

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



BOARD PACKET

**Wednesday, February 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, February 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 January.

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 January.

2. **Grant Updates** – Integrated Regional Water Management Grant (IRWM), Prop 1 Grant, Scenic Byways.

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

4. **Update** – California Coastal Commission WWTP Rip Rap.

5. **Discussion of items pertaining to and contained within a connection fee update.**

B. Superintendent's Report

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

2. **Water / Distribution Systems** – Distribution performance for the Month of January.

3. District Maintenance – Summary of District maintenance for January.

C. District Financial Summary – Update on Monthly Financial Status for close of business January 31, 2016.

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

5. ITEMS OF BUSINESS

A. Consideration of approval of last month's minutes – January 11, 2017.

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

6. DISCUSSION/ACTION ITEMS

A. Consideration of approval of Resolution 17-387 authorization signatures for banking services on behalf of the District.

B. Consideration of approval of changing web services and accepting the quote from Tech Bunnies for \$11,500.

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 January.
- 2. Update on Grants** – Integrated Regional Water Management Grant (IRWM), Prop 1 Grant, Scenic Byways.
- 3. Update** – Reservoir / Storage tank project.
- 4. Update** – California Coastal Commission WWTP Rip Rap.
- 5. Discussion of items pertaining to and contained within a connection fee update.**

4A. General Manager's Report

February 8, 2017

- 1. Staff Activity** – Report on Staff activities for the month of January.
During the month of January, Staff sent out water billing, the Hearst Castle State Bill, and responded to several customer service calls. Staff has been working on the District's Archived documents and system. Responded to various issues related to storm activity. Coordinated removal of the dead pine trees adjacent to Jasper Way. The Administrator has been performing Office Manager training.

- 2. Grant Updates** – Integrated Regional Water Management Grant (IRWM), Prop 1 Grant.
The Division of Drinking Water (DDW) and the County Public Works Department (County) did a site visit of the RO Unit. All expectations were met. The DDW and the County also discussed invoicing and reporting for the Grant funds that the SSCSD is about to receive. Funds are anticipated to be processed in February and distributed in March (approximately).

Scenic Byways Update:

The County is glad to announce that they are planning to advertise for construction of the Scenic Byway Gateway Monuments project on Thursday, February 2. The bid opening will be on Feb. 23, and we expect work will begin in early March. Given our federal National Scenic Byway Grant deadline, we are on a very tight schedule to complete the work by April.

Last Tuesday, the County Board of Supervisors approved maintenance agreements with Caltrans. The agreements were finally fully executed, which was one of the last steps we were waiting for before Caltrans could grant us encroachment permits.

- 3. Update** – Reservoir / Storage tank project.
Coordinated with the Hearst Corporation to update the easement area. Communicated the need to Phoenix Engineering for storage tank volume requirements verification and requested a memorandum comparing in ground concrete to above ground steel tanks. Staff anticipates both items will be necessary during the permitting process.

- 4. Update** – California Coastal Commission WWTP Rip Rap.
Staff and Oliveira Consulting compiled the items requested in the September 28 2016 CCC, CDP application response letter and submitted the response package.

- 5. Discussion of items pertaining to and contained within a connection fee update.**
Discussion provided by Phoenix Engineering.

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

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

4B. SUPERINTENDENT'S REPORT

Activities of January 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.
- Completed and submitted the Annual Wastewater Treatment Plant Report.
- Two loads of sludge were 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.
- We met with the DDW for a site inspection of the R.O. Unit regarding the grant process.
- Three more hotel water meters were replaced.
- Chloride levels continue to be monitored throughout the system.

