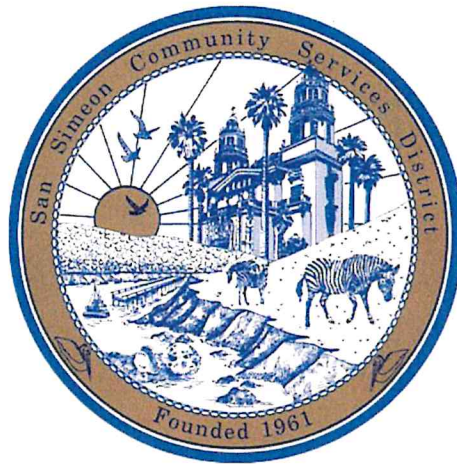


# Board of Directors San Simeon Community Services District



## BOARD PACKET

**Wednesday, October 10, 2018**  
**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, October 10, 2018**  
**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 FOR ITEMS NOT ON THE AGENDA:**

**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.

**3. SPECIAL PRESENTATIONS AND REPORTS:**

**A. STAFF REPORTS:**

- i. **Sheriff's Report** – Report for September.
- ii. **General Manager's Report** – Summary of September Activities.
- iii. **Superintendent's Report** - Summary of September Activities.
- iv. **District Financial Summary** – Update on Monthly Financial Status.
- v. **District Counsel's Report** – Summary of September Activities and UPCCAA procurement of professional services.

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

**C. SPECIAL PRESENTATION:**

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

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

**4. CONSENT AGENDA ITEMS:**

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

A. Review and approval of Minutes for the Regular Meeting on September 12, 2018.

B. Review and approval of Disbursements Journal.

**5. BUSINESS ITEMS:**

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

A. **Consideration of Review of the draft version of the District's revised records retention policy.**

B. **Authorization for the General Manager to purchase a public address (PA) system not to exceed the amount of \$4100.00.**

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

**7. PUBLIC COMMENT** -This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #8. If a member of the public wishes to speak at this time, Public Comment is limited to three (3) minutes.

**8. CLOSED SESSION. The Board will hold a Closed Session to discuss the following item:**

**A. Conference with Legal Counsel – Anticipated Litigation.** Decide whether to initiate litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: Number of case(s): 1.

**9. RECONVENE TO OPEN SESSION** – An announcement of any reportable action taken in closed session will be made in open session.

**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.

**3. A. ii GENERAL MANAGER'S REPORT**  
**Charles Grace**  
**Update for September 2018**



## GENERAL MANAGER'S REPORT

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### Item 3.A.ii

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

Regular activities performed by District staff include:

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

During the month of September, staff also attended to the following items:

- Responded to three (3) public records requests.
- Attended the North Coast Advisory Council (NCAC) meeting.
- Attended the county WRAC meeting.
- Attended the county SWRP meeting.
- Met with the policy and procedures ad-hoc committee.

**Capacity Fee Study Progress Report** – Staff continues to gather the necessary information needed to move forward with the capacity fee study. Once the fixed asset schedule is finalized a list will be complete with the asset name, detailed description of the asset, date placed into service, original cost of asset, and accumulated depreciation amount. Staff is working with the District auditors and accountant on this matter.

**Follow up items** – Included in the disbursements journal for the September Board meeting was check # 1651 to San Luis Powerhouse in the amount of \$835.00. A review of the invoice associated with this payment revealed that this invoice is the responsibility of Grace Environmental Services. This check was voided and this matter has been resolved.

**Grant Update** – The County received 25 project submissions for the Prop 1 Grant. The County is processing all of the grant submissions. At this time a list of projects and their scores is not available. They hope to have the list completed by the November meeting.

The Department of Water Resources (DWR) has not posted the grant guidelines for the Prop 1 Grant process. Once the guidelines are posted the County/Districts will have a 45 day review period. This will allow us to determine if our project meets the DWR's requirements to receive money from the Prop 1 Grant Funds.

**Update on Tank Project** – Finishing the technical reports that will support the eventual Mitigated Negative Declaration for the Water Tank Project. The archaeological survey was completed and the report is being incorporated into the final document. The archaeological report findings indicate no further testing or mitigation is required. The

biological resources assessment survey was also completed recently and we expect a final report soon for incorporation into the MND, including any mitigation required for coastal habitat impacts. The project visual simulations have been initiated we reviewed some preliminary 3D simulations that will be used to select key vantage points along Highway 1 for photo simulations of the tank(s). The photo simulations will be used in the MND to analyze aesthetic impacts related to views of the project from Highway 1.

Once the technical reports are completed, we will be full speed on drafting the MND for CSD review and ultimate public publication and Board Certification. After which the MND will be used for obtaining the necessary County Land Use Permit.

**3. A. iii. SUPERINTENDENT'S REPORT**  
**Jerry Copeland**  
**Facilities Update for September 2018**



## SUPERINTENDENT'S REPORT

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### Item 3.A.iii

Prepared by: Jerry Copeland

During the September Board meeting there was discussion regarding the absence of the Reverse Osmosis (R.O.) numbers from the report. Included in the October Board packet is an updated Superintendent's Report with the August numbers reflected in blue.

Additionally, there was discussion regarding the flow meter used for State Parks billing. The meter at this location is still in need of repair. District staff has been in contact with State Parks to discuss this matter. The 3<sup>rd</sup> quarter bill that covers the July, August and September billing period is an estimated bill. This resolution was agreed upon per language in the contract, which allows for a determination based on mutually agreed upon operating data.

#### 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.
- At the time of this report the Hearst Castle lift station flow meter has not been replaced. The average percentage of flow received at the WWTP from Hearst Castle over the last two years is 17%. The values in the State Flows column of the data page represent 17% of the total influent flow for the month spread over the thirty day period.
- 75' of the fence on the south side of the yard was replaced.
- Two loads of sludge were hauled away.

#### 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.

#### 3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.



**San Simeon Community Services District      Superintendent's Report      September 2018**

**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. 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
09/01/18	Sat	107,324	106,340	62,308	38,148	100,456	0	0	0	-	-	-	0	11.3	11.7	0.00	14,389
09/02/18	Sun	129,277	129,719	81,308	62,308	143,616	0	0	0	-	-	-	0	11.3	11.7	0.00	14,389
09/03/18	Mon	108,472	108,540	20,420	0	20,420	0	0	0	-	-	-	0	11.3	11.7	0.00	14,389
09/04/18	Tue	83,941	80,000	0	80,560	80,560	0	0	0	-	32	<32	0	11.4	11.9	0.00	14,389
09/05/18	Wed	82,290	80,200	77,867	0	77,867	0	0	0	-	-	-	0	11.5	11.9	0.00	14,389
09/06/18	Thu	76,640	74,100	16,531	76,595	93,126	0	0	0	-	-	-	0	11.4	11.9	0.00	14,389
09/07/18	Fri	81,339	76,030	0	70,162	70,162	0	0	0	-	-	-	0	11.4	11.9	0.00	14,389
09/08/18	Sat	80,109	76,620	75,922	0	75,922	0	0	0	-	-	-	0	11.5	12.0	0.00	14,389
09/09/18	Sun	82,329	80,360	0	76,446	76,446	0	0	0	-	-	-	0	11.5	11.9	0.00	14,389
09/10/18	Mon	78,334	74,790	74,426	0	74,426	0	0	0	-	-	-	0	11.4	11.9	0.00	14,389
09/11/18	Tue	76,660	74,770	73,005	73,005	73,005	0	0	0	-	-	-	0	11.4	11.8	0.00	14,389
09/12/18	Wed	71,462	68,950	117,660	0	117,660	0	0	0	-	-	-	0	11.4	11.9	0.00	14,389
09/13/18	Thu	82,659	75,630	64,478	0	64,478	0	0	0	-	-	-	0	11.4	11.9	0.00	14,389
09/14/18	Fri	82,885	81,900	0	78,764	78,764	0	0	0	-	-	-	0	11.6	12.1	0.00	14,389
09/15/18	Sat	100,551	94,090	78,914	0	78,914	0	0	0	-	-	-	0	11.6	12.0	0.00	14,389
09/16/18	Sun	87,005	86,750	75,922	0	75,922	0	0	0	-	-	-	0	11.6	12.1	0.00	14,389
09/17/18	Mon	86,261	81,400	0	80,111	80,111	0	0	0	-	-	-	0	11.6	12.1	0.00	14,389
09/18/18	Tue	76,030	74,970	76,520	25,956	102,476	0	0	0	-	32	<32	0	11.7	12.1	0.00	14,389
09/19/18	Wed	78,962	79,410	0	50,490	50,490	0	0	0	-	-	-	0	11.7	12.1	0.00	14,389
09/20/18	Thu	76,458	75,910	80,111	0	80,111	0	0	0	-	-	-	0	11.8	12.2	0.00	14,389
09/21/18	Fri	74,401	71,330	11,295	79,438	90,732	0	0	0	-	-	-	0	11.8	12.2	0.00	14,389
09/22/18	Sat	80,960	95,270	70,836	24,834	95,669	0	0	0	-	-	-	0	11.9	12.3	0.00	14,389
09/23/18	Sun	91,563	90,620	0	61,635	61,635	0	0	0	-	-	-	0	-	-	0.00	14,389
09/24/18	Mon	82,331	82,630	76,221	0	76,221	0	0	0	-	-	-	0	12.0	12.4	0.00	14,389
09/25/18	Tue	75,976	71,570	0	75,398	75,398	0	0	0	-	-	-	0	11.9	12.4	0.00	14,389
09/26/18	Wed	77,598	72,910	73,154	0	73,154	0	0	0	-	-	-	0	12.0	12.4	0.00	14,389
09/27/18	Thu	67,327	66,400	33,810	75,623	109,432	0	0	0	-	-	-	0	12.0	12.4	0.00	14,389
09/28/18	Fri	81,592	78,420	53,332	24,983	78,316	0	0	0	-	-	-	0	12.0	12.4	0.00	14,389
09/29/18	Sat	91,137	86,690	56,624	0	56,624	0	0	0	-	-	-	0	12.0	12.4	0.00	14,389
09/30/18	Sun	87,301	83,680	0	90,957	90,957	0	0	0	-	-	-	0	12.0	12.4	0.00	14,389
<b>TOTALS</b>		<b>2,539,174</b>	<b>2,479,999</b>	<b>1,277,659</b>	<b>1,145,412</b>	<b>2,423,071</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>			<b>0.00</b>	<b>431,660</b>
Average		84,639	82,667	42,589	38,180	80,769	0	0	0	-	32	<32	0	11.6	12.1	0.00	14,389
Minimum		67,327	66,400	0	0	20,420	0	0	0	-	32	<32	0	11.3	11.7	0.00	14,389
Maximum		129,277	129,719	117,660	90,957	143,616	0	0	0	-	32	<32	0	12.0	12.4	0.00	14,389

