



## BOARD OF DIRECTORS

Ashley Sangster, President      Brendin Beatty, Vice-President

Rod Smiley, Director      Owen Davis, Director

## REGULAR MEETING AGENDA

### Open Session 6:00 PM

601 12th Street San Miguel, CA Date: 05-28-2026

**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.

**Public Comment:** Sign in sheet at podium for public comment. 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 item "Public Comment and Communications for items not on the agenda". Person(s) who wish to submit written correspondence, email: [info@sanmiguelcsd.org](mailto:info@sanmiguelcsd.org), or may obtain more information on the District website at the following link: [Board Meeting Participation Information: - San Miguel C.S.D.](#). All correspondence is distributed to each Board Director and will become part of the record of that board meeting. Any member of the public may address the Board of Directors on items on the consent calendar.

**Meeting Schedule:** Regular Board of Director meetings are held on the fourth Thursday of each month at 6:00 P.M. Agendas are also posted at: [www.sanmiguelcsd.org](http://www.sanmiguelcsd.org)

**Agendas:** Agenda packets are available for public inspection 72 hours prior to the scheduled meeting at the Posting Board/ San Miguel CSD office, 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.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Regular Meeting Agenda**

**4. Pledge of Allegiance**

**5. 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 (Gov Code 54954.2). Speakers are **limited to three minutes**. Please sign in with name and address at podium.*

**6. Special Presentations/Public Hearings/Other**

**1. Public Hearing:** Discussion and direction to staff regarding disciplinary action against Director Smiley (Pg. 5-8)

**2. Public Hearing:** Discussion and direction to staff regarding disciplinary action against Director Davis (Pg. 9-10)

**3.** Continued from January 22nd, March 26th, and April 23rd Board Meeting. *Originally approved the first reading of Ordinance 01-2026 by 3-1-1 vote at the January 22, 2026 Board Meeting. At the March 26, 2026 Public Hearing President Sangster requested a redline version, and continued the item to the April 23rd, 2026 Board Meeting by a vote of 2-1-1. At the April 23rd, 2026 Board Meeting redline was provided, failed to pass by a vote of 2-1-1. Item was continued to the May 28th, 2026 Board Meeting.*

Waive reading, read by title only, and adopt an Ordinance of the San Miguel Community Services District Board of Directors adopting the 2025 California Fire Code, 2025 California Building Code, 2025 California Wildland-Urban Interface Code, and Local Ordinance 01-2026. **(Approve by 3/5 vote)** (Pg. 11-38)

**7. Non- District Reports**

**1.** San Luis Obispo County Organizations

**2.** Community Service Organizations

**3.** Camp Roberts—Army National Guard Contact information: Keba Baird PIO CA Camp Roberts/Camp San Luis - Email: [keba.m.baird.nfg@army.mil](mailto:keba.m.baird.nfg@army.mil) Phone: 805-238-8286 Mobile: 805-610-6742

**8. Staff & Committee Reports - Receive & File**

**1.** General Manager (Pg. 39)

**2.** District Counsel

**3.** District Utilities (Pg. 40-43)

**4.** Fire Chief Report (Pg. 44-57)

**9. Consent Calendar** *The items listed below are scheduled for consideration as a group and one vote. Any Director 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. Public Comment*

**1.** 3-26-2026 Draft San Miguel CSD Board of Directors regular meeting minutes (Pg. 58-72)

2. 4-23-2026 Draft San Miguel CSD Board of Directors regular meeting minutes (Pg. 73-82)
3. Annual approval of the District Statement of Investment Policy for Fiscal Year 2026-27 by Resolution (**Approve by 3/5 vote**) (Pg. 83-92)
4. Consideration of adoption of a Resolution of the Board of Directors requesting consolidation of the San Miguel Community Services District's Governing Board Election Biennial with the November 3rd, 2026, General Election and a Resolution of the Board of Directors adopting Regulations for Candidates for Elective Office pertaining to, and cost of, Candidates Statements submitted to the Voters at the November 3rd, 2026 General Election. (**Approve by 3/5 vote**) (Pg. 93-98)

## 10. Board Action Items

1. Tabled from March 26th Board Meeting  
Review and approve an agreement between the San Miguel Community Service District and the San Luis Obispo County Integrated Waste Management Authority for the construction and operation of a Household Hazardous Waste Facility at the Machado Wastewater Treatment Facility. (**Approve by 3/5 vote**) (Pg. 99-108)
2. Review annual increase to San Miguel Garbage residential and commercial rates for fiscal year 2026-27 by the Non-Seasonally adjusted Consumer Price Index for the 12 months ending in April (3.7%) to be effective July 1st 2026 as previously approved through the Proposition 218 protest hearing held July 2025. (**Approve by 3/5 vote**) (Pg. 109-123)
3. Monthly claim detail and investment reports for April 2026 (**Recommend receive and file by Board consensus**)  
*When ancillary reports area provided, they are for reference only and are subject to change.* (Pg. 124-162)
4. **Draft** Fiscal Year 2026-2027 District Operation and Maintenance (O&M) Budget and Capital Improvement Project (CIP) Budget. (**Discuss and provide comments to staff**) (Pg. 163-184)
5. Local Agency Formation Commission (LAFCo) alternate Board of Director run off election. (**By consensus vote for 1 candidate**) (Pg. 185-189)
6. Annual Board assessment discussion (**General discussion by Board members**) (Pg. 190)
7. Adopt revised job descriptions for Director of Utilities and Account Clerk 2 (Operation Coordinator) for the San Miguel Community Services District by resolution (**Approve by 3/5 Vote**) (Pg. 191-204)
8. Authorize the abatement of weeds within the District boundaries by Resolution. (**Approve by 3/5 vote**) (Pg. 205-207)
9. Continued from the April 23rd 2026 Board Meeting  
Establish the dates for applications and sales of "Safe and Sane" fireworks, for the 2026 calendar year by Resolution (**Approve by 3/5 vote**) (Pg. 208-214)
10. Tabled from April 23rd Board Meeting

Review and approve "Safe and Sane" fireworks permit fees for the 2026 calendar year by Resolution. (**Approve by 3/5 vote**) (Pg. 215-218)

11. Continued from the April 23rd 2026 Board Meeting  
Adoption of job descriptions for Fire Captain, Fire Engineer, and Firefighter for the San Miguel Community Services District Fire Department (**Approve by 3/5 Vote**) (Pg. 219-230)

11. **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.*

12. **Adjourn to Closed Session/Closed Session Agenda** *Public comment for items on closed session agenda.*

**CLOSED SESSION ADMONISHMENT:**

*The Brown Act prohibits the disclosure of confidential information acquired in a closed session by any person present and offers various remedies to address willful breaches of confidentiality. These include injunctive relief, disciplinary action against an employee, and referral of a member of the legislative body to the grand jury. It is incumbent upon all those attending lawful closed sessions to protect the confidentiality of those discussions. Only the legislative body acting as a body may agree to divulge confidential closed session information; regarding attorney/client privileged communications, the entire body is the holder of the privilege and only a majority vote of the entire body can authorize the waiver of the privilege.*

1.

**CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Gov. Code, § 54956.9(d)(2): One (1) potential matter

2. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code, § 54957(b)(1))** Title: Fire Chief

13. **Report out of Closed Session**

14. **Adjournment to Next Regular Meeting**

**ATTEST:**

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

**I, Tamara Parent, Board Clerk of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office.**

# Board of Directors Staff Report

May 28, 2026

AGENDA ITEM: 6.1

**SUBJECT: Public Hearing:** Discussion and direction to staff regarding disciplinary action against Director Smiley (Pg. 5-8)

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**SUGGESTED ACTION:** Consider and provide direction to staff regarding disciplinary action against Director Smiley

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## **DISCUSSION:**

The Board Member Handbook establishes a procedure for disciplinary action against members of the Board. The Handbook provides, in pertinent part:

### ***1. Purpose***

*The purpose of this policy is to establish a process for enforcement of the duties and standards of conduct for District Directors. Directors themselves have the primary responsibility to assure that these duties and standards of conduct are understood and met, and that the public can continue to have full confidence in the integrity of local government.*

### ***2. Responsibility to Intervene***

*The chairs of committees, the Board President, and all Board and committee members have the additional responsibility to intervene when actions of Directors appear to be in violation of District policies or local, state, or federal laws.*

### ***3. Grounds for Disciplinary Action***

*The failure of a Director to comply with the provisions of this policy or District policies constitute grounds for disciplinary action against that Director. Any Director may submit a request to consider disciplinary action of another Director or Directors. The request should contain specific allegations of conduct that, if true, violate this policy, District policies, or state, federal or local law.*

In accordance with the San Miguel Community Services District Board Member Handbook, Chapter 12, Section K, a written request for censure against Director Rod Smiley has been filed by Director Owen Davis. The request for censure is attached hereto. If found to be true, the allegations of the censure request would violate Chapter 7, Section I, of the Board Handbook, which provides, in pertinent part:

### ***I. General Conduct Expectations***

*Board Members are expected to uphold a high standard of civility towards each other and to abide by the District's Ethics and Civility Code. Civility is expected between Board Members, the public, and District Staff while in Board Meetings and when out in public. Rude behavior and profanity will not be tolerated.*

*While in public, Board Members should be aware that they are still viewed as elected representatives of the residents of the District. As such, Board Members' behavior in public shall be appropriate and shall not include inappropriate gesturing*

*(including, but not limited to, crude or offensive body language, gyrating, or other inappropriate body movements) or profanity.*

The Board may impose the following disciplinary actions on a Director found to have violated the District policies, depending upon the severity or frequency of the violation:

A. Admonishment. An admonishment is appropriate for allegations of a violation of law or District policy. An admonishment serves as a formal reminder of the rules and is not disciplinary in nature.

B. Reprimand. A reprimand is appropriate when the Board of Directors finds that a Director has committed misconduct but determines that the misconduct does not rise to the level of requiring censure.

C. Censure. A censure is a formal resolution to reprimand an individual for misconduct and is a disciplinary action.

Director Smiley must be given the opportunity to respond to the accusations during this preliminary hearing. However, Director Smiley shall be ineligible to vote on any matter related to a disciplinary action including, but not limited to, agendizing the hearing and adopting any resolution of reprimand. Director Smiley may submit a written response to the allegations in addition to, or in lieu of, speaking at the disciplinary action hearing if they so choose. The hearing may be continued from time to time at the discretion of the Board.

If, at the close of the disciplinary action hearing, a majority of the Board finds that Director Smiley's conduct does not comply with the District's standards, the Board may direct staff to prepare a Resolution of Censure which may include the imposition of sanctions against the Director as a majority of the Board deems appropriate. Such sanctions may include, but are not limited to, removal from a committee, restrictions on District-related travel privileges, and exclusion from certain closed session discussions. Any sanctions must be reasonably related to the alleged misconduct. At the next Board meeting, the Board may consider and adopt the Resolution of Censure including any sanctions imposed by the Board. Alternatively, if the Board finds that Director Smiley has violated District Policies, but the violation does not rise to the level requiring formal censure, the Board may impose an admonishment or reprimand, or decline to take any action.

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**FISCAL IMPACT:**

Future cost depends on Board action.

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PREPARED BY: Christina Pritchard

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OCT. 30, 2025

FORMAL COMPLAINT: FOR STALKING + HARASSING  
AGAINST Rod Smiley  
FROM: OWEN DAVIS  
805 674-5429

Hi Christine,

9-25-2025

At the September Board Meeting Rod Smiley admitted driving by my house 3-4 times a day, he also admitted to taking pictures of my place of employment, calling my employer and having my contract.

1. My wife has been dealing with health issues and all this stalking is very upsetting to her.
2. Rod admitted he has pictures of a house where I work ~ The buildings/houses are at least 1 mile away from the highway so he would have been trespassing in order to take the pictures.
3. Rod also admitted to having a contract ~ I don't not have a contract with my employer.
4. He also mentioned my employers name at the Board meeting and called her~ this also is very upsetting as she lost her father recently, she then called me and was not happy with this situation.

Rod has been harassing me and my employer to the point where my job is in jeopardy.

Does the CSD Want a person on the board that lies, trespasses and harasses people.

I would like to have Rod Smiley censured unless there is a better option to stop this behavior

Rod Smiley (805) 712-8185  
861 AVENIDA VISTA  
SAN MIGUEL, CA. 93451

All The Evidence Can Be Seen on Video From  
SAN MIGUEL CSD MEETING 9-25-25 UTube.

Witnesses:  
John Green- 1(805) 286-8283  
Ashley Sangster- 1(714) 624-7100

THANK YOU  
OWEN DAVIS  
1401 PRADO PL.  
P.O. BOX 391  
SAN MIGUEL, CA.  
93451

Owen Davis



**SAN LUIS OBISPO  
COUNTY SHERIFF**  
1585 KANSAS AVE.  
SAN LUIS OBISPO, CA 93405

CFS EVENT DETAIL	
CALL EVENT NUMBER	1030250200
CALL TYPE	PC646.9 ST

**CALLS FOR SERVICE INFORMATION**

AGENCY	ADDRESS NUMBER	OFFICE NUMBER	AGENCY NUMBER	DATE AND TIME	CALL TYPE	CALL TYPE EXP ACTION	ROW - CALL TYPE
SLSO	1030250200			10/30/2025 16:50	PC646.9	PC646.9 STALKING	
LOCATION				APPOINTMENT	CITY	BEAT/ZONE	PRECEDENCE AREA
1401 PRADO PL					SAN MIGUEL	Beat 4	ST22
<p>PROBLEM: PC646.9 STALKING            RP SAYS HE HAS SOMONE STALKING HIM            RP SAYS HE HAS PROOF            RP FOUND HE WAS BEING STALKED TWO WEEKS AGO            RP HAS VIDEO OF SUBJ STALKING HIM</p> <p>RP ADVISED HE BELIEVES [REDACTED] HAS DRIVEN BY HOUSE IN ORDER TO PROVE WHETHER HE LIVES THERE. BOTH RP AND [REDACTED] SERVE ON SAN MIGUEL CSD BOARD TOGETHER. RP ALSO ADVISED [REDACTED] HAS CALLED HIS BOSS TO SEE IF HE WORKS/ LIVES OUT ON RANCH THAT HE WORKS AT. RP STATED THAT [REDACTED] TOLD HIM HE HAS PICTURES OF THE HOUSE THAT HE LIVES ON AT THE RANCH BUT HAS NOT ACTUALLY SEEN THE PHOTOS. RP ALSO ADVISED THAT [REDACTED] LIVES 3-4 BLCKS AWAY FROM HIS RESIDENCE AND THAT HE WOULD HAVE TO DRIVE BY RPS RESIDENCE TO GET HOME.            NEGATIVE CRIME. RP WANTED INCIDENT TO BE TALKED ABOUT AT NEXT CSD MEETING.</p>							
REPORTING PARTY						REPORT DATE	PHONE NUMBER
DAVIS, OWLAN							805-674-5429
DISPOSITION COMMENTS							
22A43 NDN - NO DISPOSITION NEEDED							
START	END	ARRIVE	DEPART	CLOSED			
	16:13:00	16:13:00	16:35:37	16:35:37			

CASE#  
 1030250200  
 1-805 781-4550

# Board of Directors Staff Report

May 28, 2026

AGENDA ITEM: 6.2

**SUBJECT: Public Hearing:** Discussion and direction to staff regarding disciplinary action against Director Davis (Pg. 9-10)

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**SUGGESTED ACTION:** Consider and provide direction to staff regarding disciplinary action against Director Davis

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## **DISCUSSION:**

The Board Member Handbook establishes a procedure for disciplinary action against members of the Board. The Handbook provides, in pertinent part:

### ***1. Purpose***

*The purpose of this policy is to establish a process for enforcement of the duties and standards of conduct for District Directors. Directors themselves have the primary responsibility to assure that these duties and standards of conduct are understood and met, and that the public can continue to have full confidence in the integrity of local government.*

### ***2. Responsibility to Intervene***

*The chairs of committees, the Board President, and all Board and committee members have the additional responsibility to intervene when actions of Directors appear to be in violation of District policies or local, state, or federal laws.*

### ***3. Grounds for Disciplinary Action***

*The failure of a Director to comply with the provisions of this policy or District policies constitute grounds for disciplinary action against that Director. Any Director may submit a request to consider disciplinary action of another Director or Directors. The request should contain specific allegations of conduct that, if true, violate this policy, District policies, or state, federal or local law.*

In accordance with the San Miguel Community Services District Board Member Handbook, Chapter 12, Section K, a request for censure against Director Owen Davis was submitted by Director Rod Smiley during the February 26, 2026 regular Board of Directors meeting. The request for censure is based on an allegation that Director Davis contacted California Polytechnic State University to demand that they stop bringing non-hazardous waste to the San Miguel Wastewater Treatment Facility. Director Smiley alleges that Director Davis acted on behalf of the Board without authorization. If found to be true, the allegations of the censure request would violate Chapter 2, Section A, of the Board Handbook, which provides, in pertinent part:

### ***A. Board Authority***

*The Board is the unit of authority within the District. Board Members have no individual authority. As individuals, Board Members may not commit the District to any policy, act, or expenditure. Board Members do not represent any fractional segment of the community, but are part of the body, which represents and acts for the District as a whole. Routine matters concerning the operational aspects of*

*the District are to be delegated to the professional District Staff Members.*

The Board may impose the following disciplinary actions on a Director found to have violated the District policies, depending upon the severity or frequency of the violation:

A. Admonishment. An admonishment is appropriate for allegations of a violation of law or District policy. An admonishment serves as a formal reminder of the rules and is not disciplinary in nature.

B. Reprimand. A reprimand is appropriate when the Board of Directors finds that a Director has committed misconduct but determines that the misconduct does not rise to the level of requiring censure.

C. Censure. A censure is a formal resolution to reprimand an individual for misconduct and is a disciplinary action.

Director Davis must be given the opportunity to respond to the accusations during this preliminary hearing. However, Director Davis shall be ineligible to vote on any matter related to a disciplinary action including, but not limited to, agendaizing the hearing and adopting any resolution of reprimand. Director Davis may submit a written response to the allegations in addition to, or in lieu of, speaking at the disciplinary action hearing if they so choose. The hearing may be continued from time to time at the discretion of the Board.

If, at the close of the disciplinary action hearing, a majority of the Board finds that Director Davis' conduct does not comply with the District's standards, the Board may direct staff to prepare a Resolution of Censure which may include the imposition of sanctions against the Director as a majority of the Board deems appropriate. Such sanctions may include, but are not limited to, removal from a committee, restrictions on District-related travel privileges, and exclusion from certain closed session discussions. Any sanctions must be reasonably related to the alleged misconduct. At the next Board meeting, the Board may consider and adopt the Resolution of Censure including any sanctions imposed by the Board. Alternatively, if the Board finds that Director Davis has violated District Policies, but the violation does not rise to the level requiring formal censure, the Board may impose an admonishment or reprimand, or decline to take any action.

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**FISCAL IMPACT:**

Future cost depends on Board action.

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PREPARED BY: Christina Pritchard

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## Board of Directors Staff Report

May 28, 2026

AGENDA ITEM: 6.3

**SUBJECT:** Continued from January 22nd, March 26th, and April 23rd Board Meeting.

*Originally approved the first reading of Ordinance 01-2026 by 3-1-1 vote at the January 22, 2026 Board Meeting. At the March 26, 2026 Public Hearing President Sangster requested a redline version, and continued the item to the April 23rd, 2026 Board Meeting by a vote of 2-1-1. At the April 23rd, 2026 Board Meeting redline was provided, failed to pass by a vote of 2-1-1. Item was continued to the May 28th, 2026 Board Meeting.*

Waive reading, read by title only, and adopt an Ordinance of the San Miguel Community Services District Board of Directors adopting the 2025 California Fire Code, 2025 California Building Code, 2025 California Wildland-Urban Interface Code, and Local Ordinance 01-2026. **(Approve by 3/5 vote)**  
(Pg. 11-38)

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### **SUGGESTED ACTION:**

Waive second reading, read by title only, and adopt an Ordinance of the San Miguel Community Services District Board of Directors adopting the 2025 California Fire Code, 2025 California Building Code, 2025 California Wildland-Urban Interface Code, and Local Ordinance 01-2026.

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### **DISCUSSION:**

The purpose of this ordinance is to formally adopt the 2025 California Fire Code including Amendments, Errata, Appendix's, 2025 California Building Code Chapter 7A including related reference sections, 2025 Wildland-Urban Interface Code, and Local Ordinance 01-2026 as the bases for all Fire, Life & Safety items for the purpose of ratification by the County of San Luis Obispo Board of Supervisors.

The District has been operating on the 2022 California Fire Code including Local Ordinance 01-2023. It is the District's responsibility to adopt use of the California Fire Code every three (3) years, and as necessary throughout the code cycles. The District must include any Local Ordinances at the time of current Code adoption. The purpose of adopting Local Ordinances is to assure that the Fire, Life & Safety issues directly related to the Agency Having Jurisdiction (AHJ) are properly mitigated to the best of the AHJ's ability.

In order to remain in compliance with current County and State Regulations it is necessary to adopt the current California Fire Code in its entirety including all Amendments, Errata, Appendix's 'A'-N' and Local Ordinance 01-2026.

On January 22, 2026, by a vote of three to one (and one vacancy), the Board approved the first reading of the ordinance. A Public Hearing was held at the March 26th Regular Board Meeting, and by a vote of two to one (one absent and one vacancy), the Board continued the item to April 23rd, 2026; requesting a redline version of the ordinance. Redline version was provided and failed to pass by a vote of two to one (one absent and one vacancy). The Board continued the item to the May 28th Regular Board Meeting.

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**FISCAL IMPACT:**

Fiscal impact is limited to Staff and Legal Counsels time including costs for required notifications.

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PREPARED BY: Scott Young

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~~++++~~**ORDINANCE NO. 01-~~2023~~2026**  
AN ORDINANCE OF THE BOARD OF DIRECTORS OF  
THE SAN MIGUEL COMMUNITY SERVICES DISTRICT  
ADOPTING AND AMENDING THE ~~2022~~2025 EDITION OF  
THE CALIFORNIA FIRE CODE ~~2022~~2025 CALIFORNIA BUILDING CODE SECTION  
7A, THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE, LOCAL  
ORDINANCE 01-2025, AND RELATED REFERENCE SECTIONS INCLUDING  
ARTICALS, APPENDICES, ERRATA AND LOCAL ORDINANCES.

WHEREAS, the San Miguel Community Services District (“District”) Board of Directors (“Board”) finds that modifications need to be made to the District’s current Fire Code; and

WHEREAS, the District’s Fire Code was updated and adopted in ~~2020~~2023, and requires revisions as the law has changed over time; and

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

**Section 1. Purposes and Authority.**

The Board of Directors of the San Miguel Community Services District (“District”) hereby adopts the ~~2022~~2025 Edition of the California Fire Code (“CFC”), which includes Articles, Appendices and Errata, with certain amendments and exceptions. The amendments and exceptions as outlined in Section 5 of this Code, are for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion. Each and all of the regulations, provisions, conditions, and terms of the “California Fire Code”, ~~2022~~2025 Edition, on file in the District Office, are hereby referred to and made a part hereof as if fully set out in this Ordinance, except as otherwise provided in this Ordinance.

**Section 2. Repeal of Any Previously Adopted Ordinance**

Ordinance No. 01-~~2020~~-2023, and or any previously adopted Ordinance adopted by the Board of Directors of the San Miguel Community Services District is hereby repealed in their entirety.

**Section 3. Establishment and Duties of Bureau of Fire Prevention.**

The California Fire Code shall be enforced by the San Miguel Community Services District’s Fire Department (“Fire Department”). The Bureau of Fire Prevention is hereby established and shall operate under the supervision of the District’s Fire Chief. The Fire Chief may assign ~~such~~ qualified members of the Department as inspectors as necessary.

**Section 4. Amendments and Exceptions to the ~~2022~~2025 Edition of the California Fire Code.**

Pursuant to Ordinance No.01-~~2023~~2026, the Board found that because of certain local climatic, geological and topographical conditions existing within the District, more stringent building standards relating to Fire, Life and Safety than those standards adopted by the State of California Fire Marshal and contained in the California Building Standards Code are necessary for fire protection within the District. Ordinance 01-~~2023~~2026, and the findings contained therein, are hereby incorporated by reference. The following amendments and exceptions to the ~~2022~~2023 California Fire Code, are therefore hereby made:

1) ESTABLISHMENTS OF LIMITS IN WHICH STORAGE OF EXPLOSIVES AND BLASTING AGENTS IS TO BE PROHIBITED.

Storage of explosives and blasting agents are prohibited in the District boundaries. Chapter 56 of the ~~2022~~2025 California Fire Code provides ~~the~~ specific limitations.

2) ESTABLISHMENT OF LIMITS IN WHICH STORAGE OF LIQUIFIED PETROLEUM GASES IS PROHIBITED.

The installation of any liquid petroleum gas tank over five hundred (500) gallons (1893 liters) water capacity is prohibited within the District boundaries.

3) ~~ESTABLISHMENT~~ ESTABLISHMENT OF LOCAL FIRE PREVENTION CODE ENFORCEMENT FOR STATE MANAGED TRAILER PARKS WITHIN JURISDICTIONAL BOUNDARIES

Per Health & Safety Code Section §1302 San Miguel Fire elects to assume the responsibility for local fire prevention code enforcement in parks within its jurisdictional boundaries.

4) ESTABLISHMENT OF TWO-STORY BUILDING HEIGHT LIMIT

Due to the current inability to perform immediate life rescue and perform rooftop fire operations above two stories in height all structures shall be limited to the following height restrictions.

- a) Maximum height of a habitable space from ground level to second floor level shall be no greater than 132 inches.
- b) Maximum height for a second floor opening to be utilized as an emergency egress shall be no greater than 176 inches from ground level.
- c) Maximum height from ground level to roof eaves shall be no greater than 216 inches from ground level.
- d) Floor Area Ratios (FAR) examples as stated within the 2016 San Miguel Community Plan page 3-17 Figure 3-H are acceptable examples of building construction FAR examples with the exception of FAR=.75 example 2 that does not conform to emergency services standards for immediate life rescue

5) LOCATION WHERE ABOVEGROUND TANKS ARE PROHIBITED

Storage of Class I and Class II liquids in aboveground tanks outside and/or inside of buildings are prohibited within the District boundaries.

a) Exception: Tanks for emergency power generators, which are integrated into the generator assembly, may be above ground. These installations must be reviewed and approved by Fire Chief prior to installation.

## 6) FIRE PROTECTION SYSTEM AND EQUIPMENT

The District Fire Chief or designee shall designate the type and number of fire appliances to be installed and maintained in and upon all buildings and premises within the District's jurisdiction other than in private dwellings. This shall be done according to the relative severity of probable fire, including the rapidity with which it may spread. All determinations shall be made based on the California Fire Code Section 9; however, the Fire Chief or his or her designee may determine that additional appliances/device may be deemed necessary due to a specific condition on the property such as access issues or a specific hazard. Such appliances shall be of a type suitable for the probable class of fire associated with such building or premises and shall have approval of the District Fire Chief. Portable fire extinguishers shall be in accordance with 20222025 California Fire Code Chapter 9. The minimum fire extinguisher requirement shall be one (1) 2A10BC fire extinguisher for every seventy-five feet (75') of floor travel. Location of the fire extinguisher is to be determined by the Fire Chief.

## 7) AUTOMATIC FIRE EXTINGUISHING SYSTEMS.

In addition to the requirements of 20222025 California Fire Code, Chapter 9 an automatic fire extinguishing system shall be installed in the occupancies and locations as set forth below:

- a) New Construction. An automatic fire extinguishing system shall be installed and maintained in all new buildings in "A," "B," "C," "E," "F," "H," "I," "M," "R," "S" and "U" (when "U" structure is attached to an "R") occupancies as defined by the California Uniform Building Code, regardless of type of construction or floor area, for which any Building Permit is issued after the effective date of this Ordinance.
- b) Modular homes and or mobile property use as a dwelling shall be equipped with automatic fire sprinklers.

Exception:

Detached Group B, C, M occupancies not exceeding five hundred (500) square feet and located at least ten (10) feet from adjacent buildings and five (5) feet from adjacent property lines;

Note: "U" occupancies converted to conditioned habitable space will be required to install an automatic fire extinguishing system.

- c) Existing Construction. Unless the 20222025 California Fire Code is more restrictive, an automatic fire extinguishing system shall be installed in all existing buildings or structures

where proposed or ongoing additions, seismic retrofit, alterations, or repairs ~~are~~ commenced over a ~~three~~two-year period, which meet one or more of the following:

- i) Increases total floor area of structure by more than 25%,
- ii) ~~Have~~ Having a total floor area exceeding two thousand five hundred (2,500) square feet,
- iii) When a second story or higher is added,.,
- iv) When occupancy ~~change increases~~changes increase fire risk or hazard.
- v) When the proposed changes increase fire risk or hazard.
- vi) When substantial electrical, and or mechanical alterations are made requiring a building permit.
- vii) When commercial equipment requires a building permit is installed.
- viii) When 25% of the existing sheetrock is replaced.

#### EXCEPTIONS

- i) When a proposed addition is less than 25% of current total floor area of existing building in all occupancies
  - ii) In single family residences of less than 2,500 square feet the proposed addition can be 25% of current floor area.
- d) Regardless of additions, alterations, or repairs in existing sprinklered buildings, sprinkler coverages shall remain as per the 2022 California Fire Code and the National Fire Protection Association 13, 13R, or 13D standards, whichever are applied by the Fire Chief.
- e) Plans for Automatic Fire Extinguishing Systems. Plans for all automatic fire extinguishing systems shall be required to be reviewed and certified by a third-party Fire Protection Engineer (at the individual's cost) and submitted for approval by the District Fire Department prior to installation. Plans are subject to all plan check and inspection fees as per the current fee schedule. The automatic fire extinguishing system shall conform to the most current requirements of the California Fire Code, State Fire Marshal regulations and requirements of the National Fire Protection Association Codes and Standards (NFPA 13, 13R or 13D).
- f) All automatic fire extinguishing systems shall be supervised by a U.L. approved central, proprietary or remote station service or a local alarm that provides an audible signal at a constantly attended location.
- g) All mechanical equipment located in a concealed space shall have a 200-degree pilot head located at an elevation no more than 18 inches below the highest elevation of the concealed space above the unit and no further than 3 feet away from the unit. Any piping located above the building insulation level shall be insulated.

#### Exceptions:

Isolated specialty systems such as a paint spray booth or other small systems as approved by the Fire Chief, unless the entire occupancy is equipped with an automatic fire extinguishing system.

## 8) VENTILATING HOOD AND DUCT SYSTEMS

A type 1 ventilating hood and duct system shall be installed and maintained, in accordance with the California Fire Code Chapter 6, California Mechanical Code and National Fire Protection Association 96 for commercial-type food heating processing equipment that produces grease-laden vapors. Cooking facilities in existing occupancies shall be required to be in compliance of this section when building alterations, which require a building permit, occur.

### a) PROTECTION OF EXISTING NON-U.L. 300 LISTED FIRE PROTECTION SYSTEMS.

A fire extinguisher listed and labeled for Class K fires shall be installed within thirty (30) feet of existing commercial deep fat frying equipment. An approved U.L. three hundred (300) listed fire-protection system shall be installed in an existing facility when one or more of the following is met:

- i) Change in cooking medium,
- ii) Change of ownership,
- iii) Any modification to system,
- iv) Any system that cannot be serviced due to unavailability of parts, or
- v) Any system that has lost its rating.

### b) NEW HOOD EXTINGUISHING SYSTEMS

Prior to the installation of any new hood extinguishing system, the owner or contractor shall submit the plans of the proposed installation to the San Miguel Fire Department for approval. Plans are subject to a plan check and inspection fees as per the current fee schedule, which may be amended by the Board from time to time. Plans for all hood-extinguishing systems shall be required to be reviewed and certified by a Fire Protection Engineer prior to being submitted to the Fire Department. The information required to be included in the plans must include:

- i) Make and model of system;
- ii) Site location of system and type of chemical used;
- iii) Size of Hood;
- iv) Number, type, and location of appliances covered;
- v) Number, type, and location of nozzles;
- vi) Number and location of heat detectors;
- vii) Location and length of run piping and conduit;
- viii) Type, size, and location of gas shut-off valve;
- ix) Location of manual pull station including elevation of installation;
- x) Location of emergency exits;
- xi) Location of hood within the structure;
- xii) Manufacturers specifications information for all items and devices being installed;
- xiii) Manufacturers specifications for all appliances (except electric ovens); and
- xiv) Location of class “K” extinguisher if applicable.

Plans are required prior to modification of an existing system. A description of the modified plans shall be submitted prior to the commencement of any modifications or alterations to the system to the Fire Department for approval. Plans are subject to a plan check and inspection fees as per the current fee schedule.

Upon completion of installation of a new hood extinguishing system, a system test is required. The test shall be what is commonly referred to as a “Balloon Test”, or what is recommended by the system manufacturer if a “Balloon Test” is not feasible. In any case, the test shall check the operation of the manual pull station, if installed, the mechanical pneumatic or electric energy shut-off valve, and the piping, distribution and nozzle system.

9) FIRE RETARDANT ROOFING MATERIALS REQUIRED

Because of local climatic conditions, it is necessary that roof coverings for all new buildings and for any re-roofing of existing buildings within the District be no less than Class A per ~~2022~~2025 California Building Code Chapter 7A Section 705A , ~~2022~~2025 California Building Code Chapter 15.

10) FIRE APPARATUS ACCESS ROADS - GRADE.

The District shall conform with ~~2022~~2025 California Fire Code Chapter 5 Section 503.2.1 through 503.2.8 and Appendix “D”; however, portions of these sections shall be revised to read as follows:

The standard grade for all roads, streets and driveways shall not exceed twelve percent (12%). The District Fire Chief or his/her designee may approve grades between twelve percent (12%) and twenty percent (20%) with a “non-skid” asphalt or concrete surface, which shall not exceed 500 feet in length.”

11) FIRE DEPARTMENT ACCESS ROADS

When required, approved signs or other approved notices shall be provided and maintained for fire apparatus access roads to identify such roads and prohibit the obstruction thereof. All signage shall include the California Vehicle Section and San Luis Obispo County Roads signage standards allowing for enforcement.

- a) Traffic Calming Devices shall be prohibited unless approved by the Fire Code Official as per ~~2022~~2025 California Fire Code 503.4.1.

12) KEY BOXES.

When access to or within a structure or an area is unduly difficult because of secured openings, or where immediate access is necessary for lifesaving or firefighting purposes, the District Fire Chief is authorized to require a key box (“Knox Box”) to be installed in an accessible location. This box is to contain the keys necessary to gain access for lifesaving or firefighting purposes.

13) FIRE HYDRANTS.

The requirements of ~~2022~~2025 California Fire Code Chapters 1, 5, and 9 as well as Appendix C & CC shall apply to fire hydrants. The type of hydrant to be used shall be determined and installed pursuant to District water standards for installation of a fire hydrant.

- a) All fire hydrants are to be identified in the roadway by “blue” reflective markers with a minimum dimension of three (3) inches (“Botz Dot”). [UFC/CFC 901.4.3]
- b) Curb faces shall be painted safety red 3 feet from center of fire hydrants in each direction.
- c) Public Hydrants. All barrels are to be safety yellow in color. The tops and nozzle caps shall be painted with the following capacity-indicating color scheme to provide simplicity and consistency with colors used in signal work for safety, danger, and intermediate condition.
  - Class AA-Light Blue - Rated capacity of 1500 gallons per minute (gpm) or greater
  - Class A-Green - Rated capacity of 1000-1499 gpm
  - Class B-Orange - Rated capacity of 500-999 gpm
  - Class C-Red - Rated capacity of less than 500 gpmColors to be “Safety” colors
- d) Classifications. The classification and marking of hydrants provided herein anticipate determination based on individual flow test. Where a group of hydrants may be used at time of fire, some special marking designating group flow capacity may be desirable.
- e) Private Hydrants/on-site fire supply systems. On-site private hydrants and fire supply systems shall meet standards set forth in the San Miguel Fire Department’s and San Miguel Community Services District’s Standards, Specifications and Drawings, unless otherwise approved by Fire Chief. All barrels, tops and nozzle caps shall be painted safety red in color. All underground piping supplying fire sprinkler systems shall be minimum class two hundred (200) piping.
- f) Clear space around hydrants and fire protection equipment. A minimum three (3) foot clear space shall be maintained around the circumference of any fire hydrant, fire department connection or fire protection control valve, or any other fire protection system component

#### 14) PREMISE IDENTIFICATION.

Approved numbers or addresses shall be placed on all new and existing buildings or premises in such a manner and position as to be plainly visible and legible from the street or road fronting the property. Numbers shall be at least four (4) inches in height for residential applications and at least six (6) inches in height for commercial and multifamily applications. Each unit of a commercial or multifamily complex must be independently addressed. Numbers and letters shall contrast with their background and be reflective or illuminated. In some cases, addresses may be required to be placed at the street and on individual structures.

15) BUILDING OR PROPERTY DAMAGED BY FIRE

An owner, occupant or other person, having under his/her control any property or materials on property damaged by fire, when access by the public is possible, shall secure the property by boarding up all openings, fencing, barricading or other appropriate measures as directed by the Fire Chief or the Fire Prevention Officer within forty- eight (48) hours after the incident.

Within thirty (30) days after written notice to do so has been served, all debris and/or materials shall be removed from the property or proof furnished that contractual arrangements have been made for demolition, replacement or repair of all fire damaged structures remaining on the property involved in the fire.

16) WILDLAND URBAN INTERFACE

When determined by the Fire Chief or designated Fire Prevention Officer, structures built in potentially high-risk fire areas shall comply with 20222025 California Fire Code Chapter 49 and 2022, 2025 California Building Code Chapter 7A, 2025 Wildland-Urban Interface Code, and Local Ordinance 01-2025 either in full or in part as deemed appropriate.

- a) Local Ordinance 01-2025. The San Miguel Community Services District adopted the 2025 Fire Hazard Severity Zone Maps as recommended by the California State Fire Marshal including the Local Response Area (LRA) designation. Additionally, the San Miguel Community Services District designated all properties within the San Miguel Community Services District Boundaries outside the State Response Area (SRA) with the designation of Moderate.
- b) All new construction and substantial remodels within areas designated as Moderate, High, or Verry High shall comply the the Wildland-Urban Interface construction standards and Defensible Space requirements.
- a)c) All modular homes and or mobile structures used as a dwelling shall be constructed post 2011 and shall conform with all Wildland Urban Interface requirements as per 20222025 California Fire Code Chapter 49, and 20222025 California Building Code Chapter 7A, and 2025 California Wildland-Urban Interface Code either in full or in part as deemed appropriate.
- b)d) Any modular home and or mobile structure constructed prior to 2011 to be utilized as a dwelling shall not be permitted for installation and or placed within the District boundaries.

17) ITEMS REQUIRING PLAN SUBMITTAL AND OR INSPECTIONS

- a) Plot Plans for any proposed housing tracts, multifamily housing project, commercial or educational facility.
- b) Fire Sprinkler Plans for any single-family dwelling, multifamily housing projects, commercial or educational facility.
- c) Any modifications to an existing fire sprinkler system.
- d) Any new fire sprinkler system installation.
- e) Any new fire alarm systems being installed, or any existing fire alarm system being

modified.

- f) Any new commercial ventilation hood system being installed or modified.
- g) New commercial or residential photovoltaic systems.

All items requiring submittal or inspections are subject to fees as set forth in the current Fee Schedule.

## 18) SALE AND USE OF “SAFE AND SANE” FIREWORKS

~~2019~~2025 California Fire Code chapter 56 are hereby modified in the following respect: the possession, storage for purposes of sale at retail and use only, sale at retail and use of “Safe and Sane” fireworks within the District is permitted in accordance with the rules and regulations set forth in the following:

- a) **REGULATIONS AND RULES PERTAINING TO THE RETAIL SALE AND USE OF “SAFE AND SANE” FIREWORKS.**

The possession, storage for purposes of sale at retail and use only, sale at retail and use of “Safe and Sane” fireworks within the District is allowed subject to the following rules and regulations:

- i) Definition of “Safe and Sane” Fireworks

“Safe and Sane” Fireworks shall mean those fireworks defined as “Safe and Sane” in California health and Safety Code Section 12529 and classified by the State Fire Marshall as “Safe and Sane” in accordance with Section 12562 of the Health and Safety code.

- ii) Application

No permits for sale of “Safe and Sane” fireworks will be issued to any person, firm, or corporation except those non-profit associations or corporations organized primarily for veteran, patriotic, welfare, civic betterment, or charitable purposes. Proof of nonprofit status shall be required by producing copies of documents of incorporation as registered with the Secretary of the State of California.

All permits for the sale of “Safe and Sane” fireworks for for-profit organizations’ or individuals’ applications will be rejected. Only non-profit organizations located within the District boundaries are eligible for these permits. Previous permittees shall have first right of refusal. Any organization whose charter or by-laws requires their funds to enhance the community they serve and desiring to sell at retail “Safe and Sane” fireworks within the District must first make written application for a permit to the Fire Chief.

Applications for permits shall be made in writing and submitted to the District up to 60 days once the annual fireworks resolution has been approved by the Board. If the 60-day period falls on a Saturday or Sunday, then the filing period will be extended to the next business day. A maximum of three (3) permits will be issued annually. The

District retains the right to maintain a list of additional applicants should a permittee fail to perform. Applicants shall be advised of status no later than ten (10) business days after the application period.

iii) License as a Prerequisite

The Fire Chief shall not accept an application for a permit from any person who does not possess, and present at the time of application, evidence of a valid license to perform those acts specified on the application for a permit, as such license is defined in Health and Safety Code Section 12517. The applicant must be at least 21 years of age or older.

iv) Investigation and Report

The Fire Chief shall undertake an investigation and prepare a report of his/her findings and determination concerning the issuance of each permit, together with the reasons thereof.

v) Grant or Denial of Permit

The Fire Chief may grant or deny the permit, subject to such reasonable conditions, if any, as he/she shall prescribe. Such conditions shall include, but not be limited to:

- 1) The permittee shall deposit a clean-up fee in an amount set by resolution of the District Board of Directors which may be refunded in whole or in part, as determined by the District, if the sale location, San Miguel park and other areas as determined by the Fire Chief at which “Safe and Sane” fireworks are used, are free of used and spent fireworks, and related materials by July 5, as determined by the District;
- 2) The permittee must provide each purchaser of “Safe and Sane” fireworks with a copy of the restrictions and safety guidelines for the use of “Safe and Sane” fireworks in the District and sign a receipt of acknowledgement agreeing to said provisions. Each purchaser also agrees that she/he is eighteen (18) years of age or older and such fireworks will not be used by anyone less than 18 years of age without adult supervision.
- 3) Notwithstanding any other provision of law, the permittee shall furnish to the Fire Chief a policy of public liability and property damage insurance, with no deductible, with limits and terms set by resolution of the Board. The District and its officers, directors, and employees shall be named as additional insured under such public liability policy. A certificate of insurance shall be presented consistent with the above prior to sale and shall provide that the insurer will not cancel the coverage without fifteen (15) days prior written notice to the Fire Chief.
- 4) There shall be a ~~nonrefundable~~non-refundable permit fee set by resolution of the Board to cover the District’s reasonable costs in administering and enforcing the provisions of this section of the ordinance.

vi) Designation of Location for Sale of “Safe and Sane” Fireworks.

Any permit issued under subparagraph (e) above shall designate the location at which the permittee may sell at retail “Safe and Sane” fireworks.

vii) Duration of Permit.

The term of the permit shall coincide with the valid period of the license. This provision shall not prohibit the revocation of the permit by the Fire Chief for just cause where a fire nuisance exists or where personal injury may occur.

viii) Salespersons

No person under the age of eighteen (18) shall sell or handle for sale, any “Safe and Sane” fireworks.

ix) Location of Use of “Safe and Sane” Fireworks.

“Safe and Sane” fireworks may be used within the District’s boundaries, and may only be discharged when the following conditions are met:

- 1) There is a fifty (50) foot radius clear of all combustible materials.
- 2) There is an adequate water supply provided, consisting of a least a 5/8” garden hose with an adjustable pressure nozzle charged.

x) Violations.

In addition to any other violations provided by law, the following shall constitute violations related to the possession, storage, sale and use of “Safe and Sane” fireworks within the District:

- 1) It is unlawful for any person to sell or offer for sale “Safe and Sane” fireworks at any time outside the period established by resolution of the District Board of Directors.
- 2) It is unlawful for any person to discharge fireworks at any time outside the period established by the District Board of Directors.
- 3) It is unlawful for any person to store any “Safe and Sane” fireworks without having in his/her possession a valid permit as required by this Ordinance.
- 4) It is unlawful for any person to store or possess any “Safe and Sane” fireworks for which a license is required, and which has been revoked or surrendered or any license, which has not been renewed, and such storage or possession is held beyond the period provided for in Section 12604 of the Health and Safety Code.
- 5) It is unlawful for any person to store, sell, or discharge any “Safe and Sane” fireworks in or within one hundred (100) feet of a location where gasoline or any other class 1 flammable liquids are stored or dispensed.
- 6) It is unlawful for any person to place, throw, discharge or ignite, or fire “Safe and Sane” fireworks at any person or group of persons where there is a likelihood of injury to any such person.
- 7) It is unlawful for any person to sell or transfer any “Safe and Sane” fireworks to a consumer or user thereof other than at a fixed place of business of a retailer for which a license and permit ~~has~~ have been issued.
- 8) It is unlawful for any person to allow or permit a fire nuisance, as defined in Section 12510 of the Health and Safety Code, to exist on any premises where any “Safe and Sane” fireworks are sold or stored.
- 9) It is unlawful for any person to conduct a public display without possessing a valid permit for this purpose.

- 10) It is unlawful for any person to advertise to sell “Safe and Sane” fireworks without a valid license and permit.
- 11) It is unlawful for any person to sell, give or deliver any “Safe and Sane” fireworks to a person who is under 18 years of age.
- 12) It is unlawful for any person to perform any act, or transact or attempt to transact any business, with an expired license or an expired permit where a license or permit is required for the performance of such act or transaction.

xi) Penalties.

Except as provided in Section 12702 of the Health and Safety Code, any person who violates any provision of Section 4 of this Ordinance, or any regulations issued pursuant thereto, is guilty of misdemeanor, and upon conviction shall be punished by a fine of not less than Five Hundred Dollars (\$500.00) and no more than One Thousand Dollars (\$1,000.00), and/or by imprisonment in the San Luis Obispo County Jail not exceeding one year.

In addition to all other penalties, the Fire Chief may deny an application to sell “Safe and Sane” fireworks if the applicant violated any provision of Section 4 of this Ordinance, or any regulations issued pursuant thereto, in a prior year.

xii) Persons in possession of “Illegal Fireworks” are subject to seizure as per 2025 California Fire Code 5601.7

xiii) Signage

Any approved retail location that sells “Safe and Sane” Fireworks will be required to post a banner which shall read, “This booth is sponsored by (name of organization) located in (City or District organization is headquartered).” The banner shall be made of a minimum of 12” wide, white vinyl-type material with 6” solid black-block letters (lettering to have a professional appearance). The banner design shall be approved by the Fire Chief prior to granting permission to sell “Safe and Sane” Fireworks. The banner shall be posted above the retail area of the booth and shall be posted during the hours of retail operation.

17) Open Burning within District Bounders

District Open Burning as defined in ~~2019~~2025 CFC Section 202 is prohibited within the Boundaries. The open burning of green waste, dimensional lumber, or garbage shall be prohibited within the District Boundaries.

Exemptions:

- i) Properties 10 acres or larger outside of the Urban Reserve Line, but within the District Boundaries, zoned Agricultural may be approved for Open Agricultural or Backyard Burning on a case-by-case basis, provided that a proper Air Pollution Control District, Agricultural Burning or Backyard Burning Permit has been obtained and all rules applicable to Open Burning of Agricultural Products are followed.

**Section 5. Inconsistency.**

To the extent that the terms and provisions of this Ordinance may be inconsistent or in conflict with the terms or conditions of any prior District ordinance, resolution, rule or regulation governing the same subject, the terms of this Ordinance shall prevail with respect to the subject matter thereof and such inconsistent or conflicting provisions of prior ordinances, resolutions, rules or regulations are hereby repealed.

**Section 6. Severability.**

If any provision of this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. ~~The~~The Board declares that it would have adopted this ordinance, and each and every section, subsection, sentence, clause, or phrase no declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

**Section 7. Posting.**

The District Clerk shall post a copy of this Ordinance in three public places in the District within ten (10) days after its adoption. Within fifteen (15) days after its passage, this ordinance or summary thereof shall be published at least once in a newspaper of general circulation published and circulated within the San Miguel Community Services District.

**Section 8. Effective Date.**

This Ordinance shall take effect thirty (30) days after its adoption.

This Ordinance was introduced at a regular meeting of the Board of Directors of the San Miguel Community Services District, held on the ~~23<sup>rd</sup>~~22<sup>nd</sup> day of ~~February 2023~~January, 2026, and given its first reading at said meeting. Said Ordinance was given a second reading and adopted at a meeting of the Board of Directors held on the ~~23<sup>rd</sup>~~26<sup>th</sup> day of ~~March, 2023~~March2026, and after such reading, Director \_\_\_\_\_, who moved its adoption, seconded by Director \_\_\_\_\_, and said ordinance was thereupon adopted by the following vote:

- Ayes:**
- Noes:**
- Abstain:**
- Absent:** \_\_\_\_\_
- Vacancy:**

San Miguel Community Services District

**ORDINANCE NO. 01-2026**  
**AN ORDINANCE OF THE BOARD OF DIRECTORS OF**  
**THE SAN MIGUEL COMMUNITY SERVICES DISTRICT**  
**ADOPTING AND AMENDING THE 2025 EDITION OF**  
**THE CALIFORNIA FIRE CODE 2025 CALIFORNIA BUILDING CODE SECTION 7A,**  
**THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE, LOCAL**  
**ORDINANCE 01-2025, AND RELATED REFERENCE SECTIONS INCLUDING**  
**ARTICALS, APPENDICES, ERRATA AND LOCAL ORDINANCES.**

**WHEREAS**, the San Miguel Community Services District (“District”) Board of Directors (“Board”) finds that modifications need to be made to the District’s current Fire Code; and

**WHEREAS**, the District’s Fire Code was updated and adopted in 2023, and requires revisions as the law has changed over time; and

**BE IT ORDAINED** by the Board of Directors of the San Miguel Community Services District as follows:

**Section 1. Purposes and Authority.**

The Board of Directors of the San Miguel Community Services District (“District”) hereby adopts the 2025 Edition of the California Fire Code (“CFC”), which includes Articles, Appendices and Errata, with certain amendments and exceptions. The amendments and exceptions as outlined in Section 5 of this Code, are for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion. Each and all of the regulations, provisions, conditions, and terms of the “California Fire Code”, 2025 Edition, on file in the District Office, are hereby referred to and made a part hereof as if fully set out in this Ordinance, except as otherwise provided in this Ordinance.

**Section 2. Repeal of Any Previously Adopted Ordinance**

Ordinance No. 01-2023, and or any previously adopted Ordinance adopted by the Board of Directors of the San Miguel Community Services District is hereby repealed in their entirety.

**Section 3. Establishment and Duties of Bureau of Fire Prevention.**

The California Fire Code shall be enforced by the San Miguel Community Services District’s Fire Department (“Fire Department”). The Bureau of Fire Prevention is hereby established and shall operate under the supervision of the District’s Fire Chief. The Fire Chief may assign qualified members of the Department as inspectors as necessary.

**Section 4. Amendments and Exceptions to the 2025 Edition of the California Fire Code.**

Pursuant to Ordinance No.01-2026, the Board found that because of certain local climatic, geological and topographical conditions existing within the District, more stringent building

standards relating to Fire, Life and Safety than those standards adopted by the State of California Fire Marshal and contained in the California Building Standards Code are necessary for fire protection within the District. Ordinance 01-2026 , and the findings contained therein, are hereby incorporated by reference. The following amendments and exceptions to the 2023 California Fire Code, are therefore hereby made:

1) ESTABLISHMENTS OF LIMITS IN WHICH STORAGE OF EXPLOSIVES AND BLASTING AGENTS IS TO BE PROHIBITED.

Storage of explosives and blasting agents are prohibited in the District boundaries. Chapter 56 of the 2025 California Fire Code provides specific limitations.

2) ESTABLISHMENT OF LIMITS IN WHICH STORAGE OF LIQUIFIED PETROLEUM GASES IS PROHIBITED.

The installation of any liquid petroleum gas tank over five hundred (500) gallons (1893 liters) water capacity is prohibited within the District boundaries.

3) ESTABLISHMENT OF LOCAL FIRE PREVENTION CODE ENFORCEMENT FOR STATE MANAGED TRAILER PARKS WITHIN JURISDICTIONAL BOUNDARIES

Per Health & Safety Code Section §1302 San Miguel Fire elects to assume the responsibility for local fire prevention code enforcement in parks within its jurisdictional boundaries.

4) ESTABLISHMENT OF TWO-STORY BUILDING HEIGHT LIMIT

Due to the current inability to perform immediate life rescue and perform rooftop fire operations above two stories in height all structures shall be limited to the following height restrictions.

- a) Maximum height of a habitable space from ground level to second floor level shall be no greater than 132 inches.
- b) Maximum height for a second floor opening to be utilized as an emergency egress shall be no greater than 176 inches from ground level.
- c) Maximum height from ground level to roof eaves shall be no greater than 216 inches from ground level.
- d) Floor Area Ratios (FAR) examples as stated within the 2016 San Miguel Community Plan page 3-17 Figure 3-H are acceptable examples of building construction FAR examples with the exception of FAR=.75 example 2 that does not conform to emergency services standards for immediate life rescue

5) LOCATION WHERE ABOVEGROUND TANKS ARE PROHIBITED

Storage of Class I and Class II liquids in aboveground tanks outside and/or inside of buildings are prohibited within the District boundaries.

a) Exception: Tanks for emergency power generators, which are integrated into the generator assembly, may be above ground. These installations must be reviewed and approved by Fire Chief prior to installation.

## 6) FIRE PROTECTION SYSTEM AND EQUIPMENT

The District Fire Chief or designee shall designate the type and number of fire appliances to be installed and maintained in and upon all buildings and premises within the District's jurisdiction other than in private dwellings. This shall be done according to the relative severity of probable fire, including the rapidity with which it may spread. All determinations shall be made based on the California Fire Code Section 9; however, the Fire Chief or his or her designee may determine that additional device may be deemed necessary due to a specific condition on the property such as access issues or a specific hazard. Such appliances shall be of a type suitable for the probable class of fire associated with such building or premises and shall have approval of the District Fire Chief. Portable fire extinguishers shall be in accordance with 2025 California Fire Code Chapter 9. The minimum fire extinguisher requirement shall be one (1) 2A10BC fire extinguisher for every seventy-five feet (75') of floor travel. Location of the fire extinguisher is to be determined by the Fire Chief.

## 7) AUTOMATIC FIRE EXTINGUISHING SYSTEMS.

In addition to the requirements of 2025 California Fire Code, Chapter 9 an automatic fire extinguishing system shall be installed in the occupancies and locations as set forth below:

- a) New Construction. An automatic fire extinguishing system shall be installed and maintained in all new buildings in "A," "B," "C," "E," "F," "H," "I," "M," "R", "S" and "U" (when "U" structure is attached to an "R") occupancies as defined by the California Uniform Building Code, regardless of type of construction or floor area, for which any Building Permit is issued after the effective date of this Ordinance.
- b) Modular homes and or mobile property use as a dwelling shall be equipped with automatic fire sprinklers.

### Exception:

Detached Group B, C, M occupancies not exceeding five hundred (500) square feet and located at least ten (10) feet from adjacent buildings and five (5) feet from adjacent property lines;

Note: "U" occupancies converted to conditioned habitable space will be required to install an automatic fire extinguishing system.

- c) Existing Construction. Unless the 2025 California Fire Code is more restrictive, an automatic fire extinguishing system shall be installed in all existing buildings or structures where proposed or ongoing additions, seismic retrofit, alterations, or repairs commenced over a two-year period, which meet one or more of the following:
  - i) Increases total floor area of structure by more than 25%,
  - ii) Having a total floor area exceeding two thousand five hundred (2,500) square feet,

- iii) When a second story or higher is added.,
- iv) When occupancy changes increase fire risk or hazard.
- v) When the proposed changes increase fire risk or hazard.
- vi) When substantial electrical, and or mechanical alterations are made requiring a building permit.
- vii) When commercial equipment requires a building permit is installed.
- viii) When 25% of the existing sheetrock is replaced.

#### EXCEPTIONS

- i) When a proposed addition is less than 25% of current total floor area of existing building in all occupancies
  - ii) In single family residences of less than 2,500 square feet the proposed addition can be 25% of current floor area.
- d) Regardless of additions, alterations, or repairs in existing sprinklered buildings, sprinkler coverages shall remain as per the 2022 California Fire Code and the National Fire Protection Association 13, 13R, or 13D standards, whichever are applied by the Fire Chief.
- e) Plans for Automatic Fire Extinguishing Systems. Plans for all automatic fire extinguishing systems shall be required to be reviewed and certified by a third-party Fire Protection Engineer (at the individual's cost) and submitted for approval by the District Fire Department prior to installation. Plans are subject to all plan check and inspection fees as per the current fee schedule. The automatic fire extinguishing system shall conform to the most current requirements of the California Fire Code, State Fire Marshal regulations and requirements of the National Fire Protection Association Codes and Standards (NFPA 13, 13R or 13D).
- f) All automatic fire extinguishing systems shall be supervised by a U.L. approved central, proprietary or remote station service or a local alarm that provides an audible signal at a constantly attended location.
- g) All mechanical equipment located in a concealed space shall have a 200-degree pilot head located at an elevation no more than 18 inches below the highest elevation of the concealed space above the unit and no further than 3 feet away from the unit. Any piping located above the building insulation level shall be insulated.

#### Exceptions:

Isolated specialty systems such as a paint spray booth or other small systems as approved by the Fire Chief, unless the entire occupancy is equipped with an automatic fire extinguishing system.