3. District and Equipment Maintenance

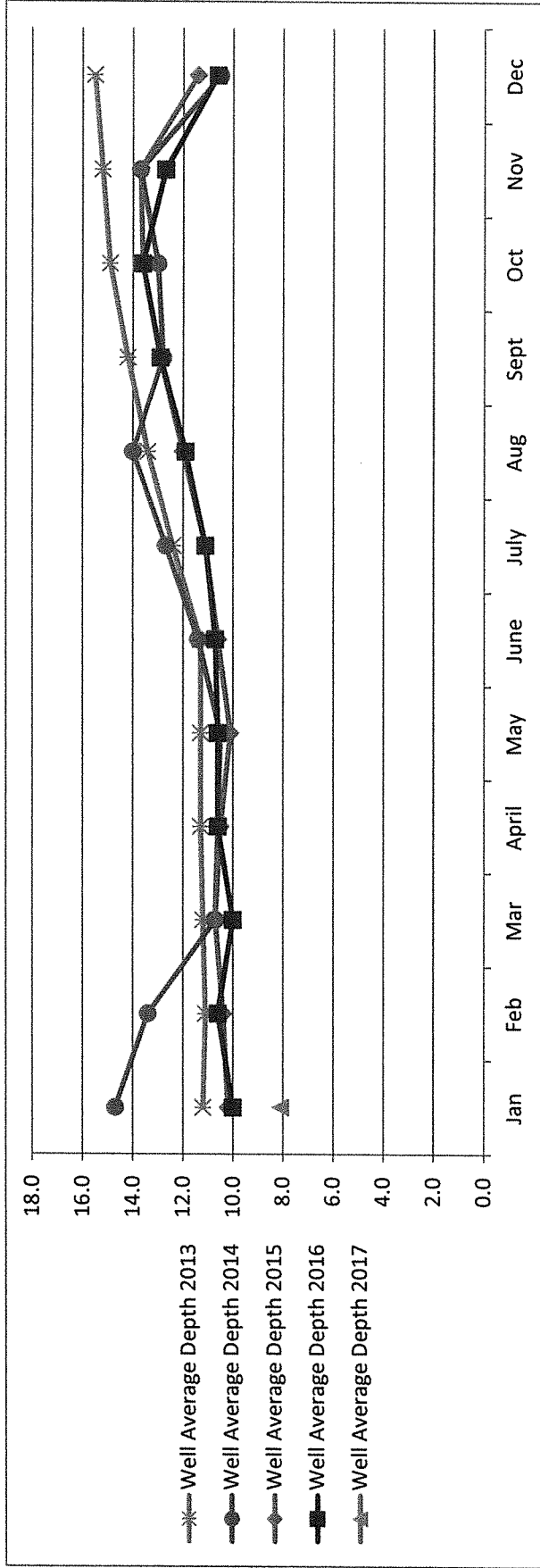
- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- Coordinated the removal of trees on Jasper Way
- A break in the storm drain that flows from Avonne Ave under the Quality Inn parking lot to Castillo Ave was repaired.
- Ensured storm drains remained free of debris during rain events.
- 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. Daily Inflow	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 Inflow Daily Flow
01/01/17	Sun	80,231	76,960	0	51,388	51,388	0	0	0	-	-	-	0	10.6	10.6	0.00	19,874
01/02/17	Mon	92,380	84,820	0	71,584	71,584	0	0	0	-	-	-	0	-	-	0.04	10,130
01/03/17	Tue	111,552	103,530	0	55,352	55,352	0	0	0	111	88	88	0	10.6	10.6	0.44	10,211
01/04/17	Wed	330,958	323,850	0	59,840	59,840	0	0	0	-	-	-	0	9.4	9.3	2.40	35,829
01/05/17	Thu	144,181	136,460	0	58,120	58,120	0	0	0	-	-	-	0	-	-	0.16	53,579
01/06/17	Fri	117,923	122,850	0	56,474	56,474	0	0	0	100	111	111	0	7.9	8.0	0.04	26,829
01/07/17	Sat	280,619	284,610	0	84,823	84,823	0	0	0	-	-	-	0	9.1	9.2	1.53	17,725
01/08/17	Sun	261,079	257,330	0	46,825	46,825	0	0	0	-	-	-	0	9.1	9.2	1.56	54,596
01/09/17	Mon	156,419	190,060	0	52,136	52,136	0	0	0	-	-	-	0	3.7	3.9	0.24	61,005
01/10/17	Tue	178,037	182,090	0	50,714	50,714	0	0	0	91	91	91	0	7.0	7.1	0.75	29,454
01/11/17	Wed	181,158	176,960	0	12,192	12,192	0	0	0	-	-	-	0	5.6	5.7	0.04	32,348
01/12/17	Thu	153,252	159,240	0	51,986	51,986	4883	0	1838	91	73	73	0	5.8	6.0	0.51	34,402
01/13/17	Fri	107,344	102,890	53,332	0	53,332	0	0	0	-	-	-	0	7.9	8.0	0.00	29,707
01/14/17	Sat	124,269	114,120	0	58,793	58,793	0	0	0	-	-	-	0	8.8	8.9	0.00	17,660
01/15/17	Sun	123,886	114,410	54,305	0	54,305	0	0	0	-	-	-	0	9.3	9.4	0.00	21,176
01/16/17	Mon	98,680	90,740	0	55,128	55,128	0	0	0	-	-	-	0	9.5	9.6	0.00	19,261
01/17/17	Tue	65,754	60,600	51,986	0	51,986	0	0	0	73	73	73	0	9.7	9.8	0.00	14,862
01/18/17	Wed	148,014	136,010	972	30,892	31,865	0	0	0	-	-	-	0	9.8	9.9	1.32	9,901
01/19/17	Thu	223,409	207,790	54,754	1,421	56,175	0	0	0	65	51	51	0	7.7	7.8	0.27	27,502
01/20/17	Fri	206,767	218,510	0	28,948	28,948	0	0	0	-	-	-	0	3.8	4.3	1.52	35,277
01/21/17	Sat	244,913	243,930	0	52,958	52,958	0	0	0	-	-	-	0	6.6	6.8	0.20	51,734
01/22/17	Sun	306,732	318,730	0	55,277	55,277	0	0	0	-	-	-	0	3.6	4.1	2.12	60,521
01/23/17	Mon	157,330	160,690	0	53,931	53,931	0	0	0	-	-	-	0	4.7	4.9	0.20	75,381
01/24/17	Tue	134,596	132,520	0	54,305	54,305	0	0	0	58	65	65	0	7.7	7.8	0.00	37,151
01/25/17	Wed	124,078	114,960	2,842	41,738	44,581	0	0	0	-	44	51	0	8.8	9.0	0.00	30,706
01/26/17	Thu	74,636	77,880	0	14,511	14,511	0	0	0	58	-	-	0	9.3	9.4	0.00	18,605
01/27/17	Fri	93,289	89,530	823	56,025	56,848	0	0	0	-	-	-	0	9.3	9.4	0.00	17,689
01/28/17	Sat	108,985	100,660	58,045	14,736	72,780	0	0	0	-	-	-	0	-	-	0.00	13,952
01/29/17	Sun	95,929	90,290	0	49,443	49,443	0	0	0	-	-	-	0	-	-	0.00	17,424
01/30/17	Mon	83,167	76,650	54,080	0	54,080	0	0	0	-	-	-	0	9.8	9.9	0.00	16,527
01/31/17	Tue	76,728	72,280	0	51,537	51,537	0	0	0	65	73	73	0	9.9	10.0	0.00	27,385
TOTALS		4,686,295	4,621,950	331,140	1,271,076	1,602,216	4883	0	1838	79	56	75	0	8.0	8.1	13.34	928,393
Average		151,171	149,095	10,682	41,002	51,684	158	0	59	58	44	51	0	3.6	3.9	0.43	29,948
Minimum		65,754	60,600	0	0	12,192	0	0	0	58	73	111	0	10.6	10.6	0.00	9,901
Maximum		330,958	323,850	58,045	84,823	84,823	4883	0	1838	111	73	111	0	10.6	10.6	2.40	75,381

