Board of Directors San Simeon Community Services District



BOARD PACKET

Wednesday, February 8, 2017 Regular Meeting 6:00 pm

Cavalier Banquet Room 250 San Simeon Avenue San Simeon, CA

Prepared by:



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

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

1. REGULAR SESSION: 6:00 PM

- A. Roll Call
- B. Pledge of Allegiance

2. PUBLIC COMMENT:

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

A. Sheriff's Report – Report for January.

B. Public comment on Sheriff's Report.

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:

4. STAFF REPORTS

A. General Manager's Report

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

B. Superintendent's Report

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

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

- 3. District Maintenance Summary of District maintenance for January.
- **C.** District Financial Summary Update on Monthly Financial Status for close of business January 31, 2016.
- D. District Counsel's Report Summary of January activities.

5. ITEMS OF BUSINESS

- A. Consideration of approval of last month's minutes January 11, 2017.
- B. Consideration of approval of Disbursements Journal February 8, 2017.

6. DISCUSSION/ACTION ITEMS

- A. Consideration of approval of Resolution 17-387 authorization signatures for banking services on behalf of the District.
- B. Consideration of approval of changing web services and accepting the quote from Tech Bunnies for \$11,500.
- 7. BOARD COMMITTEE REPORTS Oral Reports from Committee Members.
- 8. BOARD REPORTS Oral Reports from Board Members on current issues.
- BOARD/STAFF GENERAL DISCUSSIONS AND PROPOSED AGENDA ITEMS Requests from Board members to Staff to receive feedback, prepare information, and/or place an item on a future agenda(s).

10.ADJOURNMENT

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

4A. GENERAL MANAGER'S REPORT Charles Grace

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

4A. General Manager's Report February 8, 2017

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

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

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

Prop 1 Grant.

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

Scenic Byways Update:

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

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

3. Update – Reservoir / Storage tank project.

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

- Update California Coastal Commission WWTP Rip Rap.
 Staff and Oliveira Consulting compiled the items requested in the September 28 2016 CCC, CDP application response letter and submitted the response package.
- 5. Discussion of items pertaining to and contained within a connection fee update. Discussion provided by Phoenix Engineering.

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

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

4B. SUPERINTENDENT'S REPORT

Activities of January 2017

1. Wastewater Treatment Plant

- All sampling, testing and reporting at the Wastewater Treatment Plant and the Recycled Water Facility was performed as required by the RWQCB.
- Completed and submitted the Annual Wastewater Treatment Plant Report.
- Two loads of sludge were hauled away.
- Provided additional monitoring and staffed the facility during rain events.

2. Water Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW).
- Monthly water meter reading was performed.
- We met with the DDW for a site inspection of the R.O. Unit regarding the grant process.
- Three more hotel water meters were replaced.
- Chloride levels continue to be monitored throughout the system.

3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- Coordinated the removal of trees on Jasper Way
- A break in the storm drain that flows from Avonne Ave under the Quality Inn parking lot to Castillo Ave was repaired.
- Ensured storm drains remained free of debris during rain events.
- Pot holes were filled around the district.

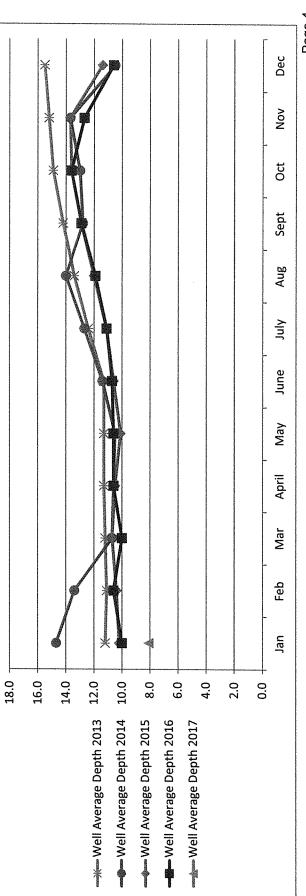
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DATA SUMMARY SHEET