### 8) VENTILATING HOOD AND DUCT SYSTEMS

A type 1 ventilating hood and duct system shall be installed and maintained, in accordance with the California Fire Code Chapter 6, California Mechanical Code and National Fire

Protection Association 96 for commercial-type food heating processing equipment that produces grease-laden vapors. Cooking facilities in existing occupancies shall be required to be in compliance of this section when building alterations, which require a building permit, occur.

a) **PROTECTION OF EXISTING NON-U.L. 300 LISTED FIRE PROTECTION SYSTEMS.**

A fire extinguisher listed and labeled for Class K fires shall be installed within thirty (30) feet of existing commercial deep fat frying equipment. An approved U.L. three hundred (300) listed fire-protection system shall be installed in an existing facility when one or more of the following is met:

- i) Change in cooking medium,
- ii) Change of ownership,
- iii) Any modification to system,
- iv) Any system that cannot be serviced due to unavailability of parts, or
- v) Any system that has lost its rating.

b) **NEW HOOD EXTINGUISHING SYSTEMS**

Prior to the installation of any new hood extinguishing system, the owner or contractor shall submit the plans of the proposed installation to the San Miguel Fire Department for approval. Plans are subject to a plan check and inspection fees as per the current fee schedule, which may be amended by the Board from time to time. Plans for all hood-extinguishing systems shall be required to be reviewed and certified by a Fire Protection Engineer prior to being submitted to the Fire Department. The information required to be included in the plans must include:

- i) Make and model of system;
- ii) Site location of system and type of chemical used;
- iii) Size of Hood;
- iv) Number, type, and location of appliances covered;
- v) Number, type, and location of nozzles;
- vi) Number and location of heat detectors;
- vii) Location and length of run piping and conduit;
- viii) Type, size, and location of gas shut-off valve;
- ix) Location of manual pull station including elevation of installation;
- x) Location of emergency exits;
- xi) Location of hood within the structure;
- xii) Manufactures specifications information for all items and devices being installed;
- xiii) Manufactures specifications for all appliances (except electric ovens); and
- xiv) Location of class “K” extinguisher if applicable.

Plans are required prior to modification of an existing system. A description of the modified plans shall be submitted prior to the commencement of any modifications or alterations to the system to the Fire Department for approval. Plans are subject to a plan check and inspection fees as per the current fee schedule.

Upon completion of installation of a new hood extinguishing system, a system test is required. The test shall be what is commonly referred to as a “Balloon Test”, or what is recommended by the system manufacturer if a “Balloon Test” is not feasible. In any case, the test shall check the operation of the manual pull station, if installed, the mechanical pneumatic or electric energy shut-off valve, and the piping, distribution and nozzle system.

9) FIRE RETARDANT ROOFING MATERIALS REQUIRED

Because of local climatic conditions, it is necessary that roof coverings for all new buildings and for any re-roofing of existing buildings within the District be no less than Class A per 2025 California Building Code Chapter 7A Section 705A , 2025 California Building Code Chapter 15,

10) FIRE APPARATUS ACCESS ROADS - GRADE.

The District shall conform with 2025 California Fire Code Chapter 5 Section 503.2.1 through 503.2.8 and Appendix “D”; however, portions of these sections shall be revised to read as follows:

The standard grade for all roads, streets and driveways shall not exceed twelve percent (12%). The District Fire Chief or his/her designee may approve grades between twelve percent (12%) and twenty percent (20%) with a “non-skid” asphalt or concrete surface, which shall not exceed 500 feet in length.”

11) FIRE DEPARTMENT ACCESS ROADS

When required, approved signs or other approved notices shall be provided and maintained for fire apparatus access roads to identify such roads and prohibit the obstruction thereof. All signage shall include the California Vehicle Section and San Luis Obispo County Roads signage standards allowing for enforcement.

- a) Traffic Calming Devices shall be prohibited unless approved by the Fire Code Official as per 2025 California Fire Code 503.4.1.

12) KEY BOXES.

When access to or within a structure or an area is unduly difficult because of secured openings, or where immediate access is necessary for lifesaving or firefighting purposes, the District Fire Chief is authorized to require a key box (“Knox Box”) to be installed in an accessible location. This box is to contain the keys necessary to gain access for lifesaving or firefighting purposes.

13) FIRE HYDRANTS.

The requirements of 2025 California Fire Code Chapters 1, 5, and 9 as well as Appendix C & CC shall apply to fire hydrants. The type of hydrant to be used shall be determined and installed pursuant to District water standards for installation of a fire hydrant.

- a) All fire hydrants are to be identified in the roadway by “blue” reflective markers with a minimum dimension of three (3) inches (“Botz Dot”). [UFC/CFC 901.4.3]
- b) Curb faces shall be painted safety red 3 feet from center of fire hydrants in each direction.
- c) Public Hydrants. All barrels are to be safety yellow in color. The tops and nozzle caps shall be painted with the following capacity-indicating color scheme to provide simplicity and consistency with colors used in signal work for safety, danger, and intermediate condition.
  - Class AA-Light Blue - Rated capacity of 1500 gallons per minute (gpm) or greater
  - Class A-Green - Rated capacity of 1000-1499 gpm
  - Class B-Orange - Rated capacity of 500-999 gpm
  - Class C-Red - Rated capacity of less than 500 gpm
 Colors to be “Safety” colors
- d) Classifications. The classification and marking of hydrants provided herein anticipate determination based on individual flow test. Where a group of hydrants may be used at time of fire, some special marking designating group flow capacity may be desirable.
- e) Private Hydrants/on-site fire supply systems. On-site private hydrants and fire supply systems shall meet standards set forth in the San Miguel Fire Department’s and San Miguel Community Services District’s Standards, Specifications and Drawings, unless otherwise approved by Fire Chief. All barrels, tops and nozzle caps shall be painted safety red in color. All underground piping supplying fire sprinkler systems shall be minimum class two hundred (200) piping.
- f) Clear space around hydrants and fire protection equipment. A minimum three (3) foot clear space shall be maintained around the circumference of any fire hydrant, fire department connection or fire protection control valve, or any other fire protection system component

**14) PREMISE IDENTIFICATION.**

Approved numbers or addresses shall be placed on all new and existing buildings or premises in such a manner and position as to be plainly visible and legible from the street or road fronting the property. Numbers shall be at least four (4) inches in height for residential applications and at least six (6) inches in height for commercial and multifamily applications. Each unit of a commercial or multifamily complex must be independently addressed. Numbers and letters shall contrast with their background and be reflective or illuminated. In some cases, addresses may be required to be placed at the street and on individual structures.

**15) BUILDING OR PROPERTY DAMAGED BY FIRE**

An owner, occupant or other person, having under his/her control any property or materials on property damaged by fire, when access by the public is possible, shall secure the property

by boarding up all openings, fencing, barricading or other appropriate measures as directed by the Fire Chief or the Fire Prevention Officer within forty- eight (48) hours after the incident.

Within thirty (30) days after written notice to do so has been served, all debris and/or materials shall be removed from the property or proof furnished that contractual arrangements have been made for demolition, replacement or repair of all fire damaged structures remaining on the property involved in the fire.

#### 16) WILDLAND URBAN INTERFACE

When determined by the Fire Chief or designated Fire Prevention Officer, structures built in potentially high-risk fire areas shall comply with 2025 California Fire Code Chapter 49, 2025 California Building Code Chapter 7A, 2025 Wildland-Urban Interface Code, and Local Ordinance 01-2025 either in full or in part as deemed appropriate.

- a) Local Ordinance 01-2025. The San Miguel Community Services District adopted the 2025 Fire Hazard Severity Zone Maps as recommended by the California State Fire Marshal including the Local Response Area (LRA) designation. Additionally, the San Miguel Community Services District designated all properties within the San Miguel Community Services District Boundaries outside the State Response Area (SRA) with the designation of Moderate.
- b) All new construction and substantial remodels within areas designated as Moderate, High, or Verry High shall comply the the Wildland-Urban Interface construction standards and Defensible Space requirements.
- c) All modular homes and or mobile structures used as a dwelling shall be constructed post 2011 and shall conform with all Wildland Urban Interface requirements as per 2025 California Fire Code Chapter 49, 2025 California Building Code Chapter 7A, and 2025 California Wildland-Urban Interface Code either in full or in part as deemed appropriate.
- d) Any modular home and or mobile structure constructed prior to 2011 to be utilized as a dwelling shall not be permitted for installation and or placed within the District boundaries.

#### 17) ITEMS REQUIRING PLAN SUBMITTAL AND OR INSPECTIONS

- a) Plot Plans for any proposed housing tracts, multifamily housing project, commercial or educational facility.
- b) Fire Sprinkler Plans for any single-family dwelling, multifamily housing projects, commercial or educational facility.
- c) Any modifications to an existing fire sprinkler system.
- d) Any new fire sprinkler system installation.
- e) Any new fire alarm systems being installed, or any existing fire alarm system being modified.
- f) Any new commercial ventilation hood system being installed or modified.
- g) New commercial or residential photovoltaic systems.

All items requiring submittal or inspections are subject to fees as set forth in the current Fee

Schedule.

## 18) SALE AND USE OF “SAFE AND SANE” FIREWORKS

2025 California Fire Code chapter 56 are hereby modified in the following respect: the possession, storage for purposes of sale at retail and use only, sale at retail and use of “Safe and Sane” fireworks within the District is permitted in accordance with the rules and regulations set forth in the following:

### a) REGULATIONS AND RULES PERTAINING TO THE RETAIL SALE AND USE OF “SAFE AND SANE” FIREWORKS.

The possession, storage for purposes of sale at retail and use only, sale at retail and use of “Safe and Sane” fireworks within the District is allowed subject to the following rules and regulations:

#### i) Definition of “Safe and Sane” Fireworks

“Safe and Sane” Fireworks shall mean those fireworks defined as “Safe and Sane” in California health and Safety Code Section 12529 and classified by the State Fire Marshall as “Safe and Sane” in accordance with Section 12562 of the Health and Safety code.

#### ii) Application

No permits for sale of “Safe and Sane” fireworks will be issued to any person, firm, or corporation except those non-profit associations or corporations organized primarily for veteran, patriotic, welfare, civic betterment, or charitable purposes. Proof of nonprofit status shall be required by producing copies of documents of incorporation as registered with the Secretary of the State of California.

All permits for the sale of “Safe and Sane” fireworks for for-profit organizations’ or individuals’ applications will be rejected. Only non-profit organizations located within the District boundaries are eligible for these permits. Previous permittees shall have first right of refusal. Any organization whose charter or by-laws requires their funds to enhance the community they serve and desiring to sell at retail “Safe and Sane” fireworks within the District must first make written application for a permit to the Fire Chief.

Applications for permits shall be made in writing and submitted to the District up to 60 days once the annual fireworks resolution has been approved by the Board. If the 60-day period falls on a Saturday or Sunday, then the filing period will be extended to the next business day. A maximum of three (3) permits will be issued annually. The District retains the right to maintain a list of additional applicants should a permittee fail to perform. Applicants shall be advised of status no later than ten (10) business days after the application period.

#### iii) License as a Prerequisite

The Fire Chief shall not accept an application for a permit from any person who does not possess, and present at the time of application, evidence of a valid license to perform those acts specified on the application for a permit, as such license is defined in Health and Safety Code Section 12517. The applicant must be at least 21 years of age or older.

iv) Investigation and Report

The Fire Chief shall undertake an investigation and prepare a report of his/her findings and determination concerning the issuance of each permit, together with the reasons thereof.

v) Grant or Denial of Permit

The Fire Chief may grant or deny the permit, subject to such reasonable conditions, if any, as he/she shall prescribe. Such conditions shall include, but not be limited to:

- 1) The permittee shall deposit a clean-up fee in an amount set by resolution of the District Board of Directors which may be refunded in whole or in part, as determined by the District, if the sale location, San Miguel park and other areas as determined by the Fire Chief at which "Safe and Sane" fireworks are used, are free of used and spent fireworks, and related materials by July 5, as determined by the District;
- 2) The permittee must provide each purchaser of "Safe and Sane" fireworks with a copy of the restrictions and safety guidelines for the use of "Safe and Sane" fireworks in the District and sign a receipt of acknowledgement agreeing to said provisions. Each purchaser also agrees that she/he is eighteen (18) years of age or older and such fireworks will not be used by anyone less than 18 years of age without adult supervision.
- 3) Notwithstanding any other provision of law, the permittee shall furnish to the Fire Chief a policy of public liability and property damage insurance, with no deductible, with limits and terms set by resolution of the Board. The District and its officers, directors, and employees shall be named as additional insured under such public liability policy. A certificate of insurance shall be presented consistent with the above prior to sale and shall provide that the insurer will not cancel the coverage without fifteen (15) days prior written notice to the Fire Chief.
- 4) There shall be a non-refundable permit fee set by resolution of the Board to cover the District's reasonable costs in administering and enforcing the provisions of this section of the ordinance.

vi) Designation of Location for Sale of "Safe and Sane" Fireworks.

Any permit issued under subparagraph (e) above shall designate the location at which the permittee may sell at retail "Safe and Sane" fireworks.

vii) Duration of Permit.

The term of the permit shall coincide with the valid period of the license. This provision shall not prohibit the revocation of the permit by the Fire Chief for just cause where a fire nuisance exists or where personal injury may occur.

viii) Salespersons

No person under the age of eighteen (18) shall sell or handle for sale, any “Safe and Sane” fireworks.

ix) Location of Use of “Safe and Sane” Fireworks.

“Safe and Sane” fireworks may be used within the District’s boundaries, and may only be discharged when the following conditions are met:

- 1) There is a fifty (50) foot radius clear of all combustible materials.
- 2) There is an adequate water supply provided, consisting of a least a 5/8” garden hose with an adjustable pressure nozzle charged.

x) Violations.

In addition to any other violations provided by law, the following shall constitute violations related to the possession, storage, sale and use of “Safe and Sane” fireworks within the District:

- 1) It is unlawful for any person to sell or offer for sale “Safe and Sane” fireworks at any time outside the period established by resolution of the District Board of Directors.
- 2) It is unlawful for any person to discharge fireworks at any time outside the period established by the District Board of Directors.
- 3) It is unlawful for any person to store any “Safe and Sane” fireworks without having in his/her possession a valid permit as required by this Ordinance.
- 4) It is unlawful for any person to store or possess any “Safe and Sane” fireworks for which a license is required, and which has been revoked or surrendered or any license, which has not been renewed, and such storage or possession is held beyond the period provided for in Section 12604 of the Health and Safety Code.
- 5) It is unlawful for any person to store, sell, or discharge any “Safe and Sane” fireworks in or within one hundred (100) feet of a location where gasoline or any other class 1 flammable liquids are stored or dispensed.
- 6) It is unlawful for any person to place, throw, discharge or ignite, or fire “Safe and Sane” fireworks at any person or group of persons where there is a likelihood of injury to any such person.
- 7) It is unlawful for any person to sell or transfer any “Safe and Sane” fireworks to a consumer or user thereof other than at a fixed place of business of a retailer for which a license and permit have been issued.
- 8) It is unlawful for any person to allow or permit a fire nuisance, as defined in Section 12510 of the Health and Safety Code, to exist on any premises where any “Safe and Sane” fireworks are sold or stored.
- 9) It is unlawful for any person to conduct a public display without possessing a valid permit for this purpose.
- 10) It is unlawful for any person to advertise to sell “Safe and Sane” fireworks without a valid license and permit.
- 11) It is unlawful for any person to sell, give or deliver any “Safe and Sane” fireworks to a person who is under 18 years of age.
- 12) It is unlawful for any person to perform any act, or transact or attempt to transact

any business, with an expired license or an expired permit where a license or permit is required for the performance of such act or transaction.

**xi) Penalties.**

Except as provided in Section 12702 of the Health and Safety Code, any person who violates any provision of Section 4 of this Ordinance, or any regulations issued pursuant thereto, is guilty of misdemeanor, and upon conviction shall be punished by a fine of not less than Five Hundred Dollars (\$500.00) and no more than One Thousand Dollars (\$1,000.00), and/or by imprisonment in the San Luis Obispo County Jail not exceeding one year.

In addition to all other penalties, the Fire Chief may deny an application to sell “Safe and Sane” fireworks if the applicant violated any provision of Section 4 of this Ordinance, or any regulations issued pursuant thereto, in a prior year.

**xii) Persons in possession of “Illegal Fireworks” are subject to seizure as per 2025 California Fire Code 5601.7**

**xiii) Signage**

Any approved retail location that sells “Safe and Sane” Fireworks will be required to post a banner which shall read, “This booth is sponsored by (name of organization) located in (City or District organization is headquartered).” The banner shall be made of a minimum of 12” wide, white vinyl-type material with 6” solid black-block letters (lettering to have a professional appearance). The banner design shall be approved by the Fire Chief prior to granting permission to sell “Safe and Sane” Fireworks. The banner shall be posted above the retail area of the booth and shall be posted during the hours of retail operation.

**17) Open Burning within District Bounders**

Open Burning as defined in 2025 CFC Section 202 is prohibited within the District Boundaries. The open burning of green waste, dimensional lumber, or garbage shall be prohibited within the District Boundaries.

**Exemptions:**

- i) Properties 10 acres or larger outside of the Urban Reserve Line, but within the District Boundaries, zoned Agricultural may be approved for Open Agricultural or Backyard Burning on a case-by-case basis, provided that a proper Air Pollution Control District, Agricultural Burning or Backyard Burning Permit has been obtained and all rules applicable to Open Burning of Agricultural Products are followed.

**Section 5. Inconsistency.**

To the extent that the terms and provisions of this Ordinance may be inconsistent or in conflict with the terms or conditions of any prior District ordinance, resolution, rule or regulation governing the same subject, the terms of this Ordinance shall

prevail with respect to the subject matter thereof and such inconsistent or conflicting provisions of prior ordinances, resolutions, rules or regulations are hereby repealed.

**Section 6. Severability.**

If any provision of this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The Board declares that it would have adopted this ordinance, and each and every section, subsection, sentence, clause, or phrase no declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

**Section 7. Posting.**

The District Clerk shall post a copy of this Ordinance in three public places in the District within ten (10) days after its adoption. Within fifteen (15) days after its passage, this ordinance or summary thereof shall be published at least once in a newspaper of general circulation published and circulated within the San Miguel Community Services District.

**Section 8. Effective Date.**

This Ordinance shall take effect thirty (30) days after its adoption.

This Ordinance was introduced at a regular meeting of the Board of Directors of the San Miguel Community Services District, held on the 22<sup>nd</sup> day of January, 2026, and given its first reading at said meeting. Said Ordinance was given a second reading on March 26, 2026, and adopted at a meeting of the Board of Directors held on the \_\_\_ day of \_\_\_ 2026, and after such reading, Director , who moved its adoption, seconded by Director , and said ordinance was thereupon adopted by the following vote:

**Ayes:**

**Noes:**

**Abstain:**

**Absent:**

**Vacancy:**

San Miguel Community Services District

**Board of Directors  
Staff Report**

May 28, 2026

**AGENDA ITEM: 8.1**

**SUBJECT:** General Manager (Pg. 39)

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**SUGGESTED ACTION:** Receive report.

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**DISCUSSION:**

**Required Training Due** - all Directors

The Government Code requires that local agency officials receive two hours of Ethics Training, Sexual Harassment Training and as of January 1, 2026, SB 827 also requires Fiscal and Financial Training (Due by 6-2026). The three classes are required every two years and Government Code requires that local agencies maintain records of such training.

If you have any questions on your training contact Tamara Parent, Board Clerk; an email was sent out with links for the free training through CSDA.

I encourage any Board member or member of the public with questions, comments, or complaints about the District operations to contact me at the District office or by email.

District Office phone: 805-467-3388 and My email: [kelly.dodds@sanmiguelcsd.org](mailto:kelly.dodds@sanmiguelcsd.org)

If an inquiry is outside of the Districts scope we will usually be able to direct individuals to the responsible organization or department.

General information about the District can also be found on the District website -<https://www.sanmiguelcsd.org/>

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**FISCAL IMPACT:**

None

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PREPARED BY: Tamara Parent

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# Board of Directors Staff Report

May 28, 2026

AGENDA ITEM: 8.3

**SUBJECT:** District Utilities (Pg. 40-43)

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**SUGGESTED ACTION:** Receive and file

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## **DISCUSSION:**

### **Well Status:**

- Well 4 is operational – Well Level 74’ 4/8/26 (STATIC)
- Well 3 is operational – Well Level 74’ 4/8/26 (STATIC)
- SLT Well is operational -Well Level 148’ 4/8/26 (STATIC)

### **Water System status:**

Water leaks this month: 0 Calendar year 2026: 2

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

- .

### **Sewer System status:**

Sewer overflows this month: 0 Calendar year 2026: 0

Sewer related calls through the alarm company after hours this month: 0

- .

### **Central Coast Regional Water Resources Control Board (CCRWCB):**

- Regularly advising the water board on status of the WWTF percolation rates and use of spray field
- Requested temporary permit amendment to use the spray field through next year.
- The District with FRM and District Engineer submitted a response to the violation related to the August percolation pond breach.

Machado Wastewater Treatment Facility Notice of Violation update:

- Ongoing facility violations
  - As has been discussed and provided to the Board in past meetings the WWTF continues to be in violation of the new general order permit which was implemented in 2024. There are not practical ways to eliminate these continuous violations in the WWTFs current capacity and configuration. The proposed WWTF upgrade will mitigate the continual violations.
- August 13th 2025 percolation pond berm breach incident
  - As was noticed to the Cal OES, Environmental Health, Fish and Wildlife, Water Board and the Board of Directors at the time of the incident, a rodent burrowed between the southern percolation pond and the Salinas River. This allowed approximately 33,000 gallons of treated effluent to be released into the Salinas Riverbed. The spill was stopped

immediately upon discovery and the area which was affected by the spill was inspected and sampled. Water Board, Fluid Resource Management (FRM) and District staff toured the WWTF and Riverbed the day after the incident.

- A notice of violation (NOV) was received by the District on January 14th 2026
- The District Engineer, FRM, and District staff completed a response to the NOV which was provided to the waterboard by 2/5/2026 as required in the NOV.
- In the response provide to the waterboard the District addressed all the 'actions required' as identified in the NOV.
- Met with the Waterboard about the NOV and responses 2/18/26

Information regarding violations at the Machado WWTF can be found at the following link;  
<https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/CiwqsReportServlet?inCommand=drilldown&reportName=facilityAtAGlance&placeID=255430&reportID=4051885>

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

- .

**Division of Water Resources (DWR):**

- .

**Regional Water Management Group (RWMG)/ Water Resources Advisory Committee (WRAC):**

- Meeting was held on 4-1-2026

**Billing related activity:(as of 5-11-2026)**

- **Total active accounts**
  - 921 water accounts
  - 818 wastewater accounts
  - 28 accounts 60 days past due
  - 0 accounts have started an arrangement.
- **Service orders this month**
  - 8 service orders issued and completed

**Lighting/ Landscaping status:**

- -

**Solid Waste:**

- Household Hazardous Waste Facility (HHWF)
  - Project funding approved by Integrated Waste Management Authority (IWMA)
  - Plan design is complete.
  - Agreement between the District and IWMA is on this agenda for approval in May
- Mattress recycling
  - Mattresses are accepted by appointment only, Monday- Friday between 8:30 am and 3:30 PM.
- E-Waste collection

- E-waste is accepted by appointment only, Monday- Friday between 8:30 am and 3:30 PM.

**SB-1383 & SB-54 & SB-343:**

- IWMA: [2025 Year in Review](#)
- SB54: On May 1, 2026, the Office of Administrative Law (OAL) approved the SB 54 Plastic Pollution Prevention and Packaging Producer Responsibility Act Permanent Regulations. These regulations became effective on **May 1, 2026** [SB54Regulations](#)

**Project status:**

**Machado Wastewater Treatment Facility Upgrade and Expansion related projects**

- **WWTF upgrade and expansion status:**
  - Nearing 100% plan completion
  - The District received the executed construction funding agreement 4/15/26
- **WWTF monitoring well project** (RES 2026-05, \$56,289)
  - Contract awarded to ABC Drilling
  - Monitoring wells and test borings were completed week of 5/19
- **WWTF sludge removal** (RES 2026-12, \$359,719.20)
  - Contract awarded to P&H Seneac
  - Work scheduled to start end of May/ beginning of June TBD
- **WWTF Switchgear EQUIPMENT purchase** (RES 2025-35 \$68,160.00)
  - Contract awarded to NVIRO
  - Equipment is in production with and Contractual delivery date of August 1st 2026.
- **WWTF Switchgear and temporary service** (RES 2026-17, \$489,040.80)
  - Contract awarded to Electricraft Inc
  - Currently processing contracts
  - Currently waiting County Permit Approval.
- **Photovoltaic Solar installation**
  - Existing contract with Forefront Power, Construction and maintenance by Greenskies LLC
  - Waiting on permit approval by County of SLO and San Miguel Fire Department
  - Assuming permit approval Construction to start 6/15/26
- **Dewatering containers EQUIPMENT purchase** (RES 2026-15, \$48,000)
  - Contract awarded to WasteQuip for \$44,803.38
  - Delivered May 19th.
    - **Thank you San Miguel Garbage for unloading and delivering them to the WWTF.**

**Sewer Collection System related projects**

- **Sewer lining and manhole rehabilitation project** (21008) started February 2021
  - **(100% GRANT FUNDED)**
  - Report accepted by the Board 8/2024
  - WSC finalizing deliverables per the grant.
  - WSC looking at options for sewer main realignment at the 11th street railroad crossing.
  - Preparing a construction grant application to perform repairs.
- **Septic to Sewer conversion project.** ()
  - **(100%GRANT FUNDED)**
  - The District received the executed planning grant from the Water Board
- **Cost of Service Rate Study WASTEWATER** (22005) started June 2022
  - Once final costs and grant funds are identified and the rate study will be revised and return

to the Board.

### **Water System Related projects**

- **Replacement water tank and pump station on east side of river/ water line replacement.**  
(21007) started February 2022
  - **(POTENTIALLY GRANT FUNDED)**
  - Contract awarded to MNS Engineers for pump station design
  - Held initial project kickoff meeting
- **Alley water line relocation 10th St to San Luis Obispo St**
  - Work completed 4/16/25
  - Reimbursement has been received for \$270,000. \$30,000 retainer pending final completion approval.
- **Well monitoring and metering project**
  - Well meters have been installed and are online.
  - Working with the County Groundwater Sustainability Department to work collaboratively on a well monitoring program.

### **Street Lighting and Landscaping projects**

- **Street lighting project** started February 2026 (RES 2026-04, \$87,890.00)
  - Received 50% plans and provided comments to EPI.

### **Staffing**

- Vacant position(s).
  - Director of Utilities
  - WWTF Operator Lead
  - Field Operator
  - Account Clerk 2 (operation coordinator)

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

- .

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

- Wellsona undercrossing construction is complete.

### **Paso Robles Area Groundwater Authority (PRAGA):**

- For information on PRAGA activities please use the following link [www.pasoroblesaga.org/](http://www.pasoroblesaga.org/)

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### **FISCAL IMPACT:**

None

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PREPARED BY: Kelly Dodds

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# Board of Directors Staff Report

May 28, 2026

AGENDA ITEM: 8.4

**SUBJECT:** Fire Chief Report (Pg. 44-57)

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**SUGGESTED ACTION:** Receive and File

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## **DISCUSSION:**

### **Equipment:**

1. All San Miguel Fire Department (SMFD) engines are currently in service.

### **Cost Recovery:**

1. San Miguel Fire (SMF) is continuing to submit qualifying incidents for reimbursement. See financial report for the details.

### **Grants:**

#### **2023/2024/2025 Grants**

1. The 2026 Office of Traffic Safety (OTS) Grant opened in January 2026, San Miguel Fire (SMF) applied for the 2026 Office of Traffic Safety (OTS) Grant for additional auto extrication equipment.
2. The HAAS devices have all been installed on all frontline equipment. The onboarding process has been completed. 689 drivers received notification of SMF's equipment on emergency scenes in January.
3. The 2025 Assistance to Firefighters Grant (AFG) opened 11/11/2024 and San Miguel Fire (SMF) applied for this grant again for respiratory safety equipment. No status update is available as of 5/12/2025.
4. The 2025 Staffing for Adequate Fire and Emergency Response Grant (SAFER) was submitted on July 3, 2025 at 6.28AM. Board approved Resolution 2025-01 authorizing the Fire Chief to represent the District in this application. Approval status is pending.
5. The 2026/2027 Volunteer Fire Assistance (VFA) Grant has opened. SMF will be applying for necessary outdated equipment.
6. San Miguel Fire (SMF) applied for Federal Emergency Management Agency (FEMA) grant funding to construct an Emergency Operations Center (EOC). \$1,027,00 in Federal Emergency Management Agency (FEMA) funding has been earmarked for this project and is at the Federal level waiting for release. Updated letters of support were requested. Updated letters were received and sent forward. An email was received on May 12, 2026 stating that the funding was approved and updates will follow in the upcoming months. Final status is pending.

### **Training:**

1. Regular weekly training is continuing to adhere to the annual training schedule.
2. Additional engine company training has been occurring during the week as schedules allow.
3. Additional outside training shall commence as courses become available.
4. Training on the newly acquired Rescue 42 Junior equipment has commenced.
5. 1- Firefighter graduated from the Allan Hancock Fire Academy on May 15, 2025 and is currently working shifts with SMF.
6. 1- Recruit is currently attending the Allan Hancock Firefighter Academy and will graduate on May 15, 2026. He will be rejoining the Department upon graduation.
7. Vehicles have been acquired for training purposes.
8. SMF performed a live real-time auto extrication demonstration on April 25, 2026 at the Children's

Day Event.

**San Luis Obispo County Fire Chiefs Association:**

Fire Chief Young was again appointed as the County Fire Chiefs Association representative to SLOFIST and the Central Coast Fire Prevention Association (CCFPA). Regular monthly meetings are being attended.

**San Miguel Advisory Council:**

No update, a District Fire Chief's Report is being provided for San Miguel Advisory Council (SMAC) monthly meetings and Chief Young attends the monthly meetings as scheduling allows.

**Temporary Housing Unit:**

- Is being utilized as intended.

**Multi Jurisdiction Hazard Mitigation Plan (MJHMP)**

- The final draft has been approved by the County of San Luis Obispo.

**Fire Code Adoption:**

- December 18, 2025 Ordinance 02-2025 repealing Local Ordinance 01-2023 Section 15 Sales and Use for Safe and Sane Fireworks failed to pass 2-2-1 vacancy.
- January 22, 2026 Local Ordinance 01-2026 was approved 3-1-1 vacancy.
- January 23, 2026 Local Ordinance 01-2026 was forwarded to the County's State Fire Marshal for a 30 day review period.
- March 26, 2026 Local Ordinance 01-2026 was presented in a Public Hearing for final approval but failed to pass 2-1-1-1 vacancy.
- April 23, 2026 Local Ordinance 01-2026 was resubmitted for approval and failed to pass 2-1-1-1 vacancy.

**International Origination for Standardization (ISO)**

- 2025/2026 ISO final review meeting was conducted on October 6, 2025. Documentation was presented and the updated ISO rating was assessed. As of June 6, 2026 San Miguel will benefit with an improved ISO rating from 3-3X to a 2-2X. This should result in a reduction in homeowners insurance and or allow homeowners to keep their policies.

**Community Outreach**

- SMF has been assisting with and providing informational handouts at the Senior Center during their Meals That Connect program.
- SMF is planning future community workshops.
- SMF performed an auto extrication equipment demonstration at the April 25, 2026 Children's Day event.

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**FISCAL IMPACT:**

None

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PREPARED BY: Kelly Dodds

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# San Miguel Fire Department

San Miguel, CA

This report was generated on 5/12/2026 1:30:19 PM



## Daily Log Items per Personnel for Activity Code for Personnel

Activity Codes: All Activity Codes | Personnel: Young, Scott P | Start Time: 00:00 | End Time: 23:00 | Start Date: 04/01/2026 | End Date: 04/30/2026

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
<b>Young, Scott P</b>					
04/01/2026 08:00:00	04/01/2026 15:00:00	DAYBOOK	E8696	Remove Radio Mobile and install Tablet Command devices in 8696 & 8668 Nix	7.00
04/01/2026 08:30:00	04/02/2026 08:30:00	DAYBOOK	SMF 1		24.00
04/01/2026 09:00:00	04/01/2026 13:30:00	DAYBOOK	8600	County Fire Chiefs Meeting Paso	4.50
04/01/2026 16:34:00	04/01/2026 17:04:00	INCIDENT	SMF 1	Incident 2026-080 - EMS call, excluding vehicle accident with injury: Apparatus SMF 1 responded to 1150 Mission ST	0.50
04/02/2026 08:30:00	04/03/2026 08:30:00	DAYBOOK	SMF 1		24.00
04/03/2026 06:35:00	04/03/2026 07:01:00	INCIDENT	8600	Incident 2026-081 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 540 16th ST	0.43
04/03/2026 08:30:00	04/04/2026 08:30:00	DAYBOOK	SMF 1		24.00
04/04/2026 08:30:00	04/05/2026 08:30:00	DAYBOOK	8600		24.00
04/05/2026 08:30:00	04/06/2026 08:30:00	DAYBOOK	8600		24.00
04/05/2026 10:59:00	04/05/2026 11:18:00	INCIDENT	8600	Incident 2026-082 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 692 Poquita LN	0.32
04/06/2026 08:30:00	04/07/2026 08:30:00	DAYBOOK	SMF 1		24.00
04/06/2026 23:20:00	04/06/2026 23:55:00	INCIDENT	8600	Incident 2026-083 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1845 Mission ST	0.58
04/07/2026 08:30:00	04/08/2026 08:30:00	DAYBOOK	SMF 1		24.00
04/07/2026 18:00:00	04/07/2026 22:00:00	DAYBOOK		Firefighter Training: RT130 Lead Instructor: Young, Scott P	4.00
04/08/2026 08:30:00	04/09/2026 08:30:00	DAYBOOK	SMF 1		24.00
04/08/2026 09:00:00	04/08/2026 13:00:00	DAYBOOK	8600	SLOFIST Meeting TEMPLETON	4.00
04/09/2026 08:30:00	04/10/2026 08:30:00	DAYBOOK	SMF 1		24.00
04/09/2026 18:40:00	04/09/2026 19:07:00	INCIDENT	8600	Incident 2026-084 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 845 15th ST	0.45
04/09/2026 20:00:00	04/09/2026 20:23:00	INCIDENT	8600	Incident 2026-085 - False alarm or false call, other: Apparatus 8600 responded to 775 Mission ST	0.38
04/10/2026 08:30:00	04/14/2026 08:30:00	DAYBOOK	SMF 1		96.00
04/11/2026 16:30:00	04/12/2026 08:30:00	DAYBOOK	8600		16.00
04/12/2026 08:30:00	04/14/2026 08:30:00	DAYBOOK	8600		48.00
04/12/2026 10:34:00	04/12/2026 11:08:00	INCIDENT	8600	Incident 2026-086 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 8535 Mission Lane	0.57
04/13/2026 08:30:00	04/14/2026 08:30:00	DAYBOOK	SMF 1		24.00
04/13/2026 19:24:00	04/13/2026 19:49:00	INCIDENT	8600	Incident 2026-087 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 300 9th ST	0.42
04/14/2026 08:30:00	04/15/2026 08:30:00	DAYBOOK	SMF 1		24.00
04/14/2026 10:00:00	04/14/2026 11:00:00	DAYBOOK	8600	1522 N Street facility inspection	1.00
04/15/2026 08:30:00	04/16/2026 06:00:00	DAYBOOK	SMF 1		21.50
04/15/2026 14:30:00	04/15/2026 15:30:00	DAYBOOK	SMF 1	777 SLO Monterey Road site plan review	1.00
04/16/2026 09:00:00	04/16/2026 09:00:00	DAYBOOK	8600		0.00
04/17/2026 06:00:00	04/17/2026 08:00:00	DAYBOOK	8600		2.00
04/18/2026 06:00:00	04/18/2026 08:00:00	DAYBOOK	8600		2.00
04/19/2026 15:30:00	04/20/2026 08:30:00	DAYBOOK	8600		17.00
04/20/2026 08:30:00	04/21/2026 08:30:00	DAYBOOK	SMF 1		24.00

Lists the Daily Log items, grouped by Personnel, corresponding to the selected Activity Code and Personnel.



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START	END	LOG TYPE	APPARATUS	NOTES	HOURS
04/21/2026 08:30:00	04/22/2026 08:30:00	DAYBOOK	SMF 1		24.00
04/22/2026 08:30:00	04/23/2026 08:30:00	DAYBOOK	SMF 1		24.00
04/23/2026 08:30:00	04/24/2026 08:30:00	DAYBOOK	SMF 1		24.00
04/23/2026 18:00:00	04/23/2026 21:00:00	DAYBOOK	8600	BOD Meeting	3.00
04/23/2026 19:41:00	04/23/2026 20:01:00	INCIDENT	8600	Incident 2026-092 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 710 Tielo ST	0.33
04/24/2026 08:30:00	04/25/2026 08:30:00	DAYBOOK	SMF 1		24.00
04/25/2026 08:28:00	04/25/2026 08:41:00	INCIDENT	8600	Incident 2026-093 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 6988 N River RD	0.22
04/25/2026 08:30:00	04/26/2026 08:30:00	DAYBOOK	8600		24.00
04/25/2026 09:00:00	04/25/2026 15:30:00	DAYBOOK	E8696	Children's Day Auto Extrication Demonstration	6.50
04/26/2026 08:30:00	04/27/2026 08:30:00	DAYBOOK	8600		24.00
04/27/2026 08:30:00	04/28/2026 08:30:00	DAYBOOK	SMF 1		24.00
04/27/2026 20:25:00	04/27/2026 20:51:00	INCIDENT	8600	Incident 2026-094 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 6988 N River RD	0.43
04/28/2026 08:30:00	04/29/2026 07:00:00	DAYBOOK	SMF 1		22.50
04/29/2026 07:00:00	04/29/2026 07:36:00	INCIDENT	8600	Incident 2026-095 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1250 N ST	0.60
04/30/2026 06:00:00	04/30/2026 08:00:00	DAYBOOK	8600		2.00
<b>Total Hours for: Young, Scott P</b>					<b>719.23</b>
<b>Total of all Personnel Hours</b>					<b>719.23</b>

Lists the Daily Log items, grouped by Personnel, corresponding to the selected Activity Code and Personnel.



# San Miguel Fire Department

San Miguel, CA

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## Effective Response Force Times by Incident for Date Range

Agencies On Scene: All Agencies | Census Tract(s): All Census Tracts | Cities: All Cities | Map Page(s): All Map Pages | Mutual Aid: All Types and None | Primary Action (s) Taken: All Codes | Property Use(s): All Types and None | Response Mode(s): All Response Modes | Shift(s): All Shifts | Zone(s): All Zones | Incident Type(s): All Incident Types | Station(s): All Stations | Complaints Reported by Dispatch: All Complaints Reported by Dispatch | Start Date: 04/01/2026 | End Date: 04/30/2026

Incident Date	Incident #	Losses - Property	Losses - Contents	Alarm Time	Total Personnel - Effective Response	First On Scene Apparatus	Last On Scene Apparatus	Earliest Turnout	Call Processing Time	First Unit Total Response Time	First Unit Travel Time	Total Travel Time Effective Response	Total Response Time Effective Response
04/01/2026	2026-080	0	0	16:34:00	3	SMF 1	SMF 1	00:00	00:00	00:00:00	00:00:00	00:00:00	00:00:00
04/03/2026	2026-081	0	0	06:34:00	3	E8668	E8668	00:00	00:00	00:08:00	00:03:00	00:07:00	00:08:00
04/05/2026	2026-082	0	0	10:59:00	2	E8668	E8668	03:00	00:00	00:06:00	00:03:00	00:03:00	00:06:00
04/06/2026	2026-083	0	0	23:19:00	1	E8668	E8668	00:00	00:00	00:07:00	00:03:00	00:06:00	00:07:00
04/09/2026	2026-084	0	0	18:40:00	1	8600	8600	00:00	00:00	00:04:00	00:04:00	00:04:00	00:04:00
04/09/2026	2026-085	0	0	20:00:00	2	8600	8600	00:00	00:00	00:03:00	00:03:00	00:03:00	00:03:00
04/12/2026	2026-086	0	0	10:33:00	2	E8668	E8668	00:00	00:00	00:09:00	00:07:00	00:08:00	00:09:00
04/13/2026	2026-087	0	0	19:24:00	1	8600	8600	00:00	00:00	00:03:00	00:03:00	00:03:00	00:03:00
04/16/2026	2026-089	0	0	16:13:00	3	E8696	E8696	04:00	00:00	00:13:00	00:09:00	00:09:00	00:13:00
04/21/2026	2026-091	0	0	20:19:00	4	E8696	E8696	02:00	00:00	00:04:00	00:02:00	00:02:00	00:04:00
04/23/2026	2026-092	0	0	19:41:00	3	8600	E8668	00:00	00:00	00:04:00	00:04:00	00:07:00	00:07:00
04/25/2026	2026-093	0	0	08:28:00	2	8600	8600	02:00	00:00	00:11:00	00:09:00	00:09:00	00:11:00
04/27/2026	2026-094	0	0	20:25:00	3	8600	E8668	02:00	00:00	00:11:00	00:09:00	00:10:00	00:12:00
04/29/2026	2026-095	0	0	07:00:00	4	8600	E8696	02:00	00:00	00:07:00	00:05:00	00:07:00	00:09:00
04/30/2026	2026-096	0	0	23:26:00	3	E8668	E8668	02:00	00:00	00:06:00	00:04:00	00:04:00	00:06:00

This is a custom report. Only Reviewed Incidents are included. Cancelled Apparatus are excluded. Only apparatus and personnel from the earliest Dispatch Time are included in this report. Travel Time is Enroute Time to Arrive Time. Total Travel Time for the Effective Response Force (ERF) is the difference between the apparatus with the earliest Enroute Time and the apparatus with the last Arrived Time. Total Travel Time for the ERF is calculated from units that were part of the earliest Dispatch Time. Total Response Time for the ERF is earliest Alarm Time to the last Arrive Time.



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# San Miguel Fire Department

San Miguel, CA

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## Incidents for Zone for Status for Date Range

Incident Status(s): All Incident Statuses | Zone(s): All Zones | Start Date: 04/01/2026 | End Date: 04/30/2026

INCIDENT NUMBER	INCIDENT TYPE	DATE	INCIDENT STATUS	LOCATION	APPARATUS
<b>Zone: AAE - Auto Aid East</b>					
2026-089	322	04/16/2026	Reviewed	7201 Estrella RD	E8696
2026-093	321	04/25/2026	Reviewed	6988 N River RD	8600, E8668
<b>AAE - Auto Aid East Incidents: 2</b>					
<b>Zone: AAS - Auto Aid South</b>					
2026-094	321	04/27/2026	Reviewed	6988 N River RD	8600, E8668
<b>AAS - Auto Aid South Incidents: 1</b>					
<b>Zone: CSD - CSD Limits</b>					
2026-080	321	04/01/2026	Reviewed	1150 Mission ST	SMF 1
2026-083	321	04/06/2026	Reviewed	1845 Mission ST	8600, E8668
2026-084	321	04/09/2026	Reviewed	845 15th ST	8600
2026-085	700	04/09/2026	Reviewed	775 Mission ST	8600
2026-087	321	04/13/2026	Reviewed	300 9th ST	8600
2026-091	321	04/21/2026	Reviewed	605 11th ST	E8696
2026-092	321	04/23/2026	Reviewed	710 Tielo ST	8600, E8668
2026-095	321	04/29/2026	Reviewed	1250 N ST	8600, E8696
2026-096	321	04/30/2026	Reviewed	257 9th ST	E8668
<b>CSD - CSD Limits Incidents: 9</b>					
<b>Zone: MH - Mission Heights</b>					
2026-088	622	04/16/2026	Reviewed	399 19th ST	E8668
2026-090	744	04/21/2026	Reviewed	1940 San Buenavenventura WAY	SMF 1
<b>MH - Mission Heights Incidents: 2</b>					
<b>Zone: MM - Mission Meadows</b>					
2026-081	321	04/03/2026	Reviewed	540 16th ST	8600, E8668
2026-082	321	04/05/2026	Reviewed	692 Poquita LN	8600, E8668
<b>MM - Mission Meadows Incidents: 2</b>					
<b>Zone: Ter - San Lawerance Terrace</b>					
2026-086	321	04/12/2026	Reviewed	8535 Mission Lane	8600, E8668
<b>Ter - San Lawerance Terrace Incidents: 1</b>					
<b>Total Incidents: 17</b>					

Displays incidents for a given zone and incident status over a given date range. Grouped by Zone.



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# San Miguel Fire Department

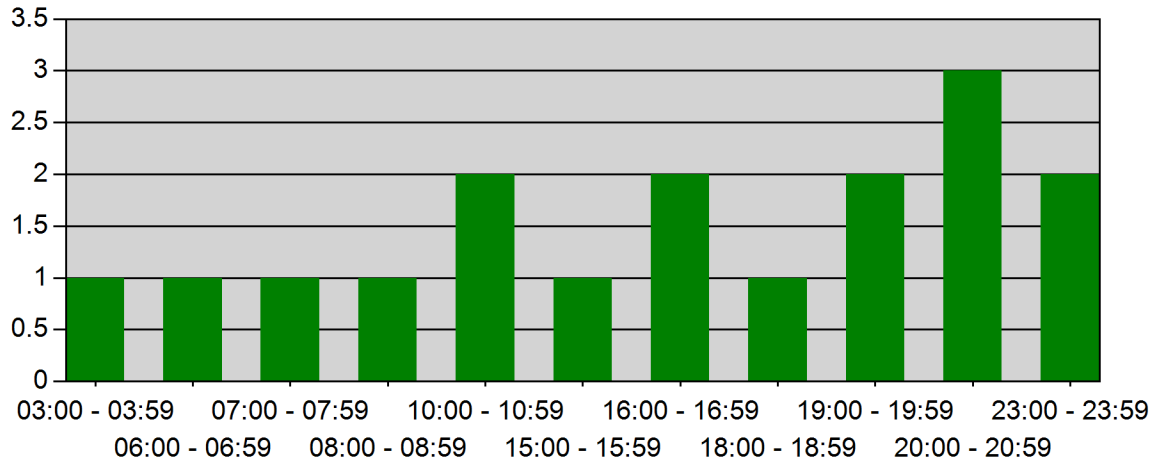
San Miguel, CA

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## Incidents by Hour for Zone for Date Range

Zone: All Zones | Start Date: 04/01/2026 | End Date: 04/30/2026



TIME	COUNT
03:00 - 03:59	1
06:00 - 06:59	1
07:00 - 07:59	1
08:00 - 08:59	1
10:00 - 10:59	2
15:00 - 15:59	1
16:00 - 16:59	2
18:00 - 18:59	1
19:00 - 19:59	2
20:00 - 20:59	3
23:00 - 23:59	2

Only REVIEWED incidents included



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# San Miguel Fire Department

San Miguel, CA

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## Average (Dispatch-Turnout-Response) Times per Zone per Major Incident Type

Start Incident Type: 100 | End Incident Type: 911 | Zone: All Zones | Start Date: 04/01/2026 | End Date: 04/30/2026

Major Incident Type	Response Mode	Avg Travel	Avg Dispatch	Avg TurnOut	Avg Response
Zone: AAE - Auto Aid East					
Rescue & Emergency Medical Service					
	Lights and Sirens	9:00	0:00	3:00	12:00
Zone: AAS - Auto Aid South					
Rescue & Emergency Medical Service					
	Lights and Sirens	9:00	0:00	2:00	11:00
Zone: CSD - CSD Limits					
Rescue & Emergency Medical Service					
	Initial Lights and Sirens, Downgraded to No Lights or Sirens	4:00	0:00	0:00	4:00
	Lights and Sirens	3:40	0:00	0:50	4:30
	No Lights or Sirens	2:00	0:00	2:00	4:00
False Alarm & False Call					
	Lights and Sirens	3:00	0:00	0:00	3:00
Zone: MM - Mission Meadows					
Rescue & Emergency Medical Service					
	Lights and Sirens	4:30	0:00	2:00	6:30
Zone: Ter - San Laverance Terrace					
Rescue & Emergency Medical Service					
	Lights and Sirens	8:00	0:00	1:00	9:00

CFAI Compliant - Report calculates the average time difference between (ALARM to DISPATCH = Avg Dispatch) and (DISPATCH to ENROUTE = Avg Turnout) and (ALARM to ARRIVAL = Avg Response). Only REVIEWED incidents are included. When no data is provided for ENROUTE times this report makes the assumption it is the same as the Dispatch Time

# San Miguel Fire Department

San Miguel, CA

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## Average Number of Responding Personnel per Incident Type for Date Range

StartDate: 04/01/2026 | EndDate: 04/30/2026

INCIDENT TYPE	AVG. # PERSONNEL
321 - EMS call, excluding vehicle accident with injury	2
322 - Motor vehicle accident with injuries	3
622 - No incident found on arrival at dispatch address	2
700 - False alarm or false call, other	2

Reviewed Incidents only.



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# San Miguel Fire Department

San Miguel, CA

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## Incident Count by Weekday and Hour for Zone for Shift for Date Range

Personnel: All Personnel | Shift(s): All Shifts | Zone: All Zones | Start Date: 04/01/2026 | End Date: 04/30/2026

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00:00	0	0	0	0	0	0	0
01:00	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0
06:00	0	0	0	0	0	1	0
07:00	0	0	0	1	0	0	0
08:00	0	0	0	0	0	0	1
09:00	0	0	0	0	0	0	0
10:00	2	0	0	0	0	0	0
11:00	0	0	0	0	0	0	0
12:00	0	0	0	0	0	0	0
13:00	0	0	0	0	0	0	0
14:00	0	0	0	0	0	0	0
15:00	0	0	0	0	1	0	0
16:00	0	0	0	1	1	0	0
17:00	0	0	0	0	0	0	0
18:00	0	0	0	0	1	0	0
19:00	0	1	0	0	1	0	0
20:00	0	1	1	0	1	0	0
21:00	0	0	0	0	0	0	0
22:00	0	0	0	0	0	0	0
23:00	0	1	0	0	1	0	0
Total Responses for Day	2	3	1	2	6	1	1
% of Responses for Day	100.00%	33.33%	100.00%	50.00%	16.67%	100.00%	100.00%
% of Responses for Week	12.50%	18.75%	6.25%	12.50%	37.50%	6.25%	6.25%

Hour	Total per Hour	Percent
00:00	0	0.00%
01:00	0	0.00%
02:00	0	0.00%
03:00	0	0.00%
04:00	0	0.00%
05:00	0	0.00%
06:00	1	6.25%
07:00	1	6.25%
08:00	1	6.25%
09:00	0	0.00%
10:00	2	12.50%
11:00	0	0.00%
12:00	0	0.00%
13:00	0	0.00%
14:00	0	0.00%
15:00	1	6.25%
16:00	2	12.50%
17:00	0	0.00%
18:00	1	6.25%
19:00	2	12.50%
20:00	3	18.75%
21:00	0	0.00%
22:00	0	0.00%
23:00	2	12.50%
Total	16	100.00%

Incident Count by Weekday and Hour for Zone, for Shift and Date Range. Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included. Maximum call volumes for each day are shown with a RED background, and maximum call volumes for each hour are shown with a BLUE background. "% of Responses for Day" indicates the maximum hourly call volume as percentage of total calls for the day of the week. "% of Responses for Week" indicates the total number of calls for the day of the week as a percentage of total calls.

# San Miguel Fire Department

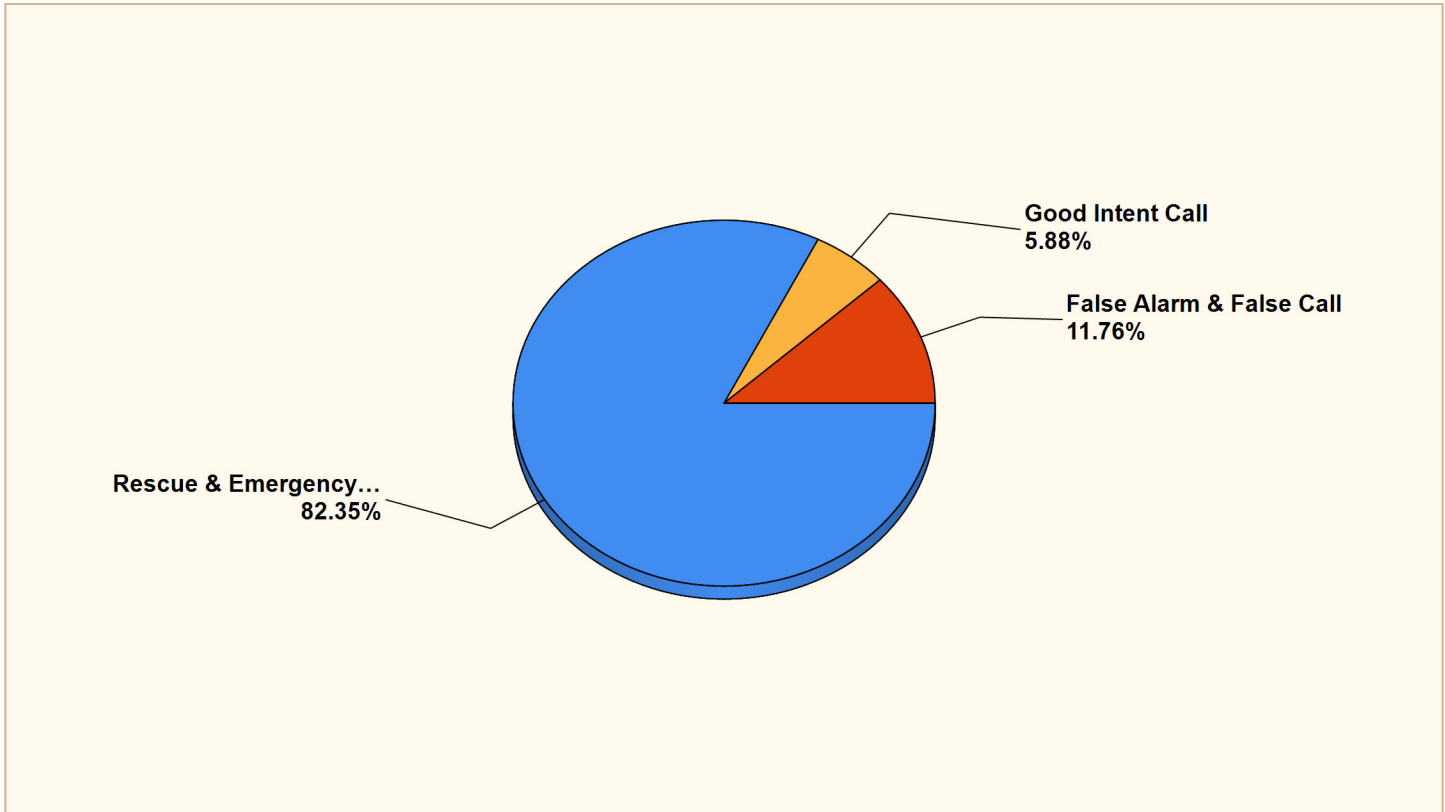
San Miguel, CA

This report was generated on 5/12/2026 1:41:59 PM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2026 | End Date: 04/30/2026



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	14	82.35%
Good Intent Call	1	5.88%
False Alarm & False Call	2	11.76%
<b>TOTAL</b>	<b>17</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
321 - EMS call, excluding vehicle accident with injury	13	76.47%
322 - Motor vehicle accident with injuries	1	5.88%
622 - No incident found on arrival at dispatch address	1	5.88%
700 - False alarm or false call, other	1	5.88%
744 - Detector activation, no fire - unintentional	1	5.88%
<b>TOTAL INCIDENTS:</b>	<b>17</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.





## Monthly Report

APRIL 1 – APRIL 30, 2026

YTD: JAN 1 – APR 30, 2026 | LIFETIME SINCE: NOV, 2025

### Safety Impact

#### Drivers Alerted

129

YTD: 690  
LIFETIME: 690

#### Driver Speed Reduction

6.3%

All Safety Cloud

7.4%

My State

20.9%

Similar Organizations

### Responder-to-Responder (R2R)

#### R2R Alerts Sent

0

YTD: 0  
LIFETIME: 0

#### R2R Alerts Received

0

YTD: 0  
LIFETIME: 0

### Event Totals

#### Incidents

27

YTD: 114  
LIFETIME: 114

#### Average Time On-scene

14.1 min

YTD: 17.4 min  
LIFETIME: 17.4 min

### Response Totals

#### Runs

20

YTD: 94  
LIFETIME: 94

#### Responding Time

89 min

YTD: 348 min  
LIFETIME: 348 min

#### Average Time-to-Scene

4.4 min

YTD: 3.7 min  
LIFETIME: 3.7 min

## Monthly Report

APRIL 1 – APRIL 30, 2026

YTD: JAN 1 – APR 30, 2026 | LIFETIME SINCE: NOV, 2025

## Glossary

### Drivers Alerted

Total drivers alerted; based on HAAS Alert enabled applications.

### Driver Speed Reduction

Average reduction in speed of the first vehicle receiving an alert from a stationary event / incident, where information is available. Excludes mobile navigation applications.

### All Safety Cloud

Average across all Safety Cloud organizations.

### My State

Average across all Organizations in your state. "-" indicates not enough data available in your state to provide a statistically significant percentage.

### Similar Organizations

Average across all Organizations similar to yours (e.g., fire departments, towing operators, maintenance fleets).

### R2R Alerts Sent

Total number of Responder-to-Responder Alerts sent to nearby emergency vehicles.

### R2R Alerts Received

Total number of Responder-to-Responder Alerts received by your emergency vehicles.

### Incident Totals

Total number of times at least one vehicle arrived on-scene with lights engaged for 2+ minutes.

### Average Time On-Scene

Average time duration per incident.

### Run Totals

Total times a vehicle was dispatched to an incident with lights engaged for at least 1+ minute.

### Response Time Totals

Total time vehicles/apparatus spent traveling to dispatched calls with lights engaged.

### Average Time-to-Scene

Average time it took for a dispatched vehicle to arrive on-scene.

**Board of Directors  
Staff Report**

**May 28, 2026**

**AGENDA ITEM: 9.1**

**SUBJECT:** 3-26-2026 Draft San Miguel CSD Board of Directors regular meeting minutes (Pg. 58-72)

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**SUGGESTED ACTION:** Receive and file

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**DISCUSSION:**

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**FISCAL IMPACT:**

None

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**PREPARED BY:** Kelly Dodds

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**BOARD OF DIRECTORS**

Ashley Sangster, President      Brendin Beatty, Vice-President  
 Rod Smiley, Director          Owen Davis, Director

**REGULAR MEETING MINUTES**

**6:00 P.M. Opened Session**  
**SMCSD Boardroom 03-26-2026**

1. **Call to Order:**  
 At: 6:03 PM
2. **Roll Call:** *Ashley Sangster, Rod Smiley, Owen Davis*  
 ABSENT: *Brendin Beatty*

3. **Approval of Regular Meeting Agenda:**

**Motion By:** Ashley Sangster  
**Second By:** Owen Davis  
**Motion:** To Approve

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Owen Davis	X			
Ashley Sangster	X			
Brendin Beatty				X

4. **Pledge of Allegiance:**  
 Lead by Director Davis
5. **Public Comment and Communications for items not on the agenda:** None
6. **Special Presentations/Public Hearings/Other:**

1. **Public Hearing: Waive second reading, read by title only, and adopt an Ordinance of the San Miguel Community Services District Board of Directors adopting the 2025 California Fire Code, 2025 California Building Code, 2025 California Wildland-Urban Interface Code, and Local Ordinance 01-2026. (Approve by 3/5 vote)(Pg. 4-19)**

Waive second reading, read by title only, and adopt an Ordinance of the San Miguel Community Services District Board of Directors adopting the 2025 California Fire Code, 2025 California Building Code, 2025 California Wildland-Urban Interface Code, and Local

Ordinance 01-2026.

