

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, April 11, 2018**  
**6:00 pm**

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

**1. REGULAR SESSION @ 6:00 PM**

**A. Roll Call**

Chairperson Williams – Present	General Manager, Charles Grace
Vice-Chairperson McGuire – Present	District Counsel, Natalie Frye Laacke
Director Russell – Present	
Director Kellas – Present	

**B. Pledge of Allegiance**

**2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:**

Larry McGuire asked that the Board remember to speak loudly so that the public can hear them.

Julia Stanert commented about the sidewalks in the community and stated that she had been in contact with both the North Coast Advisory Council (NCAC) and Supervisor's Gibson's office.

**3. SPECIAL PRESENTATIONS AND REPORTS:**

**A. STAFF REPORTS:**

**i. Sheriff's Report – Report for March**

Sergeant Doug Scott presented the report. For the dates of March 15 – April 10 there were 12 calls for service in the community.

**ii. General Manager's Report –**

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

Regular day-to-day activities performed by District staff include:

Monday-Thursday office hours, processing of utility payments, customer service duties, answering phone calls, mailing of regular monthly utility bills, along with the preparation and distribution of the Agenda and Board packet.

During the month of March, staff also attended to the following items:

- Responded to 3 public records requests.
- Gathered information and conducted research for the Reservoir Project.
- Continued working with Phoenix Engineering on the Master Plan.
- Gathered bids and project information needed to submit the application for the Active Transportation Grant.
- Staff prepared the invoices for the Hearst/State of California 1<sup>st</sup> quarter billing.
- Staff began preparing the necessary items for the weed abatement ordinance adoption process.

**FEMA Grant for Water Filtration System**– Staff received the final project determination from FEMA on March 28, 2018. Under section 406 of the Stafford Act, FEMA is authorized to provide financial assistance to States and Local governments that meet certain criteria under their guidelines. FEMA determined that the need for the installation of the filter was not a direct result of any damages incurred during the storms. This means that the project application was denied.

**Coastal Commission Rip Rap CDP** – The Coastal Commission Staff postponed the March 7 permit hearing to provide time for the Commission’s Executive Director to review and meet with SSCSD staff/representatives.

**Additional Information** – Staff will continue following up on the status of the pedestrian survey with Caltrans.

**iii. Superintendent’s Report –  
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 WWTP ocean outfall inspection was completed. An integrity test was performed as well. At the time this report was written there were no results reported from the contractor.
- A new Equalization Basin Influent flow meter was replaced after the old one failed.

**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), including additional reporting required with filter operation.
- On March 2<sup>nd</sup>, Pico Creek began to flow. This has been designated as a trigger by the DDW to begin running the HARMSCO filter. Staff began operation and continues to operate the filter daily. During operation, the filter differential pressure reached the maximum recommended level and the cartridges were then replaced.
- Monthly repickling of the R.O. unit was performed.
- Monthly water meter reading was performed.

**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.

Charlie Grace remarked on comments he received from the Division of Drinking Water (DDW) stating that the DDW was very impressed with plant operations.

**iv. District Financial Summary –**

<b>February Billing Revenue</b>	<b>\$ 61,177.88</b>
<b>March Billing Revenue</b>	<b>\$ 42,891.73</b>
Past Due (31 to 60 days)	\$ 178.48
Past Due (60 days)	\$ 245.88

**ENDING BANK BALANCES**

**March 31, 2018**

**RABOBANK SUMMARY:**

**Well Rehab Project/USDA Checking Account** \$ 49.00

**HERITAGE OAKS BANK:**

**Money Marketing Account Closing Balance February 28, 2018** \$ 881,785.02

**Interest for March 2018** \$ 259.67

**Transfer to General Checking USDA Loan Payment** \$ 10,345.00

**Wire Fee for USDA Loan Payment** \$ 25.00

**Money Marketing Account Closing Balance March 31, 2018** \$ 871,674.69

Reserve Fund (\$ 250,000.00)

Wait-list Deposits (\$ 45,750.00)

Customer Deposits (\$ 9,450.00)

**Available Funds** \$ 576,585.02

**General Checking Account March 31, 2018** \$ 65,208.61

**LAIF Closing Balance March 31, 2018** \$ 529.00

Cortney Murguia stated the District was still waiting to receive a check from the State of California in the amount of \$22,000.00.