DATA SUMMARY SHEET

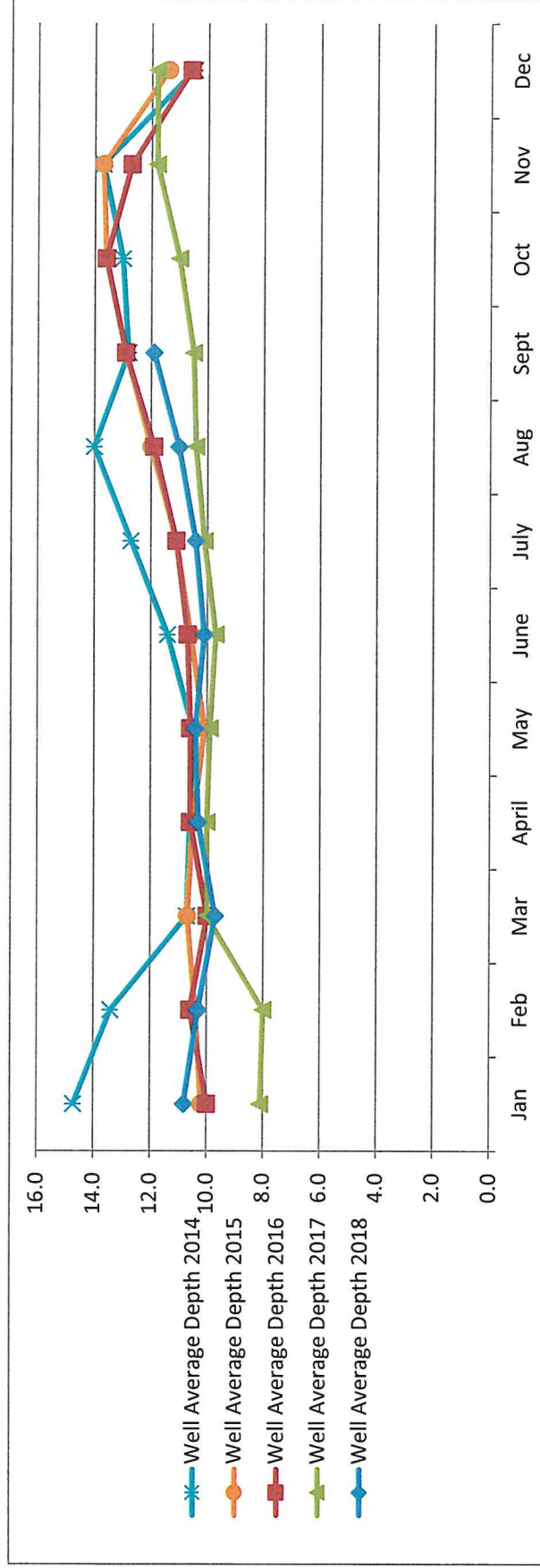
	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Total for 2018
Wastewater Influent	1,762,514	1,707,154	2,752,139	2,188,423	2,254,636	2,475,142	3,200,941	3,139,374	2,539,174				22,019,497
Wastewater Final Effluent (Month Cycle)	1,718,650	1,748,894	2,796,460	2,287,640	2,303,330	2,485,760	3,156,580	3,158,998	2,479,999				22,136,311
Adjusted Wastewater Influent (- State Flow)	1,516,601	1,459,319	2,320,828	1,819,468	1,901,248	2,082,826	2,641,403	2,500,033	2,107,514				18,349,240
Water Produced (month cycle)	1,464,210	1,578,354	1,677,091	1,845,614	2,252,051	2,539,202	2,954,183	2,975,092	2,423,071				19,708,870
Sewer Influent/Water Produced Ratio	1.20	1.08	1.64	1.19	1.00	0.99	1.08	1.05	1.05				N/A
Adjusted Sewer/Water Produced Ratio	1.04	0.92	1.38	0.99	0.84	0.82	0.89	0.84	0.87				N/A
Well 1 Water Production	314,983	582,542	40,691	885,332	1,122,301	1,233,003	1,648,293	1,475,355	1,277,659				8,580,160
Well 2 Water Production	1,149,227	995,812	1,636,400	960,282	1,129,750	1,306,199	1,305,891	1,499,737	1,145,412				11,128,711
Total Well Production	1,464,210	1,578,354	1,677,091	1,845,614	2,252,051	2,539,202	2,954,183	2,975,092	2,423,071				19,708,871
Water Well 1 Avg Depth to Water	10.6	10.1	9.5	10.1	10.2	9.9	10.2	10.8	11.6				N/A
Water Well 2 Avg Depth to Water	11.0	10.5	9.9	10.5	10.5	10.3	10.6	11.2	12.1				N/A
Average Depth to Water of Both Wells	10.8	10.3	9.7	10.3	10.4	10.1	10.4	11.0	11.9				N/A
Change in Average Depth to Water from 2017	+2.7	+2.3	-0.3	+0.3	+0.5	+0.4	+0.3	+0.6	+1.4				N/A
Average Chloride mg/L at the Wells	34.5	35.5	32	35.5	35.5	32	32	32	32				N/A
State Wastewater Treated	245,913	247,835	431,311	368,955	353,388	392,298	559,538	639,341	431,660				3,670,239
State % of Total WW Flow	14%	15%	16%	17%	16%	16%	18%	20%	17%				N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0	0				0
Biosolids Removal (Gallons)	9,600	0	4,800	9,600	4,800	4,800	13,500	13,500	9,000				69,600
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0				N/A
RW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0				N/A
Constituent Exceeded	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				N/A
<b>2017</b>													
Wastewater Influent	4,686,295	4,225,605	2,454,810	2,674,358	2,408,421	2,400,006	3,248,977	2,976,582	2,314,982	2,167,268	1,852,863	1,972,595	33,382,762
Wastewater Final Effluent (Month Cycle)	4,621,950	4,185,250	2,372,800	2,628,130	2,496,660	2,398,120	2,953,830	2,648,061	2,259,220	2,140,520	1,816,710	1,893,300	32,414,551
Adjusted Wastewater Influent (- State Flow) *	3,757,902	3,410,095	2,084,624	2,263,137	2,035,569	2,008,272	2,675,674	2,492,452	1,942,728	1,840,359	1,577,793	1,670,528	27,759,133
Water Produced (month cycle)	1,602,216	1,806,889	1,773,957	1,960,209	2,111,454	2,153,118	2,598,851	2,392,456	2,060,913	1,943,827	1,706,552	1,744,635	23,855,056
Sewer Influent/Water Produced Ratio	2.90	2.34	1.38	1.36	1.14	1.12	1.25	1.24	1.10	1.10	1.08	1.13	N/A
Adjusted Sewer/Water Ratio	2.50	1.89	1.18	1.16	0.96	0.93	1.03	1.04	0.94	0.95	0.92	0.92	N/A
Average Depth of Both Wells	8.1	8.0	10.0	10.0	9.9	9.7	10.1	10.4	10.5	11.0	11.8	11.8	N/A
Change in Average Depth to Water from 2016	-2.0	-2.6	0.0	-0.6	-0.7	-1.0	-1.0	-1.5	-2.4	-2.6	-0.9	+1.2	N/A
Average Chloride mg/L at the Wells	66	65	46	36	53	69	60	51	40	37	36	35	N/A
State Wastewater Treated	928,393	815,510	370,186	411,221	372,852	391,734	573,303	484,130	372,254	326,909	275,070	302,067	5,623,629
State % of Total WW Flow	0.2	0.19	0.15	0.15	0.16	0.16	0.18	0.16	16%	15%	15%	15%	N/A
Recycled Water Sold (Gallons)	0	0	0	0	0	0	0	0	0	0	0	0	0
Biosolids Removal (Gallons)	9,600	4,800	4,800	9,600	9,600	9,600	0	9,600	4,800	4,800	0	4,800	72,000
WW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	N/A
RW Permit Limitation Exceeded	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Constituent Exceeded	None	None	None	None	None	None	None	None	None	None	None	None	N/A
Sample Limit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sample Result	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**San Simeon Community Services District**

**Superintendent's Report**

**September 2018**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Well Average Depth 2014</b>	14.7	13.4	10.7	10.6	10.5	11.4	12.7	14.0	12.8	13.0	13.7	10.5
<b>Well Average Depth 2015</b>	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9	13.6	13.7	11.4
<b>Well Average Depth 2016</b>	10.0	10.6	10.0	10.6	10.6	10.7	11.1	11.9	12.9	13.6	12.7	10.6
<b>Well Average Depth 2017</b>	8.1	8.0	10.0	10.0	9.9	9.7	10.1	10.4	10.5	11.0	11.8	10.6
<b>Well Average Depth 2018</b>	10.8	10.3	9.7	10.3	10.4	10.1	10.4	11.0	11.9			11.8



**San Simeon Community Services District**      **Superintendent's Report**      **August 2018**

**UPDATED**

**MONTHLY DATA REPORT**

Date	Day	Wastewater Inflow	Wastewater Effluent	Wastewater Inflow	Wastewater Effluent	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 & 2	Recycled Water Distributed	Water Level Well 1	Water Level Well 2	Rainfall in Inches	State Inflow Daily Flow
08/01/18	Wed	110,198	108,940	0	76,296	76,296	0	76,296	0	0	0	-	-	0	10.4	10.8	0.00	23,659
08/02/18	Thu	112,610	110,040	122,448	0	122,448	0	122,448	0	0	0	<32	<32	0	10.4	10.8	0.00	13,209
08/03/18	Fri	115,225	115,350	0	77,792	77,792	0	77,792	0	0	0	-	-	0	10.4	10.8	0.00	17,092
08/04/18	Sat	127,224	127,670	78,615	37,325	115,940	0	115,940	0	0	0	-	-	0	10.4	10.8	0.00	20,112
08/05/18	Sun	99,041	103,260	60,289	55,502	115,790	0	115,790	0	0	0	-	-	0	10.4	10.8	0.00	24,660
08/06/18	Mon	91,645	110,540	31,192	62,533	93,724	0	93,724	0	0	0	-	-	0	10.4	10.8	0.00	20,784
08/07/18	Tue	118,611	114,830	83,252	40,678	123,931	0	123,931	0	0	0	-	-	0	10.6	11.0	0.00	20,793
08/08/18	Wed	104,821	116,940	0	77,792	77,792	0	77,792	0	0	0	-	-	0	10.6	11.0	0.00	20,793
08/09/18	Thu	120,014	116,830	83,626	57,446	141,073	0	141,073	0	0	0	-	-	0	10.6	11.0	0.00	20,793
08/10/18	Fri	121,229	121,500	60,887	38,672	99,559	0	99,559	0	0	0	-	-	0	10.6	11.0	0.00	20,793
08/11/18	Sat	111,865	109,300	0	79,812	79,812	0	79,812	0	0	0	-	-	0	10.7	11.1	0.00	20,793
08/12/18	Sun	109,674	109,180	78,989	0	78,989	0	78,989	0	0	0	-	-	0	10.7	11.1	0.00	20,793
08/13/18	Mon	89,921	109,500	0	81,233	81,233	0	81,233	0	0	0	-	-	0	10.6	11.0	0.00	20,793
08/14/18	Tue	102,138	101,680	90,358	0	90,358	0	90,358	0	0	0	-	-	0	10.6	11.0	0.00	20,793
08/15/18	Wed	98,093	98,550	60,738	90,583	151,320	0	151,320	0	0	0	-	-	0	10.7	11.1	0.00	20,793
08/16/18	Thu	90,922	90,300	26,778	25,806	52,584	0	52,584	0	0	0	-	-	0	10.7	11.1	0.00	20,793
08/17/18	Fri	98,633	98,680	43,384	41,282	84,666	0	84,666	0	0	0	-	-	0	10.7	11.1	0.00	20,793
08/18/18	Sat	106,133	105,890	50,789	64,627	115,416	0	115,416	0	0	0	-	-	0	-	-	0.00	20,793
08/19/18	Sun	104,682	106,980	81,008	41,457	122,465	0	122,465	0	0	0	-	-	0	-	-	0.00	20,793
08/20/18	Mon	103,886	97,280	0	74,351	74,351	0	74,351	0	0	0	-	-	0	10.9	11.3	0.00	20,793
08/21/18	Tue	93,056	93,000	75,772	0	75,772	0	75,772	0	0	0	-	-	0	10.8	11.3	0.00	20,793
08/22/18	Wed	88,400	88,000	0	80,859	80,859	0	80,859	0	0	0	<32	<32	0	10.8	11.3	0.00	20,793
08/23/18	Thu	96,567	92,460	90,284	0	90,284	0	90,284	0	0	0	-	-	0	10.9	11.3	0.00	20,793
08/24/18	Fri	103,186	100,220	56,773	93,650	150,423	0	150,423	0	0	0	-	-	0	11.0	11.4	0.00	20,793
08/25/18	Sat	106,220	106,540	36,727	66,796	103,523	0	103,523	0	0	0	-	-	0	-	-	0.00	20,793
08/26/18	Sun	100,248	104,048	79,737	0	79,737	0	79,737	0	0	0	-	-	0	11.1	11.5	0.00	20,793
08/27/18	Mon	93,382	87,080	0	78,615	78,615	0	78,615	0	0	0	-	-	0	11.1	11.6	0.00	20,793
08/28/18	Tue	82,880	81,050	85,945	0	85,945	0	85,945	4242	2675	1567	-	-	0	11.2	11.6	0.00	20,793
08/29/18	Wed	82,425	79,130	0	78,989	78,989	0	78,989	0	0	0	-	-	0	11.2	11.6	0.00	20,793
08/30/18	Thu	77,695	75,640	79,662	6,807	86,469	0	86,469	0	0	0	-	-	0	11.2	11.6	0.00	20,793
08/31/18	Fri	78,750	78,590	18,102	70,836	88,937	0	88,937	0	0	0	-	-	0	11.3	11.7	0.00	20,793
<b>TOTALS</b>		<b>3,139,374</b>	<b>3,158,998</b>	<b>1,475,355</b>	<b>1,499,737</b>	<b>2,975,092</b>	<b>4242</b>	<b>2,975,092</b>	<b>4242</b>	<b>2675</b>	<b>1567</b>			<b>0</b>			<b>0.00</b>	<b>639,341</b>
Average		101,270	101,903	47,592	48,379	95,971	137	95,971	137	86	51	-	32	32	10.8	11.2	0.00	20,624
Minimum		77,695	75,640	0	0	52,584	0	52,584	0	0	0	-	32	32	10.4	10.8	0.00	13,209
Maximum		127,224	127,670	122,448	93,650	151,320	4242	151,320	4242	2675	1567	-	32	32	11.3	11.7	0.00	24,660

