

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING

Wednesday, March 14, 2012

6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

Note; All comments concerning any item on the agenda are to be directed to the Board Chairperson

1. CLOSED SESSION: No Closed Session

2. REGULAR SESSION@ 6:01 PM

A. Roll Call

Chairperson Lambeth – Present
Vice-Chairperson Ricci – Present
Director Fields – Present
Director Price – Present
Director McAdams - Present

Also Present:

General Manager – Charles Grace
District Counsel – Robert Schultz
Sheriff Representative – Sr. Deputy Steeb
District Auditor – Lynn Starr Del-Mundo

B. Pledge of Allegiance

3. PUBLIC COMMENT: None

A. Sheriff's Report – Update from Sheriff's Office Representative on service in San Simeon for the months of January and February.

In January the District had 54 calls for service. In February the District received 36 calls for service (3 assist other agencies, 4 traffic, 1 (597) which is cruelty to animals, 1 theft, 1 probation violation).

The Sheriff was very pleased with the turn out at the Town Hall Meeting. We had over 75 San Simeon and Cambria residents combined. This was the biggest Sheriff meet and greet he has had since he has been in office.

B. Public Comment: None

4. STAFF REPORTS

A. General Manager's Report

1. Staff Activities:

In addition to routine activities, Staff assisted the auditor with final preparation of the fiscal financial audit, held a town hall meeting hosting the Sherriff's Administration, planted two trees donated by the Board Chairperson, at the District Office, billed the State and received payment, attended a WRAQ meeting, attended and completed first aid and CPR training, assembled the ERP and Vulnerability Assessment distribution if necessary, and coordinated the street sweeping.

2. Grants, Loans and Partnership Opportunities

A. USDA:

Staff is finalizing the "front end documents" with Phoenix Engineering for the USDA loan, and received one response to the Request for Qualification for Construction Management. The response came from Phoenix Engineering. Staff did receive a total of three requests from companies that were interested in submitting their qualifications; however, as stated above, only one firm actually submitted a qualifications package.

B. National Byways Grant/ADA Access Improvement

Given the Board's approval during the January Board Meeting, Staff has contracted with Phoenix Engineering to design the Pico Road and San Simeon Avenue beach access repair.

3. Point of Diversion

The Point of Diversion permit application was approved by the State Water Resources Control Board. Staff has received the approval letter and updated permit.

4. Small Scale Recycled Water Project

Staff is making equipment purchases and coordinating with Phoenix Engineering, the general contractor and the electrical contractor to install the system.

5. Rip Rap Application

Cathy Novak and Staff have completed the Rip Rap application. Ms. Novak has requested an appointment with the Coastal Commission in preparation of the application submittal. The Coastal Commission is re-organizing staff and Ms. Novak has requested to meet with the individual now assigned to the case.

6. SDRMA Check Received

On January 4, 2012 the SDRMA approved a longevity distribution for the third year in a row. Because we have participated in the Property/Liability program for 21 years the SSCSD has received a check from the SDRMA in the amount of \$290.00.

B. Superintendent's Report

Wastewater Treatment Plant

- The wastewater treatment plant performed well this month. Staff continued with the manufacturer's recommended preventive maintenance on the facility equipment.
- Staff is continuing the process of resurfacing the stand-by generator at the wastewater treatment plant including replacing affected areas with new sheet metal.
- On the 10th of the month, Allen Larsen was on site to replace the old wooden containment wall in the chlorine contact chamber with a new fiberglass reinforced plastic structure. Photos are included in this report.
- On the 17th of the month, Schock Contracting Corporation was on site to perform the annual outfall inspection. A copy of the inspection report is included in this report.

Water Distribution System

- All routine sampling and testing was performed.
- Monthly meter reading was performed.
- Late at night on the 2nd of the month staff received a low reservoir level alarm. Upon investigation it was found the reservoir level was at a normal operations level, but a failure of the radio transmission unit in the well and reservoir telemetry caused the alarm. The next morning, staff contacted the manufacturer and ordered the part necessary to make the repair. We monitored the reservoir level and well pumps run time manually until the part arrived. The part was installed and operations have been normal since.
- On the 14th of the month the new turbine assembly and register for the well pump #1 flow meter arrived and was installed.

