

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, July 12, 2017
6:00 pm

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

1. REGULAR SESSION: 6:02 PM

Roll Call

Chairperson Williams – Present
Vice-Chair Fields – Present
Director Patel – Present
Director Russell – Present
Director McGuire – Present

General Manager, Charles Grace
District Counsel, Heather Whitham

Pledge of Allegiance

2. PUBLIC COMMENT:

Mike Hanchett commented that the San Simeon sign located on Highway 1 is almost complete.

Julia Stanert inquired if the crosswalk item should have been placed on the current agenda. She also asked about a crosswalk being added in front of the liquor store.

Charlie Grace responded that staff was working with a traffic control planner on this issue. He also mentioned that because different entities own the properties that he would defer the answer to this question to the traffic planner.

A. Sheriff's Report for June

There were a total of 17 calls for San Simeon. Additionally, Commander Voge reported on the following items:

On 6/22/17: At the Courtesy Inn a woman refused to leave her room and was arrested for possession of a stolen item.

On 6/30/17: A woman was parked at a beach turnout and lost her car keys on the beach. Her vehicle was broken into. Her wallet and other items were stolen from her car.

On 7/7/17: At the San Simeon Lodge a visitor from Denmark was using the laundry facility. He removed someone's items from the dryer so that he could dry his clothing. When he returned to get his things, they had been stolen.

On 7/10/17: At ragged point a 12 year old girl was found at the bottom of a cliff. She had several life threatening injuries and was airlifted to Sierra Vista Hospital in San Luis Obispo. The child's mother was arrested for felony child endangerment/neglect.

B. Public comment on Sheriff's Report

None

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:

Director McGuire commented that Saturday September 16, 2017 was the ECOSLO Beach Cleanup day. She provided information that anyone interested in participating should meet at 9 am at the Pico Ave. beach access.

4. STAFF REPORTS

A. General Manager's Report

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

For the month of June, staff sent out billing. Staff also met with a representative from FEMA regarding the grant application that was submitted in April. Staff provided all documentation to FEMA necessary for them to submit our application for the Pico Ave repair. Once staff has a better understanding of FEMA's timeline they will report this information back to the Board. The other two projects that were submitted for this grant are the storm drain repair and the filtration system. Once these projects have been completed staff will work with FEMA to submit all paperwork needed for submittal of these projects.

As reported last month, staff has been working with Toste Construction. On June 26 and 27 Toste finished the following items: painting safety stripes on the Pico Ave. Stairs beach access, restriping the District-owned streets where stop signs are located, and moving the stop sign located at the west end of Otter to make it more visible to drivers, and other minor road and sidewalk repairs.

Charlie Grace noted that the water loss numbers for the community were at 5.52%. He complimented staffs efforts towards achieving this number.

2. Update – Reservoir /Storage tank project.

Phoenix Engineering is continuing progress toward 30% design. Arrangements for the geotechnical survey and topographic survey are being made.

3. Storm Drain Repair between Avonne Avenue and Castillo Drive.

Charlie Grace reported that staff had received updated information on County building records for this property. He stated that in the updated documents there is no dedication of the storm drain to the San Simeon CSD, no easement outlined, and that his current impression is that if there is no dedication or easement than the San Simeon CSD is not in ownership of the drain that runs under private property.

Vice-Chair Fields asked if this new information changed District Counsels previous determination.

Heather Whithman stated that it is still unclear who installed the pipes and who has ownership.

B. Superintendent's Report - Summary of June 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.
- The entire wastewater collection system was cleaned and a video recording was taken.
- Two 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).
- Another compound water meter was replaced.
- 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.
- Staff met with FEMA inspector regarding repairs at Pico stairs, storm drain under Quality Inn parking lot and the drinking water filter project.
- Pot holes were filled around the District
- Weed abatement was performed around the District.

C. District Financial Summary

May Billing Revenue	\$ 65,157.44
June Billing Revenue	\$ 72,908.04

Past Due (31 to 60 days)	\$ 462.02
Past Due (60 days)	\$ 227.01

ENDING BANK BALANCES June 30, 2017

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account	\$ 10.05
-------------------------------------------------	-----------------

HERITAGE OAKS BANK:

Money Marketing Account Closing Balance May 31, 2017	\$ 507,833.54
Interest for June	\$ 146.11

Money Marketing Account Closing Balance June 30, 2017	\$ 507,979.65
--------------------------------------------------------------	----------------------

Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
Available Funds	\$ 202,521.65

General Checking Account June 30, 2017	\$ 74,327.29
-----------------------------------------------	---------------------

LAIF Closing Balance June 30, 2017	\$ 524.77
-------------------------------------------	------------------

D. District Counsel's Report Summary of June activities

Heather Whitham reported that counsel had assisted staff with preparation of the resolution setting the District's appropriation limit, prepared the resolution authorizing electronic payments to California Public Employees' Retirement System (CalPERS). They also prepared the draft ordinance repealing ordinance No. 93 and assisted with the preparation of the Board meeting packet for June.