**3. A. iv DISTRICT FINANCIALS**  
**Cortney Murguia**  
**September 30, 2018**

# SAN SIMEON COMMUNITY SERVICES DISTRICT



## 3.A.iv FINANCIAL SUMMARY

### Billing September 30, 2018

August Billing Revenue	\$ 106,627.22
September Billing Revenue	\$ 96,720.34
Past Due (31 to 60 days)	\$ 1,197.93
Past Due (60 days)	\$ 299.59

### ENDING BANK BALANCES

September 30, 2018

#### RABOBANK SUMMARY:

Well Rehab Project/USDA Checking Account	\$ 134.00
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#### PACIFIC PREMIER BANK:

Money Market Account Closing Balance August 31, 2018	\$ 861,945.58
Interest for September 2018	\$ 248.86
Transfer from General Checking	\$ 30,000.00

Money Market Account Closing Balance September 30, 2018	\$ 892,194.44
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Reserve Fund	(250,000.00)
Wait-list Deposits	(69,750.00)
Customer Deposits	(9,500.00)
<b>Available Funds</b>	<b>\$ 562,944.44</b>

General Checking Account August 31, 2018	\$ 129,269.33
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LAIF Closing Balance August 31, 2018	\$ 533.49
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**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet**  
**As of September 30, 2018**

	Sep 30, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · Petty cash	150.00
1015 · Pacific Prem - General Checking	128,599.92
1017 · Pacific Premier-Money Market	881,824.44
1022 · USDA checking	164.00
1040 · Cash in county treasury	108.33
1050 · LAIF - non-restricted cash	533.49
Total Checking/Savings	1,011,380.18
Other Current Assets	
1200 · Accounts receivable	96,934.09
1300 · Prepaid expenses	7,549.15
Total Other Current Assets	104,483.24
Total Current Assets	1,115,863.42
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	188,893.72
1560 · Pipe bridge	28,075.58
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	262,932.67
1640 · Wellhead Rehab Project	450,827.53
1650 · Walkway access projects	21,511.00
1660 · RO Unit	931,966.97
1670 · Reservoir	38,510.50
1680 · Generator	29,101.14
Total 1400 · Fixed assets	5,002,952.37
1690 · Accumulated depreciation	(2,302,638.96)
Total Fixed Assets	2,700,313.41
<b>TOTAL ASSETS</b>	<b>3,816,176.83</b>

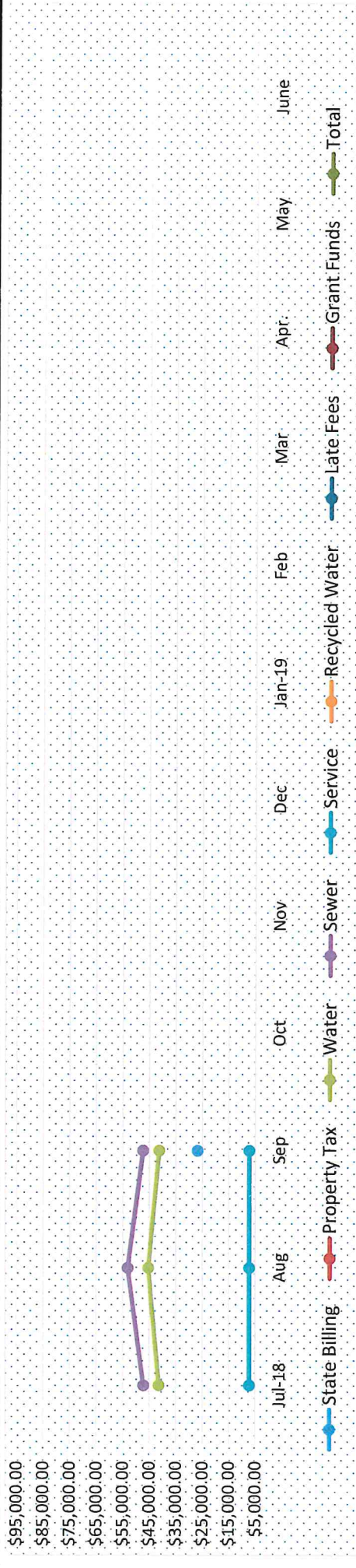
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Balance Sheet**  
**As of September 30, 2018**

	Sep 30, 18
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll liabilities	137.70
2500 · Customer security deposits	9,400.00
2510 · Connect hookup wait list	69,750.00
2520 · USDA Loan	396,550.00
Total Other Current Liabilities	475,837.70
Total Current Liabilities	475,837.70
Total Liabilities	475,837.70
Equity	
3200 · Fund balance	3,297,523.20
Net Income	42,815.93
Total Equity	3,340,339.13
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,816,176.83</b>



DISTRICT REVENUE FY 2018/2019

	Jul-18	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Apr.	May	June	Totals
State Billing			\$26,723.91										\$26,723.91
Property Tax	\$1,288.59	\$0.00	\$169.19										\$1,457.78
Water	\$41,336.59	\$45,279.14	\$41,178.74										\$127,794.47
Sewer	\$47,258.33	\$53,156.35	\$47,379.43										\$147,794.11
Service	\$7,111.73	\$7,113.60	\$7,113.60										\$21,338.93
Recycled Water													\$0.00
Late Fees	\$461.43	\$201.49	\$290.08										\$953.00
Grant Funds													\$0.00
<b>Total</b>	<b>\$97,456.67</b>	<b>\$105,750.58</b>	<b>\$122,854.95</b>										<b>\$326,062.20</b>
Water Sold Cu Ft	334631	367360	332914										1034905
Water Sold Acre ft	7.68	8.43	7.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23.76



REVENUE VS EXPENSES

	Jul-18	Aug	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Apr.	May	June	Totals
Revenue	\$97,456.67	\$105,750.58	\$122,854.95										\$326,062.20
Expenses	\$81,495.91	\$74,250.58	\$102,279.81										\$258,026.30
Balance	\$15,960.76	\$31,500.00	\$20,575.14										\$68,035.90



**SAN SIMEON COMMUNITY SERVICES  
HISTORICAL FISCAL REVIEW**

**FY 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
<b>Total Revenue</b>	<b>\$77,990.37</b>	<b>\$83,080.74</b>	<b>\$82,373.96</b>	<b>\$78,369.81</b>	<b>\$62,489.86</b>	<b>\$90,305.16</b>	<b>\$69,872.42</b>	<b>\$63,497.49</b>	<b>\$71,306.30</b>	<b>\$81,376.35</b>	<b>\$66,576.82</b>	<b>\$81,311.92</b>	<b>\$908,551.20</b>
<b>Total Expense</b>	<b>\$56,735.48</b>	<b>\$80,703.14</b>	<b>\$62,573.67</b>	<b>\$62,460.00</b>	<b>\$90,307.21</b>	<b>\$78,261.91</b>	<b>\$62,999.58</b>	<b>\$69,646.10</b>	<b>\$68,440.42</b>	<b>\$78,744.51</b>	<b>\$62,608.05</b>	<b>\$60,034.80</b>	<b>\$833,514.87</b>
Water Sold Cu Ft	311247	338869	297896	28860	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

**FY 2016/2017**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$12,485.00			\$13,996.07			\$29,440.40			\$23,960.29	\$79,881.76
Property Tax	\$1,161.69		\$1,184.42	\$6,789.01	\$6,970.82	\$28,878.98	\$2,456.74	\$2,966.66	\$2,421.97	\$23,540.38	\$415.92	\$1,111.78	\$77,898.37
Water	\$36,292.1	\$36,746.52	\$31,241.74	\$29,953.03	\$22,549.49	\$19,445.8	\$25,600.5	\$22,112.36	\$19,816.90	\$27,563.35	\$27,763.55	\$31,331.40	\$330,416.71
Sewer	\$41,862.8	\$43,190.60	\$36,386.89	\$35,106.74	\$25,574.57	\$21,817.9	\$29,037.7	\$24,590.36	\$22,440.87	\$31,022.32	\$31,228.75	\$34,851.59	\$377,111.12
Service	\$6,559.5	\$6,472.20	\$6,472.20	\$6,472.20	\$6,626.30	\$6,533.8	\$6,503.0	\$6,503.02	\$6,503.02	\$6,503.02	\$6,564.66	\$6,626.30	\$78,339.28
Recycled Water						\$216.4							\$216.35
Late Fees	\$485.7	\$97.52	\$595.71	\$316.72	\$353.70	\$1,587.7	\$366.8	\$1,387.73	\$735.52	\$202.87	\$187.94	\$804.03	\$7,121.95
<b>Total Revenue</b>	<b>\$86,361.78</b>	<b>\$86,506.84</b>	<b>\$88,365.96</b>	<b>\$78,637.70</b>	<b>\$62,074.88</b>	<b>\$92,476.61</b>	<b>\$63,994.81</b>	<b>\$57,560.13</b>	<b>\$81,358.68</b>	<b>\$88,831.94</b>	<b>\$66,160.82</b>	<b>\$98,685.39</b>	<b>\$950,985.54</b>
<b>Total Expense</b>	<b>\$127,105.89</b>	<b>\$72,035.48</b>	<b>\$114,268.09</b>	<b>\$71,273.31</b>	<b>\$75,340.87</b>	<b>\$66,017.87</b>	<b>\$71,441.43</b>	<b>\$72,822.48</b>	<b>\$152,049.21</b>	<b>\$62,994.78</b>	<b>\$77,525.44</b>	<b>\$71,657.28</b>	<b>\$1,034,532.13</b>
Water Sold Cu Ft	324654	324654	281207	269907	203338	175391	232048	200704	179990	249876	249279	282352	2,973,400
Water Sold Acre ft	7.45	7.45	6.46	6.20	4.67	4.03	5.33	4.61	4.13	5.74	5.72	6.48	68.26

**FY 2017/2018**

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Fiscal Total
State Billing			\$24,606.31			\$21,914.14			\$21,542.66			\$23,690.87	\$91,753.98
Property Tax	\$1,282.43		\$121.78	\$3,983.38	\$11,222.22	\$31,099.09	\$7,506.90	\$2,750.02	\$640.94	\$22,168.20	\$1,686.05	\$771.97	\$83,232.98
Water	\$34,880.43	\$36,192.33	\$31,137.52	\$27,999.25	\$26,930.07	\$19,762.53	\$22,551.64	\$25,457.70	\$16,741.07	\$28,408.76	\$27,795.23	\$36,075.95	\$333,932.48
Sewer	\$38,495.46	\$39,770.86	\$33,836.96	\$30,919.58	\$29,421.68	\$21,164.32	\$25,021.12	\$28,652.26	\$19,108.33	\$32,900.73	\$31,492.38	\$40,773.70	\$371,557.38
Service	\$6,820.12	\$6,950.95	\$6,821.63	\$6,659.98	\$6,886.29	\$6,886.29	\$6,789.30	\$6,853.96	\$6,724.64	\$6,724.64	\$6,724.64	\$6,724.64	\$81,567.08
Recycled Water													\$0.00
Late Fees	\$628.24	\$379.06	\$292.61	\$241.85	\$221.14	\$159.01	\$113.69	\$197.92	\$487.09	\$284.43	\$202.63	\$179.47	\$3,387.14
<b>Total Revenue</b>	<b>\$82,106.68</b>	<b>\$83,293.20</b>	<b>\$96,816.81</b>	<b>\$69,804.04</b>	<b>\$74,681.40</b>	<b>\$100,985.38</b>	<b>\$61,982.65</b>	<b>\$63,911.86</b>	<b>\$65,244.73</b>	<b>\$90,486.76</b>	<b>\$67,900.93</b>	<b>\$108,216.60</b>	<b>\$965,431.04</b>
<b>Total Expense</b>	<b>\$94,660.34</b>	<b>\$87,503.06</b>	<b>\$104,489.98</b>	<b>\$71,763.52</b>	<b>\$62,490.35</b>	<b>\$85,613.60</b>	<b>\$88,196.48</b>	<b>\$73,251.65</b>	<b>\$109,510.66</b>	<b>\$70,856.21</b>	<b>\$80,363.24</b>	<b>\$80,743.66</b>	<b>\$1,009,442.75</b>
Water Sold Cu Ft	299369	310960	266284	241692	232942	169355	194345	217741	144425	244412	237414	308832	2,867,771
Water Sold Acre	6.87	7.14	6.11	5.55	5.35	3.89	4.46	5.00	3.32	5.61	5.45	7.09	65.84

**3. A. v. DISTRICT COUNSEL'S REPORT**  
**September 2018**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**

TO: Board of Directors

FROM: Natalie Laacke, District Counsel

DATE: October 10, 2018

SUBJECT: The District's procurements/ purchasing procedures and policies

**Background:**

At the September 12, 2018 Board meeting, a resident made a public comment concerning the District's procurement policies and procedures and specifically asked about engineering services. I was asked to review the District's policies and make a recommendation.

