

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, November 14, 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. NO CLOSED SESSION

2. REGULAR SESSION@ 6:02 PM

A. Roll Call

Also Present:

Chairperson Ricci – present
Vice-Chair McAdams – present
Director Fields– present
Director Williams – present
Director Price – present

Charles Grace – General Manager
Robert Schultz – District Counsel

B. Pledge of Allegiance

3. PUBLIC COMMENT: None

A. Sheriff's Report for October : None

B. LAFCO Presentation – David Church

(LAFCO Presentation attached at the back of the board minutes)

4. STAFF REPORTS

A. General Manager's Report

1. **Staff Activity** – Report on Staff activities for the month of October. Along with billing and collections, Staff worked with Phoenix Eng. on the USDA Bid Package. APT Staff has been attending WRAC meetings for possible grant distribution and represented the District at the last 2012 CSDA meeting. The District streets were cleaned during the County street

cleaning, Hearst billing was prepared, and sidewalk repair was done on Avonne Avenue in front of the Oceanside Inn tennis courts.

2. Grants, Loans and Partnership Opportunities –

USDA Loan:

Phoenix engineering is preparing the construction bid package and will coordinate with Staff on the 15th to start the Bid process. The permit application has been completed and submitted to the County.

SLOCOG, Welcome Sign Monument:

Caltrans has completed their preliminary review of the Route 1 SLO North Coast Scenic Byway Community Gateway Monuments project. CAL Trans is requesting a letter of the District's commitment to maintain the monument once it is built. Construction is scheduled for the Summer of 2013.

3. Small Scale Recycled Water Project –

SSCSD received the approval recommendation from the CDPH. Staff meet with the RWQCB and in conjunction with the RWQCB, staff is preparing the draft master reclamation permit, to include a training program, operations manual and description of water use. The RWQCB next meeting date to approve the draft permit is January 31, 2013.

4. Rip Rap update –

Staff has received the proposal from Cathy Novak regarding the preparation of the questions required from the California Coastal Commission (CCC) on our Rip Rap application. Per last month's Board meeting, Staff was asked to wait until the CCC responded to the Morro Bay Rip Rap project before proceeding with answering the CCC questions.

5. NCAC Representation –

The NCAC Board contacted the District and would like to have San Simeon CSD Staff do a presentation at their monthly meeting regarding current District business. The General Manager or Administrator will gladly go to the NCAC meetings to do the monthly presentation.

The Board decided that no one will need to go to every meeting, just when there is something on the NCAC agenda that concerns the District.

B. Superintendent's Report

1. 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 performed all sampling, testing and reporting at the wastewater treatment plant as required by the RWQCB.
- Staff purchased and installed a new crane and winch at the side of the digester to raise and lower the decant pump. The crane and winch assembly is portable and can assist with other lifting around the facilities.
- The pavement areas at the wastewater treatment plant that were affected by the excavation of the concrete pad for the SSWRF were repaved.
- Staff poured a separate concrete pad adjacent to the SSWRF main concrete pad to secure the liquid oxygen bottles in a safer manner.
- A repair was made to the discharge control valve outside of the sodium hypochlorite tank, inside of the secondary containment tank.

2. Water Distribution System

- All routine sampling and testing was performed.
- Monthly meter reading was performed.
- Annual valve exercising continued.

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.
- Street weed and litter abatement was performed in various areas around the district.
- A section of sidewalk on the east side of Avonne Ave in front of the Oceanside Inn was replaced where it had been compromised by tree roots.

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

September Billing Revenue	\$ 61,739.54
October Billing Revenue	\$ 54,071.72
Past Due (31 to 60 days)	\$ 168.17
Past Due (60 days)	\$ 364.64

RABOBANK SUMMARY
Ending Balances October 31, 2012

Money Marketing Account

Closing Balance	\$ 409,156.87
Reserve Fund	(\$250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$ 115,686.87

General Checking Account **\$ 140,853.69**

Well Rehab Project/USDA Checking Account **\$ 100.00**

SEP Checking Account **\$ 6,836.09**

LAIF Closing Balance October 31, 2012 **\$ 516.20**

Accounts Payable (As of October 31, 2012) **\$ 12,782.86**

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

Besides general district duties, Counsel coordinated efforts with Cathy Novak regarding Rip Rap issues.

5. ITEMS OF BUSINESS

A. Approval of last month’s minutes - October 10, 2012.

Motion to approve minutes as is.

Motion by: Director Price

2nd by: Vice-Chair McAdams

All in: 5/0

B. Approval of Disbursements Journal – November 14, 2012.

Motion to approve disbursements journal as is.

Motion by: Vice-Chair McAdams

2nd by: Director Williams

All in: 5/0

6. DISCUSSION/ACTION ITEMS

Motion was made to add Resolution 12-355 to the Agenda.

Motion by: Director Price

2nd by: Vice-Chair McAdams

All in: 5/0

A. Resolution 12-355 Authorizes Signatures for Banking purposes on the behalf of the San Simeon Community Services District.

The following persons are authorized to sign on behalf of the District, orders for payment or withdrawal of money;

Dolores Ann Ricci, Ralph McAdams, Alan Fields, Leroy Price, Daniel Williams and Charles Grace.

Such authority shall remain in force until revoked by written notice to the affected bank of the action taken by the Board of Directors of the San Simeon Community Services District. All prior authorizations are superseded.

Motion by: Director Williams

2nd by: Vice-Chair McAdams

All in: 5/0

7. Board Committee Reports – None.

8. Board Reports – None.

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

10. ADJOURNMENT@ 7:53 PM