

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, September 14, 2016**  
**6:00 pm**

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

**1. REGULAR SESSION: 6:02 PM**

**A. Roll Call:**

Chairperson Williams – present  
Vice-Chair Fields – present  
Director Price – present  
Director Patel – present  
Director Russell – present

General Manager, Charles Grace - present  
District Counsel, Heather Whitham - present  
Sheriff's Representative, Commander Taylor - present

**B. Pledge of Allegiance**

**2. PUBLIC COMMENT:**

Mary Margaret McGuire updated the Board on the Coastal Clean up sponsored by the California Coastal Commission and ECO SLO on September 17<sup>th</sup>. Clean up commenced at 9:00 AM and ended around 12 Noon. There were 13 participants cleaning up the beach in front of Pico Avenue to San Simeon Avenue. During the past few months of District wide clean up, Ms. McGuire and the team have noticed large amounts of trash that gets stuck in between the hotels on the east side of the highway. She would like to request that the District send a letter to these hotels to encourage them to pick up their own trash. Ms. McGuire would like to thank everyone that assisted in helping keep the beach in San Simeon clean.

**A. Sheriff's Report – Report for August.**

The Commander stated that it was a quiet month. There were 39 calls for service in the San Simeon area. Some of the calls were as follows: 9 traffic, 2 incomplete 911 calls, 1 alarm call, 2 disturbing the peace, and 1 arrest for domestic violence.

**B. Public comment on Sheriff's Report: None**

**C. Presentation from San Luis Obispo County on Measure J.**

Kendal Flint was present to advise the public on how and where to get information on Measure J. The General presentation covered the following items: A) the measure would generate \$25 million in new dollars per year to fix our roads and improve transportation in the County. There are only 2 county roads in San Simeon, Castillo and Hearst Drive. B) The funds would be restricted to local transportation projects and priorities. C) Prohibits Sacramento from taking possession of these locally generated funds. D) Includes an Independent Taxpayer Oversight committee to ensure projects and programs in the plan are funded and completed. For more information please visit: [www.selfhelpslo.org](http://www.selfhelpslo.org).

**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 August.

During the month of August, Staff sent out water billing and responded to several customer service calls and concerns. Staff met with the District's insurance carrier, the Special District's Risk Management Agency, to view the District's facilities. Staff assisted in coordinating a trash pick-up day with resident Mary Margaret McGuire.

Staff is providing the Auditor with all the documents necessary to commence the District's 2015-2016 Audit on September 1, 2016. The General Manager and the Bookkeeper have been coordinating with the District Auditor.

**2. Update** – Wellhead treatment system project.

The treatment system rests in a ready state. Staff routinely reviews the system equipment within the treatment building. Final grant fund payment has been received from the USDA. Staff continues to work with Wigen and Madonna to review and process final payments.

**3. Grant Updates**

**United States Department of Agriculture (USDA) Funds**

All the USDA Funds have been received and paperwork completed.

**Integrated Regional Water Management Grant (IRWM)**

Staff has turned in all the deliverables and invoices to the County. Staff submitted project invoices to the County for reimbursement. The County is currently working with the State to determine if the District will be able to receive all of the funds in one lump sum instead of receiving payments.

**County Beautification Grant for Pico Stairs Beach Access**

There is still no update from the County at this time.

**Prop 1 Grant**

Staff has started working with the County on deliverables and write-ups necessary to receive funds.

**4. Update** - Lien Sale of vehicle abandoned by Ultura Water.

Department of Motor Vehicles (DMV) stopped the lien sale in July for the truck. DMV Has asked for additional documentation. Since then, Staff has provided the additional forms and information and reposted the sale of the truck. The sale date is set for October 4<sup>th</sup> at the District Office at 3:00 PM.

**5. Update** – Highway One traffic Control.

Staff is working with the "Cal Trans Pubic Affairs Official" on the safety condition of Highway 1 traffic. Currently, Cal Trans is opening an investigation on the portion of Highway 1 that runs through the San Simeon CSD boundaries. As there is only 1 (one) investigator in this region (5 counties per region), effort will take some time. There are currently over 100 investigations in progress and all are completed in order of highest priority. All Statistics gathered by the Highway Patrol and Sheriff's Office have been given to the Public Affairs Official.

