

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, June 13, 2018
6:00 pm

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

1. REGULAR SESSION: @ 6:00 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:

Cam Arnold commented on behalf of Friends of the Elephant Seals (FES). She stated that the FES Board asked her to attend the SSCSD meeting to provide clarification about some comments that had been made at the May SSCSD Board meeting. She stated that the FES did not intend to mislead tourists or members of the public who were looking for the elephant seals and were led to the incorrect location based on a problem with Google maps. She clarified that FES had been working to get the problem corrected.

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

i. Sheriff's Report – Report for May.

During the month of May there were 17 calls for service including disturbing the peace, suspicious suspects and one petty theft. On June 12, 2018 there was a report of theft on Avonne Avenue.

ii. General Manager's Report –

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

Regular activities performed by District staff include:

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 May, staff also attended to the following items:

- Responded to two (2) public records requests.
- Mailed the consumer confidence report (CCR).
- Finalized activation of the weed abatement power with the Local Area Formation Commission Office (LAFCO). A copy of the final approval letter is included as part of the handout.
- Met with the policy and procedures ad-hoc committee to continue working on recommended changes to the manual.

- Researched potential grant opportunities for the District.

Agenda item request –At the end of the May Board meeting the directors discussed adding an item to the June meeting agenda to discuss a sign on Highway One noting the location of the elephant seal viewing point. Staff has contacted the entities that are responsible for this type of project, and therefore, the item was not added to the June meeting agenda.

Grant Update – Prop 1 DAC reimbursement (Planning/Design):

In May, DWR informed the County that invoices should be submitted quarterly. This first invoice to DWR will cover the time period of 1/22/2016 to 3/31/2018. This is a deviation from previous DWR/IRWM grants, but the RWMF has confirmed that it must be this way.

Staff has submitted all of our invoices to date which totaled \$63,347.00. These invoices fit into the 1/22/16-3/31/2018 time frame. There was only one invoice that did not fit into this time frame for \$831.50 dated 11/10/15 from Jon Turner. At this time, there was no estimated time frame for receiving the actual reimbursement. As soon as staff hears of a reimbursement date, we will let the Board know. This portion of the grant does not have a matching funds requirement.

The deadline for the submittal of invoices related to project design is fast approaching. This means that there is a pressing need for the completion of the remaining 70% tank design portion to ensure that we meet the deadlines for the invoice submission. If the SSCSD fails to perform the remaining portion of the design and then not meet the invoice submittal dates, we may be required to pay for all costs related to the design of the project.

Prop 1 Implementation Grant (Construction):

As far as the upcoming grant is concerned, the time frame continues to be pushed back by the DWR. The final guidelines will not be out until late summer.

Applications will not be due until 2019. Because there are no actionable items for next week at the RWMG, the meeting has been canceled for June. This portion of the grant has a matching funds requirement because of the amount of funds available to San Luis Obispo County. (6 million est. for the entire county.)

Federal Emergency Projects Grant:

In response to last year's natural disaster Congress recently passed a fiscal year (FY) 2018 Emergency Disaster Assistance (EDA) Supplemental that provides funding to support federally designated disaster areas. This investment assistance will help communities and regions devise and implement long-term economic recovery strategies through a variety of non-construction and construction projects, as appropriate, and to address economic challenges in areas where a disaster declaration occurred.

Renee Osborne attended the grant workshop on behalf of San Simeon. Based on the grant guidelines, staff is submitting a project which includes improvements to the south facing protection of the Pico Stairs. Renee will be working with Oliveria Consulting on the project submittal. As more information becomes available staff will keep the Board apprised.

Caltrans traffic survey update – Staff spoke with a representative from Caltrans regarding the timeline for a traffic survey for San Simeon. At this time there is no definitive timeline set for survey in our area. However, Caltrans responded with the following information:

Coastal communities throughout California are beginning to plan for the California Coastal Trail project. The purpose of the trail will be to connect the entire coast of California by forming an extensive hiking trail. When complete, the trail will be 1,200 miles long—spanning from Oregon to Mexico. The San Luis Obispo Council of Governments (SLOCOG) has completed planning for the California Coastal Trail/bikeway components within San Luis Obispo County. These

recommended strategies cover various features of the trail. One of the strategies will be to enhance and address future needs for bicyclists and pedestrian mobility where feasible.

District staff has scheduled a meeting with SLOCOG to discuss the plans for the trail. At this meeting staff will also find out about the potential for a traffic survey to occur in our area that includes State Highways and County roads. Staff will report to the Board at the next meeting with a summary of the findings.

Outfall Findings – A copy of the report from Marine Diving Solutions was provided to the Board.

iii. **Superintendent’s Report - Summary of May Activities.**

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.
- Annual Laboratory proficiency testing was completed to renew Laboratory Certification.
- A load of grit was removed from the bottom of the Equalization Basin.
- The Variable Frequency Drives that run the EQ Basin pumps and the blowers were removed and cleaned and put back into service.

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 water meter reading was performed.
- At 4:53 a.m. on Sunday, May 27th, staff responded to a low reservoir alarm. It was discovered that a 1 ½” PVC pipe had broken in the median on the east side of the highway. At 12:00 p.m. that day the broken pipe was repaired.

