

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, August 10, 2016
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-Chair Fields – present	District Counsel - Heather Whitham
Director Price – present	Sheriff's Representative - Commander Taylor
Director Patel – present	
Director Russell – present	

B. Pledge of Allegiance

2. PUBLIC COMMENT:

Mary Margaret McGuire asked for an update on the Pineview mobile home park situation. Charles Grace responded, that currently the District was in discussions with the park owner.

Hank Krzciuk made positive comments about Grace Environmental Services.

A. Sheriff's Report for June and July.

For the period between June 8th and July 12th, there were 83 calls for service. Included in these numbers are; 29 traffic stops, 6 stops on foot patrol, 5 incomplete 911 calls, 2 disturbance calls, 1 burglary (purse stolen from vehicle), 1 vandalism, and 1 trespassing.

For the period between July 13th and August 10th there were 46 calls for service. Included in these numbers are; 4 traffic stops, 2 pedestrians contact of subjects on the beach at night, 4 incomplete 911 calls, 1 arrest for domestic violence, 1 burglary at a hotel.

B. Public comment on the Sheriff's Report : None

C. Presentation from Mary Margaret McGuire – Update on August trash pick-up day. Site Captain of Beach Day Clean-up for Pico Avenue Beach Access through ECO SLO.

Mary Margaret McGuire reported that the first district wide trash pick-up day was a big success with eight volunteers participating and collecting eight 20-gallon bags of trash. She said the district needs to work to bring business owners into the project to police their own properties, leaving the public areas (streets) to the volunteers. It will become easier as it is done more often, creating a culture of awareness regarding litter in the district, and as more district residents participate.

She further reported that the 32nd annual Coastal Clean-up Day will be Saturday, September 17th from 9-noon. Mary Margaret has volunteered to serve as the Pico Beach area site captain for the

event. She will be recruiting volunteers to help, and, if needed, ECOSLO will provide volunteers. Volunteers note types of debris on data cards which site captains compile on a master list that is sent to the Ocean Conservancy to be used in their annual report. More information will be available at the next district board meeting.

3. PRESENTATIONS AND/OR ANNOUNCEMENTS FROM BOARD: 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; sent out water billing with a rate increase (5.9%), wrote and sent out the quarterly newsletter, performed Hearst billing, responded to several customer service calls and concerns, and attended two IRWM Sub Committee meetings. Staff is working with the Auditor to commence the District's 2015-2016 Audit.

The General Manager and Superintendent met with the owners of Rancho Apartments in order to coordinate the possibility of putting meters on each apartment rather than the current single compound meter. The General Manager also met with the owner of the Pine View mobile home park to discuss the current easement situation.

2. Wellhead treatment system project Update.

Staff worked with PES to finalize SCADA communications. Staff continues to process closing documents with Phoenix, Madonna, the USDA and County.

3. Grant Updates: USDA Grant Funds, Integrated Regional Water Management Grant (IRWM), County Beautification Grant for Pico Stairs Beach Access, and Prop 1 Funds.

USDA Funds:

The USDA has visited the RO Project site and has approved the completion of the project. Once the USDA receives the completion report from the Engineer of Record (Phoenix Engineering), the USDA will release the grant funds remaining, (\$80,553.00).

IRWM/WRAC Grant for RO Unit Reimbursement

The State is still working on the completion of the Memorandum of Understanding (MOU) with contracts the District to State terms/usage of Grant Funds. Once it is completed, Staff can send in the form for complete reimbursement. The County has already sent Staff the form to be filled out in anticipation of quick reimbursement turnaround.

Beautification Grant

Since this is a new program, the County is still working out processes and procedures for awards. They still need more time before they can award recipients. Staff asked if they would be penalized if they started working on the stairs and rail portion of the project. The County said that the District could proceed without penalty.

Prop 1 Funds

Staff attended a subcommittee meeting regarding the DAC portion of the Prop 1 funds that was awarded to the County. San Simeon CSD will be awarded approximately \$180,000 towards the Update to the District's Master Plan, and Design and Environmental Permitting for the Reservoir Expansion Project. This will leave an approximate \$20,000 that the District will need to

subsidize to complete the Design. There is still a few obstacles that the County and the subcommittee needs to address. Staff will update the Board with the final number by the September Board Meeting.

4. Notice of Violation from Coastal Commission regarding Wastewater Treatment Plant (WWTP) Rip Rap installation update.

Phoenix Engineering performed a site visit and held a conference call with staff to discuss the equipment and structures at the WWTP in preparation of the life span document.

5. Lien Sale of vehicle abandoned by Ultura Water update.

The Department of Motor Vehicles (DMV) contacted Staff regarding the lien sale of the abandoned vehicle. Because the charges were not directly related to parking, DMV stopped the lien sale. The District does however have a parking Ordinance in place to charge vehicles for illegal parking. Per the DMV Staff had to send Ultura a new letter regarding the parking charges they have incurred by leaving their vehicle on District streets. The District has to wait 45 days from the date of the letter before they can continue with the lien sale.

6. RRM Design Group - The Arroyo Padre Creek pedestrian and pipe bridge renderings.

Jeff from RRM Design presented two renderings describing potential routes for a pedestrian bridge portion of the pipe bridge replacement project.