2017				ļ									
	Jan-1/	Feb-1/	Mar-1/	Apr-1/	May-17	/I-unr	/1-Inc	/1-BnA	Sep-1/		/1-70N		
Wastewater Influent	4,686,295												4,686,295
Wastewater Final Effluent (Month Cycle)	4,621,950												4,621,950
Adjusted Wastewater Influent (- State Flow)	3,757,902												3,757,902
Water Produced (month cycle)	1,602,216												1,602,216
Sewer Influent/Water Produced Ratio	2.90												N/A
Adusted Sewer/Water Produced Ratio	2.50												N/A
Well 1 Water Pumped	331,140												331,140
Well 2 Water Pumped	1.271,076												1,271,076
Well 3 Water Pumped	0												0
Total Well Production	1,602,216												1,602,216
Water Well 1 Avg Depth to Water	8.0												A/A
Water Well 2 Avg Depth to Water	8.1												N/A
Average Depth to Water of Both Wells	8.1												N/A
Change in Average Depth to Water from 2015													N/A
Average Chloride mg/L at the Wells													N/A
State Wastewater Treated	928,393												928,393
State % of Total WW Flow	20%												N/A
Recycled Water Sold (Gallons)	0												0
Riosolids Removal (Gallons)	10.000												10,000
WW Permit Limitation Exceeded	0												N/A
RW Permit Limitation Exceeded	0												N/A
Constituent Exceeded	None												N/A
Sample Limit	N/A												N/A
Sample Result	N/A												N/A
2016													
	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Total for 2016
Wastewater Influent	2,849,357	2,375,307	3,071,599	2,340,256	2,824,792	2,909,805	3,485,599	3,039,238	2,835,814	2,773,295	2,624,172	2,967,938	34,097,172
Wastewater Final Effluent (Month Cycle)		2,185,020	3,037,390	2,191,550	2,712,580	2,822,370	3,453,020	2,935,450	2,672,409	2,741,600	2,332,940	2,562,510	32,361,009
Adjusted Wastewater Influent (- State Flow) *		2,177,118	2,699,165	2,164,251	2,554,523	2,619,042	3,078,242	2,803,378	2,603,638	2,550,943	2,423,520	2,563,367	30,773,161
Water Produced (month cycle)	2,153,548	1,923,258	2,168,302	2,117,663	2,606,630	2,736,933	3,269,433	2,981,902	2,670,884	2,475,131	1,989,530	1,875,242	28,968,455
Sewer Influent/Water Produced Ratio	1.32	1.24	1.42	1.11	1.08	1.06	1.07	1.02	1.06	1.12	1.32	1.58	N/A
Adusted Sewer/Water Ratio	1.18	1.13	1.25	1.02	0.98	0.96	0.94	0.94	0.98	1.03	1.22	1.37	N/A
Average Depth of Both Wells	10.0	10.6	10.0	10.6	10.6	10.7	11.1	11.9	12.9	13.6	12.7	10.6	N/A
Change in Average Depth to Water from 2015	5 -0.2	+0.2	-0.7	+0.1	+0.5	+0.1	0.0	-0.1	0.0	0.0	-1.0	-0.8	N/A
Average Chloride mg/L at the Wells	1828	723	360	239	173	148	135	132	145	193	344	198	N/A
State Wastewater Treated	313,383	198,189	372,434	176,005	270,269	290,763	407,357	235,860	232,176	222,352	200,652	404,571	3,324,011
State % of Total WW Flow	0.11	0.12	0.12	0.08	0.1	0.1	0.12	0.08	8%	8%	8%	14%	N/A
Recycled Water Sold (Gallons)	0	0	0	0	1375	1900	4300	4955	11065	4375	0	0	27,970
Biosolids Removal (Galtons)	6,000	0	6,000	6,000	6,000	12,000	6,000	6,000	6,000	6,000	3,500	5,000	68,500
WW Permit Limitation Exceeded	0	1	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	TSS % of Removal	None	N/A									
Sample Limit	N/A	85%	N/A										
Sample Result	N/A	79%	N/A										

