



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, November 15th, 2018
6:30 P.M. closed session 7:00 P.M. opened session
BOARD OF DIRECTORS REGULAR MEETING AGENDA

SMCSD Boardroom
1150 Mission St.
San Miguel, CA 93451

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

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

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

Meeting Schedule: Regular Board of Director meetings are generally held in the SMCSD Boardroom on the fourth Thursday of each month at 7:00 P.M. Agendas are also posted at: www.sanmiguelcsd.org

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 the Engineering study for the expansion of the wastewater treatment plant and potential for basin recharge (Powerpoint by Reely)**

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

- | | |
|--|---|
| <ul style="list-style-type: none"> 1. San Luis Obispo County Sheriff (Commander K. Scott) 2. San Luis Obispo County Board of Supervisors 3. San Luis Obispo County Planning and/or Public Works 4. San Miguel Area Advisory Council 5. Camp Roberts—Army National Guard (LTC Robert Horvath or LTC Arnold Andersen) | <ul style="list-style-type: none"> No Report No Report No Report No Report No Report |
|--|---|

District Staff & Committee Reports:

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

X. CONSENT CALENDAR:

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

- 1. Review and Approve Board Meeting Minutes**
 - a) 10-25-2018 - Regular Board Meeting

- 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)**

XI. BOARD ACTION ITEMS:

- 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. (Dodds)**

Recommendation: Discuss and provide direction to staff as to whether the Board will accept the prior fees or enforce the current fees and direct staff to prepare the appropriate response to PSHH

M_____ S_____ V_____

- 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

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

M_____ S_____ V_____

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

Recommendation: Approve Resolution 2018-35 adopting a comprehensive water and wastewater billing policy for the District.

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 12-20-2018

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 SMCSO office on November 7, 2018

Date: November 7, 2018

Rob Roberson

Rob Roberson, Fire Chief/Interim General Manager

John Green
President Green, SMCSO

Tamara Parent

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 - NOVEMBER 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 7.5 MGAL (10,056 CCF) of water during the month of October 2018. This represents a decrease of approximately 37% 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):

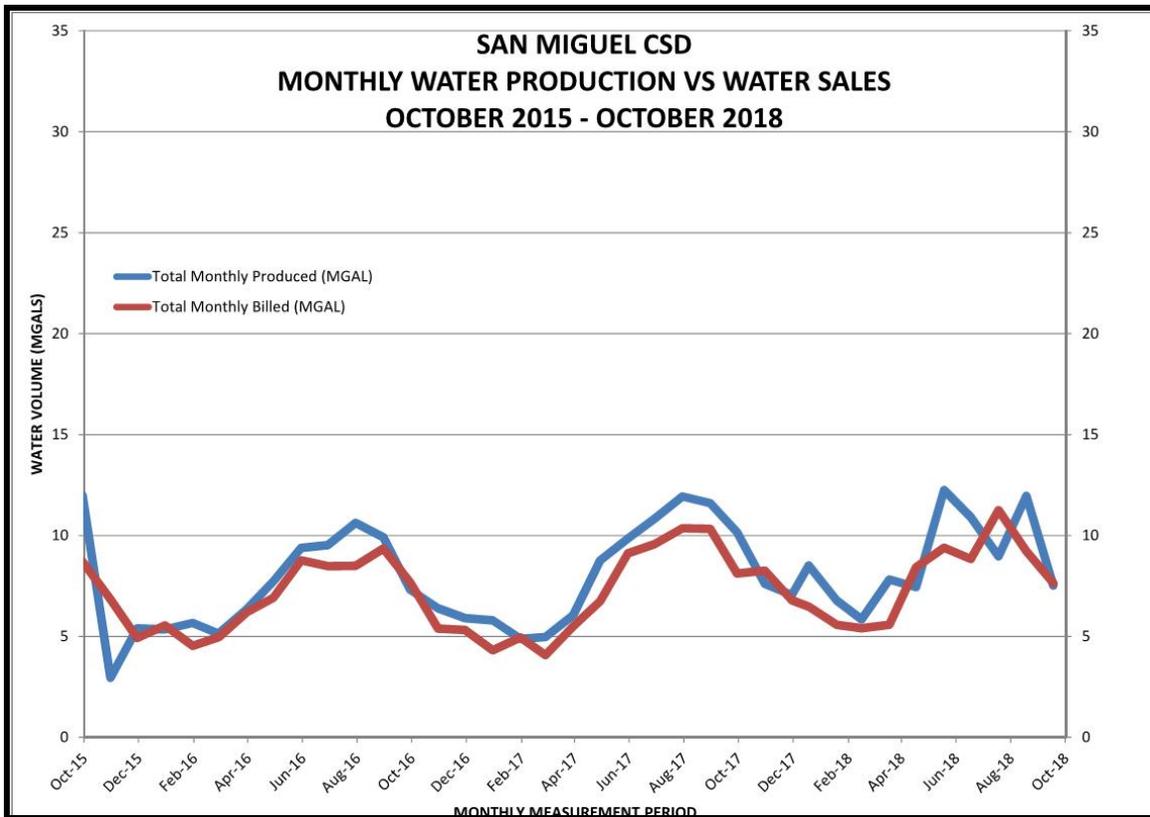
1. October 31, 2018: The DE participated in a meeting with representatives of J. Lohr Vineyards & Wines, the City of Paso Robles, and several owners of large agricultural properties to discuss the potential for the District providing a source of treated wastewater effluent for their vineyard irrigation use on properties on the east side of the Salinas River, in the Estrella area. The City of Paso Robles is also planning a project to supply treated wastewater effluent for vineyard irrigation use on properties on the east side of the Salinas River in the general vicinity of the municipal airport.

2. October 31, 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 were not in attendance.

3. November 1, 2018: The DE and Director of Utilities attended a meeting with representatives of a potential buyer of the “airport” property which is located on the east side of the Salinas River. The purpose of the meeting was primarily to discuss the District’s existing and future capacity to provide water and wastewater services for a residential development that the buyer is considering.

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 project was accepted by the Board at the September 2018 regular monthly meeting. Subsequent to project acceptance, the County issued an Amendment to the CDBG Sub-Recipient Agreement because the original agreement between the County and the District expired on March 1, 2018. The Amendment to the Sub-Recipient Agreement is on the Board’s November Consent Agenda for

approval. Upon approval, the final project / CDBG Grant close-out paperwork will be delivered to the County.

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 is planning to make a presentation to the Board to summarize the results of the study to date and solicit input from the Board. The DE is planning to deliver the Final Draft of the WWTP Engineering Study for Board review in advance of the regular December 2018 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 60% 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 15 homes currently underway.
- b) Tract 2779 (Nino - 34 lots) –All underground utilities have been installed and the contractor is currently performing site grading in preparation for paving operations.
- 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..

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

November 7, 2018
Date



SAN MIGUEL COMMUNITY SERVICES DISTRICT UTILITY REPORT

10-18-18 Thru 11-9-2018

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: 1 This year: 11

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:

- 5 services identified to investigate (ALL COMMERCIAL)
- 5 services investigated
- 5 changes to water service billing PENDING UNDER REVIEW
- 5 changes to sewer service billing PENDING UNDER REVIEW
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
- 739 wastewater accounts
- **Overdue accounts**
 - 66 accounts 30 days past due for October billing period
 - (7.7% of total accounts, this is DOWN from September billing period)
 - 32 door hangers issued after attempting to contact the past due account holders
 - (48% of total past due accounts, this is DOWN from September billing period)
 - 0 accounts shut off for non-payment
 - (0% of total past due accounts, this is the DOWN from September billing period)
- **Meter changeouts**
 - 32 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
 - 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:

- Job announcement for Utility Worker is still posted, Open until filled
- Received one application from one of the Firefighters here for utility worker
- Posted on Craigslist, received a couple resumes from people in south county for utility worker
- We will be evaluating the applications received.

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" |

PREPARED BY:

Kelly Dodds

Kelly Dodds

Director of Utilities

Date: November 7th, 2018



San Miguel Community Services District

Board of Directors Staff Report

November 15th, 2018

AGENDA ITEM:

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 *October* the plant averaged 150,125 gallons per day (75% of hydraulic design capacity) with a *max day of 172,622 gallons* (86% 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 is planning to have the FINAL engineering report completed and ready for presentation to the BOARD at the regular December 2018 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—2.39 years (28 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

November 15th, 2018

AGENDA ITEM: IX 10

SUBJECT: Fire Chief Report for October 2018

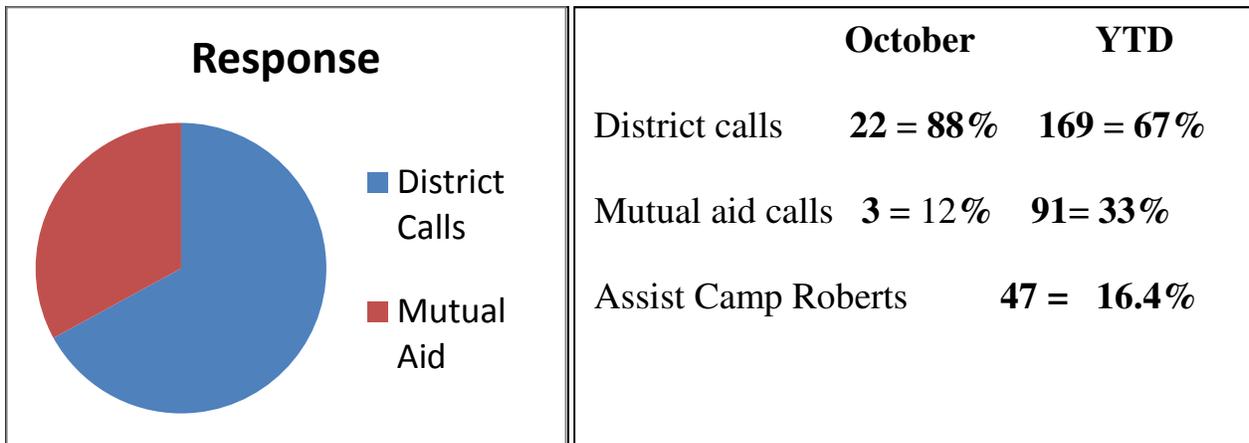
STAFF RECOMMENDATION: Receive and File Monthly Reports for the Fire Department

INCIDENT RESPONSE:

- Total Incidents for October 2018 **25**
- Average Calls for per 10 Month in 2018 **28.5**
- Total calls for the year to date **285**

| | | |
|---|------------------|-------------|
| Emergency Response Man Hours in October = 67 | total | 929 |
| Stand-By Man Hours for October =16 | | <u>338</u> |
| | Total hr. | 1267 |

| | |
|---|--------------------------------------|
| Emergency Response Man Hours = 2.68 hr. Per call for October | 3.3hr. Per call for the year |
| Stand-By Average per Call = .64hr. Per call for, October | 1.2 hr. Per call for the year |



Activities:

October

| <u>Date</u> | <u>Subject matter</u> |
|-------------|--|
| 2 | Building Search for a victim/ TIC Training |
| 9 | Victim Rescue / Rescue Systems |
| 16 | Engine Company Operations |
| 23 | Association Meeting |
| 30 | No Drill |

| <u>Date</u> | <u>Other activities</u> | <u>Time</u> |
|-------------|---|-------------|
| 18 | Burn Foundation Relay / Fire Prevention Day at the School | |
| TBA | Pioneer Day Parade | |
| | Clean up | 0800-1200 |
| | Work Day on training Site | |

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 | |

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 | | | | | 1361 | 226.7 | 6.5 |
| E-8687 | 361 | 77 | 30 | 0 | 29 | 13 | 41 | 0 | | | | | 938 | 177.8 | 5.4 |
| E-8668 | 73 | 9 | 70 | 0 | 69 | 15.9 | 54 | 9.9 | | | | | 1685 | 230.5 | 7.3 |
| 6 Month Total | | | | | | | | | | | | 3984 | 635 | 6.3 | |
| 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 | | | | | 7486 | 534.3 | 14.0 |
| C-8601 | 189 | 0 | 887 | 81.5 | 988 | 90.3 | 851 | 73.1 | | | | | 6709 | 525.7 | 13.1 |
| C-8600 | 470 | 27 | 351 | 24.1 | 247 | 0 | 287 | 34.7 | | | | | 4564 | 324.7 | 14.1 |
| 6 Month Total | | | | | | | | | | | | 14195 | 1060 | 13.4 | |

| | | | |
|----------------|--------------|-------------|-------------|
| YTD 2016 Total | mi. | gal. | Avg. MPG |
| Diesel | 7117 | 1097 | 6.5 |
| Gas | 26611 | 1728 | 15.4 |

||

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 | 1 | 1 | 1 | 3 | 3 | 2 | 4 | 2 | 2 | 1 | | 1 | 4 | 39 | 14% |
| Monday | 1 | | 3 | 1 | | 1 | 4 | 3 | 1 | 2 | 6 | 1 | 2 | 1 | 4 | 2 | 4 | 2 | 3 | 2 | 2 | 1 | 1 | 3 | 50 | 18% |
| Tuesday | | | | 1 | 1 | 1 | 1 | 1 | 3 | | | 1 | 4 | 3 | 3 | 2 | 3 | 3 | 1 | 1 | 3 | 1 | 2 | 2 | 37 | 12% |
| Wednesday | | 1 | 1 | | | 1 | 2 | 2 | 1 | 4 | 2 | 2 | 1 | 2 | 3 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | | | 31 | 11% |
| Thursday | 1 | | 1 | | 1 | | | 1 | 4 | 6 | 3 | 2 | 2 | 2 | 2 | 1 | 1 | 3 | | 2 | | 3 | | 38 | 13% | |
| Friday | | 1 | | 1 | 2 | 1 | 3 | | | | 4 | 2 | 2 | 4 | 3 | 4 | 3 | 2 | 6 | 2 | 2 | 1 | 4 | 1 | 48 | 17% |
| Saturday | 5 | | 1 | 2 | | 1 | 1 | 2 | 3 | | 2 | 2 | 1 | 5 | 3 | 3 | 1 | 2 | | 1 | 5 | 1 | 2 | | 43 | 14% |
| Hour Total | 8 | 4 | 8 | 6 | 4 | 5 | 13 | 11 | 13 | 14 | 18 | 11 | 13 | 18 | 21 | 17 | 16 | 17 | 13 | 11 | 14 | 8 | 10 | 13 | 286 | |
| | 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 100 35%

8am to 8pm

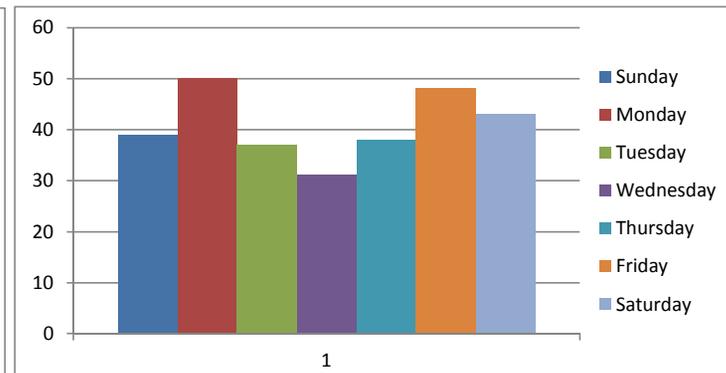
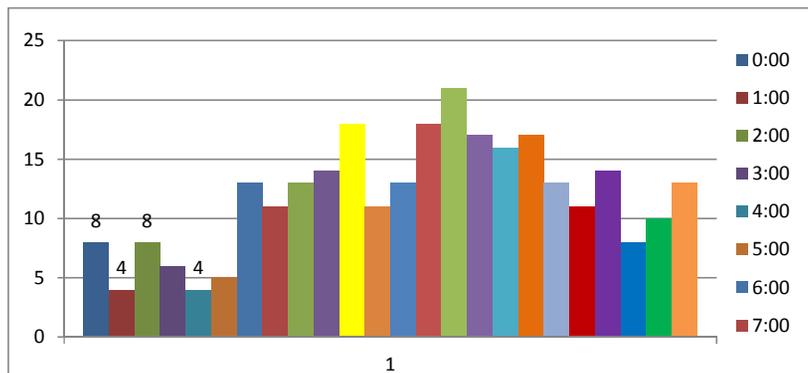
196

Total calls during Off time and weekends 186 65%

After Hours calls 22:00 to 06:00 58 20%

Total Weekend Calls 82 29%

Total Calls Monday thru Friday 204 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 | 0 | 0 | 0 | 0 | 0 | 13 | 30 |
| 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 | 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 | 0 | 0 | 0 | 0 | 0 | 7 | 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 | 0 |
| Vehicle Accidents | 0 | 1 | 0 | 1 | 1 | 2 | 0 | 0 | 2 | 4 | 1 | 2 | 2 | 0 | 1 | 3 | 2 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 9 | 17 |
| False Alarms | 2 | 0 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 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 | 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 | 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 | 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 | 0 | 0 | 0 | 0 | 0 | 13 | 0 |
| Medical Aids | 21 | 4 | 8 | 3 | 14 | 5 | 8 | 4 | 9 | 4 | 14 | 3 | 8 | 9 | 17 | 1 | 14 | 1 | 16 | 1 | 0 | 0 | 0 | 0 | 0 | 129 | 35 |
| Call TOTALS | 25 | 7 | 15 | 7 | 22 | 9 | 14 | 6 | 13 | 17 | 19 | 18 | 15 | 14 | 24 | 7 | 22 | 6 | 22 | 3 | 0 | 0 | 0 | 0 | 0 | 191 | 94 |
| | 32 | | 22 | | 31 | | 20 | | 30 | | 37 | | 29 | | 31 | | 28 | | 25 | | 0 | | 0 | | 285 | | |
| <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 | 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> | | 28.5 | <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
BOARD OF DIRECTORS
OCTOBER 25, 2018 REGULAR MEETING MINUTES

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

- I.** Meeting Called to Order by President Green – 6:32 p.m.
- II.** Pledge of Allegiance lead by Director Buckman.
- III. Roll Call:** Directors Present: Green, Buckman, Sangster, Parent
Directors Absent: Kalvans
District Staff in attendance: Rob Roberson, Tamara Parent, Kelly Dodds, Paola Freeman and District General Counsel Schweikert
District Staff Absent: District Engineer Dr. Blaine Reely
- IV. Adoption of Regular Meeting Agenda:**
- Motion by Director Parent to adopt Regular Meeting Agenda.
- Seconded by Director Buckman Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT
- V. ADJOURN TO CLOSED SESSION:**
Closed Session convened at 6:33 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. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Pursuant to Government Code §54957)
Title: Fire Chief
 - 3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Pursuant to Government Code §54957)
Title: Assistant Fire Chief

4. **CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)
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 Schweikert. Nothing to report.