Director Sangster presented item for a Public Hearing for the second reading to consider adoption of Ordinance 01-2026. Director Sangster asked that the Fire Chief Scott Young provide a general presentation regarding the adoption of Ordinance 01-2026.

Fire Chief Scott Young explained the purpose of this ordinance is to formally adopt the 2025 California Fire Code including Amendments, Errata, Appendix's, 2025 California Building Code Chapter 7A including related reference sections, 2025 Wildland-Urban Interface Code, and Local Ordinance 01-2026 as the bases for all Fire, Life & Safety items for the purpose of ratification by the County of San Luis Obispo Board of Supervisors. Fire Chief Scott Young also informed the Board that the 30-day review period had ended and that no objections were received.

Director Sangster opened the public comment portion of the Public Hearing

**Public Comment:** Ken Munde, a Paso Robles resident spoke about his property that he would like to develop and discussed the Fire Code as written does not allow for three-story buildings in San Miguel and would like to see exceptions for that provision in the Fire Code. Mr. Munde explained that he had called Paso Robles Fire to discuss getting an agreement to use their ladder truck in an emergency.

John Butler a San Miguel resident spoke about Accessory Dwelling Units, Solar, and Permits from San Luis Obispo County. Mr. Butler asked if the Fire Code could be re-reviewed, saying that he would like the Fire Department to clean up the ordinance, removing items as requested.

Director Sangster asked if Fire Chief Scott Young wanted to respond to any of the statements presented by the public. Fire Chief Scott Young explained that Mr. Munde did call Paso Robles Battalion Chief Lewis, who escalated the call to the Paso Robles Fire Chief Stornetta, who then called Fire Chief Scott Young. Unfortunately, Chief Stornetta explained that they cannot have an agreement that subsidizes San Miguel Fire with their taxpayer equipment. Fire Chief Scott Young informed the Board that the Mutual Aid agreement is in place, but that the Mutual Aid agreement would not cover this kind of thing. The two-story building condition has been in the previously adopted Fire Codes, and there have not been any alterations to that section in this update version. Discussion ensued about FDA standards, exceptions, and cost of a ladder truck.

Fire Chief Scott Young provided comments and informed the Board that Mr. Munde's project is unique and that he is actively looking for solutions for the project.

Fire Chief Scott Young provided comments and explained that the Fire Code is not to force fire sprinkler demands on anyone, but it is meant to follow guidelines that have already been adopted by the District. Fire Sprinklers are required on every new residential structure and is a requirement of California Building Code. The District does require fire sprinklers on all commercial projects as part of the local ordinance. Discussion ensued on local jurisdiction ordinance restrictions, CalFire, AB38 and Fire Hazard Severity Zones (FHSZ). It was explained that if this Fire Code is not adopted then the previously adopted 2023 Fire Code remains in place.

Director Sangster closed the public comment portion of the Public Hearing

**Board Comment:** Director Sangster explained that he would not want to stifle the downtown corridor that everyone knows would be beneficial to San Miguel. It was explained that there was no review or appeal process where projects are reviewed independently, and that there was not really anything like that in the proposed ordinance. Director Sangster discussed public comment and asked if a homeowner does any kind of work on an existing home that does not have fire sprinklers, are we going to require sprinklers on that project? Fire Chief Scott Young explained if you want to add an addition

of 25% of the existing home and a total floor area exceeding two thousand five hundred square feet, then that would trigger the need to add fire sprinklers. Commercial projects that are adding or removing items, do trigger addition of fire sprinklers.

Director Sangster explained that he did not agree with the residential remodel requirement of adding fire sprinklers, because it is a financial burden on residents. Fire Chief Scott Young explained that putting fire sprinklers into a single-family home is not as burdensome as you would think, and explained that safety component of fire suppression systems.

Director Sangster explained that he feels that a review process for projects that would benefit San Miguel is missing and needs to be added. Fire Chief Scott Young explained again that the trigger for fire sprinklers is a total floor area exceeding two thousand five hundred square feet. It was stated that most of houses in San Miguel are around 1,800 square feet and fire sprinklers would be triggered if that dwelling added another 600 square feet and feels that is a reasonable threshold to require fire sprinklers.

Discussion ensued on drywall removal and Director Sangster explained that if it is not defined in the Fire Code, it is adaptable to residential buildings. Fire Chief Scott Young explained that the requirement to install fire sprinklers was the same in a previous Fire Code and that it was removed at one point and is now being added back in. This mirrors the Templeton Fire Department Fire Code sprinkler requirements, and explained that the proposed Fire Code Ordinance is not unique to our jurisdiction. The Fire Code Ordinance is not proposing anything abnormal, or above and beyond; it is just trying to protect San Miguel residents.

Director Smiley asked for clarification on what would happen if the Fire Code did not pass tonight, is there a way to go back and amend it in the future? Fire Chief Scott Young explained that he hoped that it would keep coming forward in hopes that it would pass, or the District could just go with the 2023 Fire Code. Fire Chief Scott Young asked District Counsel to guide the District through the next steps in this process.

Deputy General Counsel Pritchard explained that Director Smiley's question was if it is adopted tonight, is there a mechanism to go back and amend the Fire Code. Counsel explained that yes, the Board can go back and amend your own codes. There is an approval process, specific to your codes, especially if you are going to stray from the standard. Deputy General Counsel Pritchard also explained that if the Board does not approve the Fire Code tonight, then the 2023 Fire Code stands as is and feels that it would be helpful for the Board to see a redline of the specific changes that were made.

Deputy General Counsel Pritchard discussed Director Sangster's question on a review process, explaining that the District does not have permitting authority. The review process is what the ordinance tasks the Fire Chief to do in his plan reviews, and meeting with the developer to try and collaborate with them and their project to fit into this code. If the Fire Chief decides that the project/application does not meet the code requirements, the ultimate permitting decision is still with the County. It was also explained that there is no appeals board built into this District and it is not sure if the District has the authority to build an appeals board. The Deputy District Counsel expanded and explained that it is because the District does not have land use authority and it is usually a permitting appeal issue.

Director Sangster explained again that if a project comes to the Fire Chief, and we look at this Fire Code as black and white and the project is to build a three-story building, and the Fire Code only allows two-story buildings, then it does not meet the requirements and is automatically discarded. Director Sangster feels that there is no flexibility in the Fire Code and does not grant any opportunity to push it towards an approval. He would like to see a process by which something could be considered, even if it is not as written in the code.

Deputy General Counsel explained that there is a process that is written in the state law, so

that people can request variances. Discussion ensued on the legal process and variances. Fire Chief Scott Young explained the process that is followed when a project is submitted and that San Luis Obispo County is the ultimate planning authority. The County looks for an approval letter from this District to finish their process.

Director Smiley asked Mr. Munde what his timeline was for the proposed project. Mr. Munde provided comments on his project, and discussions with the County Planning Department.

Director Davis explained that he feels that the whole code should be voted out and wanted more clarification.

After Director Sangster's Motion to Approve failed, he asked that a redline be brought back to the next meeting for clarification.

Director Smiley and Director Sangster asked that the item be brought back at the next meeting with a redline version.

Director Smiley said that he would like to see the downtown area developed and if it is a three-story issue, then he would like to work with the County and Fire Department to figure out away to move forward.

**Motion By:** Ashley Sangster

**Second By:** Owen Davis

**Motion:** To Approve Ordinance 01-2026 Failed

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Owen Davis		X		
Ashley Sangster		X		
Brendin Beatty				X

**7. Non- District Reports:**

**1. San Luis Obispo County Organizations**

Verbal/Report

No report

**Board Comment:** None

**Public Comment:** None

**2. Community Service Organizations**

Verbal

**Public Comment:** Kathy Shuder President of the San Miguel Senior Center gave an update, on upcoming events. Information is available at: <https://sanmiguelSeniorcenter.org/>  
Rod Smiley from the Cypress Mountain Masons Lodge explained that George Work, San Miguel Work Ranch had passed away.

**Board Comment:** None

**3. Camp Roberts—Army National Guard Contact information: Keba Baird PIO  
CA Camp Roberts/Camp San Luis**

**Email:** [keba.m.baird.nfg@army.mil](mailto:keba.m.baird.nfg@army.mil) **Phone:** 805-238-8286 **Mobile:** 805-610-6742

None

No report

**Board Comment:** None

**Public Comment:** None

**8. Staff & Committee Reports - Receive & File:**

**1. General Manager (Pg. 20)**

Receive report.

Item was presented by General Manager Kelly Dodds who submitted report as written.

**Board Comment:** None

**Public Comment:** None

**2. District Counsel**

Receive verbal report

Item was presented by Deputy General Counsel Pritchard, explaining that there were a few agenda items that were scheduled for this Board Meeting that had to be pushed out because of absent Board Members. The May Board Meeting should have all four Directors, and those items will be heard then.

**Board Comment:** None

**Public Comment:** None

**3. District Utilities (Pg. 21-24)**

Receive and file

Item was presented by General Manager Kelly Dodds who submitted the report as written. General Manager Kelly Dodds expanded on his report and explained that the leaks in the alley and on River Road have been fixed. The Board was also informed that the District received the preliminary agreement with the State for the Septic to Sewer project and has also received the funding agreement for the Wastewater Treatment Plant Upgrade and Expansion project. General Manager Kelly Dodds stated that those agreements are both ahead of schedule.

**Board Comment:** Director Sangster asked when the District could expect funding for those projects. General Manager Kelly Dodds explained that once the agreements are signed, the District could then submit for reimbursement. General Manager Kelly Dodds explained that it is retroactive back to December 2022, and some construction activities are retroactive back to January 2026. Discussion ensued.

Director Davis referred to the violations that are listed in report, and felt that the Board never knew about them and asked if there were fines, if they got paid, and how that all works. General Manager Kelly Dodds explained that the District does not have any fines levied against them for any violations, and that the District is working with the Water Board on these issues for as long as he has been working for the District. General Manager Kelly Dodds also explained that the current violation the "breach" are newer and that the Board of Directors were notified the same day. The District is not hiding anything and the information was already added to the District Utilities report after concerns from the public.

Director Davis explained that he has been on the Board for over three years and has never heard of any of these violations, until the public brought them to his attention. General Manager Kelly Dodds explained that the older violations are due to "constituent limits" which have been in violation since the plant was built in 2000. Director Davis again stated that he had not been informed, and if something happens to the drinking water who is going to be responsible.

General Manager Kelly Dodds asked Director Davis what he thinks is going to happen to the water and explained that the drinking water and waste effluent is heavily monitored. All

of the tracking is recorded by the State and County in multiple places. The District is not doing anything to endanger drinking water.

Director Davis asked to see proof of the Board being informed. General Manager Kelly Dodds asked Director Davis if he had ever come and talked to him about any of these violations.

Director Sangster asked about the notification emails that were sent, and if those could be given to Director Davis. General Manager Kelly Dodds explained that he could get those and explained that the "constituent limits" violations have been discussed in Board meetings, but maybe not in Director Davis tenure on the Board.

Director Smiley stated that he has received all the emails and notifications regarding these violations.

**Public Comment:** None

#### 4. **Fire Chief Report (Pg. 25-39)**

Receive and File

Item was presented by Fire Chief Scott Young who submitted report as written and expanded that Jim Kelly has been at the Station doing certified maintenance on the Fire Engines. Fire Chief Scott Young also explained that there was a new report added to the monthly Fire reports; HAAS Alert Systems and that the system has notified over 138 drivers of incidents. Fire Chief Scott Young responded to question from the February Meeting that he was not in attendance for, stating that there is no primary resident at the THU. Fire Chief Scott Young introduced Firefighter Logan Lewis and explained that Firefighter Lewis had a car parked at the THU for the duration because he has been out in training for his Operator certification 1A & 1B. Fire Chief Scott Young also responded to the question about the weeds at the THU; and that they have been mitigated.

**Board Comment:** Director Davis thanked Fire Chief Scott Young for removing the weeds at the Fire Station.

**Public Comment:** None

#### 9. **Consent Calendar:**

Director Davis asked to pull Item 9.1, for discussion.

##### 1. **2-26-2026 Draft San Miguel CSD Board of Directors regular meeting minutes (Pg. 40-54)**

Receive and file

Item was presented by General Manager Kelly Dodds and asked what Director Davis wanted to discuss.

**Board Comment:** Director Davis answered that when he talked about the "oil company", and calling the tanker company, it says that I did that on my own, and that is a lie. Director Davis stated that he called President Sangster and tried to text Director Beatty. Director Davis explained that the minutes need to be corrected, because he did not do that on his own.

General Manager Kelly Dodds explained that the minutes are taken from the meeting's video, and Director Davis did not state that he called Director Sangster and that he did not state that at the February meeting, but that if he wanted to make a statement now, he could do that and it would be in these Board Meeting minutes.

Director Davis then stated that he had seen the tanker, not the regular small trucks that are usually there, and was curious if they were dumping or pulling stuff out. Director Davis then explained that he called the company and asked them if they were dumping or pulling out, they said that they were dumping. He then explained that he asked if they minded

telling him what was being dumped and the company said it was rainwater and pig waste. Director Davis said that he felt that we do not need pig waste at our treatment plant, and that a Director was trying to censure him for doing it on his own; and that was totally untrue.

Board Clerk Tamara Parent pointed out that he never said anything about calling anyone at the February Board Meeting. Director Davis explained that everyone was so busy thinking he did that on his own and wanted to have him censured; stating that he could not get a word in about it.

**Public Comment:** None

**Motion By:** Ashley Sangster

**Second By:** Owen Davis

**Motion:** To Approve                      Failed

Board Members	Ayes	Noes	Abstain	Absent
Owen Davis	X			
Ashley Sangster	X			
Rod Smiley		X		
Brendin Beatty				X

**10. Board Action Items:**

- 1. Monthly claim detail and investment reports for February 2026 (Recommend receive and file claim detail and investment report by Board consensus) (Pg. 55-97)**  
*When ancillary reports are provided they are for reference only and are subject to change.*

Review, Receive and File the attached claim detail and investment reports.

*When ancillary reports are provided they are for reference only and are subject to change.*

Item was presented by General Manager Kelly Dodds submitting reports as written and recommending the Board receive and file the Claims Detail and Investment reports for February 2026.

**Board Comment:** Director Davis asked about the PG&E bill and why Well #4 was costing more than the other District wells, asking if the District was only using Well #4. General Manager Kelly Dodds explained that all the Wells run, but that Well #4 is running and has a higher output motor. Discussion ensued.

Director Davis asked about the spray filed, discussing how much was being pumped. General Manager Kelly Dodds explained that there is a flow meter on the spray field and discussed the equipment being used.

**Public Comment:** None

*Consensus of the Board is to receive and file February 2026 Financials*

- 2. California Special Districts Association (CSDA) Board of Director call for nominations for Seat C term 2027 - 2029, one candidate (Provide nomination by Board 3/5 Vote) (Pg. 98-103)**

Authorize the General Manager to submit a nomination on behalf of the Board.

Item was presented by General Manager Kelly Dodds explained that the CSDA is

accepting nominations for Seat C for term 2027-2029. Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. The Nomination period ends on April 10, 2026. Board can elect to appointment one member, and discussion ensued on requirements.

**Board Comment:** Director Sangster said that they could nominate Director Beatty in his absence. Director Sangster asked all the Directors in attendance and there was no interest in being on the CSDA Board at this time.

**Public Comment:** None

**3. Authorize the General Manager to execute a contract with P&H Senesac Inc. for sludge removal at the Machado Wastewater Treatment Facility in an amount of \$259,719.20, a contingency amount of \$200,000 for additional sludge removal and approve related budget adjustments by Resolution. (Approve by 3/5 vote) (Pg. 104-113)**

It is recommended that the Board authorize the General Manager to:

1. Execute a contract with P&H Senesac Inc. for sludge removal from treatment ponds at the Machado Wastewater Treatment Facility not to exceed \$259,719.20 and
2. Approve a contingency amount of \$200,000 for sludge removal in excess of 125 dry tons as anticipated in the RFP and
3. Approve related budget adjustments by Resolution.

Item was presented by General Manager Kelly Dodds and explained that the District issued a Request for Proposals (RFP) for Biosolids Removal Services in December and received five proposals by the due date of January 9, 2026. All proposals were reviewed, and additional information was requested from the contractors to confirm that the proposed approaches would meet the objectives of the biosolids removal project and be acceptable to the Water Board. Following this review, all proposals were determined to be responsive and capable of performing the required work. The District Engineer's evaluation and recommendation are attached, with a recommendation to award the contract to P&H Senesac Inc. as the lowest-cost proposer. The RFP includes the removal of 125 dry tons (DT) of sludge from the ponds. All of the proposals came back with higher sludge amounts than what the District proposed, but the RFP quantity was maintained at 125 DT. General Manager Kelly Dodds explained to address the potential for additional material, staff recommends approval of a \$200,000 contingency to allow for the removal of up to an additional 125 DT, if necessary. This contingency would help avoid costly standby time or additional mobilization and demobilization expenses that could occur if further Board authorization were required once the initial 125 DT is exceeded. General Manager Kelly Dodds explained that this is reimbursable through the grant.

**Board Comment:** Director Sangster asked if the proposal had their estimated number of dry tons and asked if there was a sight walk done. General Manager Kelly Dodds explained that all the contractors did a separate job walks and each took several samples and that each of the contractors produced different numbers. Discussion ensued.

Director Sangster asked what Sensac estimate dry ton amount was. General Manager Kelly Dodds stated that it was around 300 dry tons but would have to review those numbers. Director Sangster asked if there was a reason that we would not do a change order opposed to a contingency? General Manager Kelly Dodds explained that the issue would be if they are on site and we get close to the 125 dry tons, we would have to wait for a Board Meeting for approval, and having a contractor there waiting would be \$5000 a day for standby charge.

Director Davis asked about blue dump trucks that he saw down near the plant. General

Manager Kelly Dodds answered that Gallo has been hauling.

Director Sangster discussed the contingency amount and asked how long the project was estimated to take. General Manager Kelly Dodds explained that it is estimated to take up to 2 months depending on how much is actually there.

Director Davis asked for clarification on how they were going to remove the sludge, the cost, and if it was all included. General Manager Kelly Dodds explained the proposed process.

**Public Comment:** None

**Motion By:** Ashley Sangster

**Second By:** Owen Davis

**Motion:** To Approve Resolution 2026-12 amended to a \$100,000 contingency

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Owen Davis	X			
Ashley Sangster	X			
Brendin Beatty				X

**4. Authorize the General Manager to contract with Robertson-Bryan Inc. and other engineering firms for assistance in determining feasibility of obtaining a National Pollutant Discharge Elimination System (NDPES) permit for the Machado Wastewater Treatment Facility not to exceed \$69,300 combined, by Resolution including associated budget adjustments. (Approve by 3/5 vote) (Pg. 114-132)**

Approve a contract with Robertson-Bryan Inc. for assistance in obtaining a National Pollutant Discharge Elimination System (NDPES) permit for the Machado Wastewater Treatment Facility.

1. Approve a contract with Robertson- Bryan Inc. for assistance in determining feasibility of obtaining a National Pollutant Discharge Elimination System (NDPES) permit for the Machado Wastewater Treatment Facility not to exceed \$39,300 and
2. Approve separate contracts with Water System Consulting, Fluid Resource Management, Scheevel Engineering and Wallace Group in a total combined cost of \$30,000.
3. Approval of #1 and #2 to be by Resolution including associated budget adjustments.

Item was presented by General Manager Kelly Dodds explaining that National Pollutant Discharge Elimination System (NPDES) permit would allow the discharge of treated effluent to the Salinas Riverbed. This permit would be an option to allow discharge of the tertiary treated wastewater into the riverbed, either year-round or as necessary to prevent spills. The reason this is being looked at is that it is one more option for the District. Information on percolation ponds and how they work was provided by General Manager Kelly Dodds. To determine whether the District would be able to be permitted for a river discharge, the District is seeking the expertise of Robertson-Bryan Inc. (RBI) which is well versed in this type of permitting. The initial contract with RBI would be to outline the permitting process with the District, probable requirements of such a permit, and whether or not the District would be able to meet those requirements. RBI will also be looking at what the environmental constraints of a new permit/outfall, and what the probable requirements of a new outfall would be. This initial investigation and analysis are necessary to determine the level of effort, probable requirements, and overall feasibility of a new discharge outfall to the river at the WWTF. General Manager Kelly Dodds explained

that this will take several years and hundreds of thousands of dollars, but it would essentially be an investment in the future of the treatment plant.

**Board Comment:** Director Smiley asked where Paso Robles discharges to. General Manager Kelly Dodds stated that Paso Robles discharges to the river with a small amount being used for recycled water.

Discussion ensued on the differences of the percolation ponds and directly discharging to the river.

Director Sangster asked about the new MBR system. It was explained that this permit would be for the new MBR process, not the current treatment process.

Director Davis stated that he knows that Atascadero and Templeton discharge into the river and asked how long the temporary permit for the spray filed was good for. General Manager Kelly Dodds explained that at this point it is good until June 30th, but that he is already working on extending it. It was also explained that the Water Board cannot issue us a permit, because we are already changing our permit with the new treatment process, and discussion on spray filed as a long-term solution ensued.

**Public Comment:** None

**Motion By:** Ashley Sangster

**Second By:** Rod Smiley

**Motion:** To Approve Resolution 2026-13

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Owen Davis	X			
Ashley Sangster	X			
Brendin Beatty				X

**5. Review and approve an agreement between the San Miguel Community Service District and the San Luis Obispo County Integrated Waste Management Authority for the construction and operation of a Household Hazardous Waste Facility at the Machado Wastewater Treatment Facility. (Approve by 3/5 vote) (Pg. 133-141)**

Review provided agreement and authorize the General Manager to execute an agreement on behalf of the District to allow the SLO IWMA to construct and operate a new Household Hazardous Waste Facility within the Machado Wastewater Treatment Facility.

Item was presented by General Manager Kelly Dodds explained that this is to approve a facilities agreement with SLO Integrated Waste Management Authority (IWMA) and over the last several years the District has been working with the SLO Integrated Waste Management Authority (IWMA) to bring a Household Hazardous Waste Facility (HHWF) to San Miguel. General Manager Kelly Dodds explained that both the agreement and the site plan was attached, and has been reviewed by legal counsel, and has been approved by the IWMA Board of Directors. The proposed site at the WWTF would be entirely within the existing WWTF and all construction, operation and management costs of the HHWF would be paid by the IWMA. Aside from providing space for the HHWF, the District will not be responsible for any ongoing costs to operate the HHWF. IWMA will be responsible for managing the HHW in compliance with all applicable permits, regulations, completing all required reporting and maintaining all necessary insurance. The construction, operations, and management in not projected to impact any planned construction activities at the WWTF. The improvements that were designed for the HHW were done so with the

regular operation of the WWTF in mind, and it will not interfere with the WWTF operation.

**Board Comment:** Director Sangster asked if they would be charging the public? General Manager Kelly Dodds answered that individuals or entities bringing HHWF to the facility would not be charged.

Director Sangster asked if they would be collecting HHWF and removing it from the site. General Manager Kelly Dodds stated that IWMA's contractor "Clean Earth" would be the ones physically handling the material, packaging it and removing it. The District does not touch anything, and only household waste would be accepted.

Director Davis asked for clarification that anyone within San Luis Obispo County could bring waste here. General Manager Kelly Dodds explained that he was correct, but that there were other HHWF in the County. Director Davis stated that he feels that the District take enough waste for the County. General Manager Kelly Dodds explained that this would fill a need and in this area there is a lot of paint, electronics, and random chemicals that are just left on the side of the road, because people don't know where to dispose of them correctly. General Manager Kelly Dodds gave an example of successful recycling and that the Mattress Recycling has been great for the community and explained how programs like these can really flourish, and with little risk to the District can take these things off the street; protecting the environment. General Manager Kelly Dodds said that he understands Director Davis's point but feels that this would be beneficial overall to the whole community.

Director Sangster asked where the other facilities were located in the County. Residential hazardous waste disposal sites are located at Cold Canyon Landfill, Nipomo, Morro Bay, Chicago Grade Landfill, Paso Robles Landfill, and Heritage Ranch.

Board Clerk Tamara Parent stated that she had talked to Aron Kardashian from San Miguel Garbage and he is in favor of this facility. Mr. Kardashian has been working with IWMA to make sure funds that the community members pay on their garbage bill for SB1383 are used in this area.

Director Sangster stated that he is in favor of not having these household wastes ending up in the rivers or sewer systems.

**Public Comment:** Raynette Gregory a San Miguel resident spoke in favor of the HHW facility and explained that she has seen this kind of waste in our community not being disposed of correctly. Mrs. Gregory also spoke about educating the community on HHW and the environment impacts.

*Director Sangster and Director Smiley requested that the item be brought back at the May Meeting.*

**Motion By:** Rod Smiley

**Second By:** Ashley Sangster

**Motion:** To Approve                      Failed

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Ashley Sangster	X			
Owen Davis		X		
Brendin Beatty				X

**6. Approve a contract with MBS Land Survey for survey work in an amount not to**

**exceed \$29,300 for the Sewer Lining and Manhole Rehabilitation project and authorize the General Manager to execute the contract (Approve by 3/5 vote) (Pg. 142-147)**

Review and approve a contract with MBS Land Survey to provide survey work in relation to the Sewer Lining and Manhole Rehabilitation project. Authorizing the General Manager to execute a contract with MBS and to make budget adjustments for the contract by 3/5 vote.

Item was presented by General Manager Kelly Dodds explaining that this is a survey, and that the District has been working on the Sewer Lining and manhole rehabilitation project for over a year. General Manager Kelly Dodds explained that a part of that project, the District engineer is currently working through the alternatives analysis for the rehabilitation or replacement of several sewer line segments and as part of that work the District will need surveying to determine feasibility of the alternatives being considered and to develop construction plans for the feasible line replacements. MBS Land Survey has provided a proposal which is attached outlining the scope of work necessary. The proposal is for \$29,300 and is reimbursable through the Clean Water State Revolving Fund (CWSRF) grant that the District currently has for the planning portion of this project.

**Board Comment:** Director Davis asked for clarification on the grant funding, and what surveying was already done. General Manager Kelly Dodds explained that at the beginning of this project they surveyed all the manholes to get a better idea of the issues overall. It was clarified that this item is additional surveying of the areas between 11th Street and 15th Street. Discussion ensued.

Director Davis asking about the 16th St. Waterline project that went under the railroad tracks. General Manager Kelly Dodds explained that with this project they are looking at alternatives to going under the railroad tracks, discussing the options.

Director Sangster asked if the proposed survey would encompass everything outlined in red on attached map. General Manager Kelly Dodds stated that yes and explained that each separate red outline is an area that was identified through survey and videoing and that each of those areas will need to be addressed. General Manager Kelly Dodds when through the different areas and provided comments on questions.

Director Davis asked if the District would be putting a sewer line down Mission St. from 14th. General Manager Kelly Dodds explained that if they find an alternate route instead of going under the Railroad, one of those options could be taking that same sewer line from 11th St. all the way down to 15th St., discussion on surveying ensued.

**Public Comment:** None

**Motion By:** Rod Smiley

**Second By:** Owen Davis

**Motion:** To Approve Resolution 2026-14

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Owen Davis	X			
Ashley Sangster	X			
Brendin Beatty				X

**7. Authorize the General Manager to negotiate and purchase two ~20 yard dewatering**

**roll-off containers in an amount not to exceed \$ 48,000 including fund transfer and budget adjustment to be funded by wastewater capital funds. (Approve by 3/5 Vote) (Pg. 148-153)**

- 1) Authorize the General Manager to negotiate the purchase of two ~20 yard dewatering roll-off containers in an amount not to exceed \$48,000 for use at the Machado Wastewater Treatment Facility
- 2) Authorize a budget adjustment in the amount of \$48,000 to 40-500 and fund transfer in the actual amount expended up to \$48,000 from Wastewater Capital Reserve to Operational Cash.

Item was presented by General Manager Kelly Dodds explained that upgrade will require the purchase of dewatering roll-off containers to store and haul pressed sludge material from the new sludge handling process. It was explained that initially the roll-off containers will be used for sludge, but long term they will become part of the treatment process. Approval of the attached resolution will allow the General Manager to negotiate a final cost (up to \$48,000) and purchase two dewatering roll-off containers configured for the WWTF. **Board Comment:** Director Sangster asked since we will be using our equipment will this lower the cost with the sludge removal. General Manager Kelly Dodds said that he would look into that.

Director Davis asked questions about the specification of the containers. General Manager Kelly Dodds explained that sludge is very heavy, and this would give extra dewatering capabilities, referencing the roll-off brochure.

Director Sangster asked if these would be used in the upgraded treatment plant. General Manager Kelly Dodds explained that this is something that we have to purchase and does not come with the plant. Discussion ensued about hauling.

**Public Comment:** None

**Motion By:** Rod Smiley

**Second By:** Owen Davis

**Motion:** To Approve Resolution 2026-15

Board Members	Ayes	Noes	Abstain	Absent
Rod Smiley	X			
Owen Davis	X			
Ashley Sangster	X			
Brendin Beatty				X

**11. Board Comment:**

Director Davis would like to clarification on written public comments. Director Davis stated that there have been letters from people that are not in the District and feels that there needs to be some kind of verification process that the comments are from someone in the District. General Manager Kelly Dodds explained that Board Handbook would need to be changed and discussed what the Handbook stated currently and asked clarifying questions. Director Sangster seconded request to add discussion item to a future agenda.

Director Smiley voiced that he was concerned with changes, and discussed the conflict of allowing public to speak in person from out of town, but then not allowing written public comment from people outside the District.

**12. Adjournment to Next Regular Meeting:**

At: 8:03 PM

*As per Chapter 10.9 of the SMCSD Board Member Handbook, meeting minutes reflect actions taken and are not a complete record. Please visit the SMCSD website:*

*<https://www.youtube.com/@sanmiguelcsd/playlists> to view full recordings of meetings.*

**Board of Directors  
Staff Report**

**May 28, 2026**

**AGENDA ITEM: 9.2**

**SUBJECT:** 4-23-2026 Draft San Miguel CSD Board of Directors regular meeting minutes (Pg. 73-82)

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**SUGGESTED ACTION:** Receive and file

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**DISCUSSION:**

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**FISCAL IMPACT:**

None

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**PREPARED BY:** Tamara Parent

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**BOARD OF DIRECTORS**

Ashley Sangster, President      Brendin Beatty, Vice-President  
 Rod Smiley, Director          Owen Davis, Director

**REGULAR MEETING MINUTES**

**6:00 P.M. Opened Session**  
**SMCSD Boardroom 04-23-2026**

1. **Call to Order:**  
At 6:00 PM
2. **Roll Call:** *Rod Smiley, Brendin Beatty, Owen Davis*  
**ABSENT:** *Ashley Sangster*

3. **Approval of Regular Meeting Agenda:**

**Motion By:** Rod Smiley  
**Second By:** Brendin Beatty  
**Motion:** To Approve

Board Members	Ayes	Noes	Abstain	Absent
Brendin Beatty	X			
Rod Smiley	X			
Owen Davis	X			
Ashley Sangster				X

4. **Pledge of Allegiance:**  
Lead by Director Davis
5. **Public Comment and Communications for items not on the agenda:** None
6. **Special Presentations/Public Hearings/Other:**

1. **Continued from January 22nd and March 26th Board Meeting.**  
**Originally approved the first reading of Ordinance 01-2026 by 3-1-1 vote at the January 22, 2026 regular Board Meeting. At the March 26, 2026 Public Hearing President Sangster requested a redline version, and continued the item to the April 23rd, 2026 Board Meeting by a vote of 2-1-1.**  
**Waive reading, read by title only, and adopt an Ordinance of the San Miguel Community Services District Board of Directors adopting the 2025 California Fire**

**Code, 2025 California Building Code, 2025 California Wildland-Urban Interface Code, and Local Ordinance 01-2026. (Approve by 3/5 vote) (Pg. 4-31)**

Waive second reading, read by title only, and adopt an Ordinance of the San Miguel Community Services District Board of Directors adopting the 2025 California Fire Code, 2025 California Building Code, 2025 California Wildland-Urban Interface Code, and Local Ordinance 01-2026.

Item was presented by Fire Chief Scott Young, this item was continued from the March 26th Board Meeting. It was explained that at the last meeting the Board requested a redline version of the proposed ordinance. Fire Chief Scott Young provided a background on this item and asked for questions.

**Board Comment:** None

**Public Comment:** John Butler a San Miguel resident spoke about not being in favor the proposed changes.

General Manager Kelly Dodds read written comment aloud by Shaunna P.

**Board Comment:** Director Smiley asked Fire Chief Scott Young if he would like to respond to any of the public comments. Fire Chief Scott Young explained why the District modifies the code and adopts the local ordinance. The Authority Having Jurisdiction (AHJ) and San Miguel Fire knows what is going on in the local area, and that is why the State Fire Marshal requests that the AHJ modifies the fire code. Fire Chief Scott Young explained that the public comments do not specify a specific section that they would like to discuss, and that they are making random statements. The height restriction had not been altered as seen in the provided redline version and is the same as the 2022 Fire Code. Clarification on local ladder trucks ensued. Fire Chief Scott Young explained that the word substantial is obviously subjective, and that the Fire Code is subjective to interpretation. Discussion ensued.

*After Motion failed, Director Beatty and Director Smiley requested that this item be continued to the May 28th Board Meeting.*

**Motion By:** Owen Davis

**Second By:** Rod Smiley

**Motion:** To Approve Ordinance 01-2026

Board Members	Ayes	Noes	Abstain	Absent
Brendin Beatty	X			
Rod Smiley	X			
Owen Davis		X		
Ashley Sangster				X

**7. Non- District Reports:**

**1. San Luis Obispo County Organizations**

Verbal/Report

San Luis County Sheriff Commander Arauza arrived after item 10.4. With Board approval Commander Arauza provided the March 2026 calls for service report for San Miguel. The total of 142 calls for service for 2026, compared to 132 calls for service in 2025.

**Board Comment:** Rod Smiley discussed River Road four-way stop, and how people are running through it. Commander Arauza explained that she would make a note of that.

**Public Comment:** None

**Motion By:** Brendin Beatty

**Second By:** Rod Smiley

**Motion:** To Approve taking item 7.1 out of order, after item 10.4

Board Members	Ayes	Noes	Abstain	Absent
Brendin Beatty	X			
Rod Smiley	X			
Owen Davis	X			
Ashley Sangster				X

**2. Community Service Organizations**

Verbal

Kathy Shuder president of the San Miguel Senior Center gave an update on upcoming events and there is a Spring Vendor Fair is May 1st and 2nd. San Miguel Senior Center is looking for more participation. Information is available at:

<https://sanmiguelSeniorcenter.org/>

**Board Comment:** None

**Public Comment:** None

**3. Camp Roberts—Army National Guard Contact information: Keba Baird PIO CA  
Camp Roberts/Camp San Luis - Email: [keba.m.baird.nfg@army.mil](mailto:keba.m.baird.nfg@army.mil) Phone: 805-238-8286 Mobile: 805-610-6742**

none

Fire Chief Scott Young updated the Board that there will be training May 11th through 19th, with controlled burns scheduled.

**Board Comment:** None

**Public Comment:** None

**8. Staff & Committee Reports - Receive & File:**

**1. General Manager (Pg. 32)**

Receive report.

Item was presented by General Manager Kelly Dodds who submitted report and explained that there is required training due for the Board of Directors, and if they need help to contact Board Clerk Tamara Parent.

**Board Comment:** None

**Public Comment:** None

**2. District Counsel**

Receive verbal report

Nothing to report **Board**

**Comment:** None **Public**

**Comment:** None

**3. District Utilities (Pg. 33-36)**

Receive and file

Item was presented by General Manager Kelly Dodds who submitted report and explained

that the District received the executed copy of the grant agreement for funding the upgrade to the Wastewater Treatment Facility. It was explained that there will be more items regarding the Wastewater Treatment Facility upgrade in the future agendas.

**Board Comment:** Director Davis asked about the Household Hazards Waste facility item on the Director of Utilities report and the funding. Director Davis felt that the item was voted down already. General Manager Kelly Dodds clarified that the item was continued to the May meeting, and that the funding is through IWMA funds.

**Public Comment:** None

**4. Fire Chief Report (Pg. 37-51)**

Receive and File

Item was submitted as written and Fire Chief Scott Young asked for any question.

**Board Comment:** None

**Public Comment:** None

**9. Consent Calendar:**

**Board Comment:** None

**Public Comment:** None

**Motion By:** Rod Smiley

**Second By:** Brendin Beatty

**Motion:** To Approve 9.1 and 9.2

Board Members	Ayes	Noes	Abstain	Absent
Brendin Beatty	X			
Rod Smiley	X			
Owen Davis	X			
Ashley Sangster				X

**1. Continued from March 26th Board Meeting**

**2-26-2026 Draft San Miguel CSD Board of Directors regular meeting minutes (Pg. 52-66)**

Receive and file

**2. Declare hazardous weeds a public nuisance within the San Miguel**

**Community Services District by resolution. (Approve by 3/5 vote) (Pg. 67-72)**

Review the attached resolution declaring hazardous weeds a public nuisance and direct the Fire Chief to proceed with mailing notices to abate.

**10. Board Action Items:**

**1. Monthly claim detail and investment reports for March 2026 (Recommend receive and file by Board consensus) (Pg. 73-114)**

*When ancillary reports area provided, they are for reference only and are subject to change.*

**(Pg. xx-xx)**

Please *Review, Receive and File* the claim detail and investment reports.

When ancillary reports area provided, they are for reference only and are subject to change.

Item was presented by General Manager Kelly Dodds who submitted reports as written and recommending the Board receive and file the Claims Detail and Investment reports for March 2026.

**Board Comment:** None

**Public Comment:** None

*Consensus of the Board is to receive and file March 2026 Financials*

**2. Award a contract to Electricraft Inc in a fixed fee amount of \$489,040.80 for the installation of switchgear and associated equipment in per the RFP and authorize the General Manager to approve change orders in a cumulative amount not to exceed 10% (\$48,904) of the initial contract price. (Approve by 3/5 vote) (Pg 115-162)**

1) Authorize the General Manager to execute a contract with Electricraft Inc in a fixed fee amount of \$489,040.80 per their bid proposal received March 27th, 2026.

2) Authorize the General Manager to approve change orders up to a total of 10% of the initial contract price.

3) Authorize a budget adjustment in an amount of \$537,944.88 to object 40-588 (WWTF Construction) for the FY25-26 budget.

Item was presented by General Manager Kelly Dodds who read the staff report aloud. It was explained that it is recommended that the Board approve the proposal by Electricraft Inc. as the lowest responsive bid for this project and authorize the General Manager to execute a contract with Electricraft Inc. In addition to authorizing the General Manager to execute a contract with Electricraft Inc. it is requested that the Board authorize the General Manager to approve change orders up to a total of 10% of the original contract amount. This project is within the scope of the Construction Grant Award and staff will be requesting reimbursement for these costs through that grant. General Manager Kelly Dodds clarified that this is a different project than the sludge removal approved at the March Board Meeting.

**Board Comment:** Director Davis commented that the General Manager already got 489k last month, and that he is not in favor of the 10% contingency, and that everything that is asks for always comes back to ask for more and more money and stated that it needs to stop. General Manager Kelly Dodds clarified that it is a Board decision, and that if the Board wants to approve the contingency that is fine, or the Board can decide to have him bring it back with changes as needed.

Director Smiley explained that with any project there is always unexpected expenses, and this request is no difference. Director Smiley said that he has read the information and that it is understandable as written.

Director Beatty asked for any information on why the proposal's costs are so substantially different, stating that it does not look like they were trying to get the contract. General Manager Kelly Dodds explained that he was not sure but did explain that they are a much smaller company and that it could have played a part in the cost difference.

**Public Comment:** Gregory Campbell a San Miguel resident spoke about the cost difference and suggested that it be rebid.

Raynette Gregory a San Miguel resident spoke about this project needing to be done in a timely manner, and has been discussed for years.

General Manager Kelly Dodds explained that anything that goes out to bid; expressly anything over 250k is more stringent and explained the process. Discussion ensued on project responses.

**Board Comment:** Director Smiley said that it has been hard to get people to come to San Miguel for projects, and spoke about the time restraints on this project. General Manager

Kelly Dodds discussed the NEM 2.0 deadline, discussion ensued.

Director Beatty asked for clarification that the equipment has already been approved by the Board, and purchased. General Manager Kelly Dodds said that the equipment has been approved, and discussed the solar.

Director Davis explained that he feels that there is enough funds, without the contingency.

After two motions failed, Director Beatty had a request to reopen public comment.

**Public Comment:** John Butler a San Miguel resident spoke about moving the project forward without contingency, and asked clarifying questions about Board approval to the General Manager. General Manager Kelly Dodds responded to questions and provided comments.

Gregory Campbell a San Miguel resident asked questions about what the Switchgear was, and how it worked with the solar and the WWTF. General Manager Kelly Dodds responded to questions and provided comments.

Raynette Gregory a San Miguel resident spoke about keeping this project moving forward to meet the NEM 2.0 deadline, and the cost savings to the community.

**Motion By:** Rod Smiley

**Second By:** Brendin Beatty

**Motion:** To Approve Failed

Board Members	Ayes	Noes	Abstain	Absent
Brendin Beatty	X			
Rod Smiley	X			
Owen Davis		X		
Ashley Sangster				X

**Motion By:** Owen Davis

**Second By:** Brendin Beatty Failed

**Motion:** To Approve as Amended without 10% contingency

Board Members	Ayes	Noes	Abstain	Absent
Brendin Beatty	X			
Owen Davis	X			
Rod Smiley		X		
Ashley Sangster				X

**Motion By:** Brendin Beatty

**Second By:** Rod Smiley

**Motion:** To Approve as Amended without 10% contingency and bring change orders back to the Board for approval.

Board Members	Ayes	Noes	Abstain	Absent
Brendin Beatty	X			
Rod Smiley	X			
Owen Davis	X			
Ashley Sangster				X

**3. Establish the dates for applications and sales of "Safe and Sane" fireworks, for the 2026 calendar year by Resolution (Approve by 3/5 vote) (Pg 163-169)**

Staff recommends that the Board of Directors adopt a Resolution establishing the dates for applications and sales duration of "Safe and Sane" fireworks during the 2026 calendar year. Item was presented by Fire Chief Scott Young who read staff report aloud.

**Board Comment:** None

**Public Comment:** Raynette Gregory a San Miguel resident spoke about the 250th Anniversary of America and how everyone in the community is excited, and explained that she is in favor of the Safe and Sane Fireworks.

**Board Comment:** Director Smiley explained that he feels that if there are no Safe and Sane Fireworks the community will just use the more dangerous fireworks.

Fire Chief Scott Young explained the Fiscal Impact portion of the report, and how the Safe and Sane Fireworks application fees pay for the extra staffing during the weekend.

*After Motion failed, Director Beatty and Director Smiley requested that this item be continued to the May 28th Board Meeting.*

**Motion By:** Rod Smiley

**Second By:** Brendin Beatty

**Motion:** To Approve Failed

Board Members	Ayes	Noes	Abstain	Absent
Brendin Beatty	X			
Rod Smiley	X			
Owen Davis		X		
Ashley Sangster				X

**4. Review and approve "Safe and Sane" fireworks permit fees for the 2026 calendar year by Resolution. (Approve by 3/5 vote) (Pg. 170-173)**

Review and approve a resolution establishing "Safe and Sane" fireworks permit fees for calendar year 2026.

Item was presented by Fire Chief Scott Young who explained that this item is tied to the previous item and asked to have it brought back in May.

**Board Comment:** None

**Public Comment:** Raynette Gregory spoke about Director Davis established voting record against the Fire Department.

*After item 10.3 failed, Director Beatty and Director Smiley requested that this item be continued to the May 28th Board Meeting.*

**5. Adoption of job descriptions for Fire Captain, Fire Engineer, and Firefighter for the San Miguel Community Services District Fire Department (Approve by 3/5 Vote) (Pg. 174-185)**

Review and adopt job descriptions for Fire Captain, Fire Engineer, and Firefighter for the San Miguel Fire Department by approval of the attached resolution.

Item was presented by Fire Chief Scott Young who explained that this item was being brought forward in the event that a full-time position comes available in the future. The current fiscal impact of this item is a minimal cost relating to development and review of the proposed Job Description by Legal Counsel. Fire Chief Scott Young explained that the

Engineer job description has been in the queue and has been on hold in the event that the SAFER Grant was awarded, and explained that he would like to have these available preemptively. It was also stated that there might be some budgetary items in the next fiscal year that might allow for these positions, but the job descriptions need to be in place.

**Board Comment:** None

**Public Comment:** None

After motion failed, Director Beatty asked about it coming back to the Board.

General Manager Kelly Dodds asked if there was something specific in the job descriptions that Director Davis would like to see it be different if it comes back.

**Board Comment:** Davis said that it would really have to be different to what he is seeing in the packet, stating he does not think there should be someone going around checking fuse boxes and that this item should not come back.

General Manager Kelly Dodds asked Director Beatty for clarification on when this item should be brought back to the Board.

Director Smiley asked to speak and said that he did not see anything in the proposed job description that are any different from any other department and spoke of the specific education that Fire Department staff needs.

General Manager Kelly Dodds recommended that Director Davis talk to the Fire Chief about the proposed job descriptions, and that it might be able to come back with in an acceptable form. Director Davis said that he had already read the whole thing.

*After Motion failed, Director Beatty and Director Smiley requested that this item be continued to the May 28th Board Meeting.*

**Motion By:** Brendin Beatty

**Second By:** Rod Smiley

**Motion:** To Approve Failed

Board Members	Ayes	Noes	Abstain	Absent
Brendin Beatty	X			
Rod Smiley	X			
Owen Davis		X		
Ashley Sangster				X

**11. Board Comment:**

Director Davis said that he would like to have at the next meeting a vote to stop all of the sewer trucks coming into the treatment plant. Saying that he does not think the District should be receiving anything from the outside.

General Manager Kelly Dodds asked if there was any support for that request, no second. Director Davis voiced his opinion on why he does not want San Miguel to be a "dumping ground" for the rest of the County.

Director Beatty asked if staff could provide a copy of the Board Handbook to the Directors so they can review the section that states that "single Board Members do not speak for the Board" giving reference to Director Davis, calling CalPoly's hauler on his own accord.

Deputy General Counsel stopped the conversation and explained the censure request that would be coming to the Board in May, and Counsel provided clarification that the discussion is being agendized, but has not been to the Board due to a lack of quorum.

Director Davis said that Counsel has been delaying the censure he put in against Director Smiley for his actions. Deputy General Counsel again provided clarification that the discussion is being agendized, but has not been to the Board due to a lack of quorum.

Director Davis thanked Counsel for the clarification.

Director Smiley explained that he had contacted personal counsel, and he is considering pursuing a lawsuit against the District and Mr. Davis if they move forward with the censure. Director Smiley said that he did not do what Director Davis is stating and explained that he has to drive down River Road to get to his house.

Director Davis said that was not all Director Smiley did.

General Manager Kelly Dodds interjected, reminding Directors that there cannot be a back and forth on this and stopped the conversation.

**12. Adjournment to Next Regular Meeting:**

At: 7:20 PM

*As per Chapter 10.9 of the SMCS D Board Member Handbook, meeting minutes reflect actions taken and are not a complete record. Please visit the SMCS D website: <https://www.youtube.com/@sanmiguelcsd/playlists> to view full recordings of meetings.*

**Board of Directors  
Staff Report**

May 28, 2026

**AGENDA ITEM: 9.3**

**SUBJECT:** Annual approval of the District Statement of Investment Policy for Fiscal Year 2026-27 by Resolution (**Approve by 3/5 vote**) (Pg. 83-92)

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**SUGGESTED ACTION:** Approve a resolution of the Board adopting the annual Statement of Investment Policy to ensure compliance with State Government Code 53646

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**DISCUSSION:**

Annually District Staff presents the District Statement of Investment Policy for the upcoming fiscal year to the Board of Directors for review and approval.

The Districts Statement of Investment Policy’s purpose is to establish the management and investment guidelines for the Investments held by the District. The portfolio, as well as individual transactions, must comply with the applicable California Government Code sections 53600 et seq and the adopted San Miguel Community Services District Investment Policy.

The focus of the District's Investment Policy is on the District's financial assets as accounted for in the Annual Financial Report. The “prudent investor” standard shall be used by the designated representative managing the portfolio which states: *“When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.”* (Government Code Section 53600.3)

The policy presented in this item's attached documents and resolution would be in effect from July 1, 2026, until June 30, 2027.

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**FISCAL IMPACT:**

There is no fiscal impact on the District with the adoption of this policy.

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PREPARED BY: Kelly Dodds

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**SAN MIGUEL COMMUNITY SERVICES DISTRICT  
STATEMENT OF INVESTMENT POLICY  
Fiscal Year 2026-2027**

**Introduction**

The Board of the San Miguel Community Services District (“District”) recognizes its responsibility to properly direct the investments of funds. The purpose of this policy is to provide guidelines for the investment of funds based upon prudent cash management practices and in conformity with all applicable statutes. In instances in which the Policy is more restrictive than Federal or State law, the Policy supersedes.

**Section 1. Investments Goals**

The District’s investment philosophy sets the tone for its policies, practices, procedures, and objectives that control the investment function. The investment of funds will be guided by the primary goals of safety, liquidity, and reasonable market rate of return.

- **Safety** - the District will undertake investments in a manner that ensures the preservation of capital in the overall portfolio.
- **Liquidity** - the District will maintain sufficient cash and short-term investment instruments which together with projected revenues which will cover the District’s cash flow needs
- **Reasonable Market Rate of Return** - the investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

**Section 2. Standard of Prudence**

The standard of prudence to be used by investment officials shall be the "prudent investor" standard and shall be applied in the context of managing an overall portfolio. The “prudent investor” standard states that:

*“When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.”*

**Section 3. Delegation of Authority**

The Board’s primary responsibilities over the investment function include establishing investment policies, annually reviewing such policies, and authorizing any deviations from the District’s investment policies. The Board hereby delegate(s) investment authority to the General Manager (“Manager”) for a period of one year.

**Section 4. Authorized Financial Dealers and Institutions**

A list of approved financial institutions authorized to provide investment services to the District in the State of California will be maintained by District staff. These may include “primary” dealers or regional dealers

that qualify under Securities & Exchange Commission Rule 15C3-1. An annual review of the financial condition and registrations of qualified bidders will be conducted by the Manager or his/her designee. A current audited financial statement is required to be accessible for each financial institution and broker/dealer with which the District invests. All financial institutions which desire to become qualified bidders for investment transactions must supply the Manager with proof of FINRA registration and a statement certifying that the institution has reviewed California Government Code section 53600 *et seq.* and the Board's Investment policy and that all securities offered shall comply fully and in every instance with all provisions of the California Government Code.

## **Section 5. Strategy**

Passive investing – Given the absence of staff dedicated to investment analysis, the District will passively manage the portfolio and avoid medium to long-term investments, thereby diminishing the need for credit monitoring.

Diversification – Staff will maintain diversified call provisions rather than anticipate market conditions. Staff will diversify timing of trading and maintain diversification by type within the constraints of other provisions of this policy.

Minimum liquidity and debt considerations – A portion of the portfolio with maturities of no more than three months shall be maintained in excess of the Board established operating reserve. A portion of the portfolio with maturities of no more than one year shall be maintained in excess of the Board established operating reserve. Staff will also consider that too much liquidity is a risk and invest to ladder maturities when possible.

## **Section 6. Restrictions on Allowable Investments**

The maximum maturity of any specific investment will not exceed the maturity limit established by this policy or expressly permitted by the District. State statutory limits will be followed unless the District maturity limits are more restrictive.

The investments made by the District will have the quality standards set forth by the Government Code. This policy sets forth investment quality standards that may be higher than those in the Government Code. When a difference in quality standard occurs, the higher quality standard will be adhered to.

All bank deposits will be FDIC insured or deposited with institutions which comply with the State collateral requirements for public funds. Certificate of deposits will not be placed with an institution once it has received a cease-and-desist order from any bank regulatory agency.

## **Section 7. General Portfolio Allowable Investments with Quality and Limit Guidelines**

California Government Code section 53600 *et seq.* governs the allowable investments a local government agency can enter into. The Government Code requirements are a starting point for establishing the District quality standards, percentage limits and maturity levels. Presently, this policy exceeds the standards set forth by the State. In the event the Government Code becomes more restrictive than this policy, the Government Code restrictions shall prevail. Where this Policy specifies a percentage limitation for a particular security type or issuer, that percentage is applicable at the time the security is purchased. Credit criteria listed in this section refers to the credit rating at the time the security is purchased.

<b>Investment Type</b>	<b>Maximum Maturity</b>	<b>Maximum Specified % of Portfolio</b>	<b>Minimum Quality Requirements</b>
<b>U.S. Treasury bills, notes &amp; bonds</b>	5 Years	None	Not applicable
<b>Government Agency Securities, including Fed. agency obligations &amp; federally sponsored enterprises</b>	5 Years	None	Not applicable
<b>Calif. Local Agency Investment Fund (LAIF)</b>	No	\$65 million	Not applicable
<b>Bankers Acceptances</b>	180 days	40%	A-1 or higher
<b>Commercial Paper</b>	270 days	25-40%	Highest letter & number rating by an NRSRO
<b>Medium Term Notes</b>	5 years	30% 5% issuer limit	“A” rating category or its equivalent or better
<b>Certificates of Deposit (Negotiable)</b>	5 years	30% 5% issuer limit	“A” rating category or its equivalent or better
<b>Certificates of Deposit (Non-negotiable)</b>	5 years	None \$250,000 limit	Top 25% of peer group independently rated
<b>Money market mutual funds</b>	Not applicable	20% No back loaded	Highest letter & number rating by an NRSRO
<b>Bonds, notes or other indebtedness of the State of California or local agencies in California</b>	5 years	None 5% issuer limit	None
<b>Bonds, notes or other indebtedness of the other 49 states</b>	5 years	None 5% issuer limit	None

### Section 8. Prohibited Investment Transactions and Derivatives

The Government Code specifically prohibits certain types of investment instruments for municipalities. In addition to those prohibitions, the following investments are not permitted: reverse repurchase agreements, collateralized mortgage obligations, commodities, common stock, corporate bonds of 5 years or more, and foreign currency.

## **Section 9. Reporting and Miscellaneous**

The Manager, or his/her designees, may maintain one or more accounts with reputable investment security dealers or brokers with which investment transactions are to be conducted. Investments may be held in safekeeping at a designated financial institution where the District has established a safekeeping account.

Pursuant to Government Code section 53646, a monthly report shall be submitted to the Board of Directors within 30 days following the end of the month covered by the report and a quarterly report shall be submitted. The quarterly report shall include:

- \* the type of investment
- \* the issuer of the investment
- \* maturity date
- \* coupon, discount and/or yield rate
- \* paramount, dollar amount invested and market value of the investment
- \* percentage of the portfolio represented by each investment

The report shall also note whether the portfolio is in compliance or the manner in which the portfolio is in non-compliance. The report shall include a statement regarding the ability of the District to meet its expenditure requirements for the next six months.

The investment policy applies to all financial assets held by the District except employee deferred compensation plans, funds held in trust with the District with specific investments instructions, and any funds held in employee pension plans. The primary guiding investment policy for any bond proceeds will be dictated by the bond documents governing such funds as long as the documents are approved by the District Board.

The Board of Directors may meet on a quarterly basis with District staff to review District investments and to review market conditions.

## **Section 12. Conflicts of Interest**

Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment function or which may impair their ability to make impartial investment decisions. Employees and investment officials shall subordinate their personal investment transactions to those of the District.

## **Section 13. Glossary of Terms**

Terms that are used in this Policy or frequently used in connection with the investments made by public agencies are defined in the attached Appendix.

## APPENDIX - GLOSSARY OF TERMS

**Accrued Interest** - Interest earned but not yet received.

**Active Deposits** - Funds which are immediately required for disbursement.

**Amortization** - An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

**Arbitrage** – Transactions by which securities are bought and sold in different markets at the same time for the sake of the profit arising from a yield difference in the two markets.

**Asked Price** - The price a broker dealer offers to sell securities.

**Bankers' Acceptance (BA)** - A draft or bill of exchange accepted by a bank or a trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**Basis Point** - One basis point is one hundredth of one percent (.01%).

**Bid Price** - The price a broker dealer offers to purchase securities.

**Bond** - A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

**Book Value** - The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

**Broker** - A broker brings buyers and sellers together for a commission. He does not take a position.

**Callable Securities** – Bonds that the issuer has the right to redeem prior to maturity under certain, specified conditions.

**Certificate of Deposit** - A deposit insured by the FDIC at a set rate for a specified period of time.

**Collateral** - Securities, evidence of deposit or pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public monies.

**Commercial Paper** – Short-term, negotiable unsecured promissory notes of corporations.

**Corporate Notes** - Obligations issued by corporations bearing interest and return of principal at maturing.

**Coupon** - The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

**Credit Analysis** - A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.

**Current Yield** - The interest paid on an investment expressed as a percentage of the current price of the security.

**Dealer** - A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**Discount** - The difference between the cost of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**Discount Securities** - Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value (e.g., U. S. Treasury Bills).

**Diversification** - Dividing investment funds among a variety of securities offering independent returns and risk profiles. The technique is used to minimize risk to the District's portfolio.

**Fannie Mae** - Trade name for the Federal National Mortgage Association (FNMA), a U. S, sponsored corporation.

**Federal Deposit Insurance Corporation (FDIC)** - A federal agency that insures bank deposits, currently up to \$250,000.

**Federal Funds Rate** - The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**Federal Home Loan Banks (FHLB)** - The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis a vis member commercial bank.

**Federal Reserve System** - The central bank of the U.S. which consists of a seven-member Board of Governors, 12 regional banks, and 5,700 commercial banks that are members.

**Freddie Mac** - Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. sponsored corporation.

**Fannie Mae** - Trade name for the Government National Mortgage Association (GNMA), a direct obligation bearing the full faith and credit of the U. S. Government.

**Interest Rate** - The annual yield earned on an investment, expressed as a percentage.

**Investment Agreements** - An agreement with a financial institution to borrow public funds subject to certain negotiated terms and conditions concerning collateral, liquidity and interest rates.

**Liquidity** - Refers to the ability to rapidly convert an investment into cash. A liquid asset is one that can be converted easily and rapidly to cash without a substantial loss of value.

**Local Government Investment Pool** - The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment. In California, the pool is called the Local Agency Investment Fund (LAIF).

