



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, December 20th, 2018
6:30 P.M. closed session 7:00 P.M. opened session
BOARD OF DIRECTORS SPECIAL 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

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:** **6:30 PM**
- II. **Pledge of Allegiance:**
- III. **Roll Call:** *Green* ___ *Parent* ___ *Buckman* ___ *Kalvans* ___ *Sangster* ___
- IV. **Approval of Regular 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

- 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. Presentation of Certificate of Appreciation for Public Service to Gib Buckman, Retiring Board of Director, by County Supervisor John Peschong, San Luis Obispo County Board of Supervisors and Resolution 2018-36 San Miguel Community Services District
- 2. **Swearing in & Oath of Office:**
Administering the Oath of Office to newly elected Board members: Ashley Sangster, Hector Palafox
- 3. **Election of Board Officers and Board Appointments:**
 - A. Nominate and Elect Board of Director Officers:
 - A.1. President
 - A.2. Vice-President

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 | Verbal |
| 5. | Camp Roberts—Army National Guard
(LTC Robert Horvath or LTC Arnold Andersen) | 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. Approve **Resolution No. 2017-37** establishing Regular Board of Director Meeting Dates for 2019
2. **Review and Approve Board Meeting Minutes**
 - a) 11-15-2018 Special Board Meeting

XI. BOARD ACTION ITEMS:

1. **Review and approve Resolution 2018-38 authorizing proposed Midyear Budget adjustments to the approved FY 2018-19 budget.** (Roberson)

Recommendation: Approve resolution 2018-38 authorizing proposed Midyear Budget adjustments to the approved FY 2018-19 budget

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

M_____ S_____ V_____

2. **Review, Discuss, Receive and File the Enumeration of Financial Report for November 2018** (Freeman)
 - A. Claims Detail Report 11-2018
 - B. Statement of Revenue Budget vs Actuals 11-2018
 - C. Rev Budget vs Actual Summary 11-2018
 - D. Statement of Expenditures Budget vs Actual 11-2018
 - E. Cash Report for Payrolls 11-2018

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

M _____ S _____ V _____

3. Review and Discuss using a Payroll service. (Freeman)

Recommendation: Provide direction to staff regarding a District payroll service.

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

4. Discuss and Approve the Formation of Ad-Hoc Committee for the District Personnel Guidelines by Resolution 2018-39.

Recommendation: Discuss and elect members to the Personnel Guidelines Ad-Hoc Committee

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

M _____ S _____ V _____

XII. BOARD COMMENT:

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

XIII. ADJOURNMENT TO NEXT REGULAR MEETING OF 01-24-2018

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 December 13, 2018

Date: December 13, 2018

Rob Roberson approved 12-6-2018

Rob Roberson, Fire Chief/Interim General Manager

John Green approved 12-6-2018

President Green, SMCS D

Tamara Parent

Tamara Parent, Board Clerk/ Accounts Manager

Resolution 2018-36

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT RECOGNIZING AND HONORING GILBERT “GIB” BUCKMAN FOR OVER EIGHTEEN YEARS OF DEDICATED SERVICE

WHEREAS, Gilbert Buckman was elected to the San Miguel Community Services District Board of Directors in 2000 and has served on the Board of Director for 18 years, and

WHEREAS Mr. Buckman served as Vice President of the San Miguel Board of Directors in 2013 and served on the Finance & Budget Committee from 2001, and

WHEREAS, Gilbert Buckman demonstrated his commitment and dedication to the San Miguel Community Services District; through his knowledge and experience and has provided leadership and service for many District-wide projects and facilities, and

WHEREAS, Gilbert Buckman’s unique ability to relate to people through all levels of the community earned him great respect among his counterparts, and residents throughout the San Miguel Community Services District and the County of San Luis Obispo, and

WHEREAS, Gilbert Buckman is a visible and cherished presence in the community with his charitable work and good nature, thereby generating goodwill for the District and leaving the community with a positive impression of the San Miguel Community Services District; and

WHEREAS, Gilbert Buckman has a strong and unshakable commitment to San Miguel’s history, with integrity;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Miguel Community Services District does hereby recognize Gilbert Buckman for his eighteen plus years of outstanding dedicated service to the San Miguel Community Services District and the entire community.

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 the 20th day of December 2018.

John Green, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, General Manager

Douglas L. White, District General
Counsel

Tamara Parent, Board Clerk



Certificate of Appointment and Oath of Office

State of California)
) ss.
County of San Luis Obispo)

I, Tamara Parent, Board Clerk of the San Miguel Community Services District, County of San Luis Obispo, State of California, hereby certify that at a Special meeting of district held at 1150 Mission Street, San Miguel California on the 20th day of December 2018 ASHLEY SANGSTER who resides at 886 River Road, San Miguel California was elected to the office of DIRECTORS, SAN MIGUEL COMMUNITY SERVICES DISTRICT for the term from 12/07/2018 to 12/07/2022 as appears by the records of said district now in my custody.

IN WITNESS WHEREOF, I hereunto affix my hand and Seal
of said district this 20th of December 2018

Board Clerk

State of CALIFORNIA)
) ss.
County of San Luis Obispo)

I, ASHLEY SANGSTER, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations or purpose of evasion; that I will well and faithfully discharge the duties upon which I am about to enter.

Candidate Signature

Subscribed and sworn before me, this 20th day of December 2018

Signature

Print Name & Title

Certificate of Appointment and Oath of Office

State of California)
) ss.
County of San Luis Obispo)

I, Tamara Parent, Board Clerk of the San Miguel Community Services District, County of San Luis Obispo, State of California, hereby certify that at a Special meeting of district held at 1150 Mission Street, San Miguel California on the 20th day of December 2018 HECTOR PALAFOX who resides at 839 L Street, San Miguel California was elected to the office of DIRECTORS, SAN MIGUEL COMMUNITY SERVICES DISTRICT for the term from 12/07/2018 to 12/07/2022 as appears by the records of said district now in my custody.

IN WITNESS WHEREOF, I hereunto affix my hand and Seal
of said district this 20th of December 2018

Board Clerk

State of CALIFORNIA)
) ss.
County of San Luis Obispo)

I, HECTOR PALAFOX, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations or purpose of evasion; that I will well and faithfully discharge the duties upon which I am about to enter.

Candidate Signature

Subscribed and sworn before me, this 20th day of December 2018

Signature

Print Name & Title



San Miguel Community Services District

Regular Board Meeting Staff Report

DECEMBER 22, 2016

AGENDA ITEMS: VIII-3

SUBJECT: ELECTION OF BOARD OFFICERS AND BOARD APPOINTMENTS

STAFF RECOMMENDATION:

Elect new Board Officers for President and Vice-President for 2019

BACKGROUND:

District Board Rules & By laws provides for the annual election of Board officers, specifically President and Vice-President. Section 2.2 states that *The President and Vice-President of the Board shall be elected annually at the first regular meeting in December.* No specific procedures for nomination and election of officers are delineated.

Current Officers:

President:	John Green
Vice-President:	Joseph Parent

Nominations:

ACTION DISCUSSION:

Nominate and elect Board President and Vice-President to serve as Board officers for 2017.

PREPARED BY:

Tamara Parent

Board Clerk/ Accounts Manager



MONSOON CONSULTANTS

P.O. Box 151 San Luis Obispo, CA 93406
(805) 476-6168 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 - DECEMBER 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 7.6 MGAL (10,147 CCF) of water during the month of November 2018. This represents a increase of approximately 1% from the prior month. No major failures or unexpected major expenditures were encountered within the water, wastewater or street lighting systems during the month.

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):

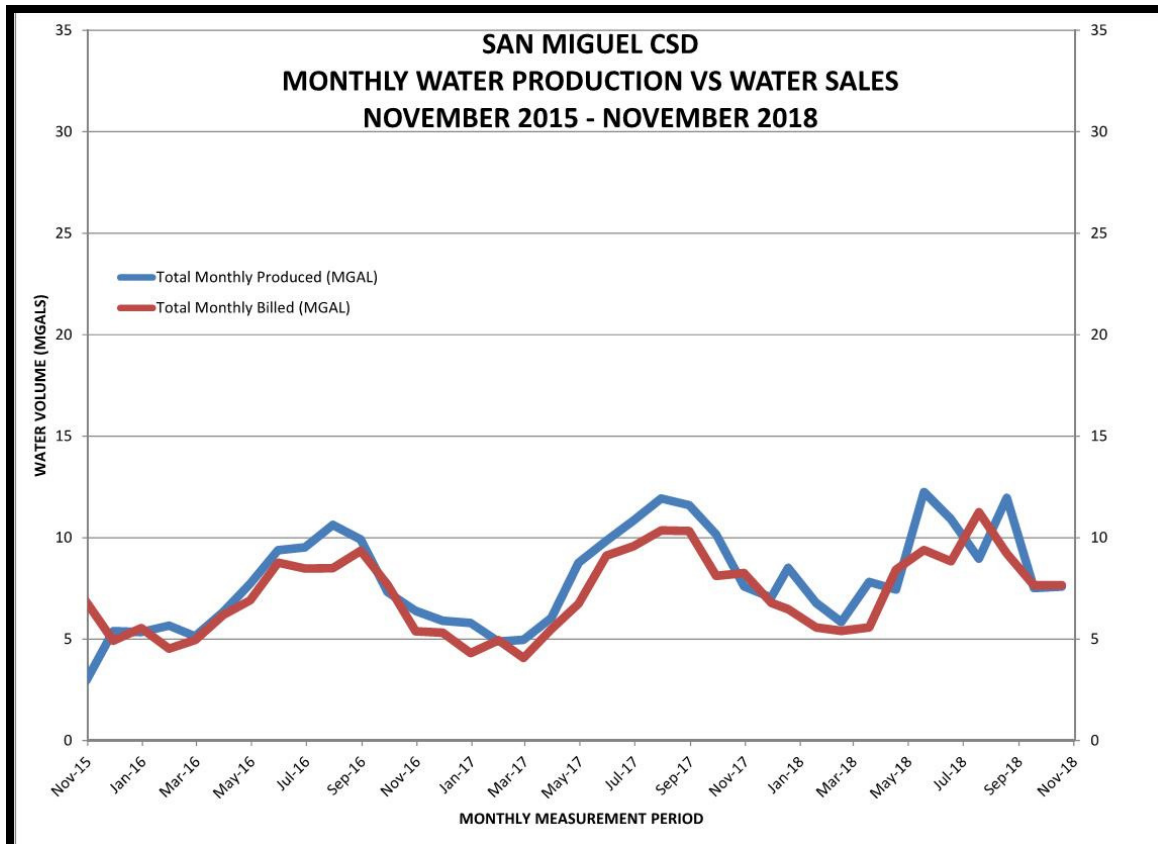
1. November 14, 2018: The DE participated in a meeting between all Paso Robles Groundwater Basin GSP coordination committee staff members to discuss GSP budget status and strategies related to insuring that the GSP is completed within the approved budget and schedule. The GSP consultant team was not in attendance.
2. December 12, 2018: The DE participated in a meeting between all Paso Robles Groundwater Basin GSP coordination committee staff members to receive an

CIVIL ENGINEERING / HYDROLOGY

update from the GSP consultant team and discuss future tasks, including a schedule for delivery of the remaining 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 final project / CDBG Grant close-out paperwork was delivered to the County on December 13, 2018. No further action on this project is anticipated.
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 engineering phase of this project has been completed at no cost to the District. The County's consultants have issued the Final Technical Memorandum outlining some of the options for the replacement of the existing surface aerators with bubbler aeration in the ponds. Part of the recommendation is to install a headworks to prevent

fouling the diffusers. The SLO County Energy Watch and PG&E staff is working on preliminary paperwork for "On Bill" Financing for this project. Once the design criteria are determined for the WWTP expansion / upgrade and it is determined that the aeration upgrade will be maintained with the plant expansion, then staff will bring additional items to the board to facilitate the approval and construction of the aeration upgrade. If the District elects to move forward with the recommendations, the cost of the improvements will be paid for through future energy cost savings.

3. 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. The following milestones have been completed to date:

- Complete Data Collection / Document Review
- Identify and Assess WWTP upgrade / expansion alternatives
- Prepare Preliminary Draft of WWTP Upgrade / Expansion Engineering Report
- Initiate hydro-geologic analysis of potential recharge basin locations

The Board authorized the DE to proceed with the engineering studies at the September 2018 regular meeting. All work to be performed in conjunction with the subject engineering study will be reimbursable from the \$177,750 Prop 1 IRWM DAC Involvement Grant Funds. Because of the DAC status, no matching funds are required. The DE made a presentation to the Board to summarize the results of the study to date and solicit input from the Board at the November 2108 Board meeting. The DE is planning to deliver the Final Draft of the WWTP Engineering Study for Board review in advance of the regular January 2019 Board meeting

Regarding additional funding, 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. We are currently in the process of investigating other grant funding opportunities for the permitting and construction phases of the plant expansion.

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. The DE sent correspondence in on July 9th requesting a status update on their phased development proposal. The property owners responded on August 8, 2018 indicating that they are moving forward with a proposal for a phased development plan. The DE has requested an update regarding the project schedule.
5. Water Storage Reservoir Access Road Improvements: The DE has initiated work on this project and the topographic mapping / surveying has been completed.

The design and construction documentation is approximately 90% complete and the DE is planning to deliver the final plans and specifications to the District at the January 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 developer has completed the installation of all infrastructure and home construction has begun with approximately 20 homes currently underway. In addition, construction of four (4) new homes have been started in the portion of the development that was acquired by Nino Development.
- b) Tract 2779 (Nino - 34 lots) – All underground utilities have been installed and paving operations have been completed. New home construction is anticipated to begin in early 2019..
- c) Tract 2647 Hastings The Bluffs - The developer has started construction on the initial two (2) residences.

GROUNDWATER SUSTAINABILITY AGENCY

The HydroMetrics GSP Consultant Team continues to work 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. Draft copies of the first three (5) chapters of the GSP have been distributed to the District Board members to date and the Draft copy of Chapter 6 will be distributed to the District Board in advance of the January 2019 meeting.

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

December 13, 2018

Date



SAN MIGUEL COMMUNITY SERVICES DISTRICT UTILITY REPORT

11-10-18 Thru 12-7-2018

AGENDA ITEM# IX.9

Well Status:

- Well 4 is fully operational - Well Level 108' 9-20-18
- Well 3 is fully operational - Well Level 80' 10-22-18
- SLT well is in service

Water System status:

Water leaks this month:0 This year: 10

Water related calls through the alarm company after hours this month: 0 this Year: 3

Sewer System status:

Sewer overflows this month: 0 this year: 0

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

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.

State Water Resources Control Board (SWRCB):

-

Ongoing Billing Audit:

- Based on the adopted billing policy 28 accounts were identified and changed.
Information provided previously
- 15 water accounts were identified that do not have sewer service where it is available.
- 78 water accounts were identified that do not have sewer service where it is not available

Billing related activity:

- **Total active accounts**
 - 860 water accounts
 - 740 wastewater accounts
- **Overdue accounts**

- 116 accounts 30 days past due for November billing period
 - (13% of total accounts, this is UP from October billing period)
- 80 door hangers issued after attempting to contact the past due account holders
 - (68% of total past due accounts, this is UP from October billing period)
- 0 accounts shut off for non-payment
 - (0% of total past due accounts, this is the SAME from October billing period)
- **Meter changeouts**
 - 36 Meters changed since July 1st
 - Meters changed for age, mechanical defects, radio operability issues

Lighting status:

- Following is the initial list sent to PG&E for new street lights, due to a miss communication between staff and PGE the list below had to be reapplied for.
 - On K street across from 1010 K street, first wood pole on the west side of K street north of 10th street
 - On 11th street at L / K street alley on the South West Corner, there is a wood pole with no #
 - On 9th Street at L / Mission Street alley on the South West corner, pole # 120025159
 - On 9th street at L / K Street alley on the south west corner Pole # 431773
 - 10th and mission south west corner pole # 110336395
 - On 12th street at L / K street alley south west corner there is a wood pole there with no #
 - On Lubova way pole # 120025354
 - Next to 1212 N Street on 12th street, pole # 120173810

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

Hiring status:

- We have found and hired a Utility Worker. He is very excited about starting in this field and interested in getting his licensing.

WWTP expansion and Aerator Upgrade

- See agenda item for ongoing information

SCADA:

- Staff will be working with Local IT Experts (our IT company) to remount and reconfigure the SCADA servers in a new rack to better protect the servers and UPS backups. We have experienced a few UPS failures recently that have been attributed to the exposure of the UPS's to dust and static.

