



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Regular Meeting
February 26, 2018

A G E N D A

5:30 P.M.
Offices of the Corporation

1. Roll Call

Keith Gudger (Chair), James Fisher, Joe Hall, Mathilde Rand, Adam Wade, Tom Manheim, Larry Laurent, Maitreya Maziarz, Janis O'Driscoll, Judy Owen

[quorum is six]

2. Oral Communications

Any person may address the Board during its Oral Communications period. All Oral Communications must be directed to an item not listed on today's Consent or Regular Agenda, and must be within the jurisdiction of the Board.

3. Consideration of Late Additions to the Agenda; additions and deletions to Consent and Regular Agendas.

CONSENT AGENDA

4. Approve Minutes *
Regular Board Meeting Minutes of January 22, 2018
5. Accept Minutes *
Finance Committee Meeting Minutes of February 22, 2018
6. Accept Minutes *
Fund Development Committee Meeting Minutes of February 22, 2018
7. Consider Approving Recommendation of Finance Committee to Accept the January 2018 Financial Reports *

REGULAR AGENDA

8. Written Report of Executive Director *
9. Consider Approving Bid For Leveling and Resurfacing Studio Floor *

Board Approval needed for \$11,000 bid.

10. Oral Report of Board Vice Chair

Volunteer Advisory Committee Report

11. Oral Report of Board Chair.

12. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda

13. Announcements.

14. Adjournment.

Any person may address the Board during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.

*** Material Included in Board Packet**



325 Soquel Avenue
Santa Cruz, CA 95062

EXECUTIVE COMMITTEE
Regular Meeting
February 26, 2018

A G E N D A

5:30 P.M.
Offices of the Corporation

1. Roll Call

Keith Gudger (Chair), James Fisher, Joe Hall, Mathilde Rand, Adam Wade, Tom Manheim, Larry Laurent, Maitreya Maziarz, Janis O'Driscoll, Judy Owen

[quorum is three]

ALL ITEMS AS SET FORTH ON THE AGENDA OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS NOTICED CONCURRENTLY.

IF A QUORUM OF THE FULL BOARD IS NOT PRESENT AT THE REGULAR BOARD MEETING, THE MEETING WILL BE ADJOURNED TO THE EXECUTIVE COMMITTEE MEETING. IF A QUORUM OF THE EXECUTIVE COMMITTEE (3) IS PRESENT, THE EXECUTIVE COMMITTEE WILL MEET TO TAKE ACTION ON THE ITEMS IN THE AGENDA.

Any person may address the Board during its Public Comment period. Each presentation will be limited to three minutes and individuals may speak only once during Public Comment. A maximum of five minutes will be set aside for this period at this meeting. If the period runs beyond five minutes, the Board may, at its discretion, allow time at the end of the meeting for additional public comment. All comments must be directed to an item NOT listed on today's agenda and must be within the subject matter jurisdiction of the Board. Preference will be given to individuals who did not speak at the previous Board meeting. All speakers must address the entire Board and will not be permitted to engage in dialogue. Speakers are requested to sign the sheet designated for that purpose so that their names may accurately be reflected in the minutes of the meeting. Regular Agenda Items: Members of the public may speak on any item on the agenda. Each presentation will be limited to three minutes. The maximum time devoted to public input on any item will be determined by the Chair.



BOARD OF DIRECTORS
Regular Meeting
January 22, 2018

MINUTES

5:30 P.M.
Offices of the Corporation

1. Roll Call

Present: Keith Gudger (Chair), Larry Laurent, Mathilde Rand, Maitreya Maziarz, Janis O'Driscoll, James Fisher, Joe Hall, Tom Manheim

Absent: Judy Owen, Adam Wade

2. Oral Communications

None

3. Consideration of Late Additions to the Agenda; additions and deletions to Consent and Regular Agendas.

None.

CONSENT AGENDA

4. Approve Minutes *

Regular Board Meeting Minutes of November 27, 2017

5. Accept Fund Development Committee Minutes of January 11, 2018

6. Approve Recommendation of Finance Committee to Accept the November 2017 Financial Reports

7. Approve Recommendation of Finance Committee to Accept the December 2017 Financial Reports

Director Rand stated that she will report back on Fund Development February 22nd meeting.

Motion to approve Director Hall, Second Director Maziarz. Approved Unanimously

REGULAR AGENDA

8. Youth Grant Update

Executive Director Reed reported that the application will need to be adjusted. More detail should be included on who should get each packet. Build into the grant to include interim grant reports from the applicants. Application will be refined before end of the grant period. Director Maziarz asked about the third applicant from the last application.

