

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, November 8, 2017
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	General Manager, Charles Grace
Vice-Chairperson McGuire – Present	District Counsel, David Hirsch
Director Patel – Present	Sheriff Representative, Commander Voge
Director Russell – Present	
Director Kellas – Present	

B. Pledge of Allegiance

2. PUBLIC COMMENT:

Henry Krzciuk provided a handout to the Board members. He stated that the tank location and design was a continued conversation. He also explained the content of the handout. He also mentioned super hydrants and gave thanks to the Cambria Fire Chief Bill Hollingsworth. He asked that the Board please make decisions and provide direction.

Leroy Price asked about the attorney and his comments at the previous meeting.

General Manager Grace responded to Leroy Price stating that staff had mailed out a request for proposal (RFP) and Carmel and Naccasha had chosen not to respond.

A. Sheriff's Report October

There were a total of 6 calls for San Simeon for the period of October 12 – November 8, 2017. There was one suspicious subject call, one call for burglary, one for robbery, one petty theft call, one press pass, and one welfare check. There were also two incidents at the elephant seal viewing area that involved robbery calls. On October 16, an elderly female was standing in the street, screaming at deputies that happened to be passing by. On October 23, deputies responded to a call at the Motel 6 regarding a man with a gun. There was a miscommunication with dispatch resulting in a code 3 tactical response.

B. Public comment on Sheriff's Report

None

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 regular customer billing and the quarterly newsletter. In addition to preparation of the regular board meeting agenda, staff prepared agendas for a Water Committee meeting, a special meeting workshop, and a special meeting. Staff also completed the following items:

- Prepared paperwork associated with the appointment of Director Kellas.
- Responded to 3 public records requests.
- Sent notification to restaurants regarding the annual inspection for fats, oils, and grease (F.O.G.).
- Prepared & mailed the quarterly billing for the State of California.
- Prepared additional items for F.E.M.A. as part of the grant process.
- Prepared invoices for submittal as part of the Prop. 1 Grant process.

2. Reservoir Expansion/Potable Water Project Tank Installation 30% Design –

As follow up to the special meeting workshop, staff researched several items associated with the reservoir expansion project. Staff had phone calls with Cal FIRE's Fire Marshall and Division Chief for Fire Prevention to gather more information regarding the amount of community water storage necessary for firefighting. In addition, Staff researched a potential funding option provided by the State Water Resource Revolving Fund and contacted SDRMA to discuss Government Code 850 and 850.2.

Julia Stanert commented about the reservoir expansion water project. She inquired as to how the public could move forward with participating in project involvement. She also inquired about the high capacity fire hydrants.

Chairperson Williams responded that staff is moving forward on the 750,000 gallon storage project.

Henry Krzciuk asked about when the project would include public feedback.

Charlie Grace responded that Cal Fire had provided feedback about the idea of super hydrants and that the capacity would not work with their hoses.

Director Patel remarked that it might best to compare Henry Krzciuk's proposal with the existing proposal from Boyle Engineering.

Director Russell commented that this item was not on the agenda, and asked for a point of order.

David Hirsch responded and provided information about when the appropriate time would be to discuss this item.

B. Superintendent's Report - Summary of October 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.
- Quarterly maintenance was performed on the blowers.
- 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).
- Staff completed construction of the Water Filter Project.
- 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.
- On Monday, October 16, 2017 PG&E had a scheduled a planned power outage between the hours of 12:15 AM and 6:00 AM. Staff was on site to monitor the facilities during those hours.

Henry Krzciuk asked about the water filter.

Jerry Copeland responded that we were waiting for the State to come out and inspect the filter.

