

**Board of Directors
San Simeon Community Services District**



BOARD PACKET

Wednesday, March 11, 2020
Regular Meeting 2:00 pm

**Cavalier Meeting Room
250 San Simeon Avenue
San Simeon, CA**

Prepared by:



GRACE
ENVIRONMENTAL SERVICES

AGENDA
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, March 11, 2020
2:00 pm

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

1. REGULAR SESSION: 2:00 PM

A. Roll Call

B. Pledge of Allegiance

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Public Comment - Any member of the public may address the Board relating to any matter within the Board's jurisdiction, provided the matter is not on the Board's agenda. Presentations are limited to three (3) minutes or less with additional time at the discretion of the Chair. Your comments should be directed to the Board as a whole and not directed to individual Board members. The Brown Act restricts the Board from taking formal action on matters not published on the agenda.

3. SPECIAL PRESENTATIONS AND REPORTS:

A. STAFF REPORTS:

- i. **Sheriff's Report** – Report for February.
- ii. **Superintendent's Report** – Summary of February activities.
- iii. **General Manager's Report** – Summary of February Activities.
- iv. **District Financial Summary** – Update on Monthly Financial Status.
- v. **District Counsel's Report** – Summary of February Activities.

B. BOARD OF DIRECTORS AND COMMITTEE REPORTS:

C. SPECIAL PRESENTATION:

D. PUBLIC COMMENTS ON SPECIAL PRESENTATIONS AND REPORTS:

Public Comment - This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #3 – Special Presentations and Reports. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes.

4. CONSENT AGENDA ITEMS:

Public Comment - Members of the public wishing to speak on consent agenda items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes.

A. Review and approval of Minutes for the Special Meeting on February 12, 2020.

B. Review and approval of Disbursements Journal.

5. BUSINESS ITEMS:

Public Comment – Public comment will be allowed for each individual business item. Members of the public wishing to speak on business items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes per person for each business item.

- A. Authorization for the General Manager to obtain Lost Coast Painting to perform tasks related to interior painting of the reverse osmosis building not to exceed the amount of \$6,500.00.**
- B. Discussion regarding moving the start time of the regular Board meeting time from 2 pm to a later start time.**
- C. Authorization for the General Manager to obtain RNM Engineering Inc. to provide electrical engineering to design and provide specification for a distribution pump generator outlet and transfer switch not to exceed the amount of \$3,300.00.**
- D. Direction to staff regarding real property offer for A.P.N. 013.091.027.**
- E. Direction regarding infrastructure ad-hoc committee and WWTP relocation options.**

6. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS – Requests from Board members to Staff to receive feedback, prepare information, and/or place an item on a future agenda(s).

7. CLOSED SESSION

Conference with Legal Counsel - Anticipated Litigation - Pursuant to Government Code Section 54956.9(d)(2) (significant exposure to litigation): One (1) potential case.

8. ADJOURNMENT

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Board within 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the District office, 111 Pico Avenue, San Simeon. If requested, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for a disability-related modification or accommodation, contact the District Administrator at 805-927-4778 as soon as possible and at least 48 hours prior to the meeting date. This agenda was prepared and posted pursuant to Government Code Section 54954.2.

3. A. ii. SUPERINTENDENT REPORT
Jerry Copeland
Facilities Update for February 2020



SUPERINTENDENT'S REPORT

Item 3.A.ii

Prepared by: Jerry Copeland

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.
- Annual grease trap inspections were completed.
- Two loads of sludge were hauled away.

2. Water Treatment and 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.

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.

San Simeon Community Services District **Superintendent's Report** **February 2020**

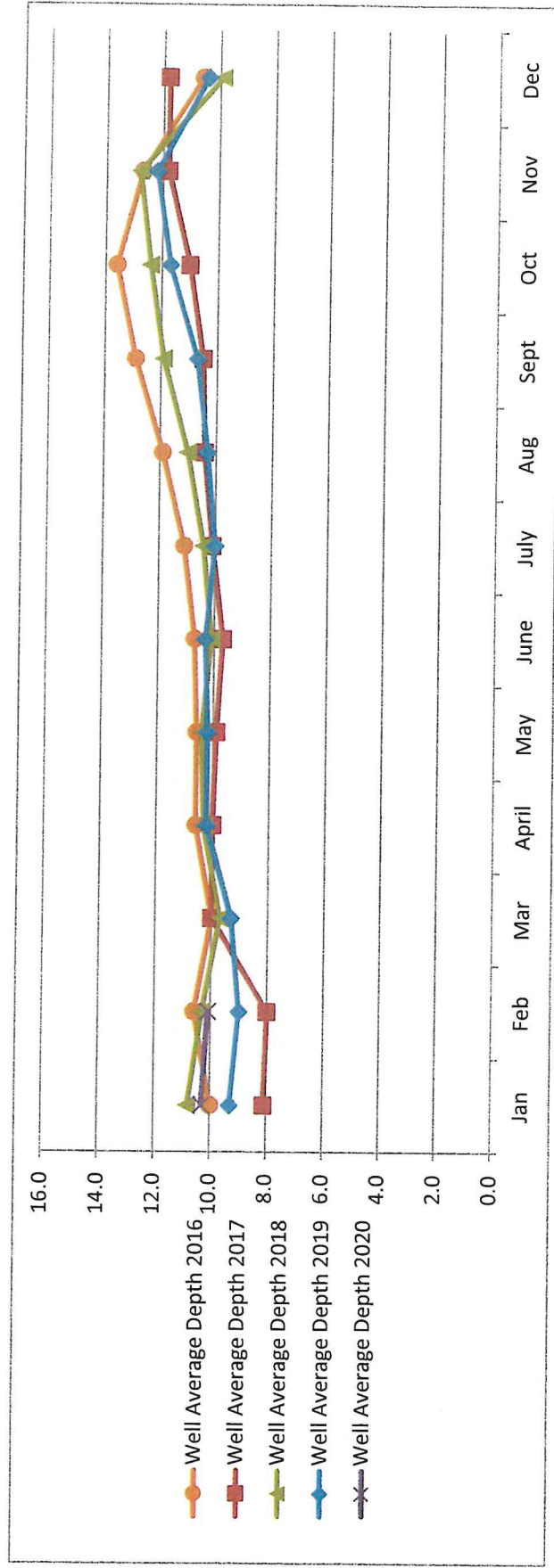
| MONTHLY DATA REPORT | | | | | | | | | | | | | | | | | |
|---------------------|-----|--------------------------------|--------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------|--------------------------|-----------------------|-----------------------|------------------|------------------|----------------------------|--------------------|--------------------|--------------------|--------------|
| Date | Day | Wastewater Influent Daily Flow | Wastewater Effluent Daily Flow | Well 1 Total Daily Produced | Well 2 Total Daily Produced | Total Daily Water Produced | R.O. Daily Influent Flow | R.O. Daily Effluent Flow | R.O. Daily Brine Flow | Distribution Chloride | Chloride Wells 1 | Chloride Wells 2 | Recycled Water Distributed | Water Level Well 1 | Water Level Well 2 | Rainfall in Inches | State Flows |
| 02/01/20 | Sat | 70,315 | 70,680 | 49,368 | 0 | 49,368 | 0 | 0 | 0 | - | 32 | - | 0 | 10.1 | 10.0 | 0.00 | 7,055 |
| 02/02/20 | Sun | 62,127 | 65,060 | 79,662 | 0 | 79,662 | 0 | 0 | 0 | - | 32 | - | 0 | 10.3 | 10.2 | 0.00 | 8,972 |
| 02/03/20 | Mon | 62,101 | 62,360 | 23,637 | 0 | 23,637 | 0 | 0 | 0 | - | 32 | - | 0 | 10.2 | 10.1 | 0.00 | 7,230 |
| 02/04/20 | Tue | 53,608 | 57,910 | 68,143 | 0 | 68,143 | 0 | 0 | 0 | - | 32 | - | 0 | 10.1 | 10.0 | 0.00 | 6,217 |
| 02/05/20 | Wed | 44,890 | 48,560 | 54,903 | 374 | 55,277 | 0 | 0 | 0 | - | 32 | - | 0 | 10.2 | 10.1 | 0.00 | 6,688 |
| 02/06/20 | Thu | 52,741 | 53,630 | 49,667 | 0 | 49,667 | 0 | 0 | 0 | - | - | - | 0 | 10.2 | 10.1 | 0.00 | 7,744 |
| 02/07/20 | Fri | 55,910 | 57,740 | 44,282 | 0 | 44,282 | 0 | 0 | 0 | - | - | - | 0 | 10.2 | 10.1 | 0.00 | 7,444 |
| 02/08/20 | Sat | 72,028 | 71,510 | 31,341 | 33,660 | 65,001 | 0 | 0 | 0 | - | - | - | 0 | 10.3 | 10.2 | 0.00 | 5,102 |
| 02/09/20 | Sun | 60,538 | 61,080 | 0 | 83,327 | 83,327 | 0 | 0 | 0 | - | - | - | 0 | 10.3 | 10.2 | 0.00 | 7,125 |
| 02/10/20 | Mon | 61,570 | 60,360 | 0 | 38,522 | 38,522 | 0 | 0 | 0 | - | - | - | 0 | 10.3 | 10.2 | 0.00 | 7,022 |
| 02/11/20 | Tue | 46,931 | 46,940 | 0 | 47,423 | 47,423 | 0 | 0 | 0 | - | - | - | 0 | 10.1 | 10.0 | 0.00 | 7,076 |
| 02/12/20 | Wed | 52,865 | 51,830 | 673 | 67,544 | 68,218 | 0 | 0 | 0 | - | - | - | 0 | 10.1 | 10.0 | 0.00 | 4,768 |
| 02/13/20 | Thu | 63,874 | 63,910 | 0 | 60,214 | 60,214 | 0 | 0 | 0 | - | - | - | 0 | 10.0 | 9.9 | 0.00 | 6,907 |
| 02/14/20 | Fri | 82,433 | 79,630 | 0 | 69,938 | 69,938 | 0 | 0 | 0 | - | - | <30 | 0 | 10.0 | 9.9 | 0.00 | 2,658 |
| 02/15/20 | Sat | 99,263 | 95,430 | 0 | 106,740 | 106,740 | 0 | 0 | 0 | - | - | - | 0 | 10.1 | 10.0 | 0.00 | 4,720 |
| 02/16/20 | Sun | 144,374 | 116,190 | 0 | 105,917 | 105,917 | 0 | 0 | 0 | - | - | - | 0 | 10.0 | 9.9 | 0.00 | 6,187 |
| 02/17/20 | Mon | 83,745 | 79,320 | 0 | 85,496 | 85,496 | 0 | 0 | 0 | - | - | - | 0 | 10.1 | 10.0 | 0.00 | 13,967 |
| 02/18/20 | Tue | 64,669 | 61,340 | 449 | 57,820 | 58,269 | 0 | 0 | 0 | - | - | - | 0 | 10.2 | 10.1 | 0.00 | 15,426 |
| 02/19/20 | Wed | 72,844 | 70,300 | 0 | 70,013 | 70,013 | 0 | 0 | 0 | - | - | - | 0 | 10.1 | 10.0 | 0.00 | 10,048 |
| 02/20/20 | Thu | 54,814 | 55,610 | 0 | 50,191 | 50,191 | 0 | 0 | 0 | - | - | - | 0 | 10.0 | 9.9 | 0.00 | 5,388 |
| 02/21/20 | Fri | 84,622 | 79,520 | 0 | 87,292 | 87,292 | 4342 | 2756 | 1586 | - | - | - | 0 | 10.1 | 9.9 | 0.00 | 4,987 |
| 02/22/20 | Sat | 81,769 | 80,190 | 0 | 68,592 | 68,592 | 0 | 0 | 0 | - | - | - | 0 | 10.0 | 9.9 | 0.00 | 6,070 |
| 02/23/20 | Sun | 77,971 | 76,520 | 0 | 83,103 | 83,103 | 0 | 0 | 0 | - | - | - | 0 | 10.0 | 9.8 | 0.00 | 6,069 |
| 02/24/20 | Mon | 66,682 | 64,660 | 0 | 60,064 | 60,064 | 0 | 0 | 0 | - | - | - | 0 | 10.1 | 10.0 | 0.00 | 7,299 |
| 02/25/20 | Tue | 60,148 | 56,210 | 1,047 | 54,529 | 55,576 | 0 | 0 | 0 | - | - | <30 | 0 | 10.1 | 10.0 | 0.00 | 6,156 |
| 02/26/20 | Wed | 54,519 | 53,530 | 0 | 55,876 | 55,876 | 0 | 0 | 0 | - | - | - | 0 | 10.1 | 10.0 | 0.00 | 4,230 |
| 02/27/20 | Thu | 55,819 | 55,130 | 0 | 60,738 | 60,738 | 0 | 0 | 0 | - | - | - | 0 | 10.0 | 9.9 | 0.00 | 5,575 |
| 02/28/20 | Fri | 54,290 | 52,900 | 0 | 64,852 | 64,852 | 0 | 0 | 0 | - | - | - | 0 | 10.1 | 10.0 | 0.00 | 3,207 |
| 02/29/20 | Sat | 74,498 | 74,870 | 0 | 57,297 | 57,297 | 0 | 0 | 0 | - | - | - | 0 | 10.1 | 10.0 | 0.00 | 5,083 |
| TOTALS | | 1,971,958 | 1,922,920 | 403,172 | 1,469,521 | 1,872,693 | 4342 | 2756 | 1586 | | | | 0 | 10.2 | 10.1 | 0.00 | 2,860 |
| Average | | 67,999 | 66,308 | 13,902 | 50,673 | 64,576 | 150 | 95 | 55 | 0 | 32 | 30 | 0 | 10.1 | 10.0 | 0.00 | 191,836 |
| Minimum | | 44,890 | 46,940 | 0 | 0 | 23,637 | 0 | 0 | 0 | 0 | 32 | 30 | 0 | 10.0 | 9.8 | 0.00 | 6,615 |
| Maximum | | 144,374 | 116,190 | 79,662 | 106,740 | 106,740 | 4342 | 2756 | 1586 | 0 | 32 | 30 | 0 | 10.3 | 10.2 | 0.00 | 15,426 |

