



## SAN MIGUEL COMMUNITY SERVICES DISTRICT BOARD OF DIRECTOR & GROUNDWATER SUSTAINABILITY AGENCY

Rod Smiley, President      Raynette Gregory, Vice-President  
Berkley Baker, Director      Anthony Kalvans, Director      Owen Davis, Director

### REGULAR BOARD OF DIRECTORS & GROUNDWATER SUSTAINABILITY AGENCY AGENDA Open Session 6:00 PM

601 12th Street San Miguel, CA Date: 05-23-2024

**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, may do so at [www.sanmiguelcsd.org](http://www.sanmiguelcsd.org). 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. Speakers are **limited to three minutes**. Please sign in with name and address at podium.*
6. **Special Presentations/Public Hearings/Other**
  1. **Public Hearing:** Consider adoption of RESOLUTION 2024-18 adopting the San Miguel Community Service District Fiscal Year 2024-25 SMCSD Operation and Maintenance and Capital Improvement Project Budgets.
7. **Non- District Reports**
  1. San Luis Obispo County Organizations
  2. Community Service Organizations
  3. Camp Roberts—Army National Guard
8. **Staff & Committee Reports - Receive & File**
  1. General Manager
  2. District Counsel
  3. District Utilities
  4. Fire Chief Report
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. 4-25-2024 Draft San Miguel CSD Board of Directors & Groundwater Sustainability Agency meeting minutes
  2. Consideration of RESOLUTION 2024-19 requesting consolidation of the San Miguel Community Services District's Biennial Election with County's November 5th, 2024, Consolidated General Election.
  3. District Statement of Investment Policy for Fiscal Year 2024-25 (Annual Approval)
  4. Drug and Alcohol Policy routine review and update to comply with current law and regulation - RESOLUTION 2024-22
10. **Board Action Items**
  1. Monthly Financial Reports for April 2024 (Recommend receive and file by Board consensus)
  2. **CONTINUATION OF DISCUSSION AND POTENTIAL ACTION REGARDING THE ADOPTION OF WATER RATES FROM SEPTEMBER 28TH 2023 BOARD**

**MEETING**

Pursuant to Article XIII (D) of the California Constitution that San Miguel Community Services District is continuing the discussion regarding the protest ballots submitted and will consider taking action to update the rate structure and increase its rates for water services. (Resolution 2024-01)

- 3. Adopt revisions to District water and wastewater Billing policy - RESOLUTION 2024-02 (Recommend review and approve by 3/5 vote)
- 4. Approve RESOLUTION 2024-21 authorizing the abatement of weeds within the District boundaries. (Review and approve by 3/5 vote)
- 5. Discussion on Street Lighting and Landscaping powers within the District.

**Adjourn to the San Miguel Community Services District Groundwater Sustainability Agency (GSA)**

**11. GSA Board Action Items**

- 1. Update from May 22, 2024 Paso Basin Cooperative Committee meeting

**Reconvene to the San Miguel Community Services District Board of Directors**

**12. 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.*

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

- 1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code, § 54957(b)(1))** Title: General Manager
- 2. **CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation**  
Pursuant to Government Code Section 54956.9 (d)(1) Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039* and Case: *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*

**14. Report out of Closed Session**

**15. 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 SMCS D office.**

**Date:**

**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

May 23, 2024

**AGENDA ITEM: 6.1**

**SUBJECT: Public Hearing:** Consider adoption of RESOLUTION 2024-18 adopting the San Miguel Community Service District Fiscal Year 2024-25 SMCSO Operation and Maintenance and Capital Improvement Project Budgets.

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**SUGGESTED ACTION:** Hold Public Hearing regarding the DRAFT FINAL Fiscal Year 2024-25 Annual Budget; after Public Hearing approve RESOLUTION 2024-18 adopting SMCSO Operation and Maintenance, and Capital Improvement Project Budgets for FY 2024-25.

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**DISCUSSION:**

Annually, the Board is tasked with reviewing and approving the Operation and Maintenance (O&M) budget for the District.

These DRAFT FINAL 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 FINAL 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. Once approved, these budgets will take effect July 1<sup>st</sup>, 2024.

**REVENUE NOTE:** All property tax revenues are estimates provided (annually) to the District by the County of San Luis Obispo.

**REVENUE TRANSFERS:** Transfers from the Operating Cash account to either Operational Reserve or Capital Reserve may be made within a department to meet District Reserve goals based on the approved District Reserve Policy. This usually occurs at the close of a Fiscal Year but may occur at any time throughout the year as needed.

Transfers from Capital Reserve to fund specific Capital Project Expenditures are only done after the Expense is incurred and only for the amount approved or incurred if that amount is different than the total amount approved (whichever is less).

**Budget Overview** As of March 31<sup>st</sup> 75% of the fiscal year has been completed.

**FIRE PROTECTION DEPARTMENT (FUND 20)**

**2023-24 Budget performance thru March 31<sup>st</sup>, 2024**

- |                              |                          |                |
|------------------------------|--------------------------|----------------|
| • Budgeted Revenue \$614,304 | Actual Revenue \$409,139 | Percentage 67% |
| • Budgeted Expense \$633,916 | Actual Expense \$483,066 | Percentage 76% |

**2024-25 DRAFT Budget**

- Budgeted Revenue \$643,697      Budgeted Expense \$620,677      Net \$23,202
- Budgeted Project Cost \$138,719 (\$202,144 of ongoing project cost expended to date, \$133,219 remaining at time of this report)

*\$80,769 (included in budgeted total) is to be transferred from the Capital reserve account for Project 21006 (Temporary Housing Unit) and Engine 8668 annual loan payment.*

**LIGHTING DEPARTMENT (FUND 30)**

**2023-24 Budget performance thru March 31<sup>st</sup>, 2023**

- Budgeted Revenue \$168,681      Actual Revenue \$146,287      Percentage 87%
- Budgeted Expense \$148,791      Actual Expense \$43,269      Percentage 29%

**2024-25 DRAFT Budget**

- Budgeted Revenue \$163,287      Budgeted Expense \$158,958      Net \$4,329
- Budgeted Project Cost \$16,473

**WASTEWATER DEPARTMENT (FUND 40)**

**2023-24 Budget performance thru March 31<sup>st</sup>, 2023**

- Budgeted Revenue \$2,692,986      Actual Revenue \$1,134,879      Percentage 42%
- Budgeted Expense \$2,630,209      Actual Expense \$1,332,481      Percentage 51%

**2024-25 DRAFT Budget**

- Budgeted Revenue \$2,958,964      Budgeted Expense \$2,957,286      Net \$1,678
- Budgeted Project Cost \$1,412,765 (\$1,328,094 of project cost expended in 2023-24, \$1,402,765 remaining at the time of this report)

**WATER DEPARTMENT (FUND 50)**

**2023-24 Budget performance thru March 31<sup>st</sup>, 2023**

- Budgeted Revenue \$1,167,837      Actual Revenue \$757,777      Percentage 65%
- Budgeted Expense \$1,238,301      Actual Expense \$787,097      Percentage 64%

**2024-25 DRAFT Budget**

- Budgeted Revenue \$1,107,676      Budgeted Expense \$1,101,328      Net \$6,348
- Budgeted Project Cost \$50,000

**SOLID WASTE DEPARTMENT (FUND 60)**

**2023-24 Budget performance thru March 31<sup>st</sup>, 2023**

- Budgeted Revenue \$60,753      Actual Revenue \$39,349      Percentage 65%

- Budgeted Expense \$67,253      Actual Expense \$28,843      Percentage 43%

**2024-25 DRAFT Budget**

- Budgeted Revenue \$43,936      Budgeted Expense \$60,179      Net \$16,243
- Budgeted Project Cost \$0

**DISTRICT TOTALS**

**2023-24 Budget performance thru March 31<sup>st</sup>, 2022**

- Budgeted Revenue \$4,704,361      Actual Revenue \$2,487,433      Percentage 53%
- Budgeted Expense \$4,718,470      Actual Expense \$2,674,757      Percentage 57%

**2024-25 DRAFT Budget**

- Budgeted Revenue \$4,917,560      Budgeted Expense \$4,898,428      Net \$19,132
- Budgeted Project Cost \$1,617,957 (\$937,897 of project costs expended in 2023-24)

**THE DRAFT CAPITAL IMPROVEMENT PROJECTS (CIP'S) ARE OUTLINED BELOW.**

First 2 digits of project number relate to the fiscal year in which it started. The last 3 digits are the project number in sequence for which it was entered into the system.

**THE FOLLOWING PROJECTS ARE CONTINUING FROM PRIOR FISCAL YEARS UNDER THE ORIGINAL FUNDING AMOUNT**

- **20001 – WWTF Final Design/ project management.** This project is for the design and management of the WWTF upgrade and expansion. This project is carried over from the 2020-21 fiscal year. Funded with capital reserves.
- **21002 – Water Main flushing project.** At the direction of the Waterboard, the District will be required to flush water mains in a proactive attempt to reduce arsenic buildup in the water distribution system. Approved through Resolution 2021-39.
- **21003 – WWTF Membrane Bio Reactor.** Purchase of the Membrane Bio Reactor treatment system currently under contract with Fluid Resource Management. This project is carried over from the 2021-22 fiscal year in Resolution 2021-33. Funded with capital reserves.
- **21006 – Temporary Housing Unit.** Finance, purchase, and installation of a Temporary Housing Unit (THU) for the Fire Station. Resolution 2022-21, 22.
- **21008 – Sanitary Sewer lining and manhole rehabilitation project** Planning and assessment of the sanitary sewer mains and manholes to prepare for repairs and lining construction plans and specifications. Approved through Resolutions 2022-59, 2023-44, 48, 50.
- **22002 – Electric Vehicle for WWTF.** Purchase of an electric service vehicle for sole use at the WWTF for daily operation and maintenance. Funded with Capital Reserves.
- **22003 – Replacement Utility Vehicle.** Replacement of the existing utility vehicle with a utility vehicle which meets the current and planned needs of the Utilities Departments, both now and in the foreseeable future. Funded with Capital Reserves.
- **22004 – Replacement Sewer Video Camera.** Purchase of a replacement sewer video camera system to replace the system donated to the District from The City of Paso Robles. Funded with Capital Reserves.
- **22005 – Cost of Service Rate study for funds 30, 40, 50, 60.** Each fund will pay their share of the study cost, funds 30 and 60 will pay for their share of cost with Operational reserves while

funds 40 and 50 will pay for their share of cost with Capital reserves. Resolution 2022-37.

- **22006 – Annual Water Meter Replacement.** Previously funded in the O&M budget this annual replacement is a CIP item and is included in this year’s CIP Budget. Funded with Operational Reserves.
- **22007 – Mission Street trash and recycling cans.** Purchase new and replacement trash and recycling cans for Mission Street. Funded with Capital Reserves.
- **22010 – 3W water line from WWTF to Vino Farms.** SGMA grant for GSA project to install 3W line from WWTF to Vino farms and Courtside. Resolution 2022-67, 70.
- **22012 – Water Tank Inspection and Repair.** Inspection and repair of the 2009 Steel 0.65M gallon Tank approved through Resolution 2022-64 and funded with Capital Reserves.
- **23001 – Vacuum Trailer**
- **23002 – Septic to Sewer Conversion.** Installation of sewer collection on the San Lawrence Terrace to mitigate negative effects of Septic on Groundwater. Part of the District’s Master Plan and approved by Resolution 2023-43, a Grant to fund the project is being applied for.

**THE FOLLOWING PROJECTS ARE PROPOSED PROJECTS TO BE STARTED AND FUNDED WITHIN THE 2024-25 FISCAL YEAR**

- **24001 – Fire Station Renovation.**

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**FISCAL IMPACT:**

Once adopted the Budget will guide District spending for the 2024-25 Fiscal Year.

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PREPARED BY: Michelle Hido

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# San Miguel Community Services District

PROPOSED OPERATING BUDGET  
FISCAL YEAR 2024-2025



FIRE – LIGHTING/LANDSCAPING – WASTEWATER – WATER – SOLID WASTE

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2024 - 2025

**20 FIRE PROTECTION DEPARTMENT**

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
62000	Fire										
105	Salaries and Wages	132,754	161,041	151,210	118,907	128,416	93%	137,022		137,022	107%
111	BOD Stipend	1,408	2,002	1,270	1,392	1,704	82%	2,100		2,100	123%
115	Payroll Expenses	4,856	2,827		3	0	***%			0	0%
116	OES Payroll Expense		431			0	0%			0	0%
117	OES Duty Coverage		4,616			0	0%			0	0%
118	OES Payroll Tax SUI		1,335			0	0%			0	0%
120	Workers' Compensation	10,044	8,735	30,753	29,429	29,429	100%	34,000		34,000	116%
121	Physicals	75	885		16	1,000	2%	1,000		1,000	100%
125	Volunteer Firefighter Sti	47,372	49,391	88,687	75,153	60,000	125%	72,500		72,500	121%
126	OES Strike Team Payroll	114,489	89,874		20,747	14,748	141%			0	0%
135	Payroll Tax - FICA/SS	9,027	3,458	5,426	5,349	2,278	235%	2,300		2,300	101%
140	Payroll Tax - Medicare	2,229	2,762	3,591	3,094	2,087	148%	2,008		2,008	96%
150	Payroll Tax - SDI				117	0	***%			0	0%
155	Payroll Tax - SUI	3,234	2,449	2,408	2,399	6,115	39%	512		512	8%
160	Payroll Tax - ETT		16	46	45	130	35%	138		138	106%
205	Insurance - Health	5,225	7,187	12,395	11,065	11,342	98%	6,620		6,620	58%
210	Insurance - Dental	530	774	714	605	674	90%	342		342	51%
215	Insurance - Vision	87	122	115	98	108	91%	56		56	52%
225	Retirement - PERS Expense	7,261	10,323	16,751	14,145	16,585	85%	16,845		16,845	102%
305	Operations & Maintenance	8,531	1,811	4,406	1,574	10,900	14%	10,000		10,000	92%
307	OES Strike Team Expenses	331			998	555	180%			0	0%
310	Phone & Fax Expense	444	2,921	1,143	895	1,500	60%	1,190		1,190	79%
315	Postage, Shipping & Freig	533	218	593	147	300	49%	317		317	106%
319	Legal: P.R.A.s - Professi	2,209	687	407		500	0%	500		500	100%
320	Printing & Reproduction	478	142	364		1,000	0%	1,000		1,000	100%
321	IT Services - Professiona		4,074	9,977	8,930	8,000	112%	15,600		15,600	195%
323	Auditor - Professional Sv		2,341	2,465	3,416	4,000	85%	4,286		4,286	107%
325	Accounting - Professional	4,451	2,038	1,236	2,924	2,500	117%	2,000		2,000	80%
326	Engineering - Professiona	1,330	1,235	1,158	1,840	3,000	61%	3,000		3,000	100%
327	Legal: General - Professi	15,147	16,636	15,304	10,700	18,000	59%	18,000		18,000	100%
328	Insurance - Prop & Liabil	22,508	13,747	16,555	20,175	20,175	100%	24,000		24,000	119%
330	Contract Labor	867				0	0%			0	0%
333	Legal: HR - Professional	16,155	12,003	9,648	5,921	10,000	59%	8,000		8,000	80%
334	Maintenance Agreements	6,623	2,517	2,342	2,654	5,000	53%	3,000		3,000	60%
335	Meals	429	37	325	92	500	18%	500		500	100%
340	Meetings and Conferences		482	3		500	0%	500		500	100%
341	Space Rental				763	1,000	76%	840		840	84%
345	Mileage Expense Reimburse	15	86			500	0%	500		500	100%
346	OES Equip Repairs & Main				42	42	100%			0	0%
348	Safety Equipment and Supp	821	226	365	2,611	5,000	52%	5,000		5,000	100%
350	Repairs & Maint - Compute	1,301	236			2,000	0%	2,000		2,000	100%
351	Repairs & Maint - Equip	1,925	12,870	13,520	7,695	10,000	77%	10,000		10,000	100%
352	Repairs & Maint - Structu	288	8,921	42,796	1,016	4,000	25%	4,000		4,000	100%
354	Repairs & Maint - Vehicle	14,066	8,793	5,010	7,373	8,000	92%	8,000		8,000	100%
355	Testing & Supplies (WWTP)		70			0	0%			0	0%
359	Testing & Supplies - Othe			396	386	1,000	39%	1,000		1,000	100%
370	Dispatch Services (Fire)	8,797	10,874	15,375	14,936	17,000	88%	19,000		19,000	112%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2024 - 2025

**20 FIRE PROTECTION DEPARTMENT**

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
375	Internet Expenses	1,140	612	640	1,819	2,000	91%	2,500		2,500	125%
376	Web Page - Upgrade/Maint	552	492	768	717	2,000	36%	1,000		1,000	50%
380	Utilities - Alarm Service			105	385	1,000	39%	1,000		1,000	100%
381	Utilities - Electric	2,531	3,419	3,924	224	6,000	4%	6,500		6,500	108%
382	Utilities - Propane	327	300	964	1,533	2,000	77%	2,500		2,500	125%
384	Utilities - Water/Sewer		4	753	1,518	1,700	89%	2,000		2,000	118%
385	Dues and Subscriptions	7,963	9,868	14,050	5,024	6,000	84%	6,500		6,500	108%
386	Education and Training	1,526	9,239	4,450	7,069	8,000	88%	10,000		10,000	125%
388	Education and training: C					1,000	0%			0	0%
393	Advertising and Public No	150	132	338	35	1,000	4%	1,000		1,000	100%
394	LAFCO Allocations	1,483	1,211	1,483	1,933	2,000	97%	1,932		1,932	97%
395	Community Outreach	418	289	59		1,000	0%	1,000		1,000	100%
405	Software		2,127			3,000	0%	3,000		3,000	100%
410	Office Supplies	541	757	2,026	734	2,000	37%	2,000		2,000	100%
445	CPR/FIRST AID TRAINING MA					500	0%	500		500	100%
450	EMS Supplies	4,265	1,888	2,194	1,255	5,000	25%	5,000		5,000	100%
455	Fire Safety Gear & Equipm	30,627	920			5,000	0%	5,000		5,000	100%
456	State Fire Grants	4,967	1,741	19,165	28,003	34,247	82%	20,000		20,000	58%
457	CFF Grant - California Fi	5,282	7,332			0	0%			0	0%
458	Grants- Professional Serv				5,683	4,000	142%	4,000		4,000	100%
465	Cell phones, Radios and P	695	1,357	2,424	1,238	2,000	62%	2,000		2,000	100%
470	Communication Equipment	839	13,640	3,952	1,249	1,000	125%	1,500		1,500	150%
475	Computer Supplies & Upgra	965	1,365	5,047	4,302	4,396	98%	5,000		5,000	114%
485	Fuel Expense	6,082	10,953	7,935	5,544	9,000	62%	8,000		8,000	89%
490	Small Tools & Equipment	1,919	1,104			2,000	0%	2,000		2,000	100%
495	Uniform Expense	3,435	4,257	895	1,638	5,000	33%	5,000		5,000	100%
500	Capital Outlay	759	-53,000	18,542		0	0%			0	0%
502	Capital Outlay- Fire				10,911	10,911	100%			0	0%
503	Weed Abatement Costs	1,976	5,928	366	5,533	5,150	107%	5,500		5,500	107%
505	Fire Training Grounds	689	1,402			1,000	0%			0	0%
510	Fire Station Renovation	474	130		2,226	2,500	89%	5,500		5,500	220%
511	Fire- Temp Housing Unit	4,800	11,698	17,954		0	0%			0	0%
512	Fire- Escrow Temp Housing			1,175	11,821	4,240	279%			0	0%
710	County Hazmat Dues		2,000	2,000	2,000	2,500	80%	2,500		2,500	100%
715	Licenses, Permits and Fee	287				0	0%			0	0%
820	Fireworks Clean Up				500	500	100%	500		500	100%
900	District Strategic Plan		6,791	324		0	0%			0	0%
940	Bank Service Charges		7			0	0%			0	0%
949	Lease agreements			4,385	5,760	5,760	100%	5,800		5,800	101%
960	Property Tax Expense	211	211	299	154	154	100%	200		200	130%
981	Debt Svcs Equipt - Princi		34,208	36,088	36,397	36,482	100%	37,675		37,675	103%
982	Debt Svcs Equipt - Intere		12,875	11,838	10,686	10,711	100%	9,517		9,517	89%
983	Debt Svcs Structure- Prin			23,013	23,013	23,899	96%	23,013		23,013	96%
984	Debt Svcs Structure - Int			10,564	10,564	9,678	109%	10,564		10,564	109%
990	Retirement/Health Ins Lia					0	0%	3,300		3,300	*****
	Account:	530,743	546,450	654,474	567,120	633,916	89%	620,677	0	620,677	98%
	<b>Fund:</b>	530,743	546,450	654,474	567,120	633,916	89%	620,677	0	620,677	98%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2024 - 2025

**30 STREET LIGHTING DEPARTMENT**

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
63000	Lighting										
101	EE Timekeeping Costs				136	300	45%	300		300	100%
105	Salaries and Wages	11,427	13,897	12,657	12,151	16,745	73%	20,957		20,957	125%
111	BOD Stipend	128	182	118	164	264	62%	350		350	133%
115	Payroll Expenses	121	87			0	0%			0	0%
120	Workers' Compensation	590	350	18	-15	0	***%	350		350	*****%
121	Physicals		2		6	50	12%	50		50	100%
135	Payroll Tax - FICA/SS	27	47	20	10	60	17%	57		57	95%
140	Payroll Tax - Medicare	164	191	190	175	247	71%	306		306	124%
150	Payroll Tax - SDI				6	0	***%			0	0%
155	Payroll Tax - SUI	78	82	55	56	800	7%	86		86	11%
160	Payroll Tax - ETT			1	1	12	8%	16		16	133%
205	Insurance - Health	1,136	1,578	2,326	1,625	1,783	91%	1,783		1,783	100%
210	Insurance - Dental	54	122	66	60	66	91%	51		51	77%
215	Insurance - Vision	6	16	11	10	12	83%	10		10	83%
225	Retirement - PERS Expense	1,927	2,450	1,487	1,409	1,389	101%	1,907		1,907	137%
305	Operations & Maintenance	469	462	597	32	1,500	2%	1,500		1,500	100%
310	Phone & Fax Expense		186	105	91	100	91%	200		200	200%
315	Postage, Shipping & Freig	13	20	12	15	100	15%	100		100	100%
319	Legal: P.R.A.s - Professi		65	42		150	0%	150		150	100%
320	Printing & Reproduction	8	16	2		150	0%	150		150	100%
321	IT Services - Professiona		346	1,286	946	3,300	29%	400		400	12%
323	Auditor - Professional Sv	242	228	250	342	600	57%	725		725	121%
325	Accounting - Professional	145	197	126	289	750	39%	750		750	100%
326	Engineering - Professiona			170		5,000	0%	5,000		5,000	100%
327	Legal: General - Professi	2,865	1,463	2,250	1,618	3,000	54%	3,000		3,000	100%
328	Insurance - Prop & Liabil	945	925	3,313	2,014	2,100	96%	3,000		3,000	143%
329	New Hire Screening	23				50	0%	100		100	200%
330	Contract Labor	75				5,000	0%	5,000		5,000	100%
331	Legal: SMEA - Professiona					300	0%	300		300	100%
333	Legal: HR - Professional	845	719	516	804	1,500	54%	2,000		2,000	133%
334	Maintenance Agreements	381	227	239	251	600	42%	400		400	67%
335	Meals	5				150	0%	150		150	100%
340	Meetings and Conferences		49			350	0%	350		350	100%
341	Space Rental				76	150	51%	150		150	100%
345	Mileage Expense Reimburse	52	11			150	0%	150		150	100%
348	Safety Equipment and Supp	61				1,000	0%	1,000		1,000	100%
350	Repairs & Maint - Compute	122	5			150	0%	150		150	100%
351	Repairs & Maint - Equip		97	133		10,000	0%	10,000		10,000	100%
352	Repairs & Maint - Structu	72	1			500	0%	500		500	100%
353	Repairs & Maint - Infrast	4,259	4,913	8,604	481	10,000	5%	18,000		18,000	180%
354	Repairs & Maint - Vehicle			26		1,000	0%	500		500	50%
375	Internet Expenses			42	106	150	71%	350		350	233%
376	Web Page - Upgrade/Maint	48	48	48	75	425	18%	150		150	35%
381	Utilities - Electric	14,269	14,592	14,708	13,617	20,000	68%	20,000		20,000	100%
382	Utilities - Propane	28	29	46		0	0%			0	0%
383	Utilities - Trash					0	0%	50		50	*****%
384	Utilities - Water/Sewer	7,084	8,764	10,868	7,721	15,500	50%	15,500		15,500	100%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2024 - 2025

**30 STREET LIGHTING DEPARTMENT**

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
385	Dues and Subscriptions	145	224	312	216	1,500	14%	750		750	50%
386	Education and Training	24	220	141	55	2,000	3%	2,000		2,000	100%
393	Advertising and Public No	2	13	2	3	500	1%	500		500	100%
394	LAFCO Allocations	247	1,211	1,492	1,933	1,933	100%	2,000		2,000	103%
395	Community Outreach		13	3		150	0%	150		150	100%
410	Office Supplies	184	58	39	12	500	2%	500		500	100%
432	Utility Rate Design Study					30,000	0%	30,000		30,000	100%
465	Cell phones, Radios and P	67	82	124	163	200	82%	200		200	100%
475	Computer Supplies & Upgra		268	576		0	0%			0	0%
485	Fuel Expense		3			200	0%	200		200	100%
490	Small Tools & Equipment	1,301	1,551			5,000	0%	5,000		5,000	100%
495	Uniform Expense	51	101	129	4	100	4%	100		100	100%
500	Capital Outlay	9,065		11,017		0	0%			0	0%
581	WWTP Expansion	1,841				0	0%			0	0%
582	WWTP Plant Maintenance	33				0	0%			0	0%
715	Licenses, Permits and Fee					100	0%	100		100	100%
900	District Strategic Plan		663	34		0	0%			0	0%
925	Bank Fees			4	-1	5	-20%	10		10	200%
940	Bank Service Charges		1			50	0%	50		50	100%
949	Lease agreements			485	1,210	1,200	101%	1,400		1,400	117%
	Account:	60,629	56,775	74,690	47,867	148,891	32%	158,958	0	158,958	107%
70000	Transfers										
	352 Repairs & Maint - Structu			2,325	-98	-100	98%			0	0%
	Account:			2,325	-98	-100	98%	0	0	0	0%
	<b>Fund:</b>	60,629	56,775	77,015	47,769	148,791	32%	158,958	0	<b>158,958</b>	107%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**

For the Year: 2024 - 2025

**40 WASTEWATER DEPARTMENT**

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
63000	Lighting										
205	Insurance - Health			908		0	0%			0	0%
	Account:			908		0	***%	0	0	0	0%
64000	Sanitary										
101	EE Timekeeping Costs				1,221	2,400	51%	2,400		2,400	100%
105	Salaries and Wages	199,536	202,212	197,183	131,799	330,338	40%	240,941	-40,000	200,941	61%
109	Stand-by Hours	7,020	3,015			0	0%			0	0%
110	Payroll Tax Expense				219	500	44%	500		500	100%
111	BOD Stipend	2,304	3,276	2,052	2,088	1,872	112%	2,100		2,100	112%
115	Payroll Expenses	2,117	1,655			0	0%			0	0%
120	Workers' Compensation	8,222	8,078	9,452	8,648	9,500	91%	11,115		11,115	117%
121	Physicals	75	88	75	115	150	77%	150		150	100%
135	Payroll Tax - FICA/SS	461	847	447	129	1,167	11%	1,281		1,281	110%
140	Payroll Tax - Medicare	2,864	2,926	2,878	1,920	4,817	40%	3,525		3,525	73%
150	Payroll Tax - SDI				69	0	***%			0	0%
155	Payroll Tax - SUI	1,319	1,425	1,225	789	15,614	5%	1,209		1,209	8%
160	Payroll Tax - ETT		3	26	18	211	9%	140		140	66%
205	Insurance - Health	23,717	24,624	26,591	17,404	54,582	32%	54,582		54,582	100%
206	Insurance - CalPers Healt	1,455	19,984	21,552		0	0%			0	0%
210	Insurance - Dental	1,098	2,221	1,166	809	2,234	36%	1,273		1,273	57%
215	Insurance - Vision	51	271	199	131	309	42%	156		156	50%
225	Retirement - PERS Expense	24,520	25,553	15,746	14,541	35,463	41%	16,705		16,705	47%
305	Operations & Maintenance	5,788	4,910	10,253	8,607	8,000	108%	10,000		10,000	125%
310	Phone & Fax Expense	1,107	3,184	2,153	1,128	1,500	75%	1,200		1,200	80%
315	Postage, Shipping & Freig	3,482	598	194	189	1,000	19%	400		400	40%
319	Legal: P.R.A.s - Professi		1,222	610		1,000	0%	1,000		1,000	100%
320	Printing & Reproduction	627	144	86		1,000	0%	500		500	50%
321	IT Services - Professiona		6,870	12,746	11,948	14,800	81%	11,500		11,500	78%
323	Auditor - Professional Sv	3,997	4,340	4,060	3,643	3,644	100%	4,286		4,286	118%
324	GSA-GSP - Professional Sv	218				0	0%			0	0%
325	Accounting - Professional	2,776	3,725	1,858	3,154	4,500	70%	5,000		5,000	111%
326	Engineering - Professiona	13,894	3,841	19,813	13,227	20,000	66%	10,000		10,000	50%
327	Legal: General - Professi	39,041	31,425	26,646	16,680	30,000	56%	30,000		30,000	100%
328	Insurance - Prop & Liabil	12,357	12,842	17,980	17,609	17,650	100%	20,650		20,650	117%
329	New Hire Screening	23	23	45		100	0%	100		100	100%
330	Contract Labor	1,319				15,000	0%	5,000		5,000	33%
331	Legal: SMEA - Professiona			5,225	1,472	3,500	42%	3,500		3,500	100%
333	Legal: HR - Professional	14,795	12,865	6,561	10,259	9,500	108%	10,000		10,000	105%
334	Maintenance Agreements	8,809	4,971	5,709	4,264	8,000	53%	4,500		4,500	56%
335	Meals	5				100	0%	100		100	100%
340	Meetings and Conferences		932			1,000	0%	500		500	50%
341	Space Rental				983	1,000	98%	1,000		1,000	100%
345	Mileage Expense Reimburse	640	192			1,000	0%	500		500	50%
348	Safety Equipment and Supp	1,553	336	1,621	1,352	2,000	68%	2,000		2,000	100%
349	Repairs & Maint - Mission	2,043	4,705	5,348	9,002	7,500	120%	6,935		6,935	92%
350	Repairs & Maint - Compute	1,314	97	16		1,600	0%	1,600		1,600	100%
351	Repairs & Maint - Equip	1,220	5,946	5,472	2,460	8,000	31%	5,000		5,000	63%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2024 - 2025

**40 WASTEWATER DEPARTMENT**

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
352	Repairs & Maint - Structu	595	298	248	73	1,500	5%	1,500		1,500	100%
353	Repairs & Maint - Infrast	697	20,843	335	10,650	15,000	71%	15,000		15,000	100%
354	Repairs & Maint - Vehicle	3,008	2,330	4,378	4,429	5,000	89%	5,000		5,000	100%
355	Testing & Supplies (WWTP)	1,376	8,558	17,052	19,547	17,000	115%	20,000		20,000	118%
361	Contract Operations					0	0%	40,000		40,000	*****
374	CSD Utilities - Billing S		3,655	3,916	3,453	4,000	86%	4,000		4,000	100%
375	Internet Expenses	2,964	1,838	5,010	3,739	4,500	83%	4,300		4,300	96%
376	Web Page - Upgrade/Maint	840	912	768	1,076	1,076	100%	900		900	84%
379	Utilities - Electric Miss	1,335	1,453	1,039	899	2,000	45%	1,453		1,453	73%
380	Utilities - Alarm Service	648	727	696	500	2,000	25%	750		750	38%
381	Utilities - Electric	76,335	75,338	83,638	81,954	80,000	102%	80,000		80,000	100%
382	Utilities - Propane	498	555	731	28	600	5%	150		150	25%
383	Utilities - Trash	624	626	706	623	700	89%	1,000		1,000	143%
384	Utilities - Water/Sewer	690	1,231	2,252	1,927	3,500	55%	3,500		3,500	100%
385	Dues and Subscriptions	4,046	4,991	5,107	3,768	6,000	63%	5,000		5,000	83%
386	Education and Training	-475	679	1,591	1,090	2,500	44%	2,500		2,500	100%
393	Advertising and Public No	231	613	295	916	1,000	92%	750		750	75%
394	LAFCO Allocations	1,483	1,211	1,615	1,933	1,933	100%	2,000		2,000	103%
395	Community Outreach		178	223	184	1,200	15%	1,000		1,000	83%
396	Utilities - SoCal Gas			174	195	500	39%	500		500	100%
410	Office Supplies	1,082	1,415	3,037	925	2,000	46%	2,000		2,000	100%
432	Utility Rate Design Study	1,755		9,492	1,665	20,000	8%	10,000		10,000	50%
459	SCADA - Maintenance Fees					1,500	0%	1,500		1,500	100%
465	Cell phones, Radios and P	1,314	1,497	1,575	1,464	1,920	76%	2,000		2,000	104%
475	Computer Supplies & Upgra		4,089	15,044	876	1,000	88%	1,000		1,000	100%
485	Fuel Expense	5,563	6,543	5,492	4,196	6,000	70%	6,000		6,000	100%
490	Small Tools & Equipment	4,039	6,386	450	1,395	5,500	25%	4,000		4,000	73%
495	Uniform Expense	1,559	2,713	2,165	1,339	2,500	54%	1,500		1,500	60%
500	Capital Outlay	10,154				0	0%			0	0%
545	Sewer System Mgmt Plan (S	2,500				5,000	0%	5,000		5,000	100%
546	Master Plans			5,842		6,000	0%	6,000		6,000	100%
560	Sewer Line Repairs				753	10,000	8%	10,000		10,000	100%
570	Repairs, Maint. & Video S					1,000	0%	1,000		1,000	100%
580	Mission Gardens Lift Stat			6,254		10,000	0%	10,000		10,000	100%
581	WWTP Expansion	3,842				0	0%			0	0%
582	WWTP Plant Maintenance	13,482	18,636	41,818	18,424	40,000	46%	40,000		40,000	100%
583	WWTF Drying Pond Maintena		14,821			25,000	0%	25,000		25,000	100%
585	Sludge Removal Project	2,419				25,000	0%	25,000		25,000	100%
587	WWTF Final Design/Constru	155,048			669,925	478,756	140%	450,000		450,000	94%
589	Proposition 68 Grant	4,500				0	0%			0	0%
705	Waste Discharge Fees/Perm	23,210	45,184	28,140	33,725	53,653	63%	35,000		35,000	65%
715	Licenses, Permits and Fee	2,713	6,201	6,766	4,316	4,000	108%	4,000		4,000	100%
805	Refundable Water/Sewer/Hy		2			100	0%	100		100	100%
900	District Strategic Plan		12,588	486		0	0%			0	0%
908	Cash Over/Cash Short			-125		1	0%	10		10	1000%
911	Finance Charges/Late Fees	7				0	0%			0	0%
925	Bank Fees			4	-1	-2	50%	10		10	-500%
935	Depreciation Expense	76,686	74,434			0	0%			0	0%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2024 - 2025

**40 WASTEWATER DEPARTMENT**

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
940	Bank Service Charges		13	157		100	0%	100		100	100%
949	Lease agreements			4,602	10,890	14,000	78%	14,000		14,000	100%
950	WWTF Exp MBR				165,282	165,282	100%	200,000		200,000	121%
955	3W Water Line SGMA				129,642	200,000	65%	752,765		752,765	376%
960	Property Tax Expense	128	128	128	96	96	100%	150		150	156%
963	Collection System Project				29,386	396,500	7%	290,500		290,500	73%
964	Septic to Sewer Project				15,264	15,700	97%	10,000		10,000	64%
966	Reimbursable Engineering				238	0	***%			0	0%
970	WWTF Long Term Maintenanc					100,000	0%	100,000		100,000	100%
971	Loan Principal Payment					150,000	0%	150,000		150,000	100%
972	Loan Interest Payment					150,000	0%	150,000		150,000	100%
990	Retirement/Health Ins Lia				8,778	0	***%	30,000		30,000	****%
	Account:	794,663	720,032	666,089	1,521,439	2,661,166	57%	2,997,286	-40,000	2,957,286	111%
70000	Transfers										
	352 Repairs & Maint - Structu			20,925	-879	-879	100%			0	0%
	Account:			20,925	-879	-879	100%	0	0	0	0%
	<b>Fund:</b>	794,663	720,032	687,922	1,520,560	2,660,287	57%	2,997,286	-40,000	<b>2,957,286</b>	111%



SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2024 - 2025

**50 WATER DEPARTMENT**

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
65000	Water										
101	EE Timekeeping Costs				1,221	2,400	51%	2,400		2,400	100%
105	Salaries and Wages	244,590	268,240	274,014	244,828	338,264	72%	335,497	-40,000	295,497	87%
109	Stand-by Hours	7,020	3,015			0	0%			0	0%
111	BOD Stipend	2,432	3,458	2,146	2,078	1,896	110%	2,100		2,100	111%
115	Payroll Expenses	2,298	1,634			0	0%			0	0%
120	Workers' Compensation	6,744	8,131	13,323	6,100	8,000	76%	8,000		8,000	100%
121	Physicals	75	139	225	226	150	151%	150		150	100%
135	Payroll Tax - FICA/SS	579	1,025	454	129	1,169	11%	1,280		1,280	109%
140	Payroll Tax - Medicare	3,452	3,889	3,954	3,558	4,932	72%	4,895		4,895	99%
150	Payroll Tax - SDI				137	0	***%			0	0%
155	Payroll Tax - SUI	1,560	1,710	1,434	1,280	15,988	8%	1,508		1,508	9%
160	Payroll Tax - ETT		3	31	29	283	10%	281		281	99%
205	Insurance - Health	35,841	33,959	36,571	37,313	46,122	81%	46,122		46,122	100%
206	Insurance - CalPers Healt	1,455	19,984	21,552		0	0%			0	0%
210	Insurance - Dental	1,207	2,474	1,656	1,430	1,854	77%	913		913	49%
215	Insurance - Vision	189	447	266	232	310	75%	161		161	52%
225	Retirement - PERS Expense	26,652	32,421	24,234	27,074	45,869	59%	34,108		34,108	74%
305	Operations & Maintenance	5,659	5,459	11,731	8,594	8,000	107%	8,000		8,000	100%
310	Phone & Fax Expense	1,107	3,158	2,131	1,120	1,500	75%	1,200		1,200	80%
315	Postage, Shipping & Freig	3,595	594	200	197	1,000	20%	425		425	43%
319	Legal: P.R.A.s - Professi		1,232	602		600	0%	500		500	83%
320	Printing & Reproduction	1,697	1,083	1,235	171	1,000	17%	500		500	50%
321	IT Services - Professiona		6,818	12,739	11,841	12,800	93%	11,350		11,350	89%
323	Auditor - Professional Sv		4,283	4,005	3,643	3,644	100%	4,300		4,300	118%
324	GSA-GSP - Professional Sv	9,338	8,842	3,121	12,166	15,000	81%	10,000		10,000	67%
325	Accounting - Professional	7,353	3,700	1,856	3,281	4,500	73%	4,500		4,500	100%
326	Engineering - Professiona	43,518	2,960	22,858	61,238	52,310	117%	30,000		30,000	57%
327	Legal: General - Professi	55,415	37,599	20,891	21,142	27,000	78%	30,000		30,000	111%
328	Insurance - Prop & Liabil	19,425	21,032	29,761	32,485	32,485	100%	38,000		38,000	117%
329	New Hire Screening	23	23	45		100	0%	100		100	100%
330	Contract Labor	1,432				15,000	0%	5,000		5,000	33%
331	Legal: SMEA - Professiona			5,225	1,472	3,500	42%	3,500		3,500	100%
333	Legal: HR - Professional	16,063	11,407	6,501	10,158	9,500	107%	10,000		10,000	105%
334	Maintenance Agreements	11,094	6,414	5,545	4,216	9,000	47%	4,500		4,500	50%
335	Meals	5				100	0%	100		100	100%
340	Meetings and Conferences		920			1,000	0%	1,000		1,000	100%
341	Space Rental				978	800	122%	1,000		1,000	125%
345	Mileage Expense Reimburse	725	283			250	0%	250		250	100%
348	Safety Equipment and Supp	1,688	358	1,260	1,303	2,000	65%	1,500		1,500	75%
350	Repairs & Maint - Compute	1,393	101	298		1,500	0%	1,500		1,500	100%
351	Repairs & Maint - Equip	5,149	12,528	5,975	3,976	5,000	80%	5,000		5,000	100%
352	Repairs & Maint - Structu	1,082	109	454	127	2,000	6%	2,000		2,000	100%
353	Repairs & Maint - Infrast	25,907	37,089	28,200	68,211	59,163	115%	50,000		50,000	85%
354	Repairs & Maint - Vehicle	2,480	1,809	3,775	4,429	4,500	98%	4,500		4,500	100%
355	Testing & Supplies (WWTP)		162			0	0%			0	0%
356	Testing & Supplies - Well	1,686	2,662	3,459	3,537	3,500	101%	3,500		3,500	100%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2024 - 2025

**50 WATER DEPARTMENT**

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
357	Testing & Supplies - Well	1,611	2,460	3,508	3,537	3,500	101%	3,500		3,500	100%
358	Testing & Supplies - SLT	4,414	6,448	8,368	5,389	6,000	90%	5,000		5,000	83%
359	Testing & Supplies - Othe	7,508	3,692	6,976	5,294	6,000	88%	6,000		6,000	100%
361	Contract Operations					0	0%	40,000		40,000	*****
362	Cross-Connection Control	1,244	884	1,237	1,352	1,500	90%	1,500		1,500	100%
374	CSD Utilities - Billing S		3,655	3,941	3,453	4,000	86%	4,000		4,000	100%
375	Internet Expenses	1,330	1,688	1,980	2,539	3,500	73%	2,900		2,900	83%
376	Web Page - Upgrade/Maint	912	900	768	1,061	1,061	100%	896		896	84%
380	Utilities - Alarm Service	648	727	696	500	2,000	25%	1,500		1,500	75%
381	Utilities - Electric	43,917	45,418	51,937	50,313	46,000	109%	50,000		50,000	109%
382	Utilities - Propane	540	1,147	739	702	1,000	70%	1,000		1,000	100%
383	Utilities - Trash	624	626	706	623	700	89%	450		450	64%
384	Utilities - Water/Sewer	75	389	758		1,500	0%			0	0%
385	Dues and Subscriptions	3,358	4,295	7,174	5,394	4,500	120%	7,100		7,100	158%
386	Education and Training	481	591	1,829	1,424	5,000	28%	5,000		5,000	100%
393	Advertising and Public No	304	298	1,201	1,373	2,000	69%	1,000		1,000	50%
394	LAFCO Allocations	1,483	1,211	1,613	1,933	1,933	100%	1,932		1,932	100%
395	Community Outreach		554	913	992	1,200	83%	1,200		1,200	100%
396	Utilities - SoCal Gas			1,835	375	2,000	19%	1,000		1,000	50%
410	Office Supplies	937	1,166	3,031	925	2,000	46%	1,000		1,000	50%
432	Utility Rate Design Study	1,755		15,979	32,089	20,000	160%			0	0%
459	SCADA - Maintenance Fees					1,500	0%			0	0%
465	Cell phones, Radios and P	1,510	1,653	1,575	1,464	1,920	76%	2,000		2,000	104%
475	Computer Supplies & Upgra	115	4,589	14,967	876	1,000	88%	1,000		1,000	100%
481	Chemicals- Well #3	691	2,377	2,158	2,391	4,000	60%	4,000		4,000	100%
482	Chemicals- Well #4	2,465	2,496	2,186	3,528	4,000	88%	4,000		4,000	100%
483	Chemicals- SLT Well	2,314	1,039	1,506	2,128	3,000	71%	3,000		3,000	100%
485	Fuel Expense	3,381	6,541	5,490	4,198	6,000	70%	6,000		6,000	100%
490	Small Tools & Equipment	3,176	3,642	90	1,053	6,000	18%	4,000		4,000	67%
495	Uniform Expense	1,560	2,779	2,165	1,461	2,500	58%	1,500		1,500	60%
500	Capital Outlay	514,047	23,853			0	0%			0	0%
518	Water Projects SLT Well				37,293	35,390	105%	10,000		10,000	28%
520	Water Main Valves Replace	2,688			9,579	10,000	96%	10,000		10,000	100%
525	Water Meter Replacement	18,312	27,215	10,268		20,000	0%	20,000		20,000	100%
526	Development Meters	6,630				0	0%			0	0%
535	Water Lines Repairs		105		8,072	20,000	40%	20,000		20,000	100%
546	Master Plans			5,842		6,000	0%	6,000		6,000	100%
547	Paso Basin Management					0	0%	18,000		18,000	*****
577	Proposition 1 Grant		9,458	6,270		0	0%			0	0%
581	WWTP Expansion	2,369				0	0%			0	0%
582	WWTP Plant Maintenance	2,126	554			0	0%			0	0%
587	WWTF Final Design/Constru		10			0	0%			0	0%
590	CALOES Resiliency Grant	28,766				0	0%			0	0%
605	USDA Loan Payment					20,000	0%	20,000		20,000	100%
715	Licenses, Permits and Fee	4,956	6,590	8,242	6,880	7,000	98%	7,000		7,000	100%
805	Refundable Water/Sewer/Hy			-16		100	0%	100		100	100%
900	District Strategic Plan		12,422	479		0	0%			0	0%
908	Cash Over/Cash Short			-100		0	0%			0	0%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2024 - 2025

