

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



BOARD PACKET

**Wednesday, March 8, 2017
Regular Meeting 6:00 pm**

**Cavalier Banquet 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 8, 2017
6:00 pm

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

1. REGULAR SESSION: 6:00 PM

A. Roll Call

B. Pledge of Allegiance

2. PUBLIC COMMENT:

Any member of the public may address and ask questions of 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.

A. **Sheriff's Report** – Report for February.

B. **Public comment on Sheriff's Report.**

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:

4. STAFF REPORTS

A. General Manager's Report

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

2. **Update** – Reservoir / Storage tank project.

3. **Communication with Fair Political Practice Commission (FPPC) regarding Grace Environmental.**

B. Superintendent's Report

1. **Wastewater Treatment / Collection Systems** – Summary of operations and maintenance for February.

2. **Water / Distribution Systems** – Distribution performance for the month of February.

3. **District Maintenance** – Summary of District maintenance for February.

C. District Financial Summary – Update on Monthly Financial Status for close of business February 28, 2017.

D. District Counsel's Report – Summary of February activities.

5. ITEMS OF BUSINESS

A. Consideration of approval of last month's minutes – February 8, 2017.

B. Consideration of approval of Disbursements Journal – March 8, 2017.

6. DISCUSSION/ACTION ITEMS

A. Consideration of approval of Tech Bunnie's warranty, maintenance and payment plan for website services.

B. Consideration of approval of David Crye General Engineering Contractor Inc. bid for Emergency Repair, Pico Avenue Slope Protection for the Pico Avenue Bluff in the amount of \$33,857.

C. Consideration of approval of Phoenix Engineering Master Plan Update Proposal in the amount of \$25,390 for Task 1 – 6, or \$30,184 to include optional Task 7.

D. Board Chair nomination of new Water Committee Member.

E. Review/discussion of process/procedures/policy for the public to ask for items to be added onto the agenda.

F. Discussion of standing Committees and how they operate.

7. BOARD COMMITTEE REPORTS – Oral Reports from Committee Members.

8. BOARD REPORTS – Oral Reports from Board Members on current issues.

9. 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).

10. 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.

4A. GENERAL MANAGER'S REPORT

Charles Grace

- 1. Staff Activity** – Report on Staff activities for the month of February.
- 2. Update** – Reservoir / Storage tank project.
- 3. Communication with Fair Political Practice Commission (FPPC)** regarding Grace Environmental.

4A. GENERAL MANAGER'S REPORT

March 8, 2017

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

Staff sent out water billing, and responded to several resident concerns on parking, trees and other issues. Staff is continuing their work on the District archives.

Relabeling and a new inventory sheet is being created. Staff performed addition well and distribution system monitoring during rain events. Staff worked with Engineering to design an emergency bluff protection project and bid package. Staff worked with Environmental and the County to obtain Emergency Repair Permit. Staff worked to arrange for road plates to be delivered to the Quality Inn parking lot where the Avonne Street storm drain has created a large hole.

2. Update – Reservoir / Storage tank project.

Staff is currently working on the standard District consulting agreement with Phoenix Engineering. There are no other updates at this time.

3. Communication with Fair Political Practice Committee (FPPC) regarding Grace Environmental.

GES contacted the FPPC regarding potential or actual conflict of interest issues arising out of GES participating as a budget committee member or performing General Manager Services and received a letter response from the FPPC stating that sometimes it is not appropriate to issue a written response and the request may be denied. The request was also sent to the Attorney General's office and local district attorney's office for their comments, if any. Attached is a memo from District Counsel.



MEMORANDUM

To: San Simeon Community Services District Board of Directors
From: Heather K. Whitham, District Counsel *H.K.W.*
Date: February 27, 2017
Re: Information Regarding Conflict of Interest Issues

At the regular February Board meeting, Director Russell requested that a discussion item be placed on the March Board meeting agenda regarding issues related to a possible conflict of interest discussed in a recent confidential memorandum to the Board prepared by our office. That memorandum was written as a result of a citizen having raised a concern about the propriety of the General Manager serving as a member of the Budget Committee. The concern that was expressed related to the fact that decisions regarding the District's budget could impact the fees the General Manager is paid under his contract with the District. This memorandum is being provided to help facilitate the Board's discussion at the March meeting.

At the January meeting, our office indicated that we would look into the issue further and advise as necessary, which resulted in our sending the Board the previously mentioned memorandum. We have since been advised that the General Manager has contacted the Fair Political Practices Commission (FPPC) to request formal advice regarding his service on the Budget Committee, as well as related issues regarding his service to the District under his current contract.

As we noted in the memorandum, we have looked at the Fair Political Practices Commission (FPPC) regulations and we shared with the Board a provision that we found that may apply to the issues raised by the citizen at the January meeting. In the memorandum we also explained the limitations inherent in our office's ability to provide legal advice regarding an individual official, such as the General Manager and his or her potential conflicts of interest, since District Counsel's client is the District as an entity, and not individual employees, officials or contractors. As we also explained, there is another entity, namely the FPPC, which has jurisdiction over conflicts of interest.

As noted, the General Manager has sought guidance from the FPPC in relation to his current contract with the District. Government Code Section 1090 prohibits officials from participating in decisions relating to contracts in which they have a financial interest. Since violations of Government Code Section 1090 are also interpreted and

San Simeon Community Services District Board of
Directors
Information Regarding Conflict of Interest Issues
February 28, 2017
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CARMEL & NACCASHA, LLP

enforced by the FPPC, their response to the General Manager's request for formal advice should provide any needed guidance. We have been advised by the General Manager that he received a response from the FPPC indicating that the request for advice has been referred to the District Attorney and Attorney General for their comments, if any.

At the February meeting, Board Member Russell also expressed concern about potential individual liability that Board Members might have in relation to the conflict of interest issues that have come up. In this regard, it is important to keep in mind that the prohibitions in the law relating to conflicts of interest pertain to participating in decisions that have material effects on the public official's personal financial interests (as defined in the Political Reform Act) or contracts that they are financially interested in (Government Code Section 1090). The financial interests and contract issues being discussed are those of the General Manager and not the Board Members. Therefore, there does not appear to be any basis upon which individual Board Members would have culpability in that regard, since the conflict issues that have been raised do not involve their personal financial interests or contracts that they have a financial interest in.

It should also be noted that when a Board Member acts within the course and scope of their duties and responsibilities, State law provides that the District has a duty to provide a defense and indemnify the Board Member for any claims or lawsuits arising out of his or her actions as a public official.

4B. SUPERTINTENDENT'S REPORT
Jerry Copeland
Facilities Update for February 2017

- 1. Wastewater Treatment Plant Update**
- 2. Water Distribution System Update**
- 3. District & Equipment Maintenance Update**

4B. SUPERINTENDENT'S REPORT

Activities of February 2017

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.
- One load of sludge was hauled away.
- Provided additional monitoring and staffed the facility during rain events.

2. Water Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW).
- Monthly water meter reading was performed.
- California Rural Water Association completed a leak detection survey of the distribution system and found none.
- Chloride levels continue to be monitored throughout the system.