**Recommendation:**

The District's current written policy allows the District to hire consultants, such as architects and engineers, based on the consultant's experience and qualifications. (SSCSD Policy No. 4042.11) Consultants must provide cost estimates to be used in the selection process, but the District is not required to hire the "lowest bidder."

With regard to "public projects," essentially construction projects, the District's policy is governed by the UPCCAP which requires a formal bid procedure for projects valued at over \$175,000. Contracting for professional services, such as engineering services, falls outside of the UPCCAP.

The District's conflict of interest policy (SSCSD Policy No. 1020) also prohibits designated employees (i.e. the General Manager) from making, participating in making, or in any way attempting to use his/ her official position to influence, a government decision (i.e. awarding a services contract) when the decision would have a material financial effect on that employee's real property, business interest, source of income, etc.

Based on the District's current written policies and their practical (day-to-day) implementation, the District has "a fair, competitive selection process" that prohibits conflicts of interest and other unlawful activity. Therefore, the District's procurement procedures are in compliance with State law and its own policies.

That being said, the District does not have a *comprehensive written* procurement policy. Since the District is currently in the process of revising its policy and procedure manual, now would be a good time to draft one. I have included a draft procurement policy with this report. This draft will be given to the ad hoc committee that is currently revising the policy and procedure manual for an initial review. It will go back to the full Board for review and approval with the rest of the policy and procedure manual.

## **DRAFT PURCHASING POLICY**

### **20.00 Procurement Policy.**

**20.01. Purpose.** The purpose of this policy is to provide direction on how to efficiently and legally obtain suitable quality services, supplies, materials, and labor at the lowest possible cost.

**20.02. Definitions.** For the purposes of this Policy, the term "purchasing" refers collectively to contracting or procurement of services, supplies, materials, or labor, including Capital Improvements.

### **20.03. Procurement Procedures.**

#### **A. Solicitation of Formal, Advertised Bids for Expenditures Exceeding \$50,000**

When any expenditure is expected to exceed \$50,000, the District shall publish a notice inviting bids a minimum of one week prior to the time of receiving bids, in a general circulation newspaper published within the District boundaries. This type of formal bidding process typically includes the issuance of written plans and/or specifications describing the goods or services to be provided and the receipt of written bids from the vendors or contractors involved. The General Manager, or a designated staff member, shall solicit a minimum of three (3) vendors or contractors to bid on the project. There may be special circumstances, however, when less than three vendors are available to submit a proposal or less than three vendors submit proposals. In such cases, the General Manager shall justify the reason(s) three vendors could not be solicited, with written documentation retained in the project file.

The contract shall be awarded to the lowest responsible, responsive bidder, in accordance with the Public Contract Code. Written entries documenting that the required bidding process has been followed shall be entered in the project file and a copy of the Board Report and contract shall be saved in the District files. Following Board approval, the General Manager and one Board member shall then execute the contract.

#### **B. Solicitation of Three Written Bids for Expenditures Exceeding \$10,000 but Not Exceeding \$50,000**

When any expenditure is expected to exceed \$10,000, but not exceed \$50,000, the General Manager or designee shall solicit a minimum of three (3) vendors or contractors to submit written proposals. Written entries documenting that three written proposals were solicited shall be noted by the General Manager in the project file. There may be special circumstances, however, when less than three vendors are available to submit a proposal or less than three vendors submit proposals. In such cases, the General Manager shall justify the reason(s) three vendors could not be solicited, with written documentation retained in the project file.

The contract shall be awarded to the lowest responsible, responsive bidder, in accordance with the Public Contract Code. Written entries documenting that the required bidding process has been followed shall be entered in the project file and a copy of the Board Report and contract shall be saved in the District files. Following Board approval, the General Manager shall then execute the contract.

#### **C. Solicitation of Three Verbal Quotes for Expenditures Exceeding \$5,000 but Not Exceeding \$10,000**

When any expenditure is expected to exceed \$5,000 but not exceed \$10,000, the General Manager or designee shall solicit a minimum of three (3) verbal quotes to provide the goods or services. Written entries documenting that three verbal quotes were solicited shall be made in the project file.

The contract shall be awarded to the lowest responsible, responsive bidder, in accordance with the Public Contract Code. Written entries documenting that the required bidding process has been followed shall be entered in the project file and a copy of the Board Report and contract shall be saved in the District files. Following Board approval, the General Manager shall then execute the contract.

**D. Expenditures Not Exceeding \$5,000**

The General Manager or designee shall obtain competitive cost information, whenever reasonably feasible, for any District purchase even though formal cost quotations are not required for goods or services costing \$5,000 or less. The General Manager shall approve the payment.

**20.04. Exceptions to Standard Purchasing Procedures.**

**A. Public Projects.**

On June 11, 2014, the District passed Resolution No. 14-363 adopting the Uniform Public Construction Cost Accounting Procedures ( California Public Contract Code § 22000 et seq.) in the contracting for construction of “public projects.” The District is therefore subject to the uniform construction cost account procedures set forth in Pub. Con. Code § 22000 et seq. and incorporates the procedures set forth therein to this policy manual. “Public project” means any of the following: (1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility; (2) painting or repainting of any publicly owned, leased, or operated facility.

**B. Emergency Conditions**

An emergency is defined as a breakdown in machinery and/or equipment resulting in the inability of the District to provide essential services, or a threat to public health, safety or welfare, including, but not limited to, threatened damage to natural resources or an imminent threat of injury or damage to any person or property. In the case of such an emergency, the General Manager or his/her designee to secure, in the open market, at the lowest obtainable price, any services, supplies, material or labor required to respond to the emergency, regardless of the amount of the expenditure. The Purchase Order should indicate "Emergency Conditions" with written documentation of the nature of the emergency and lowest obtainable price information. The General Manager shall, as soon as possible, provide a full written explanation of the circumstances to the Board.

In the case of a disaster or for civil defense, nothing contained in this Policy shall limit the authority of the General Manager to make purchases and take such other emergency steps as are or may be authorized by the Board.

### **C. Limited Availability/Sole Source**

Occasionally, necessary supplies, material, equipment, or services are of a unique type, are of a proprietary nature, or are otherwise of such a specific design or construction, or are specifically necessary for purposes of maintaining cost-effective system consistency so as to be available from only one source. The General Manager may dispense with the requirement of competitive bids and recommend negotiating a fair price and making the purchase from a sole source if, after reasonable efforts by District staff to find alternative suppliers, there exists only a single source. Alternatively, if reasonable efforts by District staff to identify three vendors or contractors as applicable under this policy are unsuccessful, the General Manager may authorize a limited availability bidding process with less than three vendors or contractors. The basis for the sole source recommendation shall be documented in writing on the contract or purchase order and approved, in advance, by the Board for purchases exceeding \$50,000, and the General Manager or other authorized District employee, under this policy for purchases not exceeding \$10,000.

### **D. Cooperative Purchasing**

The District shall have the authority to join in cooperative purchasing agreements with other public agencies, (e.g. the State of California or other counties, cities, or special districts), to purchase goods or services at a price established by that agency through a competitive bidding process consistent with California public bidding requirements. The Board may authorize participation in cooperative purchasing agreements.

### **E. Professional Consultant Services**

#### **1. Definition and Restrictions**

Professional consultant services are of a technical and professional nature and, due to the nature of the services to be provided, do not readily fall within the "low bid" competitive bidding process. In addition, State law requires that selection of professional consultants in the categories of architects, landscape architects, engineers, surveyors, and environmental consulting be made on the basis of demonstrated competence and the professional qualifications necessary for the satisfactory performance of the required services. Professional consultants should be individually selected for a specific project or problem with the objective of selecting the most qualified consultant at a price that is fair and reasonable. Professional service agreements shall not be split into smaller units, nor shall contract amendments be used, for the purpose of circumvention of the expenditure limits of this Policy.

As used in this Policy, "professional consultant service agreement" shall mean and include all professional services provided by the same consultant, which are provided as part of or related to the same project or program for which the consultant is being retained. Consultants who are retained to provide services on an ongoing basis, such as geotechnical peer reviews of District projects, shall be retained by means of an annual service agreement unless an agreement providing for renewal or extension of services has been approved.

- a. For selection of architects, landscape architects, engineers, surveyors, and environmental consultants, the following procedures shall apply unless the services needed from such consultants are more of a technical nature and involve little professional judgment.

Cost is not to be included in the Request for Proposal (RFP). Only after a firm is selected is compensation negotiated. The scope of work is the basis for negotiations for payment. If the parties cannot agree on fair compensation, negotiations may be formally terminated with the firm considered to be most qualified, and may be commenced with the second highest-rated firm. Such procedure may be repeated until an agreement is reached with a qualified firm.

Alternatively, a fee or cost estimate can be requested at the time of the RFP by requiring it to be provided in a separate, sealed envelope. The fee estimate will only be opened after selecting the successful consulting firm.

- b. For consultants who do not fall under the qualifications-based selection method described above, or where the services needed from the vendors listed above are more of a technical nature and involve little professional judgment, cost can be included in the RFQ/RFP and used in ranking the consultants for selection. Examples of such consultants include, but are not limited to: training, safety, recruitment, personnel services, economic analysis, city and regional planning, property appraisals/analysis, property acquisition, title insurance, facilitators, legal services, financial services, and data processing.

## **2. Selection Procedures for Professional Services in Excess of \$50,000**

When the cost for professional services is expected to be in excess of \$50,000, the District shall prepare Request for Proposal (RFP) which should request the professional's qualifications, relevant experience, described approach, staffing and support. The proposal should outline the terms, conditions and specifications of the services required by the District. District staff will review the proposals received rank the consultants based upon the following criteria, and invite the most qualified firms for interviews.

- a. Ability of the consultants to perform the specific tasks outlined in the RFP.
- b. Qualifications of the specific individuals who will work on the project.
- c. Quantity and quality of time key personnel will be involved in their respective portions of the project.
- d. Reasonableness of the fee requested to do the work; comparability of fee to similar services offered by other qualified consultants (except where fee is to be negotiated later).
- e. Demonstrated record of success by the consultant on work previously performed for the District or for other public agencies or enterprises.
- f. The specific method and techniques to be employed by the consultant on the project or problem.
- g. Ability of the consultant to provide appropriate insurance in adequate amounts, including errors and omissions if applicable.
- h. Responsiveness to the RFP.

The report to the Board shall summarize the basis for staff's consultant selection recommendation and the ranking of the consultants based upon these criteria. Following Board approval, the General Manager and one Board member shall then execute the contract.

## **3. Selection Procedures for Professional Services in Excess of \$10,000 but Not Exceeding \$50,000**

District staff shall solicit written proposals from a minimum of three (3) qualified consultants. A formal RFP is not required. There may be special circumstances, however, when less than



three vendors are available to submit a proposal or less than three vendors submit proposals. In such cases, the General Manager shall justify the reason(s) three vendors could not be solicited, with written documentation retained in the project file.

The selection shall be based upon the criteria noted in Section 2 above. The General Manager or his/her authorized designee may approve the selection and execute the agreement. The ranking and selection recommendation, based upon these criteria and the written proposal information, shall be documented in the project file. Following Board approval, the General Manager shall then execute the contract.

**4. Selection Procedures for Professional Services in Excess of \$5,000 Not Exceeding \$10,000**

Formal RFP's are not required for professional services in excess of \$5,000 and not exceeding \$10,000. District staff may select a consultant from a pre-qualified consultant file, if available. District staff shall contact at least three (3) qualified consultants and request an informal written proposal or verbal proposals. There may be special circumstances, however, when less than three vendors are available to submit a proposal or less than three vendors submit proposals. In such cases, the General Manager shall justify the reason(s) three vendors could not be solicited, with written documentation retained in the project file.

The selection shall be based upon the criteria noted in Section 2 above. Notations documenting the proposals and reasons for selection shall be made in the project file. Following Board approval, the General Manager shall then execute the agreement.

**5. Selection Procedure for Professional Services Not Exceeding \$5,000**

Formal RFP's are not required for professional services \$5,000 or under. District staff may select a consultant from a prequalified consultant file, if available. The General Manager shall approve the selection.

