

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, April 11, 2012
6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

Note; All comments concerning any item on the agenda are to be directed to the Board Chairperson

1. CLOSED SESSION: No Closed Session

2. REGULAR SESSION: 6:03

A. Roll Call:

Chairperson Lambeth – Present
Vice-Chair Ricci – Present
Director Fields – Present
Director McAdams – Present
Director Price - Present

Also Present:

General Manager – Charles Grace
District Counsel – Robert Schultz
Undersheriff – Martin Basti

B. Pledge of Allegiance

3. PUBLIC COMMENT: None

A. Sheriff's Report – No report. Sr. Deputy Steeb is on vacation.

B. Public Comment - None

4. STAFF REPORTS

A. General Manager's Report

1. Staff Activity

Staff assisted Cal Fire Cambria Station in completing ISO evaluation for County Insurance purposes. Staff attended the WRAC and CSDA meeting, starting weed abatement, coordinating with Phoenix Engineering on USDA Loan, Beach Accesses, and Recycled Water project,

2. Grants, Loans and Partnership Opportunities

A. Verbal Update on USDA Loan:

Staff will be meeting with Phoenix Engineering to finalize the front end portion of the USDA loan documents and specifications. Engineering contracts have been completed.

B. Verbal Update on Beach Accesses:

Have some preliminary designs that Staff is looking over before final presentation to the Board.

3. Point of Diversion

The agreement with the Hearst Corporation has been finalized and the required Emergency Standby fee submitted.

4. Small Scale Recycled Water Project

Staff and Phoenix Engineering distributed a proposal package to various general contractors, electricians and concrete contractors to solicit price proposals for the construction of the SSRWP.

5. Rip Rap Application

Per Cathy Novak, the Coastal Commission has finally appointed a staff member to the SLO county project area, Daniel Robinson. Arrangements are being made to meet with him to discuss our Rip Rap project and submit our packet.

6. District Recycled Metal

Continuing the effort to organize the limited storage space at the treatment facility Staff recycled out dated and scrap metals. The District earned \$527.71 which was deposited into the General Fund.

7. IRS refunding District for overcharge during 2009 Audit

During the 2009 District Audit by the IRS to determine if the Board Members needed to be paid as employees, the IRS charged the District with a penalty. The IRS later decided that the District should not have to pay a penalty and therefore had overcharged the District. We have received payment vouchers totaling \$748.68 that will be refunded to the District. Staff will update the board when the check has been received.

B. Superintendent's Report

Wastewater Treatment Plant

- The wastewater treatment plant performed well this month. Staff continued with the manufacturer's recommended preventive maintenance on the facility equipment.
- Staff rebuilt the mechanical components of the Micro 2000 chlorine analyzer.
- One load of sludge was hauled away.

Water Distribution System

- All routine sampling and testing was performed.
- Monthly meter reading was performed.

District and Equipment Maintenance

- Staff continues with scheduled preventive maintenance and recording for all equipment at the facilities.
- Staff performed weed and brush abatement throughout the District and the facilities.

C. District Financial Summary – Update on Monthly Financial Status for close of business March 31, 2012.

	BILLING	
	MARCH 31, 2012	
February Billing Revenue		\$ 38,422.27
March Billing Revenue		\$ 34,424.80
Past Due (31 to 60 days)		\$ 176.58
Past Due (60 days)		\$ 253.97

	RABOBANK SUMMARY	
	Ending Balances March 31, 2012	
Money Marketing Account		
Closing Balance		\$408,030.36
	Reserve Fund	(\$250,000.00)
	Hook up Deposits	(\$ 43,470.00)

	Available Funds	\$114,560.36
SEP ACCOUNT 3		\$ 6,008.00
General Checking Account		\$ 96,914.26
Well Rehab Project/USDA Checking Account		\$ 100.00
SEP Checking Account		\$155,892.78
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LAIF Closing Balance March 31, 2012		\$ 514.80
Accounts Payable (As of March 31, 2012)		\$ 8,131.60

D. District Counsel’s Report – Oral Report on current issues.

Besides general District duties, Counsel has been working on the USDA loan documents in conjunction with Phoenix Engineering and AECOM. Counsel has also been assisting Staff with the documents needed for the Small Scale Recycling project.

Regarding the SWWC lawsuit, Chairperson Lambeth and Counsel attended a mediation with SWWC, but was unsuccessful. The board of directors that were on staff at the time of SWWC contract have been contacted by the plaintiffs’ attorneys to attend depositions scheduled for May.

Counsel Schultz brought to the board resolution 12-349. It was not released until after the District’s agenda had already been posted. Counsel Schultz wanted to know if the Board wants to file an opposition to creation of the national marine sanctuary. The Marine Sanctuary has a meeting before the next San Simeon CSD Board Meeting, so it needs to be addressed at this meeting if the Board so inclines.

Motion made to adopt emergency Resolution 12-349 to agenda.

Motion by: Director McAdams
 2nd by: Director Price
 All in: 5/0

5. ITEMS OF BUSINESS

A. Approval of last month’s minutes - March 14, 2012.

Motion made for approval of minutes as is.

Motion by: Vice-Chair Ricci
 2nd by: Director McAdams
 All in: 5/0

B. Approval of Disbursements Journal – April 11, 2012.

Motion made for approval of disbursements journal as is.

Motion by: Director Price

2nd by: Director Fields

All in: 5/0

6. DISCUSSION/ACTION ITEMS

A. Resolution NO. 12-347 – Commending Undersheriff Basti for his dedication to the San Simeon Community. Staff recommends approval of Resolution 12-347.

Motion made for approval of Resolution 12-347.

Motion by: Chairperson Lambeth

2nd by: Vice-Chairperson Ricci

All in: 5/0

B. Resolution- NO. 12-348 - Electing to become subject to the Uniform Public construction cost accounting procedures.

Under the Public Contracting Code, all public works projects valued over \$25,000 must be competitively bid, and the contract must be awarded to the lowest responsible bidder. UPCCAA is a series of sections within the Public Contracting Code that allow a participating local agency to avoid competitive bidding for projects valued up to \$175,000 if the agency adopts certain accounting procedures. The District is not currently participating in the UPCCAA program.

In order to implement the alternative bidding procedures contained within UPCCAA, the District must adopt (1) a resolution declaring that the District chooses to become subject to the UPCCAA procedures and informing the state Controller of that decision, and (2) an ordinance establishing an informal bidding procedure. A draft copy of the required resolution and ordinance are attached to this report.

Motion made for approval of Resolution 12-348.

Motion by: Director Price

2nd by: Director Fields

All in: 5/0

C. Ordinance 111 – Provide informal bidding procedures under the uniform public construction cost accounting act.

Motion made for approval of Ordinance 111.

Motion by: Director Price

2nd by: Director Fields

All in: 5/0

D. Resolution- NO. 12-349 - Opposition to creation of a national marine Sanctuary in the San Luis Obispo County Coastal Area. And Opposition to expansion of the Monterey Bay National marine Sanctuary in the San Luis Obispo County Coastal area.

Motion made for approval of Resolution NO. 12-349.

Motion by: Director McAdams

2nd by: Director Price

All in: 4/1

7. Board Committee Reports – Oral Report from Committee Members.

Budget committee met and will have a preliminary budget at the next meeting.

8. Board Reports – Oral Report from Board Members on current issues.

None

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

None

10. ADJOURNMENT@ 6:55 pm