

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, November 11, 2015**  
**6:00 pm**

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

**1. REGULAR SESSION: @6:02 PM**

**A. Roll Call:**

Chairperson McAdams -present  
Vice-Chair Fields - present  
Director Williams - present  
Director Patel – present  
Director Price - present

General Manager, Charles Grace  
District Counsel, Heather Whitham  
Commander Taylor

**B. Pledge of Allegiance**

**2. PUBLIC COMMENT:**

The Cambria Health Care District (CHCD) stopped by the board meeting to ask the San Simeon Board if they would allow the CHCD to put surveys in the January San Simeon water billing. They are looking into updating the services for residents of the San Simeon area.

The Board and Staff agreed to put the surveys in the January billing. A notice will also go out in the November newsletter to advise the residents of the upcoming survey.

**A. Sheriff's Report – Report for October.**

- There were 38 calls for service for the month of October. Such calls were 10 traffic stops by Deputies on motor vehicles, 3 pedestrian contacts where Deputies stopped a person on foot to talk to them, and 5 incomplete 911 calls.
- There were 9 requested assistance by other agencies. Deputies assisted CHP, Cal Fire, and ATT with calls for services ranging from pedestrians in the roadway, blown transformers and checking phone lines because of incomplete 911 calls being received.
- There was also 1 burglary. A victim reported that their tools were stolen from their garage at a residence on Avonne Avenue.
- The Sheriff's Office has received reports of an IRS scam. If you get a call from the IRS and they want you to give them money over the phone, you know that it is a scam. The IRS will never ask you for money over the phone.

**B. Public comment on Sheriff's Report: None**

**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 October.

During the month of October, Staff performed meter reading and distributed water billing. District staff, Council and Phoenix Engineering have been working with Madonna Construction and the USDA toward completing contracts and project review to prepare for the start of construction of the Wellhead Treatment Project.

The District Administrator met with Travis Hole from Moss & Levy regarding the District 2014-2015 Audit. The District's documents were organized and prepared for the audit staff's review.

Final paperwork and preparations were completed regarding the change in the District's banking.

2. **Update** – Wellhead treatment system project.

Staff finalized the contract with Madonna Construction. On October 27 the pre-construction walk-through was held at the District Office. The submittal package from Madonna construction has been reviewed. Madonna Construction is scheduled to mobilize and start construction on November 9th. The RO unit from Wigen is scheduled to arrive the week of December 14th. The District received a formal approval from the USDA on the Madonna Construction Contract.

3. **Update** on IRWM/WRAC Grant for the Wellhead Treatment systems project.

**WRAC/IRWM Grant**

The County advised the District Administrator that results from the IRWM Grant review had been received by the Department of Water Resources. San Luis Obispo County submittal was scored very high. Our County was awarded \$3,702,762 (75% of the original request of \$4,937,016). San Simeon CSD submitted a request of \$489,600. All request for funds will have to be cut to meet the shortage.

These are only the draft funding requested amounts by the Department of Water Resources. The results are still under a "public comment" stage since these are funds from PROP 84, which will close on November 13<sup>th</sup>. Final amounts will be determined and awarded in December.

4. **Update** – Notice of Violation from California Coastal Commission (CCC) regarding Wastewater Treatment Plant Rip Rap installation.

Staff and Nossaman meet with the CCC in Santa Cruz on November 3. The CCC is requesting submittal of the "After the Fact Coastal Development Permit" (CDP) with existing studies. The CCC requested information on the public access projects (San Simeon Avenue Pathway and Pico Avenue Stairs) to be included with the CDP. The CCC also stated that the wastewater treatment plant is in a precarious location given it's proximity to the ocean and sea level rise. These factors will need to be given consideration possibly as part of a 20 year relocation plan.

## 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.
- The stand-by generator at the WWTP was resurfaced and the same epoxy and polyurethane that is used on the pipe bridge was applied.
- The annual outfall inspection was performed.
- One load of sludge was hauled away this month.

### 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.
- The reservoir was cleaned and inspected.
- Well #3 was tested. The disinfection system was set up. The discharge line was disinfected. The well and discharge line was tested for the presence of total coliform which were negative.
- 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.

## C. Update on Monthly Financial Status for close of business October 31, 2015.

|                                  |                     |
|----------------------------------|---------------------|
| <b>September Billing Revenue</b> | <b>\$ 73,724.41</b> |
| <b>October Billing Revenue</b>   | <b>\$ 71,895.93</b> |
| Past Due (31 to 60 days)         | \$ 27.68            |
| Past Due (60 days)               | \$ 0.00             |

### ENDING BANK BALANCES: October 31, 2015

#### RABOBANK SUMMARY:

|   |                    |
|---|--------------------|
| <b>General Checking Account</b>                 | <b>\$ 4,207.82</b> |
| <b>Well Rehab Project/USDA Checking Account</b> | <b>\$ 100.05</b>   |

#### HERITAGE OAKS BANK:

Money Transferred to Heritage Money Marketing Account on October 21, 2015

#### Summary of Transactions:

|   |                      |
|---|----------------------|
|   | \$ 808,166.52        |
| Interest for October  | \$ 55.36             |
| <b>Money Marketing Account Closing Balance October 31, 2015</b> | <b>\$ 808,221.88</b> |

Reserve Fund (\$ 250,000.00)

Hook up Deposits (\$ 45,750.00)  
**Available Funds \$ 512,471.88**

**General Checking Account \$ 81,695.48**

**LAIF Closing Balance October 31, 2015 \$ 520.30**

**D. District Counsel's Report** – Summary of October activities

Counsel's tasks for the month of October included;

- The Attorney certificate requested by USDA
- Finalized Wigen and John Madonna contracts
- Updated the Cost Accounting Act
- Assisted Staff with Agenda

**5. ITEMS OF BUSINESS**

**A. Approval of last month's minutes** – October 14, 2015.

A motion was made to approve the minutes for October 14, 2015 as presented.

Motion by: Vice-Chair Fields

2<sup>nd</sup> by: Director Price

All in: 5 / 0

**B. Approval of Disbursements Journal** – November 11, 2015.

A motion was made to approve disbursements Journal for November 11, 2015 as presented.

Motion by: Director Price

2<sup>nd</sup> by: Director Patel

All in: 5 / 0

**6. DISCUSSION/ACTION ITEMS**

**A. Consideration of moving the regular January Board of Directors meeting to the third Wednesday, January 20, 2016.**

The District Administrator will be on vacation the first week of January. Staff would like to change the regular board meeting date to January 20, 2016 to have more time to prepare the January Board packet.

A motion was made to move the meeting to January 20, 2016.

Motion by: Chairperson McAdams

2<sup>nd</sup> by: Director Williams

All in : 4 in favor / Vice-Chair Fields objected.

**7. Board Committee Reports – None**

**8. Board Reports – None**

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

**10. ADJOURNMENT @ 7:16 PM**