

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, March 9, 2016**  
**6:00 pm**

**1. REGULAR SESSION: @6:06PM**

**A. Roll Call**

Chairperson Williams -present

Vice-Chair Fields - present

Director Price – present

Director Patel – present

General Manager, Charles Grace

District Counsel, Heather Whitham

Sheriff Rep: Commander Taylor

**B. Pledge of Allegiance**

**2. PUBLIC COMMENT:**

During public comment, we would heard from the candidates applying for the vacant Board Seat.

(Candidate applications attached to the back of the minutes)

Gwen Kellas

Henry Krzciuk

John Russell

**A. Sheriff's Report for February.**

For the month of February, the Sheriff's Office received 29 calls for service. Included in these numbers are: 16 traffic stops by deputies on motor vehicles, 2 pedestrian contacts where a deputy stopped a person on foot to talk to them, 3 incomplete 911 calls requiring deputies to respond to check, and 2 disturbing the peace calls. Regarding the disturbing the peace calls; one call was of a subject sitting in his car drinking and playing loud music, and the second call was a subject causing a disturbance in the lobby of the Cavalier Inn.

**B. Public comment on Sheriff's Report: None**

**3. BOARD PRESENTATIONS AND/OR ANNOUNCEMENTS:**

Staff presented a plaque to Ralph McAdams for his service to San Simeon Community Services District.

**4. STAFF REPORTS**

**A. General Manager's Report**

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

During the month of February, Staff sent out water billing and the Quarterly Newsletter as well as responded to several customer service calls. Staff worked with the County to discuss possible Prop1 Grant funds for future projects.

**2. Update – Wellhead treatment system project.**

The RO, CIP tank, booster pump and brine tank have been plumbed together. SCADA integration is in progress as well as procurement of the steel building. Madonna continues to coordinate with PG&E.

**3. Update – Integrated Regional Water Management Grant (IRWM/WRAC)**

At this time, Staff is filling out forms and turning in necessary documentation per State requirements. It is anticipated that the District will start turning in invoices for reimbursement in May.

**4. Update – Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation.**

Staff coordinated with Oliveira Consulting and Earth Systems to address the items requested by the Coastal Commission as described in their response to the SSCSD rip rap CDP application. Smaller tasks remain to be coordinated with other firms such as plan verification and landscaping. Staff also held a conference call with the Coastal Commission during which the Coastal Commission expressed enthusiasm toward a beach access pathway and pipe bridge pathway.

**5. Announcement of LAFCO Commissioner and Alternate Commissioner.**

LAFCO would like to thank everyone who attended the February 19th Annual Meeting of the Special Districts Association in Avila Beach. The Independent Special District Selection Committee conducted an election for the Regular LAFCO Commissioner, and subsequently the Alternate LAFCO Commissioner, Mr. Robert Enns from the Cayucos Sanitary District, was elected to the Regular LAFCO Commissioner position (Term ends: December 2020). Since Mr. Enns was the Alternate LAFCO Commissioner, nominations from the floor were taken, and Mr. Ed Eby from the Nipomo CSD was selected to finish out the Alternate's term which runs through December 2017.

**B. Superintendent's Report**

**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.
- The Annual Biosolids Report was submitted.
- Due to a sampler malfunction at the Influent sample site, there was a lower than usual Total Suspended Solids mg/L result. This caused the per cent reduction to also be lower than usual at 79%. The limitation on this constituent/calculation is 85%, thus causing a violation.
- Quarterly maintenance was performed on the blowers.
- Grease trap inspections were completed.
- Repairs were performed on the pipe bridge crossing Arroyo del Padre Juan.

**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).

- The Annual Drinking Water Report was submitted.
- Monthly water meter reading was performed.
- Chloride levels are monitored throughout the system. (below 400 at this time)

**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 for close of business February 29, 2016.**

<b>January Billing Revenue</b>	<b>\$ 68,660.50</b>
<b>February Billing Revenue</b>	<b>\$ 59,596.65</b>
Past Due (31 to 60 days)	\$ 32.01
Past Due (60 days)	\$ 29.10

**ENDING BANK BALANCES: February 29, 2016**

**RABOBANK SUMMARY:**

<b>General Checking Account</b>	<b>\$ 4,023.12</b>
<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 101.05</b>

**HERITAGE OAKS BANK:**

**Summary of Transactions:**

<b>January 31, 2016 balance</b>	<b>\$ 808,766.83</b>
<b>Interest for February</b>	<b>\$ 362.11</b>
<b>Money Marketing Account Closing Balance January 31, 2016</b>	<b>\$ 809,128.94</b>

Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
<b>Available Funds</b>	<b>\$ 503,670.94</b>

<b>General Checking Account</b>	<b>\$ 87,612.64</b>
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<b>LAIF Closing Balance February 29, 2016</b>	<b>\$ 520.78</b>
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**D. District Counsel's Summary of February activities.**

- Counsel had a call from a District Resident about some concerns.
- Counsel worked with Staff on Agenda and items on Agenda.

## 5. ITEMS OF BUSINESS

### A. Consideration of approval of the February 10, 2016 Minutes.

A motion was made to approved minutes as presented.