DATA SUMMARY SHEET

| | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 | Total for 2019 |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------------------------|
| Wastewater Influent | 2,215,755 | 1,971,958 | | | | | | | | | | | 4,187,713 |
| Wastewater Final Effluent (Month Cycle) | 2,168,690 | 1,922,920 | | | | | | | | | | | 4,091,610 |
| Adjusted Wastewater Influent (- State Flow) | 1,958,507 | 1,780,122 | | | | | | | | | | | 3,738,629 |
| Water Produced (month cycle) | 1,843,670 | 1,872,693 | | | | | | | | | | | 3,716,363 |
| Sewer Influent/Water Produced Ratio | 1.20 | 1.05 | | | | | | | | | | | N/A |
| Adjusted Sewer/Water Produced Ratio | 0.94 | 0.95 | | | | | | | | | | | N/A |
| Well 1 Water Production | 1,841,426 | 403,172 | | | | | | | | | | | 2,244,598 |
| Well 2 Water Production | 2,244 | 1,469,521 | | | | | | | | | | | 1,471,765 |
| Total Well P Production | 1,843,670 | 1,872,693 | | | | | | | | | | | 3,716,363 |
| Water Well 1 Avg Depth to Water | 10.3 | 10.1 | | | | | | | | | | | N/A |
| Water Well 2 Avg Depth to Water | 10.2 | 10.0 | | | | | | | | | | | N/A |
| Average Depth to Water of Both Wells | 10.3 | 10.1 | | | | | | | | | | | N/A |
| Change in Average Depth to Water from 2019 | +1.0 | +1.1 | | | | | | | | | | | N/A |
| Average Chloride mg/L at the Wells | 32 | 32 | | | | | | | | | | | N/A |
| State Wastewater Treated | 257,248 | 191,836 | | | | | | | | | | | N/A |
| State % of Total WW Flow | 12% | 10% | | | | | | | | | | | N/A |
| Recycled Water Sold (Gallons) | 0 | 0 | | | | | | | | | | | 0 |
| Biosolids Removal (Gallons) | 4,500 | 9,000 | | | | | | | | | | | 13,500 |
| WW Permit Limitation Exceeded | 0 | 0 | | | | | | | | | | | 0 |
| RW Permit Limitation Exceeded | 0 | 0 | | | | | | | | | | | 0 |
| Constituent Exceeded | None | None | | | | | | | | | | | N/A |
| Sample Limit | N/A | N/A | | | | | | | | | | | N/A |
| Sample Result | N/A | N/A | | | | | | | | | | | N/A |
| 2019 | | | | | | | | | | | | | |
| Wastewater Influent | 2,974,678 | 2,978,722 | 3,279,598 | 2,517,042 | 2,622,942 | 2,407,688 | 2,798,408 | 2,948,183 | 2,466,442 | 2,409,305 | 2,067,815 | 2,722,375 | Total for 2018 32,193,198 |
| Wastewater Final Effluent (Month Cycle) | 2,921,320 | 2,950,740 | 3,186,710 | 2,456,140 | 2,464,900 | 2,553,710 | 3,022,860 | 2,737,320 | 2,323,010 | 2,323,340 | 1,984,940 | 2,611,160 | 31,536,150 |
| Adjusted Wastewater Influent(- State Flow) * | 2,599,672 | 2,540,371 | 2,840,773 | 2,267,805 | 2,227,432 | 2,089,028 | 2,339,678 | 2,543,256 | 2,152,297 | 2,116,543 | 1,802,882 | 2,355,957 | 27,875,694 |
| Water Produced (month cycle) | 1,849,654 | 1,643,730 | 2,013,823 | 2,212,060 | 2,175,858 | 2,456,058 | 2,832,302 | 2,609,472 | 2,373,404 | 2,390,682 | 2,001,947 | 1,865,437 | 26,424,428 |
| Sewer Influent/Water Produced Ratio | 1.61 | 1.81 | 1.63 | 1.14 | 1.24 | 0.98 | 1.09 | 1.13 | 1.01 | 1.01 | 1.03 | 1.46 | N/A |
| Adjusted Sewer/Water Ratio | 1.41 | 1.55 | 1.41 | 1.03 | 1.06 | 0.85 | 0.91 | 0.98 | 0.91 | 0.86 | 0.90 | 1.26 | N/A |
| Average Depth of Both Wells | 9.3 | 9.0 | 9.3 | 10.2 | 10.2 | 10.3 | 10.0 | 10.3 | 10.7 | 11.7 | 12.2 | 10.4 | N/A |
| Change in Average Depth to Water from 2018 | -1.5 | -1.3 | -0.4 | -0.1 | -0.2 | +0.2 | -0.4 | -0.8 | -1.3 | -0.7 | -0.6 | +0.5 | N/A |
| Average Chloride mg/L at the Wells | 55 | 44 | 44 | 46 | 46 | 38 | 38 | 38 | 38 | 32 | 32 | 32 | N/A |
| State Wastewater Treated | 375,006 | 438,351 | 438,825 | 294,237 | 395,510 | 318,660 | 458,730 | 404,927 | 314,145 | 292,762 | 264,933 | 366,418 | 4,362,504 |
| State % of Total WW Flow | 13% | 15% | 13% | 12% | 15% | 13% | 16% | 14% | 13% | 12% | 13% | 14% | N/A |
| Recycled Water Sold (Gallons) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Biosolids Removal (Gallons) | 4,500 | 0 | 9,000 | 9,000 | 4,500 | 9,000 | 9,000 | 4,500 | 4,500 | 4,500 | 0 | 4,500 | 63,000 |
| WW Permit Limitation Exceeded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| RW Permit Limitation Exceeded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | N/A |
| Constituent Exceeded | None | None | None | None | None | None | None | None | None | None | None | None | N/A |
| Sample Limit | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Sample Result | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

San Simeon Community Services District Superintendent's Report February 2020

| | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|--------------------------------|------|------|------|-------|------|------|------|------|------|------|------|------|
| Well Average Depth 2016 | 10.0 | 10.6 | 10.0 | 10.6 | 10.6 | 10.7 | 11.1 | 11.9 | 12.9 | 13.6 | 12.7 | 10.6 |
| Well Average Depth 2017 | 8.1 | 8.0 | 10.0 | 10.0 | 9.9 | 9.7 | 10.1 | 10.4 | 10.5 | 11.0 | 11.8 | 11.8 |
| Well Average Depth 2018 | 10.8 | 10.3 | 9.7 | 10.3 | 10.4 | 10.1 | 10.4 | 11.0 | 11.9 | 12.4 | 12.8 | 9.9 |
| Well Average Depth 2019 | 9.3 | 9.0 | 9.3 | 10.2 | 10.2 | 10.3 | 10.0 | 10.3 | 10.7 | 11.7 | 12.2 | 10.4 |
| Well Average Depth 2020 | 10.3 | 10.1 | | | | | | | | | | |



3. A. iii GENERAL MANAGER'S REPORT
Charles Grace
Update for February 2020



GENERAL MANAGER'S REPORT

Item 3.A.iii

Staff Activity – Report on Staff activities for the month of February 2020. Regular activities performed by District staff include:

Processing of utility payments, customer service duties, answering phone calls, mailing of the regular monthly utility bills. Prepared and distributed the agenda and Board packet.

Staff also attended to the following items:

- Responded to four (4) public records requests.
- Assisted Board members with 700 forms.
- Handled parking enforcement issues.
- Prepared the quarterly newsletter.