		San Sim	San Simeon Community Services District	unity Servic	ces District		Super	menden	Superintendent's Keport				с Г	January 2017	17		
MONTHLY DATA	DATA RE	REPORT															
		Wastewater		Well 1	Well 2	Total Daily	R.O. Daily	R.O. Daily					Recycled	Water	Water	Rainfall	State
Date	Dav	Influent Daily Flow	Effluent Daily Flow	Froduced	Total Daily Produced	Water Produced	Flow	Effluent Flow	R.O. Daily Brine Flow	Distribution Chloride	Chloride Wells 1 2	s Wells	Water	Well 1	Level Well 2	Inches	Influent Daily Flow
01/01/17	Sun	80,231	76,960	0	51,388	51,388	0	0	0	•	1	1	0	10.6	10.6	0.00	19,874
01/02/17	Mon	92,380	84,820	0	71,584	71,584	0	0	0	t	1	 1	0		1	0.04	10,130
01/03/17	Tue	111,552	103,530	0	55,352	55,352	0	0	0	111	1	88	0	10.6	10.6	0.44	10,211
01/04/17	Wed	330,958	323,850	0	59,840	59,840	0	0	0	t	1		0	9.4	9.3	2.40	35,829
01/05/17	Thu	144,181	136,460	0	58,120	58,120	0	0	0	1	•	,	0			0.16	53,579
01/06/17	Fri	117,923	122,850	0	56,474	56,474	0	0	0	100	1	111	0	7.9	8.0	0.04	26,829
01/07/17	Sat	280,619	284,610	0	84,823	84,823	0	0	0	-	1	•	0	9.1	9.2	1.53	17,725
01/08/17	Sun	261,079	257,330	0	46,825	46,825	0	0	0	•	1	1	0	9.1	9.2	1.56	54,596
01/09/17	Mon	156,419	190,060	0	52,136	52,136	0	0	0	1	J	1	0	3.7	3.9	0.24	61,005
01/10/17	Tue	178,037	182,090	0	50,714	50,714	0	0	0	91		91	0	7.0	7.1	0.75	29,454
01/11/17	Wed	181,158	176,960	0	12,192	12,192	0	0	0	1	ł	ı	0	5.6	5.7	0.04	32,348
01/12/17	Thu	153,252	159,240	0	51,986	51,986	4883	0	1838	91	1	73	0	5.8	6.0	0.51	34,402
01/13/17	Fri	107,344	102,890	53,332	0	53,332	0	0	0	ı	1	t.	0	7.9	8.0	00.00	29,707
01/14/17	Sat	124,269	114,120	0	58,793	58,793	0	0	0	I		1	0	8.8	8.9	0.00	17,650
01/15/17	Sun	123,886	114,410	54,305	0	54,305	0	0	0	1	ł	ĩ	0	9.3	9.4	0.00	21,176
01/16/17	Mon	98,680	90,740	0	55,128	55,128	0	0	0	1	•	,	0	9.5	9.6	0.00	19,261
01/17/17	Tue	65,754	60,600	51,986	0	51,986	0	0	0	73	1	73	0	9.7	9.8	0.00	14,862
01/18/17	Wed	148,014	136,010	972	30,892	31,865	0	0	0	1	-	-	0	9.8	9.9	1.32	9,901
01/19/17	Thu	223,409	207,790	54,754	1,421	56,175	0	0	0	65	51	51	0	7.7	7.8	0.27	27,502
01/20/17	Fri	206,767	218,510	0	28,948	28,948	0	0	0	1	1	1	0	3.8	4.3	1.52	35,277
01/21/17	Sat	244,913	243,930	0	52,958	52,958	0	0	0	-	1	•	0	6.6	6.8	0.20	51,734
01/22/17	Sun	306,732	318,730	0	55,277	55,277	0	0	0		1		0	3.6	4.1	2.12	60,521
01/23/17	Mon	157,330	160,690	0	53,931	53,931	0	0	0	-	•	•	0	4.7	4.9	0.20	75,381
01/24/17	Tue	134,596	132,520	0	54,305	54,305	0	0	0	58	,	65	0	7.7	7.8	0.00	37,151
01/25/17	Wed	124,078	114,960	2,842	41,738	44,581	0	0	0		44	51	0	8.8	9.0	0.00	30,706
01/26/17	Thu	74,636	77,880	0	14,511	14,511	0	0	0	58	•	•	0	9.3	9.4	0.00	18,605
01/27/17	Ë	93,289	89,530	823	56,025	56,848	0	0	0		1		0	9.3	9.4	0.00	17,689
01/28/17	Sat	108,985	100,660	58,045	14,736	72,780	0	0	0	ſ	'	ı	0	•	1	0.00	13,952
01/29/17	Sun	95,929	90,290	0	49,443	49,443	0	0	0	•	,		0	1		0.00	17,424
01/30/17	Mon	83,167	76,650	54,080	0	54,080	0	0	0	1	1	1	0		9.6	0.00	16,527
01/31/17	Tue	76,728	72,280	0	51,537	51,537	0	0	0	65	73	•	0	9.9	10.0	0.00	27,385
TOTALS		4,686,295	4,621,950	331,140	1,271,076	1,602,216	4883	0	1838				0			13.34	928,393
Average		151,171	149,095	10,682	41,002	51,684	158	0	59	79	56	75	0	8.0	8.1	0.43	29,948
Minimum		65,754	60,600	0	0	12,192	0	0	0	58	44	51	0	3.6	3.9	0.00	9,901
Maximum		330,958	323,850	58,045	84,823	84,823	4883	0	1838	111	73	111	0	10.6	10.6		75,381
																	D000 0

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	νον	Dec
Well Average Depth 2013	11.2	11.1	11.2	11.3	11.3	11.3	12.4	13.4	14.2	14.9	15.2	15.5
Well Average Depth 2014	14.7	13.4	10.7	10.6	10.5	11.4	12.7	14.0	12.8	13.0	13.7	10.5
Well Average Depth 2015	10.2	10.4	10.7	10.5	10.1	10.6	11.1	12.0	12.9	13.6	13.7	11.4
Well Average Depth 2016	10.0	10.6	10.0	10.6	10.6	10.7	11.1	11.9	12.9	13.6	12.7	10.6
Well Average Depth 2017	8.1			-								



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

- Financial Summary
- Balance Sheet
- Water Sales & Production

SAN SIMEON COMMUNITY SERVICES DISTRICT



4C. FINANCIAL SUMMARY

BILLING January 31, 2017

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

ENDING BANK BALANCES January 31, 2017

RABOBANK SUMMARY: Well Rehab Project/USDA Checking Account		\$	50.05
HERITAGE OAKS BANK: Interest for January Money Marketing Account Closing Balance D	ecember 31, 2016	\$ \$	153.84 517,462.11
Money Marketing Account Closing Balance J	anuary 31, 2017	\$	517,615.95
	Reserve Fund Wait-list Deposits Customer Deposits Available Funds	(\$	250,000.00) 45,750.00) 9,708.00) 212,157.95
General Checking Account January 31, 2017		\$	117,647.07
LAIF Closing Balance January 31, 2017		\$	523.77