**Market Value** - The price at which a security is trading and could presumably be purchased or sold.

**Mark-to-Market** – Adjustment of an account or portfolio to reflect actual market price rather than book price, purchase price or some other valuation. Adjustment is required under GASB #31 for reporting purposes.

**Maturity** - The date upon which the principal or stated value of an investment becomes due and payable.

**Money Market** - The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**Par Value** – The amount of principal which must be paid at maturity. Also referred to as the face amount of the bond, normally quoted in \$1,000 increments per bond.

**Portfolio** - Collection of securities held by an investor. The purpose of a portfolio is to reduce risk by diversification.

**Primary Dealer** - A group of government securities dealers that submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

**Principal** – The face value or par value of a debt instrument, or the amount of capital invested in a given security.

**Prudent Investor Standard** – A standard of conduct where a person acts with care, skill, prudence and diligence when investment, reinvesting, purchasing, acquiring, exchanging, selling, and managing funds. The test of whether the standard is being met is if a prudent person acting in a similar situation would engage in similar conduct to ensure that investments safeguard principal and maintain liquidity.

**Purchase Date** - The date in which a security is purchased for settlement on that or a later date.

**Rate of Return** - The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

**Rating** – The designation used by investor services to rate the quality of a security's creditworthiness.

**Repurchase Agreement (REPO)** - A transaction where the seller (bank) agrees to buy back from the buyer (District) the securities at an agreed upon price after a stated period of time. The buyer in effect lends the seller money for the period of this agreement, and the terms of the agreement are structured to compensate the buyer for this.

**Risk** - Degree of uncertainty of return on an asset.

**Secondary Market** - A market made for the purchase and sale of outstanding issues following the initial distribution.

**Securities and Exchange Commission (SEC)** - Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**Settlement Date** - The date on which a trade is cleared by delivery of securities against funds.

**Treasury Bills** - U. S. Treasury Bills which are short-term, direct obligations of the U. S. Government issued with original maturities of 13 weeks, 26 weeks, and 52 weeks; sold in minimum amounts of \$10,000 in multiples \$5,000 above the minimum. Issued in book entry form only. T-bills are sold on a discount basis.

**Treasury Bond** - Long-term U. S. Treasury securities having initial maturities of more than 10 years.

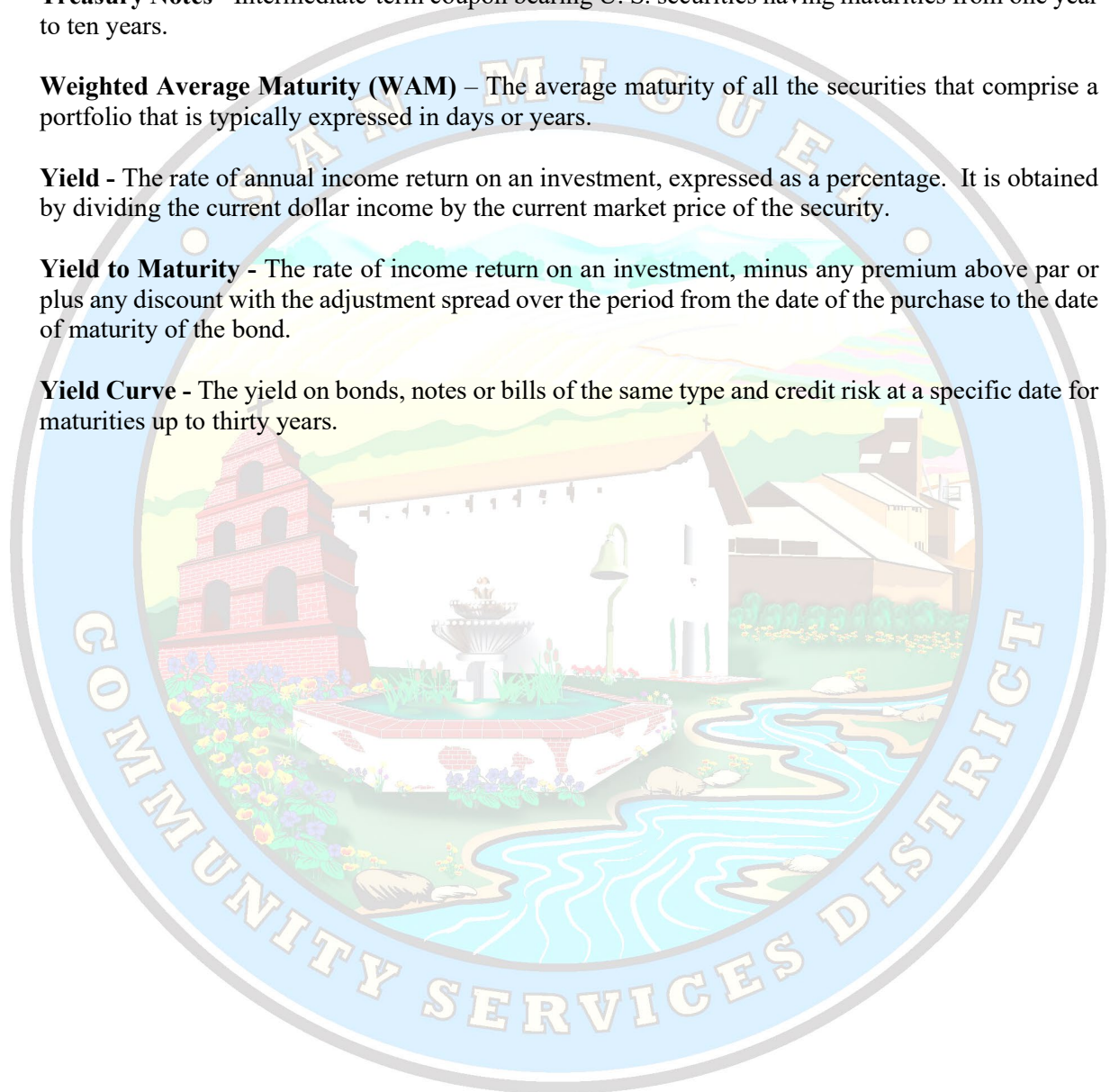
**Treasury Notes** - Intermediate-term coupon bearing U. S. securities having maturities from one year to ten years.

**Weighted Average Maturity (WAM)** – The average maturity of all the securities that comprise a portfolio that is typically expressed in days or years.

**Yield** - The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

**Yield to Maturity** - The rate of income return on an investment, minus any premium above par or plus any discount with the adjustment spread over the period from the date of the purchase to the date of maturity of the bond.

**Yield Curve** - The yield on bonds, notes or bills of the same type and credit risk at a specific date for maturities up to thirty years.



**RESOLUTION NO. 2026-XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING THE FISCAL  
YEAR 2026-27 STATEMENT OF INVESTMENT POLICY**

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

**WHEREAS**, the District is bound by State law to invest District Funds within specific guidelines as allowed by State statute and outlined in the District’s annual Investment Policy (Exhibit A). This policy should be reviewed, updated and adopted on a fiscal year basis; and

**WHEREAS**, it remains the intention of the Board of Directors to delegate investment authority of funds to the General Manager, who may assign a designee to perform this function.

**NOW THEREFORE, BE IT RESOLVED**, the Board does, hereby, adopt this Resolution approving the District’s Fiscal Year 2026-27 annual Investment Policy.

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

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

The foregoing Resolution is hereby passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2026

\_\_\_\_\_  
Kelly Dodds, General Manager

\_\_\_\_\_  
Ashley Sangster, President Board of Directors

**ATTEST:**

**APPROVED AS TO FORM AND CONTENT:**

\_\_\_\_\_  
Tamara Parent, Board Clerk

\_\_\_\_\_  
Christina M. Pritchard, Deputy General Counsel

## **Board of Directors Staff Report**

**May 28, 2026**

**AGENDA ITEM: 9.4**

**SUBJECT:** Consideration of adoption of a Resolution of the Board of Directors requesting consolidation of the San Miguel Community Services District's Governing Board Election Biennial with the November 3rd, 2026, General Election and a Resolution of the Board of Directors adopting Regulations for Candidates for Elective Office pertaining to, and cost of, Candidates Statements submitted to the Voters at the November 3rd, 2026 General Election. (**Approve by 3/5 vote**) (Pg. 93-98)

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### **SUGGESTED ACTION:**

- 1) Approve a resolution of the Board requesting consolidation of the San Miguel Community Services District's Biennial Election with the County's November 3rd, 2026, General Election
  - 2) Approve a resolution or the Board adopting regulations for Candidate Statements.
- 

### **DISCUSSION:**

Pursuant to California Elections Code §10555, the San Miguel Community Services District's Biennial Election can be consolidated with the San Luis Obispo County's November 3rd, 2026, General Election.

Director Rod Smiley and Director Owen Davis's term will expire on December 4th, 2026. The individuals elected to those positions will serve a four-year term beginning December 2026 and ending December 2030. The vacancy on the Board due to late Director Green's passing in November 2025 will also be filled at this election. The individual elected to fill the vacant position will serve a two-year term beginning December 2026 and ending December 2028.

In connection with this election, the attached must be acted upon by the San Miguel Board of Directors and submitted to the County of San Luis Obispo by June 16, 2026.

It is recommended that the Board of Directors adopt a Resolution requesting the consolidation of the San Miguel Community Services District Governing Board Election with the November 3rd, 2026 Consolidated General Election and a Resolution adopting regulations for candidates for elective office pertaining to, and cost of, candidate statements submitted to the voters at the November 3rd, 2026 Consolidated General Election.

This is a long-standing practice for past District elections, as it saves the District a substantial amount of staff time and money that would otherwise be spent on preparation of materials, mailing election materials, counting ballots and certifying the election results.

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### **FISCAL IMPACT:**

Consolidating elections is the most cost-effective approach to District elections since any costs are based on number of voters and a pro-rata sharing with other agencies participating in a consolidated biennial election.

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**RESOLUTION NO. 2026-\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT, COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA, REQUESTING THE CONSOLIDATION OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT GOVERNING BOARD ELECTION WITH THE NOVEMBER 3, 2026, GENERAL ELECTION**

**WHEREAS**, the San Miguel Community Services District (hereinafter "District") is governed by a Board of Directors committed to effectively representing the interests of the district's beneficiaries; and

**WHEREAS**, the regular election of the members of the Board of Directors is scheduled to occur on November 3, 2026; and

**WHEREAS**, the consolidation of the District governing board election with the County of San Luis Obispo's general election is in the public interest as it promotes greater voter participation and reduces the overall cost of the election; and

**WHEREAS**, pursuant to California Elections Code Section 10404, the District is permitted to request the consolidation of its regular election with the statewide General Election; and

**WHEREAS**, pursuant to California Elections Code Section 10400, upon approval of such consolidation by the County, the District is obliged to reimburse the County for all costs incurred in conducting the consolidated election, thereby assuming financial responsibility for the related expenditures.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the [Special District Name], County of San Luis Obispo, as follows:

1. **Election Consolidation:** The Board hereby requests the consolidation of its upcoming governing board election with the general election conducted by the County of San Luis Obispo on November 3, 2026, pursuant to California Elections Code Section 10404 and California Elections Code Section 10400.
2. **Reimbursement of Costs:** The District commits to reimburse the County fully for all services provided and costs incurred in the conduct of the consolidated election, as mandated by California Elections Code Section 10400. This includes, but is not limited to, all direct and indirect expenses such as staffing, equipment, materials, and overhead costs.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Community Services District, County of San Luis Obispo, State of California, at a regular meeting thereof held on the **28th** day of **May** 2026, by the following vote:

*(Signature on next page)*

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAINING:**  
**VACANCY:**

the foregoing Resolution is hereby passed and adopted this 28<sup>TH</sup> day of May, 2026.

\_\_\_\_\_  
Kelly Dodds, General Manager

\_\_\_\_\_  
Ashley Sangster, Board President

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Tamara Parent, Board Clerk

\_\_\_\_\_  
Christina M. Pritchard, Deputy General Counsel

**CERTIFICATE OF SECRETARY**

*I, Tamara Parent, Board Clerk of the Board of Directors of San Miguel Community Services District hereby certify that the above is a true and correct copy of Resolution No. 2026- XX, passed and adopted by the Board at a meeting held on May 28, 2026*

**RESOLUTION NO. 2026-\_\_**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF SAN MIGUEL  
COMMUNITY SERVICES DISTRICT, COUNTY OF SAN LUIS OBISPO, STATE  
OF CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR  
ELECTIVE OFFICE PERTAINING TO, AND COSTS OF, CANDIDATE  
STATEMENTS SUBMITTED TO THE VOTERS AT THE  
NOVEMBER 3, 2026, GENERAL ELECTION**

**WHEREAS**, Section 13307 of the Elections Code of the State of California requires this board to adopt certain policies in regard to statements of candidates who run for office as members of the governing board of the district.

**NOW, THEREFORE, BE IT RESOLVED** that this governing board does hereby determine:

1. That the cost of printing, handling and mailing candidates' statements of qualifications shall be charged to the: CANDIDATE
2. That the candidates' statement of qualifications shall not exceed: 200 WORDS.
3. The statement shall be filed with the County of San Luis Obispo Registrar of Voters at the time the candidate's nomination papers are filed.
4. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 PM of the next working day after the close of the nomination paper.
5. That the candidates are not permitted to submit additional materials to be sent to the voter with the County Voter Information Guide.
6. That the County of San Luis Obispo Registrar of Voters be directed to give a copy of these regulations to each candidate, or their representative, at the time that nomination documents are received.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Community Services District, County of San Luis Obispo, State of California, at a regular meeting thereof held on the **28th** day of **May** 2026, by the following vote:

*(Signature on next page)*

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAINING:**  
**VACANCY:**

the foregoing Resolution is hereby passed and adopted this 28<sup>th</sup> day of May, 2026.

\_\_\_\_\_  
Kelly Dodds, General Manager

\_\_\_\_\_  
Ashley Sangster, Board President

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Tamara Parent, Board Clerk

\_\_\_\_\_  
Christina M. Pritchard, Deputy General Counsel

**CERTIFICATE OF SECRETARY**

*I, Tamara Parent, Board Clerk of the Board of Directors of San Miguel Community Services District hereby certify that the above is a true and correct copy of Resolution No. 2026- XX, passed and adopted by the Board at a meeting held on May 28, 2026*

## **Board of Directors Staff Report**

**May 28, 2026**

**AGENDA ITEM: 10.1**

**SUBJECT:** Tabled from March 26th Board Meeting

Review and approve an agreement between the San Miguel Community Service District and the San Luis Obispo County Integrated Waste Management Authority for the construction and operation of a Household Hazardous Waste Facility at the Machado Wastewater Treatment Facility. ( **Approve by 3/5 vote**) (Pg. 99-108)

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**SUGGESTED ACTION:** Review provided agreement and authorize the General Manager to execute an agreement on behalf of the District to allow the SLO IWMA to construct and operate a new Household Hazardous Waste Facility within the Machado Wastewater Treatment Facility.

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**DISCUSSION:**

Over the last several years the District has been working with the SLO Integrated Waste Management Authority (IWMA) to bring a Household Hazardous Waste Facility (HHW) to San Miguel. IWMA has recently made significant progress on the proposed San Miguel HHW as well as relocations and modifications to Three (3) other sites in the county.

The proposed site at the WWTF would be entirely within the existing WWTF and all construction, operation and management costs of the HHW would be paid by the IWMA. Aside from providing space for the HHW, the District will not be responsible for any ongoing costs to operate the HHW. The proposed HHW will be staffed by the IWMA's contractors and only open to the public on scheduled days. Access to the site will be controlled during each collection day to a degree that is deemed acceptable to the District. The collection, handling, storage and disposal of all hazardous wastes are heavily regulated by County Environmental Health, the EPA and other state agencies. IWMA will be responsible for managing the HHW in compliance with all applicable permits, regulations, completing all required reporting and maintaining all necessary insurance.

The construction, operations, and management is not projected to impact any planned construction activities at the WWTF. The improvements that were designed for the HHW were done so with the regular operation of the WWTF in mind and are not to interfere with the treatment plant operation.

The Board is requested to consider approval of the attached agreement, authorizing the General Manager to execute an agreement between the District and IWMA. The IWMA Board reviewed and approved the proposed agreement at their regular March 11<sup>th</sup> 2026 board meeting.

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**FISCAL IMPACT:**

Minor staff and legal time to prepare and review agreement for approval. Construction, permitting, equipment costs and any ongoing operational costs are the sole responsibility of the IWMA.

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PREPARED BY: Kelly Dodds

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**FACILITIES USE LEASE AGREEMENT BETWEEN THE SAN MIGUEL COMMUNITY SERVICES DISTRICT AND SAN LUIS OBISPO COUNTY INTEGRATED WASTE MANAGEMENT AUTHORITY REGARDING LOCATING A HOUSEHOLD HAZARDOUS WASTE FACILITY AT THE MACHADO WASTEWATER TREATMENT FACILITY.**

This Facilities Use Agreement (“Agreement”) is made and entered into as of \_\_\_\_\_2026, (“Effective Date”) between the San Miguel Community Services District, a California special district (“District”) and the San Luis Obispo County Integrated Waste Management Authority, a California joint powers authority agency (“IWMA”). District and IWMA are sometimes referred to herein individually as a “Party” and collectively as the “Parties.”

**RECITALS**

**WHEREAS**, Household Hazardous Waste (HHW) Program services are mandated by State law, Public Resources Code Section 41500 et seq., including imposition of fees in amounts sufficient to support planning and implementation of integrated waste management programs, including HHW elements.

**WHEREAS**, the IWMA desires to obtain an exclusive license to use a portion of the District-owned Machado Wastewater Treatment Facility (“WWTF”) at 1765 Bonita Place, San Miguel, CA 93451 as described in **Exhibit 1 (“IWMA Area”)**, which is attached to and part of this Agreement, for purposes of constructing and operating a permanent HHW collection facility; and

**WHEREAS**, the District will lease the IWMA Area for such use by the IWMA, subject to the terms and conditions of this Agreement; and

**WHEREAS**, the IWMA and the District desire to provide a HHW collection facility to provide for the convenient and proper management of HHW.

**NOW, THEREFORE**, the Parties do mutually agree as follows:

**1. LEASE.** The District leases the IWMA Area to the IWMA for the installation, operation, and maintenance of the HHW collection facility.

**2. TERM.**

**1.1** The term of this Agreement shall be for a period of ten (10) years commencing upon the Effective Date and terminating on the date that is 10-years after.

**1.2** Upon mutual agreement of the Parties, the term of this Agreement may be extended for an additional period of up to ten (10) years beyond the original termination date.

### **3. RESPONSIBILITIES OF IWMA.**

- 3.1.** The IWMA shall provide and place in the IWMA Area, modular storage unit(s) to be used by IWMA for the acceptance and storage of HHW pursuant to this Agreement. All necessary property improvements, equipment, and storage units necessary to establish this HHW collection facility shall be, at the IWMA's sole cost and expense, installed and maintained in accordance with all applicable laws and regulations for such structures and facilities.
- 3.2.** The IWMA shall receive HHW from members of the public and/ or District and place the HHW into the HHW collection facility during its operational hours.
- 3.3.** The IWMA shall comply with and ensure that the HHW collection facilities comply with all federal, state and local statutes, regulations, ordinances, and other laws relating to the design, construction, operation, and removal of HHW collection facilities. IWMA shall also ensure that the transportation and disposal of the HHW collected at the site complies with applicable federal, state and local statutes, regulations, ordinances, and other laws.
- 3.4.** The IWMA shall provide all materials and equipment necessary for the proper storage and handling of the collected HHW in accordance with the best management practices of such activities.
- 3.5.** The IWMA shall contract with a licensed hazardous waste handling company for the handling and disposal of HHW collected at the site. IWMA shall provide to the District, on an annual basis, the contracted hazardous waste handling company's proof of insurance and valid licensure to perform HHW collection and disposal activities.
- 3.6.** The IWMA shall be responsible for obtaining all necessary permits for the construction, operation, and removal of the HHW collection facility.
- 3.7.** The IWMA shall ensure that all personnel are properly trained and maintain records of such training. Evidence of such training shall be made available to the District upon demand.
- 3.8.** The IWMA, at its sole cost, shall provide training to District staff that may be in contact with the HHW collection site prior to opening the HHW facility and annually thereafter.
- 3.9.** The IWMA shall provide any and all closure assurances as may be required by federal, state and local statutes, regulations, ordinances, and other laws. Evidence of required assurances shall be provided to the District on demand.

- 3.10.** The IWMA shall keep and maintain the IWMA Area, access route and surrounding area, in good, safe and sanitary condition, including site cleanup, if necessary. IWMA shall, upon notification of the District of an unsafe condition caused by IWMA's activities at the WWTF, mitigate that condition within twenty-four (24) hours.
- 3.11.** The IWMA shall provide a schedule of collection days and operational workdays to the District on a monthly or annual basis.
- 3.12.** The IWMA shall limit public access to areas outside of the designated HHW collection facility during collection days and shall provide adequate signage, personnel, or other means to ensure the public remains in designated areas.
- 3.13.** IWMA installation, operation, maintenance, and removal of the HHW collection site shall not interfere with the District's construction, operation, or maintenance of the WWTF.
- 3.14.** IWMA shall promptly, at IWMA's sole expense, repair any damage caused to the WWTF, or the District's equipment, structures, or improvements at the WWTF arising from the installation, operation, maintenance, or removal of the HHW collection facility, including any damage caused by members of the public visiting the HHW collection facility. All repairs shall be subject to the District's review and approval.

#### **4. RESPONSIBILITIES OF DISTRICT.**

- 4.1.** The District agrees to lease to the IWMA the IWMA Area for the purposes of constructing and removing the HHW collection facility and associate improvements, for receiving HHW, and maintaining the HHW collection facility.
- 4.2.** The District shall promptly notify IWMA of any violation of this Agreement and provide IWMA with a reasonable notice and opportunity to cure such violation; provided, however, that no notice or opportunity to cure shall be required in the event of an emergency requiring immediate action.
- 4.3.** The District shall provide IWMA with prior notice before conducting any work within the IWMA Area, or entering or carrying out any activities within the IWMA's structures or any work that may reasonably be expected to impact IWMA's operation of the HHW collection facility; provided, however, that prior notice shall not be required in the event of an emergency requiring immediate action.

#### **5. INDEMNIFICATION.**

- 5.1.** To the fullest extent permitted by law, the IWMA shall defend, indemnify, and hold harmless the District, its officers, officials, employees, and agents from and against any and all claims, liabilities, losses, damages, demands, suits, causes of action, and expenses (including reasonable attorneys' fees and costs) for any bodily injury, death, personal injury, or property damage, to the extent arising out of or related to IWMA's use of the IWMA Area, except to the extent such claims or liabilities are caused by the District's sole negligence or willful misconduct. This indemnity specifically includes, but is not limited to, any liability arising from or connected with the installation, existence, use, operation, maintenance, or removal of the HHW collection facility or any related IWMA equipment or improvements on the site.
- 5.2.** IWMA bears and assumes all risk of loss or damage to or destruction of the HHW collection facility and any other associated fixtures, materials, equipment, and improvements located in the IWMA Area or on the WWTF, from fire, theft, or casualty, whether or not insured, and IWMA shall hold the District harmless with respect to any such loss, damage or destruction during the term of this lease, as well as name the District as additionally insured.
- 5.3.** The District shall defend, indemnify, and hold harmless IWMA, its officers, officials, employees, and agents from and against any and all claims, demands, actions, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) for injury to or death of any person, or damage to property, to the extent arising out of or in connection with the District's ownership, maintenance, or use of the WWTF, or the District's activities or operations thereon, and caused by the negligent acts or omissions of the District, its officers, officials, employees, contractors, or agents, except to the extent such claims, damages, or liabilities are caused by IWMA's sole negligence or willful misconduct.

## **6. CLEAN UP OF SITE.**

- 6.1.** At the end of this Agreement, the IWMA shall remove all components of the HHW collection facility located on the District's property. Upon expiration or early termination of this lease, IWMA shall promptly remove the HHW collection facility and surrender and deliver the IWMA Area to the District in as good condition as it was at the commencement of this Agreement, normal wear and tear excepted; however, IWMA shall have no obligation to remove any concrete pad, if any, which will become the property of District on termination. Upon mutual agreement between IWMA and District, property improvements

constructed as part of this Agreement may be transferred to the District and remain.

**6.2.** If the IWMA Area and or HHW collection facility are damaged in any way or destroyed, IWMA shall either: (a) at IWMA's sole cost and expense, repair, replace, rebuild, or restore the property and improvements to substantially the same condition as they were in immediately prior to such destruction or damage, or (b) terminate this Agreement and surrender possession of the IWMA Area to the District. Upon such damage or destruction, District shall have no duty or obligation under this lease to repair, replace, rebuild, or restore the IWMA Area or HHW collection facility.

- 7. MODIFICATION OR RELOCATION OF SITE.** Future changes to the HHW collection facility and IWMA Area will require approval by the District prior to modifications being made. The WWTF is an active wastewater treatment facility and will be undergoing substantial upgrades and expansion activities through 2029. If the relocation of the HHW collection facility becomes critical to the operation of the WWTF, then the District will provide adequate notice to IWMA to relocate the HHW collection facility to an acceptable location within the WWTF. Relocation of the HHW collection facility, including any construction or permitting activities, will be the sole responsibility and at the sole cost of the IWMA.
- 8. TERMINATION.** This Agreement is subject to the annual appropriation of funds to provide HHW services. If the IWMA fails to appropriate the funds necessary to conduct the program, the Agreement can be terminated with 90 days' notice. Either Party may terminate this Agreement, with or without cause, upon ninety (90) days' prior written notice to the other Party. If terminated, the terms of this Agreement shall be in full effect until such time as the site has been removed or cleaned in accordance with Section 6 of this Agreement; however, the Parties agree to cooperate on timing and removal of structures to allow repurposing at another location and to minimize disruption to customers. If the Agreement is terminated by District without cause during the first five (5) years, notwithstanding Section 6,1 IWMA may, in its sole discretion, elect not to remove the structures. However, IWMA shall remain responsible for all other cleanup required under this Agreement.
- 9. COMPLETE AGREEMENT.** This Agreement contains the complete agreement between the Parties and can only be modified by written amendment.

**10. COUNTERPARTS.** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

***[Signatures on Following Page]***

**IN WITNESS WHEREOF**, the Parties hereto have executed and entered into this Agreement as of this \_\_\_\_ day of \_\_\_\_\_, 2026.

**District:**

San Miguel Community Services District

By: \_\_\_\_\_  
Kelly Dodds, General Manager

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

**IWMA:**

San Luis Obispo County Integrated Waste Management Authority

By: \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

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

Approved as to Form:

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

Approved as to Form

By: \_\_\_\_\_  
\_\_\_\_\_  
Adamski Moroski Madden Cumberland & Green LLP

**Exhibit 1**  
**IWMA Area**

Exhibit 1 – IWMA Area

Proposed improvements to the Wastewater treatment facility for the Household Hazardous Waste Facility at the Machado Wastewater Facility.

Final configuration and footprint to be approved by the District prior to construction.



**Board of Directors  
Staff Report**

May 28, 2026

**AGENDA ITEM: 10.2**

**SUBJECT:** Review annual increase to San Miguel Garbage residential and commercial rates for fiscal year 2026-27 by the Non-Seasonally adjusted Consumer Price Index for the 12 months ending in April (3.7%) to be effective July 1st 2026 as previously approved through the Proposition 218 protest hearing held July 2025. (**Approve by 3/5 vote**) (Pg. 109-123)

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**SUGGESTED ACTION:** Approve the attached Resolution authorizing San Miguel Garbage to increase residential and commercial rates by 3.7% (CPI) for FY2026-27 as previously approve under a Proposition 218 hearing adopted by Resolution 2025-29.

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**DISCUSSION:**

The District conducted a notice period and hearing in accordance with Proposition 218 for solid waste rates for the Districts franchisee, setting a public hearing at the regular May 22nd, 2025, Board Meeting for July 24th, 2025. Subsequently, all properties were notified as required by the Proposition 218 process. At the July 24th, 2025, public hearing 1 protest was received and the Board approved the proposed initial increase of 9.3% for Fiscal Year 2025-26 as noticed, as well as Consumer Price Index based increases for Fiscal years 2026-27 thru 2029-30 by Resolution 2025-29. As part of this approval the Board wanted the CPI increases to be reviewed annually by the Board of Directors prior to implementation on July 1st of each year.

For Fiscal Year 2026-27 the Consumer Price Index (CPI) is 3.7%. This will be applied to all residential and commercial rates for solid waste services within the District Boundaries effective July 1st, 2026.

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**FISCAL IMPACT:**

Increase will be applied to all solid waste users within the District Boundaries, increasing rates by 3.7% starting July 1st 2026.

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PREPARED BY: Kelly Dodds

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**RESOLUTION NO. 2025-29**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING A RATE  
INCREASE OF 9.3% FOR RESIDENTIAL TRASH COLLECTION AND DISPOSAL  
SERVICES IN FY2025-26 AND INCREASES IN ALL SOLID WASTE SERVICES NOT  
TO EXCEED THE ANNUAL CONSUMER PRICE INDEX INCREASE FOR FY 2026-27  
THROUGH FY 2029-30 PURSUANT TO THE REQUIREMENTS OF PROPOSITION  
218 AND MAKING REQUIRED FINDINGS**

**WHEREAS**, the San Miguel Community Services District (“District”) provides specific property-related community services and is required by Ordinance 02-04 Waste Ordinance requiring mandatory trash collection services; and

**WHEREAS**, the District Board of Directors (“Board”) has determined that all residents within District boundaries must participate in the District’s franchise disposal service as provided by San Miguel Garbage; and

**WHEREAS**, San Miguel Garbage has proposed a rate increase of 9.3% for residential trash collection, disposal and recycling services as shown in Exhibit “A” hereto for residents within District boundaries; and

**WHEREAS**, San Miguel Garbage has demonstrated that said rate increase is caused by an increase in expenses including: labor, insurance, recycling fees, landfill disposal costs, and equipment costs; and

**WHEREAS**, solid waste collection and disposal services are a property-related service required within the District; and

**WHEREAS**, at its May 22<sup>nd</sup> 2025 regular meeting, the Board set a public hearing pursuant to Article XIII C & D with respect to the solid waste collection and disposal service rate increase; and

**WHEREAS**, on June 1<sup>st</sup>, 2025, notice of public hearing, including all information required by applicable law, was mailed to (i) the record owner of each parcel served by the District and (ii) any other person to whom the District customarily sends a bill for solid waste collection and disposal service at the address shown on District records; and

**WHEREAS**, on July 24<sup>th</sup> 2025, at the time and date set forth in the mailed notice, the Board held a public hearing at which all interested persons had an opportunity to present oral and written testimony regarding the proposed solid waste collection and disposal rate increase; and

**WHEREAS**, the District has verified and counted the protests and determined that there is One protests to the District’s proposed solid waste collection and disposal rates; and

**WHEREAS**, a majority vote of 385 or more protest votes received no later than the close of the public hearing on the matter are required to reject the proposed rate increase; and

**WHEREAS**, the District has verified and counted the protests, considered all testimony received, and determined that the District may proceed with the proposed solid waste collection and disposal rates; and

**WHEREAS**, Section 10.1.4 of the Board's franchise agreement with San Miguel Garbage specifies that in the event of any legal challenge to the subject rate increase, San Miguel Garbage is obligated to indemnify the District for any legal challenge to the increase fees granted by the Board.

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

1. The Board of Directors does hereby accept and close the Proposition 218 proceedings in connection with the District's proposed solid waste collection and disposal rates, with receipt of less than a majority protest vote, as declared by the Board Secretary.
2. The solid waste collection and disposal rate increase of 9.3% is hereby applicable. The charges applicable to District solid waste collection and disposal customers are hereby established and adopted as provided in the rate schedule attached hereto as "Exhibit A" and incorporated herein by reference.
3. The schedule set forth as "Exhibit A" shall be effective August 1, 2025, and be reflected in the billing cycle commencing on August 1, 2025, as administered by the District's franchisee, San Miguel Garbage. Future adjustments based on the Consumer Price Index (CPI) formula for All Urban Consumers, Los Angeles-Long Beach-Anaheim area, not seasonally adjusted, for the twelve-month period ending in April will be effective July 1<sup>st</sup> annually until the end of Fiscal Year 2029-30.

**(Signatures on next page)**

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

**AYES:** Smiley, Davis, Beatty, Green, Sangster

**NOES:** 0

**ABSENT:** 0

**ABSTAINING:** 0

The foregoing Resolution is hereby passed and adopted on this 24<sup>th</sup> day of July 2025.

*Kelly Dodds*

\_\_\_\_\_  
Kelly Dodds, General Manager

ATTEST:

*Tamara Parent*  
\_\_\_\_\_

Tamara Parent, Board Clerk

*Ashley Sangster*

\_\_\_\_\_  
Ashley Sangster, Board President

APPROVED AS TO FORM:

*Christina M. Pritchard*  
\_\_\_\_\_

Christina M. Pritchard, Deputy General Counsel



Attachment: 2025 Rate Comparison for Solid Waste Services from San Miguel Garbage, Public Hearing Notice

**San Miguel Garbage Co, Inc.**  
**6625 Benton Rd.**  
**Paso Robles, CA 93446**

**San Miguel District**  
**2025 Waste Collection Price List**  
**Effective Date: August 1, 2025**

<b>RESIDENTIAL CAN SERVICE</b>		<b>Current</b>	<b>Proposed</b>	<b>IWMA</b>	<b>Proposed</b>
		<b>Total Charges to</b>	<b>Solid Waste</b>	<b>Fee</b>	<b>Total Charges to</b>
		<b>Customer</b>	<b>Rate</b>	<b>3.0%</b>	<b>Customer</b>
35 GAL	monthly	\$34.85	\$36.98	\$1.11 =	\$38.09
64 GAL	monthly	\$54.93	\$58.29	\$1.75 =	\$60.04
96 GAL	monthly	\$74.42	\$78.97	\$2.37 =	\$81.34

*All can rates based on standard garbage cans 35 gallon or smaller with 50-pound weight limit.  
Cans must be readily accessible.*

**CAN SERVICE MISCELLANEOUS**

Stickers	per sticker	\$3.32	\$3.52	\$0.11 =	\$3.63
Re-Delivery Cans	per occurrence	\$35.41	\$37.58	\$1.13 =	\$38.71
Go Back Residential	per occurrence	\$7.39	\$7.84	\$0.24 =	\$8.08
					plus add additional mileage fee per mile
Walk-In Fee Service - Truck does not leave road & worker must walk in yard	per occurrence	\$3.53	\$3.75	\$0.11 =	\$3.86
2nd Recycle or Greenwaste Cart per Month	per cart monthly	\$7.17	\$7.62	\$0.23 =	\$7.85

*Carts are the property of the garbage company & must be returned when service is stopped or cancelled.  
If cart is not returned the company may impose the appropriate fee to the customer for each cart not returned.*

Missing Cart - 35 GAL	per cart	\$55.77	\$59.18	\$1.78 =	\$60.96
Missing Cart - 64 GAL	per cart	\$73.37	\$77.85	\$2.34 =	\$80.19
Missing Cart - 96 GAL	per cart	\$99.78	\$105.89	\$3.18 =	\$109.07

**COMMERCIAL CONTAINER SERVICE**

*For solid waste, recycle or greenwaste material (each charged separately)*

1 YARD	1X WK	monthly	NO CHANGE	\$96.53	\$2.90 =	\$99.43
	2X WK	monthly	NO CHANGE	\$149.62	\$4.49 =	\$154.11
	3X WK	monthly	NO CHANGE	\$209.47	\$6.28 =	\$215.76
1.5 YARD	1X WK	monthly	NO CHANGE	\$108.01	\$3.24 =	\$111.25
	2X WK	monthly	NO CHANGE	\$167.42	\$5.02 =	\$172.44
	3X WK	monthly	NO CHANGE	\$234.39	\$7.03 =	\$241.42
2 YARD	1X WK	monthly	NO CHANGE	\$118.89	\$3.57 =	\$122.46
	2X WK	monthly	NO CHANGE	\$184.28	\$5.53 =	\$189.81
	3X WK	monthly	NO CHANGE	\$258.00	\$7.74 =	\$265.74
3 YARD	1X WK	monthly	NO CHANGE	\$159.07	\$4.77 =	\$163.84
	2X WK	monthly	NO CHANGE	\$246.56	\$7.40 =	\$253.96
	3X WK	monthly	NO CHANGE	\$345.18	\$10.36 =	\$355.54
4 YARD	1X WK	monthly	NO CHANGE	\$212.08	\$6.36 =	\$218.45
	2X WK	monthly	NO CHANGE	\$328.73	\$9.86 =	\$338.59
	3X WK	monthly	NO CHANGE	\$460.22	\$13.81 =	\$474.03
6 YARD	1X WK	monthly	NO CHANGE	\$318.18	\$9.55 =	\$327.73
	2X WK	monthly	NO CHANGE	\$493.18	\$14.80 =	\$507.98
	3X WK	monthly	NO CHANGE	\$690.46	\$20.71 =	\$711.17

*Every other week rate is the same as 1X WK rate.*

*Additional days per week are as follows:*

*4X WK multiply 3X WK rate by 1.3*

*5X WK multiply 4X WK rate by 1.25*

**COMMERCIAL EXTRA PICKUP + PER MILE TRIP CHARGE \***

*For solid waste, recycle or greenwaste (each charged separately)*

1 YARD	per occurrence	NO CHANGE	\$23.78	\$0.71 =	\$24.49
1.5 YARD	per occurrence	NO CHANGE	\$26.70	\$0.80 =	\$27.50
2 YARD	per occurrence	NO CHANGE	\$29.60	\$0.89 =	\$30.49
3 YARD	per occurrence	NO CHANGE	\$39.21	\$1.18 =	\$40.39
4 YARD	per occurrence	NO CHANGE	\$52.28	\$1.57 =	\$53.85
6 YARD	per occurrence	NO CHANGE	\$80.80	\$2.42 =	\$83.22

<b>COMMERCIAL SERVICE MISCELLANEOUS</b>		<b>Current</b>	<b>Proposed</b>	<b>IWMA</b>	<b>Proposed</b>
		<b>Total Charges to</b>	<b>Solid Waste</b>	<b>Fee</b>	<b>Total Charges to</b>
		<b>Customer</b>	<b>Rate</b>	<b>3.0%</b>	<b>Customer</b>
* Trip Charge per Mile	per occurrence	NO CHANGE	\$5.95	\$0.18 =	\$6.13
Delivery Fee & Re-Delivery Containers	per occurrence	NO CHANGE	\$36.17	\$1.09 =	\$37.26
Extra Material less than 1 yard	per occurrence	NO CHANGE	\$17.59	\$0.53 =	\$18.12
Extra Material per yard	per occurrence	NO CHANGE	\$23.78	\$0.71 =	\$24.49
Manual Labor per yard	per occurrence	NO CHANGE	\$23.81	\$0.71 =	\$24.52
Go Back Commercial	per occurrence	NO CHANGE	\$11.78	\$0.35 =	\$12.14
plus add additional mileage fee per mile					
Lock Bar Set Up	per occurrence	NO CHANGE	\$53.54	\$1.61 =	\$55.15
Lock Bar Set Up Plus Key & Lock	per occurrence	NO CHANGE	\$64.67	\$1.94 =	\$66.61
Unlocking Fee	per occurrence	NO CHANGE	\$2.86	\$0.09 =	\$2.94
Container Exchange Fee	per occurrence	NO CHANGE	\$54.13	\$1.62 =	\$55.75

**DRIVE IN-YARD CHARGES**

Charged to customers that require the waste collection truck to enter the customers property

In-Yard 100'	monthly	\$14.59	\$15.49	\$0.46 =	\$15.95
In-Yard 1/4 Mile	monthly	\$20.47	\$21.72	\$0.65 =	\$22.37
In-Yard 1 Mile	monthly	\$22.61	\$23.99	\$0.72 =	\$24.71
In-Yard Over 1 Mile	monthly	multiply "In-Yard 1 Mile" rate X total miles			

**ADDITIONAL CHARGES**

Can Pressure Wash Fee	per occurrence	\$35.41	\$37.58	\$1.13 =	\$38.71
Water Heater	each 2025 N/C White Goods	<del>\$27.68</del>	<del>\$29.27</del>	\$0.88 =	<del>\$30.15</del>
Fridge	each 2025 N/C White Goods	<del>\$34.54</del>	<del>\$36.62</del>	\$1.10 =	<del>\$37.72</del>
Washer/Dryer	each 2025 N/C White Goods	<del>\$27.68</del>	<del>\$29.27</del>	\$0.88 =	<del>\$30.15</del>
Toilet	each	\$11.18	\$11.87	\$0.36 =	\$12.23
Couch	each	\$33.88	\$35.95	\$1.08 =	\$37.03
Mattress or boxspring TWN	each	\$24.47	\$25.96	\$0.78 =	\$26.74
Mattress or boxspring Q-K	each	\$43.52	\$46.18	\$1.39 =	\$47.57
Truck Tires	each	\$24.47	\$25.96	\$0.78 =	\$26.74
Car Tire only	each	\$4.85	\$5.15	\$0.15 =	\$5.30
Car Tire with Rim	each	\$7.46	\$7.92	\$0.24 =	\$8.16
T.V.	CAN NOT TAKE				

All other items not listed call office for rate.

**NSF FEES**

1ST	\$20.00
2ND	\$30.00
3RD	\$35.00
4TH	\$40.00

**RENT-A-BIN (all areas)**

2 YARD - 1 PU 1 WEEK	60x43x38	NO CHANGE	\$93.95	\$2.82 =	\$96.77
3 YARD - 1 PU 1 WEEK	72x43x52	NO CHANGE	\$124.08	\$3.72 =	\$127.80
DAILY RENTAL after 1 wk	per day	NO CHANGE	\$3.24	\$0.10 =	\$3.34

For one month rental please call office for rates



**San Miguel Community Services District**

1765 Bonita Pl, P.O. Box 180, San Miguel, CA. 93451

805-467-3388 – Fax 805-467-9212

[www.sanmiguelcsd.org](http://www.sanmiguelcsd.org)

**NOTICE OF PUBLIC HEARING REGARDING PROPOSED SOLID WASTE RATE INCREASES**

Property Owner/Customer:

This notice is intended to inform you that the San Miguel Community Services District (SMCSD) will hold a Public Hearing regarding the proposed rate increase by San Miguel Garbage Company for customers receiving solid waste, recycling, and green waste services within the District. The proposed rate increases will be considered by the District Board of Directors at the Date, time and location specified below.

Consistent with the requirements of Proposition 218, this notice provides you with the following information:

1. Date, time and location of the public hearing;
2. The amount of proposed increases;
3. Reason for the basis upon which the amount of the proposed increases were calculated;
4. How to protest the proposed increases.

**Notice of Public Hearing**

The Public Hearing of the proposed rate increase will be held on:

**Date: July 24<sup>th</sup> 2025**

**Time: 6:00 P.M.**

**Place: 601 12<sup>th</sup> St., San Miguel, California 93451**

If adopted by the District Board of Directors, the proposed increase will become effective July 1, 2024. The proposed rates are attached to this notice.

**Reasons for the Proposed Rate Increases:**

The proposed rate increases are necessary for the San Miguel Garbage Company to continue to provide safe, environmentally sound, and reliable solid waste, recycling, and green waste collection, transportation and disposal or processing services to the citizens within the San Miguel Community District. Several factors have contributed to these increased costs, including but not limited to: the continued rise in fuel, labor, insurance, recycling fees, disposal fees, and the majority of all other operating expenses.

**Basis for the Proposed Rate Increases:**

The proposed residential rate increase of 9.3% for Fiscal Year 2025-26 is based on the Franchise Agreement between the San Miguel Community Services District (SMCSD) and San Miguel Garbage Company, which permits an annual increase for solid waste collection rates based on the change in Consumer Price Index (CPI) or otherwise in order to meet minimum profit margins.

For Fiscal Year 2026-27 through Fiscal Year 2029-30, San Miguel Garbage proposes an annual increase not to exceed the CPI formula for All Urban Consumers, Los Angeles-Long Beach-Anaheim area, not seasonally adjusted, for the twelve-month period ending in April each year in order to cover continually increasing costs.

## How to Protest proposed rate increase?

Pursuant to Section 6 of Article XIII D of the California Constitution, the following persons may submit a written protest against the Proposed Rate Increase to the District Board Clerk before the close of the Public Hearing referenced above:

- An owner(s) of property (parcel(s)) receiving Solid Waste service within the District's boundary. If the person(s) signing the protest, as an owner, is not shown on the last equalized assessment roll as the owner of the parcel(s) then the protest must contain or be accompanied by written evidence that such person signing the protest is the owner of the parcel(s) receiving solid waste service; and
- A Tenant(s) whose name appears on the Garbage Company's records as the customer of record for the corresponding parcel receiving Solid Waste services, service within the District's boundary (tenant-customer)

A valid written protest must contain a statement that you protest the increase in Solid Waste rates, the address, and Assessor's Parcel Number (APN) of the parcel or parcels which receive Solid Waste services and must be signed by either the owner or tenant-customer of the said parcel or parcels. One (1) written protest per parcel shall be counted in calculating a majority protest to the proposed Solid Waste rate increase subject to the requirements pursuant to Section 6 of Article XIII D of the California Constitution. Written protest will not be accepted by e-mail or by facsimile. Verbal protest will not be counted in determining the existence of a majority protest. To be counted, a protest must be received in writing by the District Board Clerk before the close of the Public Hearing referenced above.

**Written protests regarding the Solid Waste increases may be mailed to:**

**San Miguel Community Services District  
P.O. Box 180  
San Miguel, CA. 93451**

Written protests may also be personally delivered to the District Board Clerk at the San Miguel Community Services District Office located at 1765 Bonita Pl, San Miguel CA. 93451. If valid written protests are presented by the majority of owners and/or tenant-customers of parcels receiving Solid Waste services within the District's boundary, then the District will not adjust/increase the Solid Waste rates. Only one protest per parcel will be counted in determining whether or not a majority protest exists.

### Questions:

Please review at the District website [www.sanmiguelcsd.org](http://www.sanmiguelcsd.org), or contact San Miguel Garbage Company at (805)467-9283, for more information.

### Attachments:

Proposed rates effective August 1, 2025 for FY 2025-26 and July 1<sup>st</sup> for subsequent years












# Binder1

Final Audit Report

2025-07-31

Created:	2025-07-29
By:	tamara parent (tamara.parent@sanmiguelcsd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAFdGqsshpiuQuxyQlk6Lx9AKHOzHqbn

## "Binder1" History

-  Document created by tamara parent (tamara.parent@sanmiguelcsd.org)  
2025-07-29 - 9:22:38 PM GMT- IP address: 136.179.3.254
-  Document emailed to Dodds, SMCSD General Manager (kelly.dodds@sanmiguelcsd.org) for signature  
2025-07-29 - 9:23:10 PM GMT
-  Document emailed to Pritchard, SMCSD Legal Counsel (christina@whitebrennerllp.com) for signature  
2025-07-29 - 9:23:11 PM GMT
-  Document emailed to Sangster, SMCSD Board President (ashley.sangster@sanmiguelcsd.org) for signature  
2025-07-29 - 9:23:11 PM GMT
-  Email viewed by Dodds, SMCSD General Manager (kelly.dodds@sanmiguelcsd.org)  
2025-07-29 - 9:26:39 PM GMT- IP address: 104.47.57.126
-  Document e-signed by Dodds, SMCSD General Manager (kelly.dodds@sanmiguelcsd.org)  
Signature Date: 2025-07-29 - 9:27:37 PM GMT - Time Source: server- IP address: 136.179.3.254
-  Email viewed by Pritchard, SMCSD Legal Counsel (christina@whitebrennerllp.com)  
2025-07-29 - 9:37:36 PM GMT- IP address: 104.61.195.1
-  Document e-signed by Pritchard, SMCSD Legal Counsel (christina@whitebrennerllp.com)  
Signature Date: 2025-07-29 - 9:40:30 PM GMT - Time Source: server- IP address: 104.61.195.1
-  Email viewed by Sangster, SMCSD Board President (ashley.sangster@sanmiguelcsd.org)  
2025-07-31 - 9:00:58 PM GMT- IP address: 104.47.51.126
-  Signer Sangster, SMCSD Board President (ashley.sangster@sanmiguelcsd.org) entered name at signing as Ashley Sangster  
2025-07-31 - 9:02:57 PM GMT- IP address: 129.65.227.134
-  Document e-signed by Ashley Sangster (ashley.sangster@sanmiguelcsd.org)  
Signature Date: 2025-07-31 - 9:02:59 PM GMT - Time Source: server- IP address: 129.65.227.134

✓ JP

✔ Agreement completed.

2025-07-31 - 9:02:59 PM GMT

San Miguel Garbage Co. Inc  
*P.O. Box 249*  
*San Miguel, Ca. 93451*  
*805-467-9283*  
*805-467-9284 fax*

May 13, 2026

Kelly Dodds  
Manager  
San Miguel CSD

Due to the continued increase in operating expenses—including fuel, labor, insurance, recycling fees, disposal fees, and other essential costs—we respectfully request an adjustment to our current service rates. These rising costs have significantly impacted our operations, and projections indicate that operating expenses will continue to increase over the next five years.

To minimize the impact on our customers, we believe that implementing smaller, periodic adjustments tied to actual cost increases is more equitable than imposing a large base rate increase in the future. This approach allows for gradual, predictable adjustments while maintaining the financial stability necessary to continue providing reliable service. In accordance with the parameters of our franchise agreement and the five year CPI adjustments resolution 2025-29. We believe that requesting rate adjustments based solely on changes in the Consumer Price Index (CPI) of 3.7%, as published by the Bureau of Labor Statistics, represents a fair and reasonable method that aligns with industry standards and minimizes customer impact.

We appreciate your consideration of this request and remain committed to providing safe, reliable, and cost-effective service to the community.

Thank you,

  
Aron Kardashian  
Vice President  
San Miguel Garbage Co Inc.  
San Miguel Roll-Off Co. Inc.

		<b>Current</b>	<b>Proposed</b>	<b>IWMA</b>	<b>Proposed</b>
		Total Charges to	Solid Waste	Fee	Total Charges to
<b>RESIDENTIAL CAN SERVICE</b>		<u>Customer</u>	<u>Rate</u>	<u>0.84%</u>	<u>Customer</u>
35 GAL	monthly	\$37.29	\$38.35	\$0.32 =	<b>\$38.67</b>
64 GAL	monthly	\$58.78	\$60.45	\$0.51 =	<b>\$60.96</b>
96 GAL	monthly	\$79.63	\$81.89	\$0.69 =	<b>\$82.58</b>

All can rates based on standard garbage cans 35 gallon or smaller with 50-pound weight limit.  
Cans must be readily accessible.

**CAN SERVICE MISCELLANEOUS**

Stickers	per sticker	\$3.55	\$3.65	\$0.03 =	<b>\$3.68</b>
Re-Delivery Cans	per occurrence	\$37.90	\$38.97	\$0.33 =	<b>\$39.30</b>
Go Back Residential	per occurrence	\$7.91	\$8.13	\$0.07 =	<b>\$8.20</b>
					plus add additional mileage fee per mile
Walk-In Fee Service - Truck does not leave road & worker must walk in yard	per occurrence	\$3.78	\$3.89	\$0.03 =	<b>\$3.92</b>
2nd Recycle or Greenwaste Cart per Month	per cart monthly	\$7.68	\$7.90	\$0.07 =	<b>\$7.97</b>

Carts are the property of the garbage company & must be returned when service is stopped or cancelled.  
If cart is not returned the company may impose the appropriate fee to the customer for each cart not returned.

Missing Cart - 35 GAL	per cart	\$59.68	\$61.37	\$0.52 =	<b>\$61.89</b>
Missing Cart - 64 GAL	per cart	\$78.50	\$80.73	\$0.68 =	<b>\$81.41</b>
Missing Cart - 96 GAL	per cart	\$106.78	\$109.81	\$0.92 =	<b>\$110.73</b>

**IWMA**  
**Fee**  
**0.35%**

**COMMERCIAL CONTAINER SERVICE** *For solid waste, recycle or greenwaste material (each charged separately)*

1 YARD	1X WK	monthly	\$96.87	\$100.10	\$0.35 =	<b>\$100.45</b>
	2X WK	monthly	\$150.14	\$155.16	\$0.54 =	<b>\$155.70</b>
	3X WK	monthly	\$210.20	\$217.22	\$0.76 =	<b>\$217.98</b>
1.5 YARD	1X WK	monthly	\$108.39	\$112.01	\$0.39 =	<b>\$112.40</b>
	2X WK	monthly	\$168.01	\$173.61	\$0.61 =	<b>\$174.22</b>
	3X WK	monthly	\$235.21	\$243.05	\$0.85 =	<b>\$243.90</b>
2 YARD	1X WK	monthly	\$119.31	\$123.29	\$0.43 =	<b>\$123.72</b>
	2X WK	monthly	\$184.92	\$191.10	\$0.67 =	<b>\$191.77</b>
	3X WK	monthly	\$258.90	\$267.54	\$0.94 =	<b>\$268.48</b>
3 YARD	1X WK	monthly	\$159.63	\$164.96	\$0.58 =	<b>\$165.54</b>
	2X WK	monthly	\$247.42	\$255.68	\$0.89 =	<b>\$256.57</b>
	3X WK	monthly	\$346.39	\$357.95	\$1.25 =	<b>\$359.20</b>
4 YARD	1X WK	monthly	\$212.82	\$219.93	\$0.77 =	<b>\$220.70</b>
	2X WK	monthly	\$329.88	\$340.89	\$1.19 =	<b>\$342.08</b>
	3X WK	monthly	\$461.83	\$477.24	\$1.67 =	<b>\$478.91</b>
6 YARD	1X WK	monthly	\$319.29	\$329.95	\$1.15 =	<b>\$331.10</b>
	2X WK	monthly	\$494.91	\$511.43	\$1.79 =	<b>\$513.22</b>
	3X WK	monthly	\$692.88	\$716.00	\$2.51 =	<b>\$718.51</b>

Every other week rate is the same as 1X WK rate.  
Additional days per week are as follows: 4X WK multiply 3X WK rate by 1.3 5X WK multiply 4X WK rate by 1.25

**COMMERCIAL EXTRA PICKUP + PER MILE TRIP CHARGE \*** *For solid waste, recycle or greenwaste (each charged separately)*

1 YARD	per occurrence	\$23.86	\$24.66	\$0.09 =	<b>\$24.75</b>
1.5 YARD	per occurrence	\$26.79	\$27.69	\$0.10 =	<b>\$27.79</b>
2 YARD	per occurrence	\$29.70	\$30.70	\$0.11 =	<b>\$30.81</b>
3 YARD	per occurrence	\$39.35	\$40.66	\$0.14 =	<b>\$40.80</b>
4 YARD	per occurrence	\$52.46	\$54.21	\$0.19 =	<b>\$54.40</b>
6 YARD	per occurrence	\$81.08	\$83.79	\$0.29 =	<b>\$84.08</b>

		<b>Current</b>	<b>Proposed</b>	<b>IWMA</b>		<b>Proposed</b>
		Total Charges to	Solid Waste	Fee		Total Charges to
<b>COMMERCIAL SERVICE MISCELLANEOUS</b>		<u>Customer</u>	<u>Rate</u>	<u>0.35%</u>		<u>Customer</u>
* Trip Charge per Mile	per occurrence	\$5.97	\$6.17	\$0.02 =		<b>\$6.19</b>
Delivery Fee & Re-Delivery Containers	per occurrence	\$36.30	\$37.51	\$0.13 =		<b>\$37.64</b>
Extra Material less than 1 yard	per occurrence	\$17.65	\$18.24	\$0.06 =		<b>\$18.30</b>
Extra Material per yard	per occurrence	\$23.86	\$24.66	\$0.09 =		<b>\$24.75</b>
Manual Labor per yard	per occurrence	\$23.89	\$24.69	\$0.09 =		<b>\$24.78</b>
Go Back Commercial	per occurrence	\$11.82	\$12.22	\$0.04 =		<b>\$12.26</b>
<b>plus add additional mileage fee per mile</b>						
Lock Bar Set Up	per occurrence	\$53.73	\$55.52	\$0.19 =		<b>\$55.71</b>
Lock Bar Set Up Plus Key & Lock	per occurrence	\$64.90	\$67.06	\$0.23 =		<b>\$67.29</b>
Unlocking Fee	per occurrence	\$2.87	\$2.97	\$0.01 =		<b>\$2.98</b>
Container Exchange Fee	per occurrence	\$54.32	\$56.13	\$0.20 =		<b>\$56.33</b>

**DRIVE IN-YARD CHARGES**

*Charged to customers that require the waste collection truck to enter the customers property*

In-Yard 100'	monthly	\$15.54	\$16.06	\$0.06 =		<b>\$16.12</b>
In-Yard 1/4 Mile	monthly	\$21.80	\$22.52	\$0.08 =		<b>\$22.60</b>
In-Yard 1 Mile	monthly	\$24.07	\$24.88	\$0.09 =		<b>\$24.97</b>
In-Yard Over 1 Mile	monthly	multiply "In-Yard 1 Mile" rate X total miles				

**ADDITIONAL CHARGES**

				<b>IWMA</b>		
				Fee		
				<u>0.84%</u>		
Can Pressure Wash Fee	per occurrence	\$37.90	\$38.97	\$0.33 =		<b>\$39.30</b>
Water Heater	each 2026 N/C White Goods	\$29.62	\$30.35	\$0.25 =		<b>\$30.60</b>
Fridge	each 2026 N/C White Goods	\$36.93	\$37.97	\$0.32 =		<b>\$38.29</b>
Washer/Dryer	each 2026 N/C White Goods	\$29.62	\$30.35	\$0.25 =		<b>\$30.60</b>
Toilet	each	\$11.97	\$12.31	\$0.10 =		<b>\$12.41</b>
Couch	each	\$36.25	\$37.28	\$0.31 =		<b>\$37.59</b>
Mattress or boxspring TWN	each	\$26.18	\$26.92	\$0.23 =		<b>\$27.15</b>
Mattress or boxspring Q-K	each	\$46.57	\$47.89	\$0.40 =		<b>\$48.29</b>
Truck Tires	each	\$26.18	\$26.92	\$0.23 =		<b>\$27.15</b>
Car Tire only	each	\$5.19	\$5.34	\$0.04 =		<b>\$5.38</b>
Car Tire with Rim	each	\$7.99	\$8.21	\$0.07 =		<b>\$8.28</b>
T.V.	CAN NOT TAKE					

**All other items not listed call office for rate.**

**NSF FEES**

1ST	\$20.00
2ND	\$30.00
3RD	\$35.00
4TH	\$40.00

**RENT-A-BIN (all areas)**

				<b>IWMA</b>		
				Fee		
				<u>0.35%</u>		
2 YARD - 1 PU 1 WEEK	60x43x38	\$94.28	\$97.43	\$0.34 =		<b>\$97.77</b>
3 YARD - 1 PU 1 WEEK	72x43x52	\$124.51	\$128.67	\$0.45 =		<b>\$129.12</b>
DAILY RENTAL after 1 wk	per day	\$3.25	\$3.36	\$0.01 =		<b>\$3.37</b>

**For one month rental please call office for rates**

**RESOLUTION NO. 2026-\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING A RATE  
INCREASE OF 3.7% BASED ON THE CONSUMER PRICE INDEX FOR ALL TRASH  
COLLECTION AND DISPOSAL SERVICES FOR FY2026-27**

**WHEREAS**, the San Miguel Community Services District (“District”) provides specific property-related community services and is required by Ordinance 02-04 Waste Ordinance requiring mandatory trash collection services; and

**WHEREAS**, the District Board of Directors (“Board”) has determined that all residents within District boundaries must participate in the District’s franchise disposal service as provided by San Miguel Garbage; and

**WHEREAS**, the District conducted a proposition 218 rate hearing on July 24<sup>th</sup> 2025 establishing a rate increase equal to the Consumer Price Index (CPI) for Fiscal Years 2026-27 thru 2029-30 by Resolution 2025-29; and

**WHEREAS**, San Miguel Garbage has proposed a rate increase of 3.7% based on the CPI for residential and commercial trash collection, disposal and recycling services as shown in Exhibit “A” hereto for residents within District boundaries for the current fiscal year; and

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

1. The solid waste collection and disposal rate increase of 3.7% is hereby applicable. The charges applicable to District solid waste collection and disposal customers are hereby established and adopted as provided in the rate schedule attached hereto as “Exhibit A” and incorporated herein by reference.
2. The schedule set forth as “Exhibit A” shall be effective July 1, 2026, and be reflected in the billing cycle commencing on July 1, 2026, as administered by the District’s franchisee, San Miguel Garbage.