Updates on District Grants:

LCP Grant – LCP Amendment Grant (Coastal Hazards Response Plan): The SSCSD has been preliminarily awarded this grant and is working with the County of SLO and the Coastal Commission on meeting the administrative requirements to process the grant. The District and Oliveira Environmental submitted the required Draft Work Program to the Coastal Commission that outlines the proposed CHRP project, including a proposed schedule and budget. The Coastal Commission staff is working on reviewing the Work Program and we expect to get a response soon. In the meantime, the District has received a template for the required contract language for the grant that is being reviewed by District Counsel in coordination with the County of SLO.

NFWF Grant – There are no updates regarding this item.

Prop 1 Grant Update – There are no updates regarding this item.

Project Updates:

Disadvantaged Community Survey (MHI) – Staff is working with the contractor (SUSP) to finalize the customer mailing list. As new information related to this item becomes available staff will provide updates to the Board.

Solid Waste Authority from LAFCO – Staff is working with RRM Design to finalize the contract for their scope of work related to this project. As new information related to this item becomes available staff will provide updates to the Board.

Coastal Development Permit (CDP) Special Conditions Update – Oliveria
Consulting continues to perform Special Condition tasks. Attached is an updated time line.

Request for Proposal (RFP) for CEQA – RFP notices were mailed to 9 firms. The deadline for submittal is April 16, 2020. Staff anticipates that this item will be on the May meeting agenda.

3. A. iv. DISTRICT FINANCIALS
Cortney Murguia
February 29, 2020

SAN SIMEON COMMUNITY SERVICES DISTRICT



3.A.iv FINANCIAL SUMMARY

Billing February 29, 2020

| | | |
|--------------------------|----|-----------|
| January Billing Revenue | \$ | 80,675.82 |
| February Billing Revenue | \$ | 81,131.48 |
| Past Due (Over 60 days) | \$ | 148.74 |

ENDING BANK BALANCES

February 29, 2020

PACIFIC PREMIER BANK:

| | | |
|--|----|-------------------|
| Money Market Account Closing Balance January 31, 2020 | \$ | 1,123,118.00 |
| Interest for February | \$ | 1,765.77 |
| Money Market Account Closing Balance February 29, 2020 | \$ | 1,124,883.77 |
| Reserve Fund | | (250,000.00) |
| Wait-list Deposits | | (69,750.00) |
| Customer Deposits | | (9,250.00) |
| Available Funds | \$ | <u>795,883.77</u> |
| General Checking Account February 29, 2020 | \$ | 157,388.00 |
| LAIIF Closing Balance February 29, 2020 | \$ | 553.02 |
| Interest Money Market Account 2019 | \$ | 22,529.11 |
| Interest Money Market Account 2020 | \$ | 3,731.38 |

SAN SIMEON COMMUNITY SERVICES DISTRICT

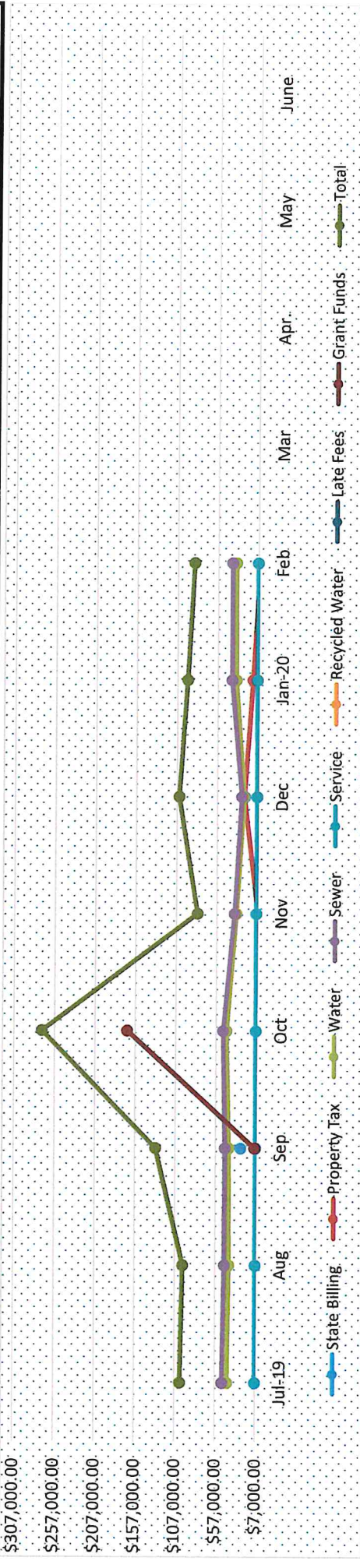
Balance Sheet

As of February 29, 2020

| | <u>Feb 29, 20</u> |
|--|----------------------------|
| ASSETS | |
| Checking/Savings | |
| 1010 · Petty cash | 150.00 |
| 1015 · Pacific Prem - General Checking | 147,226.15 |
| 1017 · Pacific Premier-Money Market | 1,124,883.77 |
| 1040 · Cash in county treasury | 108.33 |
| 1050 · LAIF - non-restricted cash | 553.02 |
| Total Checking/Savings | <u>1,272,921.27</u> |
| Other Current Assets | |
| 1200 · Accounts receivable | 80,917.48 |
| 1300 · Prepaid expenses | 3,387.58 |
| Total Other Current Assets | <u>84,305.06</u> |
| Total Current Assets | <u>1,357,226.33</u> |
| 1400 · Fixed assets | |
| 1420 · Building and structures | 395,874.73 |
| 1500 · Equipment | 316,747.53 |
| 1540 · Major Water Projects | 190,360.90 |
| 1560 · Pipe bridge | 28,075.58 |
| 1580 · Sewer plant | 1,488,555.08 |
| 1600 · Water system | 550,390.00 |
| 1620 · WWTP expansion | 299,565.92 |
| 1630 · Tertiary Project | 262,932.67 |
| 1640 · Wellhead Rehab Project | 450,827.53 |
| 1650 · Walkway access projects | 21,511.00 |
| 1660 · RO Unit | 931,966.97 |
| 1670 · Reservoir / Water Tanks | 218,679.63 |
| 1680 · Generator | 29,101.14 |
| Total 1400 · Fixed assets | <u>5,184,588.68</u> |
| 1690 · Accumulated depreciation | (2,507,746.01) |
| Total Fixed Assets | <u>2,676,842.67</u> |
| TOTAL ASSETS | <u><u>4,034,069.00</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| 2500 · Customer security deposits | 9,150.00 |
| 2510 · Connect hookup wait list | 70,890.00 |
| 2520 · USDA Loan | 447,167.00 |
| Total Other Current Liabilities | <u>527,207.00</u> |
| Total Current Liabilities | <u>527,207.00</u> |
| Total Liabilities | 527,207.00 |
| Equity | |
| 3200 · Fund balance | 3,275,440.52 |
| 3900 · Suspense | (375.07) |
| Net Income | 231,796.55 |
| Total Equity | <u>3,506,862.00</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>4,034,069.00</u></u> |

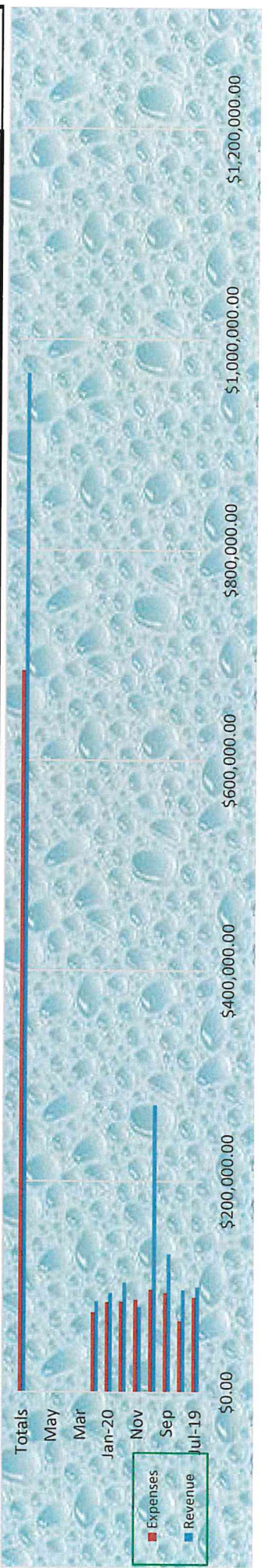
DISTRICT REVENUE FY 2019/2020

| | Jul-19 | Aug | Sep | Oct | Nov | Dec | Jan-20 | Feb | Mar | Apr. | May | June | Totals |
|--------------------|---------------------|--------------------|---------------------|---------------------|--------------------|---------------------|--------------------|--------------------|------|------|------|------|---------------------|
| State Billing | | | \$25,528.71 | | | \$22,455.35 | | | | | | | \$47,984.06 |
| Property Tax | \$1,218.61 | \$2,752.21 | \$3,126.48 | \$5,305.64 | \$6,019.52 | \$23,503.23 | \$13,612.60 | \$5,282.91 | | | | | \$60,821.20 |
| Water | \$41,718.97 | \$39,623.52 | \$40,324.01 | \$43,808.36 | \$32,208.00 | \$23,432.56 | \$33,732.14 | \$34,067.23 | | | | | \$288,914.79 |
| Sewer | \$48,137.21 | \$45,503.27 | \$45,161.69 | \$48,244.57 | \$34,916.02 | \$26,527.95 | \$39,321.56 | \$39,368.21 | | | | | \$327,180.48 |
| Service | \$7,113.60 | \$7,045.20 | \$7,079.40 | \$7,451.10 | \$7,489.26 | \$7,344.54 | \$7,525.44 | \$7,453.08 | | | | | \$58,501.62 |
| Recycled Water | | | | | | | | | | | | | \$0.00 |
| Late Fees | \$1,957.04 | \$2,399.24 | \$1,407.87 | \$468.45 | \$316.84 | \$1,136.41 | \$237.28 | \$307.96 | | | | | \$8,231.09 |
| Grant Funds | | | \$8,750.00 | \$167,376.61 | | | | | | | | | \$176,126.61 |
| Total | \$100,145.43 | \$97,323.44 | \$131,378.16 | \$272,654.73 | \$80,949.64 | \$104,400.04 | \$94,429.02 | \$86,479.39 | | | | | \$967,759.85 |
| Water Sold Cu Ft | 336845 | 319458 | 323518 | 329822 | 242893 | 179311 | 260006 | 261505 | | | | | 2253358 |
| Water Sold Acre ft | 7.73 | 7.33 | 7.43 | 7.57 | 5.58 | 4.12 | 5.97 | 6.00 | 0.00 | 0.00 | 0.00 | 0.00 | 51.73 |



