



# Agenda

## San Miguel Community Services District

### BOARD OF DIRECTORS

John Green, President

Anthony Kalvans, Director

Gib Buckman, Director

Larry Reuck, Vice President

Travis Dawes, Director

**THURSDAY, MAY 26, 2016**  
**6:00 P.M.**

### BOARD OF DIRECTORS SPECIAL AND REGULAR MEETING AGENDA

**SMCSD Boardroom**

**1150 Mission St.**

**San Miguel, CA 93451**

**Cell Phones:** As a courtesy to others, please silence your cell phone or pager during the meeting and engage in conversations outside the Boardroom.

**Americans with Disabilities Act:** If you need special assistance to participate in this meeting, please contact the CSD Clerk at (805) 467-3388. Notification 48 hours in advance will enable the CSD to make reasonable arrangements to ensure accessibility to this meeting. Assisted listening devices are available for the hearing impaired.

**Public Comment:** Please complete a "Request to Speak" form located at the podium in the boardroom in order to address the Board of Directors on any agenda item. Comments are limited to three minutes, unless you have registered your organization with CSD Clerk prior to the meeting. If you wish to speak on an item not on the agenda, you may do so under "Oral Communications." Any member of the public may address the Board of Directors on items on the Consent Calendar. Please complete a "Request to Speak" form as noted above and mark which item number you wish to address.

**Meeting Schedule:** Regular Board of Director meetings are generally held in the SMCSD Boardroom on the fourth Thursday of each month at 7:00 P.M. Agendas are also posted at: [www.sanmiguelcisd.org](http://www.sanmiguelcisd.org)

**Agendas:** Agenda packets are available for the public inspection 72 hours prior to the scheduled meeting at the Counter/San Miguel CSD office located at 1150 Mission St., San Miguel, during normal business hours. Any agenda-related writings or documents provided to a majority of the Board of Directors after distribution of the agenda packet are available for public inspection at the same time at the counter/ San Miguel CSD office at 1150 Mission St., San Miguel, during normal business hours.

- I. Call to Order: 6:00 PM**
- II. Pledge of Allegiance: Director Kalvans**
- III. Roll Call:**
- IV. Adoption of Special and Regular Meeting Agendas**

**V. Public Comment and Communications (for items not on the agenda):**

Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are limited to three minutes. Please complete a "Request to Speak" form and place in basket provided.

**VI. ADJOURN TO CLOSED SESSION:**

**A. CLOSED SESSION AGENDA:**

**1. CONFERENCE WITH DISTRICT GENERAL COUNSEL—Existing Litigation**

Pursuant to Government Code Section 54956.9 (d) (1)

**Case:** *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039* and **Case:** *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*

**2. CONFERENCE WITH DISTRICT GENERAL COUNSEL—Anticipated Litigation**

Pursuant to Government Code Section 54956.7 (2) (d) (2 cases)

**3. CONFERENCE WITH GENERAL MANAGER—Acquisition of property**

Pursuant to Government Code Section 50701 - 50703)

**B. RECONVENE TO OPEN SESSION**

**C. REPORT OUT OF CLOSED SESSION**

- 3. Report out of Closed Session by District General Counsel

**VII. Call to Order for Regular Board Meeting (estimated to be 7:00 pm)**

**VIII. Public Comment and Communications:**

Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are limited to three minutes. Please complete a "Request to Speak" form and place in basket provided.

**IX. Staff & Committee Reports – Receive & File:**

**Non-District Reports:**

- |  |           |
|--|-----------|
| 1. San Luis Obispo County Sheriff                      | No Report |
| 2. San Luis Obispo County Board of Supervisors         | No Report |
| 3. San Luis Obispo County Planning and/or Public Works | No Report |
| 4. San Miguel Area Advisory Council                    | No Report |
| 5. Camp Roberts—Army National Guard                    | No Report |

**District Staff & Committee Reports:**

- |                             |                  |        |
|-----------------------------|------------------|--------|
| 6. General Manager          | (Mr. Gentry)     | Verbal |
| 7. District General Counsel | (Attorney White) | Verbal |

- |     |   |                            |
|-----|---|----------------------------|
| 8.  | Utility Supervisor - (Mr. Dodds)                              | Written Report Attached    |
| 9.  | Fire Chief (Chief Roberson)                                   | Written Report Attached    |
| 10. | District Engineer (Mr. Tanaka)                                | Written Report Attached    |
| 11. | Finance/Budget Committee (Director Dawes, Chair)              | Written Report Attached    |
| 12. | Organization/Personnel Committee (Director Green, Chair)      | Meeting to be set for June |
| 13. | Equipment & Facilities Committee (Director Kalvans, Chair)    | No Meeting Scheduled       |
| 14. | Water Conservation Ad-Hoc Committee (Director Kalvans, Chair) | Verbal                     |
| 15. | Water Resources Advisory Committee (Director Kalvans, Rep)    | Verbal                     |

**X. CONSENT ITEMS:**

The items listed below are scheduled for consideration as a group and one vote. Any Director or a member of the public may request an item be withdrawn from the Consent Agenda to discuss or to change the recommended course of action. Unless an item is pulled for separate consideration by the Board, the following items are recommended for approval without further discussion.

16. Board Minutes:  
**16 a.** Approval of Special and Regular Board Meeting Minutes for April 26, 2016  
**16 b.** Approval of Special Board Meeting/Workshop Minutes for April 30, 2016
17. Review and Discuss Finance & Budget Committee recommendation to approve April 2016 YTD and Monthly Financial Reports with Treasurer’s Report.
18. Adopt **Resolution No. 2016-18** ratifying the Board’s March 24, 2016 approval of job reclassifications for 2 District employees and authorizing a change in compensation for said job reclassifications. **This item was tabled from last meeting for lack of quorum.**

**XI. BOARD ACTION ITEMS:**

19. Consider and Discuss approving a proposed I T interim service improvement agreement.

**STAFF RECOMMENDATION:**

Staff recommends that the Board of Directors approve a Finance & Budget Committee recommendation to enter into an interim service agreement with Allen Mapalo for ongoing I T services.

**Public Comments:** (Hear public comments prior to Board Action)

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

20. Consider and Discuss a Finance & Budget Committee recommendation to approve Change Order #1 for Whitaker Construction for costs exceeding awarded contract agreement.

**STAFF RECOMMENDATION:** Approve Change Order #1 request and authorize an increase of \$9,000 be paid to Whitaker Construction for additional work performed in fire hydrant replacement CDBG project.

**Public Comments:** (Hear public comments prior to Board Action)

M \_\_\_\_\_ S \_\_\_\_\_ V \_\_\_\_\_

21. Discuss and recommend approval to Board authority to proceed with executing a contract with Mike Roach Electric for installing a breathing air compressor in the fire station

**STAFF RECOMMENDATION:** Approve Finance & Budget Committee recommendation to authorize executing a contract in amount of \$4,345.00 to Mike Roach for breathing air compressor installation.

**Public Comments:** (Hear public comments prior to Board Action)

M\_\_\_\_\_ S\_\_\_\_\_ V\_\_\_\_\_

22. Consider Adoption of **Resolution No. 2016-20** authorizing the abatement of weeds within the District boundaries and the recovery of costs.

**STAFF RECOMMENDATION:** Hold a hearing to consider objections to the “Notice to Remove, Destroy, and/or Abate Vegetation, Rubbish and Debris”, overrule any objections and adopt **Resolution No 2016-20** authorizing Fire Chief to have weed abatement work performed and recover costs of abatement from property owners.

**Public Comments:** (Hear public comments prior to Board Action)

M\_\_\_\_\_ S\_\_\_\_\_ V\_\_\_\_\_

23. Review and Discuss authorizing General Manager to apply for a technical assistance grant from State Water Resource Board for potential Machado WWTP expansion.

**STAFF RECOMMENDATION:** Authorize General Manager to apply for a technical assistance grant up to \$500,000 for purposes of preparing a planning design study and environmental documentation of the Machado WWTP facility potential expansion .

**Public Comments:** (Hear public comments prior to Board Action)

M\_\_\_\_\_ S\_\_\_\_\_ V\_\_\_\_\_

**XII. BOARD COMMENT:**

This section is intended as an opportunity for Board members to make brief announcements, request information from staff, request future agenda item(s) and/or report on their own activities related to District business. No action is to be taken until an item is placed on a future agenda.

**XIII. ADJOURNMENT**

**Time:** \_\_\_\_\_

ATTEST:

STATE OF CALIFORNIA )  
COUNTY OF SAN LUIS OBISPO ) ss.  
COMMUNITY OF SAN MIGUEL )

I, Tamara Parent, Account Clerk of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on May 20, 2016.

Date: May 20, 2016

*Tamara Parent*

\_\_\_\_\_  
Tamara Parent, Account Clerk

# SAN MIGUEL COMMUNITY SERVICES DISTRICT

## AGENDA ITEM# X.8

### UTILITY REPORT

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#### **Well Status:**

MCL = maximum contaminate level ----- ppb = parts per billion ----- ppm = parts per million

- SLT well Arsenic levels are 12.5 ppb; MCL is 10 ppb Sampled 5/2/16
- SLT well Nitrate levels are 2.5 ppb; MCL is 45 ppb Sampled 5/2/16
- Arsenic levels on Oak Drive are 5 ppb; MCL is 10 ppb Sampled 5/2/16
- Well 3 and 4 are both in operation.
- Well 4 water static level 79.9 4/15/16
- SLT Water static level 166.40' 10/20/15

#### **Water System status:**

Water leaks this month: 0 This year: 0

Water related calls through the alarm company after hours this month: 1 this Year: 9

- SLT Well is being run to system, blending in the Terrace Tank. Current trending is shown in chart attached.

#### **Sewer System status:**

Sewer overflows this month: 0 this year: 0

Sewer related calls through the alarm company this month: 0 this Year: 3

- Continuing to work on SSMP (Sewer System Management Plan) audit corrections

#### **WWTP status:**

- SOP's (Standard Operating Procedures) and O&M (Operation and Maintenance) manuals for the plant are being updated and developed to comply with our SSMP
- Evaluation study completed for treatment plant loading , report is being scheduled for review by committee

#### **Lighting status:**

#### **Project status:**

- Continuing raising valves and manholes around town.

#### **SCADA progress:**

- Installation is being completed final testing is being finished.

#### **Grants/ funding:**

- CDBG for blending line for the SLT well. Finalizing requirements with county
- CDBG grant proposal to County for Hydrant replacements Contract was awarded to Whitaker Construction, Construction started 2/16/16 and was completed 2/29/16 finalizing paperwork with the county and Whitaker

### **Development:**

Currently working with;

- Tract 2637 (Nino--60 lots) All phases of infrastructure has been installed and inspected. Phase 2-3 home construction should be started in the next couple months. (no update)
- Tract 2647 (Hastings--12 Lots) Infrastructure is complete development is selling individual lots. (no update)
- Tract 2710 (Peoples Self help Housing-24 Lots) Started to install sewer and water lines, Major grading is nearly complete Will begin testing water and sewer lines Project is stalled due to other projects underway with the contractor
- Tract 2527 (Peoples Self help Housing – 60 lots) –submissions received and being reviewed for the required lift station. Construction estimated to begin next Spring
- Tract 2779 (Fortune Co. - 34 lots) – revised plans have been submitted to the county. (no update)
- Tract 2723 (Wittstrom – 37 Lots) – Will serve is expired and they want to get a new will serve and update information. (no update)
- 968 L street – 4 unit development – a preliminary will serve was issued and we are waiting on complete set of plans
- 972 K street – commercial – a preliminary will serve was issued and we are waiting on complete set of plans

Potential development:

- 965 L street – 4 unit development – Information is being requested for an expired project
- 1010 L street Single Family home – Plans have been submitted and approved, no timeline for construction. – (no update)
- 1222 N street – 22 unit development – (no update)

### **San Miguel Community Cleanup:**

- Chipping has been suspended until further notice
- Community Cleanup will be scheduled for July

### **SLO County in San Miguel:**

- The county is moving ahead on the San Miguel Park improvements and expansion. – Met with county planning and discussed preliminary plans and concerns (no update)

### **Caltrans in San Miguel:**

- Caltrans is underway on improvements to the HWY 101 corridor

**Rain in San Miguel:**

Calendar year as measured at our WWTP

2014 total 14.25"

2015 total 5"

1/4-10/16 2"

1/18-19/16 .75"

1/31/16 .75"

2/17/16 Not measureable

3/4-6/16 1.5"

3/7-15/16 2.25"

2016 total 7.25"

PREPARED BY:

Kelly Dodds

Kelly Dodds  
Utility Supervisor

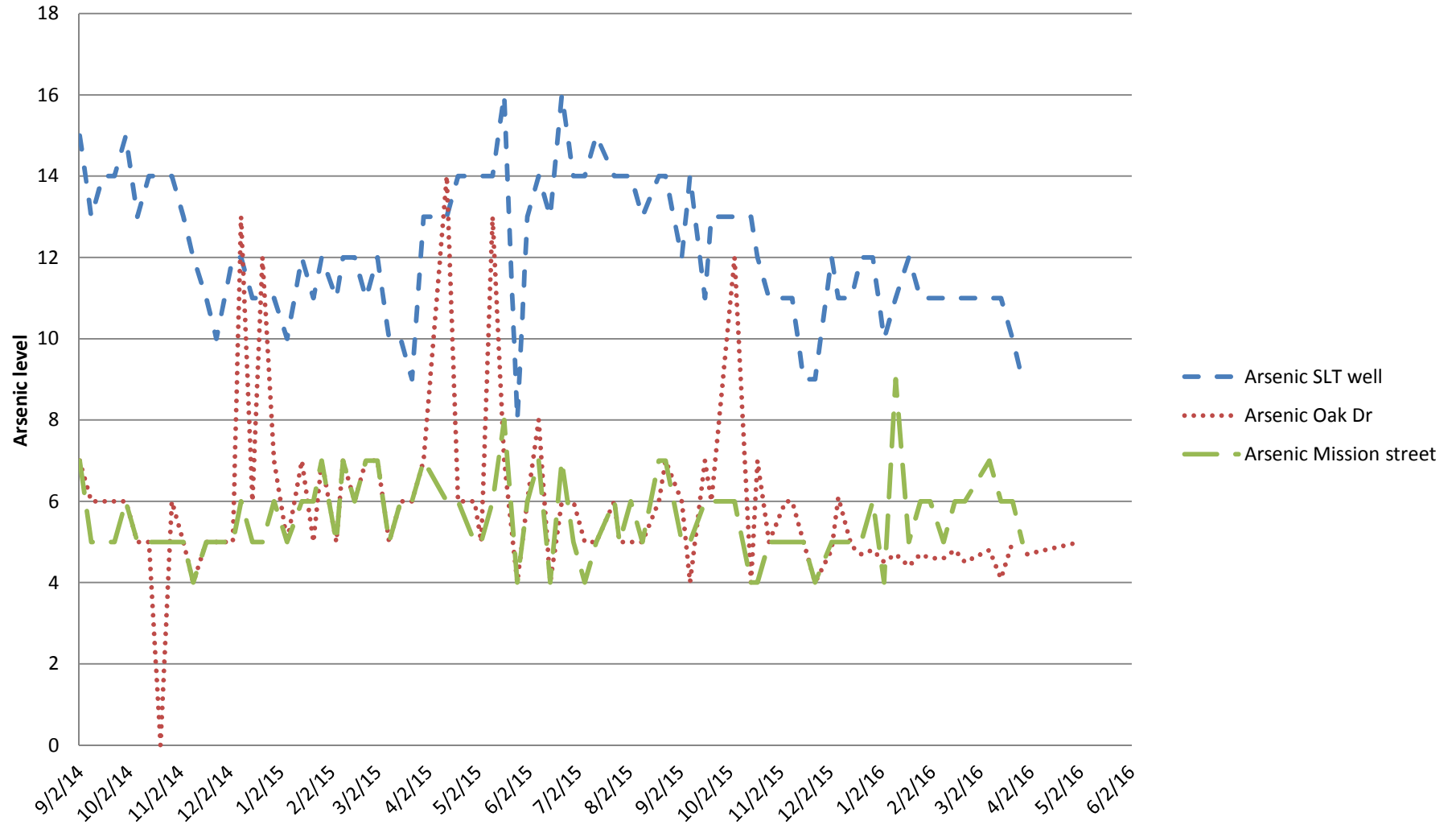
APPROVED BY:

Darrell Gentry

Darrell W. Gentry  
General Manager

Date: May 19, 2016

# Arsenic Trending



5/20/2016





## San Miguel Community Services District Board of Directors Meeting

### Staff Report

May 26, 2016

AGENDA ITEM: IX 9

**SUBJECT:** Fire Chief Report for April 2016

**STAFF RECOMMENDATION:** Receive and File Monthly Reports for the Fire Department

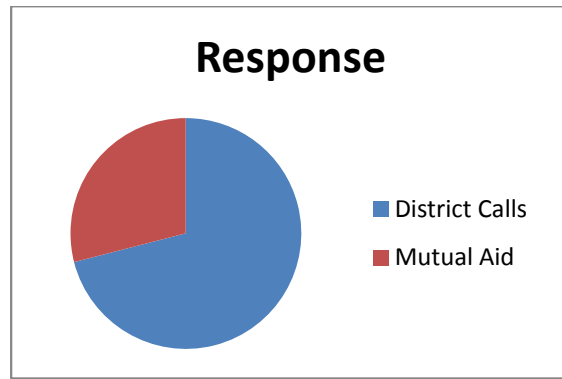
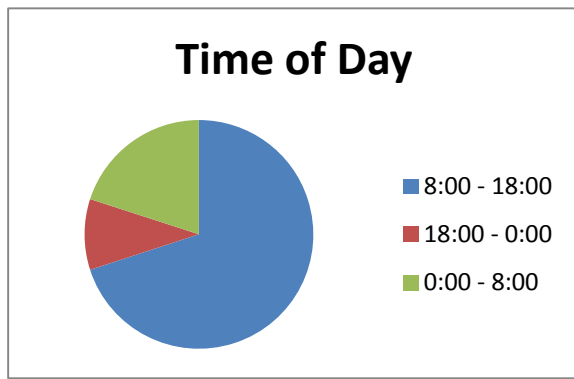
**INCIDENTS:**

Total Incidents for March **30**

**Time of Day**

0800 to 1800	21	<b>70 %</b>
1800 to 0000	3	<b>10%</b>
0000 to 0800	6	<b>20%</b>

District calls	<b>23</b>	76%
Mutual aid calls	<b>7</b>	24%
Assist Camp Roberts	<b>0</b>	

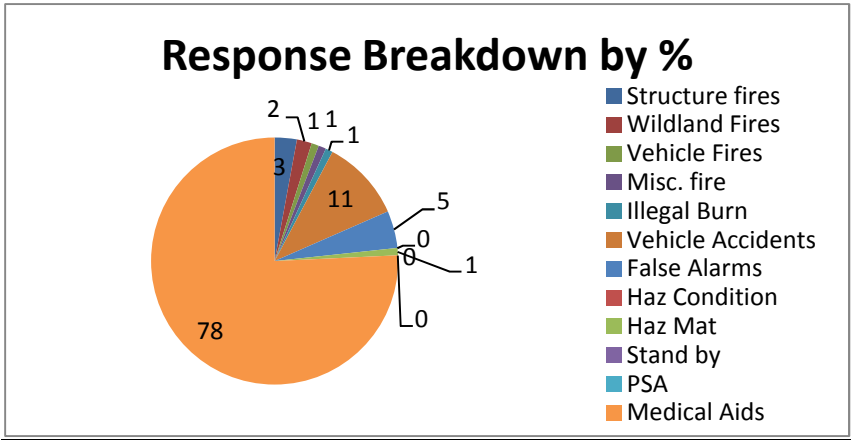


Emergency Response Man Hours <b>107</b>	2016 total	291
Stand-By Man Hours <b>61</b>		<u>161</u>
		452

Emergency Response Man Hours per Call = 2.6 hr.  
Stand-By Average per Call = 2 hr.

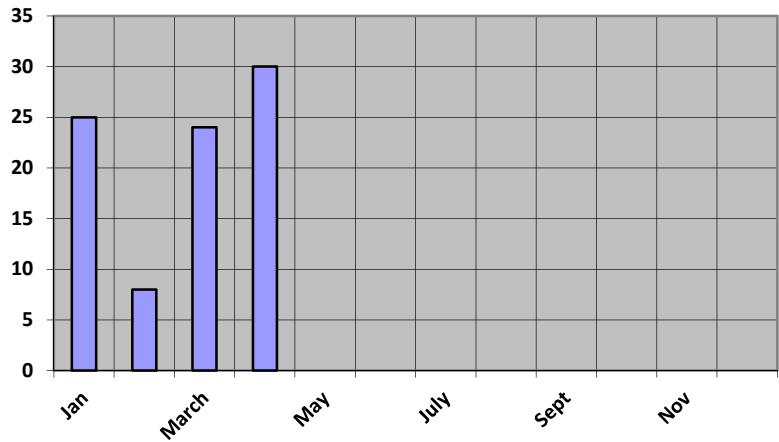
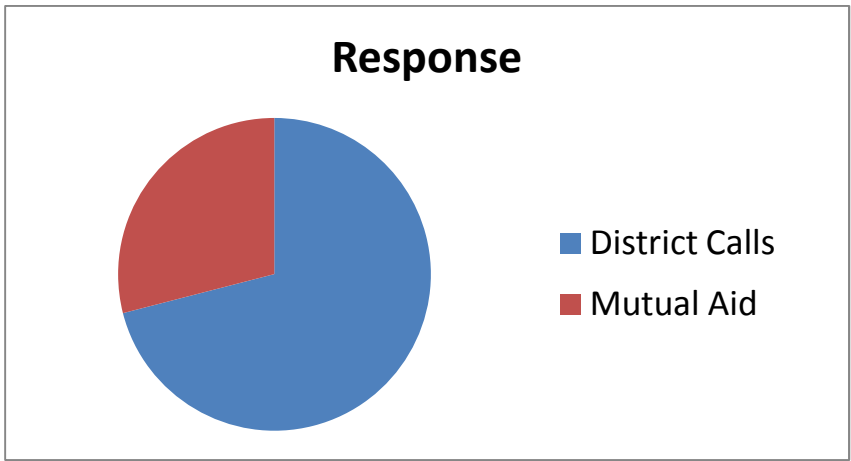
Average Calls per Month 22

Total calls for the year to date 87



For **87** calls for 4 Months in 2016

District Calls	71%
Mutual Aid	29%
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
XX	
Structure fires	3%
Wildland Fires	2%
Vehicle Fires	1%
Misc. fire	1%
Illegal Burn	1%
Vehicle Accidents	11%
False Alarms	5%
Haz Condition	0%
Haz Mat	1%
Stand by	0%
PSA	0%
Medical Aids	78%



**Personnel:**

- 1 Chief
- 1 Assistant Chief

We currently have 19 active members.

