



# Agenda

## San Miguel Community Services District

### Finance & Budget Committee Regular Meeting

TUESDAY, FEBRUARY 16, 2016 9:30 A.M.

SMCSD Boardroom 1150 Mission St. San Miguel, CA 93451

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

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

**Public Comment: When public attendance is over ten (10) persons, the following policies will go into effect:** Any person wishing to address the Board or Standing Committee, please complete a "Request to Speak" form located at the podium in the boardroom in order to address the Board of Directors on any agenda item. Comments are limited to three minutes, unless you have registered with CSD Clerk prior to the meeting.

**If you wish to speak on an item not on the agenda,** you may do so under "Oral Communications." Any member of the public may address the Board of Directors on items on the Consent Calendar. Please complete a "Request to Speak" form as noted above and indicate which item number you wish to address.

**Meeting Schedule:** Regular Board of Director meetings are generally held on the fourth Thursday of each month at 7:00 P.M in the CSD boardroom. The Agenda's are posted on the CSD's website at: [www.sanmiguelcسد.org](http://www.sanmiguelcسد.org)

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

- I. Call to Order- 9:30 A.M                      **Chair Dawes**
- II. Pledge of Allegiance
- III. Roll Call:                      **Directors: Buckman\_\_\_\_\_ Dawes\_\_\_\_\_**
- IV. Oral and Written Communications: Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are limited to three minutes. Please complete a “Request to Speak” form and place in basket provided.
- V. AGENDA:
1. **Review and Discuss Statement of 2016 Investment Policy**  
  
**Staff Recommendation:** Review and Discuss 2016 Investment Policy and make recommendations to approve adoption of 2016 Investment Policy.  
  
M\_\_\_\_\_ S\_\_\_\_\_
  2. **Review and Discuss Quarterly District Debt Service Report – January 2016 and proposed Debt Management Strategy**  
  
**Staff Recommendation:** Review and Discuss Quarterly Debt Service Report and proposed Debt Management Strategy.  
  
M\_\_\_\_\_ S\_\_\_\_\_
  3. **Review and Discuss Monthly Financial Reports for January 2016 with Average Monthly & YTD Water/Wastewater Billing Revenues**  
  
**Staff Recommendation:** Discuss and recommend approval of Monthly Financial Reports for January 2016 by the Board of Directors and may make recommendations to Board of Directors.  
  
M\_\_\_\_\_ S\_\_\_\_\_
  4. **Review and Discuss a proposal to repair SLT Wellhouse roof due to damages.**  
  
**Staff Recommendation:** Review and Discuss a request for approving repairs to SLT Wellhouse damaged roof and make a recommendation to Board to appropriate \$5,000 not-to-exceed cost.  
  
M\_\_\_\_\_ S\_\_\_\_\_





## **San Miguel Community Services District Finance & Budget Committee**

### **Staff Report**

**February 16, 2016**

**AGENDA ITEM: V. 2**

**SUBJECT: Draft Statement of Investment Policy for Calendar Year 2016**

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#### **STAFF RECOMMENDATION:**

Discuss and Recommend that the Board of Directors approve adoption of the 2016 Statement of Investment Policy.

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#### **BACKGROUND:**

The District, in 2015 and in past years, adopted resolutions setting forth its' intentions and policies related to investments. Ultimately, the District adopted Resolution No. 2003-06 that amended, but did not rescind, Resolution No. 2000-10 authorizing investment in the Local Agency Investment Fund (LAIF) and adopted Resolution No. 2001-04 amending the District's Investment Policy.

Resolution No. 2000-10 authorized investment of District monies in LAIF and authorized the District Finance Officer/Treasurer to deposit in or withdraw monies from LAIF. Resolution No. 2001-04 amended the District Investment Policy with specific Statement of Investment Policy that superseded any previously adopted investment policies. Resolution No. 2003-06 also authorized investment of District monies in LAIF and the Board was the authority for making deposits or withdrawing monies in account. The Board, in recent action, authorized the transfer of the LAIF funds to the managed Investment Portfolio.

California Government Code 53600 et. seq. authorizes local public agencies to invest funds not required for the immediate necessity of the agency in accordance with provisions of California Government Code Sections 53601 and 53635. Each calendar year, the District Board should review and re-issue a Statement of Investment Policy. Resolution No 2016-XX attached to this report includes the 2016 District Statement of Investment Policy. There are only minor changes to reflect the change of calendar year and change of Board officers.

**ACTION DISCUSSION:**

The Committee should review and discuss the attached 2016 Statement of Investment Policy and make a recommendation that Board adopting a statement of investment policy for calendar year 2016.

PREPARED BY:

*Darrell W. Gentry*

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General Manager

**Attachment:** Resolution No. 2016-XX Establishing the 2016 District's adopted Statement of Investment Policy

(continued on next page)

**RESOLUTION NO. 2016-XX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL  
COMMUNITY SERVICES DISTRICT APPROVING THE STATEMENT OF  
INVESTMENT POLICY FOR CALENDAR YEAR 2016**

**WHEREAS**, the Board of Directors shall annually approve a Statement of Investment Policy; and

**WHEREAS**, the annual Statement of Investment Policy of the San Miguel Community Services District is as follows:

**Section 1: General Provisions and Objectives**

San Miguel Community Services District (District) funds not required for immediate expenditure will be invested in compliance with this policy and the provisions of California Government Code Sections 53600 et seq. The policy applies to all financial assets of the District. These funds are presented in the District's annual financial statements.

Criteria for selecting investments, and the absolute order of priority, are: safety, liquidity, and return on investment. Investments will be made in a range of instruments and maturity dates to insure diversification and liquidity of assets in an emergency or when a large cash outlay is necessary. When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing District funds, the primary objectives, in priority order, of the investment activities shall be:

- 1. Safety:** Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall process. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- 2. Liquidity:** The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.
- 3. Return on Investments:** 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.

In accordance with California Government Code Section 53607, the management responsibility to invest or reinvest the funds of the District is delegated to the General Manager ("Manager") of the District. Under the provisions of the California Government Code Section 53600.3, the Manager is a trustee and a fiduciary subject to the prudent investor standard.

**Section 2: Prudent Investor Standard**

All participants in the investment process shall recognize that the investment portfolio is subject to the prudent investor standard as set forth in California Government Code Section

53600.3 and to public review and evaluation; and, shall seek to act responsibly as fiduciaries of the public trust. Investments shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation but for investment, considering the preservation of capital, the cash flow needs of the District as well as the income to be derived. In a diversified portfolio, occasional measured losses may be inevitable and must be considered within the context of the overall portfolio's return and the cash flow requirements of the District.

### **Section 3. Ethics and Conflicts of Interest**

Officers and staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Staff and investment officials shall disclose to the District's General Manager any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the District.

### **Section 4. Credit Risk**

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation. Concentration of credit risk is the risk of loss attributed to the magnitude of a District's investment in a single issuer. All participants in the investment process shall consider aversion to concentration of credit risk by:

1. Limiting investment purchases to those types and amounts permissible by California Government Code Section 53601 and Section 7 of this Resolution.
2. Conducting delivery-versus-payment (DVP) basis on all security transactions entered into by the District. Securities will be held by a third party custodian designated by the Manager with the consent of the Board of Directors, and evidenced by safekeeping receipts.
3. Investing no more than 20% of the portfolio with one issuer of federal agency obligations, with the exception of the US Treasury, and no more than 10% of the portfolio with one commercial issuer.
4. If pursuing a commercial paper obligation, investing only in investments rated in the highest tier (A1, P-1, or F-1 or higher).
5. For deposits in Local Government Investment Pools, depositing funds only in pools with a AAA rating, and
6. Investments in corporate notes to those fully guaranteed by the Federal Deposit Insurance Corporation.

Custodial credit risk is the risk that the District will not be able to recover deposits or the value of an investment or collateral securities that are in the possession of an outside party. All participants in the investment process shall consider aversion to custodial credit risk by:

1. Investing no more than 25% of the portfolio with one financial institution, with the exceptions of LAIF, the US Treasury, and funds advanced or in trustee accounts for project construction; and,
2. If pursuing a deposit, insuring that all deposits are fully collateralized as required by California Government Code Section 53652, or insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration; and, the “Contract for Deposit of Monies” will indicate the type and amount of collateral.

**Section 5: Interest Rate Risk**

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. All participants in the investment process shall consider aversion to interest rate risk by limiting the term remaining to maturity on purchased investments to the maturity limits identified in Section 6 of this Resolution, unless a longer term is permissible within the California Government Code and specifically approved by the Board prior to purchase.

**Section 6: Foreign Currency Risk**

Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment or deposit. All participants in the investment process shall be prohibited from investing in foreign currency-denominated securities, unless permissible within the California Government Code and specifically approved by the Board prior to purchase. Investments permitted by California Government Code, but not by this policy, will be made only with prior approval of the Board of Directors.