REVENUE VS EXPENSES

| | Jul-19 | Aug | Sep | Oct | Nov | Dec | Jan-20 | Feb | Mar | Apr. | May | June | Totals |
|----------|--------------|-------------|--------------|--------------|--------------|--------------|-------------|-------------|--------|--------|--------|--------|--------------|
| Revenue | \$100,145.43 | \$97,323.44 | \$131,378.16 | \$272,654.73 | \$80,949.64 | \$104,400.04 | \$94,429.02 | \$86,479.39 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$967,759.85 |
| Expenses | \$90,205.84 | \$67,705.50 | \$94,401.58 | \$97,595.50 | \$87,822.01 | \$86,173.97 | \$85,716.44 | \$75,643.11 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$685,263.95 |
| Balance | \$9,939.59 | \$29,617.94 | \$36,976.58 | \$175,059.23 | (\$6,872.37) | \$18,226.07 | \$8,712.58 | \$10,836.28 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$282,495.90 |



**SAN SIMEON COMMUNITY SERVICES
HISTORICAL FISCAL REVIEW**

FY 2016/2017

| Month | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Fiscal Total |
|--------------------|---------------|-------------|---------------|-------------|---------------|-------------|--------------|---------------|---------------|-------------|---------------|-------------|----------------|
| State Billing | | | \$12,485.00 | | | \$13,996.07 | | | \$29,440.40 | | | \$23,960.29 | \$79,881.76 |
| Property Tax | \$1,161.69 | | \$1,184.42 | \$6,789.01 | \$6,970.82 | \$28,878.98 | \$2,456.74 | \$2,966.66 | \$2,421.97 | \$23,540.38 | \$415.92 | \$1,111.78 | \$77,898.37 |
| Water | \$36,292.1 | \$36,746.52 | \$31,241.74 | \$29,953.03 | \$22,549.49 | \$19,445.8 | \$25,600.5 | \$22,112.36 | \$19,816.90 | \$27,563.35 | \$27,763.55 | \$31,331.40 | \$330,416.71 |
| Sewer | \$41,862.8 | \$43,190.60 | \$36,386.89 | \$35,106.74 | \$25,574.57 | \$21,817.9 | \$29,037.7 | \$24,590.36 | \$22,440.87 | \$31,022.32 | \$31,228.75 | \$34,851.59 | \$377,111.12 |
| Service | \$6,559.5 | \$6,472.20 | \$6,472.20 | \$6,472.20 | \$6,626.30 | \$6,533.8 | \$6,503.0 | \$6,503.02 | \$6,503.02 | \$6,503.02 | \$6,564.66 | \$6,626.30 | \$78,339.28 |
| Late Fees | \$485.7 | \$97.52 | \$595.71 | \$316.72 | \$353.70 | \$1,587.7 | \$366.8 | \$1,387.73 | \$735.52 | \$202.87 | \$187.94 | \$804.03 | \$7,121.95 |
| Grant Funds | | | | | | \$20,000.00 | | | | | | | |
| Revenue | \$86,361.78 | \$86,506.84 | \$88,365.96 | \$78,637.70 | \$62,074.88 | \$92,260.26 | \$63,964.81 | \$57,560.13 | \$81,358.68 | \$88,831.94 | \$66,160.82 | \$98,685.39 | \$950,769.19 |
| Expense | \$127,105.89 | \$72,035.48 | \$114,268.09 | \$71,273.31 | \$75,340.87 | \$66,017.87 | \$71,441.43 | \$72,822.48 | \$152,049.21 | \$62,994.78 | \$77,525.44 | \$71,657.28 | \$1,034,532.13 |
| Balance | (\$40,744.11) | \$14,471.36 | (\$25,902.13) | \$7,364.39 | (\$13,265.99) | \$26,242.39 | (\$7,476.62) | (\$15,262.35) | (\$70,690.53) | \$25,837.16 | (\$11,364.62) | \$27,028.11 | (\$83,762.94) |
| Water Sold Cu Ft | 324654 | 324654 | 281207 | 269907 | 203338 | 175391 | 232048 | 200704 | 179990 | 249876 | 249279 | 282352 | 2,973,400 |
| Water Sold Acre ft | 7.45 | 7.45 | 6.46 | 6.20 | 4.67 | 4.03 | 5.33 | 4.61 | 4.13 | 5.74 | 5.72 | 6.48 | 68.26 |

FY 2017/2018

| Month | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Fiscal Total |
|------------------|---------------|--------------|--------------|--------------|-------------|--------------|---------------|--------------|---------------|-------------|---------------|--------------|----------------|
| State Billing | | | \$24,606.31 | | | \$21,914.14 | | | \$21,542.66 | | | \$23,690.87 | \$91,753.98 |
| Property Tax | \$1,282.43 | | \$121.78 | \$3,983.38 | \$11,222.22 | \$31,099.09 | \$7,506.90 | \$2,750.02 | \$640.94 | \$22,168.20 | \$1,686.05 | \$771.97 | \$83,232.98 |
| Water | \$34,880.43 | \$36,192.33 | \$31,137.52 | \$27,999.25 | \$26,930.07 | \$19,762.53 | \$22,551.64 | \$25,457.70 | \$16,741.07 | \$28,408.76 | \$27,795.23 | \$36,075.95 | \$333,932.48 |
| Sewer | \$38,495.46 | \$39,770.86 | \$33,836.96 | \$30,919.58 | \$29,421.68 | \$21,164.32 | \$25,021.12 | \$28,652.26 | \$19,108.33 | \$32,900.73 | \$31,492.38 | \$40,773.70 | \$371,557.38 |
| Service | \$6,820.12 | \$6,950.95 | \$6,821.63 | \$6,659.98 | \$6,886.29 | \$6,886.29 | \$6,789.30 | \$6,853.96 | \$6,724.64 | \$6,724.64 | \$6,724.64 | \$6,724.64 | \$81,567.08 |
| Late Fees | \$628.24 | \$379.06 | \$292.61 | \$241.85 | \$221.14 | \$159.01 | \$113.69 | \$197.92 | \$487.09 | \$284.43 | \$202.63 | \$179.47 | \$3,387.14 |
| Grant Funds | \$332,310.87 | | | | | | \$42,858.00 | | | | | | |
| Revenue | \$82,106.68 | \$83,293.20 | \$86,816.81 | \$69,804.04 | \$74,681.40 | \$100,985.38 | \$61,982.65 | \$63,911.86 | \$65,244.73 | \$90,486.76 | \$67,900.93 | \$108,216.60 | \$965,431.04 |
| Expense | \$94,660.34 | \$87,503.06 | \$104,489.98 | \$71,763.52 | \$62,490.35 | \$85,613.60 | \$88,196.48 | \$73,251.65 | \$109,510.66 | \$70,856.21 | \$80,363.24 | \$80,743.66 | \$1,009,442.75 |
| Balance | (\$12,553.66) | (\$4,209.86) | (\$7,673.17) | (\$1,959.48) | \$12,191.05 | \$15,371.78 | (\$26,213.83) | (\$9,339.79) | (\$44,265.93) | \$19,630.55 | (\$12,462.31) | \$27,472.94 | (\$44,011.71) |
| Water Sold Cu Ft | 299369 | 310960 | 266284 | 241692 | 232942 | 169355 | 194345 | 217741 | 144425 | 244412 | 237414 | 308832 | 2,867,771 |
| Water Sold Acre | 6.87 | 7.14 | 6.11 | 5.55 | 5.35 | 3.89 | 4.46 | 5.00 | 3.32 | 5.61 | 5.45 | 7.09 | 65.84 |

FY 2018/2019

| Month | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Fiscal Total |
|------------------|-------------|--------------|--------------|---------------|---------------|--------------|---------------|---------------|-------------|--------------|---------------|--------------|----------------|
| State Billing | | | \$26,723.91 | | | \$20,971.00 | | | \$19,858.71 | | | \$19,390.52 | \$86,944.14 |
| Property Tax | \$1,288.59 | | \$169.19 | \$7,205.82 | \$8,542.19 | \$33,187.58 | \$1,319.32 | \$4,888.55 | \$2,227.01 | \$22,928.34 | \$3,062.24 | \$1,057.02 | \$85,875.85 |
| Water | \$41,336.59 | \$45,279.14 | \$41,178.74 | \$34,050.67 | \$30,760.16 | \$24,353.21 | \$29,009.60 | \$27,745.06 | \$24,146.67 | \$35,445.24 | \$29,158.01 | \$38,455.33 | \$400,918.42 |
| Sewer | \$47,258.33 | \$53,156.35 | \$47,379.43 | \$39,628.31 | \$35,491.84 | \$28,149.21 | \$34,169.78 | \$32,181.86 | \$27,850.19 | \$41,666.62 | \$33,854.74 | \$44,856.07 | \$465,642.73 |
| Service | \$7,111.73 | \$7,113.60 | \$7,113.60 | \$7,113.60 | \$7,079.40 | \$7,079.40 | \$7,147.80 | \$7,079.40 | \$7,079.40 | \$7,079.40 | \$7,045.20 | \$7,079.40 | \$85,121.93 |
| Late Fees | \$461.43 | \$201.49 | \$290.08 | \$168.71 | \$600.53 | \$135.60 | \$178.43 | \$146.51 | \$126.87 | \$177.46 | \$111.54 | \$272.66 | \$2,871.31 |
| Grant Funds | | | | \$11,367.00 | | \$18,753.05 | | | | | | | |
| Revenue | \$97,456.67 | \$105,750.58 | \$122,854.95 | \$88,167.11 | \$82,474.12 | \$113,876.00 | \$71,824.93 | \$72,041.38 | \$81,288.85 | \$107,297.06 | \$73,231.73 | \$111,111.00 | \$1,127,374.38 |
| Expense | \$81,495.91 | \$74,250.58 | \$102,279.81 | \$104,990.12 | \$111,554.79 | \$92,037.25 | \$94,850.91 | \$94,625.06 | \$71,744.58 | \$105,016.25 | \$89,244.32 | \$98,066.81 | \$1,120,156.39 |
| Balance | \$15,960.76 | \$31,500.00 | \$20,575.14 | (\$16,823.01) | (\$29,080.67) | \$21,838.75 | (\$23,025.98) | (\$22,583.68) | \$9,544.27 | \$2,280.81 | (\$16,012.59) | \$13,044.19 | \$7,217.99 |
| Water Sold Cu Ft | 334631 | 367360 | 332914 | 275609 | 243491 | 195107 | 236456 | 227602 | 197397 | 288979 | 236030 | 311046 | 3,246,622 |
| Water Sold Acre | 7.68 | 8.43 | 7.64 | 6.33 | 5.59 | 4.48 | 5.43 | 5.23 | 4.53 | 6.63 | 5.42 | 7.14 | 74.53 |