VII. **Public Comment and Communications for matters not on the Agenda: None**

VIII. **Special Presentations/Public Hearings/Other: 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 | Verbal Report |

Nanette Roe, Secretary for the San Miguel Advisory Council spoke about the Bike Lane in front of Mission San Miguel and how the county will be looking at rerouting the bike lane down San Luis Obispo Street and around the Mission. Discussion ensued about San Miguel Laundry putting in electric car charging stations with a grant. Sheriff informed the Advisory Council that the District has had 291 calls to the San Miguel area last month.

Board Comment: Director Buckman asked about how many owners owned the Laundry mat. Discussion about Father and son owning that property.

Public Comment: None

- | | |
|--|-----------|
| 5. Camp Roberts—Army National Guard (LTC Kevin Bender) | No Report |
|--|-----------|

Board Comment: none

Public Comment: none

6. **Interim General Manager:** Interim General Manager/ Fire Chief Rob Roberson, Verbal report updating the Board of Directors on the audit being completed and with the completion of that it will help the District Engineer and the grants that he has applied for. The next Audit FY17-18 will be started as soon as the FY16-17 Audit gets approval from the Board. Interim General Manager/Fire Chief Rob Roberson explained that the Management report will be brought to the Board as soon as possible and informed the Board that the financial meeting will be tabled until FY 17-18 Audit is complete. Mr. Roberson explained about news reports about the embezzlement issue that happened back in 2015, the District Attorney is prosecuting former employee Kallie Johnson.

Board Comment: Director Parent asked if the Audit is approved tonight then the documents can be given to Blaine for grants that are pending for the District. Interim General Manager/ Fire Chief Rob Roberson explained that was the intent and that documentation will be given to Blaine as soon as signed.

Public Comments: None

7. **District General Counsel:** Presented by Counsel Schweikert. ChurchwellWhite, LLC.
Nothing to report.

Board Comments: None.

Public Comments: None

8. **District Engineer:** Written report submitted as is. Blaine Reely is absent
Board Comments: None
Public Comment: None
9. **Director of Utilities:** Written report submitted as is. Director of Utilities Kelly Dodds asked for any questions
Board Comment: None
Public Comments: None
10. **Fire Chief:** Fire Chief Rob Roberson, updates the about the Fire Department is at 260 calls and that is up from the last years.
Board Comments: None
Public Comment: None

X. **CONSENT ITEMS:**

1. **Review and Approve Board Meeting Minutes**
 - a) 9-27-2018 Regular Board Meeting
2. **Review and authorize the Director of Utilities to enter into a mutual assistance agreement with California Water/Wastewater Agency Response Network (CalWARN).** (Dodds)
3. **Review and authorize staff to apply for all grants that are beneficial the District and are in line with projects currently underway or that are identified by the Board or Master Plans**

Board Comment: Director Green asked for clarification on CalWARN, for the public. Director of Utilities Kelly Dodds explained that it is a mutual aid agreement for emergencies. Discussion ensued about how it would help San Miguel in case of emergency.

Public Comment: None

Motion by Director Sangster to Approve Consent Item 1.a, 2, and 3

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

XI. **BOARD ACTION ITEMS:**

1. **Review and discuss approving Resolution 2018-33 accepting and approving of the FY 2016-17 financial audit report by Moss Levy Hartzheim** (Roberson)
Item was presented by Interim General Manager/ Fire Chief Rob Roberson read aloud the “Opinion” by the Auditor and explained that the District has not had an “Opinion” for the last thirteen years and the “Fair Opinion” will be a great foundation to move forward.

Board Comment: Director Buckman asked to have the public speak.

Public Comment: Laverne Buckman San Miguel resident had questions and concerns. First as the Audits are hard to read for anyone but an Financial advisor and explained that most of her questions can and have been answered by Paola Freeman San Miguel CSD Bookkeeper. Page four of the report expenses section and charges for services under water, clearly shows why the rate increase was desperately needed to happen. Discussion ensued about if the public has reservations about the rate increase should look at the District Audits. Mrs. Buckman explained that she would like to see the Management Response letter but has spoken with Interim General Manager/ Fire Chief Rob Roberson and understands why it was not presented and thanked him and staff for the work they have put into the financials. Laverne Buckman asked about Solid Waste and were that was in the Audit, and explained that Solid Waste was taken out of Wastewater. Paola Freeman, San Miguel Bookkeeper will be here in February and the CPA will be here to explain the Audit during the scheduled financial meeting.

Board Comment: Director Parent thanked the District Staff on all the work they have accomplished and having an “Opinion” that is the first in thirteen years is very commendable.

Motion by Director Parent to Approve resolution 2018-33 accepting and approving the FY 2016-17 independent audit report and authorize the filing of the report to the State of California and County of San Luis Obispo County Clerk’s office.

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

2. **Review, Discuss, Receive and File the Enumeration of Financial Report for September 2018**

Item presented by Paola Freeman, Bookkeeper informing the Board of Directors that the reports have been presented and asks for any questions. Mrs. Freeman informed the Board that she has put in report B110F as a Summary of Revenue vs. Actual and asked if they would like to continue seeing that report. Consensus of the Board is to continue using that report in the monthly financials.

Board Comments: Director Sangster asked about the items that are over 100% for Budget allocation. It was explained that those items will be brought back to the Board in December for Budget Adjustments. (1-7-pages professional accounting)

Director Parent asked for a timeline for CPA to finish up. District Bookkeeper explained that it all depended, and the District is now current with the EDD and IRS. Discussion ensued about refunds and how the CPA is still working on FUTA and IRS issues. These issues come from the previous management / bookkeeper never filed for 2015 qtr. taxes.

Public Comments: Nanette Roe, San Miguel resident thanked Paola Freeman for all the work that had been done and understands that it was a group effort by District Staff.

Staff Comment: Interim General Manager/ Fire Chief Rob Roberson explained that the cost of the CPA that works with District Bookkeeper Paola Freeman, can be offset by the

monies they have been able to have refunded and without the help of the CPA the District Financials would not be where they are to date.

Motion by Director Parent to Receive and File the Enumeration of Financial Report for September 2018.

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

3. Review and approve Resolution 2018-34 authorizing changes to the job descriptions for Utility Worker, Operator and Supervisor, changes to the overall compensation schedule for hourly utility positions, as well as correction to current employee step placement. (Roberson & Dodds)

Item was presented by Interim General Manager/ Fire Chief Rob Roberson explained that the Utility Worker position has been posted four times and the District has not gotten at response. The \$12.75 an hour is not competitive for even unskilled labor. Director of Utilities Kelly Dodds explained the background of the position. Mr. Dodds explained the licensing requirements that are required by the State of California and the District the \$12.75 is not competitive within the industry. Director of Utilities Kelly Dodds explained that the pay scale had been revised here and there and felt that this was an appropriate time to bring the Utility Worker and Operators back to the Board for discussion and changes so the District can move forward and be following the requirements. The Staff report explained that the steps increases are 5% increase between steps. Mr. Dodds, also noted that the requirements and some wording has changed in the job descriptions for all Utility positions.

Board Comments: Director Buckman asked about vacation time. It was explained that the vacation time is the same for everyone and is stated in the personnel policy.

Director Green explained that he liked the way that it was set up but has concerns with the five steps and would like to see it be less or more with lower percentages in between steps. Director Green explained that the total need to be looked at because when you put the cola into the wage.

Director Parent explained that the pay is too low and for industry standards. Discussion ensued between Director Green and Director Parent about the cola and how that jumps the wage up.

District General Counsel Schweikert explained that two years ago, it was changed from four to five steps and most of the clients that ChurchwellWhite, LLC deals with have seven steps in their pay scales. This information was given for a frame of reference.

Director Green explained that he is worried about what the District can afford and would like to see incentives for the employee to get licenses.

Discussion ensued about Cola percentages and how it is applying to the position.

Director Green voiced that he would like to have the Utility Supervisor position taken out. Discussion ensued about positions and authorization from the Board would be needed for those positions to be filled.

Director Green asked if the probation period was still one year? It was explained by Interim General Manager that, yes probation period is one-year.

Director Green asked to add to education to Utility Operator 1,2, 3. First add sexual harassment and ethics training. This additional training needs to also be applied to Utility Worker Position. Director Green explained he would also like to see fire put back into the Utility Worker position. Discussion ensued.

Director Parent asked about staff levels with the new Sewer facility. Director of Utilities Kelly Dodds explained that it really depended on the type of facility that is approved, but more likely two or three new operators. Director Parent asked about separating water and sewer. It was explained by Director of Utilities Kelly Dodds that being a small district it is better for the operators to have both credentials for water and wastewater. Discussion ensued about the certification requirements that DWR might impose for the new facility and state water/wastewater grade licensing that will be required.

Director Green asked about having a vehicle endorsement for Utilities Worker for any large equipment that the District might purchase later and would like the employees to have step incentives to promote. Discussion ensued about 7 steps in the District compensation schedule and how that might work.

Director of Utilities Kelly Dodds explained that he would like to have someone employed for the build of the facility that way they are part of the building process.

Public Comment: Nanette Roe, San Miguel resident voiced to the Board that she had done some research and we have a very low pay scale for general labor. Nanette voiced that she feels the District needs qualified labor.

Laverne Buckman San Miguel resident voiced that with the changes that have been made in the staffing, she agrees with the Board that supervisor should be removed from the scale. Laverne agrees with Director Green that start the worker at a higher step and have them have incentive to promote and understands that the Utilities Department will need higher level operators and feels that having people learn and move up would be best for the District.

Staff Comment: District Operator Mike Sobotka spoke to the Board and voiced that he appreciates the opportunity to work at the District and voiced that with the pay scale the District will have a hard time retaining qualified operators.

Director Green asked how he felt about the five steps in the pay scale.

District Operator Mike Sobotka voiced that he would like to have incentive to move up, but he has three licenses and he took a pay cut from five years ago to work in San Miguel. Mr. Sobotka informed the Board that they are going to have to raise the pay scale to be competitive.

Interim General Manager/ Fire Chief Rob explained that the pay scale has a top and it needs to be looked at if five or seven steps would work best to retain employees.

Board Comment: Director Parent voiced that the authorized worker position that the District is looking to fill, is an OIT certification and that is a having Director of Utilities Kelly Dodds sign off on having a trainee under his certificate. Director Parent voiced that he agreed with Mrs. Buckman with the idea of paying at a middle step and have stipulations on getting state licenses, with pay increases.

Director Green explained that it is the position not the person, and if we put the pay in the middle then the position doesn't have far to go on the scale. Discussion ensued about pay scales and Colas.

Public Comment: Laverne Buckman voiced that the pay should go to employees that can take call, so we don't pay for contract labor. Mrs. Buckman asked about what will get cut back so the District can afford qualified Operators, and how to retain them.

Consensus of the Board is to bring back step schedule in January for discussion and changes if needed, at that time the staff should have a better idea of staffing needed for treatment facility.

Discussion ensued with discussion on changes needed before motion.

Motion by Director Parent to approve Resolution 2018-34 authorizing changes to the job descriptions for Utility Worker, Operator and Supervisor, changes to the overall compensation schedule for hourly utility positions, as well as correction to current employee step as amended.

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

4. Review and Discuss any Comprehensive Revision to District Personnel Guidelines & Policy Manual

Item presented by Interim General Manager/ Fire Chief Rob, explained that we currently have three members at the District that are not contract employees. The District Personnel Policy has not been reviewed by the Board of Directors since 2016 and that was the last time the policy was changed. Interim General Manager/ Fire Chief Rob, explained with the changes to staffing and with three employees not represented and management staff has looked through the policy and feels that the staff needs to be able to be directed to their immediate supervisor before they go to the General Manager.

Director Green asked for examples to changes that need to be made other than "department heads"

Interim General Manager/ Fire Chief Rob explained as staff tried to implement sections of the policy found that sections have not been followed, example being section 4.1.1 Health Benefits are not being implemented as written because of previous management. The policy is being brought forward for discussion, so the Board can make the needed changes to the policy. Mr. Roberson explained that also during the audit the District has had problems due to not implementing what the policy states.

Interim General Manager/ Fire Chief Rob, noted that the Board needed to review comments and changes from District General Counsel.

Board Comments: Director Green asked for clarification and who marked changes on document. It was explained that all management staff and District Counsel.

Director Green voiced that the document needs to be implemented as written.

Discusses ensued with Interim General Manager/ Fire Chief Rob explaining the changes and impact to the District.

Director Green asked that all Directors get the version with Counsel comments and bring back in November, December, or January.

Public Comments: Laverne Buckman San Miguel resident voiced that she remembers a document that there was a document with prices for California Pers Health care for the year. It was explained that the Policy was implemented in 2016, and the previous General Manager never implemented.

Mrs. Buckman explained that she would like the management employees and employee should have the same health care benefits.

District General Counsel, Schweikert explained that this a negotiable item.

No motion informational item only. Set aside by Director Green till January 2019

5. Discussion on status of Machado Wastewater Treatment Facility expansion and aeration upgrade project (Dodds)

Item presented by Director of Utilities, Kelly Dodds explained that not much has changed in his written report and explained that he had a meeting today regarding finalization of the engineering and recharge study. District Engineer will have a presentation next month regarding the studies for the Board and outlining the options for the new sewer treatment facility. The staff has narrowed down to 3 different options and are very similar.

Board Comment: Director Parent asked about aeration and discussion ensued with Director of Utilities Kelly Dodds.

Director Green asked when the treatment plant is built does the old plant become redundant, knowing that we can't be without a plant.

Director of Utilities Kelly Dodds explained that once the District finalizes the process that will be used for treatment then they will have determined if any of the old plant is viable. Discussion ensued about how treatment will continue and what the options are for treatment. Director of Utilities Kelly Dodds explained that the plant needs to be high tech and last 30 plus years with lowest maintenance cost for the District.

Director Sangster asked if the projected the size that it is being explained will have to be enough capacity for plant build out in thirty years? Director of Utilities Kelly Dodds explained that Monsoon consulting have been refining what we are looking at in the next thirty years, and at this point 588k gallons in 2050 and based on the conversation today the staff is only looking at plants that will get the district to the 600k gallons a day. Some option that are available depend on grants.

Director Green voiced that when the District did the rate study you had a dollar amount in mind for the cost of the plant, at around 3.2 million, and voiced that he would like to keep the cost around that amount.

Public Comment: Laverne Buckman San Miguel resident asked about Gallo and if they are going to start putting their effluent into our facility. Director of Utilities Kelly Dodds explained that after treatment and to recycle water. This is all about reclaimed water and getting funded from the state and having Gallo's effluent will benefit all included.

Mrs. Buckman asked who many employees are needed to run the plant. Director Green explained that he heard up to four new employees and Mr. Dodds explained that it might be a 24-hour plant and that would need an employee around the clock. Discussion ensued

about treatment and the GSA, GSP and the benefits to the District. Director of Utilities Kelly Dodds reminded the Board that the plant per the State will need to be done within three years.

Nannette Roe, asked if the grant has been applied for already. Director of Utilities Kelly Dodds explained that, yes and they were just waiting for the Audit to be passed.

Board Comment: Director Buckman reminded the Board that they had talked to Gallo in the past and that the District could not take their sewer due to all the seeds and such. It was explained that Gallo would still have a sewer facility and we would just be taking the effluent after processing.

No motion informational item only.

6. Review and approve Resolution 2018-32 approving a rate increase for construction hydrant meter usage from \$3.20 per HCF to \$4.63 per HCF to be effective November 15th, 2018 (Dodds)

Item presented by Director of Utilities Kelly Dodds explained that we are asking to raise these fees to coincide with our non-construction cost for water. This amount was calculated with the rate study.

Board Comment: Director Green asked about the \$750.00 cost and the non-refundable fees.

Director Sangster voiced that he feels that the cost is low.

Director Parent asked about the road on 12th street and if the construction water tank and if that water will be used at this same cost and when the road will be opened. Director of Utilities Kelly Dodds explained that the road should be paved in the next week, and that yes, the cost will be the same.

Director Green asked how many Construction Meters the District has out in the field. Director of Utilities Kelly Dodds, explained that three are in service.

Director Green asked about the noticing requirements.

District General Counsel, Schwiekert explained that it should have happened at the same time as the rate increases, but that there are no requirements. A construction hydrant cost proposal does not have a prop 2018 requirement. Any changes to the cost of hydrant meters is done by Board action.

Director Green asked about when the new fees go into effect, and discussion ensued about how the Construction meters customers will be notified.

Director Buckman asked if we are the same as other Districts, it was explained that Paso Robles is around seven dollars a HCF.

