

**TITLE: ADOPTION OF RESOLUTION NO. 24-20/21 AUTHORIZATION FOR APPROVAL OF CHANGE ORDER NO. 1 FOR BID NO. 20K21BX329 ELECTRICAL DISTRIBUTION SYSTEM UPGRADE AT SYCAMORE ELEMENTARY SCHOOL**

Business & Facilities  
Action #1

February 16, 2021  
Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent of Business & Facilities

**Background Information**

On December 17, 2019, the Board of Education authorized award of the Electrical Distribution System Upgrade Project at Sycamore Elementary School to Taft Electric Company in the amount of \$214,390. Unforeseen conditions were encountered which necessitates additional work repairing existing underground conduits, and installing new rooftop conduits. Adoption of attached Resolution No. 24-20/21 (Exhibit "A") is required for compliance with Public Contract Code 20118.4 which limits Change Orders to no more than 10% of the original contract price.

**Fiscal Analysis**

The total cost for Change Order No. 1 is \$26,451.00 (Exhibit "B"). Change Order No. 1 represents 12.34% of the original contract amount. The total amount of change orders will be \$26,451 or 12.34% of the original contract amount. The revised contract amount will be \$240,841.00.

This project is funded by Measure X.

**Recommendation**

It is recommended that the Board of Education adopt Resolution No. 24-20/21 for the Electrical Distribution System Upgrade Project at Sycamore Elementary School.

On motion # 97 by Trustee Blough, seconded by Trustee Jubran and carried by a vote of 5/0, the Board of Education adopted Resolution No. 24-20/21 and approved, by a roll-call vote, delegation of authority to the Associate Superintendent or such District employee designated by the Associate Superintendent authority to execute Change Order No. 1 for the Electrical Distribution System Upgrade Project at Sycamore Elementary School, Bid No. 20K21BX329.

Ayes: LaBelle  
Smollen Noes: 0 Absent: 0 Abstained: 0  
Bagdasaryan  
Blough  
Jubran

**SIMI VALLEY UNIFIED SCHOOL DISTRICT**  
**Board of Education**  
**Resolution No. 24-20/21**  
**Authorization for Approval of Change Order No. 1 for the Electrical Distribution System Upgrade at Sycamore Elementary School, Bid No. 20K21BX329**

WHEREAS, the Board of Education of the Simi Valley Unified School District ("District") previously awarded a contract ("Contract") for the Electrical Distribution System Upgrade at Sycamore Elementary School ("Project") to Taft Electric Company ("Contractor").

WHEREAS, the District is required to comply with Public Contract Code §20118.4, which limits the changes or alterations that the Board of Education may authorize under the Contract, without the formality of securing bids from other contractors; the limits pursuant to Public Contract Code §20118.4 are the greater of \$15,000 or 10% of the original Contract Price under the Contract.

WHEREAS, California courts recognize that a legal exception to the statutory bidding requirements exists when a public agency determines that competitive bidding would be futile, unavailing, undesirable, impractical, impossible, and would cause additional delay and additional cost (*Meakin v. Steveland* (1977) 68 Cal.App.3d 490; *Los Angeles Dredging v. Long Beach* (1930) 210 Cal. 348).

WHEREAS, the original Contract Price of the Contract was \$214,390; The Change Order limit on this Contract pursuant to Public Contract Code §20118.4 is therefore \$21,439.

WHEREAS, unforeseeable and unanticipated field conditions consisting of: (i) buried conduits intended for re-use for new power feeders were damaged by the presence of tree roots; and (ii) at some locations repair of the damaged portions of conduits can make them re-usable; and (iii) at other locations installation of new conduits on the roofs of the buildings is the most cost effective way to provide a pathway for the new power feeders; the scope of this additional work is described in the attached Change Order No. 1 ("Pending Change Order").

WHEREAS, the Contractor is intimately familiar with the Project and is ready, willing and able to perform the additional work set forth in the Pending Change Order.

WHEREAS, the Pending Change Order will increase the Contract Price by \$26,451; the increased Contract Price on account of the additional work described in the Pending Change Order is fair and reasonable.

WHEREAS, the Contract Price adjustment of the Pending Change Order will result in an aggregate Contract Price adjustment of \$26,451, resulting in a Change Order rate on the Project of 12.34%, which exceeds 10% of the original Contract Price by \$5,012.

WHEREAS, it would be costlier and more time-consuming and less beneficial to the District to bid the additional work subject to the Pending Change Order since it is integral to the Project and the work being performed by the Contractor.

WHEREAS, competitively bidding the additional work covered by the Pending Change Order would result in the delay of the completion of the Project.

WHEREAS, the additional work of the Pending Change Order must be performed to complete the project and failure to complete the Project will disrupt or delay delivery of education services.

**ELECTRICAL DISTRIBUTION SYSTEM UPGRADE AT SYCAMORE ELEMENTARY SCHOOL, BID #20K21BX329  
Change Order No. 1**

CHANGE ORDER REQUEST	DESCRIPTION	Costs	Comments
COR #1	Portion of COR#1 in excess of the \$15,000 Allowance for unforeseen items.	\$ 26,451.00	
<b>TOTAL OF CHANGE ORDER NO. 1</b>		<b>\$ 26,451.00</b>	

The original contract sum was:..... \$ 214,390.00  
Change by previously authorized Change Order(s)..... \$ -  
The contract sum prior to this change..... \$ 214,390.00  
The contract sum will be increased by this Change Order by..... \$ 26,451.00  
The new contract sum including this Change Order will be..... \$ 240,841.00  
The contract days will be increased by..... 0 days  
The date of completion as of the date of this Change Order therefore is..... 7/22/2020

APPROVED FOR PROCESSING  
BY SUPERINTENDENT'S OFFICE  
2/16/21  
Date Signature

**TITLE: RATIFICATION OF AGREEMENT NO. R21-02167 BETWEEN SIMI VALLEY UNIFIED SCHOOL DISTRICT AND CLARK SEIF CLARK, INC. FOR HAZARDOUS MATERIALS CONSULTANT SERVICES**

Business & Facilities  
Consent #5

February 16, 2021  
Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent  
Business & Facilities

**Background Information**

On June 5, 2018 the Board of Education approved Ongoing Services Agreement A18.686 for hazardous materials consultant services with the firm of Clark Seif Clark, Inc. Services are needed for preparation of a pre-renovation survey report for the Santa Susana Elementary School Classroom Renovation Project.

**Fiscal Analysis**

The estimated cost for the hazardous materials consultant services Agreement No. R21-02167 (Exhibit "A") with the firm of Clark Seif Clark, Inc. is \$4,465. The actual cost will be based on hazardous materials consultant services performed.

These services will be funded by Measure X.

Additional information is available at the Bond Management Office.

**Recommendation**

This item is presented for Board of Education ratification.

On a motion # 96 by Trustee Blough, seconded by Trustee Smollen and carried by a vote of 5/0, the Board of Education, by roll-call vote, ratified Agreement No R21-02167 with Clark Seif Clark, Inc. for preparation of a pre-renovation hazardous materials survey report for the Santa Susana Elementary School Classroom Renovation Project.

Ayes: Carbelle  
Smollen Noes: 0 Absent: 0 Abstain: 0  
Bagdasaryan  
Blough  
Jubran

**AGREEMENT NO. R21-02167  
PROJECT ASSIGNMENT AMENDMENT**

This Project Assignment Amendment ("PAA") is entered by and between Simi Valley Unified School District and Clark Seif Clark, Inc. ("Hazardous Materials Consulting Firm") as of January 20, 2021.

**WHEREAS**, the District and Hazardous Materials Consulting Firm entered into a written Agreement A18.686 entitled Agreement for On-Going Hazardous Materials Consultant Services ("Agreement") generally establishing terms and conditions for the Hazardous Materials Consultant's services for Projects assigned by the District to the Hazardous Materials Consulting Firm for completion of Hazardous Materials Consultant Services.

**WHEREAS**, this PAA sets forth the specific terms and conditions applicable to the Assigned Project and the Hazardous Materials Consultant Services to be completed by the Hazardous Materials Consulting Firm for the Assigned Project.

**NOW THEREFORE**, the District and Hazardous Materials Consultant agree as follows:

1. Assigned Project Description. The Assigned Project is described as follows: Provide a pre-construction hazardous materials survey report for Asbestos and lead building materials at **Santa Susana Elementary School for the classroom renovation project**.
2. Hazardous Materials Consultant Services for Assigned Project. The Hazardous Materials Consulting Firm shall complete the following Hazardous Materials Consultant Services for the Assigned Project:  
Perform pre-construction testing as necessary to allow for proper handling and disposal of building materials containing Asbestos or lead, which may be impacted during the classroom renovation project. The report shall include results of the pre-construction assessment, and recommendations for proper abatement, handling, and disposal of materials containing Asbestos or lead. Provide other Hazardous Materials Consultant work necessary for compliance with applicable regulations.
3. Hazardous Materials Consultants. The Hazardous Materials Consulting Firm shall utilize duly qualified and certified personnel for these Hazardous Materials Consultant Services. The hourly billing rate of each Hazardous Materials Consultant required for the Assigned Project is set forth in the Fee Proposal from Hazardous Materials Consulting Firm (Attachment 1) dated January 13, 2021.
4. Assigned Project Contract Price. The Contract Price for completing Hazardous Materials Consultant Services for the Assigned Project is an **estimated amount of Four-Thousand Four-Hundred Sixty-Five Dollars (\$4,465.00)** ("**Assigned Project Contract Price**"). Billings for payment of portions of the Assigned Project Contract Price shall be based on the reasonable time, equipment, and laboratory analyses necessary for the Assigned Project to complete Hazardous Materials Consultant Services in compliance with applicable industry standards and regulations. Billings for Hazardous Materials Consultant Services shall be at the Straight Time hourly rates, and customary laboratory analysis rates, unless the District has authorized in advance the completion of Hazardous Materials Consultant Services on days/times subject to Overtime or Premium Overtime hourly rates.
5. Term of PAA & Adjustment to Contract Price. The District has established Thirty (30) calendar days as the Term of this PAA. The Assigned Project Contract Price is based on the anticipated needs of the project. If the Assigned Project Contract Price is exhausted by the amount of assessment and testing, and reporting required, the Assigned Project Contract

Agreement R21-02167 – Clark Seif Clark, Inc.

Santa Susana E. S. Classroom Renovations, Pre-renovation Asbestos & Lead Survey Report  
Hazardous Materials Consultant Services

Price is subject to adjustment based on Hazardous Materials Consultant provision of appropriate documentation to the District for the District's review and assessment.

6. Agreement Terms. All terms of the Agreement are incorporated herein and applicable to the Assigned Project, except as modified by the terms of this PAA.

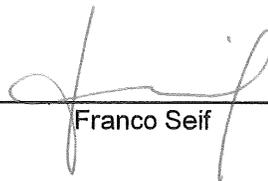
The District and Hazardous Materials Consulting Firm have executed this PAA as of the date set forth above.

**"District"**  
**SIMI VALLEY UNIFIED**  
**SCHOOL DISTRICT**

By:   
\_\_\_\_\_  
Ron Todo

Title: Associate Superintendent  
Business & Facilities

**"Hazardous Materials Consulting Firm"**  
**CLARK SEIF CLARK, INC.**

By:   
\_\_\_\_\_  
Franco Seif

Title: President / CEO



Attachment 1

CLARK SEIF CLARK, INC.  
HEALTH & SAFETY • ENGINEERING • ENVIRONMENTAL

1/13/2021

CSC Project No. 1029867

Simi Valley Unified School District  
Ms. Malihe Shokouhi  
101 West Cochran Street  
Simi Valley, CA 93065

Re: Santa Susana Elementary School  
4300 Apricot Road  
Simi Valley, CA 93063

Dear Ms. Shokouhi:

Clark Seif Clark, Inc. (CSC) is pleased to provide you with this fee proposal to perform a limited bulk asbestos and lead-based paint survey at the above-referenced property. Per our communication with you via email on January 12, 2021, we have acquired the technical requirements for this fee proposal. It is our understanding that the scope of the project requires the removal of white boards, tack boards and some surface mounted wall boards and finishes and 22 classrooms. CSC's inspection will focus on the materials that will be impacted by the proposal scope only.