Director Russell inquired about the revenue amounts for March being lower than February.

Staff replied that they would take a more detailed look at this item and follow up with the Board members over the next day or two.

Charlie Grace asked that staff be allowed to make a transfer from the money marketing account to the general checking account.

A motion was made to allow a transfer from the money marketing account to the general checking account in the amount of \$35,000.00.

Motion by: Director Russell

2<sup>nd</sup>: Vice-Chairperson McGuire

All in: 4 / 0

- v. District Counsel's Report –**  
There was no report for March.

**B. BOARD OF DIRECTORS AND COMMITTEE REPORTS**

Vice-Chairperson McGuire announced that ECOSLO needed volunteers for an event on Saturday April 21, 2018. She stated that more information was available on their website.

**C. SPECIAL PRESENTATION:**

**i. Acknowledgment Honoring Lori Mather**

Chairperson Williams presented Lori with a letter of recognition signed by the Board commending her for her 20+ years of service as the District videographer.

**D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:**

None

**4. CONSENT AGENDA ITEMS:**

**Public Comment – None**

**A.** Review and approval of Minutes for the Regular Meeting on March 14, 2018.

**B.** Review and approval of Disbursements Journal.

**C.** Review and approval of Minutes for the Special Meeting on February 6, 2018.

A motion was made to approve consent agenda items 4A-4C with the changes recommended by Vice-Chairperson McGuire and Director Russell.

Motion by: Director Russell

2<sup>nd</sup>: Director Kellas

All in: 4 / 0

The Board and Charlie Grace discussed the style of the consent agenda.

**5. BUSINESS ITEMS:**

**Public Comment - None**

**A.** Review of the Draft Master Plan.

Jon Turner from Phoenix Engineering presented the draft version of the Master Plan Update. He discussed the models and information used to create the document. He stated that typically Master Plans are split into 5 year plans so that it easier to make a financial plan. He also addressed the costs associated with phase 1.

Vice-Chairperson McGuire commented that the document was concise and easy to follow. She asked about a potential time line for Phase 1.

Charlie Grace responded that a timeline was dependent on funding (3.5 million) for the project.

Chairperson Williams commented that the he wanted everyone to understand that this document is not written in stone and that future Boards would have to take funding into consideration before making any decisions. He also mentioned the need to approve the document in order to move forward with adoption.

Charlie Grace commented that the Master Plan had specifically been designed in phases to help with both the planning and the financial aspect of implementation. He also mentioned that sometimes projects that are not part of the Master Plan may need to be implemented depending on the needs of the community. He used the example of the reverse osmosis system.

Vice-Chairperson McGuire made a motion to approve the draft version of the Master Plan understanding that it is a non-binding guide and that as need arises more concrete detailed plans for all projects will be provided and discussed.

Director Russell seconded the motion.

Director Kellas also made a 2<sup>nd</sup> motion to approve the Master Plan on the condition that the remaining new potable water pipes and hydrants currently shown in phase 3 & 4 be moved into the phase 2 diagram.

Chairperson Williams stated that he did not see the need for the conditions to be added.

Vice-Chairperson McGuire also stated that she did not see the need to discuss the moving of pipes until the District was ready for phase 1.

Director Russell mentioned that given the national political situation it was plausible that Congress would pass a significant infrastructure bill. He said that he wanted the District to be in the position to be “shovel ready” if the funds become available.

Motion by: Vice-Chairperson McGuire

2<sup>nd</sup>: Director Russell

All in: 3 / 1

Director Kellas opposed

- B.** Consideration of candidates to replace the Board of Director Vacancy created by the Resignation of Ken Patel and Board Appointment of the new Director.

Chairperson Williams introduced the item.

Vincent Brooks commented that he would like to be on the Board of Directors.

A motion was made to appoint Julia Stanert to the Board of Directors.

Motion by: Director Russell

2<sup>nd</sup>: Director Kellas

All in: 4 / 0

- C.** Consideration of introduction of an ordinance regarding abatement of hazardous weeds. -Move Ordinance be read in title only and all further readings be waived.