**Section 7: Permissible Investments**

The following lists permissible investments and limits on amounts and maturities:

Investment Types	Limits	
	% of Investment Portfolio	Maturity Term
US Treasury notes & bills	70	5 years
LAIF	60	n/a
Federal agency obligations	60	5 years
Local Gov’t Investment Pools	40	n/a
State & local agency bonds (1)	25	5 years
Commercial paper	20	270 days
FDIC-backed notes, medium term	20	4 years
Certificates of deposit	20	4 years
Repurchase agreements	10	1 years
Savings accounts	10	n/a

(1) Local agency as defined in California Government Code Section 53600 includes counties, cities and special districts.

**Section 8: 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.

**Section 9: Strategy**

Passive investing—The District will passively manage the portfolio, given the absence of staff dedicated to investment analysis, and avoid medium to long-term corporate investment thereby diminishing the need for credit monitoring. Staff and District Investment Portfolio Manager tasked with investment decisions shall avoid speculation.

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. Staff will consider debt structures and strategies along with investment strategies.

**Section 10: Reporting and Miscellaneous Provisions**

The Manager, or his/her designee, may maintain one or more accounts with reputable investment security dealers and 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 California 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 to the Finance & Budget Committee and/or the Board of Directors for review. The quarterly report shall include the type of investment, issuer, settlement and maturity dates, rate of interest, dollar amount invested, fund, current market value, and percentage of portfolio. The report shall state compliance of the portfolio to the statement of the investment policy, or the manner in which the portfolio is not in compliance. The report shall include a statement regarding the ability of the District to meet its expenditure requirements for the next six months.

The District shall establish an annual process of independent review by an external auditor as part of the annual audit. This review will provide internal control by assuring compliance with policies and procedures.

The Manager or his/her designee shall establish a system of internal controls to be examined and monitored by the District's independent auditor.

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

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

The Annual Statement of Investment Policy for calendar year 2016 is hereby approved and the District General Manager is directed to follow this Statement of Investment Policy in vesting funds of the District.

**PASSED AND ADOPTED** by the Board of Directors of the San Miguel Community Services District at a regular meeting held on this \_\_\_\_ day of \_\_\_\_\_ 2016, by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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Doug White, District Counsel



## San Miguel Community Services District

### Finance & Budget Committee Staff Report

February 16, 2016

AGENDA ITEM: V-2

**SUBJECT: Review and Discussion of District Debt Status Report – January 2016**

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#### **STAFF RECOMMENDATION:**

Review and Discuss District Debt Status Report for January 2016. Provide any direction to staff as may be needed or determined to be appropriate.

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#### **BACKGROUND:**

This report is intended to provide status information related to current District debt obligations. These obligations are subject to review by the Finance & Budget Committee and the Board of Directors. As previously reported, the SMCS D debt service remains unchanged and includes the following:

#### SUMMARY of DEBT AND ANNUAL PAYMENTS

1. Purchase of Fire Vehicle –**Ferrara**  
First Bankers Corporation, original debt = \$262,367 at 4.10% interest  
**Balance--\$34,449.70** approximately (final payment due November 2016)  
Payments made from Fund 20—Fire
  
2. USDA Certificate of Participation Agreement Issue (**reservoir tank**)  
original debt = \$1,250,000, 4.375% interest  
Series 2008—40 year term, Maturity – August 1, 2048  
projected debt interest to be paid = \$1,418,854.98 over 40 years  
**annual debt service = \$66,721.38** (payments made in August and February each year)  
Payments made from Fund 50 --Water

This Issue was processed by County of San Luis Obispo in 2008 for District issuance.

3. Series B Bond Issuance—\$569,977—sewer related improvements, (pre-CSD formed), Interest paid varies Maturity is 2019, collected by property taxes  
**Balance approximately \$115,000, Annual debt service = \$30,000,**  
 Payments made from Fund 40—Wastewater/Sanitary
  
4. State of California—\$696,969 – water system improvements (pre-CSD formed)  
 2.955% interest paid , **Annual payment – \$48,971, lump sum tied to State FY.**  
 Balance approximately \$486,668, Maturity—2025,  
 Payments made from Fund 50—Water

Total annual debt service payments = \$145,692.38  
 (final payment for Ferrara vehicle not included in total)

Previous reports to Committee indicated that further evaluation and strategies for reducing or eliminating debt service should be presented to Committee for additional discussion to formulate a comprehensive plan to the Board. To understand the District’s total annual debt service payments, totaling \$145,692.38, the Committee should review the above information in the same context as the equivalent of one of the District Operating Fund Accounts, i.e. Fire Department.

The attached comprehensive strategy, Exhibit “A”, for reducing or eliminating District debt is intended for Committee review and discussion.

**Fiscal Impact:**

There is no fiscal impact associated with the discussion and development of a comprehensive debt management/reduction strategy. n Annual Work Program since the task is to provide a comprehensive listing for planning and budgeting purposes.

**Staff Recommendation:**

Staff recommends that the Committee review and discuss the proposed debt management/reduction strategy.

PREPARED BY:

Darrell W. Gentry

General Manager

Attachment: Exhibit “ A” – Proposed Debt Management/Reduction Strategy

## **Exhibit “A—Proposed Debt Management/Reduction Strategy**

Overall, the existing debt obligations represent a calculated 9.5% of present day value cash sum available to the District. Specifically, in closer examination, the annual cash flows for debt service are calculated as \$145,692.38 (final payment for Ferrara vehicle not included in total), the equivalent of 1 Fund Account operating expenses for one fiscal year.

### **1. USDA CoP**

A significant and previously stated fact to be corrected for Committee discussion is the interest rate for the USDA Certificate of Participation (CoP) issue. Prior reports stated that there was a zero interest rate for this CoP issue, but more research, through the California Debt and Investment Advisory Commission website, shows a 4.375% interest rate over the entire 40 year period. When compared to some current interest rates, such as 3% or less, there may be an opportunity to restructuring or refinancing of this debt with a shorter term and less interest payback. The total interest for the present CoP is equal \$1,400,000+ for the 40 year period, approximately \$35,471+ per year in interest payments only. The annual payment is **\$66,721.38** (payments made in August and February each year).

#### **Strategy**

Staff recommends using a financial advisor to evaluate options for reducing the total interest amount to be repaid, reducing the term of a restructured note and reducing the interest rate to a lower fix rate below the present 4.375%. Restructuring this debt could significantly improve the cash flow of annual repayments, especially if combined with other existing debts to achieve a debt consolidation that is more favorable. Once this evaluation is complete, the services of a financial underwriter and/or bond attorney may also be necessary. These services may be a part of the new lending note or bond issued to refinance or restructure present debts.

### **2. State of California**

This debt is reported as pre-District formation, but may have actually occurred shortly after the District was formed in 2000. The original debt of \$696,969 was used for water system improvements. As shown in Staff’s Report to Committee, this issue carries a 2.95% interest rate with an annual payment of \$48,971 and a balance of \$486,668. There is another 10 years until maturity of the issue is fully repaid.

#### **Strategy**

Staff recommends combining this debt with the restructuring of the USDA issue.

### **3. Series B Issuance**

Series B Bond Issuance was originally \$569,977 total used for sewer related improvements, (pre-CSD formed). Interest varies. The Issuance has a Maturity date of 2019. The District does not make any payments since this issuance is collected and paid by property taxes. Full maturity is slightly more than 3 years.

**Strategy**

The remaining balance will be fully paid in 2019 by property tax collection. Staff does not recommend combining this debt with the restructuring of other debts, since there are no cash payments due from District Fund Accounts.

If the Committee wants to investigate refinancing existing debts and taking funds from refinance for other District projects or facilities, then direction should be given to Staff for evaluating additional funding by using consulting services or combination of staff time and consulting services.

Staff would then bring back further information on consulting service costs for Committee review prior to reporting to the Board.



# San Miguel Community Services District Finance & Budget Committee

## Staff Report

February 16, 2016

AGENDA ITEM: V. 3

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

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### **STAFF RECOMMENDATION:**

Review and Discuss November 2016 YTD and Monthly Financial Reports on District Revenues and Treasurer's Reports including Budget Performance and Reserve Reports. **Action Requested.**

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### **BACKGROUND:**

The January 2016 Monthly and YTD financial reports are included in this report and its attachments also include average water and wastewater revenue history as requested by Committee.

Copies of Statements of January Revenues and Expenses are attached for Committee discussion and review. Treasurer's Report on Cash and Investment Report with Top 12 Vendors and Capital Project Summary of Expenses as of January 31, 2016 is also attached.