Executive Director Reed responded that the application is considered abandoned. Executive Director Reed reported that two high schools have received grants and a youth organization the year before.. Director Hall asked if anything has been submitted for broadcast. Executive Director Reed replied not yet.

9. Written Report of the Executive Director

Given. Some of the Closed Captioning equipment is not working with Comcast for live broadcast. Each government organization has YouTube site for captioning.

10. Meeting with County Progress

Director Hall felt that it would be good to reach out to the government agencies. Director Hall has talked with City of Santa Cruz. Director Maziarz will reach out to the County. Director Manheim felt it was good to talk when things are going well. Director Laurent will reach out to Capitola.

11. Oral Report from Volunteer Advisory Committee

Director Rand reported that a couple volunteers are going to become new producers. New programs are coming in from experienced people. There will be a green screen class for producers and directors. Skype has been used for a program. Will be having more field camera training. Editing will be on Saturday and Sunday. After April 27th class there will be more people that can train and help people get out in the field.

12. Oral Report of Board Chair

Chair Gudger reported that orientation for non-profits to train them to cover their events. Help them understand what is needed what is needed in the field. Class will include the information needed by a non-profit, including the use of a phone to make, edit and post videos. Orientation will take place in early February

13. Board Member / Staff Requests for Specific Items to Appear on next Meeting Agenda

14. Announcements

Chair Gudger thanked the volunteers working the meeting.

15. Adjournment

Motion Director Rand, Second Director Fisher. Approved unanimously, 6:02 pm.

Approved: _____
Board Chair

Attest: _____
Board Secretary



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Finance Committee Meeting
February 22, 2018
11:15 A.M.
Offices of the Corporation

MINUTES

1. Attendance

Present: Keith Gudger, Maitreya Maziarz, Tom Manheim, Becca Reed, Mel Sweet

Absent: Joe Hall

2. Oral Communications

None.

3. Consideration of Late Additions to the Agenda; additions and deletions to the Regular Agenda.

None.

REGULAR AGENDA

4. Consider Approval of January 2018 Financial Reports

Tom Manheim asked about why line 4120, Facility and Equipment Use was down from the previous month. Becca stated that January was a little slow, but February has picked up. Also, the monthly sweep from December, which shows up in January, was down due to the holidays.

Tom also asked that in next year's budget this line item be based on this year's actual. If we do better than projected, that's OK.

Keith asked about line 7007, Contract Services - CMAP. This line is up because we paid June's amount in this year's budget.

Maitreya asked for and got a clarification about Facility vs. Office Supplies.

Tom moved and Maitreya seconded the motion to accept the January 31, 2018 financial statements. Approved unanimously.

5. Adjournment.

Meeting adjourned at 11:42 AM.



325 Soquel Avenue
Santa Cruz, CA 95062

BOARD OF DIRECTORS
Fund Development Committee Meeting
February 22, 2018
10:00 A.M.
Offices of the Corporation

MINUTES

1. Attendance

Present: Keith Gudger, Mathilde Rand, Maitreya Maziarz, Becca Reed
Absent: Judy Owen

2. Oral Communications

None.

3. Consideration of Late Additions to the Agenda; additions and deletions to the Regular Agenda.

None.

REGULAR AGENDA

4. Update on Suggestions from January 11

Becca reported that she had contacted Loudon Nelson Community Center and the Watsonville City Manager about possible equipment lease opportunities. She is also looking into opportunities to use Google AdWords to expand our equipment rentals.

Maitreya had contacted the local YouTube person about a possible class at CTV.

5. Discussion of Future Projects

There were several suggestions about possible facility rental opportunities such as an Incubator or possibly live / work space like the Tannery model with a focus on providing content to CTV. We could also look into finding a media business that needs a building. Maitreya suggested there may be local venues, such as churches, that could use equipment leases.

6. Determine Meeting Schedule

Next meeting is March 23, 2018 at 10:00 AM.

7. Adjournment.

Meeting adjourned at 10:56 AM.