“N” St Property Acquisition:

- The county is having an appraisal done on the three lots in question. I met with the appraiser on 10/15/18 so they could asses the infrastructure component of the appraisal. A request for an update was made to the County. (10/2018)

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"
11/22-12/2/18 2"

PREPARED BY:

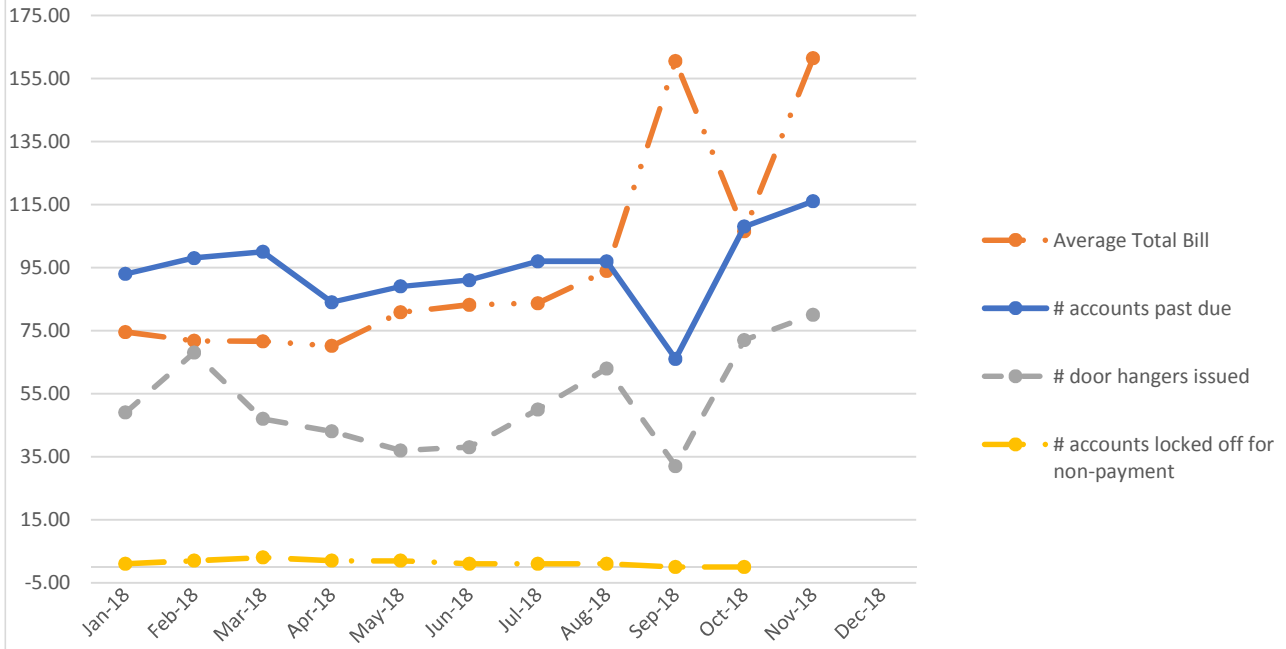
Kelly Dodds

Kelly Dodds

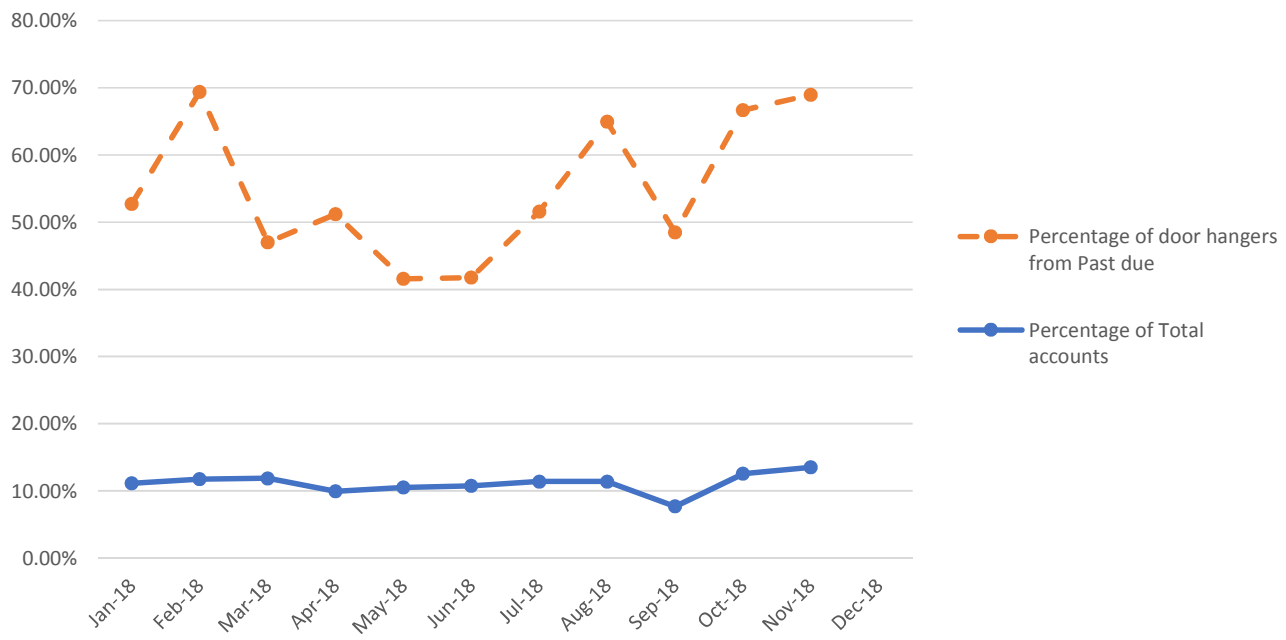
Director of Utilities

Date: December 7th, 2018

San Miguel CSD
Past Due, Door Hanger, shutoff Counts



San Miguel CSD
Percentage of Door hangers resulting from Past Due accounts





San Miguel Community Services District

Board of Directors Staff Report

December 20th, 2018

AGENDA ITEM: IX-9-3

SUBJECT: Continued Discussion on the status of the Machado Wastewater Treatment Facility expansion and the aerator upgrade project.

RECOMMENDATION: Discuss status of the Machado Wastewater Treatment Facility expansion and the aerator upgrade project.

CURRENT STATUS:

WWTF

The existing plant upgrade was completed in 2001, at that time it was upgraded to a maximum capacity of 200,000 gallons per day.

COMPLIANCE – Based on the 2nd quarter 2018 testing the plant is out of compliance in regard to TDS, Chloride, and Sodium

FLOW – In *November* the plant averaged 146,704 gallons per day (73% of hydraulic design capacity) with a *max day of 160,719 gallons* (80% of hydraulic design capacity)

On 6/18/18 the District received a letter from SWRCB outlining the status of the plant and setting a timeline of approximately 2.9 years before the plant reaches capacity. This is the window to complete the expansion to prevent potential overflows and potential violations.

Monsoon Consultants is currently working on design requirements and options to meet current/future and proposed regulatory requirements.

- The initial DRAFT of the WWTP Expansion engineering report, which includes a discussion of several design alternatives, was delivered to staff for review and comment on August 20th.
- Input from Staff was provided to Monsoon Consulting, and the list of potential expansion design alternatives was “short listed” and these will be taken to the next level of design.
- The DE made a presentation to the BOARD at the regular November 2018 Board Meeting in which he summarized the results of the engineering study and identified the “short list” of treatment plant expansion / upgrade alternatives.

- On December 11th and 12th, Kelly Dodds and Swarnjit Boyal, project engineer from Monsoon Consultants, visited three (3) existing wastewater treatment plants (WWTP) to meet with operations staff and tour the facilities on two possible upgrade options for the San Miguel Waste Water Treatment Plant Upgrade. These systems included one Sequencing Batch Reactor (SBR) and two Membrane Bio-Reactor (MBR) systems.
 - Arroyo Grande, Cypress Ridge WWTP Facility – SBR
 - Auburn, Lake of the Pines WWTP Facility – MBR
 - Modesto, Modesto WWTP Facility – MBR
- The DE is planning to have the FINAL engineering report completed and ready for presentation to the BOARD at the regular January 2019 Board Meeting. Costs associated with the preparation of the engineering report are reimbursable from a IRWM Prop 1 DAC Involvement Grant that the District was awarded in early 2018. The amount of the available grant funds is \$177,750.

AERATOR PROJECT

5/17/18 WSC has issued the Final Technical Memorandum outlining some of the options for the replacement of the existing surface aerators with bubbler aeration in the ponds. Part of the recommendation is to install a headworks to prevent fouling the diffusers.

The Energy Watch and PG&E are working on preliminary paperwork for On Bill Financing for this project once it is ready.

FUNDS EXPENDED

Total Costs incurred to date

- Property acquisition - \$240,140 (Paid with Capital Funds not covered under any grant)
- Engineering - \$46,680.75 (Reimbursable through the IRWM Grant)

GRANT FUNDING

Awarded

- Integrated Regional Water Management (IRWM) Prop 1 DAC -- \$177,750 for Wastewater plant upgrade analysis, basin recharge study.

Applied for/ to

- State Revolving Fund (SRF) -- \$250,000 for construction design and engineering – approval pending the Districts FY2016-17 audit. FY2016-17 Audit was sent October 2018

NEXT STEPS:

WWTF

After the FINAL engineering report is completed and approved by the Board and the final WWTP expansion design criteria are determined, then a schedule/ timeline will be presented for the preparation of construction documentation, environmental / regulatory compliance measures, and permitting. At that time, the DE will provide cost estimates associated with that schedule.

One of the first things that will be needed will be a headworks and larger lift station. Once a capacity is determined that will be brought to the board for approval.

Based on discussions with the DE, we anticipate that prior to the end of 2018, the DE will initiate the final design phase for the recommended WWTP upgrade and expansion design alternative. We have scheduled approximately 9 months to complete the final design and the preparation of the Construction / Bidding Documents. Prior to the end of 2018, we plan to prepare and issue an RFP for Environmental Permitting and CEQA/ NEPA Compliance for the recommended WWTP upgrade and expansion design alternative. The timing of the environmental compliance & permitting work will coincide with the completion of the final design phase. Under our currently planned schedule, the District should plan on initiating the process of obtaining financing for the WWTP upgrade and expansion project during the second quarter of 2019, with the goal of having financing in place to advertise and award a construction project in the 4th Quarter 2019.

AERATOR PROJECT

Once design criteria are determined for the WWTF and it is determined that the aeration upgrade will be maintained with the plant expansion then staff will bring additional items to the board to facilitate the approval and construction of the aeration upgrade.

COUNT DOWN CLOCK

Notice issued – June 2018 Deadline given – March 2021 (2.9 years)

Time remaining—2.25 years (27 months)

FISCAL IMPACT

No impact resulting from this information.

RECOMMENDATION

This item is for information and discussion only.

Due to the limited time frame this item will be updated monthly and the Board will likely have additional items for approval in conjunction with this report.

PREPARED BY:

Kelly Dodds _____

Kelly Dodds, Director of Utilities

Blaine Reely _____

Blaine Reely, Monsoon Consulting

Attachment:

San Miguel Community Services District Board of Directors Meeting



Staff Report

December 20th, 2018

AGENDA ITEM: IX 10

SUBJECT: Fire Chief Report for November 2018

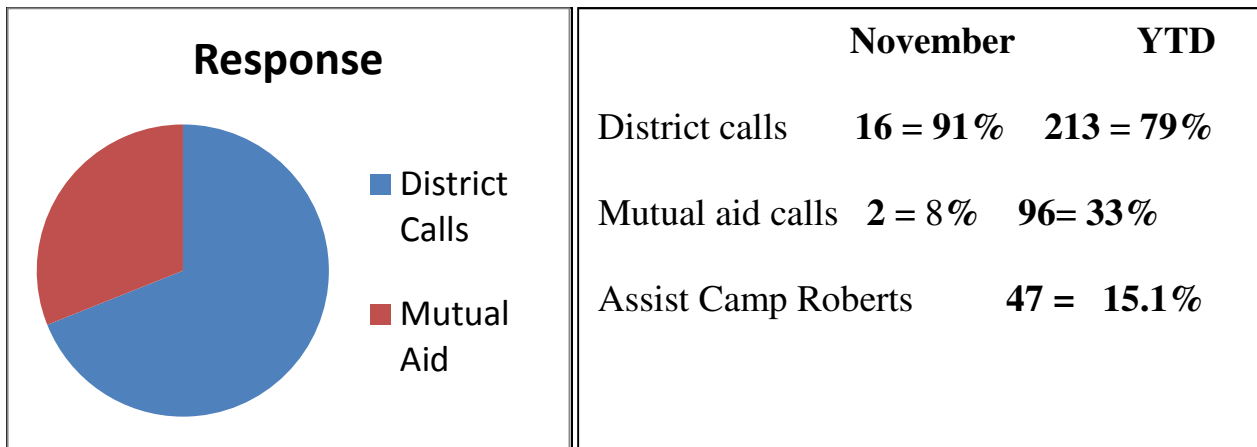
STAFF RECOMMENDATION: Receive and File Monthly Reports for the Fire Department

INCIDENT RESPONSE:

- Total Incidents for November 2018 **24**
- Average Calls for per 10 Month in 2018 **28**
- Total calls for the year to date **1**

Emergency Response Man Hours in October = 49	total	978
Stand-By Man Hours for November =29		<u>367</u>
	Total hr.	1345

Emergency Response Man Hours = 1.6 hr. Per call for November		3.1hr. Per call for the year
Stand-By Average per Call = 1.2hr. Per call for, November		1.1 hr. Per call for the year



Finances:
(See Report)

Equipment:

Activities:

Special District Fire Protection Study for County of San Luis Obispo has been completed and will be submitted to the San Luis County Board of Supervisors for their review and approval on the 15th of January.

November

<u>Date</u>	<u>Subject matter</u>
6	EMT Skill Assessments
13	Medical Scenarios Company Op's CPR/ MCI
20	Tour Court Side Cellars
27	Association Meeting

<u>Date</u>	<u>Other activities</u>	<u>Time</u>
7	Assist Camp Robert's with 200 acer control burn	

December

<u>Date</u>	<u>Subject matter</u>
4	Auto Extrication/ Patient Removal/ Assessment
11	Get the 37 ready for the Dem 15 th Christmas Parade
18	Christmas Dinner
25	Christmas

<u>Date</u>	<u>Other activities</u>	<u>Time</u>
18	Christmas Dinner	
15	San Miguel Christmas Parade	
1	Christmas Parade Paso Robles	

Information:

Prepared By:

Rob Roberson

Rob Roberson, Fire Chief

FIRE EQUIPMENT

2018 MILEAGE / FUEL REPORT

IX-10

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	38.6	65	38.6	1237	178.6	6.9
E-8687	33	0	2	0	0	7	46	11.9	72	26.7	324	42.2	477	87.8	5.4
E-8668	239	50	31	0	513	33.4	175	13.7	218	37.6	243	61	1419	195.7	7.3
6 Month Total												3133	462.1	6.8	
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	763	68.5	5413	387.3	14.0
C-8601	329	12	805	52	776	57	893	86	991	73.8	0	0	3794	280.8	13.5
C-8600	530	36	499	34	301	15	745	46	582.2	53.3	552	54.6	3209	238.9	13.4
6 Month Total												12416	668.1	18.6	

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	24	0	17	34	63	0	20	14.1	52	10.5			1413	237.2	6.4
E-8687	361	77	30	0	29	13	41	0	39	21			977	198.8	5.2
E-8668	73	9	70	0	69	15.9	54	9.9	64	22			1749	252.5	7.1
6 Month Total												4139	688.5	6.0	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	1177	62.7	234	0	234	58.3	428	26	1155	96			8641	630.3	13.8
C-8601	189	0	887	81.5	988	90.3	851	73.1	463	54			7172	579.7	12.9
C-8600	470	27	351	24.1	247	0	287	34.7	233	21			4797	345.7	13.9
6 Month Total												15813	1210	13.1	

||

YTD 2016 Total	mi.	gal.	Avg. MPG
Diesel	7272	1151	6.3
Gas	28229	1878	15.0

Call per time of day and day of the week 2018

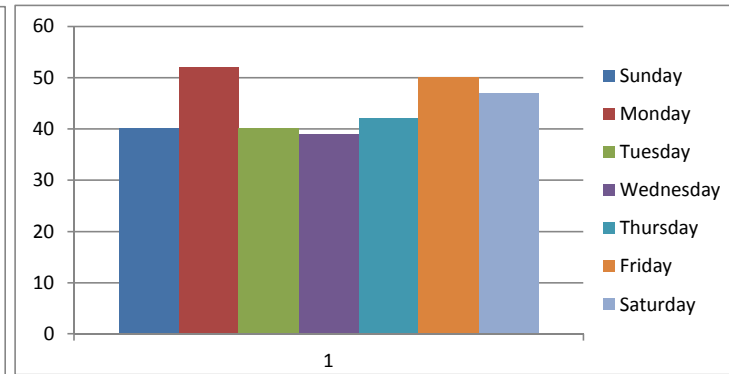
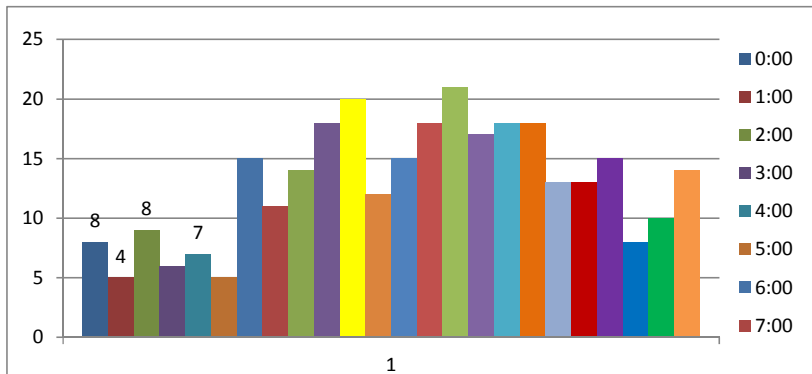
	After Hours					CSD Work Hours										Off Hours										
	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total	
Sunday	1	2	2	1		2	2	1	2	1	2	1	1	3	3	2	4	2	2	1		1	4	40	14%	
Monday	1		3	1	1	1	4	3	1	2	6	1	2	1	4	2	4	2	3	2	2	1	1	4	52	18%
Tuesday				1	2	1	1	1	3		1	1	4	3	3	2	3	3	1	2	3	1	2	2	40	12%
Wednesday		2	2			1	4	2	1	5	2	2	2	2	3	2	3	1	1	2	1	1			39	11%
Thursday	1		1		1			1	5	7	3	2	3	2	2	1	1	3		2		3		3	41	13%
Friday		1		1	2	1	3			1	4	2	2	4	3	4	3	2	6	2	3	1	4	1	50	17%
Saturday	5		1	2	1	1	1	2	3	1	2	2	1	5	3	3	2	3		1	5	1	2		47	14%
Hour Total	8	5	9	6	7	5	15	11	14	18	19	12	15	18	21	17	18	18	13	13	15	8	10	14	309	
	2%	1%	2%	1%	1%	1%	4%	4%	4%	5%	7%	4%	5%	6%	8%	6%	5%	6%	4%	4%	5%	2%	3%	4%		

Total calls during CSD Work Hours	107	35%
Total calls during Off time and weekends	202	65%


8am to 8pm 211

After Hours calls 22:00 to 06:00	64	20%
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Total Weekend Calls	87	29%
Total Calls Monday thru Friday	222	71%



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	1	0	0	0	1	0	0	0	0	0	0	0	1	5
Veg. Fires	0	0	3	1	1	0	1	2	1	7	1	12	1	4	3	3	2	0	0	1	1	1	0	0	14	31
Vehicle Fires	0	0	0	1	0	0	1	0	0	1	2	1	0	0	0	0	0	1	2	0	0	0	0	0	5	4
Misc. Fires	1	0	1	0	0	0	1	0	1	0	1	0	2	0	0	0	0	0	0	0	1	0	0	0	8	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	1	2	2	0	1	3	2	3	0	1	0	1	0	0	9	18
False Alarms	2	0	0	0	3	0	1	0	0	1	0	0	0	0	1	0	0	0	0	0	2	0	0	0	9	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	2	0	0	0	0	0	0	0	0	0	0	0	2	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	2	0	4	0	4	0	2	0	0	0	15	0
Medical Aids	21	4	8	3	14	5	8	4	9	4	14	3	8	9	17	1	14	1	16	1	16	0	0	0	145	35
Call TOTALS	25	7	15	7	22	9	14	6	13	17	19	18	15	14	24	7	22	6	22	3	22	2	0	0	213	96
	32		22		31		20		30		37		29		31		28		25		24		0		309	
<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	16	2	14	0	7	0	0	6	3	0	0	0	0	0	0	76
Camp Bob Asst.	3		5		6		1		7		10		12		3		0		0		0		0		47	
Average Calls Per	<i>Month</i>		28.0	<i>Day</i>		0.9	<i>SLO Co. MA</i>				67		<i>Montrey Co. MA</i>				9		<i>CPR TOTAL</i>				0			



San Miguel Community Services District

Regular Board Meeting Staff Report

DECEMBER 20, 2018

AGENDA ITEMS: X-1

SUBJECT: Discuss and Approve **Resolution No** establishing calendar year 2019 Regular Board of Director Meeting Dates

STAFF RECOMMENDATION:

Approve **Resolution 2017-54** establishing Regular Board Meeting Dates for calendar year 2018

BACKGROUND:

The requirements of the District's Board of Director bylaws and also State laws specify setting local agency meetings by elected boards, city councils, special districts and other agencies to with regular scheduled public meetings.