January 2016 Board Authorized Operating Fund Transfers	\$ 0.00
Capital Reserve Fund Transfers authorized in January by Board action	\$10,500
(To establish the Vehicle Replacement and the Capital Projects Fund Accounts = \$10,500)	

Additional parts of this Financial Report are attached and listed below. Committee members should review the attached monthly financial reports and forward a recommendation for Board action using any of the following decision options:

1. Approve as presented,
2. Conditionally Approve with changes or amendments,
3. Reject, or
4. Request additional information prior to recommendation to Board.

### **PREPARED BY:**

*Darrell W. Gentry*

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General Manager

### Attachments:

Item V. 3 a	Treasurer's Report on Cash and Investment as of January 31, 2016
Item V. 3 b	Top 12 Vendor Expenses for January 2016
Item V. 3 c	Capital Projects Summary for January 2016
Item V. 3 d	Claims Detail Report for January 2016
Item V. 3.e	Statements of Revenues and Expenses—Budget vs. Actual
Item V. 3.f	Payroll Expenses Report for January 2016

SAN MIGUEL COMMUNITY SERVICES DISTRICT

TREASURER'S REPORT for Period Ending: January 31, 2016

CASH AND INVESTMENTS

	DESCRIPTION:	(July 1, 2014) Beginning Balance	(July 31, 2015) Balance	(Oct 30 2015) Balance	(November 30 2015) Balance	(December 31, 2015) Prior Balance	(January 31 2016) Current Balance		Interest Rate yields	NOTES
CASH:	SLO County	\$3,878.22	\$3,878.22	\$4,248.66	\$4,248.66	\$4,248.66	\$4,248.66			
#2561	Capital Reserve Accounts-- (Heritage Oaks Bank)									
	10 --Admin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			Fund Acct set up by Board of Directors 6-30-2015
23	20--Fire	\$126,831.89	\$145,396.66	\$136,074.95	\$136,165.95	\$136,212.22	\$145,721.87			
17	30--Lighting	\$95,401.09	\$107,467.10	\$100,577.15	\$100,644.41	\$100,678.61	\$107,707.47			
31	40--Sanitary/Wastewater	\$169,238.54	\$195,969.42	\$183,405.39	\$183,528.02	\$183,590.38	\$196,407.74			
29	50--Water	\$165,217.81	\$183,326.23	\$171,572.77	\$171,687.52	\$171,745.85	\$183,736.27			
	60--Solid Waste	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
	<b>Sub-total</b>	<b>\$556,689.33</b>	<b>\$632,159.41</b>	<b>\$591,630.26</b>	<b>\$592,025.90</b>	<b>\$592,227.06</b>	<b>\$633,573.36</b>		0.40%	Public Money Market--60 days auto
	<b>\$560,567.55</b>	<b>\$636,037.63</b>	<b>\$595,878.92</b>	<b>\$596,274.56</b>	<b>\$596,475.72</b>	<b>\$637,822.02</b>				
	Heritage Oaks Bank:									
	Operating Checking Accounts: (Heritage Oaks Bank)									
	#0406 bal:	\$988,363.33	\$1,016,944.22	\$1,325,078.15	\$1,320,769.18	\$1,339,819.21	\$1,450,626.89			
	10-- Admin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
23	20--Fire	\$227,323.56	\$233,897.17	\$304,767.97	\$303,776.91	\$308,158.42	\$289,740.30			Prop Tax Rec'd 7-13-15-- \$2,479.44/Rec'd 1-2016-- \$107,200.82
	Fire Impact Fees		\$43,903.95	\$43,903.95	\$43,903.95	\$43,903.95	\$43,903.95			
17	30--Lighting	\$168,021.77	\$172,880.52	\$225,263.27	\$224,530.76	\$227,769.27	\$246,606.57			Prop Tax Rec'd 7-13-15--\$704.61/Rec'd 1-2016--\$
31	40--Sanitary/Wastewater	\$306,392.64	\$315,252.71	\$410,774.21	\$409,438.45	\$415,343.96	\$449,694.34			
29	50--Water	\$286,625.36	\$294,913.82	\$384,272.64	\$383,023.06	\$388,547.57	\$203,045.68			Prop Tax Rec'd 7-13-15 \$402.50
	Water Connection Fees						\$261,540.00			
	60--Solid Waste	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
	<b>Sub-total</b>	<b>\$988,363.33</b>	<b>\$1,016,944.22</b>	<b>\$1,325,078.09</b>	<b>\$1,320,769.18</b>	<b>\$1,339,819.21</b>	<b>\$1,450,626.89</b>			
	#6598 Water Project--	\$23,549.88	\$23,549.88	\$23,549.88	\$23,549.88	\$23,549.88	\$23,549.88			Account not closed by D Gilmore 7-10-2014 (\$86,500 original amount)
	#0133 Payroll Account -	\$5,920.35	\$13,201.66	\$13,530.13	\$16,520.35	\$10,000.00	\$2,000.00			
	#2618 USDA Loan Repayment	\$26,705.50	\$67,132.96	\$67,121.77	\$67,190.04	\$67,201.61	\$26,068.91		0.20%	\$67,020.00 required reserved
	<b>Total Cash in Bank:</b>	<b>\$1,605,106.61</b>	<b>\$1,756,866.35</b>	<b>\$2,025,158.79</b>	<b>\$2,024,304.01</b>	<b>\$2,037,046.42</b>	<b>\$2,140,067.70</b>			
Investments:	Cantella (Investment Portfolio)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$135,000 Investment Funds deposited Feb 2 2016 w/1,000 on deposit w/Cantella. Will show on Feb rept
	1. Ally Bank - Maturity 2-11-2019 1.45%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
	2. Goldman Sachs - Maturity 2-10-2020 1.7%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
	L.A.I.F. (Local Agency Investment Fund-pooled)	\$136,491.52	\$136,925.26	\$136,825.26	\$136,825.26	\$136,825.26	\$137,159.05		0.26%	LAIF withdrawal in process Feb 2 2016. up to 30 days
	CalPers as of: SSGA Russell		6/30/2015 \$357,481.50	9/30/2015 \$357,481.50	10/30/2015 \$357,481.50	11/30/2015 \$357,481.50	\$357,481.50			Retirement
	<b>Total Reportable Cash &amp; Investments:</b>	<b>\$1,741,598.13</b>	<b>\$1,893,791.61</b>	<b>\$2,161,984.06</b>	<b>\$2,161,129.27</b>	<b>\$2,173,871.68</b>	<b>\$2,277,226.75</b>			

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

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

### SMCSD Top 12 Vendors - January 2016

Vendor	Amount	Comments:
Churchwell White LLP	\$29,340.00	General Counsel
PG&E	\$8,702.50	Electricity
Online	\$4,671.18	Trash Receptables
Quinn Cat	\$4,300.00	Rammer/Vibra Plate
Select Staffing	\$2,915.19	Temporary Staffing
Wallace Group	\$2,913.80	Engineering
LN Curtis	\$1,461.74	Fire Apparel
FGL	\$1,339.00	Testing Lab--Water and Wastewater
HD Supply	\$1,253.04	Parts
Safeguard Business	\$1,046.15	Apparel/Polos
Mail Finance	\$1,010.14	Qtrly Lease/mailling equipment
Mike Roach Electric	\$802.50	Electrical for Well
<b>Total</b>	<b>\$59,755.24</b>	

Fund	Amount Spent
10 Admin	\$22,451.15
20 Fire	\$2,339.89
30 Lighting	\$5,914.60
40 Waste Water	\$14,589.55
50 Water	\$12,152.76
60 Solid Waste	\$2,307.29
	<b>\$59,755.24</b>