- 4 Fire Captains
- 2 Engineers
- 10 Firefighters
- 0 new recruits
- 2 Explorers

**Equipment:**

- All equipment is in service.
- 3/11 Ladders were tested and all passed
- 4/1 E-8696, E-8687 pump test and passed

**Activities:**

**April**

<u>Date</u>	<u>Subject matter</u>
5	Medical Assessment
12	Search and Rescue
19	Tools and Equipment Set up / Lights, Ventilation, Rescue
26	Association Meeting

<u>Date</u>	<u>Other activities</u>	<u>Time</u>
9	Clean up	0800-1200
23	Sagebrush Day's Parade	0900-1200

**May**

<u>Date</u>	<u>Subject matter</u>
3	Wildland Hand Tools, Shelters, Chain Saw
10	Wildland Fire Weather/ Behavior, 10&18's
17	Mobile Attack, Firing Ops, Wildland Progressive Hose Lays
24	Association Meeting

<u>Date</u>	<u>Other activities</u>	<u>Time</u>
10	Wildland Burn Camp Roberts	1200 - 1400
18	Wildland Burn Camp Roberts	1000 - 1600

**Information:**

Fire season starts April 18<sup>th</sup>, Fire aircraft will be on duty April 25th

**Prepared By:**

*Rob Roberson*

\_\_\_\_\_  
**Rob Roberson, Chief**


**Approved By:**

*Darrell W. Gentry*

\_\_\_\_\_  
**Darrell W. Gentry, GM**

# SAN MIGUEL FIRE DEPARTMENT 2016 RESPONSES

IX-9

	<b>JAN</b>		<b>FEB</b>		<b>MAR</b>		<b>APR</b>		<b>MAY</b>		<b>JUN</b>		<b>JUL</b>		<b>AUG</b>		<b>SEP</b>		<b>OCT</b>		<b>NOV</b>		<b>DEC</b>		<b>TOTAL</b>	
	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid
Structure Fires	0	0	0	1	1	0	1	0																	2	1
Veg. Fires	0	0	0	0	0	0	0	2																	0	2
Vehicle Fires	0	1	0	0	0	0	0	0																	0	1
Misc. Fires	1	0	0	0	0	0	0	0																	1	0
Illegal Burning	0	0	0	0	1	0	0	0																	1	0
Vehicle Accidents	1	1	1	0	1	2	2	1																	5	5
False Alarms	2	0	0	0	1	1	1	0																	4	1
Hazardous Condition	0	0	0	0	0	0	0	0																	0	0
Hazardous Materials	0	0	0	0	1	0	0	0																	1	0
Standby	0	0	0	0	0	0	0	0																	0	0
Pub.Svc.Asst.	0	0	0	0	0	0	0	0																	0	0
Medical Aids	15	4	4	2	10	6	19	4																	48	20
<b>Call TOTALS</b>	19	6	5	3	15	9	23	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	62	25
	<b>25</b>		<b>8</b>		<b>24</b>		<b>30</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>87</b>	
<i>CPR</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mutual Aid SLO/Mon.	6	0	1	1	9	0	7	0	0	0													0	0	24	0
Camp Bob Asst.	0	0	0	0	3	0	0	0													0	0			3	0
Average Calls Per	<i>Month</i>		22.0	<i>Day</i>		0.7	<i>SLO Co. MA</i>				<b>23</b>		<i>Montrey Co. MA</i>				<b>1</b>		<i>CPR TOTAL</i>				<b>0</b>			

# Fire Equipment 2016 Mileage / Fuel Report

IX. 9-3

Mileage/ Fuel	January		February		March		April		May		June		Total		Avg. MPG
	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
<b>Diesel</b>															
E-8696	106	19.5	70	11	144	35.4	19	0					339	65.9	5.1
E-8687	39	15	12	8	80	24	15	10					146	57	2.6
E-8668	18	0	44	7.8	64	8	38	8.5					164	24.3	6.7
<b>6 Month Total</b>												<b>649</b>	<b>147.2</b>	<b>4.4</b>	
<b>Gas</b>															
U-8630	468	37.95	330	19.9	681	51.1	213	19.1					1692	128.1	13.2
C-8600	592	46.4	335	31	420	51.1	509	54.8					1856	183.3	10.1
<b>6 Month Total</b>												<b>3548</b>	<b>311.4</b>	<b>11.4</b>	

Mileage / Fuel	July		August		September		October		November		December		Total		Avg. MPG
	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
<b>Diesel</b>															
E-8696													339	65.9	5.1
E-8687													146	57	2.6
E-8668													164	24.3	6.7
<b>6 Month Total</b>												<b>649</b>	<b>147.2</b>	<b>4.4</b>	
<b>Gas</b>															
U-8630													1692	128.1	13.2
C-8600													1856	183.3	10.1
<b>6 Month Total</b>												<b>3548</b>	<b>311.4</b>	<b>11.4</b>	

YTD 2016 Total	mi.	gal.	Avg. MPG
<b>Diesel</b>	<b>1298</b>	<b>294.4</b>	<b>4.4</b>
<b>Gas</b>	<b>7096</b>	<b>622.7</b>	<b>11.4</b>

**San Miguel Community Services District**  
Darrell Gentry, General Manager  
Post Office Box 180  
San Miguel, CA 93451  
(805) 467-3300

**BOARD OF DIRECTORS**  
John Green, President  
Larry Reuck, Vice President  
Anthony Kalvans  
Gib Buckman  
Travis Dawes

**MONTHLY DISTRICT ENGINEER'S REPORT**  
**April 2016**

**DATE:** May 26, 2016  
**TO:** Board of Directors  
**VIA:** Darrell Gentry, General Manager  
**FROM:** Steven G. Tanaka, P.E.  
**SUBJECT:** Monthly District Engineer's Report – April 2016

**SUMMARY OF ACTIVE PROJECTS**

1. Salt & Nutrient Management Plan
2. Water Well Quality/Radioactivity
3. Sewer System Management Plan (SSMP) Audit
4. Wastewater Treatment Plant Evaluation
5. Capital Improvements Planning
6. San Miguel Park (County)
7. L Street Improvements (County)
8. 2015 CDBG Grant Cycle
9. 2016 CDBG Grant Cycle
10. CDBG – Fire Hydrant Replacements
11. Active Will Serves, Plan Checks and Inspections:
  - a. Butterfield Downtown Mixed Use
  - b. Mission Garden Estates - 60 Single Family Residential (SFR) Units
  - c. Nino (formerly Ritter) – Tract 2637, River Road
  - d. People's Self Help, Tract 2710
  - e. Arciero (formerly Stuntman) Tract 2750
  - f. Hasting Family Trust, Tract 2647

8. Inactive Will Serves
  - g. Wittstrom – 38 SFR Units
  - h. Paulo Pecora Laundromat and Retail, 1143 Mission Street

#### DISCUSSION:

1. **Salt & Nutrient Management Plan (S&NMP)**. The final S&NMP was submitted by the City of Paso Robles to the Regional Board on 5/13/15, fulfilling this region's requirements of the State's recycled water policy. This document is intended to be a working document that adapts over time as the groundwater basin changes. It is anticipated that this Plan will be incorporated into a future Groundwater Sustainability Plan required by the recently enacted Sustainable Groundwater Management Act. A full hard copy of this document will be forthcoming from the City of Paso Robles in the near future. ***No change from prior report.***
2. **Water Well Quality/Radioactivity**. Re-testing of radioactivity levels in Wells 3 and 4 indicate compliance with primary drinking water standards, and State Division of Drinking Water (formerly California Department of Public Health (CDPH)) acknowledged keeping the wells in service. Although the re-testing yielded positive results in this regard, it is a reminder that radioactivity levels in both wells will continue to be a growing concern over the coming years. ***No change from prior report.***
3. **SSMP Update (2015) and Audit (2016)**. District Engineer completed the bi-annual SSMP audit with staff in 2014, and the final audit report was transmitted to the General Manager. The audit has been on file at the District office. This audit is required every two years. The audit does not require adoption/certification by the Board, but must remain on file at the District's office. The Board has been advised that in 2015, the State Board requires that an updated SSMP be prepared. In March 2015, DE provided staff with a proposal to prepare the SSMP update. This Update was due August 2015. It is now recommended that the 2016 audit, and the SSMP update, be prepared in conjunction with one another, no later than by August 2016. Staff has been reviewing this with the E&F committee for further consideration. ***No change from prior report.***
4. **Wastewater Treatment Plant Evaluation**. The wastewater report was presented to the Board at the April 2016 Board meeting. Report was received and filed.
5. **Capital Improvements Planning**. DE and staff met on December 15, 2015, to discuss various water and sewer system capital improvement projects anticipated for the coming years. Based on this meeting, DE and staff prepared a CIP memorandum, laying out general recommendations for upcoming needed CIPs in the coming years. This report has been reviewed by utilities staff, and now is currently being reviewed by the General Manager. It is expected that this report will be presented at an upcoming committee meeting. ***No change from prior report.***
6. **San Miguel Park**. The County and Wallace Group Design team continue moving forward with Park design activities. A draft 50% design package was reviewed by staff and DE, and

comments submitted to the County/Wallace Group design team. Construction is projected to start summer 2016, around August.

7. **L Street Improvements**. Plans for the L Street improvements are at approximately 90% completion; the District should expect a review package from the County in the next couple of weeks. The District did review and comment on the prior 50% package. This work is also expected to be constructed Fall 2016.
8. **2015 CDBG Grant Cycle**. Staff submitted one application (SLT well blending piping to tank) for possible grant funding consideration by the County, and addressed the Board of Supervisors at the 10/23/14 public hearing to express the District's needs for various infrastructure projects. County has indicated that this Project will be funded through CDBG grant funds. DE submitted a letter proposal to District staff a letter proposal in early December 2015 for professional services. Staff is in the process of acquiring services for a biologist and archaeologist to address CEQA/NEPA requirements. ***No change from prior report.***
9. **2016 CDBG Grant Cycle**. A needs workshop was conducted on 9/8/15 by the County Planning staff, to hear from various project proponents seeking CDBG grant funds during this cycle. General Manager attended this meeting. The District should consider submitting applications for additional CDBG funds for various water/sewer related improvement projects. District Staff and DE will discuss and identify potential projects to pursue grant funding. ***No change from prior report.***
10. **CDBG – Fire Hydrant Replacements**. The project was awarded to Whitaker Construction. The physical work is complete, and District staff is in the process of closing out the Project.
11. **Active Will Serves**. The following is a summary of the active "Will Serves" staff is currently reviewing, or Inspecting during Construction:
  - a) **Butterfield Downtown Mixed Use**. Butterfield submitted plans for a mixed use project on Mission Street. Staff conducted preliminary review of the plans, and met with Mr. Butterfield to discuss the project. Final plan check comments were issued in November 2009, and District Staff/District Engineer and Fire Chief signed and approved the plans at that time. Recent discussions with the Developer indicate the possibility that early phases of the Project may be moving forward in the near future. If so, District Staff will issue a new preliminary will-serve letter for the Development, and will conduct a re-review of the plans since nearly 3 years has elapsed since approval of the prior plans. ***No change from prior report.***
  - b) **Mission Garden Estates**. In December, staff and DE reviewed the updated plans for the sewer lift station, and provided the Developer's engineer (North Coast Engineering) with comments, that must be addressed prior to approval. In February, staff and DE reviewed the lift station submittal provided by ROMTEC and North Coast Engineering, and offered final comments to be addressed. ***No change from prior report.***
  - c) **Nino (formerly Ritter)**. This Development Project, Tract 2637, is complete with Phase 1 of utility improvements, and the District has accepted the work. See Utilities Supervisor report on the status of this Project. Phase 1 work has been completed, and record drawings have been received. ***No change from prior report.***



- d) People's Self Help (Tract 2710). Updated plans have been received, and the first plan check of these updated plans was completed in January 2014. Updated plans were received, and Plan Check No. 2 was reviewed and deemed acceptable. DE will sign off on the plans once they are received by the Developer's Engineer. **No change from prior report.**
- e) Arciero (formerly Stuntman) Tract 2750. See Utilities Supervisor report on the status of this Project. The final home is being constructed at this time, and is nearing overall project completion. **No change from prior report.**
- f) Hasting Family Trust, Tract 2647. Development construction is in progress. At this point, it appears that site grading is on-going. Schedule for work on the water main construction and tie-in to River Road will be forthcoming. **No change from prior report.**



**SAN MIGUEL COMMUNITY SERVICES DISTRICT  
FINANCE & BUDGET COMMITTEE**

**MEETING SUMMARY NOTES**

*For Wednesday, May 18, 2016 – 10:00 am*

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**I. Called to Order at 10:17 a.m. by Chair Dawes**

**II. Pledge of Allegiance**

**III. Roll Call – Director Buckman – Present  
Director Dawes – Present**

**Staff in Attendance: General Manager and District Bookkeeper**

**IV. Public Comment – None**

**V. Special Status Report & Discussion on Financial Audit Progress with District Auditor.**

Staff provided Committee Members with a copy of Auditor's message regarding his unavailability due to being out of the country on vacation.

Committee members agreed to table this item for a future Committee meeting.

**VI. AGENDA**

**1. Review and Discuss Monthly Financial Reports for April 2016**

Staff introduced item for Committee review and discussions as requested by Committee members. Chair Dawes began review by asking for discussion about the Treasurer's and Capital Projects Summary sections. GM directed Committee's attention to the changes made since the April meeting. Changes included information about property tax revenues received as of April 30<sup>th</sup>. GM also pointed out that 2<sup>nd</sup> half disbursement of property tax revenues have been received and will be reflected in the May financial statements.

Chair Dawes asked if there were any questions on Capital Projects Summary. There were no questions by Committee. Chair noted that there was no one in attendance nor any written requests received for consideration.

Committee began a review of Claim Details Report. Director Dawes commented that the presentation of the Claim Detail Report is much improved and clear to understand how and what expenditures were. He commented about Staff's effort in this regard.

Director Buckman asked about General Counsel expenses in Lighting Fund. GM answered that these expenses are distributed across all fund accounts based on the existing allocation/percentage formula. GM pointed this is common to a number of expenses that spread across all funds and is shown on this particular report.

Director Dawes asked if Staff had done any added research on chemical expenses, such as the Univar item shown for the Water Fund. GM answered that additional follow-up had not been done yet but is noted for follow-up as previously discussed with Committee.

There were no further Committee questions about the Claims Details Report. Chair noted that there were no public questions for the record.

Committee also reviewed and discussed the Statement of Expenditure – Budget vs Actuals Report. Director Dawes asked how items, like the retirement line item can be adjusted to show a budgeted amount which would allow tracking throughout the year and show percentage available YTD. GM and Bookkeeper responded that the report shows no budgeted number at this time because that is the way, the budget was installed into the Black Mountain System accounting program. GM indicated that it is possible to make a correction entry that could allow for this information to be shown.

Committee reviewed the strike team stipend pay numbers shown on page 2 of the report. GM indicated that typically this stipend pay can exceed the budget figure but the District will receive full reimbursement for those expenses, if firefighters are send away from the District. There was some discussion about the wildland fire that occurred this week being reimbursable. GM answered that particular fire incident is not reimbursable by the State.

Director Dawes asked if the approved budget was underestimated on worker's compensation amounts. GM indicated that the item was underestimated for the current fiscal year. Staff will be offering an amendment to the FY 2016-17 budget as a result.

Directors asked for a GM follow-up memo on the following:

Page 3—Account 900 Miscellaneous—identify the expense in more detail.

Page 4--Account 990 Prop tax revenue—verify the budgeted appropriation and why there is nothing expended to date.

Page 5--WWTP testing & supplies expenses—why is expense item over budget. Director Buckman asked staff about the engineering expenses being over budget and asked for follow-up on expenses incurred.

Page 6—Director Dawes asked staff to look a means to adjust the purchase of new server unit cost by adjusting the expense within the Wastewater and other fund accounts based on approved budget. GM to follow-up.

Page 7—There was some discussion about the account number being mis-identified. Bookkeeper indicated that change can be easily made and advised the Committee of the real number at the meeting.

Page 7—Director Dawes commented that Account 327 Professional Services – legal for Wastewater is out of line even with the approved Mid-Year Budget Adjustment and requested that the GM review in detail with a report back to Committee. He also noted the Operations & Maintenance, Account 305 expenses should be looked for possible corrections and adjustments. GM to follow-up.

Page 8—Account 356, Testing & Supplies, Director Dawes asked staff to follow-up since the report is showing a ytd number but there is no budget number. GM to follow-up. Accounts 385, Dues & Subscriptions, Account 525, Water Meter Replacement, Account 570, Repairs-Maintenance-Video Sewer Lines, Account 805, Refundable deposits are also to be verified on expenses and reported back to Committee.

Page 9—Fund 50, show changes due to any approved transfer of funds and correct totals as needed. GM to follow-up.

Page 10—Account 585 shows a YTD expense for sludge removal that is detailed in the Solid Waste section. Staff to follow-up and report back to Committee in follow-up.

GM indicated that overall expenses are at 90% of adopted budget number and in line with 11 months of the fiscal year. There were no public comments.

Committee adjourned for short break at 10:55 AM.

Committee Chair called meeting back to order at 11:05 AM.

Committee continued review with Statement of Revenues report. Director Dawes asked a question about an item on Page 5 of report regarding water meter fees, specifically why the report shows a budgeted amount of \$95,000 as a revenue.

He also asked for follow-up on Page 6 item for Solid Waste contract and franchise fees. He believes that those are one in the same and should be shown as such in this report. Staff to follow-up and report back to Committee.

GM indicated that there was no budgeted amount for water meter in keeping with Board policy to not include water meter fees received since there had been past unreliability on those fees being received by District. Staff will follow-up and report back to Committee. There were no Committee questions. GM indicated that overall revenues are 5-6% higher than projected in adopted FY 2015-16 budget.

Director Dawes moved to recommend approval of Monthly Financial Report to the Board of Directors, motion seconded by Director Buckman. Motion was approved by unanimous voice vote.

**2. Review and Discuss a proposed contract for installing a breathing air compressor at the fire station to Mike Roach Electric.**

Staff presented a report and recommendation to approve a contract with Mike Roach Electric to install the existing breathing air compressor at the fire station at a not-to-exceed cost of \$4,345.00. A written report was noted as a part of the Committee's packet.

Chair Dawes asked if there were any Committee questions. There were none. There were no public questions or requests to speak on this matter.

Director Dawes made a motion to recommend to the Board to approve this contract to Mike Roach Electric as recommended by Staff. Motion seconded by Director Buckman. Motion was approved by unanimous voice vote.

**3. Review and Discuss a Change Order request for Whitaker Construction for installation of additional tees to new fire hydrant units.**

Staff presented a report and recommendation to approve the requested Change Order for Whitaker Construction contract work performed as a part of the CDBG project. This request is less than 10% of the original contract of \$134,000. These added tees were not known to be faulty at the time of bid specifications and proposed work for this project. The proposed Change Order is for \$9,000 increase to the original contract amount awarded by Board of Directors.

Committee Members agreed without objection. Director Dawes made a motion to recommend approval by the Board as recommended by Staff. Motion seconded by Director Buckman. Motion was approved by a unanimous voice vote.

**4. Review and Discuss Fund Account Distribution Percentages of FY operational expenses allocations.**

Staff presented a submitted written report regarding proposed distribution percentages for future FY operational expense allocations.

Staff explained the submitted written report. Staff is requesting Committee discussion and consideration as may be needed since this is a policy level item. Staff also presented an exhibit showing existing payroll cost allocation for all positions and an exhibit show existing and proposed expense cost splits per fund accounts. Staff should include the existing schedule along with the proposed.

Committee discussions included asking Staff to evaluate fire fund payroll percentages for Account Clerk and Bookkeeper since there seems to be potentially more time spent working for those areas. Committee also discussed identifying for the Board's discussion and action what bills are actually or should be paid using this distribution percentage formula approach and to identify what bills should be paid from a single fund account.

There were no public requests to speak on this item.

Director Dawes made a motion to recommend that the Board accept Staff's recommendation with a modification that includes reconsideration of Fire payroll distribution percentages by Staff and to sure to include budget recommendations for District positions, new ones in this year's budget. Motion was seconded by Director Buckman. Motion was approved by unanimous voice vote.

**VI COMMITTEE COMMENTS:**

Chair Dawes called for comments. Director Buckman had no further comments. Director Dawes asked that upcoming Board meetings on the FY budget include a template of Black Mountain budget preparation documents and to provide Board with a supplemental report on the adjustments to the Statements of Expenses and Revenues reviewed in this meeting.

**VIII. ADJOURNMENT**

**Time: 12:14 PM**

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS

APRIL 28, 2016 SPECIAL AND REGULAR MEETING MINUTES

MEETING HELD AT DISTRICT OFFICES  
1150 MISSION STREET  
SAN MIGUEL, CA 93451

- I. Meeting Called to Order by President Green—6:00 pm
- II. Pledge of Allegiance: lead by Director Buckman
- III. Roll Call: Directors Present: Buckman, Dawes, Green and Kalvans  
Directors Absent: Reuck
- IV. Adoption of Special and Regular Meeting Agendas:
- V. Public Comment and Communications: None
- VI. Adjourn to Closed Session 6:04pm
  1. **Conference with District General Counsel – Existing Litigation**  
Pursuant to Government Code Section 54956.9 (d) (1)  
**Case:** Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039 and **Case:** Eidemiller V. City of Paso Robles, Santa Clara County Supervisor Court Case No. 1-14-CV269212
  2. **Conference with District General Counsel—Anticipated Litigation**  
Pursuant to Government Code Section 54956.7 (2) (d) (2 cases)

Reconvene to Open Session – 6:50pm

Report Out of Closed Session by District General Counsel--6:50pm

No Reportable Action

President Green recessed meeting at 6:51pm  
President Green called meeting back to order at 7:00pm

President Green request District General Counsel to restate the Report Out of Closed Session.

District General Counsel restated that there was no reportable action Out of Closed Session.

**VII.** President Green call to order the Regular Board Meeting at 7:01pm

**VIII.** Special Presentation by Paso Robles Area Power Connect Project

Project representatives gave a brief overview of this proposed power connect project and how the project is intended to provide a hook up to 230 kw with a tie-in connection. The San Miguel substation is a terminus for the grid system but will be unaffected by the project.

The Board briefly discussed the tie-in project and how it may benefit San Miguel area. Representatives spoke, in reply, about the improvements to grid system to make it more reliable and tie –in to alternative energy sources. They also spoke about statewide electric grid system improvements taking place elsewhere.

There were no further Board comments or questions.

President Green asked if there was anyone from the public that wished to ask a question.

There were no questions or comments.

President Green, on behalf of the Board, thanked the Project representatives for coming to make this presentation.

**IX.** Public Comment and Communications:

President Green announced that now is the time for anyone wanting to be heard on an item not on the agenda to speak with the Board.

There was no public comment, request or questions.

**X.** Staff & Committee Reports—Receive and File

**Non-District Reports:**

1. San Luis Obispo County Sheriff  
There was no report given.
2. San Luis Obispo County Board of Supervisors  
There was no report given.
3. San Luis Obispo County Planning and/or Public Works  
There was no report given.
4. San Miguel Area Advisory Council  
Director Kalvans gave a brief verbal report on items discussed at the last Advisory Council meeting on Wednesday, including development projects



for Dollar General store and Jason Leggitt for a duplex project.

5. Camp Roberts—Army National Guard  
There was no report given.

**District Staff & Committee Reports:**

6. General Manager (Mr. Gentry)  
General Manager gave a brief verbal report on administrative matters happening at District and also advised the Board that he would be on vacation from May 9<sup>th</sup> to May 16<sup>th</sup>. Reminder of April 30<sup>th</sup> workshop.
7. District General Counsel (Attorney Schweikert on behalf of Doug White)  
There was no report given.
8. Utility Supervisor - (Mr. Dodds)  
Supervisor Dodds reported that the Board agenda packet includes a written report and if there were any Board questions, he would respond. Supervisor also reported that the WWTP had a failed aerator motor earlier today. He also indicated that repairs had been done but in the future, there will be a need to replace existing motors with more energy efficient devices.

**Public Comments and Questions**

Laverne Buckman asked about lead in drinking water given recent events in Flint Michigan. Supervisor Dodds replied that an annual water quality report is prepared and filed with the State Board on existing water quality issues and compliance with standards. He indicated that there is lead but is well within allowable ppm (parts per million) standards by state regulations.

9. Fire Chief (Chief Roberson)  
Chief Roberson reported that the Board agenda packet contained a written report on Department activities and incident responses. He asked if there were any Board questions. There were no questions or comments.
10. District Engineer (Mr. Tanaka)  
Engineer Tanaka reported that the Board agenda contained a written monthly report showing very little change in activities or development projects since the March report.

Director Buckman asked District Engineer if it is possible for the stockpiled dirt at the WWTP site could be moved and used for other purposes at the treatment plant. Engineer Tanaka indicated that yes, it is possible as long as there were no permit requirements or environmental regulations that would prohibit that type of earth moving. After brief

discussion about possibility of reuse at WWTP, staff was asked to follow-up on what would be needed to get this type of reuse done.

11. Finance/Budget Committee (Director Dawes, Chair)  
Director Dawes reported that a written report was attached in Board packet. He indicated that the Committee, working with Staff, is making significant progress. As a result, the Committee is having fewer and fewer questions with monthly financial reports.
12. Organization/Personnel Committee (Director Green, Chair)  
Director Green reported that the Committee did not conduct a meeting in April.
13. Equipment & Facilities Committee (Director Kalvans, Chair)  
Director Kalvans reported that the E & F Committee held no April Meeting due to his absence out of the country.
14. Water Conservation Ad-Hoc Committee (Director Kalvans, Chair)  
Director Kalvans stated he is looking forward to water conservation ordinance coming back to Board in July.
15. Water Resources Advisory Committee (Director Kalvans, Rep)  
Director Kalvans reported that the Advisory Committee is done with any activity since the failure of the basin water district to be approved by voters. He also stated that he attended the WRAC meeting.

**XI. Consent Agenda Items:**

President Green announced that is the time for considering the Consent Agenda items and asked if there were any items to be pulled.

Director Kalvans requested Items 18 and 19 be pulled for brief discussion.

Director Dawes made a motion to approve Consent Agenda Items 16a and 16b and Item 17. Motion was seconded by Director Buckman. **Motion was approved by voice vote of 4 Ayes and 1 Absent.**

18. Consider a request to nominate a Board Member or General Manager for CSDA Board of Director Elections to Seat B for term 2017-19.

Director Kalvans requested this item be pulled for discussion since he was interested in being nominated by SMCS D Board of Directors.

Board members indicated their support for nominating Director Kalvans for the open seat to CSDA Board. There was brief discussion. Motion to nominate Director Kalvans for Seat B to the CSDA Board of Directors was made by

Director Dawes, motion was seconded by Director Buckman. **Motion was approved by unanimous voice vote of 4 Ayes, 1 Absent.**

**19. Adopt Resolution No. 2016-18** ratifying the Board's March 24<sup>th</sup> approval of job reclassifications for 2 District employees and authorizing a change in compensation for job reclassifications.

