

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, March 13, 2019**  
**6:00 pm**

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

**1. REGULAR SESSION: @ 6:04 PM**

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| <b>A.</b> Chairperson Kellas – Present<br>Vice-Chairperson McGuire – Present<br>Director Russell – Present<br>Director Stanert – Present<br>Director Smith – Absent | District Counsel, Natalie Frye Laacke<br>General Manager, Charlie Grace |
|---|---|

**2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:**

**Public Comment – None**

**3. SPECIAL PRESENTATIONS AND REPORTS:**

**A. STAFF REPORTS:**

**i. Sheriff's Report – Absent**

**ii. Superintendent's Report –** Jerry Copeland provided a summary of February activities.

Director Russell asked about the notice of violation from the State Water Resources Control Board (SWRCB) and if fines had to be paid.

Jerry Copeland replied that the cost was for SWRCB staff time only which was 1.5 hours.

**iii. General Manager's Report –** Charlie Grace provided a summary of February Activities.

**iv. District Financial Summary –** Cortney Murguia provided a summary report of the District Financials.

**v. District Counsel's Report –** Natalie Frye Laacke provided a summary of March Activities.

**B. BOARD OF DIRECTORS AND COMMITTEE REPORTS:**

Chairperson Kellas presented a summary of the water committee meeting. Gwen Kellas was appointed as the committee Chairperson. Charlie Grace provided a summary of the filter cartridge process and talked about changes from year to year in the water quality and state standards.

**C. SPECIAL PRESENTATION: None**

**D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:**

**Public Comment – None**

**4. CONSENT AGENDA ITEMS:**

**Public Comment – None**

Vice-Chairperson McGuire asked that under item 3Aii. that all of the letter B's in the Beautification Grant be capitalized. Formatting issues on page two be corrected and that on page four the word "change" be modified to "addition".

- A.** Review and approval of Minutes for the Regular Meeting on February 13, 2019.
- B.** Review and approval of Disbursements Journal.
- C.** Adoption of Resolution 19-408. A resolution authorizing destruction of certain district records pursuant to the records retention schedule.

A motion was made to approve items 4A – 4C with the changes recommended by Chairperson McGuire

Motion by: Chairperson Kellas

2<sup>nd</sup>: Director Russell

All in: 4 /0

Absent: Director Smith

Chairperson Kellas: YES

Vice-Chairperson McGuire: Yes

Director Russell: YES

Director Stanert: YES

**5. PUBLIC HEARING:**

**Public Comment – None**

**A. Public Hearing on Adoption of an Ordinance Amending the District's Water and Wastewater Capacity Fee Charges.**

Clayton Tuckfield (Tuckfield and Associates) presented a power point presentation on the proposed capacity fees. The fees were explained and the methodology used to calculate the water and wastewater fees was explained.

There was discussion between Clayton Tuckfield, Director Russell, Vice-Chairperson McGuire, and Director Stanert about various components of the charge such as incorporating the cost of moving the wastewater treatment plant (WWTP) into the proposed fees including additional projects and multi-family EDU costs.

Chairperson Kellas closed the hearing.

**6. BUSINESS ITEMS:**

**Public Comment – None**

**A. Authorization for the General Manager to retain Marine Diving Solutions, Inc. to perform an annual inspection and pipe strap repair of the wastewater treatment facility ocean outfall in the amount of \$40,000.00.**

Charlie Grace Introduced the item.

Charlie Grace and Director Russell discussed the six day estimated time frame and determined that this estimate allowed enough time for the work to be completed.

A motion was made to authorize Marine Diving Solutions, Inc. to perform the work not to exceed the amount of \$40,000.00.

Motion by: Chairperson Kellas

2<sup>nd</sup>: Director Stanert

All in: 4 /0

Absent: Director Smith

**B. Authorization for the General Manager to retain Alpha Electric Service to repair the Muffin Monster not to exceed the amount of \$5,000.00.**

Charlie Grace presented the item and provided a green sheet containing a revised estimate for the repair.

A motion was made to approve the work not to exceed the amount of \$5100.00.

Motion by: Director Russell

2<sup>nd</sup>: Chairperson Kellas

All in: 4 /0

Absent: Director Smith

**C. Discussion regarding the Beautification Grant application submitted by the District.**

Charlie Grace, Director Russell, and Director Stanert discussed the grant application and various items related to the project description such as the easement, the pedestrian traffic, and dogs.

Michael Hanchett commented on the difference between a right of way and an easement.

No action was taken regarding this item.

**D. Discussion regarding the creation of an Ad-Hoc Committee to review the 2000's series from the policy and procedures manual.**

Chairperson Kellas introduced the item.

There was a brief discussion between Chairperson Kellas, Vice-Chairperson McGuire, and Director Russell regarding forming an ad-hoc committee.

A motion to form an ad-hoc committee to review and create new language for the 2000 series was made with Chairperson McGuire and Director Russell on the committee.

Motion by: Chairperson Kellas

2<sup>nd</sup>: Vice-Chairperson McGuire

All in: 4 /0

Absent: Director Smith

**E. Discussion and Review Draft Policy & Procedures Manual.**

Vice-Chairperson McGuire proposed changes to the social media policy on page 46, item 21.02 # 4 asking for consistent language.

There was discussion between Director Stanert, Director Russell, and Vice-Chairperson McGuire about Facebook, the Brown Act, and the definition of "staff member".

Natalie Frye Laacke commented about the first amendment and the District wanting to create balanced polices that help to prevent Brown Act violations while not limiting free speech.

No action was taken on this item.

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

Director Russell asked that the purchase of the pre-filter be added to the next Board meeting agenda.

**8. ADJOURNMENT @ 7:40 PM**