4. CONSENT AGENDA

- A. Consideration of approval of the February 12, 2020 minutes.**

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4. CONSENT AGENDA

B. Consideration of approval of Disbursements Journal

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
MARCH 2020

| Type | Date | Num | Name | Memo | Paid Amount |
|---|------------|-----------|--|---|-------------------|
| Activity February 2020 (generated after February Board Meeting): | | | | | |
| Bill Pmt -Check | 02/12/2020 | 1974 | SLO County - Environmental Health VOID | VOID: Annual fee 01/01/2020 - 12/31/2020 Hazmat Disclosure Fee and Surcharge. Facility ID FA001537-VWVTP. Dated 10/31/2019. | 435.00 |
| Bill Pmt -Check | 02/12/2020 | 1977 | SLO County APCD (Air Pollution Control District) | Annual permit fee for backup generators for water system and wastewater system. Inv 20329 dated 2/7/2020. | -1,900.70 |
| Bill Pmt -Check | 02/13/2020 | 1978 | SLO County - Environmental Health | Annual fee 01/01/2020 - 12/31/2020 Hazmat Disclosure Fee and Surcharge. Facility ID FA0012591 dated 10/31/2019. | -608.70 |
| Bill Pmt -Check | 02/27/2020 | 1979 | San Simeon Ranch/Hearst Corp | Legal fees plus 15% overhead pertaining to review of MND for new water tank project. Inv 1003 dated 2/20/2020. | -2,454.00 |
| Bill Pmt -Check | 02/27/2020 | 1980 | San Simeon Ranch/Hearst Corp | CRT review of proposed water tank MND. Inv #1004 dated 2/20/2020. | -7,500.00 |
| Elec Pymt | 02/13/2020 | Elec Pymt | Pacific Premier Bank | Bank service fee 2/13/20 | -63.37 |
| Total additional activity February 2020: | | | | | -12,091.77 |
| March disbursements | | | | | |
| Paycheck | 03/01/2020 | 1981 | GWEN KELLAS | Board Service Feb 2, 2020 through Mar 1, 2020. | -92.35 |
| Paycheck | 03/01/2020 | 1982 | JOHN K RUSSELL | Board Service Feb 2, 2020 through Mar 1, 2020. | -92.35 |
| Paycheck | 03/01/2020 | 1983 | MARY M McGUIRE | Board Service Feb 2, 2020 through Mar 1, 2020. | -92.35 |
| Paycheck | 03/01/2020 | 1984 | WILLIAM E MAURER | Board Service Feb 2, 2020 through Mar 1, 2020. | -92.35 |
| Paycheck | 03/01/2020 | 1985 | WILLIAM J CARSON | Board Service Feb 2, 2020 through Mar 1, 2020. | -92.35 |
| Bill Pmt -Check | 03/11/2020 | 1986 | Adamski Moroski Madden Cumberland & Green | General legal services. Service Period through 1/31/2020. Inv 49528 dated 2/21/2020. | -2,902.50 |
| Bill Pmt -Check | 03/11/2020 | 1987 | Kathleen Fry Bookkeeping Services | Bookkeeping Services February 2020. Inv 2020-02-CSD dated 2/29/2020. | -1,320.00 |
| Bill Pmt -Check | 03/11/2020 | 1988 | Phoenix Civil Engineering, Inc | Prof Svcs on Water Tank (Reservoir) Project through Jan 24, 2020. Inv 19293 dated 2/7/2020. | -2,656.25 |
| Bill Pmt -Check | 03/11/2020 | 1989 | RVS Software | Annual software maintenance and updates 3/21/2020 to 3/20/2021. Inv 163759 dated 2/3/20. | -686.00 |
| Bill Pmt -Check | 03/11/2020 | 1990 | Simply Clear Marketing & Media | Monthly Website Service and Mgt fee service period Mar 21 - Apr 20, 2020. Inv. 305936 dated 2/28/2020. | -400.00 |
| Bill Pmt -Check | 03/11/2020 | 1991 | Grace Environmental Services | Operations Management and Maintenance Fees March 2020. Inv 1356 dated 03/01/2020. | -53,495.12 |
| Liability Check | 03/25/2020 | Elec Pymt | United States Treasury | Payroll tax payment for paychecks dated 03/01/20 | -76.50 |
| Check | 03/25/2020 | Elec Pymt | CalPERS Fiscal Services Division | Retiree Health monthly premium for April 2020. | -353.29 |
| Check | 03/25/2020 | Elec Pymt | CalPERS Fiscal Services Division | Unfunded Accrued Liability only - prepayment for April 2020. Cust. ID # 7226734344. | -1,199.93 |
| Total for February additional plus March Disbursements | | | | | -75,643.11 |

5. A. Business Items



BUSINESS ACTION ITEM STAFF REPORT

Item 5.A. Authorization for the General Manager to obtain Lost Coast Painting to perform tasks related to interior painting of the reverse osmosis building not to exceed the amount of \$6,500.00.

Summary:

The inside of the reverse osmosis building needs to be painted to prevent drywall separation and deterioration. Staff contacted three entities to obtain quotes. De Alba Construction, Beltran's Painting, and Acosta's Painting. These three quotes were provided to the Board at the February 12, 2020 meeting. At that time the Board directed staff to obtain a fourth quote and return this information to the Board at the March meeting.

Staff contacted two additional contractors. One did not respond and the second contractor Lost Coast provided a quote in the amount of \$ 6,500.00. Additionally, De Alba Construction

Recommendation:

Staff request approval for the Lost Coast painting quote.

Enc: Quotes from De Alba, Beltran, Acosta, Lost Coast

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Quote from De Alba Construction

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Quote from Beltran's Painting

BELTRAN'S PAINTING

CA LIC#1010041

JOSE M BELTRAN.



PROPOSAL AND CONTRACT

TO: CORTNEY MURGUIA
111 PICO AVE
SAN SIMEON, CA, 93452



WE WILL FURNISH AT THE ABOVE JOB ALL LABOR, MATERIALS, TOOLS, EQUIPMENT, SUPERVISION, PROPERTY DAMAGE, WORKER'S COMPENSATION AND LIABILITY INSURANCE NECESSARY TO COMPLETE IN A WORKMANLINE MANNER ALL THE WORK DESCRIBED BELOW:

JOB DESCRIPTION

PAINTING INTERIOR.

1.- AREAS TO BE PAINTED:

- CEILING AND WALLS.

2.- PREPARATION:

- ALL AREAS NOT TO BE PAINTED WILL BE COVERED AND PROTECTED AGAINST OVER-SPRAY AND SPLATTERS.
- APPLY CAULKING ON ALL THE AREAS THAT NEED IT.
- FILL ALL THE NAIL HOLES WITH PUTTY.

3.- PRIMING:

- APPLY HIGH BUILD PRIMER ON THE WALLS AND CEILING.

4.- FINISH COAT:

- APPLY TWO COATS OF LATEX PAINT ON THE CEILING AND WALLS.

5.- JOB EXCLUDES:



NOTES:

- **SPECIAL CONSIDERATIONS FOR HOMES BUILT PRIOR TO 1978.**
- **PAYMENTS:** UPON ACCEPTANCE OF THIS PROPOSAL, A DEPOSIT AN AMOUNT EQUAL TO 10% OF THE CONTRACT, UP TO \$1000.00 SHALL BE REQUIRED.
- **PAINT COLOR SELECTION.** COLORS MUST BE CHOSEN AND A COLOR CHOICE AGREEMENT MUST BE SIGNED ONE WEEK PRIOR TO START DATE. AN ADDITIONAL COST WILL BE CHARGED FOR COLOR CHANGES MADE AFTER WORK BEGINS.
NOTE: CERTAIN ACCENT COLORS ARE INHERENTLY LESS OPAQUE AND MAY REQUIRE MORE THAN ONE COAT TO ACHIEVE A SATISFACTORY AND UNIFORM APPEARANCE. USING THESE COLORS MAY RESULT IN ADDITIONAL COSTS. CUSTOMER WILL BE NOTIFIED AND AN ADDITIONAL WORK ORDER SHALL BE REQUIRED ABOVE THE PRICE OF THE ORIGINAL CONTRACT.
- **UNFORESEEN CONDITIONS:** BECAUSE UNFORESEEN CONTITIONS, ADDITIONAL REPAIRS/COST MAY BECOME NECESSARY. THE CUSTOMER WILL BE NOTIFIED IF ANY SUCH CONDITONS EXIST AT TIME OF DISCOVERY AND WILL BE REQUIRED TO SIGN AND ADDITONAL WORK ORDER FOR SAID REPAIRS. EXAMPLES OF UNFORESEEN CONDITIONS ARE: DRY ROT, MOISTURE DAMAGE, HIGH/ELEVATED SUBSTRATE MOISTURE CONTENT, EXCESSIVE UV DAMAGE, DEAD WOOD FIBERS, ETC.
- **CLEAN UP-** WORK WILL BE COMPLETED IN A CLEAN AND PROFESSIONAL MANNER. GARBAGE IS REMOVED AND CLEAN UP IS PERFORMED DAILY AND AT COMPLETION OF THE JOB. TOUCH UP PAINT IS LEFT IN LABELED CANS FOR YOUR FUTURE CONVENIENCE.
- **INSPECTION-** A COMPLETION INSPECTION IS PERFORMED WITH THE CLIENT TO ENSURE ALL AREAS ARE PAINTED PROPERLY. FINAL TOUCHUPS ARE COMPLETED BEFORE WE LEAVE YOUR PROJECT.

WE USE THE HIGHEST QUALITY PRODUCTS FROM SHERWIN-WILLIAMS & DUNN EDWARDS.

IF YOU REQUEST PAINT FROM ANOTHER SUPLIER MAY BE ADDITIONAL CHARGES.

| |
|--|
| I PROPOSE TO FURNISH LABOR AND MATERIAL TO COMPLETE THE ABOVE SPECIFIED WORK FOR THE SUM OF: |
|--|

| |
|--------------------|
| \$10,750.00 |
|--------------------|

ANY ALTERATION OR DEVIATIONS FROM THE ABOVE SPECIFICATION INVOLVING ADDITIONAL COST WILL BE EXECUTED WITH A WRITTEN CHANGE ORDER AGREEMENT. THESE CHARGES WILL BE IN ADDITION TO THE ORIGINAL ESTIMATE AND AGREEMENT. ALL AGREEMENTS ARE CONTINGENT UPON NO STRIKES, ACCIDENTS, OR DELAYS BEYOND OUR CONTROL.

PREPARED BY: JOSE M BELTRAN.

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION

THIS CONTRACT IS SUBJECT TO THE CONDITIONS ON THE REVERSE SIDE OF THIS SHEET. "NOTICE TO THE OWNER" APPLIES WHEN THIS PROPOSAL IS DIRECTLY TO THE OWNER.

CONDITIONS

The following conditions are hereby made a part of the proposal on the reverse side of this sheet and are to be considered a part of the contract entered into between the responsible parties by the signing of the acceptance on the reverse side (and the performance of each of which shall be a condition precedent to any right of claim or recovery hereunder). This contract constitutes the entire agreement between the parties and no oral modification thereof shall be made.

SCAFFOLDING: Permission to work on or over adjoining property to perform this contract shall be secured by owner at no cost to the contractor.