3. District and Equipment Maintenance

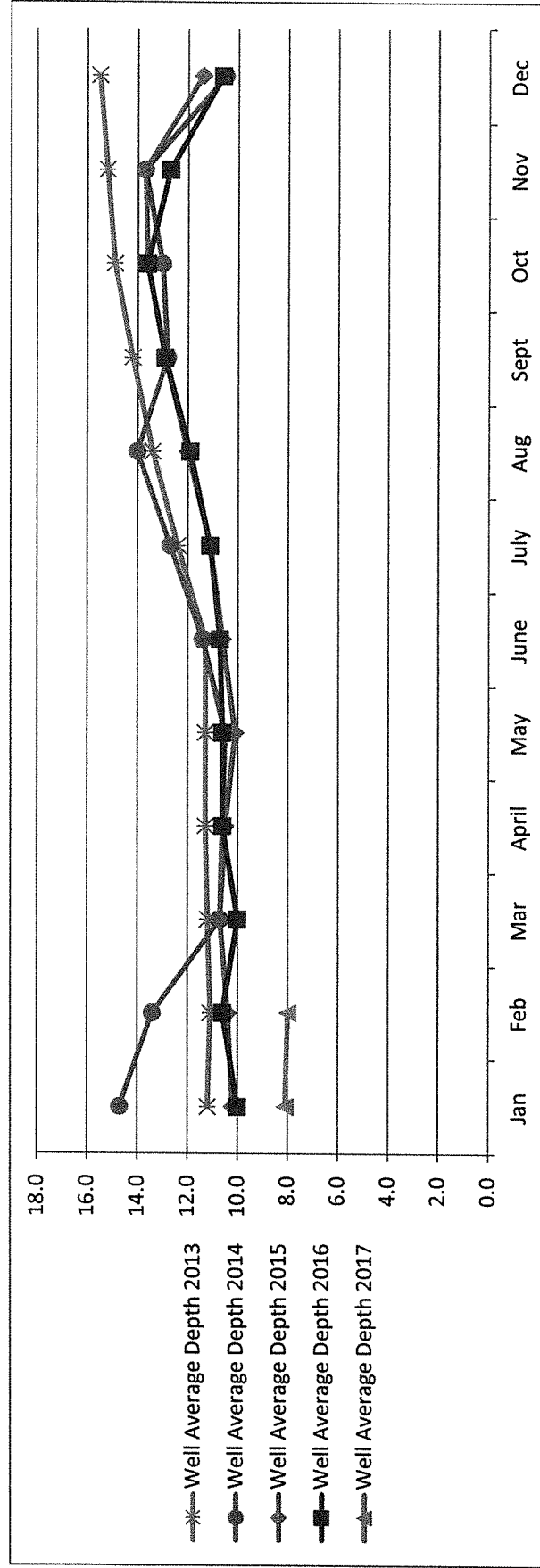
- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- Plastic was placed at the Pico bluff area in an effort to mitigate the erosion before a permanent solution is installed.
- Graffiti was removed on and around the Pico Beach access stairs and benches.
- Pot holes were filled around the district.

San Simeon Community Services District Superintendent's Report January 2017

MONTHLY DATA REPORT

Date	Day	Wastewater Inflow	Wastewater Effluent Daily Flow	Well 1 Total Daily Produced	Well 2 Total Daily Produced	Total Daily Water Produced	R.O. Inflow	R.O. 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 Inflow Daily Flow
02/01/17	Wed	93,375	87,450	49,817	2,842	52,659	0	0	0	-	-	73	0	10.0	10.1	0.00	11,017
02/02/17	Thu	153,921	139,600	10,846	43,982	54,828	0	0	0	73	73	-	0	9.9	10.1	0.67	14,682
02/03/17	Fri	199,743	193,780	19,298	70,536	89,835	0	0	0	-	-	-	0	8.4	8.5	0.55	25,909
02/04/17	Sat	112,107	106,020	524	52,809	53,332	0	0	0	-	-	-	0	8.2	8.3	0.00	28,281
02/05/17	Sun	207,651	204,230	73,528	101,878	175,406	0	0	0	-	-	-	0	8.2	8.3	0.64	22,490
02/06/17	Mon	172,944	163,580	1,496	56,100	57,596	0	0	0	-	-	-	0	5.8	5.8	0.64	37,229
02/07/17	Tue	233,494	233,900	41,290	95,146	136,435	0	0	0	-	-	-	0	7.7	7.7	0.64	35,187
02/08/17	Wed	178,040	172,900	972	49,742	50,714	0	0	0	-	-	-	0	5.2	5.5	0.08	61,007
02/09/17	Thu	233,283	234,820	0	53,706	53,706	0	0	0	73	-	-	0	7.7	7.9	0.44	35,025
02/10/17	Fri	187,911	183,160	0	49,293	49,293	0	0	0	65	-	51	0	6.7	6.9	0.36	55,439
02/11/17	Sat	171,935	170,090	0	66,273	66,273	0	0	0	-	-	-	0	7.5	7.7	0.00	32,467
02/12/17	Sun	126,242	126,700	0	71,359	71,359	0	0	0	-	-	-	0	8.6	8.7	0.00	32,626
02/13/17	Mon	91,712	85,870	0	44,656	44,656	0	0	0	-	-	-	0	9.1	9.2	0.00	23,482
02/14/17	Tue	90,136	84,980	0	101,952	101,952	0	0	0	-	-	-	0	9.3	9.4	0.00	6,372
02/15/17	Wed	87,249	84,430	0	47,124	47,124	0	0	0	-	-	-	0	9.5	9.6	0.00	26,023
02/16/17	Thu	184,574	171,430	0	43,459	43,459	0	0	0	-	-	-	0	9.6	9.7	0.43	17,441
02/17/17	Fri	301,168	345,520	0	40,616	40,616	0	0	0	-	-	-	0	5.0	5.6	2.48	51,202
02/18/17	Sat	177,449	180,620	0	56,848	56,848	0	0	0	-	-	-	0	5.0	5.6	0.20	51,203
02/19/17	Sun	195,742	196,730	0	73,753	73,753	0	0	0	-	-	-	0	-	-	0.20	38,080
02/20/17	Mon	239,206	245,960	0	59,391	59,391	0	0	0	-	-	44	0	6.7	6.9	1.28	41,907
02/21/17	Tue	152,298	146,730	0	48,695	48,695	0	0	0	-	-	-	0	4.8	5.0	0.04	45,702
02/22/17	Wed	103,217	100,590	0	90,732	90,732	0	0	0	39	-	-	0	4.8	5.0	0.00	37,201
02/23/17	Thu	104,253	101,210	0	39,794	39,794	0	0	0	-	-	-	0	8.5	8.7	0.00	13,760
02/24/17	Fri	91,208	89,530	0	53,557	53,557	6148	0	1085	-	-	-	0	9.0	9.2	0.00	13,706
02/25/17	Sat	96,491	96,530	0	54,978	54,978	0	0	0	-	-	-	0	9.3	9.4	0.00	8,457
02/26/17	Sun	95,995	94,830	0	60,438	60,438	0	0	0	-	-	-	0	9.4	9.5	0.12	21,492
02/27/17	Mon	75,234	74,680	0	42,786	42,786	0	0	0	-	-	-	0	9.5	9.7	0.00	15,064
02/28/17	Tue	69,027	69,380	0	36,652	36,652	0	0	0	-	-	-	0	9.6	9.8	0.00	13,059
TOTALS		4,225,605	4,185,250	197,771	1,609,098	1,806,869	6148	0	1085				0			8.77	815,510
Average		150,914	149,473	7,063	57,468	64,531	220	0	39	63	73	56	0	7.9	8.1	0.31	29,125
Minimum		69,027	69,380	0	2,842	36,652	0	0	0	39	73	44	0	4.8	5.0	0.00	6,372
Maximum		301,168	345,520	73,528	101,952	175,406	6148	0	1085	73	73	73	0	10.0	10.1	2.48	61,007