**CAPITAL PROJECTS SUMMARY--As of 1-31-2016**

Water Fund Capital Reserves <b>Well #3 Rehab</b>			Water Fund Capital Reserves <b>Waste H<sub>2</sub>O Tanks @ #3 Well</b>			CDBG GRANT FUNDS <b>Fire Hydrant Replmt</b>		
<b>Budget:</b>	<b>Cap Resrve--</b>	<b>\$80,425.00</b>	<b>Budget:</b>	<b>Cap Resrve</b>	<b>\$26,000.00</b>	<b>Budget:</b>	<b>\$105,000 CDBG</b>	
<b>Expenses:</b>	<b>Actual Exp</b>	<b>Balance</b>	<b>Expenses:</b>	<b>Actual Exp</b>	<b>Balance</b>	<b>Expenses:</b>	<b>Actual Exp</b>	<b>Balance</b>
Engineering	\$7,475.50	\$72,949.50	Tank Purchase	\$13,880.41	\$12,119.59		\$0.00	\$105,000.00
Mat'l Ordn & Permits	\$24,316.00	\$48,633.50	Piping	\$3,319.87	\$8,799.72			
Constr Progress	\$48,633.50	\$0.00	manhole & pipe	\$2,170.00	\$6,629.72			
	\$80,425.00		control valve	\$4,191.00	\$2,438.72			
<b>Project Completed On Budget</b>				\$23,561.28		<b>Contract Awarded Dec 2015. Work starts 2/17/16</b>		
All Funds --Capital Reserves			<b>Project Completed 8-25-2015</b>			Wastewater Capital Reserves		
<b>Solar Panels @ Station</b>			<b>\$2,438.72 underbudget</b>			<b>Sludge Removal/Pond Maint.</b>		
<b>Budget:</b>	<b>Cap Resrve--</b>	<b>\$39,103.00</b>	<b>Budget:</b>	<b>Cap Resrve--</b>	<b>\$199,996.00</b>	<b>Budget:</b>	<b>Cap Resrve--</b>	<b>\$40,000.00</b>
<b>Expenses:</b>	<b>Actual Exp</b>	<b>Balance</b>	<b>Expenses:</b>	<b>Actual Exp</b>	<b>Balance</b>	<b>Expenses:</b>	<b>Actual Exp</b>	<b>Balance</b>
Mat'l order & permits	\$39,103.00	\$0.00		\$0.00	\$199,996.00	centrif. rental	\$125.34	\$39,874.66
	\$39,103.00		Initial order for system purchase made in Feb.			landfill disposal	\$999.53	\$38,875.13
<b>Project Completed 11-05-2015 on budget</b>						Removal work to be completed January 2016		
Fire Fund Capital Reserves								
<b>Fire Station - Finish Improvm'ts</b>								
<b>Budget:</b>	<b>Cap Resrve--</b>	<b>\$59,049.00</b>						
<b>Expenses:</b>	<b>Actual Exp</b>	<b>Balance</b>						
Engineering								
Mat'l Ordn & Permits								
Constr Progress								
	\$0.00	\$59,049.00						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1515	15650S	67 CHARTER COMMUNICATIONS	313.87					
Account #8245 10 105 0027311 Spectrum Buiness - Monthly								
Internet/Voice								
1	01/01/15	Internet/Voice	31.39			20 62000	310	10200
2	01/01/15	Internet/Voice	31.39			30 63000	310	10200
3	01/01/15	Internet/Voice	125.55			40 64000	310	10200
4	01/01/15	Internet/Voice	125.54			50 65000	310	10200
<b>Total for Vendor:</b>			<b>313.87</b>					
1575	-99809E	482 CHEVRON AND TEXACO UNIVERSAL	177.17					
Acct #OR691 January 2015								
1	01/08/16	December 2015 - Fuel	44.30			20 62000	485	10200
2	01/08/16	December 2015 - Fuel	44.29*			30 63000	485	10200
3	01/08/16	December 2015 - Fuel	44.29			40 64000	485	10200
4	01/08/16	December 2015 - Fuel	44.29			50 65000	485	10200
<b>Total for Vendor:</b>			<b>177.17</b>					
1529	15672S	473 CHURCHWELL WHITE LLP	21,405.00					
Professional Services - 11/02/15 - 11/30/15 Steinbeck v. SLO								
1	15062	12/30/15 Steinbeck v. SLO	21,405.00*			10 61000	327	10200
1530	15672S	473 CHURCHWELL WHITE LLP	6,860.00					
Professional Services - 11/02/15 - 11/30/15								
1	15061	12/30/15 General Counsel	3,430.00*			40 64000	327	10200
2	15061	12/30/15 General Counsel	3,430.00*			50 65000	327	10200
1531	15672S	473 CHURCHWELL WHITE LLP	1,075.00					
RE: Water (Specialized)								
1	15063	12/30/15 Research	537.50*			40 64000	327	10200
2	15063	12/30/15 Research	537.50*			50 65000	327	10200
<b>Total for Vendor:</b>			<b>29,340.00</b>					

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1548	15673S	72 COAST ELECTRONICS	381.09					
1	7102725	01/14/16 Vehicle Charger for Kenwood 9	381.09			20 40500		10200
		<b>Total for Vendor:</b>	<b>381.09</b>					
1572	15674S	93 DODDS, KELLY	35.00					
		Cell Phone Reimbursement - February 2016						
1	02/01/16	Cell Phone Reimburse Feb 2016	11.67*			40 64000	465	10200
2	02/01/16	Cell Phone Reimburse Feb 2016	11.66			50 65000	465	10200
3	02/01/16	Cell Phone Reimburse Feb 2016	11.67			20 62000	465	10200
		<b>Total for Vendor:</b>	<b>35.00</b>					
1553	15675S	107 FARM SUPPLY	300.98					
		Cust No. 61338						
1	87038	01/21/16 Glyphosate Plus 2.5 Gal	300.98			40 64000	582	10200
		<b>Total for Vendor:</b>	<b>300.98</b>					
1518	15651S	109 FERGUSON ENTERPRISES	591.67					
		Acct #725334						
1	2805582	01/05/16 Speakman Eyewash/Shower	740.53*			50 65000	352	10200
2	PY2364089	12/09/15 Credit	-148.86*			50 65000	352	10200
		<b>Total for Vendor:</b>	<b>591.67</b>					
1497	15652S	112 FGL- ENVIRONMENTAL ANALYTICAL	81.00					
		Acct #8000653						
1	584079A	01/05/16 Metals, Total-As	42.00*			50 65000	358	10200
2	584079A	01/05/16 Wet Chemistry - NO3-N	14.00*			50 65000	358	10200
3	584079A	01/05/16 Sampling-Pickup	25.00*			50 65000	358	10200
1498	15652S	112 FGL- ENVIRONMENTAL ANALYTICAL	81.00					
		Acct #8000653						
1	584154A	01/05/16 Metals, Total-As	42.00*			50 65000	358	10200
2	584154A	01/05/16 Wet Chemistry - NO3-N	14.00*			50 65000	358	10200
3	584154A	01/05/16 Sampling-Pickup	25.00*			50 65000	358	10200

\* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1504	15652S	112 FGL- ENVIRONMENTAL ANALYTICAL	170.00					
	Acct #8000653							
2	583254A	10/07/15 Organic Analysis	170.00*			50 65000	359	10200
1521	15652S	112 FGL- ENVIRONMENTAL ANALYTICAL	94.00					
	Acct #8000653							
1	584234A	01/11/16 Coliform-Colilert P/A	40.00*			50 65000	359	10200
2	584234A	01/11/16 Heterotrophic	54.00*			50 65000	359	10200
1522	15652S	112 FGL- ENVIRONMENTAL ANALYTICAL	186.00					
	Acct #8000653							
1	584233A	01/11/16 Coliform-Colilert P/A	80.00*			50 65000	359	10200
2	584233A	01/11/16 Heterotrophic	81.00*			50 65000	359	10200
3	584233A	01/11/16 Sampling Pick-Up	25.00*			50 65000	359	10200
1523	15652S	112 FGL- ENVIRONMENTAL ANALYTICAL	47.00					
	Acct #8000653							
1	584230A	01/11/16 Coliform-Colilert P/A	20.00*			50 65000	359	10200
2	584230A	01/11/16 Heterotrophic	27.00*			50 65000	359	10200
1524	15652S	112 FGL- ENVIRONMENTAL ANALYTICAL	54.00					
	Acct #8000653							
2	584231A	01/11/16 Heterotrophic	54.00*			50 65000	359	10200
1533	15676S	112 FGL- ENVIRONMENTAL ANALYTICAL	72.00					
	Acct #8000653							
2	584232A	01/14/16 Heterotrophic	27.00*			50 65000	359	10200
3	584232A	01/14/16 Coliform-Colilert-P/A	20.00*			50 65000	359	10200
4	584232A	01/14/16 Wet Chemistry	25.00*			50 65000	359	10200
1534	15676S	112 FGL- ENVIRONMENTAL ANALYTICAL	100.00					
	Acct #8000653							
4	584235A	01/14/16 Wet Chemistry	25.00*			50 65000	356	10200
5	584235A	01/14/16 Wet Chemistry	25.00*			50 65000	357	10200
6	584235A	01/14/16 Wet Chemistry	50.00*			50 65000	359	10200