Also, Cal Trans maintenance is currently scheduling a “sprucing” up of the Pico Avenue pedestrian passage. Staff is working on Cal Trans to enhance the access.

**6. Update – Reservoir / Storage tank project.**

Staff has reached out to the Hearst Corporation and the Hearst Corporation liaison to provide a project update and discuss a potential site for two storage tanks. The site is considered to be outside of the Highway One View Corridor. Staff is also requesting proposals from engineering firms to perform 1) Area topographical survey, 2) Geotechnical survey, and 3) 30% preliminary design.

**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 Regional Water Quality Control Board (RWQCB).
- Blower maintenance was performed
- 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). There was a Sanitary Survey of the water system by the DDW. The Sanitary Survey Report was received. There were some minor items for corrections. Those items were addressed and DDW was satisfied with the results.
- The Annual County Water Usage Report was completed and submitted.
- The Reverse Osmosis Unit pickling solution (preservative) was flushed out. The unit was in operation for two consecutive days for three hours a day. It was then re-pickled.
- Monthly water meter reading was performed.
- Chloride levels continue to be monitored throughout the system.

**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.
- Plastic safety barrier was installed at the Pico cul-de-sac beach access stairs until permanent improvements are made.

**C. Update on Monthly Financial Status for close of business August 31, 2016.**

July Billing Revenue	\$ 85,200.09
August Billing Revenue	\$ 86,541.08
Past Due (31 to 60 days)	\$ 190.57
Past Due (60 days)	\$ 0.00

**ENDING BANK BALANCES: August 31, 2016**

**RABOBANK SUMMARY:**

Well Rehab Project/USDA Checking Account	\$ 25.05
--	----------

**HERITAGE OAKS BANK:**

Interest for August \$ 124.70  
Money Marketing Account Closing Balance August 31, 2016 \$ 527,372.92

Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
<b>Available Funds</b>	<b>\$ 221,914.92</b>

General Checking Account August 31, 2016 \$ 100,642.16  
LAIF Closing Balance August 31, 2016 \$ 522.09

**D. District Counsel's Report** – Summary of August activities.

District Counsel assisted staff with a variety of items pertaining to Ordinance 117.

**5. ITEMS OF BUSINESS**

**A. Consideration of approval of last month's minutes** – August 10, 2016.

A motion was made to approve the minutes from August 10, 2016 as presented.

Motion by: Vice-Chair Fields

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

All in: 5 / 0

**B. Consideration of approval of Disbursements Journal** – September 14, 2016.

A motion was made to approve the disbursements journal for September 14, 2016 as presented.

Motion by: Director Price

2<sup>nd</sup> by: Vice-Chair Fields

All in: 5 / 0

**6. PUBLIC HEARING**

**A. Consideration of adoption of Ordinance 117 amending and restating the District's Water Conservation Plan and establishing regulations including mandatory conservation measures, restrictions and penalties for violations.**

After public input, it was agreed that the ordinance should be tabled and another Ordinance 117 workshop should be scheduled to address concerns that some of the public had.

**A motion was made to table the approval of Ordinance 117.**

Motion by: Director Russell

2<sup>nd</sup> by: Chairperson Williams

All in: 5 / 0

**A water Committee meeting will be scheduled for 4:00 PM on October 12<sup>th</sup> to discuss the Ordinance further.**

**7. DISCUSSION/ACTION ITEMS**

**A. Discussion / direction to staff regarding a possible update of the District's Ordinance No. 89 as it pertains to Connection Fees for Water and Sewer Service within the District.**

Staff attached the current outdated District connection fee ordinance which was last updated in 1995. It contains a 21 year old connection fee schedule. Staff requested direction from the Board to embark on the process of updating the connection fees.

The Board directed staff to inquire as to costs of studies and everything related to updating the Ordinance.

**8. Oral Reports from Committee Members: None**

**9. Oral Reports from Board Members on current issues: None**

**10. Requests from Board members to Staff to receive feedback, prepare information, and/or place an item on a future agenda(s):**

Director Russell suggested adding a request to Cal Trans regarding the fencing surrounding Highway One.

Chairperson Williams requested Staff to look into getting speed bumps put in on Avonne Avenue.

**11. ADJOURNMENT @7:31 PM**