

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, April 8, 2015
6:00 pm

CAVALIER BANQUET ROOM
250 San Simeon Avenue
San Simeon, CA

1. REGULAR SESSION: @6:10 PM

A. Roll Call:

Chairperson McAdams - Present	General Manager, Charles Grace
Vice-Chair Fields - Present	District Counsel, David Hirsch
Director Williams - Present	Sheriff Representative, Absent
Director Patel - Present	
Director Price - Absent	

B. Pledge of Allegiance

2. PUBLIC COMMENT: None

A. Sheriff's Report – No Report for March.

B. Public comment on Sheriff's Report - None

3. BOARD PRESENTATIONS AND ANNOUNCEMENTS:

The General Manager introduced David Hirsch, of Carmel and Naccasha. Ms. Whithman was on vacation.

4. STAFF REPORTS

A. General Manager's Report

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

During the month of March Staff read meters and distributed water billing and responded to multiple customer service calls. Staff made a wire transfer from the Money Marketing account to the USDA Account for payment of USDA loan of \$10,345.

Staff worked the County Energy Watch and PGE to Audit the equipment at the Plant and District office. Once paperwork is complete, Staff will review with the Board. Staff is waiting to hear from the USDA and the Water Board regarding grant funding for the RO Project.

2. Update – Wellhead treatment system project.

90% plans (design) were distributed to the Water Committee for review. Preparation of a CEQA exemption is in progress. Bid package for the RO unit is final, staff and Phoenix Engineering will be preparing the bid package for distribution to vendors. Obtained an electrical engineering proposal to complete the electrical design for the WHTP. The Geotechnical field survey was performed on April 1 at the WHTP site.

3. Update – Well 2 sanitary seal project.

Phoenix Engineering is coordinating a construction start date with Enloe Construction.

4. Update – Notice of Violation from Coastal Commission regarding Rip Rap, Ocean Outfall line and Ditch Cleaning.

Attended a conference call with Oliveira Consulting and the CCC regarding the NOV. The result of which generated several emails and follow up emails regarding the compliance history of the Wastewater Treatment Facility. Discussion of the current permit status of the ocean outfall line also took place via email.

- a. Staff is working to collect documents to demonstrate equal division of ownership of the property adjacent to the WWTF.
- b. Oliveira is currently preparing the Coastal Development Permit Application
- c. The CCC is researching to determine if there was a formal response from the CCC after the SSCSD's May 7, 2008 CDP application submittal.

The next step will be to turn in the CDP application.

B. 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 this month.

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.
- Chloride levels are monitored daily throughout the system.
- Pico Creek flow is monitored periodically throughout the month.

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.
- Weed abatement was performed on the district easement on Pico Ave and around all fire hydrants.

C. District Financial Summary – Update on Monthly Financial Status for close of business March 31, 2015.

February Billing Revenue	\$ 53,661.51
March Billing Revenue	\$ 57,218.64
Past Due (31 to 60 days)	\$ 61.63
Past Due (60 days)	\$ 234.01

RABOBANK SUMMARY - Ending Balances March 31, 2015

Summary of Transactions:

Money Marketing Account Closing Balance February 28, 2015	\$ 757,219.99
Interest for March 2015	\$ 146.05

Money Marketing Account Closing Balance March 31, 2015 **\$ 757,366.04**

Reserve Fund	(\$ 250,000.00)
Hook up Deposits	(\$ 45,750.00)
Available Funds	\$ 461,616.04

General Checking Account	\$ 82,851.19
Well Rehab Project/USDA Checking Account	\$ 100.05
LAIF Closing Balance March 31, 2015	\$ 519.18

D. District Counsel’s Report by David Hirsch

Ms. Whitham assisted staff in March with agenda items, minutes, Resolution 15-371, Resolution 15-372 and Ordinance 116 Summary and publication.

Ultura litigation Update:

Mike McMahan submitted all final paperwork. We are waiting to hear back regarding execution of the judgement.

5. ITEMS OF BUSINESS

A. Approval of last month’s minutes – March 11, 2015.

A motion was made to approve minutes as presented.

Motion by: Vice-Chair Fields

2nd by: Director Williams

All in: 4 / 0 Absent: Price

B. Approval of Disbursements Journal – April 8, 2015.

A motion was made to approve Disbursements Journal as presented.