Public Comment: Nanette Roe, San Miguel Resident voiced that she thought the cost was low.

Motion by Director Parent to approve Resolution 2018-32 approving a rate increase for construction hydrant meter usage from \$3.20 per HCF to \$4.63 per HCF to be effective November 15th, 2018

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

XII. BOARD COMMENT: Director Buckman asked how much the District has spent to date on the Steinbeck litigation. Board Clerk explained that a New Times journalist had put in a public records request and I did send him our expenses report that was around 560k to date.

Director Green asked if any of the other directors had revived the emails for Director Kalvans and District General counsel explained that it only goes to the president due to the Brown Act compliance. Director green then explained that he feels that in discussion, all of Director Kalvans concerns were satisfied.

XIII. ADJOURNMENT TO NEXT MEETING NOVEMBER 15, 2018: 9:25 P.M.

DRAFT

**AMENDMENT NO. 1
TO THE AGREEMENT FOR 2015 CDBG GRANT FUNDS BETWEEN THE
COUNTY OF SAN LUIS OBISPO AND SAN MIGUEL COMMUNITY
SERVICES DISTRICT**

THIS AMENDMENT NO. 1 is made and entered into this _____ day of _____, 2018, by and between the County of San Luis Obispo, a political subdivision of the State of California, hereinafter called “Recipient,” and the San Miguel Community Services District, a public special district agency, hereinafter referred to as “Subrecipient,” jointly referred to as “Parties.”

WITNESSETH:

WHEREAS, on April 14, 2015, the San Luis Obispo County Board of Supervisors approved the County of San Luis Obispo Program Year 2015 Action Plan of the Consolidated Plan and projected use of funds pursuant to applicable federal regulations (24 C.F.R. Part 570) (hereinafter referred to as the “2015 Action Plan”); and

WHEREAS, on April 14, 2015, the San Luis Obispo County Board of Supervisors approved funding in the amount of \$150,000 from the County’s 2015 Community Development Block Grant (hereinafter referred to as “CDBG”) Program (CFDA #14.218) for the Subrecipient to implement the “San Lawrence Terrace Well Pipeline Project,” hereinafter referred to as the “Project,” and

WHEREAS, the U.S. Department of Housing and Urban Development (hereinafter referred to as “HUD”) approved the 2015 One Year Action Plan of the Consolidated Plan and approved grant agreement number B-15-UC-06-0508, authorizing the Project; and

WHEREAS, the Federal Award date identified in the Grant Agreement for the 2015 CDBG funds is August 10, 2015; and

WHEREAS, on July 14, 2017, the Recipient and the Subrecipient executed a Subrecipient Agreement in the amount of \$150,000 in CDBG funds for the Project detailing the Parties’ responsibilities concerning the use of the 2015 CDBG funds; and

WHEREAS, during the term of the agreement the Subrecipient performed according to the agreement and expended \$135,679 in CDBG funds; and

WHEREAS the agreement between the Recipient and the Subrecipient expired on March 1, 2018 leaving a balance of \$14,321 in CDBG funds; and

WHEREAS, during the collection of Project documents required for compliance with applicable federal regulations the Agreement expired with a balance of \$14,321 remaining to be paid to the Subrecipient; and

WHEREAS, the Parties desire to enter into this Agreement to govern the use of the remaining \$14,321 in CDBG funds for the Project; and

WHEREAS, the Subrecipient is a “Subrecipient” as defined in the Code of Federal Regulations at 24 CFR 570.500(c); and

WHEREAS, the Data Universal Numbering System number 10-997-3839, is a “Subrecipient” as defined in the Code of Federal Regulations at 24 CFR 570.500(c); and

WHEREAS, Subrecipient is an eligible entity to act as designated project sponsor and, as such, Subrecipient will carry out the Project; and

WHEREAS, the Grant Agreement establishes the rights and responsibilities of HUD and the County of San Luis Obispo.

WHEREAS, with the execution of this Amendment No. 1 the Contractor agrees to perform the original terms, tasks, obligations, and services set forth in the Original Agreement and as set forth in this Amendment No. 1, and the Statement of Work; and

NOW, THEREFORE, IT IS AGREED by and between the parties hereto that the Original Agreement is amended as follows:

1. The Term of Agreement is retroactive to March 2, 2018 and shall expire December 31, 2018.
2. The original Agreement is subject to the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards per 2 CFR Part 200, as applicable.
3. Except as expressly amended therein, all provisions of the Original Agreement shall remain in full force and effect.

NOW, THEREFORE, the parties hereto have caused this Amendment No. 1, as of the day and year first above written.

**SAN MIGUEL COMMUNITY SERVICES DISTRICT,
a Public Special District Agency**

BY: _____

John Green
President, San Miguel Community Services District Board of Directors

BY: _____

Rob Roberson
Interim General manager, San Miguel Community Services District

DATED: _____

COUNTY OF SAN LUIS OBISPO

BY: _____

Trevor Keith
Director, Department of Planning and Building

DATED: _____

APPROVED AS TO FORM AND LEGAL EFFECT:

RITA L. NEAL
County Counsel

BY: _____

Deputy County Counsel

DATED: _____



San Miguel Community Services District

Board of Directors Staff Report

November 15th, 2018

AGENDA ITEM: XI -1

SUBJECT: Review and discuss the request by People Self Help Housing for the Board to accept the prior connection fees as opposed to charging the current connection fees for the three remaining lots in Mission Gardens Tract 2527.

RECOMMENDATION: Discuss and provide direction to staff as to whether the Board will accept the prior fees or enforce the current fees and direct staff to prepare the appropriate response to PSHH.

History:

2004

- Original Will serve issued December 2nd, 2004 to Mission Garden Estates (MGE).

2008

- In or around September 2008 the Board entered into an agreement with MGE to pay 10% to guarantee the current rates until April 2012. MGE was unable to pay the Deposit.
- On November 21st, 2008, under agreement with the Board to guarantee the current connection fees in place, Coast National Bank (CNB) paid the 10% deposit satisfying the agreement in the amount of \$39,853
 - Water Connection fees: 56 x \$2,758.00 = \$144,368
 - Water meter fees: 56 x \$395.00 = \$22,120.00
 - Wastewater Connection fees: 56 x \$4,143.60 = \$232,041.60
 - Total initial fees: \$398,529.60
- April 2008 the Board adopted new service and connection rates

2009

- Per the agreement finalized in 2009 with CNB the original will serve was extended and rates guaranteed to April 2012.

2012

- March 22nd, 2012 the Board approved a one-year extension (to April 4th, 2013) to the agreement with CNB in return for a \$5,000 non-refundable payment paid by CNB
- Per March 7th, 2012 staff report if an extension was not granted or CNB doesn't pay the remaining fees then the new fees would be \$1,023,232.00

2013

- March 28th, 2013 the Board approved a one-year extension (to April 4th, 2014) to the agreement with CNB in return for a \$7,500 non-refundable payment paid by CNB

2014

- March 20th, 2014 a third extension request was brought to the Board in return for a \$10,000 non-refundable payment to be paid by CNB. This request was denied.
- At this March 20th, 2014 meeting a motion was passed to extend the agreement for 2 months to May 2014.
- April 4th, 2014 Coast National Bank paid the remaining fees for 56 lots under a settlement agreement.
 - Final Payment received on April 3rd, 2014: \$358,676.60
- November 25th, 2014 The District responded to a letter Dated November 19th, 2014 from PSHH confirming that Coast National Bank had paid the fees for 56 lots within tract 2527.

2018

- May 24th, 2018 the Board approved an increase to connection fees to be effective July 1st 2018.
- September 26th, 2018 the District received a letter from People Self Help Housing Corp. (PSHH) requesting that the last three lots be able to be paid at the connection fee rates prior to the increase on July 1st, 2018.

Status:

Currently PSHH owes connection and meter fees for the remaining three lots which were not included in the original agreement/ payment of connection fees with CNB.

The fees due: (Based on fees in effect AFTER July 1st, 2018)

- Water Connection fees: 3 x \$12,540 = \$37,620
- Water meter fees: 3 x \$450.00 = \$1,350
- Wastewater Connection fees: 3 x \$12,330 = \$36,990
- Total current outstanding fees: \$75,960

The fees due: (Based on fees in effect BEFORE July 1st, 2018)

- Water Connection fees: 3 x \$9,940 = \$28,470
- Water meter fees: 3 x \$450.00 = \$1,350
- Wastewater Connection fees: 3 x \$8,332 = \$24,996
- Total potential outstanding fees: \$54,816

PSHH is requesting that the Board accept the prior connection fees for these three lots. This represents a \$21,114 savings to PSHH.

PSHH was made aware that the connection fees and service fees were going to increase. However, they contend that they were not made aware that the rates were approved in time to pay the connection fees prior to the rate increase July 1st, 2018.

In their letter they state that they will pay the fees due at the prior rate within 2 weeks of the District notifying them of the decision to accept the old rates. If the Board decides not to grant PSHH the old rates, then they will pay the current rates early next year when the services are needed.

Request

Staff is requesting that the Board discuss and provide direction to staff as to whether the Board will accept the prior fees or enforce the current fees and direct staff to prepare the appropriate response to PSHH.

FISCAL IMPACT

Impact will be determined by what action the board authorizes. If the Board grants this request it may set precedence, and other property owners and developers may request the same consideration.

PREPARED BY:

Kelly Dodds _____

Kelly Dodds, Director of Utilities

Attachment: *Letter from People Self Help Housing, *Letter to PSHH regarding current fees, *Current connection fee schedule, *September 2009 Agreement



September 26, 2018

San Miguel Community Services District Board of Directors
POB 180
San Miguel CA 93451

Dear Honorable Board Members:

We humbly ask that you accept the pre-July 1, 2018 Sewer and Water Fees for the last three lots (7, 31 and 32) in Tract 2527. We were aware last spring that the Board was considering increases to the connection and service rates. I had asked Kelly Dodds and he agreed to let us know if/when the connection fees would go up so we could pay for these last three connections prior to the increase. Because Kelly is so organized and great to work with, and as I was very busy trying to get the Tract improvements wrapped up and self-help family loans approved, I relied on him informing us of a pending increase and did not check back with him until this past week.

I requested a fee letter earlier this week because the escrows to sell 20 lots (10 to self-help families and 10 to Nino) were closing and we would have funds to pay the anticipated \$54,816 for the last three water meters. I was shocked and disappointed to learn the fees had increased July 1st.

We are currently working with families for the last group of self-help homes that will start construction in early in 2019. It will be very difficult for the low –income families we work with to pay the \$7,048 per lot increased connection fee.

Therefore, we ask that you accept the \$18,272 per lot fees for these last 3 lots in the subdivision, provided we pay the fees within two weeks of you notifying us of your approval to accept the prior fee amount. If you do not approve our request, we will wait until next year when the service is needed to pay the fees.

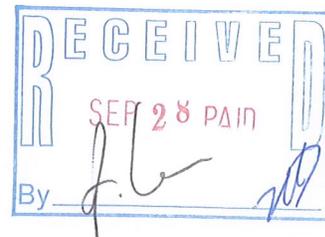
Thank you for considering our request and thank you to Rob Roberson, Kelly Dodds, Tamera Parent and other staff members who we may not have personally worked with and know for their good service.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sheryl Flores", is written over a faint, larger signature.

Sheryl Flores

Vice President Home Ownership





Board of Directors

President
John Green

Vice President
Joseph Parent

Members
Anthony Kalvans
Gib Buckman
Ashley Sangster

General Manager
Rob Roberson

Fire Chief
Rob Roberson

Mission Statement

Committed to serving the community with effectiveness, efficiency, and care to support the economic and social quality of life in San Miguel

Proudly serving San Miguel with:

Fire Protection
Street Lighting
Water
Wastewater
Solid Waste

P.O. Box 180
1150 Mission Street
San Miguel, CA 93451

Tel. 805-467-3388
Fax 805-467-9212

September 26, 2018

Peoples Self Help Housing
3533 Empleo Street
San Luis Obispo CA 93401

Re: Tract 2527 Lot 7, 31, 32

Per your email request below are the current fees associated with lots 7, 31 and 32 in Tract 2527, Mission Gardens.

Please note: May 31st, 2018 the Board of Directors approved an increase in connection fees for water and sewer services which took effect July 1st, 2018.

Water:

(3) lots x \$12,540 = \$34,620
(3) meter fees x \$450 = \$1,350

Wastewater:

(3) lots x \$12,330 = \$36,990

Total per lot \$25,320

Total three lots \$75,960

The connection fees above are the current rates as adopted May 31st, 2018. Actual fees will be those fees that are in effect at the time of payment.

Please call should you have any questions.

Sincerely,

Kelly Dodds

Kelly Dodds
Director of Utilities

RESOLUTION NO. 2018-18

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT TO ADOPT NEW WATER AND WASTEWATER CONNECTION FEES

WHEREAS, pursuant to California Government Code sections 66013 and 66016, the Board of Directors ("Board") for San Miguel Community Services District approved Ordinance 02-08 and Ordinance 03-08 in 2008, authorizing the Board to water and wastewater connection fees in amounts adopted by resolution of the Board; and

WHEREAS, as indicated in the Bartle Wells Associates, Water and Wastewater Impact Fees Study, adjusting water and wastewater connection fees is required to ensure that the fees charged for constructing additional facilities do not fall behind the cost of actually constructing those facilities.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the San Miguel Community Services District as follows:

1. The Board accepts the findings in the Water and Wastewater Impact Fees Study ("Study").
2. Pursuant to the Study, the Board adopts the water connection fees detailed in **Exhibit A** attached hereto. Such fees shall replace and supersede the District's existing water connection fees.
3. Pursuant to the Study, the Board adopts the wastewater connection fees detailed in **Exhibit B** attached hereto. Such fees shall replace and supersede the District's existing wastewater connection fees.
4. The fees in Exhibit A and B shall be adjusted each year according to the District's approved or customary inflationary index.

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

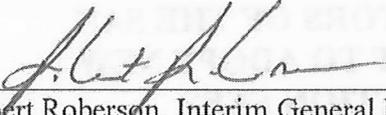
AYES: Buckman, Sangster, Parent, Kalvans, Green

NAYS: 0

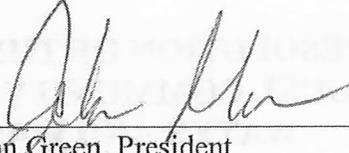
ABSENT: 0

ABSTAIN: 0

ATTEST:



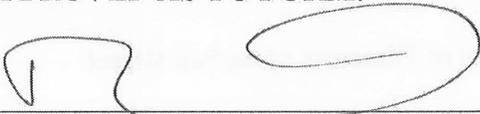
Robert Roberson, Interim General Manager



John Green, President
Board of Directors

Board Clerk to the Board of Directors

APPROVED AS TO FORM:



Douglas L. White, District General Counsel

EXHIBIT A

WATER CONNECTION FEES

As of July 1, 2018, the District's water connection fees shall be as follows:

Water Service Connection Fees

| Water Connection Fees | FY 18-19 |
|------------------------|-----------|
| <i>Meter Size</i> | |
| <i>Residential</i> | |
| Single Family | \$12,540 |
| <i>Non-Residential</i> | |
| 5/8" | \$12,540 |
| 3/4" | \$18,810 |
| 1" | \$31,360 |
| 1 1/2" | \$62,710 |
| 2" | \$100,340 |
| 3" | \$200,680 |
| 4" | \$313,560 |
| 6" | \$627,120 |

The above fees shall be charged based on the meter size installed at the service location. For new residential construction, the District reserves the right to require at least 1" sizing. In the event an existing service is upsized, the applicant shall pay the difference between the current rate for the existing meter size and the appropriate rate charged for the new meter size.

All water service connection fees shall be paid prior to the issuance of building permits or as approved by the General Manager. Commercial, industrial projects and residential projects or subdivisions involving more than four (4) units may be phased in accordance with an agreement approved by the Board of Directors. Water service will not be turned on prior to the receipt of the fees and the fee charged shall be that which is in effect at the time of receipt of payment by District.

The water connection fees shall increase annually based on the change in the Construction Cost Index ("CCI") for California, or such other index customary to the District, each fiscal year, beginning July 1, 2019.

EXHIBIT B**WASTEWATER CONNECTION FEES**

As of July 1, 2018, the District's water connection fees shall be as follows:

Wastewater Service Connection Fees

| Wastewater Connection Fees | FY 18-19 |
|-----------------------------------|-----------------|
| <i>Meter Size</i> | |
| <i>Residential</i> | |
| Single Family | \$12,330 |
| Multi-Family | \$7,710 |
| <i>Non-Residential</i> | |
| 5/8" | \$12,330 |
| 3/4" | \$18,500 |
| 1" | \$30,830 |
| 1 1/2" | \$61,670 |
| 2" | \$98,670 |
| 3" | \$197,340 |
| 4" | \$308,340 |
| 6" | \$616,670 |

The above fees shall be charged based on the meter size installed at the service location. For new residential construction, the District reserves the right to require at least 1" sizing. In the event an existing service is upsized, the applicant shall pay the difference between the current rate for the existing meter size and the appropriate rate charged for the new meter size.

All wastewater service connection fees shall be paid prior to the issuance of building permits or as approved by the General Manager. Commercial, industrial projects and residential projects or subdivisions involving more than four (4) units may be phased in accordance with an agreement approved by the Board of Directors. Wastewater service will not be authorized prior to receipt of fees and the fee charged shall be that which is in effect at the time of receipt of payment by District.

The wastewater connection fees shall increase annually based on the change in the Construction Cost Index ("CCI") for California, or such other index customary to the District, each fiscal year, beginning July 1, 2019.