**50 WATER DEPARTMENT**

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
925	Bank Fees			1		1	0%	10		10	1000%
930	Interest Fees	52,728	50,582	48,351	44,326	60,000	74%	60,000		60,000	100%
935	Depreciation Expense	190,788	198,541			0	0%			0	0%
940	Bank Service Charges	47	31			100	0%	100		100	100%
949	Lease agreements			4,593	10,890	14,000	78%	12,000		12,000	86%
961	SLT Tank and Booster Pump				11,516	49,626	23%	38,000		38,000	77%
962	0.65 MG Tank				46,738	67,660	69%	35,000		35,000	52%
966	Reimbursable Engineering				618	0	***%			0	0%
990	Retirement/Health Ins Lia				8,778	0	***%	30,000		30,000	****%
	Account:	1,506,377	1,029,840	816,999	906,316	1,249,180	73%	1,141,328	-40,000	1,101,328	88%
70000	Transfers										
352	Repairs & Maint - Structu			20,925	-879	-879	100%			0	0%
	Account:			20,925	-879	-879	100%	0	0	0	0%
	<b>Fund:</b>	1,506,377	1,029,840	837,924	905,437	1,248,301	73%	1,141,328	-40,000	<b>1,101,328</b>	88%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2024 - 2025

**60 SOLID WASTE DEPARTMENT**

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
66000	SOLID WASTE										
101	EE Timekeeping Costs				136	300	45%	300		300	100%
105	Salaries and Wages	12,272	13,494	12,663	11,483	16,745	69%	13,603		13,603	81%
111	BOD Stipend	128	182	114	78	264	30%	350		350	133%
115	Payroll Expenses	121	87			0	0%			0	0%
120	Workers' Compensation	590	350	18	14	100	14%	100		100	100%
121	Physicals		2		6	50	12%	50		50	100%
135	Payroll Tax - FICA/SS	27	50	20	5	60	8%	55		55	92%
140	Payroll Tax - Medicare	166	190	180	165	246	67%	273		273	111%
150	Payroll Tax - SDI				6	0	***			0	0%
155	Payroll Tax - SUI	79	74	52	49	800	6%	75		75	9%
160	Payroll Tax - ETT			1	1	12	8%	14		14	117%
205	Insurance - Health	1,219	1,566	1,550	1,492	1,783	84%	1,000		1,000	56%
210	Insurance - Dental	55	128	65	56	66	85%	43		43	65%
215	Insurance - Vision	6	17	10	9	12	75%	8		8	67%
225	Retirement - PERS Expense	1,962	2,488	1,448	1,364	1,389	98%	1,733		1,733	125%
305	Operations & Maintenance	469	1,543	2,271	29	2,000	1%	2,000		2,000	100%
310	Phone & Fax Expense		186	88	83	65	128%	200		200	308%
315	Postage, Shipping & Freig	13	31	11	14	50	28%	81		81	162%
319	Legal: P.R.A.s - Professi		65	34		50	0%	50		50	100%
320	Printing & Reproduction	264	29	1		50	0%	50		50	100%
321	IT Services - Professiona		346	1,140	844	3,300	26%	400		400	12%
323	Auditor - Professional Sv		471	220	342	600	57%	714		714	119%
325	Accounting - Professional	387	-45	104	289	750	39%	500		500	67%
326	Engineering - Professiona			170		0	0%			0	0%
327	Legal: General - Professi	2,925	7,512	3,649	8,287	9,500	87%	9,500		9,500	100%
328	Insurance - Prop & Liabil	728	744	1,442	1,646	1,646	100%	1,925		1,925	117%
329	New Hire Screening	23				50	0%	50		50	100%
330	Contract Labor	75				0	0%			0	0%
331	Legal: SMEA - Professiona					250	0%	250		250	100%
333	Legal: HR - Professional	845	633	456	703	600	117%	600		600	100%
334	Maintenance Agreements	421	213	205	204	600	34%	225		225	38%
340	Meetings and Conferences		49			0	0%			0	0%
341	Space Rental				76	100	76%	150		150	150%
345	Mileage Expense Reimburse	55	12			50	0%	50		50	100%
348	Safety Equipment and Supp	61				500	0%	500		500	100%
350	Repairs & Maint - Compute	83	19			150	0%	150		150	100%
351	Repairs & Maint - Equip		54	409	182	500	36%	250		250	50%
352	Repairs & Maint - Structu	14	1			100	0%	100		100	100%
353	Repairs & Maint - Infrast	515	1,291	3,795		1,000	0%	2,000		2,000	200%
354	Repairs & Maint - Vehicle	92				150	0%	150		150	100%
375	Internet Expenses			42	106	150	71%	325		325	217%
376	Web Page - Upgrade/Maint	48	48	48	60	132	45%	150		150	114%
382	Utilities - Propane	28	29	100		150	0%			0	0%
383	Utilities - Trash					0	0%	30		30	*****
385	Dues and Subscriptions	145	203	252	173	1,000	17%	575		575	58%
386	Education and Training	24	265	130	54	500	11%	200		200	40%
393	Advertising and Public No	2	1,327	575	3	500	1%	250		250	50%

SAN MIGUEL CSD  
**Expenditure Budget Report -- MultiYear Actuals**  
For the Year: 2024 - 2025

**60 SOLID WASTE DEPARTMENT**

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		20-21	21-22	22-23	23-24	Budget 23-24	Exp. 23-24	Budget 24-25	Changes 24-25	Budget 24-25	Budget 24-25
394	LAFCO Allocations	247	1,211	1,490	1,933	1,933	100%	1,932		1,932	100%
395	Community Outreach		317	347	304	500	61%	500		500	100%
410	Office Supplies	184	59	33	12	25	48%	25		25	100%
432	Utility Rate Design Study					16,473	0%	16,473		16,473	100%
465	Cell phones, Radios and P	70	85	122	163	150	109%	150		150	100%
475	Computer Supplies & Upgra		268	582		0	0%			0	0%
485	Fuel Expense		3			200	0%	200		200	100%
490	Small Tools & Equipment	33	354			100	0%	100		100	100%
495	Uniform Expense	52	101	129	4	150	3%	150		150	100%
500	Capital Outlay	9,065				0	0%			0	0%
581	WWTP Expansion	1,841				0	0%			0	0%
650	SB1383 Compliance					250	0%	250		250	100%
715	Licenses, Permits and Fee			1,328	492	0	***%			0	0%
900	District Strategic Plan		663	27		0	0%			0	0%
940	Bank Service Charges		1			50	0%	50		50	100%
949	Lease agreements			476	1,210	1,200	101%	1,320		1,320	110%
	Account:	35,334	36,716	35,797	32,077	67,351	48%	60,179	0	60,179	89%
70000	Transfers										
	352 Repairs & Maint - Structu			2,325	-98	-98	100%			0	0%
	Account:			2,325	-98	-98	100%	0	0	0	0%
	<b>Fund:</b>	35,334	36,716	38,122	31,979	67,253	48%	60,179	0	60,179	89%

**SMCSD Expenditure Budget Grand Total:**      2,927,746    2,389,813    2,295,457    3,072,865    4,758,548      4,978,428      -80,000      **4,898,428**

SAN MIGUEL CSD  
**Revenue Budget Report -- MultiYear Actuals**  
For the Year: 2024 - 2025

**20 FIRE PROTECTION DEPARTMENT**

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	20-21	21-22	22-23	23-24	Budget 23-24	Rec. 23-24	Budget 24-25	Change 24-25	Budget 24-25	Budget 24-25
40000										
40300 Fireworks Permit Fees	3,120	3,360	4,200		3,450	0%	3,450		3,450	100%
40310 Fireworks Refundable C/Up		500			0	0%			0	0%
40320 Fire Impact Fees			5,017	16,728	3,000	558%	3,000		3,000	100%
40370 Johnson Restitution -		6,027			0	0%			0	0%
40410 Mutual Aid Fires ~ OES	184,384	167,452		27,510	0	***%			0	0%
40420 Ambulance Reimbursement	5,021	5,118	5,336	4,123	3,000	137%	3,000		3,000	100%
40500 State Fire Grants			18,115		20,000	0%	20,000		20,000	100%
40505 CFF California Fire	15,000				0	0%			0	0%
40510 Sponsored Training Fees				233	0	***%			0	0%
Group:	207,525	182,457	32,668	48,594	29,450	165%	29,450	0	29,450	100%
43000 Property Taxes Collected										
43000 Property Taxes Collected	431,847	413,538	484,495	382,955	497,467	77%	526,859		526,859	106%
Group:	431,847	413,538	484,495	382,955	497,467	77%	526,859	0	526,859	106%
44000 Forestry & Fire Protection Reimbursement										
44000 Forestry & Fire	19,031				0	0%			0	0%
Group:	19,031				0	0%	0	0	0	0%
46000 Interest Revenue										
46000 Interest Revenue	958	281	1,465	838	0	***%			0	0%
46009 Grants - Other		138	132		0	0%			0	0%
46010 Transfer In			46,500	-1,953	0	***%			0	0%
46012 Fire Transfers from Cap					85,888	0%	85,888		85,888	100%
46100 Realized Earnings				-809	0	***%			0	0%
46150 Miscellaneous Income	9,832	67	466	756	0	***%			0	0%
46151 Refund/Adjustments	1,816	295	5,740	2,682	0	***%			0	0%
46153 Plan Check Fees and	11,310	2,236	2,100	1,903	1,500	127%	1,500		1,500	100%
46157 Donation			500		0	0%			0	0%
46175 Sale of Surplus Property			21,873	5,625	0	***%			0	0%
46511 HOLMAN THU LOAN		274,379			0	0%			0	0%
Group:	23,916	277,396	78,776	9,042	87,388	10%	87,388	0	87,388	100%
<b>Fund:</b>	682,319	873,391	595,939	440,591	614,305	72%	643,697	0	<b>643,697</b>	105%

SAN MIGUEL CSD  
**Revenue Budget Report -- MultiYear Actuals**  
For the Year: 2024 - 2025

**30 STREET LIGHTING DEPARTMENT**

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	20-21	21-22	22-23	23-24	Budget 23-24	Rec. 23-24	Budget 24-25	Change 24-25	Budget 24-25	Budget 24-25
40000										
40370 Johnson Restitution -		-717			0	0%			0	0%
40510 Sponsored Training Fees				23	0	***%			0	0%
Group:		-717		23	0	***%	0	0	0	0%
43000 Property Taxes Collected										
43000 Property Taxes Collected	130,125	121,711	149,517	117,404	154,663	76%	163,287		163,287	106%
Group:	130,125	121,711	149,517	117,404	154,663	76%	163,287	0	163,287	106%
46000 Interest Revenue										
46000 Interest Revenue	4,724	4,150	12,473	23,070	10,419	221%			0	0%
46009 Grants - Other		12	14		0	0%			0	0%
46100 Realized Earnings	-2,919	-10,495	-14,931	6,948	-1,839	***%			0	0%
46150 Miscellaneous Income	11,734	6	149	477	150	318%			0	0%
46151 Refund/Adjustments	24	21	130	5,297	5,288	100%			0	0%
46155 Will Serve Processing		200	400		0	0%			0	0%
46175 Sale of Surplus Property			5,727		0	0%			0	0%
Group:	13,563	-6,106	3,962	35,792	14,018	255%	0	0	0	0%
<b>Fund:</b>	143,688	114,888	153,479	153,219	168,681	91%	163,287	0	<b>163,287</b>	97%

SAN MIGUEL CSD  
**Revenue Budget Report -- MultiYear Actuals**  
For the Year: 2024 - 2025

**40 WASTEWATER DEPARTMENT**

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	20-21	21-22	22-23	23-24	Budget 23-24	Rec. 23-24	Budget 24-25	Change 24-25	Budget 24-25	Budget 24-25
40000										
40370 Johnson Restitution -		8,069			0	0%			0	0%
40440 CDBG Grant	185,736				0	0%			0	0%
40510 Sponsored Training Fees				248	0	***%			0	0%
40850 Wastewater Hook-up Fees	330,704	13,033	29,445		0	0%			0	0%
40900 Wastewater Sales	1,082,533	1,137,245	1,193,899	1,004,694	1,099,618	91%	1,099,618		1,099,618	100%
40901 Riverzone Surcharge		9,089	18,576	15,492	18,388	84%	18,388		18,388	100%
40910 Wastewater Late Charges		10,480	19,526	17,951	9,070	198%			0	0%
Group:	1,598,973	1,177,916	1,261,446	1,038,385	1,127,076	92%	1,118,006	0	1,118,006	99%
43000 Property Taxes Collected										
43000 Property Taxes Collected	65,474	177,785	75,721	60,223	77,556	78%	82,374		82,374	106%
Group:	65,474	177,785	75,721	60,223	77,556	78%	82,374	0	82,374	106%
46000 Interest Revenue										
46000 Interest Revenue	1,443	713	13,244	21,402	12,959	165%			0	0%
46003 CWSRF Grants				1,671	1,026,500	0%	924,553		924,553	90%
46006 IRWM Grants	8,562				0	0%			0	0%
46008 DWR Grants	137,699	46,989	34,750		0	0%			0	0%
46009 Grants - Other		210	198	29,880	217,355	14%	752,765		752,765	346%
46010 Transfer In			-62,427		0	0%			0	0%
46014 Wastewater Transfers from					15,700	0%	21,266		21,266	135%
46050 Transfer In -Water (40%)					165,282	0%			0	0%
46100 Realized Earnings			-5,867	4,586	6,405	72%			0	0%
46150 Miscellaneous Income	16,676	14,229	26,668	822	39,654	2%			0	0%
46151 Refund/Adjustments	3,270	346	2,133	2,517	2,499	101%			0	0%
46152 Recycling	100				0	0%			0	0%
46155 Will Serve Processing	750	1,200	3,300	3,350	1,800	186%			0	0%
46175 Sale of Surplus Property			53,985		0	0%			0	0%
46200 Wastewater Receiving				86,093	0	***%	60,000		60,000	*****%
Group:	168,500	63,687	65,984	150,321	1,488,154	10%	1,758,584	0	1,758,584	118%
<b>Fund:</b>	<b>1,832,947</b>	<b>1,419,388</b>	<b>1,403,151</b>	<b>1,248,929</b>	<b>2,692,786</b>	<b>46%</b>	<b>2,958,964</b>	<b>0</b>	<b>2,958,964</b>	<b>110%</b>



SAN MIGUEL CSD  
**Revenue Budget Report -- MultiYear Actuals**  
For the Year: 2024 - 2025

**50 WATER DEPARTMENT**

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	20-21	21-22	22-23	23-24	Budget 23-24	Rec. 23-24	Budget 24-25	Change 24-25	Budget 24-25	Budget 24-25
40000										
40370 Johnson Restitution -		7,886			0	0%			0	0%
40440 CDBG Grant	164,388				0	0%			0	0%
40510 Sponsored Training Fees				248	0	***%			0	0%
Group:	164,388	7,886		248	0	***%	0	0	0	0%
41000 Water Sales										
41000 Water Sales	951,263	963,936	983,811	800,293	984,276	81%	984,276		984,276	100%
41001 Water Connection Fees	332,852	13,255	29,944		0	0%			0	0%
41003 Water Surcharge		91	535	440	350	126%	400		400	114%
41005 Water Late Charges		9,661	16,270	14,728	8,298	177%			0	0%
41010 Water Meter Fees	12,150	450	450		0	0%			0	0%
Group:	1,296,265	987,393	1,031,010	815,461	992,924	82%	984,676	0	984,676	99%
43000 Property Taxes Collected										
43000 Property Taxes Collected	48,991	48,980	48,980		0	0%			0	0%
Group:	48,991	48,980	48,980		0	0%	0	0	0	0%
46000 Interest Revenue										
46000 Interest Revenue	945	639	4,386	7,188	3,202	224%			0	0%
46002 DWSRF Grants					45,920	0%			0	0%
46007 State/Federal Grants		4,290			0	0%			0	0%
46009 Grants - Other		228	195		0	0%			0	0%
46010 Transfer In			26,913		87,660	0%	117,000		117,000	133%
46050 Transfer In -Water (40%)					35,390	0%			0	0%
46100 Realized Earnings			-1,467	2,173	-455	***%			0	0%
46115 CALOES Resiliency Grant	230,000				0	0%			0	0%
46150 Miscellaneous Income	14,351	2,819	4,551	1,915	500	383%			0	0%
46151 Refund/Adjustments	987	340	4,756	1,067	1,030	104%			0	0%
46152 Recycling	1,977		201		0	***%			0	0%
46155 Will Serve Processing	2,700	500	5,250	3,450	1,650	209%			0	0%
46175 Sale of Surplus Property			51,756	16	16	100%			0	0%
46176 GAIN/LOSS ON DISPOSAL OF		-32,495			0	0%			0	0%
Group:	250,960	-23,679	96,340	16,010	174,913	9%	117,000	0	117,000	67%
<b>Fund:</b>	<b>1,760,604</b>	<b>1,020,580</b>	<b>1,176,330</b>	<b>831,719</b>	<b>1,167,837</b>	<b>71%</b>	<b>1,101,676</b>	<b>0</b>	<b>1,101,676</b>	<b>94%</b>

SAN MIGUEL CSD  
**Revenue Budget Report -- MultiYear Actuals**  
For the Year: 2024 - 2025

**60 SOLID WASTE DEPARTMENT**

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	20-21	21-22	22-23	23-24	Budget 23-24	Rec. 23-24	Budget 24-25	Change 24-25	Budget 24-25	Budget 24-25
40000										
40370 Johnson Restitution -		729			0	0%			0	0%
40510 Sponsored Training Fees				23	0	***%			0	0%
Group:		729		23	0	***%	0	0	0	0%
46000 Interest Revenue										
46000 Interest Revenue	121	51	155	135	70	193%			0	0%
46005 Franchise Fees	44,194	38,464	48,080	43,052	43,936	98%	43,936		43,936	100%
46009 Grants - Other		12	10,011		0	0%			0	0%
46010 Transfer In					16,473	0%	16,473		16,473	100%
46150 Miscellaneous Income	200	296	9,295	261	235	111%			0	0%
46151 Refund/Adjustments	18	17	107	48	39	123%			0	0%
46155 Will Serve Processing		50	100		0	0%			0	0%
46175 Sale of Surplus Property			1,902		0	0%			0	0%
Group:	44,533	38,890	69,650	43,496	60,753	72%	60,409	0	60,409	99%
<b>Fund:</b>	44,533	39,619	69,650	43,519	60,753	72%	60,409	0	60,409	99%

**SMCSD Revenue Budget Grand Total:**      4,464,091   3,467,866   3,398,549   2,717,977   4,704,362   4,928,033      0   **4,928,033**

**20 FIRE PROTECTION DEPARTMENT**

Account	Object	Project	Prelim. Budget	Budget Change	Final Budget
-----					
10461	COMMUNITY BANK OF SANTA MARIA				
21006	Temporary Housing Unit	2022-22	133,219	0	133,219
	Account:		133,219	0	133,219
46011	Fire Transfers from Op Reserve				
24001	Fire Station Renovation		5,500	0	5,500
	Account:		5,500	0	5,500
	Total Project Revenue Budget:		138,719	0	138,719
62000	Fire				
510	Fire Station Renovation				
24001	Fire Station Renovation		5,500	0	5,500
	Object:		5,500		5,500
511	Fire- Temp Housing Unit				
21006	Temporary Housing Unit	2022-22		0	0
	Object:				
512	Fire- Escrow Temp Housing				
21006	Temporary Housing Unit	2022-22	133,219	0	133,219
	Object:		133,219		133,219
	Account:		138,719	0	138,719
	Total Project Expenditure Budget:		138,719	0	138,719
	Revenue Less Expenditures for Fund:		0	0	0

**30 STREET LIGHTING DEPARTMENT**

Account	Object	Project	Prelim. Budget	Budget Change	Final Budget
-----					
10340	PAC PREMIER OPERATIONAL RESERVE				
22005	Cost of Service Rate Study		16,473	0	16,473
	Account:		16,473	0	16,473
46013	Lighting Transfers from Cap Reserve				
22003	Replacement Utility Truck		-----	0	0
	Account:		0	0	0
	Total Project Revenue Budget:		16,473	0	16,473
63000	Lighting				
386	Education and Training				
20001	WWTF Final Design/		-----	0	0
	Object:				
432	Utility Rate Design Study				
22005	Cost of Service Rate Study		16,473	0	16,473
	Object:		16,473		16,473
500	Capital Outlay				
22003	Replacement Utility Truck		-----	0	0
	Object:				
	Account:		16,473	0	16,473
	Total Project Expenditure Budget:		16,473	0	16,473
	Revenue Less Expenditures for Fund:		0	0	0

**40 WASTEWATER DEPARTMENT**

Account	Object	Project	Prelim. Budget	Budget Change	Final Budget
-----					
46014	Wastewater Transfers from Cap Reserve				
20001	WWTF	Final Design/	450,000	0	450,000
21003	WWTF	Membrane Bio Reactor	200,000	0	200,000
22002	Electric Vehicle for WWTF			0	0
22004	Replacement sewer video camera			0	0
22005	Cost of Service Rate Study			0	0
22010	3W water line from WWTF to		752,765	0	752,765
23002	Septic to Sewer Conversion		10,000	0	10,000
	Account:		1,412,765	0	1,412,765
	Total Project Revenue Budget:		1,412,765	0	1,412,765
64000	Sanitary				
386	Education and Training				
20001	WWTF	Final Design/		0	0
		Object:			
432	Utility Rate Design Study				
22005	Cost of Service Rate Study			0	0
		Object:			
500	Capital Outlay				
22002	Electric Vehicle for WWTF			0	0
22003	Replacement Utility Truck			0	0
22004	Replacement sewer video camera			0	0
		Object:			
587	WWTF Final				
20001	WWTF	Final Design/	450,000	0	450,000
		Object:	450,000		450,000
950	WWTF Exp MBR				
21003	WWTF	Membrane Bio Reactor	200,000	0	200,000
		Object:	200,000		200,000
955	3W Water Line SGMA				
22010	3W water line from WWTF to		752,765	0	752,765
		Object:	752,765		752,765
963	Collection System Projects				
21008	Sanitary Sewer lining and			0	0
		Object:			
964	Septic to Sewer Project				
23002	Septic to Sewer Conversion		10,000	0	10,000
		Object:	10,000		10,000
	Account:		1,412,765	0	1,412,765
	Total Project Expenditure Budget:		1,412,765	0	1,412,765
Revenue Less Expenditures for Fund:			0	0	0

**50 WATER DEPARTMENT**

Account	Object	Project	Prelim. Budget	Budget Change	Final Budget
-----					
46015 Water Transfers from Cap Reserve					
22003	Replacement	Utility Truck	_____	0	0
22005	Cost of Service	Rate Study	_____	0	0
22009	Leak detection	for water	_____	0	0
Account:			0	0	0
46019 Water Transfers from OP Reserve					
22006	Annual water meter	replacement	20,000	0	20,000
22012	Water Tank	Inspection & Repair	30,000	0	30,000
Account:			50,000	0	50,000
Total Project Revenue Budget:			50,000	0	50,000
65000 Water					
432 Utility Rate Design Study					
22005	Cost of Service	Rate Study	_____	0	0
Object:					
500 Capital Outlay					
22003	Replacement	Utility Truck	_____	0	0
22009	Leak detection	for water	_____	0	0
Object:					
525 Water Meter Replacement					
22006	Annual water meter	replacement	20,000	0	20,000
Object:			20,000		20,000
962 0.65 MG Tank					
22012	Water Tank	Inspection & Repair	30,000	0	30,000
Object:			30,000		30,000
Account:			50,000	0	50,000
Total Project Expenditure Budget:			50,000	0	50,000
Revenue Less Expenditures for Fund:			0	0	0

**60 SOLID WASTE DEPARTMENT**

Account	Object	Project	Prelim. Budget	Budget Change	Final Budget
-----					
10340	PAC PREMIER OPERATIONAL RESERVE				
22005	Cost of Service Rate Study		_____	0	0
		Account:	0	0	0
	Total Project Revenue Budget:		0	0	0
66000	SOLID WASTE				
	432 Utility Rate Design Study				
22005	Cost of Service Rate Study		_____	0	0
		Object:			
		Account:	0	0	0
	Total Project Expenditure Budget:		0	0	0
Revenue Less Expenditures for Fund:			0	0	0

## San Miguel Community Services District PROPOSED BUDGET VS AVAILABLE FUNDS

	2024-25 PROPOSED REVENUES	2024-2025 PROPOSED EXPENDITURES	3/2024 OPERATIONAL CASH	3/2024 OPERATIONAL RESERVES	3/2024 RESTRICTED RESERVES	CBSM THU ESCROW
FIRE PROTECTION DEPARTMENT	\$643,697	\$620,677	\$150,654	\$499,742	\$305,716	\$133,219
STREET LIGHTING DEPARTMENT	\$163,287	\$158,958	\$259,352	\$210,657	\$773,106	
WASTEWATER DEPARTMENT	\$2,958,964	\$2,957,286	\$1,213,222	\$331,422	\$1,237,994	
WATER DEPARTMENT	\$1,107,676	\$1,101,328	\$370,437	\$89,075	\$367,519	
SOLID WASTE DEPARTMENT	\$43,936	\$60,179	\$58,878	\$72,507	\$22,933	
	<b>\$4,917,560</b>	<b>\$4,898,428</b>	<b>\$2,052,543</b>	<b>\$1,203,403</b>	<b>\$2,707,268</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).

	2024/25 <b>PROPOSED</b> Operating Expense Budget	Target from Res 2023-10 Reserve Policy	Current Operational Reserve \$	Fund's Operational \$ Investments	Percentage of Goal Amount Reserved	Difference	NOTES:
FIRE PROTECTION DEPARTMENT	\$643,697	<b>\$321,849</b>	\$0	\$0	0%	(\$321,849)	The current balance of Fire's Operational Reserve is 2024-25 FY Operating Budget
STREET LIGHTING DEPARTMENT	\$163,287	<b>\$81,644</b>	\$60,657	\$150,000	258%	\$129,014	
WASTEWATER DEPARTMENT	\$2,958,964	<b>\$1,479,482</b>	\$331,422	\$0	22%	(\$1,148,060)	
WATER DEPARTMENT	\$1,107,676	<b>\$553,838</b>	\$89,075	\$0	16%	(\$464,764)	
SOLID WASTE DEPARTMENT	\$43,936	<b>\$21,968</b>	\$72,507	\$0	330%	\$50,539	
	\$4,917,560	<b>\$2,458,780</b>	\$553,661			(\$1,755,119)	

**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 \$	Target per Res 2023-10 Reserve Policy	Fund's Capital \$ Investments	Difference	Percentage of Goal Amount Reserved	NOTES:
FIRE PROTECTION DEPARTMENT	\$105,716	<b>\$200,000</b>	\$200,000	\$105,716	153%	\$161,538 Reserved for 2 years of Fire Loan payments
STREET LIGHTING DEPARTMENT	\$573,106	<b>\$50,000</b>	\$200,000	\$723,106	1546%	
WASTEWATER DEPARTMENT	\$205,343	<b>\$1,000,000</b>	\$519,116	(\$275,541)	72%	
WATER DEPARTMENT	\$208,791	<b>\$1,000,000</b>	\$158,728	(\$632,481)	37%	\$70,014 Reserved for USDA Loan
SOLID WASTE DEPARTMENT	\$22,933	<b>\$50,000</b>		(\$27,067)	46%	
		<b>\$2,300,000</b>		(\$106,267)		

### 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?	Interest accrued:
2019-20	\$100,000.00	X	Cambridge Inv
2020-21	\$100,000.00	X	Cambridge Inv
2021-22	\$100,000.00	X	Cambridge Inv
Res 2023-10 2022-23	\$100,000.00	X	Cambridge Inv \$2,027
2023-24	\$100,000.00	X	Cambridge Inv \$11,508
2024-25	<u>\$100,000.00</u>	Budgeted	
	<b>\$600,000.00</b>		



**RESOLUTION NO. 2024-18**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT (SMCSD) ADOPTING THE  
FISCAL YEAR 2024-2025 OPERATIONS AND MAINTENANCE BUDGET AND  
CAPITAL IMPROVEMENT PROJECT BUDGET**

**WHEREAS**, San Miguel Community Services District (“District”) is a Community Services District formed under California Government Code section 61000 *et. seq.* to provide community services within the District’s service area; including Water, Sewer, Lighting, Solid Waste, and Fire Protection services; and

**WHEREAS**, the proposed fiscal year (“FY”) 2024-2025 Operations and Maintenance Budget and Capital Improvement Project Budget provide for the service levels necessary to serve the needs of and protect the health, safety, and welfare of the community served by the District, including providing a workforce to accomplish said service priorities; and

**WHEREAS**, Article XIII B of the Constitution of the State of California provides that the total annual appropriations subject to limitation of each local government shall not exceed the appropriations limit of such entity for the prior year adjusted for changes in cost of living and population, except as otherwise specifically provided for under that Article; and

**WHEREAS**, Government Code section 7910 requires that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or noticed special meeting.

**NOW THEREFORE, BE IT RESOLVED**, the Board does, hereby, adopt this Resolution approving and adopting the 2024-2025 fiscal year Operations and Maintenance Budget and the Capital Improvement Project Budget.

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

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

the foregoing Resolution is hereby passed and adopted this 23<sup>rd</sup> day of May 2024.

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

\_\_\_\_\_  
Rod Smiley, Board President

**ATTEST:**

**APPROVED AS TO FORM:**

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

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



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

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

**Thursday, May 23<sup>th</sup>, 2024 at 6:00 P.M. at 601 12<sup>th</sup> Street San Miguel, California 93451**, to consider adopting the Final Budget for the 2024-2025 fiscal year. You can view the proposed Final Budget at the San Miguel Community Services District offices located at 1765 Bonita Place or online at: <https://www.sanmiguelcsd.org>.

The Board of Directors will meet on Thursday, May 23<sup>rd</sup>, 2024, at 6:00 p.m., to adopt the Final Budget. Any person may appear and be heard regarding any budget item or adding any item to the Final Budget. The Board may continue the hearing on the budget. For additional information please contact Board Clerk/Accounts Manager Tamara Parent [tamara.parent@sanmiguelcsd.org](mailto:tamara.parent@sanmiguelcsd.org).

This notice is published pursuant to Government Code section 61110.

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

**Kelly Dodds, District General Manager**

**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

May 23, 2024

**AGENDA ITEM: 7.1**

**SUBJECT:** San Luis Obispo County Organizations

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**SUGGESTED ACTION:** Verbal/Report

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**DISCUSSION:**

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**FISCAL IMPACT:**

None

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**PREPARED BY:** Tamara Parent

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**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

**May 23, 2024**

**AGENDA ITEM: 7.2**

**SUBJECT:** Community Service Organizations

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**SUGGESTED ACTION:** Verbal

---

**DISCUSSION:**  
Verbal/Report.

---

**FISCAL IMPACT:**  
None

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**PREPARED BY:** Tamara Parent

---

**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

**May 23, 2024**

**AGENDA ITEM: 7.3**

**SUBJECT:** Camp Roberts—Army National Guard

---

**SUGGESTED ACTION:** Verbal

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**DISCUSSION:**  
Verbal/Report

---

**FISCAL IMPACT:**  
None

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**PREPARED BY:** Tamara Parent

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**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

May 23, 2024

**AGENDA ITEM: 8.1**

**SUBJECT:** General Manager

---

**SUGGESTED ACTION:** Receive report

---

**DISCUSSION:**

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 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 - [www.sanmiguelcsd.org](http://www.sanmiguelcsd.org)

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**FISCAL IMPACT:**

None

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**PREPARED BY:** Kelly Dodds

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**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

May 23, 2024

**AGENDA ITEM: 8.2**

**SUBJECT:** District Counsel

---

**SUGGESTED ACTION:** Receive verbal report

---

**DISCUSSION:**

Verbal

---

**FISCAL IMPACT:**

None

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**PREPARED BY:** Christina Pritchard

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**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

May 23, 2024

**AGENDA ITEM: 8.3**

**SUBJECT:** District Utilities

---

**SUGGESTED ACTION:** Receive and file

---

**DISCUSSION:**

**Well Status:**

- Well 4 is fully operational – Well Level 67.8’ 3/1/24 (STATIC)
- Well 3 is fully operational – Well Level 82.8’ 3/1/24 (STATIC)
- SLT well if off line -Well Level 142’ 3/1/24 (STATIC)

**Water System status:**

Water leaks this month: 0 This calendar year: 7

Water related calls through the alarm company after hours this month: 0 This Year: 5

- Repaired water main leak in Mission/ L alley
- Repaired water service leak on Kennedy
- Partially repaired water main on Mission lane/ San Pablo

**Sewer System status:**

Sewer overflows this month: 0 this year: 0

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

- .

**California Regional Water Resources Control Board:**

- .

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

- .

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

- .

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



- .

**Billing related activity:**

- **Total active accounts (as of 5/9/24)**
- 915 water accounts
- 815 wastewater accounts
- **Overdue accounts (as of 5/9/24)**
- 18 accounts 60 days past due
- **Accounts on a Payment Arrangement Agreement (as of 5/9/24)**
- 3 accounts have started an arrangement.
- **Service orders (as of 5/9/24)**
- 11 service orders issued and completed

**Lighting/ Landscaping status:**

- .

**Solid Waste:**

Mattress recycling

- Mattresses are accepted by appointment only, Monday, Wednesday, Friday between 8 am and 11 am.

E-Waste collection

- E-waste is accepted Monday, Wednesday, Friday between 8 am and 11 am.

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

- 5-9-2024 IWMA Solid Waste Summit (attended By Tamara)
- SB-54 "Plastic Pollution Prevention & Packaging Producer Responsibility Act" all covered material including single-use packaging and single-use food service ware "Covered Material" list being published by CalRecycle must be published by July 1, 2024. Goal is 65% plastic recycling by 2032 or will not be sold in California.
- SB-343 "Truth in Labeling" law; by Fall 2025 prohibitions against mislabeling of products.

**Project status:**

- **WWTF status:**
  - Nearing 90% plan completion
  - Reviewing additional grant and financing options.
  - Additional grant funds for planning have been approved and District has signed the revised agreement.
  - Met with Water Board on construction grant application. The construction grant has been accepted as complete, but due to limited funds the project is not being funded this fiscal year. Potentially the grant could be funded next fiscal year.
- **Replacement water tank and pump station on east side of river/ water line replacement.**  
(21007) started February 2022
  - **(POTENTIALLY GRANT FUNDED)**
  - Application submitted

- Site assessment underway
- **Recycled water line from WWTF to Vineyard/ Gallo**
  - Working on plans, easements, agreements
  - Plans submitted for permitting.
- **Sewer lining and manhole rehabilitation project** (21008) started February 2021
  - **(100% GRANT FUNDED)**
  - All cleaning and videoing completed.
  - WSC is reviewing videos to develop action plan
- **Cost of Service Rate Study WATER** (22005) started June 2022
  - Board Discussion has been continued
- **Cost of Service Rate Study WASTEWATER** (22005) started June 2022
  - Staff reviewing options and preparing proposal for Board consideration
- **Septic to Sewer conversion grant application** (#) started September 2023
  - **(POTENTIALLY 100% GRANT FUNDED)**
  - Met with Water Board and the application is being processed.
    - Planning grant may be available as soon as January 2025 if approved

**Staffing**

- Two vacant positions.
  - WWTF Operator Lead and WWTF Operator Lead, both are out for applications.

**SLO County in San Miguel:**

- .

**Caltrans in San Miguel:**

- .

**FISCAL IMPACT:**

None

PREPARED BY: Kelly Dodds

**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

May 23, 2024

**AGENDA ITEM: 8.4**

**SUBJECT:** Fire Chief Report

---

**SUGGESTED ACTION:** Receive and File

---

**DISCUSSION:**

**Equipment:**

1. All SMFD engines are currently in service.
2. SMF may receive up to 2- new BKR 5000's as part of a County wide Homeland Security. Five Cities Fire Authority is the point for this purchase.
3. 8601 will begin being decommissioned in the future as budget or funding opportunities allow.
4. Options for a new command vehicle are being explored.
5. Annual hose testing has begun.

**Cost Recovery:**

1. SMF currently has 5 incidents submitted for reimbursement.

**Grants:**

**2023/2024 Grants**

1. SMF applied for the 2024 OTS Grant on January 26, 2024, for replacement of necessary Auto Extrication Equipment.
2. SMF applied for the 2024 AFG grant in February. SMF applied for a replacement breathing air refill station and upgraded SCBA bottles. The current breathing air refill station is over 30 years old and requires replacement.
3. The SAFER was submitted on 4/12/2024.
4. The 2024/2025 RFD grant has been submitted.
5. SMF applied for FEMA grant funding to construct an EOC.

**Training:**

1. SMF / SLOFIST FI210 Course was completed on May 10, 2024. 16 students attended to course.
2. Regular weekly training is continuing to adhere to the annual training schedule.
3. Additional training has been occurring during the week as schedules allow.
4. Additional outside training shall commence as courses become available.
5. One Department member shall be attending Driver Operator 1-B.
6. 2- Department Members obtained a DMV Firefighter endorsement.
7. 1- Department was accepted to a LA County Paramedic Academy.
8. 1- Recruit has been accepted to the upcoming Allan Hancock Firefighter Academy.
9. Chief Young completed the FI210 Refresher and assisted with the field exercises.
10. SMCSD Financial Officer and Fire Chief attended FMAG training.

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

No update, Fire Chief Young was appointed as the County Fire Chiefs Association representative to SLOFIST. Regular monthly meetings are being attended.

SMF hosted the May 1, 2024 meeting. The meeting was well attended.

**San Miguel Advisory Council:**

1. A District Fire Chief Report is being provided for SMAC monthly meetings and Chief Young attends the monthly meetings as scheduling allows.
- 

**FISCAL IMPACT:**

None

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PREPARED BY: Scott Young

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# San Miguel Fire Department

San Miguel, CA

This report was generated on 5/14/2024 2:16:41 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: 04/01/2024 | End Date: 04/30/2024

START	END	LOG TYPE	APPARATUS	NOTES	HOURS
<b>Young, Scott P</b>					
04/01/2024 05:34:00	04/01/2024 06:09:00	INCIDENT	E8696	Incident 2024-074 - Motor vehicle accident with injuries: Apparatus E8696 responded to Indian Valley RD	0.58
04/01/2024 08:00:00	04/01/2024 17:00:00	DAYBOOK		Executive Chief Officer 4-E	9.00
04/01/2024 08:30:00	04/02/2024 08:30:00	DAYBOOK	8600		24.00
04/02/2024 08:30:00	04/03/2024 08:30:00	DAYBOOK	8600		24.00
04/02/2024 18:00:00	04/02/2024 22:00:00	DAYBOOK		Firefighter Training: RT130 Lead Instructor: Young, Scott P	4.00
04/03/2024 08:30:00	04/04/2024 08:30:00	DAYBOOK	8600		24.00
04/04/2024 08:00:00	04/04/2024 17:00:00	DAYBOOK	8600		9.00
04/07/2024 14:00:00	04/08/2024 08:30:00	DAYBOOK	8600		18.50
04/08/2024 08:30:00	04/08/2024 08:30:00	DAYBOOK	SMF 1		0.00
04/08/2024 13:30:00	04/08/2024 13:30:00	DAYBOOK	SMF 1	County Library Plans Picked up	0.00
04/09/2024 03:54:00	04/09/2024 04:31:00	INCIDENT	8600	Incident 2024-077 - Smoke detector activation due to malfunction: Apparatus 8600 responded to 775 Mission ST	0.62
04/09/2024 08:30:00	04/10/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/09/2024 18:00:00	04/09/2024 22:00:00	DAYBOOK		Firefighter Training: RT130 Lead Instructor: Young, Scott P	4.00
04/10/2024 08:30:00	04/11/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/10/2024 09:00:00	04/10/2024 11:30:00	DAYBOOK	8600	SLOFIST meeting Templeton Fire	2.50
04/10/2024 11:00:00	04/10/2024 13:00:00	DAYBOOK	SMF 1	Fail Safe Ladder Testing	2.00
04/10/2024 19:13:00	04/10/2024 19:41:00	INCIDENT	8600	Incident 2024-078 - EMS call, excluding vehicle accident with injury: Apparatus 8600 responded to 1235 Mission ST	0.47
04/11/2024 08:30:00	04/12/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/12/2024 08:30:00	04/12/2024 08:30:00	DAYBOOK	SMF 1		0.00
04/12/2024 08:30:00	04/12/2024 09:30:00	DAYBOOK	SMF 1	SAFER Grant meeting with Aurora William	1.00
04/13/2024 08:30:00	04/14/2024 08:30:00	DAYBOOK	8600		24.00
04/14/2024 08:30:00	04/15/2024 08:30:00	DAYBOOK	8600		24.00
04/15/2024 08:30:00	04/16/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/15/2024 13:38:00	04/15/2024 13:53:00	INCIDENT	E8668	Incident 2024-079 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 340 15th ST	0.25
04/16/2024 08:30:00	04/17/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/16/2024 18:00:00	04/16/2024 22:00:00	DAYBOOK		Firefighter Training: Tools and Equipment Lead Instructor: Young, Scott P	4.00
04/17/2024 08:30:00	04/18/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/21/2024 12:00:00	04/22/2024 08:30:00	DAYBOOK	8600		20.50
04/22/2024 08:30:00	04/23/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/23/2024 08:30:00	04/24/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/23/2024 10:57:00	04/23/2024 11:33:00	INCIDENT	E8668	Incident 2024-082 - EMS call, excluding vehicle accident with injury: Apparatus E8668 responded to 560 12th ST	0.60
04/23/2024 17:09:00	04/23/2024 17:22:00	INCIDENT	8600	Incident 2024-083 - Motor vehicle accident with no injuries.: Apparatus 8600 responded to 7598 Monterey RD	0.22
04/24/2024 08:30:00	04/24/2024 13:30:00	DAYBOOK	SMF 1		5.00

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
04/28/2024 12:00:00	04/29/2024 08:30:00	DAYBOOK	8600		20.50
04/29/2024 08:30:00	04/30/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/29/2024 10:00:00	04/29/2024 11:00:00	DAYBOOK	8600	Preliminary Fire Life & Safety and Fire Sprinkler Inspection @1077 L Street	1.00
04/30/2024 08:30:00	05/01/2024 08:30:00	DAYBOOK	SMF 1		24.00
04/30/2024 18:00:00	04/30/2024 22:00:00	DAYBOOK		Firefighter Training: Hose Loads and Pulls Lead Instructor: Young, Scott P	4.00
<b>Total Hours for: Young, Scott P</b>					<b>467.74</b>
<b>Total of all Personnel Hours</b>					<b>467.74</b>

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



# San Miguel Fire Department

San Miguel, CA

This report was generated on 5/14/2024 2:18:42 PM



## 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: 04/01/2024 | End Date: 04/30/2024

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
04/01/2024	2024-074	0	0	05:34:00	4	E8696	E8696	05:00	00:00	00:11:00	00:06:00	00:06:00	00:11:00
04/04/2024	2024-075	0	0	15:29:00	5	E8668	E8668	01:00	00:00	00:04:00	00:03:00	00:03:00	00:04:00
04/04/2024	2024-076	0	0	22:34:00	5	E8668	E8668	04:00	00:00	00:06:00	00:02:00	00:02:00	00:06:00
04/09/2024	2024-077	0	0	03:54:00	5	E8696	E8696	03:00	00:00	00:07:00	00:04:00	00:04:00	00:07:00
04/10/2024	2024-078	0	0	19:13:00	1	8600	8600	02:00	00:00	00:06:00	00:04:00	00:04:00	00:06:00
04/15/2024	2024-079	0	0	13:38:00	4	E8668	E8668	01:00	00:00	00:03:00	00:02:00	00:02:00	00:03:00
04/19/2024	2024-080	0	0	10:13:00	4	E8696	E8696	01:00	00:00	00:03:00	00:02:00	00:02:00	00:03:00
04/20/2024	2024-081	0	0	14:10:00	2	E8696	E8696	04:00	00:00	00:09:00	00:05:00	00:05:00	00:09:00
04/23/2024	2024-083	0	0	17:09:00	2	8600	8600	00:00	00:00	00:05:00	00:05:00	00:05:00	00:05:00
04/26/2024	2024-084	0	0	16:10:00	3	E8668	E8668	02:00	00:00	00:05:00	00:03:00	00:03:00	00:05:00

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.



