

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, May 8, 2019
6:00 pm

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

1. REGULAR SESSION: @ 6:01 PM

- | | |
|--|---------------------------------------|
| A. Chairperson Kellas – Present | District Counsel, Natalie Frye Laacke |
| Vice-Chairperson McGuire – Present | General Manager, Charlie Grace |
| Director Russell – Present | |
| Director Stanert – Present | |
| Director Smith – Absent | |

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment – Leroy Price commented about early morning noise that was related to the work being performed at the District office.

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

- i. Sheriff’s Report** – Commander Manuele reported 57 calls for service during the month of April.
- ii. Superintendent’s Report** – Jerry Copeland provided a summary of April activities. Chairperson Kellas inquired about testing of chloride levels.
- iii. General Manager’s Report** – Charlie Grace provided a summary of April activities.
- iv. District Financial Summary** – Cortney Murguia provided a summary of the District financials.
- v. District Counsel’s Report** – Natalie Frye Laacke provided a summary of March activities

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS: None

C. SPECIAL PRESENTATION: None

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

Public Comment – None

4. CONSENT AGENDA ITEMS:

Public Comment – None

Vice-Chairperson McGuire asked that a hyphen be added on page 3.

- A.** Review and approval of Minutes for the Regular Meeting on April 10, 2019.

B. Review and approval of Disbursements Journal.

A motion was made to approve items 4A – 4B with the changes recommended Vice-Chairperson McGuire.

Motion by: Vice-Chairperson McGuire

2nd: Director Russell

All in: 4 /0

Absent: Director Smith

5. BUSINESS ITEMS:

Public Comment – None

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

Mike Hanchett presented a draft version of the budget. He also reviewed previous rate increases and stated that staff and the Board had been trying to avoid large spikes in the rates.

Staff was directed to begin the Prop. 218 process.

No formal action was taken regarding this matter.

B. Discussion regarding draft amended Water and Wastewater Capacity Fee Study.

Charlie Grace introduced the item and discussed the additional project costs that had been added into the revised capacity fee study.

Chairperson Kellas asked that a conference call be scheduled and that during the next Board meeting Tuckfield be on the phone to answer questions regarding the capacity fee study.

No formal action was taken regarding this matter.

C. Discussion regarding entering into a contract with Wood not to exceed the amount of \$10,500 for grant writing services related to the National Fish and Wildlife Foundation (NFWF) Grant.

Chairperson Kellas introduced the item. She provided background information about the scope of work in the project proposal.

A motion to use Wood, Inc. for the 1st phase of the grant submittal not to exceed the amount of \$10,500.00

Motion by: Chairperson Kellas

2nd: Vice-Chairperson McGuire

All in: 4 /0

Absent: Director Smith

D. Discussion regarding a proposed road maintenance agreement for San Simeon Avenue.

Natalie Fry Laacke provided information and a timeline on the current agreement. She also summarized the process to vacate and how this is legally defined. Resolution 93-193 was mentioned along with laws related to vacating ownership of property and providing information related to the process.

Director Stanert inquired about the possibility of the Cavalier, Inc. just billing us for the costs related to the paving of the District's 100 ft. portion of San Simeon Avenue.

Eddie Price and Leroy Price commented on the previous agreement and existing language related to the agreement for Penn Way.

No formal action was taken regarding this matter. Status quo to remain.

E. Discussion and direction to Staff regarding the formation of an ad-hoc committee related to regional infrastructure.

Chairperson Kellas introduced the item. She stated that direction had come from both the County and the California Coastal Commission to start working with Cambria to discuss the possibility of a joint infrastructure between the communities. Chairperson Kellas recommended the creation of an ad-hoc committee. She also commented that she was interested in being on the committee and recommended that Director Stanert also be on the committee.

Director Stanert and Mike Hanchett also volunteered for the committee. Chairperson Kellas stated that Carolyn Skinner (Marine Biologist) was also interested in being on the ad-hoc committee.

Amanda Rice (Cambria CSD) clarified what the process would be for the Cambria CSD and suggested that communication between the two agencies was needed in order to figure out what the best process would be. She stated that she would return to the Cambria Board and have this matter placed on their agenda.

Chairperson Kellas spoke about the possibility of SSCSD Board members touring the Cambria wastewater plant and the advanced water treatment plant.

Tina Dickason (Cambria) commented on the General Manager position in Cambria, the Coastal Development Permit (CDP) for the riprap, she questioned why State Parks wasn't present in the discussion, and questioned the need for a committee.

Natalie Frye Laacke provided an explanation of the different types of committees and the legal requirements of each committee.

Mike Hanchett said that he thought that the SSCSD needed to form a committee to make a determination as to what the best way to move forward would be prior to meeting with the other agencies.

This item was tabled until the June meeting.

F. Discussion regarding Board members touring the constructed wetlands plant in Arcata, California.

Chairperson Kellas introduced the item.

There was discussion between Chairperson Kellas and Natalie Fry Laacke related to the Brown Act and applicable language related to more than two (2) Board members attending educational conferences. Natalie Frye Laacke provided a handout to the Board related to the Brown Act and clarified that a tour of the Arcadia wetlands area would not fall under the education requirements criteria.

There was additional discussion between Directors Russell, Stanert, and McGuire related to the wetlands concept, the purpose of the trip, and the need for more information related to this topic.

There was a motion for Director Stanert and Chairperson Kellas to tour the constructed wetlands plant w/ reasonable travel expenses to be paid by the District.

Motion by: Director Russell

2nd: Vice-Chairperson McGuire

All in: 4 /0

Absent: Director Smith

G. Approval of the Policy & Procedures Manual.

Vice-Chairperson McGuire introduced the item.

There was discussion between the Directors regarding recommended grammatical changes to the document. There was also discussion about the grant policy (page 48) and recommended changes in two (2) places. 1) Change from two (2) days to “two (2) business days” and 2) change the publication requirements to be within San Luis Obispo County (page 26).

There was a motion to approve the policy & procedures manual pending the County Board of Supervisors’ approval of the District’s conflict of interest policy.

Motion by: Vice-Chairperson McGuire

2nd: Director Russell

All in: 4 /0

Absent: Director Smith

6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS –

There was discussion about the newsletter and providing census information in this document. No direction was given to staff.

7. ADJOURNMENT @ 7:46 PM