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance
January
2018

	Annual Budget 2017-18	January 2018	January Year to Date	% of Annual Budget	Amount Remaining
4300 · OPERATING REVENUE					
4101 · County BOS Meetings	21,000.00	2,790.00	17,437.50	83%	3,562.50
4103 · City of Capitola Gov. Meetings	10,000.00	340.00	3,799.50	38%	6,200.50
4104 · SCMTD Meetings	1,600.00	0.00	1,392.00	87%	208.00
4106 · City of Santa Cruz Gov. Mtg.	33,000.00	2,712.50	19,393.00	59%	13,607.00
4108 · SCCRTC Meetings	2,400.00	340.00	1,328.50	55%	1,071.50
4109 · SCWD Government Meetings	4,800.00	442.00	3,257.00	68%	1,543.00
4110 · Memberships	7,500.00	0.00	0.00	0%	7,500.00
4120 · Facility & Equipment Use	150,000.00	9,724.50	73,450.80	49%	76,549.20
4121 · SLVWD Meetings	7,600.00	748.00	3,210.00	42%	4,390.00
4122 · PVUSD	6,100.00	374.00	2,970.50	49%	3,129.50
4130 · Classes	6,000.00	-94.19	712.81	12%	5,287.19
4165 · Donations	500.00	25.00	575.00	115%	-75.00
4180 · Interest Earned	300.00	81.18	554.40	185%	-254.40
4185 · Misc. Income	0.00	49.00	142.00		-142.00
4190 · Gain / Loss on Sale of Assets	0.00	0.00	-44.00		44.00
4200 · Production Services	8,000.00	750.00	1,590.00	20%	6,410.00
Total 4300 · OPERATING REVENUE	258,800.00	18,281.99	129,769.01	50%	129,030.99
TOTAL INCOME	258,800.00	18,281.99	129,769.01	50%	129,030.99
6000 · OPERATING EXPENSES					
6100 · Advertising	12,000.00	0.00	0.00	0%	12,000.00
6300 · Bank Charges	1,600.00	178.40	1,720.51	108%	-120.51
6600 · Dues & Subscriptions	1,500.00	80.83	804.16	54%	695.84
7100 · Office Supplies	700.00	0.00	494.51	71%	205.49
7200 · Postage/Freight	500.00	107.91	190.45	38%	309.55
7205 · Printing	1,000.00	0.00	78.44	8%	921.56
7401 · Facility Supplies	3,000.00	175.59	836.80	28%	2,163.20
7640 · Licenses/Fees/Misc. Taxes	1,000.00	0.00	20.00	2%	980.00
7700 · Telephone/Telecommunications/Internet	9,000.00	283.23	2,052.90	23%	6,947.10
Total 6000 - Operating Expenses	30,300.00	825.96	6,197.77	20%	24,102.23
6800 · Contracted Services					
6900 · Contract Services-Audit Services	14,500.00	163.25	1,026.25	7%	13,473.75
7001 · Contract Services-Production Support	3,000.00	0.00	0.00	0%	1,973.75
7007 · Contract Services-CMAP	33,000.00	5,760.00	22,010.00	67%	10,990.00
7010 · Contract Services-Consulting	10,000.00	0.00	0.00	0%	10,000.00
7110 · Contract Services-Legal	6,000.00	0.00	2,009.30	33%	3,990.70
7910 · Contract Services-Equipment Technicians	6,000.00	0.00	0.00	0%	6,000.00
Total 6800 · Contracted Services	72,500.00	5,923.25	25,045.55	35%	47,454.45
7000 · Staff Development & Fundraising					
7405 · Training / conferences	2,000.00	299.99	1,047.47	52%	952.53
7800 · Travel / Meals	1,538.00	0.00	0.00	0%	1,538.00
8600 · Special Events Expense	3,000.00	0.00	0.00	0%	3,000.00
Total 7000 · Staff Development & Fundraising	6,538.00	299.99	1,047.47	16%	5,490.53

Community Television of Santa Cruz County
Operating Profit Loss Budget Performance
January
2018

	Annual Budget 2017-18	January 2018	January Year to Date	% of Annual Budget	Amount Remaining
7500 · Operating Salaries & Benefits					
7530 · Salaries - Coworking Community Coordinator	33,000.00	2,987.15	19,291.37	58%	13,708.63
7535 · Salaries - Accountant	15,450.00	1,090.00	7,041.65	46%	8,408.35
7542 · Salaries - Media Services Coordinator	48,500.00	4,283.88	28,122.08	58%	20,377.92
7585 · Salaries - Government Technicians	13,000.00	2,579.31	9,960.38	77%	3,039.62
7589 · Salaries - Extra Help Trainers, Technicians	10,000.00	312.53	1,455.57	15%	8,544.43
7621 · Payroll Taxes	11,000.00	1,487.55	6,664.59	61%	4,335.41
7635 · Workers Comp	2,012.00	233.75	273.26	14%	1,738.74
7630 · Health/Dental/Vision	12,000.00	959.86	6,441.72	54%	5,558.28
7632 · Severance/Vacation Payouts	4,500.00	0.00	720.00	16%	3,780.00
Total 7500 · Operating Salaries & Benefits	149,462.00	13,934.03	79,970.62	54%	69,491.38
TOTAL EXPENSES	258,800.00	20,983.23	112,261.41	43%	146,538.59
NET INCOME/LOSS	0.00	-2,701.24	17,507.60	6.8%	