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1543	15676S	112 FGL- ENVIRONMENTAL ANALYTICAL	67.00					
Acct #8000653								
2	680015A	01/18/16 Metals, Total-As	42.00*			50 65000	358	10200
3	680015A	01/18/16 Sampling-Pickup	25.00*			50 65000	358	10200
1544	15676S	112 FGL- ENVIRONMENTAL ANALYTICAL	39.00					
Acct #8000653								
4	680038A	01/18/16 Wet Chemistry-NO3-N	14.00*			50 65000	358	10200
5	680038A	01/18/16 Sampling Pickup	25.00*			50 65000	358	10200
1545	15676S	112 FGL- ENVIRONMENTAL ANALYTICAL	81.00					
Acct #8000653								
4	584254A	01/18/16 Wet Chemistry-NO3-N	14.00*			50 65000	358	10200
5	584254A	01/18/16 Sampling Pickup	25.00*			50 65000	358	10200
6	584254A	01/18/16 Metals, Total-As	42.00*			50 65000	358	10200
1566	15676S	112 FGL- ENVIRONMENTAL ANALYTICAL	213.00					
Acct #8000653								
1	680133A	01/25/16 Coliform-Colilert P/A	80.00*			50 65000	359	10200
2	680133A	01/25/16 Heterotrophic	108.00*			50 65000	359	10200
3	680133A	01/25/16 Sampling Pick-Up	25.00*			50 65000	359	10200
1567	15676S	112 FGL- ENVIRONMENTAL ANALYTICAL	54.00					
Acct #8000653								
2	680132A	01/25/16 Heterotrophic	54.00*			50 65000	359	10200
<b>Total for Vendor:</b>			<b>1,339.00</b>					
1513	15653S	486 Glenn's Repair & Rental, Inc.	294.05					
Customer #20274								
1	178611	12/18/15 Shop Supplies	294.05			20 62000	351	10200
<b>Total for Vendor:</b>			<b>294.05</b>					
1556	15677S	125 GREAT WESTERN ALARM	72.00					
Acct #A0702								
1	2242101	02/01/16 Answering Service	36.00			40 64000	380	10200
2	2242101	02/01/16 Answering Service	36.00			50 65000	380	10200

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1557	15677S	125 GREAT WESTERN ALARM	30.00					
Acct #GW-661								
1	545101	02/01/16 Monthly Alarm Monitoring	30.00			50 65000	380	10200
1558	15677S	125 GREAT WESTERN ALARM	50.00					
SMCSD - WWTP								
1	716101	02/01/16 Telephone Network Access	20.00			40 64000	380	10200
2	716101	02/01/16 Monthly Alarm Monitoring	30.00			50 65000	380	10200
<b>Total for Vendor:</b>			<b>152.00</b>					
1547	15678S	130 HAMON OVERHEAD DOOR CO INC	208.16					
1	67886	01/21/16 Lubrication	208.16*			20 62000	352	10200
<b>Total for Vendor:</b>			<b>208.16</b>					
1516	15654S	132 HD SUPPLY WATERWORKS, LTD.	1,253.04					
Acct #210091								
1	E973944	01/05/16 5/8x3/4 BL05 MTR CF 3G	1,253.04			50 65000	525	10200
<b>Total for Vendor:</b>			<b>1,253.04</b>					
1542	15679S	490 JAZZY TOWN, LLC.	29.28					
Overpayment - Jazzy Town, LLC.								
Acct #27508-01, 817 Rio Mesa Circle								
1	Acct 27508	01/05/16 Acct #27508-01, 817 Rio Me	29.28*			50 65000	805	10200
<b>Total for Vendor:</b>			<b>29.28</b>					
1525	15655S	147 JB DEWAR	488.83					
Account #80468								
1	208894	01/11/16 Diesel #2	244.41			20 62000	485	10200
2	208894	01/11/16 Diesel #2	122.21			40 64000	485	10200
3	208894	01/11/16 Diesel #2	122.21			50 65000	485	10200
<b>Total for Vendor:</b>			<b>488.83</b>					
1559	15680S	474 L.N. Curtis & Sons	1,461.74					
Customer No. 5354								
1	1383326-00	01/19/16 2 - XL/Reg FRSTRY Pant	380.00			20 40500		10200
2	1383326-00	01/19/16 2 - L/Reg FRSTRY Pant w/zi	380.00			20 40500		10200
3	1383326-00	01/19/16 3 - XL/Pre FRSTRY Pant w/z	570.00			20 40500		10200

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4	1383326-00	01/19/16 Shipping/Hndling	31.99			20 40500		10200
5	1383326-00	01/19/16 Sales Tax	99.75			20 40500		10200
<b>Total for Vendor:</b>			<b>1,461.74</b>					
1568	15681S	165 MAIL FINANCE	1,010.14					
Lease No. N15013110								
February 23, 2016 - May 22, 2016								
1	N5740451	01/22/16 Qtrly Lease of mailing equip	102.02*			20 62000	305	10200
2	N5740451	01/22/16 Qtrly Lease of mailing equip	454.06			40 64000	305	10200
3	N5740451	01/22/16 Qtrly Lease of mailing equip	454.06			50 65000	305	10200
<b>Total for Vendor:</b>			<b>1,010.14</b>					
1505	15656S	175 MIKE ROACH ELECTRIC	262.50					
Job: Waste Water Plant Switch								
1	3741	01/05/16 Electrician/Service Truck	262.50			40 64000	353	10200
1535	15682S	175 MIKE ROACH ELECTRIC	540.00					
Job: Called out to check electrical to wet well (not starting)								
1	3745	01/12/16 Electrician/Service Truck	540.00			40 64000	582	10200
<b>Total for Vendor:</b>			<b>802.50</b>					
1536	15683S	17 N Rex Awalt Corporation	6.85					
1	16648	10/21/15 parts	6.85			40 64000	582	10200
1537	15683S	17 N Rex Awalt Corporation	34.80					
1	16671	11/05/15 parts	34.80*			50 65000	353	10200
1538	15683S	17 N Rex Awalt Corporation	1.18					
1	16673	11/06/15 parts	1.18*			50 65000	353	10200
<b>Total for Vendor:</b>			<b>42.83</b>					
1551	15684S	182 NAPA	43.22					
Acct #7543								
1	696568	01/21/16 Battery	43.22			40 64000	354	10200
<b>Total for Vendor:</b>			<b>43.22</b>					

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1571	15685S	328 Parent, Tamara For the Month of February 2016 Cell Phone Reimbursement	35.00					
1	02/01/16	Cell phone Reimb Feb 2016	1.05			20 62000	465	10200
2	02/01/16	Cell phone Reimb Feb 2016	1.05			30 63000	465	10200
3	02/01/16	Cell phone Reimb Feb 2016	16.45*			40 64000	465	10200
4	02/01/16	Cell phone Reimb Feb 2016	16.45			50 65000	465	10200
<b>Total for Vendor:</b>			<b>35.00</b>					
1560	15687S	209 PG&E Acct #3675186851-8	6,083.38					
1	02/01/16	Old Fire Station	20.04			20 62000	381	10200
2	02/01/16	New Fire Station	3.29			20 62000	381	10200
3	02/01/16	New Fire Station	3.29			40 64000	381	10200
4	02/01/16	New Fire Station	3.28			50 65000	381	10200
6	02/01/16	Well #4	771.42			50 65000	381	10200
7	02/01/16	WWTP	4,252.10			40 64000	381	10200
8	02/01/16	Booster Station	15.09			50 65000	381	10200
9	02/01/16	Mission Hgts Booster	9.86			50 65000	381	10200
10	02/01/16	Reservoir	27.80			50 65000	381	10200
11	02/01/16	Landscape/Street Lights	226.79			30 63000	381	10200
12	02/01/16	SLT Well Drink Water	41.76			50 65000	381	10200
13	02/01/16	Well #3	708.66			50 65000	381	10200
<b>Total for Vendor:</b>			<b>6,083.38</b>					
1561	15686S	208 PG&E Acct #8565976480-8 Service Address: 12th & K Street, San Miguel	1,123.94					
1	01/15/16	12th & K Street, San Miguel St	1,123.94			30 63000	381	10200
<b>Total for Vendor:</b>			<b>1,123.94</b>					
1512	15657S	485 PG&E CFM/PPC Department Contract ID: 1199541: 14th Street and Mission Safety Lights	1,495.18					
1	1199541	01/08/16 Street Lights	1,495.18			30 10350		10200
<b>Total for Vendor:</b>			<b>1,495.18</b>					