	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											



4C. DISTRICT FINANCIALS
Renee Samaniego Osborne
January 31, 2017

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

SAN SIMEON COMMUNITY SERVICES DISTRICT



4C. FINANCIAL SUMMARY

BILLING
January 31, 2017

December Billing Revenue	\$ 48,538.08
January Billing Revenue	\$ 61,984.80
Past Due (31 to 60 days)	\$ 384.13
Past Due (60 days)	\$ 257.42

ENDING BANK BALANCES
January 31, 2017

RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account **\$ 50.05**

HERITAGE OAKS BANK:

Interest for January **\$ 153.84**

Money Marketing Account Closing Balance December 31, 2016 **\$ 517,462.11**

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

Reserve Fund (\$ 250,000.00)

Wait-list Deposits (\$ 45,750.00)

Customer Deposits (\$ 9,708.00)

Available Funds \$ 212,157.95

General Checking Account January 31, 2017 **\$ 117,647.07**

LAIF Closing Balance January 31, 2017 **\$ 523.77**

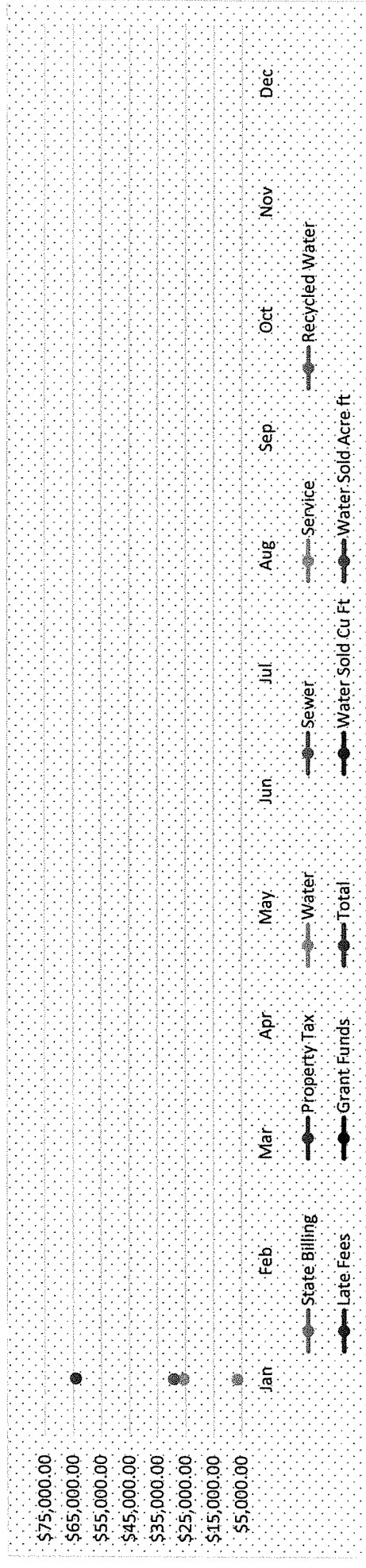
SAN SIMEON COMMUNITY SERVICES DISTRICT
Balance Sheet
As of January 31, 2017

Jan 31, 17

ASSETS	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Heritage Oaks- General Checking	117,497.52
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	636,001.07
Other Current Assets	
1200 · Accounts receivable	72,670.13
1300 · Prepaid expenses	3,150.14
Total Other Current Assets	75,820.27
Total Current Assets	711,821.34
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	(2,169,638.96)
Total Fixed Assets	2,743,816.79
TOTAL ASSETS	3,455,638.13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll liabilities	215.60
2500 · Customer security deposits	9,858.13
2510 · Connect hookup wait list	45,750.00
2520 · USDA Loan	437,930.00
Total Other Current Liabilities	493,753.73
Total Current Liabilities	493,753.73
Total Liabilities	493,753.73
Equity	
3200 · Fund balance	2,821,713.94
3900 · Suspense	24,321.68
Net Income	115,848.78
Total Equity	2,961,884.40
TOTAL LIABILITIES & EQUITY	3,455,638.13

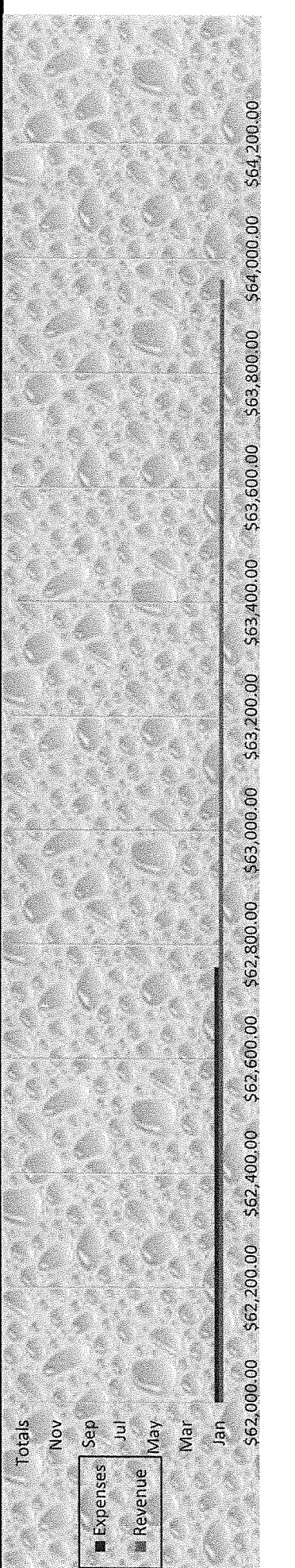
2017 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing													\$0.00
Property Tax	\$2,456.74												\$2,456.74
Water	\$25,600.5												\$25,600.49
Sewer	\$29,037.7												\$29,037.72
Service	\$6,503.0												\$6,503.02
Recycled Water													\$0.00
Late Fees	\$366.8												\$366.84
Grant Funds													
Total	\$63,964.81												\$63,964.81
Water Sold Cu Ft	232048												232048
Water Sold Acre ft	5.33												5.33