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 around the district.

iv. **District Financial Summary –**

April Billing Revenue	\$ 69,184.20
May Billing Revenue	\$ 67,048.19
Past Due (31 to 60 days)	\$ 53.61
Past Due (60 days)	\$ 277.51

ENDING BANK BALANCES

May 31, 2018

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account	\$ 29.00
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Pacific Premiere Bank:
Money Marketing Account Closing Balance April 30, 2018 \$ 836,946.12
Interest for May 2018 \$ 248.83

Money Marketing Account Closing Balance May 31, 2018 \$ 837,194.95

Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,450.00)
Available Funds	\$ 531,994.95

General Checking Account May 31, 2018 \$ 51,768.73

LAIF Closing Balance May 31, 2018 \$ 530.97

- v. **District Counsel’s Report** – Summary of May activities
 Natalie Frye Laacke reported that Counsel had performed all of her regular duties.
- B. **BOARD OF DIRECTORS AND COMMITTEE REPORTS** –
 Vice Chairperson McGuire provided information on the 3rd annual District Cleanup on July 10, 2018 at 10 am.
- C. **SPECIAL PRESENTATION:**
 None
- D. **PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:**
Public Comment – None

** Item 6.E. was moved to be heard before the consent agenda items. Chairperson Williams asked for Public Comment related to this item. There was no public comment on this item.

4. CONSENT AGENDA ITEMS:

Public Comment – None

- A. Review and approval of Minutes for the Regular Meeting on May 9, 2018.

Director Russell referenced page 6 and asked that a D be added to “agenized”.

- B. Review and approval of Disbursements Journal.

- C. Review and approval of Minutes for the Special Meeting on May 9, 2018.

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

Motion by: Chairperson Williams

2nd: Director Russell
All in: 5 / 0

5. PUBLIC HEARING:

A. Consideration of Adoption of Resolution 18-399 Adopting the 2018-2019 Fiscal Budget.

Chairperson Williams asked for public comment related to this item. There was no public comment on this item.

A motion to approve Board Resolution 18-399 adopting the 2018-2019 Fiscal Budget.

Motion by: Vice-Chairperson McGuire
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 – None

A. Consideration of adoption of Board resolution 18-400 declaring a public nuisance for the weed abatement program.

Director Russell asked that the language in the public notice be changed from 19__ to 20__, to reflect the correct year. He also asked that in the resolution under section 2 the sentence “That the vegetation and located” have the word “and” be removed.

Vice-Chairperson McGuire pointed out a typo in the staff report. She also asked that on page 2 of the public notice that “th” be added to the July 13, 2018 date reference and that under the last bullet point the word “is” be removed.

A motion was made to approve Board Resolution 18-400 declaring a public nuisance with the changes discussed by the Board.

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

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

B. Consideration of adoption of Board Resolution 18-401 authorization signatures for banking services on behalf of the District.

A motion was made to approve Board Resolution 18-401 authorizing signatures for banking services.

Motion by: Chairperson Williams
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

C. Consideration of adoption of Board Resolution 18-402 requesting Consolidation of the District's Bi-Annual Election with the November 8, 2018 Consolidated General Election.

Vice-Chairperson McGuire asked that the word "their" be removed from the header of the resolution.

A motion was made to approve Board Resolution 18-402 with the changes discussed by the Board.

Motion by: Director Kellas

2nd: Director Stanert

All in: 5 / 0

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

D. Authorization for the General Manager to retain Mid State Roofing, Inc. to reroof the District Office work not to exceed the amount of \$4,400.00.

Chairperson Williams asked for public comment related to this item. There was no public comment on this item.

There was discussion related to the potential of dry rot being found.

Chairperson Williams asked for further information about the life-span of the material, the type of material that was going to be used, and the material warranty timeline.

Charlie Grace replied that he would research the answers to these questions and provide the follow up information to Chairperson Williams.

A motion was made to approve the General Manager to retain Mid State Roofing, Inc. to reroof the District Office.

Motion by: Director Russell

2nd: Chairperson Williams

All in: 5 / 0

E. Consideration of approval of the proposal for the Potable Water Reservoir Engineering Design from Phoenix Engineering.

(*This item was discussed before 4.A)

Charlie Grace introduced the item and provided an explanation of various items from the Phoenix proposal. He also acknowledged that the proposal had language about Supervisory Control and Data Acquisition (SCADA) and instrumentation plans.

Director Russell asked a question about the well pumps and if the system would need to be modified.

Jon Turner (Phoenix Engineering) introduced himself and replied that no modifications would be needed to the system at this time.

Director Kellas asked about the fire hydrants being part of the design process.

Jon Turner replied that this was included in the scope of the design work.

Chairperson Williams, Jon Turner and Charlie Grace discussed the funding options, the tasks that were referenced in the proposal and the items related to the USDA loan options.

A motion was made to direct staff to enter into the standard agreement with Phoenix Engineering to complete the proposal for the potable water reservoir engineering design.

Motion by: Director Russell
2nd: Vice-Chairperson McGuire
All in: 5 / 0

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

Julia Stanert commented about dead trees on Avonne that are hanging over the sidewalk by the tennis courts.

Charlie Grace responded that staff would work with the property owners regarding this matter.

8. PUBLIC COMMENT –

None

9. CLOSED SESSION – 7:20 PM

A. 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.

10. RECONVENE TO OPEN SESSION – 7:50 PM

No reportable action was taken regarding this matter.

11. ADJOURNMENT @ 7:51 PM