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1510	15658S	399 Quinn Cat Rental	4,300.00					
Acct #1001229								
1	93C005347	12/11/15 Rammer/Vibra Plate	2,150.00			40 10350		10200
2	93C005347	12/11/15 Rammer/Vibra Plate	2,150.00			50 10350		10200
<b>Total for Vendor:</b>			<b>4,300.00</b>					
1574	15688S	226 ROBERSON, ROB	35.00					
Cell Phone Reimbursement - February 2016								
1	02/01/16	Cell phone reimbursement 2/16	35.00			20 62000	465	10200
<b>Total for Vendor:</b>			<b>35.00</b>					
1514	15659S	487 ROCKY MOUNTAIN PRINT SOLUTIONS	44.82					
1	151218-167	12/29/15 W-2/1099's Blank Forms	11.21			20 62000	115	10200
2	151218-167	12/29/15 W-2/1099's Blank Forms	11.21*			30 63000	115	10200
3	151218-167	12/29/15 W-2/1099's Blank Forms	11.20			40 64000	115	10200
4	151218-167	12/29/15 W-2/1099's Blank Forms	11.20*			50 65000	115	10200
<b>Total for Vendor:</b>			<b>44.82</b>					
1499	15660S	233 SAFEGUARD BUSINESS SYSTEMS	374.71					
Customer #QMG2PP								
1	031159221	12/21/15 #10 IMP Envelope	374.71*			10 61000	410	10200
1549	15689S	233 SAFEGUARD BUSINESS SYSTEMS	396.26					
Customer #QMG2PP								
1	031197424	01/11/16 5000 - Return Envelopes Imp	396.26*			10 61000	410	10200
1562	15689S	233 SAFEGUARD BUSINESS SYSTEMS	275.18					
Customer #QMG2PP								
1	031206360	01/13/16 4 - Grey Polo	275.18*			10 61000	495	10200
<b>Total for Vendor:</b>			<b>1,046.15</b>					
1500	15661S	238 SAN MIGUEL GARBAGE	93.96					
Monthly - January 2016								
Acct #318691								
1	01/01/16	WWTP Monthly trash disposal	46.98			40 64000	383	10200
2	01/01/16	WWTP Monthly trash disposal	46.98			50 65000	383	10200
<b>Total for Vendor:</b>			<b>93.96</b>					

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1501	15662S	459 SELECT STAFFING	561.60					
		Farrar, Michelle						
1	SL1574103	12/27/15 Temp. Hire	140.40*			20 62000	325	10200
2	SL1574103	12/27/15 Temp. Hire	140.40*			30 63000	325	10200
3	SL1574103	12/27/15 Temp. Hire	140.40*			40 64000	325	10200
4	SL1574103	12/27/15 Temp. Hire	140.40*			50 65000	325	10200
1520	15662S	459 SELECT STAFFING	898.56					
		Farrar, Michelle						
1	SL1579769	01/10/16 Temp. Hire	224.64*			20 62000	325	10200
2	SL1579769	01/10/16 Temp. Hire	224.64*			30 63000	325	10200
3	SL1579769	01/10/16 Temp. Hire	224.64*			40 64000	325	10200
4	SL1579769	01/10/16 Temp. Hire	224.64*			50 65000	325	10200
1550	15690S	459 SELECT STAFFING	912.96					
		Farrar, Michelle						
1	SL1584848	01/17/16 Temp. Hire	228.24*			20 62000	325	10200
2	SL1584848	01/17/16 Temp. Hire	228.24*			30 63000	325	10200
3	SL1584848	01/17/16 Temp. Hire	228.24*			40 64000	325	10200
4	SL1584848	01/17/16 Temp. Hire	228.24*			50 65000	325	10200
1565	15690S	459 SELECT STAFFING	542.07					
		Farrar, Michelle						
1	SL1589009	01/24/16 Temporary Staffing	135.52*			20 62000	325	10200
2	SL1589009	01/24/16 Temporary Staffing	135.52*			30 63000	325	10200
3	SL1589009	01/24/16 Temporary Staffing	135.52*			40 64000	325	10200
4	SL1589009	01/24/16 Temporary Staffing	135.51*			50 65000	325	10200
		<b>Total for Vendor:</b>	<b>2,915.19</b>					
1509	15663S	349 Shore-Tek Trench & Excavation	289.00					
		Account #1324						
1	1533	01/05/16 1 Crane, 2 Plate, Trench 6x10	289.00*			50 65000	553	10200
		<b>Total for Vendor:</b>	<b>289.00</b>					

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1541	15691S	489 SOUZA CONSTRUCTION, INC.	501.60					
		Refundable Water Deposit - Souza Construction, Inc.						
		Acct #27487-02, Hydrant Meter - 10th & Mission						
1	Acct 27487	01/15/16 Acct #27487-02, Hydrant Me	501.60*			50 65000	805	10200
		<b>Total for Vendor:</b>	<b>501.60</b>					
1539	15692S	352 Staples Credit Plan	458.79					
		Office Supplies / January 2016						
1	9732551706	01/10/16 office supplies	118.20			40 64000	410	10200
2	9732551706	01/10/16 office supplies	118.20			50 65000	410	10200
3	9732451673	01/10/16 office supplies	41.53			50 65000	351	10200
4	9732451673	01/10/16 office supplies	18.80			40 64000	350	10200
5	9732451673	01/10/16 office supplies	18.80			50 65000	350	10200
9	9733246148	01/10/16 office supplies	14.64*			20 62000	410	10200
10	9733246148	01/10/16 office supplies	14.64*			30 63000	410	10200
11	9733246148	01/10/16 office supplies	14.64			40 64000	410	10200
12	9733246148	01/10/16 office supplies	14.64			50 65000	410	10200
13	9733246148	01/10/16 office supplies	9.99			40 64000	410	10200
14	9733246148	01/10/16 office supplies	27.96*			20 62000	410	10200
15	9733459598	01/10/16 office supplies	13.95			60 66000	393	10200
16	01/10/16	Late Fees	16.40*			40 64000	911	10200
17	01/10/16	Late Fees	16.40			50 65000	911	10200
		<b>Total for Vendor:</b>	<b>458.79</b>					
1502	15664S	279 TCSN	26.95					
		Invoice for January 2016						
1	01/01/16	Email, Domain Hosting	4.05			20 62000	375	10200
2	01/01/16	Email, Domain Hosting	1.36			30 63000	375	10200
3	01/01/16	Email, Domain Hosting	10.77			40 64000	375	10200
4	01/01/16	Email, Domain Hosting	10.77			50 65000	375	10200
1532	15693S	279 TCSN	26.95					
		Invoice for February 2016						
1	02/01/16	Email, Domain Hosting	4.05			20 62000	375	10200
2	02/01/16	Email, Domain Hosting	1.36			30 63000	375	10200
3	02/01/16	Email, Domain Hosting	10.77			40 64000	375	10200
4	02/01/16	Email, Domain Hosting	10.77			50 65000	375	10200
		<b>Total for Vendor:</b>	<b>53.90</b>					

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1506	15665S	280 TEMPLETON UNIFORMS	203.23					
		David Coss						
1	87720	01/05/16 Nomex Pants & Shirts	203.23*			20 62000	495	10200
		<b>Total for Vendor:</b>	<b>203.23</b>					
1511	15666S	281 TESCO	480.00					
		Cust Number: SAN/MI						
		Job Number: 9000WW						
1	0058742-IN	12/31/15 SL 7 Tank Transducer	480.00			50 10350		10200
		<b>Total for Vendor:</b>	<b>480.00</b>					
1546	15694S	289 TOTALFUNDS BY HASLER	507.54					
		Acct#7900011001302978						
2	01/08/16	Postage	126.89*			20 62000	315	10200
3	01/08/16	Postage	126.89*			30 64000	315	10200
4	01/08/16	Postage	126.88*			40 65000	315	10200
5	01/08/16	postage	126.88*			50 62000	315	10200
		<b>Total for Vendor:</b>	<b>507.54</b>					
1573	15699S	290 TRACEY, DAVID	35.00					
		Cell Phone Reimbursement - February 2016						
1	02/01/16	Cell Phone Reimburse Feb 2016	11.67*			40 64000	465	10200
2	02/01/16	Cell Phone Reimburse Feb 2016	11.66			50 65000	465	10200
3	02/01/16	Cell Phone Reimburse Feb 2016	11.67			20 62000	465	10200
		<b>Total for Vendor:</b>	<b>35.00</b>					
1555	15695S	491 ULINE	4,671.18					
		Customer #11813523						
1	73660370	01/12/16 4 - 35 Gal Dome Top	2,380.00			60 10350		10200
2	73660370	01/12/16 3 - 7 Gal Blue Recycling Con	24.00*			20 62000	410	10200
3	73660370	01/12/16 3 - 35 Gal Dome Top	1,785.00			60 10350		10200
4	73660370	01/12/16 Sales Tax	314.18			60 10350		10200
5	73660370	01/12/16 Fright/Hndling	168.00			60 10350		10200
		<b>Total for Vendor:</b>	<b>4,671.18</b>					