B. Update on Monthly Financial Status for close of business July 31, 2016.

June Billing Revenue	\$ 69,970.13
July Billing Revenue	\$ 85,200.09
Past Due (31 to 60 days)	\$ 173.38
Past Due (60 days)	\$ 65.54

ENDING BANK BALANCES: July 31, 2016

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account	\$ 100.05
---	------------------

HERITAGE OAKS BANK:

Summary of Transactions:

End of Balance June 30, 2016	\$ 547,191.98
Interest for July	\$ 162.24
Money Marketing Account Closing Balance July 31, 2016	\$ 547,354.22

Reserve Fund	(\$ 250,000.00)
Wait-list Deposits	(\$ 45,750.00)
Customer Deposits	(\$ 9,708.00)
Available Funds	\$ 241,896.22

General Checking Account July 31, 2016	\$ 116,342.38
---	----------------------

LAIF Closing Balance July 31, 2016	\$ 522.09
---	------------------

C. District Counsel's Report on Summary of July activities.

District Counsel assisted Staff with:

- Information regarding the Conflict of Interest Code.
- Direction and discussion regarding the Pineview Mobile Home Park easement issues.
- Advise on citizen concerns.
- Reviewed and assisted with Agenda and Board Packet preparation.
- Attended the July Water Committee meeting.

5. ITEMS OF BUSINESS

A. Consideration of approval of the July 13, 2016 minutes –

A motion was made to approve the July 13th minutes as presented.

Motion by: Director Price

2nd by: Director Fields

All in: 5 / 0

B. Consideration of approval of the July 13, 2016 Special Meeting/Workshop minutes.

A motion was made to approve the July 13th Special Meeting/Workshop minutes as presented.

Motion by: Vice-Chair Fields

2nd by: Director Patel

All in: 5 / 0

C. Consideration of approval of Disbursements Journal for August 10, 2016.

A motion was made to approve the Disbursements for August 10th as presented.

Motion by: Director Russel

2nd by: Director Price

All in: 5 / 0

6. DISCUSSION/ACTION ITEMS

A. Consideration/Review of art work for Pico Beach Access benches and fence by Brooks Lawrence.

Local Artist Brooks Lawrence is present and would like to present samples of artwork to be considered for the benches and fence area of the Pico Stairs Beach Access if Awarded grant funds from the County Beautification Grant.

Brooks answered questions from the Board regarding the possibility of people stealing the copper from the art work. Brooks mentioned that it would be very difficult to do, but in either case the costs to replace would be minimum.

Once the Board hears from the County regarding the Grant, the Board will have Brooks come back with sample Artwork to choose from.

B. Consideration of approval of Brebs Builders quote for Pico Avenue cul-de-sac “Viewing Area” wood guardrail repair and “Beach Access Stairs”. Wood guardrail repair and access corrections not to exceed \$16,000.

Staff obtained a quote to perform repair and code compliance repairs to the beach access stairs located at the west end of Pico Avenue. In addition, two firms have been contacted to obtain a CASp (Certified Access Specialist program) review estimate.

Staff submitted a request for Grant funds in the amount of \$30,500 as part of the County’s Beautification Grant process. As per the General Manager’s report, the County said that proceeding with repairs to the stairs or railings would not affect any possible awarding to the District.

Staff is requesting direction from the Board to pursue the corrections needed to the stairs, or wait until the County gets back to the District regarding funding.

A motion was made to pursue the corrections to the Stairs and railings not to exceed \$16,000, and to enter into an agreement prepared by District Counsel.

Motion by: Director Patel

2nd by: Vice-Chair Fields

All in: 5 / 0

C. Consideration of approval of acceptance of the Wellhead Treatment Project.

Staff has included in this Board Packet the “Notice of Completion” (NOC) that must be completed by the District in order to close the project with the United State Department of Agriculture (USDA). The NOC is also filed with the County to record the project and improvement to the District. Staff is requesting Board approval for General Manager and Chairperson Williams to sign the NOC.

A motion was made to approve Chairperson Williams and General Manager Charles Grace to sign the NOC with corrections, and send it to the USDA.

Motion by: Director Price

2nd by: Director Russell

All in: 5 / 0

D. Determination of approval of an annual or bi-annual District wide cleanup day.

At the July meeting, resident Mary Margaret McGuire asked the Board if she could lead a District wide cleanup day. There was trash left on District streets after the Fourth of July weekend. Grace Environmental Services is sponsoring the first event. The Board asked Staff to add to the August agenda possible approval of a permanent annual or bi-annual clean-up day.

A motion was made to approve a Bi Annual clean up volunteer day, dates to be determined by Staff.

Motion by: Director Patel

2nd by: Director Russell

All in: 5 / 0

7. Oral Reports from Committee Members.

The Water Committee met at 5:00 PM on August 10th.

The committee reviewed the "Draft Water Conservation Measures Ordinance" presented by Staff. A few changes were made and the corrected version will be presented at the September Board meeting for San Simeon CSD Board approval.

The General Manager gave an update on "Wellhead Treatment Facility". The project is complete and Staff will be asking the San Simeon CSD Board to approve the notice of completion.

The General Manager discussed the "Reservoir Project". The District's consultant on the project, Terry Lambeth has been contacted. The focus will be on putting tanks on the hill. Resident Hank Krzciuk submitted his opinion of what the District should consider regarding the tanks. With the completed engineering report by Phoenix, Staff can presume looking for grants to help with financing the project.

The General Manager asked the committee about the next steps in the Recycled Water Project. Since the completion of the equipment installment, the next steps would obviously entail pursuing purple pipe for distribution. The Committee agreed.

Adjournment was at 5:54 PM.

8. Oral Reports from Board Members on current issues: None

9. Requests from Board members to Staff to receive feedback, prepare information, and/or place an item on a future agenda(s).

Director Russell and Director Price would like for Staff to look into getting information on getting a stoplight, and/or reducing the speed limit on Highway One within San Simeon CSD boundaries. Staff will bring back information to the September Board meeting.

10. ADJOURNMENT @ 7:56 PM