SAN SIMEON COMMUNITY SERVICES DISTRICT Balance Sheet

As of January 31, 2017

ASSETS Current Assets Checking/Savings 1010 · Petty cash 1015 · Heritage Oaks- General Checking 1016 · Heritage Oaks-Wellhead 1017 · Heritage Oaks-Wellhead 1017 · Heritage Oaks-Money Market 1022 · USDA checking 1040 · Cash in county treasury 1050 · LAIF - non-restricted cash Total Checking/Savings Other Current Assets 1200 · Accounts receivable 1300 · Prepaid expenses	Jan 31, 17 150.00 117,497.52 6.34 517,615.95 100.05 108.33 522.88 636,001.07
Current Assets Checking/Savings 1010 · Petty cash 1015 · Heritage Oaks- General Checking 1016 · Heritage Oaks-Wellhead 1017 · Heritage Oaks-Money Market 1022 · USDA checking 1040 · Cash in county treasury 1050 · LAIF - non-restricted cash Total Checking/Savings Other Current Assets 1200 · Accounts receivable	117,497.52 6.34 517,615.95 100.05 108.33 522.88
Checking/Savings 1010 · Petty cash 1015 · Heritage Oaks- General Checking 1016 · Heritage Oaks-Wellhead 1017 · Heritage Oaks-Money Market 1022 · USDA checking 1040 · Cash in county treasury 1050 · LAIF - non-restricted cash Total Checking/Savings Other Current Assets 1200 · Accounts receivable	117,497.52 6.34 517,615.95 100.05 108.33 522.88
1010 · Petty cash 1015 · Heritage Oaks- General Checking 1016 · Heritage Oaks-Wellhead 1017 · Heritage Oaks-Money Market 1022 · USDA checking 1040 · Cash in county treasury 1050 · LAIF - non-restricted cash Total Checking/Savings Other Current Assets 1200 · Accounts receivable	117,497.52 6.34 517,615.95 100.05 108.33 522.88
1015 • Heritage Oaks- General Checking 1016 • Heritage Oaks-Wellhead 1017 • Heritage Oaks-Money Market 1022 • USDA checking 1040 • Cash in county treasury 1050 • LAIF - non-restricted cash Total Checking/Savings Other Current Assets 1200 • Accounts receivable	117,497.52 6.34 517,615.95 100.05 108.33 522.88
1016 · Heritage Oaks-Wellhead 1017 · Heritage Oaks-Money Market 1022 · USDA checking 1040 · Cash in county treasury 1050 · LAIF - non-restricted cash Total Checking/Savings Other Current Assets 1200 · Accounts receivable	6.34 517,615.95 100.05 108.33 522.88
1017 · Heritage Oaks-Money Market 1022 · USDA checking 1040 · Cash in county treasury 1050 · LAIF - non-restricted cash Total Checking/Savings Other Current Assets 1200 · Accounts receivable	517,615.95 100.05 108.33 522.88
1022 · USDA checking 1040 · Cash in county treasury 1050 · LAIF - non-restricted cash Total Checking/Savings Other Current Assets 1200 · Accounts receivable	100.05 108.33 522.88
1040 · Cash in county treasury 1050 · LAIF - non-restricted cash Total Checking/Savings Other Current Assets 1200 · Accounts receivable	108.33 522.88
1050 · LAIF - non-restricted cash Total Checking/Savings Other Current Assets 1200 · Accounts receivable	522.88
Total Checking/Savings Other Current Assets 1200 · Accounts receivable	
Other Current Assets 1200 · Accounts receivable	636,001.07
1200 · Accounts receivable	
1300 · Prepaid expenses	72,670.13
	3,150.14
Total Other Current Assets	75,820.27
Total Current Assets	711,821.34
Fixed Assets	
1400 · Fixed assets	
1420 · Building and structures	395,874.73
1500 · Equipment	316,747.53
1540 · Major water projects	145,068.22
1560 - Pipe bridge	28,075.58
1580 · Sewer plant	1,488,555.08
1600 · Water system	550,390.00
1620 · WWTP expansion	299,565.92
1630 · Tertiary Project	262,932.67
1640 · Wellhead Rehab Project	447,545.53
1650 · Walkway access projects	21,511.00
1660 · RO Unit	928,088.35
1680 · Generator	29,101.14
Total 1400 · Fixed assets	4,913,455.75
1690 · Accumulated depreciation	(2,169,638.96)
Total Fixed Assets	2,743,816.79
TOTAL ASSETS	3,455,638.13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll liabilities	215.60
2500 · Customer security deposits	9,858.13
2510 · Connect hookup wait list	45,750.00
2520 · USDA Loan	437,930.00
Total Other Current Liabilities	493,753.73
Total Current Liabilities	493,753.73
Total Liabilities	493,753.73
Equity	
3200 · Fund balance	2,821,713.94
3900 · Suspense	24,321.68
Net Income	115,848.78
Total Equity	2,961,884.40
TOTAL LIABILITIES & EQUITY	3,455,638.13

