

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, July 11, 2018
6:00 pm

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

1. REGULAR SESSION: @ 6:01 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 –

Leroy Price commented about the work and progress being made on the design proposal for the tank project.

Laurie Mileur introduced herself. She stated that she would be running for a director position with the Cambria Community Healthcare District (CCHD) in the November election. She provided information about her professional background and qualifications. She left her contact information for the general public and encouraged anyone that had questions to contact her.

John Richardson thanked Laurie Mileur coming out to the meeting. He also reiterated comments that he had made during a previous Board meeting regarding standing water on private property.

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

i. Sheriff's Report – Report for June. (Presented between items 6A and 6B)

Deputy Shipman presented the sheriff's report for the period of 6/13/18 – 7/10/18. There were 16 calls for service. Included were three (3) calls for suspicious suspects. On June 14, 2018 a vehicle crashed into the San Simeon sign. The accident is still under investigation.

ii. General Manager's Report –

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

Regular activities performed by District staff include:

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 June, staff also attended to the following items:

- Responded to one (1) public records requests.
- Mailed weed abatement notices, inspected cleared parcels.
- Met two (2) times with the policy and procedures ad-hoc committee to continue working on recommended changes to the manual.
- Researched potential grant opportunities for the District.
- Worked with District Counsel on the contract agreement with Phoenix Engineering for 100% Design.

2. Grant Update –

Prop 1 Disadvantaged Community (DAC) Planning Grant Update:

The Regional Water Management Funding Committee is preparing the paperwork and will be submitting our invoices to Department of Water Resource (DWR) in the next few days. DWR expects to take 4-6 months to review, approve and pay the invoices.

Funding Agreement Status:

The County and the Regional Water Management Funding Committee have almost finalized their agreement. The County will need to enter into an agreement with the State first, then in turn enter into agreements with each DAC/District. We will be notified once our agreements are ready. This process must be complete before we can start getting reimbursements.

Prop 1 Implementation/Construction Grant Update:

The Grant Sub-committee is currently working on the scoring process for project submittal. We will be presenting the process to the Integrated Regional Water Management group hopefully at the next meeting. We have still not heard from the State regarding the new guidelines, application or timeline for the Implementation Grant.

3. Follow up – Cortney Murguia and Jeff Oliveria met with staff members from SLOCOG. As potential grant opportunities are made available staff will report to the Board.

iii. Superintendent’s Report - Summary of June Activities.

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.
- One load of sludge was hauled away.

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.
- We continued to operate the HARMSCO filter daily until June 20th. On that day DDW gave us permission to halt operation of the filter due to one month of "Absent" results for bacteria at the well site.
- Annual hydrant flushing was performed throughout the District.
- The corporation stop, water service line, curb stop and water meter that serve the south and east buildings at the Silver Surf Hotel were replaced.
- The R.O. unit was repickled.
- Monthly water meter reading was performed.

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.
- Weed abatement was performed around the district.

iv. District Financial Summary –

May Billing Revenue	\$ 67,048.19
June Billing Revenue	\$ 86,537.48

Past Due (31 to 60 days)	\$ 53.61
Past Due (60 days)	\$ 277.51

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account	\$ 14.00
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PACIFIC PREMIER BANK:

Money Marketing Account Closing Balance May 31, 2018	\$ 837,194.95
Interest for June 2018	\$ 240.87

Money Marketing Account Closing Balance June 30, 2018	\$ 837,435.82
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Reserve Fund	(250,000.00)
Wait-list Deposits	(45,750.00)
Customer Deposits	(9,500.00)
Available Funds	\$ 532,185.82

General Checking Account June 30, 2018	\$ 84,912.64
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LAIF Closing Balance June 30, 2018	\$ 530.97
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v. District Counsel's Report – Summary of June activities

Natalie Frye Laacke reported that Counsel had performed all of her regular duties.

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS –

Vice-Chairperson McGuire reported on the annual trash pickup for the community of San Simeon.

C. SPECIAL PRESENTATION:

None

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

None

4. CONSENT AGENDA ITEMS:

Public Comment –

John Richardson inquired about the cost of legal invoices on the disbursements journal.

A. Review and approval of Minutes for the Regular Meeting on June 13, 2018.

Vice-Chairperson McGuire asked that on page 7 the word “existing” be removed.

Director Kellas commented that she wanted language added about a question that she asked of Jon Turner regarding the tank design and fire hydrants.

Director Russell agreed that this language should be added.

B. Review and approval of Disbursements Journal.

A motion was made to approve consent agenda items 4A-4B with the recommended changes.

Motion by: Director Russell
2nd: Director Kellas
All in: 5 /0

5. PUBLIC HEARING:

A. Public hearing for property owners to object to removal of weeds pursuant to Resolution 18-400.

No action was taken on this item.

6. BUSINESS ITEMS:

Public Comment –

David Sansone commented on the waitlist matter (Item 6A). He stated that he had submitted a letter to the Board asking to be placed on the waitlist. He also remarked that he looked forward to working with the Board.

A. Direction to staff to authorize A.P.N. 013.402.013 be added to the waitlist and a 10% deposit fee be collected.

Director Russell asked for clarification on the 10% deposit fee and asking about when the District would be updating connection fees.

Charlie Grace replied that staff was in the process of getting proposals from agencies.

Director Russell asked about the connection fee amount that people on the waitlist would be required to pay.

Mike Hanchett commented that he was aware that he was subject to the fees that were in effect when the property actually connected.

Natalie Fry Laacke responded that this item was clearly addressed in District ordinances.

David Sansone also commented that he was aware that he was not locked on to the fees that were currently in effect.

Charlie Grace introduced the item and explained that staff has researched this matter and that A.P.N. 013.402.013 was number 6 on the waitlist under a different name. He explained that he thought that adding people to the waitlist was a staff function under the current ordinance and resolution, asking that the Board reach a consensus if this was correct.

Director Kellas asked who was responsible for tracking and determining the amount of water available with the amount of water being requested.

Charlie Grace replied to her question, and provided information about how the formula was calculated.

A consensus was reached that staff could continue to add parcels to the waitlist and track the total edu's being requested. All in 5/0.

B. Consideration of Adoption of Resolution 18-403 establishing the District's Appropriation Limit for Fiscal year 2018-2019.

Charlie Grace introduced the item. He explained the resolution included in the Board packet had a typo. Staff had updated the amount to reflect the current budget numbers and provided a clean version to the Board.

Director Russell had questions about the appropriation limit number.

Staff stated that this matter would be researched and presented during the August Board meeting.

A motion was made to approve the appropriation limit for 18-19 FY.

Motion by: Director Russell
2nd: Vice-Chairperson McGuire
All in: 5 /0

Roll Call: Chairperson Williams: YES Vice-Chairperson McGuire: YES Director Russell: YES
Director Kellas: YES Director Stanert: YES

C. Authorization for the General Manager to retain Town & Country Fencing, Inc. to perform work at the Waste Water Treatment Plant not to exceed the amount of \$ 5,525.00.

Charlie Grace introduced the item.

Director Russell asked about the existing fence material and if galvanized material was being used. He asked if spending a little more money would prevent future maintenance costs.

Charlie Grace replied that he would further research this matter.

A motion was made to allow the General Manager to retain Town & Country Fencing to perform the work not to exceed the amount of \$6,525.00.

Motion by: Director Russell
2nd: Director Kellas
All in: 5 /0

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

None

8. ADJOURNMENT @ 7:03 PM