*(Signatures on next page)*

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

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAINING:**  
**VACANCY: 1**

The foregoing Resolution is hereby passed and adopted on this \_\_\_\_ day of May, 2026.

\_\_\_\_\_  
Kelly Dodds, General Manager

\_\_\_\_\_  
Ashley Sangster, Board President

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Tamara Parent, Board Clerk

\_\_\_\_\_  
Christina M. Pritchard, Deputy General Counsel

Attachment: Exhibit A 2026 Rate Comparison for Solid Waste Services from San Miguel Garbage

**Board of Directors  
Staff Report**

**May 28, 2026**

**AGENDA ITEM: 10.3**

**SUBJECT:** Monthly claim detail and investment reports for April 2026 (**Recommend receive and file by Board consensus**)

*When ancillary reports area provided, they are for reference only and are subject to change.*

(Pg. 124-162)

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**SUGGESTED ACTION:**

Please *Review, Receive and File* the claim detail and investment reports.

When ancillary reports area provided, they are for reference only and are subject to change.

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**DISCUSSION:**

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**FISCAL IMPACT:**

None

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PREPARED BY: Michelle Hido

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# San Miguel Community Services District APRIL 2026 Financial Report

May 18<sup>th</sup>, 2026

**BOARD ACTION:** Review the enumeration of Financial Reports for April 2026

**APRIL 2026 Revenue:** \$787,740.74

Sales Revenue 26.3%, Property Taxes 3.5%, Franchise Fees 0.6%, Other 69.6%

**APRIL 2026 Expenses:** \$194,855.35

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## **FIRE DEPT PROJECTS:**

### Fire Temporary Housing Unit

APRIL costs: \$0

Escrow amount used: \$277,144.78 (101.01% spent)      Interfund Loan amount used: \$73,087.72 (91.36%)

Budget: \$274,378.95 (Res 2022-21,22) + \$80,000.00 (Res 2024-44)

Costs not paid through Escrow to date: \$28,401.32      Total THU Project costs to date: \$361,647.52

Status: In Process

### Fire Station Remodel- Budget: none

APRIL costs: \$0

Project costs to date: \$5,771.56

Status: In Process

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## **UTILITY DEPT PROJECTS:**

### WWTF Expansion Resolution 2021-20, 32, 2022-43, 2023-21- by SWRCB Order June 2018

APRIL costs: Permits, Engineering - \$10,924.75

Project costs to date: \$2,408,604.92

Status: In Process

### WWTF Resolution 2021-33,34, 2023-21: Membrane Bioreactor- Budget: \$287,590.58/Project Budget:

\$8,309,288.94

APRIL costs: \$0

Project costs to date: \$333,247.20

Status: In Process

### WW Resolution 2022-59,2023-44,48,50: Sewer Lining & Manhole- Budget: \$771,692.70

APRIL costs: \$0

Project costs to date: \$257,137.20 (33.0% spent)

Status: In Process

### W Resolution 2022-64: 0.65M Tank Inspection & Coating Repair- Budget: \$67,660.00

APRIL costs: \$0

Project costs to date: \$58,098.00 (86% spent)

Status: In Process

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**San Miguel Community Services District  
APRIL 2026 Financial Report**

**LEGAL SERVICES**

Invoices: March services invoice in May

**2025/26 LEGAL EXPENSES TO DATE: \$154,772.80**

BOARD MEETINGS:	\$ 6,181.00
CSD BOARD REQUESTS:	\$ 3,831.97
FIRE:	\$ 4,546.50
GENERAL CSD/ADMIN:	\$ 14,479.99
GENERAL HR AND HR CONTRACTS:	\$ 9,346.68
HR INVESTIGATION/ARBITRATION:	\$ 763.83
PUBLIC RECORDS REQUESTS:	\$ 1,070.50
SEWER:	\$ 9,171.41
SOLID WASTE:	\$ 868.97
STEINBECK:	\$ 77,814.33
WATER:	\$ 4,618.88
OTHER:	\$ 22,078.74

**TOP 5 GENERAL OPERATING EXPENSES** (at the time of this report):

- Fluid Resource Management \$17,105.84 – Contract Operators, Compliance
- Oilfield Environmental \$7,709.50 – Routine and special sample testing
- Uline \$6,417.81 – Trash cans and collars
- Scott Keller \$5,760.00 – THU lease extension
- Spectrum/Charter \$4,836.23 – District fiber internet/voice

**MONTHLY RECURRING EXPENSES** (at the time of this report):

CalPERS (Employer costs only)	\$14,829.43
PG&E (Facilities & Lighting)	\$16,541.95
US Bank SMCS D Credit Cards	\$2,859.39
WEX Bank SMCS D District Vehicle Fuel	\$965.05

The information provided is current as of the time of this report.

**RECOMMENDATION:**

Please Review these April 2026 SMCS D Financial Reports.

**PREPARED BY:**

Michelle Hido, Financial Officer

**REVIEWED BY:**

Kelly Dodds, General Manager

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12386	-98498E	689 AMAZON CAPITOL SERVICES	20.24						
1	04/01/26	SAFETY GLOVES	20.24*			40 64000	348		10205
		1V9D-X93K-9FK1							
12387	-98497E	689 AMAZON CAPITOL SERVICES	209.37						
1	03/01/26	VINEGAR, TONER, PENS	104.68			50 65000	410		10205
		16JJ-DJNR-RX6Q							
2	03/01/26	VINEGAR, TONER, PENS	104.69			40 64000	410		10205
		16JJ-DJNR-RX6Q							
12388	-98496E	689 AMAZON CAPITOL SERVICES	1,068.41						
1	03/01/26	RESP FILTERS, FACEMASK, GLOVES	534.20*			50 65000	348		10205
		1N3P-VH19-LGV4							
2	03/01/26	RESP FILTERS, FACEMASK, GLOVES	534.21*			40 64000	348		10205
		1N3P-VH19-LGV4							
12389	-98495E	689 AMAZON CAPITOL SERVICES	422.27						
1	04/01/26	RAIN JACKET, HIVIS JACKETS	211.13*			50 65000	348		10205
		1NKC-K6W1-34KX							
2	04/01/26	RAIN JACKET, HIVIS JACKETS	211.14*			40 64000	348		10205
		1NKC-K6W1-34KX							
		<b>Total for Vendor:</b>	<b>1,720.29</b>						
12384	50801S	743 API ATLAS PERFORMANCE	2,200.00						
1	04/07/25	APR CSD OFFICE TRAILER RENTAL	110.00			30 63000	949		10205
		RI158375							
2	04/07/26	APR CSD OFFICE TRAILER RENTAL	990.00			40 64000	949		10205
		RI158375							
3	04/07/26	APR CSD OFFICE TRAILER RENTAL	990.00			50 65000	949		10205
		RI158375							
4	04/07/26	APR CSD OFFICE TRAILER RENTAL	110.00			60 66000	949		10205
		RI158375							
		<b>Total for Vendor:</b>	<b>2,200.00</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12393	-98493E	714 AT&T MOBILITY	283.89						
		FIRE CELL PHONES							
1	04/02/26	MAR FIRE CELL PHONE - SM FIRE	45.95*			20 62000	465		10205
04102026									
2	04/02/26	MAR FIRE CELL PHONE - YOUNG	51.00*			20 62000	465		10205
04102026									
3	04/02/26	MAR FIRE DISPATCH SERVICE PROG	186.94*			20 62000	465		10205
04102026									
		<b>Total for Vendor:</b>	<b>283.89</b>						
12366	50802S	622 BALDWIN ELECTRIC SERVICE	675.47						
1	03/31/26	AERATOR #1 RELAY	675.47			40 64000	582		10205
914									
		<b>Total for Vendor:</b>	<b>675.47</b>						
12390	50803S	101 BENEFIT RESOURCE, LLC	150.00						
1	03/31/26	FSA ADMINISTRATION MAR 26	40.50*			20 62000	208		10205
11472069									
2	03/31/26	FSA ADMINISTRATION MAR 26	4.50*			30 63000	208		10205
11472069									
3	03/31/26	FSA ADMINISTRATION MAR 26	42.00*			40 64000	208		10205
11472069									
4	03/31/26	FSA ADMINISTRATION MAR 26	60.00*			50 65000	208		10205
11472069									
5	03/31/26	FSA ADMINISTRATION MAR 26	3.00*			60 66000	208		10205
11472069									
		<b>Total for Vendor:</b>	<b>150.00</b>						
12413	50824S	573 BURT INDUSTRIAL SUPPLY	105.75						
1	04/22/26	PRESSURE GAUGE	105.75			50 65000	353		10205
179855									
		<b>Total for Vendor:</b>	<b>105.75</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12405	-98490E	712 CIO SOLUTIONS	3,352.70						
1	04/10/26	APR IT SUPPORT CSD & BOD	709.36			20 62000	321		10205
129166-126									
2	04/10/26	APR IT SUPPORT CSD & BOD	77.82			30 63000	321		10205
129166-126									
3	04/10/26	APR IT SUPPORT CSD & BOD	738.29			40 64000	321		10205
129166-126									
4	04/10/26	APR IT SUPPORT CSD & BOD	1,099.56			50 65000	321		10205
129166-126									
5	04/10/26	APR IT SUPPORT CSD & BOD	51.88			60 66000	321		10205
129166-126									
6	04/10/26	APR IT SUPPORT BOD SPLIT	162.49			20 62000	321		10205
129166-126									
7	04/10/26	APR IT SUPPORT BOD SPLIT	16.94			30 63000	321		10205
129166-126									
8	04/10/26	APR IT SUPPORT BOD SPLIT	158.54			40 64000	321		10205
129166-126									
9	04/10/26	APR IT SUPPORT BOD SPLIT	235.92			50 65000	321		10205
129166-126									
10	04/10/26	APR IT SUPPORT BOD SPLIT	11.90			60 66000	321		10205
129166-126									
11	04/10/26	APR ER/FIRE PREVENTION	90.00			20 62000	321		10205
129166-126									
<b>Total for Vendor:</b>			<b>3,352.70</b>						
12420	50825S	648 COUNTY OF SAN LUIS OBISPO- HAZARDOUS MATERIALS RESPONSE TEAM	1,250.00						
1	04/10/26	HAZARDOUS MITIGATION PLAN	625.00			20 62000	710		10205
2026015									
2	04/10/26	HAZARDOUS MITIGATION PLAN	312.50			40 64000	546		10205
2026015									
3	04/10/26	HAZARDOUS MITIGATION PLAN	312.50			50 65000	546		10205
2026015									
<b>Total for Vendor:</b>			<b>1,250.00</b>						

\* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12365 1 IN164453	50804S 03/31/26	429 COUNTY OF SLO- ENV HEALTH BACKFLOW PREVENTION	336.00 336.00*			50 65000	362		10205
<b>Total for Vendor:</b>			<b>336.00</b>						
12381 1 647873 647873	-98499E 03/17/26	654 CULLIGAN WATER MAR WATER DELIVERY	24.65 12.32			40 64000	305		10205
2 647873	03/17/26	MAR WATER DELIVERY	12.33			50 65000	305		10205
<b>Total for Vendor:</b>			<b>24.65</b>						
12396 1 23-336	50821S 04/08/26	7 FIRE RECOVERY USA, LLC CHECKS NOT WRITTEN TO CSD FD DEPOSITED IN ERROR, FIRE RECOVERY SENT INVOICE TO CORRECT/REFUND CK DEPOSIT IN ERROR CORRECTION	30,641.20 30,641.20*			20 62000	912		10205
<b>Total for Vendor:</b>			<b>30,641.20</b>						
12400 1 TW260331 2 TW260331	50826S 04/16/26	401 FLUID RESOURCE MANAGEMENT CONTRACT O&M W 03/26 CONTRACT O&M W 03/26	4,876.25 4,140.00 736.25			50 65000 50 65000	361 651		10205 10205
12401 1 TWW260325 2 TWW260325	50826S 04/16/26	401 FLUID RESOURCE MANAGEMENT CONTRACT OPERATOR- WW 03/26 CONTRACT COMPLIANCE- WW 03/26	12,229.59 9,623.34 2,606.25			40 64000 40 64000	361 651		10205 10205
<b>Total for Vendor:</b>			<b>17,105.84</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12376	-98502E	308 FRONTIER COMMUNICATIONS (412-5)	82.09						
		Acct #8054672818010412-5							
		Service from 02/22/26-03/21/26							
		FS/CSD ALARM							
1	03/22/26	MAR FIRE STATION ALARM	82.09*			20 62000	375		10205
		<b>Total for Vendor:</b>	<b>82.09</b>						
12372	50806S	125 GREAT WESTERN ALARM	38.00						
		GW-661							
		Service Period: 04/2026							
1	04/01/26	APR Alarm Monitoring	38.00			20 62000	380		10205
		260400545101							
12373	50806S	125 GREAT WESTERN ALARM	110.00						
		A0702 UTILITIES EMERGENCY							
		Service Period: 04/2026							
1	04/01/26	APR Answering Service	55.00			40 64000	380		10205
		260302242101							
2	04/01/26	APR Answering Service	55.00			50 65000	380		10205
		260302242101							
		<b>Total for Vendor:</b>	<b>148.00</b>						
12418	50827S	102 GUTIERREZ, JUAN PAUBLO	190.38						
1	04/16/26	PANT REIMBURSEMENT	95.19			40 64000	495		10205
2	04/16/26	PANT REIMBURSEMENT	95.19			50 65000	495		10205
		<b>Total for Vendor:</b>	<b>190.38</b>						
12364	50807S	77 HAMNER, JEWELL & ASSOC	1,164.34						
1	04/03/26	MONITORING WELL 4B	1,164.34*			40 64000	587		10205
		205520							
		<b>Total for Vendor:</b>	<b>1,164.34</b>						
12414	50828S	720 HERC RENTALS INC	38.06						
1	04/22/26	GAS CALIBRATION	19.03*			40 64000	351		10205
		36545210-001							
2	04/22/26	GAS CALIBRATION	19.03*			50 65000	351		10205
		36545210-001							
		<b>Total for Vendor:</b>	<b>38.06</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12385	50808S	701 NICK'S TELECOM	700.00						
1	04/01/26	8668/8696 TABLETS, MDC SWAP	700.00*			20 62000	354		10205
7546									
		<b>Total for Vendor:</b>	<b>700.00</b>						
12333	50809S	45 OILFIELD ENVIRONMENTAL &	353.00						
1	02/04/26	ROUTINE (WWTF SEPTAGE)	353.00			40 64000	355		10205
2601626									
12334	50809S	45 OILFIELD ENVIRONMENTAL &	129.00						
1	03/24/26	ROUTINE (WEEKLY FORTH)	129.00*			50 65000	359		10205
2601625									
12335	50809S	45 OILFIELD ENVIRONMENTAL &	353.00						
1	03/24/26	ROUTINE (WWTF SEPTAGE)	353.00			40 64000	355		10205
2601188									
12336	50809S	45 OILFIELD ENVIRONMENTAL &	132.00						
1	03/24/26	ROUTINE (WEEKLY- SECOND)	132.00*			50 65000	359		10205
2601186									
12337	50809S	45 OILFIELD ENVIRONMENTAL &	27.00						
1	03/24/26	ROUTINE WEEKLY SOLIDS	27.00			40 64000	355		10205
2600954									
12338	50809S	45 OILFIELD ENVIRONMENTAL &	195.00						
1	03/24/26	ROUTINE (MNTLY,WEEKLY-1)	18.00			50 65000	356		10205
2600951									
2	03/24/26	ROUTINE (MNTLY,WEEKLY-1)	18.00*			50 65000	357		10205
2600951									
3	03/24/26	ROUTINE (MNTLY,WEEKLY-1)	18.00			50 65000	358		10205
2600951									
4	03/24/26	ROUTINE (MNTLY,WEEKLY-1)	141.00*			50 65000	359		10205
2600951									

\* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12339 1	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE (PFAS - ANNUAL)	1,777.00 888.50			50 65000	356		10205
2600778 2	03/24/26	ROUTINE (PFAS - ANNUAL)	888.50*			50 65000	357		10205
2600778									
12340 1	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WEEKLY SOLIDS	77.00 77.00			40 64000	355		10205
2600750									
12341 1	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WEEKLY SOLIDS	27.00 27.00			40 64000	355		10205
2600559									
12342 1	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE QTRLY JANUARY	676.00 676.00			40 64000	355		10205
2600383									
12343 1	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WEEKLY SOLIDS	27.00 27.00			40 64000	355		10205
2600196									
12344 1	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WEEKLY SOLIDS	77.00 77.00			40 64000	355		10205
2611558									
12345 1	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE TANKER SEPTAGE	353.00 353.00			40 64000	355		10205
2511557									
12346 1	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WEEKLY SOLIDS	27.00 27.00			40 64000	355		10205
2511410									

\* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12347 1 2510735	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE NOVEMBER	178.00 178.00			40 64000	355		10205
12348 1 2511179	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WEEKLY SOLIDS	27.00 27.00			40 64000	355		10205
12349 1 2510603	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WWTF SEPTAGE	353.00 353.00			40 64000	355		10205
12350 1 2510602	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WEEKLY SOLIDS	27.00 27.00			40 64000	355		10205
12351 1 2510352	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WEEKLY SOLIDS	27.00 27.00			40 64000	355		10205
12352 1 2510348	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE NOVEMBER SOLIDS	178.00 178.00			40 64000	355		10205
12353 1 2510350	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WWTF SEPTAGE	353.00 353.00			40 64000	355		10205
12354 1 2510149	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WWTF SEPTAGE	353.00 353.00			40 64000	355		10205
12355 1 2510148	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WEEKLY SOLIDS	27.00 27.00			40 64000	355		10205

\* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12356 1 2509911	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WEEKLY SOLIDS	27.00 27.00			40 64000	355		10205
12357 1 2509711	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WEEKLY SOLIDS	27.00 27.00			40 64000	355		10205
12358 1 2509633	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WWTF SEPTAGE	353.00 353.00			40 64000	355		10205
12359 1 2509560	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE OCTOBER	971.50 971.50			40 64000	355		10205
12360 1 2509528	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WEEKLY SOLIDS	27.00 27.00			40 64000	355		10205
12361 1 2509309	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WEEKLY SOLIDS	27.00 27.00			40 64000	355		10205
12362 1 2507315	50809S 03/24/26	45 OILFIELD ENVIRONMENTAL & ROUTINE WWTF SEPTAGE	353.00 353.00			40 64000	355		10205
12409 1 2602651	50829S 04/09/26	45 OILFIELD ENVIRONMENTAL & ROUTINE (WEEKLY FIFTH)	42.00 42.00			50 65000	358		10205
12410 1 2602464	50829S 04/09/26	45 OILFIELD ENVIRONMENTAL & ROUTINE (WEEKLY FORTH)	129.00 129.00*			50 65000	359		10205
<b>Total for Vendor:</b>			<b>7,709.50</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12408	50830S	203 PASO ROBLES SAFE & LOCK, INC.	68.95						
1	04/14/26	KEYS	34.47			40 64000	305		10205
195314									
2	04/14/26	KEYS	34.48			50 65000	305		10205
195314									
		<b>Total for Vendor:</b>	<b>68.95</b>						
12479	-98464E	59 PAYA SERVICES, INC	30.00						
		NSF FEES FOR RETURNED PAYMENTS, CUSTOMER PAID FEE							
1	04/30/26	NSF FEES, CUSTOMER PAID FEE	15.00*			40 64000	925		10205
2	04/30/26	NSF FEES, CUSTOMER PAID FEE	15.00*			50 65000	925		10205
		<b>Total for Vendor:</b>	<b>30.00</b>						
12412	50831S	585 PRW STEEL SUPPLY	471.22						
1	04/16/26	1/4 FLOOR PLATE, HR ANGLE	471.22			50 65000	353		10205
453167									
		<b>Total for Vendor:</b>	<b>471.22</b>						
12371	50810S	25 QUEST PLANNING, INC	1,959.16						
1	03/31/26	WWTF PERMIT ASSISTANCE	1,959.16*			40 64000	587	20001	10205
2190									
		<b>Total for Vendor:</b>	<b>1,959.16</b>						
12407	50832S	70 RODGERS, ANDERSON, MALODY &	330.00						
1	03/31/26	CPA AUDIT REVIEW & JVS	89.10*			20 62000	325		10205
80290									
2	03/31/26	CPA AUDIT REVIEW & JVS	9.90*			30 63000	325		10205
80290									
3	03/31/26	CPA AUDIT REVIEW & JVS	92.40*			40 64000	325		10205
80290									
4	03/31/26	CPA AUDIT REVIEW & JVS	132.00*			50 65000	325		10205
80290									
5	03/31/26	CPA AUDIT REVIEW & JVS	6.60*			60 66000	325		10205
80290									
		<b>Total for Vendor:</b>	<b>330.00</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12419	50833S 999999	SAAVEDRA, ELOY ROJAS 1115 L STREET ACCT 20104-04	74.12						
1	04/15/26	WW DEPOSIT REFUND	31.91			40 20520			10205
20104-04									
2	04/15/26	W DEPOSIT REFUND	42.21			50 20510			10205
20104-04									
<b>Total for Vendor:</b>			<b>74.12</b>						
12403	50834S 481	SAN MIGUEL COMMUNITY SERVICES APR 2026 DISTRICT WATER USE	758.77						
1	04/15/26	1150 MISSION ST SMFD 1004-00	140.42*			20 62000	384		10205
2	04/15/26	1150 MISSION BACKFLOW 1004B-00	2.00*			20 62000	384		10205
3	04/15/26	1140 MISSION ST THU 1001-00	115.47*			20 62000	384		10205
4	04/15/26	1765 BONITA PL CSD 27475-00	58.08			40 64000	384		10205
5	04/15/26	8687 MARTNZ DR SLT WELL 21101	84.56*			50 65000	384		10205
6	04/15/26	942 SOKA WAY 20840-00	34.92			40 64000	384		10205
7	04/15/26	1581 BONITA PL - WELL 4 15034	78.52*			50 65000	384		10205
8	04/15/26	610 12TH ST - WELL 3 1102-00	66.44*			50 65000	384		10205
9	04/15/26	1199 MISSION IRIG MTR 27476-00	68.83			30 63000	384		10205
10	04/15/26	1203 MISSION IRIG MTR 20547-00	109.53			30 63000	384		10205
<b>Total for Vendor:</b>			<b>758.77</b>						
12367	50811S 238	SAN MIGUEL GARBAGE ACCT# 318691	119.31						
1	04/01/26	MAR 2025	59.65			40 64000	383		10205
040126									
2	04/01/26	MAR 2025	59.66*			50 65000	383		10205
040126									
<b>Total for Vendor:</b>			<b>119.31</b>						
12374	50812S 731	SAN MIGUEL SENIORS CENTER MAR 26 BOARD MEETING @ SMSC	150.00						
6	04/07/26	MAR 26 BOD MEETING 3 HRS	40.50			20 62000	341		10205
7	04/07/26	MAR 26 BOD MEETING 3 HRS	4.50			30 63000	341		10205
8	04/07/26	MAR 26 BOD MEETING 3 HRS	42.00			40 64000	341		10205

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9	04/07/26	MAR 26 BOD MEETING 3 HRS	60.00			50 65000	341		10205
10	04/07/26	MAR 26 BOD MEETING 3 HRS	3.00			60 66000	341		10205
<b>Total for Vendor:</b>			<b>150.00</b>						
12377	50813S	673 SCOTT KELLER	5,760.00						
ANNUAL THU LEASE PAYMENT FOR APN 021-221-014/015/016/018									
1	04/07/26	5/26-4/27 THU LEASE EXTENSION	5,760.00			20 62000	949		10205
<b>Total for Vendor:</b>			<b>5,760.00</b>						
12370	-98503E	657 SOCALGAS	64.57						
1	04/02/26	FEB LIFT STATION 942 SOKA W	18.63			40 64000	396		10205
2	04/02/26	FEB SLT WELL 8687 MARTINEZ	18.63*			50 65000	396		10205
3	04/02/26	FEB WELL 3 NAT.GAS 610 12TH	27.31*			50 65000	396		10205
<b>Total for Vendor:</b>			<b>64.57</b>						
12368	-98504E	67 SPECTRUM/CHARTER COMMUNICATIONS	4,706.24						
Acct# 212691601 Spectrum Enterprise Internet									
Service 04/01/26 - 04/30/26									
1	04/01/26	APR WWTF FIBER	75.32*			30 63000	375		10205
212691601040126									
2	04/01/26	APR WWTF FIBER	674.52			40 64000	375		10205
212691601040126									
3	04/01/26	APR WWTF FIBER	674.50*			50 65000	375		10205
212691601040126									
4	04/01/26	APR WWTF FIBER	75.32*			60 66000	375		10205
212691601040126									
5	04/01/26	APR POWER RD	516.90*			50 65000	375		10205
212691601040126									
6	04/01/26	APR MAIN TANK 10TH ST	516.90*			50 65000	375		10205
212691601040126									
7	04/01/26	APR SLT TANK MARTINEZ DR	516.90*			50 65000	375		10205
212691601040126									
8	04/01/26	APR WELL 3 610 12TH ST	516.90*			50 65000	375		10205
212691601040126									
9	04/01/26	APR LIFT STATION 942 SOKA WAY	516.90			40 64000	375		10205
212691601040126									

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10	04/01/26	APR 1581 16TH ST	516.90*			50 65000	375		10205
		212691601040126							
11	04/01/26	APR FIRE STATION RING CENTRAL	105.18*			20 62000	375		10205
		212691601040126							
12	04/01/26	APR LIFT STATION 942 SOKA WAY	0.00			40 64000	375		10205
		212691601040126							
12406	-98489E	67 SPECTRUM/CHARTER COMMUNICATIONS	129.99						
		Acct# 8245 10 105 0027311							
		Spectrum Business Internet/Voice							
		Service 04/11/26- 05/10/26							
1	04/07/26	FIRE APR INTERNET/VOICE	129.99*			20 62000	375		10205
		170616101040726							
		<b>Total for Vendor:</b>	<b>4,836.23</b>						
12417	50835S	565 STAR DRUG TESTING, INC.	50.00						
		New Employee							
3	04/10/26	New Employee Drug Test JPG	25.00			40 64000	121		10205
		78780							
4	04/10/26	New Employee Drug Test JPG	25.00			50 65000	121		10205
		78780							
		<b>Total for Vendor:</b>	<b>50.00</b>						
12397	50823S	460 STATE WATER RESOURCES CONTROL	228.00						
		WILLIAMS OIT I CERT							
1	04/09/26	WILLIAMS OIT 1	228.00			40 64000	715		10205
		WILLIAMS, SAMI							
		<b>Total for Vendor:</b>	<b>228.00</b>						
12421	50858S 999999	TIBURCIO MARTINEZ, OFELIA	150.00						
		540 16th STREET							
		ACCT 20135-04							
1	04/30/26	WW DEPOSIT REFUND	100.00			40 20520			10205
		20135-04							
2	04/30/26	W DEPOSIT REFUND	50.00			50 20510			10205
		20135-04							
		<b>Total for Vendor:</b>	<b>150.00</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12415	50836S	491 ULINE	4,483.31						
1	04/10/26	TRASH CANS X4	4,483.31*			60 66000	353		10205
206595180									
12416	50836S	491 ULINE	1,934.50						
1	04/10/26	TRASH COLLARS X4	1,934.50*			60 66000	353		10205
206595179									
<b>Total for Vendor:</b>			<b>6,417.81</b>						
12402	50837S	327 VALLI INFORMATION SYSTEMS	846.06						
APR BILLING									
1	04/21/26	APR WEB POSTING, POSTAGE	234.41			40 64000	374		10205
105574									
2	04/21/26	APR WEB POSTING, POSTAGE	234.42			50 65000	374		10205
105574									
3	04/21/26	APR PRINTING	112.11			40 64000	374		10205
105574									
4	04/21/26	APR PRINTING	112.12			50 65000	374		10205
105574									
5	04/21/26	PRINTED INSERT WATER CONSERV	153.00			50 65000	395		10205
105574									
<b>Total for Vendor:</b>			<b>846.06</b>						
12399	-98491E	511 VERIZON	331.73						
TABLETS: UTILITIES x4									
CELL PHONE: TMP, MS, TP, KD, DP									
03-09/26 -04/08/26									
1	02/08/26	MAR UTILITIES CELL PHONES X7	13.55			30 63000	465		10205
6135506626									
2	02/08/26	MAR UTILITIES CELL PHONES X7	122.35			40 64000	465		10205
6135506626									
3	02/08/26	MAR UTILITIES CELL PHONES X7	122.36			50 65000	465		10205
6135506626									
4	02/08/26	MAR UTILITIES CELL PHONES X7	13.55			60 66000	465		10205
6135506626									
6	02/08/26	MAR UTILITIES TABLETS X3	1.50			30 63000	465		10205
6135506626									

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
7	02/08/26	MAR UTILITIES TABLETS X3	13.53			40 64000	465		10205
6135506626									
8	02/08/26	MAR UTILITIES TABLETS X3	13.53			50 65000	465		10205
6135506626									
9	02/08/26	MAR UTILITIES TABLETS X3	1.50			60 66000	465		10205
6135506626									
10	02/08/26	MAR 4GB DATA PLAN	1.50			30 63000	465		10205
6135506626									
11	02/08/26	MAR 4GB DATA PLAN	13.46			40 64000	465		10205
6135506626									
12	02/08/26	MAR 4GB DATA PLAN	13.40			50 65000	465		10205
6135506626									
13	02/08/26	MAR 4GB DATA PLAN	1.50			60 66000	465		10205
6135506626									
<b>Total for Vendor:</b>			<b>331.73</b>						
12383	50816S	732 WALLACE GROUP	1,394.75						
PROJ#	0406-0032-00								
1	03/31/26	WWTF ENGINEERING 2022-43	1,394.75*			40 64000	587	20001	10205
67327									
12404	50838S	732 WALLACE GROUP	6,406.50						
PROJ#	0406-0032-00								
1	04/20/26	WWTF ENGINEERING 2022-43	6,406.50*			40 64000	587	20001	10205
67573									
<b>Total for Vendor:</b>			<b>7,801.25</b>						
12363	50817S	317 WESTERN JANITOR SUPPLY INC	726.68						
1	04/06/26	CLEANSERS, TWL ROLLS	20.79			30 63000	305		10205
229740									
2	04/06/26	CLEANSERS, TWL ROLLS	187.14			40 64000	305		10205
229740									
3	04/06/26	CLEANSERS, TWL ROLLS	187.14			50 65000	305		10205
229740									
4	04/06/26	CLEANSERS, TWL ROLLS	20.79			60 66000	305		10205
229740									
5	04/06/26	SANITIZER, AER FRESH	310.82			20 62000	305		10205
229740									

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12411	50839S	317 WESTERN JANITOR SUPPLY INC	845.04						
1	04/10/26	OFFICER CLEANING SUPPLIES	282.64			40 64000	305		10205
229877									
2	04/10/26	OFFICER CLEANING SUPPLIES	282.63			50 65000	305		10205
229877									
3	04/10/26	OFFICER CLEANING SUPPLIES	279.77			20 62000	305		10205
229877									
<b>Total for Vendor:</b>			<b>1,571.72</b>						
12392	-98494E	612 WEX BANK	965.05						
FUEL BILL CLOSING DATE: 4/07/26									
1	04/07/26	FUEL 8600 APR	260.40			20 62000	485		10205
111847435									
2	04/07/26	FUEL 8630 APR	231.27			20 62000	485		10205
111847435									
3	04/07/26	FUEL OES	0.00			20 62000	307		10205
111847435									
4	04/07/26	FUEL U8632 APR	188.85*			40 64000	485		10205
111847435									
5	04/07/26	FUEL U8632 APR	188.84			50 65000	485		10205
111847435									
6	04/07/26	FUEL U8634 APR	0.00*			40 64000	485		10205
111847435									
7	04/07/26	FUEL U8634 APR	0.00			50 65000	485		10205
111847435									
8	04/07/26	FUEL U8636 APR	54.34			50 65000	485		10205
111847435									
9	04/07/26	FUEL U8636 APR	54.35*			40 64000	485		10205
111847435									
10	04/07/26	REBATE ADJUSTMENT	-6.54			20 62000	485		10205
111847435									
11	04/07/26	REBATE ADJUSTMENT	-3.23*			40 64000	485		10205
111847435									
12	04/07/26	REBATE ADJUSTMENT	-3.23			50 65000	485		10205
111847435									
<b>Total for Vendor:</b>			<b>965.05</b>						

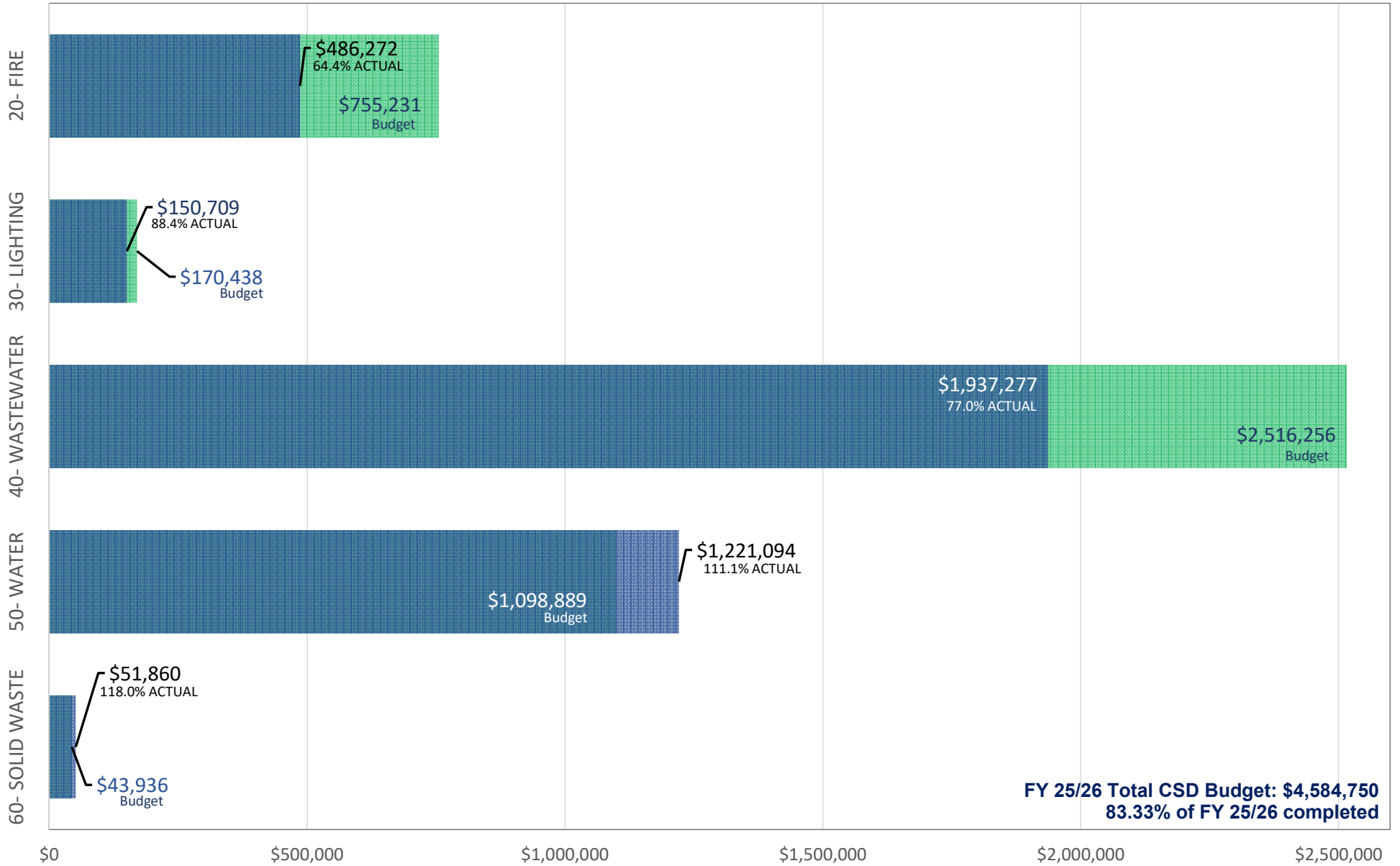
\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12378	50819S	99 WILLIAMS, SAMANTHA	86.89						
1	03/25/26	SHIRT REIMB	43.44			40 64000	495		10205
2	03/25/26	SHIRT REIMB	43.45			50 65000	495		10205
<b>Total for Vendor:</b>			<b>86.89</b>						
<b># of Claims</b>			<b>81</b>	<b>Total:</b>					
				<b>100,949.00</b>	<b># of Vendors</b>			<b>31</b>	
<b>Total Electronic Claims</b>				<b>11,691.20</b>					
<b>Total Non-Electronic Claims</b>				<b>89257.80</b>					

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<b>Fund/Account</b>	<b>Amount</b>
20 FIRE PROTECTION DEPARTMENT	
10205 OPERATING CASH - 5 STAR	40,830.91
30 STREET LIGHTING DEPARTMENT	
10205 OPERATING CASH - 5 STAR	514.68
40 WASTEWATER DEPARTMENT	
10205 OPERATING CASH - 5 STAR	35,608.99
50 WATER DEPARTMENT	
10205 OPERATING CASH - 5 STAR	17,277.57
60 SOLID WASTE DEPARTMENT	
10205 OPERATING CASH - 5 STAR	6,716.85
<b>Total:</b>	<b>100,949.00</b>

# P4 2026 San Miguel CSD Revenue Actual vs Budget



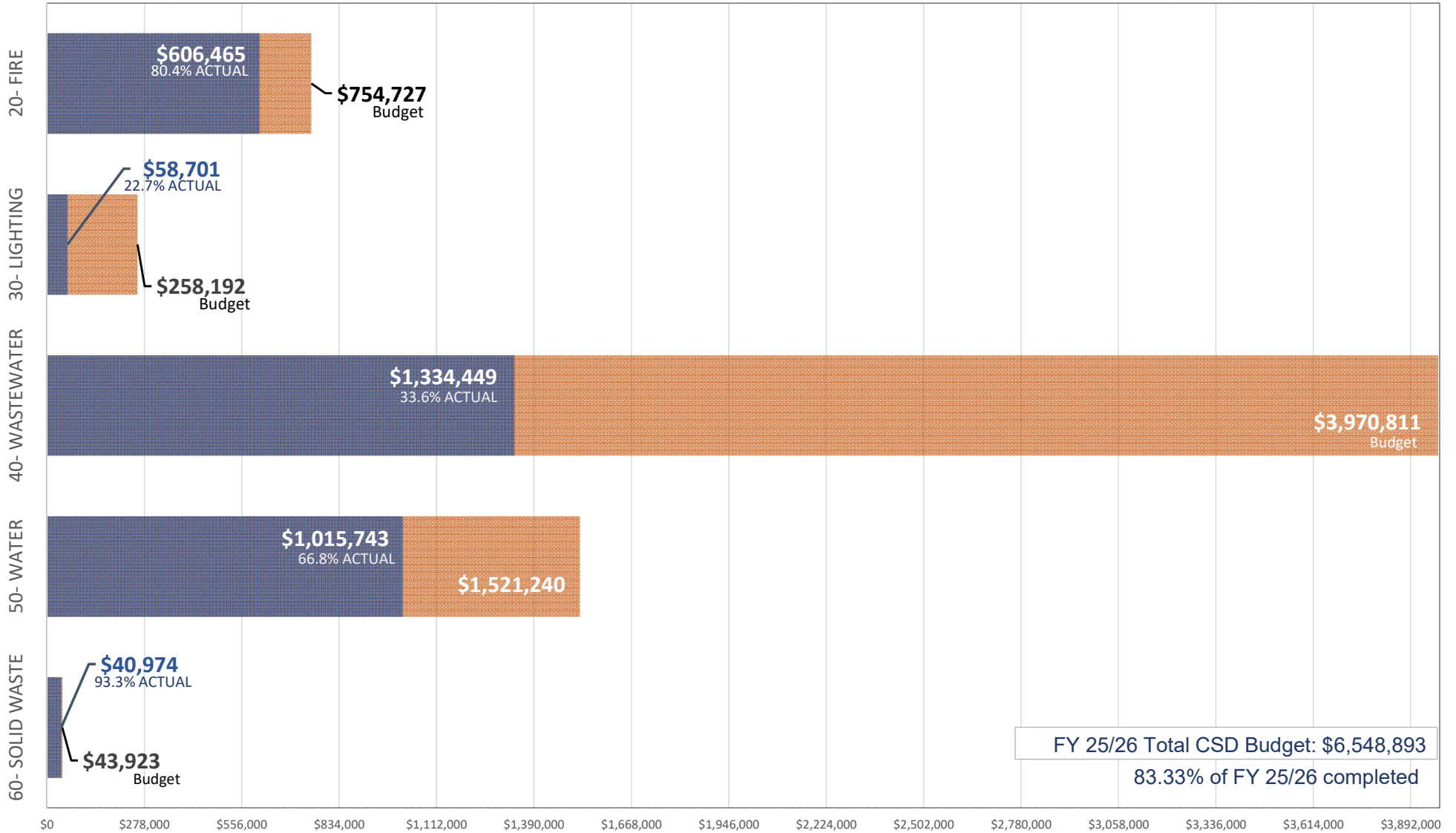
Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	698.00	4,651.00	0.00	-4,651.00	%
40300	Fireworks Permit Fees	0.00	0.00	4,346.00	4,346.00	0 %
40320	Fire Impact Fees	0.00	0.00	3,000.00	3,000.00	0 %
40420	Ambulance Reimbursement	0.00	4,367.21	4,500.00	132.79	97 %
40500	State Fire Grants	0.00	19,867.70	85,600.00	65,732.30	23 %
	<b>Account Group Total:</b>	<b>698.00</b>	<b>28,885.91</b>	<b>97,446.00</b>	<b>68,560.09</b>	<b>30 %</b>
42000						
42200	Fire Cost Recovery Program	29,852.00	31,037.20	0.00	-31,037.20	%
	<b>Account Group Total:</b>	<b>29,852.00</b>	<b>31,037.20</b>	<b>0.00</b>	<b>-31,037.20</b>	<b>%</b>
43000	Property Taxes Collected					
43000	Property Taxes Collected	18,922.79	399,841.34	551,760.00	151,918.66	72 %
	<b>Account Group Total:</b>	<b>18,922.79</b>	<b>399,841.34</b>	<b>551,760.00</b>	<b>151,918.66</b>	<b>72 %</b>
46000	Interest Revenue					
46000	Interest Revenue	1,972.23	20,587.13	0.00	-20,587.13	%
46012	Fire Transfers from Cap Reserve	0.00	0.00	102,025.00	102,025.00	0 %
46151	Refund/Adjustments	0.00	1,122.10	0.00	-1,122.10	%
46153	Plan Check Fees and Inspections	0.00	4,798.50	4,000.00	-798.50	120 %
	<b>Account Group Total:</b>	<b>1,972.23</b>	<b>26,507.73</b>	<b>106,025.00</b>	<b>79,517.27</b>	<b>25 %</b>
	<b>Fund Total:</b>	<b>51,445.02</b>	<b>486,272.18</b>	<b>755,231.00</b>	<b>268,958.82</b>	<b>64 %</b>
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	5,825.83	123,022.92	170,438.00	47,415.08	72 %
	<b>Account Group Total:</b>	<b>5,825.83</b>	<b>123,022.92</b>	<b>170,438.00</b>	<b>47,415.08</b>	<b>72 %</b>
46000	Interest Revenue					
46000	Interest Revenue	1,269.96	26,884.37	0.00	-26,884.37	%
46100	Realized Earnings	-264.95	482.15	0.00	-482.15	%
46150	Miscellaneous Income	0.00	300.00	0.00	-300.00	%
46151	Refund/Adjustments	0.00	20.03	0.00	-20.03	%
	<b>Account Group Total:</b>	<b>1,005.01</b>	<b>27,686.55</b>	<b>0.00</b>	<b>-27,686.55</b>	<b>%</b>
	<b>Fund Total:</b>	<b>6,830.84</b>	<b>150,709.47</b>	<b>170,438.00</b>	<b>19,728.53</b>	<b>88 %</b>
40 WASTEWATER DEPARTMENT						
40000						
40850	Wastewater Hook-up Fees	0.00	18,418.02	0.00	-18,418.02	%
40900	Wastewater Sales	100,165.20	1,003,017.43	1,266,778.00	263,760.57	79 %
40901	Riverzone Surcharge	1,551.70	15,482.25	18,388.00	2,905.75	84 %
40910	Wastewater Late Charges	1,725.09	18,514.45	0.00	-18,514.45	%

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
	<b>Account Group Total:</b>	<b>103,441.99</b>	<b>1,055,432.15</b>	<b>1,285,166.00</b>	<b>229,733.85</b>	<b>82 %</b>
43000	Property Taxes Collected					
43000	Property Taxes Collected	2,950.66	64,491.53	86,090.00	21,598.47	75 %
	<b>Account Group Total:</b>	<b>2,950.66</b>	<b>64,491.53</b>	<b>86,090.00</b>	<b>21,598.47</b>	<b>75 %</b>
46000	Interest Revenue					
46000	Interest Revenue	11,928.58	102,659.69	0.00	-102,659.69	%
46003	CWSRF Grants	482,747.00	482,747.00	400,000.00	-82,747.00	121 %
46014	Wastewater Transfers from Cap Reserve	0.00	0.00	600,000.00	600,000.00	0 %
46100	Realized Earnings	-938.20	1,039.37	0.00	-1,039.37	%
46150	Miscellaneous Income	0.00	1,636.10	0.00	-1,636.10	%
46151	Refund/Adjustments	0.00	14,447.69	0.00	-14,447.69	%
46155	Will Serve Processing Fees	0.00	200.00	0.00	-200.00	%
46200	Wastewater Receiving	19,725.00	214,623.70	145,000.00	-69,623.70	148 %
	<b>Account Group Total:</b>	<b>513,462.38</b>	<b>817,353.55</b>	<b>1,145,000.00</b>	<b>327,646.45</b>	<b>71 %</b>
	<b>Fund Total:</b>	<b>619,855.03</b>	<b>1,937,277.23</b>	<b>2,516,256.00</b>	<b>578,978.77</b>	<b>77 %</b>
50 WATER DEPARTMENT						
41000	Water Sales					
41000	Water Sales	102,190.39	893,581.72	1,033,489.00	139,907.28	86 %
41001	Water Connection Fees	0.00	18,381.73	0.00	-18,381.73	%
41003	Water Surcharge	45.00	450.00	400.00	-50.00	113 %
41005	Water Late Charges	1,430.89	16,857.60	0.00	-16,857.60	%
41010	Water Meter Fees	0.00	966.00	0.00	-966.00	%
	<b>Account Group Total:</b>	<b>103,666.28</b>	<b>930,237.05</b>	<b>1,033,889.00</b>	<b>103,651.95</b>	<b>90 %</b>
46000	Interest Revenue					
46000	Interest Revenue	647.85	16,276.50	0.00	-16,276.50	%
46006	IRWM Grants	0.00	270,000.00	0.00	-270,000.00	%
46015	Water Transfers from Cap Reserve	0.00	0.00	65,000.00	65,000.00	0 %
46100	Realized Earnings	-97.35	935.35	0.00	-935.35	%
46150	Miscellaneous Income	0.00	3,177.70	0.00	-3,177.70	%
46151	Refund/Adjustments	0.00	267.21	0.00	-267.21	%
46155	Will Serve Processing Fees	0.00	200.00	0.00	-200.00	%
	<b>Account Group Total:</b>	<b>550.50</b>	<b>290,856.76</b>	<b>65,000.00</b>	<b>-225,856.76</b>	<b>447 %</b>
	<b>Fund Total:</b>	<b>104,216.78</b>	<b>1,221,093.81</b>	<b>1,098,889.00</b>	<b>-122,204.81</b>	<b>111 %</b>

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
60 SOLID WASTE DEPARTMENT						
46000	Interest Revenue					
46000	Interest Revenue	477.90	5,037.41	0.00	-5,037.41	%
46005	Franchise Fees	4,915.17	46,314.76	43,936.00	-2,378.76	105 %
46150	Miscellaneous Income	0.00	494.70	0.00	-494.70	%
46151	Refund/Adjustments	0.00	13.33	0.00	-13.33	%
	<b>Account Group Total:</b>	<b>5,393.07</b>	<b>51,860.20</b>	<b>43,936.00</b>	<b>-7,924.20</b>	<b>118 %</b>
	<b>Fund Total:</b>	<b>5,393.07</b>	<b>51,860.20</b>	<b>43,936.00</b>	<b>-7,924.20</b>	<b>118 %</b>
	<b>Grand Total:</b>	<b>787,740.74</b>	<b>3,847,212.89</b>	<b>4,584,750.00</b>	<b>737,537.11</b>	<b>84 %</b>

Fund	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
20 FIRE PROTECTION DEPARTMENT	51,445.02	486,272.18	755,231.00	268,958.82	64 %
30 STREET LIGHTING DEPARTMENT	6,830.84	150,709.47	170,438.00	19,728.53	88 %
40 WASTEWATER DEPARTMENT	619,855.03	1,937,277.23	2,516,256.00	578,978.77	77 %
50 WATER DEPARTMENT	104,216.78	1,221,093.81	1,098,889.00	-122,204.81	111 %
60 SOLID WASTE DEPARTMENT	5,393.07	51,860.20	43,936.00	-7,924.20	118 %
<b>Grand Total:</b>	<b>787,740.74</b>	<b>3,847,212.89</b>	<b>4,584,750.00</b>	<b>737,537.11</b>	<b>84 %</b>