The proposed schedule and resolution is based on the District requirements to hold its monthly meetings on the fourth Thursday of each month, except in November and December 2019, when holidays affect those regular meeting dates.

The attached resolution will set the schedule for Calendar Year 2019 Regular Board meetings by date.

PREPARED BY:

Tamara Parent

Board Clerk/Accounts Manager

Attachment: Resolution No. 2018-37
Exhibit "A" Meeting Dates



RESOLUTION NO. 2018-37

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT ESTABLISHING
BOARD OF DIRECTOR REGULAR MEETING DATES AND TIMES FOR
2019 CALENDAR YEAR**

WHEREAS, San Miguel Community Services District (“SMCSD”) authority for fire protection, water, wastewater, solid waste collection/disposal and street lighting infrastructure and services within the district,

WHEREAS, (“SMCSD”) Board of Directors (“Board”) is required by District ordinance to hold and conduct regular monthly public business meetings, hereby determines its intent to establishing calendar year dates and times for regular Board of Director meetings for 2019, and

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopts the 2019 Calendar for Regular Board of Director Meeting Agenda dates and times as set forth on Exhibit “A” attached hereto.

BE IT FURTHER RESOLVED, this Resolution shall remain in full force and effect until rescinded by the Board by resolution.

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 20th day of December 2018.

John Green, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Robert Roberson, Interim General Manager

Tamara Parent
Board Clerk/Accounts Manager

Doug White, District General Counsel

Attachments:

Exhibit A: 2019 Calendar Year – Board Meeting Dates

I, Tamara Parent, Board Clerk/Accounts Manager of the San Miguel Community Services District, hereby certify the foregoing to be a full, true and correct copy of the record of the action of the action as the same appears in the Official Minutes of Board of Directors at its meeting of December 20, 2018.



RESOLUTION 2018-37

**EXHIBIT "A"
CALENDAR YEAR 2019**

REGULAR BOARD OF DIRECTOR MEETING DATES AND TIMES

Meeting Times shall begin at 7pm, every Thursday of each month, unless otherwise noticed

THURSDAY-- JANUARY 24, 2019

THURSDAY--FEBRUARY 28, 2019

THURSDAY--MARCH 28, 2019

THURSDAY-- APRIL 25, 2019

THURSDAY--MAY 23, 2019

THURSDAY--JUNE 27, 2019

THURSDAY—JULY 25, 2019

THURSDAY--AUGUST 22, 2019

THURSDAY—SEPTEMBER 26, 2019

THURSDAY—OCTOBER 24, 2019

THURSDAY—NOVEMBER 21, 2019 **

THURSDAY—DECEMBER 19, 2019 **

** = This meeting date is not the regular 4th Thursday of the month due to conflict with Thanksgiving holidays on November 28 and 29th, 2019 and Christmas holidays on December 26th and 27th.

Special Board meeting dates and times may be established or set by the Board of Directors pursuant to adopted Board policy and applicable procedures.

Adopted by Board Action on: December 20, 2018

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
NOVEMBER 15, 2018 REGULAR MEETING MINUTES

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

- I. Meeting Called to Order by President Green – 6:30 P.M.
- II. Pledge of Allegiance lead by Director Buckman.
- III. **Roll Call:** Directors Present: Green, Buckman, Kalvans, Sangster, Parent
District Staff in attendance: Rob Roberson, Tamara Parent, Kelly Dodds, Paola Freeman,
District General Counsel Seikaly and District Engineer Dr. Blaine Reely
- IV. **Adoption of Regular Meeting Agenda:**

Motion by Director Sangster to adopt Regular Meeting Agenda.

Seconded by Director Kalvans Motion was approved by Vote of 5 AYES and 0 NOES
and 0 ABSENT
- V. **ADJOURN TO CLOSED SESSION:**
Closed Session convened at 6:31 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 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: 7:00 P.M.**
Report out of closed session by District General Counsel Seikaly. Direction was given to staff.
- VII. Public Comment and Communications for matters not on the Agenda: None**

At his time Director of Utilities Kelly Dodds asked board for consensus to move Board Action Item XI-1 forward because Mrs. Flores from Peoples Self Help Housing was present and did not want her to have to sit through the Wastewater Expansion Presentation. Voice Vote taken with consensus of the Board to hear Board Action Item XI-1.

1. Review and discuss request from People Self Help Housing to accept connection fees based on the prior rates as opposed to the connection fees effective July 1st, 2018.

Item presented by Director of Utilities Kelly Dodds with reading aloud the staff report and the background information and explained that it was a discussion item that the Board needed to give staff directions with consensus.

Board Comment: Director Sangster asked for clarification. It was explained that they had paid for 56 lots and three lots still needed to be paid.

Director Buckman explained the background from the bank and the liens on the property. Director Kalvans voiced that that he appreciated the PSHH and asked how these homes got left out? Director of Utilities Kelly Dodds, explained that it is a land use and tract map change. The issue is with the original agreement and the plan was for 56 and then changed to 60 by the developer.

Director Green voiced that he is worried about another tract that would like to have the same lower rate.

District General Counsel Seikaly voiced that the District could offer a payment plan for the developer. Mrs. Flores voiced that, that would not be of any help to them.

Director Parent voiced that Peoples Self Help House got a 60% discount on connection fees and feels that they got an amazing deal.

Public Comment: Mrs. Flores, Vice President of Home Ownership for Peoples Self Help Housing explained that Mr. Dodds is very reliable and that he did contact her. Mrs. Flores voiced that Mr. Dodds was supposed to informed her if the connection fees did go up and feels that she did not get enough notice from the District and asked that the District hold the last three lots at the previous cost of \$18,272.00. Mrs. Flores voiced that the additional cost might make it so some of the applicants would not qualify.

Nanette Roe, San Miguel resident voiced that the new connections fees were posted for consideration at the fist Rate Study meeting and has been on the District website.

Motion by Director Buckman to keep Connection Fee at the July 1st, 2018 cost.

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

VIII. Special Presentations/Public Hearings/Other:

1. **Presentation of the Engineering study for the expansion of the wastewater treatment plant and potential for basin recharge Powerpoint by District Engineer Blaine Reely- see link**
<https://www.sanmiguelcsd.org/files/302e2a676/SMCSD+Board+Presentation.pdf>

Board Comments: Directors asked questions throughout presentation. Discussion ensued. Director Kalvans asked about the effluent and the sales of the treated water to the vineyards.

Director Sangster asked if the District would be still work with SLO energy watch to try and reduce the facilities energy consumption.

Director Kalvans asked if there is an estimate on how much the new facilities energy consumption might be and at what point do we relook at solar. District engineer explained that they do not know those number yet.

Director Kalvans asked about the option of having the vineyard owners pay for some of the facility. District Engineer explained that we can't have them pay for the facility, but we can get a long-term agreement with the vineyards to commit to the purchase of effluent for a set price and that will help with finances and loans.

Director of Utilities Kelly Dodds explained that these are all estimates at this time, and the Board needs to keep that in mind. Discussion ensued about selling effluent water to vineyards and were the turn out for the recycled water might be located.

Public Comment: Laverne Buckman San Miguel Resident asked how the study and report done by WSC would play into this new facility (PGE and SLO energy watch) Director of Utilities Kelly Dodds explained that the study was free to the district and was before the state mandated that we replace the wastewater facility and is no long viable. It was explained that the new plant will be using more energy and that the District will still be working with SLO energy watch.

Director Green asked if anyone else had any questions. None

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. Interim General Manager: Interim General Manager/ Fire Chief Rob Roberson, was absent due to being at the Camp fire in Paradise, California. | |

Board Clerk spoke about the December Board meeting and the Budget adjustments. The San Miguel is compliant with AB 2257 that goes into effect on January 2019.

Board Comment: Director Green voiced that he would like to have the budget adjustments as soon as possible.

Public Comments: Laverne Buckman asked about the meeting that she thought the district was having to understand what budget adjustment were and it was explained that the district is closes to having the FY17-18 Audit done, and that those numbers are needed before the district has a special financial meeting.

7. **District General Counsel:** Presented by District Counsel Seikaly ChurchwellWhite, LLC. Doug and Barbara will be in person at the December Meeting.

Board Comments: Director Green asked why they would be here. District Counsel Seikaly voiced that it would be to onboard the new board of director. Discussion ensued. Director Kalvans asked if Counsel could give an update to the board of Directors about the 2018 Mount Lemmon Fire District v. Guido Superior court decision? District Counsel Seikaly asked that Director Kalvans send her an email and she could get familiar with the ruling.

Public Comments: None

8. **District Engineer:** Written report submitted as is. Blaine Reely voiced that all additional information was in presentation.

Board Comments: None

Public Comment: None

9. **Director of Utilities:** Written report submitted as is. Director of Utilities Kelly Dodds asked for any questions and explained the Wastewater Treatment report was incorporated into his Utilities staff report. Mr. Dodds updated the Board that the Jetter is being shipped and will arrive in a couple weeks.

Board Comment: None

Public Comments: Laverne Buckman San Miguel Resident asked that the connection numbers in his report be rechecked, they did not add up right. Mr. Buckman asked that the Board look at the sewer connections that are available to be connected to the San Miguel sewer system.

Nanette Roe San Miguel Resident asked about the cross connection at her residence.

10. **Fire Chief:** Fire Chief Rob Roberson, is absent because he is at the Camp fire in Paradise California.

Board Comments: None

Public Comment: None

X. **CONSENT ITEMS:**

Director Kalvans asked that the Board vote on items separately due to his absents last board meeting. Consensus of the Board was to allow separate votes.

1. **Review and Approve Board Meeting Minutes**

- a) 10-25-2018 - Regular Board Meeting

Board Comment: None

Public Comment: None

Motion by Director Sangster to Approve Consent Item 1.A

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

- 2 Approve Amendment no 1 to the Agreement for 2015 CDBG funds between the County of San Luis Obispo and the San Miguel Community Services District. (Reely & Dodds)**

Board Comment: None

Public Comment: None

Motion by Director Parent to Approve Consent Item 2

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

XI. BOARD ACTION ITEMS:

- 1. *Heard Before Presentation:* Review and discuss request from People Self Help Housing to accept connection fees based on the prior rates as opposed to the connection fees effective July 1st, 2018.**
- 2. Review, Discuss, Receive and File the Enumeration of Financial Report for October 2018 (Freeman)**
 - a) Claims Detail Report 10-2018
 - b) Statement of Revenue Budget vs Actuals 10-2018
 - c) Rev Budget vs Actual Summary 10-2018
 - d) Statement of Expenditures Budget vs Actual 10-2018
 - e) Cash Report for Payrolls 10-2018

Item was presented by Paola Freeman, San Miguel Bookkeeper asking for any questions. Mrs. Freeman updated the Board that the FY17-18 Audit is moving along and should be done very soon.

Board Comments: Director Green asked for to have a report to showing what monies are available for each fund. Direction was given to staff and staff will get back to the Board with that information. Mrs. Freeman explained that they are waiting for the Audit, so the numbers can be correct.

Director Sangster asked about the negative amount for the GSA account? Mrs. Freeman explained that, that is because we are waiting to be reimbursed by a grant in the amount of \$177k

Public Comment: Laverne Buckman voiced to the Board that page 8 of 11 had web billing as June. It was explained that, the June is a typo and would be fixed. Mrs. Buckman also asked about Steinbeck cost and asked about USDA Loan under account 605/930. Mrs. Freeman and Mr. Dodds explained that per our CPA the tracking of the loan and interest were not being recorded properly and that has been corrected, and that staff would double check the numbers.

Board Comment: Director Green asked about the funds in Solid Waste and asked that the staff to present the Board with excel spreadsheet of the funds available in each account. Director Green voiced that he would like to start some kind off green waste station within the District.

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

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

3. Review and approve Resolution 2018-35 adopting a comprehensive water and wastewater billing policy for the District.

Item presented by District General Counsel Seikaly and explained that legal counsel looked at the document and made updates for SB998. Director of Utilities, Kelly Dodds and District Accounts Manager, Tamara Parent. Informing the Board of Directors that there are a few accounts, which serve mixed use buildings and properties with multiple residential buildings which both the staff and the customers feel need to be addressed. The prior rates had a different structure for billing commercial, mixed use and multiple residential units on a single property, which was clear on how they could be billed. The newly adopted rates are a little less clear on the billing of these properties since it changes to a usage billing similar to water for these mixed use and large meter properties. The Staff informed the Board about Senate Bill 998, which will take effect on April 1, 2020, has required the District to ensure that its practices will be compliant with the new law. This new policy should be implemented by direction from the Board.

Board Comments: Director Kalvans asked about compliance to date. Counsel Seikaly informed the Board of Directors that there are a few things that need to be implemented but that this is the Districts first billing policy and explained that all agencies have to translate the policy into five different languages.

Director Green voiced that if we pass this policy the District should implement it.

Director of Utilities Kelly Dodds explained that some of the policy can be implemented and see how much work it will take the district and get to compliance by April 2020.

Discussion ensued about how this will be implemented.

Public Comments: Laverne Buckman voiced that the District should write to the state and explained how much the SB998 cost the District and how much of a burden they put onto small Districts. Mrs. Buckman also voiced that she did not like that multi-family was not in the new water rates and feels that a few things got missed. Laverne feels that the policy needs to be studied and brought back. Director of Utilities Kelly Dodds reminded everyone that the multi-family for water was looked at and the cost difference was only a few dollars and it was decided not to have multi-family. Laverne Buckman voiced that she had lots of concerns with the policy.

Nanette Roe voiced that the District should wait for the state to translate and feels that it will have most of the wording. Discussion ensued.

Motion by Director Kalvans to table Item XI-3

Seconded by Director Buckman, Motion failed by Vote of 2 AYES and 3 NOES and 0 ABSENT. Motion Fails.

Discussion ensued about why we had to have a billing policy and Counsel Seikaly explained that there are some requirements that the District should be complying with at this time and feels that the District should rewrite the Resolution to state that the District will implement policy by April 2020.

Board Comments: Director Green voiced that he would like to start with implementing the items needed to be in compliance with the policy.

Director Sangster asked if these items are part of the Public Utilities Code, and what are the fines for not complying. Counsel Seikaly, explained that the District could be looked at if they are not in compliance with the PUC and SB 998.

Director Green asked how long the District has been out of compliance? Accounts Manager Tamara Parent explained that the District has never had a Billing Policy since conception of the CSD.

Director Parent asked Counsel if the Board could change the Resolution to read that the District will implement the policy beginning in 2020. Counsel Seikaly explained that they could write it as a roll out.

Director Kalvans asked what parts of the policy the District are not in compliance with? Counsel Seikaly explained that most of the policy with exceptions.

Director Green voiced that he would like to start the policy and see what will be needed for support if any. Director Green asked counsel if we could motion to implement by April 2020. District Counsel Seikaly explained that, yes you could motion to implement and reexamine for issues in 6 months.

Public Comments: Laverne Buckman voiced that she did not want the staff to have control over how customers are being billed. Discussion ensued about water code that the District will be hearing in the beginning of 2019

Motion by Director Green to approve the Billing Policy and implement over the course of one year with the stipulation that staff bring back a water code.

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

XII. BOARD COMMENT:

Director Buckman voiced that he was worried about the cost of the new Billing Policy. Director Parent informed the Board that he would not be at the December Meeting due to work conflict and voiced that he would not be excepting any nominations.

Director Green asked about Solid Waste and would like staff to look into having a green waste area within the District. Director Green voiced that he would like staff to provide information on implementing a green waste. Director Kalvans voiced that he could stand behind the implementing green waste within the District.

Discussion ensued about the Clean-up committee.

XIII. ADJOURNMENT TO NEXT MEETING DECEMBER 2018: 10:20 P.M.



San Miguel Community Services District

Board of Directors Staff Report

December 20th 2018

AGENDA ITEM: XI-1

SUBJECT: Review and Approve **Resolution No. 2018-38** Adopting the Operations and Maintenance Mid-Year Budget Adjustments.

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 fiscal year to provide services. In the past the district has not been in the position to conduct a mid-year adjustment due to inaccurate information and the accounts not being reconciled. District staff spent the last year and a half reconciling each Fund and the accounts in general in order to make these budget adjustments possible. The current budget has been reviewed by all supervising staff and the District Bookkeeper. From those reviews recommendations for mid-year adjustment are being submitted for Board review and approval.

