

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, July 8, 2015
6:00 pm

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

1. REGULAR SESSION@ 6:01 PM

A. Roll Call:

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

B. Pledge of Allegiance

2. PUBLIC COMMENT:

Resident Dolores Ricci commended SSCSD Staff for putting up the dog leash signs on the East side of Highway 1. She also asked if the SSCSD had any laws or ordinances on the same matter. The General Manager replied that the SSCSD didn't but that the County does and SSCSD are within County Boundaries. "All dogs must be kept on a leash at all times and owners are responsible for picking up after their own dog".

Resident Hank Krzciuk talked to San Simeon Cable Company about improving their service to San Simeon. Later in the evening, a representative will be speaking on the companies behalf.

A. Sheriff's Report – Report for June.

There were 68 calls for services in the San Simeon area. Some calls were 13 traffic stops, 4 pedestrian contacts by deputies, 1 alarm, 1 found property, 1 defrauding an innkeeper, 1 theft report, 12 911 calls, 10 public assistance, 1 check the welfare, 1 suspicious subject.

Current Coast Station staff is; 1 Commander, 3 Sergeants, 20 Deputies, 1 School resource deputy, 1 rural crimes deputy and 5 deputies in training.

B. Public comment on Sheriff's Report: The Sergeant was asked how the public should deal with dogs off leashes. Sergeant Rasmussen said that Animal Control Services should be called. Unless the County knows there is a big problem with off leashed dogs, the department cannot address it.

C. San Simeon Community Cable Information

Bill Flemion from the San Simeon Cable Company addressed the residents of San Simeon. San Simeon Cable will be improving their service to our area. New monthly walk checks will help improve system. There are also some corroded wires that need to be replaced. There is a new

customer service number that customers can call; 927-5555. You can also email your concerns to Karen Flemion at kflemion@cablerocket.com.

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 June.

During the month of June, Staff read meters and distributed water billing. There were several customer service calls regarding parking and abandoned dog waste. Staff attended a WRAC and IRWM meeting. Street Sweeper was called and all District and County streets were swept on June 22nd.

Staff trained several new Recycled water Distributors and one new site was added. Total to date: 59 total people trained, 11 of which are Distributors.

2. Update – Wellhead treatment system project.

Staff is communicating with Wigen and Phoenix Engineering to complete the 100% design and treatment system purchase. Staff is coordinating with PG&E and IRJ Engineering to complete the electrical design for the project, shared the bid selection with the DDW (Division of Drinking Water) and discussed the NSF (National Sanitation Foundation) requirements and Treatment License Requirement.

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

USDA Grant Funds:

The District received word at the beginning of June that a \$500,000 grant (free money) is being given to the District towards the Wellhead Treatment System Project (RO System). Staff is working with the USDA Engineer to finalize the project and requirements.

Integrated Regional Water Management (IRWM)/ Water Resource Advisory Committee (WRAC)

Grant application in process:

Staff is working on the application with the Consultants that the County hired. Staff is doing as much of the writing as possible to help keep costs down. Deadline for final comments is mid-July, Application is due in August, and the announcement of the winning County and grant amount is set for October.

4. Update – Well 2 sanitary seal project

Project is complete and County approved. Staff will give contract to Counsel to see if District can ask for liquidated damages.

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

Staff is in the process of obtaining a Biological Survey cost proposal.

6. Auditor Services Letter from Moss, Levy and Hartzheim to perform the District's 2014-2015 Fiscal Year's Audit.

Staff is coordinating with the Auditor to perform the 2014-2015 fiscal year audit. Staff is starting preparation of all documents needed by the Auditor. Attached is the Service letter from Moss, Levy and Hartzheim (MLH) to perform the 2014-2015 Fiscal Audit. The price is concurrent with the agreed upon contract price. This is the last audit to be performed under the current contract.

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.
- Quarterly maintenance was performed on blowers #4 and #5.
- Two loads of sludge were hauled away this month.
- 100% of collection system was cleaned

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.
- Well casing #2 was excavated and the sanitary seal and pedestal were installed.
- 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 loading and unloading curbs around the District were painted.
- Vegetation abatement was performed around the perimeter of the wastewater treatment plant.

C. District Financial Summary – Update on Monthly Financial Status for close of business June 30, 2015.

BILLING

May Billing Revenue	\$ 62,232.09
June Billing Revenue	\$ 66,075.69
Past Due (31 to 60 days)	\$ 68.00
Past Due (60 days)	\$ 0.00

RABOBANK SUMMARY

Summary of Transactions:

Money Marketing Account Closing Balance May 31, 2015	\$ 757,635.40
Interest for April 2015	\$ 137.00

Money Marketing Account Closing Balance June 30, 2015	\$ 757,772.40
Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 45,750.00)
Available Funds	\$ 462,022.4
General Checking Account	\$ 97,091.98
Well Rehab Project/USDA Checking Account	\$ 100.05
LAIF Closing Balance June 30, 2015	\$ 519.51

D. District Counsel's Report

Counsel assisted Staff in the month of June with;

- July agenda and Resolutions
- As for the Ultura litigation, nothing to report at this time. Have not heard from Judge Garrett about our proposal.

5. ITEMS OF BUSINESS

A. Approval of last month's minutes – June 10, 2015.

A motion was made to approve minutes as presented.

Motion by: Director Price

2nd by: Vice-Chair Fields

All in: 5 / 0

B. Approval of Disbursements Journal – July 8, 2015.

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

Motion by: Vice-Chair Fields

2nd by: Director Williams

All in: 5 / 0

6. DISCUSSION/ACTION ITEMS

A. Consideration of Adoption of Resolution 15-375 Appropriation Limit.

On November 6, 1979, the California voters passed Proposition 4, which added Article XIII B to the State Constitution. The article restricts government spending by establishing the limit on the annual appropriations of local agencies.

