

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, August 14, 2019**  
**6:00 pm**

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

**1. REGULAR SESSION: @ 6:00 PM**

- |  |                                       |
|--|---------------------------------------|
| <b>A.</b> Chairperson Kellas – Present | General Manager, Charlie Grace        |
| Vice-Chairperson McGuire – Present     | District Counsel, Natalie Frye Laacke |
| Director Russell – Present             |                                       |
| Director Stanert – Present             |                                       |
| Director Carson – Present              |                                       |

Charlie Grace swore William Carson in as a Board member.

**2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:**

**Public Comment** – None

**3. SPECIAL PRESENTATIONS AND REPORTS:**

**A. STAFF REPORTS:**

- i. Sheriff's Report** – Officer Slaughter reported 54 calls for service for the month of July.
- ii. Superintendent's Report** – Jerry Copeland provided a summary of July activities.
- iii. General Manager's Report** – Charlie Grace provided a summary of July activities.

Jeff Oliveira (Oliveira Environmental Consulting) was in attendance and provided a brief summary of the timeline related to the special conditions outlined in the Coastal Development Permit (CDP). Jeff provided a summary of funding opportunities and agreed to create a chart to assist staff with the deadlines.

Director Russell asked that a chart be created to assist staff with ensuring that deadlines are met.

Vice-Chairperson McGuire, Chairperson Kellas, Jeff Oliveira, and Charlie Grace discussed timing on two items from the special conditions, items 2 and 14. Chairperson Kellas remarked that she would provide staff with updated owner information so that condition 2 could be met. Jeff Oliveira clarified that some of the language was standard for such documents. Chairperson Kellas suggested that all deadlines be met 30 days ahead of time.

Director Stanert, Vice-Chairperson McGuire, and Jeff Oliveira discussed the native plant removal requirement, timelines related to this condition, potential destabilization associated with plant removal in certain areas, and habitat restoration.

There was discussion between Director Stanert, Director Carson, and Chairperson Kellas related to interpretive signs, benches, and special condition 7.

Vice-Chairperson McGuire offered that signage must conform to the California Coastal Commission models.

iv. **District Financial Summary** – Cortney Murguia provided a summary of the District financials.

v. **District Counsel’s Report** – Natalie Frye Laacke provided a summary of July activities.

**B. BOARD OF DIRECTORS AND COMMITTEE REPORTS:**

**C. SPECIAL PRESENTATION:**

i. **Presentation Simply Clear Marketing & Media** – This item was postponed until the September Board meeting.

ii. **Update from Barbara Bronson Gray** – Barbara Bronson Gray was present and provided a summary of new business related to the Community Healthcare District (CCHD) and requested input as to the needs of San Simeon residents.

**D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:**

**Public Comment** – None

**4. CONSENT AGENDA ITEMS:**

**Public Comment** – None

**A.** Review and approval of Minutes for the Regular Meeting on July 10, 2019.

Vice-Chairperson McGuire asked for the following changes:

Page 1 add the word “manual” to the comments related to policy and procedures manual.

Page 2 remove the parenthesis and leave the quotation marks only.

Page 3 under Item B, remove the second “the” in the sentence “the the”.

Page 4 under Item A, the date for the Board meeting is incorrect and should be July 10, also add an ‘s to the word Commission.

Page 6 amend the statement that Vice-Chairperson made to state “the District is not required to remove the ice plant near rip rap as per the language in the special conditions.”

Page 7 under Item G add a period to the end of the sentence.

**B.** Review and approval of Disbursements Journal.

**C.** Review and approval of Minutes for the Special Board Meeting on July 3, 2019.

Vice-Chairperson McGuire asked that on page 2 that the word commission be changed to have a capital C and that the apostrophe be removed.

A motion was made to approve the consent agenda items 4A through 4C with the changes recommended by Vice-Chairperson McGuire.

Motion by: Chairperson Kellas  
2<sup>nd</sup>: Director Russell  
All in: 5 /0

## 5. PUBLIC HEARING:

### A. Hearing to adopt Ordinance No. 120 Water and Wastewater Capacity Fee Charges.

Director Carson read a letter from Mr. David Sansone (San Simeon property owner) related to the capacity fee charges. The letter reflected Mr. Sansone's concern related to the low cost of the proposed capacity fee charges. In the letter Mr. Sansone offered to have the Capacity Fee Study reviewed by a third party at no cost to the District.

There was discussion between Natalie Frye Laacke, Director Carson, Vice-Chairperson McGuire, Chairperson Kellas, Director Russell, and Director Stanert related to adoption of the draft Capacity Fee Ordinance and if the offer by Mr. Sansone represents a gift to the District.

A motion was made directing staff to look at legislation pertaining to gifts and report back to the Board.

Motion by: Chairperson Kellas  
2<sup>nd</sup>: Director Russell  
All in: 5 /0

### B. Hearing to adopt Ordinance No. 121 Amending the Water and Wastewater Rates.

Chairperson Kellas introduced the item.