5. ITEMS OF BUSINESS

A. Consideration of approval of last month's minutes – June 14, 2017.

A motion was made to approve the minutes with the corrections recommended by Director Russell.

Motion by: Vice-Chair Fields

2nd: Director Russell

All in: 5 / 0

B. Consideration of approval of Disbursements Journal – July 12, 2017.

A motion was made to accept the Disbursements Journal. Vice-Chair Fields asked that the warrant report be consistent with lower case letters used for all names of Board members.

Motion by: Director McGuire

2nd: Director Patel

All in: 5 / 0

6. DISCUSSION/ACTION ITEMS

A. Consideration of Adoption of Resolution 17-390 establishing the District's Appropriation Limit for Fiscal year 2017-2018.

Director Russell inquired about what the appropriation limit meant.

Heather Whitham responded that this was a requirement from the State of California and that we are well under the limit.

A motion was made to adopt resolution 17-390 establishing the District's Appropriation Limit for Fiscal Year 2017-2018.

Motion by: Vice-Chair Fields

2nd: Director Russell

All in: 5 / 0

B. Consideration of Adoption of Resolution 17-391 allowing the District to pay California Public Employees' Retirement System (CalPERS) health premium statements electronically.

A motion was made to adopt resolution 17-391 allowing for electronic payment to CalPERS for health premium statements.

Motion by: Director Patel

2nd: Director Russell

Vice-Chair Fields voted No

All in: 4 / 1

C. Consideration of introduction of an ordinance repealing District Ordinance No. 93 regarding abatement of hazardous weeds, trees and debris.

Charlie Grace presented background information about the history of the ordinance. He explained that there is limited authority for weed abatement on private property. The District has authority on trees that could potentially pose a threat to the public. Staff wants to clean up Ordinance 93, so that the District is operating within its authority.

Heather Whitham concurred that the District does not have jurisdiction over fire protection/weed abatement authority at this time. She stated that District authority is limited to trees that are interfering with streets or District maintained properties.

Vice-Chair Fields inquired about the potential for lost revenue.

A gentleman from the public asked what the enforcement process would be for County Fire.

Director Patel commented about who would notify owners vacant lot owners that they need to clear their lots.

This item was tabled until the August 9, 2017 Board Meeting so that staff could gather more information.

7. BOARD COMMITTEE REPORTS

Director McGuire reported that several members of the community participated in the 2nd annual trash clean up.

Vice-Chair Fields presented information from the Water Committee Meeting:

REGULAR SESSION @ 4:34 PM

A. Roll Call

Alan Fields – Present

General Manager, Charles Grace

Mike Hanchett – Present

Mary Margaret McGuire – Present

Gwen Kellas – Present

Julia Stanert – Present

Leroy Price – Present

PUBLIC COMMENT:

None

Discussion regarding recent will serve request.

Jeff Oliveria (Oliveria Consulting) and John Turner (Phoenix Engineering) were present. The will serve request from Bob Hather was discussed. He is currently number 8 on the waitlist.

The tank project was discussed as well as the environmental process for the proposal and California Environmental Quality Act (CEQA).

Grant funding was discussed.

The waitlist was discussed.

Develop infrastructure work scope and policy action items related to the water moratorium.

Charlie Grace discussed the 30 year moratorium and stated that there were many facets that needed to be considered in order to work towards lifting the moratorium.

The water availability from the Cleath report was discussed.

Water Storage for fires and fire flow was discussed.

The Water Master Plan and connection fees was discussed.

Infrastructure needs such as water storage, increased distribution and pipe size, RO redundancy and recycled water were discussed.

A motion was made to recommend that District Counsel to prepare a form letter to people who submit a will serve request.

Motion by: Mike Hanchett

2nd: Mary Margaret McGuire

All in: 6 / 0

A motion was made to recommend that Oliveria Consulting begin the environmental process for the tank proposal and submit a proposal.

Motion by: Mike Hanchett

2nd: Leroy Price

All in: 6 / 0

Adjournment @ 5:44 PM

8. BOARD REPORTS

None

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

Chairperson Williams directed staff to bring back the two items recommended by the Water Committee.

Chairperson Williams asked that an index be added to each Board packet containing acronyms for each Board packet. Staff stated that they would stop using acronyms in the Board packets.

Chairperson Williams asked that staff contact the County and have weeds on county maintained roads cleared. Staff stated that they would contact the County to have these weeds abated.

10. ADJOURNMENT @ 7:04 PM