State Statistic Businistic State Statistic State Statistic State Statistic State State Statistic State Stat		Jan	Feb	Mar	Apr	2017 May	2017 DISTRICT REVENUE	REVENUE	Aug	Sep	Oct	Nov	Dec	Totals
xxx xx	State Billing													\$0.00
SS56005 S0 S0 <t< td=""><td>Property Tax</td><td>\$2,456.74</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>\$2,456.74</td></t<>	Property Tax	\$2,456.74												\$2,456.74
Image: Section in the sectio	Water	\$25,600.5												\$25,600.49
Image Se. 60.0 Image Se. 60.0 Image	Sewer	\$29,037.7												\$29,037.72
Import Safe Import Safe Import	Service	\$6,503.0												\$6,503.02
S566.8 Internet S530.4 Internet S530.4 Internet I	Recycled Water													\$0.00
Teal Statisticat Initiation Initiation </td <td>Late Fees</td> <td>\$366.8</td> <td></td> <td>\$366.84</td>	Late Fees	\$366.8												\$366.84
$\begin{tabular}{ c c c c c c c c c c c c c c c c c c c$	Grant Funds													
Dirth 232048 Initial I	Total	\$63,964.81												\$63,964.81
$\begin{bmatrix} 1 & 1 & 1 & 1 & 1 & 1 & 1 & 1 & 1 & 1 $	Water Sold Cu Ft	232048												232048
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SAN SIMEON COMMUNITY SERVICES HISTORICAL FISCAL REVIEW