President Green asked District General Counsel if he and Director Kalvans reclude themselves for potential conflict of interest reasons and a pending complaint, would there would be a quorum of the Board available for considering this item. District General Counsel responded that there would not be a quorum due to absence of 1 Director and 2 Directors reclude themselves. He recommended that the Board table this item until a quorum of the Board is available.

Item was tabled without discussion or consideration by the Board until a quorum of the Board was available.

**XII. Board Action Items:**

**21.** Review and Discussion approving proposed I T interim service improvement agreement with Allen Mapalo.

Staff gave a brief report and indicated that a written staff report was included with Board agenda packet. Mr. Mapalo was asked to speak about what services he could provide to the District, hourly or quote rates, licenses or certifications.

Mr. Mapalo described his nearly 20 years experience in I T Services having done this type of work for local CSD's and/or wastewater treatment plants in region. He listed his certifications for I T services and computer system work. He spoke about the immediate need of District to provide security to the system, improve the equipment and address what the system is currently (commonly known as mapping). He is also offering a discounted rate to SMCSO.

There were Board questions regarding the security of the current equipment and location needs. Mr. Mapalo spoke about lack of security at the present location for the system and equipment. He also spoke about need to update a server and router(s) with latest security.

Board asked about costs and other services. Board wanted to know if he was helping out with current needs. General Manager replied that he is currently helping with hourly services for which there are budget funds available for these hours. GM recommended that an interim service agreement for ongoing services up to 12 months or more at a fixed hourly or monthly rate as described by Mr. Mapalo and for future equipment specifications or future RFP be brought back for Board action.

Laverne Buckman asked Board about this request and questioned whether or not an RFP for long-term services agreement would be done with Mr. Mapalo's assistance as described to F & B Committee.

GM replied to question as requested by Board. Mr. Mapalo would be providing interim services for up to a year and assist with an RFP specifications description. Board requested that Staff bring this request back with items specified by GM. Board agreed by unanimous voice vote on direction to Staff.

**20.** Consider and Discuss a Presentation by Energy Watch of District Energy Large Integrated Audit Report for cost reduction opportunities and improving operational efficiencies.

Staff gave a brief introductory statement and indicated that Mr. Jon Griesser and Jordan Garbayo from Energy Watch program are here to make a short presentation of findings and recommendations.

Mr. Griesser thanked the Board for the opportunity and would be brief. He reviewed the purpose of the Energy Watch program as administered by County staffing. He then reviewed the specific results of the Audit Report which provides the Board with a picture of where the needs for systemic improvements in energy cost savings would be maximized. He acknowledged the District for its solar panel installation at Fire Station.

Mr. Griesser also thanked District staff for their assistance and cooperation in providing data, conducting site visits to individual facilities and responding to inquiries. He spoke briefly about the largest use of energy is the WWTP facility, which would be the preferred location for greatest energy cost savings, specifically potential solar panel, high efficiency aerator motors at ponds.

He also spoke about the financing options available to SMCSO, such as low-interest loans, on bill financing and grant funds, even technical assistance for energy efficiency projects. A viable option for aerator motors or solar panels may be the on-bill financing program available through PG & E. He spoke about need to replace existing light fixtures in various District facilities with LED lights for further cost reductions.

Director Dawes asked about the spreadsheet exhibit of costs, page 14 in the report which seemed to contain some errors and asked if this information was accurate. Mr. Griesser stated that he would re-check the figures and could provide a corrected version to the Board. Director Dawes stated that if a corrected version is found to be needed then certainly the Board would want to review a corrected copy. Mr. Griesser stated that he would follow-up with General Manager.

Board thanked Mr. Griesser for the presentation and directed Staff to work with Energy Watch on potential funding of energy efficiency equipment and funding sources.

**22. Review and Discussion of a Presentation and Report by District Engineer on Machado WWTP Loading Assessment Study Findings.**

District Engineer Tanaka provided the Board with a presentation about the findings from recently completed Loading Assessment Study. He gave an overview of the study which was tasked with determining the existing operating capacity of WWTP, identifying organic waste strength and plant flows for WDR compliance. His review and presentation identified the current plan operations at 70% to 75% capacity, which is typically viewed as the point where planning and design studies for expansion and/or plant upgrades are performed along with environmental documents. The plant's per capital wastewater flow is 67 gal/day. Average daily flow for past year, January to December has been trending higher throughout the year and reaching 140,000 gallons average daily flow.

District Engineer described influent sampling results in terms of TDS, BOD which signals the need for planning the WWTP expansion and upgrade operations. He also mentioned the need to upgrade the pond aerators which Utility Supervisor and Energy Watch representatives spoke about earlier in the evening. Downgradient conditions for TDS and nitrate nitrogen in groundwater wells is trending higher in concentration. This indicates that deeper well sampling may be warranted but would necessitate consultation with RWQCB.

In the future, SMCSO could anticipate requirements by RWQCB on nitrates, sludge drying beds being lined rather unlined and a requirement for expanding percolation ponds above the current design flow capacity rating.

General Manager reported to Board that staff has already begun coordinating with the State Water Resources Board, Office of Technical Assistance about possible grant funding for plant expansion design planning and environmental document preparation.

Board commented about the Loading Study findings, in particular, how soon should an effort to prepare such design planning and environmental documents as described by GM begin? District Engineer stated that the capacity results indicate that now would be prudent to begin rather than waiting longer.

There were no further Board questions.

There were no public requests to speak.

The Board, by consensus, directed GM to continue pursuit of grant funding possibility and to organize design planning work program.

**23.** Review and Discussion of District General Counsel Report of Interest Owed Analysis related to Inter-fund Loan Repayment.

District General Counsel reported that the written report in Board agenda packet gives the analysis of interest owed to other fund accounts by wastewater/sanitary fund for loan provided some years ago.

General Counsel calculated that the Board could determine that \$25,789.94 in interest payment is appropriately owed and supported by this analysis. GM recommended that the Board determine the this interest payment to be appropriate and supported by the analysis with authorization given to GM for this payment to be made from Wastewater/Sanitary Capital Reserves.

There were no Board questions or comments.

There were no public requests to speak or questions.

Director Kalvans made a motion to accept and file the General Counsel report and to direct General Manager to make fund transfer for an interest payment of \$25,789.94 by Wastewater/Sanitary Fund to original lending funds as recommended by staff. Motion seconded by Director Dawes. Motion was approved by roll call vote. **AYES—Buckman, Dawes, Green, Kalvans; ABSENT—Reuck.**

**24.** Review and Discussion of a report declaring hazardous weeds as a public nuisance to be abated within the boundaries of the District.

Fire Chief Roberson gave a brief report and also indicated that a written report was submitted in the Board's agenda packet. Chief also stated that this is the annual abatement program and described the intent of this meeting which will provide the required property owner notice to abate or pay the cost recovery of abatement expenses via annual property tax bill with administrative expenses.

Director Green asked the Chief about 2 properties on east side of Salinas River that may still need to be abated and requested Chief to re-examine. Director Dawes asked about the risk if a fire should begin on a property posted for weed abatement. Chief explained how District cannot "Force" a property owner to cut their weeds but can cut the weeds and assess property owner for cost of cutting plus administrative costs. Chief also indicated that the attached exhibit lists the properties that are currently posted for weed abatement. He expects the list to shrink as property owners realize cost potential to them and become aware that the District will act to cut down any weeds.

There were no further Board questions.

There were no public questions or requests to speak.

Director Kalvans made a motion to adopt Resolution No. 2016-19 declaring hazardous weeds a public nuisance with the SMCSO and to direct staff to proceed with mailing notices to abate out for all affected properties. Motion seconded by Director Dawes. Motion was approved by roll call vote: **AYES**—Buckman, Dawes, Green, Kalvans. **ABSENT**--Reuck

XIII. Board Comments:

Directors Kalvans and Dawes stated an interest in attending the scheduled CFCC Funding and request information be sent to them. Director Dawes stated that he would report back to the Board about any information that would result from his attendance.

There were no other comments.

President Green adjourned the meeting.

Adjournment

9:41pm

Attest:

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Darrell W. Gentry,  
General Manager and  
Secretary to the Board of Directors



## San Miguel Community Services District Board of Directors

### Staff Report

May 26, 2016

AGENDA ITEM: X. 17

**SUBJECT: April 2016 – Monthly Financial Reports**

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#### **STAFF RECOMMENDATION:**

Review and Approve April 2016 YTD and Monthly Financial Reports on District Revenues with Treasurer's Report including Capital Projects Summary.

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#### **BACKGROUND:**

The Finance & Budget Committee reviewed the April YTD and Monthly Financial Reports and recommended that the Board of Directors conditionally approve the report as provided with the understanding and direction to Staff for continuing its efforts to resolve any remaining errors.

The Committee received the April, 2016 Monthly and YTD financial reports showing that District total revenues are 8-12% higher than adopted budget projections with projected expenses at 80% of adopted budget estimates. Statements of Revenue and Expense reports are attached for discussion and review. Treasurer's Report on Cash and Investment Report with Capital Project Summary of Expenses as of April 30, 2016 is also attached.

In April 2016, the Board Authorized Operating Fund Transfers (loan interest) \$ 25,000.00. This authorized fund transfer will be reflected in next month's reports since the physical transfer was executed after May 1st. Additional parts of Financial Reports that are attached are listed below.

Board members should review the attached monthly financial reports and approve as recommended by Finance & Budget Committee using any of the following decision options:

#### **PREPARED BY:**

**Darrell W. Gentry**

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General Manager

Attachments:

- Item V. 1 a Treasurer's Report on Cash and Investment as of April 30, 2016
- Item V. 1 b Capital Projects Summary for April 2016
- Item V. 1 c Claims Detail Report for April 2016
- Item V. 1.d Statements of Revenues and Expenses—Budget vs. Actual



SAN MIGUEL COMMUNITY SERVICES DISTRICT

TREASURER'S REPORT for Period Ending: April 30, 2016  
CASH AND INVESTMENTS

		(July 1, 2014) Beginning Balance	(July 31, 2015) Balance	(December 31, 2015) Balance	(January 31 2016) Balance	(February 29, 2016) Balance	(March 31, 2016) Prior Balance	(April 30, 2016) Current Balance		Interest Rate	NOTES:
CASH:	SLO County	\$3,878.22	\$3,878.22	\$4,248.66	\$4,248.66	\$4,248.66	\$4,248.66	\$4,248.66			
	Capital Reserve Accounts-- (Heritage Oaks Bank)										
6.77	10--Admin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
23 22.05	20--Fire	\$126,831.89	\$145,396.66	\$136,212.22	\$145,721.87	\$139,960.84	\$140,008.27	\$140,054.19			
17 16.83	30--Lighting	\$95,401.09	\$107,467.10	\$100,678.61	\$107,707.47	\$103,449.32	\$103,484.37	\$103,518.31			
31 28.7	40--Sanitary/Wastewater	\$169,238.54	\$195,969.42	\$183,590.38	\$196,407.74	\$188,642.88	\$188,706.80	\$188,768.68			
29 28.7	50--Water	\$165,217.81	\$183,326.23	\$171,745.85	\$183,736.27	\$176,472.37	\$176,532.17	\$176,590.05			
2.23	60--Solid Waste	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
	Sub-total	\$556,689.33	\$632,159.41	\$592,227.06	\$633,573.36	\$608,525.41	\$608,731.61	\$608,931.23		0.40%	Public Money Market--60 days auto
	Heritage Oaks Bank:										
	Operating Checking Accounts: (Heritage Oaks Bank)										
	#0406 bal:										
6.7	10-- Admin	\$0.00	\$0.00	\$0.00	\$0.00	\$83,161.66	\$78,439.83	\$64,605.47		12500	NOTE 1
23 21.0	20--Fire	\$227,323.56	\$233,897.17	\$308,158.42	\$333,644.18	\$260,655.94	\$335,856.18	\$202,494.74		11801	NOTE 2
	Fire Impact Fees		\$43,903.95	\$43,903.95	\$43,903.95	\$54,993.14	\$54,993.14	\$54,993.14			
17 16.6	30--Lighting	\$168,021.77	\$172,880.52	\$227,769.27	\$246,606.57	\$198,595.00	\$272,197.46	\$160,067.27		2146	NOTE 3
31 27.3	40--Sanitary/Wastewater	\$306,392.64	\$315,252.71	\$415,343.96	\$421,086.34	\$338,852.72	\$124,322.56	\$263,243.17		28608	NOTE 4 40000 - Wtr - 90,000 - Fire - 80,000 - Lighting
29 26.4	50--Water	\$286,625.36	\$294,913.82	\$388,547.57	\$420,681.80	\$338,852.72	\$320,468.34	\$254,564.82		28608	NOTE 5
	Water Connection Fees	\$0.00	\$0.00	\$0.00	\$261,540.00	\$261,540.00	\$261,540.00	\$261,540.00			
1.7	60--Solid Waste	\$0.00	\$0.00	\$0.00	\$0.00	\$21,100.72	\$19,902.64	\$16,392.43		358	
	Sub-total	\$988,363.33	\$1,016,944.22	\$1,339,819.21	\$1,450,626.89	\$1,241,218.75	\$1,170,743.73	\$964,260.71		84021	NOTE 5
	Vehicle Replacement Fund (Pacific Western-8052)	\$988,363.33	\$1,016,944.22	\$1,339,819.21	\$1,422,018.89	\$1,241,218.75	\$1,151,187.02	\$961,367.90			NOTE 6
	Capital Projects Fund (Union Bank)	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00			NOTE 7
	#6598 Water Project--	\$23,549.88	\$23,549.88	\$23,549.88	\$23,549.88	\$23,549.88	\$23,549.88	\$23,549.88			NOTE 8
	#0133 Payroll Account -	\$5,920.35	\$13,201.66	\$10,000.00	\$2,000.00	\$2,521.82	\$16,600.81	\$21,550.84			
	#2618 USDA Loan Repayment	\$26,705.50	\$67,132.96	\$67,201.61	\$26,068.91	\$26,069.96	\$26,071.08	\$26,072.17		0.20%	
	<b>Total Cash in Bank:</b>	<b>\$1,605,106.61</b>	<b>\$1,756,866.35</b>	<b>\$2,037,046.42</b>	<b>\$2,140,067.70</b>	<b>\$1,906,634.48</b>	<b>\$1,850,445.77</b>	<b>\$1,659,113.49</b>			
	<b>Cantella (Investment Portfolio)</b>					\$1,000.00	\$1,000.00				
	1. Ally Bank - Maturity 2-11-2019 1.45%	\$0.00	\$0.00	\$0.00	\$0.00	\$70,000.00	\$70,527.80			1.75%	
	2. Goldman Sachs - Maturity 2-10-2020 1.7%	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00	\$65,608.40			1.56%	
	Total					\$136,000.00	\$137,125.23				
	L.A.I.F. (Local Agency Investment Fund-pooled)	\$136,491.52	\$136,925.26	\$136,825.26	\$137,159.05	\$137,159.05	\$137,159.05	\$137,388.79		0.26%	Receipt transferred to General Fund--April 30 2016 LAIF withdrawal in process Feb 2 2016. up to 30 days
	CalPers as of:		6/30/2015	11/30/2015	12/31/2015	1/31/2016	2/29/2016	3/31/2016			Retirement; not calculated in cash availability
	SSGA Russell		\$357,481.50	\$357,481.50	\$357,481.50	\$357,481.50	\$357,481.50	\$357,481.50			
	<b>Total Reportable Cash &amp; Investments:</b>	<b>\$1,741,598.13</b>	<b>\$1,893,791.61</b>	<b>\$2,173,871.68</b>	<b>\$2,277,226.75</b>	<b>\$2,043,793.53</b>	<b>\$1,987,571.00</b>	<b>\$1,659,113.49</b>			

Notes:

- NOTE 1: Fund Acct set up - Board of Directors 6-30-2015 + Myers restit.
- NOTE 2: Prop Tax Rec'd 7-13-15- \$2,479.44/Rec'd 1-2016-- \$107,200.82
- NOTE 3: Prop Tax Rec'd 7-13-15--\$704.61/Rec'd 1-2016--\$
- NOTE 4: \$210,000 loan repaym't to Fire - Lighting - Water
- NOTE 5: Prop Tax Rec'd 7-13-15 \$123,492.38/Rec'd 1-2016--\$202,026.13
- NOTE 6: \$137,000 to be reimbursed by LAIF funds for investm't portfolio
- NOTE 7: Acct opened - March 3, 2016
- NOTE 8: \$500.00 acct opened March, \$10,000 authorized by Board
- NOTE 9: \$67,020 req'd reserve for USDA; need funds in April or May (2nd half prop taxes)
- NOTE 9: Account not closed 7-10-2014 (\$86,500 orig amnt)

I certify that this report reflects all San Miguel Community Services District pooled investments and is in conformity with the investment policy of San Miguel Community Services District. The Investment Program provides sufficient cash flow liquidity to meet the next six month's estimated expenditures.

Signed: Darrell W. Gentry  
Darrell W. Gentry General Manager

**CAPITAL PROJECTS SUMMARY--As of 4-30-2016**

Water Fund Capital Reserves <b>Well #3 Rehab</b>			Water Fund Capital Reserves <b>Waste H<sub>2</sub>O Tanks @ #3 Well</b>			CDBG GRANT FUNDS <b>Fire Hydrant Replmt</b>		
<b>Budget:</b>	Cap Resrve--	<b>\$80,425.00</b>	<b>Budget:</b>	Cap Resrve	<b>\$26,000.00</b>	<b>Budget:</b>	<b>\$105,000 CDBG plus \$29,000.00 by Board</b>	
<b>Expenses:</b>	Actual Exp	<b>Balance</b>	<b>Expenses:</b>	Actual Exp	<b>Balance</b>	<b>Expenses:</b>	Actual Exp	<b>Balance</b>
Engineering	\$7,475.50	\$72,949.50	Tank Purchase	\$13,880.41	\$12,119.59		\$0.00	\$134,000.00
Mat'l Ordr & Permits	\$24,316.00	\$48,633.50	Piping	\$3,319.87	\$8,799.72	Constr Progress	\$134,750.00	\$9,000.00 change order
Constr Progress	\$48,633.50	\$0.00	manhole & pipe	\$2,170.00	\$6,629.72			
			control valve	\$4,191.00	\$2,438.72			
				\$23,561.28		Change order for additional work must be processed.		
Project Completed On Budget			Project Completed 8-25-2015			Contract Awarded Dec 2015. Work completed 4/01/16 on-time		
			\$2,438.72 underbudget			Wastewater Capital Reserves		
All Funds --Capital Reserves			Water & Wastewater Capital Reserves			<b>Sludge Removal/Pond Maint.</b>		
<b>Solar Panels @ Station</b>			<b>SCADA System Acquisition/Installation</b>			<b>Budget:</b>	Cap Resrve--	<b>\$40,000.00</b>
<b>Budget:</b>	Cap Resrve--	<b>\$39,103.00</b>	<b>Budget:</b>	Cap Resrve--	<b>\$199,996.00</b>	<b>Expenses:</b>	Actual Exp	<b>Balance</b>
<b>Expenses:</b>	Actual Exp	<b>Balance</b>	<b>Expenses:</b>	Actual Exp	<b>Balance</b>	centrif. rental	\$125.34	\$39,874.66
Mat'l order & permits	\$39,103.00	\$0.00	Radio Freq' Config	\$97,000.00	\$102,996	landfill disposal	\$6,199.14	\$33,675.52
Project Completed 11-05-2015 on budget			Initial order purchase made in Feb. System installation begins in May			Removal work completed February 2016		
Fire Fund Capital Reserves			Water Capital Reserves					
<b>Fire Station - Finish Improvm'ts</b>			<b>SLT Well House Roof Repair</b>					
<b>Budget:</b>	Cap Resrve--	<b>\$49,049.00</b>	<b>Budget:</b>	Cap Rsrve--	<b>\$4,500.00</b>			
<b>Expenses:</b>	Actual Exp	<b>Balance</b>	<b>Expenses:</b>	Actual Exp	<b>Balance</b>			
Engineering			Mat'l Order	\$500.00	\$4,000.00			
Mat'l Ordr & Permits			Constr Progress	\$3,779.65	\$220.35			
Constr Progress			Constr Progress	\$220.35	\$0.00			
	\$0.00	\$49,049.00		\$4,500.00				
				4/14/2016				

Notes:

Fire Station - Finish Imprvm'ts reduced \$10,000 by Board authority 3-24-2016 (\$59,049.00 to \$49,049.00)

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
10 GENERAL ADMINISTRATION	61000 Administration	473 CHURCHWELL WHITE LLP	General Counsel	2,161.37
10 GENERAL ADMINISTRATION	61000 Administration	473 CHURCHWELL WHITE LLP	SLOCEA v San Miguel	5,675.00
10 GENERAL ADMINISTRATION	61000 Administration	352 Staples Credit Plan	Apple 12.9 inch iPad	729.88
10 GENERAL ADMINISTRATION	61000 Administration	203 PASO ROBLES SAFE & LOCK,	2 keys - Brown Act P	27.97
10 GENERAL ADMINISTRATION	61000 Administration	416 CalPERS	Cal Pers - Administr	1,300.00
10 GENERAL ADMINISTRATION	61000 Administration	203 PASO ROBLES SAFE & LOCK,	Re-key entire facili	589.44
10 GENERAL ADMINISTRATION	61000 Administration	126 GREEN, JOHN	April 2016 Board Mtg	100.00
10 GENERAL ADMINISTRATION	61000 Administration	39 BUCKMAN, GIB	April 2016 Board Mtg	100.00
10 GENERAL ADMINISTRATION	61000 Administration	453 Travis Dawes	April 2016 Board Mtg	100.00
10 GENERAL ADMINISTRATION	61000 Administration	406 Anthony Kalvans	April 2016 Board Mtg	100.00
<b>Total for Fund:</b>				<b>10,883.66</b>
20 FIRE PROTECTIVE SERVICES	10350 HOB - Capital Reserve	505 UNION BANK	Deposit/Capital Rese	250.00
20 FIRE PROTECTIVE SERVICES	10350 HOB - Capital Reserve	508 WHITAKER CONSTRUCTION	Fire Hydrant Replace	134,750.00
20 FIRE PROTECTIVE SERVICES	12250 Fire Engine	315 WELLS FARGO EQUIPMENT	2010 Ferrara Pumper	37,986.38
20 FIRE PROTECTIVE SERVICES	62000 Fire	473 CHURCHWELL WHITE LLP	General Counsel	2,161.37
20 FIRE PROTECTIVE SERVICES	62000 Fire	58 CARROT-TOP INDUSTRIES	US Flag & California	225.95
20 FIRE PROTECTIVE SERVICES	62000 Fire	109 FERGUSON ENTERPRISES	Fire Training Equipm	296.59
20 FIRE PROTECTIVE SERVICES	62000 Fire	148 JESS'S EQUIPMENT REPAIR	Pump Test - #8687	210.00
20 FIRE PROTECTIVE SERVICES	62000 Fire	148 JESS'S EQUIPMENT REPAIR	Pump Test - #8696	210.00
20 FIRE PROTECTIVE SERVICES	62000 Fire	506 MEDPOST URGENT CARE -	VFF Annual Physical	300.00
20 FIRE PROTECTIVE SERVICES	62000 Fire	506 MEDPOST URGENT CARE -	VFF Annual Physical	300.00
20 FIRE PROTECTIVE SERVICES	62000 Fire	506 MEDPOST URGENT CARE -	VFF Annual Physical	300.00
20 FIRE PROTECTIVE SERVICES	62000 Fire	209 PG&E	Old Fire Station	19.40
20 FIRE PROTECTIVE SERVICES	62000 Fire	209 PG&E	New Fire Station	3.18
20 FIRE PROTECTIVE SERVICES	62000 Fire	221 RENTAL DEPOT	Excavator, Mini	633.88
20 FIRE PROTECTIVE SERVICES	62000 Fire	247 SDRMA	Dump Trailer/Liabili	9.01
20 FIRE PROTECTIVE SERVICES	62000 Fire	247 SDRMA	Cargo Trailer/Liabil	3.07
20 FIRE PROTECTIVE SERVICES	62000 Fire	349 Shore-Tek Trench &	Shore/Pump/Release T	271.45
20 FIRE PROTECTIVE SERVICES	62000 Fire	67 CHARTER COMMUNICATIONS	Internet/Voice	31.38
20 FIRE PROTECTIVE SERVICES	62000 Fire	310 Viborg Sand & Gravel Inc	Screened Sand	264.00
20 FIRE PROTECTIVE SERVICES	62000 Fire	310 Viborg Sand & Gravel Inc	CA & Fed Enviro Comp	7.50
20 FIRE PROTECTIVE SERVICES	62000 Fire	310 Viborg Sand & Gravel Inc	Trucking	400.00
20 FIRE PROTECTIVE SERVICES	62000 Fire	310 Viborg Sand & Gravel Inc	Sales Tax	21.12
20 FIRE PROTECTIVE SERVICES	62000 Fire	301 US BANK	San Paso Truck - Fue	56.25
20 FIRE PROTECTIVE SERVICES	62000 Fire	301 US BANK	Jungle Disk	24.14
20 FIRE PROTECTIVE SERVICES	62000 Fire	301 US BANK	Amazon - LED lights	539.04
20 FIRE PROTECTIVE SERVICES	62000 Fire	301 US BANK	Amazon - Safety Glas	104.75
20 FIRE PROTECTIVE SERVICES	62000 Fire	301 US BANK	Amazon - Duracell Li	40.34
20 FIRE PROTECTIVE SERVICES	62000 Fire	301 US BANK	Lowes - GE 32watt 30	20.54
20 FIRE PROTECTIVE SERVICES	62000 Fire	352 Staples Credit Plan	W2c forms & envelope	10.07
20 FIRE PROTECTIVE SERVICES	62000 Fire	352 Staples Credit Plan	paper/toner/hole pun	92.65
20 FIRE PROTECTIVE SERVICES	62000 Fire	352 Staples Credit Plan	Color Paper/Weed Aba	11.99
20 FIRE PROTECTIVE SERVICES	62000 Fire	289 TOTALFUNDS BY HASLER	Postage	50.00
20 FIRE PROTECTIVE SERVICES	62000 Fire	482 CHEVRON AND TEXACO	Fire Chief Truck #86	153.95
20 FIRE PROTECTIVE SERVICES	62000 Fire	482 CHEVRON AND TEXACO	Asst. Fire Chief Tru	164.42
20 FIRE PROTECTIVE SERVICES	62000 Fire	482 CHEVRON AND TEXACO	Credit Risk Assmnt/T	7.33
20 FIRE PROTECTIVE SERVICES	62000 Fire	202 PASO ROBLES NEWSPAPAERS	Ad - Weed Abatement	38.50
20 FIRE PROTECTIVE SERVICES	62000 Fire	148 JESS'S EQUIPMENT REPAIR	Pump Test - #8687	725.38
20 FIRE PROTECTIVE SERVICES	62000 Fire	148 JESS'S EQUIPMENT REPAIR	Pump Test - #8696	1,076.77
20 FIRE PROTECTIVE SERVICES	62000 Fire	499 NORCAST TELECOM NETWORKS	Email, Domain Hostin	3.20