REVENUE VS EXPENSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$63,964.81												
Expenses	\$62,761.73												
Balance	\$1,203.08												



**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	172200	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

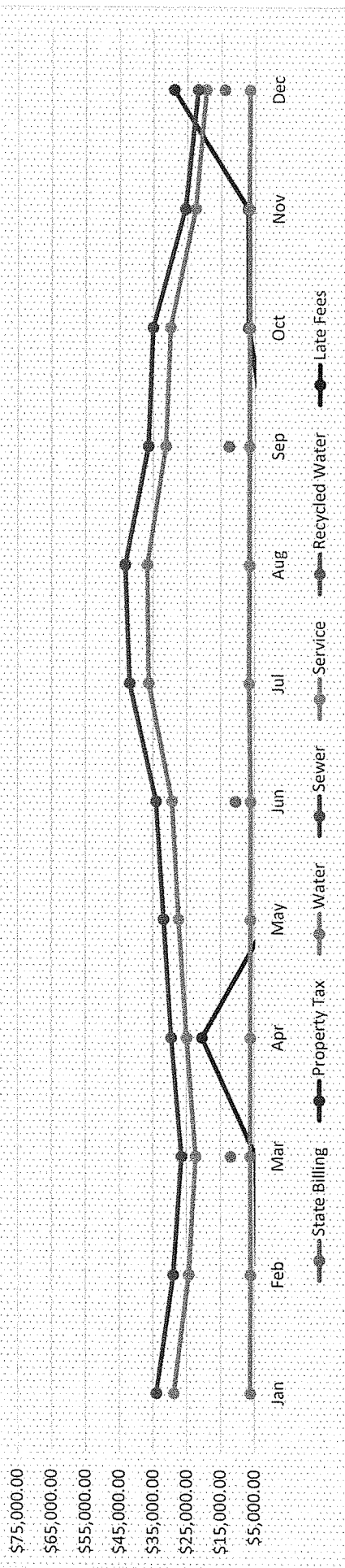
		2014 / 2015											
Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$9,972.00			\$6,480.49			\$7,042.78			\$8,943.33	\$32,438.60
Property Tax	\$1,749.86		\$170.96	\$4,304.07	\$6,305.04	\$30,755.69	\$1,698.01	\$680.91	\$4,730.41	\$20,998.75	\$444.16	\$624.12	\$72,461.98
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	306222	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	278453	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						\$47,441.66
Water	\$36,292.1	\$36,746.52	\$31,241.74	\$29,953.03	\$22,549.49	\$19,445.8	\$25,600.5						\$201,829.15
Sewer	\$41,862.8	\$43,190.60	\$36,386.89	\$35,106.74	\$25,574.57	\$21,817.9	\$29,037.7						\$232,977.23
Service	\$6,559.5	\$6,472.20	\$6,472.20	\$6,472.20	\$6,626.30	\$6,533.8	\$6,503.0						\$45,639.26
Recycled Water						\$216.4							\$216.35
Late Fees	\$485.7	\$97.52	\$595.71	\$316.72	\$353.70	\$1,587.7	\$366.8						\$3,803.86
Total	\$86,361.78	\$86,506.84	\$88,365.96	\$78,637.70	\$62,074.88	\$92,476.61	\$63,964.81						\$558,388.58
Water Sold Cu Ft	324654	324654	281207	269907	203338	175391	232048						1,811,199
Water Sold Acre ft	7.45	7.45	6.46	6.20	4.67	4.03	5.33						41.58

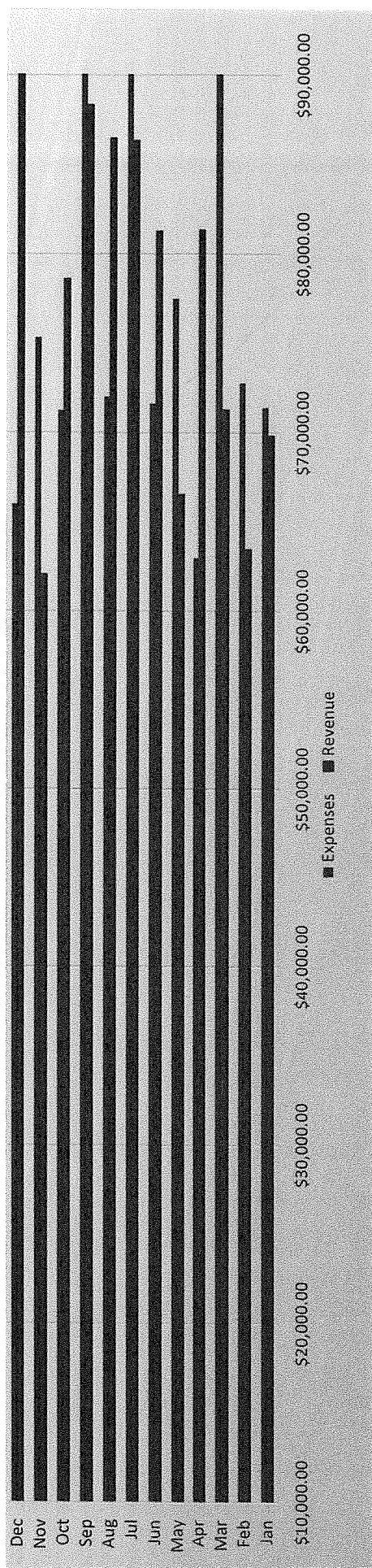
2016 DISTRICT REVENUE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
State Billing			\$11,992.94			\$10,529.30			\$12,485.00			\$13,996.07	\$49,003.31
Property Tax	\$732.82	\$3,907.74	\$4,380.61	\$20,311.1	\$670.65	\$812.49	\$1,161.69		\$1,184.42	\$6,789.01	\$6,970.82	\$28,878.98	\$75,800.28
Water	\$28,833.6	\$24,410.7	\$22,300.8	\$24,943.6	\$27,395.8	\$29,375.5	\$36,292.1	\$36,746.52	\$31,241.74	\$29,953.03	\$22,549.49	\$19,445.78	\$333,488.63
Sewer	\$33,983.5	\$28,929.3	\$26,405.5	\$29,496.1	\$31,742.1	\$34,065.2	\$41,862.8	\$43,190.60	\$36,386.89	\$35,106.74	\$25,574.57	\$21,817.88	\$388,561.21
Service	\$6,169.2	\$6,111.0	\$6,140.1	\$6,140.10	\$6,111.0	\$6,111.0	\$6,559.5	\$6,472.20	\$6,472.20	\$6,472.20	\$6,626.30	\$6,533.84	\$75,918.64
Recycled Water												\$216.35	\$216.35
Late Fees	\$153.3	\$138.8	\$96.4	\$485.53	\$657.2	\$418.4	\$485.7	\$97.52	\$595.71	\$316.72	\$353.70	\$1,587.71	\$5,376.65
Grant Funds												\$20,000.00	
Total	\$69,872.42	\$63,497.49	\$71,306.30	\$81,376.35	\$66,576.82	\$81,311.92	\$86,361.78	\$86,506.84	\$88,365.96	\$78,637.70	\$62,074.88	\$112,476.61	\$948,365.07
Water Sold Cu Ft	276707	234583	213757	239168	260907	278453	324654	324654	281207	269907	203338	175391	3082726
Water Sold Acre ft	6.35	5.39	4.91	5.49	5.99	6.39	7.45	7.45	6.46	6.20	4.67	4.03	70.77