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	Fiscal Total	\$94,167.70	\$71,925.06	\$291,964.72	\$340,973.70	\$64,518.90	\$2,379.95	\$865,930.03	3,121,520	71.66		Fiscal Total	\$32,438.60	\$72,461.98	\$308,452.98	\$366,631.32	\$69,107.68	\$1,444.51	\$851,509.36	3,182,239	73.05		Fiscal Total	\$38,307.16	\$74,955.09	\$328,737.93	\$388,048.33	\$73,361.10	\$2,213.82	\$2,927.77	\$908,551.20	3,155,486	72.44	Fiscal Total	\$26 481 07	\$47,441.66	\$201.829.15	\$232,977.23	\$45,639.26	\$216.35	\$3,803.86	\$558,388.58	1,811,199	41.58
-	Jun	\$21,530.45	\$195.04	\$25,417.26	\$30,425.87	\$5,392.20	\$139.15	\$83,099.97	275338	6.32		Jun	\$8,943.33	\$624.12	\$26,568.29	\$31,702.68	\$5,747.70	\$47.19	\$74,431.29	306,222	7.03		Jun	\$10,529.30	\$812.49	\$29,375.50	\$34,065.24	\$6,111.00		\$418.39	\$81,311.92	278,453	6.39	ult										
	May		\$912.02			\$5,392.20	\$896.41	\$55,097.71	236917	5.44		May		\$444.16	\$25,535.77	\$30,393.05	\$5,802.44	\$192.34	\$62,367.76	260697	5.98		May		\$670.65	\$27,395.80	\$31,742.13	\$6,111.00		\$657.24	\$66,576.82	260907	5.99	Mav										
	Apr		\$21,054.41		~/	\$5,366.40	\$413.64	\$76,938.78	248063	5.69		Apr		\$20,998.75	\$29,614.92	\$35,077.17	\$5,747.70	\$19.45	\$91,457.99	300989	6.91		Apr		\$20,311.05	\$24,943.58	\$29,496.09	\$6,140.10		\$485.53	\$81,376.35	239168	5.49	Anr										
	Mar	\$23,125.60	\$2,632.24		~ /	\$5,366.40	\$93.94	\$66,771.21	177200	4.07		Mar	\$7,042.78	\$4,730.41	\$23,713.28	\$27,563.38	\$5,747.70	\$194.28	\$69,166.14	240675	5.53		Mar	\$11,992.94	\$4,380.61	\$22,300.83	\$26,405.46	\$6,140.10		\$86.36	\$71,306.30	213757	4.91	Mar										
REVIEW	Feb		\$1,155.63	\$19,076.18	\$22,334.72	\$5,366.40	\$100.38	\$48,033.31	206900	4.75		Feb		\$680.91	\$22,031.38	\$25,800.68	\$5,747.70	\$106.62	\$54,367.29	224325	5.15		Feb		\$3,907.74	\$24,410.65	\$28,929.28	\$6,111.00		\$138.82	\$63,497.49	234583	5.39	Feb										
FISCAL	Jan			_	\$25,116.19	\$5,366.40	\$155.79	\$53,937.30	223200	5.12		Jan		\$1,698.01	\$24,980.71	\$29,619.69	\$5,775.07	\$78.17	\$62,151.65	255324	5.86		Jan		\$732.82	\$28,833.61	\$33,983.50	\$6,169.20		\$153.29	\$69,872.42	276707	6.35	Jan		\$2.456.74	\$25,600.5	\$29,037.7	\$6,503.0		\$366.8	\$63,964.81	232048	5.33
HISTORICAL	Dec	\$21,530.45	\$25,445.32			\$5,366.40	\$101.12	\$90,051.38	188500	4.33		Dec	\$6,480.49	\$30,755.69	\$16,542.19	\$19,555.31	\$5,747.70	\$168.17	\$79,249.55	169443	3.89		Dec	\$8,584.90	\$31,035.95	\$19,903.42	\$23,716.44	\$6,111.00	\$854.07	\$99.38	\$90,305.16	191579	4.40	Dec	\$13 996 07	\$28,878,98	\$19.445.8	\$21,817.9	\$6,533.8	\$216.4	\$1,587.7	\$92,476.61	175391	4.03
HIS	Νον			\$20,549.44		.,	\$117.38	\$55,697.70	222002	5.10		Νον			\$23,063.39	\$27,266.32	\$5,775.07	\$221.66	\$62,631.48	235552	5.41		Νον		\$5,162.73		\$27,568.63	\$6,111.00		\$386.63	\$62,489.86	223460	5.13	Nov		\$6,970.82	+_	\$25,574.57	\$6,626.30		\$353.70	\$62,074.88	203338	4.67
	Oct					\$5,366.40	\$71.38	\$63	269689	6.19		Oct		\$4,304.07	\$24,551.71	\$29,124.18	\$5,747.70	\$153.10	\$63,880.76	250905	5.76		Oct		\$6,473.88	\$30,062.47	\$35,482.63	\$6,111.00		\$239.83	\$78,369.81	288860	6.63	Oct		\$6.789.01	\$29,953.03	\$35,106.74	\$6,472.20		\$316.72	\$78,637.70	269907	6.20
	Sep	\$27,981.20	\$1,503.31	\$36,833.30 \$28,053.50		~~	\$120.55	\$96,204.70	303256	6.96		Sep	\$9,972.00	\$170.96	\$26,979.15	\$32,364.61	\$5,747.70		\$75,329.18	275523	6.33		Sep	\$7,200.02	\$89.78	\$31,023.24	\$36,517.90	\$6,111.00	\$1,359.75	\$72.27	\$82,373.96	297896	6.84	Sep	\$12,485,00	\$1,184.42	\$31,241.74	\$36,386.89	\$6,472.20		\$595.71	\$88,365.96	281207	6.46
	Aug					\$5,366.40	\$110.43	\$85,975.29	396714	9.11	Ī	Aug			\$30,347.28	\$36,609.57	\$5,747.70	\$44.80	\$72,749.35	309962	7.12		Aug		\$78.29	\$35,048.63	\$41,800.72	\$6,081.90		\$71.20	\$83,080.74	338869	7.78	Aug	,		\$36,746.52	\$43,190.60	\$6,472.20		\$97.52	\$86,506.84	324654	7.45
	Jul		\$8,069.77	\$36,628.91	\$40,084.93	\$5,436.90	\$59.78	\$90,280.29	373741	8.58		Jul		\$1,749.86	\$34,524.91	\$41,554.68	\$5,773.50	\$123.97	\$83,726.92	352622	8.10		Inc		\$1,299.10	\$32,179.33	\$38,340.31	\$6,052.80		\$118.83	\$77,990.37	311247	7.15	Jul		\$1,161.69	\$36,292.1	\$41,862.8	\$6,559.5		\$485.7	\$86,361.78	324654	7.45
	Month	State Billing	Property Tax	Water	Sewer	Service	Late Fees	Total	Water Sold Cu Ft	Water Sold Acre ft		Month	State Billing	Property Tax	Water	Sewer	Service	Late Fees	Total	Water Sold Cu Ft	Water Sold Acre ft		Month	State Billing	Property Tax	Water	Sewer	Service	Recycled Water	Late Fees	Total	Water Sold Cu Ft	Water Sold Acre ft	Month	State Billing	Property Tax	Water	Sewer	Service	Recycled Water	Late Fees	Total	Water Sold Cu Ft	Water Sold Acre ft