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
20 FIRE PROTECTIVE SERVICES	62000 Fire	165 MAIL FINANCE	Qtrly Lease of maili	102.02
20 FIRE PROTECTIVE SERVICES	62000 Fire	246 O'BRIAN, SCOTT	Annual Fire Extingui	217.80
20 FIRE PROTECTIVE SERVICES	62000 Fire	246 O'BRIAN, SCOTT	Flag Tamper Seals	45.00
20 FIRE PROTECTIVE SERVICES	62000 Fire	182 NAPA	PPV Fan	12.41
20 FIRE PROTECTIVE SERVICES	62000 Fire	328 Parent, Tamara	Cell phone Reimb May	1.05
20 FIRE PROTECTIVE SERVICES	62000 Fire	93 DODDS, KELLY	Cell Phone Reimb. Ma	11.67
20 FIRE PROTECTIVE SERVICES	62000 Fire	226 ROBERSON, ROB	Cell phone reimb. Ma	35.00
20 FIRE PROTECTIVE SERVICES	62000 Fire	290 DAVID TRACEY	Cell Phone Reimb. Ma	11.67
<b>Total for Fund:</b>				<b>182,210.22</b>
30 LIGHTING	10350 HOB - Capital Reserve	505 UNION BANK	Deposit/Capital Rese	250.00
30 LIGHTING	63000 Lighting	473 CHURCHWELL WHITE LLP	General Counsel	2,161.37
30 LIGHTING	63000 Lighting	182 NAPA	Napa Battery & Core	662.95
30 LIGHTING	63000 Lighting	208 PG&E	12th & K Street	12.86
30 LIGHTING	63000 Lighting	208 PG&E	Tract 2605	46.97
30 LIGHTING	63000 Lighting	208 PG&E	Mission Heights	219.21
30 LIGHTING	63000 Lighting	208 PG&E	9898 River Rd. - 856	419.26
30 LIGHTING	63000 Lighting	208 PG&E	9898 River Rd. - 856	52.93
30 LIGHTING	63000 Lighting	208 PG&E	9898 River Rd. - 856	264.30
30 LIGHTING	63000 Lighting	208 PG&E	9898 River Rd. - 856	86.78
30 LIGHTING	63000 Lighting	208 PG&E	9898 River Rd. - 856	56.80
30 LIGHTING	63000 Lighting	208 PG&E	9898 River Rd. - 856	24.80
30 LIGHTING	63000 Lighting	247 SDRMA	Dump Trailer/Liabili	9.01
30 LIGHTING	63000 Lighting	247 SDRMA	Cargo Trailer/Liabil	3.07
30 LIGHTING	63000 Lighting	67 CHARTER COMMUNICATIONS	Internet/Voice	31.38
30 LIGHTING	63000 Lighting	352 Staples Credit Plan	W2c forms & envelope	10.07
30 LIGHTING	63000 Lighting	352 Staples Credit Plan	paper/toner/hole pun	92.65
30 LIGHTING	63000 Lighting	499 NORCAST TELECOM NETWORKS	Email, Domain Hostin	3.20
30 LIGHTING	63000 Lighting	208 PG&E	12th & K Street	10.46
30 LIGHTING	63000 Lighting	208 PG&E	Tract 2605	39.80
30 LIGHTING	63000 Lighting	208 PG&E	Mission Heights	185.76
30 LIGHTING	63000 Lighting	208 PG&E	9898 River Rd. - 856	405.56
30 LIGHTING	63000 Lighting	208 PG&E	9898 River Rd. - 856	51.40
30 LIGHTING	63000 Lighting	208 PG&E	9898 River Rd. - 856	225.79
30 LIGHTING	63000 Lighting	208 PG&E	9898 River Rd. - 856	84.67
30 LIGHTING	63000 Lighting	208 PG&E	9898 River Rd. - 856	53.53
30 LIGHTING	63000 Lighting	208 PG&E	9898 River Rd. - 856	24.19
30 LIGHTING	63000 Lighting	328 Parent, Tamara	Cell phone Reimb May	1.05
<b>Total for Fund:</b>				<b>5,489.82</b>
40 SANITARY	10350 HOB - Capital Reserve	505 UNION BANK	Deposit/Capital Rese	250.00
40 SANITARY	64000 Sanitary	473 CHURCHWELL WHITE LLP	General Counsel	2,161.37
40 SANITARY	64000 Sanitary	125 GREAT WESTERN ALARM	Answering Service	36.00
40 SANITARY	64000 Sanitary	125 GREAT WESTERN ALARM	Telephone Network Ac	25.00
40 SANITARY	64000 Sanitary	209 PG&E	New Fire Station	3.18
40 SANITARY	64000 Sanitary	209 PG&E	WWTP	4,403.92
40 SANITARY	64000 Sanitary	247 SDRMA	Dump Trailer/Liabili	9.01
40 SANITARY	64000 Sanitary	247 SDRMA	Cargo Trailer/Liabil	3.07
40 SANITARY	64000 Sanitary	67 CHARTER COMMUNICATIONS	Internet/Voice	125.52
40 SANITARY	64000 Sanitary	327 Valli Information Systems	Web Posting, Online	43.69

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
40 SANITARY	64000 Sanitary	327 Valli Information Systems	Web Posting, Online	43.69
40 SANITARY	64000 Sanitary	327 Valli Information Systems	Web Posting, Online	44.16
40 SANITARY	64000 Sanitary	276 SWRCB-DWOCF	Renew Operator Cert.	170.00
40 SANITARY	64000 Sanitary	313 WALLACE GROUP	SMCSD WWTP Capacity	3,803.50
40 SANITARY	64000 Sanitary	313 WALLACE GROUP	SMCSD General Engine	1,007.34
40 SANITARY	64000 Sanitary	301 US BANK	Golden Hill - Fuel	33.12
40 SANITARY	64000 Sanitary	301 US BANK	Lowe's - Bosch 7.5 AM	111.64
40 SANITARY	64000 Sanitary	301 US BANK	Lowe's - GE 32watt 30	20.54
40 SANITARY	64000 Sanitary	301 US BANK	Burt Industrial- mar	28.83
40 SANITARY	64000 Sanitary	352 Staples Credit Plan	W2c forms & envelope	10.07
40 SANITARY	64000 Sanitary	352 Staples Credit Plan	paper/toner/hole pun	92.64
40 SANITARY	64000 Sanitary	289 TOTALFUNDS BY HASLER	Postage	225.00
40 SANITARY	64000 Sanitary	238 SAN MIGUEL GARBAGE	WWTP Monthly trash d	47.74
40 SANITARY	64000 Sanitary	482 CHEVRON AND TEXACO	Utility Truck #8632	44.00
40 SANITARY	64000 Sanitary	482 CHEVRON AND TEXACO	Utility Truck #8632	60.00
40 SANITARY	64000 Sanitary	482 CHEVRON AND TEXACO	Credit Risk Assmnt/T	7.33
40 SANITARY	64000 Sanitary	499 NORCAST TELECOM NETWORKS	Email, Domain Hostin	12.81
40 SANITARY	64000 Sanitary	125 GREAT WESTERN ALARM	Telephone Network Ac	25.00
40 SANITARY	64000 Sanitary	125 GREAT WESTERN ALARM	Answering Service	36.00
40 SANITARY	64000 Sanitary	165 MAIL FINANCE	Qtrly Lease of maili	454.06
40 SANITARY	64000 Sanitary	233 SAFEGUARD BUSINESS	SMCSD window envelop	187.36
40 SANITARY	64000 Sanitary	246 O'BRIAN, SCOTT	Annual Fire Extingui	36.30
40 SANITARY	64000 Sanitary	112 FGL- ENVIRONMENTAL	Metals,Total-Na -Qtr	25.00
40 SANITARY	64000 Sanitary	112 FGL- ENVIRONMENTAL	Wet Chemistry - -Qtr	56.00
40 SANITARY	64000 Sanitary	112 FGL- ENVIRONMENTAL	Metals,Total-Na -Qtr	50.00
40 SANITARY	64000 Sanitary	112 FGL- ENVIRONMENTAL	Wet Chemistry - Qtrl	112.00
40 SANITARY	64000 Sanitary	112 FGL- ENVIRONMENTAL	Metals,Total-B,Na -	39.00
40 SANITARY	64000 Sanitary	112 FGL- ENVIRONMENTAL	Wet Chemistry - Qtrl	127.00
40 SANITARY	64000 Sanitary	112 FGL- ENVIRONMENTAL	Sampling-Pickup	25.00
40 SANITARY	64000 Sanitary	328 Parent, Tamara	Cell phone Reimb May	16.45
40 SANITARY	64000 Sanitary	93 DODDS, KELLY	Cell Phone Reimb. Ma	11.67
40 SANITARY	64000 Sanitary	290 DAVID TRACEY	Cell Phone Reimb. Ma	11.67
<b>Total for Fund:</b>				<b>14,035.68</b>
50 WATER	10350 HOB - Capital Reserve	505 UNION BANK	Deposit/Capital Rese	250.00
50 WATER	10350 HOB - Capital Reserve	502 SIMONS CONSTRUCTION, INC.	Well House Roof Repa	3,779.65
50 WATER	65000 Water	473 CHURCHWELL WHITE LLP	General Counsel	2,161.37
50 WATER	65000 Water	473 CHURCHWELL WHITE LLP	Steinbeck v SLO	9,396.92
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Metals, Total-As	42.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Wet Chemistry - NO3-	14.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Pickup Fee	25.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Metals, Total-As	42.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Wet Chemistry - NO3-	14.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Pickup Fee	25.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Wet Chemistry-Turbid	50.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Wet Chemistry-Turbid	25.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Wet Chemistry-Turbid	25.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Coliform-Colilert-P/	20.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Heterotrophic	27.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Wet Chemistry-Turbid	25.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Coliform-Colilert-P/	20.00

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Heterotrophic	27.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Heterotrophic	54.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Coliform-Colilert-P/	80.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Heterotrophic	108.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Sampline-Pickup	25.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Coliform-Colilert-P/	20.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Coliform-Colilert-P/	20.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Heterotrophic	27.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Heterotrophic	27.00
50 WATER	65000 Water	125 GREAT WESTERN ALARM	Answering Service	36.00
50 WATER	65000 Water	125 GREAT WESTERN ALARM	Monthly Alarm Monito	30.00
50 WATER	65000 Water	125 GREAT WESTERN ALARM	Monthly Alarm Monito	25.00
50 WATER	65000 Water	132 HD SUPPLY WATERWORKS,	4 - BL09 Meter CF 3G	1,140.45
50 WATER	65000 Water	17 N Rex Awalt Corporation	1" Pipe Sch 30 PVC	32.25
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Coliform-Colilert-P/	80.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Heterotrophic	108.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Sampline-Pickup	25.00
50 WATER	65000 Water	209 PG&E	New Fire Station	3.17
50 WATER	65000 Water	209 PG&E	Well #4	658.79
50 WATER	65000 Water	209 PG&E	2HP Booster Station	15.21
50 WATER	65000 Water	209 PG&E	14th St & K	29.81
50 WATER	65000 Water	209 PG&E	Landscape/Streetligh	214.48
50 WATER	65000 Water	209 PG&E	SLT Well Drink Water	50.07
50 WATER	65000 Water	209 PG&E	Well #3	1,047.64
50 WATER	65000 Water	209 PG&E	Mission Heights Boos	9.53
50 WATER	65000 Water	221 RENTAL DEPOT	Excavator, Mini	250.00
50 WATER	65000 Water	247 SDRMA	Dump Trailer/Liabili	9.00
50 WATER	65000 Water	247 SDRMA	Cargo Trailer/Liabil	3.06
50 WATER	65000 Water	67 CHARTER COMMUNICATIONS	Internet/Voice	125.52
50 WATER	65000 Water	298 UNIVAR USA INC	SOD HYPO 12.5 % Liqu	445.86
50 WATER	65000 Water	298 UNIVAR USA INC	SOD HYPO 12.5 % Liqu	922.33
50 WATER	65000 Water	327 Valli Information Systems	Web Posting, Online	43.68
50 WATER	65000 Water	327 Valli Information Systems	Web Posting, Online	43.69
50 WATER	65000 Water	327 Valli Information Systems	Web Posting, Online	44.16
50 WATER	65000 Water	308 FRONTIER COMMUNICATIONS	Well #4	53.44
50 WATER	65000 Water	301 US BANK	Lowe's - Impact Wrenc	178.26
50 WATER	65000 Water	301 US BANK	Golden Hill - Fuel	33.12
50 WATER	65000 Water	301 US BANK	Lowe's - Bosch 7.5 AM	111.64
50 WATER	65000 Water	301 US BANK	Lowe's - supplies/mai	114.06
50 WATER	65000 Water	301 US BANK	Lowe's - GE 32watt 30	20.54
50 WATER	65000 Water	301 US BANK	Burt Industrial- 1/2	16.00
50 WATER	65000 Water	301 US BANK	Burt Industrial- mar	28.82
50 WATER	65000 Water	301 US BANK	Burt Industrial- H20	42.10
50 WATER	65000 Water	352 Staples Credit Plan	W2c forms & envelope	10.06
50 WATER	65000 Water	352 Staples Credit Plan	paper/toner/hole pun	92.64
50 WATER	65000 Water	289 TOTALFUNDS BY HASLER	postage	225.00
50 WATER	65000 Water	238 SAN MIGUEL GARBAGE	WWTP Monthly trash d	47.73
50 WATER	65000 Water	482 CHEVRON AND TEXACO	Utility Truck #8632	44.00
50 WATER	65000 Water	482 CHEVRON AND TEXACO	Utility Truck #8632	60.00
50 WATER	65000 Water	482 CHEVRON AND TEXACO	Credit Risk Assmnt/T	7.34
50 WATER	65000 Water	507 MAURAS, PEDRO	Refundable Water Dep	100.00
50 WATER	65000 Water	203 PASO ROBLES SAFE & LOCK,	2 keys - Water	5.40

Fund	Department Name (Account)	Vendor #/Name	Description	Amount
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Heterotrophic	54.00
50 WATER	65000 Water	499 NORCAST TELECOM NETWORKS	Email, Domain Hostin	12.81
50 WATER	65000 Water	125 GREAT WESTERN ALARM	Monthly Alarm Monito	30.00
50 WATER	65000 Water	125 GREAT WESTERN ALARM	Monthly Alarm Monito	25.00
50 WATER	65000 Water	125 GREAT WESTERN ALARM	Answering Service	36.00
50 WATER	65000 Water	165 MAIL FINANCE	Qtrly Lease of maili	454.06
50 WATER	65000 Water	233 SAFEGUARD BUSINESS	SMCSD window envelop	187.35
50 WATER	65000 Water	109 FERGUSON ENTERPRISES	2 - H20 MTR BX / CNC	212.85
50 WATER	65000 Water	246 O'BRIAN, SCOTT	Annau Fire Extingui	36.30
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Metals, Total-As	42.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Wet Chemistry - NO3-	14.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Sampling-Pickup	25.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Metals, Total-As	42.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Wet Chemistry - NO3-	14.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Sampling-Pickup	25.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Metals, Total-As	42.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Wet Chemistry - NO3-	14.00
50 WATER	65000 Water	112 FGL- ENVIRONMENTAL	Sampling-Pickup	25.00
50 WATER	65000 Water	328 Parent, Tamara	Cell phone Reimb May	16.45
50 WATER	65000 Water	93 DODDS, KELLY	Cell Phone Reimb. Ma	11.66
50 WATER	65000 Water	290 DAVID TRACEY	Cell Phone Reimb. Ma	11.66
<b>Total for Fund:</b>				<b>24,243.93</b>
60 SOLID WASTE	66000 SOLID WASTE	473 CHURCHWELL WHITE LLP	General Counsel	2,161.36
60 SOLID WASTE	66000 SOLID WASTE	301 US BANK	Lowes - 55 gal drum	27.96
<b>Total for Fund:</b>				<b>2,189.32</b>
<b>Total:</b>				<b>239,052.63</b>

05/06/16  
11:25:18

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Fund Summary for Claims  
For the Accounting Period: 4/16

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<b>Fund/Account</b>	<b>Amount</b>
10 GENERAL ADMINISTRATION	
10200	\$9,583.66
10250	\$1,300.00
20 FIRE PROTECTIVE SERVICES	
10200	\$182,210.22
30 LIGHTING	
10200	\$5,489.82
40 SANITARY	
10200	\$14,035.68
50 WATER	
10200	\$24,243.93
60 SOLID WASTE	
10200	\$2,189.32
<b>Total:</b>	<b>\$239,052.63</b>



10 GENERAL ADMINISTRATION

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
61000	Administration						
61000	Administration						
	100 PERSONNEL	0.00	-35.00	0.00	0.00	35.00	%
	111 BOD Stipend	400.00	4,600.00	8,000.00	8,000.00	3,400.00	58 %
	180 Tuition Reimbursement Program	0.00	0.00	2,000.00	0.00	0.00	%
	225 Retirement - PERS expense	1,300.00	1,300.00	0.00	0.00	-1,300.00	%
	305 Operations and maintenance	617.41	617.41	0.00	0.00	-617.41	%
	320 Printing and reproduction	0.00	173.58	1,020.00	1,020.00	846.42	17 %
	324 Professional Svcs- Consulting	0.00	0.00	15,500.00	10,000.00	10,000.00	%
	327 Professional svcs - Legal	7,836.37	44,866.37	17,000.00	40,000.00	-4,866.37	112 %
	340 Meetings and conferences	0.00	0.00	9,500.00	3,000.00	3,000.00	%
	345 Mileage expense reimbursement	0.00	0.00	650.00	650.00	650.00	%
	375 Internet expenses	0.00	0.00	300.00	300.00	300.00	%
	376 Webpage- Upgrade/Maint	0.00	0.00	6,352.00	3,000.00	3,000.00	%
	385 Dues and subscriptions	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	386 Education and training	0.00	439.00	1,250.00	1,250.00	811.00	35 %
	393 Advertising and public notices	0.00	155.25	300.00	300.00	144.75	52 %
	395 Community Outreach	0.00	0.00	5,000.00	1,000.00	1,000.00	%
	405 Software	0.00	0.00	5,000.00	3,000.00	3,000.00	%
	410 Office Supplies	0.00	801.72	0.00	0.00	-801.72	%
	415 Office Equipment	729.88	729.88	3,000.00	3,000.00	2,270.12	24 %
	495 Uniform expense	0.00	607.19	0.00	0.00	-607.19	%
	900 Misc	0.00	93.96	0.00	0.00	-93.96	%
	908 Cash Over/ Cash Short	0.00	-1.00	0.00	0.00	1.00	%
	911 Finance Charges/Late Fees	0.00	1.19	0.00	0.00	-1.19	%
	925 Bank service charges	0.00	330.11	0.00	0.00	-330.11	%
	<b>Account Total:</b>	<b>10,883.66</b>	<b>54,679.66</b>	<b>79,872.00</b>	<b>79,520.00</b>	<b>24,840.34</b>	<b>69 %</b>
	<b>Account Group Total:</b>	<b>10,883.66</b>	<b>54,679.66</b>	<b>79,872.00</b>	<b>79,520.00</b>	<b>24,840.34</b>	<b>69 %</b>
70000	Transfer Out						
70000	Transfer Out						
	905 Transfer out	0.00	-20,755.18	0.00	0.00	20,755.18	%
	<b>Account Total:</b>	<b>0.00</b>	<b>-20,755.18</b>	<b>0.00</b>	<b>0.00</b>	<b>20,755.18</b>	<b>%</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>-20,755.18</b>	<b>0.00</b>	<b>0.00</b>	<b>20,755.18</b>	<b>%</b>
	<b>Fund Total:</b>	<b>10,883.66</b>	<b>33,924.48</b>	<b>79,872.00</b>	<b>79,520.00</b>	<b>45,595.52</b>	<b>43 %</b>

20 FIRE PROTECTIVE SERVICES

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
62000	Fire						
62000	Fire						
	105 Salaries and Wages	4,418.98	37,000.37	46,250.00	46,250.00	9,249.63	80 %
	107 Overtime	0.00	0.00	250.00	250.00	250.00	%
	110 Payroll tax expense	0.00	0.00	6,650.00	6,650.00	6,650.00	%
	115 Payroll Expenses	17.20	402.21	2,100.00	2,100.00	1,697.79	19 %
	120 Workers' Compensation	0.00	6,968.11	5,000.00	5,000.00	-1,968.11	139 %
	125 Volunteer firefighter stipends	5,830.00	21,631.50	32,000.00	32,000.00	10,368.50	68 %
	126 Strike Team Pay - VFF	0.00	33,379.32	25,000.00	25,000.00	-8,379.32	134 %
	135 Payroll Tax - FICA	387.77	3,380.52	0.00	0.00	-3,380.52	%
	140 Payroll Tax - Medicare	148.62	1,328.64	0.00	0.00	-1,328.64	%
	155 Payroll Tax - SUI	275.65	1,560.12	0.00	0.00	-1,560.12	%
	160 Payroll Tax - ETT	10.28	73.17	0.00	0.00	-73.17	%
	165 Payroll Tax - FUTA	535.03	3,657.39	0.00	0.00	-3,657.39	%
	180 Tuition Reimbursement Program	0.00	0.00	2,000.00	2,000.00	2,000.00	%
	205 Insurance - Health	0.00	411.80	900.00	900.00	488.20	46 %
	210 Insurance - Dental	6.44	29.27	200.00	200.00	170.73	15 %
	215 Insurance - Vision	1.00	4.58	30.00	30.00	25.42	15 %
	225 Retirement - PERS expense	15.25	15.25	700.00	700.00	684.75	2 %
	305 Operations and maintenance	566.31	1,489.68	0.00	0.00	-1,489.68	%
	310 Phone and fax expense	31.38	423.17	560.00	560.00	136.83	76 %
	315 Postage, shipping and freight	50.00	554.18	200.00	200.00	-354.18	277 %
	320 Printing and reproduction	0.00	0.00	200.00	200.00	200.00	%
	325 Professional svcs - Accounting	0.00	0.00	1,500.00	1,500.00	1,500.00	%
	326 Professional svcs - Engineering	0.00	901.00	0.00	0.00	-901.00	%
	327 Professional svcs - Legal	2,161.37	3,324.92	3,000.00	14,000.00	10,675.08	24 %
	328 Insurance - prop and liability	12.08	12.08	8,500.00	8,500.00	8,487.92	%
	330 Contract labor	0.00	3,818.33	0.00	0.00	-3,818.33	%
	335 Meals - Reimbursement	0.00	45.85	500.00	500.00	454.15	9 %
	340 Meetings and conferences	0.00	0.00	700.00	700.00	700.00	%
	345 Mileage expense reimbursement	0.00	0.00	650.00	650.00	650.00	%
	350 Repairs and maint - computers	0.00	397.24	1,500.00	1,500.00	1,102.76	26 %
	351 Repairs and maint - equip	12.41	3,167.89	3,500.00	3,500.00	332.11	91 %
	352 Repairs and maint - structures	0.00	208.16	0.00	0.00	-208.16	%
	353 Repairs & Maint- Infrastructure	0.00	377.50	0.00	0.00	-377.50	%
	354 Repairs and maint - vehicles	2,222.15	8,011.69	9,000.00	9,000.00	988.31	89 %
	370 Dispatch services	0.00	6,414.10	5,600.00	6,600.00	185.90	97 %
	375 Internet expenses	3.20	50.91	270.00	270.00	219.09	19 %
	380 Utilities - alarm service	0.00	18.00	275.00	275.00	257.00	7 %
	381 Utilities - electric	22.58	1,138.65	2,150.00	2,150.00	1,011.35	53 %
	382 Utilities - propane	0.00	164.08	540.00	540.00	375.92	30 %
	385 Dues and subscriptions	24.14	1,627.14	3,000.00	3,000.00	1,372.86	54 %
	386 Education and training	0.00	251.00	5,000.00	1,000.00	749.00	25 %
	388 Education and training: CPR/FIRST AID	0.00	260.00	0.00	0.00	-260.00	%
	393 Advertising and public notices	38.50	49.80	1,000.00	1,000.00	950.20	5 %
	394 LAFCO Allocations	0.00	467.37	450.00	450.00	-17.37	104 %
	395 Community Outreach	0.00	394.62	900.00	900.00	505.38	44 %
	405 Software	0.00	578.67	1,500.00	1,500.00	921.33	39 %
	410 Office Supplies	102.72	447.04	0.00	0.00	-447.04	%
	415 Office Equipment	0.00	48.26	0.00	0.00	-48.26	%
	450 EMS supplies	45.00	1,688.18	2,550.00	2,550.00	861.82	66 %

