

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, December 13, 2017**  
**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 Patel – Present	Sheriff Representative, Commander Voge
Director Russell – Present	
Director Kellas – Absent	

**B. Pledge of Allegiance**

**2. PUBLIC COMMENT:**

Chairperson Williams introduced new District counsel Natalie Frye Laacke.

Leroy Price commented that he had a question about the closed session report out. He asked why the report out was not included in the regular meeting minutes.

Charlie Grace responded that counsel (Natalie Frye Laacke) would need some time to review this matter and determine what correction would be needed.

Leroy Price remarked about the RFP process.

Charlie Grace again asked to allow counsel time to clarify what correction would be needed.

**A. Sheriff's Report November**

There was a total of 14 calls for San Simeon for the period of November 9 – December 13, 2017. There were 4 disturbing the peace calls. On December 5, deputies responded to a call of a suicidal subject armed with a weapon. The suspect was taken into custody without incident. On December 9, there was an arrest for driving under the influence. On December 12, deputies responded to a disturbing the peace call on the 9000 block of Avonne. The suspect was arrested for an outstanding warrant and possession of methamphetamine.

**B. Public comment on Sheriff's Report.**

None

**3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD**

None

#### 4. STAFF REPORTS

##### A. General Manager's Report

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

During the month of November, staff sent out regular customer billing. Staff also completed the following items:

- Submitted the complete application to LAFCO. This item will tentatively be added to the agenda for their January meeting.
- Responded to 2 public records requests.
- Finalized with the contract to provide legal counsel with the firm of Adamski Moroski Madden Cumberland & Green LLP.
- Prepared additional information for items needed as part of the Prop. 1 Grant process and met with a County representative.
- Continued working with Phoenix Engineering on the Water Master Plan.

##### B. Superintendent's Report - Summary of November Activities.

###### 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.
- Reactor and clarifier #3 were taken offline and cleaned. Maintenance is being performed on the equipment.
- Annual maintenance was performed on the EQ Basin pumps.
- Annual grease trap inspections were performed at various restaurants around the District.

###### 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).
- A hotel compound meter was replaced.
- Monthly water meter reading was performed.
- Monthly repickling of the R.O. Unit was performed.

###### 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.
- Pot holes were filled around the District streets.
- SLO County Environmental Health Services came out for the annual inspection.
- Quarterly inspection and maintenance was performed on the stand-by generators at the well site and the WWTP.
- Data was compiled for Phoenix Engineering for the master plan update.
- Weed abatement was performed at the reservoir and the well site.

##### C. District Financial Summary

<b>October Billing Revenue</b>	<b>\$ 65,876.76</b>
<b>November Billing Revenue</b>	<b>\$ 63,705.91</b>

Past Due (31 to 60 days)	\$ 627.50
Past Due (60 days)	\$ 13.64

**ENDING BANK BALANCES**

**November 30, 2017**

**RABOBANK SUMMARY:**

**Well Rehab Project/USDA Checking Account** \$ **89.00**

**HERITAGE OAKS BANK:**

**Money Marketing Account Closing Balance October 31, 2017** \$ **830,821.74**

**Interest for November** \$ **239.04**

**Money Marketing Account Closing Balance November 30, 2017** \$ **831,060.78**

Reserve Fund (\$ 250,000.00)

Wait-list Deposits (\$ 45,750.00)

Customer Deposits (\$ 9,708.00)

**Available Funds** \$ **524,876.35**

**General Checking Account November 30, 2017** \$ **67,076.77**

**LAIF Closing Balance November 30, 2017** \$ **527.40**

**D. District Counsel's Report Summary of November activities**

Natalie Frye Laacke reported that the new contract for legal services was finalized at the end of November. She stated that counsel was currently working to get up to speed on current issues.

**5. ITEMS OF BUSINESS**

**A. Consideration of approval of last month's minutes** – November 8, 2017.

Director Russell asked for changes to Item 10. He asked that the name "reservoir project" be referenced in the minutes under this section.

The minutes were tabled until the January meeting, so that counsel would have time to research where the appropriate placement of the closed session report out should be placed.

**B. Consideration of approval of Disbursements Journal** – December 13, 2017.

A motion was made to accept the Disbursements Journal.

Motion by: Director Patel

2<sup>nd</sup>: Chairperson Williams

All in: 3/ 1 (Vice-Chairperson McGuire voted No)

**C. Consideration of approval of Special Meeting minutes** – October 30, 2017.

A motion was made to approve the special meeting minutes.

Motion by: Vice-Chairperson McGuire

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

All in: 4 / 0

**6. DISCUSSION/ACTION ITEMS**

**A. Consideration of Review of Draft District Audit 2016-2017 presented by Travis Hole from Moss, Levy & Hartzheim, LLP.**

Travis Hole presented the 16/17 FY audit. There were no significant findings, and all samples of paperwork that were audited were found to be clean.

There were no questions from the Board.

**7. BOARD COMMITTEE REPORTS**

None

**8. BOARD REPORTS**

None

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

None

**10. ADJOURNMENT @ 6:27 PM**