# San Miguel Fire Department

San Miguel, CA

This report was generated on 5/14/2024 2:29:52 PM



## Incidents for Zone for Status for Date Range

Incident Status(s): All Incident Statuses | Zone(s): All Zones | Start Date: 04/01/2024 | End Date: 04/30/2024

INCIDENT NUMBER	INCIDENT TYPE	DATE	INCIDENT STATUS	LOCATION	APPARATUS
<b>Zone: AAE - Auto Aid East</b>					
2024-081	321	04/20/2024	Reviewed	8715 N River RD	E8696
<b>AAE - Auto Aid East Incidents: 1</b>					
<b>Zone: AAS - Auto Aid South</b>					
2024-083	324	04/23/2024	Reviewed	7598 Monterey RD	8600, SMF 1
<b>AAS - Auto Aid South Incidents: 1</b>					
<b>Zone: CBMHP - Casa Blanca Mobile Home Park</b>					
2024-082	321	04/23/2024	Reviewed	560 12th ST	E8668, P8651
<b>CBMHP - Casa Blanca Mobile Home Park Incidents: 1</b>					
<b>Zone: CSD - CSD Limits</b>					
2024-074	322	04/01/2024	Reviewed	Indian Valley RD	E8696
2024-077	733	04/09/2024	Reviewed	775 Mission ST	8600, E8696
2024-078	321	04/10/2024	Reviewed	1235 Mission ST	8600
2024-079	321	04/15/2024	Reviewed	340 15th ST	E8668
2024-080	321	04/19/2024	Reviewed	340 15th ST	E8696
2024-084	400	04/26/2024	Reviewed	1000 K ST	E8668
<b>CSD - CSD Limits Incidents: 6</b>					
<b>Zone: MM - Mission Meadows</b>					
2024-075	321	04/04/2024	Reviewed	1735 Bonita PL	E8668, SMF 1
2024-076	321	04/04/2024	Reviewed	677 Poquita LN	E8668, SMF 1
<b>MM - Mission Meadows Incidents: 2</b>					

**Total Incidents: 11**

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

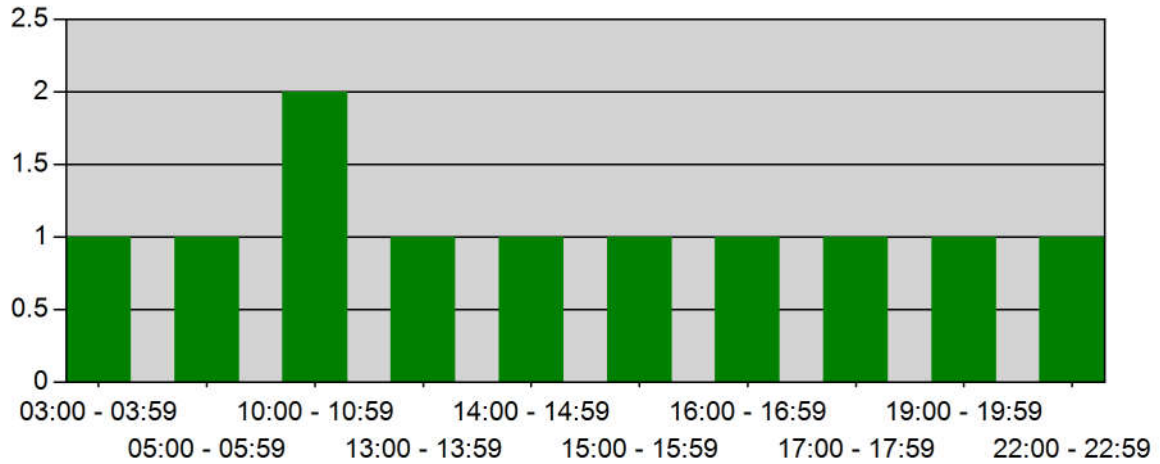
San Miguel, CA

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## Incidents by Hour for Zone for Date Range

Zone: All Zones | Start Date: 04/01/2024 | End Date: 04/30/2024



TIME	COUNT
03:00 - 03:59	1
05:00 - 05:59	1
10:00 - 10:59	2
13:00 - 13:59	1
14:00 - 14:59	1
15:00 - 15:59	1
16:00 - 16:59	1
17:00 - 17:59	1
19:00 - 19:59	1
22:00 - 22:59	1

Only REVIEWED incidents included



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# San Miguel Fire Department

San Miguel, CA

This report was generated on 5/14/2024 2:21:00 PM



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

Start Incident Type: 100 | End Incident Type: 911 | Zone: All Zones | Start Date: 04/01/2024 | End Date: 04/30/2024

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	5:00	0:00	4:00	9:00
Zone: AAS - Auto Aid South					
Rescue & Emergency Medical Service					
	Lights and Sirens	5:00	0:00	0:00	5:00
Zone: CSD - CSD Limits					
Rescue & Emergency Medical Service					
	Lights and Sirens	3:30	0:00	2:15	5:45
Hazardous Condition (No Fire)					
	No Lights or Sirens	3:00	0:00	2:00	5:00
False Alarm & False Call					
	Lights and Sirens	4:00	0:00	3:00	7:00
Zone: MM - Mission Meadows					
Rescue & Emergency Medical Service					
	Lights and Sirens	2:30	0:00	2:30	5:00

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: 04/01/2024 | EndDate: 04/30/2024

INCIDENT TYPE	AVG. # PERSONNEL
321 - EMS call, excluding vehicle accident with injury	3
322 - Motor vehicle accident with injuries	4
324 - Motor vehicle accident with no injuries.	2
400 - Hazardous condition, other	3
733 - Smoke detector activation due to malfunction	5

Reviewed Incidents only.



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# San Miguel Fire Department

San Miguel, CA

This report was generated on 5/14/2024 2:23:21 PM



## 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: 04/01/2024 | End Date: 04/30/2024

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	1	0	0	0	0
04:00	0	0	0	0	0	0	0
05:00	0	1	0	0	0	0	0
06:00	0	0	0	0	0	0	0
07:00	0	0	0	0	0	0	0
08:00	0	0	0	0	0	0	0
09:00	0	0	0	0	0	0	0
10:00	0	0	1	0	0	1	0
11:00	0	0	0	0	0	0	0
12:00	0	0	0	0	0	0	0
13:00	0	1	0	0	0	0	0
14:00	0	0	0	0	0	0	1
15:00	0	0	0	0	1	0	0
16:00	0	0	0	0	0	1	0
17:00	0	0	1	0	0	0	0
18:00	0	0	0	0	0	0	0
19:00	0	0	0	1	0	0	0
20:00	0	0	0	0	0	0	0
21:00	0	0	0	0	0	0	0
22:00	0	0	0	0	1	0	0
23:00	0	0	0	0	0	0	0
Total Responses for Day	0	2	3	1	2	2	1
% of Responses for Day	0	50.00%	33.33%	100.00%	50.00%	50.00%	100.00%
% of Responses for Week	0.00%	18.18%	27.27%	9.09%	18.18%	18.18%	9.09%

Hour	Total per Hour	Percent
00:00	0	0.00%
01:00	0	0.00%
02:00	0	0.00%
03:00	1	9.09%
04:00	0	0.00%
05:00	1	9.09%
06:00	0	0.00%
07:00	0	0.00%
08:00	0	0.00%
09:00	0	0.00%
10:00	2	18.18%
11:00	0	0.00%
12:00	0	0.00%
13:00	1	9.09%
14:00	1	9.09%
15:00	1	9.09%
16:00	1	9.09%
17:00	1	9.09%
18:00	0	0.00%
19:00	1	9.09%
20:00	0	0.00%
21:00	0	0.00%
22:00	1	9.09%
23:00	0	0.00%
Total	11	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

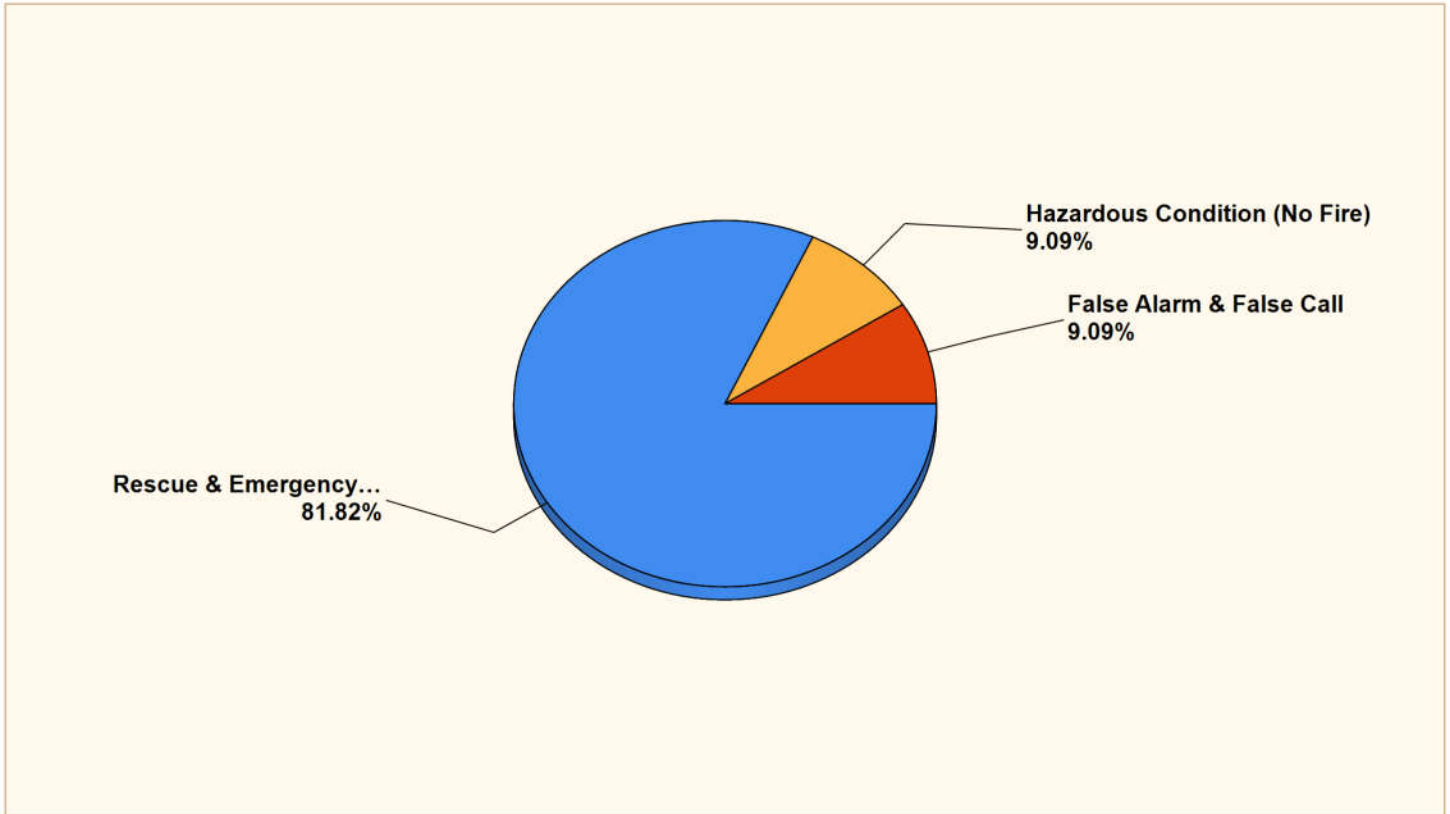
San Miguel, CA

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2024 | End Date: 04/30/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	9	81.82%
Hazardous Condition (No Fire)	1	9.09%
False Alarm & False Call	1	9.09%
<b>TOTAL</b>	<b>11</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	7	63.64%
322 - Motor vehicle accident with injuries	1	9.09%
324 - Motor vehicle accident with no injuries.	1	9.09%
400 - Hazardous condition, other	1	9.09%
733 - Smoke detector activation due to malfunction	1	9.09%
<b>TOTAL INCIDENTS:</b>	<b>11</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.



# San Miguel Fire Department

San Miguel, CA

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## Incident Count per Location Type per Zone per Address for Date Range

StartDate: 04/01/2024 | EndDate: 04/30/2024

LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
<b>Home/Residence</b>			
	CBMHP - Casa Blanca Mobile Home Park		
		560 12th ST San Miguel, CA	1
	CSD - CSD Limits		
		340 15th ST San Miguel, CA	2
	MM - Mission Meadows		
		1735 Bonita PL San Miguel, CA (In front of)	1
		677 Poquita LN San Miguel, CA	1
		<b>Total for Location Type:</b>	<b>5</b>
<b>Place of Recreation or Sport</b>			
	AAE - Auto Aid East		
		8715 N River RD San Miguel, CA	1
	CSD - CSD Limits		
		775 Mission ST San Miguel, CA	1
		<b>Total for Location Type:</b>	<b>2</b>
<b>Street or Highway</b>			
	AAS - Auto Aid South		
		7598 Monterey RD / N HWY 101, Paso Robles (corporate name El Paso de Robles), CA (Intersection)	1
	CSD - CSD Limits		
		Indian Valley RD / 4300 Vineyard CA, San Miguel, CA (Intersection)	1
		1000 K ST / 248 10th Street, San Miguel, CA (Directions)	1
		<b>Total for Location Type:</b>	<b>3</b>

Group by Incident Location Type, then Zone. Completed and Reviewed Incidents



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LOCATION TYPE	ZONE	ADDRESS / LOCATION	# INCIDENTS
<b>Trade or service (business, bars, restaurants, etc)</b>			
	CSD - CSD Limits		
		1235 Mission ST San Miguel, CA	1
<b>Total for Location Type:</b>			<b>1</b>

Group by Incident Location Type, then Zone. Completed and Reviewed Incidents





**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

**May 23, 2024**

**AGENDA ITEM: 9.1**

**SUBJECT:** 4-25-2024 Draft San Miguel CSD Board of Directors & Groundwater Sustainability Agency meeting minutes

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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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**SAN MIGUEL COMMUNITY SERVICES DISTRICT BOARD OF DIRECTOR & GROUNDWATER SUSTAINABILITY AGENCY**

Rod Smiley, President      Raynette Gregory, Vice-President  
 Berkley Baker, Director      Anthony Kalvans, Director      Owen Davis, Director

**REGULAR BOARD OF DIRECTORS & GROUNDWATER SUSTAINABILITY AGENCY MINUTES**

**6:00 P.M. Opened Session  
 SMCS D Boardroom 04-25-2024**

**1. Call to Order:**

At: 6:04 P.M.

*Director Kalvans arrived at 6:06 P.M.*

**2. Roll Call:** *Rod Smiley, Raynette Gregory, Anthony Kalvans, Owen Davis, Berkley Baker*

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

**Motion By:** Raynette Gregory

**Second By:** Rod Smiley

**Motion:** To Approve

Board Members	Ayes	Noes	Abstain	Absent
Berkley Baker	X			
Raynette Gregory	X			
Rod Smiley	X			
Anthony Kalvans	X			
Owen Davis	X			

**4. Pledge of Allegiance:**

Lead by Director Kalvans

**5. Public Comment and Communications for items not on the agenda:**

**Public Comment:** Greg Grewal, Creston resident spoke about the Public Draft of the 2023 Annual Report.

John Green, San Miguel resident spoke about the Landscaping irrigation on Mission Street and the drought.

**Board Comment:** Director Kalvans asked to respond to Mr. Green. Director Kalvans explained that the San Miguel Lighting Department has become the San Miguel Lighting and Landscaping Department per the adopted 2023 Municipal Service Review by LAFCO and by Government Code 61100 (G).

**Public Comment:** John Green, San Miguel resident asked for more public comment time.

Director Smiley granted another three minutes to Mr. Green.

John Green, San Miguel resident spoke about the plant height on Mission Street Landscaping was a concern and a safety hazard.

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

### 1. San Luis Obispo Council of Governments (SLOCOG)

Hear presentation from SLOCOG on the "Local Roads First" transportation tax ballot measure draft investment plan.

Annie Bowsky from San Luis Obispo Council of Governments (SLOCOG) gave a presentation on the "Local Roads First" a transportation tax ballot measure for November 2024. It was explained that as of this past week it has been decided to forgo getting this measure on the ballot for 2024. Mrs. Bowsky explained that SLOCOG will be working towards putting the measure on the 2025 ballot and wanted to hear feedback from San Miguel on the potential Transportation and Safety plan.

**Board Comment:** Director Gregory voiced that she was opposed to another tax for roads, and that Californian's drive a lot and pay a large tax on the fuel they use for roads. Director Gregory explained what San Miguel really needs is utilities down Mission Street in the main corridor of town.

Director Baker explained that the County appropriates funds and has made it so that roads are not their priority. Discussion ensued. Director Baker gave his opinion that the government should fund public safety and roads and that he is opposed to this other tax.

Director Kalvans asked Mrs. Bowsky if she could explain what was going on at the Wellsona crossing. Mrs. Bowsky explained that it is an approved Cal Trans project for an underpass for around \$13.5 million, more information can be found at the Caltrans website link here: [Caltrans-Wellsona Safety Improvement Project](#)

Director Kalvans voiced that the San Miguel downtown has no east-side sidewalks and feels that it prevents development on that Mission Street corridor. Mr. Kalvans also explained that there are missing areas of sidewalks, between the downtown core and Mission San Miguel. The other area of concern is that there is no sidewalks to safely take people across Mission Street to The Historic [Rios-Caledonia Adobe](#).

Director Davis voiced that he is opposed to any tax increase, giving reference to the Paso Roble's Road Tax and how it is not helping the road issues in Paso Robles. Mrs. Bowsky explained that the Paso Robles Road Tax is not the same thing as this "Local Roads First" because all of the tax collected would go only to roads and cannot be reallocated.

Director Gregory asked if the measure passes how is it guaranteed that San Miguel will actually see the proposed funds. Mrs. Bowsky explained that the proposal is just a draft investment plan, but the SLOCOG Board would approve the final investment plan and that would mean the funds would be locked in for each specific community. Discussion ensued about an over-site committee.

**Public Comment:** Greg Grewal, Creston resident spoke about Prop 13 trying to be changed from a 2/3 vote to a 50%+1 vote. Mr. Grewal is not in favor of the tax measure.

John Green, San Miguel resident spoke about the state roads budget, and the bad paving job on Mission Street. Mr. Green is not in favor of the tax measure.

Murray Powell, Templeton resident spoke about the "Self-Help Tax" grants, and the process of getting funds back from the state of California. Mr. Powell is not in favor of the tax measure.

## 7. Non- District Reports:

**1. San Luis Obispo County Organizations**

Verbal/Report

Sergeant Strobridge from the San Luis Obispo County Sheriff office (North) gave a report on the calls for service for March 2024, with San Miguel having an increase in calls for service.

**Board Comment:** Director Baker asked how many arrests were made from the service calls, and how long do you hold them for? Sergeant Strobridge explained that it depends on the nature of the crime. Discussion ensued on the process of bail, the differences in crime, and the percentage of repeat criminals.

**2. Community Service Organizations**

Verbal

Michelle Hido representing the Friends of the San Miguel Library updated the Board of Directors that the San Miguel Library is having the "Dia Del Ninos" children's day festival at the San Miguel Park on Saturday the 27th from 12:00 P.M to 4:00 P.M. with fun events for the kids. The San Miguel Library is looking for donations for the Summer Movie Program and would like to have five movies throughout the summer with each movie licensing costing \$400.00. Please contact the San Miguel Library to donate at 805-467-3224.

Rod Smiley from the North County Cypress Mountain Masonic Lodge explained that the lodge is still working with the County and the Rios-Caledonia Adobe for the new signage. Raynette Gregory from the Pleasant Valley Wine Trail explained that they have a "Twilight Tasting" at the Four Sister's Winery on May 17th, tickets are \$75.00 and supports Paso Robles Youth Arts Foundation (PRYAF).

Anthony Kalvans from the San Miguel Lion's Club updated the Board of Directors that the Sagebrush Day's Parade went well, and the San Miguel Lion's sold out their BBQ. Director Kalvans thanked the community for their ongoing support.

**Board Comment:** None

**Public Comment:** John Green, San Miguel resident asked if each movie was \$400, and if community members would be charged to participate, and who the money was paid too. Mrs. Hido from the Friends of the San Miguel Library explained that it is \$400 for each movie and the money is the cost of licensing the movie for a public event.

**3. Camp Roberts—Army National Guard**

Verbal

None

**Board Comment:** None

**Public Comment:** None

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

**1. General Manager**

Receive report

Item was presented by General Manager Kelly Dodds explaining that Quest Planning, the District's contracted planner for the expansion of the Wastewater Treatment Facility made a presentation to the San Miguel Advisory Council. The majority of the Board was receptive to the plan with their main concerns being traffic and potential odors. Discussion on the process of moving forward ensued.

General Manager Kelly Dodds explained that San Miguel CSD participated in the Low Income Household Water Assistance Program (LIHWAP) that ended on March 31, 2024

and twenty-three San Miguel utility customers were able to receive a total of \$18,758.04 in funds to be put toward their water and sewer bills.

**Board Comment:** Director Davis asked if the funds that were received went directly to the CSD or the Customer? General Manager Kelly Dodds explained that the customer has to apply for the funds through LIHWAP, and CAPSLO distributes the fund to the water district for a specific amount requested by the utility account holder. Once the funds are sent to the CSD they are applied directly to the utility customers account.

**Public Comment:** Greg Grewal, Creston resident spoke about the Wastewater Facility CEQA documents, and forever chemicals (PFAS). *Mr. Grewal handed a Public Records Request to the General Manager dated 4-25-2024.*

**2. District Counsel**

Receive verbal report

District General Counsel Christina Pritchard had nothing to report.

**3. District Utilities**

Receive and file

Item presented by General Manager Kelly Dodds, report submitted as written. Mr. Dodds updated the Board of Directors that another Operator has left the District for other employment. It was explained that there will be a need for Contract Operators, but currently we have two new hires that are working on getting licensed. The licensing process is lengthy so the District will need to use Contract Operators a couple days a week.

**Board Comment:** Director Gregory asked how many employees there are currently, and what the certifications were that the old employees had. General Manager Kelly Dodds updated the Board on the Utility Staff, and explained that the certifications needed are water and wastewater. The employees that have left were classified as a Field Operator Lead and a Field Operator, and each had water and wastewater certifications.

Director Smiley voiced that employees have left to other places because they are being paid more, and then the CSD must go through the process for retraining somebody over again, and asked if it would be worth paying more? General Manager Kelly Dodds explained that to a degree but the District still is not able to pay what some of these other places are paying. Mr. Dodds voiced that in the future he would like to look at other benefits, in lieu of pay. Discussion ensued on the cost of training and contract employees.

Director Davis discussed the previous employee's wages, and feels that the wage was good. Director Davis gave his opinion that there must be other reasons why they left. Discussion ensued on wages and upward mobility.

Director Gregory asked if the Contract Operators would be full time? General Manager Kelly Dodds explained that they will be here two days a week or when needed. Discussion ensued on the cost.

**Public Comment:** John Green, San Miguel resident spoke about the General Manager having the licenses that are required.

**4. Fire Chief Report**

Receive and File

Report submitted as written.

**Board Comment:** None

**Public Comment:** None

**9. Consent Calendar:**

**Board Comment:** None

**Public Comment:** Murray Powell, Templeton resident spoke on the minutes not having his words verbatim, about his comments on the Groundwater Annual report. San Miguel District Counsel Pritchard explained the requirements of Action Minutes.

**Motion By:** Rod Smiley

**Second By:** Raynette Gregory

**Motion:** To Approve

Board Members	Ayes	Noes	Abstain	Absent
Berkley Baker	X			
Raynette Gregory	X			
Rod Smiley	X			
Anthony Kalvans	X			
Owen Davis		X		

1. **3-28-2024 Draft San Miguel CSD Board of Directors & Groundwater Sustainability Agency meeting minutes**  
Receive and file
2. **Declare hazardous weeds a public nuisance within the San Miguel Community Services District. (Approve by 3/5 vote)**  
Review and approve RESOLUTION 2024-11 declaring hazardous weeds a public nuisance and direct staff to proceed with mailing notices to abate.

**10. Board Action Items:**

1. **Authorize Staff to prepare and deliver a Notice of Public Hearing to consider increasing solid waste collection rates by 3.5% pursuant to Proposition 218. (Approve by 3/5 vote)**  
Approve RESOLUTION 2024-14 authorizing Staff to prepare and deliver a Notice of Public Hearing to consider increasing all solid waste collection rates by 3.5% pursuant to Proposition 218  
Item was presented by General Manager Kelly Dodds asking the Board of Directors to authorize Staff to prepare and deliver a Notice of Public Hearing on June 27th to consider increasing solid waste collection rates by 3.5% pursuant to Proposition 218. San Miguel Garbage is requesting an 3.5% increase across all residential solid waste collection rates. This increase is comprised of a 3.5% Consumer Price Index (“CPI”) increase as allowed in the current Agreement to cover escalating operational cost which are outside San Miguel Garbage control.  
**Board Comment:** Director Baker voiced that he appreciates San Miguel Garbage and their high level of service.  
Director Smiley gave his opinion that San Miguel Garbage staff is very polite, efficient, and fast, and is favor of approving this item.  
Director Kalvans agreed with Director Baker and Director Smiley comments and thanked San Miguel Garbage for their service.  
Director Davis commented that at the last rate increase, San Miguel Garbage expressed that there was a cost of around seven dollars per can attached to the bills for Integrated Waste Management (IWMA), and then that cost was decreased.  
Aron Kardashian from San Miguel Garbage explained that there is a pass-through cost that

was 5.4% and was decreased to 4.4% and was never a dollar amount attached to each can. General Manager Kelly Dodds explained that the pass-through cost is not part of the operational cost for San Miguel garbage. Discussion ensued.

Aron Kardashian from San Miguel Garbage explained that the IWMA cost should stay the same because the San Luis Obispo County has come back to the IWMA. Discussion on regulations ensued.

**Public Comment:** Greg Grewal, Creston resident spoke about the old Creston garbage company that has new owners and recycling regulations.

John Green, San Miguel resident spoke about the great business model that San Miguel Garbage has.

**Motion By:** Berkley Baker

**Second By:** Raynette Gregory

**Motion:** To Approve Resolution 2024-14

Board Members	Ayes	Noes	Abstain	Absent
Berkley Baker	X			
Raynette Gregory	X			
Rod Smiley	X			
Anthony Kalvans	X			
Owen Davis	X			

**2. Monthly Financial Reports for March 2024 (Recommend receive and file by Board consensus)**

Please *review, receive and file* the March 2024 Financial Reports.

Item was presented by Financial Officer Michelle Hido, submitting report as written. March Financials are on pages 81-127 of the Board packet and include the quarterly investment reports. Mrs. Hido asked for any questions.

**Board Comment:** None

**Public Comment:** Murray Powell, Templeton resident spoke about what the actual cost of the Wastewater Treatment Facility expansion would cost, financing and who was funding the pipeline project.

Director Smiley asked Mr. Powell to contact the General Manager outside the meeting to have his questions answered.

*Consensus of the Board is to receive and file March 2024 financials.*

**3. Draft Fiscal Year 2024-2025 District Operation and Maintenance (O&M) Budget and Capital Improvement Project (CIP) Budget. (Discuss and provide comments to staff)**

Discuss the DRAFT Fiscal Year 2024-2025 Operation and Maintenance (O&M) Budget and Capital Improvement Project (CIP) Budget and provide comments to Staff.

Item was presented by Financial Officer Michelle Hido, explaining to the Board that this is the first draft of the FY24-25 San Miguel Budget. Staff will take tonight's comments or questions and next month will present a final budget for a vote for the budget to be implemented on July 1st. Mrs. Hido presented the Budget information on pages 128-155 of

the Board packet.

**Board Comment:** Director Baker asked about the Wastewater Fund on page 129, and the revenue is at 42%, and expenses are at 51% and asked about the revenue percentage. General Manager Kelly Dodds explained that the revenue is grant funds for the treatment plant, on a reimbursement basis. Discussion ensued.

Director Kalvans thanked Mrs. Hido for a transparent Budget report.

Director Davis asked about the Temporary Housing Unit (THU) and if the lease would be extended. Financial Officer, Michelle Hido explained that the THU had two one-year extensions. Director Davis asked about the project start date and was informed that it would be appropriate to discuss that timeline with the Fire Chief.

**Public Comment:** Greg Grewal, Creston resident spoke about the "Pueblo Rights" and cost of the Steinbeck litigation in the proposed budget. Mr. Grewal gave general information about the cost to the entities involved in the Steinbeck litigation.

General Manager Kelly Dodds explained to the Board of Directors that this item is for discussion and if there were any comments, that he could take them now or comments could be send to him anytime between now and the next meeting.

**Board Comment:** Director Kalvans asked if the Budget will be accepted by the Government Finance Officers Association's (GFOA) standard or will that take more time to accomplish? Financial Officer Michelle Hido explained that it would also need to have, what GFOA would consider a "Budget Report" and is usually done after the budget is approved.

Director Davis asked about the Steinbeck litigation and explained that he doesn't remember voting to go after the "Pueblo" deal. General Manager Kelly Dodds reminded Director Davis that the Steinbeck Litigation is ongoing and per the District's Legal Counsel should not be discussed unless agendized for closed session.

Director Davis voiced that he has asked the Legal Counsel what the cost was for the Steinbeck Litigation and the District Counsel informed him that it could not be discussed. Director Davis gave his opinion that he feels that the Districts Counsel is incorrect because you can get that information anywhere. Discussion ensued.

District General Counsel Pritchard explained to Director Davis that as a current Director he could have that information. District Counsel informed the Board of Directors that the Board would have to wave privilege on the litigation, if it wanted that information to become public.

Director Baker voiced that his opinion was that it was outrageous that the people in the community do not have the ability to see what has been spent, and wanted to know why the cost would be considered privileged information.

District General Counsel Pritchard explained that the law states that any cost paid into an active litigation is privileged information. The information is privileged because if there are any type of settlement negotiations, it could affect the position of the District in those settlements. Counsel Pritchard reminded the Board of Directors that they could wave the privilege if three of the five Directors decided that they wanted to make that information public. Discussion of the law ensued.

**4. Review and approve RESOLUTION 2024-16 authorizing a budget adjustment to water and wastewater for contract operator services for the remainder of FY 23-24.**

Review and approve Resolution 2024-16 authorizing a budget adjustment for contract operator services.

Item was presented by General Manager Kelly Dodds explaining to the Board of Directors that the cost of the Budget Adjustment being requested would cover the projected cost through the end of the current fiscal year for Contract Services out of operational cash.



General Manager Kelly Dodds explained that "Contract Operator Services" will be part of the Budget for this next fiscal year. Mr. Dodds reminded the Board that the District is required, by state regulation and law, to utilize State Licensed Operators in the operation and maintenance of the District Water and Wastewater systems.

**Board Comment:** None

**Public Comment:** None

**Board Comment:** Director Kalvans voiced that the District needs to decide if it wants to just use contract operators or be a training ground for operators. Discussion ensued about finding qualified operators in the area, and hiring.

General Manager Kelly Dodds explained that he is a licensed operator and continues to do operations.

Director Davis voiced that he feels that the District has constant problems with employees. Director Davis gave his opinion that the District gets good help, but feels that the General Manager needs to let the employees understand that they are important. Director Davis discussed the cost from the District Legal Counsel for employee problems. Director Davis feels that it is not the employees fault but that the Management has something to do with what is going on with good employees leaving.

General Manager Kelly Dodds explained that people have the right to work where they want and that the employees that recently left have left for better opportunities in their field of employment. The employees that recently left did not leave because of having a problem with him or his management style or because of fellow employees, it was because better opportunities came around.

**Motion By:** Rod Smiley

**Second By:** Anthony Kalvans

**Motion:** To Approve Resolution 2024-16

Board Members	Ayes	Noes	Abstain	Absent
Berkley Baker	X			
Raynette Gregory	X			
Rod Smiley	X			
Anthony Kalvans	X			
Owen Davis	X			

**5. Review and approve RESOLUTION 2024-17 authorizing the General Manager to negotiate and enter into amendment #1 with Water Systems Consulting (WSC) for the Machado WWTF NOI project.**

Review and approve Resolution 2024-17 authorizing the General Manager to negotiate and enter into amendment #1 with WSC for additional work under the existing contract for the Machado Wastewater Treatment Facility Notice of Intent (NOI) project in an amount of \$20,078.

Item was presented by General Manager Kelly Dodds explaining that this item is to authorize the General Manager to enter into amendment number one with Water Systems Consulting (WSC) for an existing contract for the Notice of Intent (NOI) for an additional amount of \$20,078. This amount will cover the development of a Groundwater Monitoring Workplan. Development of the Workplan will consist of collecting and reviewing existing hydraulic and groundwater data, development of a hydrogeologic model, and development of a Groundwater Monitoring Workplan in compliance with the requirements of the current operating permit for the WWTF. The completed Workplan will be used in the

development, permitting and installation of new and/or additional groundwater monitoring wells and equipment to facilitate additional permitting requirements. General Manager Kelly Dodds explained that the Workplan is required by the State of California under the NOI in order to fully comply with the Wastewater Permit for the new Wastewater Treatment Facility.

**Board Comment:** Director Gregory asked if this was something that was unforeseen? General Manager Kelly Dodds explained that this was brought up as part of the NOI to enroll in the new permit and was made a condition after the permit was issued. It was explained that the District has its existing treatment plant which the State has imposed this new permit, but the District is also working on upgrading the treatment plant, which makes the permit process a little confusing.

Director Davis asked for clarification about the wells at the Wastewater Treatment plant. General Manager Kelly Dodds explained that the wells at the Wastewater Treatment Facility are not Water wells but solely Groundwater Monitoring wells. Discussion ensued about how those monitoring wells are used.

**Public Comment:** Greg Grewal, Creston resident spoke about how these monitoring wells might be used and the PFAS problem.

**Motion By:** Rod Smiley

**Second By:** Anthony Kalvans

**Motion:** To Approve Resolution 2024-17

Board Members	Ayes	Noes	Abstain	Absent
Berkley Baker	X			
Raynette Gregory	X			
Rod Smiley	X			
Anthony Kalvans	X			
Owen Davis		X		

**6. Notification to the Board, per Board Handbook section Chapter 4 Section A(4), of a Board member who has not completed the required AB 1234 Ethics and AB1661 Sexual Harassment training.**

Discuss potential action regarding a Board member who has not completed the required AB 1234 Ethics and AB1661 Sexual Harassment training and provide direction to the General Manager.

Item was presented by General Manager Kelly Dodds explaining that this item is being brought to the Board per the Board Handbook for Board Direction. Director Baker has not fully completed his required Ethics and Sexual Harassment training. Per the District Board Handbook, these training courses should be completed within sixty days of assuming office and every two years thereafter.

**Board Comment:** Director Smiley asked Director Baker to complete the required training, as soon as possible.

**Public Comment:** None

**Board Comment:** Director Gregory explained that this item was added to the Board Handbook because in the past other Directors had refused to comply.

Director Kalvans voiced that this is part of the District's Transparency certification.

*Consensus of the Board is to have Director Baker complete the training as required by state law.*

## Adjourn to the San Miguel Community Services District Groundwater Sustainability Agency

(GSA):

At: 8:20 P.M.

### 11. GSA Board Action Items:

#### 1. Paso Basin Cooperative Committee (PBCC) FY 24-25 draft budget (Approve by 3/5 vote)

Review and approve the Draft FY 24-25 PBCC budget by 3/5 vote.

Item was presented by General Manager Kelly Dodds explaining that this Budget is proposing a cost of \$18,000 to the San Miguel Community Services District Groundwater Sustainability Agency (SMGSA) where a majority of the costs would be for the upcoming fiscal year, and are related to the Grant that is currently ending in early 2025, the annual report, the five year evaluation of the Groundwater Sustainability Plan (GSP), and the ongoing monitoring operations. Mr. Dodds explained that the budget includes around fifty-thousand dollars toward developing a governance structure for the Paso Robles Cooperative Committee (PBCC) moving forward, and shows a cost in Fiscal Years 26-27 for management of the PBCC and are only estimated costs.

**Board Comment:** Director Baker feels that the Board of Directors should consider if staying in the PBCC is the best thing for the District, and after this fiscal year the cost to SMGSA could be considerably more expensive.

Director Gregory asked if General Manager feels that the District will be getting their money's worth. General Manager Kelly Dodds explained that the Fiscal Year Budget that is being proposed will be worth it, but does not think that the SMGSA should blindly keep going forward. Discussion on the future of the PBCC ensued.

Director Gregory asked if there was something that the PBCC was not disclosing, or do they know what they want to be moving forward. The General Manager Kelly Dodds explained that the five GSA's as a whole needs to figure out how the PBCC moves forward and how they will be governed. Discussion has been started with the County and the other agencies.

Director Kalvans voiced his concerns on separating from the PBCC, his worry is that all the other agencies would be all competing for the same things and San Miguel is so small he is worries that the District might be pushed aside.

Director Davis expressed that the District will still be a GSA even if we pull out of the PBCC, and the only thing that the PBCC has done in his opinion is cost the District a million dollars. General Manager explained that the PBCC has nothing to do with the ongoing Steinbeck litigation.

Director Davis voiced that he understood but in his opinion the District should stop all the lawsuits and get out of the PBCC and it would not affect the District at all, except to save the District a lot of money.

General Manager Kelly Dodds again explained that they could not talk about the ongoing litigation and expressed that walking away from the PBCC would have a cost. Discussion ensued on having an agenda item to discuss the pro and cons of leaving the PBCC.

**Public Comment:** Greg Grewal, Creston resident spoke about the Budget and the alleged violations of the other GSA's. Mr. Grewal reminded the Board that the Sustainable Groundwater Management Act (SGMA) was implemented to sustain the basin, not individual areas.

Murray Powell, Templeton resident spoke about the Budget and the lack of details pertaining to the proposed budget. Mr. Powell spoke about the well monitoring committee,

and the lack of legal counsel documents needed for the monitoring and being pushed off since last June.

**Board Comment:** Director Baker voiced that the approved grant funds need to be used by April 2025 and feels that everything is dormant. Discussion on the monitoring and what it is going to take was discussed.

General Manager Kelly Dodds spoke about funds for the San Miguel Recycled Water project.

**Motion By:** Rod Smiley

**Second By:** Anthony Kalvans

**Motion:** To Approve

Board Members	Ayes	Noes	Abstain	Absent
Berkley Baker	X			
Raynette Gregory	X			
Rod Smiley	X			
Anthony Kalvans	X			
Owen Davis		X		

**Reconvene to the San Miguel Community Services District Board of Directors:**

At: 8:42 P.M.

**12. Board Comment:**

Director Gregory asked to place an item on an agenda to get a cost scenario on if the District chose to leave the PBCC. Seconded by Director Baker

Director Baker would like to have a discussion on the Steinbeck Litigation cost and if privilege should be waived, and feels that the community should know the cost. This item would be for closed session. Seconded by Director Davis.

Director Smiley would like to to also have discuss in closed session, on what the law is on disclosing information out of closed session and what the repercussion are for leaking closed session items. Seconded by Director Kalvans.

Director Kalvans voiced that he would like to discussed Lighting and Landscaping projects, and feels that the District could qualify for grants through SLOCOG if the District could get the County Public Works Department to support the Districts proposed projects.

Director Davis asked to bring back Landscaping/Lighting to have a discussion on moving forward. Seconded by Director Baker

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

At: 8:49 P.M. next meeting is 5-23-2024

**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

May 23, 2024

**AGENDA ITEM: 9.2**

**SUBJECT:** Consideration of RESOLUTION 2024-19 requesting consolidation of the San Miguel Community Services District’s Biennial Election with County’s November 5th, 2024, Consolidated General Election.

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**SUGGESTED ACTION:**

Approve RESOLUTION 2024-19 requesting consolidation of the San Miguel Community Services District’s Biennial Election with the County’s November 5th, 2024, Consolidated General Election.

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**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 5th, 2024 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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PREPARED BY: Tamara Parent

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**RESOLUTION NO. 2024-19**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF 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 5, 2024, PRESIDENTIAL 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 5, 2024; 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 Government Code Section 57375 and following, the District is permitted to request the consolidation of its regular election with the statewide Presidential 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 San Miguel Community Services District, 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 5, 2024, pursuant to California Government Code Section 57375 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 23<sup>rd</sup> day of May 2024, by the following vote:

*(signature on next page)*

AYES:

NOES:

ABSENT:

ABSTAIN:

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Kelly Dodds, General Manager

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Rod Smiley, President Board of Directors

ATTEST:

APPROVED AS TO FORM:

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Tamara Parent, Board Clerk

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Douglas L. White, District General Counsel

**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

May 23, 2024

**AGENDA ITEM: 9.3**

**SUBJECT:** District Statement of Investment Policy for Fiscal Year 2024-25 (Annual Approval)

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**SUGGESTED ACTION:** Approve RESOLUTION 2024-20 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 Districts 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 its resolution, would be in effect from July 1 2024, until June 30<sup>th</sup> 2025.

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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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**RESOLUTION NO. 2024-20**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING THE FISCAL  
YEAR 2024-25 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 2024-25 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 23<sup>rd</sup> day of May 2024

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

\_\_\_\_\_  
Rod Smiley, President Board of Directors

ATTEST:

APPROVED AS TO FORM:

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

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

**SAN MIGUEL COMMUNITY SERVICES DISTRICT  
STATEMENT OF INVESTMENT POLICY  
Fiscal Year 2024-25**

**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.

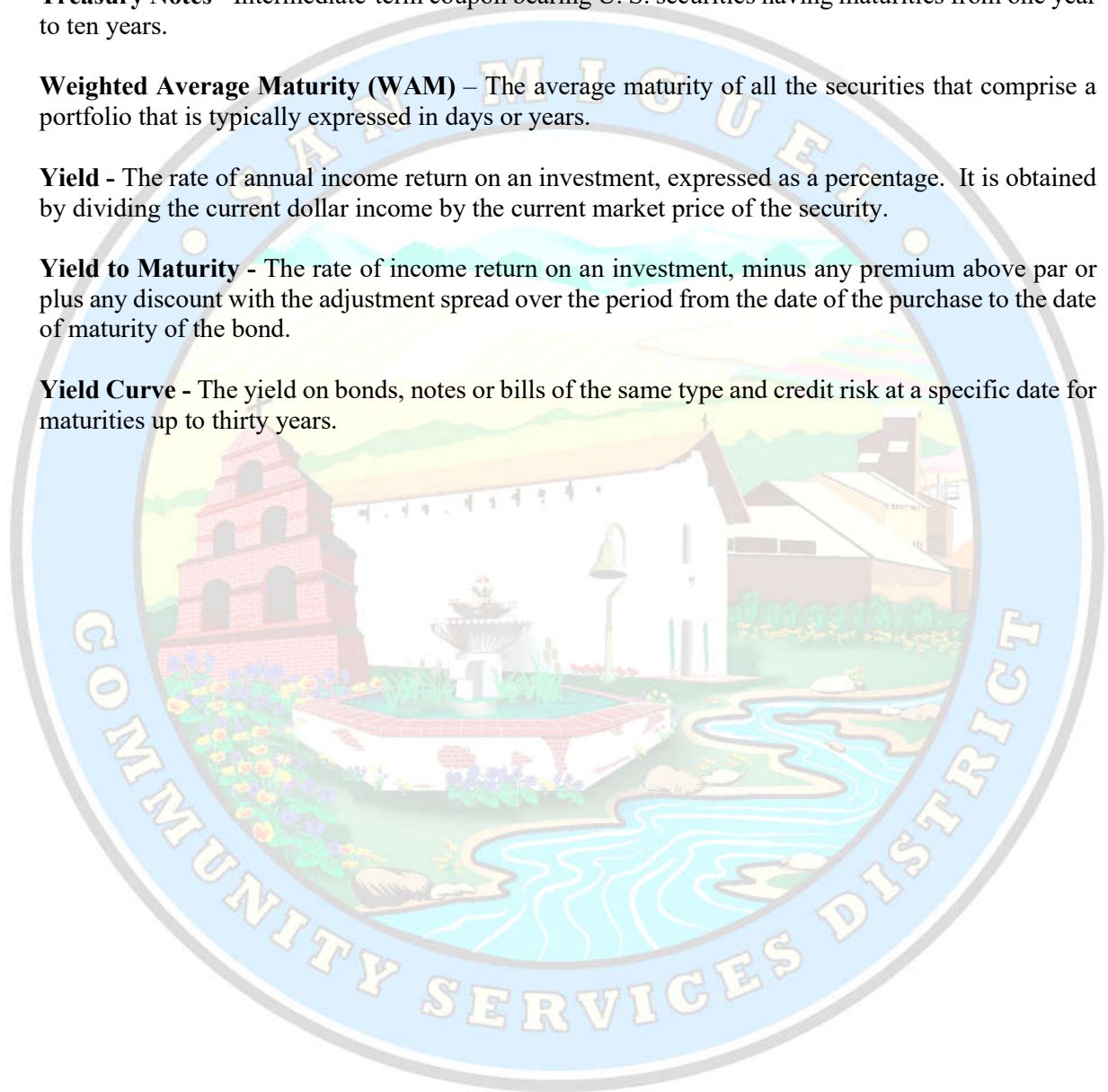
**Treasury Notes** - Intermediate-term coupon bearing U. S. securities having maturities from one year to ten years.

**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.



**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

May 23, 2024

**AGENDA ITEM: 9.4**

**SUBJECT:** Drug and Alcohol Policy routine review and update to comply with current law and regulation - RESOLUTION 2024-22

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**SUGGESTED ACTION:** Approve RESOLUTION 2024-22 adopting revisions to the District Drug and Alcohol Policy.

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**DISCUSSION:**

In September 2016 the District adopted the Drug and Alcohol Free Workplace Guidelines and Policy to meet State and Federal laws and regulations. This proposed Draft Drug and Alcohol Free Workplace Guidelines and Policy will, ultimately with Board approval and adoption, rescind and replace the currently adopted policy and associated resolution. The revisions to this policy included correcting grammatical errors and changes have also been made to align the policy with current state and federal labor laws currently in effect.

Policies such as this one, should be updated on a regular basis to maintain compliance with applicable laws and regulation. Keeping District policies updated both protects the District as well as the employees by identifying obligations and responsibilities of both parties.

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**FISCAL IMPACT:**

No additional cost other than staff and legal time already expended.

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PREPARED BY: Christina Pritchard

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**RESOLUTION NO. 2024-22**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN MIGUEL COMMUNITY SERVICES DISTRICT ADOPTING REVISIONS TO THE DISTRICT DRUG  
& ALCOHOL FREE WORKPLACE GUIDELINES AND PROCEDURES AND RESCINDING ANY AND  
ALL PREVIOUS RELATED POLICIES AND PROCEDURES REGARDING DRUGS & ALCOHOL

**WHEREAS**, California Government Code section 54202 provides that every local agency may adopt policies and procedures to establish and maintain a workplace that is free of illegal drugs and alcohol and to discourage said drug and alcohol abuse; and

**WHEREAS**, the District Board of Directors (“Board”) has determined that these guidelines and procedures are in conformance with all provisions of state law governing the establishment and maintenance of a drug and alcohol free workplace and shall be in effect as of the date of adoption of this Resolution.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Directors of the San Miguel Community Services District hereby determine the need to adopt drug and alcohol free workplace guidelines and procedures that are duly established for the purpose of governing and maintaining a drug and alcohol free workplace, as set forth in the attached Exhibit “A” entitled District Drug & Alcohol Free Workplace Guidelines and Procedures.