20 FIRE PROTECTIVE SERVICES

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
455	Fire Safety Gear & Equipment	0.00	3,085.57	10,500.00	10,500.00	7,414.43	29 %
456	VFF Assistance Grant	684.13	14,268.92	0.00	0.00	-14,268.92	%
460	Fire equipment	0.00	33.96	0.00	0.00	-33.96	%
465	Cell phones, radios and pagers	59.39	653.15	660.00	660.00	6.85	99 %
470	Communication equipment	0.00	2,963.27	15,000.00	15,000.00	12,036.73	20 %
475	Computer supplies and upgrades	0.00	22.00	500.00	500.00	478.00	4 %
485	Fuel expense	374.62	4,704.56	6,500.00	6,500.00	1,795.44	72 %
490	Small tools and equipment	0.00	382.95	3,500.00	3,500.00	3,117.05	11 %
495	Uniform expense	0.00	3,113.36	3,000.00	3,000.00	-113.36	104 %
500	Capital Outlay	0.00	3,910.30	0.00	0.00	-3,910.30	%
503	Weed Abatement Costs	11.99	2,734.14	2,000.00	2,000.00	-734.14	137 %
505	Fire Training Grounds	1,894.54	1,894.54	0.00	0.00	-1,894.54	%
620	Engine Lease - Ferrara (2010)	0.00	0.00	37,000.00	37,000.00	37,000.00	%
710	County hazmat dues	0.00	2,000.00	2,000.00	2,000.00	0.00	100 %
715	Licenses, permits and fees	0.00	41.00	750.00	750.00	709.00	5 %
820	Fireworks Clean Up	0.00	1,000.00	0.00	0.00	-1,000.00	%
900	Misc	900.00	1,236.00	0.00	0.00	-1,236.00	%
905	Transfer out	0.00	0.00	11,801.00	11,801.00	11,801.00	%
920	Credit Card Service Fees	7.33	38.03	0.00	0.00	-38.03	%
925	Bank service charges	0.00	776.51	0.00	0.00	-776.51	%
930	Interest Fees	0.00	-23.51	0.00	0.00	23.51	%
960	Property tax expense	0.00	721.17	350.00	350.00	-371.17	206 %
	<b>Account Total:</b>	<b>20,870.06</b>	<b>189,727.68</b>	<b>267,686.00</b>	<b>275,686.00</b>	<b>85,958.32</b>	<b>69 %</b>
62500	Fire Hydrants						
	326 Professional svcs - Engineering	0.00	1,446.15	0.00	0.00	-1,446.15	%
	<b>Account Total:</b>	<b>0.00</b>	<b>1,446.15</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,446.15</b>	<b>%</b>
	<b>Account Group Total:</b>	<b>20,870.06</b>	<b>191,173.83</b>	<b>267,686.00</b>	<b>275,686.00</b>	<b>84,512.17</b>	<b>69 %</b>
	<b>Fund Total:</b>	<b>20,870.06</b>	<b>191,173.83</b>	<b>267,686.00</b>	<b>275,686.00</b>	<b>84,512.17</b>	<b>69 %</b>

30 LIGHTING

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
63000	Lighting						
63000	Lighting						
	105 Salaries and Wages	1,616.61	5,228.17	8,850.00	8,850.00	3,621.83	59 %
	110 Payroll tax expense	0.00	0.00	312.00	312.00	312.00	%
	115 Payroll Expenses	0.00	329.46	20.00	20.00	-309.46	*** %
	120 Workers' Compensation	0.00	2,362.79	500.00	500.00	-1,862.79	473 %
	135 Payroll Tax - FICA	38.39	180.25	0.00	0.00	-180.25	%
	140 Payroll Tax - Medicare	23.29	69.65	0.00	0.00	-69.65	%
	155 Payroll Tax - SUI	12.33	37.26	0.00	0.00	-37.26	%
	160 Payroll Tax - ETT	1.57	2.70	0.00	0.00	-2.70	%
	165 Payroll Tax - FUTA	16.62	64.86	0.00	0.00	-64.86	%
	205 Insurance - Health	71.04	482.85	900.00	900.00	417.15	54 %
	210 Insurance - Dental	10.47	26.31	70.00	70.00	43.69	38 %
	215 Insurance - Vision	1.57	3.96	15.00	15.00	11.04	26 %
	225 Retirement - PERS expense	89.31	1,753.04	400.00	400.00	-1,353.04	438 %
	305 Operations and maintenance	0.00	137.21	1,500.00	1,500.00	1,362.79	9 %
	310 Phone and fax expense	31.38	205.24	150.00	150.00	-55.24	137 %
	320 Printing and reproduction	0.00	40.82	75.00	75.00	34.18	54 %
	325 Professional svcs - Accounting	0.00	0.00	1,500.00	1,500.00	1,500.00	%
	326 Professional svcs - Engineering	0.00	130.00	1,000.00	1,000.00	870.00	13 %
	327 Professional svcs - Legal	2,161.37	2,958.82	1,000.00	4,500.00	1,541.18	66 %
	328 Insurance - prop and liability	12.08	12.08	1,000.00	1,000.00	987.92	1 %
	330 Contract labor	0.00	3,818.32	0.00	0.00	-3,818.32	%
	340 Meetings and conferences	0.00	0.00	100.00	100.00	100.00	%
	350 Repairs and maint - computers	0.00	0.00	1,500.00	1,500.00	1,500.00	%
	351 Repairs and maint - equip	662.95	662.95	2,000.00	2,000.00	1,337.05	33 %
	353 Repairs & Maint- Infrastructure	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	375 Internet expenses	3.20	26.72	90.00	90.00	63.28	30 %
	381 Utilities - electric	2,265.07	11,521.64	20,000.00	16,500.00	4,978.36	70 %
	382 Utilities - propane	0.00	41.94	100.00	100.00	58.06	42 %
	393 Advertising and public notices	0.00	11.30	0.00	0.00	-11.30	%
	394 LAFCO Allocations	0.00	467.36	425.00	425.00	-42.36	110 %
	405 Software	0.00	533.15	300.00	300.00	-233.15	178 %
	410 Office Supplies	102.72	277.54	0.00	0.00	-277.54	%
	415 Office Equipment	0.00	48.26	0.00	0.00	-48.26	%
	465 Cell phones, radios and pagers	1.05	11.55	50.00	50.00	38.45	23 %
	485 Fuel expense	0.00	185.45	0.00	0.00	-185.45	%
	490 Small tools and equipment	0.00	0.00	400.00	400.00	400.00	%
	500 Capital Outlay	0.00	3,910.30	0.00	0.00	-3,910.30	%
	715 Licenses, permits and fees	0.00	41.00	0.00	0.00	-41.00	%
	905 Transfer out	0.00	0.00	2,513.00	2,513.00	2,513.00	%
	930 Interest Fees	0.00	-23.51	0.00	0.00	23.51	%
	960 Property tax expense	0.00	84.88	0.00	0.00	-84.88	%
	990 Property Tax Revenue	0.00	0.00	-28,549.00	-28,549.00	-28,549.00	%
	<b>Account Total:</b>	<b>7,121.02</b>	<b>35,644.32</b>	<b>17,221.00</b>	<b>17,221.00</b>	<b>-18,423.32</b>	<b>207 %</b>
	<b>Account Group Total:</b>	<b>7,121.02</b>	<b>35,644.32</b>	<b>17,221.00</b>	<b>17,221.00</b>	<b>-18,423.32</b>	<b>207 %</b>
	<b>Fund Total:</b>	<b>7,121.02</b>	<b>35,644.32</b>	<b>17,221.00</b>	<b>17,221.00</b>	<b>-18,423.32</b>	<b>207 %</b>

40 SANITARY

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
64000	Sanitary						
64000	Sanitary						
	100 PERSONNEL	0.00	96.00	0.00	0.00	-96.00	%
	104 Paid Time Off	0.00	208.00	0.00	0.00	-208.00	%
	105 Salaries and Wages	17,341.71	103,959.99	105,720.00	105,720.00	1,760.01	98 %
	106 Vacation Used	0.00	759.02	0.00	0.00	-759.02	%
	107 Overtime	0.00	1,525.49	6,500.00	6,500.00	4,974.51	23 %
	108 Sick Leave Used	0.00	167.00	0.00	0.00	-167.00	%
	109 Stand-by Hours	0.00	734.75	0.00	0.00	-734.75	%
	110 Payroll tax expense	0.00	0.00	3,510.00	3,510.00	3,510.00	%
	115 Payroll Expenses	0.00	909.20	1,000.00	1,000.00	90.80	91 %
	120 Workers' Compensation	0.00	6,999.57	8,000.00	8,000.00	1,000.43	87 %
	135 Payroll Tax - FICA	469.98	2,559.35	0.00	0.00	-2,559.35	%
	140 Payroll Tax - Medicare	250.18	1,525.70	0.00	0.00	-1,525.70	%
	155 Payroll Tax - SUI	91.11	492.74	0.00	0.00	-492.74	%
	160 Payroll Tax - ETT	17.39	74.61	0.00	0.00	-74.61	%
	165 Payroll Tax - FUTA	140.17	917.48	0.00	0.00	-917.48	%
	205 Insurance - Health	1,030.09	7,683.40	16,000.00	16,000.00	8,316.60	48 %
	210 Insurance - Dental	90.71	736.14	1,250.00	1,250.00	513.86	59 %
	215 Insurance - Vision	13.83	112.18	350.00	350.00	237.82	32 %
	225 Retirement - PERS expense	1,019.68	7,707.06	12,250.00	12,250.00	4,542.94	63 %
	305 Operations and maintenance	671.27	3,542.63	5,000.00	5,000.00	1,457.37	71 %
	306 Water & Sewer Rate Study	0.00	0.00	6,250.00	0.00	0.00	%
	310 Phone and fax expense	125.52	1,250.10	1,200.00	1,200.00	-50.10	104 %
	315 Postage, shipping and freight	225.00	1,745.01	2,000.00	1,000.00	-745.01	175 %
	320 Printing and reproduction	0.00	279.34	600.00	600.00	320.66	47 %
	325 Professional svcs - Accounting	0.00	0.00	1,500.00	4,500.00	4,500.00	%
	326 Professional svcs - Engineering	4,810.84	7,891.09	7,000.00	5,000.00	-2,891.09	158 %
	327 Professional svcs - Legal	2,161.37	18,187.63	8,000.00	26,250.00	8,062.37	69 %
	328 Insurance - prop and liability	12.08	12.08	6,200.00	6,200.00	6,187.92	%
	330 Contract labor	0.00	4,698.47	0.00	0.00	-4,698.47	%
	340 Meetings and conferences	0.00	0.00	500.00	500.00	500.00	%
	345 Mileage expense reimbursement	0.00	212.70	250.00	250.00	37.30	85 %
	350 Repairs and maint - computers	0.00	764.04	2,000.00	2,000.00	1,235.96	38 %
	351 Repairs and maint - equip	0.00	1,272.63	7,500.00	5,500.00	4,227.37	23 %
	352 Repairs and maint - structures	0.00	0.00	450.00	450.00	450.00	%
	353 Repairs & Maint- Infrastructure	0.00	262.50	3,500.00	3,500.00	3,237.50	8 %
	354 Repairs and maint - vehicles	0.00	64.10	3,000.00	3,000.00	2,935.90	2 %
	355 WW - Testing & Supplies	434.00	4,749.00	3,000.00	3,000.00	-1,749.00	158 %
	359 Testing & Supplies-Other	0.00	0.00	1,000.00	3,000.00	3,000.00	%
	362 Cross-Connection Control Srvcs.	0.00	250.00	0.00	0.00	-250.00	%
	375 Internet expenses	12.81	155.09	500.00	500.00	344.91	31 %
	380 Utilities - alarm service	122.00	731.42	1,100.00	1,100.00	368.58	66 %
	381 Utilities - electric	4,407.10	45,814.77	50,000.00	50,000.00	4,185.23	92 %
	382 Utilities - propane	0.00	309.25	594.00	594.00	284.75	52 %
	383 Utilities - trash	47.74	471.32	600.00	600.00	128.68	79 %
	385 Dues and subscriptions	0.00	231.90	1,800.00	800.00	568.10	29 %
	386 Education and training	0.00	225.00	1,000.00	1,000.00	775.00	23 %
	393 Advertising and public notices	0.00	45.20	275.00	275.00	229.80	16 %
	394 LAFCO Allocations	0.00	1,869.46	1,600.00	1,600.00	-269.46	117 %
	395 Community Outreach	0.00	163.42	650.00	650.00	486.58	25 %

40 SANITARY

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
405	Software	0.00	2,132.60	500.00	500.00	-1,632.60	427 %
410	Office Supplies	290.07	984.66	500.00	500.00	-484.66	197 %
415	Office Equipment	0.00	193.00	0.00	0.00	-193.00	%
420	Equipt. & Supplies	111.64	2,359.65	700.00	700.00	-1,659.65	337 %
450	EMS supplies	0.00	0.00	293.00	293.00	293.00	%
465	Cell phones, radios and pagers	39.79	437.61	0.00	0.00	-437.61	%
470	Communication equipment	0.00	0.00	500.00	500.00	500.00	%
485	Fuel expense	137.12	2,029.09	3,000.00	3,000.00	970.91	68 %
490	Small tools and equipment	0.00	641.59	6,500.00	2,500.00	1,858.41	26 %
495	Uniform expense	0.00	457.69	375.00	375.00	-82.69	122 %
498	Sales Tax Paid	0.00	107.08	0.00	0.00	-107.08	%
500	Capital Outlay	0.00	15,641.20	0.00	0.00	-15,641.20	%
535	Water Lines Repairs	0.00	438.38	0.00	0.00	-438.38	%
545	Sewer System Mngmt Plan (SSMP)	0.00	0.00	14,000.00	7,000.00	7,000.00	%
550	Reg. Salt & Nutrient Mgmt. Plan	0.00	0.00	1,200.00	1,200.00	1,200.00	%
553	Manholes and Valve Raising	0.00	0.00	8,000.00	8,000.00	8,000.00	%
555	16th Street Sewer Replacement	0.00	936.44	0.00	0.00	-936.44	%
560	Sewer Line Repairs	0.00	171.01	9,000.00	9,000.00	8,828.99	2 %
570	Repairs, Maint. and Video Sewer Lines	0.00	9,266.51	9,000.00	9,000.00	-266.51	103 %
575	Sewer System Mngmt Plan (SSMP)	0.00	0.00	14,000.00	14,000.00	14,000.00	%
581	WWTP Expansion	0.00	1,548.80	0.00	0.00	-1,548.80	%
582	WWTP Plant Maintenance	0.00	5,135.14	13,000.00	13,000.00	7,864.86	40 %
583	WWTP Drying Pond Maintenance	0.00	500.00	0.00	0.00	-500.00	%
585	Sludge Removal Project	0.00	6,199.14	15,000.00	15,000.00	8,800.86	41 %
705	Waste Discharge Fees/Permits	0.00	0.00	18,000.00	18,000.00	18,000.00	%
715	Licenses, permits and fees	170.00	19,049.50	2,500.00	2,500.00	-16,549.50	762 %
800	Deposit/ Liabilities	0.00	108.09	0.00	0.00	-108.09	%
805	Refundable Water & Hydrant Dep	0.00	5.75	0.00	0.00	-5.75	%
900	Misc	0.00	0.00	13,259.00	13,259.00	13,259.00	%
905	Transfer out	0.00	0.00	11,530.00	11,530.00	11,530.00	%
908	Cash Over/ Cash Short	0.00	9.62	0.00	0.00	-9.62	%
910	Tax Penalties & Late Fees	0.00	1.52	0.00	0.00	-1.52	%
911	Finance Charges/Late Fees	0.00	31.73	0.00	0.00	-31.73	%
920	Credit Card Service Fees	7.33	38.03	200.00	200.00	161.97	19 %
930	Interest Fees	0.00	-94.02	0.00	0.00	94.02	%
960	Property tax expense	0.00	78.73	150.00	150.00	71.27	52 %
990	Property Tax Revenue	0.00	0.00	-16,415.00	-16,415.00	-16,415.00	%
	<b>Account Total:</b>	<b>34,250.53</b>	<b>300,774.37</b>	<b>396,441.00</b>	<b>396,441.00</b>	<b>95,666.63</b>	<b>76 %</b>
	<b>Account Group Total:</b>	<b>34,250.53</b>	<b>300,774.37</b>	<b>396,441.00</b>	<b>396,441.00</b>	<b>95,666.63</b>	<b>76 %</b>
65000	Water						
65000	Water						
	585 Sludge Removal Project	0.00	68.40	1,853.00	1,853.00	1,784.60	4 %
	<b>Account Total:</b>	<b>0.00</b>	<b>68.40</b>	<b>1,853.00</b>	<b>1,853.00</b>	<b>1,784.60</b>	<b>4 %</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>68.40</b>	<b>1,853.00</b>	<b>1,853.00</b>	<b>1,784.60</b>	<b>4 %</b>
	<b>Fund Total:</b>	<b>34,250.53</b>	<b>300,842.77</b>	<b>398,294.00</b>	<b>398,294.00</b>	<b>97,451.23</b>	<b>76 %</b>

50 WATER

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60000							
60505	Repairs & Maintenance - Infrastructure						
	353 Repairs & Maint- Infrastructure	0.00	835.29	0.00	0.00	-835.29	%
	520 Water Main Valves Replacement	0.00	3,965.29	0.00	0.00	-3,965.29	%
	530 Fire hydrant replacement	0.00	1,526.28	0.00	0.00	-1,526.28	%
	535 Water Lines Repairs	0.00	501.52	0.00	0.00	-501.52	%
	<b>Account Total:</b>	<b>0.00</b>	<b>6,828.38</b>	<b>0.00</b>	<b>0.00</b>	<b>-6,828.38</b>	<b>%</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>6,828.38</b>	<b>0.00</b>	<b>0.00</b>	<b>-6,828.38</b>	<b>%</b>
62000	Fire						
62000	Fire						
	925 Bank service charges	0.00	44.88	0.00	0.00	-44.88	%
	<b>Account Total:</b>	<b>0.00</b>	<b>44.88</b>	<b>0.00</b>	<b>0.00</b>	<b>-44.88</b>	<b>%</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>44.88</b>	<b>0.00</b>	<b>0.00</b>	<b>-44.88</b>	<b>%</b>
65000	Water						
65000	Water						
	100 PERSONNEL	0.00	27.00	0.00	0.00	-27.00	%
	104 Paid Time Off	0.00	208.00	0.00	0.00	-208.00	%
	105 Salaries and Wages	16,728.01	118,952.54	126,660.00	126,660.00	7,707.46	94 %
	106 Vacation Used	0.00	283.98	0.00	0.00	-283.98	%
	107 Overtime	0.00	1,179.01	2,000.00	2,000.00	820.99	59 %
	108 Sick Leave Used	0.00	167.00	0.00	0.00	-167.00	%
	109 Stand-by Hours	0.00	736.75	0.00	0.00	-736.75	%
	110 Payroll tax expense	0.00	0.00	3,510.00	3,510.00	3,510.00	%
	115 Payroll Expenses	0.00	909.20	590.00	590.00	-319.20	154 %
	120 Workers' Compensation	0.00	7,007.45	4,000.00	4,000.00	-3,007.45	175 %
	135 Payroll Tax - FICA	456.58	2,545.95	0.00	0.00	-2,545.95	%
	140 Payroll Tax - Medicare	241.26	1,727.88	0.00	0.00	-1,727.88	%
	155 Payroll Tax - SUI	84.41	532.84	0.00	0.00	-532.84	%
	160 Payroll Tax - ETT	16.73	88.70	0.00	0.00	-88.70	%
	165 Payroll Tax - FUTA	127.21	995.16	0.00	0.00	-995.16	%
	205 Insurance - Health	971.64	9,339.09	12,664.00	12,664.00	3,324.91	74 %
	210 Insurance - Dental	85.16	857.62	1,017.00	1,017.00	159.38	84 %
	215 Insurance - Vision	12.97	130.60	200.00	200.00	69.40	65 %
	225 Retirement - PERS expense	974.02	8,825.81	12,250.00	12,250.00	3,424.19	72 %
	300 PURCHASED SERVICES	0.00	168.48	0.00	0.00	-168.48	%
	305 Operations and maintenance	849.51	4,945.52	4,500.00	4,500.00	-445.52	110 %
	310 Phone and fax expense	178.96	1,729.19	1,500.00	1,500.00	-229.19	115 %
	315 Postage, shipping and freight	225.00	1,713.30	2,100.00	2,100.00	386.70	82 %
	320 Printing and reproduction	0.00	505.72	400.00	400.00	-105.72	126 %
	325 Professional svcs - Accounting	0.00	0.00	2,400.00	2,400.00	2,400.00	%
	326 Professional svcs - Engineering	0.00	1,654.25	10,000.00	10,000.00	8,345.75	17 %
	327 Professional svcs - Legal	11,558.29	64,854.62	10,550.00	16,550.00	-48,304.62	392 %
	328 Insurance - prop and liability	12.06	12.06	6,820.00	6,820.00	6,807.94	%
	330 Contract labor	0.00	4,529.96	0.00	0.00	-4,529.96	%
	335 Meals - Reimbursement	0.00	31.44	0.00	0.00	-31.44	%
	340 Meetings and conferences	0.00	0.00	400.00	400.00	400.00	%
	345 Mileage expense reimbursement	0.00	290.89	250.00	250.00	-40.89	116 %
	350 Repairs and maint - computers	0.00	764.04	1,000.00	1,000.00	235.96	76 %
	351 Repairs and maint - equip	130.06	2,727.28	1,500.00	1,500.00	-1,227.28	182 %