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Well Average Depth 2013	11.2	11.1	11.2	11.3	11.3	11.3	12.4	13.4	14.2	14.9	15.2	15.5
Well Average Depth 2014	14.7	13.4	10.7	10.6	10.5	11.4	12.7	14.0	12.8	13.0	13.7	10.5
Well Average Depth 2015	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9	13.6	13.7	11.4
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										



4C. DISTRICT FINANCIALS
Renee Samaniego Osborne
February 28, 2017

- **Financial Summary**
- **Balance Sheet**
- **Water Sales & Production**

SAN SIMEON COMMUNITY SERVICES DISTRICT



4C. FINANCIAL SUMMARY

BILLING

February 28, 2017

January Billing Revenue	\$ 61,984.80
February Billing Revenue	\$ 54,593.47
Past Due (31 to 60 days)	\$ 482.75
Past Due (60 days)	\$ 600.93

ENDING BANK BALANCES

February 28, 2017

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account \$ 40.05

HERITAGE OAKS BANK:

Interest for February \$ 138.99

Money Marketing Account Closing Balance January 31, 2017 \$ 517,615.95

Money Marketing Account Closing Balance February 28, 2017 \$ 517,754.94

Reserve Fund (\$ 250,000.00)

Wait-list Deposits (\$ 45,750.00)

Customer Deposits (\$ 9,708.00)

Available Funds \$ 212,296.94

General Checking Account February 28, 2017 \$ 119,771.58

LAIF Closing Balance February 28, 2017 \$ 523.77

SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of February 28, 2017

	Feb 28, 17
ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Heritage Oaks- General Checking	119,771.58
1016 · Heritage Oaks-Wellhead	6.34
1017 · Heritage Oaks-Money Market	517,615.95
1022 · USDA checking	100.05
1040 · Cash in county treasury	108.33
1050 · LAIF - non-restricted cash	522.88
Total Checking/Savings	638,275.13
Other Current Assets	
1200 · Accounts receivable	79,359.94
1300 · Prepaid expenses	2,529.42
Total Other Current Assets	81,889.36
Total Current Assets	720,164.49
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	145,068.22
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	447,545.53
1650 · Walkway access projects	21,511.00
1660 · RO Unit	928,088.35
1680 · Generator	29,101.14
Total 1400 · Fixed assets	4,913,455.75
1690 · Accumulated depreciation	(2,176,288.96)
Total Fixed Assets	2,737,166.79
TOTAL ASSETS	3,457,331.28

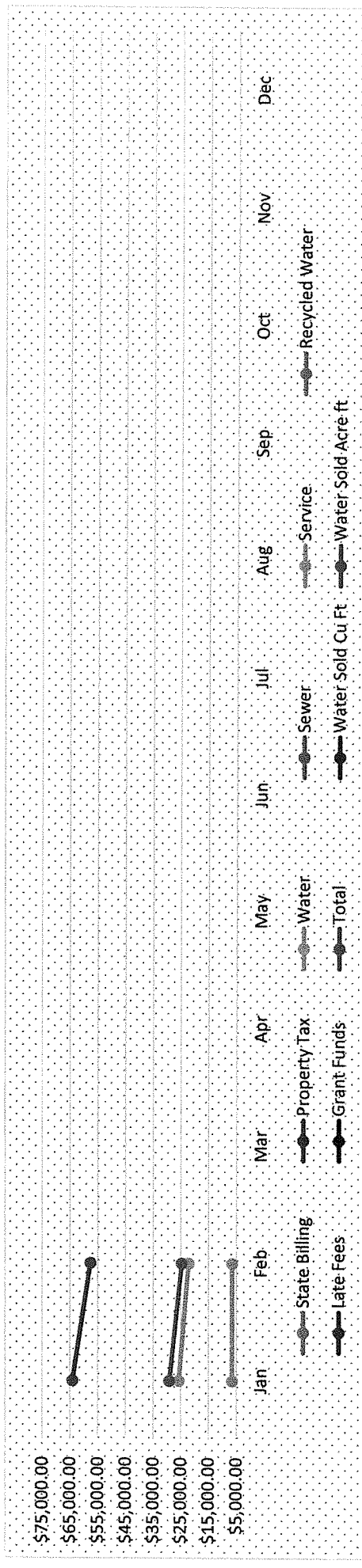
SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of February 28, 2017

Feb 28, 17

LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll liabilities	292.80
2500 · Customer security deposits	9,808.13
2510 · Connect hookup wait list	45,750.00
2520 · USDA Loan	437,930.00
Total Other Current Liabilities	493,780.93
Total Current Liabilities	493,780.93
Total Liabilities	493,780.93
Equity	
3200 · Fund balance	2,821,713.94
3900 · Suspense	24,321.68
Net Income	117,514.73
Total Equity	2,963,550.35
TOTAL LIABILITIES & EQUITY	3,457,331.28

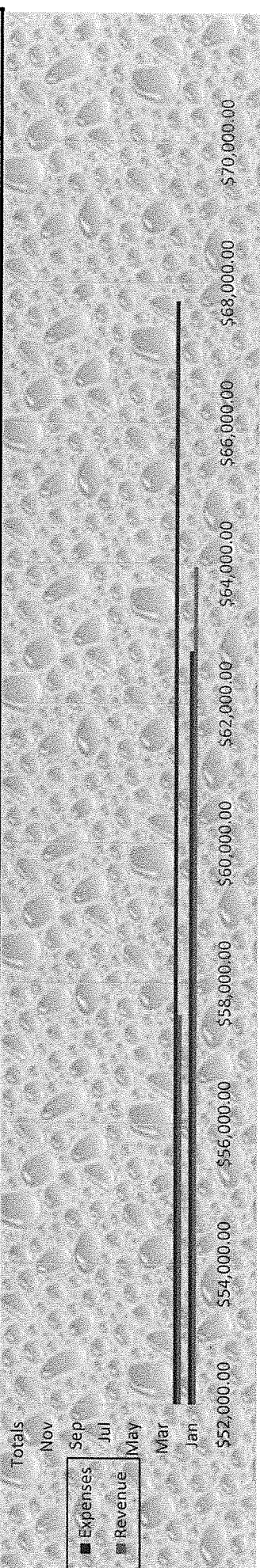
2017 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing													\$0.00
Property Tax	\$2,456.74	\$2,966.66											\$5,423.40
Water	\$25,600.5	\$22,112.4											\$47,712.85
Sewer	\$29,037.7	\$24,590.4											\$53,628.08
Service	\$6,503.0	\$6,503.0											\$13,006.04
Recycled Water													\$0.00
Late Fees	\$366.8	\$1,387.7											\$1,754.57
Grant Funds													
Total	\$63,964.81	\$57,560.13											\$121,524.94
Water Sold Cu Ft	232048	200704											432752
Water Sold Acre ft	5.33	4.61											9.93



