



# Agenda

## San Miguel Community Services District

### BOARD OF DIRECTORS

John Green, President  
Anthony Kalvans, Director

Gib Buckman, Director

Joseph Parent, Vice President  
Ashley Sangster, Director

**THURSDAY, JUNE 28, 2018**

**6:15 P.M. closed session 7:00 P.M. opened session**

### **BOARD OF DIRECTORS 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.sanmiguelcsd.org](http://www.sanmiguelcsd.org)

**Agendas:** Agenda packets are available for 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: 6:15 PM**
- II. Pledge of Allegiance:**
- III. Roll Call: Green\_\_\_ Parent\_\_\_ Buckman\_\_\_ Kalvans\_\_\_ Sangster\_\_\_**
- IV. Approval of Special Meeting Agenda:**

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

- V. ADJOURN TO CLOSED SESSION: Time:\_\_\_\_\_**

**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 LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)  
District Representatives: District General Counsel, Director Kalvans, and Director Green.  
Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit
- 3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Government Code §54957)  
Title: Bookkeeper
- 4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Government Code §54957)  
Title: Fire Chief
- 5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION** (Pursuant to Government Code §54957)  
Title: Assistant Fire Chief

- VI. Call to Order for Regular Board Meeting/Report out of Closed Session 7:00 PM**  
**Time:\_\_\_\_\_**

- 1. Report out of closed session by District General Counsel

**VII. 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.

**VIII. Special Presentations/Public Hearings/Other:**

**1. CONTINUATION PUBLIC HEARING: ADOPTION OF WATER AND SEWER RATES:** *Public Hearing closed on 5-24-2018 - Discussion being continued from May 24<sup>th</sup>, 2018 and May 31<sup>st</sup>, 2018; Board Meeting.*

Pursuant to Article XIII (D) of the California Constitution that San Miguel Community Services District is holding a public hearing as part of the District’s Board meeting to consider increasing its rates for water and wastewater services.

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

**2. PUBLIC HEARING: Consider Adoption of Resolution No. 2018-15 Adopting the FY 2018-19 Operations and Maintenance Budget.**

**Recommendation:** Review and Discuss Approving Resolution 2018-15 Adopting the 2018-19 FY Budget.

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

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

**3. PUBLIC HEARING: Consider approving Resolution No 2018-20 confirming the 2018 Weed Abatement Cost Report and Authorizing Collection of the charges on the County Tax Rolls.**

**Recommendation:** That the Board of Directors approve the Cost Report for the 2018 Weed Abatement Program (Exhibit “A” to **Resolution 2018-20**)

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

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

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

**Non-District Reports:**

- |    |                                                     |                     |           |
|----|-----------------------------------------------------|---------------------|-----------|
| 1. | San Luis Obispo County Sheriff                      | (Commander K.Scott) | 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                    | (LTC Kevin Bender)  | No Report |

**District Staff & Committee Reports:**

- |     |                          |                  |                 |
|-----|--------------------------|------------------|-----------------|
| 6.  | Interim General Manager  | (Mr. Roberson)   | Verbal          |
| 7.  | District General Counsel | (Mr. White)      | Verbal          |
| 8.  | District Engineer        | (Dr. Reely)      | Report Attached |
| 9.  | Director of Utilities    | (Mr. Dodds)      | Report Attached |
| 10. | Fire Chief               | (Chief Roberson) | Report Attached |

**X. CONSENT CALENDAR:**

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.

- 1. Review and Approve Board Meeting Minutes
  - a) 5-24-2018 Regular Board Meeting
  - b) 5-31-2018 Special Board Meeting

**XI. BOARD ACTION ITEMS:**

- 1. **Review, Discuss, Receive and File the Enumeration of Financial Report for May 2018**
  - a) Claims Detail Report 5-2018
  - b) Statement of Revenue Budget vs Actuals 5-2018
  - c) Statement of Expenditures Budget vs Actual 5-2018
  - d) Cash Report for Payrolls 5-2018

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

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

- 2. **Review and adopt RESOLUTION 2018-22 the 2018 Sewer System Management Plan audit and update as prepared by Monsoon Consulting (Dodds)**

**Recommendation:** Review and adopt resolution 2018-22 the 2018 SSMP audit and update

**Public Comments:** (Hear public comments)

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

- 3. **Review and Discuss District projects and accomplishments throughout the 2017-18 fiscal year**

**Recommendation:** Review and discuss District projects and accomplishments throughout the 2017-18 fiscal year

**Public Comments:** (Hear public comments)

- 4. **Consideration of RESOLUTION 2018-21 requesting consolidation of the San Miguel Community Services District's Biennial Election with County's November 6, 2018 Consolidated General Election.**

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

**Recommendation:** Review and adopt resolution 2018-21 consolidation of the San Miguel CSD Biennial Election with SLO County.

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 TO NEXT REGULAR MEETING OF 7-26-2018**

**ATTEST:**

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

I, Tamara Parent, Board Clerk/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCS D office on June 22, 2018

Date: June 22, 2018

*Tamara Parent*   Approved -----  
Tamara Parent, Board Clerk/ Accounts Manager

*Rob Roberson*   Approved 6-14-2018 (signature on file)  
-----  
Rob Roberson, Fire Chief/Interim General Manager

*John Green*  
----- Approved \_\_\_\_\_  
Approved by: President Green



MONSOON CONSULTANTS

P.O. Box 151 San Luis Obispo, CA 93406  
(805) 476-6168 [www.monsoonconsultants.com](http://www.monsoonconsultants.com)

**SAN MIGUEL COMMUNITY SERVICES DISTRICT**

Rob Roberson, Interim General Manager  
Post Office Box 180  
San Miguel, CA 93451  
(805) 467-3300

**BOARD OF DIRECTORS**

John Green, President  
Joseph Parent, Vice President  
Gib Buckman  
Anthony Kalvans  
Ashley Sangster

**Re: DISTRICT ENGINEER REPORT - JUNE 2018**

Gentlemen:

The following is a summary of the activities performed and the status of relevant issues which pertain to the duties and responsibilities of this position:

**OVERVIEW**

The District produced approximately 7.45 MGAL (9,953 CCF) of water during the month of May 2018. This represents a decrease of approximately 5% from the prior month. No major failures or unexpected major expenditures were encountered within the water, wastewater or street lighting systems during the month.

A letter was received on June 18<sup>th</sup> from the Regional Water Quality Control Board that stated among other things, that ***“Our analysis of recent flow volumes shows that the current wastewater treatment plant will reach capacity (200,000 gallons per day) in less than 3 years, and we therefore urge you to proceed with expansion planning and construction with all due haste”***. The DE and the Director of Utilities will be working diligently to complete the required studies and design for the WWTP expansion project so that construction can be completed within the stated time frame. (A copy of the referenced letter is attached along with a copy of the current Standard Provisions and Reporting Requirements for Waste Discharge Requirements).

**MEETING PARTICIPATION**

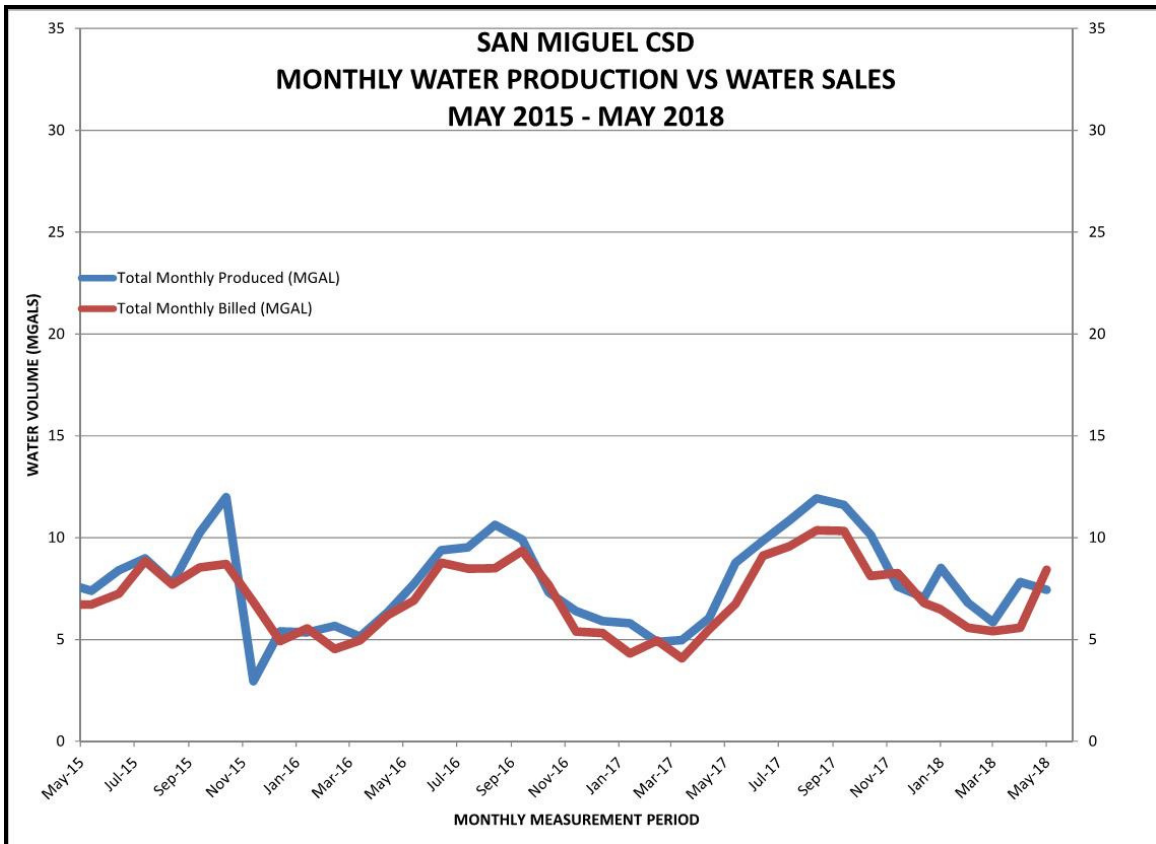
A brief summary of relevant issues that were discussed during meetings attended by the DE during the previous month are summarized below. (Note that routine meetings with SMCS staff are not included):

**CIVIL ENGINEERING / HYDROLOGY**

1. May 24, 2018: The DE and Director of Utilities met with representatives of the equipment supplier, Aqualitec, to discuss design & equipment alternatives for the WWTP headworks. As a follow-up, the DE will work with Aqualitec to develop a preliminary design & budget for the proposed WWTP headworks project.
2. May 30, 2018: The DE attended a Public Meeting of the Salinas River Valley GSA in Kings City.
3. May 31, 2018: The DE attended the SMCSO Special Meeting to discuss the utility rate study and proposed water & sewer rate increase.
4. June 5, 2018. The DE and Director of Utilities met with the owners of Tract 2723 (located in the San Lawrence Terrace) to discuss the possibility of allowing a phased approach to the proposed residential development.
5. June 13, 2018: The DE participated in a meeting between all Paso Robles Groundwater Basin GSP coordination committee staff members and the GSP Consultant team to discuss GSP status, scheduling and content for the individual GSP chapters.

**WATER PRODUCTION HISTORY**

The following graph depicts the water production and sales for the proceeding 36-months.



## **CAPITAL IMPROVEMENT PROGRAM**

The following is a summary of the principal activities that were related to the Capital Improvements Program during the previous month:

1. San Lawrence Terrace Arsenic Blending Pipeline & Tank Improvements: The contractor (Whitaker Construction Group, Inc.) has completed all work on the project. The DE and Director of Utilities are scheduled to meet with the county on June 20th to close-out the project.
2. WWTP Aeration System Upgrade: Under the terms of an agreement between the District and the County, their consultant has completed a study to evaluate design alternatives for improvements to the WWTP aeration system. As part of the project, four (4) different aeration systems were evaluated with considerations given to treatment & energy efficiency, installation & operational costs, and compatibility with the existing WWTP. In addition, the consultant evaluated various headworks alternatives for the facility. The District has received the final draft report and we are scheduled to meet with the County, PG&E and the consultant to review the final draft and the proposed WWTP improvements described therein. The engineering phase of this project has been completed at no cost to the District. If the District elects to move forward with the recommendations, the cost of the improvements will be paid for through future energy cost savings.

Wastewater Treatment Plant Renovation / Upgrade & Recharge Basin Engineering Study: We have been notified that the District is the recipient of \$177,750 Prop 1 IRWM DAC Involvement Grant Funds which will be used to fund a Wastewater Treatment Plant Upgrade and Recharge Basin Study. The DE has initiated work on this project with the initial Because of the DAC status, no matching funds are required. The following milestones are anticipated for completion during the 3rd Quarter of 2018:

- Complete Data Collection / Document Review
  - Identify and Assess WWTP upgrade / expansion alternatives
  - Prepare Preliminary Draft of WWTP Upgrade / Expansion Engineering Report
  - Initiate hydrogeologic analysis of potential recharge basin locations
3. Wastewater Treatment Plant Renovation / Upgrade: We have submitted a grant application to the DWR for funding in the amount of \$250,000 for Planning & Design for the Wastewater Treatment Plant renovation. We have been assigned a project manager at the DWR and the DWR has reviewed our submittal and found it to be complete with the exception of the 2016 – 2017 audited financials. These will be submitted as soon as they are available.
  4. SLT 6-inch A.C. Waterline Replacement: A major break a 6-in asbestos cement pipeline occurred on January 7, 2018. The DE has prepared Engineering Plans & Specifications to allow the District to solicit bids from qualified contractors to replace the existing waterline between Oak Drive and the SLT Water Tank. The DE and Director of Utilities have attended two meetings with the property owners to discuss the acquisition of a utility easement. The property owners have asked their engineers to evaluate a phased approach for the development to determine how, when and if they want to proceed with development.
  5. Sanitary Sewer Management Plan Audit & Update: The Board directed the DE to to prepare a required audit and update the District's Sanitary Sewer Management



Plan (SSMP). This 2018 SSMP Audit and Plan Update has been completed and the Final Draft has been provided to the Director of Utilities. Pending comment and revisions, the Final Plan & Audit will be available for Board review at the June 2018 Board meeting.

### **DEVELOPMENT**

The following is a summary of private development projects that are either in-progress or planned that staff is currently reviewing or inspecting during construction:

- a) People's Self Help (Tract 2527, formerly Mission Garden Estates): The contractor continues the installation of the underground utilities. The sanitary sewer collection system and the water distribution system have been installed. The sewage lift station is installed. Dry utilities are currently being installed, and final grading, paving and drainage operations.
- b) People's Self Help (Tract 2710). This is a 24 Lot residential subdivision. Construction of water and sewer lines have been completed, tested and passed inspection. Homes are now under construction and the District is providing lateral inspections as needed. To date, all of the planned homes have been framed and construction continues to progress.
- c) Tract 2779 (Nino - 34 lots) –Site work on for this development was initiated in October 2017 and the contractor is currently installing water and sanitary sewer infrastructure and site grading / dry utility installation is underway.

### **GROUNDWATER SUSTAINABILITY AGENCY**

The HydroMetrics GSP Consultant Team has been working on the development of the Paso Robles Groundwater Basin GSP. The DE has participated in periodic meetings of the GSA cooperative committee staff and the consultant team and has contributed information / data as requested by the consultant team for incorporation into the GSP.

I would like to take this opportunity to thank each of you and District staff that will review the information contained in this report. If there are any questions or you wish to discuss, please do not hesitate to contact me.

Respectfully Submitted,  
**MONSOON CONSULTANTS**

*Blaine T. Reely*

Blaine T. Reely, Ph.D., P.E.  
President, Monsoon Consultants

June 20, 2018

Date

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## Central Coast Regional Water Quality Control Board

June 18, 2018

John Green, President  
San Miguel Community Services District  
1150 Mission St.  
San Miguel CA 93451  
Email: [john.green@sanmiguelcsd.org](mailto:john.green@sanmiguelcsd.org)

**Sent via Electronic and Registered Mail No.  
7016 1370 0001 7682 6261**

Dear Mr. Green:

### **SAN MIGUEL WASTEWATER TREATMENT PLANT, SAN MIGUEL, SAN LUIS OBISPO COUNTY – TREATMENT PLANT NEARING CAPACITY**

It has come to Central Coast Regional Water Quality Control Board (Central Coast Water Board) staff's attention that the San Miguel Community Services District's wastewater treatment plant is nearing capacity, and that plans for expansion are currently being formulated.

Our analysis of recent flow volumes shows that the current wastewater treatment plant will reach capacity (200,000 gallons per day) in less than 3 years, and we therefore urge you to proceed with expansion planning and construction with all due haste.

Your discharge permit for the wastewater treatment plant is Waste Discharge Requirements Order No. 99-046. Order No. 99-046 requires you to submit a report to the Central Coast Water Board when your flow may reach design capacity within four years. Standard Provisions and Reporting Requirements for Waste Discharge Requirements (updated December 5, 2013), is include by reference in Order No. 99-046. Standard Provisions section C(9) addresses facilities that are nearing their design capacity, and states:

“Within 120 days after the discharger discovers, or is notified by the Central Coast Water Board, that monthly average daily flow will or may reach design capacity of waste treatment and/or disposal facilities within four years, the discharger shall file a written report with the Central Coast Water Board. The report shall include:

- a. The best estimate of when the monthly average daily dry weather a flow rate will equal or exceed design capacity.
- b. A schedule for studies, design, and other steps needed to provide additional capacity for waste treatment and/or disposal facilities before the waste flow rate equals the capacity of present units.”

Additionally, we strongly urge San Miguel Community Services District to include salt and nitrogen removal capability in the expansion plans, as your facility is chronically out of compliance with permit limits for total dissolved solids, chloride, and sodium. Groundwater monitoring results reveal that areal both upgradient and downgradient groundwaters exceed the maximum contaminant limit for nitrate nitrogen of 10 mg/L. The necessary facility expansion

affords an opportunity to include both salt and nitrogen removal technologies in the design, which in turn will facilitate opportunities for water recycling.

While we realize San Miguel is a small disadvantage community, and funding projects like the wastewater treatment plant expansion can be challenging, we urge you to proceed with the sense of urgency that the current situation requires.

Please contact Jon Rokke at (805) 549-3892 or [jon.rokke@waterboards.ca.gov](mailto:jon.rokke@waterboards.ca.gov) or Jennifer Epp at [jennifer.epp@waterboards.ca.gov](mailto:jennifer.epp@waterboards.ca.gov) with any questions you may have concerning this matter.

Sincerely,

*for* John M. Robertson  
Executive Officer

Enclosure: WDR Standard Provisions 2013

Cc via electronic copy only:

Kelly Dodds – San Miguel CSD  
Director of Utilities  
[Kelly.dodds@sanmiguelcsd.org](mailto:Kelly.dodds@sanmiguelcsd.org)

Blaine Reely – District Engineer  
Monsoon Consultants  
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Katie McNeill – Central Coast Water Board  
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Jon Rokke – Central Coast Water Board  
Waste Discharge Requirements Unit  
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ECM# 255430

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**STATE OF CALIFORNIA  
REGIONAL WATER QUALITY CONTROL BOARD  
CENTRAL COAST REGION  
895 Aerovista Place, Suite 101  
San Luis Obispo, CA 93401**

**RESOLUTION NO. R3-2013-0052**

**UPDATING STANDARD PROVISIONS AND REPORTING REQUIREMENTS FOR  
WASTE DISCHARGE REQUIREMENTS**

WHEREAS, the California Regional Water Quality Control Board, Central Coast Region (hereafter Central Coast Water Board) finds:

1. The Central Coast Water Board adopted *Standard Provisions and Reporting Requirements for Waste Discharge Requirements* (Standard Provisions) in January 1984. The Standard Provisions incorporate *Water Quality Control Plan for the Central Coastal Basin* (Basin Plan) requirements, State Water Resources Control Board policies, and California Water Code provisions into waste discharge requirements, augmenting discharge-specific conditions and monitoring programs.
2. The Central Coast Water Board may issue and revise requirements for proposed and existing discharges to implement relevant Basin Plan requirements, in accordance with California Water Code §13263 (a) and (e).
3. The Central Coast Water Board can amend the waste discharge requirements of a group of similarly situated dischargers through a single board action in cases where the amended requirements properly apply to each of the dischargers whose waste discharge requirements are so amended.
4. Area of Applicability - The effect of this amendment will be throughout the Central Coast Region and applicable to discharges of waste and wastewater regulated by waste discharge requirements adopted by the Central Coast Water Board. Existing waste discharge requirements orders modified by this action are identified on Attachment B of this Resolution.
5. CEQA - The Central Coast Water Board's action in adopting Resolution No. R3-2013-0052, updating the Standard Provisions, and modifying the waste discharge requirements orders identified in Attachment B is categorically exempt from the provisions of CEQA, because this action by a regulatory agency consists of permitting of existing facilities, within the meaning of §15301 of the *Guidelines for Implementation of the California Environmental Quality Act* in Title 14 of the California Administrative Code (CEQA Guidelines).
6. Public Notice - Interested persons and the public have been informed of the Central Coast Water Board's intent to revise the Standard Provisions and provided opportunity to submit comments and recommendations. Notice of public hearing was given by posting on the Water Board website, by mailing a copy of the notice to all persons requesting such notice and applicable government agencies, and by notifying the dischargers identified in Attachment B that may be affected by this action. The Central Coast Water Board has

provided responses to timely written comments received from interested persons.

7. On December 5, 2013, the Central Coast Water Board held a public hearing and considered all the evidence and comments concerning this matter. Notice of this hearing was given to all interested persons in accordance with CCR, Title 14, §15072.

THEREFORE BE IT RESOLVED THAT:

1. Pursuant to California Water Code §13263, the Central Coast Water Board, after considering the record, including oral testimony at the hearing, hereby adopts the revised Standard Provisions and Reporting Requirements for Waste Discharge Requirements as set forth in Attachment A to this Resolution.
2. Pursuant to authority in California Water Code §13263, this Resolution amends the waste discharge requirements of each of the dischargers identified in Attachment B of this Resolution. The dischargers listed in Attachment B of this Resolution, their agents, successors and assigns, shall comply with the terms of this Resolution and the Standard Provisions and Reporting Requirements adopted herein in addition to provisions of existing waste discharge requirement orders, provided that provisions of this Resolution supersede any conflicting provisions in the existing waste discharge requirements.

I, Kenneth A. Harris Jr., Executive Officer of the California Regional Water Quality Control Board, Central Coast Region, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the California Regional Water Quality Control Board, Central Coast Region on December 5, 2013.

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Executive Officer

Attachments: A. Revised Standard Provisions and Reporting Requirements  
B. Existing WDR Orders modified by this Resolution

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CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD  
CENTRAL COAST REGION  
STANDARD PROVISIONS AND REPORTING REQUIREMENTS  
for  
WASTE DISCHARGE REQUIREMENTS  
December 5, 2013

A. General Permit Conditions

Prohibitions

1. Introduction of "incompatible wastes" to the treatment system is prohibited.
2. Discharge of any radiological, chemical, or biological warfare agent or radioactive waste is prohibited.
3. Discharge of "toxic wastes" is prohibited.
4. Introduction of pollutants into the collection, treatment, or disposal system by an "indirect discharger" that inhibit or disrupt the treatment process, system operation, or the eventual use or disposal of sludge or cause or "significantly contribute" to a violation of any requirement of this order is prohibited.
5. Introduction of "pollutant-free" wastewater to the collection, treatment, and disposal system in amounts that threaten compliance with this order is prohibited.

Provisions

6. Production and use of reclaimed water shall conform with reclamation criteria established in Title 22, Chapter 3, of the California Code of Regulations. For uses of reclaimed water not addressed in Title 22 and not in the main body of this order, use is subject to review and dependent upon approval of the Executive Officer before use may begin (For uses addressed in Title 22, see C.8.)
7. Collection, treatment, or discharge of waste shall not create nuisance or pollution, as defined by Section 13050 of the California Water Code.
8. As necessary to ensure safe and reliable collection, treatment, and disposal of waste and consistent compliance with this order, the discharger shall adopt and enforce a local pretreatment program. (See C.16.h.)
9. Objectionable odors originating at this facility shall not be perceivable beyond the limits of the wastewater treatment and disposal areas.
10. The discharger shall prevent formation of habitat for carriers of pathogenic microorganisms in any part of the treatment and disposal system.

11. Petroleum products, grease, or scum shall not be visible on disposal ponds.
12. The discharger shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) that are installed or used by the discharger to achieve compliance with the conditions of this order. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staff and training, and adequate laboratory and process controls, including appropriate quality assurance procedures. Proper operation and maintenance shall be described in an Operation and Maintenance Manual.
13. Electrical and mechanical equipment shall be maintained in accordance with appropriate practices and standards, such as NFPA 70B, Recommended Practice for Electrical Equipment Maintenance; NFPA 70E, Standard for Electrical Safety in the Workplace; ANSI/NETA MTS Standard for Maintenance: Testing Specifications for Electrical Power Equipment and Systems, or procedures established by insurance companies or other industry resources.
14. If the discharger's facilities are equipped with SCADA or other systems that implement wireless, remote operation, the discharger shall implement appropriate safeguards against unauthorized access to the wireless systems. Standards such as NIST SP 800-53, Recommended Security Controls for Federal Information Systems, can provide guidance.
15. Transport and treatment facilities and permanent disposal ponds shall be adequately protected against overflow, flooding, or washout as the result of a 100-year frequency flood or 100-year, 24-hour storm.
16. All disposal areas shall be on land owned or leased and controlled by the discharger.
17. Operation of collection, treatment, and disposal systems shall be in a manner that precludes public contact with wastewater.
18. Collected screenings, sludges, and other solids removed from liquid wastes shall be disposed of in a manner consistent with Part 503 in Title 40 of the Code of Federal Regulations or Section 20005 et seq. of Title 27 of the California Code of Regulations and as approved by the Executive Officer.
19. Wastewater treatment plants shall be supervised and operated by persons possessing certificates of appropriate grade pursuant to the California Water Code and Title 23 of the California Code of Regulations.
20. The discharger shall allow Central Coast Water Board and staff, or an authorized representative (including an authorized contractor acting as a representative of the Board), upon presentation of credentials and other documents as may be required by law, to:

- a. Enter upon premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this order.
  - b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this order.
  - c. Inspect at reasonable times any facility, equipment (including monitoring and control equipment), practices, or operations regulated or required under this order.
  - d. Photograph, sample, or monitor for the purpose of showing compliance with this order any substances or parameters at any location.
21. After notice and opportunity for a hearing, this order may be terminated or modified for cause, including, but not limited to:
- a. Violation of any term or condition contained in this order.
  - b. Obtaining this order by misrepresentation, or by failure to disclose fully all relevant facts.
  - c. A change in any condition or endangerment to human health or environment that requires a temporary or permanent reduction or elimination of the authorized discharge.
  - d. A material change in character, location, or volume of the discharge.
22. The order does not authorize commission of any act causing injury to the property of another, does not convey any property rights of any sort, does not remove liability under federal, state, or local laws, and does not guarantee a capacity right.
23. The discharger shall take all reasonable steps to minimize or prevent any discharge or sludge use or disposal in violation of this order that has a reasonable likelihood of adversely affecting human health or the environment.
24. The discharger shall take all reasonable steps to minimize or correct adverse impacts on the environment resulting from noncompliance with this order.
25. Provisions of this order are severable. If any provision of the order is found invalid, the remainder of the order shall not be affected.
26. The discharger shall furnish, within a reasonable time, any information the Central Coast Water Board may request to determine compliance with this order or to determine whether cause exists for modifying or terminating this order. The discharger shall also furnish to the Board upon request copies of records required to be kept by this order.



27. Safeguards shall be provided to ensure maximal compliance with all terms and conditions of this order. Safeguards shall include preventative and contingency plans and may also include alternative power sources, stand-by generators, retention capacity, operating procedures, or other precautions. Preventative and contingency plans for controlling and minimizing the effect of accidental discharges shall:
- a. Identify possible situations that could cause "upset," "overflow," "bypass," or other noncompliance. (Loading and storage areas, power outage, waste treatment unit outage, and failure of process equipment, tanks, or pipes should be considered.)
  - b. Evaluate the effectiveness of present facilities and procedures and describe procedures and steps to minimize or correct any adverse environmental impact resulting from noncompliance with the order.
28. Physical facilities shall be designed and constructed according to accepted engineering practice and shall be capable of full compliance with this order when properly operated and maintained. Proper operation and maintenance shall be described in an Operation and Maintenance Manual.
29. Facilities shall be accessible during the wet weather season.
30. Should additional data become available through monitoring or investigation that indicates compliance with this order is not adequately protecting groundwater, the Central Coast Water Board may review and revise this order as appropriate.

B. General Monitoring Requirements

1. Monitoring location, minimum sampling frequency, and sampling method for each parameter shall comply with the Monitoring and Reporting Program of this order. Monitoring must be conducted according to test procedures approved under 40 CFR Part 136, entitled "Guidelines Establishing Test Procedures for Analysis of Pollutants," unless other test procedures have been specified in this order.
2. If results of monitoring a pollutant appear to violate effluent limitations based on a weekly, monthly, 30-day, or six-month period, but compliance or non-compliance cannot be validated because sampling is too infrequent, the frequency of sampling must be increased to validate the test within the next monitoring period. The increased frequency must be maintained until the Executive Officer agrees the original monitoring frequency may be resumed.

For example, if suspended solids are monitored weekly and results exceed the weekly average numerical limit in the order, monitoring of suspended solids must be increased to at least four samples every week until compliance is restored.

3. Water quality analyses performed in order to monitor compliance with this order shall be by a laboratory certified by the State Department of Public Health for the constituent(s) being analyzed.
4. Samples and measurements taken for the purpose of compliance monitoring shall be representative of the monitored activity. Samples shall be taken during periods of peak loading conditions. Influent samples shall be samples collected from the combined flows of all incoming wastes, excluding recycled wastes. Effluent samples shall be samples collected downstream of the last treatment unit and at a location and time representative of the peak pollutant load in the discharge.
5. If any parameter is monitored at locations specified in the order more frequently than required and is analyzed using approved test procedures, the results shall be included in calculations and reports.
6. All monitoring instruments and devices used by the discharger to fulfill the prescribed monitoring program shall be properly maintained and calibrated as necessary to ensure their continued accuracy.
7. The discharger shall retain records of all monitoring information, including all calibration and maintenance records, all original strip chart recordings for continuous monitoring instrumentation, copies of all monitoring reports required by this order, and records of all data used to complete the application for this order for a period of at least three years from the date of the sample, measurement, report, or application. This period may be extended by request of the Board at any time. Records of monitoring information include the date, exact place, and time of sampling or measurements; the individual who performed the sampling or measurements; the date analysis was performed; the laboratory and individual who performed the analysis; the analytical techniques or methods used; and results.

C. General Reporting Requirements

1. Monitoring results shall be reported at intervals and in a manner specified in the Monitoring and Reporting Program of this order.
2. Monitoring reports shall be submitted by the last day of the month following the monitoring period (unless an alternative time is specified in the order) and shall summarize results of all monitoring performed during that period. The Central Coast Water Board may require the discharger to electronically submit Self-Monitoring Reports (SMRs) using the State Water Board's California Integrated Water Quality System (CIWQS) (<http://www.waterboards.ca.gov/ciwqs/index.html>). Otherwise, the discharger shall electronically submit self-monitoring reports accompanied by the Monitoring Report Transmittal Sheet to [centralcoast@waterboards.ca.gov](mailto:centralcoast@waterboards.ca.gov).
3. The discharger must report any noncompliance that may endanger health or the environment to the Central Coast Water Board orally within 24 hours from the time the discharger becomes aware of the circumstances (telephone: 805-549-3147). Unless waived by the Executive Officer of the Central Coast Water Board, a written

report shall be submitted within five days of awareness and shall contain a description of the noncompliance and its cause; the period of noncompliance (including exact dates and times) or anticipated duration; and steps taken or planned to reduce, eliminate, and prevent recurrence of the noncompliance. This provision includes, but is not limited to:

- a. Violation of a discharge prohibition.
  - b. Any "upset," "overflow," or "bypass."
  - c. Violation of a discharge limitation for any "hazardous substance."
4. Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule shall be submitted within 14 days following each scheduled date unless otherwise specified within the order. If reporting noncompliance, the report shall include a description of the reason, a description and schedule of tasks necessary to achieve compliance, and an estimated date for achieving full compliance. A second report shall be submitted within 14 days of full compliance.
  5. All instances of noncompliance not reported under paragraph numbers C.3. and C.4., above, shall be submitted along with monitoring reports. The report shall contain the information listed in paragraph C.3.
  6. Reports shall be submitted in advance of any planned changes in the permitted facility or activity that may result in noncompliance.
  7. The discharger shall file a report of waste discharge or secure a waiver from the Executive Officer at least 120 days before making any material change or proposed change in the character, location, or volume of the discharge.
  8. An engineering report as specified by Section 60323, Chapter 3, Title 22, of the California Code of Regulations is required, and written approval of the Executive Officer must be received by the discharger and user, before reclaimed water is supplied for any uses and to any users other than those enumerated in this order.
  9. Within 120 days after the discharger discovers, or is notified by the Central Coast Water Board, that monthly average daily flow will or may reach design capacity of waste treatment and/or disposal facilities within four years, the discharger shall file a written report with the Central Coast Water Board. The report shall include:
    - a. The best estimate of when the monthly average daily dry weather flow rate will equal or exceed design capacity.
    - b. A schedule for studies, design, and other steps needed to provide additional capacity for waste treatment and/or disposal facilities before the waste flow rate equals the capacity of present units.

In addition to complying with paragraphs C.14 and C.15, the required technical report shall be prepared with public participation and reviewed, approved, and jointly submitted by all planning and building departments having jurisdiction in the area served by the waste collection, treatment, or disposal facilities.

10. The discharger shall submit reports required by this order by email to: [centralcoast@waterboards.ca.gov](mailto:centralcoast@waterboards.ca.gov).
11. Transfer of control or ownership of a waste discharge facility must be preceded by a notice to the Central Coast Water Board at least 30 days in advance of the proposed transfer date. The notice must include a written agreement between the existing discharger and proposed discharger containing specific date for transfer of responsibility, coverage, and liability between them. Whether an order may be transferred without modification and a public hearing is at the discretion of the Board. If order modification is necessary, transfer may be delayed 120 days after the Central Coast Water Board's receipt of a complete Report of Waste Discharge.
12. Except for data determined to be confidential under Section 13267(b) of the California Water Code, all reports prepared in accordance with this order shall be available for public inspection at the office of the Central Coast Water Board.
13. Should the discharger discover that it failed to submit any relevant facts or that it submitted incorrect information in a report, it shall promptly submit the missing or incorrect information.
14. All reports shall be signed by one of the following:
  - a. For a corporation: by a principal executive officer of at least the level of vice president.
  - b. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively.
  - c. For a public agency: by either a principal executive officer or ranking elected official.
  - d. A "duly authorized representative" of one of the above.
15. Any person signing a report makes the following certification, whether it is expressed or implied:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware

that there are significant penalties of submitting false information, including the possibility of fine and imprisonment for knowing violations.

16. By January 30 of each year, the discharger shall submit an annual report to the Central Coast Water Board. The report shall contain the following:
- a. Both tabular and graphical summaries of the monitoring data obtained during the previous year. Duplicate copies of monthly reports are not necessary and do not fulfill requirements for summaries.
  - b. A discussion of the previous year's compliance record (including any and all incidents of noncompliance) and corrective actions taken, or which may be needed, to bring the discharger into full compliance.
  - c. An evaluation of wastewater flows with projected flow rate increases over time and the estimated date when flows will reach facility capacity.
  - d. A discussion of operator certification and a list of current operating personnel and their grades of certification.
  - e. The date of the facility's Operation and Maintenance Manual (including contingency plans as described in Provision A.27), the date the manual was last reviewed, and whether the manual is complete and valid for the current facility.
  - f. A discussion of the laboratories used by the discharger to monitor compliance with effluent limits and a summary of performance relative to Section B, General Monitoring Requirements.
  - g. If the facility treats industrial or domestic wastewater and there is no provision for periodic sludge monitoring in the Monitoring and Reporting Program, the report shall include a summary of sludge quantities, analyses of its chemical and moisture content, and its ultimate destination.
  - h. If appropriate, the report shall also evaluate the effectiveness of the local pretreatment program using the State Water Resources Control Board's "Guidelines for Determining the Effectiveness of Local Pretreatment Program," EPA's "Introduction to the National Pretreatment Program" ([http://www.epa.gov/npdes/pubs/pretreatment\\_program\\_intro\\_2011.pdf](http://www.epa.gov/npdes/pubs/pretreatment_program_intro_2011.pdf)), or other applicable guidelines or standards.
  - i. A summary of efforts to reduce salts and nutrients in the waste discharge, including but not limited to detailed descriptions of measures implemented by the discharger and/or participation in a basin-wide salts and nutrients management program.

- j. A summary of collection system management plans, or reference report submitted under separate cover as required by this or separate sanitary sewer requirements.
- k. If the facility has mercury seals, a summary of a mercury handling plan and implementation of that plan.

17. The discharger must notify the Central Coast Water Board whenever there is a substantial change in the volume or character of pollutants being introduced into the wastewater system. Notice shall include information on the quality and quantity of waste being introduced to the system and the anticipated impact of the waste upon the quantity and quality of the aggregate discharge.

18. The discharger must notify the Central Coast Water Board as soon as it knows or has reason to believe that it or an indirect discharger has begun, or expects to begin, use or manufacture of a "toxic waste" or "hazardous substance" not reported in the Report of Waste Discharge that may, directly or indirectly, discharge into the treatment and disposal system.

#### D. Bypasses or Upsets

##### 1. Bypass

- a. If the discharger knows in advance of the need for a "bypass," it shall submit notice to the Executive Officer at least 10 days before the "bypass."
- b. The Central Coast Board will consider enforcement action against the discharger for "bypass;" though staff will consider the following extenuating conditions when recommending enforcement:
  - i. The "bypass" was unavoidable to prevent loss of life, personal injury, or "severe property damage."
  - ii. There was no feasible alternative to the "bypass," such as use of auxiliary treatment facilities, retention of untreated waste, or maintenance during normal periods of equipment downtime. (This condition is not satisfied if adequate back-up equipment could have been installed to prevent a "bypass" that occurred during normal periods of equipment down-time or preventive maintenance).
  - iii. The discharger submitted notice to the Executive Officer as specified in paragraphs C.3. and D.1.a., above.

##### 2. Upset

A discharger seeking to establish the occurrence of an "upset" has the burden of proof. A discharger who wishes to establish the affirmative defense of "upset" shall

demonstrate, through properly signed, contemporaneous operating logs or other relative evidence that:

- a. An "upset" occurred and the discharger can identify the specific cause(s) of the "upset."
- b. The facility was at the time of the "upset" being properly operated, the discharger submitted notice of the "upset" within 24 hours, and the discharger took all reasonable steps to minimize or correct any adverse impact on the environment.

E. Enforcement

1. The discharger must comply with all conditions of this order. Noncompliance constitutes a violation of state law and is grounds for enforcement action or modification of the existing order.
2. Any person failing or refusing to furnish technical or monitoring program reports as required by subdivision (b) of section 13267 of the California Water Code, or falsifying any information provided therein, is guilty of a misdemeanor.
3. The discharger or any person who violates this order and who discharges waste, or causes or permits waste to be deposited where it is discharged, into waters of the state may be liable for civil and/or criminal remedies, as appropriate, pursuant to sections 13350, 13385, and 13387 of the California Water Code.
4. Upon reduction, loss, or failure of any part of the wastewater facility, the discharger shall, to the extent necessary to maintain compliance with this order, control production or all discharges, or both, until the facility is restored or an acceptable interim method of treatment or disposal is provided.
5. It shall not be a defense for a discharger in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this order.

F. Definitions

1. "Average" or "Mean" is the arithmetic mean of daily concentrations over the specified period in which "N" is the number of days samples were analyzed during the period and "X" is either the constituent concentration (mg/L) or flow for each sampled day. When "N" is less than four and compliance with long-term limits is not demonstrated, additional samples may be required to determine the "Average" or "Mean."
2. "Bypass" means the diversion of waste streams around any portion of a treatment facility to the disposal area or from the treatment facility to an unauthorized location.

3. A "composite sample" is a combination of no fewer than eight individual samples obtained at equal time intervals (usually hourly) over the specified sampling (composite) period. The volume of each individual sample is proportional to the flow rate at time of sampling. The period shall be specified in the Monitoring and Reporting Program ordered by the Executive Officer.
4. "Daily Discharge" means the discharge of a pollutant measured during a calendar day or during any 24-hour period reasonably representative of the calendar day for purposes of sampling.
5. "Daily Maximum" limit means the maximum acceptable concentration or mass emission rate of a pollutant measured during a calendar day or during any 24-hour period reasonably representative of the calendar day for purposes of sampling. It is normally compared with results of "composite samples."
6. "Duly Authorized Representative" is one where:
  - a. The authorization is made in writing by a person described in the signatory paragraph (C.14.a, b, or c) of this document.
  - b. The authorization specifies either an individual or the occupant of a position having responsibility for the overall operation of the regulated facility, such as the plant manager.
  - c. The written authorization was submitted to the Central Coast Water Board.
7. A "grab sample" is defined as any individual sample collected in less than 15 minutes. "Grab samples" shall be collected during peak loading conditions, which may or may not be during hydraulic peaks.
8. "Hazardous substance" means any substance designated as hazardous or extremely hazardous in sections 66680 or 66685 of the California Code of Regulations (Title 22, Division 4, Chapter 30, Article 9).
9. "Incompatible wastes" are wastes that meet one or more of the following conditions:
  - a. Wastes that create a fire or explosion hazard in the treatment works.
  - b. Wastes that will cause corrosive structural damage to treatment works, including all wastes with a pH lower than 5.0 unless the works is specifically designed to accommodate such wastes.
  - c. Solid or viscous wastes in amounts that cause obstruction to flow in sewers, or that cause other interference with proper operation of treatment works.
  - d. Any waste, including oxygen demanding pollutants (BOD, etc.), released in such volume or strength as to cause inhibition or disruption in the treatment



works and subsequent treatment process upset and loss of treatment efficiency.

- e. Heat in amounts that inhibit or disrupt biological activity in the treatment works or that raise influent temperatures above 40°C (104°F) unless the treatment works is designed to accommodate such heat.

10. "Indirect Discharger" means a nondomestic discharger introducing pollutants into a publicly owned treatment and disposal system.

11. "Log Mean" is the geometric mean. Used for determining compliance of fecal or total coliform populations, it is calculated with the following equation:

$$\text{Log Mean} = (C_1 * C_2 * \dots * C_N)^{1/N}$$

in which "N" is the number of days samples were analyzed during the period and any "C" is the concentration of bacteria (MPN/100 mL) found on each day of sampling. To be valid, "N" must be five or more.

12. "Median" is the value below which half the samples (ranked progressively by increasing value) fall. It may be considered the middle value, or the average of two middle values. To be valid, three or more values are required.

13. "Overflow" means the intentional or unintentional diversion of flow from the collection and transport systems, including pumping facilities, and from disposal areas.

14. "Pollutant-free wastewater" means infiltration and inflow, storm waters, and cooling waters and condensates that are essentially free of pollutants.

15. "Severe property damage" means substantial physical damage to property, damage to treatment facilities which causes them to become inoperable, or substantial and permanent loss to natural resources which can reasonably be expected to occur in the absence of a "bypass." It does not mean economic loss caused by delays in production.

16. "Sludge" means the solids, residues, and precipitates separated from, or created in, wastewater by the unit processes of a treatment system.

17. "To significantly contribute" to a waste discharge requirement violation means an "indirect discharger" does any of the following:

- a. Discharges a daily pollutant loading in excess of that allowed by contract with the discharger or by state or local law.
- b. Discharges wastewater that substantially differs in nature or constituents from its average discharge.

- c. Discharges pollutants, either alone or in conjunction with discharges from other sources, resulting in a waste discharge requirement violation or preventing sludge use or disposal.
  - d. Discharges pollutants, either alone or in conjunction with pollutants from other sources, that increase the magnitude or duration of waste discharge requirement violations.
18. "Toxic waste" means any toxic and persistent waste that falls within the following categories:
- a. PCBs
  - b. Pesticides
  - c. Toxic Metals
  - d. Cyanides
  - e. Halogenated Organics
  - f. Non-halogenated volatile organics
19. "Upset" means an exceptional incident causing noncompliance with technology-based effluent limitations because of factors beyond the reasonable control of the discharger. It does not include noncompliance caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventative maintenance, or careless or improper operation.