50 WATER

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
352	Repairs and maint - structures	5.40	972.29	0.00	0.00	-972.29	%
353	Repairs & Maint- Infrastructure	32.25	5,377.97	5,000.00	5,000.00	-377.97	108 %
354	Repairs and maint - vehicles	0.00	183.20	1,000.00	1,000.00	816.80	18 %
356	Testing & Supplies-Well #3	72.00	25,855.60	0.00	0.00	-25,855.60	%
357	Testing & Supplies-Well #4	72.00	908.69	0.00	0.00	-908.69	%
358	Testing & Supplies-SLT Well	452.00	4,121.00	0.00	0.00	-4,121.00	%
359	Testing & Supplies-Other	656.00	6,122.34	0.00	0.00	-6,122.34	%
362	Cross-Connection Control Srvcs.	0.00	908.30	800.00	800.00	-108.30	114 %
375	Internet expenses	12.81	155.06	270.00	270.00	114.94	57 %
376	Webpage- Upgrade/Maint	0.00	0.00	6,000.00	0.00	0.00	%
380	Utilities - alarm service	182.00	771.43	775.00	775.00	3.57	100 %
381	Utilities - electric	2,028.70	23,229.19	29,500.00	29,500.00	6,270.81	79 %
382	Utilities - propane	0.00	309.25	600.00	600.00	290.75	52 %
383	Utilities - trash	47.73	471.30	625.00	625.00	153.70	75 %
385	Dues and subscriptions	0.00	6,540.90	1,540.00	1,540.00	-5,000.90	425 %
386	Education and training	0.00	1,079.24	2,000.00	2,000.00	920.76	54 %
393	Advertising and public notices	0.00	200.45	150.00	150.00	-50.45	134 %
394	LAFCO Allocations	0.00	1,869.46	1,645.00	1,645.00	-224.46	114 %
395	Community Outreach	0.00	163.26	650.00	650.00	486.74	25 %
400	Supplies	0.00	0.00	6,000.00	6,000.00	6,000.00	%
405	Software	0.00	2,132.60	500.00	500.00	-1,632.60	427 %
410	Office Supplies	290.05	1,785.31	700.00	700.00	-1,085.31	255 %
415	Office Equipment	0.00	193.00	0.00	0.00	-193.00	%
420	Equipt. & Supplies	111.64	2,546.92	650.00	650.00	-1,896.92	392 %
425	Equip & Supplies-Well #3	0.00	50,491.04	0.00	0.00	-50,491.04	%
430	Equipt & Supplies-Well #4	0.00	1,195.95	0.00	0.00	-1,195.95	%
465	Cell phones, radios and pagers	39.77	437.69	600.00	600.00	162.31	73 %
470	Communication equipment	0.00	0.00	100.00	100.00	100.00	%
480	Chemicals	0.00	0.00	5,100.00	5,100.00	5,100.00	%
481	Chemicals- Well #3	1,368.19	2,369.93	0.00	0.00	-2,369.93	%
482	Chemicals-Well #4	0.00	1,134.09	0.00	0.00	-1,134.09	%
485	Fuel expense	137.12	1,726.25	3,200.00	3,200.00	1,473.75	54 %
490	Small tools and equipment	0.00	602.73	1,500.00	1,500.00	897.27	40 %
495	Uniform expense	0.00	457.69	700.00	700.00	242.31	65 %
500	Capital Outlay	0.00	15,641.20	0.00	0.00	-15,641.20	%
516	Water Projects Well 3	0.00	9,272.15	0.00	0.00	-9,272.15	%
517	Water Projects Well 4	0.00	479.29	0.00	0.00	-479.29	%
525	Water meter replacement	1,395.40	4,025.39	9,800.00	9,800.00	5,774.61	41 %
530	Fire hydrant replacement	250.00	300.00	0.00	0.00	-300.00	%
537	River Road Realignment	0.00	170.82	0.00	0.00	-170.82	%
550	Reg. Salt & Nutrient Mgmt. Plan	0.00	-1,893.86	0.00	0.00	1,893.86	%
553	Manholes and Valve Raising	0.00	1,062.00	0.00	0.00	-1,062.00	%
560	Sewer Line Repairs	0.00	554.30	0.00	0.00	-554.30	%
570	Repairs, Maint. and Video Sewer Lines	0.00	3,379.00	0.00	0.00	-3,379.00	%
605	USDA Loan Payment	0.00	66,381.01	67,000.00	67,000.00	618.99	99 %
715	Licenses, permits and fees	0.00	-1,319.50	7,000.00	7,000.00	8,319.50	-19 %
800	Deposit/ Liabilities	0.00	-4.00	0.00	0.00	4.00	%
805	Refundable Water & Hydrant Dep	100.00	3,157.59	0.00	0.00	-3,157.59	%
905	Transfer out	0.00	0.00	28,608.00	28,608.00	28,608.00	%
908	Cash Over/ Cash Short	0.00	9.62	0.00	0.00	-9.62	%
910	Tax Penalties & Late Fees	0.00	23.11	0.00	0.00	-23.11	%



50 WATER

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
911	Finance Charges/Late Fees	0.00	-1.15	0.00	0.00	1.15	%
920	Credit Card Service Fees	7.34	38.03	0.00	0.00	-38.03	%
930	Interest Fees	0.00	-94.02	0.00	0.00	94.02	%
	<b>Account Total:</b>	<b>39,912.27</b>	<b>483,934.44</b>	<b>386,324.00</b>	<b>386,324.00</b>	<b>-97,610.44</b>	<b>125 %</b>
	<b>Account Group Total:</b>	<b>39,912.27</b>	<b>483,934.44</b>	<b>386,324.00</b>	<b>386,324.00</b>	<b>-97,610.44</b>	<b>125 %</b>
	<b>Fund Total:</b>	<b>39,912.27</b>	<b>490,807.70</b>	<b>386,324.00</b>	<b>386,324.00</b>	<b>-104,483.70</b>	<b>127 %</b>

60 SOLID WASTE

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
66000	SOLID WASTE						
66000	SOLID WASTE						
	105 Salaries and Wages	0.00	0.00	16,200.00	16,200.00	16,200.00	%
	110 Payroll tax expense	0.00	0.00	700.00	700.00	700.00	%
	305 Operations and maintenance	27.96	27.96	0.00	0.00	-27.96	%
	310 Phone and fax expense	0.00	0.00	100.00	100.00	100.00	%
	325 Professional svcs - Accounting	0.00	0.00	500.00	500.00	500.00	%
	327 Professional svcs - Legal	2,161.36	5,316.36	4,500.00	4,500.00	-816.36	118 %
	340 Meetings and conferences	0.00	0.00	100.00	100.00	100.00	%
	350 Repairs and maint - computers	0.00	0.00	100.00	100.00	100.00	%
	385 Dues and subscriptions	0.00	0.00	100.00	100.00	100.00	%
	386 Education and training	0.00	0.00	100.00	100.00	100.00	%
	393 Advertising and public notices	0.00	798.95	500.00	500.00	-298.95	160 %
	395 Community Outreach	0.00	0.00	250.00	250.00	250.00	%
	405 Software	0.00	0.00	100.00	100.00	100.00	%
	585 Sludge Removal Project	0.00	5,090.75	0.00	0.00	-5,090.75	%
	950 Promo materials and supplies	0.00	0.00	3,000.00	3,000.00	3,000.00	%
	<b>Account Total:</b>	<b>2,189.32</b>	<b>11,234.02</b>	<b>26,250.00</b>	<b>26,250.00</b>	<b>15,015.98</b>	<b>43 %</b>
	<b>Account Group Total:</b>	<b>2,189.32</b>	<b>11,234.02</b>	<b>26,250.00</b>	<b>26,250.00</b>	<b>15,015.98</b>	<b>43 %</b>
	<b>Fund Total:</b>	<b>2,189.32</b>	<b>11,234.02</b>	<b>26,250.00</b>	<b>26,250.00</b>	<b>15,015.98</b>	<b>43 %</b>
	<b>Grand Total:</b>	<b>115,226.86</b>	<b>1,063,627.12</b>	<b>1,175,647.00</b>	<b>1,183,295.00</b>	<b>119,667.88</b>	<b>90 %</b>

10 GENERAL ADMINISTRATION

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40000					
40370 Myers Reimbursement	0.00	0.00	12,500.00	12,500.00	0 %
<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>12,500.00</b>	<b>12,500.00</b>	<b>0 %</b>
46000 Interest					
46000 Interest	0.00	2,382.31	0.00	-2,382.31	** %
46020 Transfer In -Fire (16.5%)	0.00	0.00	11,801.00	11,801.00	0 %
46030 Transfer In -Lighting (3%)	0.00	0.00	2,146.00	2,146.00	0 %
46040 Transfer In -Sewer (40%)	0.00	0.00	28,608.00	28,608.00	0 %
46050 Transfer In -Water (40%)	0.00	0.00	28,608.00	28,608.00	0 %
46060 Transfer In- Solid Waste (0.5%)	0.00	0.00	357.00	357.00	0 %
46100 Realized Earnings	263.56	1,388.79	0.00	-1,388.79	** %
46150 Miscellaneous Income	137,317.37	137,317.37	0.00	-137,317.37	** %
46151 Refund/Adjustments	0.00	25,121.76	0.00	-25,121.76	** %
<b>Account Group Total:</b>	<b>137,580.93</b>	<b>166,210.23</b>	<b>71,520.00</b>	<b>-94,690.23</b>	<b>232 %</b>
<b>Fund Total:</b>	<b>137,580.93</b>	<b>166,210.23</b>	<b>84,020.00</b>	<b>-82,190.23</b>	<b>198 %</b>

20 FIRE PROTECTIVE SERVICES

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40000					
40220 Weed Abatement Fees	177.00	1,126.00	1,000.00	-126.00	113 %
40300 Fireworks Permit Fees	1,800.00	1,800.00	1,000.00	-800.00	180 %
40320 Fire Impact Fees	223.70	55,216.84	67,000.00	11,783.16	82 %
40420 Ambulance Reimbursement	0.00	3,319.48	2,200.00	-1,119.48	151 %
40500 VFF Assistance Grant	0.00	0.00	5,000.00	5,000.00	0 %
<b>Account Group Total:</b>	<b>2,200.70</b>	<b>61,462.32</b>	<b>76,200.00</b>	<b>14,737.68</b>	<b>81 %</b>
42000					
42200 Fire Recovery Program	0.00	0.00	500.00	500.00	0 %
<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>	<b>0 %</b>
43000 Property Taxes Collected					
43000 Property Taxes Collected	17,091.69	209,519.73	264,430.00	54,910.27	79 %
<b>Account Group Total:</b>	<b>17,091.69</b>	<b>209,519.73</b>	<b>264,430.00</b>	<b>54,910.27</b>	<b>79 %</b>
44000 Forestry & Fire Protection Reimbursement					
44000 Forestry & Fire Protection Reimbursement	0.00	61,224.43	0.00	-61,224.43	** %
<b>Account Group Total:</b>	<b>0.00</b>	<b>61,224.43</b>	<b>0.00</b>	<b>-61,224.43</b>	<b>** %</b>
46000 Interest					
46010 Transfer In	0.00	0.00	33,151.00	33,151.00	0 %
46150 Miscellaneous Income	0.00	465.00	0.00	-465.00	** %
46151 Refund/Adjustments	0.00	3,929.02	0.00	-3,929.02	** %
<b>Account Group Total:</b>	<b>0.00</b>	<b>4,394.02</b>	<b>33,151.00</b>	<b>28,756.98</b>	<b>13 %</b>
<b>Fund Total:</b>	<b>19,292.39</b>	<b>336,600.50</b>	<b>374,281.00</b>	<b>37,680.50</b>	<b>90 %</b>

30 LIGHTING

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
43000 Property Taxes Collected					
43000 Property Taxes Collected	4,695.20	57,994.35	75,229.00	17,234.65	77 %
<b>Account Group Total:</b>	<b>4,695.20</b>	<b>57,994.35</b>	<b>75,229.00</b>	<b>17,234.65</b>	<b>77 %</b>
46000 Interest					
46010 Transfer In	0.00	0.00	29,994.00	29,994.00	0 %
46151 Refund/Adjustments	0.00	3,929.02	0.00	-3,929.02	** %
<b>Account Group Total:</b>	<b>0.00</b>	<b>3,929.02</b>	<b>29,994.00</b>	<b>26,064.98</b>	<b>13 %</b>
<b>Fund Total:</b>	<b>4,695.20</b>	<b>61,923.37</b>	<b>105,223.00</b>	<b>43,299.63</b>	<b>59 %</b>

40 SANITARY

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40000					
40850 Wastewater Connection Fees	0.00	265,946.00	150,000.00	-115,946.00	177 %
40900 Wastewater Sales	28,098.63	280,453.70	318,000.00	37,546.30	88 %
40910 Wastewater Late Charges	545.20	5,469.22	0.00	-5,469.22	** %
<b>Account Group Total:</b>	<b>28,643.83</b>	<b>551,868.92</b>	<b>468,000.00</b>	<b>-83,868.92</b>	<b>118 %</b>
43000 Property Taxes Collected					
43000 Property Taxes Collected	2,724.68	32,996.37	45,148.00	12,151.63	73 %
<b>Account Group Total:</b>	<b>2,724.68</b>	<b>32,996.37</b>	<b>45,148.00</b>	<b>12,151.63</b>	<b>73 %</b>
46000 Interest					
46151 Refund/Adjustments	0.00	3,987.30	0.00	-3,987.30	** %
<b>Account Group Total:</b>	<b>0.00</b>	<b>3,987.30</b>	<b>0.00</b>	<b>-3,987.30</b>	<b>** %</b>
<b>Fund Total:</b>	<b>31,368.51</b>	<b>588,852.59</b>	<b>513,148.00</b>	<b>-75,704.59</b>	<b>115 %</b>

50 WATER

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40000					
40440 CDBG Grant	0.00	0.00	5,000.00	5,000.00	0 %
40900 Wastewater Sales	0.00	0.00	1,000.00	1,000.00	0 %
<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0 %</b>
41000 Water Sales					
41000 Water Sales	25,743.70	268,289.13	362,996.00	94,706.87	74 %
41001 Water Connection Fees	0.00	252,050.00	0.00	-252,050.00	** %
41005 Water Late Charges	1,288.34	11,381.91	0.00	-11,381.91	** %
41010 Water Meter Fees	0.00	4,050.00	95,000.00	90,950.00	4 %
<b>Account Group Total:</b>	<b>27,032.04</b>	<b>535,771.04</b>	<b>457,996.00</b>	<b>-77,775.04</b>	<b>117 %</b>
46000 Interest					
46000 Interest	0.00	0.00	1,000.00	1,000.00	0 %
46010 Transfer In	0.00	0.00	15,786.00	15,786.00	0 %
46151 Refund/Adjustments	0.00	4,483.44	0.00	-4,483.44	** %
46153 Plan Check Fees	0.00	0.00	2,000.00	2,000.00	0 %
46155 Will Serve Processing Fees	250.00	500.00	500.00	0.00	100 %
<b>Account Group Total:</b>	<b>250.00</b>	<b>4,983.44</b>	<b>19,286.00</b>	<b>14,302.56</b>	<b>26 %</b>
<b>Fund Total:</b>	<b>27,282.04</b>	<b>540,754.48</b>	<b>483,282.00</b>	<b>-57,472.48</b>	<b>112 %</b>

60 SOLID WASTE

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40000					
40750 Solid Waste Contract	2,542.95	21,977.83	0.00	-21,977.83	** %
<b>Account Group Total:</b>	<b>2,542.95</b>	<b>21,977.83</b>	<b>0.00</b>	<b>-21,977.83</b>	<b>** %</b>
46000 Interest					
46005 Franchise Fees	0.00	4,163.73	28,000.00	23,836.27	15 %
<b>Account Group Total:</b>	<b>0.00</b>	<b>4,163.73</b>	<b>28,000.00</b>	<b>23,836.27</b>	<b>15 %</b>
<b>Fund Total:</b>	<b>2,542.95</b>	<b>26,141.56</b>	<b>28,000.00</b>	<b>1,858.44</b>	<b>93 %</b>
<b>Grand Total:</b>	<b>222,762.02</b>	<b>1,720,482.73</b>	<b>1,587,954.00</b>	<b>-132,528.73</b>	<b>108 %</b>





## San Miguel Community Services District Board of Directors

### Staff Report

May 26, 2016

AGENDA ITEM: X. 18

**SUBJECT: Review and Adopt Resolution No. 2016-18 ratifying the Board's March 24 2016 approval of job reclassifications for 2 District employees and authorizing a change in compensation for said job reclassifications.**

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**STAFF RECOMMENDATION:**

Review and Adopt Resolution No. 2016-18 ratifying the Board's March 24, 2016 approval of job reclassifications for 2 District employees and authorizing a change in compensation for said job reclassifications.

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**BACKGROUND:**

This item was tabled at last month's Regular Board Meeting due to a lack of quorum and anticipated abstaining members for any Board action. The attached Resolution will formalize the March 24, 2016 decision approving the job reclassifications and compensation changes for 2 employees as previously recommended.

Board consideration of this Resolution is anticipated to have 2 Board Members who may elect to reclude themselves from any discussion and action by the Board.

**Staff Recommendation:**

Staff recommends that the Board approve Resolution No. 2016-18 ratifying the Board's March 24, 2016 approval of job reclassification and compensation adjustments.

**PREPARED BY:**

Darrell Gentry

General Manager

Attachment: Resolution No. 2016-18

**RESOLUTION NO. 2016-18**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING JOB RECLASSIFICATIONS FOR 2 DISTRICT EMPLOYEES AND AUTHORIZING A CHANGE IN COMPENSATION SCHEDULE FOR JOB RECLASSIFICATIONS**

**WHEREAS**, the San Miguel Community Services District (“SMCSD”) has adopted District Personnel Policies effective November 2014 require job reclassifications and changes in related compensation to be approved by the Board of Directors (“Board”); and

**WHEREAS**, the District General Manager (“Manager”) has responsibility for recommending any change in job reclassification and compensation to the Board; and

**WHEREAS**, the Manager has recommended job reclassifications and compensation adjustments for two named individual employees identified in a written report dated March 24, 2016 to the Board; and

**WHEREAS**, the Board, based on Manager’s recommendation in support of these changes in job reclassification and compensation did approve these changes at its Regular Board Meeting, March 24, 2016; and

**NOW THEREFORE, BE IT RESOLVED**, by the Board approves and grants the job reclassifications and compensation changes retroactively, as specified in written report to the Board dated March 24, 2016.

**PASSED AND ADOPTED** by the Board of Directors on a motion of Director Buckman, seconded by Director Dawes by the following roll call vote:

**AYES:**                    **Buckman, Dawes, Reuck**  
**NOES:**  
**ABSENT:**                **Green, Kalvans**  
**ABSTAINING:**

The foregoing Resolution is hereby passed and adopted this 26 day of May, 2016.

\_\_\_\_\_  
John Green, President  
Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Darrell W. Gentry, General Manager  
and Secretary to the Board

\_\_\_\_\_  
Doug White, District General Counsel



## San Miguel Community Services District Board of Directors

### Staff Report

May 26, 2016

AGENDA ITEM: XI. 19

**SUBJECT: Consider and Approve an Interim I T Service Improvement Agreement with Allen Mapalo for ongoing I T services.**

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#### **STAFF RECOMMENDATION:**

Consider and Approve an interim service agreement with Allen Mapalo for ongoing I T Services and to assist the District with I T equipment specifications needed.

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#### **BACKGROUND:**

This request is a continuing consideration for approving an interim service agreement with Allen Mapalo for ongoing I T Services for up to 12 months and to assist to hear a presentation and a proposal for I T service improvement and associated costs. Over the past 18 months, there have been several issues that have surfaced related to I T services and to existing computer equipment. Mr. Mapalo is currently providing on-call, as needed services to assist with transition required for SCADA installation and assisting with existing computer system operational needs.

There are following issues that have arisen and need to be addressed:

Security—There are many financial transactions that flow into and from the District, which need security enhancements to protect identities and uses encryption technologies that are not currently a part of District computer operations.

Additionally, the present third party video security services should be replaced or improved over current abilities. The existing video services cannot assure the District of full recovery of videos after 14 days. At a minimum, the District needs to have a service that can provide backup files for storage, more than 14 days of video retrieval/recovery capability.

Computer system mapping—is critically needed to identify what may be needed in future operating systems and equipment and what is currently operating at or near capacity, or even obsolete. The recent set-up and connection of SCADA system and electronic timekeeping systems also needed to be integrated with District computer systems and not repeat any past mistakes.

The location of all existing computer, including on a system rack improvement and setup, should be done for adequate use, system maintenance, reliable temperature control and secured access.

Equipment—The recent changes for email service and webpage hosting has revealed the severity of outdated programming and equipment, including the use of outdated software programs, e.g. Windows 7 has been replaced by Windows 10 but District may be better served by a Cloud operating system in the future.

All of these items required technical services by a certified trained expert. Such services, being heard and considered at this meeting, have the advantage of all work done on a long-term basis with a master plan for District computer applications and equipment. Additionally, a certified, licensed professional I T service consultant would be available 24/7 to address critical as well as routine computer service needs. A service factor/feature that is not readily available now.

**Fiscal Impact:**

There is a fiscal impact of \$400.00 per month which can be handled for the balance of FY 2015-16 and would need an annual cost for services to be included for future fiscal year budgets.

**Staff Recommendation:**

Staff recommends that the Board approve the proposed interim I T Service Agreement based on a fixed monthly price, as quoted, for a period of 12 months with an extension option period of another 12 months to Allen Mapalo, Local I T Experts.

PREPARED BY:

Darrell W. Gentry

General Manager

Attachment: Interim I T Service Agreement  
Quoted pricing by Allen Mapalo

## PROFESSIONAL SERVICES AGREEMENT

**THIS PROFESSIONAL SERVICES AGREEMENT** (“Agreement”) is made and entered into this \_\_\_\_ day of May, 2016, by and between the San Miguel Community Services District, a political subdivision of the State of California (“District”), whose address is 1150 Mission Street, San Miguel, CA 93451, and Allen Mapalo, doing business as Local IT Services, a sole proprietorship (“Professional”), whose address is 490 Lysandra Court, Templeton, CA 93465, each individually a “Party” and collectively the “Parties”. There are no other parties to this Agreement.

### RECITALS

**A.** District seeks to hire an independent contractor to perform professional services to assist the District with its Information Technology infrastructure on an as-needed basis by District (the “Services”).

**B.** Professional has made a proposal to District to provide the Services. A description of the Services is attached hereto as **Exhibit A: Scope of Work**.

**C.** District desires to retain Professional to perform the Services on an as-needed basis, subject to the terms and conditions set forth in this Agreement.

**D.** The fees for the Services to be provided by Professional are set forth in the “Compensation Schedule,” which is attached hereto as **Exhibit B: Schedule of Fees**.

**NOW, THEREFORE**, in consideration of the promises and covenants set forth below, the Parties agree as follows:

### AGREEMENT

**Section 1. Recitals.** The recitals set forth above (“Recitals”) are true and correct and are hereby incorporated into and made part of this Agreement by this reference. In the event of any inconsistency between the Recitals and Section 1 through 50 of this Agreement, Sections 1 through 50 shall prevail.

**Section 2. Term.** The term of this Agreement shall be one (1) year and will commence on the Effective Date and terminate after one (1) year (“Term”), unless the Parties mutually agree in writing to terminate the Agreement earlier or extend the Term pursuant to this Agreement.

**Section 3. Effective Date.** This Agreement shall only become effective once all of the Parties have executed the Agreement (the “Effective Date”).

#### Section 4. Work.

**4.1. Services.** Subject to the terms and conditions set forth in this Agreement, Professional shall provide District with the Services described in Exhibit A on an as-needed basis. Any request for Services not included in Exhibit A will be considered a request for additional or modified Services (“Modification” or “Modifications”). Professional shall not receive additional compensation for any Modification of the Services unless the Parties agree otherwise in a separate writing executed by both Parties.

**4.2. District Requested Modification of Services.** District may, by written order, authorize Modifications to the Services described in Exhibit A. If such Modifications cause an increase in the cost or time required for performance of Professional's Services, the Parties shall enter into a written amendment to this Agreement to adjust the Services and the compensation to be paid to Professional and, if necessary, amend the Compensation Schedule or create a Completion Schedule. The Services, Completion Schedule, or Compensation Schedule shall not be revised unless District and Professional mutually agree to a written amendment to this Agreement reflecting such revisions, additional compensation, time for performance or such other terms or conditions mutually agreed upon by the Parties.

**4.3. Professional Requested Modification in Services.** Professional shall not be compensated for work outside the Services described in this Agreement, unless, prior to the commencement of the Services:

(a) Professional provides District with written notice that specific work requested by District or required to complete the Services is outside the agreed upon Services. Such notice shall: (1) be supported by substantial evidence that the work is outside the Services; (2) set forth the Professional's proposed course of action for completing the work and a specific request for the District to approve the Modification to the Services; (3) set forth the Professional's proposed revisions, if any, to the Completion Schedule; and (4) set forth the Professional's proposed revisions, if any, to the Compensation Schedule; and

(b) District agrees that the work requires a Modification;

(c) District approves all adjustments, if any, to the Completion Schedule and Compensation Schedule; and

(d) The Parties execute a written amendment to this Agreement describing any Modification, together with any adjustment in the Completion Schedule and Compensation Schedule for Professional's work. Compensation for any additional Services shall not exceed Eighty-Nine per hour (\$89.00).

## **Section 5. Compensation.**

**5.1. Amount, Time and Manner of Payment for Professional Services.** District shall pay Professional according to the rates and timing set forth in the Compensation Schedule attached hereto as Exhibit B. District's total compensation to Professional shall not exceed Twenty Five Thousand Dollars (\$25,000.00) ("Maximum Payment"), unless the Parties mutually agree in writing otherwise.

**5.2. Deposit.** [Omitted]

**5.3. Subsequent Payments.** District shall make payments in the amount invoiced by Professional on a monthly basis within thirty (30) calendar days of receiving such invoice. In the event that an amount of an invoice is in dispute, District shall inform Professional of the amount and basis for the dispute and may withhold the amount which is in dispute until the dispute has been resolved.

**5.4. Invoices.** Professional shall provide District with monthly invoices sufficiently evidencing Professional's expenses and performance of the Services. The payments specified shall be the only payments made to Professional for performance of the Services including compensation for any Modification. Professional shall submit all billings for Services to District

within forty-five (45) days of the performance of such Services. District shall issue payment according to District's customary procedures and practices for issuing payments to independent contractors.

**Section 6. Notice to Proceed.** Professional shall not commence the performance of the Services until it has been given notice by District ("Notice to Proceed").

**Section 7. Time of Performance.** Professional warrants that it will commence performance of the Services within thirty (30) calendar days of the Notice to Proceed. The time of performance is a material term of this Agreement relied on by District in entering into this Agreement.