The budget adjustments were reviewed based on 42% of the year being complete at the time of the review. All objects that exceed 42% were reviewed for a potential adjustment. Objects that are 100% and are a onetime expense are considered complete therefore no adjustment are recommended. Other objects that exceeded 42% have recommendations based on the objects activity and may or may not need an adjustment.

In review the original approved budget is indicated in the first column. The actual year to date is indicated in the second column and the proposed adjustment is indicated in the third column. The ‘amount of change’ column amounts indicated in black are (ADDITIONS) and Objects in red are (REDUCTIONS) from the approved budget amount.

Fiscal Impact:

To the benefit the district, completing a mid-year adjustment and passing with board approval will help the district in preparing for FY 19-20 and completing FY18-19 fiscal year with more confidence. The completion of this mid-year adjustment will be the first time this district has

accomplished this at the mid-year point and provides a more accurate financial picture of the District.

There are no significant fiscal impacts, positive or negative, associated with approving these budget adjustments.

Staff Recommendation:

It is recommended that the Board discuss and adopt the FY2018-19 Operations and Maintenance Mid-Year Budget adjustments

PREPARED BY:

Rob Roberson

Rob Roberson, Interim General Manager

Paola Freedmen, District Bookkeeper

Kelly Dodds, Director of Utilities

Tamara Parent, Board Clerk and Accounts manager

Attachment:

- Resolution 2018- 38 for Mid -Year Budget Adjustments
- San Miguel Community Services District Mid-Year Revenue Budget Adjustments

San Miguel Community Service District Mid Year Revenue Budget Adjustments

Fund 20 FIRE

Account	Desc	Approved	Current	Proposed	Amount of change	Reason for change	Is this complete for year y/n
43000	Property Taxes collected	\$390,856	\$69,143	\$372,018	(\$18,838.00)	Revised estimates from SLOCO	N
46000	Revenue and intereset	\$0	\$78	\$100	\$100.00	Due to corrected/ changed accounting of funds	N
46150	Miscellaneous Income	\$0	\$1,000	\$1,000	\$1,000.00	Donation from SMFA for fire prevention	Y
46151	Refunds and Adjustments	\$0	\$303	\$275	\$275.00	Due to corrected/ changed accounting of funds	N
46155	Will serve processing	\$0	\$150	\$150	\$150.00	New will serve application	N

Projected Change	(\$17,313.00)
Approved Revenue Budget	\$517,456.00
Projected Revenue budget	\$500,143.00
Projected Expense Budget	\$484,718.00
NET	\$15,425.00

Fund 30 LIGHTING

Object	Desc	Approved	Current	Proposed	Amount of change	Reason for change	Is this complete for year y/n
43000	Property Taxes collected	\$101,367	\$16,563	\$108,827	\$7,460.00	Revised estimates from SLOCO	N
46000	Revenue and intereset	\$0	\$15	\$15	\$15.00	Due to corrected/ changed accounting of funds	N
46151	Refunds and Adjustments	\$0	\$64	\$64	\$64.00	Due to corrected/ changed accounting of funds	N

Projected Change	\$7,539.00
Approved Revenue Budget	\$101,367.00
Projected Revenue budget	\$108,906.00
Projected Expense Budget	\$81,886.00
NET	\$27,020.00

San Miguel Community Service District Mid Year Revenue Budget Adjustments

Fund 40 WASTEWATER

Object	Desc	Approved	Current	Proposed	Amount of change	Is this complete for year y/n
40900	Wastewater sales	\$675,624	\$187,881	\$604,600	(\$71,024.00)	Approximately 70,000 shortfall due to delay in start of rate increase N
40910	Wastewater Late Fees	\$0	\$2,709	\$2,709	\$2,709.00	This is only included to show what was ACTUALLY received. N
43000	Property Taxes collected	\$54,362	\$8,794	\$56,385	\$2,023.00	Revised estimates from SLOCO N
46000	Revenue and interest	\$0	\$186	\$186	\$186.00	Due to corrected/ changed accounting of funds N
46100	Realized earnings	\$0	\$1,304	\$1,304	\$1,304.00	Due to corrected/ changed accounting of funds N
46150	Miscellaneous Income	\$0	\$17	\$17	\$17.00	Due to corrected/ changed accounting of funds N
46151	Refunds and Adjustments	\$0	\$734	\$734	\$734.00	Due to corrected/ changed accounting of funds N
46155	Will serve processing	\$0	\$125	\$125	\$125.00	New willserve application N

Projected Change	(\$63,926.00)
Approved Revenue Budget	\$907,736.00
Projected Revenue budget	\$843,810.00
Projected Expense Budget	\$845,887.00
NET	(\$2,077.00)

INCLUDES IRWM GRANT

Fund 50 WATER

Object	Desc	Approved	Current	Proposed	Amount of change	Is this complete for year y/n
41000	Water Sales	\$797,294	\$232,771	\$722,174	(\$75,120.00)	Approximately \$75,000 shortfall due to delay in start of rate increase N
41005	Water Later Charges	\$0	\$4,295	\$4,295	\$4,295.00	This is only included to show what was ACTUALLY received. N
46000	Revenue and interest	\$0	\$179	\$179	\$179.00	Due to corrected/ changed accounting of funds N
46150	Miscellaneous Income	\$0	\$17	\$17	\$17.00	Due to corrected/ changed accounting of funds N
46151	Refunds and Adjustments	\$0	\$734	\$734	\$734.00	Due to corrected/ changed accounting of funds N
46155	Will serve processing	\$0	\$125	\$125	\$125.00	New willserve application N

Projected Change	(\$69,770.00)
Approved Revenue Budget	\$847,244.00
Projected Revenue budget	\$777,474.00
Projected Expense Budget	\$1,077,592.00
NET	(\$300,118.00)

San Miguel Community Service District Mid Year Revenue Budget Adjustments

Fund 60 SOLID WASTE

Object	Desc	Approved	Current	Proposed	Amount of change		Is this complete for year y/n
					\$0.00		

Projected Change	\$0.00
Approved Revenue Budget	\$32,323.00
Projected Revenue budget	\$32,323.00
Projected Expense Budget	\$16,688.00
NET	\$15,635.00

San Miguel Community Services District Mid Year Expense Budget Adjustments

Fund 20 FIRE

Object	Desc	Approved	Current	Proposed	Amount of change	Reason for change	Is this complete for year y/n
120	Workers Compensation	\$8,000	\$8,019	\$8,019	\$19.00	Actual cost higher than projected	Y
135	Payroll Tax - FICA	\$9,000	\$1,537	\$8,000	(\$1,000.00)	Actual costs lower than projected	N
165	Payroll Tax - FUTA	\$7,000	\$284	\$284	(\$6,716.00)	No longer required to pay	Y
205	Insurance - Health	\$800	\$417	\$1,000	\$200.00	Actual cost higher than projected	N
325	Professional Svcs - Accounting	\$4,950	\$7,714	\$10,000	\$5,050.00	This is an ongoing process, final costs are unknown	N
328	Insurance - prop and liability	\$12,000	\$11,734	\$11,734	(\$266.00)	Actual cost lower than projected	Y
334	Maintenance agreements	\$0	\$601	\$1,000	\$1,000.00	New object to account for Maintenance agreements	N
370	Disptach services (fire)	\$8,000	\$10,355	\$10,355	\$2,355.00	Actual cost higher than projected	Y
394	LAFCO Allocations	\$1,010	\$965	\$965	(\$45.00)	Actual cost lower than projected	Y
960	Property Tax expenses	\$400	\$211	\$211	(\$189.00)	Actual cost lower than projected	Y

Proposed Change	\$408.00
Approved Expense Budget	\$484,310.00
Proposed Expense budget	\$484,718.00
Proposed revenue budget	\$500,143.00
NET	\$15,425.00

San Miguel Community Services District Mid Year Expense Budget Adjustments

Fund 30 LIGHTING

Object	Desc	Approved	Current	Proposed	Amount of change		Is this complete for year y/n
140	Payroll Tax - Medicare	\$100	\$67	\$212	\$112.00	Actual cost higher than projected	N
165	Payroll Tax - FUTA	\$150	\$0	\$0	(\$150.00)	No longer required to pay	Y
205	Insurance - Health	\$500	\$284	\$900	\$400.00	Actual cost higher than projected	N
225	Retirement - PERS Expenses	\$500	\$212	\$650	\$150.00	Actual cost higher than projected	N
325	Professional Svcs - Accounting	\$900	\$1,406	\$2,800	\$1,900.00	This is an ongoing process, final costs are unknown	N
328	Insurance - prop and liability	\$500	\$413	\$413	(\$87.00)	Actual cost lower than projected	Y
334	Maintenance agreements	\$0	\$109	\$200	\$200.00	New object to account for Maintenance agreements	N
394	LAFCO Allocations	\$200	\$176	\$176	(\$24.00)	Actual cost lower than projected	Y
410	Office Supplies	\$0	\$11	\$100	\$100.00	Object inadvertantly omitted from budget	N
465	Cell Phones, radios pagers	\$0	\$37	\$120	\$120.00	Object inadvertantly omitted from budget	N
475	Computer supplies and upgrades	\$0	\$46	\$100	\$100.00	Object inadvertantly omitted from budget	N

Proposed Change	\$2,821.00
Approved Expense Budget	\$79,065.00
Proposed Expense budget	\$81,886.00
Proposed revenue budget	\$108,906.00
NET	\$27,020.00

San Miguel Community Services District

Mid Year Expense Budget Adjustments

Fund 40 WASTEWATER

Object	Desc	Approved	Current	Proposed	Amount of change		Is this complete for year y/n
120	Workers Compensation	\$5,000	\$4,922	\$4,922	(\$78.00)	Actual cost lower than projected	Y
135	Payroll Tax - FICA	\$0	\$3	\$25	\$25.00	Object inadvertently omitted from budget	N
165	Payroll Tax - FUTA	\$2,000	\$0	\$0	(\$2,000.00)	No longer required to pay	Y
205	Insurance - Health	\$25,000	\$6,740	\$18,000	(\$7,000.00)	Actual cost lower than projected	N
206	Insurance - Calpers Health Retiree	\$0	\$58	\$200	\$200.00	New object to account for retiree health expenses, previously unaccounted for	N
225	Retirement - PERS Expenses	\$12,250	\$7,164	\$16,500	\$4,250.00	Actual cost higher than projected	N
315	Postage, shipping and freight	\$3,000	\$1,421	\$4,000	\$1,000.00	Actual cost higher than projected	N
325	Professional Svcs - Accounting	\$9,000	\$18,700	\$36,000	\$27,000.00	This is an ongoing process, final costs are unknown	N
326	Professional Svcs - Engineering	\$24,000	\$3,190	\$12,000	(\$12,000.00)	Less than expected general engineering expenses for wastewater projects	N
328	Insurance - prop and liability	\$8,400	\$8,261	\$8,261	(\$139.00)	Actual cost lower than projected	Y
334	Maintenance agreements	\$0	\$4,317	\$5,000	\$5,000.00	New object to account for Maintenance agreements	N
351	Repairs and main - equipment	\$21,000	\$0	\$14,000	(\$7,000.00)	Actual cost lower than projected	
376	Webpage - upgrades and maint	\$0	\$400	\$960	\$960.00	Object inadvertently omitted from budget	N
385	Dues and subscriptions	\$2,100	\$2,180	\$2,300	\$200.00	Actual cost higher than projected	N
394	LAFCO Allocations	\$2,440	\$2,340	\$2,340	(\$100.00)	Actual cost lower than projected	Y
405	Software	\$6,100	\$0	\$0	(\$6,100.00)	Budgeted project canceled for FY18-19	Y
432	Utility rate design study	\$0	\$2,837	\$2,837	\$2,837.00	Additional expense received after the end of the year, due to work in June 2017	Y
490	Small tools and equipment	\$6,000	\$720	\$4,000	(\$2,000.00)		N
500	Capital Outlay	\$0	\$44,825	\$44,825	\$44,825.00	CAPITAL EXPENSE	Y
545	Sewer System Management plan	\$8,500	\$8,389	\$8,389	(\$111.00)	Actual cost lower than projected	Y
570	Repairs and maint and video of sewer lin	\$16,000	\$0	\$2,000	(\$14,000.00)	Reduced by purchase of sewer jetter	Y
705	Waste Discharge Fees/ Permit	\$20,000	\$18,633	\$18,633	(\$1,367.00)	Actual cost lower than projected	Y
960	Property Tax expenses	\$0	\$18	\$20	\$20.00	Object inadvertently omitted from budget	Y

Proposed Change \$34,422.00

Approved Expense Budget \$811,465.00

Proposed Expense budget	\$845,887.00
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Proposed revenue budget	\$843,810.00
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NET	(\$2,077.00)
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San Miguel Community Services District Mid Year Expense Budget Adjustments

Fund 50 WATER

Object	Desc	Approved	Current	Proposed	Amount of change		Is this complete for year y/n
111	BOD stipends	\$0	\$720	\$2,400	\$2,400.00	Object inadvertently omitted from budget	N
120	Workers Compensation	\$4,000	\$4,388	\$4,388	\$388.00	Actual cost higher than projected	Y
135	Payroll Tax - FICA	\$0	\$3	\$25	\$25.00	Object inadvertently omitted from budget	N
165	Payroll Tax - FUTA	\$1,500	\$0	\$0	(\$1,500.00)	No longer required to pay	Y
205	Insurance - Health	\$25,000	\$6,170	\$18,000	(\$7,000.00)	Actual cost lower than projected	N
206	Insurance - Calpers Health Retiree	\$0	\$58	\$200	\$200.00	New object to account for retiree health expenses, previously unaccounted for	N
225	Retirement - PERS expense	\$12,500	\$7,443	\$16,500	\$4,000.00	Actual cost higher than projected	N
315	Postage, shipping and freight	\$3,000	\$1,435	\$4,000	\$1,000.00	Actual cost higher than projected	N
325	Professional Svcs - Accounting	\$9,000	\$18,700	\$36,000	\$27,000.00	This is an ongoing process, final costs are unknown	N
328	Insurance - prop and liability	\$13,000	\$12,986	\$12,986	(\$14.00)	Actual cost lower than projected	Y
332	Professional Svcs - Legal Stienbeck	\$250,000	\$306,803	\$400,000	\$150,000.00	Actual costs are significantly higher than projected . Though the bulk of the process is complete there is still more work needed and the District will still be incurring costs. The final number may be different then what we propose.	N
334	Maintenance agreements	\$0	\$4,317	\$5,000	\$5,000.00	New object to account for Maintenance agreements	N
351	Repairs and main - equipment	\$4,000	\$115	\$2,000	(\$2,000.00)		
352	Repairs and main - structures	\$1,500	\$138	\$1,000	(\$500.00)		
353	Repairs and main - infrastructure	\$30,000	\$2,705	\$30,000	\$0.00		
381	Utilities Electric	\$40,000	\$21,686	\$60,000	\$20,000.00	Actual cost higher than projected	N
385	Dues and subscriptions	\$3,900	\$2,180	\$2,300	(\$1,600.00)	Actual cost lower than projected	Y
393	Advertising and public notices	\$600	\$571	\$1,200	\$600.00	Additional noticing for water code ordinance	N
394	LAFCO Allocations	\$2,440	\$2,340	\$2,340	(\$100.00)	Actual cost lower than projected	Y
405	Software	\$6,100	\$0	\$0	(\$6,100.00)	Budgeted project canceled for FY18-19	Y
431	SLT Blending Line - CDBG	\$0	\$1,210	\$2,000	\$2,000.00	Additional expenses to close out the project with SLOCO after the year end	N
432	Utility rate design study	\$0	\$2,837	\$2,837	\$2,837.00	Additional expense received after the end of the year, due to work in June 2017	Y
465	Cell Phones, radios pagers	\$0	\$361	\$500	\$500.00	Object inadvertently omitted from budget	N
490	Small tools and equipment	\$6,000	\$0	\$3,000	(\$3,000.00)		
535	Water line repairs	\$30,000	\$1,332	\$20,000	(\$10,000.00)		

San Miguel Community Services District Mid Year Expense Budget Adjustments

605	USDA Loan Payment (Principle)	\$67,000	(\$23,789)	\$18,000	(\$49,000.00)	Interest removed and placed in object 930	Y
715	Licenses permits and fees	\$7,000	\$77	\$3,500	(\$3,500.00)	Actual cost lower than projected	N
930	Interest Fees	\$0	\$49,756	\$49,756	\$49,756.00	Interest removed from 605 and accounted for here. Change was made by CPA after budget approval	Y

Proposed Change	\$181,392.00
Approved Expense Budget	\$896,200.00
Proposed Expense budget	\$1,077,592.00
Proposed revenue budget	\$777,474.00
NET	(\$300,118.00)

San Miguel Community Services District Mid Year Expense Budget Adjustments

Fund 60 SOLID WASTE

Object	Desc	Approved	Current	Proposed	Amount of change		Is this complete for year y/n
165	Payroll Tax - FUTA	\$50	\$0	\$0	(\$50.00)	No longer required to pay	Y
325	Professional Svcs - Accounting	\$150	\$230	\$500	\$350.00	This is an ongoing process, final costs are unknown	N
328	Insurance - prop and liability	\$100	\$69	\$69	(\$31.00)	Actual cost lower than projected	Y
334	Maintenance agreements	\$0	\$18	\$25	\$25.00	New object to account for Maintenance agreements	N
350	Repairs and maint - computers	\$50	\$25	\$100	\$50.00	Actual cost higher than projected	Y
394	LAFCO Allocations	\$0	\$29	\$29	\$29.00	Object originally omitted from budget	Y
410	Office Supplies	\$0	\$2	\$10	\$10.00	Object originally omitted from budget	N
475	Computer supplies and upgrades	\$0	\$8	\$10	\$10.00	Object originally omitted from budget	Y

Proposed Change	\$393.00
Approved Expense Budget	\$16,295.00
Proposed Expense budget	\$16,688.00
Proposed revenue budget	\$32,323.00
NET	\$15,635.00

RESOLUTION NO. 2018-38

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING AND AUTHORIZING MID-YEAR
BUDGET ADJUSTMENTS TO FISCAL YEAR 2018-19 OPERATIONS AND CAPITAL PROJECTS
BUDGETS**

WHEREAS, the San Miguel Community Services District (“District”) has established an annual fiscal year operational and capital project budgets for FY 2018-19; and

WHEREAS, the District has incurred extraordinary expenses associated with An active lawsuit, a pending Memorandum of Understanding Agreement and pending personnel matters; and

WHEREAS, the Board of Directors (“Board”) has determined that these extraordinary expenses have resulted in a need to adjust the adopted FY 2018-19 Operations and Capital Projects budgets to maintain proper fiscal budgets consistent with District’s financial policies and procedures; and

WHEREAS, the Board has considered recommendations for adjustments to the FY 2018-19 Operations and Capital Projects budgets as shown in a written report to the Board dated December 20th, 2018

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Miguel Community Services District hereby determines the need to authorize a mid-year budget adjustment for FY 2018-19.