AGREEMENT REGARDING WATER AND SEWER SERVICE

SETTLEMENT AND RELEASE AGREEMENT

This Agreement Regarding Water and Sewer Service, and Settlement and Release Agreement ("Agreement") is made and entered into effective November 21, 2008 by and between the San Miguel Community Services District ("District"), a Political Subdivision of the State of California and Coast National Bank ("Bank"), a national Bank, based on the following facts and circumstances (District and Bank are hereinafter collectively referred to as "Parties" and each of them may be singularly referred to as a "Party"):

RECITALS

A. Mission Garden Estates, Inc. ("MGE") owns property commonly known as 525 11th Street, San Miguel, California, with the following APNs: APNs 021-355-001, 021-355-002, and 021-361-002 (the "Property");

B. On or about November 5, 2005, MGE applied for and received tentative tract map approval from the County of San Luis Obispo for Tract 2725 ("Tract");

C. On or before December 2, 2004, MGE applied to the District for a letter evidencing the District's intent to provide water and sewer service to the residential lots in the Tract ("will serve letter") as shown on Vesting Tentative Tract Map 2725. To secure water and sewer service connections to the Tract at the rates then in effect as set forth in Exhibit "1" ("Guaranteed Connection Fee Rates") attached hereto and incorporated herein by this reference, MGE requested to pay a deposit in the amount of \$39,853.00 ("Deposit") to the District no later than November 23, 2008 and subsequently obtain formal approval of the request from the District Board of Directors;

D. MGE was unable or unwilling to pay the Deposit;

E. MGE is a borrower of Bank. Bank is the first priority perfected, secured lender / beneficiary under its recorded deed of trust(s) against the Property. Bank sought to ensure that water and sewer service is available at the Guaranteed Connection Fee Rates, and on November 21, 2008 paid the Deposit;

F. On June 17, 2009, Bank took title to the Property by foreclosure and by this Agreement seeks to establish the rights and obligations of the parties regarding payment of water and sewer service connection fees for the Tract and related issues.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and for other good and valuable consideration, receipt of which is hereby acknowledged, it is hereby agreed as follows:

1. District and Bank agree that the Guaranteed Connection Fee Rates shall remain in full force and effect for the Tract if payment is received by the District prior to April 4, 2012 (the "Expiration Date").

2. District agrees to issue a new will serve letter for the Tract ("New Will Serve Letter") with an expiration date of April 4, 2012.

3. Bank agrees to comply with all District rules and regulations in the processing and development of the Tract, including, but not limited to District Ordinance No. 01-08 and the fire sprinkler requirements set forth therein.

4. To the fullest extent allowed by law, Bank agrees to defend, indemnify, and hold harmless District, its employees, directors, agents, and attorneys from any claims, demands, or actions brought by MGE or any other person or entity in connection with or arising out of this Agreement and/or the Tract or the Property

5. Bank agrees to pay all of the District's attorney's fees and costs incurred in the negotiation, and enforcement of this Agreement. This Agreement is a full, mutual and general release and constitutes a full and final accord and satisfaction, extending to all claims of any nature that may exist between Bank, on the one hand, and District, on the other hand, whether known or unknown, suspected or anticipated by them to exist in their favor and regardless of whether any unknown, unsuspected or unanticipated claim would materially affect settlement and compromise of each of the matters mentioned herein. Other than the terms and obligations specifically set forth herein, the Parties to this Agreement hereby expressly, voluntarily and knowingly waive, relinquish and abandon each and every right, protection and benefit to which they would be entitled now or at any time hereafter under Section 1542 of the Civil Code of California, which provides as follows:

A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR.

6. In making this voluntary express waiver of the protection of Section 1542 of the Civil Code of California, the Parties to this Agreement acknowledge that they may discover claims or facts in addition to or different from those which they know or believe to exist with respect to the matters mentioned herein. It is their intention to fully and forever settle and release any and all of such matters, claims and disputes, whether known or unknown, suspected or unsuspected, anticipated or unanticipated, incident to such intention between the Parties. This Agreement is and shall remain a full and complete general release notwithstanding the discovery or existence of any such additional or different claims or facts.

7. The Parties represent and warrant that they have not heretofore collectively or individually assigned, transferred, or hypothecated or purported to have assigned or transferred or hypothecated or will in the future assign, transfer or hypothecate to anyone any debt, judgment, claim, liability, demand, action, cause of action, or any interest therein, based upon or arising out of or pertaining to or concerning or connected with any matter, fact, event circumstance, or thing released herein.

8. Each Party acknowledges that this Agreement effects the settlement of claims which are denied by the Parties, and that nothing contained herein shall be construed as an admission of liability by or

on behalf of either Party by whom liability is expressly denied. Neither this Agreement nor any of its terms shall be admissible in any proceeding brought by anyone not a party to this Agreement, as an admission of fact or law or in any proceeding between the Parties except in any proceeding to interpret or enforce its terms.

9. To further the interest of the Parties to this Agreement, each Party warrants that it has the power to settle and release fully and completely all claims causes of action, demands, charges, and liabilities against the other Party to this Agreement. Each signatory signing this Agreement on behalf of a Party warrants that he or she is duly authorized and empowered to sign this Agreement on that Party's behalf.

10. The Parties declare and represent that no promises, inducements, or agreements not expressly contained herein were made, that this Agreement contains the entire agreement between the Parties, and that the terms of this Agreement are contractual and not recitals only.

11. The provisions of this Agreement will be binding upon and inure to the benefit of the heirs, executors, administrators, personal representatives, predecessors-in-interest, successors-in-interest and permitted assigns of the respective Parties hereto.

~~12. The provisions of this Agreement are imposed upon the owners of the fee title to the Tract for the benefit of the Tract and all subsequent owners thereof and are not assignable except as otherwise permitted in accordance with the terms of this Agreement.~~

13. The Parties agree to sign all papers and to execute and deliver such additional documents as are required to effectuate each of the terms of this Agreement.

14. The Parties represent and acknowledge that they have conferred with and are represented by counsel of their own selection with respect to this Agreement and all matters covered by it. Each Party represents that it has been fully advised by counsel with respect to all rights which are affected by this Agreement.

15. This document sets forth the entire Agreement between the Parties and may not be altered, amended or modified in any respect, except by writing duly executed by the Party to be charged. All earlier understandings and oral agreements are expressly superseded and are of no further force and effect.

16. This Agreement shall be governed by the laws of the State of California. In the event that any provision of this Agreement is held to be ineffective or invalid, the remaining provisions will nevertheless be given full force and effect.

17. This Agreement shall be construed without regard to who drafted same, and shall be construed as though all Parties hereto participated equally in the drafting of the Agreement.

18. For the convenience of the Parties, this Agreement, consisting of four (4) pages, may be executed in counterparts, which shall together constitute the Agreement of the Parties as one and the same document.

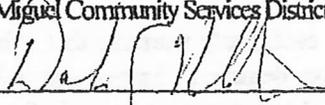
19. This Agreement shall be specifically enforceable.

20. The Recitals set forth above are incorporated herein by this reference.

21. This Agreement shall become effective as November 21, 2008 upon approval by the District Board of Directors.

Dated: July __, 2009

San Miguel Community Services District

By:  _____

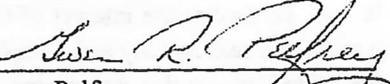
APPROVED AS TO FORM:

Ziyad I. Naccasha
Attorney for San Miguel Community Services District

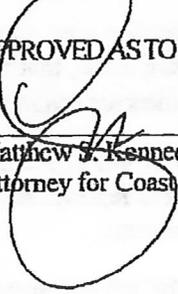
September 15, 2009

Dated: ~~July __, 2009~~

Coast National Bank

By:  _____
Gwen Pelfrey,
Executive Vice President / Chief Operating Officer

APPROVED AS TO FORM:



Matthew S. Kennedy
Attorney for Coast National Bank

11/02/18
14:58:50

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 10/18

Page: 1 of 11
Report ID: AP100V

Pacific Premier Bank - General Account
* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|------------------|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4306 | 17455S | 593 ASHLEY SANGSTER | 100.00 | | | | | |
| | | Board Member Stipend Sept 27, 2018 meeting | | | | | | |
| 1 | Sept 2018 10/01/18 | Sept 2018 Board Mtg | 16.50 | | | 20 62000 | 111 | 10200 |
| 2 | Sept 2018 10/01/18 | Sept 2018 Board Mtg | 3.00 | | | 30 63000 | 111 | 10200 |
| 3 | Sept 2018 10/01/18 | Sept 2018 Board Mtg | 40.00 | | | 40 64000 | 111 | 10200 |
| 4 | Sept 2018 10/01/18 | Sept 2018 Board Mtg | 40.00* | | | 50 65000 | 111 | 10200 |
| 5 | Sept 2018 10/01/18 | Sept 2018 Board Mtg | 0.50 | | | 60 66000 | 111 | 10200 |
| | | Total for Vendor: | 100.00 | | | | | |
| 4331 | 17467S | 34 BLAKE'S INC | 39.82 | | | | | |
| 1 | 1241342 09/25/18 | Truckwash DLX 9 | 19.91 | | | 40 64000 | 305 | 10200 |
| 2 | 1241342 09/25/18 | BRS twist Nozzle | 19.91 | | | 50 65000 | 305 | 10200 |
| | | Total for Vendor: | 39.82 | | | | | |
| 4329 | 17468S | 535 BRENDLER JANITORIAL SERVICE | 275.00 | | | | | |
| | | Janitorail Services | | | | | | |
| 1 | 1870C 10/02/18 | September 2018 | 45.37 | | | 20 62000 | 305 | 10200 |
| 2 | 1870C 10/02/18 | September 2018 | 8.25 | | | 30 63000 | 305 | 10200 |
| 3 | 1870C 10/02/18 | September 2018 | 110.00 | | | 40 64000 | 305 | 10200 |
| 4 | 1870C 10/02/18 | September 2018 | 110.00 | | | 50 65000 | 305 | 10200 |
| 5 | 1870C 10/02/18 | September 2018 | 1.38 | | | 60 66000 | 305 | 10200 |
| | | Total for Vendor: | 275.00 | | | | | |
| 4307 | 17456S | 39 BUCKMAN, GIB | 100.00 | | | | | |
| | | Board Member Stipend Sept 27, 2018 meeting | | | | | | |
| 1 | Sept 2018 10/01/18 | September 2018 Board Mtg | 16.50 | | | 20 62000 | 111 | 10200 |
| 2 | Sept 2018 10/01/18 | September 2018 Board Mtg | 3.00 | | | 30 63000 | 111 | 10200 |
| 3 | Sept 2018 10/01/18 | September 2018 Board Mtg | 40.00 | | | 40 64000 | 111 | 10200 |
| 4 | Sept 2018 10/01/18 | September 2018 Board Mtg | 40.00* | | | 50 65000 | 111 | 10200 |
| 5 | Sept 2018 10/01/18 | September 2018 Board Mtg | 0.50 | | | 60 66000 | 111 | 10200 |
| | | Total for Vendor: | 100.00 | | | | | |
| 4362 | -99762E | 416 CALPERS | 66.79 | | | | | |
| | | Annual Unfunded Accrued Liability Actuarial Valuation as of June 30, 2016 Rate Plan 26019 | | | | | | |
| 1 | 15444245 10/01/18 | Annual Unfunded Accrued Liab | 33.40 | | | 40 64000 | 225 | 10200 |

11/02/18
14:58:50

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 10/18

Page: 2 of 11
Report ID: AP100V

Pacific Premier Bank - General Account
* ... Over spent expenditure

| Claim/ Line # | Check # | Vendor #/Name/ Invoice #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|---|------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 2 | 15444245 | 10/01/18 Annual Unfunded Accrued Liab | 33.39 | | | 50 65000 | 225 | 10200 |
| 4363 | -99761E | 416 CALPERS | 880.96 | | | | | |
| Annual Unfunded Accrued Liability Actuarial Valuation as of June 30, 2016 Rate Plan 4680 | | | | | | | | |
| 1 | 15444234 | 10/01/18 Annual Unfunded Accrued Liab | 440.48 | | | 40 64000 | 225 | 10200 |
| 2 | 15444234 | 10/01/18 Annual Unfunded Accrued Liab | 440.48 | | | 50 65000 | 225 | 10200 |
| Total for Vendor: | | | 947.75 | | | | | |
| 4326 | 17469S | 61 CCI CENTRAL | 179.33 | | | | | |
| 1 | INST115585 | 09/25/17 Ink Cartridge for IM/IS | 89.67 | | | 40 64000 | 320 | 10200 |
| 2 | INST115585 | 09/25/17 Ink Cartridge for IM/IS | 89.66 | | | 50 65000 | 320 | 10200 |
| Total for Vendor: | | | 179.33 | | | | | |
| 4328 | 17470S | 521 CHAPARRAL BUSINESS MACHINES, Maintenance Contract #6913-02 Samsung/X4250LX | 65.00 | | | | | |
| Acct No. 013014 | | | | | | | | |
| 1 | 430615 | 10/01/18 Maint Contract 10/4-11/3/18 | 32.50* | | | 40 64000 | 334 | 10200 |
| 2 | 430615 | 10/01/18 Maint Contract 10/4-11/3/18 | 32.50* | | | 50 65000 | 334 | 10200 |
| Total for Vendor: | | | 65.00 | | | | | |
| 4346 | 17478S | 67 CHARTER COMMUNICATIONS | 309.94 | | | | | |
| Acct# 8245 10 105 0027311 Spectrum Buiness Internet/Voice | | | | | | | | |
| Service 10/11/18 ~ 11/10/18 | | | | | | | | |
| 1 | 7311100118 | 10/01/18 Internet/Voice | 103.31 | | | 20 62000 | 375 | 10200 |
| 2 | 7311100118 | 10/01/18 Internet/Voice | 103.31 | | | 40 64000 | 375 | 10200 |
| 3 | 7311100118 | 10/01/18 Internet/Voice | 103.32 | | | 50 65000 | 375 | 10200 |
| Total for Vendor: | | | 309.94 | | | | | |
| 4308 | 17457S | 199 CITY OF EL PASO DE ROBLES | 3,352.27 | | | | | |
| Proportional share of the Paso Robles Basin GSP | | | | | | | | |
| 1 | SM20180914 | 09/14/18 HydroMetrics WRI | 3,352.27 | | | 50 65000 | 324 | 10200 |
| Total for Vendor: | | | 3,352.27 | | | | | |

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Pacific Premier Bank - General Account
* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|------------------|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4336 | 17479S | 583 COBLENTZ BIEHLE & CRAMER Reconciliation 2015-2017 Bank Statements | 2,865.00 | | | | | |
| 1 | 4939 10/01/18 | Bank Stmt Recon 2015-2017 | 472.72* | | | 20 62000 | 325 | 10200 |
| 2 | 4939 10/01/18 | Bank Stmt Recon 2015-2017 | 85.95* | | | 30 63000 | 325 | 10200 |
| 3 | 4939 10/01/18 | Bank Stmt Recon 2015-2017 | 1,146.00* | | | 40 64000 | 325 | 10200 |
| 4 | 4939 10/01/18 | Bank Stmt Recon 2015-2017 | 1,146.00* | | | 50 65000 | 325 | 10200 |
| 5 | 4939 10/01/18 | Bank Stmt Recon 2015-2017 | 14.33* | | | 60 66000 | 325 | 10200 |
| | | Total for Vendor: | 2,865.00 | | | | | |
| 4324 | 17471S | 584 CORE & MAIN LP Acct#210091 | 2,294.05 | | | | | |
| 1 | J559586 09/26/18 | BL09 MTR (8) | 2,294.05 | | | 50 41010 | | 10200 |
| 4325 | 17471S | 584 CORE & MAIN LP Acct#210091 | 1,055.87 | | | | | |
| 1 | J552855 09/26/18 | BL05 MTR (5) | 1,055.87 | | | 50 65000 | 525 | 10200 |
| | | Total for Vendor: | 3,349.92 | | | | | |
| 4354 | 17490S | 529 DELL BUSINESS CREDIT Account: 6879 4502 0401 6712 964 | 1,394.24 | | | | | |
| 1 | 413964908 10/11/18 | APC Netshelter Rack | 230.05 | | | 20 62000 | 475 | 10200 |
| 2 | 413964908 10/11/18 | APC Netshelter Rack | 41.83* | | | 30 63000 | 475 | 10200 |
| 3 | 413964908 10/11/18 | APC Netshelter Rack | 557.70 | | | 40 64000 | 475 | 10200 |
| 4 | 413964908 10/11/18 | APC Netshelter Rack | 557.70 | | | 50 65000 | 475 | 10200 |
| 5 | 413964908 10/11/18 | APC Netshelter Rack | 6.96* | | | 60 66000 | 475 | 10200 |
| | | Total for Vendor: | 1,394.24 | | | | | |
| 4323 | 17472S | 109 FERGUSON ENTERPRISES Acct #725334 | 1,018.88 | | | | | |
| 1 | 6613760 09/25/18 | 34 HDL Tract 2527 Valves | 1,018.88 | | | 50 41010 | | 10200 |
| | | Total for Vendor: | 1,018.88 | | | | | |
| 4309 | 17458S | 112 FGL - ENVIRONMENTAL ANALYTICAL Acct#8000653 | 67.00 | | | | | |
| 1 | 882540A 09/10/18 | Metals | 67.00 | | | 50 65000 | 358 | 10200 |

