

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, August 12, 2015**  
**6:00 pm**

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

**1. REGULAR SESSION: @ 6:13 PM**

**A. Roll Call:**

Chairperson McAdams - present	General Manager, Charles Grace
Vice-Chair Fields - present	District Counsel, David Hirsch
Director Williams - present	Sheriff Representative, Commander Taylor
Director Patel – present	Cal Fire – Battalion Chief Lewin
Director Price - present	

**B. Pledge of Allegiance**

**2. PUBLIC COMMENT: None**

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

There were 30 calls for service in the District of San Simeon. Included in these calls were; 9 traffic stops, 2 pedestrian contacts, 4 disturbing the peace, and 2 burglaries of 2 parked cars, The Commander also mentioned that the Fire Safe Focus Group of the North Coast was working on having cell coverage improvement in Cambria to help with safety and Law enforcement.

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

**C. Cal Fire update on Cambria transaction – Battalion Chief Lewin**

Battalion Chief Lewin spoke about the Staffing model for the management of the Cambria Fire Department (CFD). Cal Fire will only be managing the CFD. Their current staffing will not change. Battalion Chief Lewin assured San Simeon residents that there would be no change in the current service to the San Simeon Community.

**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 July.**

During the month of July, Staff read meters, replaced some meters and distributed water billing. The quarterly newsletter was sent out as well as the 3<sup>rd</sup> quarter billing to the State (Hearst Castle) \$8,943.33.

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

The contract documents have been submitted to Wigen Technologies. Staff is working with Phoenix Engineering and the USDA Engineer on the Construction Bid package to be sent out to all qualified contractors during the month of August. The plan is to go out to bid the week of August 17 with a bid opening of September 10. Once the contractor is approved and contracts are in place, their staff can start working on pouring the pad and prepping for the arrival of the equipment and tanks. At the time of the Board meeting, the Wigen contracts had already been returned signed to the District.

**3. Update from USDA and WRAC Grants for Wellhead Treatment systems project.**

USDA Grant Funds:

Staff is coordinating contract documents with Phoenix Engineering, Wigen and the USDA to comply with the USDA's format. Staff is working with the USDA to ensure the USDA's letter of conditions is complied with.

Integrated Regional Water Management (IRWM)/ Water Resource Advisory Committee (WRAC) Grant application in process:

Staff has completed the write ups requested by the Consultants that the County hired. The Grant Application was successfully turned in on time. Announcement of the winning County and grant amount is scheduled for October.

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

Staff has requested a quote from MNS engineering to perform a detailed analysis of options to address any identified erosion problem. At a minimum, and in addition to the no project alternative, such analyses must include evaluation of: (a) relocation of any threatened structures, including an analysis of any technical feasibility questions and an estimate of expected costs to relocate; (b) partial removal of threatened elements, again with a clear analysis and estimate of how this would be accomplished; (c) upper bluff drainage controls and vegetation; (d) upper bluff retaining walls or other upper bluff support structures; and (e) vertical seawalls. Any combination of the different alternatives should be considered separately as a single option. All alternatives should be analyzed to a similar level of detail across the same set of feasibility factors.

A description of expected resource impacts for all alternative projects considered (armoring and non-armoring), methods to avoid impacts identified, and adequate mitigation prescribed for any impacts that cannot feasibly be avoided.

Staff emailed the Coastal Commission requesting clarification of "resource impacts for all alternative projects".

**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.
- Quarterly maintenance was performed on blower #6.
- 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.
- A possible water leak was investigated at the water service line leading to 557 Casa Del Mar Drive. It was found to be water trapped under the residence from a burst water heater that occurred earlier in the month.
- New valves were installed in the distribution system leading to Casa Del Mar Drive.
- 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.
- Pet waste clean-up stations were installed at the Pico beach access and the District office parking lot.
- Vegetation abatement was completed around the perimeter of the wastewater treatment plant.

## C. District Financial Summary – Update on Monthly Financial Status for close

<b>June Billing Revenue</b>	<b>\$ 66,075.69</b>
<b>July Billing Revenue</b>	<b>\$ 76,755.63</b>
Past Due (31 to 60 days)	\$ 74.57
Past Due (60 days)	\$ 0.00

### RABOBANK SUMMARY: Ending Balances July 31, 2015

#### Summary of Transactions:

<b>Money Marketing Account Closing Balance June 30, 2015</b>	<b>\$ 757,772.40</b>
<b>Interest for June 2015</b>	<b>\$ 128.71</b>

**Money Marketing Account Closing Balance July 31, 2015** **\$ 757,901.11**

Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 45,750.00)
<b>Available Funds</b>	<b>\$ 462,151.11</b>

<b>General Checking Account</b>	<b>\$ 114,496.48</b>
<b>Well Rehab Project/USDA Checking Account</b>	<b>\$ 100.05</b>

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**LAIF Closing Balance July 31, 2015** **\$ 519.88**

## **D. District Counsel's Report**

District Counsel assisted Staff in the month of July with;

- Agenda preparation
- Wigen contract for USDA/ Wellhead Treatment Project
- Special Meeting notice and Agenda

## **5. ITEMS OF BUSINESS**

### **A. Approval of last month's minutes – July 8, 2015.**

A motion was made to approve the July 8, 2015 minutes as presented.

Motion by: Director Fields

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

All in: 5 / 0

### **B. Approval of Disbursements Journal – August 12, 2015.**

A motion was made to approve the disbursements Journal of August 12, 2015.

Motion by: Director Price

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

All in: 5 / 0

## **6. DISCUSSION/ACTION ITEMS**

**None**

## **7. Board Committee Reports – None**

## **8. Board Reports – None**

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

## **10. ADJOURNMENT @6:58 PM**