REVENUE VS EXPENSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$63,964.81	\$57,560.13											
Expenses	\$62,761.73	\$67,745.25											
Balance	\$1,203.08	-\$10,185.12											



**SAN SIMEON COMMUNITY SERVICES
HISTORICAL FISCAL REVIEW**

		2013 / 2014											
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$27,981.20			\$21,530.45			\$23,125.60			\$21,530.45	\$94,167.70
Property Tax	\$8,069.77	\$51.86	\$1,503.31	\$3,859.65	\$5,718.15	\$25,445.32	\$1,327.66	\$1,155.63	\$2,632.24	\$21,054.41	\$912.02	\$195.04	\$71,925.06
Water	\$36,628.91	\$36,833.30	\$28,053.50	\$24,908.87	\$20,549.44	\$17,417.02	\$21,971.26	\$19,076.18	\$16,337.84	\$22,890.07	\$21,881.07	\$25,417.26	\$291,964.72
Sewer	\$40,084.93	\$43,613.30	\$33,179.74	\$29,636.09	\$23,946.33	\$20,191.07	\$25,116.19	\$22,334.72	\$19,215.19	\$27,214.26	\$26,016.01	\$30,425.87	\$340,973.70
Service	\$5,436.90	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,366.40	\$5,392.20	\$5,392.20	\$64,518.90
Late Fees	\$59.78	\$110.43	\$120.55	\$71.38	\$117.38	\$101.12	\$155.79	\$100.38	\$93.94	\$413.64	\$896.41	\$139.15	\$2,379.95
Total	\$90,280.29	\$85,975.29	\$96,204.70	\$63,842.39	\$55,697.70	\$90,051.38	\$53,937.30	\$48,033.31	\$66,771.21	\$76,938.78	\$55,097.71	\$83,099.97	\$865,930.03
Water Sold Cu Ft	373741	396714	303256	269689	222002	188500	223200	206900	177200	248063	236917	275338	3,121,520
Water Sold Acre ft	8.58	9.11	6.96	6.19	5.10	4.33	5.12	4.75	4.07	5.69	5.44	6.32	71.66

		2014 / 2015											
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$9,972.00			\$6,480.49			\$7,042.78			\$8,943.33	\$32,438.60
Property Tax	\$1,749.86		\$170.96	\$4,304.07	\$6,305.04	\$30,755.69	\$1,698.01	\$680.91	\$4,730.41	\$20,998.75	\$444.16	\$624.12	\$72,461.98
Water	\$34,524.91	\$30,347.28	\$26,979.15	\$24,551.71	\$23,063.39	\$16,542.19	\$24,980.71	\$22,031.38	\$23,713.28	\$29,614.92	\$25,535.77	\$26,568.29	\$308,452.98
Sewer	\$41,554.68	\$36,609.57	\$32,364.61	\$29,124.18	\$27,266.32	\$19,555.31	\$29,619.69	\$25,800.68	\$27,563.38	\$35,077.17	\$30,393.05	\$31,702.68	\$366,631.32
Service	\$5,773.50	\$5,747.70	\$5,747.70	\$5,747.70	\$5,775.07	\$5,747.70	\$5,775.07	\$5,747.70	\$5,747.70	\$5,747.70	\$5,802.44	\$5,747.70	\$69,107.68
Late Fees	\$123.97	\$44.80	\$94.76	\$153.10	\$221.66	\$168.17	\$78.17	\$106.62	\$194.28	\$19.45	\$192.34	\$47.19	\$1,444.51
Total	\$83,726.92	\$72,749.35	\$75,329.18	\$63,880.76	\$62,631.48	\$79,249.55	\$62,151.65	\$54,367.29	\$69,166.14	\$91,457.99	\$62,367.76	\$74,431.29	\$851,509.36
Water Sold Cu Ft	352622	309962	275523	250905	235552	169443	255324	224325	240675	300989	260697	306,222	3,182,239
Water Sold Acre ft	8.10	7.12	6.33	5.76	5.41	3.89	5.86	5.15	5.53	6.91	5.98	7.03	73.05

		2015 / 2016											
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$7,200.02			\$8,584.90			\$11,992.94			\$10,529.30	\$38,307.16
Property Tax	\$1,299.10	\$78.29	\$89.78	\$6,473.88	\$5,162.73	\$31,035.95	\$732.82	\$3,907.74	\$4,380.61	\$20,311.05	\$670.65	\$812.49	\$74,955.09
Water	\$32,179.33	\$35,048.63	\$31,023.24	\$30,062.47	\$23,260.87	\$19,903.42	\$28,833.61	\$24,410.65	\$22,300.83	\$24,943.58	\$27,395.80	\$29,375.50	\$328,737.93
Sewer	\$38,340.31	\$41,800.72	\$36,517.90	\$35,482.63	\$27,568.63	\$23,716.44	\$33,983.50	\$28,929.28	\$26,405.46	\$29,496.09	\$31,742.13	\$34,065.24	\$388,048.33
Service	\$6,052.80	\$6,081.90	\$6,111.00	\$6,111.00	\$6,111.00	\$6,111.00	\$6,169.20	\$6,111.00	\$6,140.10	\$6,140.10	\$6,111.00	\$6,111.00	\$73,361.10
Recycled Water			\$1,359.75			\$854.07							\$2,213.82
Late Fees	\$118.83	\$71.20	\$72.27	\$239.83	\$386.63	\$99.38	\$153.29	\$138.82	\$86.36	\$485.53	\$657.24	\$418.39	\$2,927.77
Total	\$77,990.37	\$83,080.74	\$82,373.96	\$78,369.81	\$62,489.86	\$90,305.16	\$69,872.42	\$63,497.49	\$71,306.30	\$81,376.35	\$66,576.82	\$81,311.92	\$908,551.20
Water Sold Cu Ft	311247	338869	297896	288860	223460	191579	276707	234583	213757	239168	260907	278,453	3,155,486
Water Sold Acre ft	7.15	7.78	6.84	6.63	5.13	4.40	6.35	5.39	4.91	5.49	5.99	6.39	72.44

		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							\$26,481.07
Property Tax	\$1,161.69		\$1,184.42	\$6,789.01	\$6,970.82	\$28,878.98	\$2,456.74	\$2,966.66					\$50,408.32
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					\$223,941.51
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					\$257,567.59
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					\$52,142.28
Recycled Water						\$216.4							\$216.35
Late Fees	\$485.7	\$97.52	\$95.71	\$316.72	\$353.70	\$1,587.7	\$366.8	\$1,387.73					\$5,191.59
Total	\$86,361.78	\$86,506.84	\$88,365.96	\$78,637.70	\$62,074.88	\$92,476.61	\$63,984.81	\$57,560.13					\$615,948.71
Water Sold Cu Ft	324654	324654	281207	269907	203338	175391	232048	200704					2,011,903
Water Sold Acre ft	7.45	7.45	6.46	6.20	4.67	4.03	5.33	4.61					46.19

5. ITEMS OF BUSINESS

**A. Consideration of approval of last month's minutes –
February 8, 2016.**

**B. Consideration of approval of Disbursements Journal –
March 8, 2017.**

MINUTES
SAN SIMEON COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday, March 8, 2017
6:00 pm

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

1. REGULAR SESSION: 6:00 PM

A. Roll Call

Chairperson Williams – Present
Vice-Chair Fields – Present
Director Patel – Present
Director Russell – Present
Director McGuire - Present

General Manager, Charles Grace
District Counsel, Heather Whitham
Sheriff Representative, Commander Taylor

B. Pledge of Allegiance

2. PUBLIC COMMENT:

Henry Krzciuk commented regarding his correspondence submitted on February 25, 2017. This correspondence addressed concerns related to the descriptions of agenda items. Mr. Krzciuk stated that he received a letter from District counsel and that this letter addressed his concerns.