PAYMENT: Payment of all or any part of the amount of this contract which may be due or become due contractor shall in no way be contingent upon the acceptance of work done by others and over which we have no control, and no responsibility is hereby assumed for such work done by other than the Painting Contractor.

ATTORNEY'S FEES: In the event it becomes necessary for contractor to bring legal action to enforce any of the terms and conditions of this contract or collect any sums due hereunder, Owner agrees to pay contractor's reasonable attorney's fees whether such action proceeds to judgment or not.

ADDITIONS AND DEDUCTIONS: Any expense borne by the contractor in connection with repairs to or replacement of any part of the contractor's work, due to damage thereto caused by the failure, repair or replacement of the work of others, shall be added to the amount of this contract and be considered a part thereof.

Any alteration or deviation from the above specifications involving extra cost of materials or labor will become an extra charge over the sum mentioned in this contract.

No additions or deductions proposed by the owner after acceptance of this contract shall be binding upon the Painting contractor without approval in writing by him, or by his authorized representative.

GUARANTEE AND CLAIMS: The contractor guarantees his work against defects in workmanship and materials for a period of one (1) year from the date of the performance of such work provided that such defects are called to contractor's attention within thirty (30) days after the alleged defect has become apparent to the owner.

PERFORMANCE BOND: A performance bond will be supplied by the contractor if requested and paid for by the owner.

OVERTIME: Overtime work is not contemplated and may not be required as part of this contract without extra compensation to the contractor.

CONTINGENCIES: All agreements herein contained are contingent upon strikes, boycotts, accidents, inclement weather, earthquakes or other Acts of God which the contractor could not have reasonably foreseen or provided for or against.

CONTRACT PAYMENTS: The contractor shall not be required to proceed with the work if the payments have not been made as specified in the contract.

NOTICE TO OWNER

THE LAW REQUIRES THAT BEFORE A LICENSED CONTRACTOR CAN ENTER INTO A CONTRACT WITH YOU FOR A WORK OF IMPROVEMENT ON YOUR PROPERTY, HE MUST GIVE YOU A COPY OF THIS NOTICE.

Under the mechanics' lien laws of the State of California, persons who help to improve your property and are not paid have a right to enforce their claims against your property. This "claim" is known as a mechanics' lien. Basically, when somebody files a mechanics' lien they are making claim on your property as security against payment of a just debt.

In other words, this law allows contractors, subcontractors, laborers, material men or certain others who may have provided goods or services to place a lien on your home or the structure they built or improved for you for any unpaid portion of the goods and services they furnish. For example, if you fail to pay your contractor, or if your contractor fails to pay his subcontractors or laborers, or neglects to make required contributions to a Trust and/or other funds (where applicable), then those people can look to your property for payment, EVEN IF YOU HAVE PAID YOUR CONTRACTOR IN FULL.

There are a number of ways to protect yourself and your property at the onset of contracting and throughout the construction project. You might, for instance, request that the contractor furnish you with a payment and performance bond. (This is a different bond than the one currently required by Contractors License Law). The additional cost is usually minimal and is a certain guarantee that the project will be completed and the bills paid. You may also wish to record this payment or performance bond and file the contract with the County Recorder to further protect yourself from anyone liening your property. If you do have a contractor provide a special bond on your project and the bonding company does not honor your claim promptly in the event the contractor defaults, you may wish to contact the California Insurance Commission to see if the bonding company is engaging in an unfair claims practice.

Another avenue available to you is to use a funding control company. The control company acts as a third party, disbursing all funds for payment and usually securing all the necessary releases of liens. A funding control company is a specialized construction escrow which makes payment directly to subcontractors and suppliers. By doing this, it affords additional protection against valid liens.

Should you choose not to use the above, the following are some of the important time requirements you should be aware of regarding the mechanics' lien law.

- 1. Preliminary Notice.** A claimant, contractor, subcontractor, or material man is entitled to enforce a lien only if he gives the preliminary twenty (20) days notice, if applicable. All claimants, other than the original contractor (the person you contracted with), or a laborer performing actual labor for wages, must give this notice. Therefore, people who you may not even know, such as a subcontractor, or a material supplier, must notify you that they are providing supplies or services to your property with may later create a lien. This Preliminary Notice must be given no later than twenty (20) days after the claimant has first furnished labor, services, equipment or material to the job site.
- 2. Notice of Mechanics' Lien.** Usually claimants must record the Notice and Claim of Lien within ninety (90) days of the completion of the work. If a Notice of Completion or a Notice of Cessation of Labor has been recorded, then the Claim of Lien must be recorded within sixty (60) days by the original contractor and within thirty (30) days by all other claimants such as subcontractors, material men, etc. The claimants must indicate on the notice what is owed to them. The lien will now bind your property like a mortgage or trust deed.
- 3. Complaint to Foreclose a Mechanics' Lien.** If the claimants' demands are not satisfied, then they must usually file suit within ninety (90) days after the recording of a Notice of Mechanics' Lien. The complaint to foreclose the lien is filed in a regular court proceeding and follows in a similar manner. **YOU SHOULD BE AWARE THAT YOUR PROPERTY COULD BE SOLD AND THE PROCEEDS FROM THE SALE USED TO SATISFY THE CLAIM.**
- 4. Notice of Non-Responsibility.** You can protect yourself and your property from a valid claim of a contractor, or subcontractor who is doing work on your property, but not at your request (for example if you have a tenant who has contracted for work to be done). You can do this by posting and recording a Notice of Non-Responsibility. The notice must be posted in a conspicuous place within ten (10) days after you have obtained knowledge of the work. You must then record the notice at the County Recorder's office. You can usually purchase this form from various sources.
- 5. Unconditional Lien Release.** You may also require that the original contractor provide you with unconditional lien releases signed by each and every person who has performed any work or labor as well as every person who has delivered any materials to your job. Be sure to get releases from each person who gave you a Preliminary Notice.
- 6. Notice of Completion.** The owner of the property or his agent (sometimes the general contractor) can record a Notice of Completion within (10) days following the actual completion of the work of improvement. The effect of the Notice of Completion is to shorten the time period within which the contractors or subcontractors may file their Mechanics' Lien.

The above is not meant to be an exhaustive review of mechanics' lien. It is intended that you understand that you are entering into a contract which may bind your property and it is intended that you understand how to act to protect your property.

THIS PROPOSAL MUST BE ACCEPTED WITHIN 30 DAYS OF THE DATE HEREOF BECOME A VALID CONTRACT.

ACCEPTED BY _____

DATE 01/24/2020

TITLE _____

BY _____

BELTRAN'S PAINTING

COMPLETED JOBS

2421 LEONA DR, CAMBRIA, CA, 93428

4699 WINDSOR BLVD, CAMBRIA, CA, 93428

988 EMBARCADERO, MORRO BAY, CA, 93442

4766 WINDSOR BLVD, CAMBRIA, CA, 93428

1870 WINSOR WINDSOR BLVD, CAMBRIA, CA, 93428

2834 MARGATE AVE, CAMBRIA, CA, 93428

5134 NOTTINGHAM DR, CAMBRIA, CA, 93428

2390 LEONA DRIVE, CAMBRIA, CA 93428

2523 WILCOMBE RD, CAMBRIA, CA, 93428

521 HASTINGS ST, CAMBRIA, CA, 93428

5175 PLYMOUTH STREET, CAMBRIA, CA 93428

650 CANTERBURY LANE, CAMBRIA, CA 93428

621 CANTERBURY LANE, CAMBRIA, CA 93428

530 CANTENBURY LANE, CAMBRIA, CA, 93428

2140 ANDOVER PL, CAMBRIA, CA, 93428

1770 OGDEN DR, CAMBRIA, CA, 93428

1551 LEONARD DR, CAMBRIA, CA 93428

6780 BUGGY WHIP LANE, PASO ROBLES, CA, 92614

1617 MAIN ST, CAMBRIA, CA, 93428

1810 MERLOSE AVE, CAMBRIA, CA, 93428

394 WARWICK STREET, CAMBRIA, CA, 93428

1111 HARTFORD ST, CAMBRIA, CA, 93428

6050 BRIGHTON LANE, CAMBRIA, CA, 93428

10625 NACIMIENTO LAKE DRIVE, BRADLEY, CA, 93426

384 O'CONNOR WAY, SAN LUIS OBISPO, CA, 93401

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Quote from Acosta Painting

Acosta's Painting
Commercial and Residential
Quality You Can Count On!

Competitive Pricing & Free Estimates
 Lic#946864

- Repaint Specialist in Custom Homes
- Drywall Repair & Texturing
- Repaint Fences & Decks
- Wallpaper Removal
- Elastomeric Coatings
- Pressure Washing

• www.cambriapainting.com **805-927-1402**

1241 Knollwood Drive,
 #89 Cambria, CA 93428.
 License # 946864.
 January 22, 2020.

Painting estimate.

Customer Information is:

Painting estimate for: Corney Murguia.

Address of the job is: 111 Pico Ave, San Simeon Ca. (water district)

Phone number: [REDACTED]

Email: [REDACTED]

Painting estimate includes on the interior building:

Apply one coat of primer seal on the ceiling, and walls by using roll/brush.

1. 2Apply one coat of Harmony flat finish paint from Sherwin Williams on the ceilings, and walls, by using roll/brush. Apply Swiss coffee color.

Our prep work includes;

- Cover with plastic film on all the windows, hardware, doors, water tanks, and cover anything that is not against the wall.
- Apply masking paper, and cloth tarps on the floors, and any floor that needs to be cover.
- All the entire area will be clean when the job is finish.

This total includes already here the material, the labor and a 10% off for offer discount-----\$14,500

***Note, this painting estimate it doesn't includes to do any texture or any repairs on the wall, and ceilings.

. This painting estimate includes to paint only on the areas, that we are specify.

If you have any questions please do not hesitate to contact me Albert Acosta or Francisco Acosta.

We ask for a10% deposit at beginning of job, and we required a second payment when half of the job is done, and the remaining balance at the end. If you agree with this painting estimate and deposit please sign below.

Owner Signature _____

Date _____

5.B. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 5.B. Discussion regarding moving the start time of the regular Board meeting time from 2 pm to a later start time.

This item has been placed on the agenda at the request of Chairperson McGuire. Staff is looking for direction from the Board regarding this matter.



5.C. BUSINESS ITEMS

BUSINESS ACTION ITEM STAFF REPORT

Item 5.C. Authorization for the General Manager to obtain RNM Engineering Inc. to provide electrical engineering to design and provide specification for a distribution pump generator outlet and transfer switch not to exceed the amount of \$3,300.00.

Summary:

Staff contacted three engineering firms to provide a design and specification for a generator outlet connection and transfer switch at the RO building for the filter distribution pump and auxiliary equipment. The outlet and transfer switch would allow for the installation of a backup generator to power the distribution pump, lights, valves, and control screen during a power outage.

Recommendation:

Staff request approval in the amount not to exceed \$4,000 to obtain RNM Engineering.