**6. Renewal of Contracts with Professional Consultants**

The District may, after following required consultant selection procedures, enter into consultant agreements which contain provisions authorizing their extension or renewal. Recommendations to extend or renew an existing contract with a professional consultant should include a written evaluation of the work performed by the consultant as well as a determination that the rationale for providing for the renewal option in the existing contract remains valid and that the fees being charged are comparable to fees for similar services offered by other consultants at the time of renewal or extension. If the total amount of the contract renewal does not exceed \$25,000, the General Manager or his/her authorized designee may execute a contract amendment to formalize the renewal. If the total amount of the original agreement and any amendments exceed \$25,000, prior Board approval must be obtained.

**7. Conflict of Law**

These procedures are not applicable where superseded by local, state or federal law, where the terms of grant funding provide for the use of other consultant selection procedures, or

where the District is obligated to select consultants through the use of different procedures, such as the requirements of an insurance or self-insurance program.

## **8. Special Circumstances**

These professional consultant selection procedures are not applicable when three (3) qualified professional service firms or individuals are unavailable, or if it is appropriate and in the best interest of the District under the specific circumstances of the project at issue, to limit the number of consultants solicited. Examples of such specific circumstances may include the following: the need to take immediate action on a project precludes the District's ability to follow these procedures; the absence of any fiscal or competitive advantage in following these procedures; only one consultant is known to be available and capable of providing needed services within the required time; the services to be provided are so unique that only one known consultant is qualified and available to perform them; or the terms of a legal mandate or negotiated agreement require the use of a particular consultant. The basis for such action shall be documented in writing and noted in the contract on and approved by the General Manager. When Board approval is required, the documented basis for such action shall be included in the report to the Board.

## **9. Prequalified Consultant File**

District staff may maintain a current file of consultants in their appropriate professional services categories after the selection procedures have been followed in this policy and a determination made that a consultant is qualified and competent. District staff may maintain this "prequalified consultant" file for a period of two (2) years from determination of the qualification of such consultant. District may select a prequalified consultant from this file for services.

## **F. Open Purchase Orders for Routine and Repetitive Supplies and Services**

Open purchase orders may be entered into with vendors who are expected to supply routine services, supplies, materials, or labor to the District on a regular basis throughout the fiscal year (such as gasoline, disking, road maintenance, vehicle maintenance, printing, office supplies, office machinery maintenance, computers, ergonomic equipment, field hardware, resource management supplies). Such open purchase orders should normally be closed at the conclusion of each fiscal year.

### **1. Competitive Bidding Procedures**

Vendors of repetitive supplies and services shall be selected through the competitive procedures set out above, based upon the anticipated or budgeted cumulative cost of the supply or service. When competitive bidding procedures cannot feasibly be done due to the nature of the product to be purchased, a comparison of vendors' prices on representative sample items will be made and staff will provide written documentation of the price quotations used to select the vendor with the lowest cost. In the event that the vendor selected for Repetitive Supplies and Services ceases to provide the competitive costs for supplies or adequate services during the fiscal year, the District may replace that vendor with the next lowest cost vendor who participated in the cost comparison.

## **2. Multi-year Contracts**

Multi-year contracts shall be selected through the competitive procedures set out above, based upon the anticipated or budgeted cumulative cost of the supply or service over the course of the contract. Multi-year contracts can be let only when it is documented that it is appropriate and necessary to secure the best pricing or assure continuity of service. Whenever feasible, multi-year contracts for service or supplies shall provide that the option to renew or extend the contract is at the District's sole discretion.

### **20.05 General Provisions.**

#### **A. Conflict of Interest**

No District employee or elected official shall be financially interested, directly or indirectly, in any purchase, contract, sale, or transaction to which the District is a party and which comes before said official or employee for recommendation or action. Any purchase, contract, sale, or transaction in which any employee or official is financially interested shall become void at the election of the District. No employee or elected official shall realize any personal gain from any purchase, contract, sale, or transaction involving the District. When any staff member is in doubt as to whether there exists a conflict of interest, that employee shall consult with the District Counsel, and, if necessary, alternative actions may be taken to facilitate the purchase.

#### **B. Purchase of Recycled Products**

District staff shall purchase recycled products whenever such products are available at equal cost to non-recycled products and when suitability and quality are equal. When recycled products are used, the supplier shall label the products to indicate that they contain recycled materials, and specify the minimum percentage of recycled material in the products.

#### **C. Violations of This Policy**

Staff members are subject to disciplinary action up to and including termination for violation of this Policy.

## **4. CONSENT AGENDA**

- A. Review & Approval of Minutes for the Regular Meeting  
– October 10, 2018**

**MINUTES**  
**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**Wednesday, October 10, 2018**  
**6:00 pm**

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

**1. REGULAR SESSION: @ 6:04 PM**

**A. Roll Call**

Chairperson Williams – present	General Manager, Charles Grace
Vice-Chairperson McGuire – absent	District Counsel, Natalie Frye Laacke
Director Russell – present	
Director Kellas – present	
Director Stanert – present	

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

Henry Krzciuk provided two handouts to the Board. The first was related to public comment and the format of the agenda. The second was related to the Stage 1 Water Shortage and development. He asked that the Board consider discussing these matters.

Leroy Price commented that he agreed with Mr. Krzciuk. He stated that he would like to ask that the Board look at these items.

Bruce Gibson (San Luis Obispo County Supervisor) introduced himself along with Colt Esenwein who is the new Public Works Director for the County.

**3. SPECIAL PRESENTATIONS AND REPORTS:**

**A. STAFF REPORTS:**

**i. Sheriff's Report – Report for September.**

Commander Mike Manuele provided the report for the community. The Commander provided information related to staffing changes at the Sheriff's Department. There were 69 calls for service in San Simeon including 2 keeping the peace, 1 report of petty theft, and 1 suspicious circumstances.

**ii. General Manager's Report – Summary of September Activities.**

Charlie Grace provided a summary of the September Activities.

Director Kellas asked if the Board would be able to see the 3D drawings from the reservoir project.

Charlie Grace replied that once the drawings were completed they would be presented to staff.

**iii. Superintendent's Report - Summary of September Activities.**

Jerry Copeland provided a summary of the September activities.

Director Kellas mentioned that one of her neighbors had complained about the odor coming from the waste water treatment plant (WWTP).

Jerry Copeland replied and asked that they contact the District Office at the times when the odor is the strongest in order to determine what the potential problem might be.

Charlie Grace also provided numerous scenarios related to what the potential cause of the odor could be.

Director Kellas was advised to contact the District Office anytime there is an odor coming from the WWTP.

Director Stanert also commented on odor related to the WWTP.

**iv. District Financial Summary – Update on Monthly Financial Status.**

Cortney Murguia provided a summary of the District Financials for September.

**v. District Counsel’s Report –**

Natalie Frye Laacke provided a summary of the September activities. She discussed the UPCCAA procurement of professional services handout that was part of the Board packet. She recommended that the District create a purchasing policy as part of the policies and procedures manual and that this policy be reviewed by the ad-hoc committee.

**B. BOARD OF DIRECTORS AND COMMITTEE REPORTS: None**

**C. SPECIAL PRESENTATION: None**

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

Henry Krzciuk commented on the procurement policy for the District and engineering work related to the water reservoir project.

Leroy Price commented on the odors related to the WWTP.

Stanley Stanert also commented on the odors related to the WWTP and air scrubbers and covers.

**4. CONSENT AGENDA ITEMS:**

**Public Comment –**

Leroy Price commented on the payment for weed abatement services listed as part of the disbursements journal.

**A. Review and approval of Minutes for the Regular Meeting on September 12, 2018.**

There were no minutes provided for September. Staff responded that the draft September 12, 2018 meeting minutes would be provided as part of the November 14, 2018 Board meeting packet.

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

A motion was made to approve item 4B.

Motion: Director Russell

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

All in: 4 /0

Absent: Vice-Chairperson McGuire

## **5. BUSINESS ITEMS:**

### **Public Comment –**

Henry Krzciuk commented on the records retention policy and asked about the storage of District records. He also stated that language related to the storage of loan documents be added to the policy.

### **A. Consideration of Review of the draft version of the District's revised records retention policy.**

Natalie Fry Laacke introduced this item and provided a review of the policy.

Director Russell asked about storage of the documents including the location, practices, and what items were being stored.

Cortney Murguia responded to Director Russell by providing information related to his questions.

Director Kellas asked that on page 4 the Board meeting videos retention time be changed from 30 days to 90 days.

Director Russell asked that on Page 5 the language be changed from 2 years to permanent.

A motion was made to approve the records retention policy with the changes recommended by Directors Russell and Kellas.

Motion: Director Russell

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

All in: 4 /0

Absent: Vice-Chairperson McGuire

### **B. Authorization for the General Manager to purchase a public address (PA) system not to exceed the amount of \$4100.00.**

Charlie Grace introduced the item and provided background information on this matter.

Director Russell commented on the cost of the quote.

Director Stanert commented on the cost and suggested purchasing a smaller system.

Chairperson Williams discussed the quote and stated that there is a need for a sound system of this type.

A motion was made to authorize the General Manager to purchase a PA system not to exceed the amount of \$5,000.00.

Motion: Director Russell  
2<sup>nd</sup>: Director Kellas  
All in: 3 /1  
No: Director Stanert  
Absent: Vice-Chairperson McGuire

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

Director Russell asked that an item be added to the November agenda related to the format of the Board Meeting Agenda.

Director Stanert asked that an item be added to the November agenda related to the odor mitigation at the WWTP.

A consensus was reached to add both items to the agenda.

**7. PUBLIC COMMENT –**

Henry Krzciuk provided a handout to the Board members related to the riprap at the WWTP. He commented that he disagreed with the District's approach on this matter. He suggested solutions that could be used to work with the Coastal Commission.

**8. CLOSED SESSION – 7:15 PM**

**A. Conference with Legal Counsel – Anticipated Litigation. @ 7:15 PM** Decide whether to initiate litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: Number of case(s): 1.

**9. RECONVENE TO OPEN SESSION – 8:22 PM**

No reportable action was taken regarding this matter.

**10. ADJOURNMENT @ 8:24 PM**



**Will be delivered on Monday.**

## **4. CONSENT AGENDA**

### **B. Consideration of approval of Disbursements Journal**

**SAN SIMEON COMMUNITY SERVICES DISTRICT**  
**Disbursements Journal**  
 October 2018

Type	Date	Num	Name	Memo	Paid Amount
<b>Disbursements voided in October</b>					
Void check	09/12/2018	1651	San Luis Powerhouse	Voided check #1651 on 10/1/2018	835.00
<b>October disbursements</b>					
Check	10/25/2018	Elec Pymt	CalPERS	Unfunded Accrued Liability only - prepaid for November 2018.	-1,132.64
Check	10/25/2018	Elec Pymt	CalPERS	Retiree Health monthly premium for November 2018.	-347.56
Liability Check	10/25/2018	Elec Pymt	United States Treasury	Monthly payroll tax remittance for FIT & FICA on paychecks dated 10/1/2018	-61.20
Paycheck	10/01/2018	1653	DAN WILLIAMS	Board Service September 2 through October 1, 2018	-92.35
Paycheck	10/01/2018	1654	JOHN K RUSSELL	Board Service September 2 through October 1, 2018	-92.35
Paycheck	10/01/2018	1656	MARY M MCGUIRE	Board Service September 2 through October 1, 2018	-92.35
Bill Pmt -Check	10/10/2018	1657	Adamski Moroski Madden Cumberland & Green	Legal fees 8/31/18. Invoice #44984 dated 9/13/18.	-2,021.00
Bill Pmt -Check	10/10/2018	1658	Adamski Moroski Madden Cumberland & Green	Legal Fees for services through 8/31/2018 general legal counsel. Inv 45142 dated 9/21/18.	-1,794.15
Bill Pmt -Check	10/10/2018	1659	Adamski Moroski Madden Cumberland & Green	Legal fees on the Policy Manual Project for services rendered through 8/3/2018. Inv #45143 dated 9/21/18.	-172.00
Bill Pmt -Check	10/10/2018	1660	Kathleen Fry Bookkeeping Services	Bookkeeping Services September 2018. Inv 2018-09 dated 9/30/18.	-1,200.00
Bill Pmt -Check	10/10/2018	1661	Kathleen Fry Bookkeeping Services	Special Bookkeeping Projects for Period: 1/1/18 to 8/15/2018. Inv #08-15-18.	-1,170.00
Bill Pmt -Check	10/10/2018	1662	Nossaman LLP	Legal Services re: Rip Rap matter through 8/31/2018. Inv 486156 dated 9/17/18.	-1,500.00
Bill Pmt -Check	10/10/2018	1663	Phoenix Civil Engineering, Inc	Prof Svcs on Reservoir Project through 9/28/18. Surveying, Geotechnical exploration and lab test...	-30,602.92
Bill Pmt -Check	10/10/2018	1664	Rogelio Salas	Weed Abatement Services on Jasper, Vista Del Mar, Pico Ave. Inv #5659 dated 6/13/18	-2,275.00
Bill Pmt -Check	10/10/2018	1665	Grace Environmental	Electricity Reimbursement - fiscal year 7/1/17 to 6/30/18. Inv #1235 dated 10/1/18.	-960.07
Bill Pmt -Check	10/10/2018	1666	Grace Environmental	Facility Maintenance Reimb - fiscal year 7/1/17 to 6/30/18. Inv #1230 dated 09/19/18.	-7,708.55
Bill Pmt -Check	10/10/2018	1667	Grace Environmental	Operations Management and Maintenance Fees October 2018. Inv #1233 dated 10/1/18.	-51,892.67
<b>TOTAL</b>					<b>-102,279.81</b>

**5. A. BUSINESS ITEMS**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **Item 5.A. Consideration of Review of the draft version of the District's revised records retention policy.**

Enclosed with the Board packet is a copy of the DRAFT version of the records retention policy for the District. This policy was created by District Council. Staff is asking for feedback from the Board members and members of the community. Staff recommends the approval of this policy.