Julia Stanert commented about safety issues in the community. She expressed concerns about lack of sidewalk in front of several vacant lots located on Castillo Drive. She stated that this causes tourists to walk in the street and was concerned about the potential for tourists to become injured.

Stanley Stanert questioned why there is no sidewalk in front of the vacant lots.

John Richardson commented that he appreciates the concerns about the lack of sidewalks. He is concerned more about how this issue is affecting the residents.

A. Sheriff's Report – Report for February.

For the period between February 8 and March 8, 2017 the Sheriff's Office received 28 calls for service in the San Simeon area. Included in these numbers are:

- 4 Traffic Stops by deputies on motor vehicles.
- 2 Foot Patrols on the Pico Ave beach access area.
- 1 Pedestrian contact that resulted in an arrest for an outstanding warrant.

Vandalism

On 2/13/17 deputies investigated the spraying of graffiti on the wooden railing and benches at the Pico Avenue beach access. The graffiti was indicative of Hispanic gangs (Surenos). District personnel cleaned up the graffiti. Photographs were taken and forwarded to the Sherriff's gang unit, but no specific moniker was found that identified the suspects.

Shots-Heard

On 3/4/17 the Sheriff's Office received two calls of "shots" heard from the vicinity of the beach. Deputies investigated and found a witness who reported that subjects had been on the beach setting off fireworks. The subjects had left before deputies arrived on the scene.

Current Staffing as of March 8, 2017 remains at:

1 CMDR, 2 sergeants

21 deputies assigned to patrol with three of them out for injuries that occurred on duty.

1 School Resource Officer (SRO) and 1 Rural Crimes Deputy

1 Trainee assigned to FTO (?)

There have been several phone scams reported throughout the county. A woman in Los Osos was contacted and told that she had won the Publishers Clearing House sweepstakes. She submitted two payments totaling the amount of \$4,500.00 in order to claim her prize. Deputies in Los Osos submitted the complaint to detectives in Brooklyn, New York.

B. Public comment on Sheriff's Report.

Vice-Chair Fields inquired about the staffing levels at the Sheriff's office with the closure of Highway One.

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:

None

4. STAFF REPORTS

A. General Manager's Report

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

Staff sent out water billing, and responded to several resident concerns on parking, trees, and other issues. Staff is continuing their work on the District archives. Relabeling and a new inventory sheet are being created. Staff performed additional well and distribution system monitoring during rain events. Staff worked with Engineering to design an emergency bluff protection project and bid package. Staff worked with the County to obtain an Emergency Repair Permit. Staff worked to arrange for road plates to be delivered to the Quality Inn parking lot where the Avonne Avenue storm drain has created a large hole.

2. Update – Reservoir / Storage tank project.

Staff is currently working on the standard District consulting agreement with Phoenix Engineering. There are no other updates at this time.

3. Communication with Fair Political Practice Committee (FPPC) regarding Grace Environmental.

Grace Environmental (GES) contacted the FPPC regarding potential or actual conflict of interest issues arising out of GES participating as a budget committee member or performing General Manager Services and received a response from the FPPC stating that sometimes it is not appropriate to issue a written response and the request may be denied. The request was also sent to the Attorney General's office and local district attorney's office for their comments, if any. Attached is a memo from District Counsel.

Heather Whitham spoke and stated that this is an update and that GES is following up on the request from the FPPC. She explained that they will follow up once a response is received. Chairperson Williams responded that General Manager Grace will remain on the Budget committee at this time and that he has full confidence in him.

Henry Krzciuk commented about the letter that he submitted to the District on March 3, 2017. He expressed concern about the District following their procurement policy. He addressed policy 4042.11 regarding projects going out to bid. He requested that the District put a hold on any contract work with respect to Prop. 1 grant money funding and working with Phoenix Civil Engineering. He requested that this project be sent out to bid per policy 4042.11.

Heather Whitham commented about the District's procurement policy. She stated that the District follows the Uniform Public Construction Cost Accounting Act (UPCCA). She stated that this project is already in compliance with the UPCCA. She also stated that the scope of the project is covered under the professional services portion. There are no formal bidding requirements for these projects. She also stated that the District is in compliance with all of its policies. She stated that the District does have discretion to put the project out to bid if they wish too. Renee Osborne commented that there were handouts showing different rates for engineering firms and that Phoenix Civil Engineering has the lowest rates. Director Russell asked a question about the purchasing policy and various documents that regulate the District.

B. Superintendent's Report

1. Wastewater Treatment

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB.
- One load of sludge was hauled away.
- Provided additional monitoring and staffed the facility during rain events.

2. Water / Distribution Systems

- 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.
- California Rural Water Association completed a leak detection survey of the distribution system and found none.
- Chloride levels continue to be monitored throughout the system.

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.
- Plastic was placed at the Pico bluff area in an effort to mitigate the erosion before a permanent solution is installed.
- Graffiti was removed on and around the Pico Beach access stairs and benches.
- Pot holes were filled around the district.

General Manager (GM) Charlie Grace commented that the California Rural Water Association completed a leak detection survey of the distribution system free of charge to the District. He also stated that this information will be helpful when the new Water Master Plan is created, stating that hopefully this will assist when requesting grant money for the District. GM Grace also explained the process used to look for leaks in the distribution system.

Vice-Chair Fields asked about page 2 of the Data Summary Sheet. He also asked if we knew the all-time height of the wells. Jonathon Weise answered these questions.

C. District Financial Summary

January Billing Revenue	\$ 61,984.80
February Billing Revenue	\$ 54,593.47
Past Due (31 to 60 days)	\$ 482.75

Past Due (60 days) \$ 600.93

ENDING BANK BALANCES: February 28, 2017

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account \$ 40.05

HERITAGE OAKS BANK:

Interest for February \$ 138.99

Money Marketing Account Closing Balance January 31, 2017 \$ 517,615.95

Money Marketing Account Closing Balance February 28, 2017 \$ 517,754.94

Reserve Fund (\$ 250,000.00)

Wait-list Deposits (\$ 45,750.00)

Customer Deposits (\$ 9,708.00)

Available Funds \$ 212,296.94

General Checking Account February 28, 2017 \$ 119,771.58

LAIF Closing Balance February 28, 2017 \$ 523.77

Henry Krzciuk commented that the according to policy the Budget Committee should be meeting and there should be budget review at the April meeting.

D. District Counsel's Report Summary of February activities.

Heather Whitham stated that counsel worked on a variety of issues. They responded to questions from staff regarding citizen concerns and bidding requirements. They prepared a memorandum to address the FPPC issue. They assisted with the preparation of a response to a citizen complaint and responded to a citizen complaint regarding a potential Brown Act violation. They reviewed the draft contract with David Crye Engineering for the work to be completed on the Pico Avenue Emergency Repair. They participated in the preparation and review of the March agenda. Heather Whitham also responded to a question from the Board about whether the District could charge individuals for being placed on the water waitlist. She stated that the issue is complex but that the answer is yes, and it is not a violation to charge someone who opts to be on or added to the waitlist.

