



BUSINESS ACTION ITEM STAFF REPORT

ITEM . APPROVAL OF COST ESTIMATE TO UPDATE THE AKEL SYSTEM-WIDE WATER SUPPLY ASSESSMENT.

Summary:

The San Simeon Community Services District (“District”) Board of Directors (“Board”) recently directed District staff to contact Akel Engineering Group (“Akel”) about amending their System-Wide Water Supply Assessment completed in March 2022 to reflect the District’s current water usage. Akel provided a cost estimate of Twelve Thousand Nine Hundred Forty-Two Dollars (\$12,942) to update the System-Wide Water Supply Assessment according to the specifications provided by District staff.

Section 18.08.01 of the Policies and Procedures Governing the San Simeon Community Services District and Board of Directors (“Policies and Procedures”) requires all expenditures and purchases of Five Thousand Dollars (\$5,000) or greater to have prior authorization/approval by the District Board of Directors (“Board”). Further, section 19.04 of the Policies and Procedures generally requires the District to solicit written proposals from at least three qualified consultants if the cost for professional services falls between Ten Thousand Dollars (\$10,000) and Fifty Thousand Dollars (\$50,000), but “special circumstances” may warrant fewer than three proposals. Where it is in the best interests of the District under “special circumstances” to limit the number of proposals solicited, the documented basis for the action must be included in the report to the District Board. Special circumstances exist here because Akel completed the System-Wide Water Supply Assessment, and it is in the District’s best interests for Akel to complete the update of its own report.

Recommendation:

It is recommended that the Board approve the \$12,942 cost estimate from Akel to update the System-Wide Water Supply Assessment completed in March 2022.

Attachments:

1. System-Wide Water Supply Assessment Update Fee Estimate from Akel dated April 10, 2025.