Motion by: Chairperson Kellas  
2<sup>nd</sup>: Director Russell  
All in: 5 /0

Chairperson Kellas: YES  
Vice-Chairperson McGuire: YES  
Director Russell: YES  
Director Stanert: YES  
Director Carson: YES

## 6. BUSINESS ITEMS:

**Public Comment – None**

### A. Board acceptance of the Coastal Development Permit 3-19-0020 ("CDP") and authorization for the Vice-Chairperson to sign the CDP.

Chairperson Kellas introduced the item.

A motion was made for Vice-Chairperson McGuire to sign the Coastal Development Permit.

Motion by: Chairperson Kellas

2<sup>nd</sup>: Director Russell

All in: 5 /0

**B. Discussion regarding the formation of an ad-hoc committee related to the Coastal Development Permit 3-19-0020 Special Conditions.**

Chairperson Kellas introduced the item. She stated that this item would be tabled to allow Natalie Frye Laacke to further research this item.

This item was tabled to allow District Counsel to further research this matter.

**C. Approval of Resolution 19-412 updating signatures including facsimile signatures for Banking services on behalf of the SSCSD.**

Chairperson Kellas introduced the item.

A motion was made to approve Resolution 19-412.

Motion by: Chairperson Kellas

2<sup>nd</sup>: Vice-Chairperson McGuire

All in: 5 /0

Chairperson Kellas: YES

Vice-Chairperson McGuire: YES

Director Russell: YES

Director Stanert: YES

Director Carson: YES

**D. Discussion regarding formal Approval of response letter correspondence included in Coastal Commission Staff report.**

Chairperson Kellas introduced the item.

Director Russell, Chairperson Kellas, and Vice-Chairperson McGuire discussed reasons not to send a letter.

Director Carson suggested a gentler response and suggested potential language to be included in the letter.

A consensus was reached that a letter would not be sent to the Coastal Commission.

**E. Discussion and direction to staff regarding an effluent filter at the WWTP for plastic micro fibers.**

Chairperson Kellas introduced the item.

Mike Hanchett commented that this may require a coastal development permit (CDP).

Director Russell, Chairperson Kellas, Director Carson and Vice-Chairperson Kellas discussed and directed staff to further research this matter and return to the Board with information.

A motion was made to direct staff to have a cursory look at cost and availability of adding a effluent filter to remove micro fibers at the WWTP.

Motion by: Chairperson Kellas

2<sup>nd</sup>: Director Carson

All in: 5 /0

**F. Discussion and direction to staff regarding need for generator and/or other emergency measures in case of power outages.**

Charlie Grace introduced this item and discussed a letter from PG&E related to potential power outages for 48-hours at a time.

There was discussion between Director Stanert, Director Russell, Chairperson Kellas, and Charlie Grace related to diesel storage tanks, formal agreements for fuel delivery service and installation of a 500-gallon tank at the office. There was discussion related to the treatment process and if there is a need to operate the reverse osmosis system during a power outage to remove chloride or just the Harmsco filter system to remove bacteria.

Chairperson Kellas asked that staff find out about fuel delivery being guaranteed during an outage.

Director Russell and Director Stanert asked that staff get a quote on running the Harmsco filter with a generator during a power outage.

A motion was made to direct staff to move forward with researching the potential for a fuel delivery with Sticks & Stones, a transfer tank, and see about the potential for a natural gas line to be installed, and the cost for a generator to power the filter.

Motion by: Chairperson Kellas

2<sup>nd</sup>: Director Stanert

All in: 5 /0

**G. Discussion and direction to staff regarding a request for a letter of support related to the relocation of the San Simeon Post Office.**

Chairperson Kellas introduced the item.

Director Russell inquired as to what exactly was being asked of the District.

Charlie Grace replied that the Business Improvement District was requesting that the District write a letter stating that the District would like to see that a post office remains in the San Simeon zip code/area, clarifying that the District was not being asked to support a specific temporary or permanent location.

There was a discussion between Chairperson Kellas, Director Stanert, and Mike Hanchett related to the existing structure and the Hearst Corporation's intention for the structure that housed the previous Post Office location.

A motion was made to direct staff to write a letter of support to keep a post office in the San Simeon (93452) zip code.

Charlie Grace requested that Vice-Chairperson McGuire create the letter.

Vice-Chairperson McGuire agreed to write the letter.

Motion by: Director Russell

2<sup>nd</sup>: Director Stanert

All in: 4 /1

Abstain: Director Carson stating that he thought the letter should have wording in support of a specific location.

#### **H. Discussion regarding the Beautification Grant award and the scope of work to be completed.**

Director Russell recused himself and left the meeting.

Director Stanert and Chairperson Kellas discussed the possibility of not doing the work (as described in the Beautification Grant application) on Pico Avenue but instead apply the grant funds to a project at the overlook bench for the tunnel that runs underneath Highway 1 or at the Pico Avenue Beach access.

Jeff Oliveira replied that depending on the scope of work a CDP may be required.

Vice-Chairperson McGuire suggested replacing the water conservation sign on Castillo Avenue.

A motion was made to direct staff to move forward with the work to be done on Pico Avenue easement.

Motion by: Chairperson Kellas

2<sup>nd</sup>: Director Stanert

All in: 4 /0

Absent: Director Russell

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

NONE

#### **8. ADJOURNMENT @8:41 PM**