Director McGuire stated that being on the waitlist is not a guarantee that you will ever get water. Heather Whitham stated that this was correct.

5. ITEMS OF BUSINESS

A. Consideration of approval of last month's minutes – February 8, 2017.

A motion was made to approve minutes with the corrections recommended by Director McGuire.

Motion by: Director Patel

2nd by: Director Fields

All in: 5 / 0

B. Consideration of approval of Disbursements Journal – March 8, 2017.

A motion was made to accept the Disbursements Journal as presented with an edit to the line item on the warrant report that said “Tree Removal”.

Motion by: Vice-Chair Fields

2nd by: Chairperson Williams

All in: 5 / 0

6. DISCUSSION/ACTION ITEMS

A. Consideration of approval of Tech Bunnie’s warranty, maintenance and payment plan for website services.

A motion was made to approve Tech Bunnie’s warranty, maintenance and payment plan for website services.

Motion by: Chairperson Williams

2nd by: Director Russell

All in: 5 / 0

B. Consideration of approval of David Crye General Engineering Contractor Inc. bid for Emergency Repair, Pico Avenue Slope Protection for the Pico Avenue Bluff in the amount of \$33,857.

Leroy Price commented that he was unsure why we were spending \$30,000 to install a temporary solution. He thought that the District should explore a permanent fix.

Gwen Kellas commented that she was concerned because the fix is only temporary. She was also unsure why we were choosing to go with the cheapest bidder.

General Manager Grace explained that the District was choosing to go with a temporary fix, the emergency permit, because of time concerns. There is concern about how much time it would take to obtain a permit for a permanent fix.

Henry Krzciuk commented about the ADA accessibility and handrail being unfinished. He also asked how many feet out the gabion protection will go.

General Manager Grace explained that the rain had caused a delay in the project being finished. He stated that the project was not finished yet. He said that he would contact the builder to have the project completed.

A motion was made to approve the contract.

Motion by: Director Russell

2nd by: Vice-Chair Fields

All in: 5 / 0

C. Consideration of approval of Phoenix Engineering Master Plan Update Proposal in the amount of \$25,390 for Task 1 – 6, or \$30,184 to include optional Task 7.

Jon Turner was present and answered questions from the Board. He presented an explanation on the task orders associated with the proposal.

Director Russell commented that he thought there should also be a portion to include a road plan. Jon Turner stated that he would be more than happy to include (no charge) a road plan as part of the Water Master Plan.

Henry Krzciuk submitted a handout. He stated that John Turner will do a fine job. He took exception to Heather Whitham's comments about the law and the State of California's professional services laws. He also stated that Policy 4042 is being knowingly violated and stated that the Board is going on record as violating the policy.

Heather Whitham responded by stating that District Policy 4042.11, Employment of Outside Contractors and Consultants, addresses contractors performing public work projects which require formal bids. Policy 4042.12 pertains to the preparation of a written document. This project does not require a formal bidding process. She also stated the District has a more thorough bidding process than what is covered by District policy. She stated that she had no concerns about the adoption of this contract without any formal bidding process.

A motion was made to approve the Phoenix Engineering Master Plan Update Tasks Orders 1-7.

Motion by: Director Russell
2nd by: Vice-Chair Fields
All in: 5 / 0

D. Board Chair nomination of new Water Committee Member.

A motion was made to nominate Leroy Price to the Water Committee.

Motion by: Chairperson Williams
2nd by: Director Russell
All in: 5 / 0

Chairperson Williams nominated Leroy Price to be on the Water Committee. Gwen Kellas commented that there were other community members interested in being on the Water Committee. Julia Stanert stated that she was interested in being more involved with the Board and the community. John Richardson stated that he was initially interested, but since Leroy Price is being nominated he withdrew his interest. There was discussion about allowing both Leroy Price and Julia Stanert to be on the committee and about how many members were allowed to be on the committee. Heather Whitham determined that there was nothing regulating the number of members allowed on this committee. It was agreed that there would be 6 members on the committee.

A second nomination was made to nominate Julia Stanert to the Water Committee.

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

E. Review/discussion of process/procedures/policy for the public to ask for items to be added onto the agenda.

Henry Krzciuk commented that he had two handouts but would only pass out one because it was not going to change anything and was a waste of time. He stated that there is a Policy and Resolution 99-255 (his hand-out) that had already been passed. He suggested an open and fair policy that allows residents, business people, and resident staff members to discuss items that go onto future agendas. He wants to create a policy that is in compliance and consistent with the

Brown Act. He stated that there should be a practice that allows both residents and businesses to place items on the agenda and that he would like to see the secrecy disappear.

Mike Hanchett stated that he would like to take exception to Hank's statements. He stated that Mr. Krzciuk has taken up a lot of time at the meetings. He suggested that if something is to be placed on the agenda and the Chairperson or the General Manager is not going to make that determination, then a majority of the Board should make a determination. He further stated that, many times the items that are being discussed are not in the jurisdiction of the Board.

Director Patel stated that he did not want to pit the residents and the businesses against each other.

No formal action was taken.

F. Discussion of standing Committees and how they operate.

It was the consensus of the Board to table this item until the April Board Meeting.

7. BOARD COMMITTEE REPORTS – Oral Reports from Committee Members.

None

8. BOARD REPORTS – Oral Reports from Board Members on current issues.

None

9. BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS

None

10. ADJOURNMENT @ 7:53 PM

SAN SIMEON COMMUNITY SERVICES DISTRICT
Disbursements Journal
 March 8, 2017

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	03/01/2017	1329	JOHN RUSSELL	Board Director Services	\$92.35	\$119,771.58
Paycheck	03/01/2017	1331	MARY MARGARET MCGUIRE	Board Director Services	\$92.35	\$119,679.23
Paycheck	03/01/2017	1327	ALAN FIELDS	Board Director Services	\$92.35	\$119,586.88
Paycheck	03/01/2017	1328	DAN WILLIAMS	Board Director Services	\$92.35	\$119,494.53
Paycheck	03/01/2017	1330	KAUSHIK S PATEL	Board Director Services	\$92.35	\$119,402.18
Bill Pmt	03/01/2017	1316	Carmel & Nacassha. LLP	Legal Svcs February	\$1,845.00	\$117,464.83
Bill Pmt	03/01/2017	1317	Earth Systems Pacific, Inc.	Rip Rap consulting and Report Prep	\$1,647.50	\$115,817.33
Bill Pmt	03/01/2017	1318	Grace Environmental	O & M March 2017	\$48,948.00	\$66,869.33
Bill Pmt	03/01/2017	1319	MICHAEL O'NEILL	Monthly maintenance fee, March,	\$320.00	\$66,549.33
Bill Pmt	03/01/2017	1320	Mitch Frederick	Trench patch, Quality Inn Drive way	\$3,250.00	\$63,299.33
Bill Pmt	03/01/2017	1321	OLIVEIRA ENVIRONMENTAL	Rip Rap Violation Project-CCC	\$760.00	\$62,539.33
Bill Pmt	03/01/2017	1322	Robert Stilts, CPA	February Bookkeeping	\$1,200.00	\$61,339.33
Bill Pmt	03/01/2017	1323	RVS Software	Annual Software Maintenance and Updates	\$539.00	\$60,800.33
Bill Pmt	03/01/2017	1324	SWRCB	ELAP Annual Certificate, # EA 0317-2880	\$2,874.00	\$57,926.33
Bill Pmt	03/01/2017	1325	Tech Bunnies IT Svcs & Web Design	Partial Payment on Website (if DAI #5A approved)	\$5,000.00	\$52,926.33
Bill Pmt	03/01/2017	1326	Grace Environmental	Reimbursement for Pico Ave Easement Tree	\$900.00	\$52,026.33
					\$67,745.25	\$52,026.33