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
1563	15696S	295 UNDERGROUND SERVICE ALERT	166.80					
Acct #165226								
1	16010272	01/20/16 Annual Membership	83.40			40 64000	385	10200
2	16010272	01/20/16 Annual Membership	83.40			50 65000	385	10200
<b>Total for Vendor:</b>			<b>166.80</b>					
1503	15667S	308 VERIZON 2818	53.08					
Acct #45 4586 3972328691 10 Phone 805-467-2818								
1	01/01/16	Well #4	53.08			50 65000	310	10200
<b>Total for Vendor:</b>			<b>53.08</b>					
1507	15668S	313 WALLACE GROUP	1,365.00					
Project: 0406-0002-00 SNCS D - District Engineering								
1	40790	01/07/16 General Engineering	682.50			40 64000	326	10200
3	40790	01/07/16 General Engineering	682.50			50 65000	326	10200
1508	15668S	313 WALLACE GROUP	1,548.80					
Project: 0406-0028-00 San Miguel CSD WWTP Capacity Evaluation								
1	40791	01/07/16 Principal Engineering	1,548.80			40 10350		10200
<b>Total for Vendor:</b>			<b>2,913.80</b>					
1552	15697S	317 WESTERN JANITOR SUPPLY INC	67.99					
Acct #S1235								
1	125987	01/21/16 Paper Towels	6.79*			20 62000	305	10200
2	125987	01/21/16 Paper Towels	6.80			30 63000	305	10200
3	125987	01/21/16 Paper Towels	27.20			40 64000	305	10200
4	125987	01/21/16 Paper Towels	27.20			50 65000	305	10200
<b>Total for Vendor:</b>			<b>67.99</b>					
1517	15669S	318 WILDHORSE PROPANE	293.59					
ACCT #SANM11								
1	U0054559	12/12/15 PROPANE	88.09			20 62000	382	10200
2	U0054559	12/12/15 PROPANE	11.74			30 63000	382	10200
3	U0054559	12/12/15 PROPANE	96.88			40 64000	382	10200



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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Fund Summary for Claims  
For the Accounting Period: 1/16

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<b>Fund/Account</b>	<b>Amount</b>
10 GENERAL ADMINISTRATION	
10200 HOB - General	\$22,451.15
20 FIRE PROTECTIVE SERVICES	
10200 HOB - General	\$4,089.59
30 LIGHTING	
10200 HOB - General	\$3,825.44
40 SANITARY	
10200 HOB - General	\$15,920.55
50 WATER	
10200 HOB - General	\$15,230.69
60 SOLID WASTE	
10200 HOB - General	\$4,661.13
<b>Total:</b>	<b>\$66,178.55</b>

10 GENERAL ADMINISTRATION

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received		
40000						
40370 Myers Reimbursement	0.00	0.00	12,500.00	12,500.00	0 %	
Account Group Total:	0.00	0.00	12,500.00	12,500.00	0 %	
46000 Interest						
46000 Interest	340.43	1,823.54	0.00	-1,823.54	** %	
46020 Transfer In -Fire (16.5%)	0.00	0.00	11,801.00	11,801.00	0 %	
46030 Transfer In -Lighting (3%)	0.00	0.00	2,146.00	2,146.00	0 %	
46040 Transfer In -Sewer (40%)	0.00	0.00	28,608.00	28,608.00	0 %	
46050 Transfer In -Water (40%)	0.00	0.00	28,608.00	28,608.00	0 %	
46060 Transfer In- Solid Waste (0.5%)	0.00	0.00	357.00	357.00	0 %	
46151 Refund/Adjustments	0.00	121.76	0.00	-121.76	** %	
Account Group Total:	340.43	1,945.30	71,520.00	69,574.70	3 %	
Fund Total:	340.43	1,945.30	84,020.00	82,074.70	2 %	

20 FIRE PROTECTIVE SERVICES

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
<b>40000</b>					
40220 Weed Abatement Fees	520.00	772.00	1,000.00	228.00	77 %
40300 Fireworks Permit Fees	0.00	0.00	1,000.00	1,000.00	0 %
40320 Fire Impact Fees	0.00	54,993.14	67,000.00	12,006.86	82 %
40410 Mutual Aid Fires	0.00	7,232.16	0.00	-7,232.16	** %
40420 Ambulance Reimbursement	0.00	2,207.87	2,200.00	-7.87	100 %
40500 VFF Assistance Grant	-1,842.83	-1,842.83	5,000.00	6,842.83	-37 %
Account Group Total:	-1,322.83	63,362.34	76,200.00	12,837.66	83 %
<b>42000</b>					
42200 Fire Recovery Program	0.00	0.00	500.00	500.00	0 %
Account Group Total:	0.00	0.00	500.00	500.00	0 %
<b>43000 Property Taxes Collected</b>					
43000 Property Taxes Collected	107,200.82	173,275.60	264,430.00	91,154.40	66 %
Account Group Total:	107,200.82	173,275.60	264,430.00	91,154.40	66 %
<b>46000 Interest</b>					
46010 Transfer In	0.00	0.00	33,151.00	33,151.00	0 %
46151 Refund/Adjustments	0.00	19.43	0.00	-19.43	** %
Account Group Total:	0.00	19.43	33,151.00	33,131.57	0 %
Fund Total:	105,877.99	236,657.37	374,281.00	137,623.63	63 %

30 LIGHTING

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
43000 Property Taxes Collected					
43000 Property Taxes Collected	29,484.84	48,008.99	75,229.00	27,220.01	64 %
Account Group Total:	29,484.84	48,008.99	75,229.00	27,220.01	64 %
46000 Interest					
46010 Transfer In	0.00	0.00	29,994.00	29,994.00	0 %
46151 Refund/Adjustments	0.00	19.43	0.00	-19.43	** %
Account Group Total:	0.00	19.43	29,994.00	29,974.57	0 %
Fund Total:	29,484.84	48,028.42	105,223.00	57,194.58	46 %

40 SANITARY

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
40000					
40750 Solid Waste Contract	2,400.99	12,569.79	0.00	-12,569.79	** %
40850 Wastewater Connection Fees	0.00	265,946.00	150,000.00	-115,946.00	177 %
40900 Wastewater Sales	27,876.23	196,523.35	318,000.00	121,476.65	62 %
40910 Wastewater Late Charges	586.86	3,852.33	0.00	-3,852.33	** %
Account Group Total:	30,864.08	478,891.47	468,000.00	-10,891.47	102 %
43000 Property Taxes Collected					
43000 Property Taxes Collected	16,952.14	27,210.54	45,148.00	17,937.46	60 %
Account Group Total:	16,952.14	27,210.54	45,148.00	17,937.46	60 %
46000 Interest					
46151 Refund/Adjustments	0.00	77.71	0.00	-77.71	** %
Account Group Total:	0.00	77.71	0.00	-77.71	** %
Fund Total:	47,816.22	506,179.72	513,148.00	6,968.28	99 %

50 WATER

Account	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
40000					
40440 CDBG Grant	0.00	-910.00	5,000.00	5,910.00	-18 %
40900 Wastewater Sales	0.00	0.00	1,000.00	1,000.00	0 %
Account Group Total:	0.00	-910.00	6,000.00	6,910.00	-15 %
41000 Water Sales					
41000 Water Sales	23,401.79	199,623.28	362,996.00	163,372.72	55 %
41001 Water Connection Fees	0.00	261,540.00	0.00	-261,540.00	** %
41005 Water Late Charges	1,120.67	7,822.50	0.00	-7,822.50	** %
41010 Water Meter Fees	0.00	4,500.00	95,000.00	90,500.00	5 %
Account Group Total:	24,522.46	473,485.78	457,996.00	-15,489.78	103 %
46000 Interest					
46000 Interest	0.00	0.00	1,000.00	1,000.00	0 %
46010 Transfer In	0.00	0.00	15,786.00	15,786.00	0 %
46151 Refund/Adjustments	0.00	573.85	0.00	-573.85	** %
46153 Plan Check Fees	0.00	0.00	2,000.00	2,000.00	0 %
46155 Will Serve Processing Fees	0.00	0.00	500.00	500.00	0 %
Account Group Total:	0.00	573.85	19,286.00	18,712.15	3 %
Fund Total:	24,522.46	473,149.63	483,282.00	10,132.37	98 %

60 SOLID WASTE

Account	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
46000 Interest					
46005 Franchise Fees	0.00	6,188.36	28,000.00	21,811.64	22 %
Account Group Total:	0.00	6,188.36	28,000.00	21,811.64	22 %
Fund Total:	0.00	6,188.36	28,000.00	21,811.64	22 %
Grand Total:	208,041.94	1,272,148.80	1,587,954.00	315,805.20	80 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 1 / 16

10 GENERAL ADMINISTRATION

Account	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
61000 Administration						
61000 Administration	22,451.15	28,414.45	79,872.00	79,872.00	51,457.55	36 %
Account Group Total:	22,451.15	28,414.45	79,872.00	79,872.00	51,457.55	36 %
70000 Transfer Out						
70000 Transfer Out	0.00	-20,755.18	0.00	0.00	20,755.18	*** %
Account Group Total:	0.00	-20,755.18	0.00	0.00	20,755.18	*** %
Fund Total:	22,451.15	7,659.27	79,872.00	79,872.00	72,212.73	10 %

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SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 1 / 16

