

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, May 9, 2018
6:00 pm

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

1. REGULAR SESSION @ 6:02 PM

A. Roll Call

Chairperson Williams – present	General Manager, Charles Grace
Vice-Chairperson McGuire – present	District Counsel, Natalie Frye Laacke
Director Russell – present	
Director Kellas – present	
Director Stanert –present	

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Mike Hanchett asked that the Board write a letter of support regarding the Highway One closure stating that he would like District reinforcement regarding this matter.

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

i. Sheriff's Report – Report for April.

During the month of April there were 11 calls for service including one call for a runaway juvenile, one call for a suspicious suspect, and one call of a telephone scam.

Director Russell inquired about an incident with an unmarked car on Highway One that had what appeared to be police lights but no sirens.

Commander Voge responded that he was unaware of this incident.

B. CLOSED SESSION – 6:11 PM

Conference with Legal Counsel – Anticipated Litigation. Decide whether to initiate litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: Number of case(s): 1.

C. RECONVENE TO OPEN SESSION – 7:10 PM

No reportable action was taken regarding this matter.

D. STAFF REPORTS:

ii. General Manager's Report –

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

Regular day to day activities performed by District staff include:

Monday-Thursday office hours, processing of utility payments, customer service duties, answering phone calls, mailing of regular monthly utility bills, along with the preparation and distribution of the Agenda and Board packet.

During the month of April, staff also attended to the following items:

- Responded to four (4) public records requests.
- Prepared the quarterly newsletter.
- Worked with Julia Stanert to finalize the items needed for her Board appointment.
- Staff began preparing the necessary items for the weed abatement resolution that will be presented at the June Board meeting.

Grant update –

PROP 1 DAC Grant –The DAC (Disadvantaged Community) reimbursement process has begun. Ms. Osborne will be submitting invoices for reimbursement on behalf of the District. As per past experience with reimbursement, it is projected that we would see our first check in December 2018/January 2019. When we get better direction on reimbursement timing, we will advise the Board.

PROP 1 IMPLEMENTAION Grant –The next round of the Prop 1 Grant procedures, guidelines, and application are currently being assembled by the DDW (Division of Drinking Water), but have not been released yet. The Reservoir Expansion Project Phase 1 will be submitted for the Implementation portion of the Prop 1 Grant. Ms. Osborne is on the team of project reviewers. Once the forms are released, Ms. Osborne will be submitting our project for review. As a reminder, this is a 50%/50% grant, and there is only \$6 Million dollars that will need to be shared amongst all the project winners.

A large project with concurrent workable phases is the best way to obtain grant funding.

iii. Superintendent’s Report –

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.
- One load of sludge was hauled away.

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), including additional reporting required with filter operation.
- We continued to operate the HARMSCO filter daily.
- Monthly re-pickling of the R.O. unit was performed.
- Monthly water meter reading was performed.

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.

iv. District Financial Summary –

March Billing Revenue	\$ 42,891.73
April Billing Revenue	\$ 69,184.20
Past Due (31 to 60 days)	\$ 52.63
Past Due (60 days)	\$ 277.35

ENDING BANK BALANCES

April 30, 2018

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account \$ 39.00

HERITAGE OAKS BANK:

Money Marketing Account Closing Balance March 31, 2018 \$ 871,674.69

Interest for April 2018 \$ 246.43

Refund transfer fee for USDA payment \$ 25.00

*Transfer to General Checking (\$ 35,000.00)

Money Marketing Account Closing Balance April 30, 2018 \$ 836,946.12

Reserve Fund (\$ 250,000.00)

Wait-list Deposits (\$ 45,750.00)

Customer Deposits (\$ 9,450.00)

Available Funds \$ 576,585.02

General Checking Account April 30, 2018 \$ 46,030.23

LAIF Closing Balance April 30, 2018 \$ 530.97

***SSCSD waiting for a payment from the State of California in the amount of \$21,914.14.**

v. District Counsel's Report –

Natalie Frye Laacke reported on the two mandatory training requirements for the Board members. She explained that these trainings must be completed by the Board members every two years. Natalie also provided information regarding the mandatory website requirements for government agencies that will take effect January 1, 2019.

Julia Stanert inquired about an email addresses being provided by the District. Staff explained the current process and potential costs that would be associated with this request. Natalie provided information about personal email addresses and public records requests.