**Enc:** Draft Records Retention Policy  
Draft Resolution related to document destruction

Records Retention Schedule  
 San Simeon Community Services District  
 Destruction of any record must be authorized by the legislative body (Gov. Code §§60200-60204)

Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Board Administration	Affidavits of Publication / Posting	Records documenting compliance with laws requiring public notice of governmental activities. May include: public or legal notices, certificates, affidavits or publication, and similar documents.	Calendar Year End+4 Years	GC 60201 CCP 343
Board Administration	Agenda reports (staff reports)	Paper copies of agenda packets should be maintained for 1 year as complete packets. Originals should be imaged immediately for permanent retention. The filmed record may serve as a permanent record.	Permanent	GC 60201
Board Administration	Agenda / Agenda Packets	Agendas and packets should be imaged immediately. A paper copy should be maintained for one year only	Permanent	GC 60201
Board Administration	Agreements / Contracts – Grants, Intra-Agency Agreements, Property Agreements, Leases, Water Supply, etc.	A written agreement between a grantee and a third party to acquire routine goods and services. A grant is a Financial assistance mechanism providing money, property, or both to an eligible entity to carry out an approved project or activity	Permanent	CCP 337 GC 60201
Board Administration	Articles of Incorporation	A written instrument that creates and defines the rights and privileges of a corporation. May include, but is not limited to original charter, petitions for incorporation, constitution, by-laws, amendments	Permanent	GC 60201(d)(1)

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)	VC	Vehicle Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)		
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)		
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code		

Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Board Administration	Biennial Review of the Conflict of Interest Code	Correspondence pertaining to review; the final revised Conflict of Interest Code is adopted by Resolution as an attachment and is part of the Agenda Packet	Calendar Year End+2 Years	GC 60201
Board Administration	Closed Session Material		Calendar Year End+10 Years	GC 60201
Board Administration	Comments & Correspondence – BOARD MEMBERS	Letters, memoranda, other types of correspondence authored by, or received by, the Board members	Calendar Year End+2 Years	GC 60201
Board Administration	Comments & Correspondence – CUSTOMERS	Comments, correspondence, complaints regarding drinking water (odor, taste, color, etc.)	Calendar Year End+5 Years	GC 60201, 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Board Administration	Comments & Correspondence – GENERAL MANAGER	Letters, memoranda, other types of correspondence authored by, or received by, the General Manager	Calendar Year End+2 Years	GC 60201
Board Administration	Economic Interest Statements – Form 700 (copies) (elected officials)	Copies of original statements of elected officials forwarded to Fair Political Practices Commission	Calendar Year End+4 Years (can image after 2 Years)	GC 81009(f), (g)
Board Administration	Economic Interest Statements – Form 700 (originals) (non-elected)	Originals of statements of designated employees	Calendar Year End+7 Years (can image after 2 Years)	GC 81009(e), (g)
Board Administration	Election – Administrative Documents	Not ballot cards or absentee voter lists/applications	Calendar Year End+2 Years	GC 60201

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)	VC	Vehicle Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)		
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)		
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code		

Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Board Administration	Election – Ballots & Protest Letters – Prop. 218 (assessment Districts)	Property related fees (Assessment Ballot proceeding)	Permanent	GC 53753(e)(2) CA Constitution Art. XIII
Board Administration	Proposition 218 Ballots & Protest Letters (Assessment Districts)	Property related fees (Assessment Ballot proceeding)	Calendar Year End+2 Years	GC 53753(e)(2) CA Constitution Art. XIII
Board Administration	Election – Campaign Statements	FPPC Forms 460, 470, etc.	Permanent	GC 81009(b)(g)
Board Administration	Election – Certificates of Election	Certificates of election; original reports and statements	Permanent	GC 60201, GC 81009(a)(d)
Board Administration	Election Petitions – Initiative/Recall/Ref. Charter Amendments	Not a public record – documents resulting in an election * Retention is from election results	8 Months *	EC 17200, 17400 GC 6253.5;
Board Administration	Election Petitions – No election	Not a public record. Not resulting in an election. * Retention is from final examination	8 Months *	EC 17200, 17400 GC 6253.5
Board Administration	Ethics Training	Records that indicate both the dates of training and the entity that provided the training	5 Years after receiving training	GC 53235.2(b)
Board Administration	FPPC Form 801 / 802	Gift to Agency Report / Tickets Provided to Agency Report	7 Years	2 CCR 18944.1 GC 81009(e)

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)	VC	Vehicle Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)		
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)		
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code		



Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Board Administration	General Manager Projects	Various Projects – the department retains the originals (e.g. Engineering). Example of records-major improvements (e.g. treatment plant improvements), long-range planning, etc. Copies of various documents from the line departments and correspondence directing the line departments of how to approach / resolve various issues	Calendar Year End+10 Years	GC 60201 CCP 337.15
Board Administration	Historical Records	Records with Significant Historical Value	Permanent	GC 60201
Board Administration	Minutes	Minutes of District Board meetings; documents the proceedings of public bodies. Documents are to be imaged immediately. Paper records are to be maintained permanently by the Board	Permanent	GC 60201(d)(3)
Board Administration	Oaths of Office	Elected and public officials – Board Members	Current+6 Years	GC 60201; 29 USC 1113
Board Administration	Policies, District Board	Original policies adopted by the District Board	Until Superseded+2 Years	GC 60201
Board Administration	Public Records Request	Requests from the public to inspect or copy public documents	2 Years	GC 60201(d)(5)
Board Administration	Records Management Disposition Certification	Documentation of final disposition of records	Permanent	GC 60201
Board Administration	Records Retention Schedules	After Adoption / Approval	Permanent	GC 60201 CCP 343
Board Administration	Recordings – audio	Audio Tapes, CD or DVD recordings of Board meetings made for preparation of Board meeting minutes	30 Days, Provided Minutes have been Adopted	GC 54953.5(b), GC 60201 64 Ops. Atty. Gen 317

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)	VC	Vehicle Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)		
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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Board Administration	Recordings, video – meetings of legislative bodies	Video Tapes, CDs or DVDs of public meetings made by or at the direction of the District (e.g., Board meetings)	2 Years	GC 53160 GC 53161
Board Administration	Request to Speak	A person wishes to comment on an item that is on the Board agenda completes the request to speak form	Calendar Year End+2	GC 60201
Board Administration	Resolutions	Vital records. Originals may never be destroyed. Image immediately.	Permanent	GC 60201
Board Administration	State Reimbursement of Brown Act Cost (SB 90)	Claim Forms and Supporting Documentation	3 Years	GC 60201
Board Administration	Statement of Facts – Roster of Public Agencies Filing (State of California)	Form #SEC/STATE NP/SF 405	Calendar Year End+2 Years	GC 60201
Board Administration	Water Rights / State Board Hearings – PERMANENT HISTORICAL RECORDS	Documentation establishing water rights	Permanent	GC 60201
Board Administration	Water Rights / State Board Hearings – LITIGATION RECORDS	Documentation of any litigation related to water rights (Other than records of significant historical value)	Permanent	GC 60201
Customer Service	Direct Pay Forms	Request for reimbursements, etc.	After Audit+4 Years	GC 60201
Customer Service	Service Orders	Requests from customers for services to be performed.	After Audit+5 Years	GC 60201

Legal Authority Abbreviations

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Development	Annexations / Reorganizations	Notices, Resolutions, Certificates of Completion	Permanent	GC 60201 GC 60201(d)(1)
Development	Benchmark Data	Horizontal, vertical & control	Permanent	GC 60201
Development	Environmental Quality Soil Reports	Final Reports	Permanent	GC 60201
Development	Property, Abandonment	Buildings, condemnation	Permanent	GC 60201(d)(8)
Development	Property Acquisition/ Disposition	District owned. Supporting documents regarding sale, purchase, exchange, of property by District	Permanent	GC 60201(d)(8)
Engineering	Annexations / Boundary Changes		Permanent	GC 60201(d)(1)
Engineering	Appraisals	For real property owned by District – Not a public record (i.e. exempt from disclosure) until real estate transaction is complete	After Audit+5 Years	GC 60201; GC6254(h)
Engineering	Bids, Unaccepted	Unaccepted bid packages only	2 Years	GC 60201(d)(11)
Engineering	Bids, Notices & Affidavits, Accepted	Accepted	After Audit+4 Years	GC 60201 CCP 337
Engineering	Board Staff Reports, Backup & original source files for Board Meetings	This information is back-up information in addition to the Staff / Board reports kept by Board Administration	Permanent	GC 60201

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Engineering	Bonds, Surety	Documentation created and/or received in connection with the performance of work/services for the District	Close/Completion +10 Years	CCP 337.15 GC 60201
Engineering	California Environmental Quality Act (CEQA) / National Environmental Policy Act (NEPA)	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding consideration	Permanent	GC 60201 14 CCR 15095(c);
Engineering	Capital Improvement Program Budget – DRAFTS	Drafts – Finance maintains finals Permanently	Until Superseded	GC 60201
Engineering	Capital Improvements, Construction / Job Files – PERMANENT FILE	For Disaster Recovery Purposes: Agreements/Contracts, Bid Package (Winning), Board Letters (copy), Change Orders, Consultant Proposals (Successful), Environmental, Final As-Built Drawings (Record Drawings), Inspection Pictures, Inspection Reports, Material Testing. Permits (Design, Environmental), Preliminary Design Report, Rights of Way / Easements, Soils, Geotechnical Reports, Specifications, Submittals, Surveys, CAD files, Engineer's Calculation Files	Permanent	GC 60201

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Engineering	Capital Improvements, Construction / Job Files – ADMINISTRATIVE FILE / INSPECTION FILE	Project Administration: Bid Summary, Bonds, Certified Payroll, Grant Documents, Errors & Omissions, Insurance Certificates, Notifications. Progress Payments, Punch Lists, Videos Post-Construction & Pre-Construction. Correspondence (Transitory / Preliminary Drafts), Engineer's Estimates, Memoranda, NPDES, Permits (Construction & Street Opening)	Close/Completion+ 10 Years	CCP 337.15, GC 60201
Engineering	CCTV Inspections / Sewer	Video Documentation of Inspection with Field Notes	10 Years	GC 60201
Engineering	Deeds, Real Property	File with recorded documents; originals may not be destroyed	Permanent	GC 60201(d)(8)
Engineering	Easements, Maps of Easements	File with recorded documents, originals may not be destroyed	Permanent	GC 60201(d)(8)
Engineering	Encroachment Permits	For continuing encroachments over District easements, etc.	Permanent	GC 60201
Engineering	Encroachment Permits – Annual Blanket	CalTrans, Health Department, County, etc. (for Street Openings, Road Use, Construction purposes, etc.)	Permanent	GC 60201
Engineering	Facility Expansion Agreements	Files related to facility expansion	Permanent	GC 60201
Engineering	Fire Flow Letters	Water pressure to fire hydrants	Calendar Year End+2 Years	GC 60201

