

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, February 14, 2018
6:00 pm

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

1. REGULAR SESSION: 6:04 PM

A. Roll Call

Chairperson Williams – Present	General Manager, Charles Grace
Vice-Chairperson McGuire – Present	District Counsel, Natalie Frye Laacke
Director Patel – Absent	
Director Russell – Present	
Director Kellas – Present	

B. Pledge of Allegiance

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

NONE

3. SPECIAL PRESENTATIONS AND REPORTS

The Board of Directors presented a thank you letter to Cortney Murguia recognizing her hard work.

A. STAFF REPORTS:

i. Sheriff's Report – Report for January.

There were 13 calls for service. 3 suspicious suspects, 4 disturbing the peace and 2 calls for trespassing. On January 5 a felony warrant was served on the 400 block of Pico Ave.

**ii. General Manager's Report Summary of January Activities
Staff Activity –**

Regular day to day activities performed by District staff include:

Monday-Thursday office hours, processing of utility payments, customer service duties, answering phone calls, mailing of regular monthly utility bills, along with the preparation and distribution of the Agenda and Board packet.

During the month of January, staff also completed the following items:

- Responded to 3 public records requests.
- Gathered information and conducted research for the Reservoir Project.
- Continued working with Phoenix Engineering on the Water Master Plan.
- Continued making updates to the Emergency Response Plan/Vulnerability Assessment for the District.
- Prepared and distributed the quarterly newsletter.
- Prepared the agenda and Board packet for the January 19, 2018 special meeting.

- Worked with Oliveira Consulting and District Counsel to prepare a response letter for the California Coastal Commissioners.
- Coordinated improvements to the area outside of the District Office.
- Conducted a yearly routine audit of all utility billing accounts.
- Worked with Techbunnies on changes to the District website.

On January 18, 2018 Staff attended the Local Area Formation Commission Agency (LAFCO) meeting in San Luis Obispo. The LAFCO Board voted unanimously to approve our request to activate our weed abatement power. The next step is referred to as the protest process. LAFCO will notify all property owners (within the affected boundary) of a public hearing. This hearing will tentatively be scheduled for the March LAFCO meeting to be held on March 15, 2018. This item will be brought back to our Board of Directors at the April Board meeting. We will start the process of adopting a weed abatement ordinance for the SSCSD.

During the last meeting Director Russell inquired about the status of the Cal Trans traffic study. Staff contacted Cal Trans. SSCSD staff is waiting for a follow up from the Cal Trans office that was contacted.

On January 22, 2018 staff received two (2) checks from the State of California as part of our payment for the FEMA grant from 2017. One check was in the amount of \$34,286.00, and the second check was in the amount of \$8,572.00. The total amount received for this item was \$42,858.00. This money is for the emergency repair that was done at the Pico stairs.

Pico Repair Summary:

Total Costs SSCSD	\$45,715.00
Total Grant Amount	\$42,858.00
Actual Cost to Community	<u>\$ 2,857.00</u>

CalOES (Office of Emergency Services) is still processing our project submittal for the water filter installation. Staff anticipates that sometime over the next few months we should be receiving additional grant money for this item.

iii. Superintendent’s Report Summary of January Activities

Charlie Grace presented the 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 RWQCB. Reporting included the WWTP Annual Report and the Annual Biosolids Report
- 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).
- On January 12 we commenced operation of the filter to protect the system against bacteria contamination.
- A leak was repaired on a service line to the condominium complex on Vista Del Mar.
- 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.

Director Russell inquired about the monthly influent numbers.

iv. District Financial Summary –

December Billing Revenue	\$ 47,724.83
January Billing Revenue	\$ 55,243.87

Past Due (31 to 60 days)	\$ 199.88
--------------------------	-----------

Past Due (60 days)	\$ 21.63
--------------------	----------

ENDING BANK BALANCES

January 31, 2018

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account	\$ 69.00
---	-----------------

HERITAGE OAKS BANK:

Money Marketing Account Closing Balance December 31, 2017	\$ 831,307.86
--	----------------------

Interest for January 2018	\$ 247.15
----------------------------------	------------------

Money Marketing Account Closing Balance January 31, 2018	\$ 831,555.01
---	----------------------

Reserve Fund	(\$ 250,000.00)
--------------	-----------------

Wait-list Deposits	(\$ 45,750.00)
--------------------	----------------

Customer Deposits	(\$ 9,708.00)
-------------------	---------------

Available Funds	\$ 525,849.86
------------------------	----------------------

General Checking Account January 31, 2018	\$ 152,641.13
--	----------------------

LAIF Closing Balance December 31, 2017	\$ 529.00
---	------------------

Charlie Grace recommended that \$50,000 be transferred from the general checking account to the money market account in order to collect more interest.

