

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, September 09, 2015
6:00 pm

1. REGULAR SESSION: @ 6:01 PM

A. Roll Call:

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

General Manager, Charles Grace
District Counsel, Heather Whitham
Sheriff Representative, Com. Taylor

B. Pledge of Allegiance

2. PUBLIC COMMENT: None

A. Sheriff's Report – Report for August.

There were 69 calls for service in the month of August for the San Simeon area. Such calls included 3 pedestrian contacts, 4 disturbing the peace, 15 traffic stops, 1 grand theft, and 1 counterfeit currency. There was also 1 stolen vehicle occurrence which resulted in 2 arrests and 1 defrauding and Inn Keeper/false information given to a deputy which resulted in 1 arrest.

B. Public comment on Sheriff's Report - None

3. BOARD PRESENTATIONS AND ANNOUNCEMENTS: None

4. STAFF REPORTS

A. General Manager's Report

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

During the month of August, Administrative Staff distributed water billing, and responded to multiple customer service calls and car / rv violations. Staff has been working with the USDA on completing the "letter of conditions" to prepare to receive Grant Funding. Staff assisted in preparing the Wellhead Treatment Project Bid Package and followed all required posting procedures.

Staff continues to work on District Weed abatement at the office and around District streets, property and easements to help keep the District fire safe.

2. Update – Wellhead treatment system project.

The Wellhead Treatment Project went out to bid on August 21st. There was a mandatory Bid meeting on September 3rd. To date 4 contractors have responded. Bids are due September 11th

to allow contractors three weeks to prepare bids. Staff is planning a Special meeting tentatively scheduled for September 18th to allow time for bid review prior to seeking Board approval.

3. Update from USDA and WRAC Grants for Wellhead Treatment systems project.

USDA Funding:

After the USDA approved the project and approved Grant funding, Staff has started working on the “letter of conditions”. These conditions are forms and letters that everyone working on the project must adhere to. The remaining item to be completed is the Bank Resolution under DAI #A.

IRWM/WRAC GRANT:

The County submitted the Grant application on time. At this point the County is waiting to hear from the State. October is the anticipated estimated date of awarding.

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

Staff coordinated with MNS Engineers and Oliveira Consulting in preparation of a proposal to perform the Coastal Commission requested Rip Rap tasks such as the resource impact evaluation. The District received an updated proposal from Nossaman LLP.

The cost proposals were as follows; Phoenix Engineering; \$2,474, Earth Systems \$16,436, Olivera Env. \$3,450 and MNS has provided a verbal estimate of \$7,500.

5. Transfer of \$10,345 from General checking to USDA Wellhead Rehab loan account for Biannual payment.

Staff has transferred \$10,345 to the USDA Wellhead Treatment checking account for the Bi-Annual loan payment to the USDA. Payment is scheduled for September 23rd.

6. Special District Risk Management special acknowledgement Award.

The Special District Risk Management Authority (SDRMA), the District’s Insurance Company, has issued San Simeon CSD with a special award for dedicated efforts in management toward proactive risk management and loss prevention training. This award recognizes members with no “paid” claims during the prior five consecutive program years. Attached is a copy of the certificate.

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. This month included a semi-annual Oil& Grease report and an annual Chronic Toxicity report.
- A new air compressor pump was installed at the air compressor that drives the SSWRF filter backwash system. The end of the crankshaft broke off and the price to rebuild it was comparable to the price to replace it however the lead time reduced from 2 weeks to 1 day.
- One load of sludge was hauled away this month.

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).
- Monthly water meter reading was performed.
- A new Level Indicating Sensor and Transmitter were installed at the reservoir. The old ones were knocked out by the lightning storm that occurred on 7/19.
- Chloride levels are 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.
- Annual load testing was performed on the stand-by generators at the WWTP and the Wellsite.

C. District Financial Summary for close of business August 31, 2015.

July Billing Revenue	\$ 76,755.63
August Billing Revenue	\$ 84,485.48
Past Due (31 to 60 days)	\$ 78.76
Past Due (60 days)	\$ 0.00

RABOBANK SUMMARY: Ending Balances August 31, 2015

Summary of Transactions:

Money Marketing Account Closing Balance July 31, 2015	\$ 757,901.11
Interest for August 2015	\$ 132.58
Transfer from General Checking	\$ 50,000.00

Money Marketing Account Closing Balance August 31, 2015 **\$ 808,033.69**

Reserve Fund (\$ 250,000.00)

Hook up Deposits (\$ 45,750.00)

Available Funds \$ 512,283.69

General Checking Account \$ 74,956.68

Well Rehab Project/USDA Checking Account \$ 10,445.05

LAIF Closing Balance August 31, 2015 \$ 519.88

D. District Counsel's Report for the month of August

District Counsel assisted staff with:

- Assisted with September agenda, special meeting agenda and August minutes and special meeting minutes
- Resolution 15-379
- Review and of forms and letters pertaining to the USDA grant
- Assisted with Closed Session items

5. ITEMS OF BUSINESS

A. Approval of last month's minutes – August 12, 2015.

A motion was made to approve last month's minutes as presented.

Motion by: Vice-Chair Fields

2nd by: Director Price

All in: 5 /0

B. Approval of Special Meeting minutes – August 14, 2015

A motion was made to approve the special meeting minutes as presented.

Motion by: Vice-Chair Fields

2nd by: Director Patel

All in: 5 /0

C. Approval of Disbursements Journal – September 12, 2015.

A motion was made to the disbursements journal as presented.

Motion by: Director Price

2nd by: Director Williams

All in: 5 /0

6. DISCUSSION/ACTION ITEMS

A. Consideration of approval of Resolution 15-379: Authorizing signatures for banking services for the purpose of opening a checking account for United States Department of Agriculture Grant Funds for the Wellhead Treatment Project.

Part of the "Letter of Conditions" issued to the District from the USDA is a request for a bank account for the sole purpose of receiving Grant Funds for the Wellhead Treatment (RO) project. Similar to the USDA Wellhead Rehab account, the Wellhead Treatment Project account will be used to receive funds from the USDA as well as pay contractors and expenses for the RO project. This will allow for easier tracking of funds and expenditures.

Staff has prepared the standard Bank resolution in order for Staff to open an account in the District's name for the Grant Funds. Staff requests approval of Resolution 15-379.

Motion by: Chairperson McAdams
2nd by: Director Price
All in: 5 / 0

B. Consideration of approval of Potable Water Reservoir Preliminary Design from Phoenix Engineering for \$6,171.

This engineering effort will provide exhibits that demonstrate the reservoir layout and pipeline configuration as well as updating the cost estimate. In addition, the proposal takes into consideration meeting with regulatory agencies and the County of San Luis Obispo.

Motion by: Director Price
2nd by: Director Fields
All in: 5 / 0

7. Oral Reports from Committee Members.

The Water Committee would like to schedule an October meeting.

8. Oral Reports from Board Members on current issues: 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.

There was a request from a Board member to find out timing on Monument Welcome sign.

10. ADJOURNMENT@ 7:00 PM