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20 FIRE PROTECTIVE SERVICES

Account	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
62000 Fire						
62000 Fire	10,836.50	140,544.84	267,686.00	267,686.00	127,141.16	53 %
Account Group Total:	10,836.50	140,544.84	267,686.00	267,686.00	127,141.16	53 %
Fund Total:	10,836.50	140,544.84	267,686.00	267,686.00	127,141.16	53 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 1 / 16

30 LIGHTING

Account	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
63000 Lighting						
63000 Lighting	2,482.19	18,702.60	17,221.00	17,221.00	-1,481.60	109 %
Account Group Total:	2,482.19	18,702.60	17,221.00	17,221.00	-1,481.60	109 %
64000 Sanitary						
64000 Sanitary	126.89	243.46	0.00	0.00	-243.46	*** %
Account Group Total:	126.89	243.46	0.00	0.00	-243.46	*** %
Fund Total:	2,609.08	18,946.06	17,221.00	17,221.00	-1,725.06	110 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 1 / 16

40 SANITARY

Account	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
62000 Fire						
62500 Fire Hydrants	0.00	1,155.33	0.00	0.00	-1,155.33	*** %
Account Group Total:	0.00	1,155.33	0.00	0.00	-1,155.33	*** %
64000 Sanitary						
64000 Sanitary	23,599.08	200,035.18	396,441.00	396,441.00	196,405.82	50 %
Account Group Total:	23,599.08	200,035.18	396,441.00	396,441.00	196,405.82	50 %
65000 Water						
65000 Water	126.88	999.23	1,853.00	1,853.00	853.77	54 %
Account Group Total:	126.88	999.23	1,853.00	1,853.00	853.77	54 %
Fund Total:	23,725.96	202,189.74	398,294.00	398,294.00	196,104.26	51 %

50 WATER

Account	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
62000 Fire						
62000 Fire	126.88	530.83	0.00	0.00	-530.83	*** %
62500 Fire Hydrants	0.00	1,155.32	0.00	0.00	-1,155.32	*** %
Account Group Total:	126.88	1,686.15	0.00	0.00	-1,686.15	*** %
64000 Sanitary						
64000 Sanitary	0.00	397.00	0.00	0.00	-397.00	*** %
Account Group Total:	0.00	397.00	0.00	0.00	-397.00	*** %
65000 Water						
65000 Water	24,755.50	317,126.14	386,324.00	386,324.00	69,197.86	82 %
Account Group Total:	24,755.50	317,126.14	386,324.00	386,324.00	69,197.86	82 %
66000 SOLID WASTE						
66000 SOLID WASTE	0.00	400.00	0.00	0.00	-400.00	*** %
Account Group Total:	0.00	400.00	0.00	0.00	-400.00	*** %
Fund Total:	24,882.38	319,609.29	386,324.00	386,324.00	66,714.71	83 %

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 1 / 16

60 SOLID WASTE

Account	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
66000 SOLID WASTE						
66000 SOLID WASTE	13.95	13.95	26,250.00	26,250.00	26,236.05	0 %
Account Group Total:	13.95	13.95	26,250.00	26,250.00	26,236.05	0 %
Fund Total:	13.95	13.95	26,250.00	26,250.00	26,236.05	0 %
Grand Total:	84,519.02	688,963.15	1,175,647.00	1,175,647.00	486,683.85	59 %

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
COMA HOURS (Comp Time Accumulated)	30.00		0.00
COMP HOURS (Comp Time Used)	38.00		1,191.36
HOL HOURS (Holiday Pay)	72.00		1,632.72
J002 HOURS (EMERGENCY RESPO)	265.00		2,529.50
J003 HOURS (DRILLS ATTENDED)	108.00		1,080.00
J006 HOURS (STAND BY HOURS)	474.00		474.00
J009 HOURS (AFTER HOURS PAY)	48.00		48.00
J010 HOURS (WORK DETAIL HOU)	32.00		320.00
J011 HOURS (DUTY CAPTAIN CO)	1.00		50.00
OVER HOURS (Overtime)	4.00		220.32
REG HOURS (Regular Time)	494.50		17,778.81
SICK HOURS (Sick Time)	21.50		346.89
VACA HOURS (Vacation Time Used)	16.00		587.52
GROSS PAY	26,259.12	0.00	
NET PAY	18,099.15	0.00	
NET PAY (CHECKS)	6,143.98		
NET PAY (DIRECT DEPOSIT)	11,955.17		
1959 SURVIVOR	5.58	0.00	
4680 & 26019	886.36	1,500.16	
CA-UNEMPLOYMENT	0.00	749.30	
CALPERS 457	500.00	0.00	
CALPERS HEALTH	1,080.62	1,381.85	
ETT	0.00	16.68	
FIT	2,957.13	0.00	
INCOME WITHHOLD	389.04	0.00	
MEDICARE	378.93	378.93	
SDI	227.02	0.00	
SDRMA DENTAL	104.65	128.52	
SDRMA VISION	21.10	19.59	
SIT	815.41	0.00	
SLOCEA DUES	86.70	0.00	
SOCIAL SECURITY	707.43	707.43	
UNEMPL. INSUR.	0.00	1,539.56	
B OF A	4,578.48	0.00	
COAST HILLS	188.59	0.00	
ESLOC CREDIT UN	3,583.17	0.00	
RABOBANK	1,749.02	0.00	
WASHINGTON MUTU	300.00	0.00	
WELL FARGO	1,555.91	0.00	
FIT/SIT BASE	23,660.81	0.00	
MEDICARE BASE	26,133.37	0.00	
SOC SEC BASE	11,410.50	0.00	
WC BASE	26,185.68	0.00	
Total		6,422.02	
Total Payroll Expense (Gross Pay + Employer Contributions):		32,681.14	

Check Summary

-----					
Payroll Checks Prev. Out.		\$34,449.08			
Payroll Checks Issued		\$21,080.83			
Payroll Checks Redeemed		\$16,079.27			
Payroll Checks Outstanding		\$39,450.64			
Electronic Checks		\$11,955.17			
Deductions Accrued		Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
-----		-----	-----	-----	-----
Social Security	1414.86	6560.56		7975.42	21650
Medicare	757.86	3494.22		4252.08	21655
Unempl. Insur.	1539.56			1539.56	21606
Workers' Comp	0.00				21725
FIT	2957.13	16245.45		19202.58	21640
SIT	815.41	1596.73	2469.30	-57.16	21670
1959 SURVIVOR	5.58	13.02	1426.64	-1408.04	21855
4680 & 26019	2386.52	5294.42	8659.02	-978.08	21800
CALPERS HEALTH	2462.47			2462.47	21810
ETT	16.68	35.88	53.70	-1.14	21609
SDI	227.02	459.66	696.88	-10.20	21675
CA-UNEMPLOYMENT	749.30	94.63	565.52	278.41	21700
SDRMA DENTAL	233.17		77.00	156.17	21811
SDRMA VISION	40.69		13.05	27.64	21812
INCOME WITHHOLD	389.04		389.04		21610
SLOCEA DUES	86.70		86.70		21620
CALPERS 457	500.00		500.00		21860
FRANCHISE TAX B	0.00				21610
Total Ded.	14581.99	33794.57	14936.85	33439.71	

\*\*\*\* Carried Forward column only correct if report run for current period.



## San Miguel Community Services District Finance & Budget Committee

### Staff Report

February 16, 2016

AGENDA ITEM: V-4

**SUBJECT:** Review and approve repairing damage to the SLT Well house roof failure.

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#### **STAFF RECOMMENDATION:**

Committee should review and approve repairing the damage to the SLT Well House and make a recommendation to Board to approve an appropriation for Water Capital Reserve for this repair.

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#### **BACKGROUND:**

Over the course of the last year, we have experienced damage to the SLT Well house stemming from a small concealed roof leak which was hidden from detection until a lot of damage was done. Efforts were made to seal the leak in the roof, but the damage to the roof sheeting made it impossible to keep leaking from reoccurring. Staff also removed the interior sheeting and insulation only to find an even worse than expected due to amount of water damage to the sheeting and insulation.

The proposal is to remove the roofing, all damaged roof sheeting, as well as any damaged interior sheeting and insulation, then replace the sheeting and insulation, install rubber membrane type roofing that will last at least 20 years with no maintenance. Once the repairs are made, District utility crew will repaint the well house and control building inside and out.

#### **Fiscal Impact:**

The initial estimate from CGM Construction is \$4,318.00 for all needed work less painting. Painting is proposed to be done by District staff but can be contracting out for painting is also an option. Additional bids have been secured and attached for Committee review prior to decision.

**Staff Recommendation:** Staff recommends that the Committee recommend approval to the Board. The E & F Committee reviewed this request at its February 10<sup>th</sup> meeting and approved.

**PREPARED BY:**

Kelly Dodds

**APPROVED BY:**

Darrell Gentry

Utility Supervisor

General Manager