## P4 2026 San Miguel CSD Operating Expenditures Actual vs Budget



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	10,930.45	121,457.62	139,000.00	139,000.00	17,542.38	87%
	111 BOD Stipend	0.00	984.00	1,000.00	1,000.00	16.00	98%
	120 Workers' Compensation	0.00	10,330.99	44,000.00	44,000.00	33,669.01	23%
	121 Physicals	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	125 Volunteer Firefighter Stipends	8,255.05	99,408.97	117,000.00	117,000.00	17,591.03	85%
	135 Payroll Tax - FICA/SS	475.21	5,891.55	7,500.00	7,500.00	1,608.45	79%
	140 Payroll Tax - Medicare	277.15	3,163.13	4,000.00	4,000.00	836.87	79%
	155 Payroll Tax - SUI	113.55	1,907.85	2,000.00	2,000.00	92.15	95%
	160 Payroll Tax - ETT	3.16	52.26	300.00	300.00	247.74	17%
	205 Insurance - Health	1,751.65	17,555.76	15,000.00	15,000.00	-2,555.76	117%
	208 FSA Claims Expense	40.50	152.00	0.00	0.00	-152.00	0%
	210 Insurance - Dental	75.90	717.08	800.00	800.00	82.92	90%
	215 Insurance - Vision	10.82	104.43	200.00	200.00	95.57	52%
	225 Retirement - PERS Expense	1,363.53	14,928.93	18,000.00	18,000.00	3,071.07	83%
	230 457 ER Contribution Benefit	10.00	6,381.56	4,000.00	4,000.00	-2,381.56	160%
	305 Operations & Maintenance	736.41	2,573.52	5,000.00	5,000.00	2,426.48	51%
	310 Phone & Fax Expense	0.00	296.38	1,200.00	1,200.00	903.62	25%
	315 Postage, Shipping & Freight	0.00	218.60	500.00	500.00	281.40	44%
	319 Legal: P.R.A.s - Professional Svcs	0.00	765.00	500.00	500.00	-265.00	153%
	320 Printing & Reproduction	0.00	0.00	500.00	500.00	500.00	0%
	321 IT Services - Professional Svcs	961.85	9,232.36	10,000.00	10,000.00	767.64	92%
	323 Auditor - Professional Svcs	0.00	3,915.00	5,000.00	5,000.00	1,085.00	78%
	325 Accounting - Professional Svcs	89.10	8,818.40	4,000.00	4,000.00	-4,818.40	220%
	326 Engineering - Professional Svcs	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
	327 Legal: General - Professional Svcs	0.00	16,405.05	8,000.00	8,000.00	-8,405.05	205%
	328 Insurance - Prop & Liability	0.00	24,914.86	25,000.00	25,000.00	85.14	100%
	333 Legal: HR - Professional Svcs	0.00	9,520.52	2,500.00	2,500.00	-7,020.52	381%
	334 Maintenance Agreements	0.00	2,265.83	2,000.00	2,000.00	-265.83	113%
	335 Meals	0.00	0.00	500.00	500.00	500.00	0%
	340 Meetings and Conferences	0.00	624.57	3,500.00	3,500.00	2,875.43	18%
	341 Space Rental	40.50	606.75	1,000.00	1,000.00	393.25	61%
	345 Mileage Expense Reimbursement	0.00	0.00	500.00	500.00	500.00	0%
	348 Safety Equipment and Supplies	60.73	3,381.22	2,500.00	2,500.00	-881.22	135%
	350 Repairs & Maint - Computers	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
	351 Repairs & Maint - Equip	0.00	6,288.48	5,000.00	5,000.00	-1,288.48	126%
	352 Repairs & Maint - Structures	0.00	309.79	5,000.00	5,000.00	4,690.21	6%
	354 Repairs & Maint - Vehicles	700.00	4,132.55	5,000.00	5,000.00	867.45	83%
	359 Testing & Supplies - Other	0.00	0.00	500.00	500.00	500.00	0%
	370 Dispatch Services (Fire)	0.00	21,520.86	17,500.00	17,500.00	-4,020.86	123%
	375 Internet Expenses	317.26	3,077.89	2,000.00	2,000.00	-1,077.89	154%
	376 Web Page - Upgrade/Maint	0.00	1,149.04	1,000.00	1,000.00	-149.04	115%
	380 Utilities - Alarm Service	38.00	342.00	500.00	500.00	158.00	68%
	381 Utilities - Electric	-33.14	1,034.16	2,500.00	2,500.00	1,465.84	41%
	382 Utilities - Propane	0.00	939.34	2,500.00	2,500.00	1,560.66	38%
	384 Utilities - Water/Sewer	257.89	2,677.35	2,000.00	2,000.00	-677.35	134%
	385 Dues and Subscriptions	0.00	7,337.59	8,500.00	8,500.00	1,162.41	86%
	386 Education and Training	125.00	4,197.98	7,000.00	7,000.00	2,802.02	60%
	393 Advertising and Public Notices	0.00	1,108.20	4,000.00	4,000.00	2,891.80	28%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
394	LAFCO Allocations	0.00	2,053.86	7,800.00	7,800.00	5,746.14	26%
395	Community Outreach	0.00	689.45	6,000.00	6,000.00	5,310.55	11%
405	Software	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
410	Office Supplies	42.87	513.56	2,000.00	2,000.00	1,486.44	26%
445	CPR/FIRST AID TRAINING MATERIAL	0.00	0.00	500.00	500.00	500.00	0%
450	EMS Supplies	0.00	1,811.80	3,000.00	3,000.00	1,188.20	60%
455	Fire Safety Gear & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
456	Fire Grants	0.00	29,648.53	53,000.00	65,600.00	35,951.47	45%
457	CFE Grant - California Fire Grant	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
458	Grants- Professional Services	0.00	1,181.25	7,000.00	7,000.00	5,818.75	17%
465	Cell phones, Radios and Pagers	283.89	2,647.47	1,000.00	1,000.00	-1,647.47	265%
470	Communication Equipment	0.00	1,125.01	2,000.00	2,000.00	874.99	56%
475	Computer Supplies & Upgrades	168.67	1,374.84	4,000.00	4,000.00	2,625.16	34%
485	Fuel Expense	485.13	5,229.70	6,500.00	6,500.00	1,270.30	80%
490	Small Tools & Equipment	0.00	114.16	2,000.00	2,000.00	1,885.84	6%
495	Uniform Expense	0.00	2,221.05	4,000.00	4,000.00	1,778.95	56%
502	Capital Outlay- Fire	0.00	0.00	14,127.00	14,127.00	14,127.00	0%
503	Weed Abatement Costs	0.00	18.00	6,000.00	6,000.00	5,982.00	0%
510	Fire Station Renovation	0.00	0.00	4,000.00	4,000.00	4,000.00	0%
511	Fire- Temp Housing Unit	0.00	1,983.76	0.00	0.00	-1,983.76	0%
512	Fire- Escrow Temp Housing Unit	0.00	3,216.00	0.00	0.00	-3,216.00	0%
710	County Hazmat Dues	625.00	2,835.00	3,000.00	3,000.00	165.00	95%
820	Fireworks Clean Up	0.00	500.00	500.00	500.00	0.00	100%
912	Reimbursements	30,641.20	30,641.20	0.00	0.00	-30,641.20	0%
949	Lease agreements	5,760.00	5,760.00	8,000.00	8,000.00	2,240.00	72%
960	Property Tax Expense	0.00	0.00	200.00	200.00	200.00	0%
981	Debt Svcs Equipt - Principle	0.00	36,397.19	38,000.00	38,000.00	1,602.81	96%
982	Debt Svcs Equipt - Interest	0.00	10,685.50	10,000.00	10,000.00	-685.50	107%
983	Debt Svcs Structure- Principle	0.00	31,305.22	24,000.00	24,000.00	-7,305.22	130%
984	Debt Svcs Structure - Interest	0.00	12,420.70	11,000.00	11,000.00	-1,420.70	113%
990	Retirement/Health Ins Liability	0.00	1,402.67	3,500.00	3,500.00	2,097.33	40%
	<b>Account Total:</b>	<b>64,607.33</b>	<b>606,465.34</b>	<b>742,127.00</b>	<b>754,727.00</b>	<b>148,261.66</b>	<b>80%</b>
	<b>Account Group Total:</b>	<b>64,607.33</b>	<b>606,465.34</b>	<b>742,127.00</b>	<b>754,727.00</b>	<b>148,261.66</b>	<b>80%</b>
	<b>Fund Total:</b>	<b>64,607.33</b>	<b>606,465.34</b>	<b>742,127.00</b>	<b>754,727.00</b>	<b>148,261.66</b>	<b>80%</b>
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000 Lighting							
105	Salaries and Wages	1,216.39	12,571.24	21,470.00	21,470.00	8,898.76	59%
111	BOD Stipend	0.00	114.00	144.00	144.00	30.00	79%
120	Workers' Compensation	0.00	88.21	50.00	50.00	-38.21	176%
121	Physicals	0.00	0.00	50.00	50.00	50.00	0%
135	Payroll Tax - FICA/SS	0.00	5.82	55.00	55.00	49.18	11%
140	Payroll Tax - Medicare	17.43	178.44	308.00	308.00	129.56	58%
155	Payroll Tax - SUI	1.91	46.43	73.00	73.00	26.57	64%
160	Payroll Tax - ETT	0.06	1.41	23.00	23.00	21.59	6%
205	Insurance - Health	214.82	2,153.12	3,260.00	3,260.00	1,106.88	66%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
208	FSA Claims Expense	4.50	23.52	0.00	0.00	-23.52	0%
210	Insurance - Dental	13.92	108.33	137.00	137.00	28.67	79%
215	Insurance - Vision	0.94	9.77	21.00	21.00	11.23	47%
225	Retirement - PERS Expense	139.97	1,593.47	2,311.00	2,311.00	717.53	69%
230	457 ER Contribution Benefit	3.99	250.36	400.00	400.00	149.64	63%
305	Operations & Maintenance	20.79	80.32	1,500.00	1,500.00	1,419.68	5%
310	Phone & Fax Expense	0.00	29.43	500.00	500.00	470.57	6%
315	Postage, Shipping & Freight	0.00	10.60	100.00	100.00	89.40	11%
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	150.00	150.00	150.00	0%
320	Printing & Reproduction	0.00	0.00	150.00	150.00	150.00	0%
321	IT Services - Professional Svcs	94.76	923.98	1,365.00	1,365.00	441.02	68%
323	Auditor - Professional Svcs	0.00	435.00	800.00	800.00	365.00	54%
325	Accounting - Professional Svcs	9.90	958.42	800.00	800.00	-158.42	120%
326	Engineering - Professional Svcs	0.00	808.00	5,000.00	92,890.00	92,082.00	1%
327	Legal: General - Professional Svcs	0.00	915.01	3,000.00	3,000.00	2,084.99	31%
328	Insurance - Prop & Liability	0.00	2,712.77	2,500.00	2,500.00	-212.77	109%
329	New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
330	Contract Labor	0.00	0.00	2,500.00	2,500.00	2,500.00	0%
331	Legal: SMEA - Professional Svcs	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
333	Legal: HR - Professional Svcs	0.00	183.84	1,500.00	1,500.00	1,316.16	12%
334	Maintenance Agreements	0.00	267.58	1,760.00	1,760.00	1,492.42	15%
335	Meals	0.00	0.00	150.00	150.00	150.00	0%
340	Meetings and Conferences	0.00	0.00	350.00	350.00	350.00	0%
341	Space Rental	4.50	66.75	150.00	150.00	83.25	45%
345	Mileage Expense Reimbursement	0.00	0.00	150.00	150.00	150.00	0%
348	Safety Equipment and Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
350	Repairs & Maint - Computers	0.00	0.00	150.00	150.00	150.00	0%
351	Repairs & Maint - Equip	0.00	2,037.21	5,000.00	5,000.00	2,962.79	41%
352	Repairs & Maint - Structures	0.00	0.00	500.00	500.00	500.00	0%
353	Repairs & Maint - Infrastructure	0.00	9,514.56	18,000.00	18,000.00	8,485.44	53%
354	Repairs & Maint - Vehicles	0.00	0.00	500.00	500.00	500.00	0%
375	Internet Expenses	75.32	767.59	700.00	700.00	-67.59	110%
376	Web Page - Upgrade/Maint	0.00	174.33	150.00	150.00	-24.33	116%
381	Utilities - Electric	1,408.57	14,272.22	20,000.00	20,000.00	5,727.78	71%
384	Utilities - Water/Sewer	178.36	3,572.65	7,500.00	7,500.00	3,927.35	48%
385	Dues and Subscriptions	0.00	281.73	800.00	800.00	518.27	35%
386	Education and Training	0.00	15.20	2,000.00	2,000.00	1,984.80	1%
393	Advertising and Public Notices	0.00	18.16	500.00	500.00	481.84	4%
394	LAFCO Allocations	0.00	2,053.86	2,000.00	2,000.00	-53.86	103%
395	Community Outreach	0.00	0.00	150.00	150.00	150.00	0%
410	Office Supplies	0.00	34.92	500.00	500.00	465.08	7%
465	Cell phones, Radios and Pagers	16.55	171.36	250.00	250.00	78.64	69%
475	Computer Supplies & Upgrades	0.00	24.89	0.00	0.00	-24.89	0%
485	Fuel Expense	0.00	0.00	200.00	200.00	200.00	0%
490	Small Tools & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
495	Uniform Expense	0.00	0.00	100.00	100.00	100.00	0%
500	Capital Outlay	0.00	0.00	50,000.00	50,000.00	50,000.00	0%
715	Licenses, Permits and Fees	0.00	0.00	200.00	200.00	200.00	0%
925	Bank Fees	0.00	0.00	25.00	25.00	25.00	0%
940	Bank Service Charges	0.00	0.00	50.00	50.00	50.00	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
	949 Lease agreements	110.00	1,100.00	2,500.00	2,500.00	1,400.00	44%
	990 Retirement/Health Ins Liability	0.00	126.63	700.00	700.00	573.37	18%
	<b>Account Total:</b>	<b>3,532.68</b>	<b>58,701.13</b>	<b>170,302.00</b>	<b>258,192.00</b>	<b>199,490.87</b>	<b>23%</b>
	<b>Account Group Total:</b>	<b>3,532.68</b>	<b>58,701.13</b>	<b>170,302.00</b>	<b>258,192.00</b>	<b>199,490.87</b>	<b>23%</b>
	<b>Fund Total:</b>	<b>3,532.68</b>	<b>58,701.13</b>	<b>170,302.00</b>	<b>258,192.00</b>	<b>199,490.87</b>	<b>23%</b>
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	105 Salaries and Wages	15,184.40	147,850.75	290,000.00	290,000.00	142,149.25	51%
	111 BOD Stipend	0.00	1,476.00	1,632.00	1,632.00	156.00	90%
	120 Workers' Compensation	0.00	9,395.33	15,000.00	15,000.00	5,604.67	63%
	121 Physicals	25.00	145.00	150.00	150.00	5.00	97%
	135 Payroll Tax - FICA/SS	0.00	73.59	1,151.00	1,151.00	1,077.41	6%
	140 Payroll Tax - Medicare	217.90	2,109.37	4,898.00	4,898.00	2,788.63	43%
	150 Payroll Tax - SDI	0.00	0.00	235.00	235.00	235.00	0%
	155 Payroll Tax - SUI	45.44	728.09	1,354.00	1,354.00	625.91	54%
	160 Payroll Tax - ETT	1.26	20.18	335.00	335.00	314.82	6%
	205 Insurance - Health	2,679.14	25,356.24	65,111.00	65,111.00	39,754.76	39%
	208 FSA Claims Expense	42.00	227.02	0.00	0.00	-227.02	0%
	210 Insurance - Dental	188.15	1,442.96	2,843.00	2,843.00	1,400.04	51%
	215 Insurance - Vision	17.39	152.37	365.00	365.00	212.63	42%
	225 Retirement - PERS Expense	1,585.58	17,142.75	31,762.00	31,762.00	14,619.25	54%
	230 457 ER Contribution Benefit	74.81	2,658.69	2,090.00	2,090.00	-568.69	127%
	305 Operations & Maintenance	599.24	2,879.41	10,000.00	10,000.00	7,120.59	29%
	310 Phone & Fax Expense	0.00	312.30	1,200.00	1,200.00	887.70	26%
	315 Postage, Shipping & Freight	0.00	109.57	400.00	400.00	290.43	27%
	319 Legal: P.R.A.s - Professional Svcs	0.00	171.00	1,000.00	1,000.00	829.00	17%
	320 Printing & Reproduction	0.00	0.00	500.00	500.00	500.00	0%
	321 IT Services - Professional Svcs	896.83	8,795.00	14,700.00	14,700.00	5,905.00	60%
	323 Auditor - Professional Svcs	0.00	4,060.00	5,000.00	5,000.00	940.00	81%
	325 Accounting - Professional Svcs	92.40	8,939.53	5,000.00	5,000.00	-3,939.53	179%
	326 Engineering - Professional Svcs	0.00	91,408.24	20,000.00	34,162.00	-57,246.24	268%
	327 Legal: General - Professional Svcs	0.00	24,117.38	20,000.00	20,000.00	-4,117.38	121%
	328 Insurance - Prop & Liability	0.00	23,621.87	27,000.00	27,000.00	3,378.13	87%
	329 New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
	330 Contract Labor	0.00	625.00	5,000.00	5,000.00	4,375.00	13%
	331 Legal: SMEA - Professional Svcs	0.00	216.12	3,500.00	3,500.00	3,283.88	6%
	333 Legal: HR - Professional Svcs	0.00	2,818.43	5,000.00	5,000.00	2,181.57	56%
	334 Maintenance Agreements	0.00	6,849.96	7,500.00	7,500.00	650.04	91%
	335 Meals	0.00	0.00	150.00	150.00	150.00	0%
	340 Meetings and Conferences	0.00	0.00	500.00	500.00	500.00	0%
	341 Space Rental	42.00	631.00	1,500.00	1,500.00	869.00	42%
	345 Mileage Expense Reimbursement	0.00	272.06	500.00	500.00	227.94	54%
	348 Safety Equipment and Supplies	980.95	2,661.36	2,000.00	2,000.00	-661.36	133%
	349 Repairs & Maint - Mission Gardens	0.00	4,615.53	10,000.00	10,000.00	5,384.47	46%
	350 Repairs & Maint - Computers	0.00	0.00	1,600.00	1,600.00	1,600.00	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
	351 Repairs & Maint - Equip	19.03	31,095.92	5,000.00	5,000.00	-26,095.92	622%
	352 Repairs & Maint - Structures	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
	353 Repairs & Maint - Infrastructure	0.00	5,447.74	10,000.00	10,000.00	4,552.26	54%
	354 Repairs & Maint - Vehicles	0.00	4,372.37	5,000.00	5,000.00	627.63	87%
	355 Testing & Supplies (WWTP)	5,305.50	20,019.17	45,000.00	45,000.00	24,980.83	44%
	361 Contract Operations	9,623.34	77,086.45	80,000.00	80,000.00	2,913.55	96%
	374 CSD Utilities - Billing Services	346.52	3,429.71	4,250.00	4,250.00	820.29	81%
	375 Internet Expenses	1,191.42	10,564.30	12,000.00	12,000.00	1,435.70	88%
	376 Web Page - Upgrade/Maint	0.00	1,879.12	1,500.00	1,500.00	-379.12	125%
	379 Utilities - Electric Mission	78.42	1,034.81	1,500.00	1,500.00	465.19	69%
	380 Utilities - Alarm Service	55.00	495.00	850.00	850.00	355.00	58%
	381 Utilities - Electric	9,476.92	96,439.05	125,000.00	125,000.00	28,560.95	77%
	382 Utilities - Propane	0.00	393.17	150.00	150.00	-243.17	262%
	383 Utilities - Trash	59.65	598.30	1,000.00	1,000.00	401.70	60%
	384 Utilities - Water/Sewer	93.00	905.01	3,500.00	3,500.00	2,594.99	26%
	385 Dues and Subscriptions	0.00	3,178.48	5,000.00	5,000.00	1,821.52	64%
	386 Education and Training	60.00	781.79	2,500.00	2,500.00	1,718.21	31%
	393 Advertising and Public Notices	0.00	169.51	1,000.00	1,000.00	830.49	17%
	394 LAFCO Allocations	0.00	2,053.86	2,500.00	2,500.00	446.14	82%
	395 Community Outreach	0.00	254.60	1,000.00	1,000.00	745.40	25%
	396 Utilities - SoCal Gas	18.63	188.72	500.00	500.00	311.28	38%
	410 Office Supplies	104.69	448.59	2,000.00	2,000.00	1,551.41	22%
	432 Utility Rate Design Study	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
	459 SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
	465 Cell phones, Radios and Pagers	149.34	1,575.05	2,400.00	2,400.00	824.95	66%
	475 Computer Supplies & Upgrades	0.00	1,021.75	1,000.00	1,000.00	-21.75	102%
	485 Fuel Expense	239.97	6,930.63	6,000.00	6,000.00	-930.63	116%
	490 Small Tools & Equipment	0.00	0.00	4,000.00	4,000.00	4,000.00	0%
	495 Uniform Expense	138.63	217.99	1,500.00	1,500.00	1,282.01	15%
	500 Capital Outlay	0.00	0.00	0.00	48,000.00	48,000.00	0%
	545 Sewer System Mgmt Plan (SSMP)	0.00	24,950.00	15,000.00	25,000.00	50.00	100%
	546 Master Plans	312.50	10,956.25	65,000.00	65,000.00	54,043.75	17%
	560 Sewer Line Repairs	0.00	0.00	50,000.00	50,000.00	50,000.00	0%
	580 Mission Gardens Lift Station	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
	582 WWTP Plant Maintenance	1,869.33	89,938.07	60,000.00	132,745.00	42,806.93	68%
	583 WWTF Drying Pond Maintenance	0.00	35,758.41	25,000.00	25,000.00	-10,758.41	143%
	584 WWTP Perc Ponds	0.00	23,250.00	0.00	44,100.00	20,850.00	53%
	585 Sludge Removal Project	0.00	17,550.00	25,000.00	384,719.20	367,169.20	5%
	587 WWTF Final Design/Construction	11,463.11	336,941.91	150,000.00	255,507.10	-81,434.81	132%
	588 WWTF Construction	0.00	8,027.25	0.00	702,201.80	694,174.55	1%
	651 Regulatory Compliance	2,606.25	41,270.02	80,000.00	80,000.00	38,729.98	52%
	705 Waste Discharge Fees/Permits	0.00	37,752.50	45,000.00	114,300.00	76,547.50	33%
	715 Licenses, Permits and Fees	454.05	2,055.55	6,000.00	6,000.00	3,944.45	34%
	805 Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0%
	908 Cash Over/Cash Short	0.00	-0.94	100.00	100.00	100.94	-1%
	925 Bank Fees	15.00	160.50	100.00	100.00	-60.50	161%
	940 Bank Service Charges	0.00	0.00	100.00	100.00	100.00	0%
	949 Lease agreements	990.00	9,900.00	18,000.00	18,000.00	8,100.00	55%
	950 WWTF Exp MBR	0.00	0.00	500,000.00	500,000.00	500,000.00	0%
	960 Property Tax Expense	0.00	0.00	150.00	150.00	150.00	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
963	Collection System Projects	0.00	21,586.75	100,000.00	129,300.00	107,713.25	17%
964	Septic to Sewer Project	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
970	WWTF Long Term Maintenance	0.00	0.00	100,000.00	100,000.00	100,000.00	0%
971	Loan Principal Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0%
972	Loan Interest Payment	0.00	0.00	150,000.00	150,000.00	150,000.00	0%
990	Retirement/Health Ins Liability	0.00	11,889.38	40,000.00	40,000.00	28,110.62	30%
	<b>Account Total:</b>	<b>67,342.79</b>	<b>1,334,448.84</b>	<b>2,515,776.00</b>	<b>3,970,811.10</b>	<b>2,636,362.26</b>	<b>34%</b>
	<b>Account Group Total:</b>	<b>67,342.79</b>	<b>1,334,448.84</b>	<b>2,515,776.00</b>	<b>3,970,811.10</b>	<b>2,636,362.26</b>	<b>34%</b>
	<b>Fund Total:</b>	<b>67,342.79</b>	<b>1,334,448.84</b>	<b>2,515,776.00</b>	<b>3,970,811.10</b>	<b>2,636,362.26</b>	<b>34%</b>
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
105	Salaries and Wages	21,431.99	211,414.60	221,238.00	221,238.00	9,823.40	96%
111	BOD Stipend	0.00	1,467.00	2,064.00	2,064.00	597.00	71%
120	Workers' Compensation	0.00	5,948.83	8,500.00	8,500.00	2,551.17	70%
121	Physicals	25.00	145.00	150.00	150.00	5.00	97%
135	Payroll Tax - FICA/SS	0.00	73.23	1,179.00	1,179.00	1,105.77	6%
140	Payroll Tax - Medicare	308.52	2,998.94	4,302.00	4,302.00	1,303.06	70%
150	Payroll Tax - SDI	0.00	0.00	250.00	250.00	250.00	0%
155	Payroll Tax - SUI	45.44	936.99	1,206.00	1,206.00	269.01	78%
160	Payroll Tax - ETT	1.26	25.99	237.00	237.00	211.01	11%
205	Insurance - Health	4,165.83	40,625.35	25,208.00	25,208.00	-15,417.35	161%
208	FSA Claims Expense	60.00	263.53	0.00	0.00	-263.53	0%
210	Insurance - Dental	232.56	1,862.32	881.00	881.00	-981.32	211%
215	Insurance - Vision	23.69	213.42	152.00	152.00	-61.42	140%
225	Retirement - PERS Expense	2,015.45	21,536.84	24,168.00	24,168.00	2,631.16	89%
230	457 ER Contribution Benefit	107.61	3,010.38	2,104.00	2,104.00	-906.38	143%
305	Operations & Maintenance	516.58	3,890.08	8,000.00	8,000.00	4,109.92	49%
310	Phone & Fax Expense	0.00	312.29	1,200.00	1,200.00	887.71	26%
315	Postage, Shipping & Freight	0.00	219.56	425.00	425.00	205.44	52%
319	Legal: P.R.A.s - Professional Svcs	0.00	134.50	500.00	500.00	365.50	27%
320	Printing & Reproduction	0.00	0.00	500.00	500.00	500.00	0%
321	IT Services - Professional Svcs	1,335.48	12,529.46	14,000.00	14,000.00	1,470.54	89%
323	Auditor - Professional Svcs	0.00	5,800.00	4,300.00	4,300.00	-1,500.00	135%
324	GSA-GSP - Professional Svcs	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
325	Accounting - Professional Svcs	132.00	12,703.26	4,500.00	4,500.00	-8,203.26	282%
326	Engineering - Professional Svcs	0.00	44,630.69	35,000.00	35,000.00	-9,630.69	128%
327	Legal: General - Professional Svcs	0.00	11,679.35	25,000.00	25,000.00	13,320.65	47%
328	Insurance - Prop & Liability	0.00	34,472.93	26,000.00	26,000.00	-8,472.93	133%
329	New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
330	Contract Labor	0.00	625.00	5,000.00	5,000.00	4,375.00	13%
331	Legal: SMEA - Professional Svcs	0.00	216.12	3,500.00	3,500.00	3,283.88	6%
332	Legal: Steinbeck & Water -	0.00	82,937.07	25,000.00	25,000.00	-57,937.07	332%
333	Legal: HR - Professional Svcs	0.00	2,790.88	8,000.00	8,000.00	5,209.12	35%
334	Maintenance Agreements	0.00	7,856.99	6,500.00	6,500.00	-1,356.99	121%
335	Meals	0.00	0.00	100.00	100.00	100.00	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
340	Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
341	Space Rental	60.00	874.00	1,500.00	1,500.00	626.00	58%
345	Mileage Expense Reimbursement	0.00	98.45	250.00	250.00	151.55	39%
348	Safety Equipment and Supplies	745.33	2,425.77	1,500.00	1,500.00	-925.77	162%
350	Repairs & Maint - Computers	0.00	76.11	1,500.00	1,500.00	1,423.89	5%
351	Repairs & Maint - Equip	19.03	13,024.15	5,000.00	5,000.00	-8,024.15	260%
352	Repairs & Maint - Structures	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
353	Repairs & Maint - Infrastructure	576.97	30,869.10	50,000.00	50,000.00	19,130.90	62%
354	Repairs & Maint - Vehicles	0.00	4,408.41	4,500.00	4,500.00	91.59	98%
356	Testing & Supplies - Well #3	906.50	2,111.47	3,500.00	3,500.00	1,388.53	60%
357	Testing & Supplies - Well #4	906.50	4,174.50	3,500.00	3,500.00	-674.50	119%
358	Testing & Supplies - SLT Well	60.00	2,711.47	5,000.00	5,000.00	2,288.53	54%
359	Testing & Supplies - Other	531.00	7,612.22	6,000.00	6,000.00	-1,612.22	127%
361	Contract Operations	4,140.00	41,627.88	80,000.00	80,000.00	38,372.12	52%
362	Cross-Connection Control Svcs.	336.00	2,057.65	1,500.00	1,500.00	-557.65	137%
374	CSD Utilities - Billing Services	346.54	3,429.82	4,000.00	4,000.00	570.18	86%
375	Internet Expenses	3,259.00	24,374.68	14,000.00	14,000.00	-10,374.68	174%
376	Web Page - Upgrade/Maint	0.00	2,450.46	1,500.00	1,500.00	-950.46	163%
380	Utilities - Alarm Service	55.00	495.00	1,000.00	1,000.00	505.00	50%
381	Utilities - Electric	5,611.18	64,140.85	75,000.00	75,000.00	10,859.15	86%
382	Utilities - Propane	0.00	592.83	1,000.00	1,000.00	407.17	59%
383	Utilities - Trash	59.66	598.39	600.00	600.00	1.61	100%
384	Utilities - Water/Sewer	229.52	2,155.74	2,000.00	2,000.00	-155.74	108%
385	Dues and Subscriptions	0.00	4,019.40	6,500.00	6,500.00	2,480.60	62%
386	Education and Training	0.00	644.38	5,000.00	5,000.00	4,355.62	13%
393	Advertising and Public Notices	0.00	242.15	1,000.00	1,000.00	757.85	24%
394	LAFCO Allocations	0.00	2,053.86	1,800.00	1,800.00	-253.86	114%
395	Community Outreach	153.00	255.60	1,200.00	1,200.00	944.40	21%
396	Utilities - SoCal Gas	45.94	961.88	1,000.00	1,000.00	38.12	96%
405	Software	0.00	7,022.20	0.00	0.00	-7,022.20	0%
410	Office Supplies	104.68	452.80	1,000.00	1,000.00	547.20	45%
465	Cell phones, Radios and Pagers	149.29	1,574.60	2,250.00	2,250.00	675.40	70%
475	Computer Supplies & Upgrades	0.00	1,113.62	2,500.00	2,500.00	1,386.38	45%
481	Chemicals- Well #3	0.00	2,554.28	4,000.00	4,000.00	1,445.72	64%
482	Chemicals- Well #4	0.00	2,672.44	5,000.00	5,000.00	2,327.56	53%
483	Chemicals- SLT Well	0.00	825.33	3,000.00	3,000.00	2,174.67	28%
485	Fuel Expense	239.95	2,079.28	5,000.00	5,000.00	2,920.72	42%
490	Small Tools & Equipment	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
495	Uniform Expense	138.64	218.00	1,500.00	1,500.00	1,282.00	15%
516	Water Projects Well 3	0.00	12,240.39	0.00	26,000.00	13,759.61	47%
517	Water Projects Well 4	0.00	6,272.50	0.00	0.00	-6,272.50	0%
518	Water Projects SLT Well	0.00	6,096.09	0.00	0.00	-6,096.09	0%
520	Water Main Valves Replacement	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
525	Water Meter Replacement	0.00	11,949.39	20,000.00	20,000.00	8,050.61	60%
535	Water Lines Repairs	0.00	130,017.63	0.00	0.00	-130,017.63	0%
546	Master Plans	312.50	4,604.50	65,000.00	65,000.00	60,395.50	7%
587	WWTF Final Design/Construction	0.00	0.00	0.00	142,797.90	142,797.90	0%
605	USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
651	Regulatory Compliance	736.25	12,688.69	60,000.00	60,000.00	47,311.31	21%
705	Waste Discharge Fees/Permits	0.00	3,373.32	0.00	0.00	-3,373.32	0%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
715	Licenses, Permits and Fees	0.00	3,482.50	7,000.00	7,000.00	3,517.50	50%
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0%
925	Bank Fees	15.00	157.50	100.00	100.00	-57.50	158%
930	Interest Fees	0.00	42,323.78	60,000.00	60,000.00	17,676.22	71%
940	Bank Service Charges	0.00	0.00	100.00	100.00	100.00	0%
949	Lease agreements	990.00	9,900.00	12,000.00	12,000.00	2,100.00	83%
961	SLT Tank and Booster Pump Project	0.00	351.68	0.00	228,174.00	227,822.32	0%
962	0.65 MG Tank	0.00	9,160.00	0.00	24,979.00	15,819.00	37%
966	Reimbursable Engineering	0.00	2,410.00	0.00	0.00	-2,410.00	0%
990	Retirement/Health Ins Liability	0.00	12,395.90	36,125.00	36,125.00	23,729.10	34%
	<b>Account Total:</b>	<b>51,128.89</b>	<b>1,015,743.24</b>	<b>1,099,289.00</b>	<b>1,521,239.90</b>	<b>505,496.66</b>	<b>67%</b>
	<b>Account Group Total:</b>	<b>51,128.89</b>	<b>1,015,743.24</b>	<b>1,099,289.00</b>	<b>1,521,239.90</b>	<b>505,496.66</b>	<b>67%</b>
	<b>Fund Total:</b>	<b>51,128.89</b>	<b>1,015,743.24</b>	<b>1,099,289.00</b>	<b>1,521,239.90</b>	<b>505,496.66</b>	<b>67%</b>
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000 SOLID WASTE							
105	Salaries and Wages	1,154.66	11,915.97	13,500.00	13,500.00	1,584.03	88%
111	BOD Stipend	0.00	59.00	144.00	144.00	85.00	41%
120	Workers' Compensation	0.00	84.69	100.00	100.00	15.31	85%
121	Physicals	0.00	0.00	50.00	50.00	50.00	0%
135	Payroll Tax - FICA/SS	0.00	2.76	55.00	55.00	52.24	5%
140	Payroll Tax - Medicare	16.54	168.52	285.00	285.00	116.48	59%
155	Payroll Tax - SUI	1.88	42.01	75.00	75.00	32.99	56%
160	Payroll Tax - ETT	0.05	1.08	21.00	21.00	19.92	5%
205	Insurance - Health	200.89	2,007.57	2,954.00	2,954.00	946.43	68%
208	FSA Claims Expense	3.00	20.02	0.00	0.00	-20.02	0%
210	Insurance - Dental	13.35	103.06	125.00	125.00	21.94	82%
215	Insurance - Vision	0.84	8.62	20.00	20.00	11.38	43%
225	Retirement - PERS Expense	135.01	1,542.34	2,144.00	2,144.00	601.66	72%
230	457 ER Contribution Benefit	3.59	247.10	400.00	400.00	152.90	62%
305	Operations & Maintenance	20.79	75.77	1,500.00	1,500.00	1,424.23	5%
310	Phone & Fax Expense	0.00	29.43	500.00	500.00	470.57	6%
315	Postage, Shipping & Freight	0.00	7.08	75.00	75.00	67.92	9%
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	50.00	50.00	50.00	0%
320	Printing & Reproduction	0.00	0.00	50.00	50.00	50.00	0%
321	IT Services - Professional Svcs	63.78	619.80	1,500.00	1,500.00	880.20	41%
323	Auditor - Professional Svcs	0.00	290.00	800.00	800.00	510.00	36%
325	Accounting - Professional Svcs	6.60	644.79	500.00	500.00	-144.79	129%
327	Legal: General - Professional Svcs	0.00	1,746.29	4,000.00	4,000.00	2,253.71	44%
328	Insurance - Prop & Liability	0.00	1,808.51	2,500.00	2,500.00	691.49	72%
329	New Hire Screening	0.00	0.00	50.00	50.00	50.00	0%
331	Legal: SMEA - Professional Svcs	0.00	0.00	500.00	500.00	500.00	0%
333	Legal: HR - Professional Svcs	0.00	156.24	500.00	500.00	343.76	31%
334	Maintenance Agreements	0.00	183.65	1,600.00	1,600.00	1,416.35	11%
341	Space Rental	3.00	46.50	150.00	150.00	103.50	31%
345	Mileage Expense Reimbursement	0.00	0.00	50.00	50.00	50.00	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 26

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
348	Safety Equipment and Supplies	0.00	0.00	500.00	500.00	500.00	0%
350	Repairs & Maint - Computers	0.00	0.00	200.00	200.00	200.00	0%
351	Repairs & Maint - Equip	0.00	7,697.24	250.00	250.00	-7,447.24	3079%
352	Repairs & Maint - Structures	0.00	0.00	100.00	100.00	100.00	0%
353	Repairs & Maint - Infrastructure	6,417.81	6,417.81	2,000.00	2,000.00	-4,417.81	321%
354	Repairs & Maint - Vehicles	0.00	0.00	150.00	150.00	150.00	0%
375	Internet Expenses	75.32	766.72	600.00	600.00	-166.72	128%
376	Web Page - Upgrade/Maint	0.00	158.22	150.00	150.00	-8.22	105%
385	Dues and Subscriptions	0.00	187.82	550.00	550.00	362.18	34%
386	Education and Training	0.00	15.20	200.00	200.00	184.80	8%
393	Advertising and Public Notices	0.00	127.95	150.00	150.00	22.05	85%
394	LAFCO Allocations	0.00	2,053.85	1,800.00	1,800.00	-253.85	114%
395	Community Outreach	0.00	335.60	250.00	250.00	-85.60	134%
410	Office Supplies	0.00	30.41	50.00	50.00	19.59	61%
465	Cell phones, Radios and Pagers	16.55	170.48	275.00	275.00	104.52	62%
475	Computer Supplies & Upgrades	0.00	17.34	150.00	150.00	132.66	12%
485	Fuel Expense	0.00	0.00	100.00	100.00	100.00	0%
490	Small Tools & Equipment	0.00	0.00	100.00	100.00	100.00	0%
495	Uniform Expense	0.00	0.00	150.00	150.00	150.00	0%
940	Bank Service Charges	0.00	0.00	25.00	25.00	25.00	0%
949	Lease agreements	110.00	1,100.00	1,325.00	1,325.00	225.00	83%
990	Retirement/Health Ins Liability	0.00	84.42	650.00	650.00	565.58	13%
	<b>Account Total:</b>	<b>8,243.66</b>	<b>40,973.86</b>	<b>43,923.00</b>	<b>43,923.00</b>	<b>2,949.14</b>	<b>93%</b>
	<b>Account Group Total:</b>	<b>8,243.66</b>	<b>40,973.86</b>	<b>43,923.00</b>	<b>43,923.00</b>	<b>2,949.14</b>	<b>93%</b>
	<b>Fund Total:</b>	<b>8,243.66</b>	<b>40,973.86</b>	<b>43,923.00</b>	<b>43,923.00</b>	<b>2,949.14</b>	<b>93%</b>
	<b>Grand Total:</b>	<b>194,855.35</b>	<b>3,056,332.41</b>	<b>4,571,417.00</b>	<b>6,548,893.00</b>	<b>3,492,560.59</b>	<b>47%</b>

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Cash Report  
For the Accounting Period: 4/26

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
<b>20 FIRE PROTECTION DEPARTMENT</b>						
10205 OPERATING CASH - 5 STAR	189,737.41	49,472.79	6.54	0.00	64,470.50	174,746.24
10215 OP CASH MMKT - 5 STAR	255,497.32	838.99	0.00	0.00	0.00	256,336.31
10255 PAYROLL - 5 STAR	6,330.39	0.00	23,266.47	0.00	23,266.47	6,330.39
10345 OPERATIONAL RESERVE - 5	109,347.22	345.06	0.00	0.00	0.00	109,692.28
10355 CAPITAL RESERVE - 5 STAR	249,769.99	788.18	0.00	0.00	0.00	250,558.17
<b>Total Fund</b>	<b>810,682.33</b>	<b>51,445.02</b>	<b>23,273.01</b>		<b>87,736.97</b>	<b>797,663.39</b>
<b>30 STREET LIGHTING DEPARTMENT</b>						
10205 OPERATING CASH - 5 STAR	229,554.58	5,825.83	0.00	0.00	2,146.16	233,234.25
10215 OP CASH MMKT - 5 STAR	263,819.76	866.32	0.00	0.00	0.00	264,686.08
10255 PAYROLL - 5 STAR	384.40	0.00	1,609.43	0.00	1,609.43	384.40
10345 OPERATIONAL RESERVE - 5	65,181.51	205.69	0.00	0.00	0.00	65,387.20
10355 CAPITAL RESERVE - 5 STAR	48,969.90	154.53	0.00	0.00	0.00	49,124.43
10459 CAMBRIDGE INV- LIGHT RESV	173,279.25	11.84	0.00	97.35	0.00	173,193.74
10460 CAMBRIDGE INV- LIGHT CAP	403,211.71	31.58	0.00	167.60	0.00	403,075.69
<b>Total Fund</b>	<b>1,184,401.11</b>	<b>7,095.79</b>	<b>1,609.43</b>	<b>264.95</b>	<b>3,755.59</b>	<b>1,189,085.79</b>
<b>40 WASTEWATER DEPARTMENT</b>						
10000 CASH DRAWER	250.00	0.00	0.00	0.00	0.00	250.00
10205 OPERATING CASH - 5 STAR	487,468.83	128,134.58	63,574.25	0.00	66,476.12	612,701.54
10215 OP CASH MMKT - 5 STAR	926,066.48	2,834.11	0.00	0.00	63,000.00	865,900.59
10255 PAYROLL - 5 STAR	3,176.45	0.00	19,994.07	0.00	19,994.07	3,176.45
10265 LONG TERM MAINT. - 5 STAR	10,987.00	34.67	0.00	0.00	0.00	11,021.67
10345 OPERATIONAL RESERVE - 5	356,151.07	1,123.87	0.00	0.00	0.00	357,274.94
10355 CAPITAL RESERVE - 5 STAR	336,878.27	1,063.06	0.00	0.00	0.00	337,941.33
10451 CALTRUST	741,022.04	2,289.75	0.00	0.00	0.00	743,311.79
10457 CAMBRIDGE INV- WW CAPITAL	346,162.35	130.21	0.00	0.00	0.00	346,292.56
10458 CAMBRIDGE INV- WW LT MAINT	967,154.79	4,583.12	0.00	1,068.41	0.00	970,669.50
<b>Total Fund</b>	<b>4,175,317.28</b>	<b>140,193.37</b>	<b>83,568.32</b>	<b>1,068.41</b>	<b>149,470.19</b>	<b>4,248,540.37</b>
<b>50 WATER DEPARTMENT</b>						
10000 CASH DRAWER	250.00	0.00	0.00	0.00	0.00	250.00
10150 Cash in SLO County	19,987.35	0.00	0.00	0.00	0.00	19,987.35
10205 OPERATING CASH - 5 STAR	511,693.31	86,437.68	3.23	0.00	182,679.27	415,454.95
10215 OP CASH MMKT - 5 STAR	-32,655.84	-107.23	0.00	0.00	0.00	-32,763.07
10255 PAYROLL - 5 STAR	3,303.71	0.00	28,332.35	0.00	28,332.35	3,303.71
10345 OPERATIONAL RESERVE - 5	95,764.53	302.20	0.00	0.00	0.00	96,066.73
10355 CAPITAL RESERVE - 5 STAR	64,838.71	204.61	0.00	0.00	0.00	65,043.32
10405 USDA RESERVE - 5 STAR	74,923.17	236.43	0.00	0.00	0.00	75,159.60
10456 CAMBRIDGE INV- W CAPITAL	173,279.25	11.84	0.00	97.35	0.00	173,193.74
<b>Total Fund</b>	<b>911,384.19</b>	<b>87,085.53</b>	<b>28,335.58</b>	<b>97.35</b>	<b>211,011.62</b>	<b>815,696.33</b>
<b>60 SOLID WASTE DEPARTMENT</b>						
10205 OPERATING CASH - 5 STAR	51,606.46	4,915.17	0.00	0.00	8,263.21	48,258.42
10215 OP CASH MMKT - 5 STAR	47,048.52	154.50	0.00	0.00	0.00	47,203.02
10255 PAYROLL - 5 STAR	188.96	0.00	1,526.81	0.00	1,526.81	188.96
10345 OPERATIONAL RESERVE - 5	77,916.43	245.88	0.00	0.00	0.00	78,162.31
10355 CAPITAL RESERVE - 5 STAR	24,565.92	77.52	0.00	0.00	0.00	24,643.44
<b>Total Fund</b>	<b>201,326.29</b>	<b>5,393.07</b>	<b>1,526.81</b>		<b>9,790.02</b>	<b>198,456.15</b>

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
71 PAYROLL CLEARING FUND						
10255 PAYROLL - 5 STAR	30.54	0.00	74,729.13	74,729.13	0.00	30.54
73 CLAIMS CLEARING FUND						
10200 *OPERATING CASH - PREMIER	53.17	0.00	0.00	0.00	0.00	53.17
10205 OPERATING CASH - 5 STAR	20,442.90	0.00	248,722.11	245,562.41	0.00	23,602.60
<b>Total Fund</b>	<b>20,496.07</b>		<b>248,722.11</b>	<b>245,562.41</b>		<b>23,655.77</b>
<b>Totals</b>	<b>7,303,637.81</b>	<b>291,212.78</b>	<b>461,764.39</b>	<b>321,722.25</b>	<b>461,764.39</b>	<b>7,273,128.34</b>

\*\*\* Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

**SAN MIGUEL CSD Investment Portfolio Report - MONTHLY**

4/30/2026



	SECURITY	TYPE	PRICE	COUPON	AMOUNT	YIELDS AVG YIELD	ANNUAL CASH FLOW	MATURITY DATE	FDIC CERT #	SETTLE DATE	MARKET VALUE AS OF REPORT	PORTFOLIO %
Lighting - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	3.37%	\$ 11,417.86	3.37%	\$ 384.78				\$ 11,417.86	0.6%
	Insured Bank MMKT	CASH	\$ 1.00	0.05%	\$ 4,562.58	0.05%	\$ 2.28				\$ 4,562.58	0.2%
	JP Morgan Chase NA	CD	\$ 99.77	4.25%	\$ 185,000.00	4.30%	\$ 7,862.50	5/20/2030	N/A	5/20/2025	\$ 184,861.25	8.9%
	BMW Bank NA	CD	\$ 100.00	4.60%	\$ 200,000.00	4.60%	\$ 9,200.00	3/10/2028	35141	3/10/2028	\$ 202,234.00	9.7%
	total:										\$ 403,075.69	
Lighting - Reserve	Fidelity Govt MMKT	CASH	\$ 1.00	3.37%	\$ 4,256.66	3.37%	\$ 143.45				\$ 4,256.66	0.2%
	Insured Bank MMKT	CASH	\$ 1.00	0.05%	\$ 3,506.29	0.05%	\$ 1.75				\$ 3,506.43	0.2%
	Morgan Stanley Bank NA	CD	\$ 100.00	4.25%	\$ 165,000.00	4.25%	\$ 7,012.50	3/27/2030	N/A	3/27/2025	\$ 165,430.65	8.0%
	total:										\$ 173,193.74	
Wastewater- LT Mnt	Fidelity Govt MMKT	CASH	\$ 1.00	3.37%	\$ 1,311.53	3.37%	\$ 44.20				\$ 1,311.53	0.1%
	Insured Bank MMKT	CASH	\$ 1.00	0.05%	\$ 6,699.45	0.05%	\$ 3.35				\$ 6,699.45	0.3%
	State Bank of India NY	CD	\$ 100.00	3.75%	\$ 114,000.00	3.75%	\$ 4,275.00	9/30/2030	33682	9/26/2025	\$ 112,620.60	5.5%
	FNMA	AGCY	\$ 99.55	4.375%	\$ 205,000.00	4.48%	\$ 8,968.75	8/6/2029	N/A	8/6/2024	\$ 205,010.25	9.9%
	AMEX Bank	CD	\$ 100.00	4.10%	\$ 224,000.00	4.10%	\$ 9,184.00	4/30/2030	N/A	4/30/2025	\$ 224,409.92	10.8%
	GOOGLE (AA2/AA+)	CORP	\$ 100.44	4.10%	\$ 200,000.00	4.00%	\$ 8,200.00	2/15/2031	N/A	2/13/2026	\$ 197,654.00	9.7%
	JP Mogan Chase Bank	CD	\$ 100.00	4.00%	\$ 225,000.00	4.00%	\$ 9,000.00	2/20/2031	628	2/20/2026	\$ 222,963.75	10.9%
	total:										\$ 970,669.50	
Wastewater - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	3.37%	\$ 5,959.63	3.37%	\$ 200.84				\$ 5,959.63	0.3%
	Insured Bank MMKT	CASH	\$ 1.00	0.05%	\$ 2,491.39	0.05%	\$ 1.25				\$ 2,491.39	0.1%
	FHLMC	AGCY	\$ 99.77	4.25%	\$ 230,000.00	4.30%	\$ 9,775.00	5/20/2030	N/A	5/20/2025	\$ 229,827.50	11.1%
	Morgan Stanley Bank NA	CD	\$ 100.00	4.60%	\$ 108,000.00	4.60%	\$ 4,968.00	6/6/2030	32292	6/6/2025	\$ 108,014.04	5.2%
	total:										\$ 346,292.56	
Water - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	3.37%	\$ 4,256.66	3.37%	\$ 143.45				\$ 4,256.66	0.2%
	Insured Bank MMKT	CASH	\$ 1.00	0.05%	\$ 3,506.43	0.05%	\$ 1.75				\$ 3,506.43	0.2%
	Morgan Stanley Private Bk	CD	\$ 100.00	4.25%	\$ 165,000.00	4.25%	\$ 7,012.50	3/27/2030	N/A	3/27/2025	\$ 165,430.65	8.0%
	total:										\$ 173,193.74	
<b>Total &amp; Average:</b>					<b>\$ 2,068,968.48</b>	<b>4.18%</b>	<b>\$ 86,385.35</b>				<b>\$ 2,066,425.23</b>	<b>100%</b>

**DISCLOSURE:**

Registered Representative Securities offered through Cambridge Investment Research, Inc., a broker-dealer, member FINRA/SIPC. Investment Advisor Representative Cambridge Investment Research Advisors, Inc., a Registered Investment

**SMCSD STATEMENTS OF INFORMATION:** As of this report date the District is in compliance with the SMCSD Investment Policy. As of this report date the District has the ability to meet it's expenditure requirements through:

**10/28/2026**

Kelly Dodds, General Manager SMCSD

Michelle Hido, Financial Officer SMCSD

**Board of Directors  
Staff Report**

May 28, 2026

**AGENDA ITEM: 10.4**

**SUBJECT: Draft Fiscal Year 2026-2027 District Operation and Maintenance (O&M) Budget and Capital Improvement Project (CIP) Budget. (Discuss and provide comments to staff) (Pg. 163-184)**

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**SUGGESTED ACTION:**

Discuss the DRAFT Fiscal Year 2026-2027 Operation and Maintenance (O&M) Budget and Capital Improvement Project (CIP) Budget and provide comments to Staff.

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**DISCUSSION:**

Annually, the Board is tasked with reviewing and approving the Operation and Maintenance (O&M) budget for the District.

The DRAFT Revenue and Expenditure Budgets are based on the review of current costs as well as proposed costs for each individual District Fund and all the Funds collectively. The DRAFT CIP Budget is inclusive of projects which are currently underway, that are carrying over from the prior year, and any new projects for this fiscal year.

Once approved as part of the O&M or CIP budgets; all purchases will be made in accordance with the purchasing, or other applicable policies in effect at the time of the purchase or obligation. After this review, comments and corrections will be addressed and the O&M Budget and CIP Budget will be brought to the Board for final approval at the June 25th Board Meeting. Once approved, these budgets will take effect July 1st, 2026.

**FIRE DEPARTMENT (FUND 20)**

**2025-26 Budget performance thru April 30th, 2026**

- |                              |                          |                |
|------------------------------|--------------------------|----------------|
| • Budgeted Revenue \$755,231 | Actual Revenue \$486,272 | Percentage 64% |
| • Budgeted Expense \$754,727 | Actual Expense \$606,465 | Percentage 80% |

**2026-27 DRAFT Budget**

- |                              |                            |           |
|------------------------------|----------------------------|-----------|
| • Budgeted Revenue \$770,831 | Budgeted Expense \$770,593 | Net \$238 |
|------------------------------|----------------------------|-----------|

*\$102,024 (included in budgeted totals) is reserved for Project 21006 THU (Temporary Housing Unit) annual loan payment, THU Bond payment, the Engine 8668 annual loan payment, annual THU lease payment, and the SMCSA Annual Interfund Loan payment.*

**LIGHTING DEPARTMENT (FUND 30)**

**2025-26 Budget performance thru April 30th, 2026**

- Budgeted Revenue \$170,438      Actual Revenue \$150,709      Percentage 88%
- Budgeted Expense \$258,192      Actual Expense \$58,701      Percentage 17%

**2026-27 DRAFT Budget**

- Budgeted Revenue \$178,289      Budgeted Expense \$178,289      Net \$0

**WASTEWATER DEPARTMENT (FUND 40)**

**2025-26 Budget performance thru April 30th, 2026**

- Budgeted Revenue \$2,516,256      Actual Revenue \$1,937,277      Percentage 77%
- Budgeted Expense \$3,970,811      Actual Expense \$1,334,449      Percentage 34%

**2026-27 DRAFT Budget**

- Budgeted Revenue \$23,566,566      Budgeted Expense \$23,566,147      Net \$419

**WATER DEPARTMENT (FUND 50)**

**2025-26 Budget performance thru April 30th, 2026**

- Budgeted Revenue \$1,098,889      Actual Revenue \$1,221,093      Percentage 111%
- Budgeted Expense \$1,521,240      Actual Expense \$1,015,743      Percentage 47%

**2026-27 DRAFT Budget**

- Budgeted Revenue \$1,359,979      Budgeted Expense \$1,359,552      Net \$427

**SOLID WASTE DEPARTMENT (FUND 60)**

**2024-25 Budget performance thru March 31<sup>st</sup>, 2025**

- Budgeted Revenue \$43,936      Actual Revenue \$51,860      Percentage 118%
- Budgeted Expense \$43,923      Actual Expense \$40,974      Percentage 93%

**2026-27 DRAFT Budget**

- Budgeted Revenue \$43,936      Budgeted Expense \$43,936      Net \$0
- Budgeted Project Costs \$0

**DISTRICT TOTALS**

**2025-26 Budget performance thru April 30th, 2026**

- Budgeted Revenue \$4,584,750      Actual Revenue \$3,847,213      Percentage 84%
- Budgeted Expense \$6,548,893      Actual Expense \$3,056,332      Percentage 47%

**2026-27 DRAFT Budget**

- Budgeted Revenue \$25,919,601      Budgeted Expense \$25,918,517      Net \$1,084

**FISCAL IMPACT:**

There is no impact associated with the review of this report.

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PREPARED BY: Michelle Hido

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# San Miguel Community Services District

PROPOSED OPERATING BUDGET  
FISCAL YEAR 2026-2027



FIRE – LIGHTING/LANDSCAPING – WASTEWATER – WATER – SOLID WASTE

**Revenue Budget Report -- MultiYear Actuals**

For the Year: 2026 - 2027

20 FIRE PROTECTION DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	22-23	23-24	24-25	25-26	Budget 25-26	Rec. 25-26	Budget 26-27	Change 26-27	Budget 26-27	Budget 26-27
40000										
40220 Weed Abatement Fees		5,520	8,190	4,651	0	***%	7,000		7,000	*****%
40300 Fireworks Permit Fees	4,200	4,750	4,846		4,346	0%			0	0%
40320 Fire Impact Fees	5,017	16,728	1,070		3,000	0%			0	0%
40410 Mutual Aid Fires ~ OES		27,510	39,835		0	0%			0	0%
40420 Ambulance Reimbursement	5,336	5,510	5,662	4,367	4,500	97%	4,500		4,500	100%
40500 State Fire Grants	18,115		61,201	19,868	85,600	23%	68,000		68,000	79%
40510 Sponsored Training Fees		233			0	0%			0	0%
42200 Fire Cost Recovery		2,592	4,330	31,037	0	***%	2,000		2,000	*****%
Group:	32,668	62,843	125,134	59,923	97,446	61%	81,500	0	81,500	84%
43000 Property Taxes Collected										
43000 Property Taxes Collected	484,495	530,871	546,025	399,841	551,760	72%	579,419		579,419	105%
Group:	484,495	530,871	546,025	399,841	551,760	72%	579,419	0	579,419	105%
46000 Interest Revenue										
46000 Interest Revenue	1,465	1,090	31,961	20,587	0	***%			0	0%
46009 Grants - Other		132			0	0%			0	0%
46010 Transfer In	46,500				0	0%			0	0%
46012 Fire Transfers from Cap					102,025	0%	105,912		105,912	104%
46100 Realized Earnings		-761	360		0	0%			0	0%
46150 Miscellaneous Income	466	801	408		0	0%			0	0%
46151 Refund/Adjustments	5,740	781	241	1,122	0	***%			0	0%
46153 Plan Check Fees and	2,100	2,103	4,356	4,799	4,000	120%	4,000		4,000	100%
46157 Donation	500				0	0%			0	0%
46175 Sale of Surplus Property	21,873	5,625			0	0%			0	0%
Group:	78,776	9,639	37,326	26,508	106,025	25%	109,912	0	109,912	104%
Fund:	595,939	603,353	708,485	486,272	755,231	64%	770,831	0	770,831	102%

SAN MIGUEL CSD  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2026 - 2027

30 STREET LIGHTING DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	22-23	23-24	24-25	25-26	Budget 25-26	Rec. 25-26	Budget 26-27	Change 26-27	Budget 26-27	Budget 26-27
40000										
40510 Sponsored Training Fees		23			0	0%			0	0%
Group:		23			0	0%	0	0	0	0%
43000 Property Taxes Collected										
43000 Property Taxes Collected	149,517	162,987	164,078	123,023	170,438	72%	178,289		178,289	105%
Group:	149,517	162,987	164,078	123,023	170,438	72%	178,289	0	178,289	105%
46000 Interest Revenue										
46000 Interest Revenue	12,473	24,976	30,720	26,884	0	***%			0	0%
46009 Grants - Other	14				0	0%			0	0%
46100 Realized Earnings	-14,931	6,424	3,130	482	0	***%			0	0%
46150 Miscellaneous Income	149	482	623	300	0	***%			0	0%
46151 Refund/Adjustments	130	5,302	412	20	0	***%			0	0%
46155 Will Serve Processing	400		300		0	0%			0	0%
46175 Sale of Surplus Property	5,727				0	0%			0	0%
Group:	3,962	37,184	35,185	27,686	0	***%	0	0	0	0%
Fund:	153,479	200,194	199,263	150,709	170,438	88%	178,289	0	178,289	105%

SAN MIGUEL CSD  
**Revenue Budget Report -- MultiYear Actuals**  
For the Year: 2026 - 2027

40 WASTEWATER DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	22-23	23-24	24-25	25-26	Budget 25-26	Rec. 25-26	Budget 26-27	Change 26-27	Budget 26-27	Budget 26-27
40000										
40510 Sponsored Training Fees		248			0	0%			0	0%
40850 Wastewater Hook-up Fees	29,445	203,360	12,512	18,418	0	***%			0	0%
40900 Wastewater Sales	1,193,899	1,206,455	1,205,949	1,003,017	1,266,778	79%	1,266,778		1,266,778	100%
40901 Riverzone Surcharge	18,576	18,542	18,449	15,482	18,388	84%	18,388		18,388	100%
40910 Wastewater Late Charges	19,526	21,011	21,611	18,514	0	***%			0	0%
Group:	1,261,446	1,449,616	1,258,521	1,055,431	1,285,166	82%	1,285,166	0	1,285,166	100%
43000 Property Taxes Collected										
43000 Property Taxes Collected	75,721	83,926	88,912	64,492	86,090	75%	90,420		90,420	105%
Group:	75,721	83,926	88,912	64,492	86,090	75%	90,420	0	90,420	105%
46000 Interest Revenue										
46000 Interest Revenue	13,244	26,798	109,155	102,660	0	***%			0	0%
46003 CWSRF Grants		1,671	918,756	482,747	400,000	121%	22,042,680		22,042,680	5511%
46008 DWR Grants	34,750				0	0%			0	0%
46009 Grants - Other	198	140,513	83,752		0	0%			0	0%
46010 Transfer In	-62,427				0	0%			0	0%
46014 Wastewater Transfers from					600,000	0%	98,300		98,300	16%
46100 Realized Earnings	-5,867	14,971	22,728	1,039	0	***%			0	0%
46150 Miscellaneous Income	26,668	35,094	15,402	1,636	0	***%			0	0%
46151 Refund/Adjustments	2,133	7,203	3,731	14,448	0	***%			0	0%
46155 Will Serve Processing	3,300	3,350	3,600	200	0	***%			0	0%
46175 Sale of Surplus Property	53,985				0	0%			0	0%
46200 Wastewater Receiving		86,093	249,866	214,624	145,000	148%	50,000		50,000	34%
Group:	65,984	315,693	1,406,990	817,354	1,145,000	71%	22,190,980	0	22,190,980	1938%
Fund:	1,403,151	1,849,235	2,754,423	1,937,277	2,516,256	77%	23,566,566	0	23,566,566	937%

SAN MIGUEL CSD  
**Revenue Budget Report -- MultiYear Actuals**  
For the Year: 2026 - 2027

50 WATER DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	22-23	23-24	24-25	25-26	Budget 25-26	Rec. 25-26	Budget 26-27	Change 26-27	Budget 26-27	Budget 26-27
40000										
40510 Sponsored Training Fees		248				0 0%			0	0%
Group:		248				0 0%	0	0	0	0%
41000 Water Sales										
41000 Water Sales	983,811	966,198	1,065,526	893,582	1,033,489	86%	1,212,279		1,212,279	117%
41001 Water Connection Fees	29,944	212,341	11,908	18,382		0 ***%			0	0%
41003 Water Surcharge	535	528	516	450	400	113%	516		516	129%
41005 Water Late Charges	16,270	16,955	19,323	16,858		0 ***%			0	0%
41010 Water Meter Fees	450	6,300	1,932	966		0 ***%			0	0%
Group:	1,031,010	1,202,322	1,099,205	930,238	1,033,889	90%	1,212,795	0	1,212,795	117%
43000 Property Taxes Collected										
43000 Property Taxes Collected	48,980	35,000				0 0%			0	0%
Group:	48,980	35,000				0 0%	0	0	0	0%
46000 Interest Revenue										
46000 Interest Revenue	4,386	9,845	27,333	16,277		0 ***%			0	0%
46006 IRWM Grants				270,000		0 ***%			0	0%
46009 Grants - Other	195		47,000			0 0%			0	0%
46010 Transfer In	26,913					0 0%			0	0%
46015 Water Transfers from Cap					65,000	0%	147,184		147,184	226%
46100 Realized Earnings	-1,467	2,066	-637	935		0 ***%			0	0%
46150 Miscellaneous Income	4,551	1,963	10,804	3,178		0 ***%			0	0%
46151 Refund/Adjustments	4,756	1,471	4,055	267		0 ***%			0	0%
46152 Recycling		201	1,817			0 0%			0	0%
46155 Will Serve Processing	5,250	3,450	3,800	200		0 ***%			0	0%
46175 Sale of Surplus Property	51,756	16				0 0%			0	0%
Group:	96,340	19,012	94,172	290,857	65,000	447%	147,184	0	147,184	226%
Fund:	1,176,330	1,256,582	1,193,377	1,221,095	1,098,889	111%	1,359,979	0	1,359,979	124%

SAN MIGUEL CSD  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2026 - 2027

60 SOLID WASTE DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	22-23	23-24	24-25	25-26	Budget 25-26	Rec. 25-26	Budget 26-27	Change 26-27	Budget 26-27	Budget 26-27
40000										
40510 Sponsored Training Fees		23			0	0%			0	0%
Group:		23			0	0%	0	0	0	0%
46000 Interest Revenue										
46000 Interest Revenue	155	163	5,451	5,037	0	***%			0	0%
46005 Franchise Fees	48,080	51,727	55,600	46,315	43,936	105%	43,936		43,936	100%
46009 Grants - Other	10,011				0	0%			0	0%
46150 Miscellaneous Income	9,295	266	992	495	0	***%			0	0%
46151 Refund/Adjustments	107	53	411	13	0	***%			0	0%
46155 Will Serve Processing	100		50		0	0%			0	0%
46175 Sale of Surplus Property	1,902				0	0%			0	0%
Group:	69,650	52,209	62,504	51,860	43,936	118%	43,936	0	43,936	100%
Fund:	69,650	52,232	62,504	51,860	43,936	118%	43,936	0	43,936	100%
Grand Total:	3,398,549	3,961,596	4,918,052	3,847,213	4,584,750		25,919,601	0	25,919,601	

