

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, February 8, 2017
6:00 pm

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

1. REGULAR SESSION: 6:03 PM

A. Roll Call

Chairperson Williams – Present	General Manager, Charles Grace
Vice-Chair Fields – Present	District Counsel, Heather Whitham
Director Patel – Present	Sheriff Representative, Commander Taylor
Director Russell – Present	
Director McGuire - Present	

B. Pledge of Allegiance

2. PUBLIC COMMENT:

Amanda Rice commented that she is the current President of the Cambria CSD Board of Directors and that she has been assigned to serve as the liaison between Cambria CSD and San Simeon CSD. She also stated that there will be a Coastal Commission meeting in Cambria in September and encouraged the BOD of San Simeon to participate in this meeting.

Larry McGuire commented that he would like to remind the members of the Board to keep their volume higher so that the members of the audience can hear what is being discussed.

Julie Stanert commented that she is happy the trees on Jasper Way have been removed. She was pleased with the expedited way that the issue was handled.

Gwen Kellas commented about the timeline for the beach access repair to commence. She stated that the bluff is collapsing.

A. Sheriff's Report – Report for January.

For the period between January 11 and February 8, 2017 the Sheriff's Office received 24 calls for service in the San Simeon area. Included in these numbers are two (2) stops by deputies on motor vehicles.

Dead Zebra: On 1/15/17 a dead zebra was reported to have washed up on the beach in San Simeon. The animal had been skinned by unknown persons. Fish and Wildlife and the S.O. investigated the death and determined that it was of natural causes. It appears the animal washed down a creek into the surf and was then deposited on the beach. Investigation by our rural crimes deputy determined through the use of various photographs posted on social media that the zebra was intact when it first came ashore and was skinned between 1/12/17 and 1/15/17. The skinning of the zebra is not a crime in California as the animal is classified as a wild non-native species. However, attempting to sell a zebra

hide in California is a criminal offense. Rural crimes deputies have been checking various social media and hunting related sites to see if anyone in our area is offering the hide for sale. At this time no such offer for sale has been found.

Defrauding an Innkeeper: On 1/28/17 the clerk at Silver Surf Motel reported that guests were refusing to pay for a room. The pair appeared to the clerk to have been drinking when the clerk spoke to them. Deputies contacted them in their room and they agreed to pay for the room.

Man Down: On 1/29/17 Deputies were dispatched to a report of a man laying down in the parking lot of the San Simeon Lodge. Upon their arrival deputies found a male subject deceased laying in the parking lot of the lodge. The coroner detective conducted an investigation and determined that the 60 year old man had died of natural causes.

Citation for selling alcohol to a minor: One citation issued to a local liquor store for selling alcohol to a minor on 2/3/17.

Current staffing as of February 8, 2017 remains at:

1 CMDR, 2 sergeants

21 deputies assigned to patrol with three of them out for injuries that incurred on duty.

1 School Resource Officer (SRO) and 1 Rural Crimes Deputy

B. Public comment on Sheriff's Report.

Vice Chair Fields asked if they were going to find the second body from the crash that occurred in Big Sur in late 2016. Commander Taylor stated that the S.O. had called off any further searches as the window of time to find the body had already passed.

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:

Chairperson Williams asked General Manager Charlie Grace to read a list of 2016 accomplishments for the San Simeon Community Services District. As follows: Obtained Land Use approval for Reverse Osmosis (RO) project, received grant fund approval from the USDA for RO project \$500K, received grant fund approval from the IRWM for the RO project \$365K, designed and constructed the RO unit, received grant funds from USDA for the RO project, reduced distribution water chloride from approximately 800 mg/L to less than 250mg/L, improved/beautified landscaping around the District Office, received Beautification Grant for \$20k for Pico Stairs, improved the design and structure of Pico Stairs, coordinated successful Audit for the 2015-2016 year, successfully negotiated permission from Hearst Corporation to expand the reservoir easement area, secured \$178K grant for Reservoir Expansion and Master Plan update, reduced rip rap violation task list requested by the CCC by 50%.