Motion by: Director Williams

2nd by: Director Patel

All in: 4 / 0 Absent: Price

- C. A motion was made that all ordinances presented for introduction or adoption be read in title only and all further readings be waived.**

Motion by: Chairperson McAdams
2nd by: Director Patel
All in: 4 / 0 Absent: Price

6. DISCUSSION/ACTION ITEMS

- A. Consideration of the Introduction of Ordinance No. 116 Repealing Ordinance No. 112 and Adopting a New Ordinance Mandating Use of Recycled Water Strictly From the San Simeon Community Services District's Recycled Water System.**

In the April Board packet, Staff attached Draft Ordinance 116 with Board changes, regarding the mandatory use of recycled water from the District's Recycled Water System. Proposed Ordinance 116 is being written in order to clarify regulations currently contained in Ordinance 112 passed and adopted August 16, 2012. Proposed Ordinance 116 also includes fines associated with violating the mandatory use of District recycled water requirements, which were not defined in Ordinance 112. Staff asks for a roll call vote for approval of Ordinance 116.

A motion was made to introduce Ordinance 116.

Motion by: Director Williams
2nd by: Chairperson McAdams
All in: 4 / 0 Absent: Price

- B. Consideration of Board Approval of IRJ Electrical Engineers' Proposal to perform an electrical design for the Well Head Treatment Project for \$5,800.**

In the April Board packet, Staff attached a proposal from IRJ Electrical Engineers to perform the electrical design for the Well Head Treatment Project. The scope of work is contained within IRJ's proposal. Staff recommends approval of the IRJ Well Head Treatment Project Electrical Engineering Proposal.

A motion was made to approve the proposal from IRJ Electrical Engineering for the Well Head Treatment project for \$5,800, upon completion of the SSCSD Consulting agreement.

Motion by: Chairperson McAdams
2nd by: Director Williams
All in: 4 / 0 Absent: Price

- C. Consideration of adoption of Resolution 15-371 implementing a Stage Three Water Shortage pursuant to the District's Water Conservation Plan.**

Given the scarce amount of seasonal rainfall in the San Simeon area and the prolonged severity of the existing California drought the current yet limited water resource available needs to be preserved in order to avoid 1) being out of water due to the lack of ability to replenish the aquifer or

2) creating a situation such that the water quality becomes intolerable and the SSCSD is unable to serve palatable water. In addition, the regulatory restriction in which well 3 is considered impacted by surface water when Pico Creek is flowing renders well 3 to be a less than adequate contingency plan when wells 1 and 2 are inoperable due to water quality.

A motion was made to approve Resolution 15-371. Staff is to send out Stage 3 Alert status to all water users of San Simeon CSD.

Motion by: Chairperson McAdams
2nd by: Director Patel
All in: 4 / 0 Absent: Price

D. Consideration of Board Approval of Resolution 15-372 establishing CEQA Class 1 Exemption Determination pursuant to Section 15301 under CEQA Guidelines for the Well Head Treatment Project.

District Staff and Jeff Olivera Consulting studied the Wellhead Treatment Project, and concluded that the preparation of a Categorical Exemption in accordance with the California Environmental Quality Act (“CEQA”) is appropriate for this Project. Based on the information contained in the documentation of the Project design and associated potential impacts, Staff finds that the Project is categorically exempt.

1. The Project consists of the minor alteration of an existing public facility.
2. The Project would result in the addition of potable water treatment equipment to the existing District water system and would not result in the expansion of the existing water service capacity nor would it result in increased water pumping.
3. The addition of the water treatment equipment would be completely within the footprint of the existing District office parking area.

Staff requests, that the Board of Directors authorizes and directs the District General Manager to file the Notice of Exemption with the San Luis Obispo County Clerk.

A motion was made to direct Staff to file the notice of exemption, and approval of Resolution 15-372 with amendment to date listed in paragraph 5.

Motion by: Director Williams
2nd by: Vice-Chair Fields
All in: 4 / 0 Absent: Price

7. Board Committee Reports – Oral Report from the Water Committee Chair, Alan Fields.

The Water Committee met today at 5:00 PM.

The General Manger discussed:

- ✓ The 90% Plans of the Wellhead Treatment Project.
- ✓ WRAC/IRWM Grant process regarding the County (State Prop 84 Drought funds) program.
- ✓ Resolution 15-371, Stage 3 Water Alert.

The Committee supported implementation of Stage 3 Water Alert.

8. Board Reports – None

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

10. ADJOURNMENT @ 7:10 PM