Community Television of Santa Cruz County
Capital Profit Loss Budget Performance
January
2018

	Annual Budget 2017-18	January 2018	January Year to Date	% of Annual Budget	Amount Remaining
4000 · CAPITAL REVENUE					
4100 · County PEG Fees	500,000.00	0.00	250,000.00	50%	250,000.00
4106 · County PEG Fees	100,000.00	0.00	100,000.00	100%	0.00
TOTAL INCOME	600,000.00	0.00	350,000.00	58%	250,000.00
5000 · CAPITAL EXPENDITURES					
5100 · Facility					
7400 · Facility Lease	192,000.00	14,186.22	100,597.54	52%	91,402.46
6701 · Facility/Equip. Insurance	9,294.00	924.68	6,911.50	74%	2,382.50
7058 · Leasehold Improvements/Capital	0.00	0.00	3,642.00		-3,642.00
7300 · Facilities & Equipment Rental	1,000.00	0.00	218.74	22%	781.26
Total 5100 · Facility	202,294.00	15,110.90	111,369.78	55%	90,924.22
5200 · Equipment					
6650 - Interest on Leased Equip	0.00	46.61	383.56		-383.56
7215 · Copy Machine Lease	5,000.00	193.66	3,867.19	77%	1,132.81
7051 · Equipment Repair	10,000.00	0.00	0.00	0%	10,000.00
7056 · Equipment - Depreciated	367,046.00	384.89	121,263.50	33%	350,607.86
7057 · Equipment - Non Depreciated	15,000.00	4,145.60	16,438.14	110%	-1,438.14
Total 5200 · Equipment	397,046.00	4,770.76	141,952.39	36%	255,093.61
5300 · Media Licensing					
7059 · Music Library	660.00	55.00	385.00	58%	275.00
Total 5300 · Media Licensing	660.00	55.00	385.00	58%	275.00
Total 5000 · CAPITAL EXPENDITURES	600,000.00	19,936.66	253,707.17	42%	346,292.83
NET INCOME/LOSS	0.00	-19,936.66	96,292.83		

Community Television of Santa Cruz County

STATEMENT OF FINANCIAL POSITION

As of January 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking-SCCCU	6,680.23
1015 PayPal Checking-SCCCU	3,685.69
1020 Savings-SCCCU	36,548.51
1021 Petty Cash Fund	177.40
1070 CD 12 month Cert SCCC	48,136.20
1075 Checking - Lighthouse Bank	701,322.83
1080 Savings - Lighthouse Bank	502.44
1099 Cash Box	0.00
Total Bank Accounts	\$797,053.30
Accounts Receivable	
1114 Temp A/R	0.00
1115 Accounts Receivable	10,318.00
1116 Grants Receivable	0.00
Total Accounts Receivable	\$10,318.00
Other Current Assets	
1117 A/R - Temp. Restricted	0.00
1125 County Reserve Acct. Restricted	0.00
1200 Prepaid Insurance	
1201 Health	0.00
1202 Accident	167.24
1203 Crime Coverage	0.00
1206 Workers Comp Deposit	1,682.09
1209 Liability / D&O (SLIP)	0.00
1210 Property Liability (SPIP)	4,205.46
Total 1200 Prepaid Insurance	6,054.79
1260 Prepaid Expenses	19,204.98
1300 PFG Common Stock	4,931.00
1400 Undeposited Funds	0.00
Total Other Current Assets	\$30,190.77
Total Current Assets	\$837,562.07
Fixed Assets	
1600 Production Equipment	697,722.98
1700 Accum Depr-Production Equipment	-493,235.15
Total 1600 Production Equipment	204,487.83
1620 Office Furniture/Equipment	95,916.41
1720 Accum Depr-Furniture/Equipment	-83,663.58
Total 1620 Office Furniture/Equipment	12,252.83
1625 Leasehold Improvement	183,560.92
1725 Accum Depr-Leasehold Improv.	-114,773.76
Total 1625 Leasehold Improvement	68,787.16