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Engineering	Grants / Community Development Block Grant (CDBG); Urban Development; other Federal and State grants and Loans	Grants documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient docket, environmental review, grant documents, inventory, consolidated plan, etc.	Close/Completion+5 Years (but refer to grant for any close-out procedures)	GC 60201 24 CFR 570.502 24 CFR 85.42
Engineering	FEMA Claims	Storm Damage, etc. * Or three years after date of final Financial Status Report whichever is later.	10 Years *	GC 60201 FEMA Guidelines
Engineering	LAFCO Correspondence	Municipal service review and other documentation / correspondence	Calendar Year End+2 Years	GC 60201
Engineering	Master Plans & Reports	Water and wastewater facilities master plans; hydraulic computer models	Permanent	GC 60201
Engineering	Offers of Dedication / Conveyance Agreements	Water and wastewater offers of dedication from Developers	Permanent	GC 60201
Engineering	Pipeline Installations	Job Files for in-house and contract water and wastewater pipeline installations	Permanent	GC 60201, CCP 337.15
Engineering	Record Drawings / Plans / Maps / "As Builts"	All originals should be maintained in Engineering, with copies at the various facilities	Permanent	GC 60201
Engineering	Regulatory Agencies	CCRWQCB, etc.	Permanent	GC 60201
Engineering	Rules & Regulations	For water, wastewater and recycled water service	Permanent	GC 60201

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Engineering	Studies & Reports	Various Engineering Studies & Reports, including Feasibility Studies	Permanent	GC 60201
Engineering	Surface and Groundwater Management / Stream flow and Precipitation Data	USGS Records	10 Years	GC 60201
Engineering	Will Serve Files / Tract Files / Private Dev. / Service Availability Letters & Applications – Letters and Research	Various investigations and records related to providing water & wastewater service to various properties	Permanent	GC 60201

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Finance	Accounts Payable	Invoices, reports, investments, purchase orders. May contain independent contractor's compensation, expense reimbursement, or District credit card records	After Audit+7 Years	GC 60201(d)(12) CCP 337
Finance	Accounts Receivable	Checks received, reports, investments, receipt books	After Audit+4 Years	GC 60201, CCP 337
Finance	Annual Financial Report	Independent auditor analysis	Permanent	GC 60201
Finance	Assessments	Supplemental Assessments	Permanent	GC 60201
Finance	Audit Reports	Financial services; internal and/or external reports; independent auditor analysis	Permanent	GC 60201
Finance	Audit Hearing or Review	Documentation created and or received in connection with an audit hearing or review	After Audit+2 Years	GC 60201
Finance	Bank Account Reconciliations	Bank statements, receipts, certificates of deposit, Backup, etc.	After Audit+5 Years	GC 60201, 26 CFR 16001-1
Finance	Billing Adjustments		After Audit+4 Years	GC 60201
Finance	Billing records / Payment Stubs	Utility bill stubs – submitted with payment	(none)	GC 60201
Finance	Bonds / COPs (Debt)	Certificates / Notices / Transcripts / Registers / Statements / Reconciliations, Paid or cancelled bonds / Monthly Statements	Close/Completion+ 10 Years	CCP 336(a)(1) & (2), CCP 337.5; GC 43900, 60201

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Finance	Budget, Annual		Permanent	GC 60201
Finance	California State Tax Records	Forms filed annually; quarterly and year-end reports	After Audit+4 Years	R&TC 19530 R&TC 19704 GC 60201
Finance	Checks	Includes originals of payroll, canceled and voided checks, yellow copies of checks	After Audit+7 Years	GC 60201(d)(12)
Finance	Special District Financial Transaction Reports)	Finance	Permanent	GC 60201
Finance	Deferred Compensation Reports / 457 Reports	Finance – pension/retirement funds	7 Years	GC 60201(d)(12)
Finance	Deposits, Receipts / Cash Receipts / Cash Journals	Receipts for deposited checks, coins, currency	After Audit+4 Years	GC 60201, CCP 337
Finance	Federal Tax Records	May include Forms 1096, 1099	After Audit+4 Years	26 CFR 1.6001-1e IRS Reg 31.6001-1(e)(2), GC 60201
Finance	Financial Reports Generated from Financial System: Trial Balances, Delinquency Reports, etc.)	The database is the original	(none)	GC 60201
Finance	Fixed Assets Inventory	Reflects purchase date, cost, account number	Current+2 Years	GC 60201

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Finance	Fixed Assets Surplus Property	Auction; disposal – Listing of property; sealed bid sales of equipment	After Audit+4 Years	GC 60201; CCP 337
Finance	Fixed Assets	Title transfers when vehicle is sold	Until sold	VC 9900 et seq.
Finance	Fund Transfers	Internal; bank transfers & wires	After Audit+4 Years	GC 60201, CCP 337
Finance	General Ledgers	All annual financial summaries – all agencies	Permanent	GC 60201, CCP 337
Finance	Gifts/Bequests	Receipts or other documentation	After Audit+4 Years	GC 60201
Finance	Investment Reports, Transactions	Summary of transactions, inventory and earnings report	After Audit+4 Years	GC 60201, CCP 337
Finance	Journal Entries / Journal Vouchers		After Audit+7 Years	GC 60201(d)(12)
Finance	Payroll Employee Folders		After Audit+7 Years	GC 60201(d)(12)
Finance	Payroll, registers		After Audit+7 Years	29 CFR 516.5(a) LC 1174(d); GC 60201(d)(12)
Finance	Payroll, time cards/sheets		After Audit+7 Years	29 CFR 516.6; LC 1174; GC 60201(d)(12)

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Finance	Payroll, W-2s		After Audit+7 Years	IRS Reg 31.6001-1(e)(2), R&T 19530; 29 CFR 516.5 – 516.6, 29 USC 436, GC 60201(d)(12)
Finance	Payroll – Vacation Accruals	Reports (Preliminary drafts)	(none)	GC 60201
Finance	Purchasing RFQ's, RFP's	Requests for Qualifications; Requests for Proposals regarding goods and services	After Audit+5 Years	CCP 337 GC 60201
Finance	Purchasing, Requisitions, Purchase Orders	Original Documents	After Audit+4 Years	GC 60201 CCP 337
Finance	State Controller Reports	Annual reports	After Audit+4 Years	GC 60201
Finance	Stop Payments	Finance – bank statements	After Audit+5 Years	GC 60201
Finance	Supplemental Water Fees (Prop 218 Fees) / Tax Letters	File submitted to County Assessor for inclusion on Property Tax bill	10 Years	GC 60201
Finance	Tax Rolls	Sewer Charges Sent to County Assessor	10 Years	GC 60201
Finance	Warrant Register/Check Registers / Receipt Registers	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information)	After Audit+7 Years	GC 60201(d)(12)

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
General Administration	Associates (ACWA, AWWA, CASA, etc.)	Material received from Associations, including notices of meetings, agendas, publications, etc.	(none)	n/a
General Administration	California Regulatory Agencies – CCRWQCB, State Reports, Surface Water Monitoring, etc.		Calendar Year End+20 Years[CG1]	GC 60201
General Administration	Cities / Other Agencies	Correspondence to or from California Cities or the County of San Luis Obispo	Calendar Year End+10 Years	GC 60201
General Administration	Citizen Feedback	General correspondence. Not related to drinking water odor, taste, smell complaints	2 Years	GC 60201
General Administration	Complaints/Requests – Not related to Drinking Water	Various files, not related to specific lawsuits involving the District and not otherwise specifically covered by the retention schedule	2 Years	GC 60201
General Administration	Complaints / Requests – Drinking Water	Taste, Odor, Color, Smell, etc. of Drinking Water; should result in a Service Order	Calendar Year End+5 Years	40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
General Administration	Contracts & Insurance Certificates	Original contracts and agreements and back-up materials not maintained by Board Administration	Permanent	CCP 337, CG 60201
General Administration	Correspondence	General correspondence, including letters and e-mail; Various files, not otherwise specifically covered by the retention schedule	2 Years	GC 60201

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
General Administration	Insurance Certificates (Use of Facilities)		Permanent	GC 60201
General Administration	Legal Opinions	Confidential – not for public disclosure (attorney-client privilege)	Until Superseded+2 Years	GC 60201
General Administration	Litigation / Lawsuits	Case files	Close/Completion+10 Years	GC 60201
General Administration	Petitions	Submitted to legislative bodies (Not recall, referendum, or initiatives)	Current+2 Years	GC 60201
General Administration	Policies, Administrative	All policies and procedures, directives rendered by the District not assigned a resolution number	Until Superseded+2 Years	GC 60201
General Administration	Procedure Manuals	Administrative	Until Superseded+2 Years	GC 60201
General Administration	Strategic Plans		Permanent	GC 60201

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Human Resources	Accident/Illness Reports / SDI (State Disability Insurance)	Not a public record; For Employee Medical Records & Employee Exposure Records regarding exposure to toxic substances or harmful physical agents – includes Material Safety Data Sheets (MSDS) Does NOT include: health insurance claims; first aid records of one-time treatments for minor injuries; records of employees who worked less than one (1) year if records are given to employee upon termination	Length of Empl.+30 Years	8 CCR 3204(d)(1)(A); 8 CCR 10102 8 CCR 15400.2, GC 12946, GC 60201 CCP 337 et seq.
Human Resources	Benefit Policies		Termination +2 Years	29 CFR 1627.3(b)(2); GC 12946, GC 60201
Human Resources	Cal-OSHA Logs (200, 300, 300A, 301, etc.), Citations, Violations		Calendar Year End+5 Years	8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC 60201; LC 6429c
Human Resources	DMV Driver Information Reports / DMV Pull Notices	Personnel – Not a public record	Close/Completion+7 Years	GC 60201, GC 12946 8 USC 1324(a)

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<b>Department</b>	<b>Type of Record</b>	<b>Description or Example of Record</b>	<b>Retention Period</b>	<b>Legal Authority</b>
Human Resources	Drug Tests	Records of driver alcohol test results, records of driver verified positive controlled substance test results, documentation of refusal to take tests; driver evaluation and referrals; calibration documentation; records related to the administration of the testing programs; copy of calendar year summary.	5 Years	29 CFR 1627.3(b)(v), 49 CFR 382.401; GC 12946, 60201,
Human Resources	Employee Bonds / Public Official Bonds	Personnel fidelity bonds	Length of Empl.+4 Years	GC 60201, PC 801.5,803(c)
Human Resources	Employee Files – Official Personnel File	Personnel – Application, release authorizations, certifications, reassignments, outside employment, disciplinary actions, terminations, evaluations  Not a public record (Not Medical Files)	Length of Empl.+10 Years	GC 12946 29 CFR 1602.31 & 1627.3(b), GC 60201; 29 USC 1113
Human Resources	Employee Files – Medical File	Medical records are part of personnel file – not a public record. Includes Respiratory Fit Tests  Includes medical records made or maintained by a physician, nurse, or other health care personnel, or technician pertaining to employees exposed to toxic substances or harmful physical agents. It does not include first-aid records of one-time treatment made on-site by a non-physician or observation of minor scratches, cuts, burns, splinters, which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job	Length of Empl.+30 Years	29 CFR 1910.1020; 8 CCR 3204 (d)(1)(A)(B); GC 60201
Human Resources	Employee Handbook		Until Superseded+2	GC 60201

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Human Resources	Employment Applications / Recruitment Files – Not Hired	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	Close/Completion+3 Years	GC 60201 GC 12946, 29 CFR 1602, 1627.3, 2 CCR 7287.0(c)(2), 8 CCR 11040(7(c))
Human Resources	I-9 Forms	Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986	Length of Empl.+3 Years	Immigration Reform/Control Act 1986 Pub. L 99-603, Section 101(b)(3)(B)
Human Resources	Employment – Surveys and Studies	Includes surveys of classification, wage rates	Length of Empl.+2 Years	GC 60201, GC 12946, 29 CFR 516.6(2), 29 CFR 1602.14
Human Resources	Employment – Training Records (Not Ethics or Safety Training)	Sexual Harassment, etc.	Length of Empl.+7 Years	GC 60201 GC 12946
Human Resources	Insurance: Liability / Property	May include liability, property, general liability, auto liability, professional liability, excess liability	Permanent	GC 60201
Human Resources	Insurance, Risk Management Reports	Federal OSHA Forms; Loss Analysis Report; Safety Reports: Actuarial Studies	Calendar Year End+5 Years	29 CFR 1904.44 8 CCR 14300.33 29 CFR 1904.33,
Human Resources	MOUs, Negotiations, Work Papers		Permanent	GC 60201(d)(12)

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Human Resources	PERS & Deferred Compensation (457) Plans-Employee Benefits	Retirement & Deferred Compensation Plans	Close/Completion+6 Years	29 USC 1027
Human Resources	Safety Manual	Human Resources maintains the originals of the Safety Manuals; Maintenance & Operations maintains the Safety Meetings, agendas, Safety training material, sign-in sheets-copies	Until Superseded+5 Years	GC 60201
Human Resources	Unemployment Claim Files		After Audit+7 Years	GC 60201(d)(12)
Human Resources	Vehicle Titles ("Pink Slips")		Until Sold	GC 60201, VC 9900 et. seq.
Human Resources	Workers Compensation Files	Work-injury claims (including denied claims); claim files, reports, etc.	After Settlement+30 yrs	8 CCR 10102 8 CCR 15400.2, 8 CCR 3204(d)(1), GC 12946, CCP 337