PASSED AND ADOPTED by the Board of Directors on a motion to approve Mid-Year budget adjustments by Director _____, seconded by Director _____ by the following roll call vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 20th day of December 2018.

_____, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Rob Roberson, General Manager

Douglas L. White, District General Counsel

**SAN MIGUEL COMMUNITY SERVICES DISTRICT
FINANCIAL SUMMARY**

(July 1st 2018 Thru November 30th 2018)

42% OF YEAR COMPLETED

20-FIRE

REVENUE			EXPENSE			
BUDGETED	ACTUAL YTD	% RECEIVED	BUDGETED	ACTUAL YTD	REMAINING	% EXPENDED
\$ 517,456	\$ 108,937	21%	\$ 484,310	\$ 138,767	\$ 345,543	29%

Operating funds	
Carryover from FY17-18	\$ -
Received in FY 18-19	\$ 108,937
Expended in FY 18-19	\$ 138,767
Operating Balance	\$ (29,830.09)

Capital funds	
Carryover from FY17-18	\$ -
Received in FY 18-19	\$ 20,976
Expended in FY 18-19	\$ -
Capital Balance	\$ 20,976.00

30-LIGHTING

REVENUE			EXPENSE			
BUDGETED	ACTUAL YTD	% RECEIVED	BUDGETED	ACTUAL YTD	REMAINING	% EXPENDED
\$ 101,367	\$ 16,642	16%	\$ 79,065	\$ 15,896	\$ 63,169	20%

Operating funds	
Carryover from FY17-18	\$ -
Received in FY 18-19	\$ 16,642
Expended in FY 18-19	\$ 15,896
Operating Balance	\$ 746.08

40- WASTEWATER

REVENUE			EXPENSE			
BUDGETED	ACTUAL YTD	% RECEIVED	BUDGETED	ACTUAL YTD	REMAINING	% EXPENDED
\$ 729,986	\$ 267,495	37%	\$ 811,465	\$ 418,549	\$ 392,916	52%

Operating funds	
Carryover from FY17-18	\$ -
Received in FY 18-19	\$ 267,495
Expended in FY 18-19	\$ 418,549
Operating Balance	\$ (151,054.34)

Capital funds	
Carryover from FY17-18	\$ -
Received in FY 18-19	\$ -
Expended in FY 18-19	\$ -
Capital Balance	\$ -

SAN MIGUEL COMMUNITY SERVICES DISTRICT FINANCIAL SUMMARY

50- WATER

REVENUE			EXPENSE			
BUDGETED	ACTUAL YTD	% RECEIVED	BUDGETED	ACTUAL YTD	REMAINING	% EXPENDED
\$ 847,244	\$ 360,759	43%	\$ 896,200	\$ 573,967	\$ 322,233	64%
Operating funds			Capital funds			
Carryover from FY17-18		\$ -	Carryover from FY17-18		\$ -	
Received in FY 18-19		\$ 360,759	Received in FY 18-19		\$ -	
Expended in FY 18-19		\$ 573,967	Expended in FY 18-19		\$ -	
Operating Balance		\$ (213,207.60)	Capital Balance		\$ -	

60-SOLID WASTE

REVENUE			EXPENSE			
BUDGETED	ACTUAL YTD	% RECEIVED	BUDGETED	ACTUAL YTD	REMAINING	% EXPENDED
\$ 32,323	\$ 14,293	44%	\$ 16,295	\$ 1,122	\$ 15,173	7%
Operating funds						
Carryover from FY17-18		\$ -				
Received in FY 18-19		\$ 14,293				
Expended in FY 18-19		\$ 1,122				
Operating Balance		\$ 13,171.33				

12/05/18
15:34:03

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 11/18

Page: 1 of 14
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4393	17509S	593 ASHLEY SANGSTER	100.00					
		Board Member Stipend Oct 25, 2018 meeting						
1	Oct 2018 11/01/18	Oct 2018 Board Mtg	16.50			20 62000	111	10200
2	Oct 2018 11/01/18	Oct 2018 Board Mtg	3.00			30 63000	111	10200
3	Oct 2018 11/01/18	Oct 2018 Board Mtg	40.00			40 64000	111	10200
4	Oct 2018 11/01/18	Oct 2018 Board Mtg	40.00*			50 65000	111	10200
5	Oct 2018 11/01/18	Oct 2018 Board Mtg	0.50			60 66000	111	10200
4419	17529S	593 ASHLEY SANGSTER	100.00					
		Board Member Stipend Nov 15, 2018 meeting						
1	Nov 2018 11/01/18	Nov 2018 Board Mtg	16.50			20 62000	111	10200
2	Nov 2018 11/01/18	Nov 2018 Board Mtg	3.00			30 63000	111	10200
3	Nov 2018 11/01/18	Nov 2018 Board Mtg	40.00			40 64000	111	10200
4	Nov 2018 11/01/18	Nov 2018 Board Mtg	40.00*			50 65000	111	10200
5	Nov 2018 11/01/18	Nov 2018 Board Mtg	0.50			60 66000	111	10200
		Total for Vendor:	200.00					
4391	17506S	535 BRENDLER JANITORIAL SERVICE	275.00					
		Janitorail Services						
1	1870C 10/31/18	October 2018	45.37			20 62000	305	10200
2	1870C 10/31/18	October 2018	8.25			30 63000	305	10200
3	1870C 10/31/18	October 2018	110.00			40 64000	305	10200
4	1870C 10/31/18	October 2018	110.00			50 65000	305	10200
5	1870C 10/31/18	October 2018	1.38			60 66000	305	10200
		Total for Vendor:	275.00					
4394	17510S	39 BUCKMAN, GIB	100.00					
		Board Member Stipend Oct 25, 2018 meeting						
1	Oct 2018 11/01/18	October 2018 Board Mtg	16.50			20 62000	111	10200
2	Oct 2018 11/01/18	October 2018 Board Mtg	3.00			30 63000	111	10200
3	Oct 2018 11/01/18	October 2018 Board Mtg	40.00			40 64000	111	10200
4	Oct 2018 11/01/18	October 2018 Board Mtg	40.00*			50 65000	111	10200
5	Oct 2018 11/01/18	October 2018 Board Mtg	0.50			60 66000	111	10200

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4418	17530S	39 BUCKMAN, GIB	100.00					
		Board Member Stipend Nov 15, 2018 meeting						
1	Nov 2018	11/01/18 November 2018 Board Mtg	16.50			20 62000	111	10200
2	Nov 2018	11/01/18 November 2018 Board Mtg	3.00			30 63000	111	10200
3	Nov 2018	11/01/18 November 2018 Board Mtg	40.00			40 64000	111	10200
4	Nov 2018	11/01/18 November 2018 Board Mtg	40.00*			50 65000	111	10200
5	Nov 2018	11/01/18 November 2018 Board Mtg	0.50			60 66000	111	10200
		Total for Vendor:	200.00					
4429	-99758E	416 CALPERS	66.79					
		Annual Unfunded Accrued Liability Actuarial Valuation as of June 30, 2016 Rate Plan 26019						
1	15478113	11/01/18 Annual Unfunded Accrued Liab	33.39			40 64000	225	10200
2	15478113	11/01/18 Annual Unfunded Accrued Liab	33.40			50 65000	225	10200
4430	-99757E	416 CALPERS	880.96					
		Annual Unfunded Accrued Liability Actuarial Valuation as of June 30, 2016 Rate Plan 4680						
1	15478102	11/01/18 Annual Unfunded Accrued Liab	440.48			40 64000	225	10200
2	15478102	11/01/18 Annual Unfunded Accrued Liab	440.48			50 65000	225	10200
		Total for Vendor:	947.75					
4384	17492S	521 CHAPARRAL BUSINESS MACHINES, Maintenance Contract #6913-02 Samsung/X4250LX	87.48					
		Acct No. 013014						
1	431453	10/30/18 Maint Contract 11/4-12/3/18	32.50*			40 64000	334	10200
2	431453	10/30/18 Maint Contract 11/4-12/3/18	32.50*			50 65000	334	10200
3	431453	10/30/18 Overage Charge 10/4~11/3/18	11.24*			40 64000	334	10200
4	431453	10/30/18 Overage Charge 10/4~11/3/18	11.24*			50 65000	334	10200
		Total for Vendor:	87.48					
4411	17511S	67 CHARTER COMMUNICATIONS	309.94					
		Acct# 8245 10 105 0027311 Spectrum Buiness Internet/Voice						
		Service 11/11/18 ~ 12/10/18						
1	7311110118	11/01/18 Internet/Voice	103.31			20 62000	375	10200

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2	7311110118	11/01/18 Internet/Voice	103.31			40 64000	375	10200
3	7311110118	11/01/18 Internet/Voice	103.32			50 65000	375	10200
Total for Vendor:			309.94					
4364	17507S	473 CHURCHWELL WHITE LLP	107,103.81					
Professional Services Rendered through September 30 2018								
1	10/11/18	General Counsel	200.55			20 62000	327	10200
2	10/11/18	General Counsel	36.47			30 63000	327	10200
3	10/11/18	General Counsel	486.20			40 64000	327	10200
4	10/11/18	General Counsel	486.20			50 65000	327	10200
5	10/11/18	General Counsel	6.08			60 66000	327	10200
6	10/11/18	Steinbeck v SLO	105,109.65*			50 65000	332	10200
8	10/11/18	HR	609.80			20 62000	327	10200
9	10/11/18	Water	168.86			50 65000	327	10200
4416	17512S	473 CHURCHWELL WHITE LLP	19,800.39					
Professional Services Rendered through October 31 2018								
1	32433	11/09/18 General Counsel	301.32			20 62000	327	10200
2	32433	11/09/18 General Counsel	54.79			30 63000	327	10200
3	32433	11/09/18 General Counsel	730.48			40 64000	327	10200
4	32433	11/09/18 General Counsel	730.48			50 65000	327	10200
5	32433	11/09/18 General Counsel	9.13			60 66000	327	10200
6	32434	11/09/18 Steinbeck v SLO	14,857.79*			50 65000	332	10200
8	32435	11/09/18 HR	1,335.30			20 62000	327	10200
9	32435	11/09/18 HR	275.55			40 64000	331	10200
10	32435	11/09/18 HR	275.55			50 65000	331	10200
11	32435	11/09/18 HR	110.22			20 62000	327	10200
12	32435	11/09/18 HR	20.04			30 63000	327	10200
13	32435	11/09/18 HR	267.20			40 64000	327	10200
14	32435	11/09/18 HR	267.20			50 65000	327	10200
15	32435	11/09/18 HR	11.34			60 66000	327	10200
16	32436	11/09/18 HR Investigation/ Johnson	91.41			20 62000	327	10200
17	32436	11/09/18 HR Investigation/ Johnson	16.62			30 63000	327	10200
18	32436	11/09/18 HR Investigation/ Johnson	221.60			40 64000	327	10200
19	32436	11/09/18 HR Investigation/ Johnson	221.60			50 65000	327	10200
20	32436	11/09/18 HR Investigation/ Johnson	2.77			60 66000	327	10200
Total for Vendor:			126,904.20					

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4420	17531S	72 COAST ELECTRONICS	295.00					
		Factory Repair Service Rlem BK replace speaker						
1	7103500	11/07/18 Factory Repair Speaker	295.00			20 62000	470	10200
		Total for Vendor:	295.00					
4398	17513S	583 COBLENTZ BIEHLE & CRAMER	3,255.00					
		Bank Reconcilliation 2017						
1	5017	11/05/17 Bank Reconcilliation 2017	537.08*			20 62000	325	10200
2	5017	11/05/17 Bank Reconcilliation 2017	97.65*			30 63000	325	10200
3	5017	11/05/17 Bank Reconcilliation 2017	1,302.00*			40 64000	325	10200
4	5017	11/05/17 Bank Reconcilliation 2017	1,302.00*			50 65000	325	10200
5	5017	11/05/17 Bank Reconcilliation 2017	16.27*			60 66000	325	10200
		Total for Vendor:	3,255.00					
4395	17514S	584 CORE & MAIN LP	3,807.38					
		Acct#210091						
1	J72038	10/26/18 BL05 MTR (18)	3,807.38			50 65000	525	10200
4396	17514S	584 CORE & MAIN LP	1,476.48					
		Acct#210091						
1	J722151	10/26/18 BL05 MTR (7)	1,476.48			50 65000	525	10200
4397	17514S	584 CORE & MAIN LP	2,305.59					
		Tract #2527						
1	J720445	10/26/18 BL05 MTR (8)	2,305.59			50 41010		10200
		Total for Vendor:	7,589.45					
4365	17493S	581 DAVID TRACEY CONTRACT SVS	500.00					
		SVS Date 10/06/18 & 10/7/18						
1	2018-05	10/23/18 Contract SVS	250.00			40 64000	330	10200
2	2018-05	10/23/18 Contract SVS	250.00			50 65000	330	10200

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4399	17515S	581 DAVID TRACEY CONTRACT SVS	500.00					
		SVS Date 11/3/1/, 11/4/18						
1	2018-06	11/08/18 Contract SVS	250.00			40 64000	330	10200
2	2018-06	11/08/18 Contract SVS	250.00			50 65000	330	10200
		Total for Vendor:	1,000.00					
4366	17494S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
		Acct#8000653						
1	882600A	10/15/18 Metals	67.00			50 65000	358	10200
4367	17494S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
		Acct#8000653						
1	882853A	10/11/18 Metals	67.00			50 65000	358	10200
4368	17494S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
		Acct#8000653						
1	882934A	10/11/18 Metals	67.00			50 65000	358	10200
4369	17494S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
		Acct#8000653						
1	882984A	10/11/18 Metals	67.00			50 65000	358	10200
4370	17494S	112 FGL - ENVIRONMENTAL ANALYTICAL	188.00					
		EPA 551.1 ~ EPA552.2						
1	882985A	10/11/18 EPA	188.00			50 65000	359	10200
4371	17494S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
		Acct#8000653						
1	883038A	10/22/18 Metals	67.00			50 65000	358	10200
4372	17494S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
		Acct#8000653						
1	883151A	10/18/18 Metals	67.00			50 65000	358	10200

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4400	17516S	112 FGL - ENVIRONMENTAL ANALYTICAL	225.00					
Acct#8000653								
1	882983A	10/19/18 Coliform-Colilert	25.00			50 65000	356	10200
2	882983A	10/19/18 Coliform-Colilert	25.00			50 65000	357	10200
3	882983A	10/19/18 Coliform-Colilert	175.00			50 65000	359	10200
4401	17516S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#8000653								
1	883149a	10/29/18 Metals	67.00			50 65000	358	10200
4402	17516S	112 FGL - ENVIRONMENTAL ANALYTICAL	207.00					
Acct#8000653								
1	883150A	10/31/18 Metals SRL 524m-TCP	69.00			50 65000	358	10200
2	883150A	10/31/18 Metals SRL 524m-TCP	69.00			50 65000	357	10200
3	883150A	10/31/18 Metals SRL 524m-TCP	69.00			50 65000	356	10200
4403	17516S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#8000653								
1	883201A	10/29/18 Metals	67.00			50 65000	358	10200
4404	17527S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct#8000653								
1	883278A	10/29/18 Metals	67.00			50 65000	358	10200
Total for Vendor:			1,223.00					
4373	17495S	308 FRONTIER COMMUNICATIONS	54.00					
Acct #805-467-2818-010412-5								
Service from 10-22-18 to 11-21-18								
1	11/21/18	10/22/18 SCADA	27.00			40 64000	310	10200
2	11/21/18	10/22/18 SCADA	27.00			50 65000	310	10200
4405	17517S	308 FRONTIER COMMUNICATIONS	71.88					
Acct #805-467-2015-051216-5								
Service from 11/01/18 to 11/30/18								
1	NOV 2018	11/01/18 SCADA	35.94			40 64000	310	10200
2	NOV 2018	11/01/18 SCADA	35.94			50 65000	310	10200
Total for Vendor:			125.88					

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4389	17496S	999999 GARVIS FREEMAN Water Hydrant Deposit #10860774	650.00					
1	27486.06	10/16/18 #10860774	650.00			50 20550		10200
		Total for Vendor:	650.00					
4374	17497S	125 GREAT WESTERN ALARM Acct A0702 Service Period: 11/01/18 to 11/30/18	76.45					
1	002242101	11/01/18 Answering Service	38.23			40 64000	380	10200
2	002242101	11/01/18 Answering Service	38.22			50 65000	380	10200
4392	17508S	125 GREAT WESTERN ALARM GW-661 Service Period: 11/01/18 to 11/30/18	30.00					
1	180900545	11/01/18 Alarm Monitoring	15.00			40 64000	380	10200
2	180900545	11/01/18 Alarm Monitoring	15.00			50 65000	380	10200
		Total for Vendor:	106.45					
4406	17518S	126 GREEN, JOHN Board Member Stipend October 25, 2018 meeting	100.00					
1	Oct 2018	11/01/18 Oct 2018 Board Mtg	16.50			20 62000	111	10200
2	Oct 2018	11/01/18 Oct 2018 Board Mtg	3.00			30 63000	111	10200
3	Oct 2018	11/01/18 Oct 2018 Board Mtg	40.00			40 64000	111	10200
4	Oct 2018	11/01/18 Oct 2018 Board Mtg	40.00*			50 65000	111	10200
5	Oct 2018	11/01/18 Oct 2018 Board Mtg	0.50			60 66000	111	10200
4421	17532S	126 GREEN, JOHN Board Member Stipend November15, 2018 meeting	100.00					
1	Nov 2018	11/01/18 Nov 2018 Board Mtg	16.50			20 62000	111	10200
2	Nov 2018	11/01/18 Nov 2018 Board Mtg	3.00			30 63000	111	10200
3	Nov 2018	11/01/18 Nov 2018 Board Mtg	40.00			40 64000	111	10200
4	Nov 2018	11/01/18 Nov 2018 Board Mtg	40.00*			50 65000	111	10200
5	Nov 2018	11/01/18 Nov 2018 Board Mtg	0.50			60 66000	111	10200
		Total for Vendor:	200.00					