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Attachment B: Existing WDR Orders

<b>Order No.</b>	<b>Agency</b>	<b>Facility Name</b>	<b>Facility Address</b>	<b>County</b>
99-136	ADVENTCO HOLDING CORP	THE INN AT PASATIEMPO	555 HWY 17, Santa Cruz, CA 95060	Santa Cruz
96-036	Aromas/San Juan School District	AROMAS/SAN JUAN HIGH SCHOOL	CHITTENDEN RD/SAN JUAN HWY, Aromas, CA 95045	San Benito
00-094	ASSOCIATED TAGLINE, INC.	ASSOCIATED TAGLINE CHEMICALS	HWY 183, 3 MI W OF SALINAS, Salinas, CA 93902	Monterey
01-014	Atascadero City	ATASCADERO WWTP	6500 Palma Ave., Atascadero, CA 93422	San Luis Obispo
98-012	BETTERAVIA FARM LLC	BONITA PACKING CO.	West 1850 STOWELL Road, Santa Maria, CA 93458	Santa Barbara
97-026	BIG BASIN WATER COMPANY	Big Basin Woods Subdivision	HWY 236, Boulder Creek, CA 95006	Santa Cruz
84-015	BLACK LAKE GOLF COURSE	BLACK LAKE GOLF COURSE - RECLAIMED WATER USER	1490 GOLF COURSE LN, Nipomo, CA 93444	San Luis Obispo
91-031	BOYER FERTILIZER SERVICE, INC.	BOYER FERTILIZER SERVICE, INC.	619 RIVERSIDE, Watsonville, CA 95077	Santa Cruz
99-134	Buellton City	BUELLTON WWTP	79 INDUSTRIAL WY, Buellton, CA 93427	Santa Barbara
86-07	Burch Group, The	PRUNEDALE SHOPPING CENTER	7905 San Miguel Canyon Road, Salinas, CA 93901	Monterey
01-026	Ca Dept of Forestry Ben Lomond	BEN LOMOND CONSERVATION CAMP	13575 EMPIRE GRADE, Santa Cruz, CA 95060	Santa Cruz
01-002	CA DEPT OF MENTAL HEALTH	ATASCADERO STATE HOSPITAL	10333 EL CAMINO REAL, Atascadero, CA 93422	San Luis Obispo
98-062	Ca Dept of Parks & Rec Big Sur	PFEIFFER BIG SUR STATE PARK	Big Sur, CA 93920	Monterey
01-084	California American Water Co Monterey	CARMEL VALLEY RANCH (USER)	ONE OLD RANCH RD, Carmel, CA 93923	Monterey
01-083	California American Water Co Monterey	CARMEL VALLEY RANCH (PRODUCER)	OLD RANCH RD, Carmel, CA 93923	Monterey

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01-009	California American Water Co Monterey	OAK HILLS DEVELOPMENT WWTP	Castroville, CA 95012	Monterey
R3-2006-0041	California American Water Co Monterey	LAS PALMAS RANCH WWTP	21702 River Road, Salinas, CA 93901	Monterey
83-003	California American Water Co Monterey	INDIAN SPRINGS STP	277 +/- RIVER Road, Salinas, CA 93908	Monterey
98-058	California American Water Co Monterey	PASADERA	P.O.BOX 308, Monterey, CA 93940	Monterey
99-086	California American Water Co Monterey	SPRECKELS SUGAR DIVISION	121 SPRECKELS BLVD, Spreckels, CA 93962	Monterey
04-0106	California National Guard	CAMP ROBERTS STP	US 101, CAMP ROBERTS EXIT, CA 93451	Monterey
04-0106	California National Guard	EAST GARRISON TREATMENT FAC	CAMP ROBERTS, Camp Roberts, CA 93451	San Luis Obispo
03-0035	California Polytechnic State University - San Luis Obispo	Cal Poly CampusWide WQ Plan	BLDG 70, San Luis Obispo, CA 93401	San Luis Obispo
R3-2007-0008	CALIFORNIA UTILITIES SERVICE	California Utilities	RESERVATION RD/HWY 68, Salinas, CA 93900	Monterey
01-100	CAMBRIA CSD	CAMBRIA CSD WWTP	1316 TAMSOM DR, STE 201, Cambria, CA 93428	San Luis Obispo
97-032	Canada Woods Reclamation Facility	CANADA WOODS RECLAMATION FACILITY	ESTE MADERA/CANDA SEGUNDA, Carmel, CA 93923	Monterey
97-104	CANYON CREST MUTUAL WATER CO	CANYON CREST	HUASNA RD/STAGECOACH RD, Arroyo Grande, CA 93402	San Luis Obispo
88-138	CASA DE FRUTA	CASA DE FRUTA	6680 PACHECO PASS HWY, CA 95023	Santa Clara
R3-2009-0037	CATE SCHOOL CORP	CATE SCHOOL WWTP	1960 CATE MESA RD, Carpinteria, CA 93013	Santa Barbara
93-072	CAWD Reclamation Project	Carmel Reclamation	RIO RD, Carmel, CA 93922	Monterey
R3-2011-0224	CDM-Whittaker	Former Whittaker Ordnance Facility at 2751 San Juan Road	2751 San Juan Road, Hollister, CA 95023	San Benito
R3-2005-0070	CHEVRON TEXACO	TEXACO SAN ARDO RECLAMATION PL	STAR ROUTE 42, San Ardo, CA 93450	Monterey
00-070	CLOS LACHANCE @	CLOS LACHANCE WINERY	1 HUMMINGBIRD, San Martin, CA	Santa Clara

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	CORDEVALLE LLC		95040	
01-070	Coastal Cypress Corp	CHATEAU JULIEN WINERY	8940 CARMEL VALLEY RD, Carmel, CA 93922	Monterey
95-002	COUNTRYSIDE MUSHROOMS, INC.	COUNTRYSIDE MUSHROOMS, INC.	13000 CENTER AVE, Gilroy, CA 95020	Santa Clara
97-02	County of Santa Barbara Dept of General Services	LOS PRIETOS BOYS CAMP	3900 Paradise Road, Santa Barbara, CA 93110	Santa Barbara
01-115	COURTSIDE CELLARS, LLC	SAN MIGUEL WINERY	MISSION STREET, San Miguel, CA 93451	San Luis Obispo
98-070	COURTSIDE CELLARS, LLC	TOLOSA WINERY	SOUTH OF BUCKLEY ROAD, HWY 227, San Luis Obispo, CA 93401	San Luis Obispo
01-052	Crop Production Service	Crop Production Service Hollister Facility	1901 SHELTON DR, Hollister, CA 95023	San Benito
00-123	Crop Production Service	Crop Production Service Watsonville Facility	5 LAKEVIEW RD, Watsonville, CA 95076	Santa Cruz
00-030	Crop Production Service	Crop Production Service Salinas Facility	1127 TERVEN AVE, Salinas, CA 93901	Monterey
01-053	Crop Production Service	Crop Production Service Paso Robles Facility	2502 OAKWOOD, Paso Robles, CA 93446	San Luis Obispo
94-005	CYPRESS POINT CLUB	CYPRESS POINT GOLF COURSE	17 MILE DRIVE & PORTOLA RD, Pebble Beach, CA 93953	Monterey
97-066	Cypress Ridge Limited Partnership	CYPRESS RIDGE SEWER FACILITY	950 CYPRESS RIDGE PKWY, Arroyo Grande, CA 93420	San Luis Obispo
88-039	Daisy Hill Estates	Daisy Hill Estates	1595 LOS OSOS VALLEY RD, Los Osos, CA 93402	San Luis Obispo
95-027	DAVENPORT CO SD	DAVENPORT WWTP	NONE, Santa Cruz, CA 95017	Santa Cruz
00-033	David Bruce Winery Inc	DAVID BRUCE WINERY	21439 BEAR CREEK RD, Los Gatos, CA 95030	Santa Clara
94-036	DOLE FRESH VEGETABLES, INC.	DOLE FRESH VEGETABLES, INC.	32655 CAMPHORA GLORIA RD, Soledad, CA 93960	Monterey
99-061	DUNN SCHOOL	DUNN SCHOOL	2521 SANTA YNEZ ST, Los Olivos, CA 93441	Santa Barbara
03-0045	EL CAPITAN CAMPGROUND LLC	EL CAPITAN CAMPGROUND	11560 CALLE REAL, Goleta, CA 93017	Santa Barbara
91-067	Evergreen Supply	EVERGREEN SUPPLY BIXBY	CA	San Benito

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		QUARRY		
04-0154	FIERO LANE WATER COMPANY, INC.	FIERO LANE WATER COMPANY, INC.	4451 BROAD ST, San Luis Obispo, CA 93406	San Luis Obispo
94-042	Flesco General Partnership	MESA DUNES MOBILE HOME ESTATES	765 MESA VIEW DR, Arroyo Grande, CA 93420	San Luis Obispo
99-064	GLOBAL MUSHROOMS	GLOBAL MUSHROOMS	5470 FRAZIER LAKE RD, Gilroy, CA 95020	Santa Clara
91-003	GOLETA SD	GOLETA SD RECLAIMED WATER PRODUCER	1000 FOWLER ST, Goleta, CA 93116	Santa Barbara
97-006	GOLETA WD	GOLETA WD RECLAIMED WATER USER	4699 HOLLISTER AVE, Goleta, CA 93110	Santa Barbara
R3-2006-0005	GONZALES, CITY OF	GONZALES WW	SHORT ROAD, Gonzales, CA 93926	Monterey
R3-2005-0063	Granite Rock Co	GRANITE ROCK SOUTHSIDE #1540	5632 AIRLINE HWY, Hollister, CA 95023	San Benito
94-046	Granite Rock Co	QUAIL HOLLOW SAND QUARRY	405 QUAIL HOLLOW RD, Felton, CA 95018	Santa Cruz
02-0062	GREENFIELD, CITY OF	GREENFIELD WWTP, CITY OF	NE END OF WALNUT AVE, Greenfield, CA 93927	Monterey
R3-2005-0015	GUADALUPE, CITY OF	GUADALUPE WWTP	515 West Main Street, Guadalupe, CA 93434	Santa Barbara
05-0017	HANSON AGGREGATES	SANTA MARGARITA QUARRY	EL CAMINO REAL, Santa Margarita, CA 93453	San Luis Obispo
R3-2012-0006	High Plains Ranch II and High Plains Ranch III	California Valley Solar Ranch Discharges of Fill Material to Waters of the State	13505 Carrisa Highway 58, California Valley, CA 93453	San Luis Obispo
R3-2008-0069	Hollister City	HOLLISTER DOMESTIC WWTP	N SIDE HWY 156, W SAN BENITO R, Hollister, CA 95023	San Benito
00-020	Hollister City	HOLLISTER INDUSTRIAL WWTP	WEST END OF SOUTH ST, Hollister, CA 95023	San Benito
R3-2009-0043	Housing Authority of the County of Santa Cruz	Buena Vista Migrant Labor Camp/Tierra Alta Apartments	113 Tierra Alta Drive, Watsonville, CA 95076	Santa Cruz
01-050	Jessen Family ltd Partnership	DUNE CO OF SALINAS	25445 CHULAR RIVER, Chualar, CA 93925	Monterey
91-005	King City	KING CITY DOMESTIC WWTF	CEMETARY RD & SALINAS RIVER, Salinas, CA 93930	Monterey

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91-084	King City	KING CITY INDUSTRIAL WWTF	CEMETARY RD & SALINAS RIVER, King City, CA 93930	Monterey
89-023	KING REYNOLDS VENTURES	COSTANOA RESORT	2001 ROSSI, Pescadero, CA 94060	San Mateo
R3-2011- 0217	LAGUNA SANITATION	LAGUNA COUNTY SD	3500 BLACK RD, Santa Maria, CA 93455	Santa Barbara
R3-2010- 0010	LION'S GATE CSD	LION'S GATE RESERVE	1005 HIGHLAND AVE, San Martin, CA 95046	Santa Clara
86-026	LITTLE BEAR WATER CO., INC.	LITTLE BEAR WATER CO WWTP	PINE CANYON RD, King City, CA 93930	Monterey
R3-2005- 0133	LOS ALAMOS CSD	LOS ALAMOS WWTP	2 M NW LOS ALAMOS, SE OF 101, Los Alamos, CA 93440	Santa Barbara
85-118	LOS OSOS CONDO HA	LOS OSOS CONDOMINIUMS TRCT1089	1981 8TH STREET, Los Osos, CA 93402	San Luis Obispo
R3-2011- 0001	LOS OSOS WTP	Los Osos Water Recycling Facility	2300 Los Osos Valley Road, Los Osos, CA 93402	San Luis Obispo
99-073	LOS OSOS/BAYWOOD PARK CSD	BAYRIDGE ESTATES	BAY OAKS DR, Los Osos, CA 93402	San Luis Obispo
99-072	LOS OSOS/BAYWOOD PARK CSD	VISTA DE ORO SUBDIVISION	WOODLAND DRIVE AND PECHO RD, Los Osos, CA 93402	San Luis Obispo
86-046	LOST OAK VILLAGE CONDOMINIUMS	LOST OAK VILLAGE CONDOMINIUMS	SANTA INEZ AVE, Los Osos, CA 93402	San Luis Obispo
86-222	MANDERLEY PROPERTIES	LOS OSOS TOWN HOMES	2016 B FAIRCHILD WY, Los Osos, CA 93402	San Luis Obispo
00-117	MARINA COAST WD	MARINA CWD DESALINATION PLANT	11 RESERVATION RD, Marina, CA 93933	Monterey
03-0003	McAbee Trucking, Inc.	MCABEE TRUCKING, INC.	155 MC CLOSKEY RD, Hollister, CA 95023	San Benito
99-078	MCCORMICK SELPH INC.	McCormick Selph Pacific Scientific	3601 UNION, Hollister, CA 95024	San Benito
R3-2011- 0214	MHC TT, Inc	Thousand Trails RV Resort and Campground - San Benito	16225 Cienega Road, Paicines, CA 95043	San Benito
97-035	MISSION HILLS CSD	MISSION HILLS LA PURISIMA WWTP	1500 East Burton Mesa Boulevard, Lompoc, CA 93436	Santa Barbara
R3-2002- 0061	Monarch Grove Reclamation H2O	MONARCH GROVE RECLAMATION	1945 Solano Street, Los Osos, CA 93402	San Luis Obispo

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01-101	MONEY'S FOOD US, INC	PACIFIC MUSHROOM FARM	6150 CABRILLO HWY, Pescadero, CA 94060	San Mateo
84-008	MONTEREY BAY ACADEMY	MONTEREY BAY ACADEMY SEWAGE TP	783 SAN ANDREAS RD, Watsonville, CA 95077	Santa Cruz
95-032	Monterey Cnty Parks Dept	LAGUNA SECA RECREATION AREA	1025 MONTEREY HWY 68, Salinas, CA 93908	Monterey
96-026	Monterey Cnty Parks Dept	Nacimiento Resort	10625 Nacimiento Lake Drive, Bradley, CA 93426	San Luis Obispo
01-131	Monterey Cnty Parks Dept	Lake San Antonio Rec Area (S)	2610 Lake San Antonio Road, Bradley, CA 93426	Monterey
04-0054	Monterey Cnty Parks Dept	NORTSHORE PLEYTO WWTP	2610 SAN ANTONIO, Bradley, CA 93426	Monterey
97-052	Monterey County Water Resources Agency	CASTROVILLE SEAWTR INTRUSN PRJ	855 EAST LAUREL DR, Salinas, CA 93902	Monterey
01-038	MONTEREY CSA - CHUALAR	MONTEREY CSA - CHUALAR WWTP	CHUALAR RIVER ROAD, (2 MI W), Chualar, CA 93925	Monterey
87-175	Monterey Dunes Colony	MONTEREY DUNES COLONY WWTP	195 MONTEREY DUNES WY, Castroville, CA 95012	Monterey
00-037	Monterey Mushrooms, Inc.	MONTEREY MUSHROOMS, INC.	777 MAHER COURT, Watsonville, CA 95076	Monterey
94-007	MONTEREY PENINSULA COUNTRY CLUB	Monterey Peninsula Country Club	Pebble Beach, CA 93953	Monterey
94-082	MONTEREY REGIONAL WPCA	Monterey Regional Reclamation (Producer)	CA	Monterey
85-080	MORRO SHORES MHP	MORRO SHORES MHP	633 RAMONA AVE, Los Osos, CA 93402	San Luis Obispo
99-093	MOUNT HERMON ASSOC, INC.	MOUNT HERMON CONFERENCE CENTER	37 CONFERENCE CENTER, Mount Hermon, CA 95041	Santa Cruz
00-038	Mushroom Farms, Inc.	MUSHROOM FARMS, INC.	415 HALL, Watsonville, CA 95076	Monterey
95-053	NATURE QUALITY COMPANY	NATURE QUALITY COLD STORAGE	13805 LLAGAS AVE, San Martin, CA 95046	Santa Clara
98-059	NEW CITIES DEVELOPMENT GROUP	Pasadera Country Club	MONTEREY-SALINAS HWY, Monterey, CA 93940	Monterey



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02-0039	NH3 Service Co-Salinas Office	NH3 SALINAS FACILITY	945 JOHNSON AVE, Salinas, CA 93902	Monterey
94-014	NIPOMO CSD	NIPOMO CSD BLACK LAKE - RECLAIMED WATER PRODUCER	1526 WILLOW, Nipomo, CA 93444	San Luis Obispo
R3-2012-0003	NIPOMO CSD	Nipomo CSD Southland Treatment Facility	509 Southland Street, Nipomo, CA 93444	San Luis Obispo
94-006	Northern California Golf Assn	POPPY HILLS GOLF COURSE	CA	Monterey
97-070	OLAM West Coast, Inc	Olam Spices & Vegetable Ingredients - Gilroy	1350 PACHECHO PASS Highway, Gilroy, CA 95020	Santa Clara
89-006	OWENS DEVELOPMENT, REBECCA	OWENS DEVELOPMENT, REBECCA	1301 - 1349 SANTA YNEZ, Los Osos, CA 93402	San Luis Obispo
R3-2008-0039	Pajaro Valley Water Management Agency	Pajaro Valley WMA and City of Watsonville Water Reclamation	401 Panabaker Lane, Watsonville, CA 95077	Santa Cruz
00-066	Paragon Vineyard Company Inc	EDNA VALLEY VINEYARD WINERY	2585 BIDDLE RANCH RD, San Luis Obispo, CA 93401	San Luis Obispo
99-126	Paragon Vineyard Company Inc	Orcutt Road Cellars	4915 Orcutt Road, San Luis Obispo, CA 93401	San Luis Obispo
94-004	PEBBLE BEACH COMPANY	PEBBLE BEACH COMPANY - RECLAIMED WATER USER	2184 Sunset Drive, Pebble Beach, CA 93953	Monterey
05-0041	Penman Springs Vineyard	PENMAN SPRINGS VINEYARD	1985 PENMAN SPRINGS, Paso Robles, CA 93446	San Luis Obispo
03-002	PICTSWEET COMPANY, THE	PICTSWEET FROZEN FOODS	732 SOUTH HANSON WY, Santa Maria, CA 93454	Santa Barbara
88-008	Presbyterian Camp and Conference Centers, Inc.	RANCHO LA SCHERPA	2504 REFUGIO PASS, Goleta, CA 93117	Santa Barbara
87-110	RANCHO COLINA MH ESTATES STP	RANCHO COLINA MH ESTATES STP	1045 ATASCADERO RD, Morro Bay, CA 93442	San Luis Obispo
91-029 - NAR	RANCHO PASO MHP	RANCHO PASO MHP	2945 THEATRE DR, Paso Robles, CA 93446	San Luis Obispo
98-061	RANCHO SAN CARLOS PTNRSHIP-USER	SANTA LUCIA PRESERVE GOLF COURSE - RECLAIMED WATER USE	Carmel, CA 93921	Monterey
97-031	Rancho San Marcos Golf Course	RANCHO SAN MARCOS GOLF COURSE	4600 HWY 154, Santa Barbara, CA 93105	Santa Barbara

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86-047	Rantec	Rantec Manufacturing Plant	1173 LOS OLIVOS AVE, Los Osos, CA 93402	San Luis Obispo
91-068	Renewable Resources LLC	RENEWABLE RESOURCES, LLC	2709 PANOCHÉ, Paicines, CA 95043	San Benito
87-102	REYNOLDS RESORTS AVILA BEACH	OCEAN CANYON RESORT	7075 ONTARIO RD, San Luis Obispo, CA 93405	San Luis Obispo
86-029	REYNOLDS RESORTS LLC	CABANA HOLIDAY MHP	8710 PRUNEDALE NORTH R, Salinas, CA 93907	Monterey
96-006	RIDER, H. A. AND SONS	RIDER & SONS	2482 FREEDOM BLVD, Watsonville, CA 95076	Santa Cruz
94-008	Robert Louis Stevenson School	ROBERT LOUIS STEVENSON SCHOOL	FOREST LAKE RD, Pebble Beach, CA 93953	Monterey
95-003	ROYAL OAKS ENTERPRISES, INC.	ROYAL OAKS ENTERPRISES, INC.	15480 Watsonville Road, Morgan Hill, CA 95037	Santa Clara
89-147	SAN ARDO WATER DISTRICT	SAN ARDO STP	CATTLEMEN RD, San Ardo, CA 93450	Monterey
87-115	San Benito Co DPW CSA#22	CIELO VISTA ESTATES	121 TIERRA DEL SOL, Hollister, CA 95023	San Benito
R3-2004-0153	SAN BENITO COUNTY SA 45	Rancho Larios	400 AVENIDA DEL PIERO, San Juan Bautista, CA 95045	San Benito
03-0054	San Jerardo Inc.	SAN JERARDO WWTP	1401 OLD STAGE RD, Salinas, CA 93908	Monterey
98-016	SAN LORENZO VALLEY USD	SAN LORENZO VALLEY HS	7015 HWY 9, Felton, CA 95018	Santa Cruz
00-043	SAN LORENZO VALLEY WD	Bear Creek Estates WWF	BEAR CREEK RD, Boulder Creek, CA 95006	Santa Cruz
89-076	San Lucas County Water District	SAN LUCAS WWTF	HIGHWAY 198 & FREEMAN FLAT RD., San Lucas, CA 93954	Monterey
88-172	SAN LUIS COASTAL USD	BAYWOOD ELEMENTARY SCHOOL	1330 NINTH, Los Osos, CA 93402	San Luis Obispo
88-174	SAN LUIS COASTAL USD	SUNNYSIDE ELEMENTARY SCHOOL	880 MANZANITA, Los Osos, CA 93402	San Luis Obispo
89-086	SAN LUIS COASTAL USD	LOS OSOS MIDDLE SCHOOL	1555 EL MORO, Los Osos, CA 93402	San Luis Obispo
88-170	SAN LUIS COASTAL USD	MONARCH GROVE ELEMENTARY	LOS OSOS VALLEY RD, Los Osos, CA 93402	San Luis Obispo

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R3-2003-0081	San Luis Obispo City	SAN LUIS OBISPO WATER RECLAMATION FACILITY	35 PRADO, San Luis Obispo, CA 94524	San Luis Obispo
95-012	San Luis Obispo County Public Works	EL CHORRO (DAIRY CREEK) GOLF COURSE	STATE RTE 1, WEST OF SLO, San Luis Obispo, CA 93401	San Luis Obispo
02-011	San Luis Obispo County Public Works	LOPEZ RECREATION AREA	LOPEZ LAKE, Arroyo Grande, CA 93420	San Luis Obispo
01-130	SAN LUIS OBISPO CSA #07	OAK SHORES LAKE NACIMIENTO	SOUTH END OF RIDGE RD, Paso Robles, CA 93446	San Luis Obispo
03-0004	SAN LUIS OBISPO CSA #18 (PRO)	COUNTRY CLUB ESTATES	255 COUNTRY CLUB DR, San Luis Obispo, CA 93401	San Luis Obispo
R3-2003-0005	SAN LUIS OBISPO GOLF CLUB USER	San Luis Obispo Golf & Country Club	255 Country Club Drive, San Luis Obispo, CA 93401	San Luis Obispo
99-046	SAN MIGUEL CSD	SAN MIGUEL SD WWTP	NORTH EXTENSION OF N ST, San Miguel, CA 93451	San Luis Obispo
95-057	SAN MIGUELITO MUTUAL WATER CO	San Miguelito Wild Cherry Canyon	WILD CHERRY CANYON, Avila Beach, CA 93424	San Luis Obispo
R3-2008-0017	Sand City	Sand City Desal Plant	Shasta Avenue, 300 feet west of Catalina Street, Sand City, CA 93955	Monterey
87-060	Sandman, Inc.	SANDMAN HOLLISTER SAND & GRAVL	1068 NASH RD, Hollister, CA 95150	San Benito
99-080	Sanford Winery	SANFORD WINERY INC	5010 SANTA ROSA Road, Lompoc, CA 93436	Santa Barbara
97-044	SANTA BARBARA CITY PWD	EL ESTERO RECLAMATION FACILITY	402 EAST MASON ST, Santa Barbara, CA 93101	Santa Barbara
98-010	Santa Barbara Cnty Parks Dept	CACHUMA SD	STAR RTE, Santa Barbara, CA 93105	Santa Barbara
02-0112	Santa Barbara Cnty Parks Dept	LIVE OAK CAMP LAKE CACHUMA	HC 58, HWY 154, Santa Barbara, CA 93105	Santa Barbara
94-017	Santa Barbara County Flood Control District	GOLETA SLOUGH FLOOD CONTROL	123 E. ANAPAMU ST, Santa Barbara, CA 93101	Santa Barbara
R3-2002-0008	SANTA CLARA VALLEY WD	MULTIYEAR STREAM MAINTENANCE	COUNTY WIDE, Santa Clara, CA 95050	Santa Clara
05-0043	SANTA CRUZ CO SANITATION DIST	COLLECTION WDR SANTA CRUZ	2750 LODE, Santa Cruz, CA 95060	Santa Cruz
01-034	SANTA CRUZ CSA #07	Boulder Creek Golf and Country Club	HWY 236, Boulder Creek, CA 95006	Santa Cruz

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98-060	Santa Lucia CSD	SANTA LUCIA PRESERVE GOLF COURSE - RECLAIMED WATER PRODUCTION	1 Pronghorn Run, Carmel, CA 93923	Monterey
R3-2010-0001	Santa Maria City	SANTA MARIA WWTP	2065 East Main Street, Santa Maria, CA 93454	Santa Barbara
86-048	SANTA YNEZ APARTMENTS	SANTA YNEZ APARTMENTS	1181 SANTA YNEZ AVE, Los Osos, CA 93402	San Luis Obispo
R3-2001-0066	Scotts Valley City	SCOTTS VALLEY WWTF PRODUCER	700 LUNDY LN, Scotts Valley, CA 95066	Santa Cruz
R3-2001-0067	SCOTTS VALLEY WATER DISTRICT	Scotts Valley Recycled Water Distribution	SCOTTS VALLEY AND VICINITY, Scotts Valley, CA 95067	Santa Cruz
88-043	Sea Oaks Mobilehome Community	SEA OAKS MOBILE HOME COMMUNITY	1675 LOS OSOS VALLEY RD, Los Osos, CA 93402	San Luis Obispo
93-082	SEA PINES GOLF COURSE	SEA PINES GOLF COURSE	250 HOWARD AVE, Los Osos, CA 93402	San Luis Obispo
94-028	Seminis Vegetable Seeds	Seminis San Juan Bautista	500 LUCY BROWN, San Juan Bautista, CA 95045	San Benito
86-220	Shelrikk Estates Owners Association	SHELRIKK ESTATES CONDOMINIUMS	1320 LOS OLIVOS, Los Osos, CA 93412	San Luis Obispo
00-015	SIMONSEN LABORATORIES, INC.	SIMONSEN LABORATORIES, INC.	1180-C DAY RD, Gilroy, CA 95020	Santa Clara
R3-2008-0042	Soledad City	Soledad Sewage Treatment Plant	248 MAIN, Soledad, CA 93960	Monterey
R3-2007-0069	Solvang City	Solvang WWTP	WEST OF ALISAL RD, Solvang, CA 93463	Santa Barbara
98-052	SOUTH COUNTY REG WW AUTHORITY	SCRWA RECLAIMING WW FACILITY	LUCHESSA AVE, Gilroy, CA 95020	Santa Clara
95-016	SOUTH VALLEY MUSHROOM FARM INC	SOUTH VALLEY MUSHROOM FARM	1220 DIANA AVE, Morgan Hill, CA 95037	Santa Clara
92-069	SPAWN MATE, INC.	ARROYO GRANDE MUSHROOM FARM	4000 HUASNA RD, Arroyo Grande, CA 93421	San Luis Obispo
88-041	SUNNY OAKS MOBILE HOME PARK	SUNNY OAKS MHP	1701 LOS OSOS VALLEY RD, Los Osos, CA 93402	San Luis Obispo
R3-2004-0065	Sunnyslope CWD	RIDGEMARK ESTATES WWTP	SOUTHSIDE RD, Hollister, CA 95024	San Benito
00-017	SV Partners Winery	SV PARTNERS WINERY	CLARK RD. WESTERLY SAN JUAN	San Luis

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			CK, Shandon, CA 93461	Obispo
R3-2007-0029	TEMPLETON CSD	MEADOWBROOK WWF	P.O. BOX 780, Templeton, CA 93465	San Luis Obispo
89-029	THE BLUFFS HA	BLUFFS SUBDIVISION	14142 RESERVATION RD, Salinas, CA 93901	Monterey
97-062	Tosco Corporation San Luis Obispo	TOSCO SANTA MARIA PUMP STATION	1580 BATTLES RD, Santa Maria, CA 93454	Santa Barbara
98-017	TREANNA WINERY	TREANA WINERY	4280 SECOND WIND WY, Paso Robles, CA 93447	San Luis Obispo
98-056	Treasury Wine Estates	Paso 360 Winery	7000 East Hwy 46, Paso Robles, CA 93446	San Luis Obispo
R3-2012-0015	Tres Pinos WD	TRES PINOS WWTP	8511 SOUTHSIDE RD, Tres Pinos, CA 95075	San Benito
86-149	US Army Corps of Engineers Los Angeles	SANTA BARBARA DREDGE	SANTA BARBARA HARBOR, Santa Barbara, CA 93100	Santa Barbara
94-031	US Army Garrison Fort Hunter Liggett	FT. HUNTER LIGGETT WWTP	JOLON ROAD, King City, CA 93930	Monterey
98-009	US PENITENTIARY	LOMPOC PENITENTIARY WW FACILITY	3901 KLEIN BLVD, Lompoc, CA 93436	Santa Barbara
R3-2002-0032	Ventana Inn, Inc.	Ventana Inn Resort - Big Sur	1 Mi South of Big Sur State Park, Big Sur, CA 93920	Monterey
92-130	VISTA DEL MAR UNION SCHOOL DST	VISTA DEL MAR UNION SCHOOL	9467 San Julian Road, Gaviota, CA 93117	Santa Barbara
02-0040	Western Farm Service Inc	Crop Production Service Santa Maria Facility	3935 BROWN, Santa Maria, CA 93454	Santa Barbara
00-122	Wilbur-Ellis Company	Wilbur-Ellis Co. Hollister Facility	1601 Shelton Way, Hollister, CA 95023	San Benito
01-051	Wilbur-Ellis Company	Wilbur-Ellis Co. Salinas SS	1427 ABBOTT, Salinas, CA 93901	Monterey
93-058	Wilbur-Ellis Company	Wilbur-Ellis Co. Soledad SS	32393 MCCOY, Soledad, CA 93960	Monterey
92-006	Wilbur-Ellis Company	Wilbur-Ellis Co. Salinas JP	1505 ABBOTT, Salinas, CA 93901	Monterey
99-104	Wilbur-Ellis Company	Wilbur-Ellis Co. Soledad JP	32530 SILLIMAN, Soledad, CA 93960	Monterey
00-139	WOODLANDS MUTUAL WATER CO	WOODLANDS MUTUAL WATER CO	3701 S HIGUERA, San Luis Obispo, CA 93401	San Luis Obispo

# SAN MIGUEL COMMUNITY SERVICES DISTRICT

AGENDA ITEM# IX.9

## UTILITY REPORT 5-19-18 Thru 6-22-2018

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### Well Status:

- Well 4 is fully operational
- Well 3 is fully operational
- SLT well Out of service due to failure of chlorine analyzer (parts are on order, expected to be at the district by 6/29)

### State Water Resources Control Board (SWRCB):

- Met with the inspector for a site visit at the WWTP and all went well, discussed the status of the plant expansion and the current violations of our permit.
- SWRCB provided a letter acknowledging the status of the treatment plant and that, by their calculation, we will exceed the plant's capacity within 2.9 years.
- Based on known growth we can reasonably project that;
  - Average demand will reach 88% of our capacity by the end of 2019
  - Peak daily demand will reach 107% of our capacity by the end of 2019
  - Average demand will reach 91% of our capacity by the end of 2020
  - Peak daily demand will reach 110% of our capacity by the end of 2020

### Water System status:

Water leaks this month:2 This year: 10

Water related calls through the alarm company after hours this month: 1 this Year: 2

### Sewer System status:

Sewer overflows this month: 0 this year: 0

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

- Sewer Lift station at Tract 2527 is still off line due to issues with PGE and scheduling of the contractor. Anticipate that the issues will be resolved by the end of July

### WWTP status:

- An issue was raised on 1/8/18 that the WWTP lights need to be adjusted as they are visible from Homes on Mission street. We will be adjusting them to minimize the impact on the homes on Mission street and still maintain necessary light at the plant once a lift is available to reach them.

### Lighting status:

- Nothing to report

### Project status:

- Continuing raising valves and manholes around town.

- SLT Blending line is Complete Staff is working on finalizing the required paperwork to submit for reimbursement from the County and HUD

**WWTP Aerator Upgrade**

- On 2/9/18 Blaine and I met SLOCO Energy Watch, PG&E and Representatives for an update on the status of the analysis, viable options, and future steps. Potentially be bringing something to the board in May or June 2018
- Another meeting on May 24<sup>th</sup> to review additional information is scheduled

**SCADA:**

- Nothing to Report

**Solid Waste:**

- Nothing to report

**SLO County in San Miguel:**

- Nothing to report

**Caltrans in San Miguel:**

- Caltrans is underway on improvements to the HWY 101 corridor, for what will be a 2-year project. We have received notice of road closures; notices are available in the office. South Mission street onramp is closed and will remain closed for the next few months until the new bridge is built. (1-2018)

**Rain in San Miguel:**

1-8/9-18	2"
2/28-3/4	1.5"
3/21	3.5

**PREPARED BY:**

*Kelly Dodds*

Kelly Dodds

Director of Utilities

Date: June 22<sup>nd</sup>, 2018

# San Miguel Community Services District Board of Directors Meeting



## Staff Report

June 28<sup>th</sup>, 2018

AGENDA ITEM: IX 10

**SUBJECT: Fire Chief Report for May 2018**

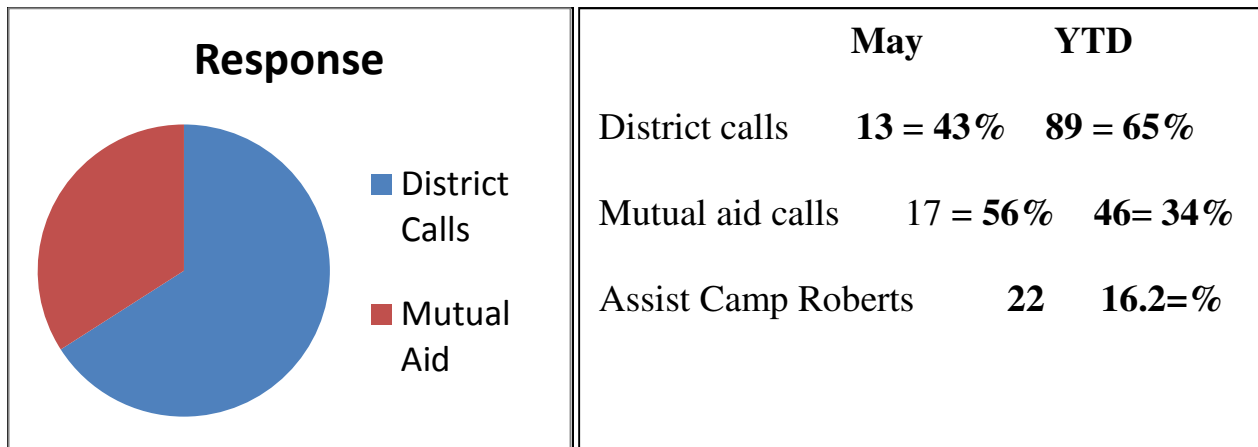
**STAFF RECOMMENDATION:** Receive and File Monthly Reports for the Fire Department

**INCIDENT RESPONSE:**

- Total Incidents for May 2018 **30**
- Average Calls for per Month in 2018 **27**
- Total calls for the year to date **135**

Emergency Response Man Hours in April = <b>135</b>	total	460
Stand-By Man Hours for April = 34		<u>145</u>
	<b>Total hr.</b>	<b>595</b>

Emergency Response Man Hours = <b>4.5 hr.</b> Per call for May		<b>3.4 hr.</b> Per call for the year
Stand-By Average per Call = 1.1 hr. Per call for, May		<b>1.0 hr.</b> Per call for the year







## Activities:

### May

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

21<sup>st</sup> Thru 25<sup>th</sup> Driver Operator 1A  
23<sup>rd</sup> Camp Robert's Burn  
31<sup>st</sup> WUI Drill Camp Robert's

### June

<u>Date</u>	<u>Subject matter</u>
5	Wildland Progressive Hose Lays
12	Vehicle Extrication
19	Engine Company Operations / Mission Response
26	Association Meeting

## Information:

Prepared By:

*Rob Roberson*

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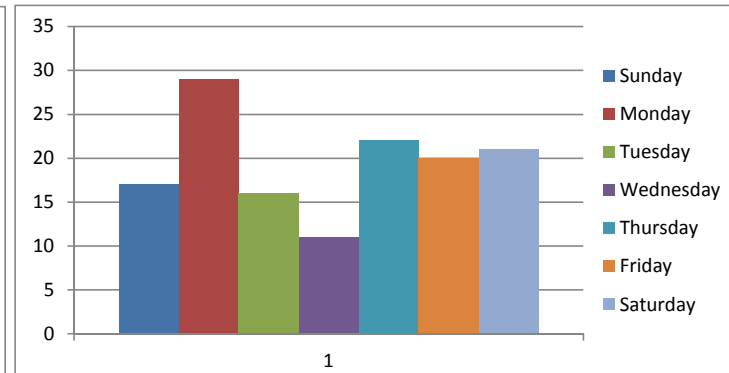
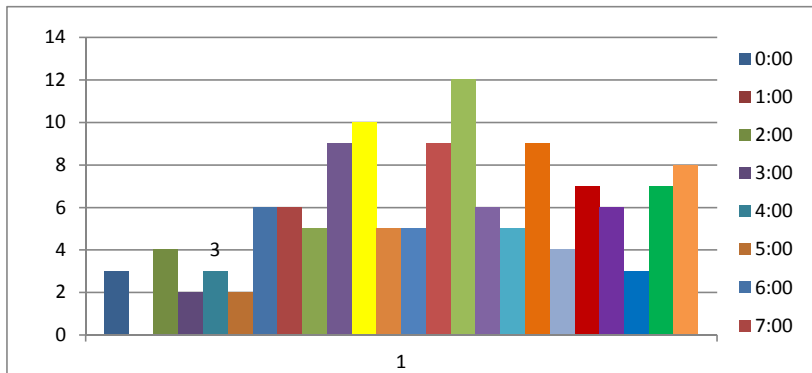
Rob Roberson, Fire Chief

# Call per time of day and day of the week 2018

	After Hours					CSD Work Hours										Off Hours											
	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total		
Sunday			1				1	1		2	1	1			2	1		1		2	1		1	2	17	10%	
Monday	1		2	1			1	2		2	4		1		2	1	3	1	2	1	1	1	1	1	2	29	20%
Tuesday					1	1	1	1					1	3	1	1		2				1	1	1	16	16%	
Wednesday						1	1		1	1	1	1	1		2		1					1			11	14%	
Thursday			1		1			1	2	4	2	1		2	1			2		2					3	22	12%
Friday					1		1				1	1	1		3	2	1	1	2	1	1	1	1	2	1	20	16%
Saturday	2			1			1	1	1		1	1	1	4	1	1		2		1	1		2		21	12%	
Hour Total	3	0	4	2	3	2	6	6	5	9	10	5	5	9	12	6	5	9	4	7	6	3	7	8	136		
	1%	3%	2%	1%	0%	2%	2%	4%	3%	5%	6%	3%	2%	9%	4%	10%	6%	6%	4%	8%	3%	4%	2%	2%			

Total calls during CSD Work Hours	48	38%
Total calls during Off time and weekends	88	62%
After Hours calls 22:00 to 06:00	29	16%
Total Weekend Calls	38	22%
Total Calls Monday thru Friday	98	77%

8am to 8pm 92



# FIRE EQUIPMENT

## 2018 MILEAGE / FUEL REPORT

IX-10-3


Mileage/ Fuel	January		February		March		April		May		June		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696	463	29	18	0	134	28.5	164	43.9	393				1172	101.4	11.6
E-8687	33	0	2	0	0	7	46	11.9	55				136	18.9	81.0
E-8668	239	50	31	0	513	33.4	175	13.7	353				1311	97.1	13.5
<b>6 Month Total</b>												<b>2619</b>	<b>217.4</b>	<b>12.0</b>	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	492	18	468	42	605	31	1336	90	1749	137.8			4650	318.8	14.6
C-8601	329	12	805	52	776	57	893	86	991	73.8			3794	280.8	13.5
C-8600	530	36	499	34	301	15	745	46	582.2	53.3			2657	184.3	14.4
<b>6 Month Total</b>												<b>11101</b>	<b>599.6</b>	<b>18.5</b>	

Mileage / Fuel	July		August		September		October		November		December		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696													1172	101.4	11.6
E-8687													136	18.9	44.1
E-8668													1311	97.1	13.5
<b>6 Month Total</b>												<b>2619</b>	<b>217.4</b>	<b>12.0</b>	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630													4650	318.8	14.6
C-8601													3794	280.8	13.5
C-8600													2657	184.3	14.4
<b>6 Month Total</b>												<b>8444</b>	<b>599.6</b>	<b>14.1</b>	

||

YTD 2016 Total	mi.	gal.	Avg. MPG
<b>Diesel</b>	<b>5238</b>	<b>434.8</b>	<b>12.0</b>
<b>Gas</b>	<b>19545</b>	<b>1199</b>	<b>16.3</b>

IX-10

	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC		TOTAL	
	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	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	3
Veg. Fires	0	0	3	1	1	0	1	2	1	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	10
Vehicle Fires	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2
Misc. Fires	1	0	1	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0
Illegal Burning	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
Vehicle Accidents	0	1	0	1	1	2	0	0	2	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	8
False Alarms	2	0	0	0	3	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	1
Hazardous Condition	1	1	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	2
Hazardous Materials	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
Standby	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Pub.Svc.Asst.	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0
Medical Aids	21	4	8	3	14	5	8	4	9	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	60	20
<b>Call TOTALS</b>	25	7	15	7	22	9	14	6	13	17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	89	46
	<b>32</b>		<b>22</b>		<b>31</b>		<b>20</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>135</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.	7	0	7	0	7	1	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	28	0
Camp Bob Asst.	3		5		6		1		7		0		0		0		0		0		0		0		22	
Average Calls Per	<i>Month</i>		29.5	<i>Day</i>		1	<i>SLO Co. MA</i>				<b>27</b>		<i>Montrey Co. MA</i>				<b>1</b>		<i>CPR TOTAL</i>				<b>0</b>			

# San Miguel CSD Proposed Rate Structure

EXAMPLE ONLY POTENTIAL RATES AS OF 5-17-18

SINGLE FAMILY RESIDENTIAL RATE (PER UNIT) FOR FY 2018-19																						
		FIRST TIER					SECOND TIER					THIRD TIER										
5/8" THRU 1" METER		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
WATER USE - CCF																						
WATER RATE		44.53	44.53	44.53	44.53	44.53	44.53	48.52	52.51	56.50	60.49	64.48	68.47	72.46	79.13	85.80	92.47	99.14	105.81	112.48	119.15	125.82
SEWER RATE		71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81
<b>POTENTIAL COMBINED COST</b>		<b>116.34</b>	<b>116.34</b>	<b>116.34</b>	<b>116.34</b>	<b>116.34</b>	<b>116.34</b>	<b>120.33</b>	<b>124.32</b>	<b>128.31</b>	<b>132.30</b>	<b>136.29</b>	<b>140.28</b>	<b>144.27</b>	<b>150.94</b>	<b>157.61</b>	<b>164.28</b>	<b>170.95</b>	<b>177.62</b>	<b>184.29</b>	<b>190.96</b>	<b>197.63</b>
EXISTING COST 5/8" and 3/4"		51.78	51.78	51.78	51.78	51.78	51.78	53.82	55.86	57.90	59.94	61.98	64.02	66.06	68.52	70.98	73.44	75.90	78.36	80.82	83.28	85.74
EXISTING COST 1"		59.94	59.94	59.94	59.94	59.94	59.94	61.98	64.02	66.06	68.10	70.14	72.18	74.22	76.68	79.14	81.60	84.06	86.52	88.98	91.44	93.90

AVERAGE INCREASE in %		
0-5 units	12 units	20 units
125	118	130
94	94	110

SINGLE FAMILY RESIDENTIAL RATE (PER UNIT) FOR FY 2018-19 -----CUSTOMERS WITHOUT SEWER SERVICE-----																						
		FIRST TIER					SECOND TIER					THIRD TIER										
5/8" THRU 1" METER		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
WATER USE - CCF																						
WATER RATE		44.53	44.53	44.53	44.53	44.53	44.53	48.52	52.51	56.50	60.49	64.48	68.47	72.46	79.13	85.80	92.47	99.14	105.81	112.48	119.15	125.82
<b>POTENTIAL COMBINED COST</b>		<b>44.53</b>	<b>44.53</b>	<b>44.53</b>	<b>44.53</b>	<b>44.53</b>	<b>44.53</b>	<b>48.52</b>	<b>52.51</b>	<b>56.50</b>	<b>60.49</b>	<b>64.48</b>	<b>68.47</b>	<b>72.46</b>	<b>79.13</b>	<b>85.80</b>	<b>92.47</b>	<b>99.14</b>	<b>105.81</b>	<b>112.48</b>	<b>119.15</b>	<b>125.82</b>
EXISTING COST 5/8" and 3/4"		14.69	14.69	14.69	14.69	14.69	14.69	16.73	18.77	20.81	22.85	24.89	26.93	28.97	31.43	33.89	36.35	38.81	41.27	43.73	46.19	48.65
EXISTING COST 1"		22.85	22.85	22.85	22.85	22.85	22.85	24.89	26.93	28.97	31.01	33.05	35.09	37.13	39.59	42.05	44.51	46.97	49.43	51.89	54.35	56.81

AVERAGE INCREASE in %		
0-5 units	12 units	20 units
203	150	159
95	95	121

MULTI FAMILY RESIDENTIAL RATE (PER UNIT) FOR FY 2018-19																						
		FIRST TIER					SECOND TIER					THIRD TIER										
5/8" THRU 1" METER		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
WATER USE - CCF																						
WATER RATE		44.53	44.53	44.53	44.53	44.53	44.53	48.52	52.51	56.50	60.49	64.48	68.47	72.46	79.13	85.80	92.47	99.14	105.81	112.48	119.15	125.82
SEWER RATE		44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68
<b>POTENTIAL COMBINED COST</b>		<b>89.21</b>	<b>89.21</b>	<b>89.21</b>	<b>89.21</b>	<b>89.21</b>	<b>89.21</b>	<b>93.20</b>	<b>97.19</b>	<b>101.18</b>	<b>105.17</b>	<b>109.16</b>	<b>113.15</b>	<b>117.14</b>	<b>123.81</b>	<b>130.48</b>	<b>137.15</b>	<b>143.82</b>	<b>150.49</b>	<b>157.16</b>	<b>163.83</b>	<b>170.50</b>
EXISTING COST 5/8" and 3/4"		37.46	37.46	37.46	37.46	37.46	37.46	39.50	41.54	43.58	45.62	47.66	49.70	51.74	54.20	56.66	59.12	61.58	64.04	66.50	68.96	71.42
EXISTING COST 1"		45.62	45.62	45.62	45.62	45.62	45.62	47.66	49.70	51.74	53.78	55.82	57.86	59.90	62.36	64.82	67.28	69.74	72.20	74.66	77.12	79.58

AVERAGE INCREASE in %		
0-5 units	12 units	20 units
138	126	139
96	96	114

COMMERCIAL RATE (PER UNIT) FOR FY 2018-19																						
		FIRST TIER					SECOND TIER															
5/8" THRU 1" METER		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
WATER USE - CCF																						
WATER RATE		44.53	44.53	44.53	44.53	44.53	44.53	49.16	53.79	58.42	63.05	67.68	72.31	76.94	81.57	86.20	90.83	95.46	100.09	104.72	109.35	113.98
SEWER RATE		58.29	62.54	66.79	71.04	75.29	79.54	83.79	88.04	92.29	96.54	100.79	105.04	109.29	113.54	117.79	122.04	126.29	130.54	134.79	139.04	143.29
<b>POTENTIAL COMBINED COST</b>		<b>102.82</b>	<b>107.07</b>	<b>111.32</b>	<b>115.57</b>	<b>119.82</b>	<b>124.07</b>	<b>132.95</b>	<b>141.83</b>	<b>150.71</b>	<b>159.59</b>	<b>168.47</b>	<b>177.35</b>	<b>186.23</b>	<b>195.11</b>	<b>203.99</b>	<b>212.87</b>	<b>221.75</b>	<b>230.63</b>	<b>239.51</b>	<b>248.39</b>	<b>257.27</b>
EXISTING COST 5/8" and 3/4"		51.78	51.78	51.78	51.78	51.78	51.78	53.82	55.86	57.90	59.94	61.98	64.02	66.06	68.52	70.98	73.44	75.90	78.36	80.82	83.28	85.74
EXISTING COST 1"		59.94	59.94	59.94	59.94	59.94	59.94	61.98	64.02	66.06	68.10	70.14	72.18	74.22	76.68	79.14	81.60	84.06	86.52	88.98	91.44	93.90

AVERAGE INCREASE in %		
0-5 units	12 units	20 units
99	182	200
72	151	174

RESOLUTION NO. 2018-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
SAM MIGUEL COMMUNITY SERVICES DISTRICT  
ADOPTING NEW PROPERTY-RELATED FEES  
FOR WATER AND WASTEWATER SERVICE

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---

**WHEREAS**, San Miguel Community Services District ("District") provides water and wastewater services to residents and businesses of the District; and

**WHEREAS**, a Water Rate Study, dated April 22, 2018, prepared by Bartle Wells Associates ("Water Rate Study"), establishes various rates proposed therein, which the District Board of Directors ("Board") finds are reasonably related and proportional to the cost of providing water service to District customers; and

**WHEREAS**, a Wastewater Rate Study, dated April 22, 2018, prepared by Bartle Wells Associates ("Wastewater Rate Study"), establishes various rates proposed therein, which the District Board finds are reasonably related and proportional to the cost of providing wastewater service to District customers; and

**WHEREAS**, in preparing the Water Rate Study and Wastewater Rate Study, staff and Bartle Wells Associates held several workshops and recommended a range of alternatives that the District could adopt regarding the revised water rates, which the Board has reviewed; and

**WHEREAS**, on May 24, 2018, pursuant to Proposition 218 (Cal. Const., art. XIID, § 6) the Board heard and considered all oral testimony, written materials, and written protests concerning the rate increase; and

**WHEREAS**, the District has counted the protests and determined that the District may proceed with the proposed water and wastewater rates.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT HEREBY RESOLVES AS FOLLOWS:**

1. Beginning on July 1, 2018, monthly charges for water customers shall be established in accordance with the rate schedule attached hereto as **Exhibit A**.
2. Beginning on July 1, 2018, monthly charges for wastewater customers shall be established in accordance with the rate schedule attached hereto as **Exhibit B**.