Jon Turner from Phoenix Engineering did a presentation on completing a rate study. See attachment.

4. STAFF REPORTS

A. General Manager's Report

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

During the month of January, Staff sent out water billing, the Hearst Castle State Bill, and responded to several customer service calls. Staff has been working on the District's Archived documents and system. Staff responded to various issues related to storm activity. Coordinated removal of the dead pine trees adjacent to Jasper Way. The Administrator has been performing Office Manager training.

2. **Grant Updates** – Integrated Regional Water Management Grant (IRWM), Prop 1 Grant. General Manager Charlie Grace stated that the Division of Drinking Water (DDW) and the County Public Works Department (County) did a site visit of the RO Unit. All expectations were met. The DDW and the County also discussed invoicing and reporting for the Grant funds that the SSCSD is about to receive. Funds are anticipated to be processed in February and distributed in March (approximately).

Scenic Byways Update:

The County is pleased to announce that they are planning to advertise for construction of the Scenic Byway Gateway Monuments project on Thursday, February 2. The bid opening will be on Feb. 23, and we expect work will begin in early March. Given our federal National Scenic Byway Grant deadline, we are on a very tight schedule to complete the work by April.

Last Tuesday, the County Board of Supervisors approved maintenance agreements with Caltrans. The agreements were finally fully executed, which was one of the last steps we were waiting for before Caltrans could grant us encroachment permits.

3. **Update** – Reservoir / Storage tank project. Staff coordinated with the Hearst Corporation to update the easement area. Communicated the need to Phoenix Engineering for storage tank volume requirements verification and requested a memorandum comparing in ground concrete to above ground steel tanks. Staff anticipates both items will be necessary during the permitting process.
4. **Update** – California Coastal Commission WWTP Rip Rap. Staff and Oliveira Consulting compiled the items requested in the September 28, 2016 CCC, CDP application response letter and submitted the response package.
5. **Discussion of items pertaining to and contained within a connection fee update.** A consensus was reached and the Board directed staff to proceed with getting a proposal from Phoenix Engineering for the Water Master Plan and study for rate connection fees.

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.
- Two loads of sludge were hauled away.
- Provided additional monitoring and staffed the treatment facility during rain events.

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).
- On December 12th the chloride level in both wells had fallen below 250mg/L. The Reverse Osmosis Unit was taken offline and pickling solution was injected.
- 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.
- Coordinated the removal of trees on Jasper.
- Ensured storm drains remained free of debris during rain events.
- Oversaw the repair of the storm drain failure with the Quality Inn parking lot.

C. Update on Monthly Financial Status for close of business January 31, 2016.

December Billing Revenue	\$	48,538.08
January Billing Revenue	\$	61,984.80
Past Due (31 to 60 days)	\$	384.13
Past Due (60 days)	\$	257.42
ENDING BANK BALANCES: January 31, 2017		
RABOBANK SUMMARY:		
Well Rehab Project/USDA Checking Account	\$	50.05
HERITAGE OAKS BANK:		
Interest for January	\$	153.84
Money Marketing Account Closing Balance December 31, 2016	\$	517,462.11
Money Marketing Account Closing Balance January 31, 2017	\$	517,615.95
Reserve Fund	(\$ 250,000.00)	
Wait-list Deposits	(\$ 45,750.00)	
Customer Deposits	(\$ 9,708.00)	
Available Funds	\$ 212,157.95	
General Checking Account January 31, 2017	\$	117,647.07
LAIF Closing Balance January 31, 2017	\$	523.77

D. District Counsel's Report Summary of January activities.

Heather Whitham stated that counsel created a confidential memo sent via email. Counsel also responded to questions from the General Manager and the Administrator regarding agenda preparation and some citizen interactions.

5. ITEMS OF BUSINESS

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

A motion was made to approve minutes with the changes recommended by Director McGuire.

