

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

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

1. REGULAR SESSION: @ 6:00 PM

- A.** Chairperson Kellas – present District Counsel, Natalie Frye Laacke
Vice-Chairperson McGuire – present General Manager, Charlie Grace (absent)
Director Russell – present
Director Stanert – present
Director Smith – present

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Loni Price spoke regarding fire protection insurance and the ISO rating for the community.

Chairperson Kellas and Cortney Murguia responded to Mr. Price and asked that he contact the office so that staff could assist with this matter.

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

- i. Sheriff's Report** – Commander Manuele reported 55 calls for service for the month of January 2019.

Hank Krzciuk inquired about body cams for the sheriff's department and attrition related employment issues.

Commander Manuele replied, providing information regarding training and hiring practices at the Sheriff's department.

- ii. Superintendent's Report** – Jerry Copeland provided a summary of January activities. Director Russell inquired about the Beautification grant and the work to be done at Pico Avenue.

Director Stanert replied about the proposed scope of work and the natural habitat and native plants.

Natalie Frye Laacke stated that since this item was not on the agenda it was not appropriate to continue discussion related to the Beautification Grant.

- iii. General Manager's Report** – Cortney Murguia provided a summary of January Activities.

- iv. **District Financial Summary** – Cortney Murguia provided the financial summary.
- v. **District Counsel’s Report** – Natalie Frye Laacke provided a summary of January activities.

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS: None

C. SPECIAL PRESENTATION: None

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS: None

4. CONSENT AGENDA ITEMS:

Public Comment – Leroy Price asked about the Harrington invoices and the costs of the filters, as well as how often the filters were being changed.

Cortney Murguia explained that the Harrington invoices were for different amounts due to a credit amount from a previous invoice.

Vice-Chairperson McGuire page 2 under the public comment section be changed to “to answer any”.

Under item 3.A.iii change the word onto to “to”.

Under item 3C remove the apostrophe in the word achievements.

A. Review and approval of Minutes for the Regular Meeting on January 9, 2019.

B. Review and approval of Disbursements Journal.

A motion was made to approve items 4A – 4B with the changes recommended by Vice-Chairperson McGuire.

Motion by: Director Russell

2nd: Director Stanert

All in: 5 /0

5. BUSINESS ITEMS:

Public Comment – None

A. Adoption of Resolution 19-407. A resolution adopting a records retention schedule and authorizing destruction of certain district records.

A motion was made to approve Resolution 19-407 adopting a records retention schedule.

Motion by: Chairperson Kellas

2nd: Director Russell

All in: 5 /0

Roll Call: Chairperson Kellas: YES Vice-Chairperson McGuire: YES Director Russell: YES

Director Stanert: YES Director Smith: YES

B. Review of Draft Policy & Procedures Manual.

Chairperson Kellas introduced the item.

Vice-Chairperson McGuire and Director Kellas suggested changes related to grammatical items.

Chairperson Kellas referenced Section "7.00 Agendas" and asked that language be added creating a process for members of the public to request that an item be added to the agenda. A consensus was reached in favor of this change.

Director Stanert asked for a change related to language. (This part of the meeting recording is not audible) (18:36:00 on the DVD recording)

Cortney Murguia discussed changes to the language in Section "5.02 Duties of District Secretary" asking that the last line be removed. A consensus was reached in favor of this change.

Director Stanert and Director Russell discussed Section "7.02 Consent Calendar" asking that the language "Reports" be removed. A consensus was reached in favor of this change.

Vice-Chairperson McGuire recommended referencing the Resolution number (19-407), related to the records retention policy, in the appropriate places in the document.

Chairperson Kellas asked that the Board move to Business Action Item "C", and return to review of this item after committee members have been appointed. (18:45:00 on the DVD recording)

The Board resumed discussion regarding review of the policy and procedures manual. (18:58:10 on the DVD recording).

There was discussion between the Directors regarding other proposed changes. No consensus was reached regarding these changes.

Director Stanert referenced "Section 10.5 Direction to Staff" and asked that language be added to clarify the intent of this item. A consensus was reached in favor of this change.

Director Kellas asked that language be removed at the end of the third bullet point on page 11.

Vice-Chairperson McGuire recommended referencing the "Conflict of Interest Code Section 20.00" in the appropriate places in the document. She also referenced Section "15.00 Educational Conferences" and proposed adding language related to the Brown Act and applicable Government Code. On page 25 she asked that under the Section "Donation" the language "to the District" be added.

Director Stanert inquired about the spending limit amount for the General Manager having been increased. Director Stanert, Vice-Chairperson McGuire, Director Russell and Cortney Murguia discussed this matter. No change to the language was approved.

Director Stanert inquired about adding invoices as back up to the disbursements journal. She, Natalie Frye Laacke, Vice-Chairperson McGuire, and Cortney Murguia discussed this matter. No change to the language was approved.

Chairperson Kellas asked that language be added under Section “19.03 A Procurement Procedures” that allows for a point system to be used regarding bids from the lowest bidder. She also inquired about the language on page 29 under “Sole Source” and asked that the language be clarified.

Director Stanert asked about the \$25,000 limit referenced on page 32 under the Section “6. Renewal of Contracts with Professional Consultants”. It was decided that this amount be reduced to \$5,000.00. Director Russell, Chairperson Kellas, and Cortney Murguia discussed this matter.

Vice-Chairperson McGuire recommended grammatical changes to Section “21.00 Social Media Policy”.

Amanda Rice (audience member) inquired about language in the social media policy regulating the District’s social media accounts and a Grant Policy.

Natalie Fry Laacke asked the Board about adding a “Grant Policy” to the manual. A consensus was reached in favor of this addition.

Chairperson Kellas inquired about the language in the existing manual (2000’s section) and what the process should be related to this matter.

C. Approval of Chairperson’s appointment of members to the standing committee.

Chairperson Kellas introduced the item and asked for any volunteers in the audience that were interested in being on the water committee.

Leroy Price and Daniel De la Rosa volunteered for the water committee.

Chairperson Kellas made a motion to appoint the following people to the Water & Budget Committees:

Water Committee

1. Leroy Price
2. Mike Hanchett
3. Gwen Kellas (Board Member)
4. John Russell (Board Member)
5. Daniel De la Rosa

Budget Committee

1. Kathy Fry
2. Mary Margaret McGuire (Board Member)
3. Hunter Smith (Board Member)
4. Mike Hanchett
5. Charlie Grace

Motion by: Chairperson Kellas

2nd: Vice-Chairperson McGuire

All in: 5/0

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

7. ADJOURNMENT @ 7:47 PM