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

**PASSED AND ADOPTED** by the Board of Directors on a motion of \_\_\_\_\_, seconded by \_\_\_\_\_ by the following roll call vote:

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

the foregoing Resolution is hereby passed and adopted this 23<sup>RD</sup> of May 2024.

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

\_\_\_\_\_  
Rod Smiley, President Board of Directors

ATTEST:

APPROVED AS TO FORM:

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

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

# **SAN MIGUEL COMMUNITY SERVICES DISTRICT**



## **DRUG AND ALCOHOL FREE WORKPLACE GUIDELINES AND POLICIES**

Adopted:

Resolution: 2024-22

## SECTION 3.0

### DRUG AND ALCOHOL FREE WORKPLACE GUIDELINES AND POLICIES

#### SECTION 3.1 PURPOSE

It is the intent and purpose of the San Miguel Community Services District (“District”) to establish and maintain a workplace that is free of illegal drugs and alcohol, and to discourage drug and alcohol abuse by its Employees, interns, and volunteers.

The District has a vital interest in maintaining a safe and efficient working environment and working conditions for all Employees, interns, and volunteers. Substance abuse is incompatible with health, safety, efficiency, and success at the District.

Employees, interns, or volunteers who are under the influence of a drug or alcohol on the job compromise the District’s interests and endanger their own health and safety as well as the health and safety of their co-workers and the public. Substance abuse in the workplace can also cause many other work-related problems, including but not limited to absenteeism and tardiness, disruptive behavior, increased workloads for co-workers, reduced productivity, diminished public trust, delays, behavioral issues, and substandard job performance.

#### SECTION 3.2 DEFINITIONS

**3.2.1 Abuse of any legal drug**—means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured, or (b) in a quantity, frequency, or in a manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.

**3.2.2 Employee**—for the purposes of this Policy means any individual who works for the benefit of the District including, but not limited to, regular full-time and part-time employees, independent contractors, interns, volunteers, temporary employees, and seasonal Employees.

**3.2.3 Illegal Drugs or Other Controlled Substances**—means (a) any drug or substance that is not legally obtainable or obtained, or (b) is legally obtainable but has not been legally obtained, or (c) has been legally obtained but is being sold, distributed, or possessed unlawfully.**3.2.4 Impaired**—means an Employee’s faculty, function, or ability to perform work tasks or other activities has deteriorated due to his or her use of alcohol or drugs.

**3.2.5 Legal Drugs**—means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.

**3.2.6 Policy**—means: the entirety of this “Drug and Alcohol Free Workplace Guidelines and Policies.”

**3.2.7 Possession**—means that an Employee has the substance on his or her person or otherwise under his or her control.

**3.2.8 Refusal to Submit to Testing** -- means an employee:

A. Engages in any conduct that obstructs or does not allow for the successful completion of the testing process, including verbal refusal, refusal to sign any consent form, failure to appear for any test within a reasonable amount of time, failure to remain at the testing site until the testing process is complete, failure to comply with the testing instructions, or failing to provide a specimen in accordance with any testing procedure, or

B. Fails to provide adequate breath for alcohol testing without a valid medical explanation, or

C. Fails to provide an adequate urine sample for controlled substances testing without a genuine medical inability to provide a specimen.

**3.2.9 Substance Abuse**—means overindulgence or dependence on any addictive substance, particularly alcohol or drugs, or continued use of an addictive substance despite negative effects.

**2.9.10 Under the Influence**—means impairment, to any degree, of an Employee’s ability to safely perform work activities due to their use of alcohol and/or drugs.

### **SECTION 3.3 EARLY DETECTION**

The District and its Employees benefit from the early detection of substance-abuse problems. Early detection allows employees dealing with substance-abuse to take corrective action before the behavior leads to disciplinary action, or worse, serious physical harm to the Employee or another person. The substance abuser’s co-workers, who risk serious injury by working around a substance abuser, or who must perform additional work due to an abuser’s decreased efficiency, avoid these issues if the problem is detected early. The District benefits from early detection because it prevents accidents and injuries and avoids inefficiencies associated with substance abuse. Accordingly, any Employees who believes he or she may have a substance abuse problem is encouraged to seek assistance from the Employee Assistance Program (EAP). All Employees are encouraged to refer other employees to the program who may benefit from it (see Section 6.0 of these Guidelines). Employees are required to report any safety risks, including impaired coworkers, to supervisors or management.

### **SECTION 3.4 PROHIBITED CONDUCT**

The prohibitions of this section apply whenever the interests of the District may be adversely affected, including any time the Employee is:

- 1) On District-owned or controlled premises, property, or facilities, or
- 2) Conducting or performing District business, regardless of location (this includes while an Employee is scheduled for on-call or standby duty), or
- 3) Operating, or is responsible for the operation, custody, or care of District equipment,
- 4) motorized vehicles, or other property, or
- 5) Responsible for or engaging in activities that could impact the safety of other District Employees or the public.

### **3.4.1 Alcohol**

The following acts are prohibited and will subject an Employee to discipline, up to and including discharge:

- 1) The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of alcohol.
- 2) Being under the influence of alcohol.
- 3) Refusal to submit to alcohol testing as required herein.

### **3.4.2 Illegal Drugs**

The following acts are prohibited and will subject an Employee to discipline, up to and including discharge:

- 1) The use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of any illegal drug or other controlled substance.
- 2) Being under the influence of any illegal drug or other controlled substance.
- 3) Refusal to submit to drug testing as required herein.

### **3.4.3 Legal Drugs**

The following acts are prohibited and will subject an Employee to discipline, up to and including discharge:

- 1) The abuse of any legal drug(s).
- 2) The purchase, sale, manufacture, distribution, transportation, or dispensation of any prescription drug in a manner inconsistent with law.
- 3) Working or driving while impaired by the use of a legal drug.
- 4) Whenever use of a legal drug (whether prescribed or over the counter) might:
  - (a) Endanger the safety of the Employee or some other person,
  - (b) Pose a risk of significant damage to District property or equipment, or
  - (c) Substantially interfere with the Employee's job performance or the efficient operation of the District's business or equipment.

## **SECTION 3.5 DISCIPLINARY ACTION FOR POLICY VIOLATIONS**

### **3.5.1 Violation of Guidelines and Policies**

Any violation of this Policy will result in the imposition of disciplinary proceedings, up to and including discharge, in accordance with the District's Personnel Rules and any applicable MOU. Depending on the circumstances, and at the District's discretion, it may rehire an Employee who has violated these policies after thirty (30) days if the Employee can provide written proof, or a medical professional's written statement the Employee has completed an approved, certified rehabilitation program. The Employee shall be responsible for the expense of such program.

### **3.5.2 Last Chance Agreements**

In lieu of discipline being imposed for a violation of this Policy, the District, the Employee, and the Employee's exclusive representative may mutually agree to a "last chance" employment agreement, whereby the District will not terminate the employee in exchange for the employee's agreement to participate in and complete a substance abuse treatment program at the Employee's expense and, if appropriate, the Employee's agreement to

participate in periodic or random drug testing. The “last chance” agreement will be imposed for a period not exceeding (sixty (60) days from the completion of the program during which the Employee could be periodically or randomly drug tested, if applicable. The goal of such agreement is to ensure the Employee’s full compliance with this Policy. The specific terms of the agreement will be decided by mutual agreement of the parties. A violation of the terms of any “last chance” employment agreement will result in the immediate termination and permanent separation of employment. Interns and volunteers are not eligible for last chance agreements.

### **3.5.3 Volunteers and Interns are Subject to Immediate Dismissal**

Any volunteer or intern found to be in possession of, or under the influence of, any prohibited substance, or if there is reasonable suspicion he or she violated this Policy, he or she shall be removed from volunteer or intern status. If the volunteer’s or intern’s actions represent a potential violation of county, state and/or federal law, the District shall refer the volunteer’s or intern’s name and address to law enforcement. The volunteer or intern shall be immediately barred from participating as a District volunteer or intern.

### **3.5.4 Effect of Criminal Conviction**

An Employee who is convicted under a criminal drug or alcohol-related statute for a violation occurring in the workplace, during work hours, while using District equipment or during any District-related activity or event, is subject to disciplinary action, including dismissal.

### **3.5.5 Eligibility for Rehire Upon Discharge**

An Employee who is discharged for a violation of this Policy will not be eligible for rehire or renewal except as specified in Sections 3.5.1 and 3.5.2 of this Policy.

## **SECTION 3.6 DRUG-FREE AWARENESS PROGRAM**

### **3.6.1 Employee Awareness**

The District hereby establishes a Drug-Free Awareness Program that is designed to inform Employees about the dangers of drug abuse in the workplace and to help ensure that Employees are familiar with these Policies. From time to time, The District may request Employees’ attendance at one of the Program’s sessions. During such session(s), the District may give Employees current information about available programs offering counseling and rehabilitation.

### **3.6.2 Management Awareness**

Managers and supervisors should be attentive to the performance and conduct of those who work with them and should not permit an Employee to work in an impaired condition or to be otherwise engaged in conduct that violates these Policies. Management must take prompt action when it has reasonable suspicion to believe that an Employee is working in violation of these Policies. Such action may include drug testing in accordance with these Policies. Management awareness shall include training for reasonable suspicion and certification. District managers, supervisors, and the District Board of Directors must complete reasonable suspicion training.



## **SECTION 3.7           LEGAL DRUGS**

### **3.7.1   Prescription Drugs**

The District recognizes that Employees may, from time to time, be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's or a licensed medical professional's instructions, may result in impairment. Employees may not engage in safety-sensitive functions while impaired nor may any employee perform any work function while impaired if the impairment might endanger the Employee or any other person(s), pose a risk of significant damage to District property, or substantially interfere with the Employee's job performance. It shall be the Employee's sole responsibility to notify the General Manager, in advance of reporting to a workplace or for a work shift, of any required prescription drugs that may impair the Employee's abilities to perform his or her job or which could endanger himself or herself or any other person.

## **SECTION 4.0 UNREGULATED OR AUTHORIZED CONDUCT**

### **SECTION 4.1           OVER THE COUNTER DRUGS**

Nothing in this Policy is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate state or federal laws, Regulations, or result in an Employee's impairment from the use of such drugs in violation of this Policy, while on duty, while on District property, or while conducting District business. If the use of the over-the-counter drug results in impairment, the Employee is required to notify the General Manager as set forth in Section 3.7.1 above.

### **SECTION 4.2           OFF-DUTY CONDUCT**

Unless an Employee is in a designated safety-sensitive position, such as fire protection, utility worker personnel, or a commercial driver's license-holder, these Policies are not intended to regulate off-the-job conduct, so long as the Employee's off-the-job use of alcohol or drugs does not result in the Employee's impairment while on duty, while on District property, while on-call, or while conducting District business.

### **SECTION 4.3           ON-CALL CONDUCT**

Any Employee who is subject to on-call status is required to follow this Policy. Although Employees are permitted to utilize their time as desired while on-call, they shall remain unimpaired during on-call duty time so that they may perform all duties if called. Employees shall not report to duty while impaired.

## **SECTION 5.0 CONFIDENTIALITY**

Disclosures made by Employees to the District General Manager concerning their use of legal drugs, or other private medical information, will be treated confidentially and will not be revealed to the Board of Directors or other persons or entities unless there is a legally authorized reason to do so, such as to determine whether it is advisable for the Employee to continue their work duties or job. Disclosures made by Employees to the District General Manager concerning their

participation in any drug or alcohol rehabilitation program will be treated confidentially unless the program is by mutual agreement pursuant to Section 3.5.1.

## **SECTION 6.0 COUNSELING/EMPLOYEE ASSISTANCE**

Employees who suspect they may have an alcohol or drug problem(s), even in the early stages, are encouraged to voluntarily seek diagnosis and follow through with prescribed treatment(s) by qualified professionals. Employees, who wish to voluntarily enter and participate in an approved alcohol or drug rehabilitation program, are encouraged to contact the District General Manager, who will determine whether the District can accommodate the Employee by providing unpaid leave needed for the time to completion program participation. Employees should be aware that participation in a rehabilitation program will not necessarily shield them from disciplinary action for a violation of this Policy.

## **SECTION 7.0 DRUG AND ALCOHOL TESTING**

### **SECTION 7.1      APPLICANT TESTING**

As a part of the District's employment screening process, any applicant to whom a conditional offer of employment is made must pass a test for controlled substances, pursuant to the procedures described below. The offer of employment is conditioned upon a negative drug test result. Applicants will be informed of the District's drug testing policy in the employment application. Pursuant to Government Code Section 12954, the District will not test job applicants for non-psychoactive cannabis metabolites unless required to do so by other state or federal laws, regulations, licensing, or contracts. Commercial driver's license holders are subject to the provisions of Section 8.0.

### **SECTION 7.2      RANDOM TESTING FOR SAFETY-SENSITIVE POSITIONS**

Employees in health and safety sensitive positions, including firefighters, commercial driver's license holders, operators, and utility crew members, may be required to submit to random drug testing, depending on their job duties. Such testing shall occur at random and at unannounced times throughout the year. It will be conducted by an independent, third-party drug testing company specializing in such testing. Commercial driver's license holders are subject to the random testing requirements set forth in Section 8.0.

### **SECTION 7.3      REASONABLE SUSPICION TESTING**

Reasonable Suspicion is a subjective assessment based on specific, contemporaneous, and articulable facts, and reasonable inferences drawn from those facts, that an Employee is under the influence of, or impaired by, alcohol, illegal drugs, or other controlled substances, or has otherwise violated the terms of this Policy. Reasonable suspicion may be based upon specific personal observations, such as direct observation of drug or alcohol use, an Employee's appearance, manner, disposition, muscular movement, behavior, speech, body odor, breath odor, or information provided to management by an Employee, by law enforcement officials, by a security device or service, or by another person or persons. The observations may include indications of the chronic and withdrawal effects of controlled substances.

If an Employee's supervisor or manager has a reasonable suspicion that an Employee has violated the District's alcohol or drug prohibitions, and the reasonable suspicion is confirmed by any person having reasonable suspicion training, the Employee will be subject to drug and/or alcohol testing. The Employee shall be informed of the reason(s) he or she is being asked to submit to a drug and/or alcohol test. The Employee shall be informed that a refusal to submit to the testing will subject the Employee to discharge. The Employee will have an opportunity to give a reasonable explanation for the behavior, odor, speech, disposition, or other factors giving rise to the reasonable suspicion. If the Employee is unable to explain the observed behavior and/or other factors to the satisfaction of management, he or she must submit to a drug and/or alcohol test in accordance with the procedures described herein. If the Employee refuses to submit to reasonable suspicion testing, such refusal shall be considered grounds for termination.

#### **SECTION 7.4 POST-ACCIDENT TESTING**

An employee who is involved in an accident while working may be subject to drug and/or alcohol testing based on reasonable suspicion, as set forth in Section 7.3. If the Employee refuses to submit to testing, such refusal shall be considered grounds for termination. Employees holding a commercial drivers' license are subject to the post-accident testing procedures set forth in Section 8.0.

#### **SECTION 7.5 POST-INJURY TESTING**

Should an injury occur while working, a drug or alcohol test may be administered if the injured Employee's supervisor has a reasonable suspicion that an Employee was injured due to drug or alcohol use.

#### **SECTION 7.6 RETURN TO DUTY TESTING**

If the District permits an employee to return to work after the Employee has submitted a positive test result, it may require the Employee to undergo a separate drug and/or alcohol test before returning to work. Commercial driver's license holders are subject to the return-to-duty testing requirements set forth in Section 8.0.

#### **SECTION 7.7 TESTING FOR CANNABIS**

Pursuant to Government Code Section 12954, the District will not take adverse action against an Employee or an applicant for the presence of non-psychoactive cannabis metabolites nor will it take adverse action against an Employee if drug testing reveals that psychoactive cannabis metabolites are present at a level that does not indicate on-the-job impairment unless required to do so by other state or federal law, regulations, licensing, or contracts. Employees holding commercial driver's licenses are subject to DOT mandated testing as set forth in Section 8.0, which may include testing for cannabis. All employees are prohibited from possessing, being impaired by, or using cannabis while working or while on District property.

#### **SECTION 7.8 TESTING PROCEDURES**

When testing is required pursuant to this Policy, the District will refer the applicant or Employee to an independent, National Institute on Drug Abuse ("NIDA") certified medical clinic or laboratory, which will administer the test. The District shall require drug testing for: A) Pre-employment testing, B) random testing, if applicable, and C) reasonable suspicion testing. The District will pay the cost of the test. If the Employee is impaired or otherwise unable to drive, as

determined by the Employee or District representative, a District supervisor or General Manager will transport the individual to a medical facility for immediate testing or treatment.

The Employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that he or she has taken that may affect the outcome of the test. The clinic or laboratory will determine the testing method and analysis. The District will have no control over the clinic or laboratory's testing methods or procedures. The clinic or laboratory will inform the District as to whether the applicant or Employee passed or failed the test. If an Employee fails the test, he or she will be subject to disciplinary action, including dismissal.

#### **SECTION 7.9           ACKNOWLEDGEMENT AND CONSENT OF TEST**

Any Employee subject to testing under this Policy will be directed to sign a form acknowledging the procedures governing testing and authorizing the (1) the collection of a urine sample for the purpose of determining the presence of alcohol and/or drugs, and (2) release of the test results to the District. Refusal to sign the authorization form, or to otherwise submit to the drug test, will result in the revocation of an applicant's job offer, or will be considered a refusal to submit to testing, subjecting the Employee to disciplinary action.

#### **SECTION 7.10        CONFIDENTIALITY**

All drug testing records will be treated confidentially unless otherwise required by law.

### **SECTION 8.0 REQUIREMENTS FOR EMPLOYEES HOLDING A COMMERCIAL DRIVERS LICENSE**

#### **SECTION 8.1        APPLICABILITY**

The District complies with the drug and alcohol testing requirements set forth by federal law and the Department of Transportation (DOT) for commercial driver's license (CDL) holders who perform safety-sensitive functions relative to commercial motor vehicles, as set forth herein. CDL holders who perform safety-sensitive functions are subject to heightened standards that are not applicable to other Employees. CDL holders are subject to the following provisions and prohibitions, which are in addition to the prohibitions found elsewhere in this Policy and they will be subject to disciplinary action, including dismissal, for non-compliance.

##### **8.1.2   COMMERCIAL MOTOR VEHICLES**

For purposes of this Policy, a commercial motor vehicle (CMV) is a vehicle with a gross vehicle weight of 26,001 or more pounds, any size vehicle carrying placatable hazardous materials, or a vehicle designed to transport 16 or more passengers, including the driver.

##### **8.1.3   SAFETY-SENSITIVE FUNCTIONS**

Employees holding a commercial driver's license (CDL) are deemed to be performing a safety-sensitive function when they perform any task related to a commercial motor vehicle (CMV), from the time a driver is required to be ready for work until the time he or she is relieved from all responsibility for performing work. Safety-sensitive functions include driving a CMV, waiting to be dispatched, inspecting and servicing a CMV, supervising, performing, or assisting in loading or unloading a CMV, all time repairing,

obtaining assistance, or remaining in attendance upon a disabled CMV, and all time in or upon any CMV, other than driving.

## **SECTION 8.2 ALCOHOL AND SAFETY-SENSITIVE FUNCTIONS**

No Employee holding a commercial driver's license (CDL) shall possess or use alcohol on duty. No Employee holding a CDL shall report for duty or remain on duty requiring the performance of a safety-sensitive function while having any measurable alcohol concentration. No Employee holding a CDL shall consume alcohol in the four hours prior to reporting for duty requiring the performance of a safety-sensitive function nor use alcohol during the eight hours following an accident, or until he/she undergoes a post-accident alcohol test, as set forth below, whichever occurs first.

## **SECTION 8.3 DRUGS AND SAFETY-SENSITIVE FUNCTIONS**

The District prohibits drug use that could affect a commercial driver's license (CDL) holder's performance of a safety-sensitive function, as described in Section 8.1.3. No Employee shall report for duty requiring the performance of a safety-sensitive function or remain on duty requiring the performance of a safety sensitive function, when the Employee uses or has used any illegal drug or controlled substance or is under the influence of any illegal drug or controlled substance.

Employees holding CDLs and performing safety-sensitive functions may use prescription drugs if their doctor has advised the CDL holder that the drug will not adversely affect the CDL holder's ability to safely perform safety-sensitive functions, as set forth in Section 8.1.3. Any prescription drug that could affect performance of a safety-sensitive function should be reported to management.

## **SECTION 8.4 ALCOHOL AND DRUG TESTING FOR COMMERCIAL DRIVER'S LICENSE HOLDERS**

### **8.4.1 Random Testing for Commercial Driver's License Holders**

Pursuant to Federal Regulations, holders of Commercial Drivers' Licenses (CDL) shall only be tested for alcohol just before, during, or after the performance of safety-sensitive functions, as set forth in Section 8.1.3. The number of random alcohol tests annually for CDL holders must equal 10% of the average number of driver positions. The number of random drug tests annually for CDL holders must equal 50% of the average number of driver positions. These testing percentages may change by operation of Federal Regulations and the District will adjust its random testing percentages accordingly.

The District will select Employees subject to DOT-mandated random testing based on a scientifically valid random process, matched with social security numbers or other unique identification number. The selected Employee shall be notified of his or her selection and proceed immediately to an independent third-party testing site designated by the District. If the selected employee is off duty, on vacation, or otherwise unavailable, the random selection may be maintained in confidence until the Employee returns, provided the current window for random testing is still open. If an Employee is selected for random testing and

refuses to test, such refusal shall be considered grounds for disciplinary action, including dismissal.

#### **8.4.2 Return to Duty Testing for Commercial Driver's License Holders**

If an Employee holding a commercial driver's license and fails a drug or alcohol test required by Federal Regulations, and the District permits the Employee to return to work, the Employee must undergo a return-to-duty-process including the successful completion of an alcohol and drug education treatment program to the satisfaction of a DOT approved substance abuse professional pursuant to Section 8.4.5.

#### **8.4.3 Post-Accident Testing for Commercial Driver's License Holders**

In addition to reasonable suspicion testing, an employee holding a commercial driver's license (CDL) who is involved in an accident while performing safety-sensitive functions, as defined in Section 8.3 above, will be required to undergo a post-accident alcohol and/or controlled substance test as soon as practicable pursuant to 49. C.F.R. 382.303, under the following circumstances:

1. The Employee was performing a safety-sensitive function with respect to the commercial vehicle, as defined by Section 8.1.3 above, and the accident involved a loss of human life; or
2. The Employee received a citation under State or local law for a moving violation while operating the commercial motor vehicle arising from the accident, if the accident involved either:
  - i. Bodily injury to any person who immediately received medical treatment away from the scene of the accident for the injury; or
  - ii. One or more motor vehicles involved in the accident incurred disabling damage from the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

The Employee to be tested post-accident must be tested for controlled substances use within thirty-two hours after the accident and for alcohol use within eight (8) hours after the accident. An Employee who leaves the scene of an accident without justification before being tested, or is not readily available for testing, shall be deemed to have refused a test and be subject to disciplinary action, however, the Employee may leave the scene for safety reasons, to get help, or to summon or receive emergency medical care. In the event of an accident, the Employee must contact the Employee's supervisor or manager as soon as possible.

A test for alcohol or controlled substances conducted by an authorized federal, state, or local law enforcement or public safety official having independent authority to administer the test will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test requirement and cannot be used to fulfill the controlled substance testing obligation.

#### **8.4.4 Pre-Safety Sensitive Function Testing for Commercial Driver's License Holders**

A drug test shall be conducted before the first time any driver holding a commercial driver's license (CDL) performs any safety-sensitive function for the District, as described in Section 8.1.3. This testing applies to new employees and any current employees transferring into driving positions that include the performance of safety-sensitive functions, as described in Section 8.1.3.

#### **8.4.5 Return to Work Testing for Commercial Driver's License Holders**

When an Employee holding a commercial driver's license has violated Department of Transportation drug and alcohol Regulations, and the District is amenable to having the Employee return to work, the Employee must complete the following steps before returning to work performing safety-sensitive functions pursuant to 49 C.F.R. Sections 382.605; Part 40, Subpart O, which requires the Employee to:

- 1) Receive an initial assessment by a qualified Substance Abuse Professional (SAP),
- 2) Complete any treatment/ rehabilitation program prescribed by the SAP,
- 3) Be evaluated by the SAP to determine that he or she has properly followed the prescribed rehabilitation program,
- 4) Be subject to unannounced follow-up tests as determined by the SAP following a negative return to duty test.

#### **8.4.6 Reasonable Suspicion Testing**

Commercial driver's license (CDL) holders are subject to reasonable suspicion testing as set forth in Section 7 and 49 C.F.R 382.307. CDL holders performing safety-sensitive functions, as described in Section 8.1.3 must submit to the testing procedures set forth in Section 8.5.

#### **8.4.7 Effect of a Commercial Driver's License Holder's Refusal to Submit to Testing**

Any Employee holding a commercial driver's license (CDL) who refuses to submit to any drug and/or alcohol testing required by this Policy shall be subject to disciplinary action, including dismissal. CDL holders who are required to submit to drug and/or alcohol testing pursuant to Department of Transportation (DOT) Regulations, and who refuse such testing, will also incur the consequences specified by DOT Regulations. Such consequences cannot be overturned or set aside by an arbitration, grievance, a court, or any other non-Federal forum that adjudicates the personnel decisions employers take against employees.

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**SECTION 8.5 PROCEDURES FOR TESTING EMPLOYEES WITH COMMERCIAL DRIVER'S LICENSES PERFORMING SAFETY SENSITIVE FUNCTIONS**

**8.5.1 Drug Testing Procedures for Commercial Driver's License Holders**

Employees who hold a commercial driver's license (CDL) and are subject to drug testing pursuant to Federal Regulations shall submit a urine specimen which will be collected and handled pursuant to the procedures set forth in the Department of Transportation's (DOT) Procedures for Transportation Workplace Drug and Alcohol Testing Programs at Part 40. The DOT drug testing program requires employers to test for marijuana, cocaine, opiates, amphetamines/methamphetamines, and phencyclidine (PCP). Testing shall be performed by a laboratory certified by the Department of Health and Human Services under the National Laboratory Certification Program. The laboratory test results will be forwarded to a Medical Review Officer, who will then communicate the results to the District.

**8.5.2 Alcohol Testing Procedures for Commercial Driver's License Holders**

Alcohol tests will be performed by a certified breath alcohol technician (BAT) in accordance with the procedures established by DOT Procedures for Transportation Workplace Drug and Alcohol Testing Programs at Part 40. The BAT will use an evidential breath testing device (EBT) approved by the Office of Drug and Alcohol Policy and Compliance in the administration of the breath alcohol test.

**SECTION 8.6 EMPLOYEE REPORTING**

Employees holding a commercial driver's license must report to the District whenever he or she has been convicted, in any type of motor vehicle, a state or local law relating to motor vehicle traffic control (not parking violations) within 30 days pursuant to C.F.R. Section 383.31.

**SECTION 9.0 EMPLOYEE ACKNOWLEDGEMENT AND RECEIPT**

By signing below, I acknowledge the following:

- 1) I have received a copy of the Drug and Alcohol-Free Workplace Guidelines and Policy, I have reviewed and understand its contents, and I will comply with its terms.
- 2) I understand the use of drugs and alcohol in the workplace increases the risk of injuries and fatalities and reduces job efficiency, among other adverse consequences. I understand the District's policy is to maintain a drug and alcohol-free workplace for the health and safety of its employees.
- 3) The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances during work hours or on District property is prohibited.
- 4) I understand that I may seek information about available drug and alcohol counseling, rehabilitation, and employee assistance by contacting management.
- 5) I further understand my compliance with this Policy is a condition of my employment and that any violations will lead to disciplinary action up to and including discharge as set forth in Section 3.5.

Date:



Signature: \_\_\_\_\_

Print: \_\_\_\_\_

# SAN MIGUEL COMMUNITY SERVICES DISTRICT



## DRUG AND ALCOHOL FREE WORKPLACE GUIDELINES AND POLICIES

Adopted: September 13, 2016

Resolution: 2016-10

## SECTION 3.0

### DRUG AND ALCOHOL FREE WORKPLACE GUIDELINES AND POLICIES

#### SECTION 3.1 PURPOSE

It is the intent and purpose of the San Miguel Community Services District (“District”) to establish and maintain a workplace that is free of illegal drugs and alcohol, and to discourage drug and alcohol abuse by its Employees, interns, and volunteers.

The District has a vital interest in maintaining a safe and efficient working environment and working conditions for all Employees, interns, and volunteers. Substance abuse is incompatible with health, safety, efficiency and success at the District.

Employees, interns, or volunteers who are under the influence of a drug or alcohol on the job compromise the District’s interests and endanger their own or other workers health and safety. Substance abuse in the workplace can also cause a number of other work-related problems, including but not limited to: absenteeism and tardiness, substandard job performance, behavior that is disruptive to other Employees, volunteers or members of the public, increasing workloads for co-workers, disruptions of citizen relations, delays in the completion of jobs by virtue of their absenteeism, tardiness, behavior or substandard job performance.

#### SECTION 3.2 DEFINITIONS

**3.2.1 Abuse of any legal drug**—means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured, or (b) in a quantity, frequency, or in a manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.

**3.2.2 Employee**—for the purposes of these Guidelines means any individual who works for the benefit of the District including, but not limited to, permanent Employees, independent contractors, interns, volunteers, temporary Employees, and seasonal Employees.

**3.2.3 Guidelines**—means Section 3.0: “Drug and Alcohol Free Workplace Guidelines and Policies”.

**3.2.4 Illegal Drugs or Other Controlled Substances**—means (a) any drug or substance that is not legally obtainable or obtained, or (b) is legally obtainable but has not been legally obtained, or (c) has been legally obtained but is being sold or distributed unlawfully.

**3.2.5 Legal Drugs**—means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.

**3.2.6 Possession**—means that an Employee has the substance on his or her person or otherwise under his or her control.

**3.2.7 Reasonable Suspicion**—includes a suspicion that is based on specific personal observations, such as direct observation of drug or alcohol use, an Employee’s manner, disposition, muscular movement, appearance, behavior, speech or breath odor, or information provided to management by an Employee, by law enforcement officials, by a security device or service, or by other persons and as verified by two (2) persons trained in reasonable suspicion methods. The Board of Directors and the General Manager shall be required to be trained in reasonable suspicion methods.

### **SECTION 3.3 EMPLOYEES AND VOLUNTEER COOPERATION**

Early detection of substance-abuse problems benefits everyone. It benefits the Employee with the substance-abuse problem because he or she is given the opportunity to correct the problem before it leads to serious harm to the Employee or other persons. There is benefit to Employee’s co-workers, who otherwise might be exposed to serious injury or have to carry an extra burden by assuming added assignments or tasks that the substance abuser is or might be responsible to perform. The District benefits by providing an opportunity to prevent accidents and avoid work performance problems and other losses that might be associated with or attributable to substance abuse or abusers. Accordingly, all Employees should understand that co-workers with substance-abuse problems should be encouraged to seek assistance from the Employee Assistance Program (see Section 6.0 of these Guidelines).

### **SECTION 3.4 PROHIBITED CONDUCT**

The prohibitions of this section apply whenever the interests of the District may be adversely affected, including any time the Employee is:

- 1) On District premises or District owned property or at facilities owned by the District;
- 2) Conducting or performing District business, regardless of location;
- 3) Operating or is responsible for the operation, custody or care of District equipment or motorized vehicles and equipment and other property; or
- 4) Responsible for the safety of other District Employees.

**3.4.1 Alcohol**—The following acts are prohibited and will subject an Employee to discipline, up to and including discharge:

- 1) The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of alcohol, or
- 2) Being under the influence of alcohol.

**3.4.2 Illegal Drugs**—The following acts are prohibited and will subject an Employee to discipline, up to and including discharge:

- 1) The use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of any illegal drug or other controlled substance, or
- 2) Being under the influence of any illegal drug or other controlled substance.

**3.4.3 Legal Drugs**—The following acts are prohibited and will subject an Employee to discipline, up to and including discharge:

- 1) The abuse of any legal drug(s);
- 2) The purchase, sale, manufacture, distribution, transportation, or dispensation of any prescription drug in a manner inconsistent with law; or
- 3) Working or driving while impaired by the use of a legal drug whenever such impairment might:
  - (a) Endanger the safety of the Employee or some other person,
  - (b) Pose a risk of significant damage to District property or equipment, or
  - (c) Substantially interfere with the Employee's job performance or the efficient operation of the District's business or equipment.

## **SECTION 3.5 DISCIPLINARY ACTION(S)**

### **3.5.1 Discipline for Violation of Guidelines and Policies**

- 1) Any violation of these Guidelines will result in imposition of disciplinary proceedings, up to and including discharge, in accordance with the District's Personnel Guidelines. District may consider rehiring an Employee, who has violated these policies, after thirty (30) days, if the Employee can provide written proof or a medical professional's written statement after completion an approved, certified rehabilitation program.
- 2) In lieu of discipline being imposed for a violation of this policy, the District, employee, and exclusive representative may mutually agree to a "last chance" employment agreement, whereby the District will not terminate or discipline the employee in exchange for the employee's agreement to participate in a substance abuse treatment program and random drug testing. The "last chance" agreement will be imposed for a period not exceeding forty-five (45) days by and which the employee could be randomly drug tested. The goal of such agreement is to insure the employee's full compliance with this policy, and *any* violation will result in an immediate termination of employment. The specific terms of the agreement will be decided by mutual agreement of the parties.

A violation of the terms of any "last chance" employment agreement will result in the immediate termination and permanent separation of employment.

- 3) Any volunteer or intern found to be in possession of any substance prohibited under this section, or is at reasonable suspicion for violating these Guidelines shall be removed from volunteer or intern status and if actions represent a potential violation of county, state and/or federal law, District shall refer the volunteer's or intern's name and address to law enforcement. Volunteer or intern shall be immediately barred from participating as a District volunteer or intern.

### **3.5.2 Information for Rehabilitation Programs**

District may provide information about where an Employee can find approved or certified rehabilitation programs. Employee is solely responsible for program costs. Prior to Employee's enrollment or registration in said program, the District management must approve the assistance or rehabilitation program. Employee is required to agree to a stipulated agreement subject to the provisions of Section 3.8.1 of these Guidelines. If the Employee agrees to participate in and completes an approved or certified drug, substance or alcohol abuse assistance or rehabilitation program.

### **3.5.3 Effect of Criminal Conviction**

An Employee, who is convicted under a criminal drug statute or an alcohol-related criminal statute for a violation occurring in the workplace, outside the workplace or during any District-related activity or event, shall be deemed to have violated these Guidelines.

### **3.5.5 Discharge on Eligibility for Rehire**

An Employee who is discharged for a violation of these Guidelines will not be eligible for rehire or renewal of volunteer or intern status by the District, except as specified in Section 3.5.1 of these Guidelines.

## **SECTION 3.6 DRUG-FREE AWARENESS PROGRAM**

### **3.6.1 Employee Awareness**

The District hereby establishes a Drug-Free Awareness Program that is designed to inform Employees about the dangers of drug abuse in the workplace and to help assure that Employees are familiar with these Guidelines. From time to time, Employees may be requested to attend one of the sessions of the Drug-Free Awareness Program. During such session(s), Employees may be given current information about available programs offering counseling and rehabilitation.

### **3.6.2 Management Awareness**

Managers and supervisors should be attentive to the performance and conduct of those who work with them and should not permit an Employee to work in an impaired condition or to be otherwise engage in conduct that violates these Guidelines. When management has reasonable suspicion to believe that an Employee is working in violation of these Guidelines, prompt action will be taken. Such action may include drug testing in accordance with the these Guidelines. Management awareness shall include training for reasonable suspicion and certification. Completion of said training for reasonable

suspicion and training is mandatory for all District managers and supervisors as well as the District Board of Directors.

### **3.6.3 Criminal Convictions**

Employees must notify the District of any conviction, arrest, or citation under a criminal drug or alcohol-related statute the violation of which occurred in the workplace or during any District employment-related activity or event. Employees must notify the District's General Manager within three (3) calendar days after any such conviction, arrest, or citation.

When required by federal law, the District will notify any federal agency with which it has a contract of any Employee who has been convicted under a criminal drug or alcohol-related statute for a violation occurring in the workplace.

## **SECTION 3.7 USE OF LEGAL DRUGS**

### **3.7.1 Prescription Drugs**

The District recognizes that Employees may, from time to time, be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's or a licensed medical care professional's instructions, may result in impairment. Employees may not work while impaired by the use of legal drugs if the impairment might endanger the Employee or any other person(s), pose a risk of significant damage to District property, or substantially interfere with the Employee's job performance. It shall be the Employee's sole responsibility to notify the General Manager, in advance of reporting to a work place or for a work shift, of any required prescription drugs that may impair the Employee's abilities to perform his or her job or could endanger themselves or any other person.

If an Employee is so impaired by the appropriate use of legally prescribed drugs, he or she may not report to work. To accommodate the absence, the Employee may use accrued sick leave or vacation time. The Employee may also contact the District General Manager to determine whether or not he or she qualifies for an unpaid leave of absence, such as family medical leave.

Nothing in these Guidelines is intended to sanction the use of accrued sick leave or vacation time to accommodate absences due to the abuse of legal drugs.

Further, nothing in these Guidelines is intended to diminish the District's commitment to employ and to reasonably accommodate qualified disabled individuals protected by the Family and Medical Leave Act ("FMLA") or the Americans with Disabilities Act ("ADA") statutes. Furthermore, nothing in these Guidelines restricts the District to temporarily reassign an Employee, who is cannot perform the essential functions of his or her job position as a result of treatment by prescription drugs.

## **SECTION 4.0 UNREGULATED OR AUTHORIZED CONDUCT**

### **SECTION 4.1 Customary Use of Over-the-Counter Drugs**

Nothing in these Guidelines is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate state or federal laws, or result in an Employee becoming or being impaired by the use of such drugs in violation of these Guidelines, while on duty or while conducting District business.

### **SECTION 4.2 Off-the-Job Conduct**

Unless an Employee is in a designated safety-sensitive position, such as fire protection or utility worker personnel, these Guidelines are not intended to regulate off-the-job conduct, so long as the Employee use of such off-the-job use of alcohol or drugs does not result in the Employee being under the influence of or impaired by the use of alcohol or drugs in violation of these Guidelines, while on duty, or while conducting District business. If an Employee is in a designated safety-sensitive position, he or she will be subject to drug testing as described in Section 7.0 of these Guidelines.

### **SECTION 4.3 On-Call Conduct**

Any Employee, who is on on-call status, is required to follow these Guidelines. Although Employees are permitted to utilize his or her time as desired while on on-call duty, he or she shall remain unimpaired during on-call duty in order to perform all duties if called on duty.

## **SECTION 5.0 CONFIDENTIALITY**

Disclosures made by Employees to the District General Manager concerning their use of legal drugs, or other private medical information, will be treated confidentially and will not be revealed to the Board of Directors unless there is a legally authorized reason to do so, such as to determine whether it is advisable for the Employee to continue their work duties or job. Disclosures made by Employees to the District General Manager concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.

## **SECTION 6.0 COUNSELING/EMPLOYEE ASSISTANCE**

Employees who suspect they may have an alcohol or drug problem(s), even in the early stages, are encouraged to voluntarily seek diagnosis and follow through with prescribed treatment(s) by qualified professionals. Employees, who wish to voluntarily enter and participate in an approved alcohol or drug rehabilitation program, are encouraged to contact the District General Manager, who will determine whether the District can accommodate the Employee by providing unpaid leave needed for the time to completion program participation. Employees should be aware that participation in a rehabilitation program will not necessarily shield them from disciplinary action



for a violation of these Guidelines, particularly if discipline is imposed for a violation occurring before the Employee seeks assistance.

## **SECTION 7.0 DRUG TESTING**

### **Section 7.1 Testing of Applicants for any District Positions**

As a part of the District's employment screening process, any applicant to whom a conditional offer of employment is made must pass a test for controlled substances, per procedures described below. The offer of employment is conditioned on a negative drug test result. Applicants will be informed of the District's drug testing policy in the employment application.

### **Section 7.2 Testing of Employees in Designated Safety-Sensitive Positions**

**Annual Testing:** Employees in health and safety sensitive positions, including but not limited to the following management and non-management positions: vehicle and heavy machinery drivers with commercial licenses/operators, firefighters, and utility crew members, will be required to submit to random drug testing under the procedures described below. This testing shall occur at random by an independent, third party drug testing company performing such testing. If an Employee refuses to cooperate with the administration of the drug test, the refusal will be handled in the same manner as a positive test result.

### **Section 7.3 Reasonable Suspicion Testing**

If an Employee's supervisor or manager has a verifiable and confirmed reasonable suspicion by at least two (2) people, including any Board Members, who are qualified by having reasonable suspicion training, that the Employee is working in an impaired condition or otherwise engaging in conduct that violates these Guidelines, then the Employee will be asked about any observed behavior or impaired condition and offered an opportunity to give a reasonable explanation. If the Employee is unable to explain the behavior, he or she will be requested to take a drug test in accordance with the procedures described herein. If the Employee refuses to cooperate with the administration of the drug test, the refusal will be handled in the same manner as a positive test result, which results in termination.

### **Section 7.4 On-the-Job Injury**

Should an injury occur while working, a drug or alcohol test may be administered if the injured Employee's supervisor has a reasonable suspicion that an Employee was injured due to drug or alcohol use.

### **Section 7.5 Procedures for Drug Testing**

If Employee is a member of a District-recognized collective bargaining unit and is subject to a drug test based on reasonable suspicion, the District will meet and confer with the respective collective bargaining group before testing.

The District will refer the applicant or Employee to an independent, National Institute on Drug Abuse ("NIDA") certified medical clinic or laboratory, which will administer the test. The District shall require drug testing for: A) Pre-employment testing, B) random testing, and C)

reasonable suspicion testing. The District will pay the cost of the test. If the Employee is determined by verifiable and confirmed, reasonable suspicion observation as unable to drive or impaired for driving, then a District supervisor or General Manager will transport the individual to a medical facility for immediate testing or treatment.

The Employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that he or she has taken that may affect the outcome of the test. The clinic or laboratory will handle the required testing. The District will have no control over the clinic or laboratory's testing methods. The clinic or laboratory will inform the District as to whether or not the applicant passed or failed the drug test. If an Employee fails the test, he or she will be considered to be in violation of these Guidelines and will be subject to discipline accordingly.

#### **Section 7.6 Acknowledgement and Consent**

Any Employee subject to testing under this policy will be directed to sign a form acknowledging the procedures governing testing, and authorizing to (1) the collection of a urine sample for the purpose of determining the presence of alcohol or drugs, and (2) the release to the District of medical information regarding the test results. Refusal to sign the authorization form, or to submit to the drug test, will result in the revocation of an applicant's job offer, or will be considered the same as a positive test leading to termination.

#### **Section 7.7 Confidentiality**

All drug testing records will be treated as confidential.

**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

**May 23, 2024**

**AGENDA ITEM: 10.1**

**SUBJECT:** Monthly Financial Reports for April 2024 (Recommend receive and file by Board consensus)

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**SUGGESTED ACTION:**

Please *Review, Receive and File* the April 2024 SMCSD Financial Reports.

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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 2024 Financial Report

May 13<sup>th</sup>, 2024

**BOARD ACTION:** Review the enumeration of Financial Reports for April 2024

**APRIL 2024 Revenue:** \$229,633.21

Sales Revenue 77.3%, Property Taxes 19.9%, Franchise Fees 1.8%, Other 1.0%

**APRIL 2024 Expenses:** \$325,308.91

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## **FIRE DEPT PROJECTS:**

Resolution 2021-05: MDCs- Budget: \$20,000.00

APRIL costs: \$0

Project costs to date: \$9,660.33 (48% spent)

Status: In Process

Fire Temporary Housing Unit

APRIL costs: \$0

Resolution 2022-21, 22: Budget: \$274,378.95 Escrow amount used: \$140,968.58 (51.38% spent)

Costs not paid through Escrow to date: \$4,238.02

Status: In Process

Total THU Project costs to date: \$145,206.60

Fire Station Remodel- Budget: none

APRIL costs: WSC & County of SLO – Frontage Plans and Inspection \$1,376.22

Project costs to date: \$5,771.56

Status: In Process

Resolution 2023-36: 23-24 Volunteer Fire Capacity Program Grant- Budget: \$34,246.76

APRIL costs: \$0

Project costs to date: \$26,287.19 (76.8% spent)

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: Avila, Wallace, WSC, Quest – Permitting, Engineering \$105,345.17

Project costs to date: \$1,506,142.04

Status: In Process

WWTF Resolution 2021-33,34, 2023-21: MBR- Budget: \$287,590.58/Project budget: \$8,309,288.94

APRIL costs: – \$0

Project costs to date: \$333,247.20

Status: In Process

**San Miguel Community Services District  
APRIL 2024 Financial Report**

WWTF Resolution 2022-04: WSC – NOI for Permit- Budget: \$70,078.00

APRIL costs: \$0  
 Project costs to date: \$21,118.75 (30% spent)  
 Status: In Process

WWTF Resolution 2022-67: Recycled Water Pipeline- Budget: \$217,355.00

APRIL costs: WSC – Engineering \$7,008.54  
 Project costs to date: \$148,168.57 (68% spent)  
 Project costs reimbursed by grant to date: \$29,880.34  
 Status: In Process

WWTF Resolution 2023-43: Septic to Sewer- Grant App Budget: \$15,700.00

APRIL costs: WSC – Engineering \$10,830.00  
 Project costs to date: \$15,263.75 (97.0% spent)  
 Status: In Process

WWTF Resolution 2022-59,2023-44,48,50: Sewer Lining & Manhole- Budget: \$396,500.00

APRIL costs: APS, WSC – Engineering \$7,097.50  
 Project costs to date: \$29,386.09 (7% spent)  
 Status: In Process

WWTF Resolution 2022-64: 0.65M Tank Inspection & Coating Repair- Budget: \$67,660.00

APRIL costs: Advantage Technical – Develop Tech Specifications \$13,768.00  
 Project costs to date: \$58,098.00 (86% spent)  
 Status: In Process

**LEGAL SERVICES**

**2023/24 LEGAL EXPENSES TO DATE:**

Legal bills: Invoice for February & March  
 Legal Services

BOARD MEETINGS:	\$ 14,178.00
CSD BOARD REQUESTS:	\$ 3,283.20
FIRE:	\$ 3,417.50
GENERAL CSD/ADMIN:	\$ 12,430.73
GENERAL HR AND HR CONTRACTS:	\$ 22,215.13
HR INVESTIGATION/ARBITRATION:	\$ -
PUBLIC RECORDS REQUESTS:	\$ 36.50
SEWER:	\$ 5,572.40
SOLID WASTE:	\$ 1,838.00
WATER:	\$ 9,454.30

**TOP 5 GENERAL OPERATING EXPENSES (at the time of this report):**

- Scott Keller \$5,760.00 – 2024/25 THU Lease payment
- PG&E Projects \$4,049.85 – MG Lift Station Electric Relocation
- A. Williams Consulting \$4,012.50 – Fire grant writing
- CIO \$3,743.19 – Monthly IT Support
- FGL \$3,360.00 – Monthly Water/Wastewater testing & analysis

**San Miguel Community Services District**  
**APRIL 2024 Financial Report**

**MONTHLY RECURRING EXPENSES** (at the time of this report):

CalPERS (Employer costs only)	\$10,712.20
PG&E (Facilities & Lighting)	\$13,370.52
US Bank SMCSO Credit Cards	\$1,924.23
WEX Bank SMCSO District Vehicle Fuel	\$866.20

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The information provided is current as of the time of this report.