**Expenditure Budget Report -- MultiYear Actuals**

For the Year: 2026 - 2027

20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		22-23	23-24	24-25	25-26	Budget 25-26	Exp. 25-26	Budget 26-27	Changes 26-27	Budget 26-27	Budget 26-27
62000	Fire										
105	Salaries and Wages	151,210	139,918	142,716	132,331	139,000	95%	201,742		201,742	145%
111	BOD Stipend	1,270	1,656	1,368	984	1,000	98%	2,000		2,000	200%
115	Payroll Expenses		3	15		0	0%			0	0%
120	Workers' Compensation	30,753	29,429	46,012	10,331	44,000	23%	20,000		20,000	45%
121	Physicals		16			1,000	0%	1,500		1,500	150%
125	Volunteer Firefighter Sti	88,687	87,687	111,672	109,843	117,000	94%	70,000		70,000	60%
126	OES Strike Team Payroll		20,747	13,373		0	0%			0	0%
135	Payroll Tax - FICA/SS	5,426	6,083	7,443	6,513	7,500	87%	8,000		8,000	107%
140	Payroll Tax - Medicare	3,591	3,583	3,896	3,471	4,000	87%	4,000		4,000	100%
155	Payroll Tax - SUI	2,408	2,544	2,025	1,925	2,000	96%	3,000		3,000	150%
160	Payroll Tax - ETT	46	48	50	53	300	18%	400		400	133%
205	Insurance - Health	12,395	12,925	14,247	19,247	15,000	128%	21,922		21,922	146%
208	FSA Claims Expense				193	0	***			0	0%
210	Insurance - Dental	714	691	699	793	800	99%	1,200		1,200	150%
215	Insurance - Vision	115	112	112	115	200	58%	100		100	50%
225	Retirement - PERS Expense	16,751	16,789	17,651	16,288	18,000	90%	25,000		25,000	139%
230	457 ER Contribution Benef			3,228	6,392	4,000	160%	3,417		3,417	85%
305	Operations & Maintenance	4,406	2,015	3,935	2,574	5,000	51%	5,500		5,500	110%
307	OES Strike Team Expenses		998	42		0	0%			0	0%
310	Phone & Fax Expense	1,143	1,093	1,184	296	1,200	25%	1,000		1,000	83%
315	Postage, Shipping & Freig	593	255	222	219	500	44%	500		500	100%
319	Legal: P.R.A.s - Professi	407		67	765	500	153%	800		800	160%
320	Printing & Reproduction	364	159	117	76	500	15%	500		500	100%
321	IT Services - Professiona	9,977	10,826	12,098	9,232	10,000	92%	12,000		12,000	120%
323	Auditor - Professional Sv	2,465	3,416	3,536	3,915	5,000	78%	6,000		6,000	120%
325	Accounting - Professional	1,236	2,924	4,010	8,818	4,000	220%	9,000		9,000	225%
326	Engineering - Professiona	1,158	1,840			3,000	0%	3,000		3,000	100%
327	Legal: General - Professi	15,304	13,299	9,029	16,405	8,000	205%	12,000		12,000	150%
328	Insurance - Prop & Liabil	16,555	20,175	23,751	24,915	25,000	100%	25,000		25,000	100%
333	Legal: HR - Professional	9,648	8,108	439	9,521	2,500	381%	4,000		4,000	160%
334	Maintenance Agreements	2,342	2,654	1,530	2,266	2,000	113%	3,000		3,000	150%
335	Meals	325	661	260		500	0%	500		500	100%
340	Meetings and Conferences	3			625	3,500	18%	3,500		3,500	100%
341	Space Rental		1,033	980	647	1,000	65%	1,000		1,000	100%
345	Mileage Expense Reimburse					500	0%	800		800	160%
346	OES Equip Repairs & Main		42			0	0%			0	0%
347	OES Vehicle Repair & Main			34		0	0%			0	0%
348	Safety Equipment and Supp	365	4,741	1,120	3,381	2,500	135%	4,000		4,000	160%
350	Repairs & Maint - Compute					2,000	0%	2,000		2,000	100%
351	Repairs & Maint - Equip	13,520	9,282	2,736	6,462	5,000	129%	7,000		7,000	140%
352	Repairs & Maint - Structu	42,796	1,361	4,566	310	5,000	6%	4,000		4,000	80%
354	Repairs & Maint - Vehicle	5,010	7,437	766	8,464	5,000	169%	6,000		6,000	120%
355	Testing & Supplies (WWTP)			45		0	0%			0	0%
359	Testing & Supplies - Othe	396	386			500	0%			0	0%
360	Testing & Supplies - FIRE			760		0	0%			0	0%
370	Dispatch Services (Fire)	15,375	30,668	15,732	21,521	17,500	123%	22,000		22,000	126%
375	Internet Expenses	640	2,449	2,522	3,265	2,000	163%	3,500		3,500	175%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2026 - 2027

20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		22-23	23-24	24-25	25-26	Budget 25-26	Exp. 25-26	Budget 26-27	Changes 26-27	Budget 26-27	Budget 26-27
376	Web Page - Upgrade/Maint	768	717	907	1,149	1,000	115%	1,500		1,500	150%
380	Utilities - Alarm Service	105	420	455	380	500	76%	500		500	100%
381	Utilities - Electric	3,924	352	1,237	1,034	2,500	41%	2,500		2,500	100%
382	Utilities - Propane	964	1,533	1,890	939	2,500	38%	2,500		2,500	100%
384	Utilities - Water/Sewer	753	1,820	2,281	2,677	2,000	134%	3,000		3,000	150%
385	Dues and Subscriptions	14,050	6,712	6,830	7,363	8,500	87%	9,000		9,000	106%
386	Education and Training	4,450	7,513	4,198	4,198	7,000	60%	7,000		7,000	100%
393	Advertising and Public No	338	35	134	1,108	4,000	28%	4,000		4,000	100%
394	LAFCO Allocations	1,483	1,933	1,752	2,054	7,800	26%	7,800		7,800	100%
395	Community Outreach	59	212	1,168	689	6,000	11%	6,000		6,000	100%
405	Software					2,000	0%	2,000		2,000	100%
410	Office Supplies	2,026	894	530	514	2,000	26%	2,000		2,000	100%
445	CPR/FIRST AID TRAINING MA					500	0%	800		800	160%
450	EMS Supplies	2,194	3,885	2,027	1,812	3,000	60%	3,500		3,500	117%
455	Fire Safety Gear & Equipm					5,000	0%	5,000		5,000	100%
456	Fire Grants	19,165	35,523	79,990	29,649	65,600	45%	68,000		68,000	104%
457	CFF Grant - California Fi			19,509		20,000	0%			0	0%
458	Grants- Professional Serv		7,244	4,219	1,181	7,000	17%	7,000		7,000	100%
465	Cell phones, Radios and P	2,424	1,436	1,590	2,647	1,000	265%	3,500		3,500	350%
470	Communication Equipment	3,952	1,374	2,393	1,125	2,000	56%	2,500		2,500	125%
475	Computer Supplies & Upgra	5,047	4,302	6,636	1,393	4,000	35%	4,000		4,000	100%
485	Fuel Expense	7,935	6,237	6,608	5,230	6,500	80%	8,000		8,000	123%
490	Small Tools & Equipment		707	510	114	2,000	6%	2,500		2,500	125%
495	Uniform Expense	895	1,638	4,122	2,221	4,000	56%	4,000		4,000	100%
500	Capital Outlay	18,542				0	0%			0	0%
502	Capital Outlay- Fire		10,911	214,110		14,127	0%			0	0%
503	Weed Abatement Costs	366	15,110	20,195	138	6,000	2%	7,000		7,000	117%
510	Fire Station Renovation		2,226			4,000	0%	4,000		4,000	100%
511	Fire- Temp Housing Unit	17,954		75,065	1,984	0	***			0	0%
512	Fire- Escrow Temp Housing	1,175	25,818	229,463	3,216	0	***			0	0%
710	County Hazmat Dues	2,000	2,000	2,146	2,835	3,000	95%	3,000		3,000	100%
820	Fireworks Clean Up		500	500	500	500	100%			0	0%
900	District Strategic Plan	324				0	0%			0	0%
912	Reimbursements				30,641	0	***			0	0%
925	Bank Fees		1			0	0%			0	0%
940	Bank Service Charges			49		0	0%			0	0%
949	Lease agreements	4,385	5,760	5,760	5,760	8,000	72%	6,000		6,000	75%
960	Property Tax Expense	299	154			200	0%	200		200	100%
981	Debt Svcs Equipt - Princi	36,088	36,397	36,397	36,397	38,000	96%	38,000		38,000	100%
982	Debt Svcs Equipt - Intere	11,838	10,686	10,686	10,686	10,000	107%	10,686		10,686	107%
983	Debt Svcs Structure- Prin	23,013	23,899	23,899	31,305	24,000	130%	31,305		31,305	130%
984	Debt Svcs Structure - Int	10,564	9,678	9,678	12,421	11,000	113%	12,421		12,421	113%
990	Retirement/Health Ins Lia			3,250	1,403	3,500	40%	2,500		2,500	71%
	Account:	654,474	675,680	1,234,172	636,919	754,727	84%	770,593	0	770,593	102%
	Fund:	654,474	675,680	1,234,172	636,919	754,727	84%	770,593	0	770,593	102%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2026 - 2027

30 STREET LIGHTING DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		22-23	23-24	24-25	25-26	Budget 25-26	Exp. 25-26	Budget 26-27	Changes 26-27	Budget 26-27	Budget 26-27
63000	Lighting										
101	EE Timekeeping Costs		200	66		0	0%			0	0%
105	Salaries and Wages	12,657	14,583	15,722	13,811	21,470	64%	24,149		24,149	112%
111	BOD Stipend	118	192	165	114	144	79%	156		156	108%
115	Payroll Expenses			1		0	0%			0	0%
120	Workers' Compensation	18	-15	-183	88	50	176%	125		125	250%
121	Physicals		6			50	0%	100		100	200%
135	Payroll Tax - FICA/SS	20	12	11	6	55	11%	20		20	36%
140	Payroll Tax - Medicare	190	211	230	196	308	64%	320		320	104%
155	Payroll Tax - SUI	55	65	55	48	73	66%	75		75	103%
160	Payroll Tax - ETT	1	1	1	1	23	4%	23		23	100%
205	Insurance - Health	2,326	1,907	2,060	2,365	3,260	73%	3,260		3,260	100%
208	FSA Claims Expense				28	0	***%	200		200	*****%
210	Insurance - Dental	66	-64	201	123	137	90%	200		200	146%
215	Insurance - Vision	11	-11	33	11	21	52%	30		30	143%
225	Retirement - PERS Expense	1,487	1,665	1,753	1,740	2,311	75%	2,731		2,731	118%
230	457 ER Contribution Benef			199	255	400	64%	400		400	100%
305	Operations & Maintenance	597	32	225	100	1,500	7%	1,500		1,500	100%
310	Phone & Fax Expense	105	111	118	29	500	6%	500		500	100%
315	Postage, Shipping & Freig	12	25	15	11	100	11%	100		100	100%
319	Legal: P.R.A.s - Professi	42		12		150	0%	150		150	100%
320	Printing & Reproduction	2		12		150	0%	150		150	100%
321	IT Services - Professiona	1,286	1,136	1,368	924	1,365	68%	1,375		1,375	101%
323	Auditor - Professional Sv	250	342	354	435	800	54%	800		800	100%
325	Accounting - Professional	126	289	401	958	800	120%	1,250		1,250	156%
326	Engineering - Professiona	170		2,020	909	92,890	1%	56,000		56,000	60%
327	Legal: General - Professi	2,250	1,935	708	915	3,000	31%	3,000		3,000	100%
328	Insurance - Prop & Liabil	3,313	2,014	2,375	2,713	2,500	109%	3,000		3,000	120%
329	New Hire Screening					100	0%	100		100	100%
330	Contract Labor					2,500	0%	2,000		2,000	80%
331	Legal: SMEA - Professiona					1,000	0%	1,000		1,000	100%
333	Legal: HR - Professional	516	1,032	95	184	1,500	12%	1,500		1,500	100%
334	Maintenance Agreements	239	251	1,429	268	1,760	15%	2,000		2,000	114%
335	Meals					150	0%	150		150	100%
340	Meetings and Conferences					350	0%	250		250	71%
341	Space Rental		103	99	71	150	47%	200		200	133%
345	Mileage Expense Reimburse					150	0%	150		150	100%
348	Safety Equipment and Supp					1,000	0%	1,000		1,000	100%
350	Repairs & Maint - Compute					150	0%	250		250	167%
351	Repairs & Maint - Equip	133	805		2,037	5,000	41%	5,000		5,000	100%
352	Repairs & Maint - Structu					500	0%	500		500	100%
353	Repairs & Maint - Infrast	8,604	536	470	9,515	18,000	53%	18,000		18,000	100%
354	Repairs & Maint - Vehicle	26		8		500	0%	500		500	100%
375	Internet Expenses	42	127	278	843	700	120%	1,000		1,000	143%
376	Web Page - Upgrade/Maint	48	75	91	174	150	116%	250		250	167%
381	Utilities - Electric	14,708	16,500	16,911	14,272	20,000	71%	20,000		20,000	100%
382	Utilities - Propane	46				0	0%			0	0%
384	Utilities - Water/Sewer	10,868	8,163	4,316	3,573	7,500	48%	8,000		8,000	107%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2026 - 2027

30 STREET LIGHTING DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		22-23	23-24	24-25	25-26	Budget 25-26	Exp. 25-26	Budget 26-27	Changes 26-27	Budget 26-27	Budget 26-27
385	Dues and Subscriptions	312	334	384	282	800	35%	500		500	63%
386	Education and Training	141	57	43	15	2,000	1%	2,000		2,000	100%
393	Advertising and Public No	2	3	13	18	500	4%	500		500	100%
394	LAFCO Allocations	1,492	1,933	1,752	2,054	2,000	103%	2,500		2,500	125%
395	Community Outreach	3				150	0%	150		150	100%
410	Office Supplies	39	15	106	35	500	7%	250		250	50%
465	Cell phones, Radios and P	124	195	263	171	250	68%	500		500	200%
475	Computer Supplies & Upgra	576		172	181	0	***%	1,500		1,500	*****%
485	Fuel Expense					200	0%	200		200	100%
490	Small Tools & Equipment					5,000	0%	5,000		5,000	100%
495	Uniform Expense	129	4			100	0%	250		250	250%
500	Capital Outlay	11,017				50,000	0%			0	0%
715	Licenses, Permits and Fee					200	0%	200		200	100%
900	District Strategic Plan	34				0	0%			0	0%
925	Bank Fees	4	-1			25	0%	25		25	100%
940	Bank Service Charges			51		50	0%	50		50	100%
949	Lease agreements	485	1,320	1,320	1,210	2,500	48%	2,500		2,500	100%
990	Retirement/Health Ins Lia			325	127	700	18%	700		700	100%
	Account:	74,690	56,088	56,048	60,810	258,192	24%	178,289	0	178,289	69%
70000	Transfers										
352	Repairs & Maint - Structu	2,325	-98			0	0%			0	0%
	Account:	2,325	-98			0	***%	0	0	0	0%
	Fund:	77,015	55,990	56,048	60,810	258,192	24%	178,289	0	178,289	69%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2026 - 2027

40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		22-23	23-24	24-25	25-26	Budget 25-26	Exp. 25-26	Budget 26-27	Changes 26-27	Budget 26-27	Budget 26-27
63000	Lighting										
205	Insurance - Health	908				0	0%			0	0%
	Account:	908				0	***%	0	0	0	0%
64000	Sanitary										
101	EE Timekeeping Costs		1,799	595		0	0%			0	0%
105	Salaries and Wages	197,183	165,159	209,360	167,222	290,000	58%	322,036		322,036	111%
110	Payroll Tax Expense		219			0	0%			0	0%
111	BOD Stipend	2,052	2,484	2,052	1,476	1,632	90%	2,160		2,160	132%
115	Payroll Expenses			16		0	0%			0	0%
120	Workers' Compensation	9,452	8,648	10,792	9,395	15,000	63%	15,000		15,000	100%
121	Physicals	75	115	25	145	150	97%	150		150	100%
135	Payroll Tax - FICA/SS	447	149	132	74	1,151	6%	135		135	12%
140	Payroll Tax - Medicare	2,878	2,400	3,058	2,388	4,898	49%	4,685		4,685	96%
150	Payroll Tax - SDI			116		235	0%	120		120	51%
155	Payroll Tax - SUI	1,225	1,091	920	879	1,354	65%	1,102		1,102	81%
160	Payroll Tax - ETT	26	24	24	24	335	7%	50		50	15%
205	Insurance - Health	26,591	22,382	29,683	28,818	65,111	44%	47,059		47,059	72%
206	Insurance - CalPers Healt	21,552	16,307			0	0%			0	0%
208	FSA Claims Expense				269	0	***%	400		400	*****%
210	Insurance - Dental	1,166	1,051	1,417	1,679	2,843	59%	2,609		2,609	92%
215	Insurance - Vision	199	171	228	177	365	48%	259		259	71%
225	Retirement - PERS Expense	15,746	23,777	21,023	19,426	31,762	61%	34,450		34,450	108%
230	457 ER Contribution Benef			2,090	2,769	2,090	132%	3,802		3,802	182%
305	Operations & Maintenance	10,253	8,791	6,015	3,364	10,000	34%	10,000		10,000	100%
310	Phone & Fax Expense	2,153	1,339	1,262	312	1,200	26%	1,200		1,200	100%
315	Postage, Shipping & Freig	194	304	468	110	400	28%	400		400	100%
319	Legal: P.R.A.s - Professi	610		116	171	1,000	17%	1,000		1,000	100%
320	Printing & Reproduction	86		125		500	0%	500		500	100%
321	IT Services - Professiona	12,746	13,970	15,426	8,795	14,700	60%	15,500		15,500	105%
323	Auditor - Professional Sv	4,060	3,643	3,771	4,060	5,000	81%	5,000		5,000	100%
325	Accounting - Professional	1,858	3,154	4,219	8,940	5,000	179%	5,000		5,000	100%
326	Engineering - Professiona	19,813	17,471	19,392	99,917	34,162	292%	50,000		50,000	146%
327	Legal: General - Professi	26,646	18,574	23,527	24,117	20,000	121%	25,000		25,000	125%
328	Insurance - Prop & Liabil	17,980	17,609	25,334	23,622	27,000	87%	27,000		27,000	100%
329	New Hire Screening	45				100	0%	100		100	100%
330	Contract Labor		21,970	1,000	625	5,000	13%	5,000		5,000	100%
331	Legal: SMEA - Professiona	5,225	1,676	2,266	216	3,500	6%	1,000		1,000	29%
333	Legal: HR - Professional	6,561	13,540	1,117	2,818	5,000	56%	5,000		5,000	100%
334	Maintenance Agreements	5,709	4,480	5,792	6,850	7,500	91%	7,500		7,500	100%
335	Meals					150	0%	150		150	100%
340	Meetings and Conferences				194	500	39%	500		500	100%
341	Space Rental		1,271	1,042	673	1,500	45%	1,500		1,500	100%
345	Mileage Expense Reimburse				272	500	54%	500		500	100%
348	Safety Equipment and Supp	1,621	1,727	1,576	3,040	2,000	152%	2,000		2,000	100%
349	Repairs & Maint - Mission	5,348	9,617	8,904	4,616	10,000	46%	10,000		10,000	100%
350	Repairs & Maint - Compute	16		102		1,600	0%	1,600		1,600	100%
351	Repairs & Maint - Equip	5,472	3,844	6,984	31,096	5,000	622%	5,000		5,000	100%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2026 - 2027

40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		22-23	23-24	24-25	25-26	Budget 25-26	Exp. 25-26	Budget 26-27	Changes 26-27	Budget 26-27	Budget 26-27
352	Repairs & Maint - Structu	248	73	22	18	1,500	1%	1,500		1,500	100%
353	Repairs & Maint - Infrast	335	10,650	2,981	5,448	10,000	54%	10,000		10,000	100%
354	Repairs & Maint - Vehicle	4,378	4,707	2,512	4,388	5,000	88%	5,000		5,000	100%
355	Testing & Supplies (WWTP)	17,052	23,818	18,477	22,564	45,000	50%	45,000		45,000	100%
361	Contract Operations		840	65,441	77,086	80,000	96%	100,000		100,000	125%
374	CSD Utilities - Billing S	3,916	4,102	4,011	3,430	4,250	81%	4,250		4,250	100%
375	Internet Expenses	5,010	4,487	4,422	11,756	12,000	98%	12,000		12,000	100%
376	Web Page - Upgrade/Maint	768	1,076	968	1,879	1,500	125%	2,000		2,000	133%
379	Utilities - Electric Miss	1,039	1,094	1,114	1,035	1,500	69%	1,500		1,500	100%
380	Utilities - Alarm Service	696	550	650	550	850	65%	850		850	100%
381	Utilities - Electric	83,638	100,424	116,420	96,439	125,000	77%	125,000		125,000	100%
382	Utilities - Propane	731	47	102	393	150	262%	450		450	300%
383	Utilities - Trash	706	747	735	658	1,000	66%	1,000		1,000	100%
384	Utilities - Water/Sewer	2,252	2,313	1,340	905	3,500	26%	3,500		3,500	100%
385	Dues and Subscriptions	5,107	5,171	5,177	3,178	5,000	64%	5,000		5,000	100%
386	Education and Training	1,591	1,166	1,096	782	2,500	31%	2,500		2,500	100%
393	Advertising and Public No	295	992	664	170	1,000	17%	1,000		1,000	100%
394	LAFCO Allocations	1,615	1,933	1,752	2,054	2,500	82%	2,500		2,500	100%
395	Community Outreach	223	184	433	255	1,000	26%	1,000		1,000	100%
396	Utilities - SoCal Gas	174	229	208	207	500	41%	500		500	100%
410	Office Supplies	3,037	1,161	1,337	449	2,000	22%	2,000		2,000	100%
432	Utility Rate Design Study	9,492	6,495	1,375		20,000	0%	20,000		20,000	100%
459	SCADA - Maintenance Fees					1,500	0%	1,500		1,500	100%
465	Cell phones, Radios and P	1,575	1,752	2,368	1,575	2,400	66%	2,400		2,400	100%
475	Computer Supplies & Upgra	15,044	876	2,141	2,451	1,000	245%	2,500		2,500	250%
485	Fuel Expense	5,492	4,912	4,622	6,931	6,000	116%	8,000		8,000	133%
490	Small Tools & Equipment	450	1,395	2,308		4,000	0%	4,000		4,000	100%
495	Uniform Expense	2,165	1,339		218	1,500	15%	1,500		1,500	100%
500	Capital Outlay					48,000	0%			0	0%
545	Sewer System Mgmt Plan (S				24,950	25,000	100%			0	0%
546	Master Plans	5,842			10,956	65,000	17%	54,000		54,000	83%
560	Sewer Line Repairs		753			50,000	0%	50,000		50,000	100%
580	Mission Gardens Lift Stat	6,254				10,000	0%	10,000		10,000	100%
582	WWTP Plant Maintenance	41,818	19,698	28,996	89,938	132,745	68%	75,000		75,000	56%
583	WWTF Drying Pond Maintena			9,300	35,758	25,000	143%	40,000		40,000	160%
584	WWTP Perc Ponds				30,900	44,100	70%	15,000		15,000	34%
585	Sludge Removal Project			4,217	17,550	384,719	5%	279,720		279,720	73%
587	WWTF Final Design/Constru				346,849	255,507	136%			0	0%
588	WWTF Construction				8,774	702,202	1%	20,608,976		20,608,976	2935%
651	Regulatory Compliance			42,896	41,270	80,000	52%	60,000		60,000	75%
705	Waste Discharge Fees/Perm	28,140	41,499	50,933	37,753	114,300	33%	70,000		70,000	61%
715	Licenses, Permits and Fee	6,766	4,566	7,663	2,056	6,000	34%	12,000		12,000	200%
800	Deposit/ Liabilities		-23			0	0%			0	0%
805	Refundable Water/Sewer/Hy					100	0%	100		100	100%
900	District Strategic Plan	486				0	0%			0	0%
908	Cash Over/Cash Short	-125		-8	-1	100	-1%	100		100	100%
925	Bank Fees	4	-1	120	161	100	161%	100		100	100%
935	Depreciation Expense	74,120	69,295	65,933		0	0%			0	0%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2026 - 2027

40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		22-23	23-24	24-25	25-26	Budget 25-26	Exp. 25-26	Budget 26-27	Changes 26-27	Budget 26-27	Budget 26-27
940	Bank Service Charges	157		80		100	0%	100		100	100%
949	Lease agreements	4,602	11,880	11,880	10,890	18,000	61%	16,000		16,000	89%
950	WWTF Exp MBR					500,000	0%			0	0%
960	Property Tax Expense	128	96			150	0%	150		150	100%
963	Collection System Project		-15,264		21,587	129,300	17%	117,494		117,494	91%
964	Septic to Sewer Project		15,264			20,000	0%	1,036,490		1,036,490	5182%
966	Reimbursable Engineering		1,138			0	0%			0	0%
970	WWTF Long Term Maintenanc					100,000	0%	100,000		100,000	100%
971	Loan Principal Payment					150,000	0%			0	0%
972	Loan Interest Payment					150,000	0%			0	0%
990	Retirement/Health Ins Lia		8,778	36,116	11,889	40,000	30%	40,000		40,000	100%
	Account:	740,209	728,968	910,771	1,394,648	3,970,811	35%	23,566,147	0	23,566,147	593%
70000	Transfers										
352	Repairs & Maint - Structu	20,925	-879			0	0%			0	0%
	Account:	20,925	-879			0	***%	0	0	0	0%
	Fund:	762,042	728,089	910,771	1,394,648	3,970,811	35%	23,566,147	0	23,566,147	593%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2026 - 2027

50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		22-23	23-24	24-25	25-26	Budget 25-26	Exp. 25-26	Budget 26-27	Changes 26-27	Budget 26-27	Budget 26-27
65000	Water										
101	EE Timekeeping Costs		1,799	595		0	0%			0	0%
105	Salaries and Wages	274,014	264,605	251,818	233,409	221,238	106%	303,409		303,409	137%
110	Payroll Tax Expense		-7			0	0%			0	0%
111	BOD Stipend	2,146	2,469	2,046	1,467	2,064	71%	2,136		2,136	103%
115	Payroll Expenses			16		0	0%			0	0%
120	Workers' Compensation	13,323	6,100	7,676	5,949	8,500	70%	8,500		8,500	100%
121	Physicals	225	226	25	145	150	97%	250		250	167%
135	Payroll Tax - FICA/SS	454	149	131	73	1,179	6%	150		150	13%
140	Payroll Tax - Medicare	3,954	3,969	3,566	3,316	4,302	77%	4,709		4,709	109%
150	Payroll Tax - SDI			123		250	0%			0	0%
155	Payroll Tax - SUI	1,434	1,408	1,228	950	1,206	79%	1,200		1,200	100%
160	Payroll Tax - ETT	31	31	31	26	237	11%	324		324	137%
205	Insurance - Health	36,571	40,320	34,314	44,788	25,208	178%	39,000		39,000	155%
206	Insurance - CalPers Healt	21,552	16,307			0	0%			0	0%
208	FSA Claims Expense				324	0	***%	250		250	*****%
210	Insurance - Dental	1,656	1,583	1,502	2,099	881	238%	2,088		2,088	237%
215	Insurance - Vision	266	257	241	238	152	157%	250		250	164%
225	Retirement - PERS Expense	24,234	36,038	23,399	23,624	24,168	98%	34,560		34,560	143%
230	457 ER Contribution Benef			2,104	3,121	2,104	148%	4,013		4,013	191%
305	Operations & Maintenance	11,731	8,778	6,956	4,433	8,000	55%	8,000		8,000	100%
310	Phone & Fax Expense	2,131	1,330	1,262	312	1,200	26%	1,200		1,200	100%
315	Postage, Shipping & Freig	200	311	468	220	425	52%	450		450	106%
319	Legal: P.R.A.s - Professi	602		116	135	500	27%	500		500	100%
320	Printing & Reproduction	1,235	1,341	1,502		500	0%	500		500	100%
321	IT Services - Professiona	12,739	13,863	15,427	12,529	14,000	89%	16,000		16,000	114%
323	Auditor - Professional Sv	4,005	3,643	3,771	5,800	4,300	135%	7,500		7,500	174%
324	GSA-GSP - Professional Sv	3,121	13,564	27,817		25,000	0%	20,000		20,000	80%
325	Accounting - Professional	1,856	3,281	4,219	12,703	4,500	282%	15,000		15,000	333%
326	Engineering - Professiona	22,858	76,559	40,012	46,941	35,000	134%	45,000		45,000	129%
327	Legal: General - Professi	20,891	32,181	29,201	11,679	25,000	47%	25,000		25,000	100%
328	Insurance - Prop & Liabil	29,761	32,485	25,334	34,473	26,000	133%	36,000		36,000	138%
329	New Hire Screening	45				100	0%	250		250	250%
330	Contract Labor		17,271	1,000	625	5,000	13%	5,000		5,000	100%
331	Legal: SMEA - Professiona	5,225	1,676	2,266	216	3,500	6%	1,500		1,500	43%
332	Legal: Steinbeck & Water	36,016	7,249	32,100	82,937	25,000	332%	50,000		50,000	200%
333	Legal: HR - Professional	6,501	13,393	1,111	2,791	8,000	35%	8,000		8,000	100%
334	Maintenance Agreements	5,545	4,433	5,792	7,857	6,500	121%	8,000		8,000	123%
335	Meals					100	0%	100		100	100%
340	Meetings and Conferences				194	1,000	19%	1,000		1,000	100%
341	Space Rental		1,266	1,084	934	1,500	62%	1,500		1,500	100%
345	Mileage Expense Reimburse				98	250	39%	250		250	100%
348	Safety Equipment and Supp	1,260	1,677	1,576	2,804	1,500	187%	2,000		2,000	133%
350	Repairs & Maint - Compute	298		102	76	1,500	5%	1,500		1,500	100%
351	Repairs & Maint - Equip	5,975	7,436	16,176	13,024	5,000	260%	15,000		15,000	300%
352	Repairs & Maint - Structu	454	252	250	18	2,000	1%	2,000		2,000	100%
353	Repairs & Maint - Infrast	28,200	69,855	57,843	32,011	50,000	64%	50,000		50,000	100%
354	Repairs & Maint - Vehicle	3,775	4,707	2,512	4,424	4,500	98%	4,500		4,500	100%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2026 - 2027

50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		22-23	23-24	24-25	25-26	Budget 25-26	Exp. 25-26	Budget 26-27	Changes 26-27	Budget 26-27	Budget 26-27
356	Testing & Supplies - Well	3,459	4,566	2,308	2,111	3,500	60%	4,000		4,000	114%
357	Testing & Supplies - Well	3,508	4,566	2,309	4,175	3,500	119%	4,000		4,000	114%
358	Testing & Supplies - SLT	8,368	7,680	5,059	2,711	5,000	54%	5,000		5,000	100%
359	Testing & Supplies - Othe	6,976	6,768	5,379	7,873	6,000	131%	8,000		8,000	133%
361	Contract Operations		840	54,097	41,628	80,000	52%	60,000		60,000	75%
362	Cross-Connection Control	1,237	1,352	2,017	2,058	1,500	137%	2,000		2,000	133%
374	CSD Utilities - Billing S	3,941	4,103	4,012	3,430	4,000	86%	4,100		4,100	103%
375	Internet Expenses	1,980	5,511	4,169	27,634	14,000	197%	25,000		25,000	179%
376	Web Page - Upgrade/Maint	768	1,061	968	2,450	1,500	163%	2,500		2,500	167%
380	Utilities - Alarm Service	696	550	650	550	1,000	55%	750		750	75%
381	Utilities - Electric	51,937	61,521	72,281	64,141	75,000	86%	65,000		65,000	87%
382	Utilities - Propane	739	721		593	1,000	59%	1,000		1,000	100%
383	Utilities - Trash	706	747	735	658	600	110%	700		700	117%
384	Utilities - Water/Sewer	758		2,956	2,156	2,000	108%	3,000		3,000	150%
385	Dues and Subscriptions	7,174	7,438	7,417	4,019	6,500	62%	7,500		7,500	115%
386	Education and Training	1,829	2,180	1,456	644	5,000	13%	5,000		5,000	100%
393	Advertising and Public No	1,201	1,227	585	242	1,000	24%	1,000		1,000	100%
394	LAFCO Allocations	1,613	1,933	1,752	2,054	1,800	114%	2,054		2,054	114%
395	Community Outreach	913	992	275	256	1,200	21%	1,200		1,200	100%
396	Utilities - SoCal Gas	1,835	455	505	1,006	1,000	101%	1,000		1,000	100%
405	Software				7,022	0	***			0	0%
410	Office Supplies	3,031	1,161	1,337	453	1,000	45%	1,000		1,000	100%
432	Utility Rate Design Study	15,979	32,089			0	0%			0	0%
465	Cell phones, Radios and P	1,575	1,752	2,368	1,575	2,250	70%	2,500		2,500	111%
475	Computer Supplies & Upgra	14,967	876	2,160	2,544	2,500	102%	2,500		2,500	100%
481	Chemicals- Well #3	2,158	2,391	2,167	2,554	4,000	64%	4,000		4,000	100%
482	Chemicals- Well #4	2,186	3,528	2,943	2,672	5,000	53%	5,000		5,000	100%
483	Chemicals- SLT Well	1,506	2,128	1,758	825	3,000	28%	3,000		3,000	100%
485	Fuel Expense	5,490	4,912	3,791	2,079	5,000	42%	5,000		5,000	100%
490	Small Tools & Equipment	90	1,053	2,226		3,000	0%	3,000		3,000	100%
495	Uniform Expense	2,165	1,461		218	1,500	15%	1,500		1,500	100%
516	Water Projects Well 3				12,240	26,000	47%			0	0%
517	Water Projects Well 4				6,273	0	***			0	0%
518	Water Projects SLT Well				6,096	0	***			0	0%
520	Water Main Valves Replace					25,000	0%	25,000		25,000	100%
525	Water Meter Replacement	10,268		3,840	11,949	20,000	60%	20,000		20,000	100%
526	Development Meters			8,923		0	0%			0	0%
535	Water Lines Repairs		8,072	286,719	130,018	0	***			0	0%
546	Master Plans	5,842			4,605	65,000	7%	25,000		25,000	38%
547	Paso Basin Management			1,731		0	0%			0	0%
577	Proposition 1 Grant	6,270				0	0%			0	0%
587	WWTF Final Design/Constru					142,798	0%			0	0%
605	USDA Loan Payment					20,000	0%	20,000		20,000	100%
651	Regulatory Compliance			4,099	12,689	60,000	21%	50,000		50,000	83%
705	Waste Discharge Fees/Perm				3,373	0	***			0	0%
715	Licenses, Permits and Fee	8,242	6,880	8,056	3,483	7,000	50%	7,000		7,000	100%
800	Deposit/ Liabilities		39			0	0%			0	0%
805	Refundable Water/Sewer/Hy	-16				100	0%	100		100	100%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2026 - 2027

50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		22-23	23-24	24-25	25-26	Budget 25-26	Exp. 25-26	Budget 26-27	Changes 26-27	Budget 26-27	Budget 26-27
900	District Strategic Plan	479				0	0%			0	0%
908	Cash Over/Cash Short	-100		-8		0	0%			0	0%
925	Bank Fees	1		90	158	100	158%	150		150	150%
930	Interest Fees	48,351	43,581	61,554	42,324	60,000	71%	60,000		60,000	100%
935	Depreciation Expense	197,349	196,442	196,442		0	0%			0	0%
940	Bank Service Charges			154		100	0%	100		100	100%
949	Lease agreements	4,593	11,880	11,880	10,890	12,000	91%	12,000		12,000	100%
961	SLT Tank and Booster Pump				352	228,174	0%	147,184		147,184	65%
962	0.65 MG Tank				14,359	24,979	57%			0	0%
966	Reimbursable Engineering		4,293	14,043	2,410	0	***%			0	0%
990	Retirement/Health Ins Lia		8,778	36,116	12,396	36,125	34%	36,125		36,125	100%
	Account:	1,014,348	1,137,332	1,428,031	1,060,709	1,521,240	70%	1,359,552	0	1,359,552	89%
70000	Transfers										
352	Repairs & Maint - Structu	20,925	-879			0	0%			0	0%
	Account:	20,925	-879			0	***%	0	0	0	0%
	Fund:	1,035,273	1,136,453	1,428,031	1,060,709	1,521,240	70%	1,359,552	0	1,359,552	89%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2026 - 2027

60 SOLID WASTE DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		22-23	23-24	24-25	25-26	Budget 25-26	Exp. 25-26	Budget 26-27	Changes 26-27	Budget 26-27	Budget 26-27
66000	SOLID WASTE										
101	EE Timekeeping Costs		200	66		0	0%			0	0%
105	Salaries and Wages	12,663	13,625	15,141	13,097	13,500	97%	18,318		18,318	136%
111	BOD Stipend	114	99	69	59	144	41%	144		144	100%
115	Payroll Expenses			1		0	0%			0	0%
120	Workers' Compensation	18	14	-48	85	100	85%	120		120	120%
121	Physicals		6			50	0%	100		100	200%
135	Payroll Tax - FICA/SS	20	6	5	3	55	5%	25		25	45%
140	Payroll Tax - Medicare	180	200	218	185	285	65%	308		308	108%
155	Payroll Tax - SUI	52	58	49	44	75	59%	80		80	107%
160	Payroll Tax - ETT	1	1	1	1	21	5%	22		22	105%
205	Insurance - Health	1,550	1,756	1,908	2,208	2,954	75%	2,619		2,619	89%
208	FSA Claims Expense				23	0	***%	100		100	*****
210	Insurance - Dental	65	66	76	117	125	94%	157		157	126%
215	Insurance - Vision	10	11	12	10	20	50%	20		20	100%
225	Retirement - PERS Expense	1,448	1,611	1,693	1,685	2,144	79%	2,244		2,244	105%
230	457 ER Contribution Benef			199		400	63%	400		400	100%
305	Operations & Maintenance	2,271	29	225	95	1,500	6%	1,000		1,000	67%
310	Phone & Fax Expense	88	103	118	29	500	6%	400		400	80%
315	Postage, Shipping & Freig	11	23	14	7	75	9%	50		50	67%
319	Legal: P.R.A.s - Professi	34		12		50	0%	50		50	100%
320	Printing & Reproduction	1		12		50	0%	50		50	100%
321	IT Services - Professiona	1,140	1,034	1,357	620	1,500	41%	1,400		1,400	93%
323	Auditor - Professional Sv	220	342	354	290	800	36%	750		750	94%
325	Accounting - Professional	104	289	401	645	500	129%	750		750	150%
326	Engineering - Professiona	170				0	0%			0	0%
327	Legal: General - Professi	3,649	8,749	1,725	1,746	4,000	44%	2,500		2,500	63%
328	Insurance - Prop & Liabil	1,442	1,646	2,375	1,809	2,500	72%	2,500		2,500	100%
329	New Hire Screening					50	0%	50		50	100%
331	Legal: SMEA - Professiona					500	0%	250		250	50%
333	Legal: HR - Professional	456	885	89	156	500	31%	300		300	60%
334	Maintenance Agreements	205	204	1,429	184	1,600	12%	1,250		1,250	78%
341	Space Rental		103	96	50	150	33%	250		250	167%
345	Mileage Expense Reimburse					50	0%	50		50	100%
348	Safety Equipment and Supp					500	0%	500		500	100%
350	Repairs & Maint - Compute					200	0%	200		200	100%
351	Repairs & Maint - Equip	409	182	154	7,697	250	***%	250		250	100%
352	Repairs & Maint - Structu					100	0%	100		100	100%
353	Repairs & Maint - Infrast	3,795		1,781	6,418	2,000	321%			0	0%
354	Repairs & Maint - Vehicle			8		150	0%	150		150	100%
375	Internet Expenses	42	127	278	842	600	140%	750		750	125%
376	Web Page - Upgrade/Maint	48	60	91	158	150	105%	175		175	117%
382	Utilities - Propane	100				0	0%			0	0%
385	Dues and Subscriptions	252	291	384	188	550	34%	450		450	82%
386	Education and Training	130	56	43	15	200	8%	100		100	50%
393	Advertising and Public No	575	119	13	128	150	85%	150		150	100%
394	LAFCO Allocations	1,490	1,933	1,752	2,054	1,800	114%	2,054		2,054	114%
395	Community Outreach	347	304	548	336	250	134%	250		250	100%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2026 - 2027

60 SOLID WASTE DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		22-23	23-24	24-25	25-26	Budget 25-26	Exp. 25-26	Budget 26-27	Changes 26-27	Budget 26-27	Budget 26-27
410	Office Supplies	33	15	102	30	50	60%	50		50	100%
465	Cell phones, Radios and P	122	195	263	170	275	62%	250		250	91%
475	Computer Supplies & Upgra	582		172	174	150	116%	150		150	100%
485	Fuel Expense					100	0%	100		100	100%
490	Small Tools & Equipment			82		100	0%			0	0%
495	Uniform Expense	129	4			150	0%	150		150	100%
715	Licenses, Permits and Fee	1,328	492	524		0	0%			0	0%
900	District Strategic Plan	27				0	0%			0	0%
940	Bank Service Charges			7		25	0%	25		25	100%
949	Lease agreements	476	1,320	1,320	1,210	1,325	91%	1,325		1,325	100%
990	Retirement/Health Ins Lia			325	84	650	13%	500		500	77%
	Account:	35,797	36,158	35,444	42,903	43,923	98%	43,936	0	43,936	100%
70000	Transfers										
352	Repairs & Maint - Structu	2,325	-98			0	0%			0	0%
	Account:	2,325	-98			0	***%	0	0	0	0%
	Fund:	38,122	36,060	35,444	42,903	43,923	98%	43,936	0	43,936	100%
											%
	Grand Total:	2,566,926	2,632,272	3,664,466	3,195,989	6,548,893		25,918,517	0	25,918,517	

**San Miguel Community Services District**  
**PROPOSED BUDGET VS AVAILABLE FUNDS**

	2026-27 PROPOSED REVENUES	2026-2027 PROPOSED EXPENDITURES	4/2026 OPERATIONAL CASH	4/2026 OPERATIONAL RESERVES	4/2026 RESTRICTED RESERVES
FIRE PROTECTION DEPARTMENT	\$770,831	\$770,593	\$431,083	\$109,692	\$250,558
STREET LIGHTING DEPARTMENT	\$178,289	\$178,289	\$497,920	\$238,581	\$452,200
WASTEWATER DEPARTMENT	\$23,566,566	\$23,566,147	\$2,222,164	\$357,275	\$1,665,925
WATER DEPARTMENT	\$1,359,979	\$1,359,552	\$383,049	\$96,067	\$313,397
SOLID WASTE DEPARTMENT	\$43,936	\$43,936	\$95,461	\$78,162	\$24,643
	<b>\$25,919,601</b>	<b>\$25,918,517</b>	<b>\$3,629,677</b>	<b>\$879,777</b>	<b>\$2,706,723</b>

**OPERATIONAL (UNRESTRICTED) RESERVES:** Established through Resolution 2023-10 to fund a buffer for each fund during any period where there are unexpected increases in operating costs, or decreases in revenues. This fund shall not be used to artificially suppress water and wastewater rates. **TARGET CRITERIA:** Equal to or greater than **50%** of the annual budgeted operating expenses for each fund (not including budgeted projects or other capital replacement).

	2025/26 <b>PROPOSED</b> Operating Expense Budget	Target from Res 2023-10 Reserve Policy	Current Operational Reserve \$	Fund's Operational \$ Investments	Currently allocated to projects	Percentage of Goal Amount Reserved	<b>Amount over/(under) Target</b>	NOTES:
FIRE PROTECTION DEPARTMENT	\$702,831	<b>\$351,416</b>	\$109,692	\$0	\$4,000	32%	<b>(\$245,723)</b>	
STREET LIGHTING DEPARTMENT	\$178,289	<b>\$89,145</b>	\$65,387	\$173,194	\$87,890	268%	\$149,436	
WASTEWATER DEPARTMENT	\$1,414,890	<b>\$707,445</b>	\$357,275	\$743,312	\$0	156%	\$393,142	
WATER DEPARTMENT	\$1,212,795	<b>\$606,398</b>	\$96,067	\$0	\$0	16%	<b>(\$510,331)</b>	
SOLID WASTE DEPARTMENT	\$43,936	<b>\$21,968</b>	\$78,162	\$0	\$0	356%	\$56,194	
	<b>\$3,552,741</b>	<b>\$1,776,371</b>	<b>\$706,583</b>				<b>(\$157,282)</b>	

**CAPITAL (RESTRICTED) RESERVES:** Established through Resolution 2016-37 to fund future replacement of existing facilities, major equipment and depreciable assets, as well as handling unanticipated major repairs during an asset's life cycle. Updated with Resolution 2023-10, each fund's Target Criteria is listed below. The Reserve purpose is to ensure sufficient capital resources are available to fund replacement of equipment, infrastructure, facilities and vehicles. The Long Term Maintenance Reserve is listed separately.

	Current Capital Reserve \$	Fund's Capital \$ Investments	Currently allocated to projects	Target per Res 2023-10 Reserve Policy	<b>Amount over/(under) Target</b>	Percentage of Goal Amount Reserved	NOTES:
FIRE PROTECTION DEPARTMENT	\$250,558	\$0	\$213,460	<b>\$200,000</b>	<b>(\$162,902)</b>	19%	\$204,048 Reserved for 2 years of Fire Loan payments
STREET LIGHTING DEPARTMENT	\$49,124	\$403,212	\$68,251	<b>\$50,000</b>	\$334,085	768%	
WASTEWATER DEPARTMENT	\$337,941	\$346,293	\$279,530	<b>\$1,000,000</b>	<b>(\$595,296)</b>	40%	
WATER DEPARTMENT	\$65,043	\$173,194	\$95,291	<b>\$1,000,000</b>	<b>(\$857,054)</b>	14%	
SOLID WASTE DEPARTMENT	\$24,643	\$0	\$0	<b>\$50,000</b>	<b>(\$25,357)</b>	49%	
				<b>\$2,300,000</b>	<b>(\$1,306,523)</b>		

**WW Long Term Maintenance Fund**

Annually transfer to the Reserve Account 1/10th the cost of a Membrane (10 year lifespan). If not used for membranes, can be used for long-term maintenance of WWTF.	FY	Amount to Transfer to Reserve	Goal Met?	
Resolution: 2023-10	2019-20	\$100,000.00	X	Cambridge Inv
	2020-21	\$100,000.00	X	Cambridge Inv
	2021-22	\$100,000.00	X	Cambridge Inv
	2022-23	\$100,000.00	X	Cambridge Inv
	2023-24	\$100,000.00	X	Cambridge Inv
	2024-25	\$100,000.00	X	Cambridge Inv
Current reserve balance:	2025-26	\$100,000.00	X	Cambridge Inv
\$981,691.17	2026-27	<u>\$100,000.00</u>		Cambridge Inv
		<b>\$800,000.00</b>		

The information provided is current as of the time of this report.

**Board of Directors  
Staff Report**

May 28, 2026

**AGENDA ITEM: 10.5**

**SUBJECT:** Local Agency Formation Commission (LAFCo) alternate Board of Director run off election. **(By consensus vote for 1 candidate)** (Pg. 185-189)

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**SUGGESTED ACTION:** Review candidates and vote to elect no more than one (1) candidate by Board consensus and authorize the General Manager (or designee) to vote on behalf of the District.

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**DISCUSSION:**

San Miguel Community Services District is a member of the Local Agency Formation Commission (LAFCo).

The Board may vote for one candidate to fill the open alternate member special district seat for term January 1, 2026, to December 31, 2030 on the LAFCo Board. The full notice is attached.

Through consensus the Board should select a candidate and authorize the General Manager (or designee) to vote on behalf of the District. Alternatively, the Board through consensus, or if consensus can not be reached on a candidate, direct that the General Manager not cast a vote for either candidate. If the Board elects to vote for a candidate then the vote needs to be entered no later than May 29th 2026.

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**FISCAL IMPACT:**

There is no additional cost to the District to vote in this LAFCo election.

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PREPARED BY: Kelly Dodds

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LAFCO - San Luis Obispo - Local Agency Formation Commission  
SLO LAFCO - Serving the Area of San Luis Obispo County

**COMMISSIONERS**

Chairperson  
HEATHER MORENO  
County Member

Vice-Chair  
DAVID WATSON  
Public Member

DAWN ORTIZ-LEGG  
County Member

ED WAAGE  
City Member

STEVE GREGORY  
City Member

ED EBY  
Special District Member

NAVID FARDANESH  
Special District Member

**ALTERNATES**

BRUCE GIBSON  
County Member

CARLA WIXOM  
City Member

VACANT  
Special District Member

MICHAEL DRAZE  
Public Member

**STAFF**

ROB FITZROY  
Executive Officer

IMELDA MARQUEZ-VAWTER  
Senior Analyst

MORGAN BING  
Analyst

MELISSA MORRIS  
Commission Clerk

HOLLY WHATLEY  
Legal Counsel

**TO: SPECIAL DISTRICTS**

**FROM: ROB FITZROY, EXECUTIVE OFFICER**

**DATE: MARCH 30, 2026**

**RE: RUNOFF FOR ALTERNATE SPECIAL DISTRICT MEMBER**

**Background.** The election period for the Alternate Special District seat on LAFCO ran from September 2, 2025, to November 3, 2025. State regulations require a quorum for the election to be valid. A quorum (at least 18 votes from any district) was not received, and an extension was required. At the conclusion of the extension period that ran from November 6, 2025, to January 5, 2026, there was still no quorum. As allowed by state law, if no quorum is reached at the end of the first extension period, we may tally the votes to determine a candidate. However, the extension period resulted in a tie. Since we were unable to break the tie, we will be required to narrow the field to the top two candidates and hold a runoff election. **Important: Even if your district previously submitted a ballot, your district will need to resubmit a new one for this runoff election so that we may achieve a quorum.** The candidates are as follows, with resumes and statements of interest attached:

- Owen Davis, San Miguel Community Services District
- John Joyce, Nipomo Community Services District

**Instructions and Details.** Each district may submit one ballot for one of the nominees listed above. See the attached ballot for your use. **BALLOTS ARE DUE MAY 29, 2026, by 5PM.** If your District wishes to submit a ballot, please place this item on an agenda at a meeting of your Board of Directors as soon as possible, or if you have already been delegated by your Board as the representative of your district, you may submit a ballot on behalf of your district.

The completed ballot forms may be submitted to the LAFCO office via mail or e-mail: [mmorris@slo.lafco.ca.gov](mailto:mmorris@slo.lafco.ca.gov). Please make sure the form is signed by the Board President or General Manager.

Thank you, and please contact me with any questions.

Attachments: Ballot

cc: Holly Whatley, LAFCO Legal Counsel



**San Luis Obispo  
Local Agency Formation Commission**

1042 Pacific Street, Suite A, San Luis Obispo, CA 93401  
Tel: (805) 781-5795 | rfitzroy@slo.lafco.ca.gov

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**BALLOT FOR LAFCO  
SPECIAL DISTRICT ALTERNATE MEMBER ELECTION  
FOR SEAT TERM THROUGH DECEMBER 2030**

The \_\_\_\_\_ (Insert Name of Special District), hereby selects the following individual for the Special District Alternate Member seat term through December 2030 on the San Luis Obispo Local Agency Formation Commission (choose one):

- Owen Davis, San Miguel Community Services District
- John Joyce, Nipomo Community Services District

The Board of Directors' action was taken on an agenda item on:

\_\_\_\_\_  
Insert Date of Board Agenda and Action

\_\_\_\_\_  
General Manager or Chairman/President

\_\_\_\_\_  
Date

# Owen Davis

## Nominee for LAFCO Special District Member



### Statement of Interest and Background

I am very interested in gaining a seat on LAFCO Special District. I feel I could add very much with my vast experience in agriculture, irrigation, design, building and farm management.

I served in the US Army from December 1963 to December 1966 and in Korea as a tanker from June 1964 to July 1965.

I have been a Director on the San Miguel CSD Board from December 2022 to current. My goal has been to control what I feel is unnecessary and out of control spending of the people of San Miguel's money.

Thank you,

A handwritten signature in blue ink that reads "Owen Davis". The signature is written in a cursive style.

Owen Davis  
PO BOX 391  
San Miguel, CA 93451  
(805) 674-5429

[owen.davis@sanmiguelcsd.org](mailto:owen.davis@sanmiguelcsd.org)

**John Joyce, Director**

**Director Joyce earned a Bachelor of Science degree in Environmental Engineering from Purdue University and earned several post-graduate certificates from UCLA and the IEEE. He was employed with the Indiana Department of Water Resources as the State Lake Inspector and promoted to Water Resource Manager. After moving to California, he worked for Glendale Water and Power for two years. Next came 32 years of varied experience with Burbank Water and Power as a Commercial Utility Auditor, Planning Engineer, Rate Manager and Senior Key Account Manager before retirement.**

**He has expertise in managing complex projects, fostering engagement, a strong commitment to environmental stewardship and ensuring sustainable development. This background makes him well suited for the important decisions and needed staff direction made by the Nipomo Community Service District while striving to preserve Nipomo's rural charm, water quality and reliability.**

**Board of Directors  
Staff Report**

May 28, 2026

**AGENDA ITEM: 10.6**

**SUBJECT:** Annual Board assessment discussion (**General discussion by Board members**) (Pg. 190)

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**SUGGESTED ACTION:** The Board should assess the functionality and performance of the Board.

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**DISCUSSION:**

This item is to assess the functionality and performance of the Board. Although the discussion should focus on the performance and functionality of the whole Board, each Director should reflect on their contribution to the Board dynamic and whether there is anything that can improve the Board as a whole.

This is intended to be a discussion item only and is a stipulation in the Board Handbook for the Board to perform an assessment of the Board on an annual basis.

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**FISCAL IMPACT:**

Expected to be minimal cost resulting from staff and legal time.

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PREPARED BY: Kelly Dodds

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**Board of Directors  
Staff Report**

May 28, 2026

**AGENDA ITEM: 10.7**

**SUBJECT:** Adopt revised job descriptions for Director of Utilities and Account Clerk 2 (Operation Coordinator) for the San Miguel Community Services District by resolution (**Approve by 3/5 Vote**) (Pg. 191-204)

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**SUGGESTED ACTION:** Review and adopt revised job description for Director of Utilities and Account Clerk 2/ Operation Coordinator for the San Miguel Community Services District by approval of the attached resolution.

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**DISCUSSION:**

The San Miguel Community Service District maintains job descriptions and pay scales for all authorized positions within the District. As operational needs change, changes may be necessary to job descriptions in order to meet the changing needs of the District.

Currently staff is requesting that the Board review and update the Director of Utilities job description (an un-represented position) as well as approve a Account Clerk 2/Operation Coordinator job description (a represented position). There are minor changes the supervision and licensing sections of the Director of Utilities job description. A red line of the description as well as clean version are attached. The Account Clerk 2/Operation Coordinator is an existing position which did not have a job description. This description was referred to SEIU to meet the 'Meet and Confer' obligations prior to being presented to the Board.

Approval of these job descriptions does not create new positions, the two positions already exist within our position structure.

There is a current pay range for the Account Clerk 2 position, however the Director of Utilities position is a salary position with a undefined pay range which is not being established at this time.

Approval of these job descriptions will bring these two description current with the existing and planned needs of the District.

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**FISCAL IMPACT:**

Minimal cost related to development and review of the provided job descriptions by staff and legal counsel. Funding for staffing is approved by separate board action.

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PREPARED BY: Kelly Dodds

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**TITLE:** DIRECTOR OF UTILITIES  
**REPORTS TO:** General Manager  
**PAY GRADE:** Employment Agreement (at-will)  
**FLSA:** Exempt  
**CONFIDENTIAL:** Yes

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#### **SUPERVISORY RESPONSIBILITIES**

**DIRECT:** All Utility Operators, Utility Worker(s), Seasonal Worker(s)

**INDIRECT:** Account Clerk, Account Clerk 2/ Operation Coordinator

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#### **MINIMUM QUALIFICATION REQUIREMENTS**

Unless otherwise required by law, experience and education may be substituted for each other upon approval by the General Manager, who in their discretion, may accept any combination of experience and education that demonstrates the necessary skills, knowledge, and abilities to perform the duties of the position to the standards of the District

The following certifications are required at the time of hire, or an equivalent combination of education and experience sufficient to successfully perform the duties of the position:

- California State Water Resources Control Board Wastewater Grade 3 certification; and
- California State Water Resources Control Board Grade 2 in Water Distribution; and
- California State Water Resources Control Board Grade 2 in Water Treatment.

The following licenses and certifications are required:

- Valid Class C California Driver License is required, a Commercial Class A California Driver's License is highly desirable.
- Standard First Aid certification (training and periodic updates provided by the District)
- Standard CPR certification (training and periodic updates provided by the District)
- California Water Environment Association Collection Systems Maintenance 1 Certificate
- Certification as a Backflow Tester by an accredited entity (IE: American Water Works Association AWWA or equal)

Certification or other proof of formal training in water or wastewater fields, including automatic valves, pumps, and safety, is desirable.

**EDUCATION:** Minimum of a high school education. A Bachelor of Science degree or an Associate of Arts degree in Water Utility Science or related field is preferred.

**EXPERIENCE:** Minimum of four years of increasingly responsible experience in the construction, operation, and maintenance of water and/or wastewater facilities; demonstrated ability to supervise, train, evaluate, and coordinate staff; demonstrated ability to organize and manage competing tasks and priorities; and ability to effectively utilize a personal computer.

***This position requires the ability to work a variable work schedule and to participate in an "on-call" rotation, including scheduled weekdays, weekends, furlough days, and holidays as needed.***

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#### **CONTACT RESPONSIBILITY**

**INTERNAL:** Interaction with the General Manager and San Miguel Community Services District ("District") personnel to receive and provide work assignments, review completed work, discuss and resolve technical issues, and coordinate assignments; and with all other District personnel as needed.

**EXTERNAL:** Interaction with the general public to answer questions encountered in the course of carrying out work assignments; with outside agency personnel; with vendors to obtain parts and supplies; and with emergency service personnel as required.

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### **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to sit and communicate. The employee is frequently required to walk or traverse distances of varying lengths. The employee is occasionally required to stand, manipulate, handle, reach, and control objects, tools, and controls; access and operate machinery and tools; climb and balance; and taste and smell. The employee may be exposed to extreme dampness, heights, and vibrations.

The employee will engage in active physical work without prolonged heavy exertion, but with continuous exposure to unpleasant environmental conditions such as dust, mud, fumes, odors, dampness, raw or treated sewage, high noise levels, and outside weather conditions. The employee will be on their feet for most of the time, which involves bending, stopping, squatting, twisting, reaching, working on irregular surfaces, traversing long distances, and ascending and descending hills and ladders. The employee will frequently lift objects up to fifty (50) pounds and occasionally lift objects weighing over one hundred (100) pounds. The employee must have good hearing, sight, and communication capabilities.

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### **ENVIRONMENTAL CONDITIONS**

When working outdoors, work is performed in all types of weather. The employee will be subject to noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and exposure to heavy equipment, dust, and fumes. The employee will wear protective clothing as required. Appropriate personal safety equipment is provided.

When working indoors, work is performed in an office environment with standard lighting and ventilation. The indoor working environment is subject to conversational noise from other personnel within the facility, as well as typical background office noise and regular exposure to a computer screen.

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### **DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS**

This exempt position assigns, reviews, and evaluates the work of all utility personnel engaged in the operation, installation, maintenance, and repair of the Machado Wastewater Treatment Facility, water distribution and treatment systems, wastewater collection system, water reclamation and distribution systems, street lighting, solid waste management, and all other related District facilities and equipment. The employee must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, or ability required.