The following is a fee proposal of our services. The estimated cost to perform the scope of work as listed hereunder is \$4,465.00. CSC has not seen the subject site. The estimated cost is based on third party information and is subject to change based on existing site conditions. CSC will bill only for services provided in accordance to the listed fee schedule. If additional funds are needed we will notify you prior to proceeding.

In order for CSC to proceed with this investigation, we require your written authorization. Please sign where indicated and return this proposal to us as soon as possible.

**FEE PROPOSAL**

<u>Description</u>	<u>Rate</u>	<u>Est. Units</u>	<u>Est. Cost</u>
Project Manager	\$130.00/Hour	4	\$520.00
Certified Asbestos Consultant (CAC)	\$96.00/Hour	20	\$1920.00
CAD Services & Drafting	\$80.00/Hour	12	\$960.00
PLM Bulks - 5 Day TAT	\$20.00/Sample	35	\$700.00
Pb Air - 5 Day TAT (AAS/ICP)	\$20.00/Sample	15	\$300.00
Clerical	\$65.00/Hour	1	\$65.00
Total Estimated Costs			<b>\$4,465.00</b>

Project Name: Santa Susana Elementary School  
Project Location: 4300 Apricot Road, Simi Valley CA  
CSC Project No.: 1029867

Page 2 of 3

**SCOPE OF WORK**

This survey shall include the following:

- On-site visit;
- Identify homogeneous building areas/materials;
- Assess condition of suspect ACM;
- Conduct non-destructive bulk sampling as required;
- Perform PLM laboratory sample analysis;
- Identify ACM and record locations; and
- Provide written report of findings.

All asbestos-related services will be conducted by a Cal/OSHA-Certified Asbestos Consultant (CAC), and/or a Cal/OSHA-Certified Site Surveillance Technician (CSST) or AHERA-Certified Building Inspector under the direction of the CAC.

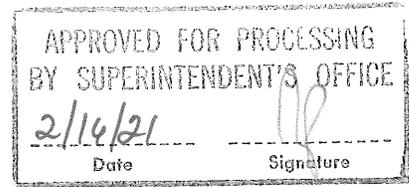
The purpose of a Lead-based paint (LBP) survey is to conduct a surface-by-surface investigation of painted surfaces using portable x-ray fluorescence (XRF) analyzers and/or laboratory analysis of paint chip samples to determine the presence of lead-based paint, and the provision of a report on the results. This survey shall include the following:

- On-site visit;
- Identify individual painted components;
- Test paint via XRF spectrum analyzer; and/or
- Collect/analyze paint chip samples as required;
- Identify LBP surfaces; and
- Provide written report of findings.

This LBP survey will be conducted by a California Department of Public Health (CDPH)-Certified Lead Inspector/Assessor. A CDPH-Certified Lead Project Designer shall develop the design of any LBP projects and/or interim control strategies.

**TERMS & CONDITIONS**

Interest of 1.5% per month (but not exceeding the maximum rate allowable by law) will be payable on any amounts not paid within thirty (30) days, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Attorney's fees or other costs incurred in collecting delinquent amount shall be paid by the client. In the event that the client requests termination of the work prior to completion of a report, Clark Seif Clark, Inc. reserves the right to complete such analyses and records as are necessary to place its files in order and, where considered by it necessary to protect its professional reputation, to complete a report on the work performed to date. A termination charge to cover the cost thereof in an amount not to exceed 30% of all charges incurred up to the date of the stoppage of the work may, at the discretion of Clark Seif Clark, Inc. be made.



**TITLE: RATIFICATION OF AGREEMENT NO. R21-02174 BETWEEN SIMI VALLEY UNIFIED SCHOOL DISTRICT AND JORDAN, GILBERT & BAIN LANDSCAPE ARCHITECTS, INC. FOR DEVELOPMENT OF SCHEMATIC AND PRELIMINARY DESIGNS FOR THE QUAD AREAS AT ROYAL HIGH SCHOOL**

Business & Facilities  
Consent #6

February 16, 2021  
Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent  
Business & Facilities

**Background Information**

Improvements to the quad areas are needed at Royal High School. Jordan, Gilbert & Bain Architects, Inc. is on the list of landscape architects approved by the Board of Education on March 21, 2017, and provide the design services.

**Fiscal Analysis**

The cost associated with Agreement No. R21-02174 is a fixed fee of \$43,150. Said Agreement is attached as Exhibit "A". These landscape architectural services will be funded with Measure X funds.

**Recommendation**

This item is presented for Board of Education ratification.

On a motion # 96 by Trustee Blough, seconded by Trustee Smollen and carried by a vote of 5/0, the Board of Education ratified, by roll-call-vote, Agreement R21-02174 with Jordan, Gilbert & Bain Landscape Architects, Inc. for landscape architect services for schematic and preliminary designs for improvements to the quad areas at Royal High School.

Ayes: Smollen Noes: 0 Absent: 0 Abstained: 0  
La Belle  
Bagdasaryan  
Blough  
Subran

PROJECT ASSIGNMENT AMENDMENT (PAA)  
 AGREEMENT NO. R21-02174

This Project Assignment Amendment ("PAA") is entered by and between Simi Valley Unified School District and Jordan, Gilbert & Bain Landscape Architects, Inc. Landscape Architect ("Architect") on January 21, 2021.

Whereas, the District entered into a written Agreement entitled Agreement A17.423 for On-Going Landscape Architect Services ("Agreement") generally establishing terms and conditions for the Architect's design professional services for Projects assigned by the District to the Architect.

Whereas, this PAA sets forth the specific terms and conditions applicable to the District assignment of the Assigned Project to the Architect for completion of design professional services.

NOW THEREFORE, the District and Architect and agree as follows:

1. **Assigned Project Description.** The Assigned Project is described as follows: **Royal High School Landscape Improvements at the Quad Areas** per the attached Proposal (Attachment 1) from Architect dated January 14, 2021.
2. **Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is not identified at the time of execution of this agreement.
3. **Assigned Project Basic Services.** The Basic Services Phases for the Assigned Project are:

Basic Services Phases
Evaluation of Existing Conditions, Including Drainage Systems.
Preparation of Concept Drawings
Review Concept Drawings with District, and Revise
Review Revised Concept Drawings with District
Preparation of Preliminary Landscape Design Studies.
Review of Preliminary Landscape Design Studies with the District.
Modifications to Preliminary Landscape Design Studies to Accommodate the District's Review.
Preparation of a Final Color Preliminary Design Incorporating the District's Review Comments into the Design, for the District's Review & Update as Necessary.
Prepare an Estimate of Probable Construction Cost for the Improvements, based on the Finalized Preliminary Design.

4. **Assigned Project Design Disciplines and Design Consultants.** The Design Disciplines included within the scope of the Assigned Project include the following; the Architect shall complete all services for the Design Disciplines noted below with its own employees or by Design Consultants to the Architect.
5. **Assigned Project Schedule.** The Architect's Completion of Basic Services for the Assigned Project shall be in accordance with the following:

Basic Services Phases	Completion Date
Existing Conditions Evaluation	Wednesday, February 03, 2021
Preparation of Concept Drawings	Tuesday, February 16, 2021
Review Concept Drawings with District and Revise as Required	Tuesday, March 02, 2021
Review Revised Concept Drawings with District	Friday, March 12, 2021
Preparation of Preliminary Landscape Design Studies.	Friday, April 02, 2021
Review of Preliminary Landscape Design Studies with the District.	Friday, April 09, 2021
Modifications to Preliminary Landscape Design Studies to Accommodate the District's Review.	Friday, April 23, 2021
Preparation of a Final Color Preliminary Design Incorporating the District's Review Comments into the Design, for the District's Review & Update as Necessary.	Friday, May 07, 2021
Prepare an Estimate of Probable Construction Cost for the Improvements, based on the Finalized Preliminary Design.	Friday, May 21, 2021

6. **Assigned Project Contract Price.** The Contract Price for the Assigned Project is a lump sum fixed price of Forty-Three Thousand One-Hundred Fifty Dollars (\$43,150.00) which includes a \$250.00 printing allowance. The Contract Price for the Assigned Project is allocated to the Basic Services Phases as follows:

Basic Services Phases	Contract Price Allocation
Existing Conditions Evaluation	\$1,000.00
Preparation of Concept Drawings	\$3,000.00
Review Concept Drawings with District and Revise as Required	\$750.00
Review Revised Concept Drawings with District	\$650.00
Preparation of Preliminary Landscape Design Studies.	\$9,500.00
Review of Preliminary Landscape Design Studies with the District.	\$1,000.00

Royal HS Landscape Improvements at Quads  
 Agreement No. R21-02174 Jordan Gilbert & Bain  
 January 21, 2021

Modifications & Finalization of Preliminary Landscape Design Studies.	\$22,000.00
Preparation of a Final Color Preliminary Design Incorporating the District's Review Comments into the Design, for the District's Review & Update as Necessary.	\$4,000.00
Prepare an Estimate of Probable Construction Cost for the Improvements, based on the Finalized Preliminary Design.	\$1,000.00
Reimbursable Printing Allowance.	\$250.00
<b>Total Contract Price:</b>	<b>\$43,150.00</b>

7. **Design Consultants.** Design Consultants to the Architect for the design disciplines required for the Assigned Project are as set forth in the Architect's RFQ Response, except: \_\_\_\_\_.
8. **Agreement Terms.** All terms of the Ongoing Agreement A17.423 for Landscape Architect Services are incorporated herein and applicable to the Assigned Project, except as modified by the terms of this PAA.

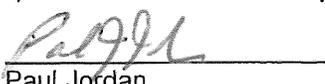
IN WITNESS HEREOF, the District and the Architect have executed this Project Assignment Amendment as of the date set forth above.

**District**  
**Simi Valley Unified School District**

By:   
Ron Todo

Title: Associate Superintendent, Business & Facilities

**Architect**  
**Jordan, Gilbert & Bain Landscape Architects**

By:   
Paul Jordan

Title: President

## Attachment 1

**PROPOSAL FOR LANDSCAPE ARCHITECTURAL SERVICES – JANUARY 14, 2021**

**PROJECT:** ROYAL HIGH SCHOOL QUAD LANDSCAPE IMPROVEMENTS  
1402 ROYAL AVENUE  
SIMI VALLEY, CALIFORNIA

**LANDSCAPE ARCHITECT:** JORDAN, GILBERT & BAIN LANDSCAPE ARCHITECTS, INC.  
459 NORTH VENTURA AVENUE  
VENTURA, CALIFORNIA 93001

**CLIENT:** SIMI VALLEY UNIFIED SCHOOL DISTRICT  
101 WEST COCHRAN STREET  
SIMI VALLEY, CALIFORNIA 93065

**ATTENTION:** PEDRO AVILA

**A. PROJECT OVERVIEW**

This project goal is to develop schematic and preliminary designs for the campus quad areas. These areas include the two major quads east and west of the Library Building, the two smaller quad areas east of Buildings 9 & 10, the landscape area west of Building 9 between that building and the proposed future building in the west parking lot, and a preliminary review of possible improvements to the existing quad area just south of the Administration Building.

The design process will include the preparation of concept sketches, District review, refinements of the design studies based on District review, and the ultimate preparation of preliminary designs that include colored plans, sections, and elevations. An estimate of probable construction cost for each area will be prepared with a final written report that describes the basis of design for each area.