**PASSED, APPROVED, AND ADOPTED** by the Board of Directors of the San Miguel Community Services District at a special meeting held on the 31th day of May 2018; motioned by \_\_\_\_\_, seconded by \_\_\_\_\_, and upon roll call was carried by the following vote of:

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

\_\_\_\_\_  
Robert Roberson, Interim General Manager

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

\_\_\_\_\_  
Secretary of the Board of Directors

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Douglas L. White, District General Counsel



## EXHIBIT A

### Water Rate Schedule

<b>Monthly Fixed Rates</b>					
<b>All Customers</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>
<i>Meter Size</i>					
5/8"	\$44.53	\$48.10	\$50.03	\$51.54	\$53.09
3/4"	\$44.53	\$48.10	\$50.03	\$51.54	\$53.09
1"	\$44.53	\$48.10	\$50.03	\$51.54	\$53.09
1 1/2"	\$74.12	\$80.05	\$83.26	\$85.76	\$88.34
2"	\$109.62	\$118.39	\$123.13	\$126.83	\$130.64
6"	\$606.62	\$655.15	\$681.36	\$701.81	\$722.87

<b>Volumetric Rates</b>					
	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>
<b>Single-Family Residential</b>					
<i>Tier Structure</i>					
Tier 1 (0-5 CCF)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tier 2 (6-12 CCF)	\$3.99	\$4.31	\$4.49	\$4.63	\$4.77
Tier 3 (>12 CCF)	\$6.67	\$7.21	\$7.50	\$7.73	\$7.97

<b>Non-Residential</b>					
<i>Tier Structure</i>					
Tier 1 (0-5 CCF)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tier 2 (>6 CCF)	\$4.63	\$5.01	\$5.22	\$5.38	\$5.55

## EXHIBIT B

### Wastewater Rate Schedule

Monthly Rates	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
<b><i>Single-Family Residential</i></b>					
Fixed	\$71.81	\$89.77	\$98.75	\$103.69	\$108.36
<b><i>Multi-Family Residential</i></b>					
Fixed (per unit)	\$44.88	\$56.10	\$61.71	\$64.80	\$67.72
<b><i>Commercial</i></b>					
Fixed Charge	\$54.04	\$67.55	\$74.31	\$78.03	\$81.55
Volumetric (Per CCF of Water Billed)					
Low Strength	\$4.25	\$5.32	\$5.86	\$6.16	\$6.44
Medium Strength	\$4.82	\$6.03	\$6.64	\$6.98	\$7.30
High Strength	\$7.27	\$9.09	\$10.00	\$10.50	\$10.98
<b><i>Lift Station Charges</i></b>					
River Zone Charge	\$23.34	\$29.18	\$32.10	\$33.71	\$35.23

## San Miguel CSD Infrastructure and Facility Financing Reform Proposal

### Objective:

To offer an alternative proposal to the staff recommendations for consideration by the San Miguel CSD Board of Directors.

### Goals and outcomes:

1. To stabilize district finances over a longer term
2. Finance capital facilities that are needed
3. Ease ratepayers into the higher rates
4. Develop comprehensive programs to help ratepayers mitigate the effects of the proposed increases

### Report:

As an in-depth alternative for consideration, I have developed a proposal that would phase in rates at a much slower pace and include a bond measure to finance capital facilities.

The proposed rate increases call for an 85% increase in water for the first year and 55% increase for the sewer fund. It also calls for a 15% increase for water for the second year and a 30% increase for sewer for the second year. The increase from the original 70% to 85% is to help pay towards covering the anticipated legal expenses the water fund would incur. This increase is equal to roughly \$5 over the original proposal based on 10 units of water used. This proposal is still roughly \$2 lower than the rate would be in the city of Paso Robles. The proposal would fund O&M for the Sewer fund and would run a shortfall of 249K for the water fund. The district has enough in its reserves to cover the shortfall and to have money left over in case of a critical failure. After the district runs surpluses in year 2, the district would be able to pay back its capital facility funds and start work on other capital projects.

The bond measure revenue amounts will increase as the town grows, as it's not tied to a flat assessment. This would be achieved by vacant lots in the district being developed and subdivided. With the current growth rate of San Miguel it is possible that the bond measure would pay itself off 10 to 15 years early. Even with the bond measure included, my proposal would mean on average a savings of \$11 a month over the staff proposed increase based on a residential single family home using 10 units of water (see attachment).

If the board will not consider or support the percentages of increase, I respectfully request that the board consider and adopt the proposed programs I have attached to proposal, as the proposal would help give some assistance to seniors, veterans, and the permanently disabled.

## San Miguel CSD Infrastructure and Facility Financing Reform Proposal

1. Year 1 water 85% increase based on 1 inch connections. Would apply to 5/8<sup>th</sup>, 3/4, 1 inch, 1 ½ inch, and 2 inch connections.
2. Year 1 sewer 55% increase, based on residential single family rate.
3. Year 2 Water 15% increase. Year 2 Sewer 30% increase
4. Combine 5/8<sup>th</sup>, ¾ and 1 inch water meters into one price
5. Rates for 6 inch connections would increase by staff recommended levels
6. Increase base water units from 5 to 7 units
7. Volumetric rates for water and sewer would be set at staff recommended levels
8. River zone surcharge set at \$10
9. Develop a conservation ordinance that explicitly prohibits HOAs from making lawns mandatory
10. Create a cash for grass program, with a rebate allowance to be determined by the board
11. Develop a bond measure for 2018 and ask the board to amend the 218 study to add a new admin facility that will house a sheriffs office without it increasing the existing proposed rates. (see note A)
12. New sewer rates to start July 1<sup>st</sup>. Water rates would start for meter reading schedule in October 2018
13. Develop a rate assistance program for rate payers to apply to. (see note B)
14. Work with the Las Tablas RCD to develop a Best Management Practices guideline on water use for district ratepayers.
15. Staffs definition of commercial volumetric rates to be clearly defined
16. Any increases based on the proposed formula that would result in going over the 218 would be set to the staff recommended rate under prop 218.

\* Proposal was amended to ensure compliance with prop 218 and add clarity to the proposal. Items: 5, 13, 14, 15, and 16 were added. Staff recommended rates are based on May 2018 Staff Report.

### Example of combined usage for 10 units for a single family home:

Paso Robles: 113.45

San Miguel Proposed: 111.73 (roughly a 60% increase on bills)

San Miguel Proposed with bond included: \$125

San Miguel Rate Assistance Proposal: \$101.97 (roughly a 45% increase)

San Miguel Rate Assistance Proposal with bond included: \$115.27

San Miguel Existing: 70.14

San Miguel CSD Staff Example: 136.29

June 23rd 2018 board workshop numbers and proposed projected income

2018 Water rate revenues expected: 345K

2018 Sewer rate revenues expected: 356K

A 55% increase for sewer would generate 195.8K in revenue for sewer

A 85% increase for water would generate 647K new revenue

18-19 Proposed sewer income 613K Staff Report Expenses 588.9K

18-19 Proposed water income 647K Staff Report Expenses 896.2K. Revenue shortfall to be made up in Fiscal year 19-20.

End of year 17-18 existing water fund reserves = 445K+ roughly 100K in recent impact fees

End of year 18-19 water reserves = 296K

Note A:

Proposed Water Capital Projects:

1. New water well 800K
2. 8 inch water line for Mission Street 147K

Proposed Sewer Capital Projects:

1. Off Stream Recharge Basins: 104K
2. Reclaimed Water Treatment 2.4 Million
3. 16<sup>th</sup> St Diversion Structure 40K

Proposed District Capital Projects:

1. New Admin building with sheriffs office: 600K

Total proposed bond amount:

1. 4.1 Million

Proposed bond formula:

1. Set at a rate of assessed value not to excide \$40 per year per \$100K of assessed property value, district wide, to be paid back over a 40 year period with an interest rate in line with currently reported bond values ranging between 2.9% and 3.5%.

Proposed bond stipulation:

1. Any additional revenue received by the bond measure will be put towards repaying off the bond early or offsetting a percentage of the rates.

\*Reasoning for selection of projects is to diversify and expand our water supplies while protecting water quality, and in keeping with our mission statement of supporting the economic and social quality of life in our community.

Notes on proposed bond measure:

2017 Community Valuation: 274 Million

With the addition of new development community valuation would equal roughly 327 Million

Bond Tax Rate: =.04% of 1% at 40 years

Average Bond Rate in other communities: .02% to .06%

Expected average cost of bond measure per month on a 400K Home = \$13.33

At the proposed tax rate would pay for the bond over 40 years

Community valuation over time:

2014-15 =217,417,862

2015-16 = 237,322,153= 9.15%

2016-17 = 263,519,741 = 11.04%

2017-18 = 274,952,870 = 4.34%

2018- 2020 = ~326,952,8 =20% (roughly 52 Million growth in new development only)

Average growth rate =8.9% assessed valuation

\*Source from SLO County Tax Collector

Note B:

Create a utility rate assistance program for our rate payers based on programs featured in other communities.

Qualifications:

1. Applicant must be either: 65 years or older, permanently disabled, or receiving veteran benefits/veteran survivor benefits.
2. Applicant must be living at or below the poverty line as defined under the California Public Utilities Commission CARE Program.
3. Account must be a residential account, both renters and owners would qualify.
4. Applicant residence must have an individual meter, shared meters do not qualify.
5. San Miguel CSD utility bill must be in applicants name.
6. Applicant must live at residence where discount is received.

7. Applicant cannot be claimed as a dependent on another person's income tax return (other than their spouse).
8. Applicant must submit a copy of the California Driver's License or California ID for each adult household member.
9. Applicant must verify the household gross annual income by submitting:
  - A. \*Last years' tax return, including all Schedule C and E filed with the return.
  - B. \*Social Security/Pension benefit statements, SSI Letter
10. Applicant must notify San Miguel CSD if they no longer qualify.
11. Applicant is required to reapply every 2 years. Program is not retroactive.
12. San Miguel CSD would follow the California Public Utilities Commission standards for its CARE program:

<b>CARE Income Guidelines*</b>	
<b>Household Size</b>	<b>Income Eligibility Upper Limit</b>
1-2	\$32,920
3	\$41,560
4	\$50,200
5	\$58,840
6	\$67,480
7	\$76,120
8	\$84,760
Each Additional Person	\$8,640
* Effective June 1, 2018 to May 31, 2019	

Funding source:

The district would fund this program on a first come first serve basis. Applicant cap is based on 10% of all connections in the community. Primary funding would come from late fees collected by the district. secondary funding to shore up any shortfalls would be based on property taxes collected by both departments. Assistance would be 10% of the applicants base rate bill. Yearly total cost would be roughly 12K.

- This program is based on programs in other districts and cities that were looked at (City of Riverbank, East Bay Municipal Utility District, and The Palmdale Water District).

Submitted with amendments by:

Director Anthony Kalvans

June 24, 2018

*\*Received @District Office 6/25/2018- Board Clerk -TP*



## San Miguel Community Services District

### Board of Directors Staff Report

**June 28, 2018**

**AGENDA ITEM: XI - 2**

**SUBJECT:** Consider Adoption of **Resolution No. 2018-15** adopting the FY 2018-19 Operations and Maintenance Budget

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#### **STAFF RECOMMENDATION:**

It is recommended that the Board of Directors approve Resolution No. 2018- 15 adopting the fiscal year FY 2018-19 operations and maintenance budget.

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#### **BACKGROUND:**

The District operates on a fiscal year basis which is July – June. The annual operations and maintenance (O & M) budget of any agency is a spending plan for the upcoming fiscal year to provide services.

At the April 26<sup>th</sup> regular board meeting a preliminary draft budget was presented which depicted a deficit budget for the Fire, Water and Wastewater departments.

The proposed budget has been revised to incorporate additional expense and revenue information in all the funds. For the Water and Wastewater budgets these additional revenue numbers are based on adoption of the revised rate increase being heard at this meeting.

#### **Budget Workshop**

On June 23<sup>rd</sup> the Board participated in the scheduled Budget Workshop. Though this meeting took much of the day it was very productive and informative. Additional changes were made to the budget in this meeting to reduce costs and to clarify some expenses, and their locations. The budget presented today is the product of the efforts at the workshop.

Please note: if the rate increases for water and wastewater fail, or are reduced, then those respective budgets will be in deficit for the fourth consecutive year. In the case of rate increase failure there will need to be additional Board action to temporarily borrow money from the respective capital



funds. However as noted in the presentations for the rate increase reserves in total will be exhausted for the water department by FY 20-21 and for the wastewater department by FY 21-22. Any funds borrowed from the capital reserves to support operations will be required to be paid back to the capital reserve. This will have to be factored into any future rates that are adopted.

### **Staffing**

The Fire Department has a projected need for additional staffing which has been factored into this budget, the exact number of personnel and/or hours needed have not been completely identified. However, including the funding in this budget will allow for a smoother implementation once a staffing pattern is identified.

There are no other proposed additions to staffing for any other department. The Utility Worker Position is currently vacant, and there are ongoing efforts to fill this position as soon as possible. Due to the difficulty in attracting any prospective applicants it may be necessary to increase the salary range to make it more commiserate with other agencies. If that becomes necessary then a separate item will be brought back to the board for consideration at that time.

As has been discussed at prior meetings and during the rate increase informational meetings, staff has worked to eliminate and streamline the budgets for all the departments. Also as the Board is aware in the current budget, efforts are being made to remove expenses from the Administration department in preparation for the elimination of the Administration Department in this budget.

Some line items in the current budget have overruns, partially because it was not clear how specific expenses were accounted for previously and subsequently had to be allocated to the correct line items. After working diligently on the correct accounting of expenses by department and line item the proposed budget illustrates a more concise accounting of the actual expenses incurred by each department, either directly or as a shared expense.

### ***Proposed Department operation and maintenance budget***

#### **PROPOSED FIRE BUDGET**

**Revenue \$516,456    Expenditure \$484,310    Net \$32,146**

#### **PROPOSED LIGHTING BUDGET**

**Revenue \$101,367    Expenditure \$79,065    Net \$22,302**

#### **PROPOSED WASTEWATER BUDGET**

**Current Revenue \$409,954    Expenditure \$588,890    Net \$-178,936**  
**With Additional revenue from proposed rate increase    (additional \$320,032)**

Revenue \$729,986    Expenditure \$588,890    Net \$141,096  
Revenue required to meet USDA loan requirement of 1.2 times operating revenue \$706,668

**PROPOSED WATER BUDGET**

Current Revenue \$395,335    Expenditure \$896,200    Net \$-500,865  
With Additional revenue from proposed rate increase    (additional \$431,732)  
    Revenue \$847,244    Expenditure \$896,200    Net \$-48,956  
Revenue required to meet USDA loan requirement of 1.2 times operating revenue \$1,075,440

**PROPOSED SOLID WASTE BUDGET**

Revenue \$32,323    Expenditure \$16,295    Net \$16,028

**PROPOSED DISTRICT BUDGET (WITHOUT rate increase)**

Revenue \$1,455,435    Expenditure \$2,064,760    Net \$-609,325

**PROPOSED DISTRICT BUDGET (WITH rate increase)**

Revenue \$2,227,376    Expenditure \$2,064,760    Net \$162,616

**IMPACT OF THE RATE INCREASE**

As the Board and Staff have been working through the current rate study, there have been a wide variety of opinions on how to solve the financial issues of the water and wastewater departments.

Depending on the outcome of the Proposition 218 process to raise water and wastewater rates those departments will either once again be in a deficit, or be able to meet their financial needs for the year. In the event that this proposition 218 proposal fails the Board will need to restart another Prop 218 process, in order to adopt a rate increase that will allow the district to meet its operational obligations.

If a deficit budget is adopted by the Board for FY 2018-19, and rate increases are unsuccessful by January, Severe cuts will need to be made to water and wastewater services in order to ensure at least a minimum level of service is maintained. Some cuts will likely include; reduction of office hours, stopping work on any non-critical projects, Furloughs, and reduction of staff. If revenues are not increased to meet the operational need there will need to be an investigation into whether the District can continue to provide service or if the water and wastewater departments need to be relinquished to the County or a private operator.

**Fiscal Impact:**

The action before the District Board seeks to adopt the fiscal year 2018-2019 Operations and Maintenance Budget. The proposed budgets are based on up to date information regarding projected revenues and expenditures. The overall budgets are shown in this staff report with and without the rate increase for comparison

**Recommendation:**

It is recommended that the Board discuss the budgetary information and adopt the 2018-15 Operations and Maintenance Budget.

Alternatively:

The Board may provide direction and or comments to staff to be incorporated into the budget(s) and brought back in June.

Either way, the Board will need to adopt a budget, or continue the existing budget to continue to paying bills and employees starting July 1<sup>st</sup>.

PREPARED BY:

*Kelly Dodds*

Kelly Dodds

Director of Utilities

REVIEWED BY:

*Rob Roberson*

Rob Roberson

General Manager

Attachment: Resolution 2018- 15, All Department revenue and expenditure budgets

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

10 ADMINISTRATION DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	14-15	15-16	16-17	17-18	Budget 17-18	Rec. 17-18	Budget 18-19	Change 18-19	Budget 18-19	Budget 18-19
46000 Revenues & Interest										
46000 Revenues & Interest	295	1,824			0	0%			0	0%
46010 Transfer In			165,500		0	0%			0	0%
46020 Transfer In -Fire (16.5%)			16,775		37,499	0%			0	0%
46030 Transfer In -Lighting			3,050		6,818	0%			0	0%
46040 Transfer In -Sewer (40%)			40,666		90,907	0%			0	0%
46050 Transfer In -Water (40%)			40,666		90,907	0%			0	0%
46060 Transfer In- Solid Waste			508		1,136	0%			0	0%
46150 Miscellaneous Income	2,177	427	100	15	0	***%			0	0%
46151 Refund/Adjustments	1,967	2,524	96	486	0	***%			0	0%
46185 Boardroom Rental Fees			100		0	0%			0	0%
Group:	4,439	4,775	267,461	501	227,267	0%	0	0	0	0%
Fund:	4,439	4,775	267,461	501	227,267	0%	0	0	0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

20 FIRE PROTECTION DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	14-15	15-16	16-17	17-18	Budget 17-18	Rec. 17-18	Budget 18-19	Change 18-19	Budget 18-19	Budget 18-19
40000										
40220 Weed Abatement Fees	1,788	1,646	1,097		1,100	0%			0	0%
40300 Fireworks Permit Fees	800	1,800	1,800	2,200	800	275%	1,200	1,000	2,200	275%
40320 Fire Impact Fees	4,016	55,217	72,090	25,467	0	***%			0	0%
40410 Mutual Aid Fires	101,974			56,060	0	***%	100,000		100,000	*****%
40420 Ambulance Reimbursement	4,364	4,431	4,486	4,584	4,400	104%	4,400		4,400	100%
40440 CDBG Grant			105,000		0	0%			0	0%
40500 VFA Assistance Grant		10,000	8,424		18,000	0%	20,000		20,000	111%
Group:	112,942	73,094	192,897	88,311	24,300	363%	125,600	1,000	126,600	520%
43000 Property Taxes Collected										
43000 Property Taxes Collected	45,034	289,090	327,678	341,497	337,351	101%	390,856		390,856	115%
Group:	45,034	289,090	327,678	341,497	337,351	101%	390,856	0	390,856	115%
44000 Forestry & Fire Protection Reimbursement										
44000 Forestry & Fire	118,156	61,224	9,983	4,397	10,000	44%			0	0%
Group:	118,156	61,224	9,983	4,397	10,000	44%	0	0	0	0%
46000 Revenues & Interest										
46000 Revenues & Interest	425		304	249	300	83%			0	0%
46010 Transfer In			30,000		233,021	0%			0	0%
46100 Realized Earnings		312	208		0	0%			0	0%
46150 Miscellaneous Income	2,410	766	90	730	0	***%			0	0%
46151 Refund/Adjustments	383	19	1,290	1,027	1,000	103%			0	0%
46155 Will Serve Processing	117		150	150	100	150%			0	0%
46156 Reimbursement of State	215				0	0%			0	0%
46175 Sale of Surplus Property	2,058		4,000	229	0	***%			0	0%
Group:	5,608	1,097	36,042	2,385	234,421	1%	0	0	0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

20 FIRE PROTECTION DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	14-15	15-16	16-17	17-18	Budget 17-18	Rec. 17-18	Budget 18-19	Change 18-19	Budget 18-19	Budget 18-19
Fund:	281,740	424,505	566,600	436,590	606,072	72%	516,456	1,000	517,456	85%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

30 STREET LIGHTING DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	14-15	15-16	16-17	17-18	Budget 17-18	Rec. 17-18	Budget 18-19	Change 18-19	Budget 18-19	Budget 18-19
43000 Property Taxes Collected										
43000 Property Taxes Collected	12,741	79,893	93,954	97,248	93,488	104%	101,367		101,367	108%
Group:	12,741	79,893	93,954	97,248	93,488	104%	101,367	0	101,367	108%
46000 Revenues & Interest										
46000 Revenues & Interest	434		64	52	50	104%			0	0%
46010 Transfer In			10,000		8,525	0%			0	0%
46100 Realized Earnings		66	44		0	0%			0	0%
46150 Miscellaneous Income	1,310	100	400	400	0	***%			0	0%
46151 Refund/Adjustments	62	19	285	1,096	200	548%			0	0%
46156 Reimbursement of State	215				0	0%			0	0%
Group:	2,021	185	10,793	1,548	8,775	18%	0	0	0	0%
Fund:	14,762	80,078	104,747	98,796	102,263	97%	101,367	0	101,367	99%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

40 WASTEWATER DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	14-15	15-16	16-17	17-18	Budget 17-18	Rec. 17-18	Budget 18-19	Change 18-19	Budget 18-19	Budget 18-19
40000										
40440 CDBG Grant	187,144				0	0%			0	0%
40750	28,529	15,007			0	0%			0	0%
40760 Sludge Bed - Co. of San	150				0	0%			0	0%
40850 Wastewater Hook-up Fees	220,298	282,610	124,980	191,636	0	***%			0	0%
40900 Wastewater Sales	297,324	308,489	332,582	330,759	356,000	93%	355,592	320,032	675,624	189%
40910 Wastewater Late Charges	5,643	3,852	6,582	6,243	5,500	114%			0	0%
Group:	739,088	609,958	464,144	528,638	361,500	146%	355,592	320,032	675,624	186%
43000 Property Taxes Collected										
43000 Property Taxes Collected	7,320	45,627	50,191	52,615	51,302	103%	54,362		54,362	105%
Group:	7,320	45,627	50,191	52,615	51,302	103%	54,362	0	54,362	105%
46000 Revenues & Interest										
46000 Revenues & Interest	1,033		736	594	700	85%			0	0%
46005 Franchise Fees	15,851				0	0%			0	0%
46010 Transfer In			3,000		101,116	0%			0	0%
46100 Realized Earnings		756	-388	815	0	***%			0	0%
46150 Miscellaneous Income	4,066				45,000	0%			0	0%
46151 Refund/Adjustments	-3,041	3,987	3,144	2,608	1,000	261%			0	0%
46155 Will Serve Processing	117			500	0	***%			0	0%
46156 Reimbursement of State	859				0	0%			0	0%
46175 Sale of Surplus Property	47				0	0%			0	0%
46180 Public Records Requests	2				10	0%			0	0%
Group:	18,934	4,743	6,492	4,517	147,826	3%	0	0	0	0%
Fund:	765,342	660,328	520,827	585,770	560,628	104%	409,954	320,032	729,986	130%



SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

50 WATER DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	14-15	15-16	16-17	17-18	Budget 17-18	Rec. 17-18	Budget 18-19	Change 18-19	Budget 18-19	Budget 18-19
40000										
40440 CDBG Grant		-910		135,679	150,000	90%				0 0%
Group:		-910		135,679	150,000	90%	0	0		0 0%
41000 Water Sales										
41000 Water Sales	295,011	296,662	328,968	365,858	352,000	104%	345,385	451,909	797,294	226%
41001 Water Connection Fees	265,720	303,680	307,675	75,920	0	***%				0 0%
41005 Water Late Charges	7,921	12,716	28,032	66,464	18,000	369%				0 0%
41010 Water Meter Fees	62,654	23,030	15,832	2,199	12,250	18%				0 0%
Group:	631,306	636,088	680,507	510,441	382,250	134%	345,385	451,909	797,294	208%
43000 Property Taxes Collected										
43000 Property Taxes Collected					0	0%	19,950		19,950	*****%
Group:					0	0%	19,950	0	19,950	*****%
44000 Forestry & Fire Protection Reimbursement										
44005 State/Federal Grants					0	0%	30,000		30,000	*****%
Group:					0	0%	30,000	0	30,000	*****%
46000 Revenues & Interest										
46000 Revenues & Interest	1,464	153	748	630	700	90%				0 0%
46010 Transfer In			3,000		159,701	0%				0 0%
46100 Realized Earnings		756	504		0	0%				0 0%
46150 Miscellaneous Income	6,124		40,748	102	0	***%				0 0%
46151 Refund/Adjustments	-3,237	4,520	3,144	3,608	1,000	361%				0 0%
46152 Recycling		1,037	125		0	0%				0 0%
46155 Will Serve Processing	117	500	250	500	250	200%				0 0%
46156 Reimbursement of State	859				0	0%				0 0%
46175 Sale of Surplus Property	347				0	0%				0 0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

50 WATER DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	14-15	15-16	16-17	17-18	Budget 17-18	Rec. 17-18	Budget 18-19	Change 18-19	Budget 18-19	Budget 18-19
46180 Public Records Requests	2				0	0%				0 0%
Group:	5,676	6,966	48,519	4,840	161,651	3%	0	0	0	0%
Fund:	636,982	642,144	729,026	650,960	693,901	94%	395,335	451,909	847,244	122%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

60 SOLID WASTE DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old	
	14-15	15-16	16-17	17-18	Budget 17-18	Rec. 17-18	Budget 18-19	Change 18-19	Budget 18-19	Budget 18-19	
40000											
40750		2,543				0	0%			0	0%
Group:		2,543				0	0%	0	0	0	0%
46000 Revenues & Interest											
46005 Franchise Fees		29,346	34,128	34,736	32,323	107%	32,323		32,323	100%	
Group:		29,346	34,128	34,736	32,323	107%	32,323	0	32,323	100%	
Fund:		31,889	34,128	34,736	32,323	107%	32,323	0	32,323	100%	
Grand Total:	1,703,265	1,843,719	2,222,789	1,807,353	2,222,454		1,455,435	772,941	2,228,376		

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

10 ADMINISTRATION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
61000	Administration										
105	Salaries and Wages	7,023	32,000			0	0%			0	0%
111	BOD Stipend		5,100	5,600	5,300	6,000	88%			0	0%
115	Payroll Expenses		15,085			0	0%			0	0%
120	Workers' Compensation				1,123	0	***%			0	0%
130	Payroll Tax - Fed W/H	739			19,256	0	***%			0	0%
175	Payroll - Income Withhold	521				0	0%			0	0%
205	Insurance - Health	4,478				0	0%			0	0%
210	Insurance - Dental	23				0	0%			0	0%
215	Insurance - Vision	23				0	0%			0	0%
225	Retirement - PERS expense		1,300			0	0%			0	0%
305	Operations and maintenanc		945	1,951	1,794	3,300	54%			0	0%
310	Phone and fax expense			2,862		3,000	0%			0	0%
315	Postage, shipping and fre			32		50	0%			0	0%
320	Printing and reproduction		496	352	468	500	94%			0	0%
325	Professional svcs - Accou			6,781	8,523	21,000	41%			0	0%
326	Professional svcs - Engin			192		0	0%			0	0%
327	Professional svcs - Legal		93,546	252,084	87,741	150,000	58%			0	0%
328	Insurance - prop and liab			22,436	18,645	3,000	622%			0	0%
330	Contract labor					15,000	0%			0	0%
331	Professional Services - L			78,489		0	0%			0	0%
332	Professional Services - L			77,505	-51,502	0	***%			0	0%
335	Meals - Reimbursement		130		139	500	28%			0	0%
340	Meetings and conferences	20		402		500	0%			0	0%
345	Mileage expense reimburse	47	13	448		500	0%			0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

10 ADMINISTRATION DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
350	Repairs and maint - compu				1,960	500	392%			0	0%
351	Repairs and maint - equip			580		500	0%			0	0%
352	Repairs and maint - struc			1,925		1,000	0%			0	0%
375	Internet expenses			127	1,680	3,917	43%			0	0%
376	Webpage- Upgrade/Maint			3,800	1,000	2,400	42%			0	0%
385	Dues and subscriptions			312	320	500	64%			0	0%
386	Education and training		5,447			4,000	0%			0	0%
393	Advertising and public no		155	83	198	500	40%			0	0%
394	LAFCO Allocations			5,541	6,101	6,100	100%			0	0%
395	Community Outreach			578		0	0%			0	0%
405	Software			5,344		0	0%			0	0%
410	Office Supplies		802	4,133	553	4,000	14%			0	0%
415	Office Equipment		730	5,106	146	0	***%			0	0%
465	Cell phones, radios and p			1,330	105	500	21%			0	0%
470	Communication equipment		1,120			0	0%			0	0%
475	Computer supplies and upg		2,024	41,638	6	0	***%			0	0%
495	Uniform expense		607			0	0%			0	0%
715	Licenses, permits and fee			50		0	0%			0	0%
900	Misc	-2,500	94			0	0%			0	0%
908	Cash Over/ Cash Short		9			0	0%			0	0%
910	Tax Penalties & Late Fees		1,554	1,398		0	0%			0	0%
911	Finance Charges/Late Fees		1	40		0	0%			0	0%
920	Credit Card Service Fees			60		0	0%			0	0%
925	Bank service charges		893	671		0	0%			0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2018 - 2019

10 ADMINISTRATION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old	
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19	
930	Interest Fees			138		0	0%				0	0%
940	Bank service charges	24				0	0%				0	0%
	Account:	10,398	162,051	521,988	103,556	227,267	46%	0	0		0	0%
80000	Administration Allocation											
900	Misc	-8,386				0	0%				0	0%
	Account:	-8,386				0	***%	0	0		0	0%
	Fund:	2,012	162,051	521,988	103,556	227,267	46%	0	0		0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
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20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
62000	Fire										
105	Salaries and Wages	88,828	44,471	61,161	59,699	66,000	90%	66,000		66,000	100%
106	Vacation Used	1,201				0	0%			0	0%
110	Payroll tax expense	2,174		2,111		0	0%			0	0%
111	BOD Stipend	1,295				0	0%	990		990	*****%
115	Payroll Expenses		402			0	0%			0	0%
120	Workers' Compensation	7,730	6,968	4,985	5,958	7,700	77%	12,000	-4,000	8,000	104%
121	Physicals		1,200	890		2,600	0%	2,500		2,500	96%
125	Volunteer firefighter sti	-23,829	21,632	30,267	30,679	34,000	90%	72,000		72,000	212%
126	Strike Team Pay - VFF	-37,616	33,379	25,573	99,034	5,000	***%	100,000		100,000	2000%
130	Payroll Tax - Fed W/H	-811		4,221		4,000	0%			0	0%
135	Payroll Tax - FICA	236	3,435	3,967	8,042	3,910	206%	9,000		9,000	230%
140	Payroll Tax - Medicare	186	1,437	1,701	2,762	1,845	150%	4,000		4,000	217%
155	Payroll Tax - SUI	262	1,688	3,370	3,885	3,500	111%	5,000		5,000	143%
160	Payroll Tax - ETT	-159	81	117	175	200	88%	300		300	150%
165	Payroll Tax - FUTA	708	3,799	4,164	5,999	5,000	120%	7,000		7,000	140%
205	Insurance - Health	4,043	418	264	678	0	***%	800		800	*****%
210	Insurance - Dental	1,115	36	89	347	0	***%	600		600	*****%
215	Insurance - Vision	432	6	14	54	0	***%	100		100	*****%
225	Retirement - PERS expense	1,201	48	958	1,272	0	***%	1,600		1,600	*****%
305	Operations and maintenanc	3,342	1,948	2,600	5,094	4,000	127%	6,000		6,000	150%
310	Phone and fax expense	558	455	275	4	0	***%	800		800	*****%
315	Postage, shipping and fre	518	604	414	48	500	10%	100		100	20%
320	Printing and reproduction	118		350	29	350	8%	200		200	57%
325	Professional svcs - Accou	585		2,855	3,552	0	***%	4,950		4,950	*****%

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20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
326	Professional svcs - Engin	41	2,676			0	0%			0	0%
327	Professional svcs - Legal	2,790	4,650		12,402	0	***%	25,000		25,000	***%*
328	Insurance - prop and liab	7,784	2,219		5,939	8,000	74%	6,000	6,000	12,000	150%
330	Contract labor	1,878	3,818			0	0%			0	0%
331	Professional Services - L				527	0	***%	8,250		8,250	***%*
335	Meals - Reimbursement	132	84	125	119	525	23%	600		600	114%
340	Meetings and conferences					750	0%	500		500	67%
345	Mileage expense reimburse	66			52	670	8%	500		500	75%
350	Repairs and maint - compu	888	397		1,994	0	***%	3,000		3,000	***%*
351	Repairs and maint - equip	4,012	4,526	5,778	3,107	7,000	44%	8,000		8,000	114%
352	Repairs and maint - struc	405	259	5,933	1,344	1,000	134%	1,000		1,000	100%
353	Repairs & Maint- Infrastr	172	646			0	0%			0	0%
354	Repairs and maint - vehic	5,760	8,627	9,073	13,554	9,500	143%	15,000		15,000	158%
370	Dispatch services (Fire)	5,340	6,414	8,082	7,544	7,543	100%	8,000		8,000	106%
375	Internet expenses	122	54		713	0	***%	660		660	***%*
376	Webpage- Upgrade/Maint				231	0	***%	400		400	***%*
380	Utilities - alarm service	63	18	6		180	0%	200		200	111%
381	Utilities - electric	2,726	1,585	404	3,495	950	368%	4,000		4,000	421%
382	Utilities - propane	146	164	255	532	300	177%	450		450	150%
383	Utilities - trash	19				0	0%			0	0%
385	Dues and subscriptions	5,013	1,627	2,901	4,224	2,500	169%	4,000		4,000	160%
386	Education and training	1,042	401	4,075	1,380	6,500	21%	5,000		5,000	77%
387	Education and training: T					4,000	0%			0	0%
388	Education and training: C		280			0	0%			0	0%



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20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
389	Education and training: C	30				0	0%			0	0%
393	Advertising and public no	50	88			200	0%	500		500	250%
394	LAFCO Allocations	395	467			0	0%	1,010		1,010	*****%
395	Community Outreach	907	395	628	836	3,000	28%	1,500		1,500	50%
400	Supplies	3	22	502		0	0%			0	0%
405	Software	1,178	579		1,445	1,000	145%	1,500		1,500	150%
410	Office Supplies	-44	463		183	0	***%	400		400	*****%
415	Office Equipment	2,681	1,744			0	0%			0	0%
420	Equipt. & Supplies			1,157	1,465	1,500	98%			0	0%
445	CPR/FIRST AID TRAINING MA	895				0	0%			0	0%
450	EMS supplies	1,704	1,815	829	3,616	3,000	121%	3,500		3,500	117%
455	Fire Safety Gear & Equipm	28,778	4,214	21,918	18,533	10,000	185%	10,000		10,000	100%
456	VFF Assistance Grant		14,269		32,049	36,000	89%	40,000		40,000	111%
465	Cell phones, radios and p	763	713			500	0%	500		500	100%
470	Communication equipment	2,414	3,189	1,418	5,651	4,500	126%	3,000		3,000	67%
475	Computer supplies and upg	13	28		2,715	4,000	68%	3,000		3,000	75%
485	Fuel expense	5,194	5,089	3,203	7,139	6,765	106%	6,500		6,500	96%
490	Small tools and equipment	1,097	394	710	1,663	2,000	83%	3,500		3,500	175%
495	Uniform expense	1,749	4,698	2,363	1,700	3,450	49%	3,500		3,500	101%
500	Capital Outlay		4,160		211,904	224,988	94%			0	0%
503	Weed Abatement Costs	2,160	2,734	4,935	8,748	3,200	273%	3,200		3,200	100%
505	Fire Training Grounds	2,272	1,895	1,055		3,000	0%	3,000		3,000	100%
510	Fire station addition			29,234	15,361	19,766	78%	10,000		10,000	51%
514	Fire Sprinklers - Undergr	207				0	0%			0	0%

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20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
530	Fire hydrant replacement		143,750			0	0%			0	0%
710	County hazmat dues	1,000	2,000	2,000	2,000	2,000	100%	2,000		2,000	100%
715	Licenses, permits and fee	696	54	128	320	700	46%	800		800	114%
820	Fireworks Clean Up	-1,400	1,000			0	0%			0	0%
900	Misc	22,702	336			0	0%			0	0%
905	Admin Allocation Transfer					37,499	0%			0	0%
915	Returned Checks	2,250				0	0%			0	0%
920	Credit Card Service Fees	278	54			0	0%			0	0%
925	Bank service charges	724	834			0	0%			0	0%
930	Interest Fees	4,648	15			0	0%			0	0%
960	Property tax expense	142	721	268	400	250	160%	400		400	160%
	Account:	174,002	356,172	257,326	600,196	555,341	108%	482,310	2,000	484,310	87%
62500	Fire Hydrants										
326	Professional svcs - Engin		1,446			0	0%			0	0%
	Account:		1,446			0	***%	0	0	0	0%
65000	Water										
900	Misc	45				0	0%			0	0%
	Account:	45				0	***%	0	0	0	0%
70000	Transfer Out										
327	Professional svcs - Legal			58,150		0	0%			0	0%
420	Equipt. & Supplies	70,053				0	0%			0	0%
440	Vehicle Replacement Fund			30,000		0	0%			0	0%
	Account:	70,053		88,150		0	***%	0	0	0	0%
80000	Administration Allocation										
900	Misc	1,342				0	0%			0	0%
	Account:	1,342				0	***%	0	0	0	0%
	Fund:	245,442	357,618	345,476	600,196	555,341	108%	482,310	2,000	484,310	87%

%

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30 STREET LIGHTING DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
63000	Lighting										
105	Salaries and Wages	16,158	6,406	5,011	6,337	15,000	42%	10,000		10,000	67%
106	Vacation Used	123				0	0%			0	0%
110	Payroll tax expense	17		448		0	0%			0	0%
111	BOD Stipend					0	0%	180		180	*****
115	Payroll Expenses		329			0	0%			0	0%
120	Workers' Compensation	243	2,363	1,057		465	0%	500	-300	200	43%
130	Payroll Tax - Fed W/H	-811		895		1,000	0%	1,000	-500	500	50%
135	Payroll Tax - FICA	45	221	281		500	0%	500		500	100%
140	Payroll Tax - Medicare	16	87	83	93	100	93%	100		100	100%
155	Payroll Tax - SUI	4	54	54	68	100	68%	100		100	100%
160	Payroll Tax - ETT		4	6	4	100	4%	100		100	100%
165	Payroll Tax - FUTA	30	84	111	46	150	31%	150		150	100%
205	Insurance - Health	1,013	494		294	720	41%	500		500	69%
210	Insurance - Dental	24	33	16	49	36	136%	75		75	208%
215	Insurance - Vision	4	5	3	8	15	53%	20		20	133%
225	Retirement - PERS expense	727	1,791	384	372	793	47%	500		500	63%
305	Operations and maintenanc	1,127	222	3,224	85	3,900	2%	3,900	-1,900	2,000	51%
310	Phone and fax expense	87	237	58	1	0	***	120		120	*****
320	Printing and reproduction	31	41	13		100	0%	100		100	100%
325	Professional svcs - Accou	585		558	683	750	91%	900		900	120%
326	Professional svcs - Engin	41	130			0	0%			0	0%
327	Professional svcs - Legal	2,281	4,284		1,457	6,000	24%	4,500		4,500	75%
328	Insurance - prop and liab	745	2,219			500	0%	900	-400	500	100%
330	Contract labor	-103	3,818			0	0%			0	0%

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30 STREET LIGHTING DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
331	Professional Services - L				109	1,000	11%	1,500		1,500	150%
335	Meals - Reimbursement				1	0	***%			0	0%
340	Meetings and conferences					350	0%	350		350	100%
345	Mileage expense reimburse	12			9	150	6%	150		150	100%
350	Repairs and maint - compu	472			154	0	***%	1,000		1,000	*****%
351	Repairs and maint - equip		663			1,000	0%	1,000		1,000	100%
352	Repairs and maint - struc				96	0	***%			0	0%
353	Repairs & Maint- Infrastr		183			24,000	0%	24,000		24,000	100%
354	Repairs and maint - vehic			368		0	0%			0	0%
375	Internet expenses	35	30			0	0%	120		120	*****%
376	Webpage- Upgrade/Maint				42	0	***%	100		100	*****%
381	Utilities - electric	15,156	12,628	18,244	16,699	20,000	83%	26,000		26,000	130%
382	Utilities - propane	56	42		71	0	***%	100		100	*****%
383	Utilities - trash	-476				0	0%			0	0%
385	Dues and subscriptions	242		159	298	0	***%	300		300	*****%
386	Education and training				31	0	***%	1,500		1,500	*****%
393	Advertising and public no	-200	11			0	0%	100		100	*****%
394	LAFCO Allocations	395	467			0	0%	200		200	*****%
400	Supplies	3				0	0%			0	0%
405	Software	910	533		292	500	58%	500		500	100%
410	Office Supplies	-211	294			0	0%			0	0%
415	Office Equipment		1,744			0	0%			0	0%
465	Cell phones, radios and p	7	13			0	0%			0	0%
475	Computer supplies and upg		6			0	0%			0	0%

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30 STREET LIGHTING DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
485	Fuel expense		185	13		50	0%	100		100	200%
490	Small tools and equipment			393		500	0%	1,000		1,000	200%
500	Capital Outlay		5,655		1,025	8,525	12%			0	0%
514	Fire Sprinklers - Undergr	30				0	0%			0	0%
715	Licenses, permits and fee		54	70	2	0	***%			0	0%
900	Misc	-21				0	0%			0	0%
905	Admin Allocation Transfer					6,818	0%			0	0%
915	Returned Checks	2,172				0	0%			0	0%
925	Bank service charges	-8	12			0	0%			0	0%
930	Interest Fees		15			0	0%			0	0%
960	Property tax expense	20	71			0	0%			0	0%
	Account:	40,981	45,428	31,449	28,326	93,122	30%	82,165	-3,100	79,065	85%
64000	Sanitary										
	315 Postage, shipping and fre	104				0	0%			0	0%
	Account:	104				0	***%	0	0	0	0%
70000	Transfer Out										
	327 Professional svcs - Legal			44,425		0	0%			0	0%
	440 Vehicle Replacement Fund			10,000		0	0%			0	0%
	Account:			54,425		0	***%	0	0	0	0%
80000	Administration Allocation										
	900 Misc	335				0	0%			0	0%
	Account:	335				0	***%	0	0	0	0%
	Fund:	41,420	45,428	85,874	28,326	93,122	30%	82,165	-3,100	79,065	85%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
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40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
61000	Administration										
380	Utilities - alarm service	122				0	0%			0	0%
	Account:	122				0	***%	0	0	0	0%
64000	Sanitary										
100	PERSONNEL		96			0	0%			0	0%
104	Paid Time Off	208	208			0	0%			0	0%
105	Salaries and Wages	96,990	120,233	127,713	122,676	163,320	75%	163,500		163,500	100%
106	Vacation Used	2,092	759			0	0%			0	0%
107	Overtime	1,860	1,525			0	0%			0	0%
108	Sick Leave Used	225	167			0	0%			0	0%
109	Stand-by Hours	858	735	3,930	7,496	7,500	100%	7,500		7,500	100%
110	Payroll tax expense	-3,995		5,118		0	0%			0	0%
111	BOD Stipend					0	0%	2,400		2,400	*****%
115	Payroll Expenses		909			0	0%			0	0%
120	Workers' Compensation	9,639	7,000	12,084	3,105	12,000	26%	7,000	-2,000	5,000	42%
130	Payroll Tax - Fed W/H	-3,245		10,233		11,000	0%			0	0%
135	Payroll Tax - FICA	696	3,025	3,923		3,800	0%			0	0%
140	Payroll Tax - Medicare	514	1,760	1,909	1,899	2,000	95%	2,000		2,000	100%
155	Payroll Tax - SUI	62	615	952	1,201	1,000	120%	1,500		1,500	150%
160	Payroll Tax - ETT	21	91	132	90	200	45%	200		200	100%
165	Payroll Tax - FUTA	1,010	1,053	1,649	1,185	2,000	59%	2,000		2,000	100%
205	Insurance - Health	12,922	8,682	6,144	21,183	11,280	188%	25,000		25,000	222%
210	Insurance - Dental	372	822	652	989	564	175%	1,000		1,000	177%
215	Insurance - Vision	54	125	101	155	235	66%	200		200	85%
225	Retirement - PERS expense	9,667	8,625	10,878	11,235	12,422	90%	12,250		12,250	99%

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40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
305	Operations and maintenanc	9,486	3,631	12,814	5,385	6,000	90%	6,000		6,000	100%
310	Phone and fax expense	1,421	1,552	1,499	1,007	1,450	69%	1,200		1,200	83%
315	Postage, shipping and fre	2,089	1,970	2,606	3,233	3,000	108%	3,000		3,000	100%
320	Printing and reproduction	125	279	243	965	600	161%	600		600	100%
325	Professional svcs - Accou	2,340		6,920	8,612	0	***%	9,000		9,000	*****%
326	Professional svcs - Engin	9,321	9,006	6,229	29,279	24,000	122%	24,000		24,000	100%
327	Professional svcs - Legal	11,969	19,513		24,019	0	***%	30,000		30,000	*****%
328	Insurance - prop and liab	5,897	8,840		1,811	6,000	30%	6,000	2,400	8,400	140%
329	New Hire Screening			20	40	450	9%	450	-350	100	22%
330	Contract labor	10,900	4,698		2,525	5,000	51%	5,000		5,000	100%
331	Professional Services - L			1,304	12,640	9,400	134%	15,000		15,000	160%
332	Professional Services - L				53	0	***%			0	0%
335	Meals - Reimbursement				18	200	9%	200	-100	100	50%
340	Meetings and conferences	488				750	0%	750		750	100%
345	Mileage expense reimburse	158	258	387	182	500	36%	500		500	100%
350	Repairs and maint - compu	966	764		3,375	0	***%	3,000		3,000	*****%
351	Repairs and maint - equip	947	1,594	20,164	5,065	21,000	24%	21,000		21,000	100%
352	Repairs and maint - struc	89		1,321	188	3,000	6%	1,500		1,500	50%
353	Repairs & Maint- Infrastr	1,309	263	315	443	8,000	6%	4,000	-1,000	3,000	38%
354	Repairs and maint - vehic	51	470	1,238	976	2,000	49%	2,000		2,000	100%
355	Testing & Supplies (WWTP)	2,422	4,749	1,559	11,601	10,500	110%	12,000		12,000	114%
358	Testing & Supplies- SLT W	81				0	0%			0	0%
359	Testing & Supplies-Other	87				0	0%			0	0%
362	Cross-Connection Control		250			0	0%			0	0%

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40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
375	Internet expenses	315	168		713	0 ***%	1,600		1,600	****%	
376	Webpage- Upgrade/Maint				560	0 ***%			0	0%	
380	Utilities - alarm service	906	767	482	611	1,000 61%	1,000		1,000	100%	
381	Utilities - electric	59,464	55,298	70,713	58,841	75,000 78%	75,000		75,000	100%	
382	Utilities - propane	281	309	418	978	450 217%	500		500	111%	
383	Utilities - trash	-1,588	567	573	611	600 102%	650		650	108%	
385	Dues and subscriptions	2,455	574	2,265	4,448	2,500 178%	4,200	-2,100	2,100	84%	
386	Education and training		395	308	594	500 119%	1,500		1,500	300%	
393	Advertising and public no	75	45	100	248	200 124%	600		600	300%	
394	LAFCO Allocations	1,578	1,869			0 0%	2,440		2,440	****%	
395	Community Outreach		163			1,200 0%	1,200		1,200	100%	
400	Supplies	2,782				0 0%			0	0%	
405	Software	3,564	2,133		3,578	4,000 89%	4,000	2,100	6,100	153%	
410	Office Supplies	438	1,307	97	350	150 233%	750		750	500%	
415	Office Equipment	214	1,889			3,000 0%	1,000	-1,000	0	0%	
420	Equipt. & Supplies	8,869	6,910	754		4,900 0%			0	0%	
432	Utility Rate Design Study			2,085	29,113	31,915 91%			0	0%	
450	EMS supplies	293				0 0%			0	0%	
459	Scada - Maintenance Fees		40,165	3,979	829	1,000 83%	1,000		1,000	100%	
465	Cell phones, radios and p	577	477			1,000 0%	1,000		1,000	100%	
475	Computer supplies and upg		6		83	0 ***%	5,000		5,000	****%	
482	Chemicals-Well #4	948				0 0%			0	0%	
485	Fuel expense	3,364	2,338	2,650	4,705	5,000 94%	5,500		5,500	110%	
490	Small tools and equipment	693	647	181	1,133	3,000 38%	6,000		6,000	200%	



