

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, October 10, 2018
6:00 pm

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

1. REGULAR SESSION: @ 6:04 PM

A. Roll Call

Chairperson Williams – present	General Manager, Charles Grace
Vice-Chairperson McGuire – absent	District Counsel, Natalie Frye Laacke
Director Russell – present	
Director Kellas – present	
Director Stanert – present	

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Henry Krzciuk provided two handouts to the Board. The first was related to public comment and the format of the agenda. The second was related to the Stage 1 Water Shortage and development. He asked that the Board consider discussing these matters.

Leroy Price commented that he agreed with Mr. Krzciuk. He stated that he would like to ask that the Board look at these items.

Bruce Gibson (San Luis Obispo County Supervisor) introduced himself along with Colt Esenwein who is the new Public Works Director for the County.

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

i. Sheriff's Report – Report for September.

Commander Mike Manuele provided the report for the community. The Commander provided information related to staffing changes at the Sheriff's Department. There were 69 calls for service in San Simeon including 2 keeping the peace, 1 report of petty theft, and 1 suspicious circumstances.

ii. General Manager's Report – Summary of September Activities.

Charlie Grace provided a summary of the September Activities.

Director Kellas asked if the Board would be able to see the 3D drawings from the reservoir project.

Charlie Grace replied that once the drawings were completed they would be presented to staff.

iii. Superintendent's Report - Summary of September Activities.

Jerry Copeland provided a summary of the September activities.

Director Kellas mentioned that one of her neighbors had complained about the odor coming from the waste water treatment plant (WWTP).

Jerry Copeland replied and asked that they contact the District Office at the times when the odor is the strongest in order to determine what the potential problem might be.

Charlie Grace also provided numerous scenarios related to what the potential cause of the odor could be.

Director Kellas was advised to contact the District Office anytime there is an odor coming from the WWTP.

Director Stanert also commented on odor related to the WWTP.

iv. District Financial Summary – Update on Monthly Financial Status.

Cortney Murguia provided a summary of the District Financials for September.

v. District Counsel’s Report –

Natalie Frye Laacke provided a summary of the September activities. She discussed the UPCCAA procurement of professional services handout that was part of the Board packet. She recommended that the District create a purchasing policy as part of the policies and procedures manual and that this policy be reviewed by the ad-hoc committee.

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS: None

C. SPECIAL PRESENTATION: None

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

Henry Krzciuk commented on the procurement policy for the District and engineering work related to the water reservoir project.

Leroy Price commented on the odors related to the WWTP.

Stanley Stanert also commented on the odors related to the WWTP and air scrubbers and covers.

4. CONSENT AGENDA ITEMS:

Public Comment –

Leroy Price commented on the payment for weed abatement services listed as part of the disbursements journal.

A. Review and approval of Minutes for the Regular Meeting on September 12, 2018.

There were no minutes provided for September. Staff responded that the draft September 12, 2018 meeting minutes would be provided as part of the November 14, 2018 Board meeting packet.

B. Review and approval of Disbursements Journal.

A motion was made to approve item 4B.

Motion: Director Russell

2nd: Director Stanert

All in: 4 /0

Absent: Vice-Chairperson McGuire

5. BUSINESS ITEMS:

Public Comment –

Henry Krzciuk commented on the records retention policy and asked about the storage of District records. He also stated that language related to the storage of loan documents be added to the policy.

A. Consideration of Review of the draft version of the District's revised records retention policy.

Natalie Fry Laacke introduced this item and provided a review of the policy.

Director Russell asked about storage of the documents including the location, practices, and what items were being stored.

Cortney Murguia responded to Director Russell by providing information related to his questions.

Director Kellas asked that on page 4 the Board meeting videos retention time be changed from 30 days to 90 days.

Director Russell asked that on Page 5 the language be changed from 2 years to permanent.

A motion was made to approve the records retention policy with the changes recommended by Directors Russell and Kellas.

Motion: Director Russell

2nd: Director Kellas

All in: 4 /0

Absent: Vice-Chairperson McGuire

B. Authorization for the General Manager to purchase a public address (PA) system not to exceed the amount of \$4100.00.

Charlie Grace introduced the item and provided background information on this matter.

Director Russell commented on the cost of the quote.

Director Stanert commented on the cost and suggested purchasing a smaller system.

Chairperson Williams discussed the quote and stated that there is a need for a sound system of this type.

A motion was made to authorize the General Manager to purchase a PA system not to exceed the amount of \$5,000.00.

Motion: Director Russell
2nd: Director Kellas
All in: 3 /1
No: Director Stanert
Absent: Vice-Chairperson McGuire

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

Director Russell asked that an item be added to the November agenda related to the format of the Board Meeting Agenda.

Director Stanert asked that an item be added to the November agenda related to the odor mitigation at the WWTP.

A consensus was reached to add both items to the agenda.

7. PUBLIC COMMENT –

Henry Krzciuk provided a handout to the Board members related to the riprap at the WWTP. He commented that he disagreed with the District's approach on this matter. He suggested solutions that could be used to work with the Coastal Commission.

8. CLOSED SESSION – 7:15 PM

A. Conference with Legal Counsel – Anticipated Litigation. @ 7:15 PM Decide whether to initiate litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: Number of case(s): 1.

9. RECONVENE TO OPEN SESSION – 8:22 PM

No reportable action was taken regarding this matter.

10. ADJOURNMENT @ 8:24 PM