

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, May 11, 2016
6:00 pm

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

1. REGULAR SESSION: @6:01 PM

A. Roll Call:

Chairperson Williams – present

Vice-Chair Fields – present

Director Price – present

Director Patel – absent

Director Russell – present

General Manager, Charles Grace

District Counsel, Heather Whitham

Sheriff's Representative, Commander Taylor

B. Pledge of Allegiance

2. PUBLIC COMMENT:

Vice-Chair Fields asked for a moment of silence to honor past Board of Director Dolores Ricci in observance of her passing.

Resident Hank Krzciuk complained about the 3 minute public comment rule. He donated a couple of timers 2 for 3 minutes and 1 for 5 minutes.

A. Sheriff's Report – Report for April.

There were 37 calls for service during the April 13th to May 11th time period. Such calls were: 11 traffic stops initiated by Deputies, 3 pedestrian contacts initiated by Deputies, 1 incomplete 911 call, 2 arrests (1 domestic dispute, and 1 suspicious subject that turned out to have a warrant), and 1 vehicle burglary.

During construction on Highway 1, the construction crew found one explosive shell. The Sheriff's Bomb squad detonated the bomb in place. There were no injuries or property damage.

Currently, the extra patrolling in the San Simeon area is due to funding from a grant from the Federal Government called "Operation Stone Garden". The Sheriff's Office has reapplied for the grant. They are very optimistic that the grant will be renewed.

B. Public comment on Sheriff's Report : None

C. Update from San Simeon Cable on service.

Bill Flemion from San Simeon Cable came to the Board meeting to update the public on the upgrade to the cable system. With the current upgrades, residents have noticed better speed and fewer outages. In the next billing cycle, customers will be asked about extra channels they would like to have.

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:

Vice-Chair Fields went to the Cambria Fire Fair. If anyone is interested, there will be brochures located at the District Office.

4. STAFF REPORTS

A. General Manager's Report

1. Report on Staff activities for the month of April.

During the month of April, Staff sent out water billing as well as responded to several customer service calls and concerns, and has continued doing weed abatement around the District. Staff attended WRAC and IRWM Meetings. The Consumer Confidence report was distributed in the April Billing. The Hearst first quarter billing of \$11,992.94 was completed.

Staff supported Wigen in the troubleshooting of the RO unit as well as performed start up activities and attended training. Staff worked on landscaping around the District Office to improve and tie in the new building with the District Office (drought tolerant plants were used).

2. Wellhead treatment system project report on completion.

The sound insulation and drywall has been installed and SCADA integration is in progress. The PG&E transformer installation and drop were completed April 22nd. Wigen was on-site the weeks of April 25 and May 2 to perform troubleshooting, startup, and training. The USDA is scheduled for May 5 to perform a final walk through, and the DDW is scheduled for that same day to perform a permit inspection.

3. USDA Funds & Integrated Regional Water Management Grants (IRWM/WRAC) update. USDA Final payment

With the completion of the tasks list for the RO Unit, Staff anticipates the USDA will release the remaining USDA funds of \$80,553 for payment to John Madonna Construction. This will be the final payment from the USDA. Staff will need to assemble various routine reports to update the USDA throughout the life of the project.

IRWM/WRAC Prop 84 Grant Funds

Staff is currently waiting for the final agreement from the State Drinking Water Office. Once the agreement has been given to the District and approved by the District, Staff can submit invoices for reimbursement.

IRWM/WRAC Prop 1 Grant Funds

In effort to pursue Prop 1 grant funds, Staff is currently requesting proposals from Engineers and Consultants for water projects that are necessary for the District's system as identified in the Water Master Plan. Currently on the priority one list are various water distribution system deficiencies such as expanding the existing reservoir outlet to Pico and installing a loop line from Pico to Penn Way. Priority two items include expanding the existing 150,000 gallon reservoir capacity to a 750,000 gallon reservoir capacity. These projects have been identified to address the fire flow deficiency issue and increase potable water storage. Another proposal being sought is for the Collection System Pipe Bridge replacement.

The Prop 1 Grant funds available for the District to bring these projects to shovel ready status is at this time \$200,000. Once selected projects are shovel ready, the District will be able to apply and compete with the rest of San Luis Obispo County for the remaining Prop 1 funds in 2017.

4. Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant Rip Rap installation update.