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40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
495	Uniform expense	97	458	317	804	1,575	51%	1,575	-825	750	48%
498	Sales Tax Paid		107			0	0%			0	0%
500	Capital Outlay		15,891	37,906	42,427	45,201	94%			0	0%
514	Fire Sprinklers - Undergr	177				0	0%			0	0%
535	Water Lines Repairs		438			0	0%			0	0%
545	Sewer System Mngmt Plan (	1,930				30,000	0%	28,000	-19,500	8,500	28%
550	Reg. Salt & Nutrient Mgmt	961				0	0%			0	0%
553	Manholes and Valve Raisin	1,450				0	0%			0	0%
555	16th Street Sewer Replace		9,081			0	0%			0	0%
560	Sewer Line Repairs		171			0	0%			0	0%
570	Repairs, Maint. and Video	7,800	9,267	11,298	3,526	12,000	29%	16,000		16,000	133%
581	WWTP Expansion		1,549		243,333	45,000	541%	45,000		45,000	100%
582	WWTP Plant Maintenance	10,785	9,671	7,755	13,039	12,000	109%	12,000		12,000	100%
583	WWTP Drying Pond Maintena	170	500			0	0%			0	0%
585	Sludge Removal Project		11,358	2,695	2,970	3,000	99%	5,000		5,000	167%
705	Waste Discharge Fees/Perm	17,017		14,929	17,017	25,000	68%	20,000		20,000	80%
715	Licenses, permits and fee	2,427	20,502	5,442	2,745	5,500	50%	1,000		1,000	18%
800	Deposit/ Liabilities	64	108			0	0%			0	0%
805	Refundable Water/Sewer/Hy		6	326	375	0	***%			0	0%
900	Misc	-2,123				0	0%			0	0%
905	Admin Allocation Transfer					90,907	0%			0	0%
908	Cash Over/ Cash Short	10	10			0	0%			0	0%
910	Tax Penalties & Late Fees		2		1,672	0	***%			0	0%
911	Finance Charges/Late Fees		32			0	0%			0	0%

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40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
915	Returned Checks	8,716				0	0%			0	0%
920	Credit Card Service Fees	390	54	7		0	0%			0	0%
925	Bank service charges	-32	140	177		0	0%			0	0%
930	Interest Fees	13,735	59			0	0%			0	0%
960	Property tax expense	151	71	31	29	0	***%			0	0%
	Account:	339,049	409,769	407,525	717,963	734,769	98%	611,265	-22,375	588,890	80%
65000	Water										
315	Postage, shipping and fre	416				0	0%			0	0%
385	Dues and subscriptions	81				0	0%			0	0%
585	Sludge Removal Project	1,853				0	0%			0	0%
	Account:	2,350				0	***%	0	0	0	0%
70000	Transfer Out										
327	Professional svcs - Legal			82,041		0	0%			0	0%
420	Equipmt. & Supplies	44,832				0	0%			0	0%
440	Vehicle Replacement Fund			3,000		0	0%			0	0%
	Account:	44,832		85,041		0	***%	0	0	0	0%
80000	Administration Allocation										
900	Misc	3,354				0	0%			0	0%
	Account:	3,354				0	***%	0	0	0	0%
	Fund:	389,707	409,769	492,566	717,963	734,769	98%	611,265	-22,375	588,890	80%

%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
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50 WATER DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
61000	Administration										
940	Bank service charges				1	0 ***%				0 0%	
	Account:				1	0 ***%	0	0		0 0%	
64000	Sanitary										
305	Operations and maintenanc	171			230	0 ***%				0 0%	
353	Repairs & Maint- Infrastr	26				0 0%				0 0%	
	Account:	197			230	0 ***%	0	0		0 0%	
65000	Water										
100	PERSONNEL		27			0 0%				0 0%	
104	Paid Time Off	208	208			0 0%				0 0%	
105	Salaries and Wages	110,300	135,924	145,693	136,562	84%	163,500		163,500	100%	
106	Vacation Used	2,152	284			0 0%				0 0%	
107	Overtime	917	1,179			0 0%				0 0%	
108	Sick Leave Used	149	167			0 0%				0 0%	
109	Stand-by Hours	857	737	3,930	7,496	100%	7,500		7,500	100%	
110	Payroll tax expense	-3,224		5,118		0 0%				0 0%	
115	Payroll Expenses		909			0 0%				0 0%	
120	Workers' Compensation	2,595	7,007	12,084	2,446	20%	8,000	-4,000	4,000	33%	
130	Payroll Tax - Fed W/H	-3,245		10,233		11,000 0%				0 0%	
135	Payroll Tax - FICA	696	3,030	4,170		4,500 0%				0 0%	
140	Payroll Tax - Medicare	543	1,973	2,167	2,087	2,500 83%	2,500		2,500	100%	
155	Payroll Tax - SUI	62	671	1,048	1,235	1,500 82%	1,500		1,500	100%	
160	Payroll Tax - ETT	23	106	150	97	150 65%	200		200	133%	
165	Payroll Tax - FUTA	1,018	1,149	1,793	1,234	1,800 69%	1,500		1,500	83%	
205	Insurance - Health	13,069	10,396	8,289	19,475	12,000 162%	25,000		25,000	208%	
210	Insurance - Dental	380	950	696	1,083	600 181%	1,200		1,200	200%	

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50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
215	Insurance - Vision	55	145	107	169	250	68%	200		200	80%
225	Retirement - PERS expense	9,743	9,791	10,880	12,740	12,400	103%	12,500		12,500	101%
300			168			0	0%			0	0%
305	Operations and maintenanc	10,997	5,069	9,076	8,546	8,500	101%	8,000		8,000	94%
310	Phone and fax expense	1,880	2,076	1,498	1,006	1,450	69%	1,200		1,200	83%
315	Postage, shipping and fre	2,505	1,938	2,773	3,433	3,000	114%	3,000		3,000	100%
320	Printing and reproduction	381	506	243	1,231	600	205%	600		600	100%
324	Professional Svcs- GSA-GS				7,590	0	***%	30,000		30,000	*****%
325	Professional svcs - Accou	2,340		6,920	8,612	0	***%	9,000		9,000	*****%
326	Professional svcs - Engin	11,570	1,950	5,166	56,412	25,000	226%	25,000		25,000	100%
327	Professional svcs - Legal	30,375	71,983	8,924	42,196	0	***%	40,000		40,000	*****%
328	Insurance - prop and liab	7,120	8,840		629	8,000	8%	8,000	5,000	13,000	163%
329	New Hire Screening			20	40	450	9%	150		150	33%
330	Contract labor	-63	4,530		2,525	5,000	51%	5,000		5,000	100%
331	Professional Services - L			1,304	12,693	9,400	135%	20,000		20,000	213%
332	Professional Services - L			2,657	156,226	100,000	156%	100,000	150,000	250,000	250%
335	Meals - Reimbursement		31		18	200	9%	200		200	100%
340	Meetings and conferences	474				750	0%	750		750	100%
345	Mileage expense reimburse	387	291	502	182	500	36%	500		500	100%
350	Repairs and maint - compu	971	764		3,375	0	***%	5,000		5,000	*****%
351	Repairs and maint - equip	6,396	2,957	774	3,854	4,000	96%	4,000		4,000	100%
352	Repairs and maint - struc	405	972	1,164	1,347	1,500	90%	1,500		1,500	100%
353	Repairs & Maint- Infrastr	21,115	6,360	14,199	59,054	15,000	394%	30,000		30,000	200%
354	Repairs and maint - vehic	51	589	1,238	1,063	3,500	30%	2,000		2,000	57%

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50 WATER DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
355	Testing & Supplies (WWTP)			25		0	0%			0	0%
356	Testing & Supplies - Well	2,280	26,152	2,075	2,452	2,500	98%	2,500		2,500	100%
357	Testing & Supplies - Well	2,029	1,205	2,242	2,540	2,500	102%	2,500		2,500	100%
358	Testing & Supplies- SLT W	4,843	4,684	4,564	5,630	5,000	113%	5,000		5,000	100%
359	Testing & Supplies-Other	7,522	7,167	5,015	4,803	5,000	96%	5,000		5,000	100%
362	Cross-Connection Control	761	1,145	836	1,358	1,000	136%	1,000		1,000	100%
375	Internet expenses	314	168		713	0	***%	1,600		1,600	*****%
376	Webpage- Upgrade/Maint				560	0	***%	960		960	*****%
380	Utilities - alarm service	590	837	752	611	1,000	61%	1,000		1,000	100%
381	Utilities - electric	31,796	28,050	36,215	36,494	37,000	99%	37,000	3,000	40,000	108%
382	Utilities - propane	281	309	418	978	450	217%	500		500	111%
383	Utilities - trash	-1,588	567	573	611	600	102%	650		650	108%
385	Dues and subscriptions	2,884	6,883	3,870	6,053	4,000	151%	6,000	-2,100	3,900	98%
386	Education and training		1,129	422	1,105	1,000	111%	2,500		2,500	250%
387	Education and training: T			50		0	0%			0	0%
393	Advertising and public no	225	200	245	248	250	99%	600		600	240%
394	LAFCO Allocations	1,578	1,869			0	0%	2,440		2,440	*****%
395	Community Outreach	638	163			1,200	0%	1,200		1,200	100%
400	Supplies	2,782	322			0	0%			0	0%
405	Software	3,564	2,133		3,578	4,000	89%	4,000	2,100	6,100	153%
410	Office Supplies	438	2,108	97	349	150	233%	500		500	333%
415	Office Equipment	214	2,417			3,000	0%	1,500		1,500	50%
420	Equipt. & Supplies	8,869	7,097	754	528	4,900	11%			0	0%
425	Well #3 Rehab - Capital		74,807	1,179	7,700	0	***%			0	0%

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50 WATER DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
430	Equipt & Supplies-Well #4	253	1,196			0	0%			0	0%
431	SLT Blending Line - CDBG			42,073	156,774	157,000	100%			0	0%
432	Utility Rate Design Study			2,085	29,113	31,915	91%			0	0%
433	K Street Waterline Replac			18,342	7,329	7,500	98%			0	0%
459	Scada - Maintenance Fees		160,643	1,110	829	1,000	83%	1,000		1,000	100%
465	Cell phones, radios and p	577	477			1,000	0%	1,000	-1,000	0	0%
475	Computer supplies and upg		6		1,583	1,500	106%	5,000		5,000	333%
480	Chemicals	307				0	0%			0	0%
481	Chemicals- Well #3	1,681	2,370	1,397	2,026	2,500	81%	3,000		3,000	120%
482	Chemicals-Well #4	1,922	1,134	2,732	2,435	3,000	81%	3,000		3,000	100%
483	Chemicals-SLT Well	219		344	941	1,500	63%	1,500		1,500	100%
485	Fuel expense	3,032	2,127	2,603	3,352	4,000	84%	4,000		4,000	100%
490	Small tools and equipment	739	671	226	1,892	3,000	63%	6,000		6,000	200%
495	Uniform expense	97	458	85	767	1,575	49%	1,575	-825	750	48%
500	Capital Outlay		15,891	86,435	43,070	45,201	95%			0	0%
514	Fire Sprinklers - Undergr	177				0	0%			0	0%
516	Water Projects Well 3		9,772	571		0	0%			0	0%
517	Water Projects Well 4		479			0	0%			0	0%
518	Water Projects SLT Well		3,780			0	0%			0	0%
520	Water Main Valves Replace		3,965			6,000	0%	5,000		5,000	83%
525	Water meter replacement	13,678	7,793	28,522	15,451	14,500	107%	15,000		15,000	103%
530	Fire hydrant replacement		1,826			0	0%			0	0%
535	Water Lines Repairs		502	1,582	4,850	27,000	18%	30,000		30,000	111%
537	River Road Realignment		171			0	0%			0	0%

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50 WATER DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
553	Manholes and Valve Raisin	1,420	1,062			0	0%			0	0%
560	Sewer Line Repairs		554			0	0%			0	0%
570	Repairs, Maint. and Video		3,379			0	0%			0	0%
582	WWTP Plant Maintenance		3,267			0	0%			0	0%
605	USDA Loan Payment	40,814	66,381	41,481	66,351	67,000	99%	67,000		67,000	100%
710	County hazmat dues			981		0	0%			0	0%
715	Licenses, permits and fee	10,909	-915	6,696	8,371	6,700	125%	6,550	450	7,000	104%
800	Deposit/ Liabilities	39	-4			0	0%			0	0%
805	Refundable Water/Sewer/Hy	305	3,248	3,035	375	0	***%			0	0%
900	Misc	-3,207				0	0%			0	0%
905	Admin Allocation Transfer					90,907	0%			0	0%
908	Cash Over/ Cash Short	10	10			0	0%			0	0%
910	Tax Penalties & Late Fees		23		1,672	0	***%			0	0%
911	Finance Charges/Late Fees		16			0	0%			0	0%
915	Returned Checks	8,716				0	0%			0	0%
920	Credit Card Service Fees	390	54	7		0	0%			0	0%
925	Bank service charges	-40	140	177		0	0%			0	0%
930	Interest Fees	63,560	59			0	0%			0	0%
960	Property tax expense	121		163		0	0%			0	0%
	Account:	448,941	743,624	562,795	978,148	962,718	102%	743,575	152,625	896,200	93%
70000	Transfer Out										
327	Professional svcs - Legal			82,041		0	0%			0	0%
420	Equipt. & Supplies	150,199				0	0%			0	0%
440	Vehicle Replacement Fund			3,000		0	0%			0	0%
	Account:	150,199		85,041		0	***%	0	0	0	0%

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50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
80000	Administration Allocation										
900	Misc	3,354				0	0%			0	0%
	Account:	3,354				0	***%	0	0	0	0%
	Fund:	602,691	743,624	647,836	978,379	962,718	102%	743,575	152,625	896,200	93%



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60 SOLID WASTE DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
66000	SOLID WASTE										
105	Salaries and Wages				310	1,800	17%	4,500		4,500	250%
110	Payroll tax expense					0	0%	400		400	*****%
111	BOD Stipend					0	0%	30		30	*****%
120	Workers' Compensation					465	0%	500	-400	100	22%
140	Payroll Tax - Medicare				4	0	***%	400		400	*****%
165	Payroll Tax - FUTA				1	0	***%	50		50	*****%
205	Insurance - Health				39	720	5%	500		500	69%
210	Insurance - Dental				1	0	***%	50		50	*****%
225	Retirement - PERS expense				37	1,275	3%	500		500	39%
305	Operations and maintenanc		28		325	0	***%	200		200	*****%
310	Phone and fax expense					0	0%	25		25	*****%
320	Printing and reproduction			2		0	0%	50		50	*****%
325	Professional svcs - Accou			48	70	0	***%	150		150	*****%
327	Professional svcs - Legal		6,642	4,832	5,728	200	***%	750	5,000	5,750	2875%
328	Insurance - prop and liab					0	0%	150	-50	100	*****%
331	Professional Services - L				3	0	***%	250		250	*****%
340	Meetings and conferences					200	0%	200		200	100%
345	Mileage expense reimburse				2	0	***%	50		50	*****%
350	Repairs and maint - compu				26	0	***%	50		50	*****%
375	Internet expenses					0	0%	25		25	*****%
376	Webpage- Upgrade/Maint				7	0	***%	15		15	*****%
382	Utilities - propane				10	0	***%	50		50	*****%
384	Trash Recepticles		4,758			0	0%	2,000		2,000	*****%
385	Dues and subscriptions				50	0	***%	50		50	*****%

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60 SOLID WASTE DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
386	Education and training				4	150	3%	250		250	167%
393	Advertising and public no		799		495	250	198%	500		500	200%
405	Software				14	0	***%	50		50	*****%
905	Admin Allocation Transfer					1,136	0%			0	0%
	Account:		12,227	4,882	7,126	6,196	115%	11,745	4,550	16,295	263%
70000	Transfer Out										
327	Professional svcs - Legal			508		0	0%			0	0%
	Account:			508		0	***%	0	0	0	0%
	Fund:		12,227	5,390	7,126	6,196	115%	11,745	4,550	16,295	263%
											%
Grand Total:		1,281,272	1,730,717	2,099,130	2,435,546	2,579,413		1,931,060	133,700	2,064,760	

**RESOLUTION NO. 2018- 15**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT (SMCSD) FOR ADOPTING THE  
FY2018-19 OPERATIONS AND MAINTENANCE BUDGET**

**WHEREAS**, San Miguel Community Services District (“District”) is a community services district formed under California Government Code Section 61000 et. Seq. to provide community services within the District’s service area, including water, sewer, lighting, solid waste, and fire protection services; and

**WHEREAS**, the Board desires to adopt the fiscal year 2018-19 operations and maintenance budget as presented.

**NOW THEREFORE, BE IT RESOLVED**, the Board does, hereby, adopt this Resolution approving and adopting the 2018-15 fiscal year operations and maintenance budget.

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 28th day of June 2018.

\_\_\_\_\_  
Douglas L. White, District General Counsel

\_\_\_\_\_  
John Green, Board President

ATTEST:

\_\_\_\_\_  
Tamara Parent, Board Clerk/Accounts Mgr.

\_\_\_\_\_  
Rob Roberson, Interim General Manager



SAN MIGUEL COMMUNITY SERVICES DISTRICT  
**NOTICE OF PUBLIC HEARING**

**NOTICE IS HEARBY GIVEN THAT THE** San Miguel Community Services District Board of Directors will hold a public hearing on:

**Thursday, July 28, 2017, at 7:00 P.M. at 1150 Mission Street, San Miguel, California 93451,** to consider adopting the Final Budget for the 2018-2019 fiscal year. You can view the proposed Final Budget at the San Miguel Community Services District offices located at the above address or online at: <https://www.sanmiguelcsd.org>.

The Board of Directors will meet on Thursday, July 28, 2018, at 7:00 p.m., to adopt the Final Budget and any person may appear and be heard regarding any budget item or adding any item to the Final Budget. The Board may continue the hearing on the budget. For additional information please contact Board Clerk/Accounts Manager Tamara Parent 805-467-3388 or [tamara.parent@sanmiguelcsd.org](mailto:tamara.parent@sanmiguelcsd.org). This notice is published pursuant to Government Code section 61110.

**BY ORDER OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS**

**Rob Roberson, Interim District General Manager**



## San Miguel Community Services District

### BOARD OF DIRECTORS Staff Report

June 28, 2017

AGENDA ITEM: XI - 5

**SUBJECT:** Consider approving **Resolution No 2018-20** confirming the 2018 Weed Abatement Cost Report and Authorizing Collection of the charges on the County Tax Rolls.

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#### **RECOMMENDATION:**

Staff recommends that the Board of Directors approve the Cost Report for the 2018 Weed Abatement Program (Exhibit "A" to **Resolution 2018-20**) After holding the hearing and making any appropriate modifications to the Cost Report, it is recommended that the Board adopt **Resolution 2018-20** confirming the Cost Report and authorizing the collection of the charges on the County Tax Rolls.

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#### **DISCUSSION:**

The San Miguel Community Services District Fire Department conducts a weed abatement program in accordance with the authority and procedures in Health and Safety Code §14875 et seq., as permitted by Government Code §61100(t). Staff is recommending that the costs incurred by the District to abate weeds from properties where the property owners have failed to do so be placed upon the tax rolls for collection.

When the District performs weed abatement work, Health and Safety Code §14905 provides that an account of the costs is to be kept and an itemized report prepared for the Board showing the cost of removing the weeds from each parcel. The Cost Report is then required to be posted on or near the door of the Board Chamber for at least three (3) days, with a notice of the time when the Cost Report will be submitted to the Board for confirmation.

Staff has complied with these requirements and the 2018 Weed Abatement Cost Report is now being submitted to the Board for confirmation.

At the hearing, the Board is to consider the Cost Report and hear any objections (Health and Safety Code §14910). The Board may modify the amounts, as it deems appropriate, and then it is recommended that the Board adopt Resolution 2018-20 confirming the costs and directing that the Resolution and Cost Report be submitted to the County so the charges can be collected on the property tax rolls.

**FISCAL IMPACT:**

It is anticipated that the District will recover all costs incurred abating weeds in 2018 by having the costs placed on the property owners' tax bills.

PREPARED BY:

*Rob Roberson*

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Rob Roberson, Fire Chief

**ATTACHMENTS:**

- 1) **Resolution No. 2018-20**
- 2) **Exhibit "A" - 2018 Weed Abatement Cost Report**



SAN MIGUEL COMMUNITY SERVICES DISTRICT  
**NOTICE OF PUBLIC HEARING**

**NOTICE IS HEARBY GIVEN THAT THE** San Miguel Community Services District Board of Directors will hold a public hearing on:

**Thursday, June 28, 2018 at 7:00 P.M. at 1150 Mission Street, San Miguel, California 93451,** to consider approving costs associated with weed abatement conducted by the District as approved by Resolution No. 2018-17. Approved costs will be liened against the affected parcels through the County tax roll for their respective assessment amount.

Pursuant to Health and Safety Code section 14905 the District accounted the cost of abatement for each affected parcel of land. The itemized report will be presented to the District Board of Directors at the June 28, 2018 hearing. A copy of the itemized report will be posted at least three (3) days prior to the hearing at the abovementioned address.

**BY ORDER OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS**

**Rob Roberson, Fire Chief, District General Manager**

**San Miguel Community Services District**  
**2018 Weed Abatement Cost Report " Exhibit A "**

	<b>Assessor's Parcel Number</b>	<b>Property Address</b>	<b>Cost of Abatement</b>	<b>Admin Fee</b>	<b>Total Cost</b>
1	021-141-017	1400 & 1500 blk of "N" st.	600.00	50.00	650.00
2	021-231-005	600 blk of river road cross of Prado PSHH	1,000.00	50.00	1,050.00
3	021-302-010	2nd in on the left from 10th st on "L" st	600.00	50.00	650.00
4	021-112-002	1600 blk Mission st	400.00	50.00	450.00
5	021-141-024	1500 blk Mission St.	400.00	50.00	450.00
6	021-261-016	S. of 1245 Mission St.	200.00	50.00	250.00
7	021-331-034	968 "L" St.	300.00	50.00	350.00
8	021-323-004	952 "L" St.	600.00	50.00	650.00
9	021-322-015	939 "L" St.	600.00	50.00	650.00
10	027-272-001	13060 River Bluffs	350.00	50.00	400.00
11	027-272-002	13075 River Bluffs	350.00	50.00	400.00
12	027-272-003	13095 River Bluffs	350.00	50.00	400.00
13	027-272-004	13125 River Bluffs	350.00	50.00	400.00
14	027-272-005	13125 River Bluffs	350.00	50.00	400.00
15	027-272-006	13145 River Bluffs	350.00	50.00	400.00
16	027-272-007	13165 River Bluffs	350.00	50.00	400.00
17	027-272-008	13040 River Bluffs	350.00	50.00	400.00
18	027-272-009	13020 River Bluffs	350.00	50.00	400.00
19	027-272-010	13000 River Bluffs	350.00	50.00	400.00
20	027-272-011	13200 River Bluffs	350.00	50.00	400.00
	Totals		8,550.00	1,000.00	9,550.00



## RESOLUTION NO. 2018-20

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT CONFIRMING THE 2018 WEED ABATEMENT COST REPORT AND AUTHORIZING COLLECTION OF THE CHARGES ON THE TAX ROLL

**WHEREAS**, in 2018, in accordance with the procedures required by law, the District Fire Chief was directed to abate a public nuisance on certain parcels of real property located within the San Miguel Community Services District consisting of noxious or dangerous weeds growing upon said parcels and which have been abated under the power granted to the District by Health and Safety Code §14875, et seq, and Government Code §61100(t); and

**WHEREAS**, parcels in which the nuisance fire hazard vegetation was not removed by the owners, have been cleared and abated by the San Miguel Community Services District Fire Hazard Fuel Reduction Contractor, as approved by the Board of Directors; and

**WHEREAS**, an itemized report has been prepared showing the cost of said weed abatement to be charged to each parcel, which report is attached hereto marked Exhibit “A” and incorporated herein by reference as though here fully set forth.

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

1. That the recitals set forth hereinabove are true, correct and valid.
2. That said itemized report entitled “**2018 Weed Abatement Cost Report**” a copy of which is on file in the office of the San Miguel Community Services District and is available there for public inspection and also attached hereto as **Exhibit “A”** be and hereby is ordered confirmed.
3. That the District Clerk shall transmit a copy of this Resolution to the County Auditor.
4. That the County Auditor and the County Tax Collector be and hereby are authorized and directed to do all acts necessary and proper to place on the 2018-2019 Tax Rolls the respective assessments as set forth in said confirmed itemized report plus such administrative fees as are allowed under the law.
5. That as a result of said confirmation and recording of said itemized report, the amounts of the weed abatement costs set forth in said itemized report are thereby made special assessments and liens against the respective parcels of real property in the San Miguel Community Services District, all as set forth in said itemized report.

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 28th day of June 2018.

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

ATTEST:

\_\_\_\_\_  
Rob Roberson, Interim General Manager/Fire Chief

\_\_\_\_\_  
Tamara Parent, Board Clerk/Accounts Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Douglas L. White, District General Counsel

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
MAY 24, 2018 REGULAR MEETING MINUTES  
MEETING HELD AT DISTRICT OFFICES  
1150 MISSION STREET  
SAN MIGUEL, CA 93451

- I.** Meeting Called to Order by President Green – 6:02 p.m.
- II.** Pledge of Allegiance lead by President Green.
- III. Roll Call:** Directors Present: Green, Parent, Buckman, Sangster. Director Kalvans informed Interim General Manager Rob Roberson that he would be late, and arrived at 6:15 P.M.
- District Staff in attendance: Rob Roberson, Tamara Parent, Kelly Dodds, Paola Freeman and District General Counsel Schweikert, Baral, and closed session District General Counsel Siekaly.
- IV. Adoption of Special Meeting Agenda:**
- Motion by Director Parent to adopt Regular Meeting Agenda.
- Seconded by Director Sangster Motion was approved by vote of 5 AYES and 0 NOES and 0 ABSENT
- V. ADJOURN TO CLOSED SESSION:**  
Closed Session convened at 6:02 p.m.
- 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**  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (1 case)
  - 3. CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)

District Representatives: District General Counsel, Director Kalvans, and Director Green.  
 Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit

**VI. Call to Order for Regular Board Meeting/Report out of Closed Session: 7:02 P.M.**  
 Report out of Closed Session by District General Counsel Schweikert: Staff was given direction

**VII. Public Comment and Communications for matters not on the Agenda:**  
 Cordelia Perry, San Miguel Resident informed the Board that there is a leak on Oak St. Barbara Berkery, San Miguel Resident would like to have a stop sign placed at 10<sup>th</sup> & K Street. She was informed that she should discuss this with the Advisory Counsel. Richard Smithens, San Miguel Resident asked that Highway Patrol was going to be available during the highway construction.

**VIII. Special Presentations/Public Hearings/Other:**

**PUBLIC HEARING FOR THE ADOPTION OF WATER AND SEWER RATES:**  
 Pursuant to Article XIII (D) of the California Constitution that San Miguel Community Services District is holding a public hearing as part of the District's Board meeting to consider increasing its rates for water and wastewater services.

Interim General Manager/ Fire Chief thanked the public for attending and described what the District has done to be compliant with the Prop 218 requirements. Presentation was given on the Water & Wastewater increase by Director of Utilities and Mr. Helgenson from Bartle Wells.

**Public Comment:** Cordelia Perry, Owen Davis, Cyndi Vance, Eva Arebalo, Rose Ripple, Mike Sanders, Joe Peckham, Andy Vierra, and Nanette Roe, San Miguel residents voiced that they understand that the District needs to raise the rates but are against the large amount proposed by the Rate Study. These residences voiced that they would like to see more accountability by the District and Board of Directors.

**PUBLIC HEARING CLOSED @ 9:16 P.M.**

\*Prop 218 Protest final count 269- Protest defeated rate increase discussion continued.

**Board Comment:** Director Buckman voiced that he feels that the proposed sewer rates are too high.

Director Sangster, fears that if the Board of Directors don't take action that they board is mitigation a solution to make the District solvent. If the increase is not put into place they are getting the District further in the hole.

Director Parent, Concurred with Director Sangster

Director Kalvans voiced that he feels that the community of San Miguel cannot afford the significant increase that the Staff has proposed and a lot of people are on fixed incomes.

Director Green voiced that the community has had a twenty-dollar water bill for a long time. Voiced that he would like the new rates to be looked at and not implemented until October 2018, he would also like to have one more unit added to the base rate.

Director Kalvans Concurred with Director Green on waiting till October 2018.

Motion by Director Kalvans to have water increase to 80%, sewer 60%, no river fee, and put a Bond on the November election for the people to vote.

Motion fails with no second.

Director Sangster voiced that the District needs to have 1.2 times the cost to get the grants that are being proposed.

Motion by Director Parent to pass Resolution 2018-19 as written

Motion fails with no second

Motion by Director Green to start new water rates at \$30.00 a year for four years, wastewater \$50.00 1<sup>st</sup> year, \$60.00 2<sup>nd</sup> year, \$70.00 3<sup>rd</sup> year, \$75.00 4<sup>th</sup> year. Tier two adding \$3.25, third tier \$5.00, fourth tier \$5.50.

Motion fails with no second

Director Buckman asked Eric Helgenson from Bartle-Wells, what the bottom cost would need to be? Mr. Helegenson explained that this rate study and changes made are the least that the District needs to raise the rates to be solvent.

Consensuses of the Board is to table/continue the Public Hearing to May 31<sup>st</sup>, 2018

#### IX. STAFF & COMMITTEE 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 (LTC Kevin Bender)                                                           | No Report |
| 6. <b>Interim General Manager:</b> Verbal Report updating the Board of                                           |           |
| 7. <b>Board Comment:</b> None                                                                                    |           |
| <b>Public Comments:</b> None                                                                                     |           |
| 8. <b>District General Counsel:</b> Presented by Counsel White. ChurchwellWhite, LLC. has nothing new to report. |           |
| <b>Board Comments:</b> None                                                                                      |           |
| <b>Public Comments:</b> None                                                                                     |           |
| 9. <b>District Engineer:</b> Written report submitted as is. Blaine Reely asked for any questions.               |           |
| <b>Board Comments:</b> None                                                                                      |           |
| <b>Public Comments:</b> None                                                                                     |           |

**10. Director of Utilities:** Written report submitted as is. Director of Utilities Kelly Dodds asked for any questions.

**Board Comment:** None

**Public Comments:** None

**11. Fire Chief:** Fire Chief Rob Roberson, updates the Directors Fire Department calls

**Board Comments:** None

**Public Comment:** None

## X. CONSENT ITEMS:

Director Kalvans pulls Item # 2 for review. Fire Chief Rob Roberson explains that the tax and small modification was not added to last resolution and wanted to bring back to the Board for clarification.

Motion by Director Sangster to Approve consent Item #2

Seconded by Director Kalvans. Motion was approved by Vote of 5 AYES and 0 NOES and 0 ABSENT.

1. Review and Approve Board Meeting Minutes
  - a) 03-22-18 Special Meeting Minutes
  - b) 04-26-18 Regular Meeting Minutes
2. Review and Approve **revision** to **Resolution 2018-12**, from Amount not to exceed \$9,950.00 to not to exceed \$10,698.19 for purchase of high pressure pump system from Micro Droplet Systems.

Motion by Director Parent to Approve consent item #1

Seconded by Director Kalvans. Motion was approved by Vote of 5 AYES and 0 NOES and 0 ABSENT.

## XI. BOARD ACTION ITEMS:

1. **Review, Discuss, Receive and File the Enumeration of Financial Report for March 2018**

Item presented by Interim General Manager Rob Roberson explaining that this item is in the action items for discussion. Asked for any questions.

**Board Comments:** None

**Public Comments:** None

Motion by Director Kalvans to Receive and File the Enumeration of Financial Report for April 2018

Seconded by Director Sangster. Motion was approved by Vote of 5 AYES and 0 NOES and 0 ABSENT.

**2. Consider Adoption of Resolution No. 2018-15 Adopting the FY 2018-19 Operations and Maintenance Budget.**

Item postponed to next regular meeting June 28, 2018

**3. Review and adopt Resolution 2018-18 increasing connection fees for water and wastewater based on the recommendation by Bartle Wells. New connection fees would be effective July 1<sup>st</sup>, 2018**

Item postponed to next regular meeting May 31, 2018 Special Meeting

**Board Comment:** None

**Public Comments:** Laverne Buckman, San Miguel Resident would like to have clear definitions with the new Connection Fees.

**4. Review and Discuss the existing District purchasing policy and procedure manual.**

Item postponed to next regular meeting June 28, 2018

**Board Comment:** None

**Public Comment:** None

**5. Review timeline of water and wastewater projects in process and future projects.**

Item Tabled

**Board Comment:** None

**Public Comment:** None

*Director Parent left meeting due to work schedule @ 11:04 P.M*

**6. Review and Discuss Public Surplus list, declaring items on the list as surplus and authorizing staff to dispose of them in accordance with the District's Surplus equipment policy.**

Item presented by Interim General Manager/Fire Chief Rob Roberson, updating the Board on Surplus items.

**Board Comment:** None

**Public Comment:** None

Motion by Director Sangster to declaring items on the list as surplus and authorizing staff to dispose of them in accordance with the District's Surplus equipment policy.

Seconded by Director Kalvans. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT.

**7. Consider Adoption of Resolution No. 2018-17 Authorizing the Abatement of Weeds Within the District Boundaries.**

Item presented by Interim General Manager/Fire Chief Rob Roberson asking for any objections to the "Notice to Remove, Destroy, and/or Abate Vegetation, Rubbish and Debris", overrule any objections and adopt Resolution No 2018-17 authorizing Fire Chief to have weed abatement work performed.

**Board Comment:** None

**Public Comment:** None

Motion by Director Kalvans, Adoption of Resolution No. 2018-17 Authorizing the Abatement of Weeds Within the District Boundaries.

Seconded by Director Sangster. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT.

**XII. BOARD COMMENT:**

Director Kalvans asked about getting support from the Directors to send in a letter to support the San Luis Obispo ban on Styrofoam containers.

Director Green asked about the leak in front of his driveway. Director of Utilities Kelly Dodds explained that it was scheduled to be fixed tomorrow, if everything goes well.

**XIII. ADJOURNMENT TO NEXT MEETING MAY 31<sup>st</sup>. : 11:24 P.M.**



SAN MIGUEL COMMUNITY SERVICES DISTRICT  
 BOARD OF DIRECTORS  
 May 31, 2018 SPECIAL MEETING MINUTES  
 MEETING HELD AT DISTRICT OFFICES  
 1150 MISSION STREET  
 SAN MIGUEL, CA 93451

- I.** Meeting Called to Order by President Green – 6:30 p.m.
- II.** Pledge of Allegiance: Director Green
- III.** Roll Call: Directors Present: Buckman, Green, Parent, Kalvans, Sangster  
 District Staff in attendance: Rob Roberson, Kelly Dodds, and District General Counsel Schweikert, closed session District General Counsel Siekaly.
- IV.** Adoption of Special Meeting Agenda:  
 Motion by Director Buckman to adopt Special Meeting Agenda as presented.  
 Seconded by Director Sangster Motion was approved by vote of 5 AYES and 0 NOES and 0 ABSENT
- V. ADJOURN TO CLOSED SESSION:** Time: 6:32 P.M
- 1. CLOSED SESSION AGENDA: 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*
- VI. Call to Order for Regular Board Meeting/Report out of Closed:** District General Counsel Schweikert voiced that the Board of Directors voted to disclose the estimated cost of the next phase of the Steinbeck lawsuit. \$200k to \$250k
- VII. Public Comment and Communications:**  
 Laverne Buckman, San Miguel resident asked the Board of Directors if the public can be more informed about the Steinbeck case and about the cost to the District.  
 District General Counsel Schweikert, informed the public that the District is approaching trial in which they call phase three, to determine the water rights for the District. The Estimate for phase three is around \$200k - \$250k.  
 Director Green, voiced that the District has already spent 238k on the Steinbeck lawsuit with an estimate of 250k for phase three. Director Green informed the public that Paso Robles has spent 708k, Templeton 610k, Atascadero 637K.

### VIII. Special Presentations/Public Hearings/Other:

#### 1. PUBLIC HEARING FOR THE ADOPTION OF WATER AND SEWER RATES: Public Hearing closed on 5-24-2018 - Discussion being continued from May 24<sup>th</sup>, 2018 Board Meeting.

Pursuant to Article XIII (D) of the California Constitution that San Miguel Community Services District is holding a public hearing as part of the District's Board meeting to consider increasing its rates for water and wastewater services.

Item presented by Interim General Manager/Fire Chief Rob Roberson, notice that this is a continuation of discussion portion of the Public Hearing, continued from May 24<sup>th</sup>, 2018 Board Meeting.

**Board Comment:** Director Green voiced his concern with the percentage amount of the proposed increase and is still asking for something less. Director Green informed the Board and public that he had personally called Eric Helgenson from Bartle-Wells to get any information about lowering the rates anymore. Director Green, would like to see the first "Rate Tier" to be 0-6 Units, and keep the base charge at \$43.53, 7-12 units at \$4.76 and 12- up at \$7.95 and to look at Sewer Volumetric rate.

Director Green handed out an Exhibit "A" with his proposal. (*Exhibit "A" at district office*) no motion made.

Eric Helgenson, explained that the change would be a whole new Prop 218 process to base rates on a volumetric reading. Mr. Helgenson also explained that having one more unit in the base rate would reduce the revenue by 25k. Discussion ensued.

Director Kalvans voiced that he has heard from the customers and that they are not happy with the amount of the increase. Discussion ensued with Board of Directors discussing what can be done with the rates and what can't.

**Public Comment:** Nanette Roe, San Miguel Resident voiced that she would like to see the rates increase by \$2.00 to \$4.00 dollars a month. Mrs. Roe has spoken with the County and they said they do not want to take the District over.

Cyndi Vance voiced that she would like to know what the CSD is willing to give up, to meet the residence half-way.

Lisa King, San Miguel resident voiced that she has property and feels that it is too high and would not be able to make it. She voiced that she has cut back, and let things die.

Eva Arebalo, San Miguel Resident voiced that she feels that the District did not do their due diligence in informing the public about the Prop 218 process and feels that the District should have done more. Eva voiced that she feels that the attorney fees are high.

Crystal Lara, San Miguel Resident voiced that the Board of Director knew that the District was in a deficit for the last few years and did nothing to correct it. Mrs. Lara feels that the fees are going up to high.

Discussion ensued.

**Board Comment:** Director Kalvans voiced that sill 25% of customers voted against the proposed rate increase.

Director Sangster voiced that with all the proposed changes, the District would still be in a deficit. The District has had a rate study that has been given to us, and we need to work with in that frame work.

Interim General Manager/Fire Chief Rob Roberson, explained that the District has been working with a CPA and Auditors to clear out any of the previous management discrepancies. Mr. Roberson explained the reclassification of employees.

Director Parent read a statement on why he feels the District should pass the proposed rates and work within the Rate Study done by Bartle-Wells.

Motion by Director Parent to approve Resolution 2018-19 adopting new property-related fees for water and wastewater service as written.

Motion fails with no second

Motion by Director Kalvans to approve his proposal Exhibit "B" (*Exhibit "B" at district office*), proposal consisted of first year 70% water increase, and sewer 50% increase with second year adding a 55% water increase and 30% sewer increase. Director Kalvans would also like to have a river zone surcharge set at \$10.00 extra a month for that development. Develop an ordinance that explicitly prohibits the HOA from making lawns mandatory, and would like to have a Bond measure put on the 2018 election, with the money being used for facilities for a sheriff office. Start of new Sewer rates in July and Water rate increase to start in October 2018.

District General Counsel explained that the proposal would have to be looked at to see if it complies with the Prop 218 sent out by the District.

Motion fails with no second

Director Green voiced that he would like to think things through and have a SMCSO Budget workshop and review the SMCSO Purchasing Policy.

Director Green has consensus of the board, to have a SMCSO Budget workshop and review the SMCSO Purchasing Policy

Public Comment: Lavern Buckman San Miguel resident asked if Director Green was just trying to postpone the vote because Eric Helgenson of Bartle Wells, has gone over the Rate Study in detail with the options that are available to the District to become solvent.

Consensuses of the Board is to table/continue the Public Hearing to future Board Meeting to be determined, after having a SMCSO Budget Workshop.

**IX. Staff & Committee Reports – Receive & File:** None

**X. CONSENT ITEMS:** None

**XI. BOARD ACTION ITEMS:**

**1. Review and adopt Resolution 2018-18 increasing connection fees for water and wastewater based on the recommendation by Bartle Wells. New connection fees would be effective July 1<sup>st</sup>, 2018**

Item presented by Interim General Manager/Fire Chief Rob Roberson, explaining that the changes being proposed have been discussed by the Board with the rate increase. The recommendation is to raise the connection fees to offset some of the cost with the rate increase. This item was brought back because it was asked to have clear definitions for types of services.

**Board Comments:** Director Kalvans, thanked staff for providing the new definitions. District General Counsel Schweikert, informed the public that the Connection Fees can only be based on the amount that the new development would cost to maintain on the current system.

**Public Comments:** Nathen Dawes, San Miguel resident, voiced that he understands that there is a lot of new house, and would like to know what the District is going to do to get funding for the stress that the new developments might put on the current system. Director of Utilities explained that there are things that they developer has to do for the infrastructure within the development.

Cyndi Vance, San Miguel Resident asked what the number of house for full build out in San Miguel. Discussion ensued.

Motion by Director Buckman to approve adoption of Resolution 2018-18 increasing connection fees for water and wastewater based on the recommendation by Bartle Wells. New connection fees would be effective July 1<sup>st</sup>, 2018

Seconded by Director Sangster. Motion was approved by Vote of 5 AYES and 0 NOES and 0 ABSENT.

