

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, November 09, 2016**  
**6:00 pm**

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

**1. REGULAR SESSION: 6:00 PM**

**A. Roll Call:**

Chairperson Williams – Present  
Vice-Chair Fields – Present  
Director Price – Present  
Director Patel – Absent  
Director Russell – Present

**Also Present:**

General Manager, Charles Grace  
District Counsel, Heather Whitham

**B. Pledge of Allegiance**

- 2. PUBLIC COMMENT:** Henry (Hank) Krzciuk presented information about water storage tanks, fire flow and fire safety for the community, expressed concerns about the need for system upgrades to be implemented and requested the Board add the priority one water line improvements to the upcoming water storage tank grant request.

**A. Sheriff's Report** – No report for October.

**B. Public comment on Sheriff's Report** – No comment

**3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:** None

**4. STAFF REPORTS**

**A. General Manager's Report**

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

During the month of October Staff sent out water billing and the quarterly newsletter and responded to several customer service calls and concerns. Staff attended the County Water Committee and sub-committee meetings. District Staff and the Bookkeeper have been coordinating with the District Auditor in order to complete the 2015-2016 Audit. Staff is currently preparing for Grease Trap inspections and reorganizing the District's archive system and items into the new RO Building.

**2. Grant Updates** – Integrated Regional Water Management Grant (IRWM), County Beautification Grant for Pico Stairs Beach Access, Prop 1 Grant.

**IRWM Grant:**

The State has sent the contract to the County for review. County counsel has reviewed the contract and will be sending it to the District for review and signature. Once received, it will take anywhere from 60 to 90 days to see the reimbursement.

**County Beautification Grant:**

The County contacted the District regarding the project. Staff needs to do a small updated report on what was done since there was a shortfall of originally requested funds. The only item not addressed on at the Pico Beach Access was the guard railing.

**Prop 1 Grants:**

The Sub-Committee voted to pull funds from the remaining amount to be distributed in 2018 to make up the difference that the City of San Luis Obispo wants. This request went to the IRWM meeting and was approved. The County grant IRWM coordinator has made this request to the Regional IRWM Board.

**3. Update - Reservoir / Storage tank project.**

Staff has received quotes to perform 1) Area topographical survey 2) Geotechnical engineering and geology study 3) 30% preliminary design. The total amount for the three disciplines is \$40,594.00.

**4. Update – California Coastal Commission WWTP Rip Rap.**

The Coastal Commission responded to the After the Fact Coastal Development Permit submitted for the placement of Rip Rap in front of the WWTP. The tasks requested by the CCC prior to CDP submittal were reduced by over 50%. After receiving the CCC response letter Staff conducted a conference call with the CCC and Oliveira Consulting; as a result, remaining tasks were clarified and reduced further.

**5. Will Serve request from property owner with current service connection not in use; located at Castillo Avenue / Pico Avenue.**

Attached is a Will Serve request from Kent Mitchell owner of the parcel on the corner of Castillo Drive and Pico Avenue. San Simeon Lodge joins Mr. Mitchell in submitting the request. Currently, Mr. Mitchell does have an existing service connection to his property. According to Ordinance 115, Mr. Mitchell has 2.3 EDU's given the previously existing service station connection. The owner's plans include three motel units. Using the "Chart of Equivalent Dwelling Units" found in Ordinance 115, three motel units are equal to 2.1 EDU's (a motel unit equals 0.7 EDU's). The General Manager will move forward with a conditional approval letter.

**B. 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, including the Annual Outfall Line inspection report.
- Repairs were made to the Influent turbidity meter on the SSWRF (the District's Recycled Water Facility).
- Repaired a broken skimmer discharge pipe on Clarifier #3
- 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).
- Annual Distribution System valve exercising was performed.
- The Reverse Osmosis Unit pickling solution was flushed out. It was then re-pickled.
- Two hotel water meters were replaced.
- Monthly water meter reading was performed.
- Chloride levels continue to be monitored throughout the system.