Enc: Quotes RNM Engineering, Phoenix Engineering, Ravatt, Albrecht & Associates

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RNM Engineering, Inc.

90 Baron Canyon Ranch Road
San Luis Obispo, CA 93401
www.RNM-Eng.com

Phone: 415-307-5106
Fax: 805-781-0816
RickMiller@RNM-Eng.com

Feb 28, 2020

San Simeon Community Service District
RO Building Electrical System Modifications
Response to RFQ

Charlie:

Thank you for the opportunity to submit an engineering fee proposal to prepare design modifications to the electrical system at the Reverse Osmosis building in San Simeon.

I understand that the intent of the design is to allow a portable generator to provide power to operate the Clean In-Place (CIP) equipment in the RO building during a prolonged electric utility outage.

Essentially, the design consists of: manual transfer switch, cam-loc connector cabinet, portable generator to be purchased directly by SSCSD, and connections to the CIP equipment.

I would like to thank Jerry for conducting a site tour on Feb 21 and I understand that existing drawings will be available to assist with the project design.

RNM Engineering will provide electrical engineering services to include drawings, specifications, consultation with SSCSD, site visits during construction, and preparation of functional performance test procedures for a lump-sum fee of \$3,300.00.

Best regards.

Richard N Miller

Richard N. Miller, PE Cal # E15750
President

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Phoenix Civil Engineering, Inc.

535 East Main Street Santa Paula, California 93060 805.658.6800
info@phoenixcivil.com www.phoenixcivil.com

Mr. Charles Grace
San Simeon Community Services District
111 Pico Ave.
San Simeon, CA 93452

January 21, 2020

**San Simeon Community Services District – RO Building Electrical System Modifications –
Proposal for Project Electrical Services**

Dear Mr. Grace-

I am pleased to provide you with this proposal for project assistance services associated with the Electrical Design for the San Simeon Community Services District (SSCSD) Reverse Osmosis (RO) Building. This proposal covers the electrical design effort and coordination with SSCSD staff on the requirements and design of the RO building portable generator. Based on our conversation, I have prepared my proposal to include the following design tasks:

- Modifications to existing switchboard SB to include a new circuit breaker and feeder to serve as a normal source to new manual transfer switch.
- New manual transfer switch with cam lock connection provisions for portable generator, to be located adjacent to switchboard SB.
- New distribution panel DP served from the load side of the new transfer switch, including new circuit breakers to serve the existing CIP system and existing 120/240V transformer T1. The distribution panel will be mounted adjacent to the new transfer switch.
- Feeders from the new distribution panel to switchboard SB for reconnection of the existing feeders to the CIP system and transformer T1
- Preparation of specifications will be provided on the drawings, including the specification requirements for a new portable diesel generator/trailer with integral fuel tank. As an option, separate specifications for the generator/trailer for purchase directly by SSCSD will be provided. The portable generator will serve as the standby source to the new transfer switch.
- Assistance with appropriate authorities and written descriptions and technical criteria will be provided to aid in filing applications for permits with or obtaining approvals of such governmental authorities having jurisdiction to review or approve the final design of this project.

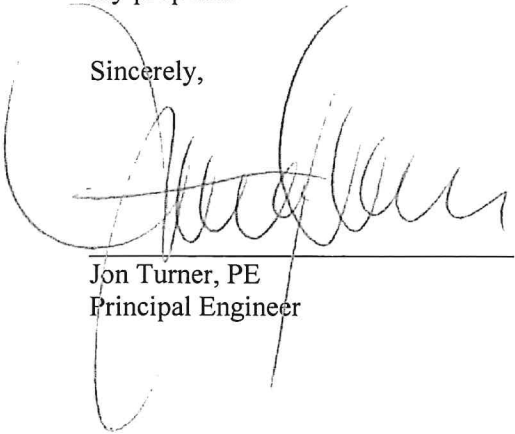
Proposal Assumptions:

- The existing record drawings, furnished by SSCSD, will serve as the reference for existing conditions. One site visit to verify the existing conditions match the record drawings is included.
- SSCSD has kept accurate and up-to-date record documents, which include additions and deletions for the existing electrical systems. If the record documents are inaccurate or incomplete, and additional work is required to make measured drawings of or to investigate existing conditions that do not match the record documents, we will inform you and request a modification to this agreement. Where concealed conditions prevent determining the accuracy of the record documents, we will rely on the record documents. The construction documents involving concealed conditions will note that the Contractor is to verify the routing and arrangement of the existing systems. If the record documents do not reflect the installed conditions, it will be necessary to have SSCSD staff help to identify the branch connections and connected loads.
- The existing electrical services and distribution have sufficient capacity for the proposed modifications. If additional capacity is required, we will inform you and request a modification to our agreement.
- The existing electrical installation is code compliant based on the codes in effect at the time the equipment was installed.
- Preparation of the general conditions portion of the specifications, coordination of the bidding, contractor selection, and reproduction of the construction documents will be performed by others.
- Structural design of equipment foundations, supports, and attachments will be performed and coordinated by others. We will provide you with the pertinent information on the equipment we specify to accomplish this task.
- We will require drawings showing the existing conditions. These drawings shall be in AutoCAD compatible format.

Phoenix Civil Engineering will manage the electrical design firm as part of the preparation of the design package. Any permit/review fees are to be paid by District.

We propose to perform the design work for \$8,910.00. We will invoice our time based on the attached Professional Services Rate Sheet. Please let me know if you have any questions or would like to discuss my proposal.

Sincerely,



Jon Turner, PE
Principal Engineer



Professional Services Hourly Rate Sheet 2019-20

Engineering

| | |
|-----------------------|-------|
| Principal Engineer | \$165 |
| Resident Engineer | \$150 |
| Professional Engineer | \$150 |
| Associate Engineer II | \$140 |
| Associate Engineer I | \$130 |
| Assistant Engineer | \$105 |

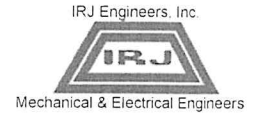
CADD

| | |
|--------------------|-------|
| Senior Designer | \$120 |
| Assistant Designer | \$100 |

General

| | |
|-----------------------------------|-------|
| Construction Manager | \$145 |
| Construction Observer | \$105 |
| Technical Assistant | \$85 |
| Clerical/Administrative Assistant | \$55 |

Costs associated with printing and computer time are calculated in the rates. Large quantities of printing (multiple sets of specifications, reports, etc.) will be billed at the actual rate without markup. Subconsultants will be marked up by 10%.



**IRJ Engineers, Inc.
Rate Schedule 1710**

SSCSD
RO Building Portable Generator
January 18, 2020

The hourly rate schedule is listed below.

| | |
|------------------------------------|-------------------|
| Principals | \$160.00 per hour |
| Professional Engineers | \$135.00 per hour |
| Senior Engineering Designers | \$100.00 per hour |
| Engineering Designers/CAD Drafters | \$ 85.00 per hour |
| Clerical Staff | \$ 60.00 per hour |

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February 28, 2020

Charles Grace
San Simeon Community Services District
111 Pico Ave.
San Simeon, CA, 93452

Re: RO Building Electrical System Modifications

Dear Mr. Grace:

Thank you for considering Ravatt Albrecht & Associates, Inc. for your project to design a critical power system with a portable generator. Based on project information you provided, please find our proposed solution for the electrical design efforts below.

SCHEDULE OF DESIGNATED SERVICES

GENERAL DESCRIPTION

The purpose of this project is to prepare an electrical design package to allow for continuing operation of the RO facility during extended power outages. The electrical design efforts are planned in to include:

- Modifications to existing switchboard SB to include a new circuit breaker and feeder to serve as a normal source to new manual transfer switch.
- New manual transfer switch with cam lock connection provisions for portable generator, to be located adjacent to switchboard SB.
- New distribution panel DP served from the load side of the new transfer switch, including new circuit breakers to serve the existing CIP system and existing 120/240V transformer T1. The distribution panel will be mounted adjacent to the new transfer switch.
- Feeders from the new distribution panel to switchboard SB for reconnection of the existing feeders to the CIP system and transformer T1.
- Installation bid specifications will be provided compatible with the drawings, including the specification requirements for a new portable diesel generator. Separate specifications for the generator for purchase directly by SSCSD will be provided. The portable generator will serve as the standby source to the new transfer switch.
- Assistance with appropriate authorities and written descriptions and technical criteria will be provided to aid in filing applications for permits with or obtaining approvals of such governmental authorities having jurisdiction to review or approve the final design of this project.

Based on the limited complexity of this project, we recommend the design will evolve through the following stages for review and approval:

- Pre Final – 95% completed design, for Community Services District review (21 Days after contract award)
- Final – 100% completed design that addresses the 95% comments, for County permitting (14 days after 95% design review is completed by the District)
- For Construction – 100% completed design with County Permitting comments addressed, stamped and signed by an Electrical Engineer (14 days after drawings returned from Planning Department)

RAVATT, ALBRECHT & ASSOCIATES, INC.

Orcutt Office: 125 Union Ave. #201, Orcutt, CA 93455 | PO Box 2267, Santa Maria, CA 93457-2267 | 805-928-5002
San Luis Obispo Office: 1371 Pacific St., San Luis Obispo, CA 93401 | 805-786-4391 | www.RAArchitectsEngineers.com

Electrical Engineer of Record: Joe Torrez P.E.

The County shall provide a qualified electrician (if required) to open any equipment and assist in a site survey and investigation of existing electrical equipment.

The above Design Submittals will be submitted to San Simeon Community Services District as electronic files, AutoCAD (.dwg) and Adobe (.pdf), for reproduction and distribution by San Simeon Community Services District, or their designee.

During the project, one site visit is planned to review existing equipment, room dimensions, and existing conditions. Additional project discussions are planned to occur via teleconference or email.

Optional Additional Services:

CA1 - Construction Administration Support, including 1 site visit, submittal review process, Coordination Study limited to project's circuit breaker coordination, Request for Information (RFI) support during construction, and As-Built drawings based on Contractor's redlines.

CA2 – Site visits or in person meetings in addition to those listed above.

PROPOSED FEE

| | |
|--|---------------------|
| Base Design Efforts, Panel Replacement and circuit changes | \$6,971.00 |
| Option CA1, Construction Admin | \$2,500.00 |
| Option CA2, Site Visits/Meetings | <u>\$ 800.00 ea</u> |
| Total Fee – including Option CA1 | \$ 9,471.00 |

EXCLUSIONS

The following items are specifically excluded from this Scope of Work at the present time. Upon written authorization, these services may be provided by Ravatt Albrecht & Associates, Inc. and billed per our standard rates (see Exhibit "A").