REVENUE VS EXPENSES

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Revenue	\$69,872.42	\$63,497.49	\$71,306.30	\$81,376.35	\$66,576.82	\$81,311.92	\$86,361.78	\$86,506.84	\$88,365.96	\$78,637.70	\$62,074.88	\$112,476.61	\$948,365.07
Expenses	\$71,441.43	\$72,822.48	\$152,049.21	\$62,994.78	\$77,525.44	\$71,657.28	\$127,105.89	\$72,035.48	\$114,268.09	\$71,273.31	\$75,340.87	\$66,017.87	\$1,034,532.13
Balance	-\$1,569.01	-\$9,324.99	-\$80,742.91	\$18,381.57	-\$10,948.62	\$9,654.64	-\$40,744.11	\$14,471.36	-\$25,902.13	\$7,364.39	-\$13,265.99	\$46,456.74	-\$86,167.06



5. ITEMS OF BUSINESS

- A. Consideration of approval of last month's minutes –
January 11, 2016.**

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

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

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

1. REGULAR SESSION: 6:03 PM

A. Roll Call

Chairperson Williams – Present	General Manager, Charles Grace
Vice-Chair Fields – Present	District Counsel, Heather Whitham
Director Patel – Present	Sheriff Representative, Commander Taylor
Director Russell – Present	
Director McGuire - Present	

B. Pledge of Allegiance

2. PUBLIC COMMENT:

Amanda Rice commented that she is the current President of the Cambria CSD Board of Directors and that she has been assigned to serve as the liaison between Cambria CSD and San Simeon CSD. She also stated that there will be a Coastal Commission meeting in Cambria in September and encouraged the BOD of San Simeon to participate in this meeting.

Larry McGuire commented that he would like to remind the members of the Board to keep their volume higher so that the members of the audience can hear what is being discussed.

Julie Stanert commented that she is happy the trees on Jasper Way have been removed. She was pleased with the expedited way that the issue was handled.

Gwen Kellas commented about the timeline for the beach access repair to commence. She stated that the bluff is collapsing.

A. Sheriff's Report – Report for January.

For the period between January 11 and February 8, 2017 the Sheriff's Office received 24 calls for service in the San Simeon area. Included in these numbers are two (2) stops by deputies on motor vehicles.

Dead Zebra: On 1/15/17 a dead zebra was reported to have washed up on the beach in San Simeon. The animal had been skinned by unknown persons. Fish and Wildlife and the S.O. investigated the death and determined that it was of natural causes. It appears the animal washed down a creek into the surf and was then deposited on the beach. Investigation by our rural crimes deputy determined through the use of various photographs posted on social media that the zebra was intact when it first came ashore and was skinned between 1/12/17 and 1/15/17. The skinning of the zebra is not a crime in California as the animal is classified as a wild non-native species. However, attempting to sell a zebra

hide in California is a criminal offense. Rural crimes deputies have been checking various social media and hunting related sites to see if anyone in our area is offering the hide for sale. At this time no such offer for sale has been found.

Defrauding an Innkeeper: On 1/28/17 the clerk at Silver Surf Motel reported that guests were refusing to pay for a room. The pair appeared to the clerk to have been drinking when the clerk spoke to them. Deputies contacted them in their room and they agreed to pay for the room.

Man Down: On 1/29/17 Deputies were dispatched to a report of a man laying down in the parking lot of the San Simeon Lodge. Upon their arrival deputies found a male subject deceased laying in the parking lot of the lodge. The coroner detective conducted an investigation and determined that the 60 year old man had died of natural causes.

Citation for selling alcohol to a minor: One citation issued to a local liquor store for selling alcohol to a minor on 2/3/17.

Current staffing as of February 8, 2017 remains at:

1 CMDR, 2 sergeants

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

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

B. Public comment on Sheriff's Report.

Vice Chair Fields asked if they were going to find the second body from the crash that occurred in Big Sur in late 2016. Commander Taylor stated that the S.O. had called off any further searches as the window of time to find the body had already passed.