Earth Systems is performing the tasks associated with their proposal approved during the March Board meeting. The first step was to perform a topographic (topo) survey of the wastewater treatment plant area. In conjunction with MBS, aerial for the topo was performed during the week of March 28 and field work for the topo was performed on April 6. In addition, Oliveira Consulting is performing tasks associated with their approved proposal. The landscape plan and biological survey have been completed. The report is being assembled and various efforts with the County have been taking place.

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 Influent Flow Meter sensor was found to be faulty and was replaced.
- 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).
- Annual Nitrate sampling and testing was performed at all well sites.
- Monthly water meter reading was performed.
- Chloride levels continue to be monitored throughout the system.

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.
- Weed abatement was performed in various areas around the District.

C. District Financial Summary for close of business April 30, 2016.

March Billing Revenue	\$ 53,858.78
April Billing Revenue	\$ 63,601.64
Past Due (31 to 60 days)	\$ 284.92
Past Due (60 days)	\$ 161.86

ENDING BANK BALANCES: April 30, 2016

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account \$ 100.05

HERITAGE OAKS BANK:

Summary of Transactions:

March 31, 2016 balance \$ 763,602.26

Transfer to General Checking April 21, 2016 - \$ 110,000.00

Interest for April \$ 280.58

Money Marketing Account Closing Balance April 30, 2016 \$ 653,882.84

Reserve Fund (\$ 250,000.00)

Wait-list Deposits (\$ 45,750.00)

Customer Deposits (\$ 9,708.00)

Available Funds \$ 348,424.84

General Checking Account \$ 112,481.78

LAIF Closing Balance April 30, 2016 \$ 521.38

D. District Counsel's Report – Summary of April activities.

District Counsel assisted Staff with various issues including; assistance with negotiating consulting agreement with RRM Design, and review of Agenda.

5. ITEMS OF BUSINESS

A. Consideration of approval of last month's minutes – April 13, 2016.

A motion was made to approve minutes as presented.

Motion by: Director Price

Second by: Vice-Chair Fields

All in: 4/0

1 absent: Director Patel

B. Consideration of approval of Disbursements Journal – May 11, 2016.

A motion was made to approve the disbursements Journal as presented.

Motion by: Director Russell

Second by: Director Price

All in: 4/0

1 absent: Director Patel

6. DISCUSSION/ACTION ITEMS

A. Consideration of approval of Scope of Services Proposal from RRM Design Group for Coastal Access Improvements: 4 Tasks totaling \$19,700.

During the last repair and recoat of the pipe bridge, the pipe bridge was identified as having a limited life span such that no further repairs should be made, as such, replacement was recommended. In addition, the Pico avenue beach stairs were installed in 1980 with the last major repair effort occurring in 1990. Attached in the Board packet for Board review is a proposal from RRM Design Group. Task A.01 of the proposal is to provide a conceptual plan to included creek crossing, stairway at cul-de-sac, and creek side beach access. Task B.01 is to provide visual simulations of the selected bridge structure from 3 separate vantage points. Tasks A.02 is set aside for SSCSD Board meetings, coastal commission meetings etc. Task C.01 provides the SSCSD with land use strategy to assist with outstanding issues on various projects.

The proposal incorporates the recommended reconstruction of the pipe bridge with the currently designed San Simeon avenue beach access pathway installation project, currently designed Pico Avenue Stairs removal and replacement project, and the idea of a pedestrian pathway over the San Juan Padre Creek, a project in line with the State Scenic Byway Trail.

For reference, in 2010 the District won a Grant in the amount of \$46,000 to replace the pathway. The project was estimated to cost \$126,000. To receive the grant, and construct an ADA compliant project, the project cost to the District was an additional \$80,000. Given the financial status of the District at the time, the grant was put on hold. Provided with proposal approval Staff will contact Cal-Trans to determine if the awarded grant funds remain available.

Staff request that the Board approve the RRM proposal and authorizes the General Manager to proceed with proposal activities only after the SSCSD General Fund has been reimbursed from Prop 84 Grant funds for the RO expenses.

A motion was made to approve the 4 tasks at \$19,700, and have RRM to start immediately on the project.

Motion by: Director Russell

Second by: Director Price

All in: 4/0

1 absent: Director Patel

7. Board Committee Reports - Oral Reports from Committee Members.

8. Board Reports - None

9. Board/Staff General discussions and proposed agenda items –

Chairperson Williams asked for Staff to bring any update on the Pico Stairs project.

10. ADJOURNMENT @ 7:20 PM