C. District Financial Summary

September Billing Revenue	\$ 72,188.87
October Billing Revenue	\$ 65,876.76

Past Due (31 to 60 days)	\$ 721.29
Past Due (60 days)	\$ 0.00

ENDING BANK BALANCES

October 31, 2017

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account	\$ 99.00
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HERITAGE OAKS BANK:

Money Marketing Account Closing Balance September 30, 2017	\$ 830,574.81
Interest for October	\$ 246.93

Money Marketing Account Closing Balance October 31, 2017	\$ 830,821.74
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Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)

General Checking Account October 31, 2017	\$ 71,647.26
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LAIF Closing Balance October 31, 2017	\$ 527.40
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D. District Counsel’s Report Summary of October activities

David Hirsch clarified that the report out was for the October time period. He reported that he and Tim Carmel reviewed documents for the special meetings, and that he had worked with staff on the preparation of the November Agenda.

5. ITEMS OF BUSINESS

A. Consideration of approval of last month's minutes – October 11, 2017.

A motion was made to approve the minutes with the Changes recommended by Vice-Chairperson McGuire.

Motion by: Director Russell
2nd: Vice-Chairperson McGuire
All in: 5 / 0

B. Consideration of approval of Disbursements Journal – November 8, 2017.

A motion was made to accept the Disbursements Journal.

Motion by: Director Patel
2nd: Chairperson Williams
All in: 5 / 0

C. Consideration of approval of Special Meeting minutes – October 11, 2017.

A motion was made to approve the special meeting minutes.

Motion by: Director Russell
2nd: Director Patel
All in: 5 / 0

6. PUBLIC HEARING

A. Consideration of Adoption of Resolution NO. 17-393 requesting weed abatement authority of vacant unimproved parcels from LAFCO.

David Hirsch commented that the Board had been given the revised version of the Resolution prior to the meeting.

A motion was made to adopt Resolution No. 17-393.

Motion by: Director Russell
2nd: Vice-Chairperson McGuire
Roll Call: Chairperson Williams: YES Vice-Chairperson McGuire: YES Director Russell: YES
Director Patel: YES Director Kellas: YES

7. DISCUSSION/ACTION ITEMS

A. Consideration of approval of Board Resolution Honoring Alan Fields for His Service on the Board – NO. 17-392.

Chairperson Williams asked that although Director Fields was not present that the item be introduced. He then read the resolution aloud and thanked Alan for his service to the community.

A motion was made to approve Resolution No. 17-392.

Motion by: Chairperson Williams
2nd: Vice-Chairperson McGuire
All in: 5 / 0

B. Consideration of Approval of Board Resolution 17-394 designating the applicant's agent for Disaster Assistance for Non-State Agencies.

A motion was made to approve Resolution No. 17-394.

Motion by: Director Russell

2nd: Director Patel

All in: 5 / 0

C. Consideration of approval of Board Resolution 17-395 authorization signatures for banking services on behalf of the District.

A motion was made to approve Resolution No. 17-395.

Motion by: Director Russell

2nd: Director Patel

All in: 5 / 0

D. Consideration of approval of Board Resolution 17-396 authorization for Office Manager, Cortney Murguia, to have Web Site Access (read only) to the District Bank Accounts.

A motion was made to approve Resolution No. 17-396.

Motion by: Chairperson Williams

2nd: Vice-Chairperson McGuire.

All in: 5 / 0

8. BOARD COMMITTEE REPORTS

None

9. BOARD REPORTS

Chairperson Williams reminded the Board that the election for Chairperson and Vice-Chairperson was coming up and asked that the Board keep this in mind.

10. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

Director Kellas said that she needed explanation as to the easement coverage and California Environmental Quality Act (CEQA) requirements for the water storage and Reservoir Project and to the California Environmental Quality Act (CEQA).

Charlie Grace responded to her that the existing easement was not subject to CEQA.

Director Kellas asked about the water data that had been supplied to Phoenix Engineering for the Water Master Plan.

Charlie Grace stated that he would ask Phoenix Engineering to present supporting documents as part of the draft presentation of the Water Master Plan. He also stated that he would provide a progress report on the status of this item.

Director Kellas requested that during the January Board meeting that there be an agenda item allowing for a comparison or analysis of the information that Henry Krzciuk had presented and the current information that staff was currently working on.

A consensus was reached to add this item to the January agenda. (4/1 Chairperson Williams No)

11. ADJOURNMENT @ 7:00 PM