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:

Chairperson Williams asked General Manager Charlie Grace to read a list of 2016 accomplishments for the San Simeon Community Services District. As follows: Obtained Land Use approval for Reverse Osmosis (RO) project, received grant fund approval from the USDA for RO project \$500K, received grant fund approval from the IRWM for the RO project \$365K, designed and constructed the RO unit, received grant funds from USDA for the RO project, reduced distribution water chloride from approximately 800 mg/L to less than 250mg/L, improved/beautified landscaping around the District Office, received Beautification Grant for \$20k for Pico Stairs, improved the design and structure of Pico Stairs, coordinated successful Audit for the 2015-2016 year, successfully negotiated permission from Hearst Corporation to expand the reservoir easement area, secured \$178K grant for Reservoir Expansion and Master Plan update, reduced rip rap violation task list requested by the CCC by 50%.

Jon Turner from Phoenix Engineering did a presentation on completing a rate study. See attachment.

4. STAFF REPORTS

A. General Manager's Report

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

During the month of January, Staff sent out water billing, the Hearst Castle State Bill, and responded to several customer service calls. Staff has been working on the District's Archived documents and system. Staff responded to various issues related to storm activity. Coordinated removal of the dead pine trees adjacent to Jasper Way. The Administrator has been performing Office Manager training.

2. **Grant Updates** – Integrated Regional Water Management Grant (IRWM), Prop 1 Grant. General Manager Charlie Grace stated that the Division of Drinking Water (DDW) and the County Public Works Department (County) did a site visit of the RO Unit. All expectations were met. The DDW and the County also discussed invoicing and reporting for the Grant funds that the SSCSD is about to receive. Funds are anticipated to be processed in February and distributed in March (approximately).

Scenic Byways Update:

The County is pleased to announce that they are planning to advertise for construction of the Scenic Byway Gateway Monuments project on Thursday, February 2. The bid opening will be on Feb. 23, and we expect work will begin in early March. Given our federal National Scenic Byway Grant deadline, we are on a very tight schedule to complete the work by April.

Last Tuesday, the County Board of Supervisors approved maintenance agreements with Caltrans. The agreements were finally fully executed, which was one of the last steps we were waiting for before Caltrans could grant us encroachment permits.

3. **Update** – Reservoir / Storage tank project. Staff coordinated with the Hearst Corporation to update the easement area. Communicated the need to Phoenix Engineering for storage tank volume requirements verification and requested a memorandum comparing in ground concrete to above ground steel tanks. Staff anticipates both items will be necessary during the permitting process.
4. **Update** – California Coastal Commission WWTP Rip Rap. Staff and Oliveira Consulting compiled the items requested in the September 28, 2016 CCC, CDP application response letter and submitted the response package.
5. **Discussion of items pertaining to and contained within a connection fee update.** A consensus was reached and the Board directed staff to proceed with getting a proposal from Phoenix Engineering for the Water Master Plan and study for rate connection fees.

B. Superintendent's Report

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.
- Two loads of sludge were hauled away.
- Provided additional monitoring and staffed the treatment 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).
- On December 12th the chloride level in both wells had fallen below 250mg/L. The Reverse Osmosis Unit was taken offline and pickling solution was injected.
- Monthly water meter reading was performed.
- 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.
- Coordinated the removal of trees on Jasper.
- Ensured storm drains remained free of debris during rain events.
- Oversaw the repair of the storm drain failure with the Quality Inn parking lot.

C. Update on Monthly Financial Status for close of business January 31, 2016.

December Billing Revenue	\$	48,538.08
January Billing Revenue	\$	61,984.80
Past Due (31 to 60 days)	\$	384.13
Past Due (60 days)	\$	257.42
ENDING BANK BALANCES: January 31, 2017		
RABOBANK SUMMARY:		
Well Rehab Project/USDA Checking Account	\$	50.05
HERITAGE OAKS BANK:		
Interest for January	\$	153.84
Money Marketing Account Closing Balance December 31, 2016	\$	517,462.11
Money Marketing Account Closing Balance January 31, 2017	\$	517,615.95
	Reserve Fund	(\$ 250,000.00)
	Wait-list Deposits	(\$ 45,750.00)
	Customer Deposits	(\$ 9,708.00)
	Available Funds	\$ 212,157.95
General Checking Account January 31, 2017	\$	117,647.07
LAIF Closing Balance January 31, 2017	\$	523.77

D. District Counsel’s Report Summary of January activities.

Heather Whitham stated that counsel created a confidential memo sent via email. Counsel also responded to questions from the General Manager and the Administrator regarding agenda preparation and some citizen interactions.

5. ITEMS OF BUSINESS

A. Consideration of approval of last month’s minutes – January 11, 2017.

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

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

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

A motion was made to accept the Disbursements Journal as presented.

Motion by: Vice-Chair Fields

2nd by: Director Russell

All in: 5 / 0

6. DISCUSSION/ACTION ITEMS

A. Consideration of approval of Resolution 17-387 authorization signatures for banking services on behalf of the District.

A motion was made to approve Resolution 17-387.

Motion by: Director Russell

2nd by: Vice-Chair Fields

All in: 5 / 0

B. Consideration of approval of changing web services and accepting the quote from Tech Bunnies for \$11,500.

A consensus was reached and the Board directed staff to come back with modifications to the contract including a warranty clause and a maintenance/fee rate structure. The consensus was to bring this item back on the next agenda.

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

Water Committee Meeting

Wednesday, February 08, 2017

5:30 PM

CAVALIER Banquet Room

250 San Simeon Avenue

San Simeon, CA

REGULAR SESSION @ 5:30

C. Roll Call

Alan Fields – Present

Mike Hanchett – Present

Mary Margaret McGuire –Present

Gwen Kellis – Present

Also present:

General Manager, Charles Grace

Administrator, Renee Osborne

District Legal Counsel, Heather Whitham

D. Pledge of Allegiance

PUBLIC COMMENT:

None

Grant Update on RO unit.

Renee Osborne provided information about the site visit at the Reverse Osmosis (RO) system from the Department of Drinking Water (DDW). They were extremely pleased with the results. The

reimbursement for the RO system will be in approximately March or April. The balance owed will be returned to the money market account.