E. BOARD OF DIRECTORS AND COMMITTEE REPORTS:

None

F. SPECIAL PRESENTATION:

None

G. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

None

4. CONSENT AGENDA ITEMS:

Public Comment – None

A. Review and approval of Minutes for the Regular Meeting on April 11, 2018.

Cortney Murguia asked that on page 5 the language in Director Kellas's motion be changed from "Phase 1" to "Phase 2".

Director Russell asked that on page 1 under public comment that "crowd" be changed to "public".

Director McGuire asked that on page 6 "with in" be changed to "within".

B. Review and approval of Disbursements Journal.

No changes.

C. Review and approval of Minutes for the Special Meeting on April 11, 2018.

Director Kellas asked that the duplicate wording "will be presented" be removed.

A motion was made to approve consent agenda items 4A-4C with the recommended changes.

Motion by: Director Russell

2nd: Director Kellas

All in: 5 / 0

5. PUBLIC HEARING:

Public Comment –

None

**A. Consideration of adoption of ordinance no. 119 regarding abatement of hazardous weeds. -
Move Ordinance be read in title only and all further readings be waived.**

A motion was made that Ordinance 119 be read in title only and all further readings be waived.

Motion by: Director Kellas

2nd: Chairperson Williams

All in: 5 / 0

A motion was made to approve Ordinance 119 regarding abatement of hazardous weeds.

Motion by: Director Russell

2nd: Director Kellas

All in: 5 / 0

Roll Call: Chairperson Williams: YES Vice-Chairperson McGuire: YES Director Russell: YES
Director Kellas: YES Director Stanert: YES

6. BUSINESS ITEMS:

Public Comment –

Mike Hanchett commented that the North Coast Advisory Council (NCAC) meetings were not part of the District charter, stating that he did not believe that a Board member needed to attend these meetings as a District representative.

A. Review of Draft Budget Fiscal Year 2018/2019.

Mike Hanchett presented the draft budget for fiscal year 2018/2019. He provided information related to various items in the draft budget. He addressed items related to a decline in revenue.

No action was taken.

**B. Discussion regarding Board member attendance at NCAC, WRAC and IRWM meetings.
*North Coast Advisory Council (NCAC), Water Resources Advisory Committee (WRAC),
Integrated Regional Water Management (IRWM)**

Charlie Grace introduced this item.

Vice-Chairperson McGuire asked about the language in NCAC agenda allowing for a Board member to provide information about activities of the SSCSD.

Director Russell stated that he agreed that the NCAC meetings were not within the jurisdiction of the District.

Natalie Fry Laacke provided information about the correct protocol of Board members attending meetings as a representative of the District.

Charlie Grace provided information about two recent instances of SSCSD business that required NCAC approval.

Director Kellas commented that she agreed with Mr. Hanchett's comments about the NCAC meetings.

A motion was made to allow Vice-Chairperson McGuire to attend the WRAC meetings.

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

C. Authorization for the General Manager to retain Dechance Construction Co, Inc. to perform meter installation and repair work not to exceed the amount of \$8,000.00.

Charlie Grace introduced the item.

Director Kellas asked Charlie Grace about the cost and if the District had previously worked with this contractor.

Charlie Grace responded that the District had previously worked with this contractor, the bid was reasonable, and that their staff was familiar with the District's specific needs and time constraint issues.

A motion was made to approve the General Manager's request to retain Dechance Construction to perform the repair.

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

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

Mike Hanchett provided information to the Board about the need for a letter of support regarding the Highway One reopening. He explained that this item was urgent and that they needed the letter before the next Board meeting would occur.

Chairperson Williams asked Natalie Frye Laacke if this item needed to be agendized.

She replied that this item would need to be on the agenda. She explained that due to the urgent time constraints regarding this matter that section (54954.2 B2) of government code allowed the Board to add this item to the agenda. She explained that a majority of the Board needed to approve adding the item.

A motion was made to add this item to the agenda.

Motion by: Director Kellas
2nd: Director Russell
All in: 5 / 0

There was a brief discussion among the Board members regarding District staff creating a letter of legislative support regarding the opening of Highway One.

A motion was made to direct staff to send a letter of support regarding the Highway One opening.

Motion by: Director Russell
2nd: Director Kellas
All in: 5 / 0

Director Russell discussed adding an item to the next Board agenda. He explained that there had been several instances of tourists becoming confused about the elephant seal viewing area. He stated that he wanted the Board to discuss the idea of writing a letter to Caltrans to clearly mark the elephant seal location.

There was brief discussion about the District's sphere of influence.

A consensus was reached to add this item to the agenda.
All in: 5 / 0

8. ADJOURNMENT @ 8:19 PM