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4423	17533S	406 KALVANS, ANTHONY	100.00					
		Board Member Stipen Nov 15, 2018 meeting						
1	Nov 2018 11/01/18	Nov 2018 Board Mtg	16.50			20 62000	111	10200
2	Nov 2018 11/01/18	Nov 2018 Board Mtg	3.00			30 63000	111	10200
3	Nov 2018 11/01/18	Nov 2018 Board Mtg	40.00			40 64000	111	10200
4	Nov 2018 11/01/18	Nov 2018 Board Mtg	40.00*			50 65000	111	10200
5	Nov 2018 11/01/18	Nov 2018 Board Mtg	0.50			60 66000	111	10200
		Total for Vendor:	100.00					
4407	17519S	510 LOCAL IT EXPERTS	600.00					
1	137 11/18/18	IT Service~ Nov 2018	99.00			20 62000	350	10200
2	137 11/18/18	IT Service~ Nov 2018	18.00			30 63000	350	10200
3	137 11/18/18	IT Service~ Nov 2018	240.00			40 64000	350	10200
4	137 11/18/18	IT Service~ Nov 2018	240.00			50 65000	350	10200
5	137 11/18/18	IT Service~ Nov 2018	3.00			60 66000	350	10200
		Total for Vendor:	600.00					
4375	17498S	165 MAILFINANCE INC.	1,008.38					
		Lease No. N15013110 23Aug-18 to 22-Nov-2018						
1	N7395047 11/23/18	Qtrly Lease of mailing equip	504.19*			40 64000	334	10200
2	N7395047 11/23/18	Qtrly Lease of mailing equip	504.19*			50 65000	334	10200
		Total for Vendor:	1,008.38					
4388	17499S 999999	MATHEW FRENCH	498.80					
		Hydrant Deposit Refund 8927371 Hydrant Meter						
1	27489-05 10/16/18	Water deposit refund	498.80			50 20550		10200
		Total for Vendor:	498.80					
4386	17500S	559 MONSOON VENTURES, INC.	3,210.00					
		GSP Meetings/Research 10/03/18 ~10/19/18						
1	2323 10/19/18	GSA	3,210.00			50 65000	324	10200
		Total for Vendor:	3,210.00					

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4417	17528S	553 MOSS, LEVY & HARTZHEIM LLP	815.00					
2016-2017 Audit								
1	16564	10/31/18 Audit Services	134.48*			20 62000	325	10200
2	16564	10/31/18 Audit Services	24.45*			30 63000	325	10200
3	16564	10/31/18 Audit Services	326.00*			40 64000	325	10200
4	16564	10/31/18 Audit Services	326.00*			50 65000	325	10200
5	16564	10/31/18 Audit Services	4.07*			60 66000	325	10200
Total for Vendor:			815.00					
4376	17501S	602 MULLAHEY CHRYSLER DODGE JEEP RAM	806.58					
1	78730	10/25/18 Truck 8601~DriveLine	806.58			20 62000	354	10200
Total for Vendor:			806.58					
4408	17520S	547 PARENT, JOSEPH	100.00					
Board Member Stipend October 25, 2018 meeting								
1	Oct 2018	11/01/18 Oct 2018 Board Mtg	16.50			20 62000	111	10200
2	Oct 2018	11/01/18 Oct 2018 Board Mtg	3.00			30 63000	111	10200
3	Oct 2018	11/01/18 Oct 2018 Board Mtg	40.00			40 64000	111	10200
4	Oct 2018	11/01/18 Oct 2018 Board Mtg	40.00*			50 65000	111	10200
5	Oct 2018	11/01/18 Oct 2018 Board Mtg	0.50			60 66000	111	10200
4424	17534S	547 PARENT, JOSEPH	100.00					
Board Member Stipend November 15, 2018 meeting								
1	Nov 2018	11/01/18 Nov 2018 Board Mtg	16.50			20 62000	111	10200
2	Nov 2018	11/01/18 Nov 2018 Board Mtg	3.00			30 63000	111	10200
3	Nov 2018	11/01/18 Nov 2018 Board Mtg	40.00			40 64000	111	10200
4	Nov 2018	11/01/18 Nov 2018 Board Mtg	40.00*			50 65000	111	10200
5	Nov 2018	11/01/18 Nov 2018 Board Mtg	0.50			60 66000	111	10200
Total for Vendor:			200.00					
4409	17521S	202 PASO ROBLES NEWSPAPERS	502.00					
1	88298	10/31/18 HOA Water Conservation 01-2018	502.00			50 65000	393	10200
Total for Vendor:			502.00					

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4377	17502S	208 PG&E	1,337.84					
Acct #	8565976480-8							
1	10/17/18	12th & K Street - 8565976725	11.18			30 63000	381	10200
2	10/17/18	Tract 2605 - 8565976109	45.43			30 63000	381	10200
3	10/17/18	Mission Heights - 8565976482	212.01			30 63000	381	10200
4	10/17/18	9898 River Rd. - 8565976002	414.32			30 63000	381	10200
5	10/17/18	9898 River Rd. - 8565976004	55.82			30 63000	381	10200
6	10/17/18	9898 River Rd. - 8565976008	257.15			30 63000	381	10200
7	10/17/18	9898 River Rd. - 8565976014	85.74			30 63000	381	10200
8	10/17/18	9898 River Rd. - 8565976481	55.22			30 63000	381	10200
9	10/17/18	9898 River Rd. - 8565976483	24.50			30 63000	381	10200
10	10/17/18	Tract 2710 - 8562053214	69.27			30 63000	381	10200
11	10/17/18	Tract 2710 - 8564394360	30.63			30 63000	381	10200
12	10/17/18	Tract 2710 - 8560673934	76.57			30 63000	381	10200
		Total for Vendor:	1,337.84					
4378	17503S	209 PG&E	11,753.71					
Acct #	3675186851-8							
1	10/18/18	Old Fire Station / 1297 L St	19.91			20 62000	381	10200
2	10/18/18	New Fire Station 1150 Mission	1,702.34			20 62000	381	10200
3	10/18/18	Water Works #1 / Well 3	910.80			50 65000	381	10200
4	10/18/18	Bonita Pl & 16th / Well 4	2,612.28			50 65000	381	10200
5	10/18/18	N St / WWTP	6,050.64			40 64000	381	10200
6	10/18/18	2HP Booster Station	9.86			50 65000	381	10200
7	10/18/18	Mission Heights Booster	9.86			50 65000	381	10200
8	10/18/18	14th St. & K St.	45.84			50 65000	381	10200
9	10/18/18	Missn & 12th Lanscape~St light	252.88			30 63000	381	10200
10	10/18/18	SLT Well Drink Water	72.30			50 65000	381	10200
11	10/18/18	942 Soka Way lift station	67.00			40 64000	381	10200
		Total for Vendor:	11,753.71					
4425	17535S	609 SAN LUIS POWER HOUSE	340.72					
		Perform quartley testing and inspection of Kohler emergency generator						
1	40394	11/14/18 Labor~Service	340.72			20 62000	351	10200
		Total for Vendor:	340.72					

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4410	17522S	238 SAN MIGUEL GARBAGE	103.98					
Acct#318691 Monthly Service 11-1-18 to 11-30-18								
1	11/01/18	WWTP Monthly Trash Disposal	51.99			40 64000	383	10200
2	11/01/18	WWTP Monthly Trash Disposal	51.99			50 65000	383	10200
Total for Vendor:			103.98					
4426	17536S	616 SANTA MARIA FAMCON PIPE SUPPLY	2,295.15					
Valve Ball Tract 2527								
1	494 11/08/18	20 Valve Ball ~ Tract 2527	2,295.15			50 41010		10200
Total for Vendor:			2,295.15					
4427	17537S	352 STAPLES CREDIT PLAN	144.46					
Office Supplies								
1	Nov8738 11/09/18	Logitech Slim Combo ~ Ipad	144.46			20 62000	305	10200
Total for Vendor:			144.46					
4412	17523S	534 STREAMLINE	200.00					
Web Page Hosting								
1	98712 11/10/18	Web Page Monthly Fee Nov	33.00			20 62000	376	10200
2	98712 11/10/18	Web Page Monthly Fee Nov	6.00			30 63000	376	10200
3	98712 11/10/18	Web Page Monthly Fee Nov	80.00*			40 64000	376	10200
4	98712 11/10/18	Web Page Monthly Fee Nov	80.00			50 65000	376	10200
5	98712 11/10/18	Web Page Monthly Fee Nov	1.00			60 66000	376	10200
Total for Vendor:			200.00					
4413	17524S	280 TEMPLETON UNIFORMS	111.08					
Scott Young								
1	114731 11/05/18	Nomex Shirt	111.08			20 62000	495	10200
Total for Vendor:			111.08					
4428	17538S	289 TOTALFUNDS BY HASLER	500.00					
Customer #QMG2PP								
1	Postage 11/09/18	Postage	250.00			40 64000	315	10200
2	Postage 11/09/18	Postage	250.00			50 65000	315	10200
Total for Vendor:			500.00					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 11/18

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* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4379	17504S	298 UNIVAR USA INC Customer #701341 Well SLT	400.39					
1	F0896666	10/23/18 SOD HYPO 12.5 % Liquichlor	400.39			50 65000	483	10200
4380	17504S	298 UNIVAR USA INC Customer #701341 Well 3	668.28					
1	F0896664	10/22/18 SOD HYPO 12.5 % Liquichlor	668.28			50 65000	481	10200
4381	17504S	298 UNIVAR USA INC Customer #701341 Well 4	1,079.72					
1	F0896665	10/22/18 SOD HYPO 12.5 % Liquichlor	1,079.72			50 65000	482	10200
		Total for Vendor:	2,148.39					
4382	17505S	301 US BANK	2,162.73					
1	2647~1018	10/22/18 Training/S. Young	1,080.57			20 62000	386	10200
2	2647~1018	10/22/18 FireFighter Bookstore	244.79			20 62000	386	10200
3	2647~1018	10/22/18 NFPA	115.77			20 62000	386	10200
4	2647~1018	10/22/18 USPS Shipping	7.20			20 62000	315	10200
5	2647~1018	10/22/18 USPS Shipping/Master Meter	14.05			50 65000	315	10200
6	2647~1018	10/22/18 Rocky Mountain Print	11.50			20 62000	320	10200
7	2647~1018	10/22/18 Rocky Mountain Print	2.09			30 63000	320	10200
8	2647~1018	10/22/18 Rocky Mountain Print	27.88			40 64000	320	10200
9	2647~1018	10/22/18 Rocky Mountain Print	27.88			50 65000	320	10200
10	2647~1018	10/22/18 Rocky Mountain Print	0.35			60 66000	320	10200
11	2647~1018	10/22/18 Lowes PVC Primer	114.31			40 64000	305	10200
12	2647~1018	10/22/18 Lowes PVC Primer	114.31			50 65000	305	10200
13	2647~1018	10/22/18 Lowes Stagreen	70.03			40 64000	582	10200
14	2647~1018	10/22/18 Lowes Tide	20.45			20 62000	305	10200
15	2647~1018	10/22/18 Craigs List	20.00			40 64000	393	10200
16	2647~1018	10/22/18 Craigs List	20.00			50 65000	393	10200
17	2647~1018	10/22/18 Takkens Boots/Dodds	75.00			40 64000	495	10200
18	2647~1018	10/22/18 Takkens Boots/Dodds	75.00			50 65000	495	10200
19	2647~1018	10/22/18 Office of Water Programs	121.55			40 64000	386	10200
		Total for Vendor:	2,162.73					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 11/18

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* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4414	17525S	327 VALLI INFORMATION SYSTEMS	75.00					
Web Posting								
1	49925	10/31/18 Web Posting, Online Maint.	37.50			40 64000	305	10200
2	49925	10/31/18 Web Posting, Online Maint.	37.50			50 65000	305	10200
Total for Vendor:			75.00					
4415	17526S	612 WEX BANK	889.14					
1	56234309	10/07/18 Fuel #8600	40.43			20 62000	485	10200
7225								
2	56234309	10/07/18 Fuel #8630	72.25			20 62000	485	10200
3	56234309	10/07/18 Fuel #8632	225.91			40 64000	485	10200
5	56234309	10/07/18 Fuel #8632	225.91			50 65000	485	10200
7	56234309	10/07/18 Fuel #8601	324.64			20 62000	485	10200
Total for Vendor:			889.14					
# of Claims			62	Total:	173,172.11			
Total Electronic Claims					947.75			
Total Non-Electronic Claims					172224.36			

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 11/18

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Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$9,087.03
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$1,902.08
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$13,252.12
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$148,870.99
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$59.89
Total:	\$173,172.11

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	0.00	-302.00	0.00	302.00	** %
40300	Fireworks Permit Fees	0.00	0.00	2,200.00	2,200.00	0 %
40320	Fire Impact Fees	0.00	20,976.01	0.00	-20,976.01	** %
40410	Mutual Aid Fires	0.00	0.00	100,000.00	100,000.00	0 %
40420	Ambulance Reimbursement	0.00	1,153.08	4,400.00	3,246.92	26 %
40500	VFA Assistance Grant	0.00	16,436.09	20,000.00	3,563.91	82 %
	Account Group Total:	0.00	38,263.18	126,600.00	88,336.82	30 %
43000 Property Taxes Collected						
43000	Property Taxes Collected	48,708.79	69,142.51	390,856.00	321,713.49	18 %
	Account Group Total:	48,708.79	69,142.51	390,856.00	321,713.49	18 %
46000 Revenues & Interest						
46000	Revenues & Interest	0.00	77.91	0.00	-77.91	** %
46150	Miscellaneous Income	0.00	1,000.00	0.00	-1,000.00	** %
46151	Refund/Adjustments	29.77	302.76	0.00	-302.76	** %
46155	Will Serve Processing Fees	0.00	150.00	0.00	-150.00	** %
	Account Group Total:	29.77	1,530.67	0.00	-1,530.67	** %
	Fund Total:	48,738.56	108,936.36	517,456.00	408,519.64	21 %
30 STREET LIGHTING DEPARTMENT						
43000 Property Taxes Collected						
43000	Property Taxes Collected	14,175.05	16,563.32	101,367.00	84,803.68	16 %
	Account Group Total:	14,175.05	16,563.32	101,367.00	84,803.68	16 %
46000 Revenues & Interest						
46000	Revenues & Interest	0.00	15.18	0.00	-15.18	** %
46151	Refund/Adjustments	6.31	64.21	0.00	-64.21	** %
	Account Group Total:	6.31	79.39	0.00	-79.39	** %
	Fund Total:	14,181.36	16,642.71	101,367.00	84,724.29	16 %
40 WASTEWATER DEPARTMENT						
40000						
40900	Wastewater Sales	64,490.43	252,371.15	675,624.00	423,252.85	37 %
40910	Wastewater Late Charges	1,253.63	3,962.76	0.00	-3,962.76	** %
	Account Group Total:	65,744.06	256,333.91	675,624.00	419,290.09	38 %
41000 Water Sales						
41012	IRWM Grants	0.00	0.00	177,750.00	177,750.00	0 %
	Account Group Total:	0.00	0.00	177,750.00	177,750.00	0 %
43000 Property Taxes Collected						
43000	Property Taxes Collected	7,321.14	8,794.49	54,362.00	45,567.51	16 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
	Account Group Total:	7,321.14	8,794.49	54,362.00	45,567.51	16 %
46000	Revenues & Interest					
46000	Revenues & Interest	0.00	186.15	0.00	-186.15	** %
46100	Realized Earnings	0.00	1,304.39	0.00	-1,304.39	** %
46150	Miscellaneous Income	0.00	16.74	0.00	-16.74	** %
46151	Refund/Adjustments	72.16	733.94	0.00	-733.94	** %
46155	Will Serve Processing Fees	0.00	125.00	0.00	-125.00	** %
	Account Group Total:	72.16	2,366.22	0.00	-2,366.22	** %
	Fund Total:	73,137.36	267,494.62	907,736.00	640,241.38	29 %
50 WATER DEPARTMENT						
41000	Water Sales					
41000	Water Sales	71,775.07	304,546.18	797,294.00	492,747.82	38 %
41005	Water Late Charges	16,205.28	66,200.79	0.00	-66,200.79	** %
41010	Water Meter Fees	-4,600.74	-11,042.61	0.00	11,042.61	** %
	Account Group Total:	83,379.61	359,704.36	797,294.00	437,589.64	45 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	0.00	0.00	19,950.00	19,950.00	0 %
	Account Group Total:	0.00	0.00	19,950.00	19,950.00	0 %
44000	Forestry & Fire Protection Reimbursement					
44005	State/Federal Grants	0.00	0.00	30,000.00	30,000.00	0 %
	Account Group Total:	0.00	0.00	30,000.00	30,000.00	0 %
46000	Revenues & Interest					
46000	Revenues & Interest	0.00	179.09	0.00	-179.09	** %
46150	Miscellaneous Income	0.00	16.74	0.00	-16.74	** %
46151	Refund/Adjustments	72.16	733.94	0.00	-733.94	** %
46155	Will Serve Processing Fees	0.00	125.00	0.00	-125.00	** %
	Account Group Total:	72.16	1,054.77	0.00	-1,054.77	** %
	Fund Total:	83,451.77	360,759.13	847,244.00	486,484.87	43 %
60 SOLID WASTE DEPARTMENT						
46000	Revenues & Interest					
46005	Franchise Fees	2,631.29	14,292.79	32,323.00	18,030.21	44 %
	Account Group Total:	2,631.29	14,292.79	32,323.00	18,030.21	44 %
	Fund Total:	2,631.29	14,292.79	32,323.00	18,030.21	44 %
	Grand Total:	222,140.34	768,125.61	2,406,126.00	1,638,000.39	32 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 11 / 18