**B. SCOPE OF WORK****1. SCHEMATIC DESIGN PHASE**

- a. Prepare concept sketches of each area with sections and elevations that express the concept design approach. Develop design solutions for the existing ramps located at the west side and east side of the Library Building.
- b. Review, with the District, concepts for each area and offer all stakeholders the opportunity to indicate what they want to see in the next concept design submission.
- c. Make refinements and revisions to the concepts that come out of the District review process.

**2. PRELIMINARY DESIGN PHASE**

- a. Once the concepts are approved by the District, develop preliminary drawings in AutoCAD format with sections, elevations, and details that describe the design.
- b. Review preliminary designs with the District and make any modifications that are requested.
- c. Prepare final preliminary designs in AutoCAD and in color with sections and elevations.

ROYAL HIGH QUAD AREA LANDSCAPE IMPROVEMENTS  
 JANUARY 14, 2021  
 PAGE 2 OF 2

3. ESTIMATE OF PROBABLE CONSTRUCTION COST

Prepare estimate of probable construction cost for the design improvements at each quad area.

4. BASIS OF DESIGN

Prepare a written report that describes the design criteria, and considerations used to develop the final Preliminary Design.

C. COMPENSATION FOR LANDSCAPE ARCHITECTURAL SERVICES

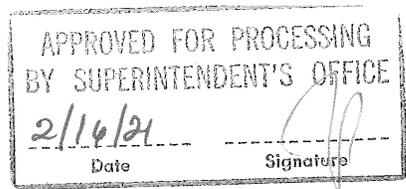
The Landscape Architect shall perform the basic services in exchange for compensation equal to the basic fee of \$ 43,150.00. This basic fee shall be allocated over the following phases of work as follows:

A.	SCHEMATIC DESIGN PHASE .....	\$	11,750.00
B.	PRELIMINARY DESIGN PHASE .....	\$	22,850.00
D.	ESTIMATE OF PROBABLE CONSTRUCTION COST .....	\$	4,500.00
E.	BASIS OF DESIGN .....	\$	3,800.00
F.	PRINTING ALLOWANCE.....	\$	250.00
	CONTRACT FEE.....	\$	43,150.00

D. REQUIRED NOTIFICATION

Landscape Architects are regulated by the State of California. Any questions concerning a Landscape Architect may be referred to the Landscape Architects Technical Committee at: Landscape Architects Technical Committee, 2420 Del Paso Road, Suite 105, Sacramento, California 95834, (916) 575-7230.

BY:  DATE January 14, 2021  
 PAUL JORAN, LANDSCAPE ARCHITECT #1443  
 JORDAN, GILBERT & BAIN LANDSCAPE ARCHITECTS



**TITLE: RATIFICATION OF AGREEMENT NOS. R21-02205 AND R21-02206 BETWEEN SIMI VALLEY UNIFIED SCHOOL DISTRICT AND MOLLENHAUER GROUP CIVIL, INC. FOR SURVEYING AND UNDERGROUND UTILITY DETECTION SERVICES AT ROYAL HIGH SCHOOL**

Business & Facilities  
Consent #9

February 16, 2021  
Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent  
Business & Facilities

**Background Information**

On March 21, 2017 the Board of Education ratified Ongoing Services Agreement A17.322 for ongoing civil engineering services with the firm of Mollenhauer Group Civil, Inc. Surveying and underground utility detection services are needed for the design of improvements to the quads and walkways. Surveying and underground utility detection services are also needed for design of new classroom buildings.

**Fiscal Analysis**

The costs associated with these surveying services are shown below;

Royal HS Quads and Walkways – Agreement No. R21-02205 (Exhibit A): \$28,257.74  
Royal HS New Classroom Bldgs. – Agreement No. R21-02206 (Exhibit B): \$28,300.00  
**Total: \$56,557.74**

These services will be funded by Measure X. Additional information is available at the Bond Management Office.

**Recommendation**

This item is presented for Board of Education ratification.

On a motion # 96 by Trustee Blough, seconded by Trustee Smollen and carried by a vote of 5/0, the Board of Education ratified, by roll-call-vote, Agreement Nos. R21-02205 and R21-02206 with Mollenhauer Group, Civil, Inc.

Ayes: LaBelle  
Smollen  
Bagdasaryan  
Blough  
Subran Noes: 0 Absent: 0 Abstained: 0

**PROJECT ASSIGNMENT AMENDMENT (PAA)  
AGREEMENT NO. R21-02205**

**ROYAL HIGH SCHOOL QUADS PATHWAY & LANDSCAPE IMPROVEMENTS SURVEY**

This Project Assignment Amendment ("PAA") is entered by and between Simi Valley Unified School District and Mollenhauer Group Civil, Inc. ("Engineer") on or about January 26, 2021.

Whereas, the District entered into a written Agreement entitled Agreement A17.322 for On-Going Engineering Services ("Agreement") generally establishing terms and conditions for the Engineer's design professional services for Projects assigned by the District to the Engineer.

Whereas, this PAA sets forth the specific terms and conditions applicable to the District assignment of the Assigned Project to the Engineer for completion of design professional services.

NOW THEREFORE, the District and Engineer and agree as follows:

**1. Assigned Project Description.** The Assigned Project is described as follows:

**Prepare a Design Topographic and Underground Utilities Survey, including field-measured spot elevations, contours, invert elevations for sewer manholes and storm drain catch basins, survey all conductive and non-conductive underground piping and conduits including water, natural gas, electrical, tele-communication, sewer and storm drain lines. Method used will be electro-magnetic and Ground Penetrating Radar (GPR) surveying for the quads, pathway & landscape improvements project, as further described in the attached Proposal from Engineer dated January 19, 2021 (Attachment 1).**

**2. Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is not yet determined, as the Assigned Project is surveying, civil engineering, and construction administration services.

**3. Assigned Project Basic Services.** The Basic Services for the Assigned Project are:

Basic Services Descriptions
Field survey, including spot elevations, contours, and storm drain invert elevations, and GPR survey of underground utilities.
Provision of CADD and pdf electronic files containing the completed surveys.

**4. Assigned Project Design Disciplines and Design Consultants.** The Design Disciplines included within the scope of the Assigned Project include the following; the Engineer shall complete all services for the Design Disciplines noted below with its own employees or by Design Consultants to the Engineer.

Design Disciplines
Design Consultants
Land Surveyor

**5. Assigned Project Schedule.** The Engineer's Completion of Basic Services for the Assigned Project shall be in accordance with the following:

Basic Services Phases	Completion Date
Site Topographic Surveying.	2/12/21
GPR Surveying	2/16/21

Basic Services Phases	Completion Date
Compilation of survey measurements onto survey drawings, and provision of electronic files of the completed survey.	2/26/21

6. **Assigned Project Contract Price.** The Contract Price for the Assigned Project a total fixed-fee of **Twenty-Eight Thousand Two-Hundred Fifty-Seven Dollars and Seventy-Four Cents (\$28,257.74)**, as itemized below;

Topographic Survey:	\$19,595.25
Utility Detection Survices (GPR Survey):	<u>\$ 8,662.49</u>
<b>Total Fixed Fee:</b>	<b>\$28,257.74</b>

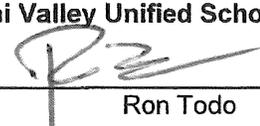
7. **Design Consultants.** Design Consultants to the Engineer for the design disciplines required for the Assigned Project are as set forth in the Engineer's RFQ Response, except: \_\_\_\_\_.

8. **Agreement Terms.** All terms of Agreement A17.322 are incorporated herein and applicable to the Assigned Project, except as specifically modified by the terms of this PAA. The Standard Terms and Conditions that were included in the Proposal from Engineer are replaced by the Terms and Conditions of Agreement A17.322.

9. **Acknowledgment and Confirmation.** The Engineer has a full and complete understanding of the Engineering Services required for the Assigned Project. The Engineer certifies that all proposed personnel and any sub-consultants are duly certified, licensed, approved and otherwise qualified to complete obligations under the On-going Engineering Services Agreement.

IN WITNESS HEREOF, the District and the Engineer have executed this Project Assignment Amendment as of the date set forth above.

**District**  
**Simi Valley Unified School District**

By:   
\_\_\_\_\_  
Ron Todo

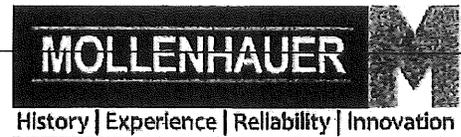
Title: Associate Superintendent, Business & Facilities

**Engineer**  
**Mollenhauer Group Civil, Inc.**

By:   
\_\_\_\_\_  
Thomas Tran

Title: Senior Vice-President, Civil Engineering

Attachment 1



January 19, 2021

**Simi Valley Unified School District**  
101 West Cochran Street  
Simi Valley, CA 93065

Attention: Edgardo Maradiaga  
Construction Manager

**Re: Simi Valley Unified School District (SVUSD)**  
**Royal High School-Survey and Utility Detection**  
**MG Proposal # P21.130.003**

Dear Mr. Maradiaga:

In response to your request for proposal of January 8, 2021, and our subsequent meeting with Mr. Jeff Kipp (SVUSD) at the site walk on January 13, 2021, we are pleased to submit our proposal for topographic surveying and Ground Penetrating Radar (GPR) utility detection services in connection with the subject project.

In reviewing the documentation forwarded to us we have developed the following scope of services that would be performed by our staff for the limits of work for civil engineering and surveying as shown on the attached Exhibit RS-1:

#### **SCOPE OF SERVICES**

##### **Topographic Surveying Services:**

Prepare a design survey for the highlighted areas as shown on the Exhibit RS-1, which will include those items of work noted as follows:

- All features of the site will be shown and noted.
- Spot elevations and contours will be shown as required to fully describe the site.
- All elevations will be based upon current City of Simi Valley bench marks. Two bench marks will be shown on the survey. Assumed bench marks will not be used.
- Invert elevations of all accessible sanitary sewer and storm drain manholes and storm drain catch basins located onsite will be field measured. Record elevations will not be used.
- All existing utilities of record provided by the District will be shown.

919 W. Glenoaks Blvd. Glendale, CA 91202 | t: 818 937-9899  
| t: 213 624-2661  
| www.mollenhauergroup.com

Mr. Edgardo Maradiaga  
 Simi Valley Unified School District (SVUSD)  
 Royal High School-Survey and Utility Detection  
 January 19, 2021  
 Page 2 of 3

- The survey will be drawn to a scale acceptable to the architect.

#### Utility Detections Services:

Perform the utility detection for the highlighted areas as shown on the Exhibit RS-1, that will include those items of work noted as follows:

- Utility Investigation using Electro- Magnetic & Ground Penetrating Radar locating equipment to locate & mark-out all conductive & non-conductive underground utilities including: water lines, natural gas lines, electrical lines, tele-communication lines, sewer lines, and storm drain pipes for areas noted for field survey as shown on attached Exhibit RS-1.
- All confirmed utilities, buried features, and substructure will be delineated using APWA color coded marking paint, flags and whiskers.
- All photos of located utilities onsite will be saved and sent to Mollenhauer Group.
- Field survey to locate Utility Investigation markings.
- The Utility Detection drawings will be drawn to a scale acceptable to the Engineer.

#### DESIGN FEE

Fee for our services will be billed monthly as the work progresses based upon our estimate of percentage of completion of our work as follows:

Topographic Survey Services:	\$ 19,595.25
Utility Detections Services:	\$ <u>8,662.49</u>
<b>Total Fee Requested:</b>	<b>\$ 28,257.74</b>

#### INSURANCE

The Mollenhauer Group (Mollenhauer) maintains workers compensation and employers' liability insurance of a form and in an amount as required by state law; comprehensive general liability with a general aggregate limit of \$2,000,000, automotive liability with a combined single limit of \$1,000,000 and professional liability insurance with a limit of \$1,000,000 per claim. The client recognizes that the insurance market can be erratic and that Mollenhauer cannot guarantee that they will be able to maintain the coverages identified above. Mollenhauer will endeavor to maintain the above coverages, within the context of prudent business practice, and will notify the client of any change in coverage no later than ten calendar days after we become aware of any change.

