ADJOURNMENT @ 7:50 PM