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**RECOMMENDATION:**

Please Review and File these April 2024 SMCSO Financial Reports.

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**PREPARED BY:**

Michelle Hido, Financial Officer

**REVIEWED BY:**

Kelly Dodds, General Manager

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10260	20697S	650 13 STARS MEDIA	116.38						
1	03/28/24	NOI MIT NEG DECLARATION	116.38*			40 64000	587		10200
2024-42859									
<b>Total for Vendor:</b>			<b>116.38</b>						
10378	20735S	9 A.WILLIAM CONSULTING	4,012.50						
1	04/12/24	AFG & SAFER GRANT WORK	4,012.50*			20 62000	458		10200
<b>Total for Vendor:</b>			<b>4,012.50</b>						
10326	20724S	694 ADVANTAGE TECHNICAL SERVICES,	13,768.00						
1	04/15/24	TECH SPEC 0.65MG RES2022-64	13,768.00			50 65000	962	22012	10200
10161									
<b>Total for Vendor:</b>			<b>13,768.00</b>						
10368	20738S	999999 AMALIA NAVA	150.00						
1496 RIO VISTA PL ACCT 01247-03									
1	04/15/24	WW DEPOSIT REFUND 01247-03	100.00			40 20520			10200
01247-03									
2	04/15/24	W DEPOSIT REFUND 01247-03	50.00			50 20510			10200
01247-03									
<b>Total for Vendor:</b>			<b>150.00</b>						
10297	20698S	689 AMAZON CAPITOL SERVICES	128.69						
1	04/01/24	BACKUP CAMERA	64.34			40 64000	348		10200
1VW3-QK7P-3KHY									
2	04/01/24	BACKUP CAMERA	64.35			50 65000	348		10200
1VW3-QK7P-3KHY									
<b>Total for Vendor:</b>			<b>128.69</b>						
10256	20699S	576 APEX FIRE CONTROL	430.47						
1	04/11/24	Fire Extg. Service Maint	280.00*			40 64000	305		10200
85363									
2	04/11/24	Fire Extg. Service Maint	150.47*			50 65000	305		10200
85363									

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10261	20699S	576 APEX FIRE CONTROL	304.97						
1	04/08/24	Fire Extg. Service Maint	304.97			20 62000	351		10200
85348									
		<b>Total for Vendor:</b>	<b>735.44</b>						
10293	20700S	743 API ATLAS PERFORMANCE	2,200.00						
1	04/03/24	APR CSD OFFICE TRAILER RENTAL	110.00*			30 63000	949		10200
RI146496									
2	04/03/24	APR CSD OFFICE TRAILER RENTAL	990.00			40 64000	949		10200
RI146496									
3	04/03/24	APR CSD OFFICE TRAILER RENTAL	990.00			50 65000	949		10200
RI146496									
4	04/03/24	APR CSD OFFICE TRAILER RENTAL	110.00*			60 66000	949		10200
RI146496									
		<b>Total for Vendor:</b>	<b>2,200.00</b>						
10270	20701S	18 AREBALO, ETHAN	425.00						
1	04/03/24	DRIVER OP EDUCATION REIMBURSEMENT	425.00			20 62000	386		10200
		<b>Total for Vendor:</b>	<b>425.00</b>						
10265	-98990E	714 AT&T MOBILITY	95.85						
		FIRE CELL PHONES							
1	04/02/24	MAR FIRE CELL PHONE - ROBERSO	45.41			20 62000	465		10200
04102024									
2	04/02/24	MAR FIRE CELL PHONE - YOUNG	50.44			20 62000	465		10200
04102024									
		<b>Total for Vendor:</b>	<b>95.85</b>						
10286	20702S	23 AVILA & ASSOC CONSULTING	2,783.63						
		HYDRO/HYDRA ANALYSIS OF WTF PERC PONDS							
		SALINAS RIVER HYDROLOGY AND HYDRAULICS							
1	04/05/24	HYD ANALYSIS OF WWTF PERC POND	2,783.63*			40 64000	587	20001	10200
5784									
		<b>Total for Vendor:</b>	<b>2,783.63</b>						



\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10298	20703S	548 BARTLE WELLS ASSOCIATES	675.00						
2022	Rate Study	RES 2022-37							
2	03/26/24	RATE STUDY 2022-37 FEB HRS	675.00*			50 65000	432	22005	10200
565B-1014									
10337	20741S	548 BARTLE WELLS ASSOCIATES	1,665.00						
2022	Rate Study	RES 2022-37							
2	04/25/24	RATE STUDY 2022-37 MAR HRS	1,665.00			40 64000	432	22005	10200
565B-1015									
<b>Total for Vendor:</b>			<b>2,340.00</b>						
10323	-98981E	67 CHARTER COMMUNICATIONS	648.98						
Acct# 212691601									
Spectrum Enterprise Internet									
Service 3/01/24 - 4/30/24									
1	04/01/24	APR LIFT STATION	119.98			40 64000	375		10200
212691601040124									
2	04/01/24	APR WWTF FIBER	10.58			30 63000	375		10200
212691601040124									
3	04/01/24	APR WWTF FIBER	253.92			40 64000	375		10200
212691601040124									
4	04/01/24	APR WWTF FIBER	253.92			50 65000	375		10200
212691601040124									
5	04/01/24	APR WWTF FIBER	10.58			60 66000	375		10200
212691601040124									
10324	-98980E	67 CHARTER COMMUNICATIONS	129.98						
Acct# 8245 10 105 0027311									
Spectrum Business Internet/Voice									
Service 4/11/24 - 5/10/24									
1	04/07/24	APR Internet/Voice FIRE	129.98			20 62000	375		10200
170616101040724									
<b>Total for Vendor:</b>			<b>778.96</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10271	-98989E	712 CIO SOLUTIONS	656.25						
1	03/31/24	EMAIL COMPROMISE	32.81			30 63000	321		10200
110006-124									
2	03/31/24	EMAIL COMPROMISE	295.32			40 64000	321		10200
110006-124									
3	03/31/24	EMAIL COMPROMISE	295.31			50 65000	321		10200
110006-124									
4	03/31/24	EMAIL COMPROMISE	32.81			60 66000	321		10200
110006-124									
10305	-98985E	712 CIO SOLUTIONS	3,086.94						
1	04/15/24	MAR IT SUPPORT	926.10*			20 62000	321		10200
110343-124									
2	04/15/24	MAR IT SUPPORT	92.60			30 63000	321		10200
110343-124									
3	04/15/24	MAR IT SUPPORT	987.82			40 64000	321		10200
110343-124									
4	04/15/24	MAR IT SUPPORT	987.82			50 65000	321		10200
110343-124									
5	04/15/24	MAR IT SUPPORT	92.60			60 66000	321		10200
110343-124									
		<b>Total for Vendor:</b>	<b>3,743.19</b>						
10319	20725S	753 COUNTY OF SAN LUIS OBISPO	2,794.36						
1	04/19/24	GSP WY 2023 RPT- GSI00667.029	2,794.36			50 65000	324		10200
2024-001-A									
		<b>Total for Vendor:</b>	<b>2,794.36</b>						
10302	20723S	252 COUNTY OF SLO PUBLIC WORKS	673.88						
		COUNTY MAP CHECK & RIGHT OF WAY REVIEW							
1	03/31/24	MAP CK & RIGHT OF WAY REVIEW	673.88			50 65000	961		10200
3022									

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10303	20733S	252 COUNTY OF SLO PUBLIC WORKS	643.72						
		THU INSPECTION							
1	04/04/24	THU INSPECTION	643.72			20 62000	510		10200
4417									
		<b>Total for Vendor:</b>	<b>1,317.60</b>						
10295	-98987E	654 CULLIGAN WATER	43.96						
1	03/31/24	APR WATER DELIVERY	21.98*			40 64000	305		10200
800297915									
2	03/31/24	APR WATER DELIVERY	21.98*			50 65000	305		10200
800304747									
		<b>Total for Vendor:</b>	<b>43.96</b>						
10304	-98986E	16 EIDE BAILLY LLP	128.75						
1	04/14/24	CPA SERVICES CONSULT/REVIEW	38.63*			20 62000	325		10200
EI01667762									
2	04/14/24	CPA SERVICES CONSULT/REVIEW	3.86			30 63000	325		10200
EI01667762									
3	04/14/24	CPA SERVICES CONSULT/REVIEW	41.20			40 64000	325		10200
EI01667762									
4	04/14/24	CPA SERVICES CONSULT/REVIEW	41.20			50 65000	325		10200
EI01667762									
5	04/14/24	CPA SERVICES CONSULT/REVIEW	3.86			60 66000	325		10200
EI01667762									
10328	-98978E	16 EIDE BAILLY LLP	632.50						
1	02/28/24	CPA SERVICES CONSULT/REVIEW	189.76*			20 62000	325		10200
EI01630296									
2	02/28/24	CPA SERVICES CONSULT/REVIEW	18.97			30 63000	325		10200
EI01630296									
3	02/28/24	CPA SERVICES CONSULT/REVIEW	202.40			40 64000	325		10200
EI01630296									
4	02/28/24	CPA SERVICES CONSULT/REVIEW	202.40			50 65000	325		10200
EI01630296									
5	02/28/24	CPA SERVICES CONSULT/REVIEW	18.97			60 66000	325		10200
EI01630296									
		<b>Total for Vendor:</b>	<b>761.25</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10371	-98974E	751 EMPLOYMENT DEVELOPMENT DEPT	335.89						
1	05/03/24	Q1 EDD SDI BALANCE	117.16*			20 62000	150		10250
2	05/03/24	Q1 EDD SDI BALANCE	6.39*			30 63000	150		10250
3	05/03/24	Q1 EDD SDI BALANCE	69.34*			40 64000	150		10250
4	05/03/24	Q1 EDD SDI BALANCE	136.94*			50 65000	150		10250
5	05/03/24	Q1 EDD SDI BALANCE	6.06*			60 66000	150		10250
		<b>Total for Vendor:</b>	<b>335.89</b>						
10308	20726S	105 FAILSAFE TESTING	534.24						
1	04/23/24	ANNUAL LADDER TESTING	534.24			20 62000	351		10200
13410									
		<b>Total for Vendor:</b>	<b>534.24</b>						
10255	20704S	107 FARM SUPPLY CO.	428.98						
		Cust No. 61338							
2	04/11/24	HERBICIDE, WIRE PANEL	428.98			40 64000	582		10200
273712									
		<b>Total for Vendor:</b>	<b>428.98</b>						
10334	20744S	109 FERGUSON ENTERPRISES	1,541.19						
1	04/24/24	GATE VALVE	1,541.19*			50 65000	353		10200
5046671									
10341	20744S	109 FERGUSON ENTERPRISES	343.21						
1	04/17/24	REDI-CLAMP	343.21*			50 65000	353		10200
5034576									
		<b>Total for Vendor:</b>	<b>1,884.40</b>						
10274	20705S	112 FGL - ENVIRONMENTAL ANALYTICAL	125.00						
1	04/03/24	ARSENIC MONITORING METALS	125.00			50 65000	358		10200
481159A									
10275	20705S	112 FGL - ENVIRONMENTAL ANALYTICAL	214.00						
1	04/02/24	EFFLUENT MONITORING METALS	214.00*			40 64000	355		10200
480990A									

\* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10276 1 480985A	20705S 04/02/24	112 FGL - ENVIRONMENTAL ANALYTICAL WASTEWATER INFLUENT WET CHEM	156.00 156.00*			40 64000	355		10200
10277 1 480987A	20705S 04/02/24	112 FGL - ENVIRONMENTAL ANALYTICAL WWTF LIFT STATION WET CHEM	96.00 96.00*			40 64000	355		10200
10278 1 480934A	20705S 04/02/24	112 FGL - ENVIRONMENTAL ANALYTICAL GROUP A MONITORING	165.00 165.00			50 65000	359		10200
10279 1 480989A	20705S 04/01/24	112 FGL - ENVIRONMENTAL ANALYTICAL WATER SUPPLY MONITOR	90.00 90.00*			40 64000	355		10200
10280 1 481075A	20705S 04/01/24	112 FGL - ENVIRONMENTAL ANALYTICAL ARSENIC MONITORING METALS	189.00 189.00			50 65000	358		10200
10281 1 480986A	20705S 04/01/24	112 FGL - ENVIRONMENTAL ANALYTICAL WWTF SEPTAGE	247.00 247.00*			40 64000	355		10200
10282 1 480984A	20705S 04/01/24	112 FGL - ENVIRONMENTAL ANALYTICAL GROUNDWATER MONITORING	203.00 203.00*			40 64000	355		10200
10283 1 480878A	20705S 03/26/24	112 FGL - ENVIRONMENTAL ANALYTICAL COLIFORM, WET CHEM ROUTINE MONITORING	370.00 370.00			50 65000	359		10200

\* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10316 1 481239A	20727S 04/12/24	112 FGL - ENVIRONMENTAL ANALYTICAL ARSENIC MONITORING	125.00 125.00			50 65000	358		10200
10317 1 481242A	20727S 04/17/24	112 FGL - ENVIRONMENTAL ANALYTICAL COLIFORM, WET CHEM ROUTINE MONITORING	370.00 370.00			50 65000	359		10200
10344 1 481295A	20745S 04/24/24	112 FGL - ENVIRONMENTAL ANALYTICAL WASTEWATER INFLUENT WET CHEM	156.00 156.00*			40 64000	355		10200
10345 1 481300A	20745S 04/24/24	112 FGL - ENVIRONMENTAL ANALYTICAL GROUNDWATER MONITORING	203.00 203.00*			40 64000	355		10200
10346 1 481296A	20745S 04/24/24	112 FGL - ENVIRONMENTAL ANALYTICAL WWTF LIFT STATION WET CHEM	96.00 96.00*			40 64000	355		10200
10347 1 481297A	20745S 04/24/24	112 FGL - ENVIRONMENTAL ANALYTICAL WATER SUPPLY MONITOR	90.00 90.00*			40 64000	355		10200
10348 1 481298A	20745S 04/24/24	112 FGL - ENVIRONMENTAL ANALYTICAL EFFLUENT MONITORING METALS	249.00 249.00*			40 64000	355		10200
10349 1 481299A	20745S 04/24/24	112 FGL - ENVIRONMENTAL ANALYTICAL TSS & SS MONITORING	69.00 69.00*			40 64000	355		10200

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10350 1 481344A	20745S 04/26/24	112 FGL - ENVIRONMENTAL ANALYTICAL ARSENIC MONITORING METALS	125.00 125.00			50 65000	358		10200
10351 1 481515A	20745S 04/26/24	112 FGL - ENVIRONMENTAL ANALYTICAL TERRACE WELL- WATER QUALITY	22.00 22.00			50 65000	358		10200
<b>Total for Vendor:</b>			<b>3,360.00</b>						
10263 GW-661 Service Period: 4/2024	20706S	125 GREAT WESTERN ALARM	35.00						
1 240300545101	04/01/24	APR Alarm Monitoring	35.00			20 62000	380		10200
10299 A0702 UTILITIES Service Period: 3/2024	20706S	125 GREAT WESTERN ALARM EMERGENCY	100.00						
1 240302242101	04/01/24	APR Answering Service	50.00			40 64000	380		10200
2 240302242101	04/01/24	APR Answering Service	50.00			50 65000	380		10200
10342 GW-661 Service Period: 5/2024	20746S	125 GREAT WESTERN ALARM	35.00						
1 240400545101	05/01/24	MAY Alarm Monitoring	35.00			20 62000	380		10200
10343 A0702 UTILITIES Service Period: 4/2024	20746S	125 GREAT WESTERN ALARM EMERGENCY	100.00						
1 240402242101	05/01/24	MAY Answering Service	50.00			40 64000	380		10200
2 240402242101	05/01/24	MAY Answering Service	50.00			50 65000	380		10200
<b>Total for Vendor:</b>			<b>270.00</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10335	20747S	129 HACH COMPANY	1,386.50						
	Acct #292463								
	REF 320922131-1								
1	04/24/24	CL17 KIT, MAINT & VIALS	1,386.50*			50 65000	305		10200
	14011166								
		<b>Total for Vendor:</b>	<b>1,386.50</b>						
10332	20748S	147 JB DEWAR	607.48						
1	04/26/24	Clear Diesel- 87.5 GAL	433.56			20 62000	485		10200
	317862								
2	04/26/24	Clear Diesel- 17.55 GAL WW	86.96			40 64000	485		10200
	317862								
3	04/26/24	Clear Diesel- 17.55 GAL W	86.96			50 65000	485		10200
	317862								
		<b>Total for Vendor:</b>	<b>607.48</b>						
10285	20707S	474 L.N. CURTIS & SONS	25,128.68						
1	03/29/24	TURNOUTS	25,128.68			20 62000	456		10200
	867771								
		<b>Total for Vendor:</b>	<b>25,128.68</b>						
10288	20708S	17 N. REX AWALT CORPORATION	36.47						
1	04/03/24	PVC PARTS	36.47*			50 65000	353		10200
	21346								
		<b>Total for Vendor:</b>	<b>36.47</b>						
10254	20696S	52 NILES PHONE REPAIR	199.00						
	REPLACE SURFACE LCD SCREEN								
1	04/08/24	REPLACE SURFACE LCD SCREEN	99.50*			40 64000	305		10200
	466765								
2	04/08/24	REPLACE SURFACE LCD SCREEN	99.50*			50 65000	305		10200
	466765								
		<b>Total for Vendor:</b>	<b>199.00</b>						



\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10307	-98983E	208 PG&E #6480-8	1,286.78						
	Acct #	8565976480-8							
1	04/17/24	12th & K 8565976725	11.17			30 63000	381		10200
2	04/17/24	11TH STREET - 8562053214	53.08			30 63000	381		10200
3	04/17/24	RIO MESA CIR - 8564394360	26.23			30 63000	381		10200
5	04/17/24	MISSION/14TH - 8569413449	32.32			30 63000	381		10200
6	04/17/24	VERDE/RIO MESA - 8560673934	65.58			30 63000	381		10200
7	04/17/24	Mission Heights - 8565976482	192.28			30 63000	381		10200
8	04/17/24	MISSION S. 14TH - 8561483265	16.15			30 63000	381		10200
9	04/17/24	Tract 2605 - 8565976109	41.20			30 63000	381		10200
10	04/17/24	9898 River Rd. - 8565976002	401.69			30 63000	381		10200
11	04/17/24	9898 River Rd. - 8565976004	50.28			30 63000	381		10200
12	04/17/24	9898 River Rd. - 8565976008	232.86			30 63000	381		10200
13	04/17/24	9898 River Rd. - 8565976014	80.44			30 63000	381		10200
14	04/17/24	9898 River Rd. - 8565976481	60.52			30 63000	381		10200
15	04/17/24	9898 River Rd. - 8565976483	22.98			30 63000	381		10200
		<b>Total for Vendor:</b>	<b>1,286.78</b>						
10306	-98984E	209 PG&E #6851-8	12,083.74						
	Acct #	3675186851-8							
1	04/18/24	Old Fire Station/1297 L St	-29.59			20 62000	381		10200
2	04/18/24	Fire Station/1150 Mission	-45.31			20 62000	381		10200
3	04/18/24	Water Works #1/Well 3	435.75*			50 65000	381		10200
4	04/18/24	Bonita Pl & 16th/Well 4	3,576.51*			50 65000	381		10200
5	04/18/24	N St/WWTF	7,520.72*			40 64000	381		10200
6	04/18/24	2HP Booster Station	-45.31*			50 65000	381		10200
7	04/18/24	Mission Heights Booster	-45.30*			50 65000	381		10200
8	04/18/24	14th St. & K St.	30.87*			50 65000	381		10200
9	04/18/24	942 Soka Way lift station	47.60			40 64000	379		10200
10	04/18/24	Missn&12th Landscape-St light	118.73			30 63000	381		10200
11	04/18/24	SLT Well	519.07*			50 65000	381		10200
		<b>Total for Vendor:</b>	<b>12,083.74</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10287	-98988E	210 PG&E PROJECTS	4,049.85						
		PRJ 128227750							
		NOTIFICATION# 128103768							
1	04/03/24	1765 BONITA PL ENGINEERING	4,049.85*			40 64000	349		10200
		PRJ 128103768							
		<b>Total for Vendor:</b>	<b>4,049.85</b>						
10294	20709S	25 QUEST PLANNING, INC	156.25						
1	03/31/24	WWTF PERMIT ASSISTANCE	156.25*			40 64000	587	20001	10200
		1723							
		<b>Total for Vendor:</b>	<b>156.25</b>						
10266	20710S	740 ROJAS, ROBERT	425.00						
1	04/03/24	DRIVER OP EDUCATION REIMBURSEMENT	425.00			20 62000	386		10200
		<b>Total for Vendor:</b>	<b>425.00</b>						
10309	20728S	481 SAN MIGUEL COMMUNITY SERVICES	147.51						
		01004-00							
1	04/15/24	1150 MISSION ST SMFD 1004-00	147.51			20 62000	384		10200
10310	20728S	481 SAN MIGUEL COMMUNITY SERVICES	2.00						
		01004-00							
1	04/15/24	1150 MISSION ST SMFD 1004B-00	2.00			20 62000	384		10200
10311	20728S	481 SAN MIGUEL COMMUNITY SERVICES	138.64						
		Acct#27475-00							
1	04/15/24	1765 BONITA 27475-00	138.64			40 64000	384		10200
10312	20728S	481 SAN MIGUEL COMMUNITY SERVICES	89.34						
		ACCT# 27476-00							
1	04/15/24	1199 MISSION IRRIG MTR 27476-0	89.34			30 63000	384		10200
10313	20728S	481 SAN MIGUEL COMMUNITY SERVICES	131.64						
		20547-00							
1	04/15/24	1203 MISSION IRIG MTR 20547-0	131.64			30 63000	384		10200

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10314	20728S	481 SAN MIGUEL COMMUNITY SERVICES	54.09						
1	03/15/24	942 SOKA WAY 20840-00	54.09			40 64000	384		10200
		<b>Total for Vendor:</b>	<b>563.22</b>						
10268	20711S	238 SAN MIGUEL GARBAGE	124.12						
ACCT#	318691								
1	04/01/24	FEB 2024	62.06			40 64000	383		10200
040124									
2	04/01/24	FEB 2024	62.06			50 65000	383		10200
040124									
		<b>Total for Vendor:</b>	<b>124.12</b>						
10264	20712S	731 SAN MIGUEL SENIORS CENTER	200.00						
MAR 28		BOARD MEETING @ SMSC							
1	03/28/24	MAR 28 BOARD MEETING 4 HRS	60.00			20 62000	341		10200
2	03/28/24	MAR 28 BOARD MEETING 4 HRS	6.00			30 63000	341		10200
3	03/28/24	MAR 28 BOARD MEETING 4 HRS	64.00			40 64000	341		10200
4	03/28/24	MAR 28 BOARD MEETING 4 HRS	64.00*			50 65000	341		10200
5	03/28/24	MAR 28 BOARD MEETING 4 HRS	6.00			60 66000	341		10200
		<b>Total for Vendor:</b>	<b>200.00</b>						
10300	20713S	19 SCI	868.00						
1	03/07/24	SLT BUILDING REPAIR	868.00*			50 65000	353		10200
24-9732									
		<b>Total for Vendor:</b>	<b>868.00</b>						
10258	20714S	673 SCOTT KELLER	5,760.00						
ANNUAL		THU LEASE PAYMENT FOR APN 021-221-014/015/016/018							
1	04/09/24	5/24-4/25 THU LEASE EXTENSION	5,760.00			20 62000	949		10200
		<b>Total for Vendor:</b>	<b>5,760.00</b>						
10327	-98979E	657 SOCALGAS	44.63						
1	04/01/24	APR LIFT STATION 942 SOKA WAY	16.03			40 64000	396		10200
2	04/01/24	APR SLT WELL 8687 MARTNZ	14.30			50 65000	396		10200
3	04/01/24	APR WELL 3 NAT.GAS610 12TH	14.30			50 65000	396		10200

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10336	-98973E	657 SOCALGAS	47.58						
1	05/01/24	MAY LIFT STATION 942 SOKA WAY	17.42			40 64000	396		10200
2	05/01/24	MAY SLT WELL 8687 MARTNZ	15.86			50 65000	396		10200
3	05/01/24	MAY WELL 3 NAT.GAS610 12TH	14.30			50 65000	396		10200
		<b>Total for Vendor:</b>	<b>92.21</b>						
10267	20715S	565 STAR DRUG TESTING, INC.	50.00						
		New Employees LANG							
3	04/05/24	New Employee Drug Test CL	25.00			40 64000	121		10200
72809									
4	04/05/24	New Employee Drug Test CL	25.00*			50 65000	121		10200
72809									
10272	20715S	565 STAR DRUG TESTING, INC.	50.00						
		New Employees MONTOYA							
3	03/29/24	New Employee Drug Test RM	25.00			40 64000	121		10200
72732									
4	03/29/24	New Employee Drug Test RM	25.00*			50 65000	121		10200
72732									
		<b>Total for Vendor:</b>	<b>100.00</b>						
10333	20753S	378 SWIFT TECTONICS, INC.	2,140.00						
		ALLEY LEAK REPAIR PAVING							
1	04/29/24	ALLEY LEAK REPAIR PAVING	2,140.00*			50 65000	353		10200
6755									
		<b>Total for Vendor:</b>	<b>2,140.00</b>						
10284	20716S	282 THE BLUEPRINTER	51.66						
1	03/31/24	BLUEPRINTS WWTF	51.66*			40 64000	587		10200
124-5030									
		<b>Total for Vendor:</b>	<b>51.66</b>						
10296	20717S	664 UNITED STAFFING ASSOCIATES, LLC	30.00						
1	03/29/24	SPANISH TEST EE RM	15.00*			40 64000	305		10200
235120									
2	03/29/24	SPANISH TEST EE RM	15.00*			50 65000	305		10200
235120									
		<b>Total for Vendor:</b>	<b>30.00</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10329	-98977E	301 US BANK	1,042.86						
		KD STATEMENT DATE 4/22/2024							
1	03/27/24	LOWES BTH HDPHN, DOORBELL	57.62			40 64000	348		10200
		KD APR 24							
2	03/27/24	LOWES BTH HDPHN, DOORBELL	57.61			50 65000	348		10200
		KD APR 24							
3	04/08/24	LOWES DRVWY SEALER	113.01*			50 65000	353		10200
		KD APR 24							
4	04/09/24	LOWES DRVWY SEALER	169.52*			50 65000	353		10200
		KD APR 24							
5	04/12/24	LOWES TEKS SCREWS	45.10			40 64000	582		10200
		KD APR 24							
6	04/16/24	BLUEBEAM PLAN REVW SOFTWARE	150.00			40 64000	385		10200
		KD APR 24							
7	04/16/24	BLUEBEAM PLAN REVW SOFTWARE	150.00*			50 65000	385		10200
		KD APR 24							
8	04/19/24	PAYPAL GEOTRACKER REGISTRTRN	150.00			40 64000	705		10200
		KD APR 24							
9	04/19/24	TAKKENS- BOOTS	75.00			40 64000	348		10200
		KD APR 24							
10	04/19/24	TAKKENS- BOOTS	75.00			50 65000	348		10200
		KD APR 24							
10330	-98976E	301 US BANK	682.78						
		TP STATEMENT DATE 4/22/2024							
1	04/01/24	RINGCENTRAL APR PHONE	99.24			20 62000	310		10200
		TP APR 24							
2	04/01/24	RINGCENTRAL APR PHONE	9.92			30 63000	310		10200
		TP APR 24							
3	04/01/24	RINGCENTRAL APR PHONE	105.85			40 64000	310		10200
		TP APR 24							
4	04/01/24	RINGCENTRAL APR PHONE	105.85			50 65000	310		10200
		TP APR 24							
5	04/01/24	RINGCENTRAL APR PHONE	9.92*			60 66000	310		10200
		TP APR 24							
6	03/21/24	STAPLES COPIER INK	31.63			40 64000	410		10200
		TP APR 24							

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
7	03/21/24	STAPLES COPIER INK	31.64			50 65000	410		10200
TP APR 24									
8	03/26/24	OFF WATER PRG RM OWT1	30.00			40 64000	386		10200
TP APR 24									
9	03/29/24	USPS CXL COLLECTION AGNT	4.36			40 64000	315		10200
TP APR 24									
10	03/29/24	USPS CXL COLLECTION AGNT	4.37			50 65000	315		10200
TP APR 24									
11	04/02/24	OFF WATER PRG RM OWT1 BK	25.00			40 64000	386		10200
TP APR 24									
12	04/04/24	BCWJ JOB POSTING	100.00			40 64000	393		10200
TP APR 24									
13	04/04/24	BCWJ JOB POSTING	100.00			50 65000	393		10200
TP APR 24									
14	04/04/24	CRAIGSLIST JOB POSTING	12.50			40 64000	393		10200
TP APR 24									
15	04/04/24	CRAIGSLIST JOB POSTING	12.50			50 65000	393		10200
TP APR 24									
10331	-98975E	301 US BANK	198.59						
SY STATEMENT DATE 4/22/24									
1	04/13/24	APPLE ICLOUD	2.99			20 62000	465		10200
SY APR 24									
2	03/22/24	DG- WATER	41.10			20 62000	305		10200
SY APR 24									
3	04/12/24	LEOS CAFE	46.37			20 62000	335		10200
SY APR 24									
4	04/16/24	LOWES DUCTING	53.44			20 62000	305		10200
SY APR 24									
5	04/16/24	AMZ SPEAKERS	54.69			20 62000	475		10200
SY APR 24									
<b>Total for Vendor:</b>			<b>1,924.23</b>						
10273	20718S	327 VALLI INFORMATION SYSTEMS	138.85						
MARCH BILLING									
1	03/31/24	MAR Web Posting, Postage	0.00			40 64000	374		10200
93830									

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
2 93830	03/31/24 MAR	Web Posting, Postage	0.00			50 65000	374		10200
3 93830	03/31/24 MAR	Printing	0.00			40 64000	374		10200
4 93830	03/31/24 MAR	Printing	0.00			50 65000	374		10200
5 93830	03/31/24 MAR	OTC/Online Monthly Maint	37.50			40 64000	334		10200
6 93830	03/31/24 MAR	OTC/Online Monthly Maint	37.50			50 65000	334		10200
7 93830	03/31/24	Printed insert	0.00			50 65000	395		10200
10 93830	03/31/24 MAR	IVR SERVICE FEE/ALERT	31.92			40 64000	374		10200
11 93830	03/31/24 MAR	IVR SERVICE FEE/ALERT	31.93			50 65000	374		10200
10301	20718S	327 VALLI INFORMATION SYSTEMS FEBRUARY BILLING	789.64						
1 93520	03/20/24 MAR	Web Posting, Postage	209.54			40 64000	374		10200
2 93520	03/20/24 MAR	Web Posting, Postage	209.54			50 65000	374		10200
3 93520	03/20/24 MAR	Printing	105.28			40 64000	374		10200
4 93520	03/20/24 MAR	Printing	105.28			50 65000	374		10200
5 93520	03/20/24 MAR	OTC/Online Monthly Maint	0.00			40 64000	334		10200
6 93520	03/20/24 MAR	OTC/Online Monthly Maint	0.00			50 65000	334		10200
7 93520	03/20/24	PRINTED INSERT- FIRE WEEDS	160.00*			20 62000	503		10200
10 93520	03/20/24 MAR	IVR SERVICE FEE/ALERT	0.00			40 64000	374		10200
11 93520	03/20/24 MAR	IVR SERVICE FEE/ALERT	0.00			50 65000	374		10200

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10315	20729S	327 VALLI INFORMATION SYSTEMS	788.94						
	APRIL BILLING								
1	04/18/24	APR Web Posting, Postage	214.95			40 64000	374		10200
93830						50 65000	374		10200
2	04/18/24	APR Web Posting, Postage	214.95			40 64000	374		10200
93830						50 65000	374		10200
3	04/18/24	APR Printing	99.52			40 64000	374		10200
93830						50 65000	374		10200
4	04/18/24	APR Printing	99.52			40 64000	334		10200
93830						50 65000	334		10200
5	04/18/24	APR OTC/Online Monthly Maint	0.00			40 64000	395		10200
93830						50 65000	395		10200
6	04/18/24	APR OTC/Online Monthly Maint	0.00			40 64000	374		10200
93830						50 65000	374		10200
7	04/18/24	Printed insert	160.00			40 64000	374		10200
93830						50 65000	374		10200
10	04/18/24	APR IVR SERVICE FEE/ALERT	0.00			40 64000	374		10200
93830						50 65000	374		10200
11	04/18/24	APR IVR SERVICE FEE/ALERT	0.00			40 64000	374		10200
93830						50 65000	374		10200
10372	20755S	327 VALLI INFORMATION SYSTEMS	97.70						
	APRIL BILLING								
1	04/30/24	APR Web Posting, Postage	0.00			40 64000	374		10200
94416						50 65000	374		10200
2	04/30/24	APR Web Posting, Postage	0.00			40 64000	374		10200
94416						50 65000	374		10200
3	04/30/24	APR Printing	0.00			40 64000	374		10200
94416						50 65000	374		10200
4	04/30/24	APR Printing	0.00			40 64000	334		10200
94416						50 65000	334		10200
5	04/30/24	APR OTC/Online Monthly Maint	37.50			40 64000	334		10200
94416						50 65000	334		10200
6	04/30/24	APR OTC/Online Monthly Maint	37.50			40 64000	395		10200
94416						50 65000	395		10200
7	04/30/24	Printed insert	0.00			40 64000	395		10200
94416						50 65000	395		10200



\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10 94416	04/30/24 APR	IVR SERVICE FEE/ALERT	11.35			40 64000	374		10200
11 94416	04/30/24 APR	IVR SERVICE FEE/ALERT	11.35			50 65000	374		10200
<b>Total for Vendor:</b>			<b>1,815.13</b>						
10322	-98982E	511 VERIZON	320.11						
TABLETS: UTILITIES x4									
CELL PHONE: TMP, MS, TP, KD, DP									
3/09/24 - 4/08/24									
1 9961118199	03/08/24 APR	UTILITIES CELL PHONES X4	11.90			30 63000	465		10200
2 9961118199	03/08/24 APR	UTILITIES CELL PHONES X4	107.15			40 64000	465		10200
3 9961118199	03/08/24 APR	UTILITIES CELL PHONES X4	107.15			50 65000	465		10200
4 9961118199	03/08/24 APR	UTILITIES CELL PHONES X4	11.90*			60 66000	465		10200
6 9961118199	03/08/24 APR	T PARENT CELL PHONE	2.60			30 63000	465		10200
7 9961118199	03/08/24 APR	T PARENT CELL PHONE	23.40			40 64000	465		10200
8 9961118199	03/08/24 APR	T PARENT CELL PHONE	23.41			50 65000	465		10200
9 9961118199	03/08/24 APR	T PARENT CELL PHONE	2.60*			60 66000	465		10200
10 9961118199	03/08/24 APR	4GB DATA PLAN	1.50			30 63000	465		10200
11 9961118199	03/08/24 APR	4GB DATA PLAN	13.50			40 64000	465		10200
12 9961118199	03/08/24 APR	4GB DATA PLAN	13.50			50 65000	465		10200
13 9961118199	03/08/24 APR	4GB DATA PLAN	1.50*			60 66000	465		10200
<b>Total for Vendor:</b>			<b>320.11</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10325 PROJ# 1 61954	20730S 0406-0031-00 03/31/24	732 WALLACE GROUP WWTF ENGINEERING 2022-43	92,074.69 92,074.69*			40 64000	587	20001	10200
<b>Total for Vendor:</b>			<b>92,074.69</b>						
10259 PRJ 1 8820	20719S 2295-11366 12/31/23	717 WATER SYSTEMS CONSULTING, INC FRONTAGE- STATION REMODEL	732.50 732.50			20 62000	510		10200
10291 PROJECTS 1 8821	20719S 2295-11682 12/31/23	717 WATER SYSTEMS CONSULTING, INC STDRD SPEC DEV	880.00 440.00			40 64000	326		10200
10292 PROJECTS 2 8821	20719S 2295-11682 12/31/23	717 WATER SYSTEMS CONSULTING, INC STDRD SPEC DEV	10,830.00 440.00*			50 65000	326		10200
10292 PRJ# 2022-67 1 8823	20719S 2295-11332 22010 12/31/23	717 WATER SYSTEMS CONSULTING, INC SEPTIC TO SEWER 2023-43	10,830.00			40 64000	964	23002	10200
10320 PRJ 1 9092	20731S 2295-11366 03/31/24	717 WATER SYSTEMS CONSULTING, INC DISTRICT ENGINEERING 22-23	6,922.50 1,102.50			40 64000	326		10200
10320 PRJ 2 9092	20731S 2295-11366 03/31/24	717 WATER SYSTEMS CONSULTING, INC DISTRICT ENGINEERING 22-23	6,922.50 1,102.50*			50 65000	326		10200
10320 PRJ 3 9092	20731S 2295-11366 03/31/24	717 WATER SYSTEMS CONSULTING, INC FIRE THU RES2022-21,22	6,922.50 0.00			20 62000	326	21006	10200
10320 PRJ 4 9092	20731S 2295-11366 03/31/24	717 WATER SYSTEMS CONSULTING, INC TANK REHAB RES2022-64	6,922.50 45.00*			50 65000	326		10200
10320 PRJ 5 9092	20731S 2295-11366 03/31/24	717 WATER SYSTEMS CONSULTING, INC SLT TANK/BOOSTER RES2022-66	6,922.50 0.00*			50 65000	326	21007	10200
10320 PRJ 7 9092	20731S 2295-11366 03/31/24	717 WATER SYSTEMS CONSULTING, INC INDIAN VALLEY TRACT	6,922.50 380.00*			50 65000	966		10200

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8	03/31/24	ALLEY WATERLINE REPLACEMENT	1,560.00*			50 65000	326		10200
9	03/31/24	PASO BASIN COOP COMMITTEE	2,257.50			50 65000	324		10200
9092	PRJ 2295-11366								
10	3W	COORDINATION	0.00			40 64000	955	22010	10200
11	DWSRF	GRANT COORD	0.00*			50 65000	326		10200
12	MAGDELENA	WILL SERVE	0.00			40 64000	326		10200
9092	PRJ 2295-11366								
13	MAGDELENA	WILL SERVE	0.00*			50 65000	326		10200
9092	PRJ 2295-11366								
14	03/31/24	TRACT 3131 PLAN REVIEW	237.50*			40 64000	966		10200
9292	PRJ 2295-11366								
15	03/31/24	TRACT 3131 PLAN REVIEW	237.50*			50 65000	966		10200
9092	PRJ 2295-11366								
10321	20731S	717 WATER SYSTEMS CONSULTING, INC WWTF PROJECT PRJ 20001	10,162.56						
1	03/31/24	WWTF PROJECT DESIGN	10,162.56*			40 64000	587	20001	10200
9291	PRJ 2295-11366								
10338	20756S	717 WATER SYSTEMS CONSULTING, INC PROJECTS 2295-11332 PRJ# 22010	7,008.54						
2022-67									
1	03/31/24	RCYCL WATER PIPELNE ENG2022-67	7,008.54			40 64000	955	22010	10200
9331	PRJ 2295-11332								
10339	20756S	717 WATER SYSTEMS CONSULTING, INC	4,525.00						
1	03/31/24	BOOSTER PUMP ALT EVAL 2023-55	4,525.00*			50 65000	326		10200
9317	PRJ 2295-11662								
10340	20756S	717 WATER SYSTEMS CONSULTING, INC PROJECTS 2295-11366 PRJ# 21008	7,097.50						
2023-44									
1	03/31/24	SEWER LINING & MANHOLE REHAB	7,097.50			40 64000	963	21008	10200
9318	PRJ 2295-11366								
<b>Total for Vendor:</b>			<b>48,158.60</b>						

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10289	20720S	317 WESTERN JANITOR SUPPLY INC	68.46						
1	03/25/24	RECYCLED TOILET PAPER	3.42			30 63000	305		10200
212019									
2	03/25/24	RECYCLED TOILET PAPER	30.81*			40 64000	305		10200
212019									
3	03/25/24	RECYCLED TOILET PAPER	30.81*			50 65000	305		10200
212019									
4	03/25/24	RECYCLED TOILET PAPER	3.42			60 66000	305		10200
212019									
10290	20720S	317 WESTERN JANITOR SUPPLY INC	52.12						
2	03/28/24	CLEANING SUPPLIES, TIDE	26.06*			40 64000	305		10200
212133									
3	03/28/24	CLEANING SUPPLIES, TIDE	26.06*			50 65000	305		10200
212133									
		<b>Total for Vendor:</b>	<b>120.58</b>						
10262	-98991E	612 WEX BANK	866.20						
		FUEL BILL CLOSING DATE: 4/07/24							
1	04/07/24	Fuel 8600 MAR	101.02			20 62000	485		10200
96334986									
2	04/07/24	NO RECEIPT 8601 MAR	192.34			20 62000	485		10200
96334986									
3	04/07/24	Fuel 8630 MAR	29.09			20 62000	485		10200
96334986									
4	04/07/24	FUEL OES	0.00*			20 62000	307		10200
96334986									
5	04/07/24	Fuel U8632 MAR	109.51			40 64000	485		10200
96334986									
8	04/07/24	Fuel U8632 MAR	109.51			50 65000	485		10200
96334986									
9	04/07/24	Fuel U8634 MAR	0.00			40 64000	485		10200
96334986									
10	04/07/24	Fuel U8634 MAR	0.00			50 65000	485		10200
96334986									
11	04/07/24	Fuel U8636 MAR	168.31			50 65000	485		10200
96334986									

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12	04/07/24	Fuel U8636 MAR	168.31			40 64000	485		10200
96334986									
13	04/07/24	REBATE ADJUSTMENT	-4.37			20 62000	485		10200
96334986									
14	04/07/24	REBATE ADJUSTMENT	-3.76			40 64000	485		10200
96334986									
15	04/07/24	REBATE ADJUSTMENT	-3.76			50 65000	485		10200
96334986									
<b>Total for Vendor:</b>			<b>866.20</b>						
10269	20721S	473 WHITE BRENNER LLP	4,092.00						
FOR LEGAL SERVICES FEB 2024									
1	03/20/24	FEB SOLID WASTE LEGAL	0.00			60 66000	327		10200
2	03/20/24	SOLID WASTE LEGAL SB1383	0.00			60 66000	327		10200
3	03/20/24	FEB WATER LEGAL	1,047.20			50 65000	327		10200
49589	MAR								
49588	MAR								
5	03/20/24	FEB FIRE LEGAL	0.00			20 62000	327		10200
6	03/20/24	FEB SEWER LEGAL	585.20			40 64000	327		10200
49591	MAR								
7	03/20/24	FEB SMEA LEGAL	37.00			40 64000	331		10200
49590	MAR								
8	03/20/24	FEB SMEA LEGAL	37.00			50 65000	331		10200
49590	MAR								
9	03/20/24	FEB HR LEGAL	71.04			20 62000	333		10200
49590	MAR								
10	03/20/24	FEB HR LEGAL	7.40			30 63000	333		10200
49590	MAR								
11	03/20/24	FEB HR LEGAL	106.56*			40 64000	333		10200
49590	MAR								
12	03/20/24	FEB HR LEGAL	105.08*			50 65000	333		10200
49590	MAR								
13	03/20/24	FEB HR LEGAL	5.92*			60 66000	333		10200
49590	MAR								
14	03/20/24	FEB General Legal - ADMIN	248.64			20 62000	327		10200
49587	MAR								

\* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
15 49587	03/20/24 MAR	FEB General Legal - ADMIN	25.90			30 63000	327		10200
16 49587	03/20/24 MAR	FEB General Legal - ADMIN	397.56			40 64000	327		10200
17 49587	03/20/24 MAR	FEB General Legal - ADMIN	626.78			50 65000	327		10200
18 49587	03/20/24 MAR	FEB General Legal - ADMIN	20.72			60 66000	327		10200
10318	20732S	473 WHITE BRENNER LLP FOR LEGAL SERVICES MAR 2024	5,849.30						
1		FEB SOLID WASTE LEGAL	0.00			60 66000	327		10200
2		SOLID WASTE LEGAL SB1383	0.00			60 66000	327		10200
3	04/19/24	FEB WATER LEGAL	1,077.40			50 65000	327		10200
49768	APR								
49767	APR								
5		FEB FIRE LEGAL	0.00			20 62000	327		10200
6		FEB SEWER LEGAL	0.00			40 64000	327		10200
7		FEB SMEA LEGAL	0.00			40 64000	331		10200
8		FEB SMEA LEGAL	0.00			50 65000	331		10200
9	04/19/24	FEB HR LEGAL	356.75			20 62000	333		10200
49770	APR								
10	04/19/24	FEB HR LEGAL	37.16			30 63000	333		10200
49770	APR								
11	04/19/24	FEB HR LEGAL	535.10*			40 64000	333		10200
49770	APR								
12	04/19/24	FEB HR LEGAL	527.67*			50 65000	333		10200
49770	APR								
13	04/19/24	FEB HR LEGAL	29.73*			60 66000	333		10200
49770	APR								
14	04/19/24	FEB General Legal - ADMIN	624.41			20 62000	327		10200
49766	APR								
15	04/19/24	FEB General Legal - ADMIN	65.04			30 63000	327		10200
49766	APR								
16	04/19/24	FEB General Legal - ADMIN	936.61			40 64000	327		10200
49766	APR								

\* ... Over spent expenditure

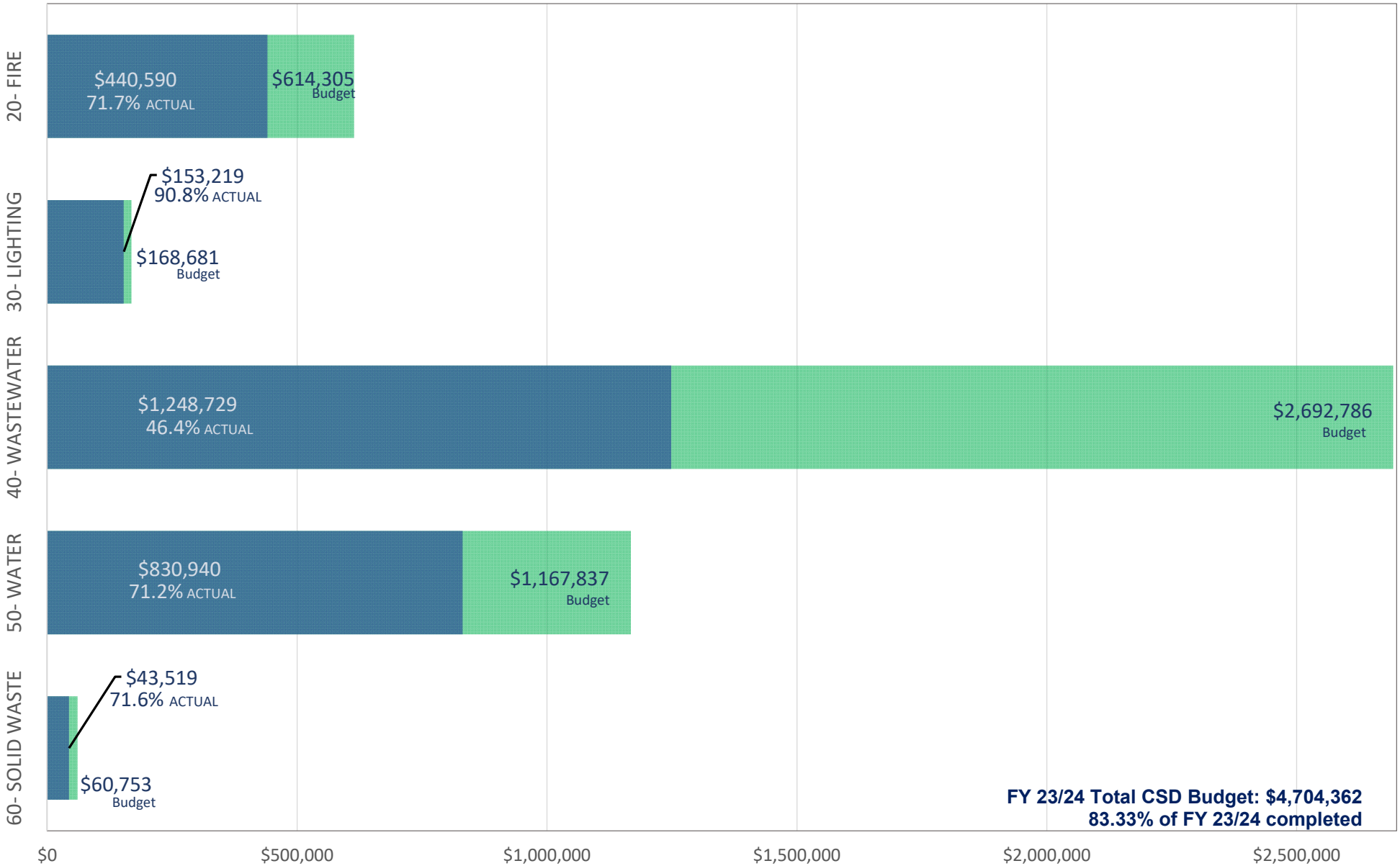
Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
17 49766	04/19/24 APR	FEB General Legal - ADMIN	960.60			50 65000	327		10200
18 49766	04/19/24 APR	FEB General Legal - ADMIN	52.03			60 66000	327		10200
<b>Total for Vendor:</b>			<b>9,941.30</b>						
10257 1 U005I918	20722S 04/10/24	318 WILDHORSE PROPANE SMF PROPANE	144.00 144.00			20 62000	382		10200
<b>Total for Vendor:</b>			<b>144.00</b>						
<b># of Claims</b>			<b>102</b>	<b>Total:</b>	<b>253,662.12</b>	<b># of Vendors</b>	<b>39</b>		
<b>Total Electronic Claims</b>					<b>26,382.22</b>				
<b>Total Non-Electronic Claims</b>					<b>227279.90</b>				

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<b>Fund/Account</b>	<b>Amount</b>
20 FIRE PROTECTION DEPARTMENT	
10200 OPERATING CASH - PREMIER	42,205.85
10250 PAC PREMIER - PAYROLL	117.16
30 STREET LIGHTING DEPARTMENT	
10200 OPERATING CASH - PREMIER	2,066.15
10250 PAC PREMIER - PAYROLL	6.39
40 WASTEWATER DEPARTMENT	
10200 OPERATING CASH - PREMIER	156,310.65
10250 PAC PREMIER - PAYROLL	69.34
50 WATER DEPARTMENT	
10200 OPERATING CASH - PREMIER	52,331.02
10250 PAC PREMIER - PAYROLL	136.94
60 SOLID WASTE DEPARTMENT	
10200 OPERATING CASH - PREMIER	412.56
10250 PAC PREMIER - PAYROLL	6.06
<b>Total:</b>	<b>253,662.12</b>



# P4 2024 San Miguel CSD Revenue Actual vs Budget



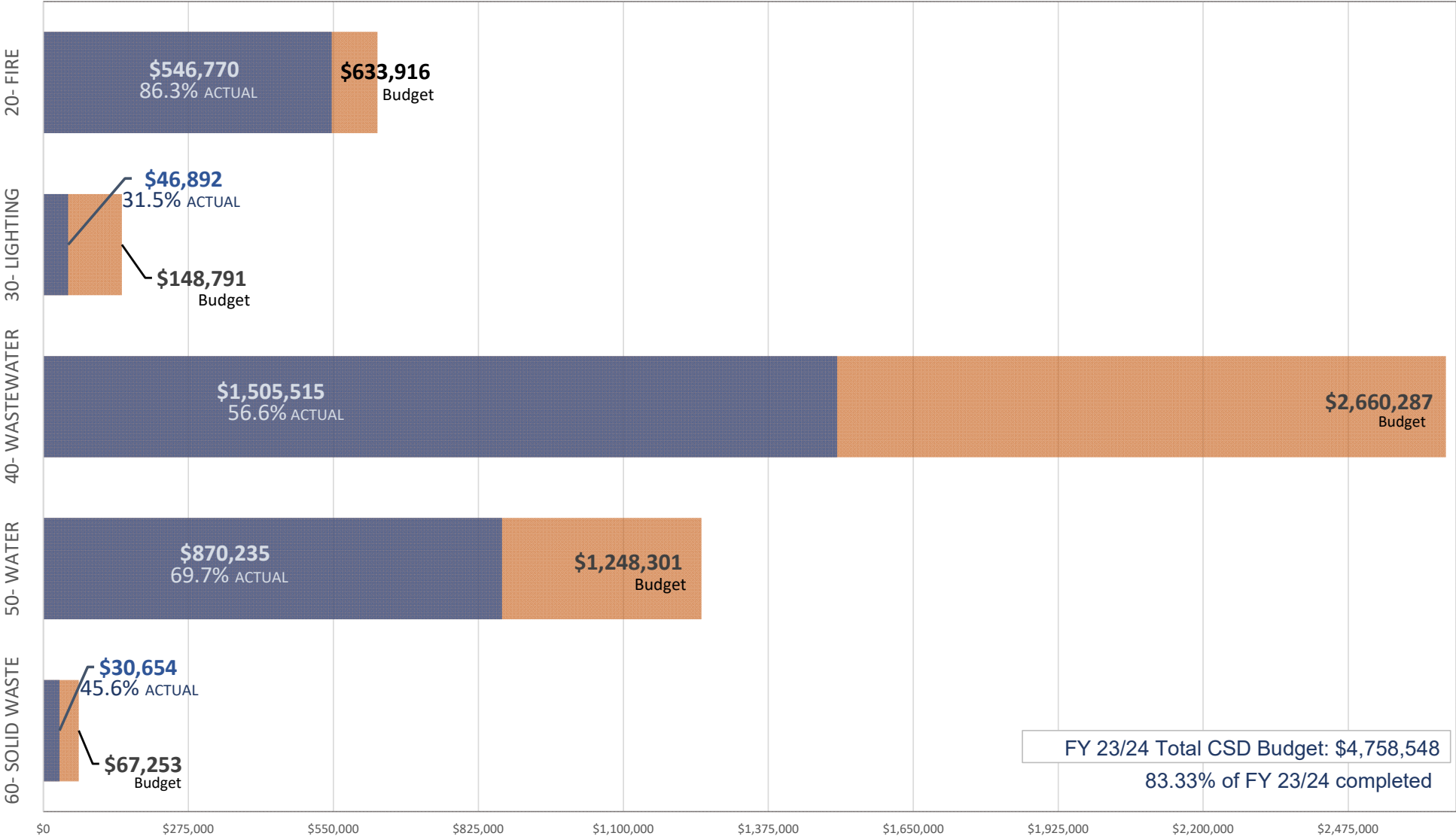
Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40300	Fireworks Permit Fees	0.00	0.00	3,450.00	3,450.00	0 %
40320	Fire Impact Fees	0.00	16,727.77	3,000.00	-13,727.77	558 %
40410	Mutual Aid Fires ~ OES	0.00	27,510.16	0.00	-27,510.16	%
40420	Ambulance Reimbursement	0.00	4,123.05	3,000.00	-1,123.05	137 %
40500	State Fire Grants	0.00	0.00	20,000.00	20,000.00	0 %
40510	Sponsored Training Fees	232.50	232.50	0.00	-232.50	%
	<b>Account Group Total:</b>	<b>232.50</b>	<b>48,593.48</b>	<b>29,450.00</b>	<b>-19,143.48</b>	<b>165 %</b>
43000	Property Taxes Collected					
43000	Property Taxes Collected	31,105.71	382,954.90	497,467.00	114,512.10	77 %
	<b>Account Group Total:</b>	<b>31,105.71</b>	<b>382,954.90</b>	<b>497,467.00</b>	<b>114,512.10</b>	<b>77 %</b>
46000	Interest Revenue					
46000	Interest Revenue	107.10	838.31	0.00	-838.31	%
46010	Transfer In	0.00	-1,953.36	0.00	1,953.36	%
46012	Fire Transfers from Cap Reserve	0.00	0.00	85,887.56	85,887.56	0 %
46100	Realized Earnings	-808.94	-808.94	0.00	808.94	%
46150	Miscellaneous Income	5.00	755.94	0.00	-755.94	%
46151	Refund/Adjustments	0.00	2,681.82	0.00	-2,681.82	%
46153	Plan Check Fees and Inspections	794.00	1,902.50	1,500.00	-402.50	127 %
46175	Sale of Surplus Property	0.00	5,625.00	0.00	-5,625.00	%
	<b>Account Group Total:</b>	<b>97.16</b>	<b>9,041.27</b>	<b>87,387.56</b>	<b>78,346.29</b>	<b>10 %</b>
	<b>Fund Total:</b>	<b>31,435.37</b>	<b>440,589.65</b>	<b>614,304.56</b>	<b>173,714.91</b>	<b>72 %</b>
30 STREET LIGHTING DEPARTMENT						
40000						
40510	Sponsored Training Fees	23.25	23.25	0.00	-23.25	%
	<b>Account Group Total:</b>	<b>23.25</b>	<b>23.25</b>	<b>0.00</b>	<b>-23.25</b>	<b>%</b>
43000	Property Taxes Collected					
43000	Property Taxes Collected	9,642.91	117,404.31	154,663.00	37,258.69	76 %
	<b>Account Group Total:</b>	<b>9,642.91</b>	<b>117,404.31</b>	<b>154,663.00</b>	<b>37,258.69</b>	<b>76 %</b>
46000	Interest Revenue					
46000	Interest Revenue	146.48	23,069.53	10,419.00	-12,650.53	221 %
46100	Realized Earnings	-3,032.74	6,948.01	-1,839.00	-8,787.01	*** %
46150	Miscellaneous Income	150.00	477.46	150.00	-327.46	318 %
46151	Refund/Adjustments	0.00	5,296.61	5,288.00	-8.61	100 %
	<b>Account Group Total:</b>	<b>-2,736.26</b>	<b>35,791.61</b>	<b>14,018.00</b>	<b>-21,773.61</b>	<b>255 %</b>
	<b>Fund Total:</b>	<b>6,929.90</b>	<b>153,219.17</b>	<b>168,681.00</b>	<b>15,461.83</b>	<b>91 %</b>

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
40000						
40510	Sponsored Training Fees	248.00	248.00	0.00	-248.00	%
40900	Wastewater Sales	101,109.94	1,004,693.82	1,099,618.00	94,924.18	91 %
40901	Riverzone Surcharge	1,525.40	15,491.57	18,388.00	2,896.43	84 %
40910	Wastewater Late Charges	1,778.19	17,951.35	9,070.00	-8,881.35	198 %
	<b>Account Group Total:</b>	<b>104,661.53</b>	<b>1,038,384.74</b>	<b>1,127,076.00</b>	<b>88,691.26</b>	<b>92 %</b>
43000	Property Taxes Collected					
43000	Property Taxes Collected	4,859.13	60,222.76	77,556.00	17,333.24	78 %
	<b>Account Group Total:</b>	<b>4,859.13</b>	<b>60,222.76</b>	<b>77,556.00</b>	<b>17,333.24</b>	<b>78 %</b>
46000	Interest Revenue					
46000	Interest Revenue	249.51	21,402.42	12,959.00	-8,443.42	165 %
46003	CWSRF Grants	0.00	1,671.00	1,026,500.00	1,024,829.00	0 %
46009	Grants - Other	0.00	29,880.34	217,355.00	187,474.66	14 %
46014	Wastewater Transfers from Cap Reserve	0.00	0.00	15,700.00	15,700.00	0 %
46050	Transfer In -Water (40%)	0.00	0.00	165,282.00	165,282.00	0 %
46100	Realized Earnings	-9,506.96	4,585.73	6,405.00	1,819.27	72 %
46150	Miscellaneous Income	0.00	822.07	39,654.00	38,831.93	2 %
46151	Refund/Adjustments	0.00	2,516.88	2,499.00	-17.88	101 %
46155	Will Serve Processing Fees	0.00	3,150.00	1,800.00	-1,350.00	175 %
46200	Wastewater Receiving	13,640.00	86,093.00	0.00	-86,093.00	%
	<b>Account Group Total:</b>	<b>4,382.55</b>	<b>150,121.44</b>	<b>1,488,154.00</b>	<b>1,338,032.56</b>	<b>10 %</b>
	<b>Fund Total:</b>	<b>113,903.21</b>	<b>1,248,728.94</b>	<b>2,692,786.00</b>	<b>1,444,057.06</b>	<b>46 %</b>
50 WATER DEPARTMENT						
40000						
40510	Sponsored Training Fees	248.00	248.00	0.00	-248.00	%
	<b>Account Group Total:</b>	<b>248.00</b>	<b>248.00</b>	<b>0.00</b>	<b>-248.00</b>	<b>%</b>
41000	Water Sales					
41000	Water Sales	71,899.55	800,413.21	984,276.00	183,862.79	81 %
41003	Water Surcharge	44.00	440.00	350.00	-90.00	126 %
41005	Water Late Charges	1,247.16	14,728.28	8,298.00	-6,430.28	177 %
	<b>Account Group Total:</b>	<b>73,190.71</b>	<b>815,581.49</b>	<b>992,924.00</b>	<b>177,342.51</b>	<b>82 %</b>
46000	Interest Revenue					
46000	Interest Revenue	45.40	7,187.84	3,202.00	-3,985.84	224 %
46002	DWSRF Grants	0.00	0.00	45,920.00	45,920.00	0 %
46010	Transfer In	0.00	0.00	87,660.00	87,660.00	0 %
46050	Transfer In -Water (40%)	0.00	0.00	35,390.00	35,390.00	0 %
46100	Realized Earnings	-487.50	2,172.83	-455.00	-2,627.83	*** %
46150	Miscellaneous Income	0.00	1,215.41	500.00	-715.41	243 %
46151	Refund/Adjustments	0.00	1,066.94	1,030.00	-36.94	104 %
46152	Recycling	0.00	201.00	0.00	-201.00	%
46155	Will Serve Processing Fees	200.00	3,250.00	1,650.00	-1,600.00	197 %
46175	Sale of Surplus Property	0.00	16.25	16.00	-0.25	102 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
50 WATER DEPARTMENT						
	<b>Account Group Total:</b>	-242.10	15,110.27	174,913.00	159,802.73	9 %
	<b>Fund Total:</b>	73,196.61	830,939.76	1,167,837.00	336,897.24	71 %
60 SOLID WASTE DEPARTMENT						
40000						
	40510 Sponsored Training Fees	23.25	23.25	0.00	-23.25	%
	<b>Account Group Total:</b>	<b>23.25</b>	<b>23.25</b>	<b>0.00</b>	<b>-23.25</b>	<b>%</b>
46000 Interest Revenue						
	46000 Interest Revenue	10.64	135.27	70.00	-65.27	193 %
	46005 Franchise Fees	4,134.23	43,051.77	43,936.00	884.23	98 %
	46010 Transfer In	0.00	0.00	16,473.00	16,473.00	0 %
	46150 Miscellaneous Income	0.00	261.31	235.00	-26.31	111 %
	46151 Refund/Adjustments	0.00	47.53	39.00	-8.53	122 %
	<b>Account Group Total:</b>	<b>4,144.87</b>	<b>43,495.88</b>	<b>60,753.00</b>	<b>17,257.12</b>	<b>72 %</b>
	<b>Fund Total:</b>	<b>4,168.12</b>	<b>43,519.13</b>	<b>60,753.00</b>	<b>17,233.87</b>	<b>72 %</b>
	<b>Grand Total:</b>	<b>229,633.21</b>	<b>2,716,996.65</b>	<b>4,704,361.56</b>	<b>1,987,364.91</b>	<b>58 %</b>

Fund	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
20 FIRE PROTECTION DEPARTMENT	31,435.37	440,589.65	614,304.56	173,714.91	72 %
30 STREET LIGHTING DEPARTMENT	6,929.90	153,219.17	168,681.00	15,461.83	91 %
40 WASTEWATER DEPARTMENT	113,903.21	1,248,728.94	2,692,786.00	1,444,057.06	46 %
50 WATER DEPARTMENT	73,196.61	830,939.76	1,167,837.00	336,897.24	71 %
60 SOLID WASTE DEPARTMENT	4,168.12	43,519.13	60,753.00	17,233.87	72 %
<b>Grand Total:</b>	<b>229,633.21</b>	<b>2,716,996.65</b>	<b>4,704,361.56</b>	<b>1,987,364.91</b>	<b>58 %</b>

# P4 2024 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	10,292.44	113,730.66	128,416.00	128,416.00	14,685.34	89%
	111 BOD Stipend	240.00	1,272.00	1,704.00	1,704.00	432.00	75%
	115 Payroll Expenses	0.00	2.50	0.00	0.00	-2.50	0%
	120 Workers' Compensation	0.00	29,428.53	29,429.00	29,429.00	0.47	100%
	121 Physicals	0.00	16.20	1,000.00	1,000.00	983.80	2%
	125 Volunteer Firefighter Stipends	7,611.40	63,109.55	60,000.00	60,000.00	-3,109.55	105%
	126 OES Strike Team Payroll	0.00	20,746.68	14,748.00	14,748.00	-5,998.68	141%
	135 Payroll Tax - FICA/SS	465.49	4,606.23	2,278.00	2,278.00	-2,328.23	202%
	140 Payroll Tax - Medicare	263.11	2,842.41	2,087.00	2,087.00	-755.41	136%
	150 Payroll Tax - SDI	117.16	117.16	0.00	0.00	-117.16	0%
	155 Payroll Tax - SUI	88.37	2,351.34	6,115.00	6,115.00	3,763.66	38%
	160 Payroll Tax - ETT	1.99	44.02	130.00	130.00	85.98	34%
	205 Insurance - Health	1,103.25	10,512.95	11,342.00	11,342.00	829.05	93%
	210 Insurance - Dental	57.08	576.88	674.00	674.00	97.12	86%
	215 Insurance - Vision	9.34	93.54	108.00	108.00	14.46	87%
	225 Retirement - PERS Expense	1,248.68	13,520.46	16,585.00	16,585.00	3,064.54	82%
	305 Operations & Maintenance	94.54	1,574.41	10,900.00	10,900.00	9,325.59	14%
	307 OES Strike Team Expenses	0.00	997.72	555.00	555.00	-442.72	180%
	310 Phone & Fax Expense	99.24	895.26	1,500.00	1,500.00	604.74	60%
	315 Postage, Shipping & Freight	0.00	146.59	300.00	300.00	153.41	49%
	319 Legal: P.R.A.s - Professional Svcs	0.00	0.00	500.00	500.00	500.00	0%
	320 Printing & Reproduction	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	321 IT Services - Professional Svcs	926.10	8,930.15	8,000.00	8,000.00	-930.15	112%
	323 Auditor - Professional Svcs	0.00	3,415.50	4,000.00	4,000.00	584.50	85%
	325 Accounting - Professional Svcs	228.39	2,429.96	2,500.00	2,500.00	70.04	97%
	326 Engineering - Professional Svcs	0.00	1,840.00	3,000.00	3,000.00	1,160.00	61%
	327 Legal: General - Professional Svcs	873.05	10,699.56	18,000.00	18,000.00	7,300.44	59%
	328 Insurance - Prop & Liability	0.00	20,175.05	20,175.00	20,175.00	-0.05	100%
	333 Legal: HR - Professional Svcs	427.79	5,920.80	10,000.00	10,000.00	4,079.20	59%
	334 Maintenance Agreements	0.00	2,654.40	5,000.00	5,000.00	2,345.60	53%
	335 Meals	46.37	91.55	500.00	500.00	408.45	18%
	340 Meetings and Conferences	0.00	0.00	500.00	500.00	500.00	0%
	341 Space Rental	60.00	762.75	1,000.00	1,000.00	237.25	76%
	345 Mileage Expense Reimbursement	0.00	0.00	500.00	500.00	500.00	0%
	346 OES Equipt Repairs & Maint	0.00	41.75	42.00	42.00	0.25	99%
	348 Safety Equipment and Supplies	0.00	2,611.31	5,000.00	5,000.00	2,388.69	52%
	350 Repairs & Maint - Computers	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
	351 Repairs & Maint - Equip	839.21	7,694.70	10,000.00	10,000.00	2,305.30	77%
	352 Repairs & Maint - Structures	0.00	1,016.32	4,000.00	4,000.00	2,983.68	25%
	354 Repairs & Maint - Vehicles	0.00	7,372.72	8,000.00	8,000.00	627.28	92%
	359 Testing & Supplies - Other	0.00	386.28	1,000.00	1,000.00	613.72	39%
	370 Dispatch Services (Fire)	0.00	14,936.04	17,000.00	17,000.00	2,063.96	88%
	375 Internet Expenses	129.98	1,818.74	2,000.00	2,000.00	181.26	91%
	376 Web Page - Upgrade/Maint	0.00	717.12	2,000.00	2,000.00	1,282.88	36%
	380 Utilities - Alarm Service	70.00	385.00	1,000.00	1,000.00	615.00	39%
	381 Utilities - Electric	-74.90	224.45	6,000.00	6,000.00	5,775.55	4%
	382 Utilities - Propane	144.00	1,532.78	2,000.00	2,000.00	467.22	77%
	384 Utilities - Water/Sewer	149.51	1,517.52	1,700.00	1,700.00	182.48	89%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
385	Dues and Subscriptions	0.00	5,023.52	6,000.00	6,000.00	976.48	84%
386	Education and Training	850.00	7,068.75	8,000.00	8,000.00	931.25	88%
388	Education and training: CPR/FIRST	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
393	Advertising and Public Notices	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
394	LAFCO Allocations	0.00	1,932.52	2,000.00	2,000.00	67.48	97%
395	Community Outreach	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
405	Software	0.00	0.00	3,000.00	3,000.00	3,000.00	0%
410	Office Supplies	0.00	734.17	2,000.00	2,000.00	1,265.83	37%
445	CPR/FIRST AID TRAINING MATERIAL	0.00	0.00	500.00	500.00	500.00	0%
450	EMS Supplies	0.00	1,254.74	5,000.00	5,000.00	3,745.26	25%
455	Fire Safety Gear & Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
456	State Fire Grants	25,128.68	28,003.18	34,247.00	34,247.00	6,243.82	82%
458	Grants- Professional Services	4,012.50	5,682.50	4,000.00	4,000.00	-1,682.50	142%
465	Cell phones, Radios and Pagers	98.84	1,238.27	2,000.00	2,000.00	761.73	62%
470	Communication Equipment	0.00	1,248.54	1,000.00	1,000.00	-248.54	125%
475	Computer Supplies & Upgrades	54.69	4,302.46	4,396.00	4,396.00	93.54	98%
485	Fuel Expense	751.64	5,544.20	9,000.00	9,000.00	3,455.80	62%
490	Small Tools & Equipment	0.00	0.00	2,000.00	2,000.00	2,000.00	0%
495	Uniform Expense	0.00	1,637.61	5,000.00	5,000.00	3,362.39	33%
502	Capital Outlay- Fire	0.00	10,910.80	10,911.00	10,911.00	0.20	100%
503	Weed Abatement Costs	160.00	5,310.00	5,150.00	5,150.00	-160.00	103%
505	Fire Training Grounds	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
510	Fire Station Renovation	1,376.22	2,226.22	2,500.00	2,500.00	273.78	89%
512	Fire- Escrow Temp Housing Unit	0.00	11,820.68	4,240.00	4,240.00	-7,580.68	279%
710	County Hazmat Dues	0.00	2,000.00	2,500.00	2,500.00	500.00	80%
820	Fireworks Clean Up	0.00	500.00	500.00	500.00	0.00	100%
949	Lease agreements	5,760.00	5,760.00	5,760.00	5,760.00	0.00	100%
960	Property Tax Expense	0.00	153.68	154.00	154.00	0.32	100%
981	Debt Svcs Equipt - Principle	0.00	36,397.19	36,482.00	36,482.00	84.81	100%
982	Debt Svcs Equipt - Interest	0.00	10,685.50	10,711.00	10,711.00	25.50	100%
983	Debt Svcs Structure- Principle	0.00	23,012.72	23,899.00	23,899.00	886.28	96%
984	Debt Svcs Structure - Interest	0.00	10,563.59	9,678.00	9,678.00	-885.59	109%
	<b>Account Total:</b>	<b>63,704.16</b>	<b>546,770.38</b>	<b>633,916.00</b>	<b>633,916.00</b>	<b>87,145.62</b>	<b>86%</b>
	<b>Account Group Total:</b>	<b>63,704.16</b>	<b>546,770.38</b>	<b>633,916.00</b>	<b>633,916.00</b>	<b>87,145.62</b>	<b>86%</b>
	<b>Fund Total:</b>	<b>63,704.16</b>	<b>546,770.38</b>	<b>633,916.00</b>	<b>633,916.00</b>	<b>87,145.62</b>	<b>86%</b>
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000 Lighting							
101	EE Timekeeping Costs	0.00	135.70	300.00	300.00	164.30	45%
105	Salaries and Wages	1,208.28	11,608.77	16,745.00	16,745.00	5,136.23	69%
111	BOD Stipend	25.00	149.00	264.00	264.00	115.00	56%
120	Workers' Compensation	0.00	-14.73	0.00	0.00	14.73	0%
121	Physicals	0.00	6.41	50.00	50.00	43.59	13%
135	Payroll Tax - FICA/SS	1.55	9.37	60.00	60.00	50.63	16%
140	Payroll Tax - Medicare	16.64	166.62	247.00	247.00	80.38	67%
150	Payroll Tax - SDI	6.39	6.39	0.00	0.00	-6.39	0%



Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
155	Payroll Tax - SUI	3.18	53.08	800.00	800.00	746.92	7%
160	Payroll Tax - ETT	0.08	1.14	12.00	12.00	10.86	10%
205	Insurance - Health	158.80	1,543.62	1,783.00	1,783.00	239.38	87%
210	Insurance - Dental	5.59	56.71	66.00	66.00	9.29	86%
215	Insurance - Vision	0.95	9.44	12.00	12.00	2.56	79%
225	Retirement - PERS Expense	130.25	1,348.06	1,389.00	1,389.00	40.94	97%
305	Operations & Maintenance	3.42	32.01	1,500.00	1,500.00	1,467.99	2%
310	Phone & Fax Expense	9.92	91.15	100.00	100.00	8.85	91%
315	Postage, Shipping & Freight	0.00	14.93	100.00	100.00	85.07	15%
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	125.41	946.26	3,300.00	3,300.00	2,353.74	29%
323	Auditor - Professional Svcs	0.00	341.55	600.00	600.00	258.45	57%
325	Accounting - Professional Svcs	22.83	239.43	750.00	750.00	510.57	32%
326	Engineering - Professional Svcs	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
327	Legal: General - Professional Svcs	90.94	1,618.05	3,000.00	3,000.00	1,381.95	54%
328	Insurance - Prop & Liability	0.00	2,014.42	2,100.00	2,100.00	85.58	96%
329	New Hire Screening	0.00	0.00	50.00	50.00	50.00	0%
330	Contract Labor	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
331	Legal: SMEA - Professional Svcs	0.00	0.00	300.00	300.00	300.00	0%
333	Legal: HR - Professional Svcs	44.56	804.27	1,500.00	1,500.00	695.73	54%
334	Maintenance Agreements	0.00	251.47	600.00	600.00	348.53	42%
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	6.00	75.75	150.00	150.00	74.25	51%
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	0.00	10,000.00	10,000.00	10,000.00	0%
352	Repairs & Maint - Structures	0.00	0.00	500.00	500.00	500.00	0%
353	Repairs & Maint - Infrastructure	0.00	481.27	10,000.00	10,000.00	9,518.73	5%
354	Repairs & Maint - Vehicles	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
375	Internet Expenses	10.58	105.80	150.00	150.00	44.20	71%
376	Web Page - Upgrade/Maint	0.00	74.70	425.00	425.00	350.30	18%
381	Utilities - Electric	1,405.51	13,617.19	20,000.00	20,000.00	6,382.81	68%
384	Utilities - Water/Sewer	220.98	7,720.88	15,500.00	15,500.00	7,779.12	50%
385	Dues and Subscriptions	0.00	215.78	1,500.00	1,500.00	1,284.22	14%
386	Education and Training	0.00	55.38	2,000.00	2,000.00	1,944.62	3%
393	Advertising and Public Notices	0.00	0.00	500.00	500.00	500.00	0%
394	LAFCO Allocations	0.00	1,932.52	1,933.00	1,933.00	0.48	100%
395	Community Outreach	0.00	0.00	150.00	150.00	150.00	0%
410	Office Supplies	0.00	12.18	500.00	500.00	487.82	2%
432	Utility Rate Design Study	0.00	0.00	30,000.00	30,000.00	30,000.00	0%
465	Cell phones, Radios and Pagers	16.00	162.77	200.00	200.00	37.23	81%
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	3.81	100.00	100.00	96.19	4%
715	Licenses, Permits and Fees	0.00	0.00	100.00	100.00	100.00	0%
908	Cash Over/Cash Short	0.00	-0.02	0.00	0.00	0.02	0%
925	Bank Fees	0.00	-1.20	5.00	5.00	6.20	-24%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT							
	940 Bank Service Charges	0.00	0.00	50.00	50.00	50.00	0%
	949 Lease agreements	110.00	1,100.00	1,200.00	1,200.00	100.00	92%
	<b>Account Total:</b>	<b>3,622.86</b>	<b>46,989.93</b>	<b>148,891.00</b>	<b>148,891.00</b>	<b>101,901.07</b>	<b>32%</b>
	<b>Account Group Total:</b>	<b>3,622.86</b>	<b>46,989.93</b>	<b>148,891.00</b>	<b>148,891.00</b>	<b>101,901.07</b>	<b>32%</b>
70000	Transfers						
	70000 Transfers						
	352 Repairs & Maint - Structures	0.00	-97.67	-100.00	-100.00	-2.33	98%
	<b>Account Total:</b>	<b>0.00</b>	<b>-97.67</b>	<b>-100.00</b>	<b>-100.00</b>	<b>-2.33</b>	<b>98%</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>-97.67</b>	<b>-100.00</b>	<b>-100.00</b>	<b>-2.33</b>	<b>98%</b>
	<b>Fund Total:</b>	<b>3,622.86</b>	<b>46,892.26</b>	<b>148,791.00</b>	<b>148,791.00</b>	<b>101,898.74</b>	<b>32%</b>
40 WASTEWATER DEPARTMENT							
64000	Sanitary						
	64000 Sanitary						
	101 EE Timekeeping Costs	0.00	1,221.27	2,400.00	2,400.00	1,178.73	51%
	105 Salaries and Wages	12,743.98	124,857.65	330,338.00	330,338.00	205,480.35	38%
	110 Payroll Tax Expense	0.00	218.98	500.00	500.00	281.02	44%
	111 BOD Stipend	360.00	1,908.00	1,872.00	1,872.00	-36.00	102%
	120 Workers' Compensation	0.00	8,647.54	9,500.00	9,500.00	852.46	91%
	121 Physicals	50.00	115.48	150.00	150.00	34.52	77%
	135 Payroll Tax - FICA/SS	22.30	118.19	1,167.00	1,167.00	1,048.81	10%
	140 Payroll Tax - Medicare	189.98	1,816.36	4,817.00	4,817.00	3,000.64	38%
	150 Payroll Tax - SDI	69.34	69.34	0.00	0.00	-69.34	0%
	155 Payroll Tax - SUI	65.30	713.72	15,614.00	15,614.00	14,900.28	5%
	160 Payroll Tax - ETT	1.45	15.88	211.00	211.00	195.12	8%
	205 Insurance - Health	1,913.12	16,175.00	54,582.00	54,582.00	38,407.00	30%
	210 Insurance - Dental	79.94	749.58	2,234.00	2,234.00	1,484.42	34%
	215 Insurance - Vision	13.11	121.72	309.00	309.00	187.28	39%
	225 Retirement - PERS Expense	1,364.82	13,839.39	35,463.00	35,463.00	21,623.61	39%
	305 Operations & Maintenance	473.35	8,533.83	8,000.00	8,000.00	-533.83	107%
	310 Phone & Fax Expense	105.85	1,127.90	1,500.00	1,500.00	372.10	75%
	315 Postage, Shipping & Freight	4.36	189.40	1,000.00	1,000.00	810.60	19%
	319 Legal: P.R.A.s - Professional Svcs	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	320 Printing & Reproduction	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
	321 IT Services - Professional Svcs	1,283.14	11,948.35	14,800.00	14,800.00	2,851.65	81%
	323 Auditor - Professional Svcs	0.00	3,643.20	3,644.00	3,644.00	0.80	100%
	325 Accounting - Professional Svcs	243.60	2,627.21	4,500.00	4,500.00	1,872.79	58%
	326 Engineering - Professional Svcs	1,542.50	13,226.86	20,000.00	20,000.00	6,773.14	66%
	327 Legal: General - Professional Svcs	1,919.37	16,679.72	30,000.00	30,000.00	13,320.28	56%
	328 Insurance - Prop & Liability	0.00	17,608.84	17,650.00	17,650.00	41.16	100%
	329 New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
	330 Contract Labor	0.00	0.00	5,000.00	15,000.00	15,000.00	0%
	331 Legal: SMEA - Professional Svcs	37.00	1,472.10	3,500.00	3,500.00	2,027.90	42%
	333 Legal: HR - Professional Svcs	641.66	10,259.44	9,500.00	9,500.00	-759.44	108%
	334 Maintenance Agreements	75.00	4,264.25	8,000.00	8,000.00	3,735.75	53%
	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
40 WASTEWATER DEPARTMENT							
340	Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
341	Space Rental	64.00	983.00	1,000.00	1,000.00	17.00	98%
345	Mileage Expense Reimbursement	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
348	Safety Equipment and Supplies	196.96	1,265.96	2,000.00	2,000.00	734.04	63%
349	Repairs & Maint - Mission Gardens	4,049.85	9,002.02	7,500.00	7,500.00	-1,502.02	120%
350	Repairs & Maint - Computers	0.00	0.00	1,600.00	1,600.00	1,600.00	0%
351	Repairs & Maint - Equip	0.00	2,460.15	8,000.00	8,000.00	5,539.85	31%
352	Repairs & Maint - Structures	0.00	73.34	1,500.00	1,500.00	1,426.66	5%
353	Repairs & Maint - Infrastructure	0.00	10,649.85	15,000.00	15,000.00	4,350.15	71%
354	Repairs & Maint - Vehicles	0.00	4,429.27	5,000.00	5,000.00	570.73	89%
355	Testing & Supplies (WWTP)	1,869.00	19,547.00	17,000.00	17,000.00	-2,547.00	115%
374	CSD Utilities - Billing Services	672.56	3,452.54	4,000.00	4,000.00	547.46	86%
375	Internet Expenses	373.90	3,739.00	4,500.00	4,500.00	761.00	83%
376	Web Page - Upgrade/Maint	0.00	1,075.68	1,076.00	1,076.00	0.32	100%
379	Utilities - Electric Mission	47.60	898.95	2,000.00	2,000.00	1,101.05	45%
380	Utilities - Alarm Service	100.00	500.00	2,000.00	2,000.00	1,500.00	25%
381	Utilities - Electric	7,520.72	81,953.97	80,000.00	80,000.00	-1,953.97	102%
382	Utilities - Propane	0.00	28.23	600.00	600.00	571.77	5%
383	Utilities - Trash	62.06	622.54	700.00	700.00	77.46	89%
384	Utilities - Water/Sewer	192.73	1,927.30	3,500.00	3,500.00	1,572.70	55%
385	Dues and Subscriptions	150.00	3,768.22	6,000.00	6,000.00	2,231.78	63%
386	Education and Training	55.00	1,090.19	2,500.00	2,500.00	1,409.81	44%
393	Advertising and Public Notices	112.50	878.48	1,000.00	1,000.00	121.52	88%
394	LAFCO Allocations	0.00	1,932.53	1,933.00	1,933.00	0.47	100%
395	Community Outreach	0.00	184.05	1,200.00	1,200.00	1,015.95	15%
396	Utilities - SoCal Gas	33.45	194.78	500.00	500.00	305.22	39%
410	Office Supplies	31.63	892.85	2,000.00	2,000.00	1,107.15	45%
432	Utility Rate Design Study	1,665.00	1,665.00	20,000.00	20,000.00	18,335.00	8%
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
465	Cell phones, Radios and Pagers	144.05	1,464.11	1,920.00	1,920.00	455.89	76%
475	Computer Supplies & Upgrades	0.00	875.50	1,000.00	1,000.00	124.50	88%
485	Fuel Expense	361.02	4,195.71	6,000.00	6,000.00	1,804.29	70%
490	Small Tools & Equipment	0.00	1,394.68	5,500.00	5,500.00	4,105.32	25%
495	Uniform Expense	0.00	1,338.88	2,500.00	2,500.00	1,161.12	54%
545	Sewer System Mgmt Plan (SSMP)	0.00	0.00	5,000.00	5,000.00	5,000.00	0%
546	Master Plans	0.00	0.00	6,000.00	6,000.00	6,000.00	0%
560	Sewer Line Repairs	0.00	753.48	10,000.00	10,000.00	9,246.52	8%
570	Repairs, Maint. & Video Sewer	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
580	Mission Gardens Lift Station	0.00	0.00	10,000.00	10,000.00	10,000.00	0%
582	WWTP Plant Maintenance	474.08	18,074.01	40,000.00	40,000.00	21,925.99	45%
583	WWTF Drying Pond Maintenance	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
585	Sludge Removal Project	0.00	0.00	25,000.00	25,000.00	25,000.00	0%
587	WWTF Final Design/Construction	105,345.17	668,291.69	450,000.00	478,756.00	-189,535.69	140%
705	Waste Discharge Fees/Permits	150.00	33,724.75	33,575.00	53,653.00	19,928.25	63%
715	Licenses, Permits and Fees	0.00	2,314.00	4,000.00	4,000.00	1,686.00	58%
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0%
908	Cash Over/Cash Short	0.00	0.06	1.00	1.00	0.94	6%
925	Bank Fees	0.00	-1.44	-2.00	-2.00	-0.56	72%
940	Bank Service Charges	0.00	-0.15	100.00	100.00	100.15	0%
949	Lease agreements	990.00	9,900.00	14,000.00	14,000.00	4,100.00	71%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
950	WWTF Exp MBR	0.00	165,281.55	165,282.00	165,282.00	0.45	100%
955	3W Water Line SGMA	7,008.54	129,641.82	200,000.00	200,000.00	70,358.18	65%
960	Property Tax Expense	0.00	95.82	96.00	96.00	0.18	100%
963	Collection System Projects	7,097.50	29,386.09	396,500.00	396,500.00	367,113.91	7%
964	Septic to Sewer Project	10,830.00	15,263.75	15,700.00	15,700.00	436.25	97%
966	Reimbursable Engineering	237.50	237.50	0.00	0.00	-237.50	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	8,778.00	0.00	0.00	-8,778.00	0%
	<b>Account Total:</b>	<b>173,033.99</b>	<b>1,506,393.91</b>	<b>2,602,332.00</b>	<b>2,661,166.00</b>	<b>1,154,772.09</b>	<b>57%</b>
	<b>Account Group Total:</b>	<b>173,033.99</b>	<b>1,506,393.91</b>	<b>2,602,332.00</b>	<b>2,661,166.00</b>	<b>1,154,772.09</b>	<b>57%</b>
70000 Transfers							
70000 Transfers							
352	Repairs & Maint - Structures	0.00	-879.01	-879.00	-879.00	0.01	100%
	<b>Account Total:</b>	<b>0.00</b>	<b>-879.01</b>	<b>-879.00</b>	<b>-879.00</b>	<b>0.01</b>	<b>100%</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>-879.01</b>	<b>-879.00</b>	<b>-879.00</b>	<b>0.01</b>	<b>100%</b>
	<b>Fund Total:</b>	<b>173,033.99</b>	<b>1,505,514.90</b>	<b>2,601,453.00</b>	<b>2,660,287.00</b>	<b>1,154,772.10</b>	<b>57%</b>
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
101	EE Timekeeping Costs	0.00	1,221.28	2,400.00	2,400.00	1,178.72	51%
105	Salaries and Wages	24,190.83	238,487.12	338,264.00	338,264.00	99,776.88	71%
111	BOD Stipend	355.00	1,898.00	1,896.00	1,896.00	-2.00	100%
120	Workers' Compensation	0.00	6,099.60	8,000.00	8,000.00	1,900.40	76%
121	Physicals	50.00	225.84	150.00	150.00	-75.84	151%
135	Payroll Tax - FICA/SS	22.00	117.59	1,169.00	1,169.00	1,051.41	10%
140	Payroll Tax - Medicare	355.91	3,463.66	4,932.00	4,932.00	1,468.34	70%
150	Payroll Tax - SDI	136.94	136.94	0.00	0.00	-136.94	0%
155	Payroll Tax - SUI	65.10	1,233.12	15,988.00	15,988.00	14,754.88	8%
160	Payroll Tax - ETT	1.45	27.47	283.00	283.00	255.53	10%
205	Insurance - Health	3,142.91	36,220.00	46,122.00	46,122.00	9,902.00	79%
210	Insurance - Dental	113.30	1,383.43	1,854.00	1,854.00	470.57	75%
215	Insurance - Vision	18.58	224.77	310.00	310.00	85.23	73%
225	Retirement - PERS Expense	2,454.49	26,418.90	45,869.00	45,869.00	19,450.10	58%
305	Operations & Maintenance	1,730.32	8,520.77	8,000.00	8,000.00	-520.77	107%
310	Phone & Fax Expense	105.85	1,119.50	1,500.00	1,500.00	380.50	75%
315	Postage, Shipping & Freight	4.37	197.02	1,000.00	1,000.00	802.98	20%
319	Legal: P.R.A.s - Professional Svcs	0.00	0.00	600.00	600.00	600.00	0%
320	Printing & Reproduction	0.00	171.25	1,000.00	1,000.00	828.75	17%
321	IT Services - Professional Svcs	1,283.13	11,840.84	12,800.00	12,800.00	959.16	93%
323	Auditor - Professional Svcs	0.00	3,643.20	3,644.00	3,644.00	0.80	100%
324	GSA-GSP - Professional Svcs	5,051.86	12,166.39	15,000.00	15,000.00	2,833.61	81%
325	Accounting - Professional Svcs	243.60	2,753.96	4,500.00	4,500.00	1,746.04	61%
326	Engineering - Professional Svcs	7,672.50	61,238.14	25,000.00	52,310.00	-8,928.14	117%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
327	Legal: General - Professional Svcs	3,711.98	21,141.75	27,000.00	27,000.00	5,858.25	78%
328	Insurance - Prop & Liability	0.00	32,485.00	32,485.00	32,485.00	0.00	100%
329	New Hire Screening	0.00	0.00	100.00	100.00	100.00	0%
330	Contract Labor	0.00	0.00	5,000.00	15,000.00	15,000.00	0%
331	Legal: SMEA - Professional Svcs	37.00	1,472.10	3,500.00	3,500.00	2,027.90	42%
333	Legal: HR - Professional Svcs	632.75	10,158.21	9,500.00	9,500.00	-658.21	107%
334	Maintenance Agreements	75.00	4,216.33	9,000.00	9,000.00	4,783.67	47%
335	Meals	0.00	0.00	100.00	100.00	100.00	0%
340	Meetings and Conferences	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
341	Space Rental	64.00	977.75	800.00	800.00	-177.75	122%
345	Mileage Expense Reimbursement	0.00	0.00	250.00	250.00	250.00	0%
348	Safety Equipment and Supplies	196.96	1,216.38	2,000.00	2,000.00	783.62	61%
350	Repairs & Maint - Computers	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
351	Repairs & Maint - Equip	0.00	3,976.32	5,000.00	5,000.00	1,023.68	80%
352	Repairs & Maint - Structures	0.00	126.81	2,000.00	2,000.00	1,873.19	6%
353	Repairs & Maint - Infrastructure	5,211.40	46,353.92	50,000.00	59,163.00	12,809.08	78%
354	Repairs & Maint - Vehicles	0.00	4,429.32	4,500.00	4,500.00	70.68	98%
356	Testing & Supplies - Well #3	0.00	2,961.67	3,500.00	3,500.00	538.33	85%
357	Testing & Supplies - Well #4	0.00	2,961.70	3,500.00	3,500.00	538.30	85%
358	Testing & Supplies - SLT Well	586.00	5,389.19	6,000.00	6,000.00	610.81	90%
359	Testing & Supplies - Other	905.00	5,294.00	6,000.00	6,000.00	706.00	88%
362	Cross-Connection Control Svcs.	0.00	1,060.60	1,500.00	1,500.00	439.40	71%
374	CSD Utilities - Billing Services	672.57	3,452.64	4,000.00	4,000.00	547.36	86%
375	Internet Expenses	253.92	2,539.20	3,500.00	3,500.00	960.80	73%
376	Web Page - Upgrade/Maint	0.00	1,060.74	1,061.00	1,061.00	0.26	100%
380	Utilities - Alarm Service	100.00	500.00	2,000.00	2,000.00	1,500.00	25%
381	Utilities - Electric	4,471.59	50,313.04	46,000.00	46,000.00	-4,313.04	109%
382	Utilities - Propane	0.00	701.66	1,000.00	1,000.00	298.34	70%
383	Utilities - Trash	62.06	622.54	700.00	700.00	77.46	89%
384	Utilities - Water/Sewer	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
385	Dues and Subscriptions	150.00	5,394.06	4,500.00	4,500.00	-894.06	120%
386	Education and Training	0.00	873.80	5,000.00	5,000.00	4,126.20	17%
393	Advertising and Public Notices	112.50	1,082.50	2,000.00	2,000.00	917.50	54%
394	LAFCO Allocations	0.00	1,932.53	1,933.00	1,933.00	0.47	100%
395	Community Outreach	160.00	992.05	1,200.00	1,200.00	207.95	83%
396	Utilities - SoCal Gas	58.76	374.99	2,000.00	2,000.00	1,625.01	19%
410	Office Supplies	31.64	892.62	2,000.00	2,000.00	1,107.38	45%
432	Utility Rate Design Study	675.00	32,088.79	20,000.00	20,000.00	-12,088.79	160%
459	SCADA - Maintenance Fees	0.00	0.00	1,500.00	1,500.00	1,500.00	0%
465	Cell phones, Radios and Pagers	144.06	1,463.95	1,920.00	1,920.00	456.05	76%
475	Computer Supplies & Upgrades	0.00	875.50	1,000.00	1,000.00	124.50	88%
481	Chemicals- Well #3	0.00	2,390.86	4,000.00	4,000.00	1,609.14	60%
482	Chemicals- Well #4	0.00	3,527.66	4,000.00	4,000.00	472.34	88%
483	Chemicals- SLT Well	0.00	2,128.14	3,000.00	3,000.00	871.86	71%
485	Fuel Expense	361.02	4,198.36	6,000.00	6,000.00	1,801.64	70%
490	Small Tools & Equipment	0.00	1,052.88	6,000.00	6,000.00	4,947.12	18%
495	Uniform Expense	0.00	1,460.68	2,500.00	2,500.00	1,039.32	58%
518	Water Projects SLT Well	0.00	37,293.16	0.00	35,390.00	-1,903.16	105%
520	Water Main Valves Replacement	0.00	9,578.97	10,000.00	10,000.00	421.03	96%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
525	Water Meter Replacement	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
535	Water Lines Repairs	0.00	8,072.00	20,000.00	20,000.00	11,928.00	40%
546	Master Plans	0.00	0.00	6,000.00	6,000.00	6,000.00	0%
605	USDA Loan Payment	0.00	0.00	20,000.00	20,000.00	20,000.00	0%
715	Licenses, Permits and Fees	0.00	6,006.38	7,000.00	7,000.00	993.62	86%
805	Refundable Water/Sewer/Hydrant	0.00	0.00	100.00	100.00	100.00	0%
925	Bank Fees	0.00	-0.36	1.00	1.00	1.36	-36%
930	Interest Fees	0.00	44,326.21	60,000.00	60,000.00	15,673.79	74%
940	Bank Service Charges	0.00	0.00	100.00	100.00	100.00	0%
949	Lease agreements	990.00	9,900.00	14,000.00	14,000.00	4,100.00	71%
961	SLT Tank and Booster Pump Project	673.88	11,516.37	38,726.00	49,626.00	38,109.63	23%
962	0.65 MG Tank	13,768.00	46,738.00	67,660.00	67,660.00	20,922.00	69%
966	Reimbursable Engineering	617.50	617.50	0.00	0.00	-617.50	0%
990	Retirement/Health Ins Liability	0.00	8,778.00	0.00	0.00	-8,778.00	0%
	<b>Account Total:</b>	<b>83,137.53</b>	<b>871,114.16</b>	<b>1,156,417.00</b>	<b>1,249,180.00</b>	<b>378,065.84</b>	<b>70%</b>
	<b>Account Group Total:</b>	<b>83,137.53</b>	<b>871,114.16</b>	<b>1,156,417.00</b>	<b>1,249,180.00</b>	<b>378,065.84</b>	<b>70%</b>
70000 Transfers							
70000	Transfers						
352	Repairs & Maint - Structures	0.00	-879.01	-879.00	-879.00	0.01	100%
	<b>Account Total:</b>	<b>0.00</b>	<b>-879.01</b>	<b>-879.00</b>	<b>-879.00</b>	<b>0.01</b>	<b>100%</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>-879.01</b>	<b>-879.00</b>	<b>-879.00</b>	<b>0.01</b>	<b>100%</b>
	<b>Fund Total:</b>	<b>83,137.53</b>	<b>870,235.15</b>	<b>1,155,538.00</b>	<b>1,248,301.00</b>	<b>378,065.85</b>	<b>70%</b>
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000 SOLID WASTE							
101	EE Timekeeping Costs	0.00	135.70	300.00	300.00	164.30	45%
105	Salaries and Wages	1,072.75	10,968.67	16,745.00	16,745.00	5,776.33	66%
111	BOD Stipend	20.00	73.00	264.00	264.00	191.00	28%
120	Workers' Compensation	0.00	13.82	100.00	100.00	86.18	14%
121	Physicals	0.00	6.08	50.00	50.00	43.92	12%
135	Payroll Tax - FICA/SS	1.25	4.48	60.00	60.00	55.52	7%
140	Payroll Tax - Medicare	15.87	157.75	246.00	246.00	88.25	64%
150	Payroll Tax - SDI	6.06	6.06	0.00	0.00	-6.06	0%
155	Payroll Tax - SUI	2.95	46.48	800.00	800.00	753.52	6%
160	Payroll Tax - ETT	0.05	0.92	12.00	12.00	11.08	8%
205	Insurance - Health	146.62	1,417.00	1,783.00	1,783.00	366.00	79%
210	Insurance - Dental	5.20	52.59	66.00	66.00	13.41	80%
215	Insurance - Vision	0.86	8.33	12.00	12.00	3.67	69%
225	Retirement - PERS Expense	126.20	1,305.24	1,389.00	1,389.00	83.76	94%
305	Operations & Maintenance	3.42	29.39	2,000.00	2,000.00	1,970.61	1%
310	Phone & Fax Expense	9.92	82.87	65.00	65.00	-17.87	127%
315	Postage, Shipping & Freight	0.00	13.55	50.00	50.00	36.45	27%
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	125.41	843.99	3,300.00	3,300.00	2,456.01	26%