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Pacific Premier Bank - General Account
* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|----------------------------------|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4310 | 17458S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 207.00 | | | | | |
| Account #8000653 | | | | | | | | |
| 1 | 882481A | 09/10/18 SRL 524M-TCP | 69.00 | | | 50 65000 | 356 | 10200 |
| 2 | 882481A | 09/10/18 SRL 524M-TCP | 69.00 | | | 50 65000 | 357 | 10200 |
| 3 | 882481A | 09/10/18 SRL 524M-TCP | 69.00 | | | 50 65000 | 358 | 10200 |
| 4311 | 17458S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 67.00 | | | | | |
| Acct#8000653 | | | | | | | | |
| 1 | 882758A | 09/20/18 Metals | 67.00 | | | 50 65000 | 358 | 10200 |
| 4312 | 17458S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 67.00 | | | | | |
| Acct#8000653 | | | | | | | | |
| 1 | 882669A | 09/20/18 Metals | 67.00 | | | 50 65000 | 358 | 10200 |
| 4313 | 17458S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 225.00 | | | | | |
| Acct#8000653 | | | | | | | | |
| 1 | 882670A | 09/21/18 Coliform-Colilert~Wet Chemist | 225.00 | | | 50 65000 | 359 | 10200 |
| 4330 | 17473S | 112 FGL - ENVIRONMENTAL ANALYTICAL | 125.00 | | | | | |
| Acct #8000653 | | | | | | | | |
| 1 | 882852A | 09/27/18 Coliform~Colilert~PA | 125.00 | | | 50 65000 | 359 | 10200 |
| Total for Vendor: | | | 758.00 | | | | | |
| 4321 | 17459S | 308 FRONTIER COMMUNICATIONS | 53.88 | | | | | |
| Acct #805-467-2818-010412-5 | | | | | | | | |
| Service from 9-22-18 to 10-21-18 | | | | | | | | |
| 1 | | 09/22/18 SCADA | 26.94 | | | 40 64000 | 310 | 10200 |
| 2 | | 09/22/18 SCADA | 26.94 | | | 50 65000 | 310 | 10200 |
| 4340 | 17480S | 308 FRONTIER COMMUNICATIONS | 72.29 | | | | | |
| Acct #805-467-2015-051216-5 | | | | | | | | |
| Backup for Alarm | | | | | | | | |
| Service 10-01-18~10-31-18 | | | | | | | | |
| 1 | | Oct 2018 10/01/18 | 36.14 | | | 40 64000 | 310 | 10200 |
| 2 | | Oct 2018 10/01/18 | 36.15 | | | 50 65000 | 310 | 10200 |
| Total for Vendor: | | | 126.17 | | | | | |

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Pacific Premier Bank - General Account
* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|--|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4314 | 17460S | 125 GREAT WESTERN ALARM | 75.60 | | | | | |
| Acct A0702 Service Period: 10/01/18 to 10/31/18 | | | | | | | | |
| 1 | 180902242 | 10/01/18 Answering Service | 37.80 | | | 40 64000 | 380 | 10200 |
| 2 | 180902242 | 10/01/18 Answering Service | 37.80 | | | 50 65000 | 380 | 10200 |
| 4315 | 17460S | 125 GREAT WESTERN ALARM | 30.00 | | | | | |
| GW-661 Service Period: 10/01/18 to 10/31/18 | | | | | | | | |
| 1 | 180900545 | 10/01/18 Alarm Monitoring | 15.00 | | | 40 64000 | 380 | 10200 |
| 2 | 180900545 | 10/01/18 Alarm Monitoring | 15.00 | | | 50 65000 | 380 | 10200 |
| Total for Vendor: | | | 105.60 | | | | | |
| 4316 | 17461S | 126 GREEN, JOHN | 100.00 | | | | | |
| Board Member Stipend September 27, 2018 meeting | | | | | | | | |
| 1 | Sept 2018 | 10/01/18 Sept 2018 Board Mtg | 16.50 | | | 20 62000 | 111 | 10200 |
| 2 | Sept 2018 | 10/01/18 Sept 2018 Board Mtg | 3.00 | | | 30 63000 | 111 | 10200 |
| 3 | Sept 2018 | 10/01/18 Sept 2018 Board Mtg | 40.00 | | | 40 64000 | 111 | 10200 |
| 4 | Sept 2018 | 10/01/18 Sept 2018 Board Mtg | 40.00* | | | 50 65000 | 111 | 10200 |
| 5 | Sept 2018 | 10/01/18 Sept 2018 Board Mtg | 0.50 | | | 60 66000 | 111 | 10200 |
| Total for Vendor: | | | 100.00 | | | | | |
| 4332 | 17474S | 129 HACH | 564.99 | | | | | |
| Acct#292463 | | | | | | | | |
| 1 | 11148388 | 09/24/18 Chlorine Free CL17 | 188.33 | | | 50 65000 | 356 | 10200 |
| 2 | 11148388 | 09/24/18 Tubing | 188.33 | | | 50 65000 | 357 | 10200 |
| 3 | 11148388 | 09/24/18 Tubing | 188.33 | | | 50 65000 | 358 | 10200 |
| Total for Vendor: | | | 564.99 | | | | | |
| 4317 | 17462S | 406 KALVANS, ANTHONY | 100.00 | | | | | |
| Board Member Stipen September 27, 2018 meeting | | | | | | | | |
| 1 | Sept 2018 | 10/01/18 Sept 2018 Board Mtg | 16.50 | | | 20 62000 | 111 | 10200 |
| 2 | Sept 2018 | 10/01/18 Sept 2018 Board Mtg | 3.00 | | | 30 63000 | 111 | 10200 |
| 3 | Sept 2018 | 10/01/18 Sept 2018 Board Mtg | 40.00 | | | 40 64000 | 111 | 10200 |
| 4 | Sept 2018 | 10/01/18 Sept 2018 Board Mtg | 40.00* | | | 50 65000 | 111 | 10200 |
| 5 | Sept 2018 | 10/01/18 Sept 2018 Board Mtg | 0.50 | | | 60 66000 | 111 | 10200 |
| Total for Vendor: | | | 100.00 | | | | | |

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
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Pacific Premier Bank - General Account
* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|---|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4334 | 17475S | 510 LOCAL IT EXPERTS | 600.00 | | | | | |
| 1 | 134 10/18/18 | IT Service~Oct & Nov 2018 | 99.00 | | | 20 62000 | 350 | 10200 |
| 2 | 134 10/18/18 | IT Service~Oct & Nov 2018 | 18.00 | | | 30 63000 | 350 | 10200 |
| 3 | 134 10/18/18 | IT Service~Oct & Nov 2018 | 240.00 | | | 40 64000 | 350 | 10200 |
| 4 | 134 10/18/18 | IT Service~Oct & Nov 2018 | 240.00 | | | 50 65000 | 350 | 10200 |
| 5 | 134 10/18/18 | IT Service~Oct & Nov 2018 | 3.00 | | | 60 66000 | 350 | 10200 |
| | | Total for Vendor: | 600.00 | | | | | |
| 4342 | 17481S | 559 MONSOON VENTURES, INC. | 6,250.00 | | | | | |
| Machado Wastewater Treatment Facility Expansion & Groundwater Recharge Engineering Studies. | | | | | | | | |
| Approved by Resolution 2018-30 / September 27 2018 | | | | | | | | |
| 1 | 2321 10/04/18 | Machado~Recharge | 6,250.00* | | 16 | 40 64000 | 586 | 10200 |
| 4343 | 17481S | 559 MONSOON VENTURES, INC. | 37,848.75 | | | | | |
| Machado Wastewater Treatment Facility Expansion & Groundwater Recharge Engineering Studies. | | | | | | | | |
| Approved by Resolution 2018-30 / September 27 2018 | | | | | | | | |
| Service from 7-10-18 to 9-25-18 | | | | | | | | |
| 1 | 2320 10/04/18 | Machado~Recharge | 37,848.75* | | 16 | 40 64000 | 586 | 10200 |
| | | Total for Vendor: | 44,098.75 | | | | | |
| 4341 | 17482S | 553 MOSS, LEVY & HARTZHEIM LLP | 2,000.00 | | | | | |
| 2016-2017 Audit | | | | | | | | |
| 1 | 16300 09/30/18 | Audit Services | 330.00* | | | 20 62000 | 325 | 10200 |
| 2 | 16300 09/30/18 | Audit Services | 60.00* | | | 30 63000 | 325 | 10200 |
| 3 | 16300 09/30/18 | Audit Services | 800.00* | | | 40 64000 | 325 | 10200 |
| 4 | 16300 09/30/18 | Audit Services | 800.00* | | | 50 65000 | 325 | 10200 |
| 5 | 16300 09/30/18 | Audit Services | 10.00* | | | 60 66000 | 325 | 10200 |
| | | Total for Vendor: | 2,000.00 | | | | | |
| 4350 | 17483S | 602 MULLAHEY CHRYSLER DODGE JEEP RAM | 114.57 | | | | | |
| 1 | 78071 09/20/18 | Truck 8600~Service Oil | 114.57 | | | 20 62000 | 354 | 10200 |

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Pacific Premier Bank - General Account
* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|------------------|--------------------|---|-------------------------|---------|------|---------------|-------------|-----------------|
| 4351 | 17483S | 602 MULLAHEY CHRYSLER DODGE JEEP RAM | 74.16 | | | | | |
| 1 | 78102 | 09/21/18 Truck 8630~Service Oil | 74.16 | | | 20 62000 | 354 | 10200 |
| | | Total for Vendor: | 188.73 | | | | | |
| 4318 | 17463S | 547 PARENT, JOSEPH | 100.00 | | | | | |
| | | Board Member Stipend September 27, 2018 meeting | | | | | | |
| 1 | Sept 2018 | 10/01/18 Sept 2018 Board Mtg | 16.50 | | | 20 62000 | 111 | 10200 |
| 2 | Sept 2018 | 10/01/18 Sept 2018 Board Mtg | 3.00 | | | 30 63000 | 111 | 10200 |
| 3 | Sept 2018 | 10/01/18 Sept 2018 Board Mtg | 40.00 | | | 40 64000 | 111 | 10200 |
| 4 | Sept 2018 | 10/01/18 Sept 2018 Board Mtg | 40.00* | | | 50 65000 | 111 | 10200 |
| 5 | Sept 2018 | 10/01/18 Sept 2018 Board Mtg | 0.50 | | | 60 66000 | 111 | 10200 |
| | | Total for Vendor: | 100.00 | | | | | |
| 4319 | 17464S | 233 SAFEGUARD BUSINESS SYSTEMS | 433.57 | | | | | |
| | | Customer #QMG2PP | | | | | | |
| 1 | 033093010 | 09/26/18 Envelopes | 216.79 | | | 40 64000 | 315 | 10200 |
| 2 | 033093010 | 09/26/18 Envelopes | 216.78 | | | 50 65000 | 315 | 10200 |
| 4355 | 17484S | 233 SAFEGUARD BUSINESS SYSTEMS | 408.58 | | | | | |
| | | Customer #QMG2PP | | | | | | |
| 1 | 033113913 | 10/08/18 Envelopes | 204.29 | | | 40 64000 | 315 | 10200 |
| 2 | 033113913 | 10/08/18 Envelopes | 204.29 | | | 50 65000 | 315 | 10200 |
| | | Total for Vendor: | 842.15 | | | | | |
| 4345 | 17485S | 238 SAN MIGUEL GARBAGE | 103.98 | | | | | |
| | | Acct#318691 | | | | | | |
| | | Monthly Service 10-1-18 to 10-31-18 | | | | | | |
| 1 | 10/01/18 | WWTP Monthly Trash Disposal | 51.99 | | | 40 64000 | 383 | 10200 |
| 2 | 10/01/18 | WWTP Monthly Trash Disposal | 51.99 | | | 50 65000 | 383 | 10200 |
| | | Total for Vendor: | 103.98 | | | | | |
| 4337 | 17486S | 533 SLO COUNTY TAX COLLECTOR | 130.44 | | | | | |
| | | 2017/18 Annual Secured Property Tax Bill | | | | | | |
| | | Bill Number; 2018/19 021-221-012 | | | | | | |
| | | Assessment: 021-221-012 | | | | | | |
| 1 | 021-221-01 | 10/01/18 1150 Mission St | 130.44 | | | 20 62000 | 960 | 10200 |

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Pacific Premier Bank - General Account
* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|------------------|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4338 | 17486S | 533 SLO COUNTY TAX COLLECTOR 2017/18 Annual Secured Property Tax Bill Bill Number; 2018/19 021-221-010 | 80.26 | | | | | |
| | | Assessment: 021-221-010 | | | | | | |
| 1 | 021-221-01 | 10/01/18 Mission Street | 80.26 | | | 20 62000 | 960 | 10200 |
| 4339 | 17486S | 533 SLO COUNTY TAX COLLECTOR 2017/18 Annual Secured Property Tax Bill Bill Number; 2018/19 021-051-015 | 17.54 | | | | | |
| | | Assessment: 021-051-015 | | | | | | |
| 1 | 021-051-01 | 10/01/18 1765 Bonita Place | 17.54* | | | 40 64000 | 960 | 10200 |
| | | Total for Vendor: | 228.24 | | | | | |
| 4360 | 17491S | 352 STAPLES CREDIT PLAN Office Supplies | 64.75 | | | | | |
| 1 | Oct8738 | 10/10/18 Paper,Pens | 32.38 | | | 40 64000 | 305 | 10200 |
| 2 | Oct8738 | 10/10/18 Paper,Pens | 32.37 | | | 50 65000 | 305 | 10200 |
| | | Total for Vendor: | 64.75 | | | | | |
| 4348 | 17487S | 534 STREAMLINE Web Page Hosting | 200.00 | | | | | |
| 1 | 98485 | 10/10/18 Web Page Monthly Fee June | 33.00 | | | 20 62000 | 376 | 10200 |
| 2 | 98485 | 10/10/18 Web Page Monthly Fee June | 6.00 | | | 30 63000 | 376 | 10200 |
| 3 | 98485 | 10/10/18 Web Page Monthly Fee June | 80.00* | | | 40 64000 | 376 | 10200 |
| 4 | 98485 | 10/10/18 Web Page Monthly Fee June | 80.00 | | | 50 65000 | 376 | 10200 |
| 5 | 98485 | 10/10/18 Web Page Monthly Fee June | 1.00 | | | 60 66000 | 376 | 10200 |
| | | Total for Vendor: | 200.00 | | | | | |
| 4320 | 17465S | 378 SWIFT TECTONICS, INC. Concrete work on 10th Street at MotelConcrete and Labor | 1,210.26 | | | | | |
| 1 | 5382 | 08/15/18 Concrete and Labor | 1,210.26 | | | 50 65000 | 353 | 10200 |
| | | Total for Vendor: | 1,210.26 | | | | | |

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
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Pacific Premier Bank - General Account
* ... Over spent expenditure

| Claim/ Line # | Check Invoice # | Vendor #/Name/ #/Inv Date/Description | Document \$/ Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash Account |
|------------------|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4327 | 17476S | 282 THE BLUEPRINTER | 149.99 | | | | | |
| | | Fire Prevention | | | | | | |
| 1 | 10/02/18 | 120 Sheets collated | 149.99 | | | 20 62000 | 395 | 10200 |
| | | Total for Vendor: | 149.99 | | | | | |
| 4322 | 17466S | 301 US BANK | 6,468.98 | | | | | |
| 1 | 2647~0918 | 09/24/18 Amazon~Pulse Oximeter | 64.12 | | | 20 62000 | 450 | 10200 |
| 2 | 2647~0918 | 09/24/18 Amazon~Liquid Soap | 43.83 | | | 20 62000 | 305 | 10200 |
| 3 | 2647~0918 | 09/24/18 CSJ Parking San Jose 9-4 | 13.00 | | | 50 65000 | 332 | 10200 |
| 4 | 2647~0918 | 09/24/18 Wyndham San Jose 9-3~5 | 277.93 | | | 50 65000 | 332 | 10200 |
| 5 | 2647~0918 | 09/24/18 CSJ Parking San Jose 9-6 | 14.00 | | | 50 65000 | 332 | 10200 |
| 6 | 2647~0918 | 09/24/18 Sure Stay San Jose 9-5~6 | 147.06 | | | 50 65000 | 332 | 10200 |
| 7 | 2647~0918 | 09/24/18 Lowes~Nozzle,Water Jet | 120.51 | | | 50 65000 | 332 | 10200 |
| 8 | 2647~0918 | 09/24/18 Leslie's pool ~Pole | 120.66 | | | 40 64000 | 582 | 10200 |
| 9 | 2647~0918 | 09/24/18 Island Grill 9-4 | 45.20 | | | 50 65000 | 332 | 10200 |
| 10 | 2647~0918 | 09/24/18 Emgncy Med~Heartstrt pads,b | 600.43 | | | 20 62000 | 450 | 10200 |
| 11 | 2647~0918 | 09/24/18 Microsoft Enterprise E3 1 y | 720.00 | | | 20 62000 | 385 | 10200 |
| 12 | 2647~0918 | 09/24/18 Microsoft Enterprise E3 1 y | 720.00 | | | 40 64000 | 385 | 10200 |
| 13 | 2647~0918 | 09/24/18 Microsoft Enterprise E3 1 y | 720.00 | | | 50 65000 | 385 | 10200 |
| 14 | 2647~0918 | 09/24/18 Positive Promo Prevention E | 145.90 | | | 20 62000 | 395 | 10200 |
| 15 | 2647~0918 | 09/24/18 Pacific Motor Inn San Jose | 383.72 | | | 50 65000 | 332 | 10200 |
| 16 | 2647~0918 | 09/24/18 Hotel Rose Garden San Jose | 158.73 | | | 50 65000 | 332 | 10200 |
| 17 | 2647~0918 | 09/24/18 Extended Stay San Jose 8-28 | 329.96 | | | 50 65000 | 332 | 10200 |
| 18 | 2647~0918 | 09/24/18 Dennys San Jose 9-5 | 51.74 | | | 50 65000 | 332 | 10200 |
| 19 | 2647~0918 | 09/24/18 Wyndham San Jose 9-3~6 | 452.87 | | | 50 65000 | 332 | 10200 |
| 20 | 2647~0918 | 09/24/18 CSJ Parking San Jose 9-11 | 14.00 | | | 50 65000 | 332 | 10200 |
| 21 | 2647~0918 | 09/24/18 Pizza Bocca San Jose 9-12 | 14.72 | | | 50 65000 | 332 | 10200 |
| 22 | 2647~0918 | 09/24/18 Bray San Jose meals 9-13 | 21.36 | | | 50 65000 | 332 | 10200 |
| 23 | 2647~0918 | 09/24/18 CSJ Parking San Jose 9-18 | 12.00 | | | 50 65000 | 332 | 10200 |
| 24 | 2647~0918 | 09/24/18 CSJ Parking San Jose 9-20 | 20.00 | | | 50 65000 | 332 | 10200 |
| 25 | 2647~0918 | 09/24/18 Bray San Jose meals 9-20 | 20.10 | | | 50 65000 | 332 | 10200 |
| 26 | 2647~0918 | 09/24/18 CSJ Parking San Jose 9-5 | 18.00 | | | 50 65000 | 332 | 10200 |
| 27 | 2647~0918 | 09/24/18 Alert Corp hats pencils | 1,166.34 | | | 20 62000 | 395 | 10200 |
| 28 | 2647~0918 | 09/24/18 Dos Hermanos Fire Training | 52.80 | | | 50 65000 | 335 | 10200 |
| | | Total for Vendor: | 6,468.98 | | | | | |

