

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, September 13, 2017
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
Director Patel – Present
Director Russell – Present
Director McGuire – Present

General Manager, Charles Grace
District Counsel, Heather Whitham
Sheriff Representative, Commander Voge

B. Pledge of Allegiance

2. PUBLIC COMMENT:

NONE

A. Sheriff's Report August

Between August 10 and September 13 there were a total of 14 calls for San Simeon. Included in this total were 5 calls for disturbing the peace but no reports had actually been filed. Commander Voge noted that there were no calls for theft or for burglary. He also advised that in Cambria, Avilla Beach and Cayucos there had been an increase in the number of calls for purse thefts in unlocked vehicles.

B. Public comment on Sheriff's Report

Director Russell asked if there was a reduction in numbers of transients because of the highway closure.

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:

Director McGuire reminded everyone about the ECOSLO Coastal Clean-up Day on September 16, 2017 from 9-12. She also provided information on the amount of trash that was picked up last year.

4. STAFF REPORTS

A. General Manager's Report

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

During the month of August, staff sent out regular customer billing. Staff continues to provide documentation to FEMA as part of our grant application process. The first project submitted to FEMA was the repair for Pico Ave Stairs. FEMA has finished their review of all paperwork associated with this item and approved the project. The next phase of the grant process is a project review by The California Office of Emergency Services (CALOES). As information becomes available to staff, we will

continue to report back to the Board. Staff also continued gathering information about obtaining weed abatement power from LAFCO. Staff has been preparing for the routine annual audit.

During our routine review of the money marketing and general checking bank account statements, staff noticed a discrepancy in deposits. Over the course of 30 days a total of four deposits, in the amount of \$22,037.76, were deposited into the money marketing account when the funds should have been deposited into the general checking account. Staff worked to have these funds transferred into the correct account. This change has been noted as part of the District Financial summary in the Board packet.

A payment was made for the USDA loan payment in the amount of \$10,345.00.

2. Update – Reservoir /Storage tank project

Phoenix Engineering has completed the 30% design which includes three tank location options. Staff contacted five firms and requested proposals for permit assistance (CEQA) and environmental review for the Potable Water Storage Tank Project. The following items were attached as part of the report:

- A draft schedule of design, bid, and construction phases.
- Preliminary cost estimates based on tank location.
- 30% Reservoir Design with location options included.

B. Superintendent’s Report Summary of August 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. This included Annual and Semi-Annual samples.

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).
- Staff attended a class on Leak Detection and Water Loss presented by the California Rural Water Association.
- Annual Fire Hydrant flushing and exercising was completed. Annual Valve exercising was started.
- 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.

C. District Financial Summary

July Billing Revenue	\$ 80,196.01
August Billing Revenue	\$ 83,415.37
Past Due (31 to 60 days)	\$ 2,428.34
Past Due (60 days)	\$ 241.88

ENDING BANK BALANCES
August 31, 2017

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account \$ 129.05

HERITAGE OAKS BANK:

Money Marketing Account Closing Balance July 31, 2017 \$ 840,454.30

Interest for August \$ 250.05

Transfer to General Checking USDA Loan Payment \$ 10,345.00

Wire Fee for USDA Loan Payment \$ 25.00

Money Marketing Account Closing Balance August 31, 2017 \$ 830,334.35

Reserve Fund (\$ 250,000.00)
Wait-list Deposits (\$ 45,750.00)
Customer Deposits (\$ 9,708.00)
Available Funds \$ 524,876.35

General Checking Account August 31, 2017 \$ 45,245.04
Deposit Correction \$ 22,037.76

LAIF Closing Balance August 31, 2017 \$ 525.98

D. District Counsel's Report – Summary of August activities

Heather Whitham reported that counsel had assisted staff with agenda preparation, provided feedback on the agenda packet, and assisted with the special meeting agenda.

5. ITEMS OF BUSINESS

A. Consideration of approval of last month's minutes – August 9, 2017.

A motion was made to approve the minutes.

Motion by: Director Russell

2nd: Director Patel

All in: 4 / 0

B. Consideration of approval of Disbursements Journal – September 13, 2017.

A motion was made to accept the Disbursements Journal.

Motion by: Chairperson Williams

2nd: Director McGuire

All in: 4 / 0

6. DISCUSSION/ACTION ITEMS

A. Review of Proposals and Consideration of Award of Agreement for Traffic Control Engineering Services.

Director McGuire inquired about clarification on the language in the proposal on page 3 paragraph 4. She stated that she thought that there was a plan for a “needs” study. The included proposal did not have language in it that would tell us the number of cars, and the flow of traffic.

Charlie Grace responded to her questions.

Director Russell wondered about how this could potentially coincide with the state’s traffic plan.

Mike Hanchett stated that he had concerns about the District’s liability with respect to just painting crosswalks in the street.

Julia Stanert commented about the need for crosswalks in front of the liquor store. She said she had concerns about the signage marking the pathway under the freeway. She inquired about putting a gravel pathway in along with crosswalks. However, \$10,000 was not a necessary cost.

No consensus was reached. No motion was made.

B. Consideration of Adoption of Ordinance No. 118 Repealing Ordinance No. 93 Regarding Abatement of Hazardous Weeds, Trees and Debris. -Move Ordinance be read in title only and all further readings be waived.

John Richardson commented that the SSCSD should please continue sending friendly letters to vacant lot owners about removal of weeds.

Director Patel: Yes Director McGuire: Yes Director Russell: Yes Chairperson Williams: Yes

Motion by: Chairperson Williams

All in: 4 / 0

Heather Whitham commented that staff would be publishing the ordinance summary within 15 days of the meeting date.

C. Discussion and Consideration of process to activate weed abatement authority with the Local Agency Formation Commission (LAFCO).

Charlie Grace provided a summary of the background information related to this item. He also stated that staff was recommending moving forward with the SSCSD obtaining weed abatement authority.

Director Russell asked for clarification if the authority was only for vacant parcels or if it included improved parcels.

A motion was made to direct staff to activate weed abatement authority with LAFCO.

Motion by: Director Russell
2nd: Chairperson Williams
Director Patel abstained
All in: 3 / 1

7. BOARD COMMITTEE REPORTS

None

8. BOARD REPORTS

Chairperson Williams inquired about what staff was planning to do to honor Director Fields for his service. Staff responded to his questions.

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

Director Russell asked about the receipt of lengthy emails from Hank [Krzciuk], and if the information is being reviewed by our engineer, and/or project manager.

Charlie Grace responded that he felt very confident that our licensed engineer would be able to address comments from the public.

Director Russell asked for clarification regarding whether these emails are being sent to the appropriate persons.

Charlie Grace responded that he could forward the emails to the engineer but that there would be an additional cost to do this. He remarked that most of the items included in Hank's correspondence were being addressed by our engineers.

Director Russell stated that he wanted to verify that Hank's [Krzciuk] emails were being addressed. He also stated that he wanted the meeting to be a special workshop so that all members of the Board could attend and participate. He then asked for a special workshop to be held.

A consensus was reached to direct staff to hold a special workshop regarding the 30% design of the water reservoir tanks.

10. ADJOURNMENT @ 7:13 PM