

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, June 10, 2015
6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

1. REGULAR SESSION@ 6:00 PM

A. Roll Call:

Chairperson McAdams - present	General Manager, Charles Grace
Vice-Chair Fields - present	District Counsel, Heather Whitham
Director Williams - present	Sheriff Representative, Commander Taylor
Director Patel - present	
Director Price - present	

B. Pledge of Allegiance

2. PUBLIC COMMENT:

Mrs. Ricci thanked District Staff for the dog leash signs that were put up on the East side of the highway. She hopes that this will encourage people to keep their dogs on a leash and also pick up after them.

A. Sheriff's Report – Report for May.

With fire season upon us, the Sheriff would like to remind homeowners that the dispatch facility has the ability to inform the public directly by sending a phone message to each land line and cell phone in the County to inform persons of evacuation orders for fires and other emergencies. This service is provided through reverse 911. Commander Taylor encourages everyone to sign up; you can log on to SLOsheriff.org.

There were 68 calls for service. (The service area covers from San Simeon to Ragged Point.) Included in these numbers are; 15 traffics stops by deputies, 4 pedestrian contacts by deputies, 1 alarm call, 2 disturbing the peace, 1 theft (tourist license plate), 1 defrauding an Innkeeper,

One (1) Burglary was reported. Suspect broke into a restaurant and stole beer. The Suspect was surprised by the cook and fled. Suspect was described as a white male about 30 years, brown hair with mustache and goatee, about 6'0". With break-in damage plus beer, \$300 total damage.

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 May.

During the month of May, Administrative Staff distributed water billing, weed abatement notices and responded to multiple customer service calls. The Consumer Confidence Report was distributed to all District water users and all postings and certifications were completed. The Administrator attended a WRAC and IRWM meeting along with several Grant meetings.

All Staff worked on District Weed abatement at the office and around District streets, property and easements. Property owner follow up is still in process.

2. Wellhead treatment system project update.

The bid package for the wellhead treatment unit was advertised with a response due date of May 21. Two of four vendors that were directly sent a bid package responded. Those bids are included as part of the Discussion Action Items. PG&E has scheduled their estimator to review the project location.

3. USDA and WRAC Grants for Wellhead Treatment systems project update.

The USDA has asked for more reports from Staff regarding District financial project allocation. The Administrator submitted the report as requested. The USDA is in the process of finalizing the District's Grant letter. Proposed grant funds of \$500,000 towards the Wellhead treatment project are expected.

The Water Regional Advisory Council (WRAC) grant process continues. The Administrator is up to date on reports and all other submittals to the County. The County's Grant writer began writing the Grant on behalf of all the County projects. Staff will assist the Grant Writer as much as possible to keep costs below \$25,000. The Grant Writer has already began sending Staff the Grant application templates. The Grant application is due in August. Projected date of Grant fund determination is around October.

4. Well 2 sanitary seal project update.

Enloe, the Well drilling contractor is tied up on other projects and has not submitted plans to Phoenix Engineering. Staff will work with Enloe to discuss an updated time frame and Liquidated Damages.

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

Staff has requested a list of documents from the Coastal Commissioner. The District has received estimates from Phoenix Engineering to update plans and estimates from Earth Systems to update their March 2008 study that was submitted with the previous 2008 CDP (Coastal Development Permit) application. Those combined estimates total \$20,410.

Staff will work with Earth Systems to identify tasks that could not be performed by their firm and solicit a bid from a third firm. Once estimates are received, consideration will be given to re-submitting a CDP application with existing material to solicit a formal response or updating the previously submitted material and submitting the CDP.

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.
- Annual proficiency testing for the wastewater treatment plant laboratory was performed.
- 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.
- 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.
- The various no parking area curbs around the District were painted.