**XII. BOARD COMMENT:** None

**XIII. ADJOURNMENT:** @ Approximately 9:15 PM Adjourn sine die

06/20/18  
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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3968	17205S	434 76 FLEET CARD	1,263.45					
Account Number : 0201-00-108861-6								
1	54123711	05/22/18 Fuel - Truck #8600	291.52*			20 62000	485	10200
2	54123711	05/22/18 Fuel - Truck #8601	283.54*			20 62000	485	10200
7	54123711	05/22/18 Fuel - Truck #U8632	149.58			40 64000	485	10200
8	54123711	05/22/18 Fuel - Truck #U8632	149.58			50 65000	485	10200
9	54123711	05/22/18 Fuel - Truck #8630	389.23*			20 62000	485	10200
<b>Total for Vendor:</b>			<b>1,263.45</b>					
3999	17230S	2 ADVANCE MARKING SYSTEMS	13.09					
J Springer								
1	1-616277-1	05/01/18 202233 ~ nametags	13.09			20 62000	455	10200
<b>Total for Vendor:</b>			<b>13.09</b>					
3980	17231S	8 AIRGAS	141.76					
Customer ID: 2447482								
1	9075908683	05/09/18 3 CYL Compressed Oxygen	141.76*			20 62000	450	10200
<b>Total for Vendor:</b>			<b>141.76</b>					
3948	17206S	593 ASHLEY SANGSTER	100.00					
Board Member Stipend April 26, 2018 meeting								
1	April 2018	04/26/18 April 2018 Board Mtg	100.00			10 61000	111	10200
<b>Total for Vendor:</b>			<b>100.00</b>					
3957	17207S	548 BARTLE WELLS ASSOCIATES	7,915.99					
Rate Study								
1	1008A	03/21/18 Rate Study	3,957.99			40 64000	432	10200
2	1008A	03/21/18 Rate Study	3,958.00			50 65000	432	10200
<b>Total for Vendor:</b>			<b>7,915.99</b>					
3964	17208S	34 BLAKE'S INC	16.90					
1	1211617	05/29/18 5/16 Stud	16.90*			20 62000	305	10200
<b>Total for Vendor:</b>			<b>16.90</b>					

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4011	17232S	999999 BRANDON LADLEY water & Sewer deposit refund 331 Pala Mission Way	74.94					
1	27339-03	05/15/18 Water & Sewer deposit refund	74.94			50 20550		10200
		<b>Total for Vendor:</b>	<b>74.94</b>					
3962	17209S	535 BRENDLER JANITORIAL SERVICE Janitorial Service	275.00					
1	1778C	05/01/18 April 2018	45.37*			20 62000	305	10200
2	1778C	05/01/18 April 2018	8.25			30 63000	305	10200
3	1778C	05/01/18 April 2018	110.00			40 64000	305	10200
4	1778C	05/01/18 April 2018	110.00*			50 65000	305	10200
5	1778C	05/01/18 April 2018	1.38*			60 66000	305	10200
		<b>Total for Vendor:</b>	<b>275.00</b>					
3945	17210S	39 BUCKMAN, GIB Board Member Stipend April 26, 2018 meeting	100.00					
1	April 2018	05/01/18 April 2018 Board Mtg	100.00			10 61000	111	10200
		<b>Total for Vendor:</b>	<b>100.00</b>					
3996	17233S	573 BURT INDUSTRIAL SUPPLY	2.67					
1	52283	05/10/18 THRD Coupling	2.67*			20 62000	354	10200
3997	17233S	573 BURT INDUSTRIAL SUPPLY	2.38					
1	52296	05/11/18 Plug	2.38*			20 62000	354	10200
		<b>Total for Vendor:</b>	<b>5.05</b>					
4026	-99774E	416 CALPERS Annual Unfunded Accrued Liability Actuarial Valuation	714.61					
1	15280083	05/01/18 Annual Unfunded Accrued Liab	357.31			40 64000	225	10200
2	15280083	05/01/18 Annual Unfunded Accrued Liab	357.30*			50 65000	225	10200
4027	-99773E	416 CALPERS Annual Unfunded Accrued Liability Actuarial Valuation	3.89					
1	15280089	05/01/18 Annual Unfunded Accrued Liab	1.94			40 64000	225	10200
2	15280089	05/01/18 Annual Unfunded Accrued Liab	1.95*			50 65000	225	10200
		<b>Total for Vendor:</b>	<b>718.50</b>					

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3963	17211S	521 CHAPARRAL BUSINESS MACHINES, Maintenance Contract #6913-02 Samsung/X4250LX	61.99					
Acct No. 013014 Contract #6913-02								
1	425672	04/30/18 Maint Contract 5/4-6/3/18	30.99*			40 64000	320	10200
2	425672	04/30/18 Maint Contract 5/4-6/3/18	31.00*			50 65000	320	10200
<b>Total for Vendor:</b>			<b>61.99</b>					
4002	17234S	67 CHARTER COMMUNICATIONS Acct# 8245 10 105 0027311 Spectrum Buiness - Monthly	309.94					
Internet/Voice								
1	7311040118	05/01/18 Internet/Voice	103.31*			20 62000	375	10200
2	7311040118	05/01/18 Internet/Voice	103.31*			40 64000	375	10200
3	7311040118	05/01/18 Internet/Voice	103.32*			50 65000	375	10200
<b>Total for Vendor:</b>			<b>309.94</b>					
3955	17212S	473 CHURCHWELL WHITE LLP Professional Services Rendered through March 2018	32,042.92					
1	29392	04/20/18 General Counsel	961.12*			20 62000	327	10200
2	29392	04/20/18 General Counsel	174.74			30 63000	327	10200
3	29392	04/20/18 General Counsel	2,329.97*			40 64000	327	10200
4	29392	04/20/18 General Counsel	2,329.97*			50 65000	327	10200
5	29392	04/20/18 General Counsel	29.14*			60 66000	327	10200
6	29393	04/20/18 Steinbeck v SLO	18,235.59*			50 65000	332	10200
7	29396	04/20/18 HR	600.62*			20 62000	327	10200
8	29396	04/20/18 HR	109.20			30 63000	327	10200
9	29396	04/20/18 HR	1,456.05*			40 64000	327	10200
10	29396	04/20/18 HR	1,456.05*			50 65000	327	10200
11	29396	04/20/18 HR	18.21*			60 66000	327	10200
12	29398	04/20/18 SEIU	105.60*			20 62000	331	10200
13	29398	04/20/18 SEIU	19.20			30 63000	331	10200
14	29398	04/20/18 SEIU	256.00*			40 64000	331	10200
15	29398	04/20/18 SEIU	256.00*			50 65000	331	10200
16	29398	04/20/18 SEIU	3.20*			60 66000	331	10200

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17	29394	04/20/18 Water ~ Prop 218	1,851.13*			40 64000	327	10200
18	29394	04/20/18 Water ~ Prop 218	1,851.13*			50 65000	327	10200
		<b>Total for Vendor:</b>	<b>32,042.92</b>					
3966	17213S	584 CORE & MAIN LP	729.30					
	Acct#210091							
1	I724527	04/17/18 Tract 2527 45-52 8 Ball Meter	729.30*			50 65000	525	10200
3972	17213S	584 CORE & MAIN LP	2,275.59					
	Acct#210091							
1	I724530	04/20/18 Tract 2527 45-52 8 Meter	2,275.59*			50 65000	525	10200
		<b>Total for Vendor:</b>	<b>3,004.89</b>					
3983	17235S	605 DOUBLE J REPAIR	300.00					
1	1097	05/27/18 Service Tractor	150.00			40 64000	351	10200
2	1097	05/27/18 Service Tractor	150.00			50 65000	351	10200
		<b>Total for Vendor:</b>	<b>300.00</b>					
4004	17236S	105 FAILSAFE TESTING	203.05					
	Total Ft. of Ground Ladders Tested							
1	9690	05/09/18 Annual Ladder Testing	203.05			20 62000	351	10200
		<b>Total for Vendor:</b>	<b>203.05</b>					
4005	17237S	109 FERGUSON ENTERPRISES	553.42					
	Acct #725334							
1	6034422	05/09/18 Tite Coup~Ball Curb	553.42			50 65000	535	10200
4016	17237S	109 FERGUSON ENTERPRISES	87.21					
	Acct #725334							
1	6018992	05/03/18 6x1 IP DBL SDL 5.94-6.70	87.21			50 65000	354	10200
4017	17237S	109 FERGUSON ENTERPRISES	2,155.74					
	Acct #725334							
1	6033196	05/09/18 Air Valve,Air Vac, Air Releas	2,155.74			50 65000	351	10200
		<b>Total for Vendor:</b>	<b>2,796.37</b>					



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3949	17214S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct #8000653							
1	881039A	04/27/18 Metals	67.00*			50 65000	358	10200
3950	17214S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct #8000653							
1	880823A	04/26/18 Metals	67.00*			50 65000	358	10200
3951	17214S	112 FGL - ENVIRONMENTAL ANALYTICAL	42.00					
	Acct #8000653							
1	880893A	04/26/18 Metals	42.00*			50 65000	358	10200
3952	17214S	112 FGL - ENVIRONMENTAL ANALYTICAL	207.00					
	Acct #8000653							
1	880894A	04/25/18 SRL 524M-TCP	69.00			50 65000	356	10200
2	880894A	04/25/18 SRL 524M-TCP	69.00*			50 65000	357	10200
3	880894A	04/25/18 SRL 524M-TCP	69.00*			50 65000	358	10200
3953	17214S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct #8000653							
1	880764A	04/26/18 Metals	67.00*			50 65000	358	10200
3960	17214S	112 FGL - ENVIRONMENTAL ANALYTICAL	225.00					
	Acct #8000653							
1	880763A	05/26/18 Coliform-Colilert-P/A	225.00			50 65000	359	10200
3981	17238S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct #8000653							
1	881108A	05/10/18 Metals, Total-As	42.00*			50 65000	358	10200
2	881108A	05/10/18 Sampling-Pickup	25.00*			50 65000	358	10200
3982	17238S	112 FGL - ENVIRONMENTAL ANALYTICAL	162.00					
	Acct #8000654							
1	881038A	05/10/18 Metals	50.00*			40 64000	355	10200
2	881038A	05/10/18 Wet Chemistry-Color,Odor, Tur	112.00*			40 64000	355	10200

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4003	17238S	112 FGL - ENVIRONMENTAL ANALYTICAL	65.00					
	Acct #8000653							
1	880974A	05/09/18 Acct#8000653 ~ Coliform	65.00			50 65000	359	10200
		<b>Total for Vendor:</b>	<b>969.00</b>					
3970	17215S	603 FIRST AMERICAN TITLE COMPANY	234,000.00					
		Land purchase from Grizzle Land & management LLC						
		APN# 021-051-016/021-051-017						
		See resolution No 2018-16						
1	05/08/18	021-051-016/021-051-017	234,000.00*			40 64000	581	10200
		See resolution No. 2018						
4007	17229S	603 FIRST AMERICAN TITLE COMPANY	1,115.00					
		Land purchase from Grizzle Land & management LLC						
		APN# 021-051-016/021-051-017						
		See resolution No 2018-16						
		Escrow Fees						
1	05/08/18	021-051-016/021-051-017	1,115.00*			40 64000	581	10200
		See resolution No. 2018						
		<b>Total for Vendor:</b>	<b>235,115.00</b>					
3954	17216S	308 FRONTIER COMMUNICATIONS	54.06					
		Acct #805-467-2818-010412-5						
		Service from 4-22-18 to 5-21-18						
1	04/22/18	SCADA	27.03			40 64000	310	10200
2	04/22/18	SCADA	27.03			50 65000	310	10200
3973	17216S	308 FRONTIER COMMUNICATIONS	71.42					
		Acct #805-467-2015-051216-5						
		Backup for Alarm						
1	May 2018	05/01/18 Acct #805-467-2015-051216-5	35.71			40 64000	310	10200
2	May 2018	05/01/18 Acct #805-467-2015-051216-5	35.71			50 65000	310	10200
		<b>Total for Vendor:</b>	<b>125.48</b>					

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3958	17217S	125 GREAT WESTERN ALARM	75.60					
Acct A0702 Service Period: 5/01/18 to 5/31/18								
1	1802242101	05/01/18 Answering Service	37.80			40 64000	380	10200
2	1802242101	03/01/18 Answering Service	37.80			50 65000	380	10200
3959	17217S	125 GREAT WESTERN ALARM	30.00					
Acct GW-661 Service Period: 5/01/18 to 5/31/18								
1	1800545101	05/01/18 Alarm Monitoring	15.00			40 64000	380	10200
2	1800545101	05/01/18 Alarm Monitoring	15.00			50 65000	380	10200
3976	17217S	125 GREAT WESTERN ALARM	53.63					
Acct GW-661 Replaced 2 12v 7am batteries								
1	2828201	05/07/18 Replaced Batteries	26.81			40 64000	380	10200
2	2828201	05/07/18 Replaced Batteries	26.82			50 65000	380	10200
4022	17239S	125 GREAT WESTERN ALARM	75.60					
Acct A0702 Service Period: 6/01/18 to 6/30/18								
1	1805022421	06/01/18 Answering Service	37.80			40 64000	380	10200
2	1805022421	06/01/18 Answering Service	37.80			50 65000	380	10200
4023	17239S	125 GREAT WESTERN ALARM	30.00					
GW-661 Service Period: 6/01/18 to 6/30/18								
1	1805005451	06/01/18 Alarm Monitoring	15.00			40 64000	380	10200
2	1805005451	06/01/18 Alarm Monitoring	15.00			50 65000	380	10200
<b>Total for Vendor:</b>			<b>264.83</b>					
3944	17218S	126 GREEN, JOHN	100.00					
Board Member Stipend April 26, 2018 meeting								
1	April 2018	05/01/18 April 2018 Board Mtg	100.00			10 61000	111	10200
<b>Total for Vendor:</b>			<b>100.00</b>					

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3961	17219S	134 HELPING HAND HEALTH EDUCATION	10.00					
		BLS Provider Cards Ward Roney						
1	205	05/01/18 BLS Provider Card	10.00			20 62000	386	10200
		<b>Total for Vendor:</b>	<b>10.00</b>					
3946	17220S	406 KALVANS, ANTHONY	100.00					
		Board Member Stipen April 26, 2018 meeting						
1		April 2018 04/26/18 April 2018 Board Mtg	100.00			10 61000	111	10200
		<b>Total for Vendor:</b>	<b>100.00</b>					
3979	17240S	474 L.N. CURTIS & SONS	2,538.73					
		2018 VFA Grant						
1		INV182223 05/07/18 Lg Fire Shelter 5	2,126.18			20 62000	456	10200
2		INV182223 05/07/18 Yellow Nomex	412.55			20 62000	456	10200
4000	17240S	474 L.N. CURTIS & SONS	423.78					
1		INV181253 05/02/18 Structural Boots	423.78			20 62000	455	10200
4015	17240S	474 L.N. CURTIS & SONS	838.20					
		VFA Grant						
1		INV183287 05/10/18 Red Placer Turnout Bag	838.20			20 62000	456	10200
		<b>Total for Vendor:</b>	<b>3,800.71</b>					
4010	17241S	999999 LLC. JAZZY TOWN	45.86					
		water & Sewer deposit refund 874 Rio Mesa Circle						
1		27547-01 05/15/18 Water & Sewer deposit refund	45.86			50 20550		10200
		<b>Total for Vendor:</b>	<b>45.86</b>					
3956	17221S	165 MAILFINANCE INC.	1,008.38					
		Lease No. N15013110 23-May-18 to 22-Aug-2018						
1		N7112370 04/21/18 Qtrly Lease of mailing equip	504.19			40 64000	305	10200
2		N7112370 04/21/18 Qtrly Lease of mailing equip	504.19*			50 65000	305	10200
		<b>Total for Vendor:</b>	<b>1,008.38</b>					

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4006	17242S	606 MICHAEL SOBOTKA	96.17					
		Mens Jeans						
1	041918	05/18/18 Mens Jeans	48.09			40 64000	495	10200
2	041918	05/18/18 Mens Jeans	48.08			50 65000	495	10200
		<b>Total for Vendor:</b>	<b>96.17</b>					
4019	17243S	607 MICRO DROPLET SYSTEMS	10,698.19					
		High pressure pump system for truck #8668						
1	005	05/23/18 Honda power unit, Hose, Nozzle	10,698.19*			20 62000	460	10200
		<b>Total for Vendor:</b>	<b>10,698.19</b>					
3984	17244S	559 MONSOON VENTURES, INC.	330.00					
		SMCSD SLT AS Blending Pipeline						
1	2264	05/11/18 Approve Whitaker Const	330.00			50 65000	431	10200
3985	17244S	559 MONSOON VENTURES, INC.	2,640.00					
		GSP/GSA Meetings, Conference						
1	2265	05/11/18 Meeting GSA/GSP	2,640.00*			50 65000	324	10200
3986	17244S	559 MONSOON VENTURES, INC.	975.00					
		WWTP Aeration System Upgrade						
1	2266	05/11/18 Meeting~SLO~Pond replacement	975.00*			40 64000	326	10200
3987	17244S	559 MONSOON VENTURES, INC.	2,420.00					
		SMCSD Board meetings						
1	2267	05/11/18 Attended Board meetings	1,210.00*			40 64000	326	10200
2	2267	05/11/18 Attended Board meetings	1,210.00*			50 65000	326	10200
3988	17244S	559 MONSOON VENTURES, INC.	1,540.00					
		Rate Study						
1	2268	05/11/18 Attend Public Meetings	770.00			40 64000	432	10200
2	2268	05/11/18 Attend Public Meetings	770.00			50 65000	432	10200

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3989	17244S	559 MONSOON VENTURES, INC. Steinbeck Water Litigation	550.00					
1	2270	05/11/18 Conference call w/Attorneys	550.00*			50 65000	332	10200
3990	17244S	559 MONSOON VENTURES, INC. SMCSD SLT Waterline Replacement	3,320.00					
1	2272	05/11/18 Revisions on site plan	3,320.00*			50 65000	326	10200
3991	17244S	559 MONSOON VENTURES, INC. SMCSD WWTP AS-Builts	990.00					
1	2273	05/11/18 asamble base frm mult cad files	990.00*			40 64000	581	10200
3992	17244S	559 MONSOON VENTURES, INC. SMCSD SLT 50K Tank Recoating	220.00					
1	2274	05/11/18 Prepared Estimate	220.00*			50 65000	326	10200
3993	17244S	559 MONSOON VENTURES, INC. Cagliero Utility Easement SLT WaterLine replacement	1,115.00					
1	2275	05/11/18 Meetings~Prep exhibit	1,115.00*			50 65000	326	10200
3994	17244S	559 MONSOON VENTURES, INC. GSP	1,650.00					
1	2276	05/11/18 GSP Meetings~Prep exhibit	1,650.00*			50 65000	326	10200
3995	17244S	559 MONSOON VENTURES, INC. Steinbeck Litigation	440.00					
1	2277	05/11/18 Review Documents	440.00*			50 65000	332	10200
<b>Total for Vendor:</b>			<b>16,190.00</b>					
3998	17245S	17 N REX AWALT CORPORATION	8.49					
1	18196	05/08/18 Coupler~Galvanized Bell	8.49			50 65000	351	10200
<b>Total for Vendor:</b>			<b>8.49</b>					

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4020	17246S	182 NAPA	144.55					
Acct #7543								
1	849634	05/11/18 Air filter, shock, wiper blades	144.55*			20 62000	354	10200
<b>Total for Vendor:</b>			<b>144.55</b>					
3947	17222S	547 PARENT, JOSEPH	100.00					
Board Member Stipend April 26, 2018 meeting								
1		April 2018 02/22/18 April 2018 Board Mtg	100.00			10 61000	111	10200
<b>Total for Vendor:</b>			<b>100.00</b>					
4021	17247S	208 PG&E	1,335.20					
Acct #8565976480-8								
1		05/16/18 12th & K Street - 8565976725	11.15			30 63000	381	10200
2		05/16/18 11th St 8562053214 Tract 2710	68.94			30 63000	381	10200
3		05/16/18 Rio Mesa 8564394360 Tract 2710	30.52			30 63000	381	10200
4		05/16/18 Verde Pl 8560673934 Tract 2710	76.29			30 63000	381	10200
5		05/16/18 Mission Hgts 8565976482	211.69			30 63000	381	10200
6		05/16/18 Tract 2605 8565976109	45.36			30 63000	381	10200
7		05/16/18 9898 River Rd 8565976002	413.60			30 63000	381	10200
8		05/16/18 9898 River Rd 8565976004	55.73			30 63000	381	10200
9		05/16/18 9898 River Rd 8565976008	256.78			30 63000	381	10200
10		05/16/18 9898 River Rd 8565976014	85.61			30 63000	381	10200
11		05/16/18 9898 River Rd 8565976481	55.08			30 63000	381	10200
12		05/16/18 9898 River Rd 8565976483	24.45			30 63000	381	10200
<b>Total for Vendor:</b>			<b>1,335.20</b>					
3975	17223S	238 SAN MIGUEL GARBAGE	103.98					
Monthly Service May 2018								
Acct#318691								
1		05/01/18 WWTP Monthly Trash Disposal	51.99*			40 64000	383	10200
2		05/01/18 WWTP Monthly Trash Disposal	51.99*			50 65000	383	10200
<b>Total for Vendor:</b>			<b>103.98</b>					

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4029	17265S	349 SHORE-TEK TRENCH & EXCAVATION	320.00					
		Trench Plate 4x8 15th & L Street						
1	3169	05/10/18 Trench Plate 4X8	320.00*			50 65000	353	10200
		<b>Total for Vendor:</b>	<b>320.00</b>					
3971	17224S	999999 SOUTH BAY REGIONAL PUBLIC SAFETY	350.00					
		Fire Instructor 1 Course ~ Jason Taylor						
1	218611	04/18/18 Job Code FR18147	350.00			20 62000	386	10200
		<b>Total for Vendor:</b>	<b>350.00</b>					
4018	17248S	589 SOUTH COAST EMERGENCY VEHILCE	306.00					
		NFPA Pump Testing						
1	489316	05/17/18 Test Pump #E8696~E8687	306.00*			20 62000	354	10200
		<b>Total for Vendor:</b>	<b>306.00</b>					
4025	17255S	267 SPYCO	975.41					
		Install security door and locks at Station1						
1	150321-5	05/21/18 Security door repair and lab	975.41*			20 62000	352	10200
		<b>Total for Vendor:</b>	<b>975.41</b>					
4014	17249S	352 STAPLES CREDIT PLAN	180.10					
		Office Supplies						
1	June 8738	05/10/18 Office Supplies	60.03*			20 62000	305	10200
2	JUNE 8738	05/10/18 Office Supplies	60.03			40 64000	305	10200
3	June 8738	05/10/18 Office Supplies	60.04*			50 65000	305	10200
		<b>Total for Vendor:</b>	<b>180.10</b>					
4009	17250S	999999 STEPHEN & EMILY PLALE	44.88					
		water & Sewer deposit refund						
		333 San Luis Obispo Drive						
1	27262B-04	05/15/18 Water & Sewer deposit refun	44.88			50 20550		10200
		<b>Total for Vendor:</b>	<b>44.88</b>					



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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4001	17251S	534 STREAMLINE	200.00					
Web Page Hosting								
1	97160	04/10/18 Web Page Monthly Fee April	33.00*			20 62000	376	10200
2	97160	04/10/18 Web Page Monthly Fee April	6.00*			30 63000	376	10200
3	97160	04/10/18 Web Page Monthly Fee April	80.00*			40 64000	376	10200
4	97160	04/10/18 Web Page Monthly Fee April	80.00*			50 65000	376	10200
5	97160	04/10/18 Web Page Monthly Fee April	1.00*			60 66000	376	10200
<b>Total for Vendor:</b>			<b>200.00</b>					
3967	17225S	282 THE BLUEPRINTER	883.55					
1	73106	04/30/18 WWTP Plan Color	12.93*			40 64000	582	10200
2	18-0347	04/30/18 CCR Report/Water Increase	280.15			40 64000	432	10200
3	18-0347	04/30/18 CCR Report/Water Increase	280.15			50 65000	432	10200
4	18-0347	04/30/18 CCR Report/Water Increase	310.32*			50 65000	320	10200
<b>Total for Vendor:</b>			<b>883.55</b>					
4013	17252S	289 TOTALFUNDS BY HASLER	500.00					
Acct#7900 0110 0130 2978								
1	041618	05/10/18 Postage	250.00*			40 64000	315	10200
2	041618	05/10/18 Postage	250.00*			50 65000	315	10200
<b>Total for Vendor:</b>			<b>500.00</b>					
3969	17226S	301 US BANK	2,934.90					
Acct# 2647								
1	April 2018	04/23/18 CFED 032018-0164	250.00			20 62000	386	10200
2	April 2018	04/23/18 Postage/Shipping	9.54			20 62000	315	10200
3	April 2018	04/23/18 Lowes-Batteries	21.52*			20 62000	305	10200
4	April 2018	04/23/18 Postage/Shipping	23.09*			50 65000	315	10200
5	April 2018	04/23/18 Microsoft subscription	27.17*			20 62000	385	10200
6	April 2018	04/23/18 Microsoft subscription	27.17*			40 64000	385	10200
7	April 2018	04/23/18 Microsoft subscription	27.17*			50 65000	385	10200
8	April 2018	04/23/18 Lowes building materail	690.08			20 62000	510	10200
9	April 2018	04/23/18 Amazon Inspection Record	33.62			50 65000	352	10200
10	April 2018	04/23/18 Sign Here vinyl Banner	104.57			40 64000	432	10200
11	April 2018	04/23/18 Sign Here vinyl Banner	104.57			50 65000	432	10200
12	April 2018	04/23/18 Amazon/Fastasticdeals	84.95			50 65000	352	10200

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Claim/ Line #	Check #	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
13	April 2018	04/23/18	Amazon/First Aid Kits	36.22			40 64000	305	10200
14	April 2018	04/23/18	Amazon/First Aid Kits	36.22*			50 65000	305	10200
15	April 2018	04/23/18	Amazon/Eyewash	536.46*			40 64000	582	10200
16	April 2018	04/23/18	Amazon/Hazmat Placard	13.53*			40 64000	582	10200
17	April 2018	04/23/18	Amazon/Operational sign	48.20*			50 65000	305	10200
18	April 2018	04/23/18	Amazon/Safety Sign	19.74*			40 64000	582	10200
19	April 2018	04/23/18	Staples/Office supplies	195.98*			20 62000	305	10200
20	April 2018	04/23/18	Staples/Office supplies	195.98			40 64000	305	10200
21	April 2018	04/23/18	Staples/Office supplies	195.98*			50 65000	305	10200
22	April 2018	04/23/18	Lowes building material	253.14			20 62000	510	10200
4039	17266S	301	US BANK	7,308.55					
Acct# 2647									
1	May 2018	05/22/18	Fire Publication WEB	56.10			20 62000	386	10200
2	May 2018	05/23/18	Sign Lettering #8600 2018 GM	1,394.25			20 62000	500	10200
3	May 2018	05/23/18	Postage mail master meter	28.91			50 65000	351	10200
4	May 2018	05/23/18	Rock Solid Catalytic Coverte	397.41*			20 62000	354	10200
5	May 2018	05/23/18	MicroSoft	95.04*			20 62000	385	10200
6	May 2018	05/23/18	MicroSoft	17.28*			30 63000	385	10200
7	May 2018	05/23/18	MicroSoft	230.40*			40 64000	385	10200
8	May 2018	05/23/18	MicroSoft	230.40*			50 65000	385	10200
9	May 2018	05/23/18	MicroSoft	2.88*			60 66000	385	10200
10	May 2018	05/23/18	Emergency Medical	291.80*			20 62000	450	10200
11	May 2018	05/23/18	P W Service Radios (VFA Gran	4,252.00			20 62000	456	10200
12	May 2018	05/23/18	Borjon Auto GMC Truck 8632	112.60			40 64000	354	10200
13	May 2018	05/23/18	Borjon Auto GMC Truck 8632	112.60			50 65000	354	10200
14	May 2018	05/23/18	Amazon	86.88			20 62000	351	10200
<b>Total for Vendor:</b>				<b>10,243.45</b>					
3965	17227S	327	VALLI INFORMATION SYSTEMS	75.00					
Web Posting									
1	47115	04/30/18	Web Posting, Online Maint.	37.50			40 64000	305	10200
2	47115	04/30/18	Web Posting, Online Maint.	37.50*			50 65000	305	10200
<b>Total for Vendor:</b>				<b>75.00</b>					

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4008	17253S	511 VERIZON	40.08					
Acct#542095345-00001								
1	9806815495	05/08/18 Laptop 805-423-7591	20.04			40 64000	310	10200
2	9806815495	05/08/18 Laptop 805-423-7591	20.04			50 65000	310	10200
<b>Total for Vendor:</b>			<b>40.08</b>					
3977	17254S	317 WESTERN JANITOR SUPPLY INC	109.27					
Account #S1235								
1	152314	05/08/18 Paper Towels	36.43*			20 62000	305	10200
2	152314	05/08/18 Paper Towels	36.42			40 64000	305	10200
3	152314	05/08/18 Paper Towels	36.42*			50 65000	305	10200
<b>Total for Vendor:</b>			<b>109.27</b>					
3974	17228S	318 WILDHORSE PROPANE	306.13					
ACCT #SANMI1								
1	U0019254	04/30/18 Propane	50.51*			20 62000	382	10200
2	U0019254	04/30/18 Propane	9.18*			30 63000	382	10200
3	U0019254	04/30/18 Propane	122.45*			40 64000	382	10200
4	U0019254	04/30/18 Propane	122.45*			50 65000	382	10200
5	U0019254	04/30/18 Propane	1.54*			60 66000	382	10200
<b>Total for Vendor:</b>			<b>306.13</b>					
<b># of Claims</b>			<b>83</b>	<b>Total:</b>	<b>334,093.55</b>			
<b>Total Electronic Claims</b>					<b>718.50</b>			
<b>Total Non-Electronic Claims</b>					<b>333375.05</b>			

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<b>Fund/Account</b>	<b>Amount</b>
10 ADMINISTRATION DEPARTMENT	
10200 Operating Cash - Premier	\$500.00
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$27,645.90
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$1,679.05
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$252,951.88
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$51,259.37
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$57.35
<b>Total:</b>	<b>\$334,093.55</b>

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
10 ADMINISTRATION DEPARTMENT						
46000	Revenues & Interest					
46020	Transfer In -Fire (16.5%)	0.00	0.00	37,499.00	37,499.00	0 %
46030	Transfer In -Lighting (3%)	0.00	0.00	6,818.00	6,818.00	0 %
46040	Transfer In -Sewer (40%)	0.00	0.00	90,907.00	90,907.00	0 %
46050	Transfer In -Water (40%)	0.00	0.00	90,907.00	90,907.00	0 %
46060	Transfer In- Solid Waste (0.5%)	0.00	0.00	1,136.00	1,136.00	0 %
46150	Miscellaneous Income	0.00	15.00	0.00	-15.00	** %
46151	Refund/Adjustments	0.00	486.20	0.00	-486.20	** %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>501.20</b>	<b>227,267.00</b>	<b>226,765.80</b>	<b>0 %</b>
	<b>Fund Total:</b>	<b>0.00</b>	<b>501.20</b>	<b>227,267.00</b>	<b>226,765.80</b>	<b>0 %</b>
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	0.00	0.00	1,100.00	1,100.00	0 %
40300	Fireworks Permit Fees	1,100.00	2,200.00	800.00	-1,400.00	275 %
40320	Fire Impact Fees	1,719.00	25,466.84	0.00	-25,466.84	** %
40410	Mutual Aid Fires	0.00	56,060.31	0.00	-56,060.31	** %
40420	Ambulance Reimbursement	0.00	3,431.11	4,400.00	968.89	78 %
40500	VFA Assistance Grant	0.00	0.00	18,000.00	18,000.00	0 %
	<b>Account Group Total:</b>	<b>2,819.00</b>	<b>87,158.26</b>	<b>24,300.00</b>	<b>-62,858.26</b>	<b>359 %</b>
43000	Property Taxes Collected					
43000	Property Taxes Collected	95,589.29	338,866.89	337,351.00	-1,515.89	100 %
	<b>Account Group Total:</b>	<b>95,589.29</b>	<b>338,866.89</b>	<b>337,351.00</b>	<b>-1,515.89</b>	<b>100 %</b>
44000	Forestry & Fire Protection Reimbursement					
44000	Forestry & Fire Protection Reimbursement	0.00	4,396.92	10,000.00	5,603.08	44 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>4,396.92</b>	<b>10,000.00</b>	<b>5,603.08</b>	<b>44 %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	21.10	248.68	300.00	51.32	83 %
46010	Transfer In	0.00	0.00	233,021.00	233,021.00	0 %
46150	Miscellaneous Income	0.00	730.00	0.00	-730.00	** %
46151	Refund/Adjustments	0.00	1,027.19	1,000.00	-27.19	103 %
46155	Will Serve Processing Fees	150.00	150.00	100.00	-50.00	150 %
46175	Sale of Surplus Property	0.00	229.37	0.00	-229.37	** %
	<b>Account Group Total:</b>	<b>171.10</b>	<b>2,385.24</b>	<b>234,421.00</b>	<b>232,035.76</b>	<b>1 %</b>
	<b>Fund Total:</b>	<b>98,579.39</b>	<b>432,807.31</b>	<b>606,072.00</b>	<b>173,264.69</b>	<b>71 %</b>

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	27,272.99	96,499.23	93,488.00	-3,011.23	103 %
	<b>Account Group Total:</b>	<b>27,272.99</b>	<b>96,499.23</b>	<b>93,488.00</b>	<b>-3,011.23</b>	<b>103 %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	4.47	52.00	50.00	-2.00	104 %
46010	Transfer In	0.00	0.00	8,525.00	8,525.00	0 %
46150	Miscellaneous Income	0.00	400.00	0.00	-400.00	** %
46151	Refund/Adjustments	0.00	1,095.84	200.00	-895.84	548 %
	<b>Account Group Total:</b>	<b>4.47</b>	<b>1,547.84</b>	<b>8,775.00</b>	<b>7,227.16</b>	<b>18 %</b>
	<b>Fund Total:</b>	<b>27,277.46</b>	<b>98,047.07</b>	<b>102,263.00</b>	<b>4,215.93</b>	<b>96 %</b>
40 WASTEWATER DEPARTMENT						
40000						
40850	Wastewater Hook-up Fees	0.00	191,636.00	0.00	-191,636.00	** %
40900	Wastewater Sales	30,423.62	330,758.52	356,000.00	25,241.48	93 %
40910	Wastewater Late Charges	539.20	6,242.68	5,500.00	-742.68	114 %
	<b>Account Group Total:</b>	<b>30,962.82</b>	<b>528,637.20</b>	<b>361,500.00</b>	<b>-167,137.20</b>	<b>146 %</b>
43000	Property Taxes Collected					
43000	Property Taxes Collected	14,773.21	52,214.08	51,302.00	-912.08	102 %
	<b>Account Group Total:</b>	<b>14,773.21</b>	<b>52,214.08</b>	<b>51,302.00</b>	<b>-912.08</b>	<b>102 %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	51.15	594.37	700.00	105.63	85 %
46010	Transfer In	0.00	0.00	101,116.00	101,116.00	0 %
46100	Realized Earnings	-81.64	814.67	0.00	-814.67	** %
46150	Miscellaneous Income	0.00	0.00	45,000.00	45,000.00	0 %
46151	Refund/Adjustments	0.00	2,608.28	1,000.00	-1,608.28	261 %
46155	Will Serve Processing Fees	500.00	500.00	0.00	-500.00	** %
46180	Public Records Requests	0.00	0.00	10.00	10.00	0 %
	<b>Account Group Total:</b>	<b>469.51</b>	<b>4,517.32</b>	<b>147,826.00</b>	<b>143,308.68</b>	<b>3 %</b>
	<b>Fund Total:</b>	<b>46,205.54</b>	<b>585,368.60</b>	<b>560,628.00</b>	<b>-24,740.60</b>	<b>104 %</b>
50 WATER DEPARTMENT						
40000						
40440	CDBG Grant	0.00	135,679.00	150,000.00	14,321.00	90 %
	<b>Account Group Total:</b>	<b>0.00</b>	<b>135,679.00</b>	<b>150,000.00</b>	<b>14,321.00</b>	<b>90 %</b>
41000	Water Sales					
41000	Water Sales	35,104.75	365,857.59	352,000.00	-13,857.59	104 %
41001	Water Connection Fees	0.00	75,920.00	0.00	-75,920.00	** %
41005	Water Late Charges	8,728.30	66,463.96	18,000.00	-48,463.96	369 %
41010	Water Meter Fees	0.00	2,198.86	12,250.00	10,051.14	18 %

<b>Fund</b>	<b>Account</b>	<b>Received Current Month</b>	<b>Received YTD</b>	<b>Estimated Revenue</b>	<b>Revenue To Be Received</b>	<b>% Received</b>
50 WATER DEPARTMENT						
	<b>Account Group Total:</b>	<b>43,833.05</b>	<b>510,440.41</b>	<b>382,250.00</b>	<b>-128,190.41</b>	<b>134 %</b>
46000	Revenues & Interest					
46000	Revenues & Interest	53.99	630.39	700.00	69.61	90 %
46010	Transfer In	0.00	0.00	159,701.00	159,701.00	0 %
46150	Miscellaneous Income	0.00	102.13	0.00	-102.13	** %
46151	Refund/Adjustments	1,000.00	3,608.28	1,000.00	-2,608.28	361 %
46155	Will Serve Processing Fees	500.00	500.00	250.00	-250.00	200 %
	<b>Account Group Total:</b>	<b>1,553.99</b>	<b>4,840.80</b>	<b>161,651.00</b>	<b>156,810.20</b>	<b>3 %</b>
	<b>Fund Total:</b>	<b>45,387.04</b>	<b>650,960.21</b>	<b>693,901.00</b>	<b>42,940.79</b>	<b>94 %</b>
60 SOLID WASTE DEPARTMENT						
46000	Revenues & Interest					
46005	Franchise Fees	2,744.05	31,875.99	32,323.00	447.01	99 %
	<b>Account Group Total:</b>	<b>2,744.05</b>	<b>31,875.99</b>	<b>32,323.00</b>	<b>447.01</b>	<b>99 %</b>
	<b>Fund Total:</b>	<b>2,744.05</b>	<b>31,875.99</b>	<b>32,323.00</b>	<b>447.01</b>	<b>99 %</b>
	<b>Grand Total:</b>	<b>220,193.48</b>	<b>1,799,560.38</b>	<b>2,222,454.00</b>	<b>422,893.62</b>	<b>81 %</b>

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 ADMINISTRATION DEPARTMENT							
61000 Administration							
61000	Administration						
	111 BOD Stipend	500.00	4,800.00	6,000.00	6,000.00	1,200.00	80 %
	120 Workers' Compensation	0.00	1,123.28	0.00	0.00	-1,123.28	*** %
	130 Payroll Tax - Fed W/H	0.00	19,256.05	0.00	0.00	-19,256.05	*** %
	305 Operations and maintenance	0.00	1,794.47	3,300.00	3,300.00	1,505.53	54 %
	310 Phone and fax expense	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	315 Postage, shipping and freight	0.00	0.00	50.00	50.00	50.00	0 %
	320 Printing and reproduction	0.00	467.96	500.00	500.00	32.04	94 %
	325 Professional svcs - Accounting	0.00	8,522.50	21,000.00	21,000.00	12,477.50	41 %
	327 Professional svcs - Legal (General)	0.00	87,741.23	150,000.00	150,000.00	62,258.77	58 %
	328 Insurance - prop and liability	0.00	18,644.93	3,000.00	3,000.00	-15,644.93	621 %
	330 Contract labor	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
	332 Professional Services - Legal	0.00	-51,501.62	0.00	0.00	51,501.62	*** %
	335 Meals - Reimbursement	0.00	139.38	500.00	500.00	360.62	28 %
	340 Meetings and conferences	0.00	0.00	500.00	500.00	500.00	0 %
	345 Mileage expense reimbursement	0.00	0.00	500.00	500.00	500.00	0 %
	350 Repairs and maint - computers	0.00	1,960.00	500.00	500.00	-1,460.00	392 %
	351 Repairs and maint - equip	0.00	0.00	500.00	500.00	500.00	0 %
	352 Repairs and maint - structures	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	375 Internet expenses	0.00	1,680.00	3,917.00	3,917.00	2,237.00	43 %
	376 Webpage- Upgrade/Maint	0.00	1,000.00	2,400.00	2,400.00	1,400.00	42 %
	385 Dues and subscriptions	0.00	320.00	500.00	500.00	180.00	64 %
	386 Education and training	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	393 Advertising and public notices	0.00	197.80	500.00	500.00	302.20	40 %
	394 LAFCO Allocations	0.00	6,100.97	6,100.00	6,100.00	-0.97	100 %
	410 Office Supplies	0.00	553.28	4,000.00	4,000.00	3,446.72	14 %
	415 Office Equipment	0.00	145.67	0.00	0.00	-145.67	*** %
	465 Cell phones, radios and pagers	0.00	105.00	500.00	500.00	395.00	21 %
	475 Computer supplies and upgrades	0.00	6.21	0.00	0.00	-6.21	*** %
	<b>Account Total:</b>	<b>500.00</b>	<b>103,057.11</b>	<b>227,267.00</b>	<b>227,267.00</b>	<b>124,209.89</b>	<b>45 %</b>
	<b>Account Group Total:</b>	<b>500.00</b>	<b>103,057.11</b>	<b>227,267.00</b>	<b>227,267.00</b>	<b>124,209.89</b>	<b>45 %</b>
	<b>Fund Total:</b>	<b>500.00</b>	<b>103,057.11</b>	<b>227,267.00</b>	<b>227,267.00</b>	<b>124,209.89</b>	<b>45 %</b>
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000	Fire						
	105 Salaries and Wages	5,502.22	59,699.18	66,000.00	66,000.00	6,300.82	90 %
	120 Workers' Compensation	0.00	5,958.02	7,700.00	7,700.00	1,741.98	77 %
	121 Physicals	0.00	0.00	2,600.00	2,600.00	2,600.00	0 %
	125 Volunteer firefighter stipends	2,803.30	30,679.29	34,000.00	34,000.00	3,320.71	90 %
	126 Strike Team Pay - VFF	0.00	99,034.05	5,000.00	5,000.00	-94,034.05	*** %
	130 Payroll Tax - Fed W/H	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	135 Payroll Tax - FICA	173.80	8,042.21	3,910.00	3,910.00	-4,132.21	206 %
	140 Payroll Tax - Medicare	121.91	2,762.14	1,845.00	1,845.00	-917.14	150 %
	155 Payroll Tax - SUI	49.50	3,885.00	3,500.00	3,500.00	-385.00	111 %
	160 Payroll Tax - ETT	1.24	174.79	200.00	200.00	25.21	87 %



Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
165	Payroll Tax - FUTA	74.25	5,998.58	5,000.00	5,000.00	-998.58	120 %
205	Insurance - Health	81.48	677.55	0.00	0.00	-677.55	*** %
210	Insurance - Dental	21.24	346.58	0.00	0.00	-346.58	*** %
215	Insurance - Vision	3.42	54.47	0.00	0.00	-54.47	*** %
225	Retirement - PERS expense	113.11	1,272.14	0.00	0.00	-1,272.14	*** %
305	Operations and maintenance	376.23	5,048.81	4,000.00	4,000.00	-1,048.81	126 %
315	Postage, shipping and freight	9.54	48.38	500.00	500.00	451.62	10 %
320	Printing and reproduction	0.00	28.81	350.00	350.00	321.19	8 %
325	Professional svcs - Accounting	0.00	3,552.46	0.00	0.00	-3,552.46	*** %
327	Professional svcs - Legal (General)	1,561.74	11,897.65	0.00	0.00	-11,897.65	*** %
328	Insurance - prop and liability	0.00	5,938.56	8,000.00	8,000.00	2,061.44	74 %
331	Professional Services - Legal	105.60	527.10	0.00	0.00	-527.10	*** %
335	Meals - Reimbursement	0.00	119.41	525.00	525.00	405.59	23 %
340	Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
345	Mileage expense reimbursement	0.00	51.94	670.00	670.00	618.06	8 %
350	Repairs and maint - computers	0.00	1,895.44	0.00	0.00	-1,895.44	*** %
351	Repairs and maint - equip	289.93	2,022.47	7,000.00	7,000.00	4,977.53	29 %
352	Repairs and maint - structures	975.41	1,344.05	1,000.00	1,000.00	-344.05	134 %
354	Repairs and maint - vehicles	853.01	12,327.63	9,500.00	9,500.00	-2,827.63	130 %
370	Dispatch services (Fire)	0.00	7,543.80	7,543.00	7,543.00	-0.80	100 %
375	Internet expenses	103.31	609.33	0.00	0.00	-609.33	*** %
376	Webpage- Upgrade/Maint	33.00	198.00	0.00	0.00	-198.00	*** %
380	Utilities - alarm service	0.00	0.00	180.00	180.00	180.00	0 %
381	Utilities - electric	0.00	3,466.31	950.00	950.00	-2,516.31	365 %
382	Utilities - propane	50.51	532.09	300.00	300.00	-232.09	177 %
385	Dues and subscriptions	122.21	4,223.55	2,500.00	2,500.00	-1,723.55	169 %
386	Education and training	666.10	1,379.93	6,500.00	6,500.00	5,120.07	21 %
387	Education and training: Training	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
393	Advertising and public notices	0.00	0.00	200.00	200.00	200.00	0 %
395	Community Outreach	0.00	836.15	3,000.00	3,000.00	2,163.85	28 %
405	Software	0.00	1,444.86	1,000.00	1,000.00	-444.86	144 %
410	Office Supplies	0.00	183.49	0.00	0.00	-183.49	*** %
420	Equipt. & Supplies	0.00	1,465.38	1,500.00	1,500.00	34.62	98 %
450	EMS supplies	433.56	3,616.28	3,000.00	3,000.00	-616.28	121 %
455	Fire Safety Gear & Equipment	436.87	7,835.39	10,000.00	10,000.00	2,164.61	78 %
456	VFF Assistance Grant	7,628.93	20,311.03	36,000.00	36,000.00	15,688.97	56 %
460	Fire equipment	10,698.19	10,698.19	0.00	0.00	-10,698.19	*** %
465	Cell phones, radios and pagers	0.00	0.00	500.00	500.00	500.00	0 %
470	Communication equipment	0.00	5,651.41	4,500.00	4,500.00	-1,151.41	126 %
475	Computer supplies and upgrades	0.00	2,715.13	4,000.00	4,000.00	1,284.87	68 %
485	Fuel expense	964.29	6,265.74	6,765.00	6,765.00	499.26	93 %
490	Small tools and equipment	0.00	1,663.43	2,000.00	2,000.00	336.57	83 %
495	Uniform expense	0.00	1,700.17	3,450.00	3,450.00	1,749.83	49 %
500	Capital Outlay	1,394.25	211,903.51	224,988.00	224,988.00	13,084.49	94 %
503	Weed Abatement Costs	0.00	197.80	3,200.00	3,200.00	3,002.20	6 %
505	Fire Training Grounds	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
510	Fire station addition	943.22	15,360.84	19,766.00	19,766.00	4,405.16	78 %
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	320.25	700.00	700.00	379.75	46 %
905	Admin Allocation Transfer	0.00	0.00	37,499.00	37,499.00	37,499.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
960	Property tax expense	0.00	399.72	250.00	250.00	-149.72	160 %
	<b>Account Total:</b>	<b>36,591.37</b>	<b>575,908.49</b>	<b>555,341.00</b>	<b>555,341.00</b>	<b>-20,567.49</b>	<b>104 %</b>
	<b>Account Group Total:</b>	<b>36,591.37</b>	<b>575,908.49</b>	<b>555,341.00</b>	<b>555,341.00</b>	<b>-20,567.49</b>	<b>104 %</b>
	<b>Fund Total:</b>	<b>36,591.37</b>	<b>575,908.49</b>	<b>555,341.00</b>	<b>555,341.00</b>	<b>-20,567.49</b>	<b>104 %</b>
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000 Lighting							
105	Salaries and Wages	545.93	6,337.21	15,000.00	15,000.00	8,662.79	42 %
120	Workers' Compensation	0.00	0.00	465.00	465.00	465.00	0 %
130	Payroll Tax - Fed W/H	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
135	Payroll Tax - FICA	0.00	0.00	500.00	500.00	500.00	0 %
140	Payroll Tax - Medicare	8.39	93.09	100.00	100.00	6.91	93 %
155	Payroll Tax - SUI	0.00	67.87	100.00	100.00	32.13	68 %
160	Payroll Tax - ETT	0.00	4.39	100.00	100.00	95.61	4 %
165	Payroll Tax - FUTA	0.00	46.11	150.00	150.00	103.89	31 %
205	Insurance - Health	28.57	294.38	720.00	720.00	425.62	41 %
210	Insurance - Dental	4.68	49.01	36.00	36.00	-13.01	136 %
215	Insurance - Vision	0.73	7.54	15.00	15.00	7.46	50 %
225	Retirement - PERS expense	27.66	372.13	793.00	793.00	420.87	47 %
305	Operations and maintenance	8.25	76.49	3,900.00	3,900.00	3,823.51	2 %
320	Printing and reproduction	0.00	0.00	100.00	100.00	100.00	0 %
325	Professional svcs - Accounting	0.00	683.41	750.00	750.00	66.59	91 %
327	Professional svcs - Legal (General)	283.94	1,368.52	6,000.00	6,000.00	4,631.48	23 %
328	Insurance - prop and liability	0.00	0.00	500.00	500.00	500.00	0 %
331	Professional Services - Legal	19.20	108.62	1,000.00	1,000.00	891.38	11 %
335	Meals - Reimbursement	0.00	1.35	0.00	0.00	-1.35	*** %
340	Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %
345	Mileage expense reimbursement	0.00	9.43	150.00	150.00	140.57	6 %
350	Repairs and maint - computers	0.00	135.50	0.00	0.00	-135.50	*** %
351	Repairs and maint - equip	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
352	Repairs and maint - structures	0.00	95.97	0.00	0.00	-95.97	*** %
353	Repairs & Maint- Infrastructure	0.00	0.00	24,000.00	24,000.00	24,000.00	0 %
376	Webpage- Upgrade/Maint	6.00	36.00	0.00	0.00	-36.00	*** %
381	Utilities - electric	1,335.20	16,496.54	20,000.00	20,000.00	3,503.46	82 %
382	Utilities - propane	9.18	70.68	0.00	0.00	-70.68	*** %
385	Dues and subscriptions	17.28	298.15	0.00	0.00	-298.15	*** %
386	Education and training	0.00	31.11	0.00	0.00	-31.11	*** %
405	Software	0.00	292.14	500.00	500.00	207.86	58 %
485	Fuel expense	0.00	0.00	50.00	50.00	50.00	0 %
490	Small tools and equipment	0.00	0.00	500.00	500.00	500.00	0 %
500	Capital Outlay	0.00	1,025.16	8,525.00	8,525.00	7,499.84	12 %
715	Licenses, permits and fees	0.00	1.75	0.00	0.00	-1.75	*** %
905	Admin Allocation Transfer	0.00	0.00	6,818.00	6,818.00	6,818.00	0 %
	<b>Account Total:</b>	<b>2,295.01</b>	<b>28,002.55</b>	<b>93,122.00</b>	<b>93,122.00</b>	<b>65,119.45</b>	<b>30 %</b>
	<b>Account Group Total:</b>	<b>2,295.01</b>	<b>28,002.55</b>	<b>93,122.00</b>	<b>93,122.00</b>	<b>65,119.45</b>	<b>30 %</b>