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.
- A new concrete trash receptacle and cigarette snuffer tray was installed at the benches at the Pico Ave Beach access. We already have a noticeable decrease to the litter problem in that area. A photo is included in this report.

C. District Financial Summary – Update on Monthly Financial Status for close of business
February 29, 2012.

BILLING
February 2012

January Billing Revenue	\$ 41,441.52
February Billing Revenue	\$ 38,422.27
Past Due (31 to 60 days)	\$ 143.78
Past Due (60 days)	\$ 130.63

RABOBANK SUMMARY
Ending Balances February 29, 2012

Money Marketing Account

Closing Balance	\$407,867.05
Reserve Fund	(\$250,000.00)
Hook up Deposits	(\$ 43,470.00)
Available Funds	\$114,397.05

SEP ACCOUNT 1	\$113,755.79
SEP ACCOUNT 2	\$ 42,121.03
SEP ACCOUNT 3	<u>\$ 6,008.00</u>
Total SEP Funds	\$161,884.82

Checking Account Balance	\$103,998.05
Well Rehab Project/USDA Account	\$ 100.00
Accounts Payable	\$ 7,389.80
LAIF Closing Balance February 29, 2012	\$ 514.80

D. District Counsel's Report – Oral Report on current issues.

Besides primary District duties, Counsel has finished up the USDA Engineering contracts.

Also, mediation with SWWC will be on March 15. Counsel will have an update for the District at the next Board meeting.

5. ITEMS OF BUSINESS

A. Approval of last month's minutes - February 8, 2012.

Motion to approve Minutes as is.

Motion by: Director Price

2nd by: Vice-Chair Ricci

All in: 5 / 0

B. Approval of Disbursements Journal - March 14, 2012.

Motion to approve Disbursements Journal as is.

Motion by: Vice-Chair Ricci

2nd by: Director Price

All in: 5 / 0

6. DISCUSSION/ACTION ITEMS

A. Annual 2010 – 2011 Financial Audit

The annual financial audit performed by Martin Starr is included for your review. Provided there are no substantial changes staff is requesting approval of the annual audit.

Motion to approve Audit after checking into LAFCO mention and amendments.

Motion by: Vice-Chair Ricci

2nd by: Director McAdams

All in: 5 / 0

B. Award of Contract with Phoenix Engineering for Construction Services and Management for the Wellhead Rehabilitation Project

The USDA is requiring, as part of the USDA loan process, that the SSCSD enters into agreement with the firm chosen to perform construction management. Based on the response from the Request for Qualifications process, Phoenix Engineering will be the chosen Construction Services firm for the Wellhead Rehabilitation project. Staff is requesting approval of the USDA EJCDC E-500 agreement form for construction services.

Motion to approve Draft Agreement with Phoenix Engineering not to exceed \$39,965 for construction services and management for Wellhead Rehab project.

Motion by: Director McAdams

2nd by: Director Price

All in: 5 / 0

C. Award of Contract with AECOM for Design Engineering for Wellhead Rehabilitation Project

The USDA is requiring the SSCSD to enter into an agreement with AECOM due to the fact that AECOM is the design engineer of the Wellhead Rehabilitation. This will be utilized only in the event the Construction Services firm has questions regarding the design during the construction of the project. Staff request approval of the USDA EJCDC E-500 agreement form for design engineering service during the construction phase of the Wellhead project.

Motion to approve Draft Agreement with AECOM for Design Engineering based on time and materials not to exceed \$12,000.

Motion by: Vice-Chair Ricci

2nd by: Director Price

All in: 5 / 0

7. Board Committee Reports – None

8. Board Reports – None

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS: None

10. ADJOURNMENT@ 7:05 PM