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 | t: 213 624-2661  
 | www.mollenhauergroup.com

Mr. Edgardo Maradiaga  
Simi Valley Unified School District (SVUSD)  
Royal High School-Survey and Utility Detection  
January 19, 2021  
Page 3 of 3

**OPTIONAL SERVICES**

Our scope of services does not include any work not specifically called for herein. Should you so desire, our firm can modify the scope of services outlined in our proposal to best fit the needs of the project. We can provide your firm with an amended proposal for any additional services that might be required in the future, or this work can be billed on an hourly basis in accordance with our attached rate schedule.

**CLOSURE**

We hope this proposal meets with your approval and look forward to working with you on this project. We are prepared to start work immediately upon receipt of written authorization of our proposal.

Should you have any questions regarding our proposal or require additional information, please do not hesitate to contact us.

Very truly yours,

**MOLLENHAUER GROUP CIVIL, INC.**



Thomas M. Tran, PE, QSD  
Sr. Vice President, Civil Engineering.

**Authorization to Proceed:**

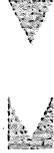
By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosures:  
Hourly Rates  
Exhibit RS-1  
Standard Terms and Conditions

Civil Engineering  
 Survey + Mapping  
 3D Laser Scanning  
 Subdivision Mapping  
 Construction Surveying



**MOLLENHAUER**

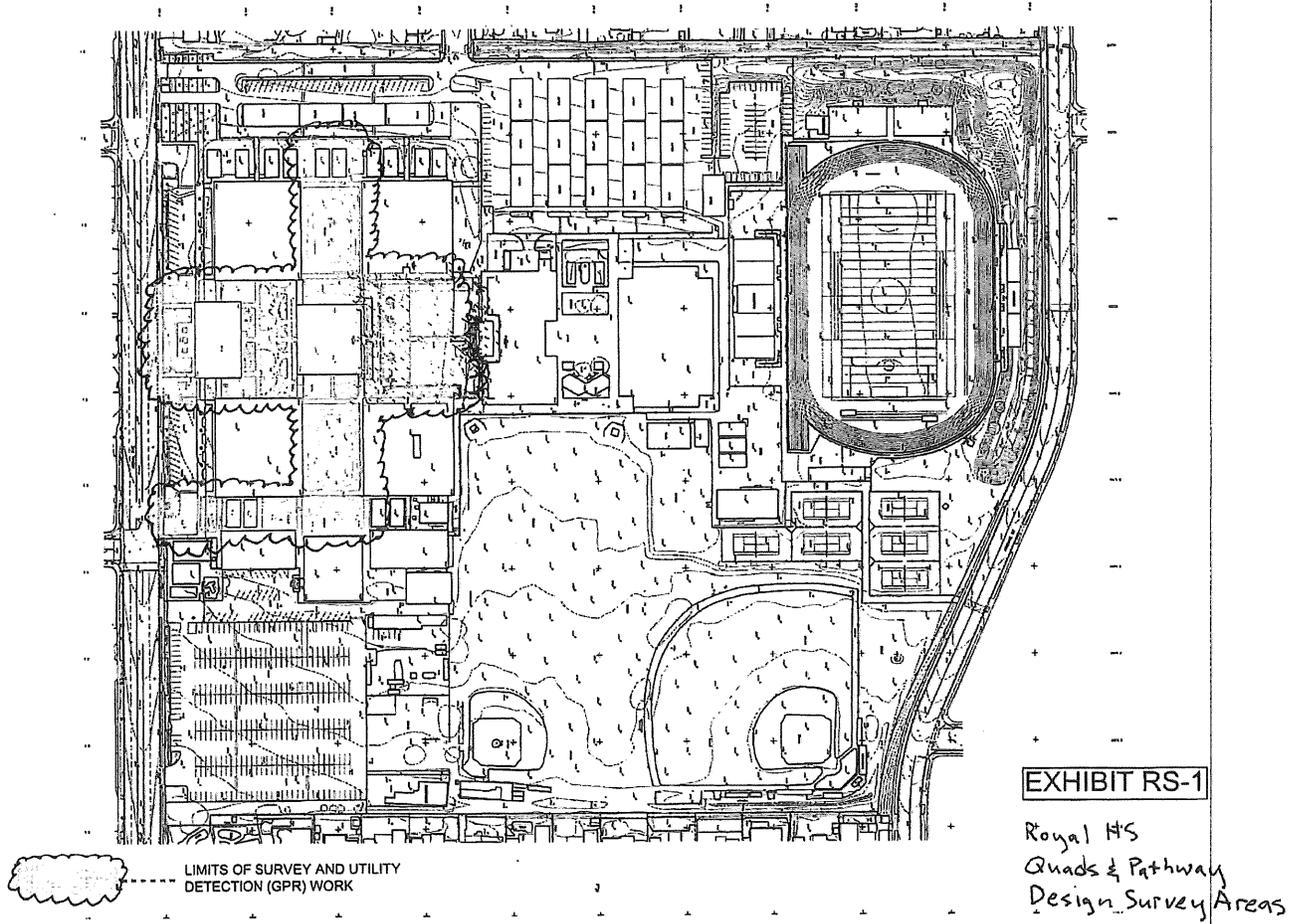
**Mollenhauer Group Civil, Inc.**  
 Schedule of Hourly Rates

<b>STAFF TITLES</b>	<b>RATE</b>
<b>Field Survey Party</b>	
One Person Party	\$215.00
Two Person Party	\$292.00
Three Person Party	\$370.00
<b>Office Management &amp; Professional Services</b>	
Senior Project Manager	\$190.00
Project Manager	\$175.00
Senior Project Engineer/Surveyor	\$169.00
Project Engineer/Surveyor	\$160.00
Assistant Project Surveyor	\$130.00
Design Engineer	\$123.00
Junior Engineer	\$95.00
<b>Office CAD &amp; Administrative Services</b>	
CADD Technician	\$104.00
Researcher/ Plan Processor	\$94.00
Project Assistant	\$78.00
Administration	\$72.00

Reimbursables (plots, reproductions, messenger, over-night service) will be charged at cost plus 10 percent.

Sub-Consultants will be charged at cost plus 20 percent.

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**PROJECT ASSIGNMENT AMENDMENT (PAA)  
AGREEMENT NO. R21-02206**

**ROYAL HIGH SCHOOL SURVEY AND UTILITY DETECTION FOR NEW CLASSROOM BUILDINGS**

This Project Assignment Amendment ("PAA") is entered by and between Simi Valley Unified School District and Mollenhauer Group Civil, Inc. ("Engineer") on or about January 28, 2021.

Whereas, the District entered into a written Agreement entitled Agreement A17.322 for On-Going Engineering Services ("Agreement") generally establishing terms and conditions for the Engineer's design professional services for Projects assigned by the District to the Engineer.

Whereas, this PAA sets forth the specific terms and conditions applicable to the District assignment of the Assigned Project to the Engineer for completion of design professional services.

NOW THEREFORE, the District and Engineer and agree as follows:

**1. Assigned Project Description.** The Assigned Project is described as follows:

Prepare a Design Topographic and Underground Utilities Survey, including field-measured spot elevations, contours, inclusion of two City of Simi Valley bench marks, invert elevations for sewer manholes and storm drain catch basins, survey all conductive and non-conductive underground piping and conduits including water, natural gas, electrical, tele-communication, sewer and storm drain lines. Method used will be electro-magnetic and Ground Penetrating Radar (GPR) surveying for the area to be surveyed, as further described in the attached Proposal from Engineer dated January 26, 2021 (Attachment 1).

**2. Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is not yet determined, as the Assigned Project is surveying, civil engineering, and construction administration services.

**3. Assigned Project Basic Services.** The Basic Services for the Assigned Project are:

Basic Services Descriptions
Field survey, including spot elevations, contours, City of Simi Valley bench marks, storm drain invert elevations, existing utilities, and GPR survey of underground utilities.
Provision of CADD and pdf electronic files containing the completed surveys.

**4. Assigned Project Design Disciplines and Design Consultants.** The Design Disciplines included within the scope of the Assigned Project include the following; the Engineer shall complete all services for the Design Disciplines noted below with its own employees or by Design Consultants to the Engineer.

Design Disciplines
Design Consultants
Land Surveyor

**5. Assigned Project Schedule.** The Engineer's Completion of Basic Services for the Assigned Project shall be in accordance with the following:

Basic Services Phases	Completion Date
Site Topographic Surveying	2/19/21
GPR Surveying	2/23/21

Basic Services Phases	Completion Date
Compilation of survey measurements onto survey drawings, and provision of electronic files of the completed survey.	3/8/21

6. **Assigned Project Contract Price.** The Contract Price for the Assigned Project a total not-to exceed-fee of Twenty-Eight Thousand Three-Hundred Dollars (\$28,300.00), as itemized below;

Topographic Survey Services:	\$19,600.00
Utility Detection Survices (GPR Survey):	\$ 8,700.00
<b>Total Fixed Fee:</b>	<b>\$28,300.00</b>

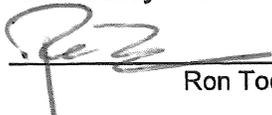
7. **Design Consultants.** Design Consultants to the Engineer for the design disciplines required for the Assigned Project are as set forth in the Engineer's RFQ Response, except: \_\_\_\_\_.

8. **Agreement Terms.** All terms of Agreement A17.322 are incorporated herein and applicable to the Assigned Project, except as specifically modified by the terms of this PAA. The Standard Terms and Conditions that were included in the original Proposal from Engineer are replaced by the Terms and Conditions of Agreement A17.322.

9. **Acknowledgment and Confirmation.** The Engineer has a full and complete understanding of the Engineering Services required for the Assigned Project. The Engineer certifies that all proposed personnel and any sub-consultants are duly certified, licensed, approved and otherwise qualified to complete obligations under the On-going Engineering Services Agreement.

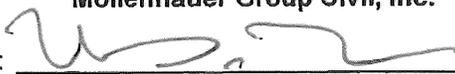
IN WITNESS HEREOF, the District and the Engineer have executed this Project Assignment Amendment as of the date set forth above.

**District**  
**Simi Valley Unified School District**

By:  \_\_\_\_\_  
Ron Todo

Title: Associate Superintendent, Business & Facilities

**Engineer**  
**Mollenhauer Group Civil, Inc.**

By:  \_\_\_\_\_  
Thomas Tran

Title: Senior Vice-President, Civil Engineering

Attachment 1



January 26, 2021

**Simi Valley Unified School District**  
101 West Cochran Street  
Simi Valley, CA 93065

Attention: Tony Joseph  
Construction Manager

**Re: Simi Valley Unified School District (SVUSD)**  
**Royal High School-Survey and Utility Detection for New Classroom Buildings**  
**MG Proposal # P21.130.003.1**

Dear Mr. Joseph:

In response to your request for proposal a proposal, and our meeting with Messrs. Edgardo Maradiaga and Jeff Kipp (SVUSD) at the site walk on January 13, 2021, we are pleased to submit our proposal for topographic surveying and Ground Penetrating Radar (GPR) utility detection services in connection with the subject project.

