

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, May 10, 2017
6:00 pm

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

1. REGULAR SESSION: 6:05 PM

A. Roll Call

Chairperson Williams – Present
Vice-Chair Fields – Present
Director Patel – Present
Director Russell – Present
Director McGuire – Present

General Manager, Charles Grace
District Counsel, Tim Carmel
Sheriff Representative, Commander Voge

B. Pledge of Allegiance

2. PUBLIC COMMENT

Leroy Price inquired about the Pico Ave Stairs hand railing.

Charlie Grace responded that the work will be completed in the next couple of the months. He believes that the handrail will probably be a long term maintenance item.

Mike Hanchett provided information about the construction of the San Simeon Community Sign that is being installed on Highway 1. He stated that construction will be complete by the end of June.

A. Sheriff's Report for April

There were a total of 34 calls in San Simeon. Commander Voge explained that once they reviewed the calls and pulled an actual case number, they were able to reduce that number to a total of 4 complete calls.

- 1) San Simeon Liquor turned in 3 wallets and a credit card that patrons had left.
- 2) Found credit card in cash machine.
- 3) A visitor from LA was camping on the beach. Deputies made contact and the visitor decided to go elsewhere.
- 4) There was report of credit card fraud. A television set was sent to Georgia.

Tip a Cop is Thursday June 1st in Cambria. All proceeds got to Special Olympics.

B. Public comment on Sheriff's Report

None

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD

None

4. STAFF REPORTS

A. General Manager's Report

1. Staff Activity – Report on Staff activities for the month of April.

For the month of April, Staff sent out billing and the quarterly newsletter. Staff continues working with a consultant on preparation of the Consumer Confidence Report.

Staff continues working with Techbunnies to finalize the remaining changes on the new website.

2. Update – Reservoir/Storage tank project.

Phoenix Engineering is continuing progress toward 30% design. Arrangements for a line of sight survey are made and a date will be scheduled.

3. Update on Communication with Fair Political Practice Commission (FPPC) Regarding Grace Environmental.

The FPPC responded to the inquiry by stating that the FPPC does not comment on issues that involve past conduct.

4. Storm Drain Repair between Avonne Avenue and Castillo Drive.

Recently during rain activity the bottom of the 48" corrugated storm drain pipe that traverses the Quality Inn parking lot from Avonne Avenue to Castillo Avenue failed, creating a sink hole. Currently road plates cover the hole. An attempt to video the pipe was made during which several holes were noted near the Avonne end of the pipe as well as near the Castillo end of the pipe. Staff is reviewing options such as slip lining, insitu form, as well as dig and replace. Staff will be soliciting bids for the repairs in compliance with the Uniform Public Construction Cost Accounting Act's informal bidding procedures. At the request of the public, staff researched County records and worked with the County Easement Department to determine who owns the storm drain. No record of ownership or easement was found. District Council's opinion is that the SSCSD is owner of the storm drain because the storm drain runs contiguous with the SSCSD street drain system.

Tim Carmel commented that Counsel would be making a determination about the ownership of the storm drain in the next week or so.

Ken Patel recused himself so that he could ask a question about how to fill out the Special District Risk Management Authority (SDRMA) insurance form for the collapsed storm drain.

Charlie Grace responded that the SDRMA would review the form and then access the information.

B. Superintendent's Report–Summary of April Activities

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.
- Equipment was monitored at the WWTP while operating under generator power during a power outage on April 7th.
- Annual flow meter calibration was performed by J.R.'s Environmental Services.
- Annual outfall inspection was performed.
- Two loads of sludge were hauled away.

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).
- Annual report was completed and submitted to the DDW.
- Equipment was monitored at the reservoir and well site while operating under generator power during a power outage on April 7th.
- Another hotel compound water meter was replaced.
- Monthly water meter reading was performed.

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.
- Pot holes were filled around the District
- Weed abatement was performed around the District.

C. District Financial Summary

March Billing Revenue	\$ 49,467.51
April Billing Revenue	\$ 65,282.51
Past Due (31 to 60 days)	\$ 448.60
Past Due (60 days)	\$ 763.62
ENDING BANK BALANCES	
April 30, 2017	
RABOBANK SUMMARY:	
Well Rehab Project/USDA Checking Account	\$ 20.05
HERITAGE OAKS BANK:	
Money Marketing Account Closing Balance March 31, 2017	\$ 507,536.58
Interest for March	\$ 146.02
Money Marketing Account Closing Balance April 30, 2017	\$ 507,682.60
Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
Available Funds	\$ 202,246.60
General Checking Account April 30, 2017	\$ 80,653.34
LAIF Closing Balance April 30, 2017	\$ 524.77

D. District Counsel's Report Summary of April activities

Tim Carmel stated that counsel worked with staff on a variety of issues. They responded to citizen concerns and created written responses to these concerns.

5. ITEMS OF BUSINESS

A. Consideration of approval of last month's minutes – April 12, 2017.

Director McGuire commented that the statement made by Julia Stanert during public comment at the April 12, 2017 Board meeting was incorrect because there actually is a sidewalk in front of the Motel 6.

A motion was made to approve the minutes.

Motion by: Director Patel
2nd by: Chairperson Williams
All in: 5 / 0

B. Consideration of approval of Disbursements Journal – May 10, 2017.

A motion was made to accept the Disbursements Journal.

Motion by: Vice-Chair Fields
2nd by: Chairperson Russell
All in: 5 / 0

6. DISCUSSION/ACTION ITEMS

A. Review of Draft Budget for the 2017-2018 Fiscal Year.

Mike Hanchett presented an overview of the budget and discussed three changes that had been made.

- 1) The first change related to an increase in the amount of 10% for the cost of Special District Risk Management Agency (SDRMA) insurance.
- 2) The second change related to road maintenance. The fund had been previously underfunded so this amount was adjusted.
- 3) The third change related to the removal of the election expense cost. There are no election costs this year.

The committee also discussed recommending that the rate increase to take effect on July 1, 2017 be for 3% rather than the already approved 5%, resulting in a 2% reduction in the increase.

B. Consideration and Approval for Main Line Utility Company to clean and video existing sewer lines for the amount of \$8,610.00.

A motion was made for Main Line Utility Company to video the existing sewer lines.

Motion by: Vice-Chair Fields
2nd by: Director McGuire
All in: 5 / 0

7. BOARD COMMITTEE REPORTS

None

8. BOARD REPORTS

Director McGuire presented information about the California Special District Association (CSDA) conference that she attended in San Luis Obispo in April. The funding for the attendance fee was paid through a scholarship for small districts. She provided a handout that highlighted information about best practices for small districts.

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

None

10. ADJOURNMENT @ 7:13 PM