**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.
- New railing was installed at the Pico beach access stairs.
- The tree trunks on the north side of Pico Avenue were cut down.

**B. Update on Monthly Financial Status for close of business October 31, 2016.**

<b>September Billing Revenue</b>	<b>\$ 74,696.54</b>
<b>October Billing Revenue</b>	<b>\$ 72,641.82</b>
Past Due (31 to 60 days)	\$ 434.05
Past Due (60 days)	\$ 227.94

**ENDING BANK BALANCES: October 31, 2016**

**RABOBANK SUMMARY:**

<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 80.05</b>
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**HERITAGE OAKS BANK:**

<b>Interest for October</b>	<b>\$ 153.29</b>
<b>Money Marketing Account Closing Balance September 30, 2016</b>	<b>\$ 517,007.05</b>

<b>Money Marketing Account Closing Balance October 31, 2016</b>	<b>\$ 517,160.34</b>
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Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
<b>Available Funds</b>	<b>\$ 211,702.34</b>

<b>General Checking Account      October 31, 2016</b>	<b>\$ 77,649.78</b>
<b>LAIF Closing Balance October 31, 2016</b>	<b>\$ 522.88</b>

**D. District Counsel's Report** – Summary of October activities.

District Counsel Assisted Staff with the coordination of the Water Committee items and agenda, agreement for Pineview Mobile Home Park, and review of Board Agenda and Board Packet.

## 5. ITEMS OF BUSINESS

### A. Consideration of approval of last month's minutes – October 12, 2016.

**A motion was made to approve the minutes with requested amendments; Change women to woman on page 1 and on page 7 item 7 to add a line regarding the 24 signature petition.**

Motion by: Vice-Chair Fields

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

All in: 4/0

Absent: Director Patel

### B. Consideration of approval of Disbursements Journal – November 09, 2016.

**A motion was made to approve the Disbursements Journal for November.**

Motion by: Director Price

2<sup>nd</sup> by: Chairperson Williams

All in: 4/0

Absent: Director Patel

## 6. DISCUSSION/ACTION ITEMS

### A. Discussion only of Draft Ordinance 117.

Attached for Board review and Discussion is the Draft Ordinance 117. After two water workshops and three water committee meetings, Staff had included comments and requests from the public regarding conservation measure and the loosening of some of the stages.

At the Water committee meeting, the committee voted to ask the Board to approve Ordinance 117 with revisions by staff.

Staff is requesting the Board's review and approval to post the attached Ordinance for public notice and include the Ordinance for public hearing and final approval at the December regular meeting.

**A motion was made for staff to make revisions and start the public notice process and posting.**

Motion by: Director Russell

2<sup>nd</sup> by: Vice-Chair Fields

All in: 4/0

Absent: Director Patel

### B. Consideration of approval of proposals for reservoir storage tanks project.

In pursuit of advancing the SSCSD's priority one project, the storage tank project, staff has requested proposals from engineering firms to perform 1) Area topographical survey 2) Geotechnical engineering and geology study 3) 30% preliminary design. The total amount for the three disciplines is \$40,594.00. In order to perform the activities associated with each proposal, Staff request approval not to exceed \$50,000 to coordinate the activities associated with the above stated efforts.

**A motion was made for Staff to request proposals and not to exceed \$50,000.**

Motion by: Director Russell

2<sup>nd</sup> by: Vice-Chair Fields

All in: 4/0

Absent: Director Patel



Motion by: Mike Hanchett

2<sup>nd</sup> by: Dan Williams

All in: 3/0 Paul Panchel – Absent

**Water Committee meeting Adjourned @5:59 PM**

**8. Oral Reports from Board Members on current issues - None**

**9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS** – Requests from Board members to Staff to receive feedback, prepare information, and/or place an item on a future agenda(s).

**Director Russell would like to know if there is an update from Cal Trans on the Traffic Study.**

**Resident Hank Krzciuk asked if Cal Fire could perform a Hydrant check on the District Hydrants.**

**10. ADJOURNED @6:58 PM**