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x xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	tate Billing			\$11,992.94			\$10,529.30			\$12,485.00			\$13,996.07	\$49,003.31						
26:00:00:00:00:00:00:00:00:00:00:00:00:00	roperty Tax	\$732.82	\$3,907.74	┝──┼	\$20,311.1	\$670.65	\$812.49	\$1,161.69		\$1,184.42	\$6,789.01	\$6,970.82	\$28,878.98	\$75,800.28						
813.0635 \$24.4001 \$511.10 \$56.505 \$57.120 \$57.110	later	\$28,833.6	\$24,410.7			\$27,395.8	\$29,375.5	\$36,292.1	\$36,746.52	\$31,241.74	\$29,953.03	\$22,549.49	\$19,445.78	\$333,488.63						
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1 1 1 1 266.001 200.001 <	ate Fees	\$153.3	\$138.8	\$86.4	\$485.53	\$657.2	\$418.4	\$485.7	\$97.52	\$595.71	\$316.72	\$353.70	\$1.587.71	\$5,376.65						
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Image: Section of the section of t	ater Sold Acre ft	6.35	5.39	4.91	5.49	5.99	6.39	7.45	7.45	6.46	6.20	4.67	4.03	70.77						
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5. ITEMS OF BUSINESS

- **A.** Consideration of approval of last month's minutes January 11, 2016.
- B. Consideration of approval of Disbursements Journal February 8, 2017.

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

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

1. REGULAR SESSION: 6:03 PM

A. Roll Call

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

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

B. Pledge of Allegiance

2. PUBLIC COMMENT:

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

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

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

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

A. Sheriff's Report – Report for January.

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

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

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

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

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

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

Current staffing as of February 8, 2017 remains at:

- 1 CMDR, 2 sergeants
- 21 deputies assigned to patrol with three of them out for injuries that incurred on duty.
- 1 School Resource Officer (SRO) and 1 Rural Crimes Deputy

B. Public comment on Sheriff's Report.

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

3. PRESENTATIONS AND ANNOUNCEMENTS FROM BOARD:

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

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

4. STAFF REPORTS

A. General Manager's Report

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

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

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

Funds are anticipated to be processed in February and distributed in March (approximately).

Scenic Byways Update:

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

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

3. Update – Reservoir / Storage tank project.

Staff coordinated with the Hearst Corporation to update the easement area. Communicated the need to Phoenix Engineering for storage tank volume requirements verification and requested a memorandum comparing in ground concrete to above ground steel tanks. Staff anticipates both items will be necessary during the permitting process.

4. Update – California Coastal Commission WWTP Rip Rap.

Staff and Oliveira Consulting compiled the items requested in the September 28, 2016 CCC, CDP application response letter and submitted the response package.

5. Discussion of items pertaining to and contained within a connection fee update. A consensus was reached and the Board directed staff to proceed with getting a proposal from Phoenix Engineering for the Water Master Plan and study for rate connection fees.

B. Superintendent's Report

1. Wastewater Treatment Plant

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

2. Water Distribution System

- All routine sampling and testing was performed. The monthly report was submitted to the State Water Resources Control Board (SWRCB), Division of Drinking Water (DDW).
- On December 12th the chloride level in both wells had fallen below 250mg/L. The Reverse Osmosis Unit was taken offline and pickling solution was injected.
- Monthly water meter reading was performed.
- Chloride levels continue to be monitored throughout the system.

3. District and Equipment Maintenance

- Staff continues with all of the scheduled preventive maintenance for all the equipment at the facilities. We are recording all of these activities.
- Coordinated the removal of trees on Jasper.
- Ensured storm drains remained free of debris during rain events.
- Oversaw the repair of the storm drain failure with the Quality Inn parking lot.

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

December Billing Revenue January Billing Revenue	\$ \$	48,538.08 61,984.80
		·
Past Due (31 to 60 days)	\$ \$	384.13
Past Due (60 days)	\$	257.42
ENDING BANK BALANCES: January 31, 2017 RABOBANK SUMMARY:		
Well Rehab Project/USDA Checking Account	\$	50.05
HERITAGE OAKS BANK:	•	450.04
Interest for January Monoy Marketing Account Closing Palance December 21, 20	\$ 016 \$	153.84
Money Marketing Account Closing Balance December 31, 20	UIO \$	517,462.11
Money Marketing Account Closing Balance January 31, 2017	7 \$	517,615.95
Reserve Fund	(\$ 250,000.00)	
Wait-list Deposit	,	
Customer Depos	sits (\$ 9,708.00)	
Available Fund	ls \$ 212,157.95	
General Checking Account January 31, 2017	\$	117,647.07
LAIF Closing Balance January 31, 2017	\$	523.77

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

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

5. ITEMS OF BUSINESS

A. Consideration of approval of last month's minutes – January 11, 2017. A motion was made to approve minutes with the changes recommended by Director McGuire.

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

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

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

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

6. DISCUSSION/ACTION ITEMS

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

A motion was made to approve Resolution 17-387. Motion by: Director Russell 2^{nd} by: Vice-Chair Fields All in: 5 / 0

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

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

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

Wednesday, February 08, 2017 5:30 PM

CAVALIER Banquet Room 250 San Simeon Avenue San Simeon, CA

REGULAR SESSION @ 5:30

C. Roll Call
 Alan Fields – Present
 Mike Hanchett – Present
 Mary Margaret McGuire –Present
 Gwen Kellis – Present

Also present: General Manager, Charles Grace Administrator, Renee Osborne District Legal Counsel, Heather Whitham

D. Pledge of Allegiance

PUBLIC COMMENT:

None

Grant Update on RO unit.