In reviewing the documentation forwarded to us we have developed the following scope of services that would be performed by our staff for the limits of work for civil engineering and surveying as shown on the attached Exhibit RS-2:

#### **SCOPE OF SERVICES**

##### **Topographic Surveying Services:**

Prepare a design survey for the highlighted areas as shown on the Exhibit RS-2, which will include those items of work noted as follows:

- All features of the site will be shown and noted.
- Spot elevations and contours will be shown as required to fully describe the site.
- All elevations will be based upon current City of Simi Valley bench marks. Two bench marks will be shown on the survey. Assumed bench marks will not be used.
- Invert elevations of all accessible sanitary sewer and storm drain manholes and storm drain catch basins located onsite will be field measured. Record elevations will not be used.
- All existing utilities of record provided by the District will be shown.

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| t: 213 624-2661  
| [www.mollenhauergroup.com](http://www.mollenhauergroup.com)

Mr. Tony Joseph  
Simi Valley Unified School District (SVUSD)  
Royal High School-Survey and Utility Detection for New Classroom Buildings  
January 26, 2021  
Page 2 of 3

- The survey will be drawn to a scale acceptable to the architect.

**Utility Detections Services:**

Perform the utility detection for the highlighted areas as shown on the Exhibit RS-2, that will include those items of work noted as follows:

- Utility Investigation using Electro- Magnetic & Ground Penetrating Radar locating equipment to locate & mark-out all conductive & non-conductive underground utilities including: water lines, natural gas lines, electrical lines, tele-communication lines, sewer lines, and storm drain pipes for areas noted for field survey as shown on attached Exhibit RS-1.
- All confirmed utilities, buried features, and substructure will be delineated using APWA color coded marking paint, flags and whisksers.
- All photos of located utilities onsite will be saved and sent to Mollenhauer Group.
- Field survey to locate Utility Investigation markings.
- The Utility Detection drawings will be drawn to a scale acceptable to the Engineer.

**DESIGN FEE**

Fee for our services will be billed monthly as the work progresses based upon the surveying and utility detection services performed as follows:

Topographic Survey Services:	\$ 19,600.00 (Not-to-Exceed Fee)
Utility Detections Services:	\$ <u>8,700.00</u> (Not-to-Exceed Fee)
<b>Total (Not-to-Exceed Fee) Fee:</b>	<b>\$ 28,300.00 (Not-to-Exceed Fee)</b>

**INSURANCE**

The Mollenhauer Group (Mollenhauer) maintains workers compensation and employers' liability insurance of a form and in an amount as required by state law; comprehensive general liability with a general aggregate limit of \$2,000,000, automotive liability with a combined single limit of \$1,000,000 and professional liability insurance with a limit of \$1,000,000 per claim. The client recognizes that the insurance market can be erratic and that Mollenhauer cannot guarantee that they will be able to maintain the coverages identified above. Mollenhauer will endeavor to maintain the above coverages, within the context of prudent business practice, and will notify the client of any change in coverage no later than ten calendar days after we become aware of any change.

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| t: 213 624-2661  
| www.mollenhauergroup.com

Mr. Tony Joseph  
~~Simi Valley Unified School District (SVUSD)~~  
Royal High School-Survey and Utility Detection for New Classroom Buildings  
January 26, 2021  
Page 3 of 3

**OPTIONAL SERVICES**

Our scope of services does not include any work not specifically called for herein. Should you so desire, our firm can modify the scope of services outlined in our proposal to best fit the needs of the project. We can provide your firm with an amended proposal for any additional services that might be required in the future, or this work can be billed on an hourly basis in accordance with our attached rate schedule.

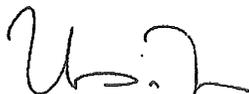
**CLOSURE**

We hope this proposal meets with your approval and look forward to working with you on this project. We are prepared to start work immediately upon receipt of written authorization of our proposal.

Should you have any questions regarding our proposal or require additional information, please do not hesitate to contact us.

Very truly yours,

**MOLLENHAUER GROUP CIVIL, INC.**



Thomas M. Tran, PE, QSD  
Sr. Vice President, Civil Engineering.

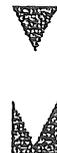
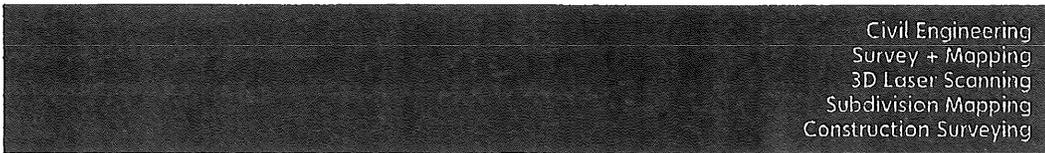
**Authorization to Proceed:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Enclosures:**  
Hourly Rates  
Exhibit RS-2



**MOLLENHAUER**

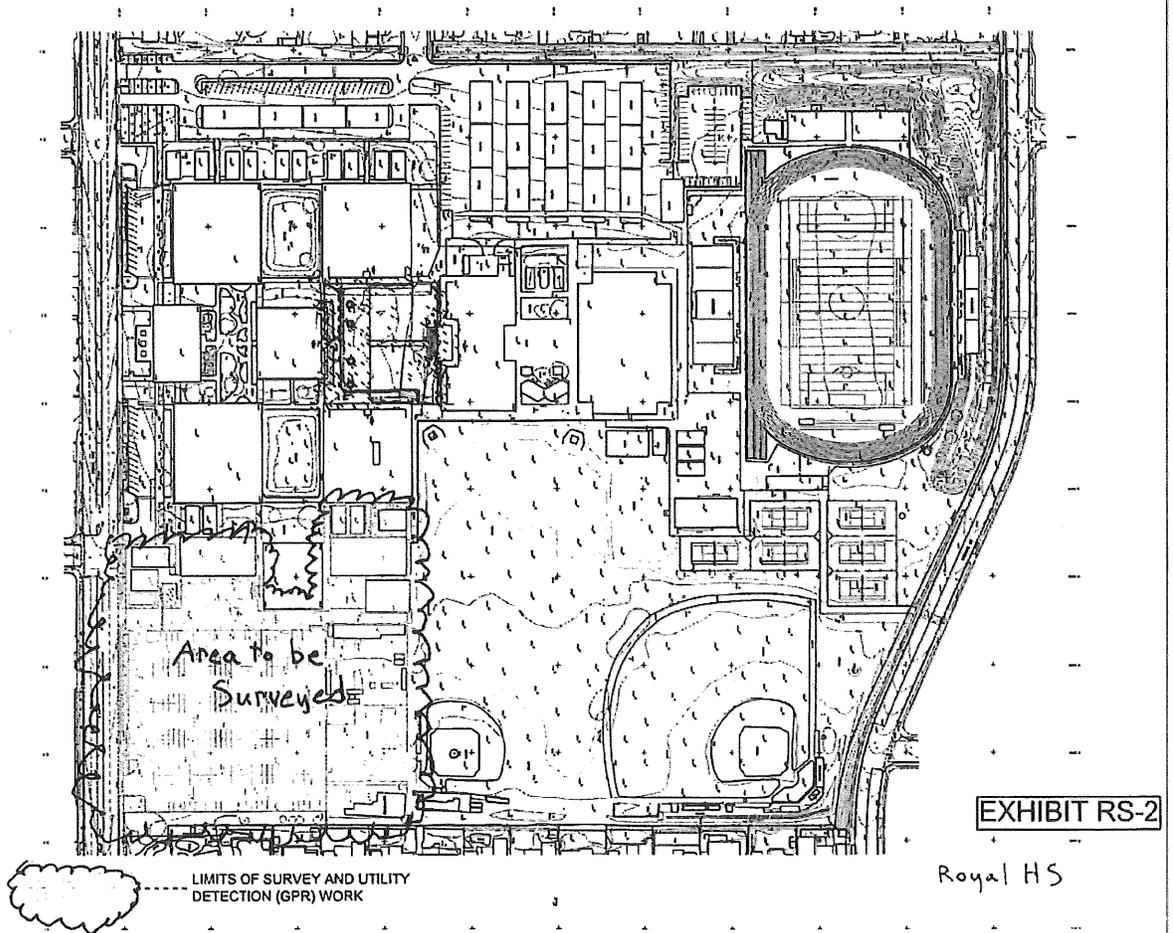
**Mollenhauer Group Civil, Inc.  
Schedule of Hourly Rates**

STAFF TITLES	RATE
<b>Field Survey Party</b>	
One Person Party	\$215.00
Two Person Party	\$292.00
Three Person Party	\$370.00
<b>Office Management &amp; Professional Services</b>	
Senior Project Manager	\$190.00
Project Manager	\$175.00
Senior Project Engineer/Surveyor	\$169.00
Project Engineer/Surveyor	\$160.00
Assistant Project Surveyor	\$130.00
Design Engineer	\$123.00
Junior Engineer	\$95.00
<b>Office CAD &amp; Administrative Services</b>	
CADD Technician	\$104.00
Researcher/ Plan Processor	\$94.00
Project Assistant	\$78.00
Administration	\$72.00

Reimbursables (plots, reproductions, messenger, over-night service) will be charged at cost plus 10 percent.

Sub-Consultants will be charged at cost plus 20 percent.

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APPROVED FOR PROCESSING  
 BY SUPERINTENDENT'S OFFICE  
 2/16/21  
 Date Signature

**TITLE: APPROVAL OF AGREEMENT NO. R21-02382 BETWEEN SIMI VALLEY UNIFIED SCHOOL DISTRICT AND MOLLENHAUER GROUP CIVIL, INC. FOR SURVEYING AND CIVIL ENGINEERING DESIGN FOR IMPROVEMENTS TO THE OUTDOOR BASKETBALL COURTS AT VALLEY VIEW MIDDLE SCHOOL**

Business & Facilities  
 Consent #12

February 16, 2021  
 Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent  
 Business & Facilities

**Background Information**

On March 21, 2017 the Board of Education ratified Ongoing Services Agreement A17.322 for ongoing civil engineering services with the firm of Mollenhauer Group Civil, Inc. Surveying and civil engineering design services are needed for a project will improve the drainage and pavement at the outdoor basketball courts at Valley View Middle School.

**Fiscal Analysis**

The costs associated with these surveying services are shown below;

Civil Engineering Services (not-to-exceed amount):	\$17,825.00
Surveying Services (fixed-fee amount):	<u>\$ 8,650.00</u>
<b>Total:</b>	<b>\$26,475.00</b>

These services are further described in attached Agreement No. R21-02382 (Exhibit "A") and will be funded by Measure X. Additional information is available at the Bond Management Office.

**Recommendation**

It is recommended that the Board of Education approve Agreement No. R21-02382 with Mollenhauer Group Civil, Inc. for surveying and civil engineering services for improvements to the outdoor basketball courts at Valley View Middle School.

On a motion # 96 by Trustee Blough, seconded by Trustee Smollen and carried by a vote of 5/0, the Board of Education approved, by roll-call-vote, Agreement No. R21-02382 with Mollenhauer Group, Civil, Inc.

Ayes: Labelle  
Smollen Noes: 0 Absent: 0 Abstained: 0  
Bagdasaryan  
Blough  
Jubran

PROJECT ASSIGNMENT AMENDMENT (PAA)  
 AGREEMENT NO. R21-02382

**VALLEY VIEW MIDDLE SCHOOL SURVEY AND CIVIL ENGINEERING SERVICES FOR IMPROVEMENTS TO THE OUTDOOR BASKETBALL COURT AREA**

This Project Assignment Amendment ("PAA") is entered by and between Simi Valley Unified School District and Mollenhauer Group Civil, Inc. ("Engineer") on or about February 17, 2021.

Whereas, the District entered into a written Agreement entitled Agreement A17.322 for On-Going Engineering Services ("Agreement") generally establishing terms and conditions for the Engineer's design professional services for Projects assigned by the District to the Engineer.

Whereas, this PAA sets forth the specific terms and conditions applicable to the District assignment of the Assigned Project to the Engineer for completion of design professional services.