A motion was made to transfer \$50,000 into the money market account.

Motion by: Director Russell

2nd: Chairperson Williams

All in: 4 / 0 (Director Patel absent)

v. District Counsel's Report –

Natalie Fry Laacke reported out that District counsel had worked with staff on the agendas for the special meeting and for the regular meeting. She also mentioned that she had continued reviewing materials related to the riprap permitting with the California Coastal Commission.

Natalie provided a PowerPoint presentation to the Board and community members on the Brown Act.

Henry Krzciuk asked questions.

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS

None

C. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

Henry Krzciuk asked questions about the filter system. He also inquired about the handout that was provided at the January Board meeting being included in the minutes. He also mentioned the policy and procedures manuals.

4. CONSENT AGENDA ITEMS:

Public Comment:

Henry Krzciuk commented on a line item from the warrant report.

Director Russell commented about providing less information in the minutes and instead providing general information about what occurred at the meetings.

Director McGuire recommended two changes to item 4C January 19, 2018 minutes. She also mentioned that the motions needed to be more concise.

A motion was made to approve consent agenda items 4A-4C with the corrections made by Vice-Chairperson McGuire.

Motion by: Director Russell

2nd: Director Kellas

All in: 4 / 0 (Director Patel absent)

5. BUSINESS ITEMS:

Public Comment – Henry Krzciuk commented about the amount of time that he was allowed public comment.

A. Chair appointment of standing committee members per policy # 4060.30.

Chairperson Williams appointed Julia Stanert, Leroy Price, Mary Margaret McGuire and Gwen Kellas to the Water Committee.

A motion was made to have 5 members on the Water Committee as appointed by Chairperson Williams.

Motion by: Director Russell
2nd: Chairperson Williams
All in: 4 / 0 (Director Patel absent)

Henry Krzciuk commented that he would like to be on the budget committee.

Chairperson Williams appointed Mike Hanchett, Charlie Grace, Travis Holt and himself to the Budget Committee.

A motion was made to approve the 4 members recommended by Chairperson Williams for the Budget Committee.

Motion by: Chairperson Williams
2nd: Vice-Chairperson McGuire
All in: 3 / 0 (Director Patel Absent)
*Director Kellas abstained

B. Discussion and consideration: staff is requesting project ideas from the Board for the County beautification grant 2018 application.

Members of the public and staff members presented various project ideas that would qualify for the grant.

Henry Krzciuk suggested that a pedestrian pathway be installed on Pico Ave. The suggested project amount was stated to be in the amount of \$20,000.

A motion was made to submit the Pico pathway project for the beautification grant.
Motion by: Director Russell
2nd: Chairperson Williams
All in: 4 / 0

C. Consideration of Review of Draft 2018 Water Master Plan with updated Phase 1 schematic presented by Jon Turner from Phoenix Civil Engineering. (This item was moved and was presented after item 4A)

Charlie Grace introduced this item.

Jon Turner provided a PowerPoint presentation on the draft Master Plan update. He clarified that this document was used for budgeting purposes, grant funding, long-term infrastructure, capital improvement projects, and rate planning. He discussed water infrastructure, wastewater infrastructure, and improvements that were needed for the District maintained streets.

Director Kellas provided a handout related to fire protection storage numbers. She provided an explanation of the information from her handout.

Director Kellas made a motion to consider that we look more closely at the pipes and completing all the pipes in two phases and keeping the 400 tank and providing the community fire storage quicker.

Chairperson Williams responded that he could not support the motion without having time to review the additional material.

Director Kellas and Chairperson Williams continued discussing the material from the handout.

Mike Hanchett commented that the presentation was about the master plan. He suggested that numbers presented for fire storage could be discussed at public workshops.

John Turner provided more information about the storage amounts, tank costs and supply and demand details.

Mike Hanchett and Hank Krzciuk commented on fire sprinklers.

No action was taken regarding this item.

D. Discussion whether Chairperson should appoint an ad hoc committee concerning the District's application for the Wastewater treatment plant After-the-Fact Coastal Development Permit.

Chairperson Williams commented that he did not see a need for an ad hoc committee at this time.

No action was taken.

6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

Director Russell requested that staff report back about what would be needed if the community does not receive any additional rain.

A consensus was reached regarding this matter.

Director Russell commented that State Parks paid for part of our WWTP installation. He suggested that this matter be further researched.

A consensus was reached regarding this matter.

7. ADJOURNMENT @ 8:41 PM