	TOTAL
1670 Broadcasting Equipment	28,933.89
Total Fixed Assets	\$314,461.71
TOTAL ASSETS	\$1,152,023.78
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	5,678.42
Total Accounts Payable	\$5,678.42
Other Current Liabilities	
2110 Sales Tax Payable	0.00
2111 Sales Tax (Manual entry)	0.00
2140 Accrued Vacation	2,531.20
24000 Payroll Liabilities	1,034.98
CA PIT / SDI	166.05
CA SUI / ETT	-265.46
Federal Taxes (941/944)	2,299.62
Total 24000 Payroll Liabilities	3,235.19
Board of Equalization Payable	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$5,766.39
Total Current Liabilities	\$11,444.81
Long-Term Liabilities	
2400 Business Equipment Loan 33736	12,222.76
Total Long-Term Liabilities	\$12,222.76
Total Liabilities	\$23,667.57
Equity	
3000 Opening Bal Equity	0.00
3015 Net Assets-Temp Restricted	0.00
3900 Retained Earnings	560,703.29
3905 Retained Earnings - Capital Reserves	453,852.31
Net Revenue	113,800.61
Total Equity	\$1,128,356.21
TOTAL LIABILITIES AND EQUITY	\$1,152,023.78

Community Television of Santa Cruz County
Executive Director's Report to the Board
February 26, 2018

1. Administration

● Financial

Coworking

- The Coworking center is on track to be in profit for February at the time of this writing.

● Paid Services

● Closed Captioning;

- Victor Hermann and his team have solved the technical issue which prevents the live captions from appearing on Comcast.
- Now we are working to make sure the captions appear correctly.
- We are able to caption the rebroadcasts and on demand versions of our Board of Supervisors meetings. We are finalizing the work flow.

● Government Meeting Services:

- CTV will provide coverage for approximately 20 meetings in February.

Documentation Services

- Victor and his team covered the SCCAL Wrestling Championships this month.
- They used the new mobile Tricaster for this production. They were able to set-up in record time.

● Equipment Rental

- Rentals are picking up. We had just under \$1k in rentals by professionals in February.

■ PEG

- We will be renewing our contract with the County of Santa Cruz this year.
- I, Board Chair Gudger and Directors, Manheim and Maziarz met with SC County Information Services Director, Kevin Bowling and his team to update the county on the health of our organization and touch base on the contract renewal process.
- The meeting was positive and we expect the process to go smoothly.

2. Equipment / Facilities:

Equipment

We have purchased a few new pieces of equipment for use when shooting videos with iPhones and iPads and like devices.

- Adapters that allow the use of professional tripods with phones and tablets.
- Adapters that allow the use of professional microphones with phones and tablets.

Building

- We continue to work with to improve the look and feel of the coworking space. We have been working with a wallpaper professional to create the effect of a wall covered in ivy. He did a test panel. You can see it near the conference room.
- We are also working to improve the kitchen. We are working in a free standing island that will provide more counter space and seating so to accommodate our members and Armada's staff in a comfortable, organized, inviting space.
- We are also researching patio furniture the area near the front door.

3. Communications

Advertising

- I am working with Google, and a partner agency, on a grant for Google advertising.
- Non-profits are eligible for \$10K per month in Google ads if they meet their criteria.
- The agency will present a plan next week that I will review.

4. Equipment Grant Program



We delivered equipment to Aptos High School on the 25th of January.



PROPOSAL/CONTRACT

CUSTOMER:

Community Television of Santa Cruz, Inc.
325 Soquel Avenue
Santa Cruz, CA 95062

DATE: 6/29/2017

PROPOSAL/CONTRACT NO. 20174716

Celebrating our 30th year in business!

PROJECT: 325 Soquel Avenue, Santa Cruz

DESCRIPTION	Total
916 sq. ft. @ 1/2" average depth LEVELROCK QUIK-TOP GRAY with Black Pigment Gypsum Concrete Floor (PS) Laser Leveling included This proposal includes up to 94 BAGS of materials. If laser-leveled and more bags are used, \$28/bag will be added (includes sand, per diem and set-up charges).	9,556.00
916 sq. ft. of Grinding or Shotblasting, with epoxy moisture vapor barrier Sand, Stain, with Clear Matt Finish Sealer, and wax	4,580.00 6,496.00

Total	\$20,632.00
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PLEASE ALLOW A MINIMUM 6 - 8 WEEKS FOR SCHEDULING.