NOW THEREFORE, the District and Engineer and agree as follows:

1. **Assigned Project Description.** The Assigned Project is described as follows:

**Prepare a Design Topographic Survey and Civil Engineering Design for drainage and pavement improvements at and surrounding the outdoor basketball courts at Valley View Middle School.** as further described in the attached Proposal from Engineer dated January 14, 2021 (Attachment 1).

2. **Assigned Project Construction Budget.** The Construction Budget for the Assigned Project is not yet determined, as the Assigned Project is surveying, civil engineering, and construction administration services.

3. **Assigned Project Basic Services.** The Basic Services for the Assigned Project are:

Basic Services Descriptions
Field survey, including spot elevations at pavement and areas contiguous to the pavement, invert elevations of storm drains and catch basins, and survey of areas necessary for design of new improvements.
Civil engineering design of new improvements, including new pavement and drainage systems.
Construction administration services.
Provision of CADD and pdf electronic files containing the completed survey & civil engineering design.

4. **Assigned Project Design Disciplines and Design Consultants.** The Design Disciplines included within the scope of the Assigned Project include the following; the Engineer shall complete all services for the Design Disciplines noted below with its own employees or by Design Consultants to the Engineer.

Design Disciplines; Design Consultants
Land Surveyor
Civil Engineer

5. **Assigned Project Schedule.** The Engineer's Completion of Basic Services for the Assigned Project shall be in accordance with the following:

Basic Services Phases	Completion Date
Site Topographic Surveying.	3/8/21
Civil Engineering	4/5/21
Construction Administration	As required.

6. **Assigned Project Contract Price.** The Contract Price for the Assigned Project a total not-to exceed-fee of **Twenty-Six Thousand Four-Hundred Seventy-Five Dollars (\$26,475.00)**, as itemized below;

Civil Engineering Services (not-to-exceed amount):           **\$17,825.00**  
 Topographic Survey Services (fixed-fee amount):           **\$ 8,650.00**  
**Total Fee:           \$26,475.00**

7. **Design Consultants.** Design Consultants to the Engineer for the design disciplines required for the Assigned Project are as set forth in the Engineer's RFQ Response, except: \_\_\_\_\_.

8. **Agreement Terms.** All terms of Agreement A17.322 are incorporated herein and applicable to the Assigned Project, except as specifically modified by the terms of this PAA. The Standard Terms and Conditions that were included in the original Proposal from Engineer are replaced by the Terms and Conditions of Agreement A17.322.

9. **Acknowledgment and Confirmation.** The Engineer has a full and complete understanding of the Engineering Services required for the Assigned Project. The Engineer certifies that all proposed personnel and any sub-consultants are duly certified, licensed, approved and otherwise qualified to complete obligations under the On-going Engineering Services Agreement.

IN WITNESS HEREOF, the District and the Engineer have executed this Project Assignment Amendment as of the date set forth above.

**District**  
**Simi Valley Unified School District**

By: \_\_\_\_\_  
 Ron Todo

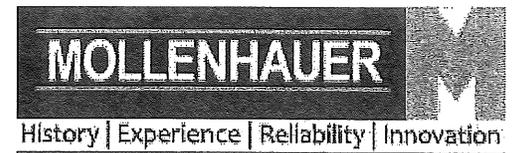
Title: Associate Superintendent, Business & Facilities

**Engineer**  
**Mollenhauer Group Civil, Inc.**

By: \_\_\_\_\_  
 Thomas Tran

Title: Senior Vice-President, Civil Engineering

Attachment 1



January 14, 2021

**Simi Valley Unified School District**  
101 West Cochran Street  
Simi Valley, CA 93065

Attention: Mr. Jeff Kipp  
Bond Construction Manager

**Re: Simi Valley Unified School District (SVUSD)  
Valley View Middle School Basketball Courts  
Civil Engineering + Design Survey  
MG Proposal # P21.130.004**

Dear Mr. Kipp:

In response to your request for proposal of January 8, 2021, and our subsequent meeting with Mr. Michael Handberg (SVUSD) at the site walk on January 13, 2021, we are pleased to submit our proposal for civil engineering and surveying services in connection with the subject project.

In reviewing the documentation forwarded to us we have developed the following scope of services that would be performed by our staff for the limits of work for civil engineering and surveying as shown on the attached Exhibit VS-1:

#### **SCOPE OF SERVICES**

##### **Design Survey**

Prepare a design survey that will include those items of work noted as follows:

- Spot elevations and contours will be shown as required to fully describe the site as shown on the attached Exhibit VS-1.
- All visible surface indicators within the limits of work as shown on the attached Exhibit VS-1 will be located on the design survey.
- All elevations will be based upon current City of Simi Valley bench marks. Two bench marks will be shown on the survey. Assumed bench marks will not be used.
- Invert elevations of all accessible storm drain manholes and storm drain catch basins located within the limits of work will be field measured. Record elevations will not be used.

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| t: 213 624-2661  
| [www.mollenhauergroup.com](http://www.mollenhauergroup.com)

Business & Facilities, Consent #12

Mr. Jeff Kipp  
Valley View Middle School Basketball Courts  
Civil Engineering + Design Survey  
January 14, 2021  
Page 2 of 5

- Existing utility of record provided by the District will be drawn on the survey to show approximate locations.
- The survey will be drawn to a scale acceptable to the architect / designer.

### **Civil Engineering Services:**

#### **Schematic Design Phase**

- Meet with the client to review the project in a kick-off meeting with the rest of the District staffs.
- Visit the site to view conditions first hand and report findings to the client.
- Review alternative designs and provide comments within our purview.
- Preparation of schematic grading, drainage and civil utility plans for the on-site improvements at a scale of 1" = 20'.

We propose to delineate this work on a copy of the architectural site plan provided to us in AutoCAD format. During the preparation of this plan we will identify constraints that would affect the development of a sound engineering solution and will solve those problem areas working with your design staff.

This exercise will establish finish surface elevations for the basketball courts and locate if appropriate, storm drain mains to serve the project.

The plan will be submitted for client approval and will include outline specifications.

#### **Design Development/Construction Document Phases**

- Preparation of on-site finish grading, and civil utility plans for the on-site improvements plans for non-building areas of the site at a scale of 1" = 20'. This work will be delineated on a copy of the topographic survey plan provided to us. These plans will identify slopes, drainage patterns, gutter flow-lines, catch basins, and grades for finished surface on pavement and walkways.
- Preparation of a site demolition plan for the subject project to be drawn on an electronically screened copy of the site topographic survey.
- Preparation of the appropriate site details, notes and calculations for the grading and utility plans.

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| t: 213 624-2661  
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Mr. Jeff Kipp  
Valley View Middle School Basketball Courts  
Civil Engineering + Design Survey  
January 14, 2021  
Page 3 of 5

- Preparation of technical specification sections covering those items of work being designed by our firm. The specifications will be prepared in accordance with the guidelines set forth by the Construction Specifications Institute and will be presented in both hard copy as well as Microsoft Word electronic format.
- Attendance at design team meetings when items of a civil engineering nature are to be discussed. We anticipate a maximum of two such meetings will be required on a project of this type.

#### **Bidding/Negotiation Phase**

- Assist the client in obtaining and evaluating bids or negotiated proposals.
- Preparation of addenda as appropriate to clarify or change the bid documents.

#### **Construction Administration Phase**

- Participate in a Pre-Construction Meeting prior to commencement of work at the site.
- Visit the site at intervals appropriate to the various stages of construction, as we deem necessary, in order to observe the progress of the Work. Such visits and observations by our firm, if any, are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress or to involve detailed inspections of Contractor's work in progress beyond the responsibilities specifically assigned to us in our agreement with your firm and the Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the work based on our exercise of professional judgment observations. We anticipate a maximum of three such visits will be performed.
- Issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's work.
- Recommend Change Orders to the client as appropriate.
- Review Shop Drawings and Submittals and other data which contractor is required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences or procedures of construction or to safety precautions and programs incident thereto.
- Preparation of record drawings for site work based upon information provided by the contractor.

Mr. Jeff Kipp  
Valley View Middle School Basketball Courts  
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January 14, 2021  
Page 4 of 5

## DESIGN FEE

Fee for our civil engineering services will be billed monthly as the work progresses on an hourly basis in accordance with the attached rate schedule with a maximum charge of \$17,825.00 for the work items noted above.

Fee for our surveying services will be a lump sum of \$8,650.00 billed monthly as the work progresses based upon our estimate of percentage of completion of our work.

## REIMBURSABLE EXPENSES

Expenses such as plan checking or processing fees, mylars, printing other than for our own in-house use, express mail, or messenger fees will be itemized separately and billed at cost plus 15 percent.

## INSURANCE

The Mollenhauer Group (Mollenhauer) maintains workers compensation and employers' liability insurance of a form and in an amount as required by state law; comprehensive general liability with a general aggregate limit of \$2,000,000, automotive liability with a combined single limit of \$1,000,000 and professional liability insurance with a limit of \$1,000,000 per claim. The client recognizes that the insurance market can be erratic and that Mollenhauer cannot guarantee that they will be able to maintain the coverages identified above. Mollenhauer will endeavor to maintain the above coverages, within the context of prudent business practice, and will notify the client of any change in coverage no later than ten calendar days after we become aware of any change.

## OPTIONAL SERVICES

Our scope of services does not include any work not specifically called for herein. Should you so desire, our firm can modify the scope of services outlined in our proposal to best fit the needs of the project. We can provide your firm with an amended proposal for any additional services that might be required in the future, or this work can be billed on an hourly basis in accordance with our attached rate schedule.

## ASSUMPTIONS

In developing our proposal we have made the following assumptions:

- Permitting and plan checking by Division of State Architects (DSA), City of Simi Valley, County of Ventura and any agency having jurisdiction other than the District will not be required.

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Mr. Jeff Kipp  
Valley View Middle School Basketball Courts  
Civil Engineering + Design Survey  
January 14, 2021  
Page 5 of 5

- Our proposal does not include the design of any pumps or pumping systems, utility tunnels, medical gas lines, steam lines, chilled water lines, grease interceptors, clarifiers, fuel or oil lines or tanks, regardless of their location on the site. The design and detailing of same will be by the project mechanical engineer.
- The District shall provide us with an approved striping plan for the basketball courts to incorporate into the civil plan set.
- The construction of the project will not be phased.
- Total Cost Management (TCM), value engineering, and partnering sessions are not included in our proposal.

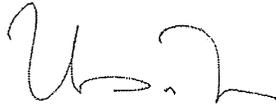
**CLOSURE**

We hope this proposal meets with your approval and look forward to working with you on this project.

Should you have any questions regarding our proposal or require additional information, please do not hesitate to contact us.

Very truly yours,

**MOLLENHAUER GROUP CIVIL, INC.**



Thomas Tran, P.E.  
Sr. Vice President, Civil Engineering

**Authorization to Proceed:**

By: \_\_\_\_\_

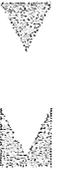
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosures:

- Exhibit VS-1
- Rate Schedule
- Standard Terms and Conditions

Civil Engineering  
 Survey + Mapping  
 3D Laser Scanning  
 Subdivision Mapping  
 Construction Surveying



**MOLLENHAUER**

**Mollenhauer Group Civil, Inc.**  
 Schedule of Hourly Rates

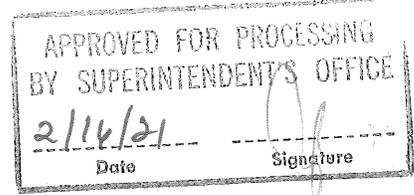
STAFF TITLES	RATE
<b>Field Survey Party</b>	
One Person Party	\$215.00
Two Person Party	\$292.00
Three Person Party	\$370.00
<b>Office Management &amp; Professional Services</b>	
Senior Project Manager	\$190.00
Project Manager	\$175.00
Senior Project Engineer/Surveyor	\$169.00
Project Engineer/Surveyor	\$160.00
Assistant Project Surveyor	\$130.00
Design Engineer	\$123.00
Junior Engineer	\$95.00
<b>Office CAD &amp; Administrative Services</b>	
CADD Technician	\$104.00
Researcher/ Plan Processor	\$94.00
Project Assistant	\$78.00
Administration	\$72.00

Reimbursables (plots, reproductions, messenger, over-night service) will be charged at cost plus 10 percent.