Motion by: Director Patel

Second by: Director Price

All in: 4/0

### B. Consideration of approval of Disbursements Journal for March 9, 2016.

A motion was made to approve the Disbursements Journal for March 9<sup>th</sup>, with the removal of the DeChance Construction invoice. GES will pay directly.

Motion by: Director Price

Second by: Director Patel

All in: 4/0

### C. Consideration of approval of USDA Grant Funds Disbursements Journal March 9, 2016.

A motion was made to approve the USDA Grant Funds Disbursements Journal for March 9<sup>th</sup>.

Motion by: Director Price

Second by: Chairperson Williams

All in: 4/0

## 6. DISCUSSION/ACTION ITEMS

### A. Consideration of Board Appointment to Replace the Board of Director Vacancy Created by Ralph McAdams' Resignation.

Per the County Clerk Recorders office, Staff posted the appointment request for applications in three places (District Office, Chamber Office, Post Office) on February 16<sup>th</sup>. Staff also posted the notice on the District website on February 16<sup>th</sup>, and asked the Cambrian to post it in their February 17<sup>th</sup> issue.

The Board was emailed all of the applications that were received by the March 8<sup>th</sup>, 9:30 AM deadline on March 8th. At this time, the board will be asked to fill out a ballot in order to appoint the next San Simeon CSD Board Member. Once the appointment has been made, the appointee will be sworn in at the April 13<sup>th</sup> meeting.

**1st Motion:** A motion was made for the appointment of Henry Krzciuk.

Motion by Director Price. No Second. Motion died.

**2<sup>nd</sup> Motion:** A motion was made for the appointment of Gwen Kellas.

Motion by: Chairperson Williams

Second by: Vice-Chair Fields

All in: Williams, Fields.           Apposed: Patel, Price

**3<sup>rd</sup> Motion: A motion was made for the appointment of John Russell.**

Motion by: Director Patel

Second by: Chairperson Williams

All in: Williams, Patel.           Apposed: Fields, Price

The Board then heard comments from the Public. Mike Hanchett spoke regarding John Russell's experience and the state that the District is currently in regarding projects.

Mr. Krzciuk spoke for himself stating that he had been coming to meetings and had donated maps to the District.

Staff asked the Board if they would like to make a motion for appointment.

**4<sup>th</sup> motion:** A motion was made for the appointment of John Russell.

Motion by: Director Patel

Second by: Chairperson Williams

All in: Williams, Patel, Fields           Apposed: Price

**Motion carried. John Russell was appointed to Ralph McAdams' seat.**

**B. Consideration of Board Election of a Chairperson to Fill the Vacancy created by the Resignation of Ralph McAdams.**

With the vacancy created by Ralph McAdams, the Chairperson position has become vacant. The Chairperson vacancy is currently being filled by Vice Chair Williams. To fill the Chairperson vacancy Staff is requesting the Board for a nomination and vote for Chairperson. Subsequently a nomination and vote for Vice Chairperson may be necessary.

**A motion was made to officially elect Dan Williams as the Chairperson.**

Motion by: Director Williams

Second by: Director Patel

All in: 4/0

**A motion was made to elect Alan Fields as the Vice-Chairperson.**

Motion by: Director Price

Second by: Chairperson Williams

All in: 4/0

**C. Consideration of Approval of Board Resolution Honoring Ralph McAdams for His Service on the Board – NO. 16-380**

Attached in the Board Packet for Board approval was the Resolution for Ralph McAdams commending him for his service to the San Simeon Community Services District Board and Community of San Simeon. Staff recommended the approval of Resolution 16-381.

A motion was made to approve Resolution 16-380 Honoring Ralph McAdams for His Service on the Board.

Motion by: Chairperson Williams

Second by: Director Patel

All in: 4/0

**D. Consideration of Approval of Earth Systems Proposal to Respond to Coastal Commission CDP #3-15-2114 Comments (\$11,765)**

Earth Systems provided a proposal to the District in effort to respond to the Coastal Commission's requests contained in their Coastal Development Permit (CDP) application 3-15-2114 response dated January 22, 2016. The tasks described in the proposal will address items such as Sea Level Rise, Wave Run Up, Alternatives Analysis and WWTP Threat. This type of information request is typical during for the application process for any coastal project.

A motion was made to approve Earth Systems Proposal to respond to Coastal Commission CDP #3-15-2114 comments in the amount of \$11,765, with the addition of the District's Consultant agreement added to the Earth Systems Proposal.

Motion by: Director Fields

Second by: Director Price

All in: 4/0

**E. Consideration of Approval of Oliveira Environmental Consulting Proposal to Address Tasks Related to Coastal Commission CDP #3-15-2114 (\$6,850)**

The attached proposal from Oliveira is provided in effort to respond to Coastal Commission's CDP application 3-15-2114 response dated January 22, 2016. The tasks described in the proposal will address items such as County Coordination, County Coastal Act Authority, Biological Resources and Proposed Mitigation.

A motion was made to approve Oliveira Environmental Proposal to respond to Coastal Commission CDP #3-15-2114 comments in the amount of \$6,850, with the addition of the District's Consultant agreement added to the Oliveira Environmental Proposal.

Motion by: Director Price

Second by: Chairperson Williams

All in: 4/0

**7. Board Committee Reports - None**

**8. Board Reports - None**

**9. Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda - None**

**10. ADJOURNMENT @ 7:25 PM**