- Electrical Construction, Cost Estimating, and electrical load metering/monitoring
- Arc Flash Study or updates to existing
- Lighting and Controls design or changes to existing
- Printing and Reproduction other than the pdf submittals mentioned above
- Hazardous Construction Materials Identification or Abatement Planning
- Interior Design (Sid, FF&E, Site Photography or Audiovisual Equipment), and Sign Design
- Structural Design or Engineering
- Environmental Monitoring or Observation
- Underground Utility Locating or marking
- Construction Staking, Oversight and GIS Location of Installed Work
- Changes to life safety systems (Fire Alarm, Fire Sprinkler)
- Revit/Building Information Modeling (BIM) Drawings
- Communications/Data/Video Design or other Low Voltage Systems Design (<120V)
- Short Circuit Analysis
- Load Flow Analysis

INVOICES

Invoicing will be as described in our **Rate Sheet** (see Exhibit "A").

Designated Services. Unless otherwise provided, the Engineer's/Engineering designated services consist of those services identified in the Schedule of Designated Services as being performed by the Engineer, Engineer's employees and Engineer's consultants, and as described in the Descriptions of Designated Services.

Changes In Project Scope. Services required because of significant changes in the Project including, but not limited to, size, quality, or complexity.

Contingency or Contingent Services. In the event unforeseen conditions warrant additional services including but not limited to: additional design, additional city processing, additional consultant coordination, or additional working drawings or details above and beyond the scope of work typical as required by municipal agencies to obtain a building permit as described by the California Building Code. The Client, will be notified by the Engineer in writing, in the event such services are required. Prior to the start of work for any Contingent services or contingency, written authorization will be required by the Client.

CLIENT'S RESPONSIBILITIES

Access to the Project Site. The Client shall provide appropriate and acceptable means to access the location of work by the Engineer for the purposes of measuring, examining, inspecting, etc.

CADD Files. Per the contract, the electronic "Computer-Aided Drafting and Design (CADD)" drawing files will be made available to the Contractor for use in preparation of construction drawings and data related to the referenced contract. It is the Client's responsibility to obtain and provide the cad files to Ravatt, Albrecht & Associates.

Representative. The Client shall designate a representative authorized to act on the Client's behalf with respect to the Project. The Client or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the Engineer in order to avoid unreasonable delay in the orderly and sequential progress of the Engineer's services.

Notice. Prompt written notice, shall be given by the Client to the Engineer if the Client becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents.

Information. The Client shall provide full information regarding requirements for the Project including but not limited to a current title report, soils report, current approved plans and documents, current conditions of approval, If available, current CAD drawings in Autocad 2010 readable format.

Tests, Inspections and Reports Furnished by Client. Where necessary, the Client will take full responsibility for structural, mechanical, chemical, air and water pollution tests, tests for hazardous materials, and other laboratory and environmental tests, inspections and reports required by law or the Contract Documents, or unless otherwise provided in this Agreement.

Legal, Accounting and Insurance Services Furnished by Client. The Client shall furnish all legal, accounting and insurance counseling services required for the Project.

USE OF PROJECT DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS

Engineer's Reserved Rights. The Drawings, Specifications and other documents prepared by the Engineer for this Project are instruments of the Engineer's service for use solely with respect to this Project and, unless otherwise provided, the Engineer shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright.

Limitations on Use. The Client shall be permitted to retain copies, including reproducible copies, of the Project Drawings, Specifications and other documents for information and reference in connection with the Client's use and occupancy of the Project. The Project Drawings, Specifications or other documents shall not be used by the Client or others on other projects, for additions to this Project or for completion of this Project by others, unless the Engineer is adjudged to be in default under this Agreement, except by agreement in writing and with appropriate compensation to the Engineer.

PAYMENTS TO THE ENGINEER

Direct Personnel Expense. Direct Personnel Expense is defined as the direct salaries of the Engineer's personnel engaged on the Project and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, pensions and similar contributions and benefits.

Reimbursable Expenses. Reimbursable Expenses are in addition to compensation for the Engineer's services and include expenses incurred by the Engineer and Engineer's employees and consultants in the interest of the Project, as identified in the following Clauses:

- 1 Printing/Plotting, Reproductions, postage and handling of Drawings, Specifications and other documents
- 2 Facsimile services, courier services, overnight deliveries or other similar project-related expenditures
- 3 Travel and special meetings not covered in the scope

Payments for Contingent Additional Services and Reimbursable Expenses. Payments on account of the Engineer's Contingent Additional Services and for Reimbursable Expenses shall be made monthly upon presentation of the Engineer's statement of services rendered or expenses incurred.

Payments Withheld. No deductions shall be made from the Engineer's compensation on account of penalty, liquidated damages or other sums withheld from payments to contractors, or on account of the cost of changes in the Work other than those for which the Engineer has been found to be liable.

DISPUTE RESOLUTION

Claims and Disputes. Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to and decided by mediation and arbitration in accordance with the Construction Industry Mediation and Arbitration Rules of the American Arbitration Association currently in effect.

MISCELLANEOUS PROVISIONS

Hazardous Materials. Unless otherwise provided in this Agreement, the Engineer and Engineer's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic substances in any form at the Project site. If the Engineer is required to perform services related to hazardous materials, the Client agrees to indemnify and hold harmless the Engineer, the Engineer's consultants and their agents and employees from and against any and all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of services by the Engineer, the Engineer's consultants or their

agents or employees related to such services, except where such liability arises from the sole negligence or willful misconduct of the person or entity seeking indemnification.

Publicity. The Engineer shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among the Engineer's promotional and professional materials.

TERMINATION, SUSPENSION OR ABANDONMENT

Termination for Breach. This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement, through no fault of the party initiating the termination. Failure of the Client to make payments to the Engineer in accordance with this Agreement shall be considered substantial nonperformance and cause for termination.

Suspension. If the Project is suspended by the Client for more than 30 consecutive days, the Engineer shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Engineer's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the Engineer's services.

Termination on Abandonment. This Agreement may be terminated by the Client upon not less than seven days' written notice to the Engineer in the event that the Project is permanently abandoned. If the Project is abandoned by the Client for more than 90 consecutive days, the Engineer may terminate this Agreement by giving written notice to the Client. Failure of the Client to make payments to the Engineer in accordance with this Agreement shall be considered substantial nonperformance and cause for termination. This Agreement is valid for a term of one year from the date of execution.

Suspension by Engineer. If the Client fails to make payment when due the Engineer for services and expenses, the Engineer may, upon seven days' written notice to the Client, suspend performance of services under this Agreement. Unless payment in full is received by the Engineer within seven days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the Engineer shall have no liability to the Client for delay or damage caused the Client because of such suspension of services.

Compensation of Engineer. In the event of termination not the fault of the Engineer, the Engineer shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination.

Thank you for considering Ravatt Albrecht & Associates, Inc. Please don't hesitate to call our Santa Maria office with any questions or concerns you may have regarding this proposal.

Sincerely,



Ravatt Albrecht & Associates, Inc.
James Albrecht, P.E.
Vice President and Principal Engineer

RATE SCHEDULE SHEET

RAVATT, ALBRECHT & ASSOCIATES, INC.

Effective January 2018

EMPLOYEE RATES

| | |
|--|----------|
| Principal Architect | \$150.00 |
| Professional Architect/Project Manager | 150.00 |
| Principal Engineer | 150.00 |
| Plumbing Engineer | 150.00 |
| Mechanical Project Engineer | 150.00 |
| Electrical Engineer | 150.00 |
| Professional Mechanical Engineer | 150.00 |
| Mechanical Engineer | 150.00 |
| Senior Designer | 110.00 |
| Staff Engineer | 110.00 |
| Designer | 95.00 |
| Senior CAD | 85.00 |
| Drafting/CAD/Clerical | 75.00 |

MILEAGE RATE (REIMBURSABLE) .70 per mile

REPRODUCTION COSTS (REIMBURSABLE)

| | |
|---------------------------------|-------------------------|
| Copies | \$.20 (8 ½ x 11) |
| | .25 (8 ½ x 14) |
| Transparencies | 1.00 (8 ½ x 11) |
| Blueprints | 2.50 (24 x 36) |
| | 4.00 (30 x 42) |
| Mylar Prints | 25.00 (24 x 36) |
| | 43.75 (30 x 42) |
| Cad Plots Bond Paper | 5.00 (11 x 17) |
| | 8.00 (24 x 36) |
| | 10.00 (30 x 42) |
| Color Glossy Paper | 15.00 (24 x 36) |
| | 20.00 (30 x 42) |
| Typesetting, Graphics, Printing | Actual Invoice plus 15% |

CONSULTANT FEES (REIMBURSABLE)

The fees charged by all consultants used by our company will be charged at the actual cost plus 15% to cover overhead and administrative expenses.

BILLING AND PAYMENTS

Billing will be made on a monthly basis unless arranged otherwise. Payments are due and payable on presentation. Interest payments at the rate of 1 ½% per month will be charged on balances which are more than 30 days past due.

5.D. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 5.D. Discussion and Direction to staff regarding real property offer for A.P.N. 013.091.027.

Summary:

Attached is an email from the owner of APN 013.091.027. The property owner is offering to sell his property to the District, so that it could potentially be used by the District as a location for the Wastewater Treatment Plant.

Staff request Board direction related to this matter.

Enc: Letter from property owner



Cortney Murguia <cmurguia@graceenviro.com>

Pico St. San Simeon land

2 messages

Ron Hurlbert [REDACTED]
To: cmurguia@graceenviro.com

Wed, Feb 12, 2020 at 2:52 PM

Please forward this email to the Board for discussion and consideration.

I am the owner of the land across from the SSSD office. The property is number 5 on the "water wait list." It is also the first multiple family project that would be built under the current connection waitlist.

If it would be of advantage to the District I would be interested in selling the property to the District. The land would give flexibility to the District for future facility expansion.

Thank you.

Ron Hurlbert
[REDACTED]

Cortney Murguia <cmurguia@graceenviro.com>
To: Ron Hurlbert <hurlbert.shooter@gmail.com>

Tue, Feb 18, 2020 at 9:22 AM

Hi Ron,

I will get this to the Board members.
Thank you!

Cortney Upthegrove-Murguia
Office Manager
San Simeon Community Services District
111 Pico Avenue | San Simeon, CA 93452
(805) 927-4778 Office | [REDACTED]

www.graceenviro.com

[Quoted text hidden]

5.E. BUSINESS ITEMS



BUSINESS ACTION ITEM STAFF REPORT

Item 5.E. Discussion and Direction to focus infrastructure ad-hoc committee and WWTP relocation options.

Summary:

The infrastructure ad-hoc committee is seeking input from the Board related to the Coastal Hazard Response plan, wastewater treatment plant (WWTP) relocation options. The Coastal Hazard Response plan is to expand on work already performed as part of the WWTP Rip Rap Coastal Development Permit (CDP) application that work focused on relocating the WWTP within San Simeon. A suggestion by coastal commission staff within the CDP is to form a regional facility with Cambria. The add-hoc committee meet with Cambria and Supervisor Gibson to discuss that potential and provide a update to the SSCSD Board.

Recommendation:

Determine focus and provide direction to staff for the Coastal Hazard Mitigation plan.