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Fund Summary for Claims
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| Fund/Account | Amount |
|--------------------------------|--------------------|
| 20 FIRE PROTECTION DEPARTMENT | |
| 10200 Operating Cash - Premier | \$5,166.19 |
| 30 STREET LIGHTING DEPARTMENT | |
| 10200 Operating Cash - Premier | \$235.03 |
| 40 WASTEWATER DEPARTMENT | |
| 10200 Operating Cash - Premier | \$49,699.85 |
| 50 WATER DEPARTMENT | |
| 10200 Operating Cash - Premier | \$17,884.90 |
| 60 SOLID WASTE DEPARTMENT | |
| 10200 Operating Cash - Premier | \$39.17 |
| Total: | \$73,025.14 |

| 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 | 20,976.01 | 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: | 20,976.01 | 38,263.18 | 126,600.00 | 88,336.82 | 30 % |
| 43000 Property Taxes Collected | | | | | | |
| 43000 | Property Taxes Collected | 348.97 | 20,433.72 | 390,856.00 | 370,422.28 | 5 % |
| | Account Group Total: | 348.97 | 20,433.72 | 390,856.00 | 370,422.28 | 5 % |
| 46000 Revenues & Interest | | | | | | |
| 46000 | Revenues & Interest | 0.00 | 59.14 | 0.00 | -59.14 | ** % |
| 46150 | Miscellaneous Income | 0.00 | 1,000.00 | 0.00 | -1,000.00 | ** % |
| 46151 | Refund/Adjustments | 0.00 | 272.99 | 0.00 | -272.99 | ** % |
| 46155 | Will Serve Processing Fees | 150.00 | 150.00 | 0.00 | -150.00 | ** % |
| | Account Group Total: | 150.00 | 1,482.13 | 0.00 | -1,482.13 | ** % |
| | Fund Total: | 21,474.98 | 60,179.03 | 517,456.00 | 457,276.97 | 12 % |
| 30 STREET LIGHTING DEPARTMENT | | | | | | |
| 43000 Property Taxes Collected | | | | | | |
| 43000 | Property Taxes Collected | 99.70 | 2,388.27 | 101,367.00 | 98,978.73 | 2 % |
| | Account Group Total: | 99.70 | 2,388.27 | 101,367.00 | 98,978.73 | 2 % |
| 46000 Revenues & Interest | | | | | | |
| 46000 | Revenues & Interest | 0.00 | 11.21 | 0.00 | -11.21 | ** % |
| 46151 | Refund/Adjustments | 0.00 | 57.90 | 0.00 | -57.90 | ** % |
| | Account Group Total: | 0.00 | 69.11 | 0.00 | -69.11 | ** % |
| | Fund Total: | 99.70 | 2,457.38 | 101,367.00 | 98,909.62 | 2 % |
| 40 WASTEWATER DEPARTMENT | | | | | | |
| 40000 | | | | | | |
| 40900 | Wastewater Sales | 63,533.83 | 187,880.72 | 675,624.00 | 487,743.28 | 28 % |
| 40910 | Wastewater Late Charges | 996.91 | 2,709.13 | 0.00 | -2,709.13 | ** % |
| | Account Group Total: | 64,530.74 | 190,589.85 | 675,624.00 | 485,034.15 | 28 % |
| 43000 Property Taxes Collected | | | | | | |
| 43000 | Property Taxes Collected | 53.29 | 1,473.35 | 54,362.00 | 52,888.65 | 3 % |
| | Account Group Total: | 53.29 | 1,473.35 | 54,362.00 | 52,888.65 | 3 % |
| 46000 Revenues & Interest | | | | | | |
| 46000 | Revenues & Interest | 0.00 | 140.65 | 0.00 | -140.65 | ** % |

| Fund | Account | Received Current Month | Received YTD | Estimated Revenue | Revenue To Be Received | % Received |
|--|----------------------------------|---------------------------|-------------------|---------------------|---------------------------|---------------|
| 40 WASTEWATER DEPARTMENT | | | | | | |
| | 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 | 0.00 | 661.78 | 0.00 | -661.78 | ** % |
| | 46155 Will Serve Processing Fees | 125.00 | 125.00 | 0.00 | -125.00 | ** % |
| | Account Group Total: | 125.00 | 2,248.56 | 0.00 | -2,248.56 | ** % |
| | Fund Total: | 64,709.03 | 194,311.76 | 729,986.00 | 535,674.24 | 27 % |
| 50 WATER DEPARTMENT | | | | | | |
| 41000 Water Sales | | | | | | |
| | 41000 Water Sales | 71,213.31 | 232,771.11 | 797,294.00 | 564,522.89 | 29 % |
| | 41005 Water Late Charges | 14,939.09 | 49,995.51 | 0.00 | -49,995.51 | ** % |
| | 41010 Water Meter Fees | -3,312.93 | -6,441.87 | 0.00 | 6,441.87 | ** % |
| | Account Group Total: | 82,839.47 | 276,324.75 | 797,294.00 | 520,969.25 | 35 % |
| 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 | 130.75 | 0.00 | -130.75 | ** % |
| | 46150 Miscellaneous Income | 0.00 | 16.74 | 0.00 | -16.74 | ** % |
| | 46151 Refund/Adjustments | 0.00 | 661.78 | 0.00 | -661.78 | ** % |
| | 46155 Will Serve Processing Fees | 125.00 | 125.00 | 0.00 | -125.00 | ** % |
| | Account Group Total: | 125.00 | 934.27 | 0.00 | -934.27 | ** % |
| | Fund Total: | 82,964.47 | 277,259.02 | 847,244.00 | 569,984.98 | 33 % |
| 60 SOLID WASTE DEPARTMENT | | | | | | |
| 46000 Revenues & Interest | | | | | | |
| | 46005 Franchise Fees | 2,925.36 | 11,661.50 | 32,323.00 | 20,661.50 | 36 % |
| | Account Group Total: | 2,925.36 | 11,661.50 | 32,323.00 | 20,661.50 | 36 % |
| | Fund Total: | 2,925.36 | 11,661.50 | 32,323.00 | 20,661.50 | 36 % |
| | Grand Total: | 172,173.54 | 545,868.69 | 2,228,376.00 | 1,682,507.31 | 24 % |

| 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 | 5,570.13 | 23,426.73 | 66,000.00 | 66,000.00 | 42,573.27 | 35 % |
| | 111 BOD Stipend | 82.50 | 297.00 | 990.00 | 990.00 | 693.00 | 30 % |
| | 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 | 7,213.50 | 18,967.20 | 72,000.00 | 72,000.00 | 53,032.80 | 26 % |
| | 126 Strike Team Pay - VFF | 0.00 | 3,538.56 | 100,000.00 | 100,000.00 | 96,461.44 | 4 % |
| | 135 Payroll Tax - FICA | 447.23 | 1,395.35 | 9,000.00 | 9,000.00 | 7,604.65 | 16 % |
| | 140 Payroll Tax - Medicare | 189.10 | 676.97 | 4,000.00 | 4,000.00 | 3,323.03 | 17 % |
| | 155 Payroll Tax - SUI | 288.53 | 820.35 | 5,000.00 | 5,000.00 | 4,179.65 | 16 % |
| | 160 Payroll Tax - ETT | 7.19 | 20.50 | 300.00 | 300.00 | 279.50 | 7 % |
| | 165 Payroll Tax - FUTA | 0.00 | 284.08 | 7,000.00 | 7,000.00 | 6,715.92 | 4 % |
| | 205 Insurance - Health | 91.19 | 335.61 | 800.00 | 800.00 | 464.39 | 42 % |
| | 210 Insurance - Dental | 22.71 | 86.50 | 600.00 | 600.00 | 513.50 | 14 % |
| | 215 Insurance - Vision | 3.63 | 13.85 | 100.00 | 100.00 | 86.15 | 14 % |
| | 225 Retirement - PERS expense | 125.06 | 555.41 | 1,600.00 | 1,600.00 | 1,044.59 | 35 % |
| | 305 Operations and maintenance | 89.20 | 982.89 | 6,000.00 | 6,000.00 | 5,017.11 | 16 % |
| | 310 Phone and fax expense | 0.00 | 0.00 | 800.00 | 800.00 | 800.00 | 0 % |
| | 315 Postage, shipping and freight | 0.00 | 29.55 | 100.00 | 100.00 | 70.45 | 30 % |
| | 320 Printing and reproduction | 0.00 | 105.98 | 200.00 | 200.00 | 94.02 | 53 % |
| | 325 Professional svcs - Accounting | 802.72 | 7,042.19 | 4,950.00 | 4,950.00 | -2,092.19 | 142 % |
| | 327 Professional svcs - Legal (General) | 0.00 | 4,670.40 | 25,000.00 | 25,000.00 | 20,329.60 | 19 % |
| | 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 | 27.93 | 91.53 | 500.00 | 500.00 | 408.47 | 18 % |
| | 350 Repairs and maint - computers | 99.00 | 763.74 | 3,000.00 | 3,000.00 | 2,236.26 | 25 % |
| | 351 Repairs and maint - equip | 0.00 | 1,425.73 | 8,000.00 | 8,000.00 | 6,574.27 | 18 % |
| | 352 Repairs and maint - structures | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 | 0 % |
| | 354 Repairs and maint - vehicles | 188.73 | 8,022.90 | 15,000.00 | 15,000.00 | 6,977.10 | 53 % |
| | 370 Dispatch services (Fire) | 0.00 | 10,355.38 | 8,000.00 | 8,000.00 | -2,355.38 | 129 % |
| | 375 Internet expenses | 103.31 | 413.24 | 660.00 | 660.00 | 246.76 | 63 % |
| | 376 Webpage- Upgrade/Maint | 33.00 | 132.00 | 400.00 | 400.00 | 268.00 | 33 % |
| | 380 Utilities - alarm service | 0.00 | 0.00 | 200.00 | 200.00 | 200.00 | 0 % |
| | 381 Utilities - electric | 0.00 | 112.90 | 4,000.00 | 4,000.00 | 3,887.10 | 3 % |
| | 382 Utilities - propane | 0.00 | 0.00 | 450.00 | 450.00 | 450.00 | 0 % |
| | 385 Dues and subscriptions | 720.00 | 1,125.00 | 4,000.00 | 4,000.00 | 2,875.00 | 28 % |
| | 386 Education and training | 0.00 | 86.63 | 5,000.00 | 5,000.00 | 4,913.37 | 2 % |
| | 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 | 1,462.23 | 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 | 664.55 | 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 | 40.80 | 122.40 | 500.00 | 500.00 | 377.60 | 24 % |

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|-------------------------------|-------------------------------------|----------------------------|-------------------|---------------------------|--------------------------|----------------------------|----------------|
| 20 FIRE PROTECTION DEPARTMENT | | | | | | | |
| 470 | Communication equipment | 0.00 | 0.00 | 3,000.00 | 3,000.00 | 3,000.00 | 0 % |
| 475 | Computer supplies and upgrades | 230.05 | 254.93 | 3,000.00 | 3,000.00 | 2,745.07 | 8 % |
| 485 | Fuel expense | 480.20 | 2,280.91 | 6,500.00 | 6,500.00 | 4,219.09 | 35 % |
| 490 | Small tools and equipment | 0.00 | 0.00 | 3,500.00 | 3,500.00 | 3,500.00 | 0 % |
| 495 | Uniform expense | 0.00 | 548.12 | 3,500.00 | 3,500.00 | 2,951.88 | 16 % |
| 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 | 210.70 | 210.70 | 400.00 | 400.00 | 189.30 | 53 % |
| | Account Total: | 19,193.19 | 120,661.37 | 484,310.00 | 484,310.00 | 363,648.63 | 25 % |
| | Account Group Total: | 19,193.19 | 120,661.37 | 484,310.00 | 484,310.00 | 363,648.63 | 25 % |
| | Fund Total: | 19,193.19 | 120,661.37 | 484,310.00 | 484,310.00 | 363,648.63 | 25 % |
| 30 STREET LIGHTING DEPARTMENT | | | | | | | |
| 63000 Lighting | | | | | | | |
| 63000 Lighting | | | | | | | |
| 105 | Salaries and Wages | 571.64 | 3,594.25 | 10,000.00 | 10,000.00 | 6,405.75 | 36 % |
| 111 | BOD Stipend | 15.00 | 54.00 | 180.00 | 180.00 | 126.00 | 30 % |
| 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 | 8.80 | 56.99 | 100.00 | 100.00 | 43.01 | 57 % |
| 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 | 28.78 | 236.93 | 500.00 | 500.00 | 263.07 | 47 % |
| 210 | Insurance - Dental | 4.61 | 22.76 | 75.00 | 75.00 | 52.24 | 30 % |
| 215 | Insurance - Vision | 0.74 | 3.62 | 20.00 | 20.00 | 16.38 | 18 % |
| 225 | Retirement - PERS expense | 32.64 | 229.57 | 500.00 | 500.00 | 270.43 | 46 % |
| 305 | Operations and maintenance | 8.25 | 33.00 | 2,000.00 | 2,000.00 | 1,967.00 | 2 % |
| 310 | Phone and fax expense | 0.00 | 0.00 | 120.00 | 120.00 | 120.00 | 0 % |
| 320 | Printing and reproduction | 0.00 | 0.00 | 100.00 | 100.00 | 100.00 | 0 % |
| 325 | Professional svcs - Accounting | 145.95 | 1,283.90 | 900.00 | 900.00 | -383.90 | 143 % |
| 327 | Professional svcs - Legal (General) | 0.00 | 441.56 | 4,500.00 | 4,500.00 | 4,058.44 | 10 % |
| 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 | 5.92 | 19.41 | 150.00 | 150.00 | 130.59 | 13 % |
| 350 | Repairs and maint - computers | 18.00 | 132.99 | 1,000.00 | 1,000.00 | 867.01 | 13 % |
| 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 | 24.00 | 100.00 | 100.00 | 76.00 | 24 % |
| 381 | Utilities - electric | 0.00 | 6,208.36 | 26,000.00 | 26,000.00 | 19,791.64 | 24 % |

| 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 | 9.60 | 28.80 | 0.00 | 0.00 | -28.80 | *** % |
| | 475 Computer supplies and upgrades | 41.83 | 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: | 897.76 | 13,182.50 | 79,065.00 | 79,065.00 | 65,882.50 | 17 % |
| | Account Group Total: | 897.76 | 13,182.50 | 79,065.00 | 79,065.00 | 65,882.50 | 17 % |
| | Fund Total: | 897.76 | 13,182.50 | 79,065.00 | 79,065.00 | 65,882.50 | 17 % |
| 40 WASTEWATER DEPARTMENT | | | | | | | |
| 64000 Sanitary | | | | | | | |
| 64000 Sanitary | | | | | | | |
| | 105 Salaries and Wages | 11,605.12 | 52,679.85 | 163,500.00 | 163,500.00 | 110,820.15 | 32 % |
| | 109 Stand-by Hours | 705.12 | 2,880.70 | 7,500.00 | 7,500.00 | 4,619.30 | 38 % |
| | 111 BOD Stipend | 200.00 | 720.00 | 2,400.00 | 2,400.00 | 1,680.00 | 30 % |
| | 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 | 175.34 | 793.02 | 2,000.00 | 2,000.00 | 1,206.98 | 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 | 2,000.00 | 2,000.00 | 2,000.00 | 0 % |
| | 205 Insurance - Health | 1,473.81 | 5,463.39 | 25,000.00 | 25,000.00 | 19,536.61 | 22 % |
| | 206 Insurance - CalPers Health Retiree | 0.00 | 58.15 | 0.00 | 0.00 | -58.15 | *** % |
| | 210 Insurance - Dental | 88.41 | 343.67 | 1,000.00 | 1,000.00 | 656.33 | 34 % |
| | 215 Insurance - Vision | 14.23 | 55.35 | 200.00 | 200.00 | 144.65 | 28 % |
| | 225 Retirement - PERS expense | 1,409.14 | 5,733.71 | 12,250.00 | 12,250.00 | 6,516.29 | 47 % |
| | 305 Operations and maintenance | 199.79 | 1,571.94 | 6,000.00 | 6,000.00 | 4,428.06 | 26 % |
| | 310 Phone and fax expense | 83.12 | 331.21 | 1,200.00 | 1,200.00 | 868.79 | 28 % |
| | 315 Postage, shipping and freight | 421.08 | 1,171.08 | 3,000.00 | 3,000.00 | 1,828.92 | 39 % |
| | 320 Printing and reproduction | 89.67 | 158.50 | 600.00 | 600.00 | 441.50 | 26 % |
| | 325 Professional svcs - Accounting | 1,946.00 | 17,072.00 | 9,000.00 | 9,000.00 | -8,072.00 | 190 % |
| | 326 Professional svcs - Engineering | 0.00 | 3,190.00 | 24,000.00 | 24,000.00 | 20,810.00 | 13 % |
| | 327 Professional svcs - Legal (General) | 0.00 | 6,043.92 | 30,000.00 | 30,000.00 | 23,956.08 | 20 % |
| | 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 | 0.00 | 1,075.00 | 5,000.00 | 5,000.00 | 3,925.00 | 22 % |
| | 331 Professional Services - Legal | 0.00 | 0.00 | 15,000.00 | 15,000.00 | 15,000.00 | 0 % |
| | 334 Maintenance Agreements | 32.50 | 3,768.59 | 0.00 | 0.00 | -3,768.59 | *** % |
| | 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 | 67.66 | 221.82 | 500.00 | 500.00 | 278.18 | 44 % |