Motion by: Director McGuire

2nd by: Director Patel

All in: 5 / 0

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

A motion was made to accept the Disbursements Journal as presented.

Motion by: Vice-Chair Fields

2nd by: Director Russell

All in: 5 / 0

6. DISCUSSION/ACTION ITEMS

A. Consideration of approval of Resolution 17-387 authorization signatures for banking services on behalf of the District.

A motion was made to approve Resolution 17-387.

Motion by: Director Russell

2nd by: Vice-Chair Fields

All in: 5 / 0

B. Consideration of approval of changing web services and accepting the quote from Tech Bunnies for \$11,500.

A consensus was reached and the Board directed staff to come back with modifications to the contract including a warranty clause and a maintenance/fee rate structure. The consensus was to bring this item back on the next agenda.

7. BOARD COMMITTEE REPORTS – Oral Reports from Committee Members.

Water Committee Meeting

Wednesday, February 08, 2017

5:30 PM

CAVALIER Banquet Room

250 San Simeon Avenue

San Simeon, CA

REGULAR SESSION @ 5:30

C. Roll Call

Alan Fields – Present

Mike Hanchett – Present

Mary Margaret McGuire –Present

Gwen Kellis – Present

Also present:

General Manager, Charles Grace

Administrator, Renee Osborne

District Legal Counsel, Heather Whitham

D. Pledge of Allegiance

PUBLIC COMMENT:

None

Grant Update on RO unit.

Renee Osborne provided information about the site visit at the Reverse Osmosis (RO) system from the Department of Drinking Water (DDW). They were extremely pleased with the results. The

reimbursement for the RO system will be in approximately March or April. The balance owed will be returned to the money market account.

Update on Reservoir Project and Grant update.

General Manager Charlie Grace provided information on the intent to enter into an agreement for an easement adjustment with Hearst Corporation. Phoenix Engineering updated the approved proposal for \$50,000. Charlie Grace also reiterated his conversation with CAL Fire about the fire flow/storage information.

There was also discussion about the potential to approach USDA for a loan for this project. It was stated that the District needs to be further along in the process before we can apply for any loans. It was also noted that the disbursement schedule for the Prop.1 grant money should begin in September.

Water Master Plan update.

General Manager Charlie Grace discussed that the Water Master Plan needs to be updated as it is 10 years old. The estimate to complete this update is \$25,390.00. This plan will need to be updated in order to apply for any future loans from USDA.

Director Fields also noted that the drought cards in restaurants have Stage 1 language on them that is no longer applicable. He suggested that these cards need to be removed by restaurants.

Adjournment @ 5:48 PM

8. BOARD REPORTS – Oral Reports from Board Members on current issues.

None

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

Director Russell discussed the confidential memo from legal counsel and asked for a presentation to be added to the agenda from the FPPC to give assurance that there is no possible conflict with the General Manager at the SSCSD. Heather Whitham stated that the General Manager could contact the FPPC and get a letter stating that there is no potential conflict. A consensus was reached asking this item to be added to the agenda for further discussion.

Director Russell had questions about the required sexual harassment training that he was required to take per the CSDA. Heather Whitham addressed his questions. No further action was taken.

Director Russell had questions about the Water Committee agenda and their ability to have items placed on the agenda. He asked how a citizen of the community can request to have items placed on the agenda for Committees and also for the regular Board meetings. Heather Whitham provided information on this process through the policy and procedure manual from the SSCSD. Mike Hanchett stated that we should consider reviewing the public records request process and making provisions to cover the costs associated with staff preparing various requests. Heather Whitman addressed that this is governed under the public records act and State law. She stated that the District does not have any flexibility to impose additional fees. District is only allowed to charge the cost of reproduction. No allowance can be made for overhead.

Director Williams stated that they need to add another member to the Water Committee and asked for this item to be placed on the agenda. A consensus was reached asking this item be added to the agenda.

10. ADJOURNMENT @ 7:56 PM