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000 Fire							
	105 Salaries and Wages	5,576.24	29,002.97	66,000.00	66,000.00	36,997.03	44 %
	111 BOD Stipend	148.50	445.50	990.00	990.00	544.50	45 %
	120 Workers' Compensation	0.00	8,019.46	8,000.00	8,000.00	-19.46	100 %
	121 Physicals	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
	125 Volunteer firefighter stipends	2,733.28	21,700.48	72,000.00	72,000.00	50,299.52	30 %
	126 Strike Team Pay - VFF	0.00	3,538.56	100,000.00	100,000.00	96,461.44	4 %
	135 Payroll Tax - FICA	141.66	1,537.01	9,000.00	9,000.00	7,462.99	17 %
	140 Payroll Tax - Medicare	120.02	796.99	4,000.00	4,000.00	3,203.01	20 %
	155 Payroll Tax - SUI	106.00	926.35	5,000.00	5,000.00	4,073.65	19 %
	160 Payroll Tax - ETT	2.65	23.15	300.00	300.00	276.85	8 %
	165 Payroll Tax - FUTA	0.00	284.08	7,000.00	7,000.00	6,715.92	4 %
	205 Insurance - Health	81.04	416.65	800.00	800.00	383.35	52 %
	210 Insurance - Dental	23.59	110.09	600.00	600.00	489.91	18 %
	215 Insurance - Vision	3.82	17.67	100.00	100.00	82.33	18 %
	225 Retirement - PERS expense	124.95	680.36	1,600.00	1,600.00	919.64	43 %
	305 Operations and maintenance	210.28	1,193.17	6,000.00	6,000.00	4,806.83	20 %
	310 Phone and fax expense	0.00	0.00	800.00	800.00	800.00	0 %
	315 Postage, shipping and freight	7.20	36.75	100.00	100.00	63.25	37 %
	320 Printing and reproduction	11.50	117.48	200.00	200.00	82.52	59 %
	325 Professional svcs - Accounting	671.56	7,713.75	4,950.00	4,950.00	-2,763.75	156 %
	327 Professional svcs - Legal (General)	2,648.60	7,319.00	25,000.00	25,000.00	17,681.00	29 %
	328 Insurance - prop and liability	0.00	11,733.68	12,000.00	12,000.00	266.32	98 %
	331 Professional Services - Legal	0.00	0.00	8,250.00	8,250.00	8,250.00	0 %
	334 Maintenance Agreements	0.00	600.77	0.00	0.00	-600.77	***
	335 Meals - Reimbursement	0.00	50.01	600.00	600.00	549.99	8 %
	340 Meetings and conferences	0.00	0.00	500.00	500.00	500.00	0 %
	345 Mileage expense reimbursement	70.59	162.12	500.00	500.00	337.88	32 %
	350 Repairs and maint - computers	99.00	862.74	3,000.00	3,000.00	2,137.26	29 %
	351 Repairs and maint - equip	340.72	1,766.45	8,000.00	8,000.00	6,233.55	22 %
	352 Repairs and maint - structures	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	354 Repairs and maint - vehicles	806.58	8,829.48	15,000.00	15,000.00	6,170.52	59 %
	370 Dispatch services (Fire)	0.00	10,355.38	8,000.00	8,000.00	-2,355.38	129 %
	375 Internet expenses	103.31	516.55	660.00	660.00	143.45	78 %
	376 Webpage- Upgrade/Maint	33.00	165.00	400.00	400.00	235.00	41 %
	380 Utilities - alarm service	0.00	0.00	200.00	200.00	200.00	0 %
	381 Utilities - electric	1,722.25	1,835.15	4,000.00	4,000.00	2,164.85	46 %
	382 Utilities - propane	0.00	0.00	450.00	450.00	450.00	0 %
	385 Dues and subscriptions	0.00	1,125.00	4,000.00	4,000.00	2,875.00	28 %
	386 Education and training	1,441.13	1,527.76	5,000.00	5,000.00	3,472.24	31 %
	393 Advertising and public notices	0.00	143.90	500.00	500.00	356.10	29 %
	394 LAFCO Allocations	0.00	965.41	1,010.00	1,010.00	44.59	96 %
	395 Community Outreach	0.00	1,462.23	1,500.00	1,500.00	37.77	97 %
	405 Software	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
	410 Office Supplies	0.00	62.11	400.00	400.00	337.89	16 %
	450 EMS supplies	0.00	664.55	3,500.00	3,500.00	2,835.45	19 %
	455 Fire Safety Gear & Equipment	0.00	884.53	10,000.00	10,000.00	9,115.47	9 %
	456 VFF Assistance Grant	0.00	4,679.49	40,000.00	40,000.00	35,320.51	12 %
	465 Cell phones, radios and pagers	34.85	157.25	500.00	500.00	342.75	31 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
470	Communication equipment	295.00	295.00	3,000.00	3,000.00	2,705.00	10 %
475	Computer supplies and upgrades	0.00	254.93	3,000.00	3,000.00	2,745.07	8 %
485	Fuel expense	437.32	2,718.23	6,500.00	6,500.00	3,781.77	42 %
490	Small tools and equipment	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
495	Uniform expense	111.08	659.20	3,500.00	3,500.00	2,840.80	19 %
503	Weed Abatement Costs	0.00	0.00	3,200.00	3,200.00	3,200.00	0 %
505	Fire Training Grounds	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
510	Fire station addition	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
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	200.00	800.00	800.00	600.00	25 %
960	Property tax expense	0.00	210.70	400.00	400.00	189.30	53 %
	Account Total:	18,105.72	138,767.09	484,310.00	484,310.00	345,542.91	29 %
	Account Group Total:	18,105.72	138,767.09	484,310.00	484,310.00	345,542.91	29 %
	Fund Total:	18,105.72	138,767.09	484,310.00	484,310.00	345,542.91	29 %
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000 Lighting							
105	Salaries and Wages	678.48	4,272.73	10,000.00	10,000.00	5,727.27	43 %
111	BOD Stipend	27.00	81.00	180.00	180.00	99.00	45 %
120	Workers' Compensation	0.00	37.22	200.00	200.00	162.78	19 %
130	Payroll Tax - Fed W/H	0.00	0.00	500.00	500.00	500.00	0 %
135	Payroll Tax - FICA	0.00	0.00	500.00	500.00	500.00	0 %
140	Payroll Tax - Medicare	10.21	67.20	100.00	100.00	32.80	67 %
155	Payroll Tax - SUI	0.00	0.00	100.00	100.00	100.00	0 %
160	Payroll Tax - ETT	0.00	0.00	100.00	100.00	100.00	0 %
165	Payroll Tax - FUTA	0.00	0.00	150.00	150.00	150.00	0 %
205	Insurance - Health	46.96	283.89	500.00	500.00	216.11	57 %
210	Insurance - Dental	5.13	27.89	75.00	75.00	47.11	37 %
215	Insurance - Vision	0.80	4.42	20.00	20.00	15.58	22 %
225	Retirement - PERS expense	46.58	276.15	500.00	500.00	223.85	55 %
305	Operations and maintenance	8.25	41.25	2,000.00	2,000.00	1,958.75	2 %
310	Phone and fax expense	0.00	0.00	120.00	120.00	120.00	0 %
320	Printing and reproduction	2.09	2.09	100.00	100.00	97.91	2 %
325	Professional svcs - Accounting	122.10	1,406.00	900.00	900.00	-506.00	156 %
327	Professional svcs - Legal (General)	127.92	569.48	4,500.00	4,500.00	3,930.52	13 %
328	Insurance - prop and liability	0.00	413.30	500.00	500.00	86.70	83 %
331	Professional Services - Legal	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
334	Maintenance Agreements	0.00	109.23	0.00	0.00	-109.23	***
340	Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %
345	Mileage expense reimbursement	14.98	34.39	150.00	150.00	115.61	23 %
350	Repairs and maint - computers	18.00	150.99	1,000.00	1,000.00	849.01	15 %
351	Repairs and maint - equip	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
353	Repairs & Maint- Infrastructure	0.00	0.00	24,000.00	24,000.00	24,000.00	0 %
375	Internet expenses	0.00	0.00	120.00	120.00	120.00	0 %
376	Webpage- Upgrade/Maint	6.00	30.00	100.00	100.00	70.00	30 %
381	Utilities - electric	1,590.72	7,799.08	26,000.00	26,000.00	18,200.92	30 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
	382 Utilities - propane	0.00	0.00	100.00	100.00	100.00	0 %
	385 Dues and subscriptions	0.00	0.00	300.00	300.00	300.00	0 %
	386 Education and training	0.00	15.75	1,500.00	1,500.00	1,484.25	1 %
	393 Advertising and public notices	0.00	3.69	100.00	100.00	96.31	4 %
	394 LAFCO Allocations	0.00	175.53	200.00	200.00	24.47	88 %
	405 Software	0.00	0.00	500.00	500.00	500.00	0 %
	410 Office Supplies	0.00	11.29	0.00	0.00	-11.29	*** %
	465 Cell phones, radios and pagers	8.20	37.00	0.00	0.00	-37.00	*** %
	475 Computer supplies and upgrades	0.00	46.35	0.00	0.00	-46.35	*** %
	485 Fuel expense	0.00	0.00	100.00	100.00	100.00	0 %
	490 Small tools and equipment	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	Account Total:	2,713.42	15,895.92	79,065.00	79,065.00	63,169.08	20 %
	Account Group Total:	2,713.42	15,895.92	79,065.00	79,065.00	63,169.08	20 %
	Fund Total:	2,713.42	15,895.92	79,065.00	79,065.00	63,169.08	20 %
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	105 Salaries and Wages	11,883.07	64,562.92	163,500.00	163,500.00	98,937.08	39 %
	109 Stand-by Hours	387.00	3,267.70	7,500.00	7,500.00	4,232.30	44 %
	111 BOD Stipend	360.00	1,080.00	2,400.00	2,400.00	1,320.00	45 %
	120 Workers' Compensation	0.00	4,922.00	5,000.00	5,000.00	78.00	98 %
	135 Payroll Tax - FICA	0.00	2.57	0.00	0.00	-2.57	*** %
	140 Payroll Tax - Medicare	173.33	966.35	2,000.00	2,000.00	1,033.65	48 %
	155 Payroll Tax - SUI	0.00	1.66	1,500.00	1,500.00	1,498.34	0 %
	160 Payroll Tax - ETT	0.00	0.04	200.00	200.00	199.96	0 %
	165 Payroll Tax - FUTA	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	205 Insurance - Health	1,276.70	6,740.09	25,000.00	25,000.00	18,259.91	27 %
	206 Insurance - CalPers Health Retiree	0.00	58.15	0.00	0.00	-58.15	*** %
	210 Insurance - Dental	89.19	432.86	1,000.00	1,000.00	567.14	43 %
	215 Insurance - Vision	14.33	69.68	200.00	200.00	130.32	35 %
	225 Retirement - PERS expense	1,430.55	7,164.26	12,250.00	12,250.00	5,085.74	58 %
	305 Operations and maintenance	261.81	1,833.75	6,000.00	6,000.00	4,166.25	31 %
	310 Phone and fax expense	62.94	394.15	1,200.00	1,200.00	805.85	33 %
	315 Postage, shipping and freight	250.00	1,421.08	3,000.00	3,000.00	1,578.92	47 %
	320 Printing and reproduction	27.88	186.38	600.00	600.00	413.62	31 %
	325 Professional svcs - Accounting	1,628.00	18,700.00	9,000.00	9,000.00	-9,700.00	208 %
	326 Professional svcs - Engineering	0.00	3,190.00	24,000.00	24,000.00	20,810.00	13 %
	327 Professional svcs - Legal (General)	1,705.48	7,749.40	30,000.00	30,000.00	22,250.60	26 %
	328 Insurance - prop and liability	0.00	8,260.99	8,400.00	8,400.00	139.01	98 %
	329 New Hire Screening	0.00	0.00	100.00	100.00	100.00	0 %
	330 Contract labor	500.00	1,575.00	5,000.00	5,000.00	3,425.00	32 %
	331 Professional Services - Legal	275.55	275.55	15,000.00	15,000.00	14,724.45	2 %
	334 Maintenance Agreements	547.93	4,316.52	0.00	0.00	-4,316.52	*** %
	335 Meals - Reimbursement	0.00	0.00	100.00	100.00	100.00	0 %
	340 Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
	345 Mileage expense reimbursement	171.16	392.98	500.00	500.00	107.02	79 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
350	Repairs and maint - computers	240.00	2,013.15	3,000.00	3,000.00	986.85	67 %
351	Repairs and maint - equip	0.00	0.00	21,000.00	21,000.00	21,000.00	0 %
352	Repairs and maint - structures	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
353	Repairs & Maint- Infrastructure	0.00	180.00	3,000.00	3,000.00	2,820.00	6 %
354	Repairs and maint - vehicles	0.00	540.27	2,000.00	2,000.00	1,459.73	27 %
355	Testing & Supplies (WWTP)	0.00	356.00	12,000.00	12,000.00	11,644.00	3 %
375	Internet expenses	103.31	516.55	1,600.00	1,600.00	1,083.45	32 %
376	Webpage- Upgrade/Maint	80.00	400.00	0.00	0.00	-400.00	*** %
380	Utilities - alarm service	53.23	273.35	1,000.00	1,000.00	726.65	27 %
381	Utilities - electric	6,117.64	31,698.41	75,000.00	75,000.00	43,301.59	42 %
382	Utilities - propane	0.00	0.00	500.00	500.00	500.00	0 %
383	Utilities - trash	51.99	267.64	650.00	650.00	382.36	41 %
385	Dues and subscriptions	0.00	720.00	2,100.00	2,100.00	1,380.00	34 %
386	Education and training	121.55	331.55	1,500.00	1,500.00	1,168.45	22 %
393	Advertising and public notices	20.00	69.20	600.00	600.00	530.80	12 %
394	LAFCO Allocations	0.00	2,340.38	2,440.00	2,440.00	99.62	96 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
405	Software	0.00	0.00	6,100.00	6,100.00	6,100.00	0 %
410	Office Supplies	0.00	150.58	750.00	750.00	599.42	20 %
432	Utility Rate Design Study	0.00	2,836.85	0.00	0.00	-2,836.85	*** %
459	Scada - Maintenance Fees	0.00	54.81	1,000.00	1,000.00	945.19	5 %
465	Cell phones, radios and pagers	82.00	370.00	1,000.00	1,000.00	630.00	37 %
475	Computer supplies and upgrades	0.00	618.02	5,000.00	5,000.00	4,381.98	12 %
485	Fuel expense	225.91	957.26	5,500.00	5,500.00	4,542.74	17 %
490	Small tools and equipment	0.00	720.04	6,000.00	6,000.00	5,279.96	12 %
495	Uniform expense	75.00	215.70	750.00	750.00	534.30	29 %
500	Capital Outlay	0.00	44,825.40	0.00	44,825.40	0.00	100 %
545	Sewer System Mngmt Plan (SSMP)	0.00	8,388.75	8,500.00	8,500.00	111.25	99 %
570	Repairs, Maint. and Video Sewer Lines	0.00	0.00	16,000.00	16,000.00	16,000.00	0 %
581	WWTP Expansion	0.00	2,582.50	45,000.00	45,000.00	42,417.50	6 %
582	WWTP Plant Maintenance	70.03	1,517.43	12,000.00	12,000.00	10,482.57	13 %
585	Sludge Removal Project	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
586	WWTF Ground Water Recharging Study	0.00	177,750.00	0.00	177,750.00	0.00	100 %
705	Waste Discharge Fees/Permits	0.00	0.00	20,000.00	20,000.00	20,000.00	0 %
715	Licenses, permits and fees	0.00	273.50	1,000.00	1,000.00	726.50	27 %
960	Property tax expense	0.00	17.54	0.00	0.00	-17.54	*** %
	Account Total:	28,285.58	418,548.96	588,890.00	811,465.40	392,916.44	52 %
	Account Group Total:	28,285.58	418,548.96	588,890.00	811,465.40	392,916.44	52 %
	Fund Total:	28,285.58	418,548.96	588,890.00	811,465.40	392,916.44	52 %