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
323	Auditor - Professional Svcs	0.00	341.55	600.00	600.00	258.45	57%
325	Accounting - Professional Svcs	22.83	239.18	750.00	750.00	510.82	32%
327	Legal: General - Professional Svcs	72.75	8,287.32	9,500.00	9,500.00	1,212.68	87%
328	Insurance - Prop & Liability	0.00	1,646.35	1,646.00	1,646.00	-0.35	100%
329	New Hire Screening	0.00	0.00	50.00	50.00	50.00	0%
331	Legal: SMEA - Professional Svcs	0.00	0.00	250.00	250.00	250.00	0%
333	Legal: HR - Professional Svcs	35.65	703.04	600.00	600.00	-103.04	117%
334	Maintenance Agreements	0.00	203.55	600.00	600.00	396.45	34%
341	Space Rental	6.00	75.75	100.00	100.00	24.25	76%
345	Mileage Expense Reimbursement	0.00	0.00	50.00	50.00	50.00	0%
348	Safety Equipment and Supplies	0.00	0.00	500.00	500.00	500.00	0%
350	Repairs & Maint - Computers	0.00	0.00	150.00	150.00	150.00	0%
351	Repairs & Maint - Equip	0.00	182.31	500.00	500.00	317.69	36%
352	Repairs & Maint - Structures	0.00	0.00	100.00	100.00	100.00	0%
353	Repairs & Maint - Infrastructure	0.00	0.00	1,000.00	1,000.00	1,000.00	0%
354	Repairs & Maint - Vehicles	0.00	0.00	150.00	150.00	150.00	0%
375	Internet Expenses	10.58	105.80	150.00	150.00	44.20	71%
376	Web Page - Upgrade/Maint	0.00	59.76	132.00	132.00	72.24	45%
382	Utilities - Propane	0.00	0.00	150.00	150.00	150.00	0%
385	Dues and Subscriptions	0.00	172.63	1,000.00	1,000.00	827.37	17%
386	Education and Training	0.00	54.15	500.00	500.00	445.85	11%
393	Advertising and Public Notices	0.00	0.00	500.00	500.00	500.00	0%
394	LAFCO Allocations	0.00	1,932.52	1,933.00	1,933.00	0.48	100%
395	Community Outreach	0.00	303.50	500.00	500.00	196.50	61%
410	Office Supplies	0.00	11.91	25.00	25.00	13.09	48%
432	Utility Rate Design Study	0.00	0.00	16,473.00	16,473.00	16,473.00	0%
465	Cell phones, Radios and Pagers	16.00	162.59	150.00	150.00	-12.59	108%
485	Fuel Expense	0.00	0.00	200.00	200.00	200.00	0%
490	Small Tools & Equipment	0.00	0.00	100.00	100.00	100.00	0%
495	Uniform Expense	0.00	3.81	150.00	150.00	146.19	3%
650	SB1383 Compliance	0.00	0.00	250.00	250.00	250.00	0%
940	Bank Service Charges	0.00	0.00	50.00	50.00	50.00	0%
949	Lease agreements	110.00	1,100.00	1,200.00	1,200.00	100.00	92%
	<b>Account Total:</b>	<b>1,810.37</b>	<b>30,751.64</b>	<b>67,351.00</b>	<b>67,351.00</b>	<b>36,599.36</b>	<b>46%</b>
	<b>Account Group Total:</b>	<b>1,810.37</b>	<b>30,751.64</b>	<b>67,351.00</b>	<b>67,351.00</b>	<b>36,599.36</b>	<b>46%</b>
70000	Transfers						
70000	Transfers						
352	Repairs & Maint - Structures	0.00	-97.67	-98.00	-98.00	-0.33	100%
	<b>Account Total:</b>	<b>0.00</b>	<b>-97.67</b>	<b>-98.00</b>	<b>-98.00</b>	<b>-0.33</b>	<b>100%</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>-97.67</b>	<b>-98.00</b>	<b>-98.00</b>	<b>-0.33</b>	<b>100%</b>
	<b>Fund Total:</b>	<b>1,810.37</b>	<b>30,653.97</b>	<b>67,253.00</b>	<b>67,253.00</b>	<b>36,599.03</b>	<b>46%</b>
	<b>Grand Total:</b>	<b>325,308.91</b>	<b>3,000,066.66</b>	<b>4,606,951.00</b>	<b>4,758,548.00</b>	<b>1,758,481.34</b>	<b>63%</b>

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
<b>20 FIRE PROTECTION DEPARTMENT</b>						
10200 OPERATING CASH - PREMIER	150,654.35	834.84	79.27	0.00	59,302.37	92,266.09
10250 PAC PREMIER - PAYROLL	5,561.39	0.00	21,498.31	0.00	21,498.31	5,561.39
10340 PAC PREMIER OPERATIONAL	499,741.93	31,957.04	0.00	0.00	100,400.00	431,298.97
10350 PAC PREMIER - CAPITAL	305,715.51	37.59	0.00	0.00	0.00	305,753.10
10461 COMMUNITY BANK OF SANTA	133,219.11	0.00	0.00	0.00	0.00	133,219.11
10462 CAMBRIDGE INV- FIRE	0.00	12.18	100,400.00	808.94	0.00	99,603.24
<b>Total Fund</b>	<b>1,094,892.29</b>	<b>32,841.65</b>	<b>121,977.58</b>	<b>808.94</b>	<b>181,200.68</b>	<b>1,067,701.90</b>
<b>30 STREET LIGHTING DEPARTMENT</b>						
10200 OPERATING CASH - PREMIER	259,352.44	9,875.90	0.00	0.00	3,540.84	265,687.50
10250 PAC PREMIER - PAYROLL	80.59	0.00	1,474.69	0.00	1,556.71	-1.43
10340 PAC PREMIER OPERATIONAL	60,657.09	6.54	0.00	0.00	0.00	60,663.63
10350 PAC PREMIER - CAPITAL	45,470.08	5.59	0.00	0.00	0.00	45,475.67
10459 CAMBRIDGE INV- LIGHT RESV	158,440.69	27.91	0.00	492.00	0.00	157,976.60
10460 CAMBRIDGE INV- LIGHT CAP	369,195.35	106.44	0.00	2,540.74	0.00	366,761.05
<b>Total Fund</b>	<b>893,196.24</b>	<b>10,022.38</b>	<b>1,474.69</b>	<b>3,032.74</b>	<b>5,097.55</b>	<b>896,563.02</b>
<b>40 WASTEWATER DEPARTMENT</b>						
10000 CASH DRAWER	150.00	0.00	0.00	0.00	0.00	150.00
10200 OPERATING CASH - PREMIER	1,213,221.70	120,984.24	182.14	216.72	156,200.48	1,177,970.88
10250 PAC PREMIER - PAYROLL	2,242.94	0.00	16,823.34	0.00	16,823.34	2,242.94
10260 PAC WESTERN BANK - LONG	202,027.01	16.61	0.00	0.00	200,000.00	2,043.62
10340 PAC PREMIER OPERATIONAL	331,422.44	57.30	200,000.00	0.00	196,000.00	335,479.74
10350 PAC PREMIER - CAPITAL	205,342.78	25.25	0.00	0.00	0.00	205,368.03
10457 CAMBRIDGE INV- WW CAPITAL	319,116.11	495.38	0.00	222.04	0.00	319,389.45
10458 CAMBRIDGE INV- WW LT MAINT	511,508.31	150.35	196,000.00	9,780.30	0.00	697,878.36
<b>Total Fund</b>	<b>2,785,031.29</b>	<b>121,729.13</b>	<b>413,005.48</b>	<b>10,219.06</b>	<b>569,023.82</b>	<b>2,740,523.02</b>
<b>50 WATER DEPARTMENT</b>						
10000 CASH DRAWER	150.00	0.00	0.00	0.00	0.00	150.00
10150 Cash in SLO County	79,227.50	0.00	0.00	0.00	0.00	79,227.50
10200 OPERATING CASH - PREMIER	370,436.53	73,467.86	94.37	125.26	73,111.41	370,762.09
10250 PAC PREMIER - PAYROLL	1,942.18	0.00	30,856.51	0.00	30,856.51	1,942.18
10340 PAC PREMIER OPERATIONAL	89,074.50	9.60	0.00	0.00	0.00	89,084.10
10350 PAC PREMIER - CAPITAL	59,549.13	7.32	0.00	0.00	0.00	59,556.45
10400 HOB - USDA RESERVE	70,014.42	0.57	0.00	0.00	0.00	70,014.99
10456 CAMBRIDGE INV- W CAPITAL	158,727.75	27.91	0.00	487.50	0.00	158,268.16
<b>Total Fund</b>	<b>829,122.01</b>	<b>73,513.26</b>	<b>30,950.88</b>	<b>612.76</b>	<b>103,967.92</b>	<b>829,005.47</b>
<b>60 SOLID WASTE DEPARTMENT</b>						
10200 OPERATING CASH - PREMIER	58,878.05	4,217.22	0.00	0.00	1,810.37	61,284.90
10250 PAC PREMIER - PAYROLL	-0.42	0.00	1,397.81	0.00	1,397.81	-0.42
10340 PAC PREMIER OPERATIONAL	72,507.33	7.82	0.00	0.00	0.00	72,515.15
10350 PAC PREMIER - CAPITAL	22,933.04	2.82	0.00	0.00	0.00	22,935.86
<b>Total Fund</b>	<b>154,318.00</b>	<b>4,227.86</b>	<b>1,397.81</b>		<b>3,208.18</b>	<b>156,735.49</b>
<b>71 PAYROLL CLEARING FUND</b>						
10250 PAC PREMIER - PAYROLL	-922.73	0.00	72,167.15	71,691.38	0.00	-446.96
<b>73 CLAIMS CLEARING FUND</b>						
10200 OPERATING CASH - PREMIER	162,188.06	0.00	221,559.03	216,621.19	0.00	167,125.90



SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Cash Report  
For the Accounting Period: 4/24

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10250 PAC PREMIER - PAYROLL	0.00	0.00	335.89	335.89	0.00	0.00
<b>Total Fund</b>	<b>162,188.06</b>		<b>221,894.92</b>	<b>216,957.08</b>		<b>167,125.90</b>
<b>Totals</b>	<b>5,917,825.16</b>	<b>242,334.28</b>	<b>862,868.51</b>	<b>303,321.96</b>	<b>862,498.15</b>	<b>5,857,207.84</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**

4/30/2024



	SECURITY	TYPE	PRICE	COUPON	AMOUNT	YIELDS AVG YIELD	ANNUAL CASH FLOW	MATURITY DATE	FDIC CERT #	SETTLE DATE	MARKET VALUE AS OF REPORT	PORTFOLIO %
Fire - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.43%	\$ 18.24	4.44%	\$ 0.81				\$ 18.24	0.0%
	Fed. Home Loan Bank	AGCY	\$ 100.00	5.02%	\$ 100,000.00	5.02%	\$ 5,020.00	3/13/2026	N/A	4/12/2024	\$ 99,585.00	5.5%
total:											\$ 99,603.24	
Lighting - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.47%	\$ 29,373.92	4.43%	\$ 1,301.26				\$ 29,373.92	1.6%
	JP Morgan Chase NA	CD	\$ 100.00	5.25%	\$ 138,000.00	5.25%	\$ 7,245.00	8/15/2028	628	8/15/2023	\$ 138,191.82	7.6%
	BMW Bank NA	CD	\$ 100.00	4.60%	\$ 200,000.00	4.60%	\$ 9,200.00	3/10/2028	35141	3/10/2028	\$ 199,362.00	11.0%
total:											\$ 366,927.74	
Lighting- Reserve	Fidelity Govt MMKT	CASH	\$ 1.00	4.47%	\$ 7,702.10	4.43%	\$ 341.20				\$ 7,702.10	0.4%
	Morgan Stanley Bank NA	CD	\$ 100.00	5.05%	\$ 150,000.00	5.05%	\$ 7,575.00	3/10/2028	32992	3/10/2028	\$ 150,274.50	8.3%
total:											\$ 157,976.60	
Wastewater- LT Mnt	Fidelity Govt MMKT	CASH	\$ 1.00	4.43%	\$ 627.93	4.44%	\$ 27.82				\$ 627.93	0.0%
	Freddie Mac	AGCY	\$ 99.20	4.25%	\$ 200,000.00	4.43%	\$ 8,500.00	1/30/2029	N/A	3/19/2024	\$ 195,834.00	11.0%
	Fannie Mae	AGCY	\$ 99.56	5.00%	\$ 200,000.00	5.10%	\$ 10,000.00	4/17/2029	N/A	4/17/2024	\$ 197,146.00	11.0%
	Fed. Home Loan Bank	AGCY	\$ 100.47	4.75%	\$ 310,000.00	4.64%	\$ 14,725.00	2/6/2029	N/A	2/9/2024	\$ 304,444.80	17.1%
total:											\$ 698,052.73	
Wastewater - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.44%	\$ 16,333.76	4.44%	\$ 723.59				\$ 16,333.76	0.9%
	BMO HARRIS BANK NA	CD	\$ 100.00	5.00%	\$ 200,000.00	5.00%	\$ 10,000.00	5/18/2028	16571	5/18/2023	\$ 200,032.00	11.0%
	MEDALLION BANK	CD	\$ 100.00	5.00%	\$ 103,000.00	5.00%	\$ 5,150.00	5/24/2028	57449	3/8/2023	\$ 103,203.69	5.7%
total:											\$ 319,569.45	
Water - Capital	Fidelity Govt MMKT	CASH	\$ 1.00	4.44%	\$ 7,702.10	4.44%	\$ 341.20				\$ 7,702.10	0.4%
	Morgan Stanley Private Bk	CD	\$ 100.00	5.05%	\$ 150,000.00	5.05%	\$ 7,575.00	3/10/2028	34221	3/10/2023	\$ 150,225.00	8.3%
total:											\$ 157,927.10	
<b>Total &amp; Average:</b>					<b>\$ 1,812,758.05</b>	<b>4.85%</b>	<b>\$ 87,725.88</b>				<b>\$ 1,800,056.86</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: October 28, 2024

Kelly Dodds, General Manager SMCSD

Michelle Hido, Financial Officer SMCSD

**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

May 23, 2024

**AGENDA ITEM: 10.2**

**SUBJECT: CONTINUATION OF DISCUSSION AND POTENTIAL ACTION REGARDING THE ADOPTION OF WATER RATES FROM SEPTEMBER 28TH 2023 BOARD MEETING**

Pursuant to Article XIII (D) of the California Constitution that San Miguel Community Services District is continuing the discussion regarding the protest ballots submitted and will consider taking action to update the rate structure and increase its rates for water services. (Resolution 2024-01)

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**SUGGESTED ACTION:** After Board and Public comment it is recommended that the Board approve RESOLUTION 2024-01 implementing the proposed rate schedule as outlined in Scenario 1 as proposed in the Proposition 218 process.

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**DISCUSSION:**

At the Boards request a informal workshop was held on 5/2/2024 to discuss how the proposed water rate increase would affect customers. Those who attended were able to get additional information and to ask questions on how the water rate change will affect their household.

The Proposition 218 process started in June 2023 with Scenario 1 (Baseline Recommendation). Since the review and discussion of the rate increase has continued for over 8 months. It is recommended that the Board approve the rate increase as proposed in Scenario 1 with the following implementation schedule.

July 16th 2024 start year 1 rates, implementing successive increases on July 16th of each following year. Due to the delay in implementation, year 5 of the rate study will not be implemented. Increases will occur for FY 2024-25, FY2025-26, FY2026-27, FY2027-28. In fiscal year 2027-28 the Board should consider starting a new rate study to determine future rates of service.

**Prior meeting information:**

A Public Hearing was held on September 28th, 2023, at which public testimony was heard, protests were received, and at the conclusion of receiving all public comment, the public hearing was closed. After the close of the public hearing the General Manager, in front of the Board and Public, counted the protests received. 538 protests were counted at the Board meeting and, following established procedure, Board President Smiley requested that the item be continued to the October 26th Board meeting in order for the protests to be verified prior to moving forward. A motion and second were received and the item was continued to the October 26th Board meeting.

As stated in the September 28th meeting, pursuant to Government Code section 53755 the threshold for a successful protest is 50% plus one of the existing property owners/ customers. This number is established as 453 protests.

Following the September 28th Board meeting, under the direction of the General Manager, the protests received were logged, inspected for the required information, per the notice supplied to customers and owners, and the provided information was verified against information available from San Miguel Community Service District water billing records as well as the County of San Luis Obispo Assessor records.

Protests were logged and classified into one of five categories: (1) accepted, (2) unable to verify, (3) incomplete, (4) duplicate, or (5) out of district.

Notifications mailed to customers and property owners required protests to contain the following information:

- a service address or Assessor Parcel Number (APN)
- customer or owner name
- statement that they oppose the water rate increase.
- signature of the customer or owner.

#### Category Descriptions:

**Accepted** –For a protest to be accepted, the required information must have been legible and able to be verified through District billing records or County of San Luis Obispo Assessor Records.

**Unable to Verify** – If a protest contained information that was not able to be verified through District or County records, or if the address or name were illegible, then it was marked as ‘*Unable to Verify.*’

**Incomplete** – If a protest was missing any of the required information, then the protest was marked as ‘*incomplete*’.

**Duplicate** – If multiple protests were received for the same service address or APN, then they were marked as ‘*duplicate*’. Only one protest was accepted for each verified service address or APN.

**Out of District** – If a protest was received with a service address or APN which was outside the District water service area, then it was marked as ‘*out of district*’.

After all the protests were logged and categorized, they were reviewed, and verified by the General Manager. Of the original 538 protests, all were reviewed and the totals for the classification are as follows:

334 were classified as accepted

92 were classified as unable to verify

15 were classified as incomplete

83 were classified as duplicate

14 were classified as out of district

Additional information relating to 'unable to verify'.

- 12 of the “unable to verify” protests were ultimately covered by a protest submitted by the actual owner/customer. Most appear to be members of the same household (by family name) protesting in addition to the family-member owner.

Additional information relating to 'duplicates'

- 23 protests were true duplicates, meaning the same owner/customer submitted multiple protests. These do not appear to be instances where individual tenants protested in addition to the primary property owner/customer.
- 10 of the duplicates share a family name with the owner/customer who also submitted a validated protest. This could be categorized as “true duplicates” as well, as these do not appear to be tenants.

At this time the Board should continue Board deliberation and determine whether the proposed rate structure and rates are appropriate and take one of the following proposed actions;

- Approve the proposed structure and rates as presented in the presented financial plan, with initial implementation on November 16th or later.
- Approve the proposed structure with a lesser rate increase than is presented in the financial plan, with initial implementation on November 16th or later.
- Deny the proposed structure and rate increase.

**Background information from prior meetings.**

During the June Board meeting several options were presented in order to provide adequate revenue for current and future district expenses necessary to continue to provide quality water to the District community. At that meeting the Board approved proceeding with 'Scenario 1' and starting the mandatory public hearing period as prescribed by Proposition 218.

Due to a clerical error, new notices were mailed extending the public hearing period from August 24th to September 28th, 2023.

During the public hearing period staff spoke with numerous customers regarding the rates.

The proposed rate increase will increase revenues by 4.5% in the first year and increases of 5% are proposed for each of the other 4 years.

The proposed rate increase will also modify the rate structure, the existing structure includes five units of water in the fixed charge where, as the proposed rate structure does not include any units in the fixed charge. The proposed structure will reduce the overall cost for users using less than 4 units of water compared to the current fixed charge.

The proposed structure and rates are attached.

CEQA does not apply to this rate setting per section 15273(a)(1), (3), and (4)

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**FISCAL IMPACT:**

Net increase in water revenue if the increase is passed.

Does not increase expenses without further Board action.

If the increase is not passed the District could experience budget shortfalls due to underfunded costs related to water service.

If the increase is not passed the District will not be able meet its obligation under current grants and loans. Potentially hindering the District's ability to secure additional grants and loans.

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PREPARED BY: Kelly Dodds

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RESOLUTION NO. 2024-01

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

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WHEREAS, San Miguel Community Services District (“District”) provides water services to residents and businesses of the District; and

WHEREAS, a Water Rate Study, dated June 13 2023, prepared by Bartle Wells Associates (“Water Rate Study”), establishes various rates proposed therein, which the District Board of Directors (“Board”) finds are reasonably related and proportional to the cost of providing water service to District customers; and

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

WHEREAS, at its June 22, 2023 regular meeting, the Board considered and approved the Water Rate Study and, at that same meeting, the Board instructed staff to set a public hearing pursuant to Article XIID, Section 6 of the California Constitution (a portion of “Proposition 218”) with respect to the water rate increase described in the Water Rate Study; and

WHEREAS, on July 10, 2023 and August 4, 2023, 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 water service at the address shown on District records; and

WHEREAS, the Board finds that the revenues derived from the proposed rates, as provided in the notice, are in reasonable proportion for each customer to the funds required to continue District operations and water services; and

WHEREAS, under Proposition 218, the District shall not impose the proposed water rates if written, valid protests against the proposed rates are presented to the District for a majority of the affected parcels prior to the close of the public hearing; and

WHEREAS, on September 28, 2023, 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, written materials, and written protests concerning the rate increase; and

WHEREAS, a majority protest requires receipt of protests from 50% plus one of the parcels within the District’s water service area, or 453 protests; and

WHEREAS, following the close of the public hearing and public protest process on September 28, 2023, the District counted the protests and determined that the total protests received did not meet the majority protest threshold of 453 protests.

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

The Board does hereby approve and adopt the rate increase for water customers, in accordance with the rate schedule attached hereto as Exhibit A, which shall be effective on July 16<sup>th</sup>, 2024.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the San Miguel Community Services District at a regular meeting held on the 23<sup>rd</sup> day of May 2024; motioned by \_\_\_\_\_, seconded by \_\_\_\_\_, and upon roll call was carried by the following vote of:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

**ATTEST:**

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

\_\_\_\_\_  
Rod Smiley, President Board of Directors

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

**APPROVED AS TO FORM:**

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

## EXHIBIT A

### Water Rate Schedule

Volumetric Rates		Current Rates	Proposed July 16, 2024	Proposed July 16, 2025	Proposed July 16 2026	Proposed July 16, 2027
<b>Single-Family Residential</b>						
Existing Structure		Proposed Structure				
(0-5 CCF)		\$0.00 (All Use)	\$5.75	\$6.04	\$6.35	\$6.67
(6-12 CCF)		\$4.77				
(>12 CCF)		\$7.97				
<b>Non-Residential</b>						
Existing Structure		Proposed Structure				
(0-5 CCF)		\$0.00 (All Use)	\$5.75	\$6.04	\$6.35	\$6.67
(>5 CCF)		\$5.55				
<b>Monthly Fixed Rates</b>						
All Customers		FY 22-23	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Meter Size	Existing	Proposed	Proposed	Proposed	Proposed	Proposed
5/8"	\$53.09	\$32.30	\$33.92	\$35.62	\$37.41	
3/4"	\$53.09	\$32.30	\$33.92	\$35.62	\$37.41	
1"	\$53.09	\$32.30	\$33.92	\$35.62	\$37.41	
1 1/2"	\$88.34	\$64.60	\$67.83	\$71.23	\$74.80	
2"	\$130.64	\$103.36	\$108.53	\$113.96	\$119.66	
6"	\$722.87	\$646.00	\$678.30	\$712.22	\$747.84	



# San Miguel CSD

## DRAFT Water Rate Study 2023

### Scenario 1: Baseline Recommendation



**June 12, 2023**



BARTLE WELLS ASSOCIATES  
Independent Public Finance Advisors

**Table A**  
**San Miguel CSD - Water**  
**Recommended Water Rates**  
**Scenario 1: Baseline Recommendation**

Volumetric Rates	Current Rates	Proposed August 16, 2023	Proposed July 16, 2024	Proposed July 16 2025	Proposed July 16, 2026	Proposed July 16, 2027
<b>Single-Family Residential</b>						
<i>Existing Structure</i>		<i>Proposed Structure</i>				
(0-5 CCF)	\$0.00	(All Use) \$5.75	\$6.04	\$6.35	\$6.67	\$7.01
(6-12 CCF)	\$4.77					
(>12 CCF)	\$7.97					
<b>Non-Residential</b>						
<i>Existing Structure</i>		<i>Proposed Structure</i>				
(0-5 CCF)	\$0.00	(All Use) \$5.75	\$6.04	\$6.35	\$6.67	\$7.01
(>5 CCF)	\$5.55					
<b>Monthly Fixed Rates</b>						
<b>All Customers</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27</b>	<b>FY 27-28</b>
<i>Meter Size</i>	<i>Existing</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
5/8"	\$53.09	\$32.30	\$33.92	\$35.62	\$37.41	\$39.29
3/4"	\$53.09	\$32.30	\$33.92	\$35.62	\$37.41	\$39.29
1"	\$53.09	\$32.30	\$33.92	\$35.62	\$37.41	\$39.29
1 1/2"	\$88.34	\$64.60	\$67.83	\$71.23	\$74.80	\$78.54
2"	\$130.64	\$103.36	\$108.53	\$113.96	\$119.66	\$125.65
6"	\$722.87	\$646.00	\$678.30	\$712.22	\$747.84	\$785.24

**Table 1**  
**San Miguel CSD - Water**  
**Customer Data\***  
**Scenario 1: Baseline Recommendation**

<b>All Customers</b>		<b>Capacity</b>	<b>Equivalent Demand</b>
<b>Meter Size</b>	<b>Customers</b>	<b>Factor**</b>	<b>Units</b>
1" or below***	889	1.0	889.0
1 1/2"	4	2.0	8.0
2"	10	3.2	32.0
6"	2	20.0	40.0
<b>Total</b>	<b>905.0</b>		<b>969.0</b>

\* Customer data as of June 2022 provided by City staff

\*\* Capacity factors based on AWWA operating capacity standards by meter size

\*\*\* Meters 1" or below reflect the varying meter sizes in single family homes

**Residential**

1" or below***	847	1.0	847.0
1 1/2"	1	2.0	2.0
2"	1	3.2	3.2
6"		20.0	0.0
<b>Total</b>	<b>849.0</b>		<b>852.2</b>

<b>Non-Residential</b>	<b>Customers</b>	<b>Capacity</b>	<b>Equivalent Demand</b>
		<b>Factor**</b>	<b>Units</b>
1" or below***	42	1.0	42.0
1 1/2"	3	2.0	6.0
2"	9	3.2	28.8
6"	2	20.0	40.0
<b>Total</b>	<b>56.0</b>		<b>116.8</b>

**Table 2**  
**San Miguel CSD - Water**  
**Growth Calculations**  
**Scenario 1: Baseline Recommendation**

Draft

Metered Water Demand	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
Demand (CCF)	107,816	106,810	123,180	117,347	114,030	114,030	117,810	121,590	126,630	126,630	126,630	126,630	126,630	126,630	126,630
Customers	862	891	913	905	913	905	905	935	965	1,005	1,005	1,005	1,005	1,005	1,005
Additional Customers <sup>1</sup>							30	30	40						
Total Customers	862	891	925	913	905	905	935	965	1,005	1,005	1,005	1,005	1,005	1,005	1,005
Consumption per Customer	125	120	133	129	126	126	126	126	126	126	126	126	126	126	126
<b>Growth<sup>2</sup></b>						<b>0.00%</b>	<b>3.31%</b>	<b>3.21%</b>	<b>4.15%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

<sup>1</sup>Assumption based on District's estimate

<sup>2</sup>Escalation factor used to escalate revenue (demand growth with no inflation)

**Table 3**  
**San Miguel CSD - Water**  
**Projected Operating Expenses**

Draft

Expenses <sup>1</sup>		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
		Estimated	Budgeted	Budgeted	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
General Inflation Factor				5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Salaries and Wages	All Volume	\$268,240	\$303,673	\$318,856	\$334,799	\$351,539	\$369,116	\$387,571	\$406,950	\$427,298	\$448,662	\$471,096	\$494,650
Stand-by Hours	Administration	\$3,015	\$12,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BOD Stipend	Administration	\$3,458	\$4,260	\$1,896	\$1,991	\$2,090	\$2,195	\$2,305	\$2,420	\$2,541	\$2,668	\$2,801	\$2,941
Payroll Expenses	Administration	\$1,634	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Workers' Compensation	All Volume	\$8,131	\$13,323	\$18,000	\$18,900	\$19,845	\$20,837	\$21,879	\$22,973	\$24,122	\$25,328	\$26,594	\$27,924
Physicals	Administration	\$139	\$150	\$150	\$158	\$165	\$174	\$182	\$191	\$201	\$211	\$222	\$233
Payroll Tax - FICA/SS	All Volume	\$1,025	\$2,000	\$1,169	\$1,227	\$1,289	\$1,353	\$1,421	\$1,492	\$1,567	\$1,645	\$1,727	\$1,814
Payroll Tax	All Volume	\$3,889	\$4,403	\$4,932	\$5,179	\$5,438	\$5,709	\$5,995	\$6,295	\$6,609	\$6,940	\$7,287	\$7,651
Payroll Tax	All Volume	\$1,710	\$4,273	\$1,710	\$1,796	\$1,885	\$1,980	\$2,079	\$2,182	\$2,292	\$2,406	\$2,526	\$2,653
Payroll Tax	All Volume	\$3	\$20	\$30	\$32	\$33	\$35	\$36	\$38	\$40	\$42	\$44	\$47
Insurance -	Administration	\$33,959	\$28,444	\$46,122	\$48,428	\$50,850	\$53,392	\$56,062	\$58,865	\$61,808	\$64,898	\$68,143	\$71,550
Insurance -	Administration	\$19,984	\$1,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance -	Administration	\$2,474	\$1,987	\$1,854	\$1,947	\$2,044	\$2,146	\$2,254	\$2,366	\$2,485	\$2,609	\$2,739	\$2,876
Insurance -	Administration	\$447	\$326	\$310	\$326	\$342	\$359	\$377	\$396	\$415	\$436	\$458	\$481
Retirement - PERS Expense	Administration	\$32,421	\$32,000	\$30,869	\$32,412	\$34,033	\$35,735	\$37,521	\$39,398	\$41,367	\$43,436	\$45,608	\$47,888
Operations & Maintenance	All Volume	\$5,459	\$8,000	\$8,000	\$8,400	\$8,820	\$9,261	\$9,724	\$10,210	\$10,721	\$11,257	\$11,820	\$12,411
Phone & Fax Expense	Administration	\$3,158	\$2,000	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Postage, Shipping & Freight	Administration	\$594	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Legal: P.R.A.s - Professi	Administration	\$1,232	\$532	\$600	\$630	\$662	\$695	\$729	\$766	\$804	\$844	\$886	\$931
Printing & Reproduction	Administration	\$1,083	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
IT Services - Professiona	Administration	\$6,818	\$9,895	\$12,800	\$13,440	\$14,112	\$14,818	\$15,558	\$16,336	\$17,153	\$18,011	\$18,911	\$19,857
Auditor - Professional Sv	Administration	\$4,283	\$4,480	\$3,600	\$3,780	\$3,969	\$4,167	\$4,376	\$4,595	\$4,824	\$5,066	\$5,319	\$5,585
GSA-GSP - Professional Sv	All Volume	\$8,842	\$15,000	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233	\$19,144	\$20,101	\$21,107	\$22,162	\$23,270
Accounting - Professional	Administration	\$3,700	\$7,680	\$4,500	\$4,725	\$4,961	\$5,209	\$5,470	\$5,743	\$6,030	\$6,332	\$6,649	\$6,981
Engineering - Professiona	Maintenance	\$2,960	\$27,500	\$25,000	\$26,250	\$27,563	\$28,941	\$30,388	\$31,907	\$33,502	\$35,178	\$36,936	\$38,783
Legal: General - Professi	Administration	\$37,599	\$26,625	\$27,000	\$28,350	\$29,768	\$31,256	\$32,819	\$34,460	\$36,183	\$37,992	\$39,891	\$41,886
Insurance - Prop & Liabil	Administration	\$21,032	\$29,375	\$32,000	\$33,600	\$35,280	\$37,044	\$38,896	\$40,841	\$42,883	\$45,027	\$47,279	\$49,643
New Hire Screening	Administration	\$23	\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Contract Labor	Administration		\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Legal: SMEA - Professiona	Administration		\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Legal: Steinbeck & Water	Administration	\$48,060	\$50,000	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$63,814	\$67,005	\$70,355	\$73,873	\$77,566
Legal: HR - Professional	Administration	\$11,407	\$6,000	\$7,500	\$7,875	\$8,269	\$8,682	\$9,116	\$9,572	\$10,051	\$10,553	\$11,081	\$11,635
Maintenance Agreements	All Volume	\$6,414	\$9,260	\$9,000	\$9,450	\$9,923	\$10,419	\$10,940	\$11,487	\$12,061	\$12,664	\$13,297	\$13,962
Meals	Administration		\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Meetings and Conferences	Administration	\$920	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Mileage Expense Reimburse	Administration	\$283	\$1,000	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Safety Equipment and Supp	Administration	\$358	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Repairs & Maint - Compute	All Volume	\$101	\$1,500	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Repairs & Maint - Equip	All Volume	\$12,528	\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Repairs & Maint - Structu	All Volume	\$109	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Repairs & Maint - Infrac	All Volume	\$37,089	\$50,000	\$50,000	\$52,500	\$55,125	\$57,881	\$60,775	\$63,814	\$67,005	\$70,355	\$73,873	\$77,566
Repairs & Maint - Vehicle	All Volume	\$1,809	\$3,000	\$3,000	\$3,150	\$3,308	\$3,473	\$3,647	\$3,829	\$4,020	\$4,221	\$4,432	\$4,654
Testing & Supplies (WWTP)	All Volume	\$162	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Testing & Supplies - Well	All Volume	\$2,662	\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Testing & Supplies - Well	All Volume	\$2,460	\$3,500	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Testing & Supplies - SLT	All Volume	\$6,448	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308
Testing & Supplies - Othe	All Volume	\$3,692	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308