C. District Financial Summary – Update on Monthly Financial Status for close of business May 31, 2015.

April Billing Revenue	\$ 70,633.56
May Billing Revenue	\$ 62,232.09
Past Due (31 to 60 days)	\$ 158.47
Past Due (60 days)	\$ 180.81

RABOBANK SUMMARY: Ending Balances May 31, 2015

Summary of Transactions:

Money Marketing Account Closing Balance April 30, 2015	\$ 757,502.99
Interest for April 2015	\$ 132.41

Money Marketing Account Closing Balance May 31, 2015	\$ 757,635.40
Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 45,750.00)
Available Funds	\$ 461,885.40

General Checking Account	\$ 94,356.55
Well Rehab Project/USDA Checking Account	\$ 100.05
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LAIF Closing Balance May 31, 2015	\$ 519.51

D. District Counsel’s Report

Counsel assisted Staff; with the Public Hearing Summary for the District Fiscal Budget, June Agenda, and State Land Commission Lease.

There is no word yet on the judgement against Ultura. Courts are backed up at this time.

5. ITEMS OF BUSINESS

A. Approval of last month’s minutes – May 13, 2015.

A motion was made to approve minutes as presented.

Motion by: Director Price

2nd by: Vice-Chair Fields

All in favor: 3/2 2 abstained because of absence Director Patel ad Director Williams

B. Approval of Disbursements Journal – June 10, 2015.

A motion was made to approve Disbursements Journal as presented.

Motion by: Director Patel

2nd by: Director Williams

All in favor: 5/0

C. Public Hearing on 2015-2016 Fiscal Budget.

There was no comment from the public. A motion was made to close the public comment on the 2015-2016 Fiscal Budget.

Motion by: Director Williams

2nd by: Director Price

All in favor: 5/0

6. DISCUSSION/ACTION ITEMS

A. Consideration of Adoption of Resolution 15-374 Fiscal Budget 2015-2016.

During the May 10, 2015 Board Meeting, a preliminary Fiscal 2015 – 2016 District Budget was presented for comment. The Budget Committee received all comments and/or changes by the Board. Government Code Section 61110 requires notice and a public hearing prior to adopting

the budget. Staff posted the required notice for the newspaper to publish, posted in 4 areas around the District and on the District website.

Since there was no public comment, Staff recommends approval of Resolution No.14-364 adopting the 2015-2016 District Budget.

A motion was made to approve the 2015-2016 Fiscal Budget

Motion by: Director Williams

2nd by: Chairperson McAdams

All in favor: 5/0

B. Consideration of approval of Land Commission Agreement for Wastewater Treatment Plant Outfall Line and authorization for the District Chairperson to execute the agreement.

The Wastewater Treatment Plant Outfall Line Lease is being extended for an additional 20 years. Included in this agreement are new requirements for the annual inspection using high definition video and voice overlay as well as a structural inspection every five years. Staff recommends approval of the agreement.

A motion was made to approve and sign the Land Commission Agreement for the Wastewater Treatment Plant Outfall Line.

Motion by: Vice-Chair Fields

2nd by: Director Price

All in favor: 5/0

C. Consideration of approval of Wellhead Treatment Equipment Bid;

- **Wigen Water Process Solutions \$298,770.00**
- **H2O Engineering \$347,444.68**

Two bids were received for the treatment unit which is the major component of the overall Wellhead Treatment Project. Staff and Phoenix Engineering have reviewed the bids (Wigen Water Process Solutions \$298,770.00 and H2O Engineering \$347,444.68) and found both bids to be complete. Approval of a bid will allow Staff to seek funding for Board approval and move forward with the overall project design and planning. Staff recommends approval of Wigen Water Process Solutions bid package.

A motion was made to accept the proposal from Wigen Water Process Solutions bid package, but no purchase yet.

Motion by: Chairperson McAdams

2nd by: Director Price

All in favor: 5/0

7. Board Committee Reports from Committee Members - None

8. Oral Report from Board Members on current issues - None

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

The General Manager mentioned that he was working on the Pico Street Stair repairs. He is starting the Coastal development permit process.

10. ADJOURNMENT @ 7:12 PM