A Resolution was prepared by the District Auditors, Moss, Levy & Hartzheim, and a letter describing the process and purpose regarding Appropriation limits. With the assistance of Travis Hole from

Moss and Levy, appropriation amounts were calculated. Staff recommends the approval of Resolution 15-375.

A motion was made to approve Resolution 15-375 District Appropriation Limit as presented.

Motion by: Director Williams

2nd by: Director Price

All in: 5 / 0

B. Consideration of Adoption of Resolution 15-376 - Selecting Candidates to serve as Directors on the Special Districts Risk Management Authority Board for 2015.

On May 6, 2015 Special District Risk Management Authority (SDRMA), the District's Insurance Company, reviewed nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2015-01 establishing guidelines for Director Elections. The Election committee confirmed that 4 candidates met the qualification requirements and those names are included on the Official Election Resolution Ballot. Candidate information was given to each Board member to review.

The SSCSD Board was asked to select up to 3 candidates from the list below, and approve Resolution 15-376. The four year terms for the newly elected SDRMA Directors will begin on January 1, 2016.

- ✓ Robert Swan; Groveland CSD
- ✓ Ed Gray; Chino valley Independent Fire District
- ✓ R. Michael Wright; Los Osos CSD
- ✓ Sandy Seifert-Raffelson; Herlong Public Utility District

After Board vote, Ed Gray, Michael Wright and Sandy Seifert-Raffelson were selected by the San Simeon Board of Directors as their choice for representatives on the Special Districts Risk Management Authority Board. A motion was made to send the names to the Special Districts Risk Management Authority.

Motion by: Chairperson McAdams

2nd by: Director Patel

All in: 5 / 0

C. Board Vote on District Representative (Seat A) California Special District Association Board Member 2015 Elections.

The SSCSD Board must vote to elect a representative to California Special District Association (CSDA) Board of Directors in our network (Seat A). Each of CSDA's six networks has three seats on the Board. Each of the candidates is either a board member or management level employee of a member District located in our network. Each Regular Member/District in good standing shall be entitled to vote for 1 Director to represent its network.

The candidate information bio for each candidate who submitted one, was given to each Board member in their Board packets. The Board was asked to vote for only one candidate to represent your network in Seat A from the following people.

- ✓ Robert Blair; Nipomo CSD
- ✓ Peter Le; Marina Coast Water District
- ✓ Elaine Magner; Pleasant Valley Recreation & Park District

After Board vote, Robert Blair was selected by the San Simeon Board of Directors as their choice for representative of Seat A on the California Special District Association Board. A motion was made to send the name to the California Special District Association.

Motion by: Director Patel

2nd by: Director Price

All in: 4 / 1

Directors; McAdams, Williams, Price and Patel was a yes vote for Robert Blair
Director Fields was a no vote. Motion was passed.

D. Approval of the purchase of the Well Head Treatment (Reverse Osmosis) Unit from Wigen Technologies for \$298,770.

Given that the reverse osmosis (RO) unit has a long lead time of 8 to 16 weeks once the order is placed, staff is recommending purchasing the unit during the month of July to allow for delivery and installation to occur in November.

A motion was made to approve the purchase of the Well Head Treatment (Reverse Osmosis) Unit from Wigen Technologies for \$298,770.

Motion by: Chairperson McAdams

2nd by: Director Williams

All in: 5 / 0

E. Consideration of Approval of Resolution 15-377 – Honoring the memory of “Bob” McLaughlin, former San Simeon Community Services District Director.

Former San Simeon Board of Director Robert “Bob” McLaughlin passed away at his home on May 26, 2015. The Board, Staff and community appreciated all of his hard work and dedication to the San Simeon Community. Staff wrote a Resolution to honor his memory which will be given to his wife Marina McLaughlin. A motion was made to approve Resolution 15-377 – Honoring the memory of “Bob” McLaughlin, former San Simeon Community Services District Director as presented.

Motion by: Chairperson McAdams

2nd by: Director Williams

All in: 5 / 0

7. Board Committee Reports: Water Committee Report from July 8, 2015 5:02 PM

All Water Committee members were present; Alan Fields, Dan Williams, Mike Hanchett, Paul Panchal.

Discussion of well head treatment unit purchase and project progress

The Committee Discussed the well head treatment unit purchase and project progress. The SSCSD Board had voted on the unit at the June meeting. After the General Manager spoke with Wigen Technologies, the General Manager is satisfied that Wigen has the best unit for the best price. Staff would like to proceed with the purchase of the equipment. The District will put the deposit forward from the Money Marketing account until they receive the USDA funds. It is important to order the unit since the company needs an 8 to 13 week lead time to build the equipment to the District's specific specifications. The Water Committee agreed that the equipment should be ordered as soon as possible.

Discussion of WWTP ocean outfall line use request by Cambria

The General Manager updated the Committee on the San Simeon CSD WWTP ocean outfall line use request by Cambria. The General Manager and Chairperson McAdams met with the Cambria General Manager Jerry Gruber, Chairperson Gail Robinette, and Director Michael Thompson to discuss possible terms of use and usage scenarios that may provide the ability for Cambria to use the SSCSD outfall line. Subsequently the General Manager, Chairperson McAdams and Jerry Gruber meet with the Regional Water Board to discuss the same. Since these meetings there has been no further communication with Cambria CSD regarding the use of the SSCSD WWTP ocean outfall line.

8. Board Reports – None

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

The Board requested investigation on what the County Ordinance and fees are on Dog being unleashed and not picking up after your dog.

10. ADJOURNMENT @6:56 PM