**Section 8. District Assistance to Professional.** Professional shall, at its sole cost and expense, furnish all facilities, equipment, materials, information, personnel and administrative assistance which may be required to perform its obligations under this Agreement, with the exception of items of District assistance requested by the Professional. District shall furnish to Professional only the facilities, equipment, materials, information, personnel and administrative assistance requested by the Professional with advance written notice, at District's discretion. Notwithstanding the foregoing, District shall cooperate with Professional and shall not actively interfere with Professional's performance of the Services under this Agreement.

**Section 9. Time and Personnel Devoted to Services.** [Omitted.]

**Section 10. Performance by Qualified Personnel; No Subcontracting.** Services under this Agreement shall be performed only by competent personnel under the supervision and direct employment of Professional. Professional will conform with District's reasonable requests regarding assignment of personnel, but all personnel, including those assigned at District's request, shall be supervised by Professional. Professional is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is expressly approved by District in writing. Neither Party shall, on the basis of this Agreement, contract on behalf of, or in the name of the other Party. An agreement made in violation of this provision shall confer no rights on any Party and shall be null and void.

**Section 11. Representations of Professional.** District relies upon the following representations by Professional in entering into this Agreement:

**11.1. Qualifications.** Professional represents that it is qualified to perform the Services provided in Exhibit A and that it possesses the necessary licenses, permits required to perform the Services or will obtain such licenses or permits prior to the time such licenses or permits are required. Professional shall also ensure that all subcontractors are similarly licensed and qualified. Professional and all subcontractors shall also obtain and maintain a business license with San Luis Obispo County during the performance of the Services. Professional represents and warrants to District that Professional shall, at Professional's sole cost and expense, keep in effect or obtain at all times during the Term of this Agreement, any licenses, permits, and approvals which are legally required for Professional to practice Professional's profession at the time the Services are rendered.

**11.2. Professional Performance.** Professional represents and warrants that all Services under this Agreement shall be performed in a professional manner and shall conform to the customs and standards of practice observed on similar, successfully completed projects by specialists in the Services to be provided. Professional shall adhere to accepted professional standards as set forth by relevant professional associations and shall perform all Services required under this Agreement in a manner consistent with generally accepted professional customs, procedures and standards for such Services. All work or products completed by Professional shall

be completed using the best practices available for the profession and shall be free from any defects. Professional agrees that, if a Service is not so performed, in addition to all of its obligations under this Agreement and at law, Professional shall re-perform or replace unsatisfactory Service at no additional expense to District.

**11.3. No Waiver of Claims.** The granting of any progress payment by District, or the receipt thereof by Professional, or any inspection, review, approval or oral statement by any representative of District, or state certification, shall not, in any way, waive, limit, or replace any certification or approval procedures normally required or lessen the liability of Professional to re-perform or replace unsatisfactory Service, including but not limited to cases where the unsatisfactory character of such Service may not have been apparent or detected at the time of such payment, inspection, review or approval.

**11.4. Remedies are Cumulative.** Nothing in this Section shall constitute a waiver or limitation of any right or remedy, whether in equity or at law, which District or Professional may have under this Agreement or any applicable law. All rights and remedies of District, whether under this Agreement or applicable law, shall be cumulative.

**11.5. No Conflict of Interest.** Professional represents that no conflict of interest will be created under state or federal law by entering into or in carrying out this Agreement.

**Section 12. Conformity with Law and Safety.** Professional shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal and local governing bodies having jurisdiction over any or all of the scope of Services, including all provisions of the Occupational Safety and Health Act of 1979 as amended, all California Occupational Safety and Health Regulations, the California Building Code, the American with Disabilities Act, any copyright, patent or trademark law and all other applicable federal, state, municipal and local safety regulations, appropriate trade association safety standards, and appropriate equipment manufacturer instructions. All Services performed by Professional must be in accordance with these laws, ordinances, codes and regulations. Professional's failure to comply with any laws, ordinances, codes or regulations applicable to the performance of the Services hereunder shall constitute a breach of contract. In cases where standards conflict, the standard providing the highest degree of protection shall prevail.

If a death, serious personal injury or substantial property damage occurs in connection with the performance of this Agreement, Professional shall immediately notify the District's risk manager by telephone. If any accident occurs in connection with this Agreement, Professional shall promptly submit a written report to District, in such form as the District may require. This report shall include the following information: (a) name and address of the injured or deceased person(s); (b) name and address of Professional's subcontractor, if any; (c) name and address of Professional's liability insurance carrier; and (d) a detailed description of the accident, including whether any of District's equipment, tools or materials were involved.

If a release of a hazardous material, substance, or waste occurs in connection with the performance of this Agreement, Professional shall immediately notify District. Professional shall not store hazardous materials or hazardous waste within the District limits without a proper permit from District.

**Section 13. Contact by Professional with Project Owner or Project Applicant.** [Omitted.]

**Section 14. Confidentiality.** Professional understands and agrees that, in the performance of Services under this Agreement or in the contemplation thereof, Professional may have access to



private or confidential information that may be owned or controlled by District, including confidential health information, and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to District (“Confidential Information”).

Professional shall not, either during or after the term of the Agreement, disclose to any third party any Confidential Information without the prior written consent of District. If District gives Professional written authorization to make any such disclosure, Professional shall do so only within the limits and to the extent of that authorization. Professional will document all disclosures of health information whether authorized or accidental. Professional will provide that documentation to the District Counsel and District Manager immediately.

Professional may be directed or advised by the District Counsel on various matters relating to the performance of the Services or on other matters pertaining to the Services, and in such event, Professional agrees that it will treat all communications between itself, its employees and its subcontractors as being communications which are within the attorney-client privilege.

**Section 15. Excusable Delays; Notice to Other Party of Delay.** Professional shall not be in breach of this Agreement in the event that performance of Services is temporarily interrupted or discontinued due to a “Force Majeure” event which is defined as: riots, wars, sabotage, civil disturbances, insurrections, explosion, natural disasters such as floods, earthquakes, landslides, fires, strikes, lockouts and other labor disturbances or other catastrophic events, which are beyond the reasonable control of Professional. Force Majeure does not include: (a) Professional’s financial inability to perform; (b) Professional’s failure to obtain any necessary permits or licenses from other governmental agencies; or (c) Professional’s failure to obtain the right to use the facilities of any public utility where such failure is due solely to the acts or omissions of the Professional.

**Section 16. Assignment Prohibited.** No Party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempt or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

**Section 17. Suspension of Services by District.** District reserves the right to suspend Professional's Services under this Agreement when District determines that it is necessary to do so. When possible, District shall give Professional notice of such suspension and Professional shall, upon receipt of said notice, suspend all Services except any Services, the completion of which is authorized by the notice given by District. If the Services are suspended by District for more than sixty (60) consecutive days, for reasons other than the fault of the Professional, the Professional shall be compensated for Services performed prior to notice of such suspension. When the Services are resumed, the Professional's compensation shall be equitably adjusted by the District to provide for expenses incurred by the interruption of the Services. In this regard, Professional shall furnish to District such financial information as in the judgment of the District Manager is necessary to determine the reasonable value of the Services rendered by Professional during the period when Services were suspended.

If the Parties are unable to agree upon the amount of extra compensation which is due to Professional within thirty (30) days of Professional resuming Services, the amount of such additional compensation, if any, that is required to appropriately compensate the Professional for its expenses incurred by the interruption of Services may, upon the request of either Party, be determined by arbitration conducted in accordance with Section 23. Such arbitration shall be commenced by the Professional no later than sixty (60) calendar days following the event which entitles the Parties to pursue arbitration unless the Parties agree in writing to an extended time period for commencement of arbitration. Unless otherwise agreed in writing, all Parties shall carry

on the Services and perform their duties during any arbitration proceedings, and the District shall continue to make payments for the Services in progress as required by this Agreement.

**Section 18. Ownership of Work Product.** Any and all work, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, designs, specifications, drawings, diagrams, surveys, source codes, professional or technical information or data, photographs, notes, letters, emails or any original works of authorship created by Professional or its subcontractors or subcontractors in connection with Services performed under this Agreement (“Products”) shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such works are the property of District. In the event that it is ever determined that any Product created by Professional or its subcontractors or subcontractors under this Agreement are not works for hire under U.S. law, Professional hereby assigns all copyrights to such Products to District. With the prior written approval of District's point of contact for the Services, Professional may retain and use copies of such Products for reference and as documentation of its experience and capabilities.

All Products shall become the property of District irrespective of where located or stored and Professional agrees to deliver all such documents and information to District, without charge and in whatever form it exists, on the completion of the Professional's services hereunder. Professional shall have no ownership interest in such Products.

All work product of Professional under this Agreement, including written information which District will cause to be distributed for either internal or public circulation, including both preliminary and final drafts shall be delivered to District in both printed and electronic form, or as may be specified in Exhibit A.

When this Agreement is terminated, Professional agrees to return to District all documents, drawings, photographs and other written or graphic material, however produced, that it received from District, its contractors or agents, in connection with the performance of its Services under this Agreement. All materials shall be returned in the same condition as received.

## **Section 19. Termination.**

**19.1 Termination by District.** District shall have the right to terminate this Agreement at any time for its convenience by giving 30 days’ notice of such termination to Professional. In the event District gives such notice of termination, Professional shall cease rendering Services after 30 days’ receipt of said notice. In addition, Professional shall deliver copies of all Products prepared by it pursuant to this Agreement. ‘

If District terminates this Agreement after District has issued the Notice to Proceed to Professional and after Professional has commenced performance under this Agreement, District shall pay Professional the reasonable value of all Services rendered by Professional pursuant to this Agreement prior to termination of this Agreement. In no event shall District be liable for costs incurred by or on behalf of Professional after the date of the notice of termination.

**19.2 Termination by Professional.** Professional shall have the right to terminate this Agreement at any time by giving at least 90 days’ notice of such termination to District. In the event Professional gives such notice of termination, Professional shall cease rendering Services 90 days after City’s receipt of said notice. District shall pay Professional the reasonable value of all Services rendered by Professional during such 90-day notice period. In no event shall District be liable for costs incurred by or on behalf of Professional after the 90-day notice period.

**Section 20. Assurance of Performance.** If, at any time, District believes Professional may not be adequately performing its obligations under this Agreement or may fail to complete the Services as required by this Agreement, District may submit a written request to Professional for written assurances of performance and a plan to correct observed deficiencies in Professional's performance. Failure to provide written assurances subsequent to such written request, constitutes grounds to declare a breach under this Agreement.

**Section 21. Cancellation for Breach by Either Party.** Should either Party fail to substantially perform its obligations in accordance with the provisions of this Agreement, the other Party shall thereupon have the right to cancel the Agreement by giving written notice and specifying the effective date of such cancellation. If District cancels this Agreement for breach and it is subsequently determined that Professional did not fail to substantially perform its obligations in accordance with this Agreement, then cancellation for breach by District shall be deemed, and treated, as termination for convenience.

Neither Party waives the right to recover damages against the other for breach of this Agreement including any amount necessary to compensate District for all detriment proximately caused by Professional's failure to perform its obligations hereunder or which in the ordinary course of things would be likely to result therefrom. District reserves the right to offset such damages against any payments owed to Professional.

District shall not in any manner be liable for Professional's actual or projected lost profits had Professional completed the Services required by this Agreement.

In the event of cancellation by either Party, copies of all finished or unfinished Products shall become the property of District.

**Section 22. Non-Discrimination.** In its performance of the Services, Professional shall adhere to the District's EEO Policy which states, "The District is committed to ensuring that all qualified individuals have a full and fair opportunity to compete in all phase of the hiring process and promotion, and to enjoy the benefits of employment with the District. All employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal or state statutes, the District's ordinances, resolutions, rules or regulations."

In addition, all agreements with sub-contractors will include language as required by the Office of Federal Contract Compliance Programs (OFCCP) that requires sub-contractors to maintain equal employment opportunity policies, and, as necessary, affirmative action policies.

**Section 23. Arbitration of Disputes.** All claims, disputes and other matters in question between District and Professional arising out of, or relating to this Agreement or the breach thereof, including claims of Professional for extra compensation for Services shall be decided by arbitration before a single arbitrator in accordance with the provisions of Sections 1281 to 1284.2 of the California Code of Civil Procedure (the "Arbitration Laws") unless the Parties mutually agree otherwise. The provisions of Section 1283.05 of the Arbitration Laws apply to any arbitration proceeding except as otherwise provided in this Agreement. The arbitrator shall have authority to decide all issues between the Parties including, but not limited to, claims for extras, delay and liquidated damages, if any, provided for in this Agreement, matters involving defects in the work product of the Professional, rights to payment, and whether the necessary procedures for arbitration have been followed. The award rendered by the arbitrator shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

Notice of the demand for arbitration shall be filed in writing with the other Party. The demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen, and in no event shall it be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitation.

The Parties shall jointly appoint an arbitrator within fifteen (15) calendar days of the date of giving of the notice of the demand for arbitration. If the Parties are unable to jointly agree upon the appointment of an arbitrator within said fifteen (15) calendar day period, and do not agree in writing to extend said period for a fixed period, then either Party may seek to have the arbitrator appointed by the Superior Court of Solano County in accordance with the Arbitration Laws.

If any proceeding is brought to contest the right to arbitrate and it is determined that such right exists, the losing Party shall pay all costs and attorneys' fees incurred by the prevailing party.

In addition to the other rules of law which may be applicable to any arbitration hereunder, the following shall apply:

(a) Promptly upon the filing of the arbitration each Party shall be required to set forth in writing and to serve upon each other Party a detailed statement of its contentions of fact and law.

(b) All parties to the arbitration shall be entitled to the discovery procedures as provided in Section 1283.05 of the California Code of Civil Procedure.

(c) The arbitration shall be commenced and conducted as expeditiously as possible consistent with affording reasonable discovery as provided herein.

(d) These additional rules shall be implemented and applied by the arbitrator.

The costs of arbitration shall be borne by the Parties as determined by the arbitrator, but each Party shall bear its own attorney's fees associated with the dispute with the other Party and to the arbitration.

**Section 24. Insurance Coverage.** During the Term, the Professional shall maintain in full force and effect policies of insurance set forth herein, which shall be placed with insurers with a current A M Best's rating of no less than A VII, and will provide the District with written proof of said insurance. Professional shall maintain coverage as follows:

(a) **General Liability.** Professional shall carry general liability insurance in the amount of Two Million Dollars (\$2,000,000.00) per occurrence for bodily injury, personal injury, and property damage. If commercial general liability insurance or another form with a general aggregate limit is used, either the general aggregate limit shall apply separately to these Services or the general aggregate shall be Two Million Dollars (\$2,000,000.00).

(b) **Worker's Compensation Insurance and Employer's Liability.** Professional shall carry workers' compensation insurance as required by the State of California under the Labor Code. Professional shall also carry employer's liability insurance in the amount of One Million Dollars (\$1,000,000.00) per accident, with a One Million Dollar (\$1,000,000.00) policy limit for bodily injury by disease, and a One Million Dollar (\$1,000,000.00) limit for each employee's bodily injury by disease.

**Section 25. Additional Insurance Requirements.** Within thirty (30) days of the Effective Date, Professional shall provide District with certificates of insurance for all of the policies required under this Agreement (“Certificates”), excluding the required worker’s compensation insurance. Such Certificates shall be kept current for the Term of the Agreement and Professional shall be responsible for providing updated copies and notifying District if a policy is cancelled, suspended, reduced, or voided. With the exception of the worker’s compensation insurance, all of the insurance policies required in this Agreement shall: (a) provide that the policy will not be cancelled, allowed to expire, or materially reduced in coverage without at least thirty (30) days’ prior written notice to District of such cancellation, expiration, or reduction and each policy shall be endorsed to state such; (b) name District, and District’s Agents as additional insureds with respect to liability arising out of Services, work or operations performed by or on behalf of the Professional; products and completed operations of the Professional; premises owned, occupied, or used by the Professional, or automobiles owned, leased, or hired or borrowed by the Professional. The coverage shall contain no special limitations on the scope of protection afforded to the District; (c) be primary with respect to any insurance or self-insurance programs covering District or District’s Agents and any insurance or self-insurance maintained by District or District’s Agents shall be in excess of Professional’s insurance and shall not contribute to it; (d) contain standard separation of insured provisions; and (e) state that any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect the coverage provided to the District.

**Section 26. Indemnification by Professional.** Professional shall defend with legal counsel reasonably acceptable to District, indemnify and hold harmless the District and District’s Agents from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of Professional or its subcontractors), expense and liability of every kind, nature and description that arise out of, pertain to or relate to acts or omissions of Professional, or any direct or indirect subcontractor, employee, contractor, representative or agent of Professional, or anyone that Professional controls (collectively “Liabilities”). Such obligations to defend, hold harmless and indemnify District and District’s Agents shall not apply to the extent that such Liabilities are caused in whole by the sole negligence, active negligence, or willful misconduct of District or District’s Agents, but shall apply to all other Liabilities. With respect to third party claims against the Professional, the Professional waives any and all rights of any type of express or implied indemnity against District and District’s Agents.

**Section 27. Liability of District.** Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

**Section 28. Independent Contractor.** At all times during the Term, Professional shall be deemed to be an independent contractor and shall be wholly responsible for the manner in which Professional performs the services required under this Agreement. Professional shall be liable for its acts and omissions, and those of its employees, contractors, subcontractors, representatives, volunteers, and its agents. Nothing contained herein shall be construed as creating an employment, agency or partnership relationship between District and Professional. District shall have the right to control Professional only insofar as the result of Professional’s services rendered pursuant to this Agreement; however, District shall not have the right to control the means by which Professional accomplishes Services rendered pursuant to this Agreement.

**Section 29. Professional Not Agent.** Except as District may specify in writing, Professional shall have no authority, express or implied, to act on behalf of District in any capacity whatsoever as an agent. Professional shall have no authority, express or implied, pursuant to this Agreement to bind District to any obligation whatsoever.

**Section 30. Payment of Taxes and Other Expenses.** Payment of any taxes, including California sales and use taxes, levied upon this Agreement, the transaction, or the Services or goods delivered pursuant hereto, shall be the obligation of Professional.

**Section 31. Notices.** Any notice or communication required hereunder between District and Professional must be in writing, and may be given either personally, by registered or certified mail (return receipt requested), or by Federal Express, UPS or other similar couriers providing overnight delivery. If personally delivered, a notice or communication shall be deemed to have been given when delivered to the Party to whom it is addressed. If given by registered or certified mail, such notice or communication shall be deemed to have been given and received on the first to occur of (i) actual receipt by any of the addressees designated below as the party to whom notices are to be sent, or (ii) five (5) days after a registered or certified letter containing such notice, properly addressed, with postage prepaid, is deposited in the United States mail. If given by Federal Express or similar courier, a notice or communication shall be deemed to have been given and received on the date delivered as shown on a receipt issued by the courier. Any Party hereto may at any time, by giving ten (10) days written notice to the other Party hereto, designate any other address in substitution of the address to which such notice or communication shall be given. Such notices or communications shall be given to the Parties at their addresses set forth below:

If to District: San Miguel Community Services District  
1150 Mission Street  
San Miguel, California 93451  
Attention: District Manager

With courtesy copies to: Churchwell White LLP  
1414 K Street, 3<sup>rd</sup> Floor  
Sacramento, California 95814  
Attention: Douglas L. White, Esq.  
Tel: (916) 468-0950

If to Professional: Local IT Experts  
490 Lysandra Court  
Templeton, CA 93465  
Attention: Allen Mapalo  
Tel: (805) 423-5860

**Section 32. Exhibits.** All “Exhibits” referred to below or attached to herein are by this reference incorporated into this Agreement:

<u>Exhibit Designation</u>	<u>Exhibit Title</u>
Exhibit A:	Scope of Work
Exhibit B:	Schedule of Fees

**Section 33. Modification.** No alteration, amendment, modification, or termination of this Agreement shall be valid unless made in writing and executed by all of the Parties to this Agreement.

**Section 34. Waiver.** No covenant, term, or condition or the breach thereof shall be deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver of the breach of any covenant, term, or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term, or condition.

**Section 35. Assignment.** No Party to this Agreement shall assign, transfer, or otherwise dispose of this Agreement in whole or in part to any individual, firm, or corporation without the prior written consent of the other Party. Subject to the forgoing provisions, this Agreement shall be binding upon, and inure to the benefit of, the respective successors and assigns of the Parties hereto.

**Section 36. Authority.** All Parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement and the names, titles, and capacities herein stated on behalf of any entities, persons, states, or firms represented or purported to be represented by such entities, persons, states or firms and that all former requirements necessary or required by the state or federal law in order to enter into the Agreement have been fully complied with. Further, by entering into this Agreement, neither Party hereto shall have breached the terms nor conditions of any other contract or agreement to which such Party is obligated, which such breach would have a material effect hereon.

**Section 37. Drafting and Ambiguities.** Each Party acknowledges that it has reviewed this Agreement with its own legal counsel, and based upon the advice of that counsel, freely entered into this Agreement. Each Party has participated fully in the review and revision of this Agreement. Any rule of construction that ambiguities are to be resolved against the drafting party does not apply in interpreting this Agreement.

**Section 38. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the state of California.

**Section 39. Venue.** Venue for all legal proceedings shall be in the Superior Court of California for the County of San Luis Obispo.

**Section 40. Severability.** If this Agreement in its entirety is determined by a court to be invalid or unenforceable, this Agreement shall automatically terminate as of the date of final entry of judgment. If any provision of this Agreement shall be determined by a court to be invalid and unenforceable, or if any provision of this Agreement is rendered invalid or unenforceable according to the terms of any federal or state statute, which becomes effective after the Effective Date of this Agreement, the remaining provisions shall continue in full force and effect and shall be construed to give effect to the intent of this Agreement.

**Section 41. Counterparts.** This Agreement may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

**Section 42. Audit.** District shall have access at all reasonable times to all reports, contract records, contract documents, contract files, and personnel necessary to audit and verify Professional's charges to District under this Agreement.

**Section 43. Entire Agreement.** This Agreement, together with its specific references, attachments and exhibits, constitutes the entire agreement of the Parties with respect to the subject matters hereof, and supersedes any and all prior negotiations, understanding and agreements with respect hereto, whether oral or written.

**Section 44. Supersedes Prior Agreement.** It is the intention of the Parties hereto that this Agreement shall supersede any prior agreements, discussions, commitments, or representations whether, written, electronic or oral, between the Parties with respect to the subject matter of this Agreement.

**Section 45. Mandatory and Permissive.** “Shall” and “will” and “agrees” are mandatory. “May” and “can” are permissive.

**Section 46. Successors and Assigns.** All representations, covenants, and warranties specifically set forth in this Agreement, by or on behalf of, or for the benefit of, any or all of the Parties hereto, shall be binding upon and inure to the benefit of such Party, its successors and assigns.

**Section 47. Headings.** Headings used in this Agreement are for reference purposes only and shall not be considered in construing this Agreement.

**Section 48. Attorney’s Fees and Costs.** If any action at law or in equity, including action for declaratory relief, is brought to enforce or interpret provisions of this Agreement, the prevailing Party shall be entitled to reasonable attorney's fees and costs, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which such Party may be entitled.

**Section 49. Necessary Acts and Further Assurances.** The Parties shall at their own cost and expense execute and deliver such further documents and instruments and shall take such other actions as may be reasonably required or appropriate to evidence or carry out the intent and purposes of this Agreement.

**Section 50. Time is of the Essence.** Time is of the essence in this Agreement for each covenant and term of a condition herein.

*[Signatures on following page]*



**IN WITNESS WHEREOF**, this Agreement has been entered into by and between District and Professional as of the Effective Date.