| 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 | 1,773.15 | 3,000.00 | 3,000.00 | 1,226.85 | 59 % |
| 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 | 413.24 | 1,600.00 | 1,600.00 | 1,186.76 | 26 % |
| 376 | Webpage- Upgrade/Maint | 80.00 | 320.00 | 0.00 | 0.00 | -320.00 | *** % |
| 380 | Utilities - alarm service | 52.80 | 220.12 | 1,000.00 | 1,000.00 | 779.88 | 22 % |
| 381 | Utilities - electric | 0.00 | 25,580.77 | 75,000.00 | 75,000.00 | 49,419.23 | 34 % |
| 382 | Utilities - propane | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0 % |
| 383 | Utilities - trash | 51.99 | 215.65 | 650.00 | 650.00 | 434.35 | 33 % |
| 385 | Dues and subscriptions | 720.00 | 720.00 | 2,100.00 | 2,100.00 | 1,380.00 | 34 % |
| 386 | Education and training | 0.00 | 210.00 | 1,500.00 | 1,500.00 | 1,290.00 | 14 % |
| 393 | Advertising and public notices | 0.00 | 49.20 | 600.00 | 600.00 | 550.80 | 8 % |
| 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 | 96.00 | 288.00 | 1,000.00 | 1,000.00 | 712.00 | 29 % |
| 475 | Computer supplies and upgrades | 557.70 | 618.02 | 5,000.00 | 5,000.00 | 4,381.98 | 12 % |
| 485 | Fuel expense | 211.06 | 731.35 | 5,500.00 | 5,500.00 | 4,768.65 | 13 % |
| 490 | Small tools and equipment | 0.00 | 720.04 | 6,000.00 | 6,000.00 | 5,279.96 | 12 % |
| 495 | Uniform expense | 0.00 | 140.70 | 750.00 | 750.00 | 609.30 | 19 % |
| 500 | Capital Outlay | 0.00 | 44,825.40 | 0.00 | 0.00 | -44,825.40 | *** % |
| 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 | 120.66 | 1,447.40 | 12,000.00 | 12,000.00 | 10,552.60 | 12 % |
| 585 | Sludge Removal Project | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 | 0 % |
| 586 | WWTF Ground Water Recharging Study | 177,750.00 | 177,750.00 | 0.00 | 0.00 | -177,750.00 | *** % |
| 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 | 17.54 | 17.54 | 0.00 | 0.00 | -17.54 | *** % |
| | Account Total: | 198,512.05 | 390,263.38 | 588,890.00 | 588,890.00 | 198,626.62 | 66 % |
| | Account Group Total: | 198,512.05 | 390,263.38 | 588,890.00 | 588,890.00 | 198,626.62 | 66 % |
| | Fund Total: | 198,512.05 | 390,263.38 | 588,890.00 | 588,890.00 | 198,626.62 | 66 % |

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 | 11,294.32 | 55,896.59 | 163,500.00 | 163,500.00 | 107,603.41 | 34 % |
| 109 | Stand-by Hours | 705.13 | 2,880.68 | 7,500.00 | 7,500.00 | 4,619.32 | 38 % |
| 111 | BOD Stipend | 200.00 | 720.00 | 0.00 | 0.00 | -720.00 | *** % |
| 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 | 170.45 | 835.80 | 2,500.00 | 2,500.00 | 1,664.20 | 33 % |
| 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 | 1,201.96 | 5,028.16 | 25,000.00 | 25,000.00 | 19,971.84 | 20 % |
| 206 | Insurance - CalPers Health Retiree | 0.00 | 58.15 | 0.00 | 0.00 | -58.15 | *** % |
| 210 | Insurance - Dental | 87.16 | 358.30 | 1,200.00 | 1,200.00 | 841.70 | 30 % |
| 215 | Insurance - Vision | 14.01 | 57.70 | 200.00 | 200.00 | 142.30 | 29 % |
| 225 | Retirement - PERS expense | 1,369.83 | 6,109.16 | 12,500.00 | 12,500.00 | 6,390.84 | 49 % |
| 305 | Operations and maintenance | 199.78 | 1,013.60 | 8,000.00 | 8,000.00 | 6,986.40 | 13 % |
| 310 | Phone and fax expense | 83.13 | 331.21 | 1,200.00 | 1,200.00 | 868.79 | 28 % |
| 315 | Postage, shipping and freight | 421.07 | 1,171.07 | 3,000.00 | 3,000.00 | 1,828.93 | 39 % |
| 320 | Printing and reproduction | 89.66 | 158.48 | 600.00 | 600.00 | 441.52 | 26 % |
| 324 | Professional Svcs- GSA-GSP | 3,352.27 | 22,756.65 | 30,000.00 | 30,000.00 | 7,243.35 | 76 % |
| 325 | Professional svcs - Accounting | 1,946.00 | 17,072.00 | 9,000.00 | 9,000.00 | -8,072.00 | 190 % |
| 326 | Professional svcs - Engineering | 0.00 | 2,970.00 | 25,000.00 | 25,000.00 | 22,030.00 | 12 % |
| 327 | Professional svcs - Legal (General) | 0.00 | 14,100.26 | 40,000.00 | 40,000.00 | 25,899.74 | 35 % |
| 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 | 0.00 | 1,075.00 | 5,000.00 | 5,000.00 | 3,925.00 | 22 % |
| 331 | Professional Services - Legal | 0.00 | 0.00 | 20,000.00 | 20,000.00 | 20,000.00 | 0 % |
| 332 | Professional Services - Legal | 2,114.90 | 186,835.42 | 250,000.00 | 250,000.00 | 63,164.58 | 75 % |
| 334 | Maintenance Agreements | 32.50 | 3,768.59 | 0.00 | 0.00 | -3,768.59 | *** % |
| 335 | Meals - Reimbursement | 52.80 | 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 | 67.66 | 221.82 | 500.00 | 500.00 | 278.18 | 44 % |
| 350 | Repairs and maint - computers | 240.00 | 1,773.15 | 5,000.00 | 5,000.00 | 3,226.85 | 35 % |
| 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 | 1,210.26 | 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) | 257.33 | 931.09 | 2,500.00 | 2,500.00 | 1,568.91 | 37 % |
| 357 | Testing & Supplies - Well #4 (Water) | 257.33 | 558.09 | 2,500.00 | 2,500.00 | 1,941.91 | 22 % |
| 358 | Testing & Supplies- SLT Well (Water) | 458.33 | 1,577.97 | 5,000.00 | 5,000.00 | 3,422.03 | 32 % |
| 359 | Testing & Supplies-Other | 350.00 | 1,949.71 | 5,000.00 | 5,000.00 | 3,050.29 | 39 % |
| 362 | Cross-Connection Control Srvcs. | 0.00 | 202.80 | 1,000.00 | 1,000.00 | 797.20 | 20 % |
| 375 | Internet expenses | 103.32 | 413.28 | 1,600.00 | 1,600.00 | 1,186.72 | 26 % |
| 376 | Webpage- Upgrade/Maint | 80.00 | 320.00 | 960.00 | 960.00 | 640.00 | 33 % |
| 380 | Utilities - alarm service | 52.80 | 220.13 | 1,000.00 | 1,000.00 | 779.87 | 22 % |
| 381 | Utilities - electric | 0.00 | 18,028.46 | 40,000.00 | 40,000.00 | 21,971.54 | 45 % |
| 382 | Utilities - propane | 0.00 | 0.00 | 500.00 | 500.00 | 500.00 | 0 % |
| 383 | Utilities - trash | 51.99 | 215.65 | 650.00 | 650.00 | 434.35 | 33 % |
| 385 | Dues and subscriptions | 720.00 | 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 | 0.00 | 49.20 | 600.00 | 600.00 | 550.80 | 8 % |
| | 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 | 93.60 | 280.80 | 0.00 | 0.00 | -280.80 | *** % |
| | 475 Computer supplies and upgrades | 557.70 | 618.02 | 5,000.00 | 5,000.00 | 4,381.98 | 12 % |
| | 481 Chemicals- Well #3 | 0.00 | 1,168.05 | 3,000.00 | 3,000.00 | 1,831.95 | 39 % |
| | 482 Chemicals-Well #4 | 0.00 | 1,297.72 | 3,000.00 | 3,000.00 | 1,702.28 | 43 % |
| | 483 Chemicals-SLT Well | 0.00 | 356.25 | 1,500.00 | 1,500.00 | 1,143.75 | 24 % |
| | 485 Fuel expense | 211.06 | 731.33 | 4,000.00 | 4,000.00 | 3,268.67 | 18 % |
| | 490 Small tools and equipment | 0.00 | 0.00 | 6,000.00 | 6,000.00 | 6,000.00 | 0 % |
| | 495 Uniform expense | 0.00 | 140.70 | 750.00 | 750.00 | 609.30 | 19 % |
| | 520 Water Main Valves Replacement | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 | 0 % |
| | 525 Water meter replacement | 1,055.87 | 6,056.37 | 15,000.00 | 15,000.00 | 8,943.63 | 40 % |
| | 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 | *** % |
| | Account Total: | 29,102.22 | 416,883.10 | 896,200.00 | 896,200.00 | 479,316.90 | 47 % |
| | Account Group Total: | 29,102.22 | 416,883.10 | 896,200.00 | 896,200.00 | 479,316.90 | 47 % |
| | Fund Total: | 29,102.22 | 416,883.10 | 896,200.00 | 896,200.00 | 479,316.90 | 47 % |
| 60 SOLID WASTE DEPARTMENT | | | | | | | |
| 66000 SOLID WASTE | | | | | | | |
| | 66000 SOLID WASTE | | | | | | |
| | 105 Salaries and Wages | 24.44 | 235.70 | 4,500.00 | 4,500.00 | 4,264.30 | 5 % |
| | 110 Payroll tax expense | 0.00 | 0.00 | 400.00 | 400.00 | 400.00 | 0 % |
| | 111 BOD Stipend | 2.50 | 9.00 | 30.00 | 30.00 | 21.00 | 30 % |
| | 120 Workers' Compensation | 0.00 | 6.20 | 100.00 | 100.00 | 93.80 | 6 % |
| | 140 Payroll Tax - Medicare | 0.35 | 3.38 | 400.00 | 400.00 | 396.62 | 1 % |
| | 165 Payroll Tax - FUTA | 0.00 | 0.00 | 50.00 | 50.00 | 50.00 | 0 % |
| | 205 Insurance - Health | 3.31 | 23.12 | 500.00 | 500.00 | 476.88 | 5 % |
| | 210 Insurance - Dental | 0.11 | 0.77 | 50.00 | 50.00 | 49.23 | 2 % |
| | 215 Insurance - Vision | 0.02 | 0.12 | 0.00 | 0.00 | -0.12 | *** % |
| | 225 Retirement - PERS expense | 3.07 | 20.24 | 500.00 | 500.00 | 479.76 | 4 % |
| | 305 Operations and maintenance | 1.38 | 5.52 | 200.00 | 200.00 | 194.48 | 3 % |
| | 310 Phone and fax expense | 0.00 | 0.00 | 25.00 | 25.00 | 25.00 | 0 % |
| | 320 Printing and reproduction | 0.00 | 0.00 | 50.00 | 50.00 | 50.00 | 0 % |
| | 325 Professional svcs - Accounting | 24.33 | 209.91 | 150.00 | 150.00 | -59.91 | 140 % |
| | 327 Professional svcs - Legal (General) | 0.00 | 217.59 | 5,750.00 | 5,750.00 | 5,532.41 | 4 % |
| | 328 Insurance - prop and liability | 0.00 | 68.89 | 100.00 | 100.00 | 31.11 | 69 % |
| | 331 Professional Services - Legal | 0.00 | 0.00 | 250.00 | 250.00 | 250.00 | 0 % |

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 18

| Fund Account | Object | Committed Current Month | Committed YTD | Original Appropriation | Current Appropriation | Available Appropriation | % Committed |
|---------------------------|------------------------------------|----------------------------|-------------------|---------------------------|--------------------------|----------------------------|----------------|
| 60 SOLID WASTE DEPARTMENT | | | | | | | |
| | 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 | 22.15 | 50.00 | 50.00 | 27.85 | 44 % |
| | 375 Internet expenses | 0.00 | 0.00 | 25.00 | 25.00 | 25.00 | 0 % |
| | 376 Webpage- Upgrade/Maint | 1.00 | 4.00 | 15.00 | 15.00 | 11.00 | 27 % |
| | 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 | 6.96 | 7.72 | 0.00 | 0.00 | -7.72 | *** % |
| | Account Total: | 70.47 | 886.88 | 16,295.00 | 16,295.00 | 15,408.12 | 5 % |
| | Account Group Total: | 70.47 | 886.88 | 16,295.00 | 16,295.00 | 15,408.12 | 5 % |
| | Fund Total: | 70.47 | 886.88 | 16,295.00 | 16,295.00 | 15,408.12 | 5 % |
| | Grand Total: | 247,775.69 | 941,877.23 | 2,064,760.00 | 2,064,760.00 | 1,122,882.77 | 46 % |

| Fund | Amount |
|-------------------------------|------------------|
| 20 FIRE PROTECTION DEPARTMENT | 14,027.00 |
| 30 STREET LIGHTING DEPARTMENT | 662.73 |
| 40 WASTEWATER DEPARTMENT | 15,160.95 |
| 50 WATER DEPARTMENT | 14,530.25 |
| 60 SOLID WASTE DEPARTMENT | 31.30 |
| Total for all Funds | 44,412.23 |

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

11/02/18
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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 10 / 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 | 21,474.98 | 60,179.03 | 517,456.00 | 457,276.97 | 12 % |
| 30 STREET LIGHTING DEPARTMENT | 99.70 | 2,457.38 | 101,367.00 | 98,909.62 | 2 % |
| 40 WASTEWATER DEPARTMENT | 64,709.03 | 194,311.76 | 729,986.00 | 535,674.24 | 27 % |
| 50 WATER DEPARTMENT | 82,964.47 | 277,259.02 | 847,244.00 | 569,984.98 | 33 % |
| 60 SOLID WASTE DEPARTMENT | 2,925.36 | 11,661.50 | 32,323.00 | 20,661.50 | 36 % |
| Grand Total: | 172,173.54 | 545,868.69 | 2,228,376.00 | 1,682,507.31 | 24 % |



San Miguel Community Services District

Board of Directors Staff Report

November 15th, 2018

AGENDA ITEM: XI-3

SUBJECT: Review and approve Resolution 2018-35 adopting a comprehensive billing policy for water and wastewater billing.

RECOMMENDATION: Approve Resolution 2018-35 adopting a comprehensive billing policy for water and wastewater billing.

Since the new rates have taken effect on August 15, 2018, and the first bills due on September 10, 2018, staff has been working with property owners to address their concerns over their individual bills. Most of the questions are easily answered and addressed through the rate study and existing practices and policies of the District.

However, 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.

Staff has reviewed past practice, the rate study as well as how other agencies handle Commercial, Mixed use and Multiple structures on a single meter.

In addition to the practical aspect of billing it was also necessary to document the existing practices of late fees, notices and shutoffs. It was also necessary to ensure that the District's current practices were compliant with the California Public Utilities Code.

Moreover, 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. Since the District is updating its policy now, it has elected to incorporate the new requirements of SB 998 at this time. The following are just some of the new requirements that the District must abide by pursuant to SB 998:

{CW069724.2}

- A written policy on discontinuation of residential services for nonpayment, which includes a plan for deferred or reduced payments, alternative payment schedules, and formal appeal procedures;
- Post the policy on the District’s website or provide the policy in writing to customers upon request;
- Not discontinue residential service for nonpayment until the water bill is delinquent for at least 60 days;
- Not discontinue residential water service for nonpayment if the customer demonstrates that the discontinuation of water poses a threat to the health and safety of a resident of the premises, the customer meets certain low-income qualifications, and the customer is willing to enter into an alternative payment schedule or other agreement pursuant to the written policy;
- Waive interest charges on delinquent bills once every 12 months for low-income customers, which is defined in the policy.

The attached Proposed Billing Policy provides a clear listing of how we propose to change the billing practice for commercial and mixed-use properties to provide a more equitable billing for both parties. As well as clearly outline how fees are assessed and how notice is given prior to shutoffs.