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
<b>Fund Total:</b>		<b>2,295.01</b>	<b>28,002.55</b>	<b>93,122.00</b>	<b>93,122.00</b>	<b>65,119.45</b>	<b>30 %</b>
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	105 Salaries and Wages	10,811.03	122,675.72	163,320.00	163,320.00	40,644.28	75 %
	109 Stand-by Hours	707.62	7,495.74	7,500.00	7,500.00	4.26	100 %
	120 Workers' Compensation	0.00	3,104.86	12,000.00	12,000.00	8,895.14	26 %
	130 Payroll Tax - Fed W/H	0.00	0.00	11,000.00	11,000.00	11,000.00	0 %
	135 Payroll Tax - FICA	0.00	0.00	3,800.00	3,800.00	3,800.00	0 %
	140 Payroll Tax - Medicare	163.40	1,898.93	2,000.00	2,000.00	101.07	95 %
	155 Payroll Tax - SUI	0.00	1,201.45	1,000.00	1,000.00	-201.45	120 %
	160 Payroll Tax - ETT	0.00	89.99	200.00	200.00	110.01	45 %
	165 Payroll Tax - FUTA	0.00	1,184.92	2,000.00	2,000.00	815.08	59 %
	205 Insurance - Health	1,430.63	21,183.31	11,280.00	11,280.00	-9,903.31	188 %
	210 Insurance - Dental	88.06	989.00	564.00	564.00	-425.00	175 %
	215 Insurance - Vision	14.19	154.51	235.00	235.00	80.49	66 %
	225 Retirement - PERS expense	1,146.73	11,235.04	12,422.00	12,422.00	1,186.96	90 %
	305 Operations and maintenance	980.34	5,237.04	6,000.00	6,000.00	762.96	87 %
	310 Phone and fax expense	82.78	913.70	1,450.00	1,450.00	536.30	63 %
	315 Postage, shipping and freight	250.00	2,983.40	3,000.00	3,000.00	16.60	99 %
	320 Printing and reproduction	30.99	928.75	600.00	600.00	-328.75	155 %
	325 Professional svcs - Accounting	0.00	8,612.00	0.00	0.00	-8,612.00	*** %
	326 Professional svcs - Engineering	2,185.00	29,278.75	24,000.00	24,000.00	-5,278.75	122 %
	327 Professional svcs - Legal (General)	5,637.15	22,650.44	0.00	0.00	-22,650.44	*** %
	328 Insurance - prop and liability	0.00	1,811.45	6,000.00	6,000.00	4,188.55	30 %
	329 New Hire Screening	0.00	40.00	450.00	450.00	410.00	9 %
	330 Contract labor	0.00	2,525.00	5,000.00	5,000.00	2,475.00	51 %
	331 Professional Services - Legal	256.00	12,384.29	9,400.00	9,400.00	-2,984.29	132 %
	332 Professional Services - Legal	0.00	53.20	0.00	0.00	-53.20	*** %
	335 Meals - Reimbursement	0.00	18.08	200.00	200.00	181.92	9 %
	340 Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
	345 Mileage expense reimbursement	0.00	181.63	500.00	500.00	318.37	36 %
	350 Repairs and maint - computers	0.00	3,134.87	0.00	0.00	-3,134.87	*** %
	351 Repairs and maint - equip	150.00	5,064.92	21,000.00	21,000.00	15,935.08	24 %
	352 Repairs and maint - structures	0.00	188.46	3,000.00	3,000.00	2,811.54	6 %
	353 Repairs & Maint- Infrastructure	0.00	442.73	8,000.00	8,000.00	7,557.27	6 %
	354 Repairs and maint - vehicles	112.60	960.24	2,000.00	2,000.00	1,039.76	48 %
	355 Testing & Supplies (WWTP)	162.00	11,325.72	10,500.00	10,500.00	-825.72	108 %
	375 Internet expenses	103.31	609.33	0.00	0.00	-609.33	*** %
	376 Webpage- Upgrade/Maint	80.00	480.00	0.00	0.00	-480.00	*** %
	380 Utilities - alarm service	132.41	610.51	1,000.00	1,000.00	389.49	61 %
	381 Utilities - electric	0.00	53,453.98	75,000.00	75,000.00	21,546.02	71 %
	382 Utilities - propane	122.45	978.40	450.00	450.00	-528.40	217 %
	383 Utilities - trash	51.99	559.12	600.00	600.00	40.88	93 %
	385 Dues and subscriptions	257.57	4,448.03	2,500.00	2,500.00	-1,948.03	178 %
	386 Education and training	0.00	593.57	500.00	500.00	-93.57	119 %
	393 Advertising and public notices	0.00	0.00	200.00	200.00	200.00	0 %
	395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	405 Software	0.00	3,577.70	4,000.00	4,000.00	422.30	89 %
	410 Office Supplies	0.00	350.44	150.00	150.00	-200.44	234 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
	415 Office Equipment	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	420 Equipt. & Supplies	0.00	0.00	4,900.00	4,900.00	4,900.00	0 %
	432 Utility Rate Design Study	5,112.71	25,774.65	31,915.00	31,915.00	6,140.35	81 %
	459 Scada - Maintenance Fees	0.00	72.64	1,000.00	1,000.00	927.36	7 %
	465 Cell phones, radios and pagers	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	475 Computer supplies and upgrades	0.00	83.00	0.00	0.00	-83.00	*** %
	485 Fuel expense	149.58	4,510.10	5,000.00	5,000.00	489.90	90 %
	490 Small tools and equipment	0.00	1,132.70	3,000.00	3,000.00	1,867.30	38 %
	495 Uniform expense	48.09	804.38	1,575.00	1,575.00	770.62	51 %
	500 Capital Outlay	0.00	42,427.09	45,201.00	45,201.00	2,773.91	94 %
	545 Sewer System Mngmt Plan (SSMP)	0.00	0.00	30,000.00	30,000.00	30,000.00	0 %
	570 Repairs, Maint. and Video Sewer Lines	0.00	3,526.25	12,000.00	12,000.00	8,473.75	29 %
	581 WWTP Expansion	236,105.00	243,545.00	45,000.00	45,000.00	-198,545.00	541 %
	582 WWTP Plant Maintenance	582.66	13,039.25	12,000.00	12,000.00	-1,039.25	109 %
	585 Sludge Removal Project	0.00	2,969.62	3,000.00	3,000.00	30.38	99 %
	705 Waste Discharge Fees/Permits	0.00	17,017.00	25,000.00	25,000.00	7,983.00	68 %
	715 Licenses, permits and fees	0.00	405.00	5,500.00	5,500.00	5,095.00	7 %
	805 Refundable Water/Sewer/Hydrant	0.00	375.00	0.00	0.00	-375.00	*** %
	905 Admin Allocation Transfer	0.00	0.00	90,907.00	90,907.00	90,907.00	0 %
	910 Tax Penalties & Late Fees	0.00	1,672.08	0.00	0.00	-1,672.08	*** %
	960 Property tax expense	0.00	29.34	0.00	0.00	-29.34	*** %
	<b>Account Total:</b>	<b>266,954.29</b>	<b>702,992.32</b>	<b>734,769.00</b>	<b>734,769.00</b>	<b>31,776.68</b>	<b>96 %</b>
	<b>Account Group Total:</b>	<b>266,954.29</b>	<b>702,992.32</b>	<b>734,769.00</b>	<b>734,769.00</b>	<b>31,776.68</b>	<b>96 %</b>
	<b>Fund Total:</b>	<b>266,954.29</b>	<b>702,992.32</b>	<b>734,769.00</b>	<b>734,769.00</b>	<b>31,776.68</b>	<b>96 %</b>
50 WATER DEPARTMENT							
61000 Administration							
	61000 Administration						
	940 Bank service charges	0.00	0.79	0.00	0.00	-0.79	*** %
	<b>Account Total:</b>	<b>0.00</b>	<b>0.79</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.79</b>	<b>*** %</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>0.79</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.79</b>	<b>*** %</b>
65000 Water							
	65000 Water						
	105 Salaries and Wages	11,492.21	136,561.54	163,320.00	163,320.00	26,758.46	84 %
	109 Stand-by Hours	707.63	7,495.76	7,500.00	7,500.00	4.24	100 %
	120 Workers' Compensation	0.00	2,445.88	12,000.00	12,000.00	9,554.12	20 %
	130 Payroll Tax - Fed W/H	0.00	0.00	11,000.00	11,000.00	11,000.00	0 %
	135 Payroll Tax - FICA	0.00	0.00	4,500.00	4,500.00	4,500.00	0 %
	140 Payroll Tax - Medicare	172.67	2,087.01	2,500.00	2,500.00	412.99	83 %
	155 Payroll Tax - SUI	0.00	1,235.21	1,500.00	1,500.00	264.79	82 %
	160 Payroll Tax - ETT	0.00	96.73	150.00	150.00	53.27	64 %
	165 Payroll Tax - FUTA	0.00	1,233.66	1,800.00	1,800.00	566.34	69 %
	205 Insurance - Health	1,246.99	19,474.78	12,000.00	12,000.00	-7,474.78	162 %
	210 Insurance - Dental	88.49	1,082.53	600.00	600.00	-482.53	180 %
	215 Insurance - Vision	14.25	168.81	250.00	250.00	81.19	68 %
	225 Retirement - PERS expense	1,255.46	12,740.14	12,400.00	12,400.00	-340.14	103 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
305	Operations and maintenance	1,028.55	8,398.00	8,500.00	8,500.00	102.00	99 %
310	Phone and fax expense	82.78	913.60	1,450.00	1,450.00	536.40	63 %
315	Postage, shipping and freight	273.09	3,182.67	3,000.00	3,000.00	-182.67	106 %
320	Printing and reproduction	341.32	1,195.53	600.00	600.00	-595.53	199 %
324	Professional Svcs- GSA-GSP	2,640.00	7,590.00	0.00	0.00	-7,590.00	*** %
325	Professional svcs - Accounting	0.00	8,612.00	0.00	0.00	-8,612.00	*** %
326	Professional svcs - Engineering	7,515.00	56,411.66	25,000.00	25,000.00	-31,411.66	226 %
327	Professional svcs - Legal (General)	5,637.15	38,183.54	0.00	0.00	-38,183.54	*** %
328	Insurance - prop and liability	0.00	628.54	8,000.00	8,000.00	7,371.46	8 %
329	New Hire Screening	0.00	40.00	450.00	450.00	410.00	9 %
330	Contract labor	0.00	2,525.00	5,000.00	5,000.00	2,475.00	51 %
331	Professional Services - Legal	256.00	12,437.49	9,400.00	9,400.00	-3,037.49	132 %
332	Professional Services - Legal	19,225.59	153,054.50	100,000.00	100,000.00	-53,054.50	153 %
335	Meals - Reimbursement	0.00	18.08	200.00	200.00	181.92	9 %
340	Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
345	Mileage expense reimbursement	0.00	181.62	500.00	500.00	318.38	36 %
350	Repairs and maint - computers	0.00	3,134.85	0.00	0.00	-3,134.85	*** %
351	Repairs and maint - equip	2,343.14	3,853.82	4,000.00	4,000.00	146.18	96 %
352	Repairs and maint - structures	118.57	1,346.80	1,500.00	1,500.00	153.20	90 %
353	Repairs & Maint- Infrastructure	320.00	55,370.76	15,000.00	15,000.00	-40,370.76	369 %
354	Repairs and maint - vehicles	199.81	1,047.42	3,500.00	3,500.00	2,452.58	30 %
356	Testing & Supplies - Well #3 (Water)	69.00	2,129.77	2,500.00	2,500.00	370.23	85 %
357	Testing & Supplies - Well #4 (Water)	69.00	2,217.94	2,500.00	2,500.00	282.06	89 %
358	Testing & Supplies- SLT Well (Water)	379.00	4,946.02	5,000.00	5,000.00	53.98	99 %
359	Testing & Supplies-Other	290.00	4,563.13	5,000.00	5,000.00	436.87	91 %
362	Cross-Connection Control Srvcs.	0.00	977.20	1,000.00	1,000.00	22.80	98 %
375	Internet expenses	103.32	609.36	0.00	0.00	-609.36	*** %
376	Webpage- Upgrade/Maint	80.00	480.00	0.00	0.00	-480.00	*** %
380	Utilities - alarm service	132.42	610.52	1,000.00	1,000.00	389.48	61 %
381	Utilities - electric	0.00	33,044.34	37,000.00	37,000.00	3,955.66	89 %
382	Utilities - propane	122.45	978.40	450.00	450.00	-528.40	217 %
383	Utilities - trash	51.99	559.13	600.00	600.00	40.87	93 %
385	Dues and subscriptions	257.57	6,053.02	4,000.00	4,000.00	-2,053.02	151 %
386	Education and training	0.00	805.07	1,000.00	1,000.00	194.93	81 %
393	Advertising and public notices	0.00	0.00	250.00	250.00	250.00	0 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
405	Software	0.00	3,577.70	4,000.00	4,000.00	422.30	89 %
410	Office Supplies	0.00	349.43	150.00	150.00	-199.43	233 %
415	Office Equipment	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
420	Equipt. & Supplies	0.00	528.12	4,900.00	4,900.00	4,371.88	11 %
425	Well #3 Rehab - Capital Project	0.00	7,700.00	0.00	0.00	-7,700.00	*** %
431	SLT Blending Line - CDBG Project	330.00	156,773.92	157,000.00	157,000.00	226.08	100 %
432	Utility Rate Design Study	5,112.72	25,774.64	31,915.00	31,915.00	6,140.36	81 %
433	K Street Waterline Replacement	0.00	7,328.60	7,500.00	7,500.00	171.40	98 %
459	Scada - Maintenance Fees	0.00	72.65	1,000.00	1,000.00	927.35	7 %
465	Cell phones, radios and pagers	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
475	Computer supplies and upgrades	0.00	1,583.00	1,500.00	1,500.00	-83.00	106 %
481	Chemicals- Well #3	0.00	2,026.12	2,500.00	2,500.00	473.88	81 %
482	Chemicals-Well #4	0.00	2,435.42	3,000.00	3,000.00	564.58	81 %
483	Chemicals-SLT Well	0.00	941.47	1,500.00	1,500.00	558.53	63 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
485	Fuel expense	149.58	3,157.57	4,000.00	4,000.00	842.43	79 %
490	Small tools and equipment	0.00	1,891.73	3,000.00	3,000.00	1,108.27	63 %
495	Uniform expense	48.08	766.65	1,575.00	1,575.00	808.35	49 %
500	Capital Outlay	0.00	43,070.47	45,201.00	45,201.00	2,130.53	95 %
520	Water Main Valves Replacement	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
525	Water meter replacement	3,004.89	14,200.79	14,500.00	14,500.00	299.21	98 %
535	Water Lines Repairs	553.42	4,508.51	27,000.00	27,000.00	22,491.49	17 %
605	USDA Loan Payment	0.00	66,350.57	67,000.00	67,000.00	649.43	99 %
715	Licenses, permits and fees	0.00	6,512.00	6,700.00	6,700.00	188.00	97 %
805	Refundable Water/Sewer/Hydrant	0.00	375.00	0.00	0.00	-375.00	*** %
905	Admin Allocation Transfer	0.00	0.00	90,907.00	90,907.00	90,907.00	0 %
910	Tax Penalties & Late Fees	0.00	1,672.08	0.00	0.00	-1,672.08	*** %
	<b>Account Total:</b>	<b>65,712.14</b>	<b>952,318.27</b>	<b>962,718.00</b>	<b>962,718.00</b>	<b>10,399.73</b>	<b>99 %</b>
	<b>Account Group Total:</b>	<b>65,712.14</b>	<b>952,318.27</b>	<b>962,718.00</b>	<b>962,718.00</b>	<b>10,399.73</b>	<b>99 %</b>
	<b>Fund Total:</b>	<b>65,712.14</b>	<b>952,319.06</b>	<b>962,718.00</b>	<b>962,718.00</b>	<b>10,398.94</b>	<b>99 %</b>
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000 SOLID WASTE							
105	Salaries and Wages	111.59	310.38	1,800.00	1,800.00	1,489.62	17 %
120	Workers' Compensation	0.00	0.00	465.00	465.00	465.00	0 %
140	Payroll Tax - Medicare	1.59	4.38	0.00	0.00	-4.38	*** %
155	Payroll Tax - SUI	0.00	0.36	0.00	0.00	-0.36	*** %
160	Payroll Tax - ETT	0.00	0.09	0.00	0.00	-0.09	*** %
165	Payroll Tax - FUTA	0.00	0.54	0.00	0.00	-0.54	*** %
205	Insurance - Health	15.37	39.45	720.00	720.00	680.55	5 %
210	Insurance - Dental	0.53	1.42	0.00	0.00	-1.42	*** %
215	Insurance - Vision	0.08	0.21	0.00	0.00	-0.21	*** %
225	Retirement - PERS expense	13.34	36.70	1,275.00	1,275.00	1,238.30	3 %
305	Operations and maintenance	1.38	323.98	0.00	0.00	-323.98	*** %
325	Professional svcs - Accounting	0.00	70.13	0.00	0.00	-70.13	*** %
327	Professional svcs - Legal (General)	47.35	4,782.70	200.00	200.00	-4,582.70	*** %
331	Professional Services - Legal	3.20	3.20	0.00	0.00	-3.20	*** %
335	Meals - Reimbursement	0.00	0.25	0.00	0.00	-0.25	*** %
340	Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
345	Mileage expense reimbursement	0.00	1.60	0.00	0.00	-1.60	*** %
350	Repairs and maint - computers	0.00	22.59	0.00	0.00	-22.59	*** %
376	Webpage- Upgrade/Maint	1.00	6.00	0.00	0.00	-6.00	*** %
382	Utilities - propane	1.54	9.51	0.00	0.00	-9.51	*** %
385	Dues and subscriptions	2.88	49.71	0.00	0.00	-49.71	*** %
386	Education and training	0.00	3.53	150.00	150.00	146.47	2 %
393	Advertising and public notices	0.00	495.00	250.00	250.00	-245.00	198 %
405	Software	0.00	14.35	0.00	0.00	-14.35	*** %
905	Admin Allocation Transfer	0.00	0.00	1,136.00	1,136.00	1,136.00	0 %
	<b>Account Total:</b>	<b>199.85</b>	<b>6,176.08</b>	<b>6,196.00</b>	<b>6,196.00</b>	<b>19.92</b>	<b>100 %</b>
	<b>Account Group Total:</b>	<b>199.85</b>	<b>6,176.08</b>	<b>6,196.00</b>	<b>6,196.00</b>	<b>19.92</b>	<b>100 %</b>

06/20/18  
10:51:54

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 5 / 18

Page: 8 of 8  
Report ID: B100C

<b>Fund Account</b>	<b>Object</b>	<b>Committed Current Month</b>	<b>Committed YTD</b>	<b>Original Appropriation</b>	<b>Current Appropriation</b>	<b>Available Appropriation</b>	<b>% Committed</b>
	<b>Fund Total:</b>	199.85	6,176.08	6,196.00	6,196.00	19.92	100 %
	<b>Grand Total:</b>	372,252.66	2,368,455.61	2,579,413.00	2,579,413.00	210,957.39	92 %

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<b>Fund</b>	<b>Amount</b>
20 FIRE PROTECTION DEPARTMENT	8,945.47
30 STREET LIGHTING DEPARTMENT	615.96
40 WASTEWATER DEPARTMENT	14,002.41
50 WATER DEPARTMENT	14,618.45
60 SOLID WASTE DEPARTMENT	142.50
<b>Total for all Funds</b>	<b>38,324.79</b>

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\*\*\*NOTE: Before sending the Payroll Summary Journal voucher to the Finance Application, please verify that the total of each of these three reports match: Cash Report, Payroll Summary (Gross pay + employer contributions), Payroll Expenditure Detail. There are a few exceptions to this: 1. Advances that Cross Periods; 2. WC Discount; 3. Prior Period Checks Cancelled in this Period; 4. Local Deductions with Receipt Accounting set up.





## San Miguel Community Services District

### Board of Directors Staff Report

**June 28, 2018**

**AGENDA ITEM: XI-2**

**SUBJECT:** Review and Adopt the Audit of and Update to the District's Sanitary Sewer Management Plan (SSMP)

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#### **STAFF RECOMMENDATION:**

Review and adopt the 2018 Sanitary Sewer Management Plan (SSMP) update and the audit of the current SSMP.

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#### **BACKGROUND:**

On January 25, 2018 District Board authorized the DE to perform a review of the District's existing SSMP and prepare a current audit report of the subject document. The primary goal of the audit was to evaluate the effectiveness of and compliance with the District's current SSMP. The SSMP Audit Report measures compliance with section D.13 of the General SSSWDR Orders and the effectiveness of the District's implementation of the current certified SSMP; Revision 0 dated September 24, 2010. In addition to the preparation of the SSMP audit, the DE was also directed by the Board to update the SSMP. Both documents have been completed and have been reviewed by District staff.

#### **FUNDING:**

A Fiscal Year 2017-2018 budget amendment was approved by the Board for the costs associated with the District Engineer to perform the necessary services for the preparation of the audit of and update to the District's SSMP. A not to exceed fee of \$28,000 was approved by the Board

#### **FISCAL IMPACT**

The DE has completed the SSMP audit and 2018 plan update. The total estimated fee to complete this work did not exceed \$8,500.

**STAFF RECOMMENDATION**

The Board of Directors should review the audit of the existing SSMP and the 2018 SSMP update and if there is consensus approve the subject documents.

PREPARED BY:

APPROVED BY:

*Blaine T. Reely* \_\_\_\_\_

\_\_\_\_\_

Blaine T. Reely, P.E., District Engineer

Interim General Manager

Attachments: Resolution 2018-22



**San Miguel Community Services District  
Sewer System Management Plan, Revision 0 – September 24, 2010  
Audit Report**

May 24, 2018

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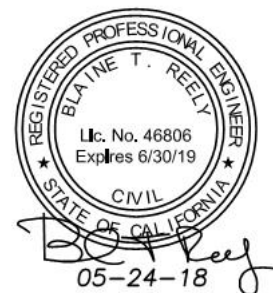
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Prepared By:



**MONSOON CONSULTANTS**

CIVIL ENGINEERING / HYDROLOGY



## **CERTIFICATION**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

---

Rob Roberson

Interim General Manager

San Miguel Community Services District

## **SCOPE AND PURPOSE**

The State Water Resources Control Board (SWRCB) Sanitary Sewer System Waste Discharge Requirements Order No. 2006-0003-DWQ as amended by WQ 2013-0058-EXEC (SSSWDR Orders) require the San Miguel Community Services District (District) to conduct Sewer System Management Plan (SSMP) Audits a minimum of every two years or more frequently if warranted. The District was required to conduct an audit by July 31, 2016 and file the audit report with the most current revision of the SSMP.

The District's SSMP Audit Report is required to evaluate the effectiveness of and compliance with the District's current revision of the SSMP.

The SSMP Audit Report measures compliance with section D.13 of the SSSWDR Orders and the effectiveness of the District's implementation of the current certified SSMP; Revision 0 dated September 24, 2010:

1. [SSSWDR, Sect. D.13.i]: Agency Goals
2. [SSSWDR, Sect. D.13.ii]: Agency Organization
3. [SSSWDR, Sect. D.13.iii]: Legal Authority
4. [SSSWDR, Sect. D.13.iv]: Operations and Maintenance
  - a. Sanitary System Maps
  - b. Rehabilitation and Replacement Plan
  - c. Routine Preventative Operation and Maintenance Activities
  - d. Contingency Equipment and Replacement Inventories
  - e. Employee Training
5. [SSSWDR, Sect. D.13.v]: Design and Performance Provisions
6. [SSSWDR, Sect. D.13.vi]: Overflow Emergency Response Plan
7. [SSSWDR, Sect. D.13.vii]: Fats, Oils, and Grease Control Program
8. [SSSWDR, Sect. D.13.viii]: Capacity Management
9. [SSSWDR, Sect. D.13.ix]: Monitoring, Measurement, and Program Modifications
10. [SSSWDR, Sect. D.13.x]: Sewer System Management Plan Audit
11. [SSSWDR, Sect. D.13.xi]: Communication Program

## AUDIT FORMAT

This SSMP Audit separately evaluates each SSMP Section using the following format:

- Applicable SSSWDR Section
- Audit Finding
- Ranking
- Reference Information
- Deficiencies
- Recommended steps and schedule to correct Deficiencies

The ranking criteria utilized in the Audit are provided in Table 1 below:

**Table 1: SSMP Audit Ranking Criteria**

<b>Ranking</b>	<b>Ranking Basis</b>
In Compliance	All requirements specified in the section are met.
Substantial Compliance	The majority of requirements in the section are met.
Partial Compliance	Half of the requirements in the section are met
Marginal Compliance	Less than half of the requirements in the section are met.
Out of Compliance	None of the requirements in the section are met.

## SSMP AUDIT PARTICIPANTS AND SCHEDULE

The SSMP Audit Report assesses the effectiveness of District's SSMP Revision 0, dated September 23, 2010, and compliance with the SSSWDR Section D.13 requirements. The Audit is required to identify deficiencies, if any, in the SSMP and identify steps to correct them. The Audit was conducted by:

- Blaine T. Reely, PhD, PE  
*District Engineer for the San Miguel Community Services District (contracted to Monsoon Consultants)*

District staff interviewed for the audit were:

- Kelly Dodds  
*Director of Utilities*

## 2018 San Miguel CSD Audit Meetings

SSMP Audit Date	Location	Attendees
May 10, 2018	San Miguel CSD Office	Kelly Dodds and Blaine Reely

## AUDIT DEFICIENCIES

The SSMP Audit results in a finding that the San Miguel CSD SSMP dated September 24, 2010 is in compliance with two out of eleven subsections (elements) of SSSWDR Section D.13 and has been mostly ineffective in implementation of the SSMP. The District was found to be in substantial compliance with one element, partial compliance with four elements, in marginal compliance with one element, and out of compliance with 3 elements of SSSWDR Section D.13. A summary of these findings is presented in the table below:

SSSWDR Section D.13	SSMP Compliance with Required Subsection	District Effectiveness in Implementation of SSMP Subsections	Schedule
<b>1. Agency Goals</b> [SSSWDR D.13(i)]	<b>In Compliance</b>	The goals provided were not all measurable due to the lack of records pertaining to the goals stated. District was ineffective in the implementation of this section.	District Goals were reviewed and updated as appropriate in the 2018 Plan Update
<b>2. Organization</b> [SSSWDR D.13(ii)]	<b>Substantial Compliance</b>	The District is required to keep the chain of communication for reporting SSOs current and is required to update the State Water Resources Control Board when persons having the legal responsibility leave the District and new authorized legal representatives are hired. The District has updated relevant information in conjunction with the 2018 Plan Update.	Review and update key personnel and agency contact information as appropriate in 2018 Plan Update
<b>3. Legal Authority</b> [SSSWDR D.13(iii)]	<b>Substantial Compliance</b>	The District Sewer User Ordinance, dated June 1973, requires revision to obtain all of the legal authorities required by the section D.13(iii).	Revise the 1973 Sewer Use Ordinance by the end of December 2018 and then update this section of the SSMP to reflect the changes.

<p><b>4. Operation and Maintenance Program [SSSWDR D.13(iv)]</b></p>	<p><b>Substantial Compliance</b></p>	<p>The District should provide and document training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained. In addition, the District should develop and maintain a list of equipment and replacement part inventories, including identification of critical replacement parts and qualified service providers.</p>	<p>Develop and implement a formal training program for wastewater staff by December 31, 2018.</p>
<p><b>5. Design and Performance Provisions [SSSWDR D.13(v)]</b></p>	<p><b>In Compliance</b></p>	<p>This section is required to be updated to reflect that the District uses the most current San Luis Obispo County Public Works Standards and/or other recognized standards such as the Public Works Green Book for design, installation, repair, and inspection of all sewer systems.</p>	<p>Update this subsection by the end of December 2018.</p>
<p><b>6. Overflow Emergency Response Plan [SSSWDR D.13(vi)]</b></p>	<p><b>Marginal Compliance</b></p>	<p>This section should be revised to include updates required in the Revised 2013 SSWDR Monitoring and Reporting Program. The effectiveness of implementation of the existing OERP was not able to be measured as the District has not experience an SSO since District formation in 2000.</p>	<p>Prepare an updated OERP which includes a Monitoring and Reporting Program (MRP) consistent with the 2013 MRP, and associated emergency response procedures, forms, and training program by the end of December 2018.</p>
<p><b>7. Fats, Oils and Grease (FOG) Control Program [SSSWDR D.13(vii)]</b></p>	<p><b>In Compliance</b></p>	<p>The District has not experienced a FOG related SSO since its formation in 2000 to the date of this Audit. The District SSMP does state that the need for a FOG Program will be evaluated annually.</p>	<p>Evaluate the need for a FOG Program by the end of December 2018 and proceed as appropriate based on findings. Update SSMP to reflect findings.</p>



<p><b>8. System Evaluation and Capacity Assurance Plan [SSSWDR D.13(viii)]</b></p>	<p><b>In Compliance</b></p>	<p>The 2005 San Miguel CSD Wastewater Master Plan was included in the SSMP as evidence of the SECAP. Prior audits identified a lack of information with regard to wastewater CIP project definitions and completion schedules in that document and the SSMP. The District has addressed these issues in the updated Wastewater Masterplan which was adopted by the District in November 2017</p>	<p>Include information from the Updated 2017 Wastewater Master Plan and include this updated information in this section of the 2018 SSMP Update by the end of December 2018.</p>
<p><b>9. Monitoring, Measurement, and Program Modifications [SSSWDR D.13(ix)]</b></p>	<p><b>Out of Compliance</b></p>	<p>The General Manager, Director of Utilities, District Engineer and other applicable utilities staff should meet quarterly to review progress towards creation of and implementation of the required sections of the District's SSMP until such time that an acceptable program for Monitoring, Measurement, and Program Modification is prepared.</p>	<p>Document quarterly meetings with an agenda and meeting record.</p>
<p><b>10. SSMP Program Audits [SSSWDR D.13(x)]</b></p>	<p><b>Marginal Compliance</b></p>	<p>The SSMP Audit Report was generated to ensure that the requirement to audit the effectiveness of and compliance with SSMP was met. The audit was conducted in May 2018 which is approximately two (2) years later than was required (i.e. August 2, 2016).</p>	<p>Complete the next Audit prior to May 24, 2020. SSMP 5 Year Update is due May 24, 2023.)</p>
<p><b>11. Communication Program [SSSWDR D.13(xi)]</b></p>	<p><b>Marginal Compliance</b></p>	<p>Update this section of the SSMP in 2018. Post the SSMP and this audit on the District website as it committed to in the SSMP.</p>	<p>. Post the SSMP and this audit on the District website by the end of December 2018.</p>

The following sections of this report describe these deficiencies in detail and address future additions and updates the District is required to make to its SSMP. The above revision list is a summary and is not intended to replace the detailed Deficiencies and Recommendations identified in the SSMP Audit Report. The entire SSMP Audit Report recommendations are

required to be implemented in a reasonable time frame to ensure compliance with the SSS Orders.

Agency SSMPs are required to be updated every five (5) years (from the date of required adoption), and must include any significant program changes. Re-certification by the governing board of the enrollee (agency) is required in accordance with SSSWDR Section D.14 when significant updates are made.

## Goal [SSSWDR D.13(i)]

The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the Sanitary Sewer System. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

*Section D.13(i):* The September 24, 2010 San Miguel CSD SSMP states that the District goals for maintaining and implementing the SSMP are to:

- 1 Continue with the proactive approach to minimize the likelihood of a SSO (current practices in place have prevented an SSO incident since the District was formed in 2000). Should an SSO occur, the goal of the District is to perform a comprehensive analysis determining if any changes to the process/management of the collection system are warranted.
- 2 Prevent public health hazards through proper notification, emergency response and spill containment and clean up procedures.
- 3 Minimize inconveniences by responsibly and quickly handling interruptions in service.
- 4 Protect large investments in collection system by maintaining adequate capacities and extending useful life.
- 5 Use available funds for sewer operations in the most efficient manner. Identify, prioritize, and continuously upgrade and replace sewer system facilities to maintain reliability and adequacy of service to customers.
- 6 Convey wastewater to the treatment facility with a minimum of infiltration and inflow.
- 7 Provide adequate capacity to convey peak flows.
- 8 Remain proactive in capacity assurance through continual system evaluations so that the District can ensure proper wastewater collection to accommodate future growth.
- 9 Perform all operations in a safe manner to avoid personal injury and/or property damage.
- 10 Be available and responsive to the needs of the public, and work cooperatively with local, state and federal agencies to reduce, mitigate and properly report SSO.
- 11 Implement regular, practical maintenance of the sewer collection system to remove roots, debris, sand, and FOG in areas prone to blockages that may cause SSO or sewer backups.
- 12 Provide high quality and cost-effective wastewater collection for customers served by meeting these goals.

The District has not experienced an SSO since records were required to be kept in 2006.

**Sufficiency:** In Compliance

**Reference:** September 24, 2010 San Miguel SSMP, Page 9 and 10.

**Deficiencies:** None Noted.

**Recommendation:** None Noted.

## **Organization [SSSWDR D.13(ii)]**

The SSMP must identify:

- a) The name of the responsible or authorized representative as described in Section J of the SSSWDR;
- b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP Program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation;
- c) The chain of communication for reporting Sanitary Sewer Overflows (SSOs) from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or California Emergency Management Agency).

*Section D.13(ii)(a):* The name of the legally authorized representatives is identified in Figure 2-1; District Organization Chart; as the Utilities Supervisor, Kelly Dodds. (Mr. Dodds job title has been updated in the 2018 SSMP to be Director of Utilities) The State Water Resources Control Board requires formal written notification of persons who are currently or no longer employed with the District so the California Integrated Water Quality Information System (CIWQS) database can be updated. The District has updated CIWQS with current contact information.

*Section D.13(ii)(b):* Names and contact information are located in Appendix B of the SSMP. The names of the Board of Directors and staff titles in Appendix B have been updated in the 2018 SSMP. Current contact information has also been updated for District staff and potentially affected agencies.

*Section D.13(ii)(c):* A chain of communicating SSOs from receipt of complaint or other information to persons responsible for notifications, gathering and documentation of required information by the taking of photos and filling out forms, and final required reporting in the State's database (CIWQS) is included in the SSMP. The names and phone numbers of the regulatory agencies to be notified have been updated in the 2018 SSMP.

**Sufficiency:** Substantial Compliance

**Reference:** September 24, 2010 San Miguel CSD SSMP and May 24, 2018 SSMP Update. .

**Deficiencies:** The Organization element partially meets the requirements of the SSSWDR as specified above. Chain of Communication for Reporting SSOs (Figure 2-2) has been updated in the 2018 SSMP Update in accordance with the requirements 2013 Monitoring and Reporting Requirements.

**Recommendation:** Review and update this element of the SSMP and review update with District staff on an annual basis.

## **Legal Authority [SSSWDR D.13(iii)]**

This element requires the following:

Each Enrollee must demonstrate, through sanitary system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- a) Prevent illicit discharges into its sanitary sewer system (examples include Inflow/Infiltration (I/I), stormwater, chemical dumping, unauthorized debris, and cut roots, etc.);
- b) Require that sewers and connections be properly designed and constructed;
- c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
- d) Limit the discharge of fats, oils, and grease (FOG) in and other debris that may cause blockages; and
- e) Enforce any violations of its sewer ordinances.

The following District ordinances were referenced, but not included in the SSMP; Ordinance 1 dated June 1973, 2000-49, 2001-10, 02-01, and 02-05. All referenced ordinances and resolutions must be included in SSMP Appendices or a link for accessing the ordinances electronically must be given.

*Section D.13(iii)(a):* Illicit discharges are addressed by Ordinance 1, June 1973 in Article 3, Section 3.1 which is entitled Prohibitions and as follows:

- Illicit connections which cause I/I are indirectly prohibited under Section 3.1.(f);
- Discharge of stormwater, surface water, roof runoff, and subsurface drainage, is prohibited under Section 3.1(f);
- Discharge of waters or wastes with chemical attributes (pH lower than 5.5 and greater than 9.5, are toxic, explosive, have a temperature that exceeds 150 F, etc) and/or physical characteristics (sand, earth, cement, glass wood, rags etc.) harmful to the system are prohibited under Section 3.1(a) – (o);
- Discharge of oil, grease or petroleum greater one hundred parts per million concentration is prohibited under Section 3.1(b) and debris that cause blockages under Section 3.1(d); and
- Discharge of solid substances, such as garbage (e.g. cut roots), with the ability to cause blockages is prohibited under Section 3.1(j).

This section is in compliance with the requirement above.

*Section D.13(iii)(b):* The District SSMP states on page twenty, that sewers and connections are required to be designed and constructed in accordance with the 2008 version of the San Luis Obispo County Department of Public Works Standard Improvement Specifications and Drawings. However, 2008 SLO County Department of Public Works Standard Improvement Specifications and Drawings are not referenced in any of the District Ordinances above with regard to sewer connection design and construction which gives the District the legal authority to require these standards. Additionally, the SLO County Design Standards were updated in 2011. This reference to the 2011 SLO County Department of Public Works Standard Improvement Specifications and Drawings was updated in the 2018 Plan Update

This section is in substantial compliance with the requirement.

Additionally on page twenty, the District SSMP references Ordinance 1, June 1973, Article 4, Sewer Connections Required, and Section 4.4 which states, “Connections shall be made of materials and in a manner approved by the General Manager, who shall inspect all connections.” This section of the ordinance should be specific and identify the District standards used to approve the design and construction of connections. It is recommended at the Ordinance be updated to reference the general design standards used by the District.

*Section D.13(iii)(c):* The District SSMP, on page twenty, references Ordinance 1, June 1973, Article 13, Right of Inspection, Section 13.1 (1973 Ordinance) which states, “The officers, employees, and inspectors of the District have the right to enter upon the premises of any person at reasonable hours to inspect and to determine whether this ordinance is being violated.” The District does not own or maintain any portion of the systems sewer laterals and therefore does not need the legal authority to access them as found in; Ord. 1 Article: 6 Sewer Extensions, Part 6.6.

*Section D.13(iii)(d):* The District SSMP, on page twenty, references Ordinance 02-01 Section 3 which requires the installation of grease trapping devices. The requirement is met by Ordinance 1, June 1973 in Article 3, Section 3.1(b) which does prohibit the discharge of oil, grease or petroleum greater one hundred parts per million concentration. The SSMP requires updating to add that the 1973 Ordinance prohibits the discharge of oil, grease, or petroleum.

*Section D.13(iii)(e):* The section of Ordinance 1, June 1973, Article 14, and entitled Penalties adequately addresses the requirement to enforce violations of the ordinances. The sections of California Health and Safety Code referenced (6523.01 or 6523.3) are accurate. The District SSMP, on page twenty references a Sewer Code. For clarity, this reference should be made to District Sanitary Sewer and Ordinances.

**Sufficiency:** Substantial Compliance

**Reference:** September 24, 2010 San Miguel CSD SSMP, page 19 – 20. San Miguel Ordinance 1, June 1973, 2000-49, 2001-10, 02-01, and 02-05.

**Deficiencies:** The Legal Authority element substantially meets the requirements of the SSSWDR as specified above.

**Recommendation:** The Sewer Use Ordinance must be revised to obtain the above described legal authorities required in the WDRs, and should also be revised to reference the appropriate design standards to be used by the District. The schedule for completion of these tasks should be by the end of December 2018.

## **Operations and Maintenance Program [SSSWDR D.13(iv)]**

The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

- a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;
- b) Describe routine preventive and operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) Program should have a system to document scheduled and conducted activities, such as work orders;
- c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed to the capital improvement plan;
- d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and
- e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

*Section D.13(iv)(a):* The District SSMP, on page twenty-one and twenty-two describe the thirteen maps which were compiled into a Sewer Atlas and created by the District and Wallace Group on June 14, 2004. These maps were subsequently updated in 2015 by the Wallace Group, utilizing GIS technology, to correct discrepancies, modifications to the system, and to account for new development. The District Engineer has the responsibility to periodically update the Sewer Atlas as required to reflect expansions and changes to the sanitary sewer system.

The SSMP states on page twenty-two that "The system atlas maps highlight any High Maintenance Areas (HMA)." High Maintenance Areas are not currently shown on the maps prov. The documentation of HMAs on a District map is not a specific requirement identified in the WDRs however these areas are required to be identified in some format if they exist. It is understood that the District has directed the District Engineer to identify the HMAs on the Sewer Atlas maps in the future when the Sewer Atlas maps are next updated.

This subsection is in compliance with the requirement to maintain an up-to-date map of the sanitary sewer system.

*Section D.13(iv)(b):* The District SSMP, on page twenty-two, presents a schedule for the cleaning of the District’s system. The interval is required to be updated to represent annual cleaning of the entire system rather than “half of sewer lines cleaned” annually. Two High Maintenance Areas (HMAs) are identified; but the cleaning schedule for the sewer line servicing Verde Place is not given. Based on discussions with the Director of Utilities it is understood that the cleaning schedule has been revised to provide for annual cleaning of all lines in the system. The Director of Utilities also indicated that the cleaning schedule for the HMS’s is on an “as-needed” basis, but typically at least twice per year. District staff was unable to produce work orders and operator logs during the audit that are described in the SSMP; as the system used to document the activities.

System-wide CCTV inspections are referenced in the O&M section of the SSMP as occurring on “ten year intervals”. The last CCTV inspections were conducted in 2002 with the District missing the target date of 2012 for the next round of CCTV. A plan to conduct system-wide CCTV inspections is included in the 2018 Update to the Water & Wastewater Masterplan and is programmed in the CIP to be completed in conjunction with a city-wide sanitary sewer lining project on or before December 31, 2023.

*Section D.13(iv)(c):* The District SSMP, on page twenty-two, is entitled Rehabilitation and Replacement Program, and should be updated to read “Rehabilitation and Replacement Plan” per the WDR in the 2018 Plan Update. The Rehabilitation and Replacement (R&R) Plan is generally described in the District’s recommendations for Capital Improvement Projects for the wastewater system which are summarized in the Wastewater Masterplan. The masterplan was updated in November 2017. Based on conversations with the Director of Utilities, the schedule of implementation for the R&R related CIP projects in the future will be dependent on available funding, but are currently planned to be completed on or before December 31, 2023. The District Wastewater Masterplan (Updated and Adopted by District in November 2017) is available on the San Miguel Community Services Website – [www.sanmiguelcsd.org](http://www.sanmiguelcsd.org)).

*Section D.13(iv)(d):* The District SSMP states on page 23 that it does not have a formal training program. The District is therefore out of compliance with this requirement. A training program for this subsection is generally expected to include training on; SSSWDR Orders, the District’s SSMP, associated O&M procedures, and associated on the job collection system maintenance activities (*Examples: manhole inspections, response to sewer line service connection requests, routine traffic and crowd control, and customer complaint response*). Lastly, the District’s procedure or requirement for ensuring that Contractors working on the District’s collection system are trained to perform work on the collection system is required to be included in the SSMP. It is understood through discussions with the Director of Utilities that a formal training program is planned for development in 2018 and will be implemented immediately after its adoption by the District.

*Section D.13(iv)(e):* The list of equipment available to District staff is located in Appendix C of the SSMP and discussed on page 23. The list is out of date and will be revised in conjunction with the 2018 Plan update. A list of vendors and or contractors for parts and equipment not readily kept in stock should also be included in future updates to the SSMP.



**Sufficiency:** Substantial Compliance

**Reference:** September 24, 2010 San Miguel CSD SSMP, page 19 – 20, interview on May 10, 2018 with the Director of Utilities.

**Deficiencies:** The Operation and Maintenance Program subsection substantially meets the requirements of the SSSWDR section D.13(iv) as specified above.

**Recommendation:** The District should consider implementing a O&M system which includes a system for scheduling and tracking maintenance activities, O&M procedures, work order forms and written inspection reports for sewer cleaning and manhole inspection activities. This program will then be utilized in updating and managing the Rehabilitation and Replacement Plan which shall include a schedule for completing short and long term projects, and a plan and schedule to obtain funds for identified projects. In addition, the District should implement a formal training program for all staff that work on the wastewater system and maintain a list of list of qualified vendors and or contractors for parts and equipment not readily kept in stock.

## Design and Performance Provisions [SSSWDR D.13(v)]

- a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations, and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
- b) Procedures and standards for inspecting and testing the installation of new sewers, pimps, and other appurtenances and for rehabilitation and repair projects.

*Section D.13(v)(a):* The District SSMP, on page twenty-four, states that the District “generally” follows the 2008 San Luis Obispo County Public Works Standards. It is understood from discussions with the Director of Utilities that in some cases where the County standards are not followed, the District staff and Engineer provide review and approval based on a determination that the proposed alternative is equal to or better than the comparable County standard.

It is recommended that this section be updated to state that the “most current version of the SLO County Public Works Standards are used.” The most current version is either to be printed out and included as an appendix to the SSMP or a working link must be provided. The current link is: <http://www.slocounty.ca.gov/PW/DevServ/PublicImprovementStandards.htm>.

*Section D.13(v)(b):* The District SSMP, on page twenty-four, states that the District Utility Supervisor inspects installations of all work in accordance with District standard procedures. In 2018, the position of Utility Supervisor was changed and the current position is the Director of Utilities. When requested by the auditor, the District Director of Utilities was not able to produce written standard procedures to be used during installation inspections, although he did indicate that the District inspection procedures for new gravity sewers, manholes and other appurtenances, etc. those set forth in the most current version of the SLO County Public Works Standards.

**Sufficiency:** In Compliance

**Reference:** September 24, 2010 San Miguel CSD SSMP, page 24. 2008, 2011 San Luis Obispo County Public Works Standards.

**Deficiencies:** Design and Performance Provisions subsection partially meets the requirements of the SSSWDR as specified above.

**Recommendation:** Update this section of the SSMP to include reference to acceptable design and construction standards and inspection procedures (e.g. the Public Works Green Book, SLO County) acceptable to the District.

## **Overflow Emergency Response Plan [SSSWDR D.13(vi)]**

Each Enrollee shall develop and implement an overflow emergency response plan (OERP) that identifies measures to protect public health and the environment. At a minimum, the plan must include the following:

- a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- b) A program to ensure appropriate response to all overflows;
- c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water purveyors, etc.) of all SSOs that potentially affect public health or reach the waters of the State. All SSOs shall be reported in accordance with the California Water Code, other State Laws, and other applicable RWQCB WDR or permit requirements. The SSMP identifies the officials who will receive immediate notification;
- d) Procedures to ensure that appropriate staff and contract personnel are aware of and follow the OERP and are appropriately trained;
- e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- f) A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the State and minimize or correct any adverse impact on the environment resulting from the SSO, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

*Section D.13(vi)(a) – (f):* The District SSMP on pages twenty-five to twenty-nine provide an Overflow Emergency Response Plan (OERP) for use in the event of a SSO. The times specified for reporting require updating, the SSS WDRs require a two hour notification time not twenty-four. The written procedures required to ensure District staff and contract personnel are aware of the OERP and written procedures to address emergency operations, traffic control, crowd control, spill mitigation and cleanup, and other necessary response activities were not provided during the audit and are not included in the SSMP. A program to inform and train District staff or contractors on how to prevent an SSO from reaching the surface water, in this case the Salinas River, were not provided during the audit and are also not included in the SSMP. Procedures to conduct training and additional surface water monitoring were not available. Reporting procedures have been updated in the 2018 Plan update to identify the (3) three Categories of SSOs (formally 2 categories) and comply with other requirements of the 2013 Monitoring and Reporting Program (MRP).

**Sufficiency:** Out of Compliance

**Reference:** September 24, 2010 San Miguel CSD SSMP, pages 25 – 29, Appendix B and D.

**Deficiencies:** The Overflow Emergency Response Plan (OERP) does not meet requirements of the SSSWDR and 2013 MRP as specified above.

**Recommendation:** Prepare an updated OERP which includes a Monitoring and Reporting Program (MRP) consistent with the 2013 MRP, and associated emergency response procedures, forms, and training program.

## **Fats, Oils, and Grease Control Program [SSSWDR D.13(vii)]**

Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- c) An Ordinance establishing the legal authority of the District to prohibit FOG discharges to the system and identify measures to prevent SSO and blockages caused by FOG;
- d) Requirements to install grease removal devices (such as traps or interceptors) and the development of design standards for such devices, maintenance requirements, Best Management Practices (BMP) requirements, record keeping and reporting requirements;
- e) Authority to inspect grease producing facilities, enforcement authorities, and whether the District has sufficient staff to inspect and enforce the FOG ordinance;
- f) An identification of sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and
- g) Development and implementation of source control measures, for all sources of FOG discharged to the sewer system.

*Section D.13(vii)(a) – (g):* The District SSMP, on page thirty, states that the District conducted a self-evaluation and that a FOG Program was not required. The District has not experienced a FOG related SSO since its formation in 2000 to the date of this Audit. The District SSMP does state that the need for a FOG Program will be evaluated annually. Based on discussions with the Director of Utilities there continues to be no evidence that FOG is creating any operational or maintenance issues and therefore it is the District's position that a FOG Program is not required.

**Sufficiency:** Substantial Compliance

**Reference:** September 24, 2010 San Miguel CSD SSMP, page 30

**Deficiencies:** The District established that a Fats, Oils, and Grease (FOG) Control Program was not necessary in 2010 however there has not been a formal evaluation (annually) of the status of FOG in the system per language found in this section.

**Recommendation:** If Commercial or Residential High Maintenance Areas (HMAs) are encountered in the collection system due to FOG, a program should be developed to identify and clean these areas on a more frequent basis and a public outreach and education program should

be developed to inform the public about FOG mitigation measures. If these measures do not prove to be comprehensive enough, a formal FOG Inspection Program should be developed.

## **System Evaluation and Capacity Assurance Plan (SECAP) [SSSWDR D.13(viii)]**

The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- a) **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to a SSO discharge deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;
- b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified above to establish appropriate design criteria; and
- c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
- d) **Schedule:** The agency shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a) - (c) above. This schedule shall be reviewed and updated consistent with the SSMP requirements as described in Section D.14.

*Section D.13(viii)(a) – (d):* The District SSMP, on page thirty-one, presents a summary of the 2005 San Miguel CSD Wastewater Master Plan as evidence that a SECAP was completed. In November 2017, the District adopted an update to the San Miguel Wastewater Masterplan which includes recommendations for a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event.