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

SSCSD Board Minutes

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

Update on Reservoir Project and Grant update.

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

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

Water Master Plan update.

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

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

Adjournment @ 5:48 PM

8. BOARD REPORTS – Oral Reports from Board Members on current issues. None

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

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

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

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

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

10. ADJOURNMENT @ 7:56 PM

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

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

Page 1 of 1

6. DISCUSSION & ACTION ITEMS

- A. Consideration of approval of Resolution 17-387 authorization signatures for banking services on behalf of the District.
- B. Consideration of approval of changing web services and accepting the quote from Tech Bunnies for \$11,500.

6. DISCUSSION/ACTION ITEMS

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

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

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

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

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

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

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

RESOLUTION NO. 17-387

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

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

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

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

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

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

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Dan Williams, Chairperson Board of Directors

ATTEST:

Charles Grace Secretary/General Manager

EXHIBIT A POWERS & AUTHORITIY RESOLUTION 17-387

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



Tech Bunnies IT Services & Web Desig

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

Website Proposal

Date January 31, 2017

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

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

	Hours	Rate	Subtotal
Website Redesign	50	\$100.00	\$0.00
Homepage Design/Menu organization			
Improvement of user functionality			
Theme execution on 11-15 subsequent pages			
Text preparation and copy write			
Translation of Design to Code			
Control Panel For the Website (CPL)	115	\$100.00	\$11,500.00
Creation of a flexible backend for future CPL amendments		7	<i>,,</i>
Creation of upload mechanism for PDFs			
Flexible backend for Ordinances & Resolutions additions			
Flexible backend for Board Packets, Minutes, Agenda additions			
Flexible backend for Contact changes			
Flexible backend for Newsletter additions			
Flexible backend for future Audit additions			
Email Functions			
Template and Coding for Director/Staff Contact	24	\$100.00	\$0.00
Template and Coding For Recycled Water	_ .	<i>Q200.00</i>	<i>40.00</i>
Template and Coding for Issues/Emergency			
Template and Coding for Anonymous response			
Configuration of email at web hosting provider			
Mobile Site			
Homepage Design/Menu Organization	15	\$100.00	\$0.00

Theme execution on 5-8 subsequent pages Translation of Design to Code			
Technology Services Website deployment to Go Daddy Configuration of email send/receive at Go Daddy	10	\$100.00	\$0.00
Permissions set up for Control Panel access Administrator control panel training session			
Photography High Resolution Images Of San Simeon High Resolution Headshots of Board of Directors High Resolution Headshots of District Staff High Resolution group photo of Government Members	8	\$100.00	\$0.00
General Manager Approval and Presentation			
Two in person meetings	2	\$100.00	\$0.00
Pledge of Transparency and Good Intent	224		\$0.00
	Ţ	Fotal:	\$11,500.00

Deliverable to be deployed 30 days from quote authorization.

Other website costs not associated with this vendor: Godaddy Deluxe Linux Hosting with cPanel @ 5.99/mo Godaddy Site Backup and Restore cPanel @ 1.99/mo Per Month Total \$7.98 Per Year Total \$95.76 Prices are based on current GoDaddy pricing which includes 45% discount Artem Chulikanov cannot be held responsible for Go Daddy price increases.

Approval

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

Client Signature

Date

WEBSITE PROPOSAL



Project Title: San Simeon CSD Proposal **Date:** Monday, January 9, 2017

RIESTER Contact:

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

OVERVIEW

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

DISCOVERY & DEFINITION

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

KEY DELIVERABLES

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

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

DESIGN

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

KEY DELIVERABLES

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

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

DEVELOPMENT & DEPLOYMENT

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

KEY DELIVERABLES

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

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

RISKS & ASSUMPTIONS

Risks

· SSCSD's first CMS project

Assumptions

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

TIMELINE

		F	99			M	AR			A	98				мау				ų	IN	
	6	13	20	27	6	13	30	37	3	10	17	24	1	8	15	22	29	35	12	26	26
Discovery Kickoff			:							1					********				*****		
Definition																					
Design	ļ																				
Development																			********		
Deployment											*****************										
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DISCOVERY AND DEFINITION PROJECT COST

Role	Houriy	Discovery	Definition	Design	Development	Deployment	Total
Strategy	\$165	10	2				\$1,980
Account Service	\$165	4	4	4	4	4	\$3,300
Content	\$165	2	4	6	6	2	\$3,300
Design	\$165	1	1	18			\$3,300
Production	\$165	· · · · · · · · · · · · · · · · · · ·			16	2	\$2,970
FED	\$165	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -			20	2	\$3,630
BED	\$165		-	1 () () () () () () () () () (8	3	\$1,815
QA	\$165	1	2	4	4	4	\$2,310
PM	\$165	2	2	2	2	2	\$1,650
Hard Costs							
Hosting	and the second se						\$220

\$24,475

APPROVALS

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

Client Signature

Date

Client Name, Title