Sub-Consultants will be charged at cost plus 20 percent.

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**TITLE: APPROVAL OF CHANGE ORDER NO. 1 SIMI VALLEY HIGH SCHOOL BUILDING C LANDSCAPE IMPROVEMENTS, BID NO. 21K2BX347**

Business & Facilities  
Consent #14

February 16, 2021  
Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent  
Business & Facilities

**Background Information**

On November 17, 2020, the Board of Education authorized the award of Bid No. 21K2BX347 to Hughes General Engineering in the amount of \$365,000.00 for improvements to the area surrounding Building C at Simi Valley High School. During the course of construction, various changes became necessary or desirable. Attached is Exhibit "A" that describes the changes, related costs, and justification for Change Order No. 1.

During the course of construction, various changes become necessary or desirable. Attached is Exhibit "A" that describes the changes, related costs, and justification for Change Order No. 4.

**Fiscal Analysis**

Change Order No. 1 represents an increase to the original contract by \$28,406.08 or 7.78%. The revised contract amount including Change Order No. 1 will be \$393,406.08.

Change Order No. 4 will be funded by Measure X.

**Recommendation:**

It is recommended that the Board of Education approve Change Order No. 1 as presented.

On a motion # 96 by Trustee Blough, seconded by Trustee Smollen and carried by a vote of 5/0, the Board of Education approved, by roll-call vote, Change Order No. 1 for the Simi Valley High School Building C Landscape Improvements Project, Bid No. 21K2BX347.

Ayes: Smollen Noes: 0 Absent: 0 Abstain: 0  
Labelle  
Magdasaryan  
Blough  
Jubran

**SIMI VALLEY HIGH SCHOOL BUILDING C LANDSCAPE IMPROVMENTS, BID #21K2BX347  
Change Order No. 1**

CHANGE ORDER PROPOSAL	DESCRIPTION	Recommended Cost (Credit) For Approval	Comments
#01	Remove & replace concrete walkway.	\$ 8,511.50	Accessibility code requirement.
#05	New foundations for light poles.	\$ 5,916.00	District request.
#06	New plantings for landscaping at west side of Building C.	\$ 1,985.38	District request.
#07	Add grade ring collar at data vault. Add drainage inlet.	\$ 5,162.00	District request.
#08	Additional concrete curb.	\$ 800.00	District request.
#09	New concrete flatwork at drain inlet area.	\$ 6,916.00	District request.
-	Return balance of unused Allowance.	\$ (884.80)	District request.
<b>TOTAL OF CHANGE ORDER NO. 1</b>		<b>\$ 28,406.08</b>	

The original contract sum was:.....

Change by previously authorized Change Order(s)..... \$ 365,000.00

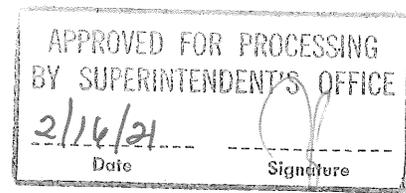
The contract sum prior to this change..... \$ 365,000.00

The contract sum will be increased by this Change Order by..... \$ 28,406.08

The new contract sum including this Change Order will be..... \$ 393,406.08

The contract days will be increased by..... 0 days

The date of completion as of the date of this Change Order therefore is.....



**TITLE: RECEIVE MEASURE X BOND PERFORMANCE AUDIT**

Business and Facilities  
Information #1

February 16, 2021  
Page 1 of 1

Prepared by: Ron Todo, Associate Superintendent  
Business & Facilities

### **Background**

The Measure X Bond was passed by the citizens of Simi Valley on November 8, 2016. A requirement of the passing of the bond on a 55% vote is that a performance audit be conducted on an annual basis. Senate Bill 581 requires concurrent submission of the performance audit to both the Board of Education and the Independent Citizens' Oversight Committee.

Article 13A of the California Constitution, Section 1(b)(3)(c) states "A requirement that the school district board, community college board, or county office of education conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed."

The auditor's stated objectives were to:

- Document the expenditures charged to the 2016 General Obligation Measure X Bond Fund.
- Determine whether expenditures charged to the 2016 General Obligation Measure X Bond Fund have been made in accordance with the bond project list approved by the voters.
- Determine compliance with California Education Code related to oversight of bond expenditures.
- Note any incongruities, system weaknesses, or non-compliance with California Education Code related to bond oversight and provide recommendations for improvement.
- Provide the Board of Education and the Independent Citizens' Oversight Committee with a performance audit as required under the California Constitution and Proposition 39.

The performance audit reflects expenditures and transfers for the 2019/20 fiscal year. The conclusion portion of the audit indicates that, in all significant respects, the Simi Valley Unified School District has properly accounted for the expenditures associated with the Measure X bond funds, and such expenditures were made on authorized bond projects.

### **Recommendation**

This presentation is for information only.



January 29, 2021

To the Governing Board and  
Citizens' Oversight Committee  
Simi Valley Unified School District  
Simi Valley, California

We have audited the financial statements of Simi Valley Unified School District's (the District) Building Fund (Measure X) as of and for the year ended June 30, 2020, and have issued our report thereon dated January 29, 2021. Professional standards require that we advise you of the following matters relating to our audit.

### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our letter dated April 6, 2020, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

**What inspires you, inspires us. | [eidebailly.com](http://eidebailly.com)**

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted the District is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the the year ended June 30, 2020. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. No such significant accounting estimates were identified.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the District's Building Fund (Measure X) financial statements relate to:

The Summary of significant accounting policies in Note 1 and the disclosures of Commitments in Note 7.

## **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

## **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole.

The following summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements as a whole.

<b>Building Fund (Measure X)</b>	
Understatement of Cash in County Treasury	\$363,085
Understatement of Revenues	\$363,085

The effect of these uncorrected misstatements as of and for the year ended June 30, 2020, is an understatement of net income of \$363,085 and understatement of net assets of \$363,085.

#### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the District's Building Fund (Measure X) financial statements or the auditor's report. No such disagreements arose during the course of the audit.

#### **Representations Requested from Management**

We have requested certain written representations from management which are included in the management representation letter dated January 29, 2021.

#### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

#### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the District's auditors.

This report is intended solely for the information and use of the Governing Board and management of the District and is not intended to be and should not be used by anyone other than these specified parties.



Rancho Cucamonga, California



January 29, 2021

To the Governing Board and  
Citizens' Oversight Committee  
Simi Valley Unified School District  
Simi Valley, California

We have conducted our performance audit and have issued our report thereon dated January 29, 2021. Professional standards require that we advise you of the following matters relating to our performance audit.

**Our Responsibility in Relation to the Performance Audit**

As communicated in our letter dated March 11, 2020, our responsibility, as described by professional standards, is to conduct a performance audit in accordance with *Government Auditing Standards*. Our performance audit does not relieve you or management of your respective responsibilities.

We are also responsible for communicating significant matters related to the objectives of the performance audit. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

**Planned Scope and Timing of the Audit**

We conducted our performance audit consistent with the planned scope and timing we previously communicated to you.

**Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

**Significant Difficulties Encountered during the Performance Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

**Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Simi Valley Unified School District's financial statements or the auditor's report. No such disagreements arose during the course of the performance audit.

### **Representations Requested from Management**

We have requested certain written representations from management which are included in the management representation letter dated January 29, 2021.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the District's auditors.

This report is intended solely for the information and use of the Governing Board and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Eide Sully LLP".

Rancho Cucamonga, California



Financial and Performance Audits  
Building Fund (Measure X)  
June 30, 2020

# Simi Valley Unified School District

**FINANCIAL AUDIT**

Independent Auditor’s Report ..... 1

Financial Statements

    Balance Sheet ..... 3

    Statement of Revenues, Expenditures, and Changes in Fund Balance ..... 4

    Notes to Financial Statements ..... 5

Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* ..... 11

Schedule of Findings and Questioned Costs

    Financial Statement Findings ..... 13

    Summary Schedule of Prior Audit Findings ..... 14

**PERFORMANCE AUDIT**

Independent Auditor’s Report on Performance ..... 16

Authority for Issuance ..... 17

Purpose of Issuance ..... 17

Authority for the Audit ..... 17

Objective of the Audit ..... 18

Scope of the Audit ..... 18

Methodology ..... 18

Conclusion ..... 19

Schedule of Findings and Questioned Costs

    Schedule of Findings and Questioned Costs ..... 20

    Summary Schedule of Prior Audit Findings ..... 21



Financial Audit  
Building Fund (Measure X)  
June 30, 2020

**Simi Valley Unified School District**



## Independent Auditor's Report

Governing Board and  
Citizens Oversight Committee  
Simi Valley Unified School District  
Simi Valley, California

### Report on the Financial Statements

We have audited the accompanying financial statements of the Simi Valley Unified School District's (the District), Building Fund (Measure X), as of and for the year ended June 30, 2020, and the related notes to the financial statements, as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statement in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of financial statements, whether due to error or fraud. In making those risk assessments, the auditor considers internal control relevant to the District's Building Fund (Measure X) preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's Building Fund (Measure X) internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall financial statement presentation.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Building Fund (Measure X) of the Simi Valley Unified School District as of June 30, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Emphasis of Matter**

As discussed in Note 1, the financial statements of the Building Fund specific to Measure X are intended to present the financial position and the changes in financial position attributable to the transactions of that Fund. They do not purport to, and do not, present fairly the financial position of Simi Valley Unified School District as of June 30, 2020, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 29, 2021, on our consideration of the District's Building Fund (Measure X) internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's Building Fund (Measure X) internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's Building Fund (Measure X) internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Eide Sully LLP". The signature is written in a cursive, flowing style.

Rancho Cucamonga, California  
January 29, 2021

Simi Valley Unified School District  
Building Fund (Measure X)  
Balance Sheet  
June 30, 2020

---

Assets	
Deposits and investments	\$ 80,997,287
Accounts receivable	<u>515,854</u>
Total assets	<u><u>\$ 81,513,141</u></u>
Liabilities and Fund Balance	
Liabilities	
Accounts payable	\$ 3,603,971
Due to other funds	<u>115</u>
Total liabilities	<u>3,604,086</u>
Fund Balance	
Restricted for capital projects	<u>77,909,055</u>
Total liabilities and fund balance	<u><u>\$ 81,513,141</u></u>

Simi Valley Unified School District  
Building Fund (Measure X)  
Statement of Revenues, Expenditures, and Changes in Fund Balance  
June 30, 2020

---

Revenues	
Interest income	\$ 1,764,515
Other local revenue	<u>10,147</u>
Total revenues	<u>1,774,662</u>
Expenditures	
Current	
Salaries and benefits	1,511,112
Supplies	
Materials	3,574
Capital outlay	
Land improvements	3,255,222
Building and improvements to buildings	10,468,267
Equipment	<u>899,727</u>
Total expenditures	<u>16,137,902</u>
Net Change in Fund Balance	(14,363,240)
Fund Balance - Beginning	<u>92,272,295</u>
Fund Balance - Ending	<u><u>\$ 77,909,055</u></u>

## **Note 1 - Summary of Significant Accounting Policies**

The accounting policies of the Simi Valley Unified School District's (the District) Building Fund (Measure X) conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA). The Simi Valley Unified School District Building Fund (Measure X) accounts for financial transactions in accordance with the policies and procedures of the California School Accounting Manual.