50 WATER DEPARTMENT

65000 Water

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
65000 Water							
105	Salaries and Wages	11,060.31	66,956.90	163,500.00	163,500.00	96,543.10	41 %
109	Stand-by Hours	387.00	3,267.68	7,500.00	7,500.00	4,232.32	44 %
111	BOD Stipend	360.00	1,080.00	0.00	0.00	-1,080.00	*** %
120	Workers' Compensation	0.00	4,388.16	4,000.00	4,000.00	-388.16	110 %
135	Payroll Tax - FICA	0.00	2.57	0.00	0.00	-2.57	*** %
140	Payroll Tax - Medicare	161.25	997.05	2,500.00	2,500.00	1,502.95	40 %
155	Payroll Tax - SUI	0.00	1.66	1,500.00	1,500.00	1,498.34	0 %
160	Payroll Tax - ETT	0.00	0.04	200.00	200.00	199.96	0 %
165	Payroll Tax - FUTA	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
205	Insurance - Health	1,142.08	6,170.24	25,000.00	25,000.00	18,829.76	25 %
206	Insurance - CalPers Health Retiree	0.00	58.15	0.00	0.00	-58.15	*** %
210	Insurance - Dental	84.41	442.71	1,200.00	1,200.00	757.29	37 %
215	Insurance - Vision	13.57	71.27	200.00	200.00	128.73	36 %
225	Retirement - PERS expense	1,333.51	7,442.67	12,500.00	12,500.00	5,057.33	60 %
305	Operations and maintenance	261.81	1,275.41	8,000.00	8,000.00	6,724.59	16 %
310	Phone and fax expense	62.94	394.15	1,200.00	1,200.00	805.85	33 %
315	Postage, shipping and freight	264.05	1,435.12	3,000.00	3,000.00	1,564.88	48 %
320	Printing and reproduction	27.88	186.36	600.00	600.00	413.64	31 %
324	Professional Svcs- GSA-GSP	3,210.00	25,966.65	30,000.00	30,000.00	4,033.35	87 %
325	Professional svcs - Accounting	1,628.00	18,700.00	9,000.00	9,000.00	-9,700.00	208 %
326	Professional svcs - Engineering	0.00	2,970.00	25,000.00	25,000.00	22,030.00	12 %
327	Professional svcs - Legal (General)	1,874.34	15,974.60	40,000.00	40,000.00	24,025.40	40 %
328	Insurance - prop and liability	0.00	12,986.27	13,000.00	13,000.00	13.73	100 %
329	New Hire Screening	0.00	0.00	150.00	150.00	150.00	0 %
330	Contract labor	500.00	1,575.00	5,000.00	5,000.00	3,425.00	32 %
331	Professional Services - Legal	275.55	275.55	20,000.00	20,000.00	19,724.45	1 %
332	Professional Services - Legal	119,967.44	306,802.86	250,000.00	250,000.00	-56,802.86	123 %
334	Maintenance Agreements	547.93	4,316.52	0.00	0.00	-4,316.52	*** %
335	Meals - Reimbursement	0.00	90.92	200.00	200.00	109.08	45 %
340	Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
345	Mileage expense reimbursement	171.16	392.98	500.00	500.00	107.02	79 %
350	Repairs and maint - computers	240.00	2,013.15	5,000.00	5,000.00	2,986.85	40 %
351	Repairs and maint - equip	0.00	115.15	4,000.00	4,000.00	3,884.85	3 %
352	Repairs and maint - structures	0.00	138.04	1,500.00	1,500.00	1,361.96	9 %
353	Repairs & Maint- Infrastructure	0.00	2,705.46	30,000.00	30,000.00	27,294.54	9 %
354	Repairs and maint - vehicles	0.00	540.26	2,000.00	2,000.00	1,459.74	27 %
356	Testing & Supplies - Well #3 (Water)	94.00	1,025.09	2,500.00	2,500.00	1,474.91	41 %
357	Testing & Supplies - Well #4 (Water)	94.00	652.09	2,500.00	2,500.00	1,847.91	26 %
358	Testing & Supplies- SLT Well (Water)	672.00	2,249.97	5,000.00	5,000.00	2,750.03	45 %
359	Testing & Supplies-Other	363.00	2,312.71	5,000.00	5,000.00	2,687.29	46 %
362	Cross-Connection Control Srvcs.	0.00	202.80	1,000.00	1,000.00	797.20	20 %
375	Internet expenses	103.32	516.60	1,600.00	1,600.00	1,083.40	32 %
376	Webpage- Upgrade/Maint	80.00	400.00	960.00	960.00	560.00	42 %
380	Utilities - alarm service	53.22	273.35	1,000.00	1,000.00	726.65	27 %
381	Utilities - electric	3,660.94	21,689.40	40,000.00	40,000.00	18,310.60	54 %
382	Utilities - propane	0.00	0.00	500.00	500.00	500.00	0 %
383	Utilities - trash	51.99	267.64	650.00	650.00	382.36	41 %
385	Dues and subscriptions	0.00	720.00	3,900.00	3,900.00	3,180.00	18 %
386	Education and training	0.00	875.00	2,500.00	2,500.00	1,625.00	35 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	393 Advertising and public notices	522.00	571.20	600.00	600.00	28.80	95 %
	394 LAFCO Allocations	0.00	2,340.38	2,440.00	2,440.00	99.62	96 %
	395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	405 Software	0.00	0.00	6,100.00	6,100.00	6,100.00	0 %
	410 Office Supplies	0.00	194.96	500.00	500.00	305.04	39 %
	415 Office Equipment	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
	431 SLT Blending Line - CDBG Project	0.00	1,210.00	0.00	0.00	-1,210.00	*** %
	432 Utility Rate Design Study	0.00	2,836.85	0.00	0.00	-2,836.85	*** %
	459 Scada - Maintenance Fees	0.00	54.81	1,000.00	1,000.00	945.19	5 %
	465 Cell phones, radios and pagers	79.95	360.75	0.00	0.00	-360.75	*** %
	475 Computer supplies and upgrades	0.00	618.02	5,000.00	5,000.00	4,381.98	12 %
	481 Chemicals- Well #3	668.28	1,836.33	3,000.00	3,000.00	1,163.67	61 %
	482 Chemicals-Well #4	1,079.72	2,377.44	3,000.00	3,000.00	622.56	79 %
	483 Chemicals-SLT Well	400.39	756.64	1,500.00	1,500.00	743.36	50 %
	485 Fuel expense	225.91	957.24	4,000.00	4,000.00	3,042.76	24 %
	490 Small tools and equipment	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
	495 Uniform expense	75.00	215.70	750.00	750.00	534.30	29 %
	520 Water Main Valves Replacement	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
	525 Water meter replacement	5,283.86	11,340.23	15,000.00	15,000.00	3,659.77	76 %
	535 Water Lines Repairs	0.00	1,331.86	30,000.00	30,000.00	28,668.14	4 %
	605 USDA Loan Payment	0.00	-23,788.72	67,000.00	67,000.00	90,788.72	-36 %
	715 Licenses, permits and fees	0.00	76.50	7,000.00	7,000.00	6,923.50	1 %
	930 Interest Fees	0.00	49,755.52	0.00	0.00	-49,755.52	*** %
	940 Bank service charges	0.00	2.82	0.00	0.00	-2.82	*** %
	Account Total:	157,080.81	573,966.73	896,200.00	896,200.00	322,233.27	64 %
	Account Group Total:	157,080.81	573,966.73	896,200.00	896,200.00	322,233.27	64 %
	Fund Total:	157,080.81	573,966.73	896,200.00	896,200.00	322,233.27	64 %

60 SOLID WASTE DEPARTMENT

66000 SOLID WASTE

66000 SOLID WASTE

	105 Salaries and Wages	135.25	370.95	4,500.00	4,500.00	4,129.05	8 %
	110 Payroll tax expense	0.00	0.00	400.00	400.00	400.00	0 %
	111 BOD Stipend	4.50	13.50	30.00	30.00	16.50	45 %
	120 Workers' Compensation	0.00	6.20	100.00	100.00	93.80	6 %
	140 Payroll Tax - Medicare	1.92	5.30	400.00	400.00	394.70	1 %
	165 Payroll Tax - FUTA	0.00	0.00	50.00	50.00	50.00	0 %
	205 Insurance - Health	19.96	43.08	500.00	500.00	456.92	9 %
	210 Insurance - Dental	0.68	1.45	50.00	50.00	48.55	3 %
	215 Insurance - Vision	0.11	0.23	0.00	0.00	-0.23	*** %
	225 Retirement - PERS expense	16.98	37.22	500.00	500.00	462.78	7 %
	305 Operations and maintenance	1.38	6.90	200.00	200.00	193.10	3 %
	310 Phone and fax expense	0.00	0.00	25.00	25.00	25.00	0 %
	320 Printing and reproduction	0.35	0.35	50.00	50.00	49.65	1 %
	325 Professional svcs - Accounting	20.34	230.25	150.00	150.00	-80.25	154 %
	327 Professional svcs - Legal (General)	29.32	246.91	5,750.00	5,750.00	5,503.09	4 %
	328 Insurance - prop and liability	0.00	68.89	100.00	100.00	31.11	69 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
	331 Professional Services - Legal	0.00	0.00	250.00	250.00	250.00	0 %
	334 Maintenance Agreements	0.00	18.20	0.00	0.00	-18.20	*** %
	340 Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
	345 Mileage expense reimbursement	0.00	0.00	50.00	50.00	50.00	0 %
	350 Repairs and maint - computers	3.00	25.15	50.00	50.00	24.85	50 %
	375 Internet expenses	0.00	0.00	25.00	25.00	25.00	0 %
	376 Webpage- Upgrade/Maint	1.00	5.00	15.00	15.00	10.00	33 %
	382 Utilities - propane	0.00	0.00	50.00	50.00	50.00	0 %
	384 Trash Recepticles	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
	385 Dues and subscriptions	0.00	0.00	50.00	50.00	50.00	0 %
	386 Education and training	0.00	2.63	250.00	250.00	247.37	1 %
	393 Advertising and public notices	0.00	0.61	500.00	500.00	499.39	0 %
	394 LAFCO Allocations	0.00	29.25	0.00	0.00	-29.25	*** %
	405 Software	0.00	0.00	50.00	50.00	50.00	0 %
	410 Office Supplies	0.00	1.88	0.00	0.00	-1.88	*** %
	475 Computer supplies and upgrades	0.00	7.72	0.00	0.00	-7.72	*** %
	Account Total:	234.79	1,121.67	16,295.00	16,295.00	15,173.33	7 %
	Account Group Total:	234.79	1,121.67	16,295.00	16,295.00	15,173.33	7 %
	Fund Total:	234.79	1,121.67	16,295.00	16,295.00	15,173.33	7 %
	Grand Total:	206,420.32	1,148,300.37	2,064,760.00	2,287,335.40	1,139,035.03	50 %

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10 ADMINISTRATION DEPARTMENT						
10200 Operating Cash - Premier	-812,765.53	0.00	0.00	38,611.06	0.00	-851,376.59
10250 HOB - Payroll	709,709.62	38,611.06	0.00	0.00	0.00	748,320.68
Total Fund	-103,055.91	38,611.06		38,611.06		-103,055.91
20 FIRE PROTECTION DEPARTMENT						
10200 Operating Cash - Premier	492,867.01	48,738.56	0.00	0.00	9,087.03	532,518.54
10250 HOB - Payroll	-223,677.12	0.00	0.00	0.00	9,018.69	-232,695.81
10260 Pac Western Bank --Vehicle Replm	30,130.01	0.00	0.00	0.00	0.00	30,130.01
10350 HOB - Capital Reserve Acct.	159,192.55	0.00	0.00	0.00	0.00	159,192.55
10360 HOB - Capital Projects Acct	1,650.14	0.00	0.00	0.00	0.00	1,650.14
10460 Cantella & Co. Investment Acct.	22,942.05	0.00	0.00	0.00	0.00	22,942.05
Total Fund	483,104.64	48,738.56			18,105.72	513,737.48
30 STREET LIGHTING DEPARTMENT						
10200 Operating Cash - Premier	333,952.98	14,181.36	0.00	0.00	1,902.08	346,232.26
10250 HOB - Payroll	-5,881.12	0.00	0.00	0.00	811.34	-6,692.46
10260 Pac Western Bank --Vehicle Replm	10,125.06	0.00	0.00	0.00	0.00	10,125.06
10350 HOB - Capital Reserve Acct.	59,672.42	0.00	0.00	0.00	0.00	59,672.42
10360 HOB - Capital Projects Acct	350.03	0.00	0.00	0.00	0.00	350.03
10460 Cantella & Co. Investment Acct.	4,862.28	0.00	0.00	0.00	0.00	4,862.28
Total Fund	403,081.65	14,181.36			2,713.42	414,549.59
40 WASTEWATER DEPARTMENT						
10150 Cash in SLO County	96,941.47	0.00	0.00	0.00	0.00	96,941.47
10200 Operating Cash - Premier	321,394.38	65,476.58	814.23	289.53	13,252.12	374,143.54
10250 HOB - Payroll	-260,090.10	0.00	0.00	0.00	15,033.46	-275,123.56
10260 Pac Western Bank --Vehicle Replm	3,125.84	0.00	0.00	0.00	0.00	3,125.84
10340 HOB Bank Water Projects 6598	41,660.00	0.00	0.00	0.00	0.00	41,660.00
10350 HOB - Capital Reserve Acct.	118,073.74	0.00	0.00	0.00	0.00	118,073.74
10360 HOB - Capital Projects Acct	4,000.34	0.00	0.00	0.00	0.00	4,000.34
10460 Cantella & Co. Investment Acct.	56,896.43	0.00	0.00	0.00	0.00	56,896.43
Total Fund	382,002.10	65,476.58	814.23	289.53	28,285.58	419,717.80
50 WATER DEPARTMENT						
10150 Cash in SLO County	67,278.96	0.00	0.00	0.00	0.00	67,278.96
10200 Operating Cash - Premier	173,541.78	70,006.27	0.00	164.70	149,685.22	93,698.13
10250 HOB - Payroll	-310,122.01	0.00	0.00	0.00	13,959.36	-324,081.37
10260 Pac Western Bank --Vehicle Replm	3,127.01	0.00	0.00	0.00	0.00	3,127.01
10340 HOB Bank Water Projects 6598	53,249.88	0.00	0.00	0.00	0.00	53,249.88
10350 HOB - Capital Reserve Acct.	-2,083.89	0.00	0.00	0.00	0.00	-2,083.89
10360 HOB - Capital Projects Acct	3,982.83	0.00	0.00	0.00	0.00	3,982.83
10400 HOB - USDA Reserve	66,903.94	0.00	0.00	0.00	0.00	66,903.94
10460 Cantella & Co. Investment Acct.	55,617.05	0.00	0.00	0.00	0.00	55,617.05
Total Fund	111,495.55	70,006.27		164.70	163,644.58	17,692.54
60 SOLID WASTE DEPARTMENT						
10200 Operating Cash - Premier	84,446.82	2,631.29	0.00	0.00	59.89	87,018.22
10250 HOB - Payroll	-774.61	0.00	0.00	0.00	174.90	-949.51
10460 Cantella & Co. Investment Acct.	4.21	0.00	0.00	0.00	0.00	4.21
Total Fund	83,676.42	2,631.29			234.79	86,072.92

12/05/18
15:46:48

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Cash Report
For the Accounting Period: 11/18

Page: 2 of 2
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
71 PAYROLL CLEARING FUND						
10200 Operating Cash - Premier	55.85	0.00	0.00	0.00	0.00	55.85
10250 HOB - Payroll	32,068.09	0.00	38,997.75	31,129.28	0.00	39,936.56
Total Fund	32,123.94		38,997.75	31,129.28		39,992.41
73 CLAIMS CLEARING FUND						
10200 Operating Cash - Premier	596,732.94	0.00	173,172.11	947.75	0.00	768,957.30
10350 HOB - Capital Reserve Acct.	42,206.61	0.00	0.00	0.00	0.00	42,206.61
Total Fund	638,939.55		173,172.11	947.75		811,163.91
Totals	2,031,367.94	239,645.12	212,984.09	71,142.32	212,984.09	2,199,870.74

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.

12/05/18
15:53:13

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 11 / 18

Page: 1 of 1
Report ID: B110F

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT	48,738.56	108,936.36	517,456.00	408,519.64	21 %
30 STREET LIGHTING DEPARTMENT	14,181.36	16,642.71	101,367.00	84,724.29	16 %
40 WASTEWATER DEPARTMENT	73,137.36	267,494.62	907,736.00	640,241.38	29 %
50 WATER DEPARTMENT	83,451.77	360,759.13	847,244.00	486,484.87	43 %
60 SOLID WASTE DEPARTMENT	2,631.29	14,292.79	32,323.00	18,030.21	44 %
Grand Total:	222,140.34	768,125.61	2,406,126.00	1,638,000.39	32 %



San Miguel Community Services District

Board of Directors Staff Report

December 20, 2018

AGENDA ITEM: XI-3

SUBJECT: Review and Discuss using a Payroll Service.

STAFF RECOMMENDATION: To Implement a Payroll Services (Paychex)

BACKGROUND:

The CPA has recommended a payroll service to alleviate the district from IRS and EDD tax liability. Over the past year and a half, the district has committed a lot of time and resources to correcting errors in the districts payroll accounts. The documentation will also prevent future unauthorized transactions in the district payroll funds. The cost of using Paychex has an offset that will reduce the time and resources committed to perform all the duties Paychex can provide.

FISCAL IMPACT:

The fiscal impact for the district is \$5782.00 per year, Employee W-2/Form \$162.50, Annual Fee \$113.00.

Total: \$6057.50 per Fiscal Year

STAFF RECOMMENDATION:

Provide direction to staff regarding the District payroll service and to Implement a Payroll Services (Paychex)

PREPARED BY:

Rob Roberson, Interim General Manager & Paola Freeman, Bookkeeper



San Miguel Community Services District

Board of Directors Staff Report

December 20, 2018

AGENDA ITEM: XI-4

SUBJECT: Review & Approve **Resolution 2018-39** Formation of the Personnel Committee.

STAFF RECOMMENDATION:

Approve **Resolution 2018- 39** Formation of the Personnel Committee

BACKGROUND:

On May 18, 2017, the San Miguel Community Services District (“District”) Board of Directors (“Board”) dissolved the District’s Organization & Personnel Committee. (Committee Board Members at the time the committee was dissolved: Director Green, Director Parent with alternate Director Reuck)

At the November 15, 2018, Board meeting, direction by the majority of the Board was given in close session to staff to form a Personnel Committee for the sole purpose of evaluating the District’s Personnel Rules for possible revision. The Personnel Committee will work closely with the Interim General Manager and General Counsel to ensure that the Personnel Rules are legally compliant and that they comport with the District’s current practices.

FISCAL IMPACT: None.

STAFF RECOMMENDATION:

Staff recommends that the Board approve **Resolution 2018-39**, which forms a Personnel Committee.

PREPARED BY:

Douglas L. White, District General Counsel

RESOLUTION NO. 2018-39

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL
COMMUNITY SERVICES DISTRICT TO FORM A PERSONNEL
COMMITTEE AND APPOINT TWO BOARD MEMBERS**

WHEREAS, the District Board of Directors (“Board”) desires to form a committee (the “Personnel Committee”) for the sole purpose of reviewing and providing recommendations to the Board concerning the San Miguel Community Services District’s current Personnel Rules; and

WHEREAS, the Personnel Committee will provide its recommendations to the full Board prior to any formal Board action to amend the Personnel Rules; and

WHEREAS, the District hereby appoints Director _____ and Director _____ to the Personnel Committee for purposes of reviewing and evaluating the District’s Personnel Rules, and providing a recommendation to the Board; and

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution for the 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 20th day of December 2018.

_____, Board President

ATTEST:

Douglas L. White, District General Counsel

Interim General Manager, Rob Roberson