Update on Reservoir Project and Grant update.

General Manager Charlie Grace provided information on the intent to enter into an agreement for an easement adjustment with Hearst Corporation. Phoenix Engineering updated the approved proposal for \$50,000. Charlie Grace also reiterated his conversation with CAL Fire about the fire flow/storage information.

There was also discussion about the potential to approach USDA for a loan for this project. It was stated that the District needs to be further along in the process before we can apply for any loans. It was also noted that the disbursement schedule for the Prop.1 grant money should begin in September.

Water Master Plan update.

General Manager Charlie Grace discussed that the Water Master Plan needs to be updated as it is 10 years old. The estimate to complete this update is \$25,390.00. This plan will need to be updated in order to apply for any future loans from USDA.

Director Fields also noted that the drought cards in restaurants have Stage 1 language on them that is no longer applicable. He suggested that these cards need to be removed by restaurants.

Adjournment @ 5:48 PM

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

None

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

Director Russell discussed the confidential memo from legal counsel and asked for a presentation to be added to the agenda from the FPPC to give assurance that there is no possible conflict with the General Manager at the SSCSD. Heather Whitham stated that the General Manager could contact the FPPC and get a letter stating that there is no potential conflict. A consensus was reached asking this item to be added to the agenda for further discussion.

Director Russell had questions about the required sexual harassment training that he was required to take per the CSDA. Heather Whitham addressed his questions. No further action was taken.

Director Russell had questions about the Water Committee agenda and their ability to have items placed on the agenda. He asked how a citizen of the community can request to have items placed on the agenda for Committees and also for the regular Board meetings. Heather Whitham provided information on this process through the policy and procedure manual from the SSCSD. Mike Hanchett stated that we should consider reviewing the public records request process and making provisions to cover the costs associated with staff preparing various requests. Heather Whitman addressed that this is governed under the public records act and State law. She stated that the District does not have any flexibility to impose additional fees. District is only allowed to charge the cost of reproduction. No allowance can be made for overhead.

Director Williams stated that they need to add another member to the Water Committee and asked for this item to be placed on the agenda. A consensus was reached asking this item be added to the agenda.

10. ADJOURNMENT @ 7:56 PM

SAN SIMEON COMMUNITY SERVICES DISTRICT
Account QuickReport
As of February 1, 2017

Type	Date	Num	Name	Memo	Amount	Balance
				Beginning Balance	\$117,497.52	\$117,497.52
Paycheck	02/01/2017	1313	JOHN RUSSELL	Board Service	\$92.35	\$117,405.17
Paycheck	02/01/2017	1315	MARY M. MCGUIRE	Board Service	\$92.35	\$117,312.82
Paycheck	02/01/2017	1311	ALAN FIELDS	Board Service	\$92.35	\$117,220.47
Paycheck	02/01/2017	1312	DAN WILLIAMS	Board Service	\$92.35	\$117,128.12
Paycheck	02/01/2017	1314	KAUSHIK S PATEL	Board Service	\$92.35	\$117,035.77
Bill Pmt	02/01/2017	1299	CaIPERS	Annual Unfunded Accrued Liability Feb-June	\$1,513.78	\$115,521.99
Bill Pmt	02/01/2017	1300	Carmel & Nacassha. LLP	January Legal	\$1,845.00	\$113,676.99
Bill Pmt	02/01/2017	1301	County of San Luis Obispo	Chargeable report writing, Inv. # IN0108543	\$60.30	\$113,616.69
Bill Pmt	02/01/2017	1302	Earth Systems Pacific, Inc.	SASICS	\$2,370.00	\$111,246.69
Bill Pmt	02/01/2017	1303	Grace Environmental	Operations & Mangement February 2017	\$48,948.00	\$62,298.69
Bill Pmt	02/01/2017	1304	MICHAEL O'NEILL	Monthly maintenance fee, February	\$320.00	\$61,978.69
Bill Pmt	02/01/2017	1305	Moss, Levy & Hartzheim, LLP	Audit to Date, # 9034	\$3,815.00	\$58,163.69
Bill Pmt	02/01/2017	1306	OLIVEIRA ENVIRONMENTAL CONSULTING	Rip Rap Violation Project	\$1,900.00	\$56,263.69
Bill Pmt	02/01/2017	1307	Robert Stilts, CPA	January Bookkeeping	\$1,200.00	\$55,063.69
Bill Pmt	02/01/2017	1308	Robert Watson	Acct. 33, 9066 Avonne Ave	\$50.00	\$55,013.69
Bill Pmt	02/01/2017	1309	The Tribune	Ordinance Summary, 12/23	\$169.40	\$54,844.29
Bill Pmt	02/01/2017	1310	County of San Luis Obispo	Chargeable report writing, # In0108318	\$108.50	\$54,735.79
					\$62,761.73	\$54,735.79

6. DISCUSSION & ACTION ITEMS

- A. Consideration of approval of Resolution 17-387 authorization signatures for banking services on behalf of the District.**

- B. Consideration of approval of changing web services and accepting the quote from Tech Bunnies for \$11,500.**

6. DISCUSSION/ACTION ITEMS

A. Consideration of approval of Resolution 17-387 authorization signatures for banking services on behalf of the District.

Attached is Resolution 17-387 for changes to Bank Signature authorizations. Since elections, Leroy Price needs to be removed and Mary Margaret McGuire added. Staff is requesting approval of Resolution 17-387

B. Consideration of approval of changing web services and accepting the quote from Tech Bunnies for \$11,500.

Staff has been researching different issues with the District website for some time. We have had problems with the positing times, disorganization, emails and other errors. Staff researched other District sites and contacted several web designers including; Riester, Nancy McCartney, Spider Web Logic, Tech Bunnies, Nancy McCartney and Spider Web Logic.