### **Financial Reporting Entity**

The financial statements include only the Building Fund of the Simi Valley Unified School District used to account for Measure X projects. This Fund was established to account for the expenditures of general obligation bonds issued under Measure X. These financial statements are not intended to present fairly the financial position and results of operations of the Simi Valley Unified School District in compliance with accounting principles generally accepted in the United States of America.

### **Fund Accounting**

The operations of the Building Fund (Measure X) are accounted for in a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. Resources are allocated to and accounted for in the fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

### **Basis of Accounting**

The Building Fund (Measure X) is accounted for using a flow of current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (revenues and other financing sources) and uses (expenditures and other financing uses) of current financial resources.

### **Budgets and Budgetary Accounting**

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. The District's governing board adopts an operating budget no later than July 1 in accordance with State law. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements. The Board revises this budget during the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

## **Encumbrances**

The District utilizes an encumbrance accounting system under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Encumbrances are liquidated when the commitments are paid, and all outstanding encumbrances lapse at June 30.

## **Fund Balance - Building Fund (Measure X)**

As of June 30, 2020, fund balance of the Building Fund is classified as follows:

**Restricted** - amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

## **Spending Order Policy**

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the governing board has provided otherwise in its commitment or assignment actions.

## **Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

## **Note 2 - Deposits and Investments**

### **Policies and Practices**

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State: U.S. Treasury instrument; registered State warrants or treasury notes: securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreement; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security, and collateralized mortgage obligations.

**Investment in County Treasury**

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (*Education Code* Section 41001). The fair value of the District’s investment in the pool is reported in the accounting financial statement at amounts based upon the District’s pro-rata share of the fairly value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

**General Authorizations**

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

**Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The District manages its exposure to interest rate risk by investing in the Ventura County Treasury Investment Pool. The District maintains a Building Fund (Measure X) investment of \$80,997,287 with the Ventura County Treasury Investment Pool with an average maturity of 249 days.

**Credit Risk**

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's investments in the Ventura County Treasury Investment Pool is rated Aaa-mf by Moody's Investor Service Ratings.

**Note 3 - Accounts Receivable**

Accounts receivable at June 30, 2020, consisted of the following:

Local Government	
Interest	<u>\$ 515,854</u>

**Note 4 - Accounts Payable**

Accounts payable at June 30, 2020, consisted of the following:

Capital outlay	<u>\$ 3,603,971</u>
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**Note 5 - Commitments and Contingencies**

As of June 30, 2020, the Building Fund (Measure X) had the following commitments with respect to unfinished projects:

<u>Capital Project</u>	<u>Remaining Construction Commitment</u>	<u>Expected Date of Completion</u>
Modernization, Health & Safety, Technology, Building and Land Improvement projects at various sites:		
Elementary Schools:		
Arroyo Elementary School	\$ 4,630	September 30, 2021
Berylwood Elementary School	1,677	September 30, 2021
Crestview Elementary School	372,846	January 31, 2021
Garden Grove Elementary School	460	August 31, 2021
Katherine Elementary School	195,781	January 31, 2021
Knolls Elementary School	50,841	September 30, 2021
Madera Elementary School	108,197	January 31, 2021
Mountain View Elementary School	755	December 31, 2020
Park View Elementary School	189,529	December 31, 2020
Santa Susana Elementary School	7,186	October 31, 2020
Sycamore Elementary School	211,488	October 31, 2020
Township Elementary School	7,932	October 31, 2020
White Oak Elementary School	191,958	September 30, 2020
Wood Ranch Elementary School	19,820	December 31, 2020
Middle Schools:		
Hillside Middle School	205,054	December 31, 2022
Sinaloa Middle School	18,118	December 31, 2020
Valley View Middle School	7,212	December 31, 2020
High Schools:		
Royal High School	10,439,949	August 31, 2021
Santa Susana High School	355,077	December 31, 2023
Simi Valley High School	7,846,616	December 31, 2020
Apollo Continuation School	20,269	December 31, 2020
Others:		
Adult Education	203,097	December 31, 2020
Monte Vista Independent Study	187	October 31, 2020
	<u>\$ 20,458,679</u>	

**Litigation**

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the District at June 30, 2020.



Independent Auditor's Report  
June 30, 2020

**Simi Valley Unified School District**



**Independent Auditor’s Report on Internal Control over Financial Reporting and  
on Compliance and Other Matters Based on an Audit of Financial Statements Performed  
in Accordance with *Government Auditing Standards***

Governing Board and  
Citizens Oversight Committee  
Simi Valley Unified School District  
Simi Valley, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Simi Valley Unified School District (the District) Building Fund (Measure X) as of and for the year ended June 30, 2020, and the related notes of the financial statements, and have issued our report thereon dated January 29, 2021.

**Emphasis of Matter**

As discussed in Note 1, the financial statements of the Building Fund specific to Measure X are intended to present the financial position and the changes in financial position attributable to the transactions of that Fund. They do not purport to, and do not, present fairly the financial position of Simi Valley Unified School District as of June 30, 2020, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Simi Valley Unified School District’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing our opinion on the financial statements but not for the purpose of expressing an opinion on the effectiveness of Simi Valley Unified School District’s internal control. Accordingly, we do not express an opinion on the effectiveness of Simi Valley Unified School District’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District’s Building Fund (Measure X) financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Simi Valley Unified School District’s Building Fund (Measure X) financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District’s Building Fund (Measure X) internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District’s Building Fund (Measure X) internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Handwritten signature in cursive script that reads "Eide Bailly LLP".

Rancho Cucamonga, California  
January 29, 2021

None reported.

Simi Valley Unified School District  
Building Fund (Measure X)  
Summary Schedule of Prior Audit Findings  
June 30, 2020

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There were no audit findings reported in the prior year's Schedule of Findings and Questioned Costs.



Performance Audit  
Building Fund (Measure X)  
June 30, 2020

# Simi Valley Unified School District



## Independent Auditor's Report on Performance

Governing Board and  
Citizens Oversight Committee  
Simi Valley Unified School District  
Simi Valley, California

We were engaged to conduct a performance audit of the Simi Valley Unified School District (the District) Building Fund (Measure X) for the year ended June 30, 2020.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed within the report which includes determining the District's compliance with the performance requirements as referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution and Appendix A contained in the 2019-2020 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting issued by the California Education Audit Appeals Panel. Management is responsible for the District's compliance with those requirements.

In planning and performing our performance audit, we obtained an understanding of the District's internal control in order to determine if the internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution, but not for the purpose of expressing an opinion of the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The results of our tests indicated that the District expended Building Fund (Measure X) funds only for the specific projects approved by the voters, in accordance with Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution.

This report is intended solely for the information and use of the District, and is not intended to be and should not be used by anyone other than this specified party.

A handwritten signature in black ink that reads "Eide Bailly LLP". The signature is written in a cursive, flowing style.

Rancho Cucamonga, California  
January 29, 2021

### **Authority for Issuance**

The General Obligation Bonds, Election 2016 (Measure X) were issued pursuant to the Constitution and laws of the State of California (the State), including the provisions of Chapters 1 and 1.5 of Part 10 of the California Education Code, and other applicable provisions of law.

The District received authorization at an election held on November 8, 2016, to issue bonds of the District in an aggregate principal amount not to exceed \$239,000,000 to finance specific construction and renovation projects approved by eligible voters within the District. The proposition required approval by at least 55 percent of the votes cast by eligible voters within the District (the 2016 Authorization). The Bond represents the first series of the authorized bonds to be issued under the 2016 Authorization. Following this issuance of the Series A and Series B Bonds, the principal amount remaining under the 2016 Authorization will be \$169,000,000.

### **Purpose of Issuance**

"To improve the quality of education; modernize and upgrade outdated classrooms, science labs, restrooms and school facilities; repair and replace leaky roofs; upgrade or renovate inadequate electrical and deteriorating plumbing and sewer systems; improve student access to computers/modern technology; and make health, safety and handicapped accessibility improvements, shall Simi Valley Unified School District issue \$239,000,000 of bonds at legal interest rates, include an independent citizens' oversight committee, no money for administrative salaries or be taken by the state."

### **Authority for the Audit**

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools, and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by school districts, community college districts, or county offices of education, "for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of rental property for school facilities", upon approval by 55% of the electorate. In addition to reducing the approval threshold from two-thirds to 55%, Proposition 39 and the enacting legislation (AB 1908 and AB 2659) requires the following accountability measures as codified in *Education Code* Sections 15278-15282:

1. Requires that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b)(3)(C) of the California Constitution, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.
2. The school district must list the specific school facilities projects to be funded in the ballot measure, and must certify that the governing board has evaluated safety, class size reduction and information technology needs in developing the project list.
3. Requires the school district to appoint a Citizen's Oversight Committee.

4. Requires the school district to conduct an annual independent financial audit and performance audit in accordance with the *Government Auditing Standards* issued by the Comptroller General of the United States of the bond proceeds until all of the proceeds have been expended.
5. Requires the school district to conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.

### **Objectives of the Audit**

1. Determine whether expenditures charged to the Building Fund have been made in accordance with the bond project list approved by the voters through the approval of Measure X.
2. Determine whether salary transactions, charged to the Building Fund were in support of Measure X and not for District general administration or operations.

### **Scope of the Audit**

The scope of our performance audit covered the period of July 1, 2019 to June 30, 2020. The population of expenditures tested included all object and project codes associated with the bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other State or local funding sources, other than proceeds of the bonds, were not included within the scope of the audit. Expenditures incurred subsequent to June 30, 2020, were not reviewed, or included within the scope of our audit or in this report.

### **Methodology**

We obtained the general ledger and the project expenditure reports prepared by the District for the fiscal year ended June 30, 2020, for the Building Fund (Measure X). Within the fiscal year audited, we obtained the actual invoices, purchase orders, and other supporting documentation for a sample of expenditures to ensure compliance with the requirements of Article XIII A, Section 1(b)(3)(C) of the California Constitution and Measure X as to the approved bond projects list. We performed the following procedures:

1. We identified expenditures and projects charged to the general obligation bond proceeds by obtaining the general ledger and project listing.
2. We selected a sample of expenditures using the following criteria:
  - a. We considered all expenditures recorded in all object codes, including transfers out.
  - b. We considered all expenditures recorded in all projects that were funded from July 1, 2019 through June 30, 2020 from Measure X bond proceeds.

- c. We selected all expenditures that were individually significant expenditures. Individually significant expenditures were identified as individual transactions (expenditures) that exceeded approximately two percent of the total expenditures incurred.
  - d. For all items below the individually significant threshold identified in item 2c, judgmentally selected expenditures based on risk assessment and consideration of coverage of all object codes, including transfers out, and projects for period starting July 1, 2019 and ending June 30, 2020.
3. Our sample included transactions totaling \$11,914,452. This represents 74% of the total expenditures of \$16,137,902, including transfers out.
4. We reviewed the actual invoices and other supporting documentation to determine that:
  - a. Expenditures were supported by invoices with evidence of proper approval and documentation of receipting goods or services.
  - b. Expenditures were supported by proper bid documentation, as applicable.
  - c. Expenditures were expended in accordance with voter-approved bond project list.
  - d. Bond proceeds were not used for salaries of school administrators or other operating expenses of the District.
5. We determined that the District has met the compliance requirement of Measure X if the following conditions were met:
  - a. Supporting documents for expenditures were aligned with the voter-approved bond project list.
  - b. Supporting documents for expenditures were not used for salaries of school administrators or other operating expenses of the Districts.

### **Conclusion**

The results of our tests indicated that, in all significant respects, the Simi Valley Unified School District has properly accounted for the expenditures held in the Building Fund (Measure X) and that such expenditures were made for authorized Bond projects.

None reported.

There were no audit findings reported in the prior year's Schedule of Findings and Questioned Costs.