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
IT/ Communications	Brochures/ Publications	Retain selected documents only for historic value	2 Years	GC 60201
IT/ Communications	Information Services, Internet/World Wide Web	Management policies and supporting documentation regarding Information Technology	Until Superseded+2 Years	GC 60201
IT/ Communications	Information Systems, Inventory	Hardware/software inventory logs; systems manuals	(none)	GC 60201
IT/ Communications	Information Systems, Network Information Systems (LAN/WAN)	Configuration maps and plans	(none)	GC 60201
IT/ Communications	Information Systems, Program Files and Directories		(none)	GC 60201
IT/ Communications	Information Systems, Backup Tapes	System generation. Used for Disaster Recovery Purposes Only	(none)	GC 60201
IT/ Communications	Marketing, Promotional	External Brochures, announcements, etc.	Calendar Year End+7 Years	GC 60201
IT/ Communications	Newsletter, District	May wish to retain permanently for historic reference	Permanent	GC 60201
IT/ Communications	Photographs and News Clippings	May contain photographs, newspaper or magazine clippings, commentaries and other items pertaining to the activities, actions of the District	Permanent	GC 60201
IT/ Communications	Press Releases	Related to District actions/activities	Calendar Year End+2 Years	GC 60201

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
IT/ Communications	Recordings, videotaped (Public Areas – Parking Lots, etc.)	Does not record “Regular and Ongoing Operations” of the District	2 Years	GC 53161
IT/ Communications	Service Request Form	Form used to request technical support.	1 Years	GC 60201

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Maintenance	Backflow Test Reports (Drinking Water)	Reports of testing and maintenance – water supply	Calendar Year End+3 Years	17 CCR 7605, GC 60201
Maintenance	CCTV Inspections / Sewer Videos & DVDs (Wastewater)		2 Years	GC 53161
Maintenance	Collections / Collection Repair Job Orders (Wastewater)		Calendar Year End+4 Years	GC 60201
Maintenance	Confined Space Entry Permits, Originals		Calendar Year End+3 Years	40 CFR 122.41(j)(2)
Maintenance	Customer Complaint Forms – May be Related to Drinking Water	Complaint forms and any record of corrective action taken.	Calendar Year End+5 Years	40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Maintenance	Job Worksheets / Daily Work Sheets		Calendar Year End+4 Years	GC 60201
Maintenance	Leaks / Leak Reports		Calendar Year End+5 Years	40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Maintenance	Log Books		Calendar Year End+4 Years	GC 60201
Maintenance	Maintenance Manuals	Equipment service/maintenance	Until Superseded	GC 60201

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Maintenance or Operations	O&M Manuals / Manuals / Policies & Procedures		Until Superseded	GC 60201
Maintenance	On Call Log Sheets		Calendar Year End+3 Years	GC 60201
Operations OR Maintenance	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks		Calendar Year End+2 Years	GC 60201
Maintenance	Road Permits		Close/Completion+5 Years	GC 60201
Maintenance or Operations	Safety Meetings, agendas, Safety training material, sign-in sheets-copies (originals maintained by the Safety Officer)	Safety Committee, Safety Training. Human Resources is responsible for maintaining the Safety Manual	Calendar Year End+5 Years	GC 60201; 8 CCR 3203
Maintenance	Sanitary Sewer Overflows (SSOs)	SSO Record	Calendar Year End+5 Years	SWRCB Order 2006-03
Maintenance	Stoppage & Repairs / Spill Reports	NPDES Standards (not drinking water)	Calendar Year End+5 Years	GC 60201, 40 CFR 122.21, 122.41
Maintenance	Underground Service Alert-USA Tickets	Both Received and Called In	Calendar Year End+3 Years	GC 4216.2(d) & 4216.3(d)

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Maintenance	Used Oil Disposal		Calendar Year End+3 Years	22 CCR 66266.130(c)(5), H&S 25250.18(b), 25250.19(a)(3) GC 60201
Maintenance	Vehicle & Equipment History Files		After Disposition+1 Years	GC 60201
Operations	Annual Reports (Consumer Confidence Reports)	A Drinking Water Report gives detailed information about the contaminants in tap water, which allows consumers to make informed choices about water and their health	Permanent	GC 60201, 40 CFR 141.33(a)
Operations	Asbestos Abatement	Documents, abatement projects, public buildings (Roof Tiles, etc.)	Permanent	GC 60201
Operations or Maintenance	Complaints: Drinking Water	Color, Odor, Taste, etc.	Calendar Year End+5 Years	40 CFR 122.41(j)(2); 40 CFR 141.33(b); 22 CCR 64470 GC 60201
Operations	Consumption Reports	Historical Data in Excel	(none)	GC 60201
Operations	Correspondence – DPH / DHS, etc.	General correspondence, including letters and e-mail; Various files, not otherwise specifically covered by the retention schedule	Calendar Year End+5 Years	GC 60201
Operations	Flow charts, Circular / Circular Charts		Calendar Year End+5 Years	GC 60201

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Operations	Hazardous Materials – Permits, Hazardous Materials Storage, Disposal, Manifests	[Permanent retention of environmentally sensitive materials is recommended]	Permanent	GC 60201
Operations	Hazardous Waste Generator Permit & Disposal Records (EPA)		Permanent	GC 60201
Operations	Lab Reports / Worksheets / Sampling / Chains of Custody / Red Log Books: DRINKING WATER	Lead & Copper (if contracted out)	Calendar Year End+12 Years	22 CCR 64400.20; 22 CCR 64690.80
Operations	Lab Reports / Worksheets / Sampling / Chains of Custody / Red Log Books: DRINKING WATER	Chemical	Calendar Year End+10 Years	40 CFR 141.33(a); 22 CCR 64470
Operations	Lab Reports / Worksheets / Sampling / Chains of Custody / Red Log Books: DRINKING WATER	Bacteriological & Organics	Calendar Year End+5 Years	40 CFR 141.33(a); 22 CCR 64470
Operations	Lab Reports / Worksheets / Sampling / Chains of Custody / Red Log Books: WASTEWATER	Wastewater & All Discharges from Treatment Plants	Calendar Year End+3 Years	40 CFR 122.21, 122.41

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Operations	Lab Reports / Worksheets/ Sampling / Chains of Custody / Red Log Books: WELLS	Well Water Quality	Permanent	GC 60201
Operations	NPDES Discharge Monitoring (Treatment Plants)		Calendar Year End+3 Years	40 CFR 122.21, 122.41
Operations	NPDES Permits		Until Superseded+3 Years	40 CFR 122.21, 122.41
Operations	Permits: Operating, etc.		Permanent	GC 60201
Operations	Pressure Vessel Certifications or Permits (Air Compressors, CNG Tank, Propane, etc.)		Until Superseded	GC 60201
Operations	Pump Stations / Lift Stations		Permanent[CG2]	GC 60201
Operations	Reports: State Reports to DHS / DPH / DWR	Monthly and Annual	Calendar Year End+5 Years	GC 60201
Operations	Sanitary Surveys		Calendar Year End+10 Years	40 CFR 141.33(c)
Operations	Sewage Sludge Hauling		Calendar Year End+5 Years	WC 13263.2(b); 40 CFR 122.41(j)(2);

Legal Authority Abbreviations

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CFR Code of Federal Regulations IRC Internal Revenue Code R&TC Revenue & Taxation Code (California)  
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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Operations	Wells	Production, Water Quality	Permanent[CG3][CG4]	GC 60201

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Risk Management	Accidents / Damage to District Property		Close/Completion+10 Years	GC 60201 CCP 337.15
Risk Management	Claims Against the District	Paid/Denied	Close/Completion+5 Years	GC 60201; CCP 337
Risk Management	Potential Claims		Calendar Year End+3 Years	GC 60101
Water Use Efficiency	Meter Operations	Reader reports; service orders; tests; maintenance reports	2 Years	GC 60201
Water Use Efficiency	Grants/Subvention for Water Conservation Programs	Grants documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, etc.	10 Years or 3 years from expenditure report or final payment of grantee or subgrantee (whichever is later)	GC 60201 24 CFR 570.502 24 CFR 85.42
Water Use Efficiency	High Consumption Letters	Scanned to the customer's account.	1 Years	GC 60201
Water Use Efficiency	Rebate programs	Toilet Retrofit, Shower Head, etc.	After Audit+4 Years	GC 60201
Water Use Efficiency	Service Orders / Work Orders	All Data is entered into database (paper is a preliminary draft). Leaks, Meter Swaps, Re-Reads, No-Reads, Fire Fly Swaps, Meter Repair, etc.	(none)	GC 60201
Water Use Efficiency	Water Conservation Enforcement: Letters, Violations, etc.	Scanned to the Customer's account	Calendar Year End+2 Years	GC 60201

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Department	Type of Record	Description or Example of Record	Retention Period	Legal Authority
Water Use Efficiency	Water Conservation Enforcement: Pictures	Stored on hard drives to document violations	(none)	GC 60201

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**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF SAN SIMEON COMMUNITY SERVICES DISTRICT, COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN DISTRICT RECORDS**

**WHEREAS.** The San Simeon Community Services District ("District") Board of Directors ("Board of Directors") wishes to improve its records management practices through the adoption of a records retention schedule; and

**WHEREAS.** the Board of Directors recognizes that the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operations of the District; and

**WHEREAS.** Section 60200 of the Government Code of the State of California provides that the legislative body of a special district may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the district; and

**WHEREAS.** Section 60201 of the Government Code of the State of California provides that district records which have served their purpose, which are not expressly required by law to be filed and preserved, and which will not adversely affect any interest of the district or public may be destroyed; and

**WHEREAS.** the District has a procedure to maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN SIMEON COMMUNITY SERVICES DISTRICT DOES RESOLVE AS FOLLOWS:**

1. The Board of Directors finds that the destruction or disposition of the records that have exceeded the retention periods as set forth in the Records Retention Schedule (attached hereto as Exhibit A) will not adversely affect any interest of the District or the public.
2. The records of the District, as set forth in the Records Retention Schedule attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 60201 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule in accordance with District policies and procedures, without further action by the Board of Directors.

3. With the consent of the District Legal Counsel and the District General Manager, updates are hereby authorized to be made to the Records Retention Schedule without further action by the Board.
4. The term "record" as used herein shall include all documents and writings as defined by Section 60201 of the Government Code of the State of California.
5. This resolution shall become effective immediately upon its passage and adoption; however, District staff shall wait for a period of thirty (30) days following adoption of the resolution before disposing of any District records subject hereto.

**PASSED AND ADOPTED** by the Board of Directors of the San Simeon Community Services District on \_\_\_\_\_, 2018 by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
Chairperson Board of Directors of the  
San Simeon Community Services District

**ATTEST:**

\_\_\_\_\_  
Board Secretary of the  
San Simeon Community Services

**APPROVED AS TO FORM:**

\_\_\_\_\_  
District Counsel

**5. B. BUSINESS ITEMS**



## **BUSINESS ACTION ITEM STAFF REPORT**

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### **Item 5.B. Authorization for the General Manager to purchase a public address (PA) system not to exceed the amount of \$4100.00.**

Staff contacted three companies to obtain bids for a small PA system to be used at the Board meetings. Based on the nature of the items needed two of the companies declined to respond. Attached is a copy of an estimate from Grand Central Music in the amount of \$4100.00. Staff is asking the Board for direction on this matter.

**Enc: Estimate for PA System**

# GRAND CENTRAL MUSIC AND CONSERVATORY LLC

Quote

3220 Broad St Ste 100  
San Luis Obispo, CA 93401  
Phone 805.785.0275 Fax 805.785.0276  
email dan@grandcentralmusicstore.com

DATE:  
10/3/2018

San Simeon  
Courtney Murguia

For:

DESCRIPTION	T	AMOUNT
A complete sound system with 8 Channel digital mixer	T	
8 Shure MX418DC mics and Powered speaker.		
Includes 25 ft cable and speaker stand	T	
1 hour of instruction on set up	T	
SUBTOTAL		
TAX RATE		
SALES TAX		
OTHER		
TOTAL		\$4,100.00

Please make all checks payable to Grand Central Music  
If you have any questions, please call us at anytime. We appreciate your business.

Thanks for using Grand Central for all your Music and Sound Needs.