Natalie Frye Laacke introduced the item.

A motion was made that the ordinance be read in title only and all further readings be waived.

Motion by: Chairperson Williams  
2<sup>nd</sup>: Director Russell  
All in: 4 / 0

Director Kellas asked about how trees were able to be removed at the property located on Jasper Ave.

Charlie Grace replied that staff had contacted the property owner and asked them to complete the work.

Director Russell addressed language in the ordinance that he had strong objections too.

Charlie Grace recommended that the language "100 feet of structures" be added. He also referenced the inconsistency in language in various parts of the ordinance.

Staff recommended the following changes:

On page 1 of the draft ordinance under section 2 the language "private property" was changed to "unimproved parcels" and "100 feet of structures within the District" was added.

On page 2 of the draft ordinance under (e) the language "zoned for single and multiple residence purposes" was removed.

Under Section 3 the language "property" was removed and "unimproved vacant parcel" was added.

Vice-Chairperson McGuire recommended that on page 5 of the draft ordinance under C. the language "recordation" be removed and replaced with "to be recorded".

A motion was made to approve the introduction of the ordinance with modifications.

Motion by: Chairperson Williams  
2<sup>nd</sup>: Director Russell  
All in: 4 / 0

Roll Call: Chairperson Williams: YES Vice-Chairperson McGuire: YES Director Russell: YES  
Director Kellas: YES

**D. Consideration of approval for Staff to enter into a Sponsor Agreement with the California Conservation Corps.**

Cortney Murguia introduced the item. She explained that the grant application was missing an item, so it was pulled back. She also explained that it benefited the District to have a signed agreement on file with the agency in case of an emergency or further grant opportunities.

Director Kellas commented on the language listed on page two of the agreement stating that the District would have to provide housing for the CCC employees. She requested that staff get clarification on this item.

Staff responded that they would review this item and get clarification from the CCC and would work with District Counsel prior to signing the agreement.

A motion was made to allow staff to enter into a sponsorship agreement with the California Conservation Corps.

Motion by: Director Kellas

2<sup>nd</sup>: Director Russell

All in: 4 / 0

- E.** Discussion and Direction to Staff regarding the amended Policies and Procedures Manual (Board of Directors and Board Meeting sections) for the District.

Natalie Frye Laacke introduced the item.

Director Russell commented on section 1.02 and asked that “following a general election” be removed from this section.

Director Russell asked that special meetings be audio taped and that this language be added to this section.

Director Kellas made a motion to leave the special meeting language and add language about special meetings being audio recorded.

2<sup>nd</sup>: Director Russell

All in: 3 / 1

Chairperson Williams opposed

Director Kellas asked about Section 6.01 and the setting of the agenda. She referred to language about individual directors requesting to have items added to the agenda.

Natalie Frye Laacke stated that the removal of this language did not prevent Board members from contacting the Board Chairperson to have items added to the agenda.

Director Kellas asked if the Board could have access to the draft meeting minutes ahead of time.

Charlie Grace replied, providing an explanation of staff’s timeline and current processes related to meeting minutes.

Julia Stanert commented on the process that her HOA used. She inquired about the possibility of staff creating the minutes the day after the meeting.

Chairperson Williams commented on a point of order and asked that prior to speaking an acknowledgement be made.

Natalie Frye Laacke stated that the Brown Act does not regulate the process for meeting minutes.

There was a lengthy discussion between Director Kellas, Director Russell, Charlie Grace and Cortney Murguia about the process of staff taking meeting minutes. No action was taken regarding 7.01.

The recommended changes to Section 6.11, 7.01 (add a space between by & name), 7.02 were approved “Pacific Premiere Bank” should be changed to an offsite location. Under 7.04.01 and 7.04.02 staff’s recommended changes were approved.

A consensus was reached to have a special meeting each month to allow for the Board to review the policies and procedures until all changes to the manual have been updated and that District counsel be present.

Director Russell asked about Section 6.02 and our current consent agenda process.

Charlie Grace replied that we could start the workshop at section 6.02.

Vice-Chairperson McGuire asked that numbers one thru ten be written out as words to be in line with traditional grammatical practices.

## **6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS**

None

## **7. ADJOURNMENT @ 7:52 PM**