TERMS: PAYABLE AS FOLLOWS: 100% DUE UPON COMPLETION OF WORK, UNLESS OTHER WRITTEN ARRANGEMENTS HAVE BEEN APPROVED IN ADVANCE. OVERDUE ACCOUNTS WILL INCUR A FINANCE CHARGE OF 24% PER YEAR (2% PER MONTH).

OUR INSURANCE:

GENERAL LIABILITY: \$1,000,000 EACH OCCURRENCE, \$1,000,000 PERSONAL INJURY, \$2,000,000 AGGREGATE COMPLETED OPERATIONS, \$2,000,000 GENERAL AGGREGATE, WAIVER OF SUBROGATION RIGHTS ENDORSEMENT (PER PROJECT IF REQUIRED); ADDITIONAL INSURED ENDORSEMENT (PER PROJECT IF REQUIRED).
WORKER'S COMPENSATION & EMPLOYER'S LIABILITY: \$1,000,000 E. L. EACH ACCIDENT, \$1,000,000 E. L.-DISEASE-EACH EMPLOYEE, \$1,000,000 E. L. DISEASE - POLICY LIMIT, WAIVER OF SUBROGATION ENDORSEMENT (PER PROJECT IF REQUIRED); ADDITIONAL INSURED ENDORSEMENT (PER PROJECT IF REQUIRED).
AUTO: \$1,000,000 COMBINED SINGLE LIMIT (EA ACCIDENT); WAIVER OF SUBROGATION ENDORSEMENT (PER PROJECT, IF REQUIRED); ADDITIONAL INSURED ENDORSEMENT (PER PROJECT IF REQUIRED). THERE MAY BE AN ADDITIONAL COST FOR INSURANCE REQUIREMENTS NOT LISTED ABOVE.

NOTES:

- 1) BUSINESS LICENSES, PARKING PERMITS NOT INCLUDED. ACTUAL COSTS TO BE ADDED, IF REQUIRED.
- 2) UNLESS STATED ABOVE, ALL JOBS ARE NOT BID USING STATE OR FEDERAL PREVAILING WAGE SCHEDULES.
- 3) SIGNED CONTRACT (which includes APPENDIX I-a) MUST BE RECEIVED BY FLATLINE FLOORS BEFORE SCHEDULING CAN OCCUR.
- 4) SIGNED CONTRACTOR CHECKLIST MUST BE RECEIVED PRIOR TO POUR.
- 5) PRICE VALID FOR 60 DAYS ON UNSIGNED ESTIMATES. ALL SIGNED CONTRACTS SUBJECT TO PRICE ESCALATION IF NOT COMPLETED WITHIN SIX MONTHS OF ESTIMATE DATE.
- 6) IDENTIFICATION AND REMEDIATION OF ASBESTOS IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR AND/OR OWNER.

I HEREBY AGREE TO FURNISH ALL LABOR, MATERIALS AND EQUIPMENT FOR THE COMPLETION OF THE WORK DESCRIBED,
IN A GOOD WORKMANLIKE MANNER.

Flatline Floors: Jeff Morrison, President

REFER TO APPENDIX 1A FOR ADDITIONAL REQUIREMENTS BY CUSTOMER. SIGNING BELOW AGREES TO TERMS OF THIS PROPOSAL AND APPENDIX 1A.

Customer: _____

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P. O. Box 26000, Sacramento, CA 95826.



FLATTENING THE WORLD...ONE FLOOR AT A TIME



Post Office Box 7, Jamestown, CA 95327 • 209-984-1242 • Fax 209-984-1257 • www.flatlinefloors.com

Toll Free 888-4FLATLINE • 888-435-2854



310-D Kennedy Drive
Capitola, CA 95010

PROPOSAL

DATE	PROPOSAL
2/9/2018	18023

NAME / ADDRESS
CTV. CCPS 325 Soquel Ave Santa Cruz

PROJECT
325 Soquel Ave

DESCRIPTION	QTY	COST	TOTAL
1. Grind and profile surface 2. Apply epoxy with sand 3. Apply (2) coats cement - color black 4. Apply (2) coats epoxy enamel 5. Apply acrylic floor wax finish coat Total for items 1-5 Note: A 50% deposit is required for special order material before job begins		11,000.00	11,000.00

Thank you for the opportunity to bid your work. Please sign and return upon approval.	TOTAL \$11,000.00
--	--------------------------

Phone #
831-464-7369

DATE _____

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