Staff asked for quotes based on redesign and use of a control panel. The redesign is for the ease of "search for items" on the site and the control panel will allow staff to do all necessary updates and postings expeditiously.

Staff received quotes from three of the above list of companies; Riester at \$24,475, Tech Bunnies for \$11,500, Nancy McCartney withdrew her bid, and Spider Web Logic non- responsive. Tech Bunnies is recommended by Staff based on price and because they also included free re-scanning of all resolutions and Ordinances to allow for better resolution of the PDF documents. Their Redesign will allow for more documents be added to the site, better email distribution, allows for better resident / customer requests for contact and free training for Staff. Currently the District pays \$325 per month for just maintenance to the site, and no Staff control. With an initial cost of \$11,500 and saving \$325 per month the pay back is three years, after which the cost savings to the District would be \$3,900 per year.

The Administrator requests approval of the Tech Bunnies quote for \$11,500 to redesign the site and give Staff full control of the District web needs and better Web Service for the Board's and Resident's requests.

RESOLUTION NO. 17-387

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT AUTHORIZING SIGNATURES, INCLUDING FACSIMILE SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT AT HERITAGE OAKS BANK

WHEREAS, the San Simeon Community Services District's ("District") priorities as to its investments are, in the following order, preservation of principal, liquidity of principal and return on investment; and

WHEREAS, the establishment of a general checking account and a money market account is consistent with these priorities; and

WHEREAS, based upon changes to the composition of the District Board of Directors, a change in authorized signatories is being requested by Heritage Oaks Bank, and

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the San Simeon Community Services District as follows:

Section 1: The following persons are authorized to sign on behalf of the District, orders for payment or withdrawal of money: **Charles Grace, Alan Fields, Dan Williams, Ken Patel, Mary Margaret McGuire, and John Russell** with further powers as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

Section 2: Any such authority shall remain in force until revoked by written notice to the affected bank of the action taken by the Board of Directors of the District. All prior authorizations are superseded.

Section 3: Any designated depository ("Bank") of the District is authorized and directed to honor and pay any checks, drafts, or other orders for the payment of money withdrawing funds from any account of the District when bearing or purporting to bear the signatures of TWO persons listed in the attached Resolution as having signatory authority. The Bank is authorized and directed to honor and to charge the District whom such actual or purported signatures were made, provided they resemble the signatures duly certified to and filed with the Bank by the District.

Passed and adopted this 8th day of April 2017. UPON MOTION of **Director** _____ seconded by **Director** _____, and on the following roll call vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dan Williams, Chairperson
Board of Directors

ATTEST:

Charles Grace
Secretary/General Manager

**EXHIBIT A
POWERS & AUTHORITY
RESOLUTION 17-387**

NAME	TITLE	POWERS
Ken Patel	Board of Director	Signatory
Alan Fields	Board of Director	Signatory
Mary Margaret McGuire	Board of Director	Signatory
Dan Williams	Board of Director	Signatory
John Russell	Board of Director	Signatory
Robert Stilts	Bookkeeper	Web Access Deposit of Funds
Charles Grace Web Access	General Manager	Signatory Exercise instructions to bank
Renee Samaniego Osborne	Administrator	Web Access Deposit of Funds Exercise instructions to bank



Tech Bunnies
IT Services & Web Design

Date January 31, 2017

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			
General Manager Approval and Presentation			
Two in person meetings			
	2	\$100.00	\$0.00
Pledge of Transparency and Good Intent	224		\$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.

Approval

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

Please sign below.

Client Signature _____ Date _____

Client Name _____ Title _____

WEBSITE PROPOSAL

Project Title: San Simeon CSD Proposal

Date: Monday, January 9, 2017

RIESTER Contact:

Alan Perkel, aperkel@riester.com, 602-462-2200

OVERVIEW

The San Simeon Community Services District is looking to redesign <http://www.sansimeoncsd.com/> to meet the needs of its constituents. The business goals of a successful redesign will include a mobile responsive website housed in a content management system that is easy for the SSCSD staff to manage and publish content including text, images, videos and PDF's in a timely manner.

DISCOVERY & DEFINITION

RIESTER will conduct discovery and definition sessions with key stakeholders to properly scope and define the project. Discovery and definition are key phases to ensure program success, the goal of discovery is to understand business needs in order to balance them with user expectations.

KEY DELIVERABLES

RIESTER deliverables are based on the 7xD process focusing on Discovery and Definition:

- Functional requirements
- Sitemap
- Project plan
- Meetings and presentations

DESIGN

RIESTER will redesign <http://www.sansimeoncsd.com/> to be a responsive website ready for integration into the WordPress CMS. RIESTER will use the existing site for brand standards including logos and color palettes. RIESTER will work with the SSCSD to acquire necessary imagery and photography to support its website.

KEY DELIVERABLES

RIESTER deliverables are based on the 7xD process focusing on Design.

- Homepage design for desktop and mobile
- Template design for single column and two column layout based on approved design
- Meetings and presentations

DEVELOPMENT & DEPLOYMENT

RIESTER's team of in-house developers will translate the approved design into the WordPress CMS and provide the SSCSD access to manage the content based on the approved template designs.

KEY DELIVERABLES

RIESTER deliverables are based on the 7xD process focusing on Development and Deployment.

- Coded responsive website hosted with client access
- Google analytics integration for ongoing reporting.
- Meetings and presentations

RISKS & ASSUMPTIONS

Risks

- SSCSD's first CMS project

Assumptions

- I. SSCSD Will:
 - A. Collaborate with RIESTER
 - B. Provide timely feedback

- II. RIESTER will:
 - A. Manage this SOW via the 7xD Process
 - B. Provide the Account Service Lead
 - C. Provide art direction services to ensure brand integrity
 - D. Provide the Project Management Lead
 - E. Build and deliver a Content Management System for the website.

APPROVALS

I am in agreement with fee, description and details outlined above. Please sign below.

Client Signature

Date

Client Name, Title