6. DISCUSSION & ACTION ITEMS

- A. Consideration of approval of Tech Bunnie's warranty, maintenance and payment plan for website services.**
- B. Consideration of approval of David Crye General Engineering Contractor Inc. bid for Emergency Repair, Pico Avenue Slope Protection for the Pico Avenue Bluff in the amount of \$33,857.**
- C. Consideration of approval of Phoenix Engineering Master Plan Update Proposal in the amount of \$25,390 for Task 1 – 6, or \$30,184 to include optional Task 7.**
- D. Board Chair nomination of new Water Committee Member.**
- E. Review/discussion of process/procedures/policy for the public to ask for items to be added onto the agenda.**
- F. Discussion of standing Committees and how they operate.**

5. DISCUSSION/ACTION ITEMS

March 8, 2017

A. Consideration of approval of Tech Bunnies' warranty, maintenance and payment plan.

Per the Board's request at the February Board meeting, Board asked Staff to retain Tech Bunnies warranty and payment plan. Tech Bunnies is offering, as part of their payment, a 5 year warranty on the site and its functions. As long as the problem is not caused by Staff, all technical breakdowns and assistance will be covered. Tech Bunnies is asking for \$5,000 to start the website creating and \$6,500 at completion and acceptance of website. Attached is the updated Tech Bunnies proposal which includes warranty, price per hour, and payment plan.

Staff Requests approval of the Tech Bunnies proposal and for Staff to start working with Tech Bunnies on the District Website.

B. Consideration of approval of David Crye General Engineering Contractor Inc. bid for Emergency Repair, Pico Avenue Slope Protection for the Pico Avenue Bluff in the amount of \$33,857.

The bluff at the end of Pico Avenue is washing away due to heavy rains. Attached are the Pico Avenue protection design and the bid summary. Staff request approval of David Crye General Engineering bid in the amount of \$33,857.

C. Consideration of approval of Phoenix Engineering Master Plan Update Proposal in the amount of \$25,390 for Task 1 – 6, or \$30,184 to include optional Task 7.

Attached for your review is a Master Plan Update Proposal. Staff has been working with Phoenix Engineering on a proposal for the update to the District's Master Plan. Since its original production in 2007, Staff has completed the well head re-habilitation project as well as projects that became necessary after the 2007 plan was prepared. Currently additional capital projects are being identified and the priority projects as listed in the Master Plan need to be reorganized. In addition, given the age of the report, Staff has been encountering negative feedback from many agencies regarding its exactitude when using the Plan to apply for grants.

Staff intends to use the recently awarded Prop 1 Grant of \$176k to reimburse the SSCSD cost of the Master Plan update.

Staff requests approval of the Phoenix Engineering Master Plan Update for \$30,184.

D. Board Chair nomination of new Water Committee Member.

With the resignation of Hank Krzciuk from the Water Committee, the Chair will be making a new member recommendation to the Water Committee.

E. Review/discussion of process/procedures/policy for the public to ask for items to be added onto the agenda.

Attached is the "Committees of the Board of Directors Policy (5060)" and the "Board Meeting Agenda policy (6020)" for Board review and discussion.

F. Discussion of Standing Committees and how they operate.

The Board Chair asked for this item to be on the agenda in order for the Board to review the policies on Committees and possible changes.



Artem Chulikanov
3533 Torino Way
Concord, Ca 94518
925-639-0516

Charles Grace
San Simeon CSD
111 Pico Ave
San Simeon, CA 93452

Website Proposal

The San Simeon Community Services District has out grown the functions and design of the current website. Homepage design and menu organization must be addressed to ensure that non tech savvy members of the community can locate necessary information. The addition of a backend control panel will allow district staff to post necessary information without a third party. This solution will also allow the district to achieve autonomy from monthly tech fees. The contact page for the Board of Directors and District staff must become more conspicuous to the public while maintaining the anonymity of the recipient's personal email. Members of the community can look forward to a larger volume of public records, mobile access, and the ability to report issues through an email template.

	Hours	Rate	Subtotal
Website Redesign	50	\$100.00	\$0.00
Homepage Design/Menu organization			
Improvement of user functionality			
Theme execution on 11-15 subsequent pages			
Text preparation and copy write			
Translation of Design to Code			
Control Panel For the Website (CPL)	115	\$100.00	\$11,500.00
Creation of a flexible backend for future CPL amendments			
Creation of upload mechanism for PDFs			
Flexible backend for Ordinances & Resolutions additions			
Flexible backend for Board Packets, Minutes, Agenda additions			
Flexible backend for Contact changes			
Flexible backend for Newsletter additions			
Flexible backend for future Audit additions			
Email Functions	24	\$100.00	\$0.00
Template and Coding for Director/Staff Contact			
Template and Coding For Recycled Water			
Template and Coding for Issues/Emergency			
Template and Coding for Anonymous response			
Configuration of email at web hosting provider			
Mobile Site	15	\$100.00	\$0.00
Homepage Design/Menu Organization			

Theme execution on 5-8 subsequent pages
Translation of Design to Code

Technology Services	10	\$100.00	\$0.00
Website deployment to Go Daddy			
Configuration of email send/receive at Go Daddy			
Permissions set up for Control Panel access			
Administrator control panel training session			
Photography	8	\$100.00	\$0.00
High Resolution Images Of San Simeon			
High Resolution Headshots of Board of Directors			
High Resolution Headshots of District Staff			
High Resolution group photo of Government Members			
Pledge of Transparency and Good Intent	222		\$0.00
		Total:	\$11,500.00

Deliverable to be deployed 30 days from quote authorization.

Other website costs not associated with this vendor:

Godaddy Deluxe Linux Hosting with cPanel @ 5.99/mo

Godaddy Site Backup and Restore cPanel @ 1.99/mo

Per Month Total \$7.98 Per Year Total \$95.76

Prices are based on current GoDaddy pricing which includes 45% discount

Artem Chulikanov cannot be held responsible for Go Daddy price increases.

Warranty

The Tech Bunnies warranty begins on the date of final delivery and extends 5 years. During this time Tech Bunnies will be responsible for the appearance and functionality provided at final delivery. This warranty is intended to cover malfunction and errors discovered during operation.

Tech Bunnies cannot be held liable for the data added by customer. Tech Bunnies will not be held responsible if a third party is allowed to modify or change the original code delivered. Tech Bunnies cannot be held responsible for failures of third party web hosting providers.

Future web changes and technical services are not included in the Tech Bunnies warranty. For your convenience the Tech Bunnies fee schedule is listed below.

