

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, April 10, 2019
6:00 pm

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

1. REGULAR SESSION: 6:07 PM

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| A. Chairperson Kellas – Present
Vice-Chairperson McGuire – Absent
Director Russell – Present
Director Stanert – Present
Director Smith – Absent | District Counsel, Natalie Frye Laacke
General Manager, Charlie Grace |
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2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment – None

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

i. Sheriff’s Report – Commander Manuele reported 57 calls for service during the month of March.

ii. Superintendent’s Report – Jerry Copeland provided a summary of the March activities.

Eddie Price inquired about how many meters had been installed.

Jerry Copeland replied that there were 2 hotel water meters that needed to be replaced.

Mike Hanchett asked if there were any notable issues related to the outfall inspection and the work performed by MDS.

Jerry Copeland stated that there were no issues.

iii. General Manager’s Report – Charlie Grace provided a summary of March Activities.

Director Russell inquired about an email from a member of the public regarding the Eroica bike race.

Cortney Murguia and Mike Hanchett discussed the email and future bike races scheduled for our area.

Director Stanert asked about storm drain meetings that staff attended in 2018.

Charlie Grace responded that staff had attended the meetings but had not submitted any project ideas because the District does not own the storm drains for the community.

Director Stanert, Charlie Grace and Mike Hanchett discussed the creek that runs along the south side of the property line of the Motel 6 and the Hearst property.

iv. **District Financial Summary** – Cortney Murguia provided a summary of the District financials.
Chairperson Kellas inquired about the wire transfer fee.

Cortney Murguia replied that this amount is typically credited back to the account.

v. **District Counsel's Report** – Natalie Frye Laacke provided a summary of March Activities.

B. **BOARD OF DIRECTORS AND COMMITTEE REPORTS:** The budget committee did not meet due to the lack of a quorum.

C. **SPECIAL PRESENTATION:** None

D. **PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:**
Public Comment – None

4. CONSENT AGENDA ITEMS:
Public Comment – None

Director Russell asked that an "L" be added to Russel on page 1.

A. Review and approval of Minutes for the Regular Meeting on March 13, 2019.

B. Review and approval of Disbursements Journal.

A motion was made to approve items 4A – 4B with the changes recommended by Director Russell.

Motion by: Chairperson Kellas

2nd: Director Russell

All in: 3 / 0

Absent: Director Smith & Vice Chairperson McGuire

5. PUBLIC HEARING:
Public Comment – None

A. Public Hearing on Adoption of an Ordinance Amending the District's Water and Wastewater Capacity Fee Charges.

Chairperson Kellas introduced the item and commented on the 38% allocation used for the capacity fees, stating she understood the formula.

No action was taken on this item.

6. BUSINESS ITEMS:
Public Comment – None

A. Discussion regarding the Draft Budget for Fiscal Year 2019/2020.

Chairperson Kellas introduced the item. The budget committee did not meet due to the lack of a quorum. No information was presented and no action was taken.

B. Authorization for the General Manager to purchase a Harmsco pre-filter not to exceed the amount of \$12,000.00.

Charlie Grace introduced the item. A green sheet with a revised estimate was distributed to the Board.

Charlie Grace and Director Russell discussed the product options, warranty options, and the existing system.

A motion was to allow the General Manager to purchase the Hurricane Filter not to exceed the amount of \$12,000.00.

Motion by: Chairperson Kellas

2nd: Director Russell

All in: 3 /0

Absent: Director Smith & Vice Chairperson McGuire

C. Discussion regarding the road maintenance agreement for San Simeon Avenue.

Chairperson Kellas introduced the item.

Chairperson Kellas, Director Russell, and Natalie Frye Laacke discussed the legal definition of vacating, the terms of the existing contract, the possibility of taking back the existing street, the timeline related to the proposed repair, and maintenance of the road.

Director Russell asked that this item be tabled until the May meeting.

D. Approval of the Policy & Procedures Manual.

Cortney Murguia introduced the item and explained that the electronic version included with Board packet was the incorrect version of the manual.

Chairperson Kellas asked about Page 11/ 6th bullet point and the Chair's ability to call a meeting.

Natalie Frye Laacke replied that staff would add the language to the manual.

Chairperson Kellas asked about adding consistent language to Paragraph 3 on page 26. It was decided that this language be added to all applicable portions of the purchasing policy.

Director Russell asked that this item be tabled until the May meeting.

7. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS.

Director Stanert asked that touring the constructed plant/wetlands in Arcata and touring two additional WWTP along the way be added to the May meeting agenda.

8. ADJOURNMENT @ 7:09 PM