**Sufficiency:** In Compliance

**Reference:** September 24, 2010 San Miguel CSD SSMP, page 31 and Appendix E. 2005 San Miguel CSD Wastewater Master Plan

**Deficiencies:** The SECAP requirements have been addressed updating to correct the paraphrasing of the regulatory requirements for this section. The 2005 Wastewater Master Plan identifies hydraulic deficiencies in Chapter Five, but does not prioritize, summarize project progress, and include a schedule for completion of these projects as required. Appendix E includes the CIP, but not a schedule of completion dates as required by section D.13(viii)(d) or sources of funding as required by D.13(viii)(c). The CIP list also appears outdated and should be updated as necessary. Lastly, the SECAP schedule is required to be reviewed and updated in the SSMP in accordance with Section D.14.

**Recommendation:** The SECAP requirements have been addressed in the 2018 Update of the San Miguel CSD Wastewater Master Plan and the 2018 SSMP Update. The District should be diligent in its efforts to fund and implement the projects identified in the 2018 Wastewater Masterplan Update.



## **Monitoring, Measurement, and Program Modifications [SSSWDR D.13(ix)]**

The Enrollee shall:

- a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- b) Monitoring the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- c) Assess the success of the preventative maintenance program;
- d) Update program elements, as appropriate, based on monitoring or performance evaluations; and
- e) Identify and illustrate SSO trends, including: frequency, location and volume.

**Sufficiency:** Out of Compliance

**Reference:** September 24, 2010 San Miguel CSD SSMP, page 32.

**Deficiencies:** Monitoring, Measurement, and Program Modification activities to show that the SSMP was utilized as a tool for managing the sewer collection system were not presented during the audit. While the District to date has not experienced an SSO event, records in the form of maintenance work orders, sewer line cleaning reports, manhole inspection reports, SSO response procedures, contracts, updates to SSMP elements, etc. were not available as they have not been developed.

**Recommendation:** The General Manager, Director of Utilities, District Engineer and other applicable utilities staff should meet quarterly to review progress towards creation of and implementation of the required sections of the District's SSMP until such time that an acceptable program for Monitoring, Measurement, and Program Modification is prepared. Meeting minutes or notes should be maintained to track progress and to serve as a general record of these activities.

## **Sewer System Management Plan Audit [SSSWDR D.13(x)]**

As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

**Sufficiency:** Marginal Compliance

**Reference:** September 24, 2010 San Miguel CSD SSMP, page 32 and Appendix F.

**Deficiencies:** The most recent SSMP Audit was conducted by the Wallace Group in 2014. The most recent audit was performed in May 2018, which is delinquent by approximately 2 years.

**Recommendation:** Perform the next SSMP Audit no later than May 2020.

## **Communication Program [SSSWDR D.13(xi)]**

The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

The Enrollee shall also create a plan of communications with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

The District Communication Program presented in the SSMP was to post the SSMP on the District's website located at [www.sanmiguelcsd.org](http://www.sanmiguelcsd.org). The website was reviewed by the auditors during the audit and the SSMP is not posted. Adoption of the SSMP at the District Board meeting on September 24, 2010 was also presented; while this meets the requirement to communicate about the development of the SSMP, evidence of continuing to communicate with the public about the implementation and performance of the SSMP was not provided to the auditors.

The District does not have systems that are tributary to and/or satellite to the system so a communication plan for communicating with these types of entities is not required.

**Sufficiency:** Marginal Compliance

**Reference:** September 24, 2010 San Miguel CSD SSMP, page 34.

**Deficiencies:** The District Communication Program did not meet the requirement to communicate SSMP related information with the public on a regular basis.

**Recommendation:** The District is required to identify stakeholder groups in the public served and develop a communication program concerning the SSMP. Stakeholders include the commercial, industrial, and residential users within the San Miguel CSD service area boundary. Suggestions include posting the 2018 SSMP and 2018 Audit on the District's website and formal discussion of the SSMP and SSMP implementation at District Board Meetings.

# SEWER SYSTEM MANAGEMENT PLAN

(SSMP)

UPDATE

MAY 24, 2018

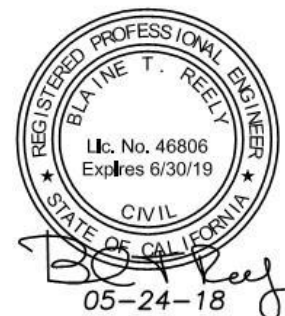
**SAM MIGUEL COMMUNITY SERVICES DISTRICT**



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## Chapter 1 List of Acronyms and Abbreviations

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Cal-EMA	California Emergency Management Agency (formerly State OES)
CAP	Capacity Assurance Plan
CCTV	Closed Circuit Television
CDFG	California Department of Fish and Game
CIP	Capital Improvement Plan
CIWQS	California Integrated Water Quality System
CWEA	California Water Environment Association
EH	Environmental Health, San Luis Obispo County
FLSA	Fair Labor Standards Act
FOG	Fats, Oil and Grease
FRM	Fluid Resource Management
FSE	Food Service Establishment
HMA	High Maintenance Area
LRO	Legally Responsible Official
MGD	Million Gallons per Day
NPDES	National Pollution Discharge Elimination System
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services (County)
O&M	Operation and Maintenance
PG&E	Pacific Gas and Electric
PLSD	Private Lateral Sewage Discharge
PPE	Personal Protective Equipment
RWQCB	Regional Water Quality Control Board
SHECAP	Sewer Hydraulic Evaluation and Capacity Assurance Plan
SMCSD	San Miguel Community Services District
SSMP	Sewer System Management Plan
SSOR	Sanitary Sewer Overflow Report (for CIWQS)
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirement



## Chapter 2 Introduction

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### Background

On May 2, 2006, the SWRCB adopted Water Quality Order No. 2006-0003-DWQ (herein after General WDR), requiring all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under this General WDR. The SWRCB action mandates the development of a SSMP and the reporting of SSO using an electronic reporting system.

The State Water Board Executive Officer issued revised Monitoring and Reporting Program requirements (MRP) for the SSS WDRs on February 20, 2008 to rectify notification deficiencies that occurred early in program implementation and to ensure that first responders (e.g., Water Boards, California Office of Emergency Services, and County Health Departments) were notified in a timely manner for SSOs discharged to surface waters. Based on over six years of implementation of the SSS WDRs, the State Water Board concluded that the February 20, 2008 revised MRP was no longer adequate to advance the Sanitary Sewer Overflow Reduction Program objectives, assess compliance, and enforce the requirements of the SSS WDRs.

The SWRCB addressed these deficiencies with the adoption of amendments made to the MRP requirements in State Water Board Executive Order 2013-0058-EXEC. The MRP requirements set forth in Order 2013-0058-EXEC are incorporated by reference into this SSMP.

### Document Organization

This SSMP is intended to meet the requirements of both the RWQCB and the Statewide General WDR. The SSMP includes eleven elements:

- 1. Goals**
- 2. Organization**
- 3. Legal Authority**
- 4. Operation and Maintenance**
- 5. Design and Performance Standards**
- 6. Overflow Emergency Response Plan**
- 7. Fats, Oils & Grease Control Program**
- 8. System Evaluation and Capacity Assurance Plan**
- 9. Monitoring, Measurement and Program Modifications**
- 10. Sewer System Management Plan Audits**
- 11. Communication Plan**

Each element is organized into sub-sections as follows:

- Summary of Regulatory Requirement for the element identified
- Identification of the associated appendices and/or references for the element.
- Discussion of the required element. The discussion may be split into multiple sub-sections depending on the length and complexity of that element.

Supporting information for each element will be included in the appendix associated with that section. In general, information expected to require relatively frequent updates (such as names

and phone numbers) are included in the appendices, as well as sample forms, schedules and lists.

### **Regulatory Requirement:**

An SSMP Draft Plan Schedule is required to be certified by The San Miguel Community Services District (SMCSD or District) Board. The Draft Plan Schedule is included in **Appendix A**. The development of the SSMP is to be completed in phases as follows:

**Phase 1** of the SSMP consists of an Introduction followed by Goals and Organization. Phase 1 is required to be certified by the District Board to be in compliance with the requirements set forth above and must be presented to the District Board for approval at a public meeting. This Phase I was approved at the April 24, 2008 meeting by the District Board in agenda item VII.14, prior to the May 2, 2008 deadline.

**Phase 2** consists of Legal Authority, Operation and Maintenance, Overflow Emergency Response Plan, and Fats, Oils & Grease Control Program. Phase 2 is to be completed by November 2, 2009. Phase 2 is not required to be approved by District Board but is required to be kept on-site and certified complete on the CIWQS website.

**Phase 3** is to be completed by August 2, 2010. Design and Performance Standards; System Evaluation and Capacity Assurance Plan; Monitoring, Measurement, and Program Modifications; SSMP Program Audits; and Communication Program are all part of Phase 3. The draught SSMP was substantially complete by August 2, 2010; however, final completion and review was completed late August 2010, and was adopted by the District Board at the September 24, 2010 SMCSD Board Meeting.

The final document is required to be approved by District Board at a public meeting and reported on the State CIQWS database. The SSMP is considered a living document and is to be kept on-site and reviewed regularly.

The SSMP is considered a living document and is to be kept on-site and reviewed regularly. As part of the SSMP, the District is required to conduct periodic internal audits. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements including identification of any deficiencies in the SSMP and steps to correct them. The District is required to report the results of the audits, along with recommendations and suggested improvements, to the RWQCB in its annual reports. Updates for the District's SSMP should be completed as needed. The last SSMP Audit and review of the SSMP was completed in July 2014.

### **System Overview**

The San Miguel Community is an unincorporated community located in the San Luis Obispo County (County). In February 2000, the San Miguel Community Services District (District) was formed, to include fire protection, lighting, and water utility services once served by the San Miguel Fire Protection District, the San Miguel Lighting District, and the County Waterworks District #1, respectively. In April of 2001 the San Miguel Sanitary District (which provided Sewer and Solid Waste services) was also consolidated with the newly formed District, adding sewer collection/treatment and solid waste services to the District's services.

Today, the District encompasses a total area of 1,530 acres of land and is located adjacent to Highway 101 seven miles north of the City of Paso Robles. The District's Service area shown in

blue is illustrated below in **Figure 1-1**. Most of the District population and the entire collection system are located to the west of the Salinas River.

In the main zone (i.e. west side of the Salinas River), there are currently six (6) onsite wastewater treatment systems (OWTS), on the east side of the Salinas River, in an area designated the San Lawrence Terrace (SLT), there are a total of 65 OWTS systems. At this time, it is not expected that the SLT residents will be served in the near future by public sanitary sewer collection infrastructure, however, there are provisions to accommodate a carrier pipe for a new sanitary sewer in the future River Road bridge crossing of the Salinas River, should the need arise in the future. As for the six (6) OWTS systems in the main zone, it is planned that these will be connected to the District's sanitary sewer system in the future.

The District owns and operates the local wastewater treatment plant, which currently provides sewer service to an estimated 2,600 residents. The District provides water service; street lighting; wastewater collection and treatment; solid waste services; and fire protection to its residents.

The District also operates and maintains an effective collection and treatment system which includes the following:

- Over 46,960 linear feet (8.9 miles) of sewer mains
- 140 manholes
- Sewage Lift Station with two submersible pumps that serves 60 homes in Tract 2527.
- WWTP influent wet well with two submersible pumps with standby emergency generator
- Wastewater Treatment Plant including four aerated lagoons rated at 200,000 gpd capacity (currently treating approximately 146,000 gpd).
- 704 sewer connections (primarily residential w/ approximately 65 commercial / industrial)

Land use in the District is a combination of agriculture, residential, commercial, professional office, industrial, public facilities, parks, and open space. Residential land uses make up the single largest land use category and produces the majority of the wastewater flows in the District.

Commercial and industrial land uses in the District are located primarily in the vicinity of downtown San Miguel. The District contracts with PG&E to provide for the operation and maintenance of existing streetlights. The County maintains and constructs roads, is responsible for drainage improvements, provides for land use planning, and general government services. The County also provides Law Enforcement, Parks and Recreation, and Health and Building Inspection Services. No annexations to the District have occurred since the District was established in 2000.

The current treatment facility consists of grinder pumps followed by aerated lagoons. Final disposal of treated wastewater is by discharge to percolation beds (evaporation and percolation).

The RWQCB Central Coast Region 3 oversees the water quality and sanitary sewer system requirements as defined in its WDR Order No. 99-046. The SWRCB has requested that the RWQCB administer compliance of its State Water Quality Order No. 2006-0003-DWQ.

The District retains ownership and direct responsibility of wastewater collection and transport systems up to the point of discharge from the wastewater treatment facility. It is incumbent upon the District to protect the environment to the greatest degree possible and ensure the collection system is protected and utilized properly. The responsibility includes preventing overflows and

may include restricting or prohibiting the volume, type, or concentration of wastes added to the system.

## Chapter 3 Element 1 – Goals

---

This element identifies goals the District has established for the management and maintenance of the sewer collection system and discusses the role of the SSMP in supporting these goals. These goals provide focus for the District staff to continue high-quality work and to implement improvements in the management of the wastewater collection system.

### Element 1: Goals Appendix

Supporting information for Element 1 is included in **Appendix A** which contains the following document:

- SSMP Development Plan and Schedule

### **1.1 Regulatory Requirements for Goals Element**

The summarized requirements for the Goals element of the SSMP are as follows:

The Collection system agency must develop goals to manage, operate, and maintain all parts of the collection system. The goals should address the provisions of adequate capacity to convey peak wastewater flows, as well as a reduction in the frequency of SSO and the mitigation of their impacts.

### **1.2 Goals Discussion**

The District has developed the following SSMP goals which will contribute to the proper management of the system and will assist in minimizing the frequency and impacts of SSO. This task will be accomplished through providing proper guidance for appropriate maintenance, District management, and emergency response.

The District's SSMP goals are as follows:

1. Continue with the proactive approach to minimize the likelihood of a SSO (current practices in place have prevented an SSO incident since the District was formed in 2001). If an SSO occurs, the goal of the District is to perform a comprehensive analysis to determine if any changes to the process/management of the collection system are warranted.
2. Prevent public health hazards through proper notification, emergency response, and spill containment and clean up procedures.
3. Minimize inconveniences by responsibly and quickly handling interruptions in service.
4. Protect large investments in collection system by maintaining adequate capacities and extending useful life.
5. Use available funds for sewer operations in the most efficient manner. Identify, prioritize, and continuously upgrade and replace sewer system facilities to maintain reliability and adequacy of service to customers.
6. Convey wastewater to the treatment facility with a minimum of infiltration and inflow.
7. Provide adequate capacity to convey peak flows.
8. Remain proactive in capacity assurance through continual system evaluations so that the District can ensure proper wastewater collection to accommodate future growth.
9. Perform all operations in a safe manner to avoid personal injury and property damage.

10. Be available and responsive to the needs of the public, and work cooperatively with local, state, and federal agencies to reduce, mitigate and properly report SSO.
11. Implement regular, practical maintenance of the sewer collection system to remove roots, debris, sand, and FOG in areas prone to blockages that may cause SSO or sewer backups.
12. Provide high quality and cost-effective wastewater collection for customers served by meeting these goals.

The SSMP supplements and supports the District's existing O&M Program and goals by providing high level, consolidated guidelines and procedures for all aspects of the District's sewer collection system management.

## Chapter 4 Element 2 - Organization

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The intent of Element 2 is to identify the District staff that is responsible for implementing this SSMP, responding to SSO events, and meeting the reporting requirements. This section also includes the designation of the LRO to comply with the SWRCB requirements for completing and certifying spill reporting.

### Element 2: Organization Appendix

Supporting information for Element 2 is included in **Appendix B** which contains the following documents:

- Current Board Members (update as needed)
- Current District Contact Information (update as needed)
- Agency Contact Numbers for Reporting SSOs (update as needed)
- District Consultants

### **2.1 Regulatory Requirements for Organization Element**

The summarized requirements for the Organization element of the SSMP are as follows.

The collection system agency's SSMP must identify:

- The name of the responsible and authorized representative;
- The names and telephone numbers for management, administration, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar documents with a narrative explanation; and
- The chain of communication for reporting an SSO, from receipt of a complaint or other information, including persons responsible for reporting the SSO to the State and RWQCB and other agencies if applicable (such as EH, RWQCB, and Cal-EMA).

### **2.2 District Organization**

The Organization chart for the management, operation, and maintenance of the District's wastewater collection system is illustrated in **Figure 2-1**. The names and telephone numbers of staff filling these positions are included in **Appendix B**.

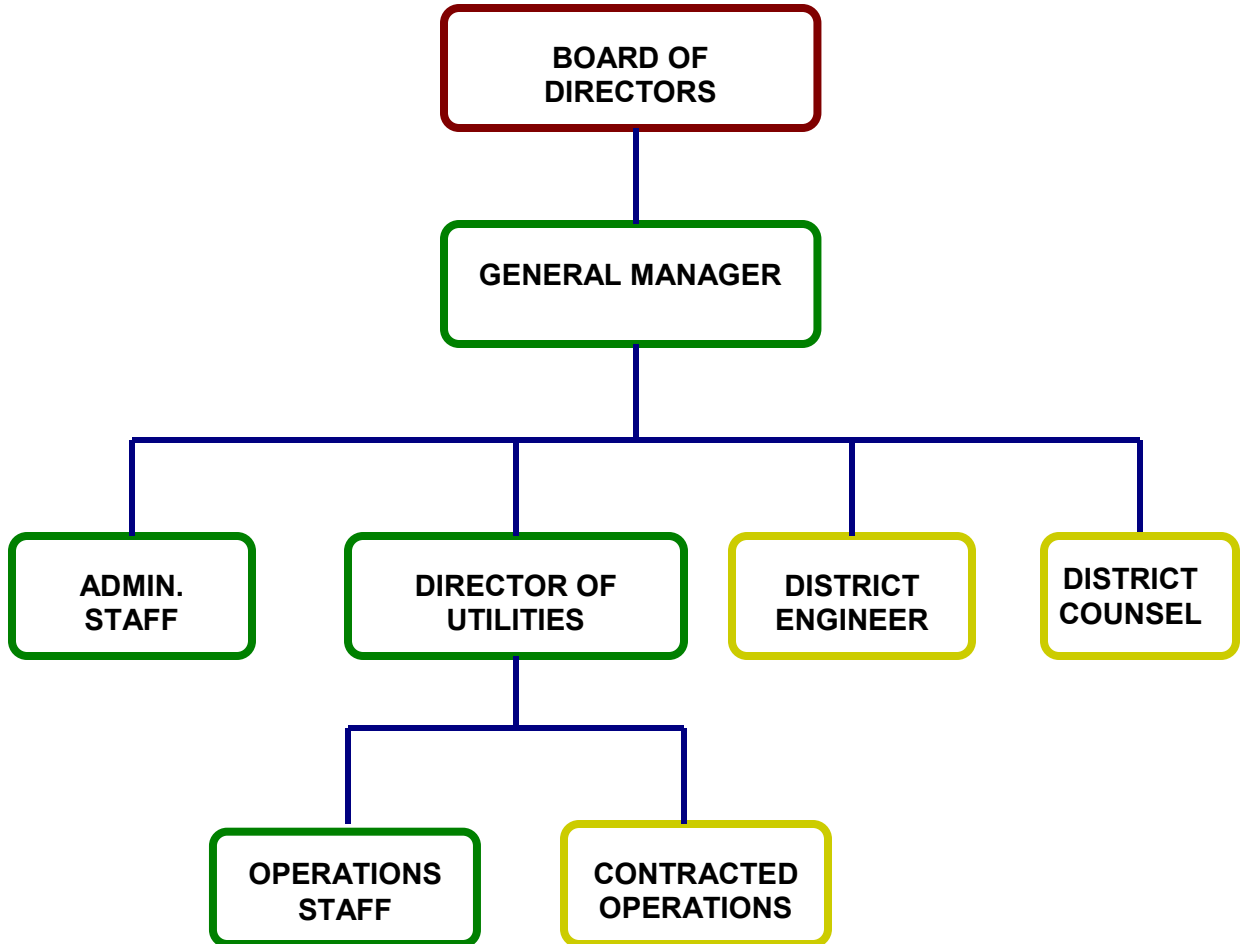
The Director of Utilities is authorized representatives responsible for implementation of the SSMP and CIWQS reporting.

The Director of Utilities will be responsible for, and has the authority for, the maintenance and operations of the sewer system. The Wastewater and Water Division staff also works under the direction of the General Manager and Director of Utilities.

The Director of Utilities or responsible operations staff is on-call twenty four (24) hours per day. The General Manager is also on-call, and available for emergencies, twenty four (24) hours per day. The District also utilizes the services of Fluid Resource Management (FRM) on an "as-needed" basis, to provide the District with water and wastewater operators and technicians assistance for the purpose of covering vacation and other staffing needs.

The District's complete wastewater organizational chart, as follows in **Figure 2-1**, shows the lines of authority of all the administrative and field staff.

**Figure 2-1 District Organization Chart**





## **2.3 Description of General Responsibilities**

This section includes a brief description of the job title, authority and respective responsibilities associated with each position.

### **General Manager**

The General Manager is the Executive Officer of the District and for the Board of Directors. Appointed by the Board of Directors, the position has a full time management status, and is FLSA exempt. The position administers the District and has exclusive management and control of the finance, operation and works of the District, subject to the approval of the Board of Directors, and provides day-to-day leadership for the District. The General Manager also has general charge, responsibility and control over all property of the District.

### **District Legal Counsel**

The District Counsel reports to the General Manager and analyzes the legal posture and interests of the District and its subsidiaries. District Counsel works to ensure that the business practices, policies, and dealings of the District and its subsidiaries, affiliates, and members meet regulatory requirements to protect the District and its related entities from legal action and interprets and prepares legal documents on the supervision of the Board of Directors and General Manager.

### **District Engineer**

The District Engineer ensures compliance with State regulatory requirements. In general, the District Engineer oversees utilities general design performance parameters, prioritizes capital improvements and assists with construction activities associated with wastewater and other utility facilities and systems of the District. The District Engineer may also address the Board of Directors on matters of District wastewater needs, concerns and/or recommendations.

### **Director of Utilities**

The Director of Utilities is an exempt position under the FLSA. The position works under the direction of the District's General Manager, administers and supervises the operations, maintenance, repair and construction activities of the water, wastewater, and other utility facilities and systems of the District. The current Director of Utilities maintains a Class II Water Distribution (D-2), Water Treatment (T-2), and a Wastewater Treatment Grade 2 Operator Certifications.

### **Utility Operator**

The District's Utility Operator is a non-exempt position under the FLSA. This position works under the direction of the Director of Utilities. The individual performs a variety of general maintenance and operational duties relating to the District's water production/distribution and wastewater collection treatment system. The position requires an individual to perform skilled and unskilled operations and maintenance tasks while in the performance of day-to-day duties. The current Utility Operator maintains a Class I Water Distribution (D-1), Water Treatment (T-2), and a Grade 1 Wastewater Treatment Operator Certifications.

### **Utility Worker**

The District's Utility Worker is a non-exempt position under the FLSA. This position works under the direction of the Director of Utilities. The individual performs a variety of general maintenance and operational duties relating to the District's water production/distribution and wastewater

collection treatment system. The position requires an individual to perform skilled and unskilled operations and maintenance tasks while in the performance of day-to-day duties. The District's Utility Worker position is currently vacant.

### **Administrative Staff**

The District currently maintains a staff of three (3) administrative personnel that provide administrative support to the District and reports directly to the General Manager. Administrative Staff performs secretarial, receptionist, billing, customer service, bookkeeping and related administrative tasks. Staff provides technical assistance to the general public and public agencies regarding the District procedures.

## **2.4 Responsibility for SSMP Implementation**

The District's SSMP identifies staff responsible for implementing measures outlined in the SSMP, including management, administration, and maintenance positions. **Table 2-1** summarizes the roles and responsibilities for each SSMP element.

**Table 2-1 Responsibility for the SSMP Implementation by Element**

<b>Element</b>	<b>SSMP Description</b>	<b>Responsible Person(s)</b>
1	Goals	General Manager, Director of Utilities
2	Organization	Director of Utilities, Administrative Staff
3	Legal Authority	General Manager, Legal Counsel
4	Operation and Maintenance Program	General Manager, District Engineer, Director of Utilities
5	Design and Performance Provisions	General Manager, District Engineer, Director of Utilities
6	Overflow Emergency Response Plan	General Manager, Director of Utilities
7	FOG Control	General Manager, Director of Utilities
8	System Evaluation and Capacity Assurance Plan	General Manager, District Engineer, Director of Utilities
9	Monitoring, Measurement, and Program Modifications	General Manager, District Engineer, Director of Utilities
10	SSMP Audits	District Engineer, Director of Utilities
11	Communication Plan	Director of Utilities, Administrative Staff

### **Responsibility for Element 1 – Goals**

The General Manager and Director of Utilities are responsible for leading staff in the implementation of the SSMP goals.

### **Responsibility for Element 2 – Organization**

The Director of Utilities, with the support of Administrative Staff, is responsible for updating the organizational structure & charts, SSMP implementation assignments, and SSO responding and reporting chain of communication, as needed.

### **Responsibility for Element 3 – Legal Authority**

The General Manager and Legal Counsel are responsible for upholding the District's ordinances and for drafting ordinance amendments and program policies, as needed.

### **Responsibility for Element 4 – Operation and Maintenance Program**

The General Manager, District Engineer, and Director of Utilities are responsible for:

1. Resources and Budget
2. Outreach to Plumbers and Building Contractors
3. Prioritizing Preventative Maintenance
4. Purchasing Contingency Equipment and Replacement Inventories
5. Training for Staff
6. Updating the Collection Systems Map
7. Scheduling Inspections and Condition Assessment

### **Responsibility for Element 5 – Design & Construction Standards**

The General Manager, District Engineer, and Director of Utilities are responsible for reviewing design and construction documents to ensure that all construction projects meet industry standards and are responsible for updating standards for installation, rehabilitation and repair, as needed. They are also responsible for the inspection of construction projects to ensure industry standards have been followed.

### **Responsibility for Element 6 – Overflow Emergency Response Plan**

The General Manager and Director of Utilities are responsible for implementation of the OERP, including revisions to the plan and annual training for maintenance crew members and staff.

### **Responsibility for Element 7 – Fats, Oils and Grease Control Program**

The General Manager and Director of Utilities are responsible for identifying grease hot spots, maintaining an effective cleaning program for grease problematic sewers, and inspecting grease traps/interceptors that have been installed at non-residential locations.

### **Responsibility for Element 8 – System Evaluation and Capacity Assurance Plan**

The General Manager, District Engineer, and Director of Utilities are responsible for establishing and assessing District requirements for the District's collection system. These positions are responsible for the development and implementation of the District's long-term Capital Improvement Plan (CIP), including updating budgets and schedules and for insuring that the District's Wastewater Masterplan is current.

### **Responsibility for Element 9 – Monitoring, Measurement and Program Modification**

The General Manager, District Engineer, and Director of Utilities are responsible for monitoring the implementation of and assessing success of the overall SSMP, with the assistance of various staff. These positions are responsible for identifying trends in SSO occurrences and providing recommendations to the Elected Officials.

### **Responsibility for Element 10 – SSMP Audits**

The Director of Utilities are responsible for overseeing the annual internal SSMP audits.

### **Responsibility for Element 11 – Communication Plan**

The General Manager and the Director of Utilities, with the support of Administrative Staff, is responsible for communicating with the public and nearby regulatory agencies concerning the status of the District's SSMP.

## **2.5 Chain of Communication for Responding to SSO**

A spill is any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into surface waters or drainage channels that is not permitted or authorized by a regulatory agency. A spill includes an unauthorized discharge to land that poses a public health threat. In the event of a SSO, the District's chain of communication is as follows:

A sewer spill will be reported to the District one of three ways:

- A call to the District Office/Fire Department,
- A call to the County Sherriff, or
- A call by radio from District Staff.

All calls are immediately reported to the Director of Utilities and General Manager. The Director of Utilities will begin to fill out a sewer overflow response report (Appendix D) and either responds to the overflow or delegates the first responder duties to another available District staff. The First Responder is responsible for assessing the spill and contacting the appropriate agencies as soon as the spill is under control or assistance has arrived.

In accordance with the requirements of State Water Board Executive Order 2013-0058-EXEC, the following chain of communications shall be followed when responding to an SSO.

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the District shall, as soon as possible, but not later than two (2) hours after (A) the District has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.
2. To satisfy notification requirements for each applicable SSO, the District shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:
  - i. Name of person notifying Cal OES and direct return phone number.
  - ii. Estimated SSO volume discharged (gallons).

- iii. If ongoing, estimated SSO discharge rate (gallons per minute).
  - iv. SSO Incident Description:
    - a. Brief narrative.
    - b. On-scene point of contact for additional information (name and cell phone number).
    - c. Date and time District became aware of the SSO.
    - d. Name of sanitary sewer system agency causing the SSO.
    - e. SSO cause (if known).
  - v. Indication of whether the SSO has been contained.
  - vi. Indication of whether surface water is impacted.
  - vii. Name of surface water impacted by the SSO, if applicable.
  - viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
  - ix. Any other known SSO impacts.
  - x. SSO incident location (address, city, state, and zip code).
3. Following the initial notification to Cal OES and until such time that the District certifies the SSO report in the CIWQS Online SSO Database, the District shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).
4. PLSDs: The District will notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the District becomes aware of the PLSD.

Additional information regarding Spill Notification, Reporting, Monitoring, and Record Keeping Requirements are presented in Element 6 of this document.

## **Chapter 5 Element 3 - Legal Authority**

---

The District Resolution 2001-10 and Ordinance 2000-49 provide the District the legal authority outlined in the California Government Code Section 61600 to oversee and operate a sanitary sewer collection system.

### **Element 3: Legal Authority Appendix**

There is no appendix associated with Element 3; however, the following documents will be referenced:

#### **2011 San Luis Obispo County Public Improvement Standards**

**Ordinance 02-05**

**Ordinance 02-01**

**Ordinance 2001-10**

**Ordinance 2000-49**

**Ordinance 1 June, 1973**

### **3.1 Regulatory Requirements**

The Agency will demonstrate, through its sewer ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system (examples may include Inflow & Infiltration (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- Require that sewers and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency,
- Limit the discharge of fats, oils, and grease and other debris that may cause blockages;
- Enforce any violation of its sewer ordinances.

### **3.2 Requirement of Connection and Payment**

The District requires the connection of any facilities within the District's service area west of the Salinas River, in which plumbing fixtures are installed, to connect to the District's collection system. Residents on the east side of the Salinas River are on OWTS.

#### **Ordinance 02-01 Section 1 Amending Ordinance 1 June, 1973, Article 4, Section 4.1**

The District requires payment for provided sewer connection and stipulates the payment structure in the following ordinances.

#### **Fee Required: Ordinance 02-05 Section 2 Amending Ordinance 1 June, 1973, Section 8.1**

#### **Schedule of Fees: Resolution 2008-04 Exhibit A**

### **3.3 Illicit Discharges Prohibited**

The sections of the District's legal authority to prevent illicit discharges into the sewer system including I/I from laterals, storm water, unauthorized debris, etc. can be found in the District's Ordinances at:

#### **Ordinance 1 June, 1973, Article 3**

### **3.4 Design and Construction**

The District generally relies on the San Luis Obispo County 2011 Public Improvement Standards as their own for the design and construction of sanitary sewer collection system, primarily due to the fact that most collection system components are installed in the County right-of-way.

#### **San Luis Obispo County 2011 Public Improvement Standards Section 7**

The District requires construction standards meet the approval of the General Manager according to the following section:

**Ordinance 1 June, 1973 Article 4.4**

### **3.5 Ensure Access to Publically Owned Portions of the Lateral**

The District provides for access to all facilities directly or indirectly connected to the District's sewer system in the following section:

**Ordinance 1 June, 1973, Article 13**

### **3.6 FOG Control**

The District's authority to require significant FOG dischargers to install trapping devices prior to connecting to the District collection system is given by the following ordinance.

**Ordinance 02-01 Section 3**

### **3.7 Enforce Violations of its Sewer Code**

The authority to enforce violations of the Sewer Code is provided under District Ordinance:

**Ordinance 1 June, 1973, Article 14**

## Chapter 6 Element 4 – Operations and Maintenance

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The Operation and Maintenance of the District's sewer collection system is performed by District staff and periodically by a contracted operations provider.

### **Element 4: Operations and Maintenance Appendix**

Supporting information for Element 4 is included in **Appendix C** which contains the following documents:

- **District Sanitary Sewer System Atlas Map (Updated and Adopted by District in September 2015) (Document is included by reference – available on District Website)**
- **Equipment Inventory List (updated annually)**

### **4.1 Regulatory Requirements**

The SSMP must include those elements listed below that are appropriate and applicable to the Agency's system:

a. Collection System Map

Each wastewater collection system agency shall maintain up-to-date maps of its wastewater collection system facilities, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water pumping and piping facilities.

b. Preventive Operation and Maintenance

Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders.

c. Rehabilitation and Replacement Plan

Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and system of ranking the conditions of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.



d. Training

Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained.

e. Critical Parts Inventory

Provide equipment and replacement part inventories, including identification of critical replacement parts.

## **4.2 Collection System Map**

The District Engineer has developed atlas maps of the sewer collection system. The maps show manholes, cleanouts, and gravity lines with pipe diameter and material where known. These maps are updated on an as needed basis. The District's operate and maintains one (1) lift station which is located at and is a component of the WWTP (not the collection system) so is not covered by neither the Statewide General WDR nor this plan. Until 2017, there were no sewage lift stations installed in the SMCSD sanitary sewer collection system. With the development of Tract 2527, there was a requirement that the developers install a new sewage lift station to provide sanitary sewer service to the 60 new residential properties. It is anticipated that this lift station will become operational during the summer of 2018 and will begin discharging wastewater into the SMCSD collection system in the summer – fall of 2018 as the first residents begin to occupy homes in the development. There will be a short segment of force main installed between this lift station and it's connection point to the gravity sanitary sewer collection system. The only storm drain inlet that is in the position to receive SSO wastewater is located on Mission St between 14<sup>th</sup> St and 13<sup>th</sup> St. From that inlet the storm drain conveys its influent along 14<sup>th</sup> St and River Rd to be discharged into the Salinas River. The system atlas maps highlight any HMA. The accuracy of this map should be continuously monitored by staff and any changes or discrepancies should be noted for inclusion on future revisions.

## **4.3 Preventative Operation & Maintenance**

### **4.3a Pipeline Maintenance**

Each year all sanitary sewer pipelines are cleaned. Video inspection (CCTV) of the entire sanitary sewer system is programmed to be performed at 10 year intervals, based on available funds. The last full system video inspection performed was in 2002. Additional video inspection is performed as required on HMAs. There are several HMAs that require more frequent cleaning due primarily to proximity to local restaurants. The location and cleaning schedule of these areas is summarized as follows.

- The alley located west of Mission Street, between 12<sup>th</sup> Street and 14<sup>th</sup> Street. This segment is cleaned on an “as-needed” basis, but typically at least twice per year.
- “N” Street, between 11<sup>th</sup> Street and 14<sup>th</sup> Street. This segment is cleaned on an “as-needed” basis, but typically at least twice per year.

### **4.3b Manholes**

All manholes are visually inspected and cleaned in conjunction with the sewer line cleaning activities described in section 4.3a. Any manholes with impaired condition receive more frequent monitoring and cleaning.

### **4.3c Tracking**

The District tracks the condition of all manholes and sewer lines through performance and visual observations. If a sewer line or manhole begins to physically degrade or provide decreased performance it is marked as being impaired. Impaired facilities are flagged on the Preventive

Maintenance program, inspected every three months, and cleaned as needed. If the condition of the facilities continues to deteriorate the facilities will be marked as critical and added to the CIP list. The District currently tracks this operation and maintenance work by simple paper work order and operator logs.

## **4.4 Rehabilitation and Replacement Plan**

### **4.4a Capital Improvement Program (CIP)**

- The District's recommendations for Capital Improvement Projects for the wastewater system are summarized in the Wastewater Masterplan, which was updated in November 2017. The schedule of implementation for these CIP projects is dependent on available funding. **The District Wastewater Masterplan (Updated and Adopted by District in November 2017) (Document is included by reference – available on District Website).**

## **4.5 Employee Training**

District Staff who perform operations receive training as needed. The District does not have a formalized training program. Additional training is provided to the operations staff on an as needed basis. Contract operations firms are chosen on the basis of expertise in specific areas and the District's past experience in working successfully with such firms. These specially chosen contract operators can bolster the District's operations in any areas the District lacks expertise.

## **4.6 Equipment and Replacement Inventory**

The District keeps a variety of critical back-up equipment available at the facilities yard and is listed in **Appendix C**. This equipment allows them to respond and control foreseeable emergencies. Any additional parts and equipment beyond that can be provided within 24 hours by distributors and cooperating agencies. Specifically, the District has an informal agreement with the City of Paso Robles to provide a Vector Truck when needed.

## **Chapter 7 Element 5 - Design and Performance Provisions**

The District is responsible for reviewing design and construction documents to ensure that all construction projects meet the District standards. The District is responsible for updating standards for installation, rehabilitation and repair, as needed. The District retains the responsibility for inspections of construction projects to ensure District standards have been followed. This section fulfills the Design and Construction requirements for both the RWQCB and SWRCB.

### **Element 5 – Design & Standards Appendix**

There is no Appendix for Element 5.

### **5.1 Regulatory Requirements**

The SSMP must identify design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems.

The SSMP must identify the procedures and standards for inspection and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

### **5.2 Design and Construction Standards**

The District generally relies on the most current version of the San Luis Obispo County Public Improvement Standards as their own for the design and construction of sanitary sewer collection system, primarily due to the fact that most collection system components are installed in the County right-of-way. In those cases where the County standards are not followed, the District staff and Engineer provide review and approval based on a determination that the proposed alternative is equal to or better than the comparable County standard.

### **5.3 Inspection Standards**

The District standard procedure requires that all work to be inspected by and meets with the approval of the District Director of Utilities prior to being placed into service. The District's thorough inspection of new work to ensure proper installation is a key component to maintaining a properly operating system and maximizing collection system life cycle. Currently, the District inspection procedures for new gravity sewers, manholes and other appurtenances, etc. follow those set forth in the most current version of the SLO County Public Works Standards.

## **Chapter 8 Element 6 - Overflow Emergency Response Plan**

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A SSO is any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into surface waters or drainage channels that is not permitted or authorized by a regulatory agency. An SSO includes an unauthorized discharge to land that poses a public health threat.

Procedures are in place to respond to and report SSOs in accordance with state regulations. The OERP element delineates the District's SSO response procedure.

### **Element 6 - OERP Appendix**

Supporting information for Element 6 is included in **Appendix D** which contains the following documents:

- **Sanitary Sewer Overflow Report (SSOR) for CIWQS**

### **6.1 Regulatory Requirements**

The Agency will implement an OERP that identifies measures to protect public health and the environment. At a minimum, the plan will include the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water purveyors, etc.) of all SSOs that potentially affect public health or reach the waters of the State. All SSOs shall be reported in accordance with the California Water Code, other State Laws, and other applicable RWQCB WDR or permit requirements. The SSMP identifies the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contract personnel are aware of and follow the OERP and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the State and minimize or correct any adverse impact on the environment resulting from the SSO, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

### **6.2 Sewer System Overflow Notification**

As discussed in Element 2, a sewer spill is reported to the District in one of three ways. A call is received by District/Fire Department, the County Sheriff, or County or District staff calls in a report while in the field. All calls are immediately reported to the Director of Utilities and General Manager. The Director of Utilities will begin to fill out a sewer overflow response report (**Appendix D**) and either responds to the overflow or delegate the first responder duties to another available District staff. A First Responder is then dispatched to the site of the reported spill.

### 6.3 Sewer System Overflow Response

The First Responder is responsible for assessing the spill and beginning to stop and contain the spill. PPE is to be worn while working on the spill. This may include such gear as rubber gloves, rubber boots, goggles, and respiratory masks if needed. Spill berms, absorbents, and vacuum trucks may be used as needed to contain and clean up the spill. Temporary or permanent repair should be made to the sewer system if necessary. The final step is the disinfection of the effected area and cleanup equipment utilized which is to be completed as soon as possible.

### 6.4 Reporting Procedures

In accordance with the requirements of State Water Board Executive Order 2013-0058-EXEC, the Director of Utilities will contact Cal OES at (800) 852-7550 contact within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify the and obtain a notification control number. The definitions of spill categories shall be as follows:

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
<b>CATEGORY 1</b>	Discharges of untreated or partially treated wastewater of <b>any volume</b> resulting from an enrollee’s sanitary sewer system failure or flow condition that: <ul style="list-style-type: none"> <li>• Reach surface water and/or reach a drainage channel tributary to a surface water; or</li> <li>• Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).</li> </ul>
<b>CATEGORY 2</b>	Discharges of untreated or partially treated wastewater of <b>1,000 gallons or greater</b> resulting from an enrollee’s sanitary sewer system failure or flow condition that <b>do not</b> reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
<b>CATEGORY 3</b>	All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.
<b>PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)</b>	Discharges of untreated or partially treated wastewater resulting from blockages or other problems <b>within a privately owned sewer lateral</b> connected to the enrollee’s sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be <b>voluntarily</b> reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

- **CIWQS Online SSO Database Account:** The District maintains a CIWQS Online SSO Database account and is registered through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.
- **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the District shall complete one SSO report in the CIWQS Online SSO Database which includes the GPS

coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.

- **SSO Categories:**

- Category 1 – Discharges of untreated or partially treated wastewater of any volume resulting from the District’s sanitary sewer system failure or flow condition that:
  - Reach surface water and/or reach a drainage channel tributary to a surface water; or
  - Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
- Category 2 – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from the District’s sanitary sewer system failure or flow condition that does not reach surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.
- Category 3 – All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.

- **Sanitary Sewer Overflow Reporting to CIWQS - Timeframes**

- Category 1 and Category 2 SSOs – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:
  - Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information described below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information described below.
  - A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified below.
- Category 3 SSOs – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified below.

- “No Spill” Certification – If there are no SSOs during the calendar month, the District shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the District reported a PLSD, the District shall still certify a “No Spill” certification statement for that month.

- Amended SSO Reports – The District may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the District may contact the SSO Program Manager to request to amend an SSO report if the District also submits justification for why the additional information was not available prior to the end of the 120 days.

- **SSO Technical Reports**

The District shall submit an SSO Technical Report in the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

- Causes and Circumstances of the SSO:
  - Complete and detailed explanation of how and when the SSO was discovered.
  - Diagram showing the SSO failure point, appearance point(s), and final destination(s).
  - Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
  - Detailed description of the cause(s) of the SSO.
  - Copies of original field crew records used to document the SSO.
  - Historical maintenance records for the failure location.
- District’s Response to SSO:
  - Chronological narrative description of all actions taken by District to terminate the spill.
  - Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.
  - Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

- Water Quality Monitoring:
  - Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
  - Detailed location map illustrating all water quality sampling points.

- **PLSDs**

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the District's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

- The District is also encouraged to provide notification to Cal OES when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the District is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.
- If a PLSD is recorded in the CIWQS Online SSO Database, the District must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the District), if known. Certification of PLSD reports by the District is not required.

- **CIWQS Online SSO Database Unavailability**

In the event that the CIWQS Online SSO Database is not available, the District must fax or e-mail all required information to the Central Coast Regional Water Board office in accordance with the time schedules identified herein. In such event, the District must also enter all required information into the CIWQS Online SSO Database when the database becomes available.

- **Mandatory Information to be Included in CIWQS Online SSO Reporting**

The District shall maintain a CIWQS Online SSO Database account which is registered through CIWQS which can be reached at [CIWQS@waterboards.ca.gov](mailto:CIWQS@waterboards.ca.gov) or by calling (866) 792-4977, M-F, 8 A.M. to 5 P.M. These accounts will allow controlled and secure entry into the CIWQS Online SSO Database. Additionally, within thirty (30) days of initial enrollment and prior to recording SSOs into the CIWQS Online SSO Database, the District must complete a Collection System Questionnaire (Questionnaire). The Questionnaire shall be updated at least once every 12 months.

- SSO Reports

At a minimum, the following mandatory information shall be reported prior to finalizing and certifying an SSO report for each category of SSO:

- Draft Category 1 SSOs: At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:



1. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
  2. SSO Location Name.
  3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
  4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
  5. Whether or not the SSO reached a municipal separate storm drain system.
  6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
  7. Estimate of the SSO volume, inclusive of all discharge point(s).
  8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
  9. Estimate of the SSO volume recovered (if applicable).
  10. Number of SSO appearance point(s).
  11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
  12. SSO start date and time.
  13. Date and time the enrollee was notified of, or self-discovered, the SSO.
  14. Estimated operator arrival time.
  15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
  16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.
- Certified Category 1 SSOs: At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields listed above for Draft Category 1 SSOs:
    1. Description of SSO destination(s).
    2. SSO end date and time.
    3. SSO causes (mainline blockage, roots, etc.).
    4. SSO failure point (main, lateral, etc.).

5. Whether or not the spill was associated with a storm event.
  6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
  7. Description of spill response activities.
  8. Spill response completion date.
  9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.
  10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
  11. Whether or not health warnings were posted as a result of the SSO.
  12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
  13. Name of surface water(s) impacted.
  14. If water quality samples were collected, identify which parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
  15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
  16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
  17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.
- Draft Category 2 SSOs: At a minimum, the following mandatory information shall be reported for a Draft Category 2 SSO report:
    - Items 1-14 listed above for Draft Category 1 SSO.
  - Certified Category 2 SSOs: At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
    - Items 1-14 above for Draft Category 1 SSO and Items 1-9, and 17 listed above for Certified Category 1 SSO.
  - Certified Category 3 SSOs: At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
    - Items 1-14 listed above for Draft Category 1 SSO and Items 1-5, and 17 listed above for Certified Category 1 SSO.
  - Reporting SSOs to Other Regulatory Agencies
    - These reporting requirements do not preclude the District from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.

- Collection System Questionnaire
  - The required Questionnaire provides the Water Boards with site-specific information related to the District's sanitary sewer system. The District shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.
- SSMP Availability
  - The District shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the District's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:
    - Submit an **electronic** copy of the District's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP to the State Water Board, within 30 days of that approval and within 30 days of any subsequent SSMP re-certifications, to the following mailing address:

State Water Resources Control Board  
 Division of Water Quality  
 Attn: SSO Program Manager  
 1001 I Street, 15th Floor,  
 Sacramento, CA 95814

## **6.5 Water Quality Monitoring Requirements**

- To comply with the requirements of the SSS WDRs, the District shall develop and implement an SSO Water Quality Monitoring Program to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters. The SSO Water Quality Monitoring Program, shall, at a minimum:
  - Contain protocols for water quality monitoring.
  - Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
  - Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
  - Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
  - Within 48 hours of the District becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
    - Ammonia

- Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

## **6.6 Record Keeping Requirements**

- The following records shall be maintained by the District for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request:
  - General Records: The District shall maintain records to document compliance with all provisions of the SSS WDRs and the MRP for the District's sanitary sewer system including any required records generated by an District's sanitary sewer system contractor(s).
  - SSO Records: The enrollee shall maintain records for each SSO event, including but not limited to:
    - Complaint records documenting how the District responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not result in SSOs. Each complaint record shall, at a minimum, include the following information:
      - Date, time, and method of notification.
      - Date and time the complainant or informant first noticed the SSO.
      - Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
      - Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
      - Final resolution of the complaint.
    - Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with the requirements of the SSS WDRs.
    - Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
  - Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
  - Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:

- Supervisory Control and Data Acquisition (SCADA) systems
- Alarm system(s)
- Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

A summary of the SSO Notification, Reporting, Monitoring, and Record Keeping Requirements is presented below:

ELEMENT	REQUIREMENT	METHOD
<b>NOTIFICATION</b> (see section B of MRP)	<ul style="list-style-type: none"> <li>▪ Within two hours of becoming aware of any Category 1 SSO greater than or equal to <u>1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water</u>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.</li> </ul>	Call Cal OES at: (800) 852-7550
<b>REPORTING</b> (see section C of MRP)	<ul style="list-style-type: none"> <li>▪ Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.</li> <li>▪ Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.</li> <li>▪ Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred.</li> <li>▪ SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters.</li> <li>▪ "No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.</li> <li>▪ Collection System Questionnaire: Update and certify every 12 months.</li> </ul>	Enter data into the CIWQS Online SSO Database ( <a href="http://ciwqs.waterboards.ca.gov/">http://ciwqs.waterboards.ca.gov/</a> ), certified by enrollee's Legally Responsible Official(s).
<b>WATER QUALITY MONITORING</b> (see section D of MRP)	<ul style="list-style-type: none"> <li>▪ Conduct water quality sampling <u>within 48 hours</u> after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.</li> </ul>	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
<b>RECORD KEEPING</b> (see section E of MRP)	<ul style="list-style-type: none"> <li>▪ SSO event records.</li> <li>▪ Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP.</li> <li>▪ Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters.</li> <li>▪ Collection system telemetry records if relied upon to document and/or estimate SSO Volume.</li> </ul>	Self-maintained records shall be available during inspections or upon request.