FISCAL IMPACT

There is no cost, other than staff time, to review this proposed policy. If the policy is approved and adopted, then there will be a minor reduction in monthly fees collected for water and wastewater for commercial and mixed-use accounts. Staff does not have an estimate of this reduction at this time.

PREPARED BY:

Kelly Dodds

Tamara Parent

Kelly Dodds, Director of Utilities

Tamara Parent, Board Clerk/ Accounts Manager

Attachment:
Resolution 2018-35

San Miguel Utility Billing Policy



San Miguel Utility Billing Policy November 2018

Section 1. Policy Purpose and Application

The Board of Directors adopts this policy to:

- a. Provide procedures for billing of varied occupancies based on the approved rate structure;
- b. Provide a fair and impartial procedure for customers to dispute fees assessed by the District;
- c. Establish a comprehensive policy for District billing practices and provide customers notice of their payment duties and obligations;
- d. Facilitate timely payment from District customers to meet the District's financial obligations;
- e. Ensure that customers that meet their obligation of timely payment do not bear the additional cost of those who do not;
- f. Establish enforcement mechanisms to obtain payment when a customer refuses to pay or cannot be found;
- g. Establish procedures for District customers to dispute the accuracy of any utility bill, late fee, or other enforcement mechanism used by the District for the collection of utility charges.

Section 2. Payment Due

Payment for services shall be due upon receipt and are deemed past due by the 10th of the following month. Accounts are subject to discontinuation of services, per Section 6 of this Policy, 60 days after the billing date shown on the bill.

Section 3: Late Fees

- a. Payments received after the due date will be assessed a ten percent (10%) penalty of any unpaid balance, in compliance with California Government Code section 61115, subdivision (A)(3)(c). For every month a balance remains unpaid, the District will assess an additional one percent (1%) penalty for each month the balance remains unpaid. The additional 1% penalty each month is in addition to the initial ten percent (10%) penalty.

- b. The District will waive interest charges on delinquent bills once every 12 months for a residential customer who can demonstrate to that his or her household income is below 200 percent of the federal poverty line.
- c. Each customer shall be responsible for paying reasonable expenses of collection, including, but not limited to, attorney's fees and costs should it become necessary to use such measures to collect the charges on the customer's account.

Section 4 application of monthly water and wastewater rates based on occupancy

a. Large meters

i. Water Billing:

All services with water meters 1 1/2" and larger in size, regardless of occupancy, will be considered commercial and charged according to the size of the meter in addition to the non-residential usage tier rates for actual usage. Within the initial fixed charge, which is indicated on the customer's water bill, the service will be granted 5 hundred cubic feet ("HCF"). Actual usage fees will apply after the initial 5 HCF.

ii. Wastewater Billing:

All services with water meters 1 1/2" and larger in size will be charged one commercial fixed charge per building and a usage rate based on their volumetric strength, as determined by the current strength listing adopted by board resolution.

The volumetric rate will be based on the predominant building usage based on square footage within the building. If a building has two occupancies of equal square footage within the building, then the usage rate will be the higher of the two.

b. Small meter (water meters 1" and smaller)

i. Water Billing:

SINGLE FAMILY RESIDENTIAL

All water meters 1" and smaller in size which serve single-family residences will be charged one (1) 1" meter fixed rate per separate residence and usage based on the Single-Family Tier structure. Within the initial fixed charge, which is indicated on the customer's water bill, the he service will be granted 5 HCF per separate residence. Actual usage fees will apply after the initial 5 HCF per separate residence.

MULTIFAMILY RESIDENTIAL

All water meters 1" and smaller in size which serve properties with multi-family residential units will be charged one (1) 1" meter fixed rate per residential building and usage based on the Single-Family Tier structure. The service will be granted 5 HCF per residential building within the fixed rate. Actual usage fees will apply after the initial 5 HCF per residential building.

COMMERCIAL OR MIXED USE

All water meters 1” and smaller in size which serve properties with commercial or mixed-use occupancies will be classified as commercial and charged one (1) 1” meter fixed rate per building and usage based on the non-residential Tier structure. The service will be granted 5 HCF per building within the fixed rate. Actual usage fees will apply the initial 5 units per building.

ii. *Wastewater Billing:*

SINGLE FAMILY RESIDENTIAL

All water meters 1” and smaller in size that serve single-family residence(s) will be charged one (1) single family fixed charge per residence.

MULTIFAMILY RESIDENTIAL

All water meters 1” and smaller in size that serve multifamily dwelling units will be charged one (1) multifamily fixed charge per dwelling unit.

COMMERCIAL OR MIXED USE

All water meters 1” and smaller in size that serve commercial, or mixed-use occupancies will be charged one commercial fixed charge per building and a usage rate based on their volumetric strength as determined by the strength listing.

The volumetric rate will be based on the predominant building usage based on square footage within the building. If a building has two occupancies of equal square footage within the building, then the usage rate will be the higher of the two.

Properties with multiple residential buildings which are each 500 square feet or less in size and served by a single meter will be considered commercial in nature and charged one (1) commercial fixed charge and usage rate based on their volumetric strength as determined by the strength listing.

Section 5: Long term Suspension of service

- a. Upon written request to the District General Manager, a customer can request that their water and sewer service be suspended for a period of no less than six (6) months.
- b. A written request must be made at least 15 days prior to the requested suspension date indicating the reason for the suspension, date of shutoff, and date of restart. The written request must contain the name of a contact, and that person’s contact information for the customer while they are out of the area or an alternate contact for someone able to make financial commitments on behalf of the current customer.
- c. If the customer is not the property owner, authorization from the property owner must also be provided prior to approval of the suspension.
- d. In order to process the request for suspension the account must be paid in full at the time of suspension.
- e. Only one suspension will be allowed per year per account.
- f. On the day of the suspension the water meter will be turned off and locked.
- g. The District is not responsible for damage to piping or personal property past the water meter due to the long-term suspension of water and sewer service.

- h. If the service to be suspended also provide water to residential or commercial fire sprinklers, then the suspension of that service will cause the fire sprinklers to not work. The District is not responsible for damage to the building, fire sprinkler system, or any other property as a result of the water being turned off at the account holders request.

Section 6: Discontinuance of Service

Notice to Residential Owner

Prior to the discontinuation of services, the District will take the following steps:

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible by text or email regarding the outstanding charges.
- b. The District must provide notice to the customer of delinquency and pending termination at least fifteen (15) days prior to the discontinuation of services.
 - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
 - This notice will include the following information:
 1. Name and address of the delinquent customer;
 2. The amount of the delinquency;
 3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
 4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
 5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;
 6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable); and
 7. The telephone number of a District employee who can provide additional information or institute arrangements for payment.
- c. If the District is unable collect the delinquent amount, or unable to contact the account holder or other responsible party the District shall deliver a “48-hour Disconnection Notice”, in the form of a door hanger placed at the service address, informing the delinquent customer that their service will be disconnected on a specified date if the account remains unpaid.
- d. Once a 48-hour disconnection notice has been delivered, the District shall make a good faith effort to contact the account holder, property owner, or other responsible adult residing at the residence by telephone, text or email at least 24 hours prior to any termination of service.
- e. If the District is unable to make contact with a responsible party, a 24-hour shut of notice will be delivered to the service address in the form of a door hanger, indicating the shut off reason, date, amount owed and approximate shut off time.
- f. Should a customer’s service be disconnected, at the time of disconnection a “Notice of Service Disconnection” will be posted via door hanger at that time.

- g. Services shall not be disconnected pending an appeal, as outlined in Section 9 of this Policy below, or pending a request for relief, until the Board of Directors rules on the appeal.
- h. The Board of Directors has previously established a service disconnection and reconnection fee by resolution. The Board of Directors may amend the service disconnection and reconnection fee at any time by resolution.

Notice to Landlord/Tenant Individual Meter

For residential occupants receiving services through an individual meter in a detached single-family dwelling, a multi-unit residential structure, mobile home park, or a permanent residential structure in a labor camp, and the owner, manager, or operator is listed as the customer of record, and the District will provide notice to the residential occupant(s) that account is delinquent.

Prior to the discontinuation of services, the District will take the following steps:

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible by text or email regarding the outstanding charges. Additionally, the District must provide notice to the customer of delinquency and pending termination at least ten (10) days prior to the discontinuation of services.
 - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
 - This notice will include the following information:
 1. Name and address of the delinquent customer;
 2. The amount of the delinquency;
 3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
 4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
 5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;
 6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable);
 7. The telephone number of a District employee who can provide additional information or institute arrangements for payment;
 8. The date that the District will discontinue services; and
 9. Information that the residential occupants have the right to become customers of the public utility without being required to pay the amount due on the delinquent account.
- b. If the District is unable collect the delinquent amount, or unable to contact the account holder or other responsible party the District shall deliver a “48-hour Disconnection Notice”, in the form of a door hanger placed at the service address, informing the delinquent customer that their service will be disconnected on a specified date if the account remains unpaid.
- c. Once a 48-hour disconnection notice has been delivered, the District shall make a good faith effort to contact the account holder, property owner, or other responsible adult

residing at the residence by telephone, text or email at least 24 hours prior to any termination of service.

- d. If the District is unable to make contact with a responsible party, a 24-hour shut of notice will be delivered to the service address in the form of a door hanger, indicating the shut off reason, date, amount owed and approximate shut off time.
- e. Should a customer's service be disconnected, at the time of disconnection a "Notice of Service Disconnection" will be posted via door hanger at that time.
- f. Services not disconnected prior to an appeal, as outlined in Section 9 of this Policy below, or request for relief shall not be disconnected until the Board of Directors rules on the appeal.
- g. The Board of Directors has previously established a service disconnection and reconnection fee by resolution. The Board of Directors may amend the service disconnection and reconnection fee at any time by resolution.

Notice to Landlord/Tenant Master Meter

For residential occupants receiving services through a master meter in a multi-unit residential structure, mobile home park, or permanent residential structures in a labor camp, and the owner, manager, or operator is listed as the customer of record, provide notice to each residential unit that account is delinquent.

Prior to the discontinuation of services, the District will take the following steps:

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible by text or email regarding the outstanding charges. Additionally, the District must provide notice to the customer of delinquency and pending termination at least fifteen (15) days prior to the discontinuation of services.
 - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
 - This notice will include the following information:
 1. Name and address of the delinquent customer;
 2. The amount of the delinquency;
 3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
 4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
 5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;
 6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable);
 7. The telephone number of a District employee who can provide additional information or institute arrangements for payment;
 8. The date that the District will discontinue services;
 9. Information that the residential occupants have the right to become customers of the public utility without being required to pay the amount due on the delinquent account; and

10. Must specify, in plain language, what the residential occupants are required to do in order to prevent discontinuation of service, or to reestablish service; and
11. The telephone number of a qualified legal services project, which has been recommended by the local county bar association.

Notice to Elderly or Dependent Adult

If a customer is 65 years of age or older, or a dependent adult, the following must apply:

- a. The District must provide an option to these customers for third-party notification services. For example, a qualified customer may designate his or her adult child as the designated third-party to be notified about a delinquent payment.
- b. The qualified customer shall make a request to designate a third-party to be notified on a form provided by the District and shall include the written consent of the designated third-party.
- c. The third-party notification does not obligate the third-party to pay the overdue charges, nor shall it prevent or delay the termination of services.
- d. If a qualified customer requests third-party notification, the District must attempt to notify the designated third-party to receive notification when the qualified customer's account is past due and subject to discontinuation of services.
- e. Notification shall include information on requirements to prevent discontinuation of services.

Exceptions to Discontinuation of Services

The District will not discontinue services in the following instances:

- a. On Saturday, Sunday, legal holiday, or hours during which business offices of the District's Utility Department are not open to the public;
- b. If the customer disputes the bill and during the pendency of an investigation into the customer's dispute or complaint, as outlined in Section 7 of this Policy;
- c. When the customer has been granted an extension of the period to pay the bill (however, termination may be applicable if the extension period expires);
- d. If the customer is compliant with an amortization agreement and the customer also keeps the account current as charges accrue in each subsequent billing period; and
- e. A licensed physician or surgeon has certified that termination of services will be life threatening to the customer, and the customer is financially unable to pay for service in the normal payment period, and the customer is willing to enter into an amortization agreement for all charges that the customer is unable to pay prior to delinquency.

Section 7: Request for Relief

- a. Any customer of the District may file a written request with the General Manager disputing any fee or charge assessed by the District or water service disconnection within five (5) days of the fee becoming due or water service becoming disconnected. Time limitations prescribed by this subsection shall not apply within the first ninety (90) days of this policy's adoption.

- b. Within thirteen (13) days of submitting the request in writing, the customer may make a request for an extension of the payment period of a bill asserted to be beyond the means of the customer to pay in full during the normal period for payment.
- c. The General Manager shall review all written requests for relief and either deny the request or grant the relief requested or a portion thereof. Factors for consideration shall include:
 - 1. Billing errors;
 - 2. Faulty meter or a misread meter;
 - 3. A water leak was present necessitating a leak adjustment;
 - 4. Consideration of whether the customer shall be permitted to amortize the unpaid balance of the account over a reasonable period of time; and
 - 5. Any other factor deemed relevant by the General Manager.

Section 8: Request for Relief, leak adjustments

- a. Any customer of the District may file a written request for a leak adjustment.
 - i. The written request must include the following information: account number, name on the account, date leak was fixed, cause of the leak, supporting information of the leak repair (receipts, pictures, etc.).
- b. To apply for a leak adjustment, the following conditions must be met:
 - i. The customer's account must be current, the customer must have taken immediate action to repair the leak once the leak was identified, and the customer must not have had any other leak adjustment within 12 months of the current request.
- c. If approved by the General Manager, the amount of the credit will be determined by subtracting the average of the previous 12 months' bills from the bill for the period in which the leak occurred and dividing that amount by two.

Section 9: Appeals

- a. Any customer of the District who disputes the General Manager's final decision under section 7 and 8 of this policy, may appeal the decision by filing a "Notice of Appeal" no later than fifteen (15) days from the date of the General Manager's final decision. Appeals of the General Manager's decision shall be heard by the Board of Directors.
- b. No customer shall be entitled to a hearing before the Board of Directors without first requesting relief pursuant to Section 7 or Section 8.
- c. The Notice of Appeal shall set forth the basis for the appeal and all facts upon which the appeal is based.
- d. Within fifteen (15) days of receiving the Notice of Appeal, the General Manager shall notify the appellant of the time and place for the hearing. The General Manager shall provide notice of the hearing to the appellant no later than fourteen (14) days prior to the hearing.
- e. The customer may present evidence demonstrating that the utility bill is inaccurate, or the amount owed is improper. The General Manager may present evidence that demonstrates the accuracy of the utility bill and evidence that justifies the amount of the utility bill.
- f. The Board of Directors may affirm the amounts assessed by the General Manager, reduce any portion of the delinquent amount or penalties, or find that the imposition of the

penalty is not warranted. When reducing the amount sought by the utility bill, the Board shall make a finding on the record that the reduction is in the public interest.

- g. The Board of Directors' decision shall be final, and outstanding balances shall be due immediately, unless otherwise extended by the Board of Directors.
- h. The Board of Directors, in its sole discretion, may refuse to hear an appeal and instead have the appeal heard by a neutral arbitrator. Costs of arbitration prescribed by this subsection shall be split evenly by the District and the customer.

Section 10. Collection Via Tax Roll

Any amount that remains outstanding thirty (30) days after the appeal hearing or any amount that becomes final and unappealable may be collected on the tax roll in the same manner as property taxes, pursuant to Government Code section 61115. The General Manager shall prepare and file a report with the Board of Directors that describes the affected property and the amount of charges and delinquencies for the year. The General Manager shall publish notice of the filing of the report and of the time and place for a public hearing in a newspaper of general circulation once a week for two weeks at least fourteen (14) days prior to the public hearing.

At the public hearing, the Board of Directors shall hear and consider any objections or protests to the report. At the conclusion of the public hearing, the Board of Directors may adopt or revise the charges and penalties prior to adopting the final report. The Board of Directors determination on each affected parcel and its determinations shall be final.

After the Board of Directors adopts the final report, the General Manager shall submit the final report to the County of San Luis Obispo Clerk Recorder on or before June 1st of each year, and the delinquent charges shall become an assessment against each affected parcel and collected in the same manner as property taxes.

Section 11. Severability

If any part of this policy, or the application thereof to any person or circumstance, is held invalid, the remainder of the policy, including the application of such part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, the sections of this policy are severable.



RESOLUTION NO. 2018-35

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT ADOPTING PROPOSED
UTILITY BILLING LATE FEES AND COLLECTION PROCEDURES**

WHEREAS, the San Miguel Community Services District (“District”) desires to establish governing policies and procedures for utility billing late fees and collection procedures for utility billing late charges and to establish a formal collection and appeal procedure for utility billing late charges; and

WHEREAS, the District Board of Directors (“Board”) has determined that these governing policies and procedures should be established with formal processes to appeal a utility billing statement, and to allow the District to recover appropriate late fee charges through a public hearing; and

NOW THEREFORE, BE IT RESOLVED, by the Board of Directors of the San Miguel Community Services District hereby determines the need formal procedures and policies do hereby approve and adopt as shown as Exhibit “A” attached hereto.

BE IT FURTHER RESOLVED, this Resolution shall be in effect upon adoption of this resolution by the Board and remain in full force and effect until rescinded or replaced by a Board resolution or ordinance.

PASSED AND ADOPTED by the Board of Directors on a motion with amendments of Director _____, seconded by Director _____ by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby passed and adopted this 15th day of November 2018.

John Green, President
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Robert Roberson, Interim General Manager

Douglas L. White, District General
Counsel