**DISTRICT:**

San Miguel Community Services District, a political subdivision of the State of California

By: \_\_\_\_\_  
Darrell Gentry, District Manager

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

Resolution No.: \_\_\_\_\_

Approved as to Form:

By: \_\_\_\_\_  
Douglas L. White, District Counsel

**PROFESSIONAL:**

\_\_\_\_\_  
Allen Mapalo, doing business as Local IT Services, a sole proprietorship

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

**EXHIBIT A**

**Scope of Services**

**EXHIBIT B**

**Schedule of Fees**



## Managed IT Services

Local IT Experts  
 490 Lysandra Ct  
 Templeton CA. 93465  
 (805) 423-5860

San Miguel CSD  
 1150 Mission St  
 San Miguel, CA 93451  
 (805) 467-3388

Date: 3/18/16  
 Start Date: 4/1/16  
 End Date: 3/31/17  
 Estimate # 682

Service Description		
1-Year Managed IT Services w/Monthly Payments		
Itemized Service Description		
<b>Server Management Plan:</b>		2
Remote Control Support (1 hour per month) Guaranteed Response Time Remote Support & Maintenance 24/7 Service Availability Monitoring & Alerts Remote Server Maintenance Windows Patch Management Event Log Monitoring Log File Maintenance Disk Space Monitoring Printer Settings Management User Account Administration File Sharing Permissions Online Asset Management Online License Management Online Support Ticket Management Backup Management Windows Server Backup & Updates Security Administration Server Antivirus Software & Updates VPN Client Management Remote Vendor Liason for Support		
<b>Workstation Management Plan:</b>		6
Remote Control Support (2 hours per month) System Availability Monitoring Remote PC Maintenance Windows Patch Management Event Log Monitoring Log File Maintenance Disk Space Monitoring Printer Settings Management User Account Administration		

File Sharing Permissions			
Online Asset Management			
Online License Management			
Online Support Ticket Management			
Security Administration			
PC Antivirus Software & Updates			
VPN Client Management			
<b>Managed Switch</b>		1	
Configuration Management			
<b>Managed Network Printer Configuration</b>		1	
Configuration Management			
PC Print Driver Setup			
<b>Managed Wireless Configuration</b>		1	
Configuration Management			
Security Administration			
Log Monitoring			
<b>Managed Router</b>		1	
Security Administration			
Firmware Upgrades			
Configuration Management			
Log Monitoring			
<b>* Services not included but billed at your discounted hourly rate:</b>			
Onsite support			
Web & SharePoint Development			
Office Moves & Migrations			
Project Management & Project Labor			
VOIP Phone Management & Support			
Data Recovery			
Disaster Recovery			
Security or Compliance Audits			
Software & System Training			
Server Upgrades, Replacement or Migration			
PC Upgrades, Replacement or Migration			
<b>* 30 days written notice is required for cancellation.</b>			
<b>** Early cancellation fee equals half of the remaining contract balance.</b>			
<b>*** Invoices are due monthly upon the 1st.</b>			
<b>**** Service Desk Hours are Monday - Friday 8AM-5PM</b>			
<b>Total Monthly Recurring</b>			<b>\$400.00</b>

SMCSD

Darrell Gentry

Signature

Date

LITE

Allen Mapalo

Signature

Date





**San Miguel Community Services District  
Board of Directors**

**Staff Report**

**May 26, 2016**

**AGENDA ITEM: XI. 20**

**SUBJECT: Review and Discuss a Change Order request for installation of 3 additional tees to new fire hydrant units installed and recommend authorization of contract Change Order payment to Whitaker Construction**

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**STAFF RECOMMENDATION:**

Discuss and make a recommendation to Board to approve a Change Order amendment to Whitaker Construction for an additional amount of \$9,000 to the existing contract amount.

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**BACKGROUND:**

The Finance & Budget Committee reviewed and recommended that the Board approve the requested Change Order amendment to the contract awarded to Whitaker Construction last year. Last year, the District awarded a contract for the installation and replacement of twelve fire hydrants district-wide. District also was awarded a CDBG grant of \$105,000 for this project. The contract award to Whitaker Company as low qualified bidder was \$134,000. This Change Order will increase that contract to a total of \$143,000, which is less than 10% of the original contract awarded.

**RATIONALE FOR CHANGE:**

During the installation construction, Whitaker discovered 3 additional tees that were faulty requiring replacement. District staff concurred with installation of these 3 additional tees at the time of installation to avoid a higher expense of separate excavation and installation of these 3 tees.

District bid specifications for contract work had included 3 other tees to be replaced originally but had not included any other tees at that time. In order to close out this contract, the requested Change Order for an additional \$9,000 must authorized for payment. There may be an opportunity to send the additional expense along for CDBG reimbursement to District, but staff is not anticipating a favorable response to an amended expense that would be eligible for reimbursement. As the Board may recall, CDBG grants are specifically allocated for a project. Amendments to the CDBG amounts awarded are difficult but not entirely impossible. An approved Change Order amendment to contract may assist in any successful effort to obtain an added reimbursement by CDBG program funding.



**Fiscal Impact:**

The Board will need to approve an additional appropriation of Capital Reserve funds for this Change Order.

**Staff Recommendation:**

Staff recommends that the Board authorize:

- 1) A Change Order amendment to contract with Whitaker Company for \$9,000 for the added expense related to the installation of 3 added tees to new fire hydrants installed as a part of a CDBG project.

**PREPARED BY:**

**Darrell Gentry**

General Manager

Attachment:

Change Order Request Letter from Whitaker Company & Change order invoices from Whitaker



3/9/2016

2752 CONCRETE COURT, PASEO ROBLES, CA 93446  
PH: (805) 228-4020 FAX: (805) 228-4021 INFO@WCGROUPINC.COM

San Miguel Community Service District  
PO Box 180  
1150 Mission Street  
San Miguel, CA 93451

Attention: Kelly Dodds

Subject: Additional Tee Replacements

Dear Kelly,

After excavation tees were required to be installed at hydrants 08-04, 11-05, 11-06. This additional work will be charged at \$3,000 per hydrant, this is consistent with the bid alternate prices for the same work for hydrants 5-16, 8-02 and 8-05.

Sincerely,

A handwritten signature in black ink, appearing to be "A. Ulm", written over a long horizontal line.

Aaron Ulm



2750 SOUTH TOWNE AVE  
POMONA, CA 91766-0000

INVOICE NUMBER	CUSTOMER	PAGE
3012608	90709	1 of 1

**PLEASE REFER TO INVOICE NUMBER WHEN MAKING PAYMENT AND REMIT TO:**

FERGUSON ENTERPRISES INC #1350  
PO BOX 740827  
LOS ANGELES, CA 90074-0827

Please contact with Questions: 909-517-3085

RECEIVED MAR 01

4174 1 AB 0.416 E0182X I0316 D1646007789 P3129452 0001:0001



WHITAKER CONSTRUCTION GRP INC  
--SAN MIGUEL COMMUNITY SRVS--  
2752 CONCRETE CT  
PASO ROBLES CA 93446-5936

1602  
4050  
1/2

SHIP TO:

COUNTER PICK UP  
4546 BROAD STREET  
SAN LUIS OBISPO, CA 93401

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
632	632	CA40SL	AARON	SDG	SAN MIGUEL COMMUNITY SRVS	02/24/16	IO 349507
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT	
4	4	S46106540765000	Thank you for your business! Have a great day! 6 *QUANTU COUP 6.54-7.65	172.000	EA	688.00	
			INVOICE SUB-TOTAL			688.00	
			TAX	SLO/SLO		55.04	

\*\*\*\*\*  
LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH \*NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.

# Thank you for your business

TERMS: CASH ON DEMAND	ORIGINAL INVOICE	TOTAL DUE	\$743.04
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All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at [http://wolseley.com/terms\\_conditionsSale.html](http://wolseley.com/terms_conditionsSale.html) and are incorporated by reference. Seller may convert checks to ACH.



2750 SOUTH TOWNE AVE  
POMONA, CA 91766-0000

RECEIVED FEB 25

Please contact with Questions: 909-517-3085

INVOICE NUMBER	CUSTOMER	PAGE
2992845	90709	1 of 1

PLEASE REFER TO INVOICE NUMBER WHEN  
MAKING PAYMENT AND REMIT TO:

FERGUSON ENTERPRISES INC #1350  
PO BOX 740827  
LOS ANGELES, CA 90074-0827

2480 1 AB 0.416 E0169 I0279 D1640495769 P3118849 0002:0002

SHIP TO:



WHITAKER CONSTRUCTION GRP INC  
--SAN MIGUEL COMMUNITY SRVS--  
2752 CONCRETE CT  
PASO ROBLES CA 93446-5936

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
632	632	CA40PR	AARON	SDG	SAN MIGUEL COMMUNITY SRVS	02/18/16	IO 348997

ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT
			Thank you for your business! Have a great day!			
1	1	S46106540765000	6 *QUANTU COUP 6.54-7.65	172.000	EA	172.00
2	2	MJFTLAU	6 MJXFLG C153 TEE L/A	101.000	EA	202.00
4	4	SSLCEP6	6 PVC WDG REST GLND PK *ONELOK	50.000	EA	200.00
<b>INVOICE SUB-TOTAL</b>						<b>574.00</b>
<b>TAX</b>						<b>45.92</b>
Luis Obis/PasoRobles						

\*\*\*\*\*  
LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH \*NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.

# Thank you for your business

TERMS: CASH ON DEMAND	ORIGINAL INVOICE	TOTAL DUE	<b>\$619.92</b>
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All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at [http://wolseley.com/terms\\_conditionsSale.html](http://wolseley.com/terms_conditionsSale.html) and are incorporated by reference. Seller may convert checks to ACH.



2750 SOUTH TOWNE AVE  
POMONA, CA 91766-0000

1602  
4050  
1/2

INVOICE NUMBER	CUSTOMER	PAGE
2969341	90709	1 of 1

PLEASE REFER TO INVOICE NUMBER WHEN  
MAKING PAYMENT AND REMIT TO:

FERGUSON ENTERPRISES INC #1350  
PO BOX 740827  
LOS ANGELES, CA 90074-0827

Please contact with Questions: 909-517-3085

RECEIVED FEB 25

2480 1 AB 0.416 E0169X I0278 D1640474326 P3118849 0001:0002

SHIP TO:



WHITAKER CONSTRUCTION GRP INC  
--SAN MIGUEL COMMUNITY SRVS--  
2752 CONCRETE CT  
PASO ROBLES CA 93446-5936

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID
632	632	CA40PR	1602-01	SDG	SAN MIGUEL COMMUNITY SRVS	02/17/16	348797

ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT
2	2	MJFTLAU	6 MJXFLG C153 TEE L/A	101.000	EA	202.00
<del>3</del>	<del>3</del>	<del>FCRUP</del>	<del>6X4 DI 125# C110 FLG CONC RED</del>	<del>73.000</del>	<del>EA</del>	<del>219.00</del>
<del>4</del>	<del>4</del>	<del>FTU</del>	<del>6 DI 125# C110 FLG TEE</del>	<del>156.000</del>	<del>EA</del>	<del>624.00</del>
<del>1</del>	<del>1</del>	<del>C642MJHB</del>	<del>6X42 MJ HYD BURY</del>	<del>205.000</del>	<del>EA</del>	<del>205.00</del>

INVOICE SUB-TOTAL \$202.00

TAX Luis Obis/PasoRobles \$16.16

\*\*\*\*\*  
LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH \*NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.

Thank you for your business



TERMS: CASH ON DEMAND	ORIGINAL INVOICE	TOTAL DUE	\$218.16
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All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at [http://wolseley.com/terms\\_conditionsSale.html](http://wolseley.com/terms_conditionsSale.html) and are incorporated by reference. Seller may convert checks to ACH.



## San Miguel Community Services District Board of Directors

### Staff Report

May 26, 2016

AGENDA ITEM: XI.21

**SUBJECT: Review and approve a contract with Roach electric for \$4345.00 to install the Breathing air compressor at the fire station**

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**STAFF RECOMMENDATION:** Review and approve a contract with Roach electric to install the breathing air compressor at the fire station and direct staff have the proposed work scheduled as soon as possible.

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#### **BACKGROUND:**

Finance & Budget Committee reviewed this request at its May 19<sup>th</sup> meeting and recommended that the Board approve award of contract to Mike Roach Electric for installing the breathing air compressor. Currently, Fire is requesting approval to install a previously purchased breathing air compressor at the fire station to replace the existing trailer mounted air compressor. We currently utilize a trailer mounted breathing air compressor that was donated to our department by SLO County Fire. The trailer mounted compressor unit was surplus equipment given to our department. This unit is at the end of its useful life and will be scheduled for surplus disposal.

A breathing air compressor is an important piece of equipment, being able to keep all of our air bottles full and ready for incidents and training. The compressor provides a critical component in ensuring we can adequately protect lives and property, as well as firefighter personnel in a fire incident.

Staff invited bid quotes in accordance with District Purchasing Policy. Four quotes were solicited but only two quotes were received in response. Those quotes were provided to Finance & Budget Committee. The Committee recommended that the lowest, qualified bidder was Mike Roach Electric and made a recommendation to the Board to award a contract to that firm.

(continued on next page)

A Capital Reserve appropriation from Fire Fund is needed since this cost was not budgeted in FY 2015-16. The 2 bid quotes received were:

Mike Roach Electric	\$4,345.00
SPYCO Construction	\$6,150.00

**Fiscal Impact:**

The installation of this unit will cost \$4,345.00 which would come from the Fire Capital Reserves.

**Staff Recommendation:**

Staff recommends that the Board award a not-to-exceed contract to Mike Roach Electric to perform the compressor installation work and appropriate \$4,345.00 from Fire Capital Reserves funds for this work.

**PREPARED BY:**

Kelly Dodds  
Assistant Fire Chief

**APPROVED BY:**

Darrell Gentry  
General Manager

Attachment:

- 1) Mike Roach Electric Quote
- 2) SPYCO Construction Quote

**MIKE ROACH ELECTRIC INC**  
4759 MEADOW LARK LANE  
PASO ROBLES, CA 93446  
Phone: 805-227-6714  
CA. LIC. # 483755

# Bid Proposal

**TO:**

SAN MIGUEL CSD  
1150 MISSION ST.  
SAN MIGUEL, CA 93451

**JOB:**

SAN MIGUEL CSD BOTTLED AIR COMPRESSOR  
SAN MIGUEL FIRE STATION  
Bid Date: **2/10/2016**

**Work Description:** INSTALL ELECTRICAL FOR BOTTLED AIR COMPRESSOR

- 1) INSTALL 3/4" EMT CONDUIT SURFACE MOUNTED FROM EXISTING ELECTRICAL PANEL APPROXIMATELY 175 FT. TO AIR COMPRESSOR LOCATION.
- 2) INSTALL 40A 2P CIRCUIT BREAKER IN ELECTRICAL PANEL.
- 3) INSTALL (2) #8 CU. FEEDERS AND (1) #10 CU. GROUND.
- 4) INSTALL 10 HP RATED PHOENIX PHASE CONVERTER MODEL # GP10P3L WITH PUSH BUTTON START AND MAG STARTER AT AIR COMPRESSOR LOCATION.
- 5) CONNECT PHASE CONVERTER TO BOTTLED AIR COMPRESSOR.
- 6) START UP SYSTEM AND TEST.

TOTAL PRICE FOR THE ABOVE WORK:..... **\$4,345.00**

**Exclusions:**

- 1) PERMIT

**THIS ESTIMATE GOOD FOR 30 DAYS**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED:** \_\_\_\_\_



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<b>Project Information</b>	<b>Project Number</b>	<b>Pending</b>
Date: 5/12/2015		
Customer: San Miguel CSD		
Address: 1150 Mission Street San Miguel CA. 93451		
Phone # 805-467-3388		
Project: Air Unit Power Installation		
From: Scott Young		

**Project Document**

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**Furnish and install items required to provide power to 1- existing air unit.**

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<b>Item</b>	<b>Description</b>	<b>Amount</b>
1	<b>Furnish and install required equipment and wiring necessary to provide 3 phase power to 1- existing air machine as discussed.</b>	\$6,150.00

Engineering, plans, permits & or any related permit items are not included in this estimate.

Approved By:

Date

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Print

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## San Miguel Community Services District

### Staff Report

May 26, 2016

ITEM: XI 22

**SUBJECT:** Adopt **Resolution No. 2016-20** authorizing the abatement of weeds within the District boundaries and the recovery of costs.

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#### **STAFF RECOMMENDATION:**

Hold a hearing to hear and consider objections to the “Notice to Remove, Destroy, and/or Abate Vegetation, Rubbish and Debris”, overrule any objections and adopt **Resolution No. 2016-20** authorizing the Fire Chief to have weeds abated from the properties identified on the attached list (Exhibit A) and recover costs.

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#### **DISCUSSION:**

In accordance with provisions of Section 14875 et seq. of the Health & Safety Code, property owners on the attached list have been given a “Notice to Remove, Destroy, and/or Abate Vegetation, Rubbish and Debris”. The Notice advised property owners that the Board would hold a hearing on May 26, 2016.

At the conclusion of the hearing, the Board may allow or overrule any objections to the removal of weeds, after which it acquires jurisdiction to order the abatement of the public nuisance. By adopting the attached Resolution, the Board will authorize the Fire Chief to hire contractors to abate the remaining fire hazards and recover the cost. Approximately 101 notices were sent out to property owner on April 30 informing them of their obligation to abate their properties of combustible weeds by May 26, 2016. The attached list, Exhibit A, lists the properties that have not complied with the abatement notice.

#### **FISCAL IMPACT:**

None, since costs of abatement will be recovered by the District through the property tax bill.

#### **Prepared by:**

*Rob Roberson*

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Rob Roberson  
Fire Chief

#### **Approved by:**

*Darrell Gentry*

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Darrell W. Gentry  
General Manager

**ATTACHMENTS:** **Resolution No. 2016-20** and **Exhibit A--Property List**

**RESOLUTION NO. 2016-20**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT OVERRULING  
OBJECTIONS AND ORDERING THE ABATEMENT OF WEEDS WITHIN  
DISTRICT BOUNDARIES**

**WHEREAS**, on April 30, 2016, the Board of Directors (“Board”) of the San Miguel Community Services District (“District”) adopted Resolution No. 2016-19 declaring certain weeds located on private properties within District boundaries to be a public nuisance; and

**WHEREAS**, a hearing was held on May 26, 2016 at 7:00 pm at 1150 Mission Street, San Miguel, California 93451 to hear objections and protest the proposed removal of such weeds.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the San Miguel Community Services District does hereby resolve, declare, determine and order as follows:

1. That the above recitals are true and correct and incorporated herein by this reference.
2. That the District Board held a public hearing on May 26, 2016 at 7:00pm at 1150 Mission Street, San Miguel, California 93451 to hear objections to the proposed removal of such weeds, and the hearing was closed with all objections and protests overruled.
3. That the District Fire Chief or his designee is ordered to abate the nuisance declared by Resolution No. 2016-20 by removing the weeds located on the properties described in Exhibit “A” attached hereto and incorporated herein by this reference. The Fire Chief/ Designee may enter private property to abate the nuisance. Before the Fire Chief/Designee arrives, any property owner listed in Exhibit “A” may remove such weeds at his/her own expense.
4. The Fire Chief/ Designee shall keep an account of the cost of abatement in front of or on each separate lot or parcel of land or both, where the work is to be done and shall submit to the District Board an itemized report on June 23, 2016, at the hour of 7:00 pm at 1150 Mission Street, San Miguel, California 93451, which date, time and place of hearing of such report is hereby fixed for the hearing of any objections of any of the property owners liable to be assessed for the costs and expenses of such abatement. The Fire Chief/ Designee shall post a true and correct copy of said report on or near the District Board’s chambers for at least three (3) days prior to its submission to the Board, with a notice of the time and place the report will be submitted to the District Board for confirmation.

(Continued on next page)

On the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

The foregoing Resolution is hereby passed and adopted this 26th day of May, 2016.

\_\_\_\_\_  
John Green, President  
Board of Directors

**ATTEST:**

\_\_\_\_\_  
Darrell Gentry, General Manager and  
Secretary to the Board of Directors

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Doug White, General Council

# Weed Abatement 2016

## Exhibit A

APN	Street	Legal	Est. Acres
021-241-032	00000 12TH ST	PM 31/82 PTN PAR B & T25S R12E PTN SEC 16	0.39
021-401-001	00620 12TH ST	T25S R12E SEC 16 PTN SW 1/4 OF SW 1/4	2.71
021-231-017	00599 12TH ST	T25S R12E PTN SEC 16	0.31
021-231-041	00000 N ST	TN SAN MIGUEL BL 73 PTN LTS 10 THRU 14	0.3
021-231-024	01222 N ST	TN SAN MIGUEL BL 73 PTN LTS 10 TO 14	0.48
021-231-005	00590 14TH ST	TN SAN MIGUEL T25S R12E PTN SEC 16	0.66
021-195-002	01436 RIO VISTA PL	TN SAN MIGUEL TR 32 BL 4 LTS 3 & 4	0.3
021-193-016	01470 BONITA PL	TN SAN MIGUEL TR 32 BL 2 LT 2	0.16
021-193-007	01420 BONITA PL	TN SAN MIGUEL TR 32 BL 2 LT 5	0.16
021-192-024	01409 BONITA PL	PM 76/60-61 PAR 3	0.27
021-151-043	00000 16TH ST	T25S R12E PTN SEC 16	0.92
021-051-022		0 BOE 872-40-10D PAR 19	2.66
021-071-010	01833 MISSION ST	TN SAN MIG BL 52 LTS 11 & 12	0.14
021-071-011	01845 MISSION ST	TN SAN MIG BL 52 LTS 9 & 10	0.14
021-071-017	01875 MISSION ST	TN SAN MIG BL 52 LTS 3 & 4	0.13
021-071-015	01887 MISSION ST	TN SAN MIG BL 52 LTS 1 & 2	0.12
021-092-002	00000 17TH ST	TN SAN MIGUEL BL 68 & PTN ABD RD	1.28
021-112-002	00000 16TH ST	TN SAN MIGUEL BL 67 & PTN ABD RD	1.1
021-141-009	01510 MISSION ST	TN SAN MIGUEL PTN DEPOT GRDS	0.08
021-131-012	01560 L ST	TN SAN MIGUEL BL 55 LTS 25 & 26	0.19
021-131-004	01588 L ST	TN SAN MIGUEL BL 55 LTS 27 & 28	0.19
021-131-025	00340 16TH ST	TN SAN MIGUEL PM 53-75 PAR 2	0.17
021-131-011	01525 MISSION ST	TN SAN MIGUEL PTN BL 55 LESS 75% MIN RTS IN PTN	0.55
021-171-013	01411 MISSION ST	TN SAN MIGUEL BL 56 LT 13 & PTN LT 12	0.11
021-171-008	00000 14TH ST	TN SAN MIG BL 56 PTN LTS 17 TO 21	0.18
021-211-012	01337 MISSION ST	TN SAN MIGUEL BL 57 LTS 12 TO 16	0.42
021-261-020	01215 MISSION ST	TN SAN MIGUEL BL 58 LT 15	0.08
021-252-004		0 000.60AC BUILDING	0.74
021-252-013	01235 L ST	TN SAN MIG BL 33 LTS 12 TO 14	0.28
021-252-009	00249 12TH ST	TN SAN MIGUEL BL 33 E 1/2 LTS 17 TO 21	0.24
021-302-008	01010 L ST	TN SAN MIG BL 31 LTS 13 TO 16 LESS 50% MR	0.38
021-331-001	00000 L ST	TN SAN MIGUEL BL 61 LTS 30 TO 32	0.28
021-331-034	00968 L ST	TN SAN MIGUEL MC D ADD BL 61 LTS 23 THUR 24	0.19
021-322-014	00947 L ST	TN SAN MIGUEL MCD ADD BL 30 LTS 10 & 11	0.2
021-322-015	00939 L ST	TN SAN MIGUEL MCD ADD BL 30 LTS 1213& N 1/2 LT 14	0.29
021-322-004	00972 K ST	TN SAN MIGUEL T25S R12E PTN SEC 20	0.75
021-371-002	00777 MONTEREY RD	T25S R12E SEC 20 PTN	1.72
021-323-004	00252 9TH ST	TN SAN MIGUEL T25S R12E PTN SEC 20	0.68
021-323-001	00238 9TH ST	TN SAN MIGUEL MC D ADD BL 77 PTN LTS 1 TO 5	0.23



## **San Miguel Community Services District Board of Directors**

### **Staff Report**

**May 26, 2016**

**AGENDA ITEM: XI 23**

**SUBJECT: Review and Discuss authorizing General Manager to apply for a technical assistance grant up to \$500,000 for purposes of preparing a planning design study and environmental documentation for the Machado WWTP facility potential expansion.**

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**STAFF RECOMMENDATION:** Review and discuss authorizing General Manager to apply for a technical assistance grant up to \$500,000 for purposes of preparing a planning design study and environmental documentation for the potential expansion and upgrades to the Machado WWTP plant.

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#### **BACKGROUND:**

The Board has recently received and reviewed a Loading Study of the WWTP operations and been made aware that the current plant is at approximately 75% of its design capacity. Typically, this level of operational capacity triggers preliminary planning for upgrading and expanding plant operations at a future date. This process can be lengthy in terms of time, thus it is prudent to initiate an organized effort to prepare appropriate design plans to address potential expansion and upgrades to existing plant operations.

Staff has identified a potential funding source via the State Water Resources Board, Office of Technical Assistance that offers Prop 1 technical assistance funding for this type of design planning and required environmental documents. Office of Technical Assistance provides this type of assistance to Disadvantaged Communities identified by income levels and population size based on Prop 1 program funds, a maximum of \$500,000 for a single grant.

Potential funding for this potential expansion and upgrade to the Machado WWTP could be \$375,000 to \$500,000. To initiate an application, a request made by a Board decision is needed for the application. As the Technical Assistance grant application readied for grant award, a Board resolution may be required as a part of the grant award package. If needed, a resolution would be brought back for Board action.

**Fiscal Impact:**

There is no fiscal impact for authorizing the submittal of an initial interest application in grant funding through the Office of Technical Assistance.

**Staff Recommendation:**

Staff recommends that the Board authorize the General Manager to prepare and submit an application for a technical assistance grant with Office of Technical Assistance.

**PREPARED BY:**

Darrell Gentry

General Manager