## 6.7 Certification

- All information required to be reported into the CIWQS Online SSO Database shall be certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). The District may have more than one LRO.

- Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.
- Data Submitter (DS): Any District employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the District if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.
- The District shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the District to the State Water Board within 30 days of the change by calling (866) 792-4977 or e-mailing [help@ciwqs.waterboards.ca.gov](mailto:help@ciwqs.waterboards.ca.gov).
- A registered designated person (i.e., an LRO) shall certify all required reports under penalty of perjury laws of the state as stated in the CIWQS Online SSO Database at the time of certification.

## **6.8 Training**

All District staff who are in a position to respond to an SSO have received training in the proper response procedures. Occasional refresher training will be provided on an as needed basis.

## **6.9 Sewer System Overflow Impact Mitigation**

After clean-up and reporting are completed it is important to communicate with all staff and any agencies that provided assistance to determine the cause of the spill and discuss how a similar incident can be avoided in the future. This may include stepped up preventative maintenance, repair or rehabilitation of the line. The response procedure should also be discussed to determine if it should be modified in any way to make it more efficient.

## **Element 7 - Fats, Oils & Grease Control Program**

The Fats, Oils and Grease Control Program Section of the SSMP will describe the regulatory requirements being placed upon the District, the need for a program, and the review of this program's status in subsequent years.

### **Element 7 Operations and Maintenance Appendix**

There is no appendix associated with Element 7.

### **7.1 Regulatory Requirements**

Each District shall evaluate its service area to determine whether a FOG control program is needed. If an District determines that a FOG program is not needed the District must provide justification as to why it is not needed. If FOG is found to be a problem, the District must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- An implementation plan and schedule for public education outreach program that promotes proper disposal of FOG;
- An Ordinance establishing the legal authority of the District to prohibit FOG discharges to the system and identify measures to prevent SSO and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors) and the development of design standards for such devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the District has sufficient staff to inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system.

### **7.2 No Evidence of FOG Problems**

The District's self evaluation concludes that at this time a FOG control program is not required for the following reasons.

- Since the District has been operating the sewer collection system, no SSOs have been caused by FOG (in fact, there have been no SSOs on record to date).
- The few restaurants in San Miguel have a minor impact on the larger system performance, and District Staff works with these restaurants to ensure that grease traps are installed and properly maintained.
- The existing FOG Ordinance No. 02-01 requires a trapping device meeting the District's standard to remove grease, hair, and lint and be installed at the owner's expense prior to connection to the sewer collection system.
- The District also provides the following requirements for new commercial construction as part of the "Will Serve" agreement:
  - All food service and/or processing uses are must obtain a wastewater discharge permit and install grease interceptors.

- A Wastewater Discharge permit may be required for other uses based on the information provided in the Wastewater Survey.

If the collection system grows, maintenance issues become more cumbersome, or SSOs begin to happen, the District will revisit its current informal FOG program and the SSMP for revisions. This component of the SSMP will be reviewed and considered annually.



## Chapter 9 Element 8 – System Evaluation and Capacity Assurance Plan

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This section of the SSMP discusses the evaluation and capacity enhancement of the collection system. Element 8 also discusses design criteria used and steps taken to correct any deficiencies found in the evaluation.

### **8.1 Regulatory Requirements**

The requirements for the System Evaluation and Capacity Assurance element of the SSMP are summarized below.

1. Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to a SSO discharge deficiency. The evaluation should provide estimates of peak flows associated with conditions similar to those causing overflow events, estimates of the treatment plant's key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;
2. Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified above to establish appropriate design criteria; and
3. Capacity Enhancement Measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP may include an implementation schedule and may identify sources of funding.
4. Schedule: The agency will develop a schedule of completion dates for all portions of the capital improvement program developed in (1)-(3) above. This schedule may be reviewed and updated consistent with the SSMP requirements as described by the SWRCB GWDR.

#### **Element 8 –Capital Improvements Appendix**

Supporting information for Element 8 is included in **Appendix E** which contains the following documents:

- **Capital Improvement Program Budget including estimated costs which is included in the District Wastewater Masterplan (Updated and Adopted by District in November 2017) (Document is included by reference – available on District Website).**

### **8.2 Wastewater Master Plan**

A Wastewater Master Plan was updated in 2017. The purpose of the Master Plan was to analyze the land uses; current and future wastewater flows; collection system capacity; and wastewater treatment plant capacity in order to create a prioritized capital improvement program. The plan included mapping, flow projections, hydraulic modeling, recommendations and a final report. The Sewer System Master Plan is used as a basis for CIP budget planning and identifying problem areas. The Master Plan is scheduled to be updated at least every 10 years.

## **Chapter 10 Element 9 - Monitoring, Measurement, and Program Modifications**

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This section of the SSMP discusses monitoring, measurement, and program modifications employed by the District. The District may prepare and implement program modifications as appropriate to address deficiencies, or as a preventative measure for improving the overall collection system. This section fulfills the Monitoring, Measurement, and Program Modification requirements for both the RWQCB and SWRCB.

### **9.1 Regulatory Requirements**

The Agency shall:

- a. Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- b. Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- c. Assess the success of the preventive maintenance program;
- d. Update program elements, as appropriate, based on monitoring or performance evaluations; and
- e. Identify and illustrate SSO trends, including: frequency, locations, and volume.

#### **Element 9 – Monitoring, Measurement & Program Modification Appendix**

There is no Appendix for Element 9.

### **9.2 Monitoring and Measurement**

Since the District's proactive maintenance techniques have prevented any SSO since its creation in 2001, the monitoring and measurement SSO is not possible. The District will collect qualitative results on the HMAs and frequency of cleanings to prevent any SSOs.

### **9.3 Program Modifications**

If cleaning becomes more challenging or frequent prior to the CIPs planned to address the HMA, the approach to preventing SSO will be reanalyzed and this SSMP updated accordingly.

## Chapter 11 Element 10 - Sewer System Management Plan Audits

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This section discusses and outlines the procedure for conducting audits of the SSMP. Audits are to be performed every two years.

### Element 10 – Program Audits Appendix

Supporting information for Element 10 is included in **Appendix F** which contains the following document:

- **Sewer System Management Plan Audit Report Form**

### **10.1 Regulatory Requirements**

As part of the SSMP, the Agency shall conduct periodic internal audits, appropriate to the size of the system and number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Agency's compliance with the SSMP requirements including identification of any deficiencies in the SSMP and steps to correct them.

### **10.2 SSMP Program Audits**

The District shall perform an internal audit using the Sewer System Management Plan Audit Report Form (see **Appendix F**) to evaluate its SSMP and its compliance with the SWRCB and RWQCB every two (2) years following the final certification date. The District will report the results of the audits, along with recommendations and suggested improvements, to the RWQCB in its annual reports. Updates for the District's SSMP will be completed as needed. The next review and update of the SSMP is due to be completed by May 24, 2020.

## **Chapter 12 Element 11 - Communication Plan**

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This section discusses the communication program employed by the District. It provides multiple opportunities for interested parties to provide the District with input as the SSMP and associated programs are being developed.

### **11.1 Regulatory Requirements**

The Agency shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Agency as the program is developed and implemented.

The Agency shall also create a plan of communication with systems that are tributary and/or satellite to the Agency's sanitary sewer system.

#### **Element 11 – Communication Plan Appendix**

- There is no Appendix associated with this Element.

### **11.2 Communication Program**

The District Board meets the 4th Thursday of each month at 1150 Mission (fire station) at 7:00 PM. The SSMP 2018 update will be discussed and adopted at the May 24, 2018 District Board meeting. Should the public have any further comments they are welcome to provide it at any time. In addition to discussion at the public meetings the Sewer System Management Plan will be posted on the District's website: [www.sanmiguelcsd.org](http://www.sanmiguelcsd.org).

Annual reports are generated in January of each year. The annual report refers to the SSMP and any changes that have been made over the last year. These reports are submitted to the Regional Water Quality Control Board.

### **11.3 Staff Training and Communication**

Staff will be trained in the use and implementation of the SSMP relative to any major changes that occur. Staff will also be kept informed regarding minor changes (i.e., phone numbers, staff changes, etc.) as they occur via staff meetings. In addition all new employees will receive SSMP training as part of their orientation. Records will be kept of who received training and when.

# Chapter 13 Appendices

## Appendix A – Element 1 - Goals

### SSMP Plan and Schedule

Main Task/Sub-Task	Actions	Due Date / Status
<b>(i) SSMP Development Plan and Schedule</b>	<b>Initial plan on how the agency intends to develop and implement their SSMP.</b>	<b>Due May 2, 2008</b>
Board certification of Development Plan and Schedule	Present SSMP Development plan to District Board for approval.	Completed April 24, 2008
<b>(ii) Element 1-Goals</b>	<b>The goal of the SSMP is to provide a plan and schedule to properly manage, operate and maintain all parts of the sanitary sewer system.</b>	<b>Due May 2, 2008</b>
SSMP Goals	State goals for SSMP	Completed April 24, 2008
<b>(iii) Element 2-Organization</b>	<b>Names and staff positions responsible for developing and implementing the SSMP.</b>	<b>Due May 2, 2008</b>
Organizational Chart for District	Develop organizational chart of management, administration and maintenance personnel.	Completed April 24, 2008
SSO Chain of Communications	Develop the internal chain of communications for reporting SSOs.	Completed April 24, 2008
<b>(v) Element 3-Legal Authority</b>	<b>Agency's legal authority to operate and maintain it's sewage collection system.</b>	<b>Due: November 2, 2009</b>
Prevent Prohibited Discharges	Develop/amend required ordinance to comply with Order.	Completed November 2, 2009
Require Proper Design and Construction	Develop/amend required ordinance to comply with Order.	Completed November 2, 2009
Limit Fats, Oils and Grease (FOG)	Develop/amend required ordinance to comply with Order.	Completed November 2, 2009
Enforcement	Develop/amend required ordinance to comply with Order.	Completed November 2, 2009
Ordinance Legal Review	Ordinances developed, amended, and reviewed by District's legal counsel.	Completed November 2, 2009
Ordinance Adoption	Adoption of required ordinances by District	Completed November 2, 2009
<b>(vi) Element 4-Operation and Maintenance</b>	<b>Collection System operations program and procedures.</b>	<b>Due: November 2, 2009</b>
Mapping	Up to date mapping of the sewage collection system facilities.	Completed November 2, 2009
Mapping Updates	Develop procedures for maintaining mapping data.	Completed November 2, 2009
Preventative Maintenance Program	Develop a written description of the preventative maintenance activities the District employs.	Completed November 2, 2009
Pipeline Maintenance	Develop a schedule for line cleaning and maintenance.	Completed November 2, 2009
Pumping and Other Facilities	Develop a schedule for maintenance of pumping and other facilities	Completed November 2, 2009
Problem Areas	Identify problem areas (high maintenance areas; HMA) and develop procedures for their maintenance.	Completed November 2, 2009
Rehabilitation and Replacement Program	Develop a short and long term plan for the rehabilitation or replacement of piping due to system deficiencies, including funding (CIP).	Completed November 2, 2009
Inspection Program	Develop a program and schedule for the regular visual inspection of the system.	Completed November 2, 2009
Work Orders	Develop a system to track and schedule all maintenance activities.	Completed November 2, 2009
Equipment and parts inventory	Develop an inventory of equipment and replacement parts.	Completed November 2, 2009
Critical parts	Develop an inventory of critical replacement parts including procedures for acquisition.	Completed November 2, 2009
<b>(iv) Element 6-Overflow Emergency Response Plan</b>	<b>Written Procedures defining how the District responses to SSOs.</b>	<b>Due: November 2, 2009</b>
Overflow Response Procedures	Develop standard operating procedures for SSO response.	Completed November 2, 2009
Notification Procedures	Develop notification procedures to ensure all required regulators (and others) are properly and timely notified of an SSO event.	Completed November 2, 2009
Emergency Response Training	Develop and implement Emergency Response Training Program for staff or contractors, if utilized.	Completed November 2, 2009
Traffic and Crowd Control	Develop procedures for traffic and crowd control to be utilized during an SSO event.	Completed November 2, 2009
Monitoring and Sampling	Develop procedures for monitoring and sampling, if required, for an SSO event.	Completed November 2, 2009
Follow-Up	Develop procedures for following up on an SSO event, including investigation for the cause or responsible party.	Completed November 2, 2009

Public Outreach	Develop an appropriate public education, outreach program and marketing materials designed to assist in the reduction of FOG.	Completed November 2, 2009
FOG Disposal	Develop a list of authorized FOG disposal sites.	Completed November 2, 2009
FOG Inspections	Develop and implement a FOG inspection program.	Completed November 2, 2009
<b>(viii) Element 5-Design and Performance</b>	<b>Develop and Implement the Capital Improvement Plan that will provide for equipment and system replacements.</b>	<b>Due: August 2, 2010</b>
Design Standards	Develop and/or adopt design and construction standards and specifications for the installation of new sewer systems	Completed August 12, 2010
Inspection and testing standards	Develop and/or adopt procedures and standards for inspecting and testing	Completed August 12, 2010
<b>(ix) Element 8-System Evaluation and Capacity Assurance Plan (CAP)</b>	<b>Evaluate current capacity of Collection System and provide solutions to areas with needed improvement</b>	<b>Due: August 2, 2010</b>
Inflow and Infiltration (I&I)	Develop procedures to detect and remediate I&I problems.	Completed August 12, 2010
Identify Deficiencies	Identify areas of the system that exhibit capacity deficiencies.	Completed August 12, 2010
Analyze Defects	Analyze and prioritize repairs/replacement of pipeline defects.	Completed August 12, 2010
Capital Improvement Projects	Capital Improvements: Five Year Planning: Ten (10) year Planning:	Completed August 12, 2010
<b>(x) Element 9-Monitoring, Measurements and Plan Modifications</b>	<b>The ongoing evaluation of the performance of the SSMP document and it's ability to achieve its stated goals.</b>	<b>Due: August 2, 2010</b>
Data Management	Develop procedures for accumulating and analyzing system maintenance, repairs, projects, reductions of SSOs, and any other pertinent data.	Completed August 12, 2010
Program Effectiveness	Develop procedures, report, etc. to measure the effectiveness of the SSMP.	Completed August 12, 2010
Program Changes	Develop procedures to initiate changes, provide enhancements, or correct deficiencies in the SSMP.	Completed August 12, 2010
<b>(xi) Element 10SSMP Program Audits</b>	<b>Program audits are required every two years following the adoption of the final SSMP (May 2, 2012). Audits shall document the success of the SSMP and improvements made to it.</b>	<b>Due: August 2, 2010</b>
Document Control	Develop procedure for SSMP document control.	Completed August 12, 2010
Key Individual(s)	Identify key individual(s) responsible for the SSMP audit (every 2 years). Development of an SSMP Adhoc Audit team consisting of local agencies for peer review and direction.	Completed August 12, 2010
Checklist	Develop a checklist to assist and ensure the SSMP is in compliance and effective.	Completed August 12, 2010
Reports	Develop reports to assist with analyzing the effectiveness of the SSMP.	Completed August 12, 2010
Milestones	Develop milestones (time, events, etc.) that denote program review.	Completed August 12, 2010
<b>(xii) Element 11-Communication Program</b>	<b>The communication program is the agency's outreach to the community and satellite contributors about the public collection system and the SSMP document.</b>	<b>Due: August 2, 2010</b>
Public Outreach	Develop a protocol for soliciting and responding to public input.	Completed August 12, 2010
Staff SSMP Awareness	Develop a program to ensure staff awareness of SSMP procedures, protocol, etc.	Completed August 12, 2010
<b>FINAL SSMP CERTIFICATION</b>	<b>Final SSMP document, after all elements have been developed, documented and implemented.</b>	<b>Due: August 2, 2010</b>
Review by District Counsel	Review of completed SSMP by the District Counsel.	Completed September 23, 2010
Adoption/Certification of SSMP by City Council	Adoption and certification of final SSMP document by City's governing body.	Completed September 23, 2010

## **Appendix B – Element 2 - Organization**

### ***Current Board Members***

<b>Title</b>	<b>Board Member</b>
President	John Green
Vice President	Joseph Parent
Director	Gilbert Buckman
Director	Anthony Kalvans
Director	Ashley Sangster

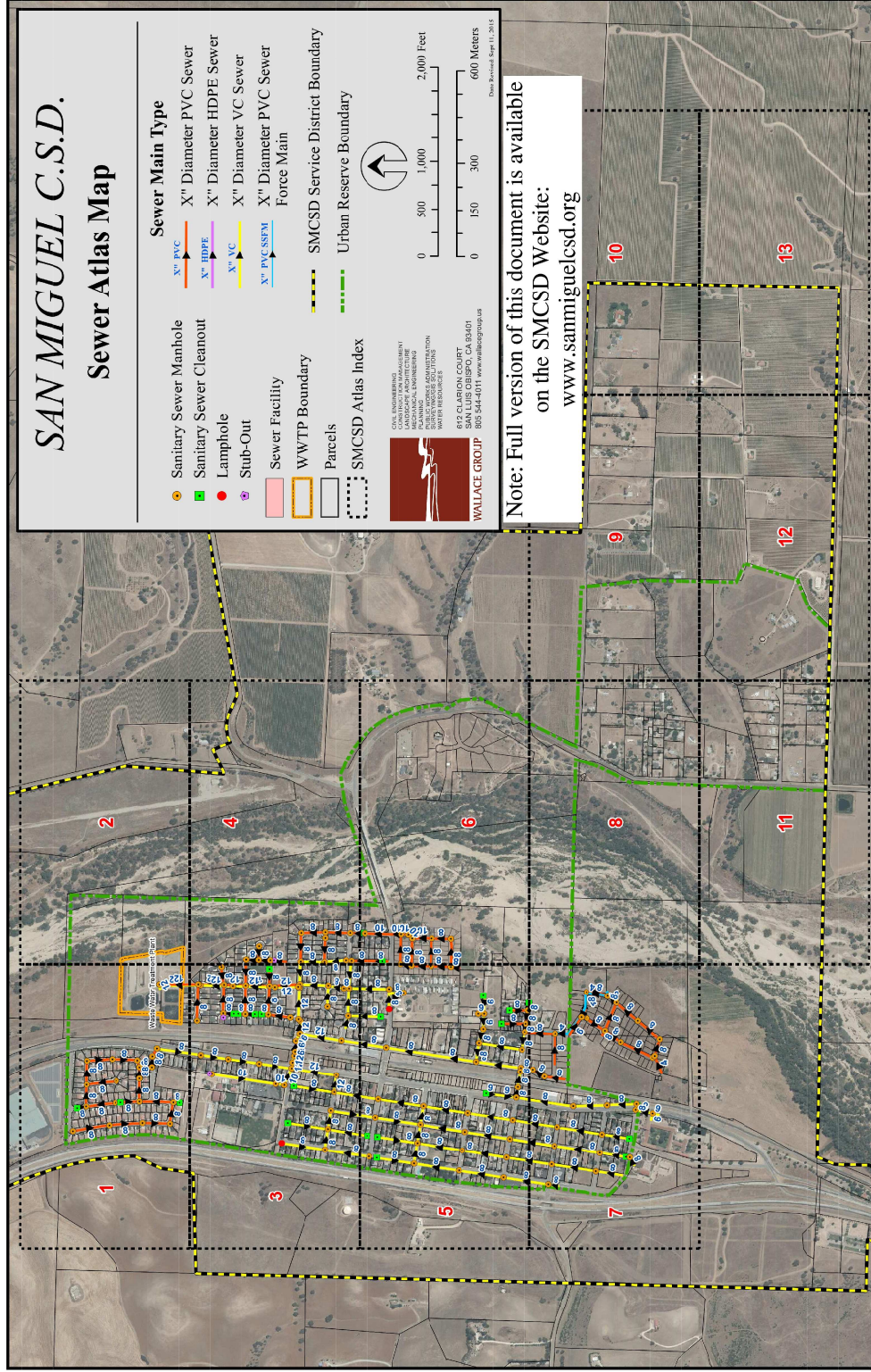
### ***District Contact Information***

District Office Telephone No.	805-467-3388	
<b>Title</b>	<b>Staff Member</b>	<b>Mobile Phone Number</b>
General Manager	Rob Roberson	805-441-4725
Director of Utilities	Kelly Dodds	805-291-0815
Utility Operator	Mike Sobotka	805-674-9183
Utility Worker	Vacant	N/A
District Engineer	Blaine Reely	805-280-1051
District Legal Counsel	Doug White	916-468-0950

### ***Agency Contact Numbers for Reporting SSOs***

<b>Title</b>	<b>Office Phone Number</b>
CA Regional Water Quality Control Board	805-549-3689
San Luis Obispo County Environmental Division	805-781-5544
San Luis Obispo County Office of Emergency Services	805-781-5011
Sherriff Watch Commander	805-781-4553
CAL EMA Warning Center	1-800-852-7550
Sherriff Watch Commander	805-781-4553
CA Department of Fish & Game (San Luis Obispo County)	805-649-2817

**Appendix C – Element 4 – Operations and Maintenance**  
**Sewer Collection System Atlas Map Excerpt**





***Current Inventory List (updated annually)***

- Vactor Truck available through City of Paso Robles
- Two spare lift pumps for the WWTP headworks
- Two 8-inch mechanical plugs
- Sewer solvent for dissolving backups
- One 12-inch ball plug
- One 12-inch mechanical plug
- Bypass pump for manhole to manhole pumping
- 100-feet of 4-inch hose
- Manhole entry equipment
- Sewer rod and tools
- Bleach
- Sand
- Tractor
- Excavator
- Dump Trailer
- CCTV Sewer Camera

# Appendix D – Element 6 – Overflow Emergency Response Plan

## SSOR for CIWQS

### SEWER OVERFLOW RESPONSE REPORT CIWQS - SSO FORM

**DISCHARGER**

San Miguel Community Services District  
1150 Mission St San Miguel, CA 93451  
(805)467-3388

**SSO TYPE (Select Category 1 or 2)**

**1-** Category 1 (>= 1000 Gals or reached a body of water)

**2-** Category 2 <1000 Gals, not discharged into a body of water)

**SPILL NAME**

---

**NO SPILL CERTIFICATION**

No Spill MM/DD/YY \_\_\_\_\_  
Confirmation Number \_\_\_\_\_  
Entered Date and Time MM/DD/YY \_\_\_\_\_ Time: \_\_\_\_\_

**SSO DESCRIPTION**

Estimated Spill Start Date/Time: MM/DD/YY \_\_\_\_\_ Time: \_\_\_\_\_  
Date/Time Sewer System Agency was notified or discovered spill: MM/DD/YY \_\_\_\_\_ Time: \_\_\_\_\_  
Estimated Operator Arrival Date/Time: MM/DD/YY \_\_\_\_\_ Time: \_\_\_\_\_  
Estimate Spill End Date/Time: MM/DD/YY \_\_\_\_\_ Time: \_\_\_\_\_  
Estimated Date/Time Clean-Up Began: MM/DD/YY \_\_\_\_\_ Time: \_\_\_\_\_  
Estimate Date/Time Clean-Up Completed: MM/DD/YY \_\_\_\_\_ Time: \_\_\_\_\_

Estimated Spill Volume (Gals) \_\_\_\_\_  
Estimated Spill Rate (Gals per minute) \_\_\_\_\_

**SSO LOCATION**

Physical Location Details \_\_\_\_\_  
Latitude of Spill Location \_\_\_\_\_  
Longitude of Spill Location \_\_\_\_\_  
Street Number \_\_\_\_\_ Street Direction \_\_\_\_\_ Ste/Apt# \_\_\_\_\_  
Street Name \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Cross Street \_\_\_\_\_  
County San Luis Obispo County

Spill Location Description & Path of Spill

**SPILL DETAILS**

Spill Appearance Point: *(Circle all which are applicable)*

- Building/Structure
- Force Main / Pressure system
- Gravity Sewer
- Manhole
- Other Sewer System Structure
- Pump Station
- Other (Specify)

If Other, required explanation:

Did Spill discharge to a drainage channel and/or surface water? \_\_\_\_\_

YES \_\_\_\_\_

NO \_\_\_\_\_

Did the spill discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system? \_\_\_\_\_

YES \_\_\_\_\_

NO \_\_\_\_\_

Was this a Private Lateral Spill? \_\_\_\_\_

YES \_\_\_\_\_

NO \_\_\_\_\_

Name of responsible party (for private lateral spill only) \_\_\_\_\_

Final Spill Destination?  
(Circle all which are applicable)

- Beach
- Building Structure
- Other Paved Surface
- Storm Drain
- Street/Curb and gutter
- Surface Water
- Unpaved surface
- Other (Specify)

If Other, required explanation: \_\_\_\_\_

Spill Cause:  
(Circle all which are applicable)

- Debris
- Flow exceeded capacity
- Grease (FOG)
- Operator Error
- Pipe Structural problem/failure
- Pump Station Failure
- Rainfall exceeded design
- root intrusion
- vandalism
- Other (Specify)

If Other, required explanation: \_\_\_\_\_

Were Public Health Warnings Posted: \_\_\_\_\_

YES \_\_\_\_\_

NO \_\_\_\_\_

Number of SSO's in Same Location in past five (5) years: \_\_\_\_\_

If spilled caused by wet weather, choose size of storm:  
1, 2, 5, 10, 50, 100 >100 year storm \_\_\_\_\_

Diameter of sewer pipe at the point of blockage or spill: \_\_\_\_\_

Material of sewer pipe at point of blockage or spill: \_\_\_\_\_

Estimated age of sewer pipe at point of blockage or spill: \_\_\_\_\_

Description of surrounding terrain:  
(Circle all which are applicable)

- flat
- mixed
- steep

**SPILL RESPONSE:**

Spill Response Activities (Can Select Multiple Answers)

- cleaned Up (mitigation effects of the spill)
- contained all or portion of spill
- Inspected sewer using CCTV to determine cause
- restored flow
- returned all or portion of spill to sanitary sewer system
- Other (Specify)

If Other, required explanation:

Visual Inspection results from impacted receiving water:

Overall Spill Description:

**NOTIFICATION DETAILS**

OES Control Number (Required for Category 1: >= 1000 gallons and spilled reached surface water or storm drainpipe)

OES Called Date/Time: MM/DD/YY \_\_\_\_\_ Time: \_\_\_\_\_

RWQCB Notified Date/Time: MM/DD/YY \_\_\_\_\_ Time: \_\_\_\_\_

(Circle Applicable Notification Methods)

Fax                      Phone                      Letter

Other Agency Notified (OES, County Health, F&G, Other) \_\_\_\_\_

Was the Spill report submitted via fax to the RWQCB: Yes \_\_\_\_\_ NO \_\_\_\_\_

Date and Time Spill Report of faxed: MM/DD/YY \_\_\_\_\_ Time: \_\_\_\_\_

Reported By (NAME): \_\_\_\_\_

SSO Report Submitted to RWQCB Representative: \_\_\_\_\_

**CIWQS REPORTING**

Signature of Responding Operator: \_\_\_\_\_

Report Entered into CIWQS: DATE \_\_\_\_\_ TIME \_\_\_\_\_ INTLS: \_\_\_\_\_


CIWQS / SSO EVENT ID: \_\_\_\_\_

Signature of Reporting Personnel: \_\_\_\_\_

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

## **Appendix E – Element 8 – System Evaluation & Capacity Assurance Plan**

*The District Wastewater Masterplan (Updated and Adopted by District in November 2017) (Document is included by reference – available on District Website). This document includes the Districts Wastewater Capital Improvement Program and Cost Estimates*




**WATER & WASTEWATER MASTERPLAN**

**UPDATE**


November 16, 2017

**SAN MIGUEL COMMUNITY SERVICES DISTRICT**



Prepared by:

Monsoon Consultants  
San Luis Obispo, CA  
[www.monsoonconsultants.com](http://www.monsoonconsultants.com)



*Blaine T. Rely*  
11-07-17

P.O. Box 180 1150 Mission Street San Miguel, CA 93451  
Tel. 805-467-3388 Fax 805-467-9212

Note: Full version of this document is available on the SMCS D Website:  
[www.sanmiguelcsd.org](http://www.sanmiguelcsd.org)

**Appendix F – Element 10 – Sanitary Sewer Management Plan Audits  
SSMP Audit Form**

**Sewer System Management Plan Audit Report**

<b>Name of Agency</b>	SAN MIGUEL COMMUNITY SERVICES DISTRICT
<b>Date of Audit</b>	
<b>Name of Auditor</b>	
<b>System Overview</b>	
<b>LF of gravity sewer mains</b>	
<b>LF of Public force mains</b>	
<b>Total LF of all Public sewer lines</b>	
<b>Number of pump stations</b>	
<b>LF of private sewer mains, excl. laterals</b>	*
<b>LF of private sewer laterals</b>	*
<b>Population served</b>	
<b>Current average monthly single family residential sewer rate</b>	

\*Source:

**I. GOALS**

- 1 Are the goals stated in the SSMP still appropriate and accurate? **Yes / No**
- 2 If you answered No to question 1, describe content and schedule for updates, or provide additional comments for Yes response at end of report.

**II. ORGANIZATION**

REFERENCE MATERIAL

- **Organization chart**
- **Phone list**

- 3 Is the SSMP up to date with agency organization and staffing contact information? **Yes / No**
- 4 If you answered No to question 3, describe content and schedule for updates, or provide additional comments for Yes response at end of report.

**LEGAL AUTHORITY**

REFERENCE MATERIAL

- **Ordinances**
- **Enforcement actions**

- 5 Does the SSMP contain up-to-date information about your agency's legal authority? **Yes / No**

## Sewer System Management Plan Audit Report

- 6 Does your agency have sufficient legal authority to control sewer use and maintenance?  
**Yes / No**
- 7 If you answered No to question 5 or 6 describe content and schedule for necessary changes, or provide additional comments for Yes response at end of report.

### IV. OPERATIONS AND MAINTENANCE

#### a. COLLECTION SYSTEM MAPS

##### REFERENCE MATERIAL

- **Summary of information included in mapping system**

- 8 Does the SSMP contain up-to-date information about your agency's maps?  
**Yes / No**
- 9 Are your agency's collection system maps complete, up-to-date, and sufficiently detailed?  
**Yes / No**
- 10 If you answered No to question 8 or 9, describe content and schedule for necessary changes, or provide additional comments for Yes response at end of report.

#### b. RESOURCES AND BUDGET

##### REFERENCE MATERIAL

- **Current Capital Improvement Plan (CIP)**
- **Current operating budget**

- 11 Does the SSMP contain up-to-date information about your agency's resources and budget?  
**Yes / No**
- 12 Are your agency's resources and budget sufficient to support effective sewer system management?  
**Yes / No**
- 13 Do your agency's planning efforts support long-term goals?  
**Yes / No**
- 14 If you answered No to questions 11, 12 or 13, describe content and schedule for necessary changes, or provide additional comments for Yes response at end of report.

## Sewer System Management Plan Audit Report

**c. PRIORITIZED PREVENTIVE MAINTENANCE**

REFERENCE MATERIAL

- Cleaning schedules
- List or map of hotspots
- Work orders
- Incidence Reports
- Customer feedback

**Table 1. Anticipated Annual Preventive Maintenance Activities**

Maintenance activities (lineal ft/yr)	2018	2019	2020	2021	2022
CCTV (video inspection)					
Cleaning with CCTV					
Cleaning					
Smoke testing					

- 15 Does the SSMP contain up-to-date information about your agency's preventive maintenance activities?  
**Yes / No**
- 16 Based on O & M history are your agency's preventive maintenance activities sufficient and effective in reducing and preventing SSO's and blockages?  
**Yes / No**
- 17 If you answered No to questions 15 or 16, describe content and schedule for necessary changes, or provide additional comments for Yes response at end of report.

**d. SCHEDULED INSPECTIONS AND CONDITION ASSESSMENT**

REFERENCE MATERIAL

- Inspection reports
- Infiltration and Inflow (I/I) monitoring studies and reports
- Pipe and manhole condition data

- 18 Does the SSMP contain up-to-date information about your agency's inspections and condition assessment?  
**Yes / No**
- 19 Are your agency's scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies?  
**Yes / No**



## Sewer System Management Plan Audit Report

20 If you answered No to questions 18 or 19, describe content and schedule for necessary changes, or provide additional comments for Yes response at end of report.

### **e. CONTINGENCY EQUIPMENT AND REPLACEMENT INVENTORIES**

#### REFERENCE MATERIAL

- **Funds spent on equipment and materials**
- **Equipment and parts inventory**

21 Does the SSMP contain up-to-date information about equipment and replacement inventories?

**Yes / No**

22 Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?

**Yes/No**

23 If you answered NO to question 21 and/or 22, describe content and schedule for necessary arrangements, or provide additional comments for Yes response at end of report.

### **f. TRAINING**

#### REFERENCE MATERIAL

- **Employee training records**

24 Does the SSMP contain up-to-date information about your agency's training expectations and programs?

**Yes /No**

25 Do supervisors believe that their staff is sufficiently trained?

**Yes/No**

26 Are staff satisfied with the training opportunities and support offered to them?

**Yes/No**

27 If you answered NO to questions 24, 25 and/or 26, describe content and schedule for necessary improvements, or provide additional comments for Yes response at end of report.

### **g. OUTREACH TO PLUMBERS AND BUILDING CONTRACTORS**

#### REFERENCE MATERIAL

- **Flyers/mailings**
- **Mailing lists**

## Sewer System Management Plan Audit Report

- 28 Does the SSMP contain up-to-date information about your agency's outreach to plumbers and building contractors?  
**Yes /No**
- 29 Has your agency conducted or participated in any outreach activities to plumbers and building contractors?  
**Yes/No**
- 30 If you answered NO to questions 28 and/or 29, describe content and schedule for future activities, or provide additional comments for Yes response at end of report.

**Table 2. Number of Permits issued to plumbers for work that could impact District facilities:**

2018:	2022:	2026:
2019:	2023:	2027:
2020:	2024:	2028:
2021:	2025:	2029:

Permit process includes inspection by District staff.

### V. DESIGN AND CONSTRUCTION STANDARDS

REFERENCE MATERIAL

- Design and construction standards
- Ordinances

- 31 Does the SSMP contain up-to-date information about your agency's maps?  
**Yes / No**
- 32 Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities, sufficiently comprehensive and up-to-date?  
**Yes / No**
- 33 If you answered NO to questions 31 and/or 32, describe content and schedule for necessary revisions, or provide additional comments for Yes response at end of report.

### VI. OVERFLOW EMERGENCY RESPONSE PLAN

REFERENCE MATERIAL

- Data submitted to CIWQS
- Service call data

## Sewer System Management Plan Audit Report

**Table 3. Annual SSO Statistics**

Indicator	2018	2019	2020	2021	2021
Number of SSO's (total)					
Wet season SSO's*					
Dry season SSO's*					
Number of SSO's (by volume range)					
< 10 gal					
10 – 99 gal					
100 – 999 gal					
1000 – 9999 gal					
≥ 10,000 gal					
Total SSO Volume					
Volume reaching waters of the State					
Volume not contained by not reaching waters of the State					
Volume recovered					
Net volume (total minus recovered)					
Number of SSO's per 100 mile of sewer per year					
Volume of SSO's per 100 mile of sewer per year					
Total Volume conveyed to the plant (million gal)					
Total volume SSO / Total volume conveyed, gallons / million gallons					
Number of SSO (by cause)					
Blockages:					
Roots					
Grease					
Debris					
Debris from Laterals					
Animal Carcass					
Construction Debris					
Multiple causes					
Infrastructure failure					
Inflow & Infiltration					
Electrical Power Failure					
Flow Capacity Deficiency					
Natural Disaster					
Bypass					
Cause Unknown					
Average Response Times, minutes					
Business Hours					
Notification to arrival on site					
Notification to complete clearance					

Form updated: 5/16/2018

Page 6 of 10

## Sewer System Management Plan Audit Report

Non-business hours					
Notification to arrival on site					
Notification to complete clearance					
Number of locations with multiple SSO's					

\*Wet season defined as \_\_\_\_\_, dry season \_\_\_\_\_. Season does not necessarily reflect conditions at the time of the SSO.

- 34 Does the SSMP contain up-to-date information of your agency's Overflow Emergency Response Plan?  
**Yes / No**
- 35 Considering the information in Table 3, is the Overflow Emergency Response Plan effective in handling SSO's?  
**Yes / No**
- 36 If you answered NO to questions 34 and/or 35, describe content and schedule for necessary revisions and implementation, or provide additional comments for Yes response at end of report.

### VII. FATS, OILS, AND GREASE (FOG) CONTROL PLAN

REFERENCE MATERIAL

- List or map of FOG sources in service area
- List or map of hotspots
- Cleaning schedules
- Restaurant inspection reports or summaries
- Data submitted to CIWQS
- Service call data

**Table 4. FOG Control Statistics**

	2018	2019	2020	2021	2022
<b>Number of SSO's caused by FOG</b>					
<b>Number of FOG inspections completed</b>					

- 37 Does the SSMP contain up-to-date information about your agency's FOG control program?  
**Yes / No**
- 38 Considering the information in Table 4, is the current FOG program effective in documenting and controlling FOG sources?  
**Yes / No**
- 39 If you answered NO to questions 37 and/or 38, describe content and schedule for necessary changes, or provide additional comments for Yes response at end of report.

## Sewer System Management Plan Audit Report

### VIII. CAPACITY MANAGEMENT

REFERENCE MATERIAL

- Capacity assessment reports
- CIP
- SSO data

**Table 5. SSO's Caused by Hydraulic Limitations**

	2018	2019	2020	2021	2022
Number of SSO's caused by capacity limitations					

- 40 Does the SSMP contain up-to-date information about your agency's capacity assessment?  
**Yes / No**
- 41 Has your agency completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system?  
**Yes / No**
- 42 If you answered NO to questions 40 and/or 41, describe content and schedule for necessary activities, or provide additional comments for Yes response at end of report.

### IX. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

- 43 Does the SSMP contain up-to-date information about your agency's data collection and organization?  
**Yes / No**
- 44 Is your agency's data collection and organization sufficient to evaluate the effectiveness of your SSMP?  
**Yes / No**
- 45 If you answered NO to questions 43 and/or 44, describe content and schedule for necessary improvements, or provide additional comments for Yes response at end of report.

### X. SSMP AUDITS

- 46 Will this SSMP Audit be submitted with the Annual Report to the Regional Water Board within the required timeframe?  
**Yes / No**

### XI. COMMUNICATION PROGRAM

REFERENCE MATERIAL

- Mailings and mailing lists





**RESOLUTION NO. 2018-22**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING THE AUDIT OF  
THE EXISTING AND UPDATE TO THE DISTRICT'S SANITARY SEWER  
MANAGEMENT PLAN (SSMP)**

**WHEREAS**, San Miguel Community Services District ("District") has the responsibility to maintain and manage the communities public sanitary sewer collection system; and

**WHEREAS**, On May 2, 2006, the SWRCB adopted Water Quality Order No. 2006-0003-DWQ (herein after General WDR), requiring all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under this General WDR.; and

**WHEREAS**, the current SSMP was adopted by the District at the September 23, 2010 SMCSD Board Meeting. As part of the SSMP, the District is required to conduct periodic internal audits. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements including identification of any deficiencies in the SSMP and steps to correct them. The District is required to report the results of the audits, along with recommendations and suggested improvements, to the RWQCB in its annual reports. Updates for the District's SSMP should be completed as needed. The last SSMP Audit of the SSMP was completed in August 2012; and

**WHEREAS**, the District Board of Directors directed the District Engineer to prepare an audit of the existing SSMP and update the plan as required; and

**WHEREAS**, the District Engineer has complete the audit of the existing SSMP and prepared a 2018 update of the subject plan as required by the SWRCB. The subject plan and audit has been reviewed by District staff and hereby recommended for approval by the District Board.

**NOW THEREFORE, BE IT RESOLVED**, the Board does, hereby, adopt this Resolution for purposes specified herein.

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

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 28<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
John Green, Board President

ATTEST:

\_\_\_\_\_  
Douglas L. White, District General Counsel





# District Projects and accomplishments

## Fiscal year 2017-18

Not in chronological order

The projects and accomplishments on this list represent the hard work of the Staff, and Board to correct prior issues and move the District forward in a progressive, meaningful and positive manner. Some items may seem miniscule but they all build toward a better, healthier, future for the Community.

### Regulation/ reporting

- Filed Statement of facts, last time it was filed was in 2014
- Annual 700 forms filed with the County Clerk Recorder
- 2017 Government Compensation in California Report filed, last filed in 2014
- New board member appointed to fill vacancy

### Financially

- Started and Completed the 2015-16 audit
- Input journal entries from 2015-16 audit
- Corrected prior years IRS payments and reporting
- Corrected prior years EDD payments and reporting
- Started the 2016-17 audit

### Fire Department

- Started remodel of 2<sup>nd</sup> floor at fire station
- Started planning and developed a plan for fire station expansion
- Purchased a new utility replacing the existing aged utility.
- Purchased and placed in service new Self Contained Breathing Apparatus
- Sealed and repainted handicap space at fire station
- Submitted Joint application with Cambria Fire for AFG for new vehicle radios and portable radios

- Received VFA grant for wildland turnouts, handheld radios, and fire pagers.
- Massive cleanup effort in the Salinas River bed of a previous homeless encampment. (involving fire and utility personnel)
- Sent an engine and crew to the Napa Fire, and Montecito Mudslide
- Renewed the MOA with Cal Fire for the Repeater site
- Installed a standby generator at the Fire Station (cost shared by Fire, Water and Wastewater)
- Completed most of the fire inspections for businesses within the district
- Received donated extrication equipment
- Purchased and installed a high-pressure pump for Engine 8668
- Donated old SCBAs to Bomberos Tecate in Tecate Mexico
- Classes held
  - Chainsaw class
  - Driver Operator 1A and 1B
  - Firing Operations

### **Lighting**

- Evaluating additional street lighting locations throughout the district.
- Corrected Billing of new street lights within the District
- Converted remaining existing street lights through PG&E resulting in a \$900 refund

### **Wastewater**

- Hired a new Utility Operator Shared between water and wastewater in October 2017
- Hired a new Account clerk in September 2017
- Started study for the replacement of aerators at the WWTP, in conjunction with Energy Watch (A SLOCO GROUP)
- Purchased a 2<sup>nd</sup> utility vehicle (WW and W)
- Applying for a grant to do the engineering for the expansion of the treatment plant (PROP 1)
- Started and Completed update to the wastewater master plan
- Started and completed a Rate study estimated implementation July 2018
- Connection fee increase completed, effective July 1<sup>st</sup>, 2018
- Started working with Grad student at Cal Poly to work on concept for WWTP expansion (no cost to the district)
- Started and completed the SSMP audit and update
- Pursuing grant from IRWM for recharge basin study (IRWM Grant)
- Sealed driveway to WWTP
- Started/ completed rate audit of existing customers to ensure proper billing for Multifamily properties and Restaurants
- Performed major cleanup of the treatment plant
- Purchased the property to the north of the Machado Wastewater facility to facilitate the expansion of the facility
- Wastewater lift station brought on line for Mission Gardens Tract 2527

## **Water**

- Hired a new operator Shared between water and wastewater in October 2017
- Hired a new Account clerk in September 2017
- Started GSP- GSA process with other stakeholders in the county.
- Passed MOA for the development of the GSP and Group was awarded a grant to cover the GSP development cost.
- Purchased a 2<sup>nd</sup> utility vehicle (WW and W)
- Replaced the well pump and equipment at Well 3 (Completed February 2018)
- Started and Completed update to the Water masterplan
- Started and completed a Rate study estimated implementation July 2018
- Connection fee increase completed, effective July 1<sup>st</sup>, 2018
- Had a main break on the line beneath the railroad tracks on 11<sup>th</sup> street, board approved preparing plans for the replacement. Plans adopted by the board 2/22/18, pending funding for replacement.
- Had a main break on a main distribution line from the SLT tank to Oak St, began developing plans to replace the line, working with property owners to secure easements for the water line.
- Main break on water line on K street by the Hotel, adjacent to another break last year
- Completed water line replacement through the San Miguel park
- SLT Blending line COMPLETED by Whitaker Construction (CDBG FUNDED)
- Sealed well 4 driveway and yard driveway
- Completed rate audit of existing customers to ensure proper billing for Multifamily properties and Restaurants
- Continuing to replace water meters as part of an annual replacement program
- Started planning for replacement of the access road to the SM Reservoir
- Main break on water line on K-L alley at the intersection of 15<sup>th</sup> street

## **Solid Waste**

- Started and implemented rate increase for commercial rates through Prop 218 process.

## **Acronyms**

AFG – Assistance to Firefighter Grant

CDBG – Community Development Block Grant

GSA – Groundwater Sustainability Agency

GSP - Groundwater Sustainability Plan

IRWM – Regional water management

MOA – Memorandum of Agreement

PROP 1 – State Grant for water/ wastewater projects

SCBA – Self Contained Breathing Apparatus

SLOCO – San Luis Obispo County

SSMP – Sanitary Sewer Management Plan

VFA – Volunteer Firefighter Assistance Grant

W – Water

WW – Wastewater

WWTP – Wastewater Treatment plant



## San Miguel Community Services District Board of Directors

### Staff Report

June 28, 2018

Agenda Item: XI -4

**SUBJECT:** Consideration of **Resolution 2018-21** requesting consolidation of the San Miguel Community Services District's Biennial Election with County's November 6, 2018 Consolidated General Election.

---

**RECOMMENDATION:**

Staff recommends that the Board approve **Resolution No. 2018-21** requesting consolidation of the San Miguel Community Services District's Biennial Election with the County's November 8, 2018 Consolidated General Election.

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**BACKGROUND:**

Pursuant to California Elections Code §10555, the San Miguel Community Services District's Biennial Election can be consolidated with the San Luis Obispo County's November 6<sup>th</sup>, 2018 General Election. This is a long-standing practice for past District elections, as it saves the District a substantial amount of staff time and money that would otherwise be spent on preparation of materials, mailing election materials, counting ballots and certifying the election results.

**FISCAL IMPACT:**

Consolidating elections is the most cost-effective approach to District elections since any costs are based on # of voters and a pro-rata sharing with other agencies participating in a consolidated biennial election.

**PREPARED BY:**

---

Tamara Parent  
Board Clerk/Accounts Manager

**Attachment: Resolution No. 2018-21**

**RESOLUTION NO. 2018-21**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT  
REQUESTING CONSOLIDATION OF THEIR BIENNIAL ELECTION WITH THE  
NOVEMBER 6, 2018 CONSOLIDATED GENERAL ELECTION**

**WHEREAS**, an election shall be conducted on November 6, 2018, for the San Miguel Community Services District (“District”) pursuant to the Uniform District Election Law commencing with Elections Code §10500; and

**WHEREAS**, pursuant to Elections Code Section §10555, said election may be consolidated with any other election pursuant to Part 3 (commencing with Section §10400); and

**WHEREAS**, the Board of Directors requests the San Luis Obispo County Board of Supervisors consolidate this District’s General District Election with any other election which may be held on the same day.

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

1. The Board of Supervisors of San Luis Obispo County is hereby requested to consolidate the General District Election of this District to be held on November 6, 2018 with all other elections held on the same date. This request is made pursuant to Elections Code §10555 and §10400, et seq. The Board of Directors agrees to reimburse the County of San Luis Obispo in full, upon presentation of a bill for services performed relating to this election.
2. The offices to be voted on are two (2) positions on the Board of Directors for four-year terms.

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 28th day of June 2018.

By: \_\_\_\_\_  
John Green, President of the Board

(continued on next page)

**ATTEST:**

By: \_\_\_\_\_  
Rob Roberson, Interim General Manager/Fire Chief

By: \_\_\_\_\_  
Tamara Parent, Board Clerk/Accounts Manager

**APPROVED AS TO FORM:**

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