Must be detail oriented and able to effectively lead, supervise, motivate, train, and evaluate personnel. Must be able to exercise sound and independent judgment to prioritize and manage projects. Must be familiar with public administration and budget development as they pertain to water and wastewater system maintenance. Must be able to implement and use proper techniques and equipment used in the operations, maintenance, and repair of water and wastewater systems and facilities. Must have knowledge of the methods, tools, and materials used in the water and wastewater fields, including the processes involved in the distribution and treatment of potable water and the collection and treatment of wastewater. Must ensure safety protocols are followed. Must have knowledge of computer programs and SCADA systems used for treatment, operation, and maintenance. Must be able to use personal computers, maintain accurate reports, maintain confidentiality, respond professionally to emergencies, and prepare basic reports and business correspondence. Must have knowledge of applicable federal, state, and local laws, codes, and regulations. Must be able to communicate clearly and concisely, both orally and in writing.

The following tasks are typical for this classification. Incumbents may not regularly perform all listed duties but may be required to perform additional or different duties as assigned to address operational or staffing needs and changing business practices, as determined by the General Manager.

### **Field Work**

- Uses independent judgment to address routine and emergency operation, maintenance of District's water, wastewater, street lighting, and solid waste management facilities; and
- Utilizes the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills, and performs the following:
  - Laying and joining pipe;
  - Breaking out pavement for installations;
  - Maintenance/repair of mains and services;
  - Repairing land areas for planting;
  - Installing and maintaining customer meters;
  - Performing routine maintenance on District equipment and facilities;
  - Operating a variety of equipment, in the course of the above, including backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment; and
  - Administering, testing, and maintaining District's backflow system.
- Supervises day-to-day utility operations and emergency operations of District's water, wastewater, street lighting and solid waste facilities, including, but not limited to:
  - Overseeing operations, maintenance, and repair of the District's water, wastewater, reclaimed water, and street lighting systems;
  - Going to the work sites to oversee day-to-day operations;
  - Ensuring supplies are properly inventoried and procured;
  - Coordinating with vendors and contractors;
  - Determining work priorities and monitoring workflow;
  - Meeting with staff to identify and address problems;
  - Ensures the District complies with state and federal requirements relative to drinking water, wastewater, and reclaimed water including treatment, testing, monitoring, and reporting;
  - Reading, interpreting, and coordinating execution of plans and specifications;
  - Performing inspection of private construction of water and wastewater facilities;
  - Coordinate and ensuring equipment and facilities are maintained in proper working order; and
  - Administers/coordinates contracts with outside firms/ agencies/ contractors for goods and services.

### **Personnel Supervisor**

- Assigns, reviews, plans, coordinates, and guides the work of other employees;
- Ensures that work schedules and operational logs are properly maintained;
- Evaluates and implements, the hiring, transfer, promotion, salary increase, discipline, or discharge of staff;
- Evaluates the work of employees and prepares performance appraisals;
- Promotes staff development and motivation;
- Approves overtime, vacation, and other time off;
- Analyzes problems that arise in the areas of supervision, recommends and implements solutions; and
- Addresses and resolves complaints.

### **Training**

- Coordinates and provides training on procedures, safety, use and operation of equipment, machinery and vehicles; and
- Ensures that District safety rules and regulations are being followed.

## **Administrative**

- Long-Term Utility Operations:
  - Directs and participates in the development of goals, objectives, rules, policies, and operating procedures for the utilities departments;
  - Coordinates the activities of the utilities departments with other District departments;
  - Coordinates work with other county, state, and federal agencies;
  - Maintains water rights permits and oversees preparation of periodic reports to federal, state, county, and local agencies;
  - Approves the requisition of materials, supplies, and equipment;
  - Supports the District Strategic Plan and Mission Statement;
  - Identifies opportunities for improving service delivery methods and procedures, and implements improvements; and
  - Develops long-range strategic and financial goals for the utilities department.
- Advice and Consultation:
  - Attends meetings of the District Board of Directors (“Board”);
  - Prepares detailed staff reports and makes presentations to the Board;
  - Provides technical information, advice, and consultation to the Board and the General Manager on water, wastewater, or lighting activities or problems;
  - Responds to citizen inquiries and complaints concerning operations and activities;
  - Keeps the General Manager informed of pertinent matters; and
  - Participates on District or community committees, as assigned.
- Reporting and Budgeting:
  - Prepares departmental budgets, budget requests, and controls expenditures;
  - Prepares cost estimates and specifications for outside contract work;
  - Calculates anticipated revenue and expenditures;
  - Develops and maintains accurate water, wastewater, and lighting maintenance information and records;
  - Directs the preparation of and prepares a variety of reports related to operations, functions, and activities; and
  - Tracks and evaluates the budget through the year.

---

## **DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

### **Related Duties**

- Performs all related duties as assigned by the General Manager.



**TITLE:** DIRECTOR OF UTILITIES  
**REPORTS TO:** General Manager  
**PAY GRADE:** Employment Agreement (at-will)  
**FLSA:** Exempt  
**CONFIDENTIAL:** Yes

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### **SUPERVISORY RESPONSIBILITIES**

**DIRECT:** All Utility Operators, Utility Worker(s), Seasonal Worker(s)

**INDIRECT:** ~~None~~ Account Clerk, Account Clerk 2/ Operation Coordinator

---

### **MINIMUM QUALIFICATION REQUIREMENTS**

Unless otherwise required by law, experience and education may be substituted for each other upon approval by the General Manager, who in their discretion, may accept any combination of experience and education ~~which the General Manager determines encompasses~~ that demonstrates the necessary skills, knowledge, and abilities to perform the duties of the position to the standards of the District

The following certifications are required at the time of hire, date or an equivalent combination of education and experience sufficient to successfully perform the duties of the position:

- California State Water Resources Control Board Wastewater Grade 2-3 certification; and
- California State Water Resources Control Board Grade 2 in Water Distribution; and
- California State Water Resources Control Board Grade 2 in Water Treatment.

The following licenses and certifications are required:

- Valid ~~California Class C California Driver License is required, a~~ Commercial Class A California Driver's License Class A is highly desirable.
- Standard First Aid certification (training and periodic updates provided by the District)
- Standard CPR certification (training and periodic updates provided by the District)
- California Water Environment Association Collection Systems Maintenance 1 Certificate
- ~~American Backflow Preventers Association~~ Certification as a Backflow Tester by an accredited entity (IE: American Water Works Association AWWA or equal)

Certification or other proof of formal training in water or wastewater fields, including automatic valves, pumps, and safety, is desirable.

**EDUCATION:** Minimum of a high school education. A Bachelor of Science degree or an Associate of Arts degree in Water Utility Science or related field is preferred.

**EXPERIENCE:** Minimum of four years of increasingly responsible experience in the construction, operation, and maintenance of water and/or wastewater facilities; prevendemonstrated ability to supervise, train, evaluate, and coordinate staff; prevendemonstrated ability to organize and manage competing tasks and priorities; and ability to effectively utilize a personal computer.

***This position requires the ability to work a varying-variable work schedule and to be participate in an "on-call," rotation, including for scheduled weekdays, weekends, furlough days, and holidays as needed.***

---

### **CONTACT RESPONSIBILITY**

**INTERNAL:** Interaction with the: General Manager and San Miguel Community Services District ("District") personnel to give and receive and provide specific work assignments, and review results completed work,

~~to~~ discuss and resolve technical issues, ~~and~~ to coordinate assignments; and with all other ~~contact and communications~~ District personnel ~~as required~~ needed.

**EXTERNAL:** Interaction with the: general public to answer questions ~~during the course of carrying out the work assignment~~ encountered in the course of carrying out work assignments; with outside agency personnel; ~~with, and~~ vendors to obtain parts and supplies; and with emergency service personnel as required.

---

### PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to sit, ~~and~~ communicate ~~and~~. The employee is frequently required to walk or traverse distances of varying lengths. ~~The~~ employee is occasionally required to: stand, ~~manipulate~~, handle, reach, and control objects, tools, and controls; access and ~~move~~ operate machinery and tools; ~~climb~~ and balance; and taste and smell. The employee may be exposed to extreme dampness, heights, and vibrations.

The employee will engage in active physical work without prolonged heavy exertion; but with continuous exposure to unpleasant ~~elements environmental conditions~~ such as dust, mud, fumes, odors, dampness, raw or treated sewage, high noise levels, ~~and/or~~ outside weather conditions. The employee will be on his or her/their feet for most of the time, which involves bending, stopping, squatting, twisting, reaching, working on irregular surfaces, traversing ~~long~~ distances, and ascending and descending hills and ladders. The employee will frequently lift objects up to fifty (50) pounds and occasionally lift objects weighing over one hundred (100) pounds. The employee must have good hearing, sight, and communication capabilities.

---

### ENVIRONMENTAL CONDITIONS

When working outdoors, work is performed in all types of weather. The employee will be subject to: ~~noisy~~ conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, ~~and possible~~ exposure to heavy equipment, dust, and fumes. The employee will wear protective clothing as required. Appropriate personal safety equipment is provided.

When working indoors, work is performed in an office environment with standard lighting and ventilation. The indoor working environment is subject to conversational noise from other personnel within the facility, as well as typical standard background office noise ~~found in an office environment~~ and regular exposure to a computer screen.

---

### DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This exempt position assigns, reviews, and evaluates the work of all utility personnel engaged in the operation, installation, maintenance, and repair of the Machado Wastewater Treatment Facility, water distribution and treatment systems, wastewater collection system, water reclamation and distribution systems, street lighting, solid waste ~~management~~ management, and all other related District facilities and equipment. ~~The~~ is position employee must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, or ability required.

Must be detail oriented. ~~Must be and~~ able to effectively lead, supervise, motivate, train, and evaluate personnel. Must be able to exercise sound and independent judgment to prioritize and manage projects. Must be familiar with public administration and budget development as they pertain to water and wastewater system maintenance. Must be able to implement and use proper techniques and equipment used in the operations, maintenance, and repair of water and wastewater systems and facilities. Must have knowledge ~~be knowledgeable about of~~ the methods, tools, and materials used in the water and wastewater fields, including knowledge of the processes involved in with the distribution and treatment of potable water and the collection and treatment of wastewater. Must ensure safety protocols are followed. Must have knowledge of computer programs and SCADA systems used for treatment, operation, and maintenance. Must be able to use personal computers, keep maintain accurate reports, maintain confidentiality, respond professionally to emergencies, and prepare basic reports and business correspondence letters. Must have knowledge of pertinent applicable federal, state, and local laws, codes, and regulations. Must be able to communicate clearly and concisely, both orally and in writing.

The following tasks are typical for this classification. Incumbents may not regularly perform all ~~the~~-listed duties but may be required to perform additional or different duties ~~as assigned to from those set forth below~~ to address ~~business~~operational or staffing needs and changing business practices, as ~~defined~~-determined by the General Manager.

### **Field Work**

- Uses independent judgment to address routine and emergency operation, maintenance of District's water, wastewater, street lighting, and solid waste management facilities; and
- Utilizes the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills, and performs the following:
  - Laying and joining pipe;
  - Breaking out pavement for installations;
  - Maintenance/repair of mains and services;
  - Repairing land areas for planting;
  - Installing and maintaining customer meters;
  - Performing routine maintenance on District equipment and facilities;
  - Operating a variety of equipment, in the course of the above, including backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment; and
  - Administering, testing, and maintaining District's backflow system.
- Supervises day-to-day utility operations and emergency operations of District's water, wastewater, street lighting and solid waste facilities, including, but not limited to:
  - Overseeing operations, maintenance, and repair of the District's water, wastewater, reclaimed water, and street lighting systems;
  - Going to the work sites to oversee day-to-day operations;
  - Ensuring supplies are properly inventoried and procured;
  - Coordinating with vendors and contractors;
  - Determining work priorities and monitoring workflow;
  - Meeting with staff to identify and address problems;
  - Ensures the District complies with state and federal requirements relative to drinking water, wastewater, and reclaimed water including treatment, testing, monitoring, and reporting;
  - Reading, interpreting, and coordinating execution of plans and specifications;
  - Performing inspection of private construction of water and wastewater facilities;
  - Coordinate and ensuring equipment and facilities are maintained in proper working order; and
  - Administers/coordinates contracts with outside firms/ agencies/ contractors for goods and services.

### **Personnel Supervisor**

- Assigns, reviews, plans, coordinates, and guides the work of other employees;
- Ensures that work schedules and operational logs are properly maintained;
- Evaluates and implements, the hiring, transfer, promotion, salary increase, discipline, or discharge of staff;
- Evaluates the work of employees and prepares performance appraisals;
- Promotes staff development and motivation;
- Approves overtime, vacation, and other time off;
- Analyzes problems that arise in the areas of supervision, recommends and implements solutions; and
- Addresses and resolves complaints.

### **Training**

- Coordinates and provides training on procedures, safety, use and operation of equipment, machinery and vehicles; and
- Ensures that District safety rules and regulations are being followed.

## Administrative

- Long-Term Utility Operations:
  - Directs and participates in the development of goals, objectives, rules, policies, and operating procedures for the utilities departments;
  - Coordinates the activities of the utilities departments with other District departments;
  - Coordinates work with other county, state, and federal agencies;
  - Maintains water rights permits and oversees preparation of periodic reports to federal, state, county, and local agencies;
  - Approves the requisition of materials, supplies, and equipment;
  - Supports the District Strategic Plan and Mission Statement;
  - Identifies opportunities for improving service delivery methods and procedures, and implements improvements; and
  - Develops long-range strategic and financial goals for the utilities department.
- Advice and Consultation:
  - Attends meetings of the District Board of Directors (“Board”);
  - Prepares detailed staff reports and makes presentations to the Board;
  - Provides technical information, advice, and consultation to the Board and the General Manager on water, wastewater, or lighting activities or problems;
  - Responds to citizen inquiries and complaints concerning operations and activities;
  - Keeps the General Manager informed of pertinent matters; and
  - Participates on District or community committees, as assigned.
- Reporting and Budgeting:
  - Prepares departmental budgets, budget requests, and controls expenditures;
  - Prepares cost estimates and specifications for outside contract work;
  - Calculates anticipated revenue and expenditures;
  - Develops and maintains accurate water, wastewater, and lighting maintenance information and records;
  - Directs the preparation of and prepares a variety of reports related to operations, functions, and activities; and
  - Tracks and evaluates the budget through the year.

~~The employee must be able to perform the essential functions of the position satisfactorily, and, if requested, reasonable accommodations will be made to enable the employee with a disability to perform the essential functions of the job, absent undue hardship to the District. Any request for accommodation should be directed to the General Manager.~~

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## DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

### Related Duties

- Performs all related duties as assigned by the General Manager.



**DEPARTMENT:** Operations

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**TITLE:** Account Clerk 2 / Operation coordinator

**REPORTS TO:** Board Clerk/ Executive Assistant, Director of Utilities

**FLSA:** Non-exempt

**CONFIDENTIAL:** No

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**SUPERVISORY RESPONSIBILITIES**

**DIRECT:** None

**INDIRECT:** May provide direction or guidance to Account Clerk.

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**MINIMUM QUALIFICATION REQUIREMENTS**

Unless otherwise required by law, experience and education may be substituted for each other upon approval by the General Manager.

The following licenses and certifications are required:

- Valid Class C California Driver License
- Standard First Aid certification (training and periodic updates provided by the District)
- Standard CPR certification (training and periodic updates provided by the District)

**EDUCATION:** High School diploma or equivalent is required, proficiency in Microsoft Office (Word, Excel etc.) and Adobe

**EXPERIENCE:**

Minimum of three (3) years' experience in an administrative support position. Preferably in water or wastewater operations, compliance or billing.

Experience with Black Mountain Software is highly desirable.

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**CONTACT RESPONSIBILITY**

**INTERNAL:** Interaction with Board Clerk/ Executive Assistant, Director of Utilities, Utility staff and office staff, to receive and provide instruction, receive feedback and review results and coordinate work efforts.

**EXTERNAL:** Interaction with Board Members, general public, vendors, and outside agencies to complete a variety of tasks.

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**PHYSICAL REQUIREMENTS**

Good hearing, eyesight, and speech; excellent ability to communicate, both verbally and in writing; ability to operate and utilize a personal computer; able to tolerate periods of continuous sitting; may, on an infrequent basis assist with lifting up to twenty-five (25) pounds.

Must be able to wear appropriate hearing, eye, respiratory and other safety equipment as needed to perform duties.

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**ENVIRONMENTAL CONDITIONS**

When working indoors, work may be performed in an office environment with lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment and exposure to a computer screen. Appropriate personal safety equipment is provided.

When working outdoors, work is performed in all types of weather and is subject to noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment, dust, and fumes. Protective clothing must be worn as required.

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### **DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS**

The Account Clerk/Operations Coordinator is responsible for preparing and submitting monthly utility bills following District procedures and policies, receiving and processing utility payments, answering phones, responding to public inquiries, greeting visitors, and handling incoming/outgoing mail. The position cross-trains for departmental support and provides backup to other positions as needed. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District safety program are necessary.

Employees must represent the District professionally and work cooperatively with the public and staff.

This position performs duties under the Account Clerk classification in the absence of the Account Clerk.

The ability to work effectively in a team environment; support of the District Strategic Plan and Mission Statement, and work independently using sound judgment with a clear understanding of goals, objectives, procedures and guidelines is essential. Excellent verbal and written communication skills, as well as consistent and reliable attendance are required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties than those set forth below to address business or staffing needs and changing business practices as defined by the Director of Utilities.

#### **Utility Billing Activities**

- Prepares bank deposits for various revenues.
- Processes applications for new utility customers.
- Produces and distributes water and sewer bills based on meter readings.
- Processes utility payments by phone, in person, and through credit card, cash, or check.
- Drafts water and sewer deposit agreements and related reports.
- Maintains adjustment journals and journal vouchers using Black Mountain Software.
- Drafts cash receipts and billing summaries.
- Maintains monthly water and sewer usage totals and billing totals.
- Manages accounts receivable, including septage receiving invoices and payments.
- Contacts customers regarding delinquent accounts and follows legal procedures for service termination.
- Maintains work orders and provides coordination support for utility personnel.
- Uses Black Mountain Software extensively for billing, payment processing, adjustments, and reporting.

#### **General Administrative Support**

- Assists with updates, maintenance, and posting content on the District website.
- Provides administrative and project support for District programs and initiatives.
- Responds to inquiries regarding District procedures, services, and activities.
- Schedules and coordinates meetings, appointments, and events.
- Edits and proofreads memos, reports, policies, and Board-related correspondence.
- Performs copying, scanning, faxing, filing, and related office tasks.
- Assists with meeting preparation, room setup, and cleanup.
- Organizes incoming and outgoing mail.
- Coordinates reports for submission to the Finance Department.
- Maintains department files and records per approved retention schedules.
- Generates clear and accurate correspondence, forms, and notices for internal use or publication.
- Suggests process improvements to support efficient department operations.

- Provides administrative support to other departments as needed.

#### Regulatory Reporting Activities

- Collects and compiles information for routine water and wastewater reports.
- Reviews data from Systems Operations staff for accuracy.
- Works with District staff to coordinate operational activities
- Works with the Districts compliance contractors to provide and receive information to ensure timely submission of water and wastewater reports.

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#### **DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

- Performs all other duties as assigned.

(End of Description for Account Clerk 2 Operations Coordinator)

**RESOLUTION NO. 2026-XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING JOB  
DESCRIPTIONS FOR THE POSITIONS OF DIRECTOR OF UTILITIES AND  
ACCOUNT CLERK 2**

**WHEREAS**, the San Miguel Community Services District (“District”) provides potable water, wastewater collection and treatment, streetlighting and solid waste services within the San Miguel community; and

**WHEREAS**, the District maintains job descriptions for all positions which need to be revised from time to time for which the Director of Utilities (a un-represented position) and the Account Clerk 2 (a represented position) need to be updated; and

**WHEREAS**, maintaining up-to-date, legally compliant, and operationally accurate job descriptions is a necessary component of workforce planning, risk management, and the efficient delivery of services within the community; and

**WHEREAS**, the attached job descriptions have been developed in alignment with industry standards and reviewed for compliance with applicable laws and regulations; and

**NOW THEREFORE, BE IT RESOLVED**, the Board of Directors of the San Miguel Community Services District does, hereby, approve the job descriptions, attached hereto as **Exhibit A**.

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

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**
- VACANCY: 1**

the foregoing Resolution is hereby passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Kelly Dodds, General Manager

\_\_\_\_\_  
Ashley Sangster, Board President

ATTEST:  
  
\_\_\_\_\_

APPROVED AS TO FORM:  
  
\_\_\_\_\_

Tamara Parent, Board Clerk

Christina M. Pritchard, Deputy General Counsel

## Board of Directors Staff Report

May 28, 2026

AGENDA ITEM: 10.8

**SUBJECT:** Authorize the abatement of weeds within the District boundaries by Resolution. (**Approve by 3/5 vote**) (Pg. 205-207)

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**SUGGESTED ACTION:** Discuss and consider objections to the “Notice to Remove, Destroy, and/or Abate Vegetation, Rubbish and Debris”, overrule any objections and adopt the attached resolution authorizing Fire Chief to have weed abatement work performed from attached list (Exhibit A)

---

### **DISCUSSION:**

The San Miguel Community Services District (“District”) is authorized to take the necessary abatement action where property owners, after proper notification, fail to abate public nuisances caused by the accumulations of weeds or debris on their properties. In accordance with provisions of Section 14875 *et seq.* of the Health & Safety Code, 2022 California Fire Code Sec. 4907 & 4908 property owners on the attached list have been given a “Notice to Destroy Weeds” (“Notice”).

The Notice advised property owners that the District Board of Directors (“Board”) would hear objections and given due consideration on May 28, 2026 to hear and consider all objections and protests to the proposed removal of weeds.

At the end of the discussion, the Board may allow or overrule any objections to the removal of weeds, after which it acquires jurisdiction to order the abatement of the public nuisance. By adopting the attached Resolution, the Board will authorize the Fire Chief to hire contractors to abate the remaining fire hazards. Approximately **168** notices were sent out to property owners on May 4, 2026 informing them of their obligation to abate their properties of combustible weeds by June 1, 2026.

The attached list, Exhibit A, is the lists of **48** properties that were given notice to abate weeds, on June 1st a final assessment of the lots from Exhibit A will be performed. The Lots that haven’t complied will be subject to abatement by the District. The new list of the lots that required abatement will be presented to the Board at a Public Hearing to be held on June 25th, 2026.

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### **FISCAL IMPACT:**

The District will incur the initial costs associated with performing the weed abatement. However, once the abatement occurs, District staff will notice a Public Hearing for June 25, 2026, Board meeting to initiate the process of placing liens or special assessments on each affected parcel.

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PREPARED BY: Scott Young

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Exhibit A  
2nd List SMFDWeed Abatment 5-28-2026

APN	Legal Description
1	021-051-020 BOE 872-40-10E PAR 20
2	021-051-021 BOE 872-40-10B PAR 13
3	021-051-022 BOE 872-40-10D PAR 19
4	021-051-023 BOE 872-40-10B PAR 14
5	021-112-002 TN SAN MIGUEL BL 67 & PTN ABD RD
6	021-131-016 PM 46/72 PAR 3
7	021-131-020 TN SAN MIGUEL BL 55 LTS 17 & 18
8	021-131-023 PM 46/72 PAR 4 & PTN RD
9	021-141-017 BOE 872-40-10K PAR 28 PTN
10	021-141-024 PM 63/67-71 PAR 8
11	021-151-045 TR 2136 LT 47
12	021-157-042 TR 2605 LT 42
13	021-161-005 TN SAN MIGUEL BL 24 LTS 12 TO 16
14	021-162-012 TN SAN MIGUEL BL 35 LTS 15 & 16
15	021-171-012 TN SAN MIG BL 56 LT 10
16	021-192-011 TR 32 BL 1 PTN LTS 13&14
17	021-194-017 TR 32 BL 3 LT 3
18	021-201-004 TN SAN MIGUEL BL 25 LTS 9 TO 11
19	021-202-001 TN SAN MIGUEL BL 34 LTS 31 & 32
20	021-202-003 TN SAN MIGUEL BL 34 LTS 28 & 29 & PTN LT 30
21	021-231-005 TN SAN MIGUEL T25S R12E PTN SEC 16
22	021-231-007 TN SAN MIGUEL BL 73 LTS 1 TO 4 & PTN ST
23	021-231-017 T25S R12E PTN SEC 16
24	021-231-032 TN SAN MIGUEL BL 73 PTN LTS 15,16 & PTN ABD RD
25	021-231-041 TN SAN MIGUEL BL 73 PTN LTS 10 THRU 14
26	021-241-008 T25S R12E PTN SEC 16
27	021-241-022 BOE 872-40-10H PAR 25
28	021-241-028 PM 31/82 PTN PAR B
29	021-252-004 000.60AC BUILDING
30	021-301-004 TN SAN MIG BL 28 PTN LTS 7 TO 16
31	021-302-008 TN SAN MIG BL 31 LTS 13 TO 16 LESS 50% MR
32	021-322-013 TN SAN MIGUEL MCD ADD BL 30 LTS 7, 8 & 9
33	021-322-014 TN SAN MIGUEL MCD ADD BL 30 LTS 10 & 11
34	021-331-019 MCD ADD BL 61 LT 4,5,PTN LT 3 & PTN ABD RD
35	021-351-004 T25S R12E SEC 20 PTN LT 37
36	021-351-006 T25S R12E SEC 20 PTN LT 38
37	021-351-008 SBE 872-40-10F PTN PAR 21
38	021-352-001 T25S R12E PTN SEC 20
39	021-361-009 SBE 872-40-10F PTN PAR 22
40	021-363-037 TR 2527 REMAINDER
41	021-391-001 T25S R12E PTN SEC 20
42	027-221-044 SAN LAWR TER LT 33
43	027-221-045 SAN LAWR TER LT 34
44	027-251-007 SAN LAWR TER PTN LT 45
45	027-251-017 SAN LAWR TER PTN LTS 41 & 42
46	027-420-017 COAL 90-199 RS 65-85
47	021-122-012 TN SAN MIGUEL BL 36 LTS 1 TO 3
48	021-202-012 TN SAN MIG BL 34 LTS 12 TO 16

**RESOLUTION NO. 2026-XX**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT OVERRULING OBJECTIONS**  
**AND ORDERING THE ABATEMENT OF WEEDS WITHIN**  
**DISTRICT BOUNDARIES**

**WHEREAS**, on April 23rd, 2026, the Board of Directors (“Board”) of the San Miguel Community Services District (“District”) adopted Resolution No. 2026-16 declaring certain weeds located on private properties within District boundaries to be a public nuisance; and

**WHEREAS**, a meeting was held on May 28<sup>th</sup>, 2026, at 6:00 pm at 601 12<sup>th</sup> Street, San Miguel, California 93451 to hear objections and protests to the proposed removal of such weeds.

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

1. That the above recitals are true and correct and incorporated herein by this reference.
2. That the District Board held a meeting on May 28<sup>th</sup>, 2026, at 6:00 pm at 601 12<sup>th</sup> Street, San Miguel, California 93451 to hear objections to the proposed removal of such weeds, and the hearing was closed with all objections and protests overruled.
3. That the District Fire Chief or his Designee is ordered to abate the nuisance declared by Resolution No. 2026-16 by removing the nuisance weeds and or fuels located on the properties described in Exhibit “A” attached hereto and incorporated herein by this reference. The Fire Chief/ Designee may enter private property to abate the nuisance. Before the Fire Chief/ Designee arrives, any property owner listed in Exhibit “A” may remove such weeds at his/ her own expense.
4. The Fire Chief/ Designee shall keep an account of the cost of abatement in front of or on each separate lot or parcel of land or both, where the work is to be done and shall submit to the District Board an itemized report on June 25<sup>th</sup>, 2026, at the hour of 6:00 pm at 601 12<sup>th</sup> Street, San Miguel, California 93451, which date, time and place of hearing of such report is hereby fixed for the hearing of any objections of any of the property owners liable to be assessed for the costs and expenses of such abatement. The Fire Chief/ Designee shall post a true and correct copy of said report on the District posting boards for at least three (3) days prior to its submission to the Board, with a notice of the time and place the report will be submitted to the District Board for confirmation.

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

**VACANCY: 1**

The foregoing Resolution is hereby passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Scott Young, Fire Chief

\_\_\_\_\_  
Ashley Sangster, President Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Tamara Parent, Board Clerk

\_\_\_\_\_  
Christina M. Pritchard, Deputy General Counsel

**Board of Directors  
Staff Report**

May 28, 2026

**AGENDA ITEM: 10.9**

**SUBJECT:** Continued from the April 23rd 2026 Board Meeting  
Establish the dates for applications and sales of "Safe and Sane" fireworks, for the 2026 calendar year by Resolution (**Approve by 3/5 vote**) (Pg. 208-214)

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**SUGGESTED ACTION:** Staff recommends that the Board of Directors adopt a Resolution establishing the dates for applications and sales duration of "Safe and Sane" fireworks during the 2026 calendar year.

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**DISCUSSION:**

The District's adopted Fire Code allows for the sale of "Safe and Sane" fireworks from 12:00 PM July 1<sup>st</sup> to July 4<sup>th</sup> at 11:59 PM, as defined in Ordinance No. 01-2023.

The filing period for the acceptance of permits for firework sales applications of "Safe and Sane" Fireworks, shall be Friday, May 1st, 2026 through Friday, June 5<sup>th</sup>, 2026 by close of business as the permit filing period for fireworks applications. Only complete applications will be accepted by the Board Clerk at 1765 Bonita Place San Miguel, CA. 93451 during business hours. No incomplete applications will be accepted. **ALL** fireworks applications that are received after that time will be rejected. The State Fire Code limits the use of fireworks to July 4th only.

---

**FISCAL IMPACT:**

Not collecting the proposed permit fees will result in a negative impact in the revenue budget line item 20-40300 in the amount of \$4,346.00.

Permit fees collected offset the actual cost to provide additional staffing of the fire department during the selling period.

A two thousand two hundred fifty-three dollar (\$2,253.00) non-refundable permit fee per permit based on 2 permits shall be due and payable upon submittal of the permit application, is to be charged to those organizations that desire to sell "Safe and Sane" fireworks, in order to cover the District's reasonable costs in administering and enforcing the provisions of Ordinance 01-2023. The total of fees collected shall not exceeded or be less than four thousand five hundred and fifty-three dollars \$4,506.00 for any single permit or cost shared equally for up to 3 permits shall be collected by the District. These fees shall be non-refundable.

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PREPARED BY: Scott Young

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**RESOLUTION NO. 2026-XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT  
ESTABLISHING THE DATES TO SELL “SAFE AND SANE” FIREWORKS,  
AND THE APPLICATION PERIOD FOR CALENDAR YEAR 2026**

**WHEREAS**, the San Miguel Community Services District was initially formed and established on the first day of February 2000, and

**WHEREAS**, the Board of Directors, adopted Ordinance 01-2023 establishing a “Safe and Sane” Fireworks Program and authorizing the sale and use of “Safe and Sane” fireworks in San Miguel, and

**WHEREAS**, Ordinance 01-2023 established the period to use or discharge “Safe and Sane” fireworks as only on July 4th in each year, and

**WHEREAS**, the Board of Directors desires to establish the period to sell “Safe and Sane” fireworks as 12:00 pm Wednesday, July 1st through 11:59 pm Saturday, July 4th for the 2026 calendar year only

**WHEREAS**, the Board of Directors desires to establish the period to apply to sell “Safe and Sane Fireworks” commencing application period from Friday, May 1st through close of business on Friday, June 5th for the 2026 calendar year only.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT DOES HEREBY ASSERT, DECLARE AND PROCLAIM** that the period to sell “Safe and Sane Fireworks” in San Miguel is, 12:00 pm Wednesday, July 1st through 11:59 pm Saturday, July 4th for the calendar year 2026 and the application period for the sale of “Safe and Sane Fireworks” is Wednesday May 1st, through Friday, June 5th at close of business for the calendar year 2026.

*Signature on next page*

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

**VACANCY: 1**

The foregoing Resolution is hereby passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Scott Young, Fire Chief

\_\_\_\_\_  
Ashley Sangster, President Board of Directors

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Tamara Parent, Board Clerk

\_\_\_\_\_  
Christina M. Pritchard, Deputy General Counsel

**SAN MIGUEL FIRE DEPARTMENT  
PO BOX 180  
1150 MISSION STREET  
SAN MIGUEL, CA 93451  
(805) 467-3300**

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**REQUEST FORM FOR THE SALE OF SAFE AND SANE FIREWORKS FOR**  
Wednesday July 1<sup>st</sup>, 2026 - Saturday July 4<sup>th</sup>, 2026

Name of Organization or Business \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ (work) \_\_\_\_\_ (home)

Responsible Party \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ (work) \_\_\_\_\_ (home)

Location of Proposed Booth \_\_\_\_\_



Upon acceptance, you must furnish the following:

1. A \$2,253.00 non-refundable permit fee.
2. A clean-up deposit of \$500.00. This amount is refundable providing your group participates in a District-wide clean-up program. Date and time of cleanup will be identified at the pre-sales meeting.
3. Turn in a completed property owner's release.
4. Certificate of Insurance policy of public liability and property damage insurance, with no deductible, with limits of bodily injury of not less than one million dollars (\$1,000,000) for one person or three million dollars (\$3,000,000) for each occurrence annually and with a limit of property damage liability of not less than one million dollars (\$1,000,000) for each occurrence
5. Proof of license from the State Fire Marshall.
6. Attend a pre-sales meeting at the San Miguel Fire with the Fire Chief.
7. Obtain a temporary seller's permit from the State Board of Equalization. (Permit must be available for inspection prior to booth opening, and for the duration of the approved sales period)

**SAN MIGUEL FIRE DEPARTMENT  
PO BOX 180  
1150 MISSION STREET  
SAN MIGUEL, CA 93451  
(805) 467-3300  
(805) 467-9212 FAX**

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**PROPERTY OWNER'S RELEASE FORM**

**SAN MIGUEL COMMUNITY SERVICES DISTRICT  
AND  
SAN MIGUEL FIRE DEPARTMENT**

Permission is hereby granted to \_\_\_\_\_  
and \_\_\_\_\_  
for the exclusive right to use the property located at \_\_\_\_\_  
APN# \_\_\_\_\_ for their \_\_\_\_\_ fireworks stand.  
(DATE)

It is understood that this sale will be conducted in accordance with all San Miguel Community Services District, San Luis Obispo County, and California State regulations pertaining to the sale of Safe and Sane Fireworks.

Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Date \_\_\_\_\_  
Property Owner's Name \_\_\_\_\_  
Property Owner's Address \_\_\_\_\_  
Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

**SAN MIGUEL FIRE DEPARTMENT  
PO BOX 180  
1150 MISSION STREET  
SAN MIGUEL, CA 93451  
(805) 467-3300  
(805) 467-9212 FAX**

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**REGULATIONS FOR FIREWORKS STANDS**

In order to provide a reasonably safe establishment for the sale of approved "*Safe and Sane*" fireworks, the following rules shall be observed:

1. **THESE REGULATIONS SHALL BE POSTED IN A CONSPICUOUS LOCATION INSIDE THE FIREWORKS STAND.**
2. No "*Safe and Sane*" fireworks shall be sold or offered for sale except from twelve o'clock noon on the 1<sup>st</sup> day of July, to eleven-fifty-nine o'clock on the 4<sup>th</sup> day of July of the current year. (Health and Safety Code 12703). No fireworks shall be sold to anyone less than 18 years of age.
3. No "*Safe and Sane*" fireworks shall be sold or offered for sale at retail, unless the fuses or other igniting devices are protected by approved protective caps, or each item or group of items is enclosed or sealed in a package bearing the State Fire Marshall's Seal of Registration, upon which the wholesaler's license number appears. (Health and Safety Code 12704).
4. No fireworks stand shall be located within 100 feet of any gasoline station, repair garage, or property which is designated as "hazardous" by the San Miguel Fire Department. Stands shall be at least fifty (50) feet from any other structure, unless approved by the San Miguel Fire Department.
5. No person shall allow any rubbish to accumulate, or a fire nuisance to exist, on any premises where fireworks are stored or sold.
6. No less than two (2) remotely located exit ways shall be provided from each stand. Such exit ways shall be clearly marked and shall be free of any obstruction at all times. Exceptions may be granted by the Fire Chief due to the size of booth.
7. One (1) 2A10BC fire extinguisher, or a water extinguisher of two and a half-gallon capacity, shall be mounted conspicuously at each exit.

8. A solid barrier covering or wire screen, with a maximum one-quarter inch (1/4") mesh shall protect the front of the stand. Openings in the "barrier" - for the transfer of merchandise - shall be no greater than 20" x 10". When the openings are not being used, a door of solid material of one-quarter inch (1/4") wire mesh shall be used to cover the opening.
9. "NO SMOKING" signs shall be posted at conspicuous locations. Smoking shall be prohibited within twenty-five (25) feet of fireworks stands.
10. No person under the age of 18 shall sell, or handle for sale, any classification of fireworks, or be within the stand.
11. Flammable liquids and electrical generators shall not be located within twenty-five (25) feet of the stand. The generator shall be shut down when refilling. A 2A10-BC fire extinguisher shall be located nearby, for use on a possible flammable liquid fire involving the generator or flammable liquids.
12. No person shall be allowed in the stand at night when the stand is closed.
13. Any merchandise stored outside the booth shall be stored in a metal container approved by the Fire Chief. Merchandise may only be stored at the location approved by this permit.
14. There shall be an adult on site at all times when fireworks are stored either in the booth or in a storage container.
15. Barricades shall be erected where there is a hazard of vehicles running into the stand.
16. All door-latching devices shall be approved by the San Miguel Fire Department before occupying the stand. At no time can an exit be locked from the outside when booth is open for business.
17. The permittee must require each purchaser of "safe and sane" fireworks to sign a statement that such purchaser is 18 years of age or older and that such fireworks will not be used by anyone less than 18 years of age or older without adult supervision.

**THE RULES LISTED ABOVE ARE A PARTIAL LIST OF RULES GOVERNING THE SALE AND HANDLING OF FIREWORKS. A COMPLETE LIST CAN BE FOUND IN SMCSO ORDINANCE 01-2023 AND IN THE HEALTH AND SAFETY CODE, CHAPTER 7. FOR THE SAFETY OF THE GENERAL PUBLIC, THESE RULES WILL BE RIGIDLY ENFORCED. THE FIRST VIOLATION WILL RESULT IN AN IMMEDIATE 24-HOUR CLOSURE; THE SECOND OFFENSE IS CAUSE FOR IMMEDIATE WITHDRAWAL OF YOUR PERMIT TO SELL FOR THIS YEAR.**

## **Board of Directors Staff Report**

**May 28, 2026**

**AGENDA ITEM: 10.10**

**SUBJECT:** Tabled from April 23rd Board Meeting  
Review and approve "Safe and Sane" fireworks permit fees for the 2026 calendar year by Resolution.  
**(Approve by 3/5 vote)** (Pg. 215-218)

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**SUGGESTED ACTION:** Review and approve a resolution establishing "Safe and Sane" fireworks permit fees for calendar year 2026.

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### **DISCUSSION:**

The District receives applications for the sale of Safe & Sane fireworks from the non-profit groups located within San Miguel as a fundraising event for various community sponsored programs.

Permit fees are collected to assure adequate emergency response personnel are available throughout the sales duration. The fees collected offset the District's cost for Fire Department personnel. Fees are based on the current Firefighter Stand By Pay rate. The required fee shall be set at \$2,253.00 per booth in order to recover the direct cost for staffing during the four days sales duration.

This year 2026, Staff is recommending that the Board set permit fees as follows:

1. A two thousand two hundred fifty-three dollar (\$2,253.00) non-refundable permit fee per permit based on 2 permits shall be due and payable upon submittal of the permit application, is to be charged to those organizations that desire to sell "Safe and Sane" fireworks, in order to cover the District's reasonable costs in administering and enforcing the provisions of Ordinance 01-2023. The total of fees collected shall not exceeded or be less than four thousand five hundred and six dollars \$4,506.00 for any single permit or cost shared equally for up to 3 permits shall be collected by the District. These fees shall be non-refundable.
2. A \$500 clean-up fee is to be charged, which may be refunded in whole or in part if the sale location and public areas where "Safe and Sane" fireworks are used are free of used and spent fireworks and related materials by July 5, as determined by the General Manager.
3. The permittee shall furnish to the General Manager a policy of public liability and property damage insurance; with no deductible, with limits of bodily injury of not less than one million dollars (\$1,000,000) for one person or three million dollars (\$3,000,000) for each occurrence annually and with a limit of property damage liability of not less than one million dollars (\$1,000,000) for each occurrence as payment for damages to persons or property which may result from, or be caused by, any negligence on the part of the permittee or his or its agents, servants, employees, or subcontractors.
4. The District and its officers, directors, and employees shall be named as additional insured under such public liability policy. A certificate of insurance consistent with the above shall be presented prior to sale and shall provide that the insurer will not cancel or reduce the coverage without thirty (30) days prior written notice to the District.

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### **FISCAL IMPACT:**

Not collecting the proposed permit fees will result in a negative impact in the revenue budget line item

20-40300 in the amount of \$4,506.00.

A two thousand two hundred fifty-three dollar (\$2,253.00) non-refundable permit fee per permit based on 2 permits shall be due and payable upon submittal of the permit application, is to be charged to those organizations that desire to sell "Safe and Sane" fireworks, in order to cover the District's reasonable costs in administering and enforcing the provisions of Ordinance 01-2023. The total of fees collected shall not exceeded or be less than four thousand five hundred and six dollars \$4,506.00 for any single permit or cost shared equally for up to 3 permits shall be collected by the District. These fees shall be non-refundable.

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PREPARED BY: Scott Young

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**RESOLUTION NO. 2026-XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT  
ESTABLISHING FEES FOR THE SALE AND USE OF  
“SAFE AND SANE” FIREWORKS IN SAN MIGUEL**

**WHEREAS**, the San Miguel Community Services District was initially formed and established on February 1, 2000; and

**WHEREAS**, the Board of Directors, adopted Ordinance 01-2023 establishing a “Safe and Sane” Fireworks Program and authorizing the sale and use of “Safe and Sane” fireworks in San Miguel, and

**WHEREAS**, it is necessary to establish a fee schedule for the sale of “Safe and Sane” fireworks in San Miguel.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT AS FOLLOWS:**

1. A two thousand two hundred fifty-three dollar (\$2,253.00) non-refundable permit fee per permit based on 2 permits shall be due and payable upon submittal of the permit application, is to be charged to those organizations that desire to sell “Safe and Sane” fireworks, in order to cover the District’s reasonable costs in administering and enforcing the provisions of Ordinance 01-2023. The total of fees collected shall not exceed or be less than four thousand five hundred and fifty-three dollars (\$4,506.00) for any single permit or cost shared equally for up to 3 permits which shall be collected by the District. These fees shall be non-refundable.
2. A \$500 clean-up fee is to be charged, which may be refunded in whole or in part if the sale location and public areas where “Safe and Sane” fireworks are used are free of used and spent fireworks and related materials by July 5, as determined by the General Manager.
3. The permittee shall furnish to the General Manager a policy of public liability and property damage insurance; with no deductible, with limits of bodily injury of not less than one million dollars (\$1,000,000) for one person or three million dollars (\$3,000,000) for each occurrence annually and with a limit of property damage liability of not less than one million dollars (\$1,000,000) for each occurrence as payment for damages to persons or property which may result from, or be caused by, any negligence on the part of the permittee or his or its agents, servants, employees, or subcontractors.
4. The District and its officers, directors, and employees shall be named as additional insured under such public liability policy. A certificate of insurance consistent with the above shall be presented prior to sale and shall provide that the insurer will not cancel or reduce the coverage without thirty (30) days prior written notice to the District.

*Signature on next page*

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

**VACANCY: 1**

The foregoing Resolution is hereby passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Kelly Dodds, General Manager

\_\_\_\_\_  
Ashley Sangster, President Board of Directors

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Tamara Parent, Board Clerk

\_\_\_\_\_  
Christina M. Pritchard, Deputy General Counsel

**Board of Directors  
Staff Report**

**May 28, 2026**

**AGENDA ITEM: 10.11**

**SUBJECT:** Continued from the April 23rd 2026 Board Meeting  
Adoption of job descriptions for Fire Captain, Fire Engineer, and Firefighter for the San Miguel Community Services District Fire Department (**Approve by 3/5 Vote**) (Pg. 219-230)

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**SUGGESTED ACTION:** Review and adopt job descriptions for Fire Captain, Fire Engineer, and Firefighter for the San Miguel Fire Department by approval of the attached resolution.

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**DISCUSSION:**

The attached job descriptions are being brought forward for approval in the event that fulltime positions become available in the future via budgetary process or grant funding.

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**FISCAL IMPACT:**

Minimal cost related to development and review of the provided job descriptions by staff and legal counsel.

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PREPARED BY: Scott Young

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**DEPARTMENT:** FIRE

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**TITLE:** Fire Captain

**REPORTS TO:** Fire Chief

**FLSA:** Non-Exempt

**CONFIDENTIAL:** Yes

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**SUPERVISORY RESPONSIBILITIES**

**DIRECT:** Engineers, Firefighters, cadets and volunteers.

**INDIRECT:** None

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**MINIMUM QUALIFICATION REQUIREMENTS:**

Unless required by law, experience and education may be substituted for each other upon approval by the Fire Chief.

**EDUCATION:**

Completion of a Cal Fire PCF / Volunteer Firefighter Academy or equivalent, or completion of an accredited course earning a Firefighter II certificate issued by the Office of the State Fire Marshal. Must be trained as an Emergency Medical Responder, Professional Rescuer, CPR Certified and or Emergency Medical Technician. Completion of Driver Operator 1A, & 1B Certification or equivalent, and or possess a DMV Firefighter Endorsement or Commercial Driver's License.

**EXPERIENCE:**

Four years of suppression and emergency response experience as an Engineer / Operator PCF or one year as a fulltime Engineer.

**LICENSES, CERTIFICATIONS, & CERTIFICATES:**

Must possess a current valid Driver's license with the required endorsements.

Must pass a Department Physical Agility Performance Test.

**DESIREABLE QUALIFICATIONS:**

- Knowledge of the principles and practices of firefighting.
- Knowledge of departmental apparatus, tools, and equipment and their proper use.
- Must have ability to obtain a Company Officers Certification or equivalent within 12 months after commencement of employment.
- Must be able to perform in accordance with explicit instructions and procedures while balancing with initiative and independent judgement.

- Respond rapidly to alarms at varying times of the day or night.

---

**CONTACT RESPONSIBILITY:**

**Internal:** Must be proficient in daily operational functions including equipment maintenance, equipment operations, fire and EMS report writing, facilities maintenance, and team building skills.

**External:** Communicates with a diverse range of people in public during highly stressful conditions.

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**PHYSICAL REQUIREMENTS:**

- Raise and traverse ladders weighing 75 pounds at varying heights.
- Move and advance a charged hose line weighing 180 pounds.
- Maintain control of flowing hose line for long periods and shut off a flowing line.
- Search for fire victims in various positions and ability to move them to safety over varying terrains for considerable distances.
- Operate a power saw in varying positions.
- Use of tools to remove walls and ceilings utilizing pushing and pulling motions for long periods of time.
- Use extrication equipment.

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**ENVIRONMENTAL CONDITIONS:**

Withstand strenuous conditions such as smoke, fire, heat, low to no visibility, and cramped spaces. May also be exposed to extreme cold and/or wet conditions. Use of chemical extinguishers and other portable fire ground related equipment.

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**DETAILED DUTIES AND RESPONSIBILITIES:**

Under the general direction of the Fire Chief, the Fire Captain will respond to reported fires to extinguish and prevent fire spread. Fire Captain will also respond to hazardous material incidents and medical emergencies including special rescue situations.

**ESSENTIAL FUNCTIONS:**

- 35% Responds to emergency calls including wild land and structural fires, administering basic life support, hazmat incidents and fire alarms and take action as required.
- 25% Conducts fire prevention and inspection duties; fire hydrant inspections; reporting systems testing. Participates in fire management control burns and follow approved pre-plan, after-action reporting and documentation requirements. Investigates fires to determine cause and make preventative measure recommendations.

- 25% Attend job related courses and drills related to emergency response techniques such as operating fire pumps, auxiliary fire equipment and performs hazardous tasks under emergency conditions and other departmental trainings as required.
- 15% Clean and wash station walls, floors and windows. Empty trash cans, clean bathrooms, wash, dry and maintain fire hose, wash clean and polish fire apparatus and keep their personal safety gear and equipment always in the state of readiness.

**PERIPHERAL FUNCTIONS:**

Preventative maintenance, inspections, and minor repairs on firefighting equipment. Install, maintain, and recharge fire extinguishers. Conduct fire drills. Participate in fire prevention activities in the community as needed.

*The candidate must be able to satisfactorily perform the essential functions of this position with or without reasonable accommodations. Any request for accommodation should be directed to the Fire Chief.*

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(End of Description for Fire Captain)



**DEPARTMENT:** FIRE

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**TITLE:** Fire Engineer

**REPORTS TO:** Fire Chief and Fire Captain

**FLSA:** Non-Exempt

**CONFIDENTIAL:** Yes

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**SUPERVISORY RESPONSIBILITIES**

**DIRECT:** None

**INDIRECT:** In absence of Fire Chief or Fire Captain provides direction to firefighters cadets and volunteers.

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**MINIMUM QUALIFICATION REQUIREMENTS:**

Unless required by law, experience and education may be substituted for each other upon approval by the Fire Chief.

**EDUCATION:**

Completion of a Cal Fire PCF / Volunteer Firefighter Academy or equivalent, or completion of an accredited course earning a Firefighter II certificate issued by the Office of the State Fire Marshal. Must be trained as an Emergency Medical Responder, Professional Rescuer, CPR Certified and / or Emergency Medical Technician. Completion of Driver Operator 1A, & 1B Certification or equivalent, and or possess a DMV Firefighter Endorsement or Commercial Drivers License.

**EXPERIENCE:**

Two years of suppression and emergency response experience as an Engineer / Operator PCF or one year as a fulltime Engineer.

**LICENSES, CERTIFICATIONS, & CERTIFICATES:**

Must possess a current valid Driver's license with the required endorsements.

Must pass a Department Physical Agility Performance Test.

**DESIREABLE QUALIFICATIONS:**

- Knowledge of the principles and practices of firefighting.
- Knowledge of departmental apparatus, tools, and equipment and their proper use.
- Must have ability to obtain a Company Officer Certification or equivalent within 24 months after commencement of employment.

- Must be able to perform in accordance with explicit instructions and procedures while balancing with initiative and independent judgement.
- Respond rapidly to alarms at varying times of the day.

---

**CONTACT RESPONSIBILITY:**

**Internal:** Must be proficient in daily operational functions including equipment maintenance, equipment operations, basic report writing, facilities maintenance, and team building skills.

**External:** Communicates with a diverse range of people in public during highly stressful conditions.

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**PHYSICAL REQUIREMENTS:**

- Raise and traverse ladders weighing 75 pounds at varying heights.
- Move and advance a charged hose line weighing 180 pounds.
- Maintain control of flowing hose line for long periods and shut off a flowing line.
- Search for fire victims in various positions and ability to move them to safety over varying terrains for considerable distances.
- Operate a power saw in varying positions.
- Use of tools to remove walls and ceilings utilizing pushing and pulling motions for long periods of time.

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**ENVIRONMENTAL CONDITIONS:**

Withstand strenuous conditions such as smoke, fire, heat, low to no visibility, and cramped spaces. May also be exposed to extreme cold and/or wet conditions. Use of chemical extinguishers and other portable fire ground related equipment.

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**DETAILED DUTIES AND RESPONSIBILITIES:**

Under the general direction of the Fire Chief or Fire Captain, the Engineer will respond to reported fires to extinguish and prevent fire spread. Engineers will also respond to hazardous material incidents and medical emergencies including special rescue situations.

**ESSENTIAL FUNCTIONS:**

- 35% Responds to emergency calls including wild land and structural fires, administering basic life support, hazmat incidents and fire alarms and take action as required.
- 25% Conducts fire prevention and inspection duties; fire hydrant inspections; reporting systems testing. Participates in fire management control burns and follow approved pre-plan, after-action reporting and documentation requirements. Investigates fires to determine cause and make preventative measure recommendations.

- 25% Attend job related courses and drills related to emergency response techniques such as operating fire pumps, auxiliary fire equipment and performs hazardous tasks under emergency conditions and other departmental trainings as required.
- 15% Clean and wash station walls, floors and windows. Empty trash cans, clean bathrooms, wash, dry and maintain fire hose, wash clean and polish fire apparatus and keep their personal safety gear and equipment always in the state of readiness.

**PERIPHERAL FUNCTIONS:**

Preventative maintenance, inspections, and minor repairs on firefighting equipment. Install, maintain, and recharge fire extinguishers. Conduct fire drills. Participate in fire prevention activities in the community as needed.

*The candidate must be able to satisfactorily perform the essential functions of this position with or without reasonable accommodation. Any request for accommodation should be directed to the Fire Chief.*

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(End of Description for Engineer)



**DEPARTMENT: FIRE**

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**TITLE:** Firefighter

**REPORTS TO:** Fire Chief and Fire Captain

**FLSA:** Non-Exempt

**CONFIDENTIAL:** Yes

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**SUPERVISORY RESPONSIBILITIES**

**DIRECT:** None

**INDIRECT:** May provide direction to cadets or volunteers in absence of Fire Captain, or Fire Engineer

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**MINIMUM QUALIFICATION REQUIREMENTS:**

Unless required by law, experience and education may be substituted for each other upon approval by the Fire Chief.

**EDUCATION:**

Completion of a Cal Fire PCF / Volunteer Firefighter Academy or equivalent, or completion of an accredited course earning a Firefighter I certificate issued by the Office of the State Fire Marshal. Must be trained as an Emergency Medical Responder, Professional Rescuer, CPR Certified and / or Emergency Medical Technician.

**EXPERIENCE:**

One year of suppression and emergency response experience as a PCF or one year as a full-time Firefighter.

**LICENSES, CERTIFICATIONS, & CERTIFICATES:**

Must possess a current valid Driver's license.

Must pass a Department Physical Agility Performance Test.

**DESIREABLE QUALIFICATIONS:**

- Knowledge of the principles and practices of firefighting.
- Knowledge of departmental apparatus, tools, and equipment and their proper use.
- Must have ability to obtain Apparatus Driver Operator Certification or equivalent within 18 months after commencement of employment.
- Must be able to perform in accordance with explicit instructions and procedures while balancing with initiative and independent judgement.

- Respond rapidly to alarms at varying times of the day.

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**CONTACT RESPONSIBILITY:**

**Internal:** Must be proficient in daily operational functions including equipment maintenance, basic report writing, facilities maintenance, and team building.

**External:** Communicates with a diverse range of people in public during highly stressful conditions.

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**PHYSICAL REQUIREMENTS:**

- Raise and traverse ladders weighing 75 pounds at varying heights.
- Move and advance a charged hose line weighing 180 pounds.
- Maintain control of flowing hose line for long periods and shut off a flowing line.
- Search for fire victims in various positions and ability to move them to safety over varying terrains for considerable distances.
- Operate a power saw in varying positions.
- Use of tools to remove walls and ceilings utilizing pushing and pulling motions for long periods of time.

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**ENVIRONMENTAL CONDITIONS:**

Withstand strenuous conditions such as smoke, fire, heat, low to no visibility, and cramped spaces. May also be exposed to extreme cold and/or wet conditions. Use of chemical extinguishers and other portable fire ground related equipment.

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**DETAILED DUTIES AND RESPONSIBILITIES:**

Under the general direction of the Fire Chief, Fire Captain, or Fire Engineer the Firefighter will respond to reported fires to extinguish and prevent fire spread. Firefighters will also respond to hazardous material incidents and medical emergencies including special rescue situations.

**ESSENTIAL FUNCTIONS:**

- 35% Responds to emergency calls including wild land and structural fires, administering basic life support, hazmat incidents and fire alarms and take action as required.
- 25% Conducts fire prevention and inspection duties; fire hydrant inspections; reporting systems testing. Participate in fire management control burns and follow approved pre-plan, after-action reporting and documentation requirements. Participate in fire investigations to determine cause and make preventative measure recommendations.
- 25% Attend job related courses and drills related to emergency response techniques such as operating fire pumps, auxiliary fire equipment and performs hazardous tasks under emergency conditions and other departmental trainings as required.

15% Clean and wash station walls, floors and windows. Empty trash cans, clean bathrooms, wash, dry and maintain fire hose, wash clean and polish fire apparatus and keep their personal safety gear and equipment always in the state of readiness.

**PERIPHERAL FUNCTIONS:**

Preventative maintenance, inspections, and minor repairs on firefighting equipment. Install, and maintain, fire extinguishers. Participate in fire prevention activities in the community as needed.

*The candidate must be able to satisfactorily perform the essential functions of this position with or without reasonable accommodation. Any request for accommodation should be directed to the Fire Chief.*

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(End of Description for Firefighter)

**RESOLUTION NO. 2026-XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING JOB  
DESCRIPTIONS FOR THE POSITIONS OF FIRE CAPTAIN, FIRE ENGINEER, AND  
FIREFIGHTER**

**WHEREAS**, the San Miguel Community Services District (“District”) provides essential fire protection and emergency response services to the San Miguel community; and

**WHEREAS**, the District has identified a need to ensure organizational readiness to recruit and appoint qualified personnel in key fire service positions, including Fire Captain, Fire Engineer, and Firefighter; and

**WHEREAS**, the District did not previously maintain formal job descriptions for these unrepresented positions, which may impede timely recruitment, classification, and onboarding of personnel when needed; and

**WHEREAS**, the availability of funding for full-time fire service positions—including, but not limited to grants, intergovernmental funding, and other external revenue sources—may arise on limited and time-sensitive bases requiring the District to act promptly to secure and utilize such finding; and

**WHEREAS**, the absence of adopted and current job descriptions may delay or hinder the District’s ability to apply for funding, meet eligibility requirements, or expeditiously fill authorized positions upon the receipt of funding; and

**WHEREAS**, maintaining up-to-date, legally compliant, and operationally accurate job descriptions is a necessary component of workforce planning, risk management, and the efficient delivery of fire protection and emergency services; and

**WHEREAS**, the attached job descriptions have been developed in alignment with industry standards and reviewed for compliance with applicable laws and regulations; and

**WHEREAS**, adoption of these job descriptions will position the District to respond efficiently to future funding opportunities and staffing needs without unnecessary administrative delay; and

**NOW THEREFORE, BE IT RESOLVED**, the Board of Directors of the San Miguel Community Services District does, hereby, approve the job descriptions, attached hereto as **Exhibit A**.

Signatures on next page

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

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAINING:**
- VACANCY: 1**

the foregoing Resolution is hereby passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Scott Young, Fire Chief

\_\_\_\_\_  
Ashley Sangster, Board President

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Tamara Parent, Board Clerk

\_\_\_\_\_  
Christina M. Pritchard, Deputy General Counsel