Web Design Services, Programming & Consultations	\$200/hr
Technical Computer Services: Computer Repair & Upgrades Network Repair & Upgrades New Computer Installation Server Installations Printer/Scanner Configuration Email Configuration IP Phones Configuration Troubleshooting Backups	\$150/hr
Network Wiring (CAT5e, CAT6 cable)	\$250/hr

Payment / Timeline

Tech Bunnies estimates your project at one month. This deliverable will be a functioning site with place holder images for the Board of Directors and Grace Environmental Services. Numerous attachments are needed to complete the archives listed on many of the subpages. Tech Bunnies will pre load 20 items or one year (whatever comes first) as proof of concept. Grace Environmental will be responsible for the completion of the archive, using the new control panel.

Due to the rigorous and brief schedule of the website, Tech Bunnies requests \$5,000 at signing and \$6,500 after deliverable approval by General Manager.

Personnel photos will be taken at a predetermined date and updated within 48 hours at no charge. All bug fixes are covered under the Tech Bunnies Warranty and will be corrected at no charge. Please see the Tech Bunnies Warranty for clarification of services.

Approval

I am in agreement with fees, descriptions, and details outlined above.
Please sign below.

Client Signature _____ Date _____

Client Name _____ Title _____



Phoenix Civil Engineering, Inc.

4532 Telephone Road, Ste. 113 Ventura, Ca 93003 805.658.6800
info@phoenixcivil.com www.phoenixcivil.com

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

February 23, 2017

San Simeon Community Services District – Pico Avenue Slope Protection – Bid Analysis

Dear Charles -

On February 22, 2017 the District received four construction bids for the above project. As we discussed, I have reviewed the four bid packages this letter summarizes my findings and recommendations.

The four contractors that submitted on the project are: David Crye General Engineering Contractor, Inc., Whitaker Construction Group, Inc., Schock Contracting Corp., and Brough Construction, Inc. The review process involved the following:

- Review the submitted bid package forms for completeness.
- Review and verify the bid quantities and proposed costs.
- Review the status of the contractor's license and insurance on the State of California Contractor's State Licensing Board (www.cslb.gov).

I have attached the information that was listed on the California State Licensing Board website for each of the contractors listed above and reviewed their license status. The information shows that all of the above contractors are classified as Class A (with the exception of Schock Contracting Corp., which possesses both Class A and Class B classifications) and that all are current and active. David Crye General Engineering Contractor's license expires on January 31, 2018, Whitaker Construction Group's license expires on August 31, 2017, Schock's license expires on August 31, 2017, and Brough Construction's license expires on May 31, 2018.

With the exception of David Crye General Engineering Contractor, Inc., all of the bidders included a copy of Addendum No. 1 or written verification that it was received. David Crye General Engineering Contractor, Inc. had provided verbal confirmation of receipt of the Addendum on February 20, 2017.

I have verified the line item calculations and the totals for each bid. My review of the individual bid numerical values equates to the total Bid numerical amount and the total written Bid amount. The total bid amounts submitted by the four contractors are as follows:

Company Name	Bid Schedule
David Crye General Engineering Contractor, Inc.	\$33,857.00
Whitaker Construction Group, Inc.	\$39,500.00

Mr. Charles Grace

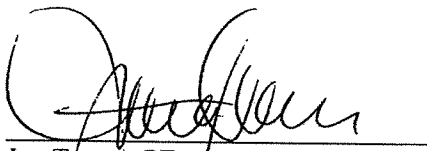
February 23, 2017

Schock Contracting Corp.	\$67,000.00
Brough Construction, Inc.	\$83,500.00

Based on the information provided, it appears that David Crye General Engineering Contractor, Inc. is the lowest responsive bidder for the work.

Please let me know if you have any questions or would like to discuss my analysis.

Sincerely,



Jon Turner, PE
Principal Engineer

Enclosure



Phoenix Civil Engineering, Inc.

4532 Telephone Road, Ste. 113 Ventura, Ca 93003 805.658.6800
info@phoenixcivil.com www.phoenixcivil.com

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

May 17, 2016

San Simeon Community Services District – Proposal for Master Plan Update

Dear Mr. Grace-

I am pleased to provide you with this proposal to update the San Simeon Community Services District Water Master Plan (2007). The existing Water Master Plan outlined the District's system-wide needs and has been used as a planning tool for general maintenance and Capital Improvement Projects. A thorough evaluation of the current wastewater and recycled water systems' demand and future potable water needs will be discussed in the updated plan. Our effort will include incorporating projects designed from the previous CIP list. Updating the plan to reflect recent improvements is critical and will be completed as a part of the overall plan update. Modeling of the system to analyze maximum day demand and fire scenarios has been shown as an optional task. If desired, this optional task would update the existing District model with current data. As a small District it is vital to have efficient planning strategies and major projects planned in advance to ensure the continued reliability of the entire water system. This master plan will serve as an integrated report providing the capabilities and limitations as well as maintenance needs of the three systems independently, and in relation to each other. Based on our conversations, I have prepared my proposal to include the following:

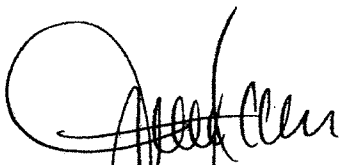
Task 1: Master Plan Update- Potable Water, Wastewater and Recycled Water

- Task 1: Data Collection/Review of Previous Plan/Studies
- Task 2: Initial Existing System and Potential Demand Investigation/Analysis
- Task 3: Incorporate Additional Capital Improvement Projects
- Task 4: Compilation of Draft Master Plan
- Task 5: Final Master Plan Document
- Task 6: Update and Incorporate the Title 22 Engineering Report into the Plan
- Task 7: Modeling Updates- Optional

I appreciate the opportunity to submit this proposal to assist you with the preparation of these documents. Work associated with Tasks 1-6 is estimated to cost \$25,390. If the capacity and flow based models need to be updated, Task 7 will be included. Task 7 is estimated to cost \$4,794.00. I have attached our 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

SAN SIMEON COMMUNITY SERVICES DISTRICT POLICY HANDBOOK

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 5060

5060.10 The Chair shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

5060.20 The following shall be standing committees of the Board:

5060.21 Policy/Ordinance;
5060.22 Budget/Finance Committee; and,
5060.25 Water/Facility Committee.

5060.30 The Chair shall appoint subject to Board approval and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

5060.40 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

5060.41 All meetings of standing committees shall conform to all open meeting laws (e.g., Brown Act) that pertain to regular meetings of the Board of Directors.

5060.50 The Board's standing Policy/Ordinance Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals and concerned with proposed ordinances, resolutions and/or District policies.

5060.60 The Board's standing Budget/Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

5060.70 The Board's standing Water/Facility Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals in regard to alternative water sources and facility maintenance and upgrades.

SAN SIMEON COMMUNITY SERVICES DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 6020

6020.10 The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 5:00 o'clock P.M. on the 10th day -prior to the meeting date. It will be up to the Director that requested the item to prepare any written report and to present the item for discussion at the meeting.

6020.20 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

6020.21 The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least fifteen (15) business days prior to the date of the meeting;

6020.22 The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business and/or whether it should place on the agenda at the next meeting."

6020.23 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;

6020.24 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

6020.30 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting but it may schedule the matter for a future agenda item.

6020.40 At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office.

6020.41 The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.