**Table 3**  
**San Miguel CSD - Water**  
**Projected Operating Expenses**

Draft

Expenses <sup>1</sup>		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
		Estimated	Budgeted	Budgeted	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
<i>General Inflation Factor</i>				5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Cross-Connection Control	All Volume	\$884	\$1,200	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
CSD Utilities - Billing S	Administration	\$3,655	\$3,500	\$4,000	\$4,200	\$4,410	\$4,631	\$4,862	\$5,105	\$5,360	\$5,628	\$5,910	\$6,205
Internet Expenses	Administration	\$1,688	\$1,187	\$3,500	\$3,675	\$3,859	\$4,052	\$4,254	\$4,467	\$4,690	\$4,925	\$5,171	\$5,430
Web Page - Upgrade/Maint	Administration	\$900	\$768	\$800	\$840	\$882	\$926	\$972	\$1,021	\$1,072	\$1,126	\$1,182	\$1,241
Utilities - Alarm Service	Administration	\$727	\$1,320	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Utilities - Electric	All Volume	\$45,418	\$46,000	\$46,000	\$48,300	\$50,715	\$53,251	\$55,913	\$58,709	\$61,644	\$64,727	\$67,963	\$71,361
Utilities - Propane	All Volume	\$1,147	\$2,010	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216	\$1,276	\$1,340	\$1,407	\$1,477	\$1,551
Utilities - Trash	Administration	\$626	\$504	\$700	\$735	\$772	\$810	\$851	\$893	\$938	\$985	\$1,034	\$1,086
Utilities - Water/Sewer	Administration	\$389	\$1,200	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Dues and Subscriptions	Administration	\$4,295	\$4,500	\$4,500	\$4,725	\$4,961	\$5,209	\$5,470	\$5,743	\$6,030	\$6,332	\$6,649	\$6,981
Education and Training	Administration	\$591	\$5,000	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381	\$6,700	\$7,036	\$7,387	\$7,757
Advertising and Public No	Administration	\$298	\$1,500	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
LAFCO Allocations	Administration	\$1,211	\$1,613	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Community Outreach	Administration	\$554	\$1,200	\$1,200	\$1,260	\$1,323	\$1,389	\$1,459	\$1,532	\$1,608	\$1,689	\$1,773	\$1,862
Utilities - SoCal Gas	All Volume		\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Office Supplies	Administration	\$1,166	\$2,000	\$2,000	\$2,100	\$2,205	\$2,315	\$2,431	\$2,553	\$2,680	\$2,814	\$2,955	\$3,103
Utility Rate Design Study	Administration		\$28,808	\$20,000					\$30,000		\$0	\$0	\$0
SCADA - Maintenance Fees	Administration		\$1,500	\$1,500	\$1,575	\$1,654	\$1,736	\$1,823	\$1,914	\$2,010	\$2,111	\$2,216	\$2,327
Cell phones, Radios and P	Administration	\$1,653	\$1,398	\$1,920	\$2,016	\$2,117	\$2,223	\$2,334	\$2,450	\$2,573	\$2,702	\$2,837	\$2,979
Computer Supplies & Upgra	Capital	\$4,589	\$11,116	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chemicals- Well #3	All Volume	\$2,377	\$4,000	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chemicals- Well #4	All Volume	\$2,496	\$4,000	\$4,000	\$4,200	\$4,410	\$4,631	\$4,862	\$5,105	\$5,360	\$5,628	\$5,910	\$6,205
Chemicals- SLT Well	All Volume	\$1,039	\$3,000	\$3,000	\$3,150	\$3,308	\$3,473	\$3,647	\$3,829	\$4,020	\$4,221	\$4,432	\$4,654
Fuel Expense	All Volume	\$6,541	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308
Small Tools & Equipment	All Volume	\$3,642	\$6,000	\$6,000	\$6,300	\$6,615	\$6,946	\$7,293	\$7,658	\$8,041	\$8,443	\$8,865	\$9,308
Uniform Expense	Administration	\$2,779	\$1,600	\$2,500	\$2,625	\$2,756	\$2,894	\$3,039	\$3,191	\$3,350	\$3,518	\$3,694	\$3,878
Capital Outlay	Capital	\$23,853	\$3,584	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Main Valves Replace	Capital		\$10,000	\$10,000	\$10,500	\$11,025	\$11,576	\$12,155	\$12,763	\$13,401	\$14,071	\$14,775	\$15,513
Water Meter Replacement	Capital	\$27,215	\$0	\$20,000	\$21,000	\$22,050	\$23,153	\$24,310	\$25,526	\$26,802	\$28,142	\$29,549	\$31,027
Development Meters	Capital		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Lines Repairs	Capital	\$105	\$20,000	\$20,000	\$21,000	\$22,050	\$23,153	\$24,310	\$25,526	\$26,802	\$28,142	\$29,549	\$31,027
Master Plans	Capital		\$6,140	\$6,000		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROPOSITION 1 GRANT	Capital	\$9,458	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWTP Expansion	Capital		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWTP Plant Maintenance	Capital	\$554	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WWTF Final Design/Constru	Capital	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CALOES Resiliency Grant	Capital		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses, Permits and Fee	All Volume	\$6,590	\$7,000	\$7,000	\$7,350	\$7,718	\$8,103	\$8,509	\$8,934	\$9,381	\$9,850	\$10,342	\$10,859
Refundable Water/Sewer/Hy	Capital		\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
District Strategic Plan	Capital	\$12,422	\$479	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bank Service Charges	Capital	\$31	\$100	\$100	\$105	\$110	\$116	\$122	\$128	\$134	\$141	\$148	\$155
Lease agreements	Capital		\$19,584	\$14,000	\$14,700	\$15,435	\$16,207	\$17,017	\$17,868	\$18,761	\$19,699	\$20,684	\$21,719
<b>Total Operating Expenses</b>		<b>\$780,717</b>	<b>\$913,517</b>	<b>\$922,918</b>	<b>\$937,564</b>	<b>\$984,442</b>	<b>\$1,033,664</b>	<b>\$1,085,347</b>	<b>\$1,169,615</b>	<b>\$1,196,596</b>	<b>\$1,256,425</b>	<b>\$1,319,247</b>	<b>\$1,385,209</b>

<sup>1</sup> Based on San Miguel FY 23-24 budget

**Table 4**  
**San Miguel CSD - Water**  
**Projected Operating Revenues**  
**Scenario 1: Baseline Recommendation**

Revenue		FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33
		<i>Actual</i>	<i>Estimated</i>	<i>Budgeted</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
<b>Rate Revenue</b>	<b>Demand</b>	<b>\$951,263</b>	<b>\$963,815</b>	<b>\$986,799</b>	<b>\$986,799</b>	<b>\$1,031,205</b>	<b>\$1,118,658</b>	<b>\$1,212,279</b>	<b>\$1,325,655</b>	<b>\$1,391,938</b>	<b>\$1,468,494</b>	<b>\$1,549,262</b>	<b>\$1,634,471</b>	<b>\$1,724,367</b>
<b>Additional Rate Revenue<sup>1,2</sup></b>					<b>\$44,406</b>	<b>\$51,560</b>	<b>\$55,933</b>	<b>\$60,614</b>	<b>\$66,283</b>	<b>\$76,557</b>	<b>\$80,767</b>	<b>\$85,209</b>	<b>\$89,896</b>	<b>\$94,840</b>
Other Revenue														
Johnson Restitution - Unrealized	None		\$7,886	\$0										
CDBG Grant	None	164,388		0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Surcharge	None		91	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Late Charges	None		\$9,661	\$0										
Water Meter Fees	None	12,150	450	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property Taxes Collected	None	48,991	48,971	-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenues & Interest	None	945	219	-	-	\$0	\$0	\$0			\$0	\$0	\$0	\$0
State/Federal Grants	None		4,290	-										
Grants - Other	None		228	-	-	\$0	\$0	\$0			\$0	\$0	\$0	\$0
CALOES Resiliency Grant	None	230,000		-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous Income	None	14,351	2,716	-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Refund/Adjustments	None	987	340	-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Recycling	None	1,977		-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Will Serve Processing Fees	None	2,700	500	-	-	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Other Revenue</b>		<b>\$809,341</b>	<b>\$88,607</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Operating Revenue</b>		<b>\$1,760,604</b>	<b>\$1,052,422</b>	<b>\$986,799</b>	<b>\$1,031,205</b>	<b>\$1,082,766</b>	<b>\$1,174,591</b>	<b>\$1,272,893</b>	<b>\$1,391,938</b>	<b>\$1,468,494</b>	<b>\$1,549,262</b>	<b>\$1,634,471</b>	<b>\$1,724,367</b>	<b>\$1,819,207</b>

<sup>1</sup>Additional revenue based on recommended increase

<sup>2</sup>Additional adjusted if adopted mid-fiscal year

**Table 5**  
**San Miguel CSD - Water**  
**Capital Improvement Costs - Draft**  
**Scenario 1: Baseline Recommendation**

<b>Project Description</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27</b>	<b>FY 27-28</b>	<b>FY 28-29</b>	<b>FY 29-30</b>	<b>FY 30-31</b>	<b>FY 31-32</b>	<b>FY 32-33</b>
	<i>Budget</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
<b>CIP (Current Dollars)</b>										
4 inch C.I. and 3 inch A.C. Waterline Replacement Project (Alley Between "L" & New SLT Tank and Booster Pump Station	\$19,000									
4 inch C.I. Waterline Replacement Project (Alley Between "L" & "K" Streets)					\$1,525,000					
0.65 MG Tank Access Road Reconstruction / Rehabilitation				\$756,000						
New 0.65 MG Steel Tank										
Groundwater Quality Study and Well Head Treatment Evaluation										
Water Meter Replacement (Annual Cost to be Expended Each Year)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
4 inch C.I. Waterline Replacement Project(Alley East of "N" Street)						\$302,000				
New Water Supply Well on West Side of River										
New Water Supply Well on East Side of River										
Paso Groundwater Sustainability Plan Implementation								\$150,000		
Replace SLT Water Distribution Pipeline System										\$2,138,000
<b>Total CIP (Current Dollars)</b>	<b>\$39,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$776,000</b>	<b>\$1,545,000</b>	<b>\$322,000</b>	<b>\$20,000</b>	<b>\$170,000</b>	<b>\$20,000</b>	<b>\$2,158,000</b>
<b>CIP (Inflated Dollars)</b>										
<b>Total CIP (Inflated Dollars)</b>	<b>\$39,000</b>	<b>\$21,000</b>	<b>\$22,050</b>	<b>\$898,317</b>	<b>\$1,877,957</b>	<b>\$410,963</b>	<b>\$26,802</b>	<b>\$239,207</b>	<b>\$29,549</b>	<b>\$3,347,766</b>
<i>Projected Annual Inflation Rate</i>		5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%



**Table 6**  
**San Miguel CSD - Water**  
**Existing and Proposed Debt**  
**Scenario 1: Baseline Recommendation**

<b>Description</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27</b>	<b>FY 27-28</b>	<b>FY 28-29</b>	<b>FY 29-30</b>	<b>FY 30-31</b>	<b>FY 31-32</b>	<b>FY 32-33</b>
	<i>Budgeted</i>	<i>Budgeted</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
<b>Existing Debt</b>											
USDA Loan Payment	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000
Total Current Debt Service	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000	\$67,000
<b>Proposed Borrowing</b>											
Net Proceeds Needed					\$2,200,000						\$2,900,000
Repayment Term (yrs)					30						30
Coupon Rate					5.0%						5.0%
Month of Issue					6						6
Issuance Cost					\$200,000						\$200,000
Debt Service Reserve											
Total Debt Issue Size					\$2,400,000						\$3,100,000
Prorated Debt Service Payment - Current Yr. Only					\$78,000						\$101,000
Annual Debt Service Payment (rounded)					\$156,000						\$202,000
<b>Total Proposed Annual Water Debt Service</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$78,000</b>	<b>\$156,000</b>	<b>\$156,000</b>	<b>\$156,000</b>	<b>\$156,000</b>	<b>\$156,000</b>	<b>\$257,000</b>

**Table 7**  
**San Miguel CSD - Water**  
**Cash Flow Projections**  
**Scenario 1: Baseline Recommendation**

<b>Water Fund</b>	<b>FY 22-23</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27</b>	<b>FY 27-28</b>	<b>FY 28-29</b>	<b>FY 29-30</b>	<b>FY 30-31</b>	<b>FY 31-32</b>	<b>FY 32-33</b>
Beginning Reserves	\$681,310	\$689,295	\$693,306	\$752,241	\$855,221	\$838,682	\$747,124	\$826,532	\$932,095	\$1,090,105	\$1,245,436
<b>Revenues</b>											
Rate Revenue Increase		4.5%	5.0%	5.0%	5.0%	5.0%	5.5%	5.5%	5.5%	5.5%	5.5%
Rate Revenue	\$986,799	\$986,799	\$1,031,205	\$1,118,658	\$1,212,279	\$1,325,655	\$1,391,938	\$1,468,494	\$1,549,262	\$1,634,471	\$1,724,367
Additional Rate Revenue	0	44,406	51,560	55,933	60,614	66,283	76,557	80,767	85,209	89,896	94,840
Other Revenue	0	0	0	0	0	0	0	0	0	0	0
Interest on Reserves	\$1,703	\$1,723	\$1,733	\$1,881	\$2,850	\$2,808	\$3,529	\$2,700	\$2,964	\$2,761	\$3,149
<b>Total Revenue</b>	<b>\$988,503</b>	<b>\$1,032,929</b>	<b>\$1,084,499</b>	<b>\$1,176,472</b>	<b>\$1,275,742</b>	<b>\$1,394,746</b>	<b>\$1,472,023</b>	<b>\$1,551,961</b>	<b>\$1,637,434</b>	<b>\$1,727,127</b>	<b>\$1,822,356</b>
<b>Expenses</b>											
Operating Expenses	\$913,517	\$922,918	\$937,564	\$984,442	\$1,033,664	\$1,085,347	\$1,169,615	\$1,196,596	\$1,256,425	\$1,319,247	\$1,385,209
Existing Debt Service	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000
New Debt Service	\$0	\$0	\$0	\$0	\$78,000	\$156,000	\$156,000	\$156,000	\$156,000	\$156,000	\$257,000
Rate Funded Capital	\$0	\$39,000	\$21,000	\$22,050	\$113,617	\$177,957	\$0	\$26,802	\$0	\$29,549	\$433,636
<b>Total Expenses</b>	<b>\$980,517</b>	<b>\$1,028,918</b>	<b>\$1,025,564</b>	<b>\$1,073,492</b>	<b>\$1,292,281</b>	<b>\$1,486,304</b>	<b>\$1,392,615</b>	<b>\$1,446,398</b>	<b>\$1,479,425</b>	<b>\$1,571,796</b>	<b>\$2,142,845</b>
<b>Net Revenues</b>	<b>\$7,986</b>	<b>\$4,011</b>	<b>\$58,935</b>	<b>\$102,980</b>	<b>-\$16,539</b>	<b>-\$91,558</b>	<b>\$79,408</b>	<b>\$105,563</b>	<b>\$158,009</b>	<b>\$155,331</b>	<b>-\$320,489</b>
<b>Ending Reserves</b>	<b>\$689,295</b>	<b>\$693,306</b>	<b>\$752,241</b>	<b>\$855,221</b>	<b>\$838,682</b>	<b>\$747,124</b>	<b>\$826,532</b>	<b>\$932,095</b>	<b>\$1,090,105</b>	<b>\$1,245,436</b>	<b>\$924,947</b>
Debt Coverage (Target 1.3)	1.12	1.64	2.19	7.12	3.63	3.09	1.36	1.59	1.71	1.83	1.35

**Table 8**  
**San Miguel CSD - Water**  
**Cost Allocation**  
**Scenario 1: Baseline Recommendation**

**Functional Allocation**

<b>Allocation Category</b>	<b>Amount</b>	<b>Capacity</b>	<b>All Volume</b>	<b>Total</b>
Maintenance	\$26,250		100%	100%
Administration	\$283,522	90%	10%	100%
All Volume	\$560,382		100%	100%
Debt	\$113,800	75%	25%	100%
Capital	\$131,665	50%	50%	100%
Functional Allocation \$	\$406,352		\$709,266	\$1,115,619
Functional Allocation %	36.42%		63.58%	100%
<b>Revenue Requirement</b>	<b>\$375,565</b>		<b>\$655,640</b>	<b>\$1,031,205</b>

**Table 9**  
**San Miguel CSD - Water**  
**2023 Water Rates**  
**Scenario 1: Baseline Recommendation**

<b>Allocation Units</b>	<b>Capacity</b>	<b>All Volume</b>
	<i>EDU</i>	<i>CCF</i>
Allocation Units	969	114,030
Revenue Requirement	<u>\$375,565</u>	<u>\$655,640</u>
<b>Charge</b>	<b>\$387.60</b>	<b>\$5.75</b>

<b>Fixed Charge Calculation</b>	<b>Capacity Factor</b>	<b>Meter Charge</b>	<b>Annual Charge</b>	<b>Monthly Charge</b>
Meter Size				
1"	1.0	\$387.60	\$387.60	<b>\$32.30</b>
1 1/2"	2.0	\$775.20	\$775.20	<b>\$64.60</b>
2"	3.2	\$1,240.32	\$1,240.32	<b>\$103.36</b>
3"	6.4	\$2,480.64	\$2,480.64	<b>\$206.72</b>
4"	10.0	\$3,876.00	\$3,876.00	<b>\$323.00</b>
6"	20.0	\$7,752.00	\$7,752.00	<b>\$646.00</b>



Board of Directors

President  
Rod Smiley

Vice President  
Raynette Gregory

Board Members  
Anthony Kalvans  
Owen Davis  
Berkley Baker

General Manager  
Kelly Dodds

Fire Chief  
Scott Young

Mission Statement

The San Miguel Community Services District was formed and remains committed to efficiently serving the community with fire protection, water, wastewater, streetlighting/landscaping and solid waste services in San Miguel

P.O. Box 180  
1765 Bonita Place  
San Miguel, CA 93451

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

Date: 10/12/2023

San Miguel Board of Directors

On September 28<sup>th</sup> 2023, at a regularly scheduled meeting of the San Miguel Community Service District Board of Directors, the Board held a Public Hearing to consider a potential water rate increase.

At the conclusion of the public hearing period, all the protest ballots that were presented prior to the close of the public hearing were counted by the General Manager in full view of the Board and Public. At the conclusion of the initial count, there were 538 protests collected, of which nine were collected by mail or dropped off at the District Office, and 529 were presented by Mr. Ashley Sangster during the protest hearing, neatly stacked in boxes. Additionally, as stated at the September 28<sup>th</sup> meeting, the threshold to meet the necessary 50% plus one, pursuant to Government Code section 53755, is 453 protests.

Following the Board Meeting, District staff were instructed by the General Manager on the handling and processing of the protest verification. Protests were to be logged and classified into one of five categories: (1) accepted, (2) unable to verify, (3) incomplete, (4) duplicate, or (5) out of district.

Notifications mailed to customers and property owners required protests to contain the following information:

- a service address or Assessor Parcel Number (APN)
- customer or owner name
- statement that they oppose the water rate increase.
- signature of the customer or owner.

Category Descriptions:

**Accepted** –For a protest to be accepted, the required information must have been legible and able to be verified through District billing records or County of San Luis Obispo Assessor Records.

**Unable to Verify** – If a protest contained information that was not able to be verified through District or County records, or if the address or name were illegible, then it was marked as ‘*Unable to Verify.*’

**Incomplete** – If a protest was missing any of the required information, then the protest was marked as ‘*incomplete.*’

**Duplicate** – If multiple protests were received for the same service address or APN, then they were marked as ‘*duplicate.*’ Only one protest was accepted for each verified service address or APN.

**Out of District** – If a protest was received with a service address or APN which was outside the District water service area, then it was marked as ‘*out of district.*’

After all the protests were logged and initially categorized, every protest was reviewed and confirmed by the General Manager and Board Clerk.

Through the verification process, the 538 protests were classified as follows:

- Accepted - 334
- Unable to Verify - 92
- Incomplete - 15
- Duplicate - 83
- Out of District – 14

Based on the threshold of 453 protests required to meet the 50% plus one, and having 334 accepted protests, the protest effort is 119 accepted protests short of this threshold. The Board, at its discretion, may move forward with discussion and or approval of a rate structure change and increase.

---

Kelly Dodds, General Manager



**Board of Directors**

**President**  
Rod Smiley

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

Date: 5/10/24

**Water Department Reserves**

The Water Department maintains funds in several accounts.

- Operational Cash – funds for daily needs and expenses
- Operational Reserve – reserve funds to back up operational cash and act as an unrestricted reserve for planned and unplanned expenses for each fund.
- Capital Reserve – Restricted funds that are for purchase and replacement of equipment and facilities. Not to be used for operation and maintenance activities.
- Investments – the District maintains some Operational Reserve and Capital Reserve funds in investments. Each investment is designated by department and by Operational Reserve or Capital Reserve to maintain its status as restricted or Unrestricted.

As of 4/30/24 the Water Department has the following funds available.

Operating Cash	\$370,762
Operational Reserve	\$89,084
Capital Reserve	\$59,556
Capital Reserve Investment	\$158,268

As of 4/30/24 the Water Department has the following funds which are unavailable.

USDA reserve	\$70,015
Cash in County	\$79,228

The Water department is required to maintain, at a minimum, three months of operating expenses in reserve.

- Based on the current approved budget, the District has approximately eight (8) months of operating expenses in available funds.

The Water department is required to maintain, at a minimum, a ratio of 1.1 Revenue to Expenses.

- This ratio is dictated by the loan agreement with USDA.

The District reserve policy, approved February 21<sup>st</sup> 2023, outlines the following thresholds for reserves for the Water fund.

The goals for the Water Department are as follows:

- Operational Reserve
  - Operational reserve should be equal to or greater than 50 percent of the annual budgeted operating expenses for each fund (not including budgeted projects or other capital replacement)
  - This fund shall not be used to artificially suppress water and wastewater rates (i.e. to maintain or sustain rates at levels below the cost of service)
- Capital Reserve
  - Target criteria for capital reserve is \$1,000,000

**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

May 23, 2024

**AGENDA ITEM: 10.3**

**SUBJECT:** Adopt revisions to District water and wastewater Billing policy - RESOLUTION 2024-02  
(Recommend review and approve by 3/5 vote)

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**SUGGESTED ACTION:** Review and approve RESOLUTION 2024-02 adopting revisions to the  
District water and wastewater billing policy.

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**DISCUSSION:**

Changes to the Billing Policy are contingent on the approval of the proposed rate structure. If the proposition 218 rate hearing and adoption fails, or is continued then this item should be tabled to a future meeting.

Approval of RESOLUTION 2024-02 will adopt and implement changes to the existing Billing Policy. The proposed revisions pertain to changes in the rate structure that are proposed in the proposition 218 hearing, predominantly removing language referring to the inclusion of water units within the flat rate fees.

No changes are proposed for specific wastewater sections at this time, those sections will be brought back as appropriate after the wastewater rate study is completed.

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**FISCAL IMPACT:**

Staff time to review and revise customer accounts to comply with policy changes.

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PREPARED BY: Kelly Dodds

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**RESOLUTION NO. 2024-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL  
COMMUNITY SERVICES DISTRICT ADOPTING REVISIONS TO THE UTILITY  
BILLING POLICY**

**WHEREAS**, the San Miguel Community Services District (“District”) established governing policies and procedures for water and wastewater utility billing through resolution 2018-35 (“Policies”); and

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

**WHEREAS**, thru regular review of District Policies and procedures it was determined that revisions were needed to the Utility Billing Policy to maintain currency and applicability with current practice; and

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Directors of the San Miguel Community Services District hereby approve and adopt the revised Utility Billing policy as shown as Exhibit “A” attached hereto.

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

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

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINING:**

the foregoing Resolution is hereby passed and adopted this 23<sup>rd</sup> day of May 2024.

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

\_\_\_\_\_  
Rod Smiley, President Board of Directors

ATTEST:

APPROVED AS TO FORM:

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

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



**San Miguel Utility Billing Policy**  
**~~October 2020~~June September ~~May 2024~~**  
**Effective as of June 16<sup>th</sup> 2024**

**Section 1. Policy Purpose and Application**

The Board of Directors adopts this policy to:

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

**Section 2. Payment Due**

Payment for services shall be due upon receipt and are deemed past due by the 14<sup>0</sup>~~th~~ of the following month. Accounts are subject to discontinuation of services, per Section 6 of this Policy, ~~60-60~~ days after the billing date shown on the bill ("Discontinuation of Services Amount Due After Date").<sup>1</sup>

---

<sup>1</sup> This provision is a requirement of SB 998, and the District shall be compliant with this provision on or before April 1, 2020.

### **Section 3: Late Fees**

- a. Payments received after the due date (Penalty Date) will be assessed a ten percent (10%) penalty of any unpaid balance, in compliance with California Government Code section 61115, subdivision (A)(3)(c). For every month a balance remains unpaid, the District will assess an additional one percent (1%) penalty for each month the balance remains unpaid. The additional 1% penalty each month is in addition to the initial ten percent (10%) penalty.
- b. The District will waive interest charges on a delinquent bills once every 12 months for a residential customer who can demonstrate to that his or her household income is below 200 percent of the federal poverty line.<sup>2</sup>
- c. Each customer shall be responsible for paying reasonable expenses of collection, including, but not limited to, attorney's fees and costs should it become necessary to use such measures to collect the charges on the customer's account.

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

#### a. Water Billing

##### i. Meters 1 1/2" and larger

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

##### ii. Meters 1" and smaller (single family)

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

~~-ADUs sharing a service with a single-familySingle-Family residence are not considered a separate residence and not billed a separate fixed rate.~~

~~-ADUs with separate services are considered Ssingle--Ffamily for the purposes of this policy.~~

##### iii. Meters 1" and smaller (multifamily)

All water meters 1" and smaller in size which serve properties with multi-family residential units will be charged one (1) 1" meter fixed rate per separate residential building and usage based on the Single-Family ~~-Tier~~Residential Tier structure.

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<sup>2</sup> This provision is a requirement of SB 998, and the District shall be compliant with this provision on or before April 1, 2020.

~~Within the initial fixed charge, which is indicated on the customer's water bill, the service will be granted 5 HCF per separate residential building within the fixed rate. Actual usage fees will apply after the initial 5 HCF per residential building.~~

iv. Meters 1" and smaller (commercial and mixed use)

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

### Wastewater Billing

i. Single Family Residential

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

ii. Multifamily residential

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

iii. Multiple Unit residential

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

Properties with multiple single-family residential buildings which are each in excess of 500 square feet in size and served by a single meter will be considered single-family residences and be charged one (1) single family fixed charge per separate residence.

iv. Commercial and Mixed use

Commercial and mixed-use services will be charged one (1) commercial fixed charge per separate building and a usage rate based on their volumetric strength, as determined by the current strength listing adopted by board resolution.

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

### **Section 5: Long term Suspension of service**

- a. Upon written request to the District General Manager, a customer can request that their water and sewer service be suspended for a period of no less than six (6) months.

- b. A written request must be made at least 15 days prior to the requested suspension date indicating the reason for the suspension, date of shutoff, and date of restart. The written request must contain the name of a contact, and that person's contact information for the customer while they are out of the area or an alternate contact for someone able to make financial commitments on behalf of the current customer.
- c. If the customer is not the property owner, written authorization from the property owner must also be provided prior to approval of the suspension.
- d. In order to process the request for suspension the account must be paid in full at the time of suspension.
- e. Only one suspension will be allowed per year per account.
- f. On the day of the suspension the water meter will be turned off and locked.
- g. The District is not responsible for damage to piping or personal property past the water meter due to the long-term suspension of water and sewer service.
- h. If the service to be suspended also provide water to residential or commercial fire sprinklers, then the suspension of that service will cause the fire sprinklers to not work. The District is not responsible for damage to the building, fire sprinkler system, or any other property as a result of the water being turned off at the account holders request.

## **Section 6: Discontinuance of Service**

### ***Notice to Residential Owner***

Prior to the Discontinuation of Services Date, the District will take the following steps:

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible, by text or email regarding the outstanding charges.
- b. The District must provide notice to the customer of delinquency and pending termination at least fifteen (15) days prior to the Discontinuation of Services Date.
  - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
  - This notice will include the following information:
    1. Name and address of the delinquent customer;
    2. The amount of the delinquency;
    3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
    4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
    5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;

6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable); and
  7. The telephone number of a District employee who can provide additional information or institute arrangements for payment.
- c. If the District is unable collect the delinquent amount, or unable to contact the account holder or other responsible party the District shall deliver a “48-hour Disconnection Notice”, in the form of a door hanger placed at the service address, informing the delinquent customer that their service will be disconnected on a specified date if the account remains unpaid.
  - d. Once a 48-hour disconnection notice has been delivered, the District shall make a good faith effort to contact the account holder, property owner, or other responsible adult residing at the residence by telephone, text or email at least 24 hours prior to the Discontinuation of Service Date.
  - e. If the District is unable to make contact with a responsible party, a 24-hour shut of notice will be delivered to the service address in the form of a door hanger, indicating the shut off reason, date, amount owed and approximate shut off time.
  - f. Should a customer’s service be disconnected, at the time of disconnection a “Notice of Service Disconnection” will be posted via door hanger at that time.
  - g. Services shall not be disconnected pending an appeal, as outlined in Section 9 of this Policy below, or pending a request for relief, until the Board of Directors rules on the appeal.
  - h. The Board of Directors has previously established a service disconnection and reconnection fee by resolution. The Board of Directors may amend the service disconnection and reconnection fee at any time by resolution.

***Notice to Landlord/Tenant Individual Meter***

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

Prior to the Discontinuation of Services Date, the District will take the following steps:

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible, by text or email regarding the outstanding charges. Additionally, the District must provide notice to the customer of delinquency and pending termination at least ten (10) days prior to the Discontinuation of Services Date.
  - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
  - This notice will include the following information:
    1. Name and address of the delinquent customer;

2. The amount of the delinquency;
  3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
  4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
  5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;
  6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable);
  7. The telephone number of a District employee who can provide additional information or institute arrangements for payment;
  8. The date that the District will discontinue services; and
  9. Information that the residential occupants have the right to become customers of the public utility without being required to pay the amount due on the delinquent account.
- b. If the District is unable collect the delinquent amount, or unable to contact the account holder or other responsible party the District shall deliver a “48-hour Disconnection Notice”, in the form of a door hanger placed at the service address, informing the delinquent customer that their service will be disconnected on a specified date if the account remains unpaid.
  - c. Once a 48-hour disconnection notice has been delivered, the District shall make a good faith effort to contact the account holder, property owner, or other responsible adult residing at the residence by telephone, text or email at least 24 hours prior to any termination of service.
  - d. If the District is unable to make contact with a responsible party, a 24-hour shut of notice will be delivered to the service address in the form of a door hanger, indicating the shut off reason, date, amount owed and approximate shut off time.
  - e. Should a customer’s service be disconnected, at the time of disconnection a “Notice of Service Disconnection” will be posted via door hanger at that time.
  - f. Services not disconnected prior to an appeal, as outlined in Section 9 of this Policy below, or request for relief shall not be disconnected until the Board of Directors rules on the appeal.
  - g. The Board of Directors has previously established a service disconnection and reconnection fee by resolution. The Board of Directors may amend the service disconnection and reconnection fee at any time by resolution.

***Notice to Landlord/Tenant Master Meter***

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

Prior to the Discontinuation of Services Date, the District will take the following steps:

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

***Notice to Elderly or Dependent Adult***

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

- a. The District must provide an option to these customers for third-party notification services. For example, a qualified customer may designate his or her adult child as the designated third-party to be notified about a delinquent payment.



- b. The qualified customer shall make a request to designate a third-party to be notified on a form provided by the District and shall include the written consent of the designated third-party.
- c. The third-party notification does not obligate the third-party to pay the overdue charges, nor shall it prevent or delay the termination of services.
- d. If a qualified customer requests third-party notification, the District must attempt to notify the designated third-party to receive notification when the qualified customer's account is past due and subject to discontinuation of services.
- e. Notification shall include information on requirements to prevent discontinuation of services.

### ***Exceptions to Discontinuation of Services***

The District will not discontinue services in the following instances:

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

### **Section 7: Request for Relief**

- a. Any customer of the District may file a written request with the General Manager disputing any fee or charge assessed by the District or water service disconnection within five (5) days of the fee becoming due or water service becoming disconnected. Time limitations prescribed by this subsection shall not apply within the first ninety (90) days of this policy's adoption.
- b. Within thirteen (13) days of submitting the request in writing, the customer may make a request for an extension of the payment period of a bill asserted to be beyond the means of the customer to pay in full during the normal period for payment.
- c. The General Manager shall review all written requests for relief and either deny the request or grant the relief requested or a portion thereof. Factors for consideration shall include:
  - 1. Billing errors;

2. Faulty meter or a misread meter;
3. A water leak was present necessitating a leak adjustment;
4. Consideration of whether the customer shall be permitted to amortize the unpaid balance of the account over a reasonable period of time; and
5. Any other factor deemed relevant by the General Manager.

### **Section 8: Request for Relief, leak adjustments**

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

### **Section 9: Appeals**

- a. Any customer of the District who disputes the General Manager's final decision under section 7 and 8 of this policy, may appeal the decision by filing a "Notice of Appeal" no later than fifteen (15) days from the date of the General Manager's final decision. Appeals of the General Manager's decision shall be heard by the Board of Directors.
- b. No customer shall be entitled to a hearing before the Board of Directors without first requesting relief pursuant to Section 7 or Section 8.
- c. The Notice of Appeal shall set forth the basis for the appeal and all facts upon which the appeal is based.
- d. Within fifteen (15) days of receiving the Notice of Appeal, the General Manager shall notify the appellant of the time and place for the hearing. The General Manager shall provide notice of the hearing to the appellant no later than fourteen (14) days prior to the hearing.
- e. The customer may present evidence demonstrating that the utility bill is inaccurate, or the amount owed is improper. The General Manager may present evidence that demonstrates the accuracy of the utility bill and evidence that justifies the amount of the utility bill.
- f. The Board of Directors may affirm the amounts assessed by the General Manager, reduce any portion of the delinquent amount or penalties, or find that the imposition of the penalty is not warranted. When reducing the amount sought by the utility bill, the Board shall make a finding on the record that the reduction is in the public interest.

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

### **Section 10. Collection Via Tax Roll**

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

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

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

### **Section 11. Severability**

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



**San Miguel Utility Billing Policy**  
**May 2024**  
**Effective as of June 16<sup>th</sup> 2024**

**Section 1. Policy Purpose and Application**

The Board of Directors adopts this policy to:

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

**Section 2. Payment Due**

Payment for services shall be due upon receipt and are deemed past due by the 14<sup>th</sup> of the following month. Accounts are subject to discontinuation of services, per Section 6 of this Policy, 60 days after the billing date shown on the bill ("Amount Due After Date").<sup>1</sup>

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<sup>1</sup> This provision is a requirement of SB 998, and the District shall be compliant with this provision on or before April 1, 2020.

### **Section 3: Late Fees**

- a. Payments received after the due date (Penalty Date) will be assessed a ten percent (10%) penalty of any unpaid balance, in compliance with California Government Code section 61115, subdivision (A)(3)(c). For every month a balance remains unpaid, the District will assess an additional one percent (1%) penalty for each month the balance remains unpaid. The additional 1% penalty each month is in addition to the initial ten percent (10%) penalty.
- b. The District will waive interest charges on a delinquent bill once every 12 months for a residential customer who can demonstrate to that his or her household income is below 200 percent of the federal poverty line.<sup>2</sup>
- c. Each customer shall be responsible for paying reasonable expenses of collection, including, but not limited to, attorney's fees and costs should it become necessary to use such measures to collect the charges on the customer's account.

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

#### a. Water Billing

##### i. *Meters 1 ½" and larger*

All services with water meters 1 1/2" and larger in size, regardless of occupancy, will be considered commercial and charged according to the size of the meter in addition to the non-residential usage tier rates for actual usage.

##### ii. *Meters 1" and smaller (single family)*

All water meters 1" and smaller in size which serve single-family residences will be charged one (1) 1" meter fixed rate per separate residence and usage based on the Single-Family Residential Tier structure.

-ADUs sharing a service with a Single-Family residence are not considered a separate residence and not billed a separate fixed rate.

-ADUs with separate services are considered Single-Family for the purposes of this policy.

##### iii. *Meters 1" and smaller (multifamily)*

All water meters 1" and smaller in size which serve properties with multi-family residential units will be charged one (1) 1" meter fixed rate per separate residential building and usage based on the Single-Family Residential Tier structure.

##### iv. *Meters 1" and smaller (commercial and mixed use)*

All water meters 1" and smaller in size which serve properties with commercial or mixed-use occupancies will be classified as commercial and charged one (1) 1" meter fixed rate per separate building and usage based on the non-residential Tier structure.

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<sup>2</sup> This provision is a requirement of SB 998, and the District shall be compliant with this provision on or before April 1, 2020.

## Wastewater Billing

i. Single Family Residential

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

ii. Multifamily residential

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

iii. Multiple Unit residential

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

Properties with multiple single-family residential buildings which are each in excess of 500 square feet in size and served by a single meter will be considered single-family residences and be charged one (1) single family fixed charge per separate residence.

iv. Commercial and Mixed use

Commercial and mixed-use services will be charged one (1) commercial fixed charge per separate building and a usage rate based on their volumetric strength, as determined by the current strength listing adopted by board resolution.

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

## **Section 5: Long term Suspension of service**

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

- f. On the day of the suspension the water meter will be turned off and locked.
- g. The District is not responsible for damage to piping or personal property past the water meter due to the long-term suspension of water and sewer service.
- h. If the service to be suspended also provide water to residential or commercial fire sprinklers, then the suspension of that service will cause the fire sprinklers to not work. The District is not responsible for damage to the building, fire sprinkler system, or any other property as a result of the water being turned off at the account holders request.

**Section 6: Discontinuance of Service**

*Notice to Residential Owner*

Prior to the Discontinuation of Services Date, the District will take the following steps:

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

residing at the residence by telephone, text or email at least 24 hours prior to the Discontinuation of Service Date.

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

***Notice to Landlord/Tenant Individual Meter***

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

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  - This notice must be sent by mail, postage prepaid to customer whom the service is billed.
  - This notice will include the following information:
    1. Name and address of the delinquent customer;
    2. The amount of the delinquency;
    3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
    4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
    5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;
    6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable);



7. The telephone number of a District employee who can provide additional information or institute arrangements for payment;
  8. The date that the District will discontinue services; and
  9. Information that the residential occupants have the right to become customers of the public utility without being required to pay the amount due on the delinquent account.
- b. If the District is unable collect the delinquent amount, or unable to contact the account holder or other responsible party the District shall deliver a “48-hour Disconnection Notice”, in the form of a door hanger placed at the service address, informing the delinquent customer that their service will be disconnected on a specified date if the account remains unpaid.
  - c. Once a 48-hour disconnection notice has been delivered, the District shall make a good faith effort to contact the account holder, property owner, or other responsible adult residing at the residence by telephone, text or email at least 24 hours prior to any termination of service.
  - d. If the District is unable to make contact with a responsible party, a 24-hour shut of notice will be delivered to the service address in the form of a door hanger, indicating the shut off reason, date, amount owed and approximate shut off time.
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  - f. Services not disconnected prior to an appeal, as outlined in Section 9 of this Policy below, or request for relief shall not be disconnected until the Board of Directors rules on the appeal.
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***Notice to Landlord/Tenant Master Meter***

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

Prior to the Discontinuation of Services Date, the District will take the following steps:

- a. The District will make a good faith effort to contact the account holder or other responsible party by telephone, personal contact, and if possible, by text or email regarding the outstanding charges. Additionally, the District must provide notice to the customer of delinquency and pending termination at least fifteen (15) days prior to the Discontinuation of Services Date.
  - This notice must be sent by mail, postage prepaid to customer whom the service is billed.

- This notice will include the following information:
  1. Name and address of the delinquent customer;
  2. The amount of the delinquency;
  3. Date by which payments or arrangements for payment is required to avoid discontinuation of service or charges;
  4. Procedure by which the customer may initiate a complaint or request an investigation concerning service or charges;
  5. Procedure by which the customer may request the implementation of a payment plan for the unpaid charges;
  6. Procedure for the customer to obtain information on the availability of financial assistance (including private, local, state, or federal sources, if applicable);
  7. The telephone number of a District employee who can provide additional information or institute arrangements for payment;
  8. The date that the District will discontinue services;
  9. Information that the residential occupants have the right to become customers of the public utility without being required to pay the amount due on the delinquent account; and
  10. Must specify, in plain language, what the residential occupants are required to do in order to prevent discontinuation of service, or to reestablish service; and
  11. The telephone number of a qualified legal services project, which has been recommended by the local county bar association.

***Notice to Elderly or Dependent Adult***

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

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

### ***Exceptions to Discontinuation of Services***

The District will not discontinue services in the following instances:

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

### **Section 7: Request for Relief**

- a. Any customer of the District may file a written request with the General Manager disputing any fee or charge assessed by the District or water service disconnection within five (5) days of the fee becoming due or water service becoming disconnected. Time limitations prescribed by this subsection shall not apply within the first ninety (90) days of this policy's adoption.
- b. Within thirteen (13) days of submitting the request in writing, the customer may make a request for an extension of the payment period of a bill asserted to be beyond the means of the customer to pay in full during the normal period for payment.
- c. The General Manager shall review all written requests for relief and either deny the request or grant the relief requested or a portion thereof. Factors for consideration shall include:
  1. Billing errors;
  2. Faulty meter or a misread meter;
  3. A water leak was present necessitating a leak adjustment;
  4. Consideration of whether the customer shall be permitted to amortize the unpaid balance of the account over a reasonable period of time; and
  5. Any other factor deemed relevant by the General Manager.

### **Section 8: Request for Relief, leak adjustments**

- a. Any customer of the District may file a written request for a leak adjustment.

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

### **Section 9: Appeals**

- a. Any customer of the District who disputes the General Manager's final decision under section 7 and 8 of this policy, may appeal the decision by filing a "Notice of Appeal" no later than fifteen (15) days from the date of the General Manager's final decision. Appeals of the General Manager's decision shall be heard by the Board of Directors.
- b. No customer shall be entitled to a hearing before the Board of Directors without first requesting relief pursuant to Section 7 or Section 8.
- c. The Notice of Appeal shall set forth the basis for the appeal and all facts upon which the appeal is based.
- d. Within fifteen (15) days of receiving the Notice of Appeal, the General Manager shall notify the appellant of the time and place for the hearing. The General Manager shall provide notice of the hearing to the appellant no later than fourteen (14) days prior to the hearing.
- e. The customer may present evidence demonstrating that the utility bill is inaccurate, or the amount owed is improper. The General Manager may present evidence that demonstrates the accuracy of the utility bill and evidence that justifies the amount of the utility bill.
- f. The Board of Directors may affirm the amounts assessed by the General Manager, reduce any portion of the delinquent amount or penalties, or find that the imposition of the penalty is not warranted. When reducing the amount sought by the utility bill, the Board shall make a finding on the record that the reduction is in the public interest.
- g. The Board of Directors' decision shall be final, and outstanding balances shall be due immediately, unless otherwise extended by the Board of Directors.
- h. The Board of Directors, in its sole discretion, may refuse to hear an appeal and instead have the appeal heard by a neutral arbitrator. Costs of arbitration prescribed by this subsection shall be split evenly by the District and the customer.

### **Section 10. Collection Via Tax Roll**

Any amount that remains outstanding thirty (30) days after the appeal hearing or any amount that becomes final and unappealable may be collected on the tax roll in the same manner as property

taxes, pursuant to Government Code section 61115. The General Manager shall prepare and file a report with the Board of Directors that describes the affected property and the amount of charges and delinquencies for the year. The General Manager shall publish notice of the filing of the report and of the time and place for a public hearing in a newspaper of general circulation once a week for two weeks at least fourteen (14) days prior to the public hearing.

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

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

**Section 11. Severability**

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

**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

May 23, 2024

**AGENDA ITEM: 10.4**

**SUBJECT:**

Approve RESOLUTION 2024-21 authorizing the abatement of weeds within the District boundaries.  
(Review and approve by 3/5 vote)

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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 Resolution 2024-21 authorizing Fire Chief to have weed abatement work performed from attached list (Exhibit A)

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**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, 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 23, 2024 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 341 notices were sent out to property owners on April 26, 2024 informing them of their obligation to abate their properties of combustible weeds by June 3, 2024.

The attached list, Exhibit A, is the lists of 108 properties that were given notice to abate weeds, on June 3rd 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. A list of the lots that required abatement will be presented to the Board at a Public Hearing to be held on June 27th 2024.

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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 27, 2024, 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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**RESOLUTION NO. 2024-21**  
**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 25<sup>th</sup>, 2024, the Board of Directors (“Board”) of the San Miguel Community Services District (“District”) adopted Resolution No. 2024-11 declaring certain weeds located on private properties within District boundaries to be a public nuisance; and

**WHEREAS**, a meeting was held on May 23<sup>rd</sup>, 2024, 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 23<sup>rd</sup>, 2024, at 6:00pm 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. 2024-11 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 27<sup>th</sup>, 2024, 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:**

The foregoing Resolution is hereby passed and adopted this 23<sup>rd</sup> day of May 2024

\_\_\_\_\_  
Scott Young, Fire Chief

\_\_\_\_\_  
Rod Smiley, President Board of Directors

ATTEST:

APPROVED AS TO FORM:

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

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



Exhibit A- 2nd List to BOD 5-23-2024

#	APN	Number	STREET	STAV	LEGAL	EST_ACRES
4	021-051-020				BOE 872-40-10E PAR 20	0.23
5	021-051-022				BOE 872-40-10D PAR 19	1.72
16	021-091-008	1703	MISSION	ST	TN SAN MIG BL 53 LTS 15 & 16	0.23
19	021-092-002	0	17TH	ST	TN SAN MIGUEL BL 68 & PTN ABD RD	0.2
20	021-111-009				003.51AC VAC TN SAN MIG P TN BL 54 & ABD RDS	0.28
23	021-112-002	0	16TH	ST	TN SAN MIGUEL BL 67 & PTN ABD RD	0.19
24	021-121-002	1599	K	ST	TN SAN MIGUEL BL 23 LTS 1 & 2	0.28
26	021-121-008	1501	K	ST	TN SAN MIGUEL BL 23 LTS 15 & 16	0.28
27	021-122-005	1560	K	ST	TN SAN MIGUEL BL 36 LTS 26 & 27	0.17
29	021-122-012	1599	L	ST	TN SAN MIGUEL BL 36 LTS 1 TO 3	0.38
30	021-122-015	1580	K	ST	TN SAN MIGUEL BL 36 LTS 28 TO 30	0.3
32	021-122-021	1502	K	ST	TN SAN MIGUEL BL 36 PTN LTS 17 TO 19	0.26
37	021-131-004	1588	L	ST	TN SAN MIGUEL BL 55 LTS 27 & 28	0.08
38	021-131-011	1525	MISSION	ST	TN SAN MIGUEL PTN BL 55 LESS 75% MIN RTS IN PTN	0.63
42	021-131-020	349	15TH	ST	TN SAN MIGUEL BL 55 L TS 17 & 18	0.18
43	021-131-023	1599	MISSION	ST	PM 46/72 PAR 4 & PTN RD	0.18
44	021-131-025	340	16TH	ST	TN SAN MIGUEL PM 53-75 PA R 2	0.17
47	021-141-007	1530	MISSION	ST	TN SAN MIGUEL PTN DEPOT GRDS	0.27
48	021-141-008	1520	MISSION	ST	TN SAN MIGUEL PTN DEPOT GRDS	0.19
49	021-141-009	1510	MISSION	ST	TN SAN MIGUEL PTN DEPOT GRDS	0.28
56	021-141-017	1401	N	ST	BOE 872-40-10K PAR 28 PTN	0.24
57	021-141-024	0	MISSION	ST	PM 63/67-71 PAR 8	0.19
64	021-152-011	611	POQUITA	LN	TR 1552 LT 11	0.08
74	021-152-041	540	16TH	ST	TN SAN MIGUEL T25S R12E PTN SEC 16	0.18
96	021-157-042	0	BENEDICT	ST	TR 2605 LT 42	0.24
97	021-158-012	1650	VERDE	PL	TR 2750 LT 12	0.17
99	021-161-002	1499	K	ST	TN SAN MIGUEL BL 24 LTS 1 TO 4	0.16
100	021-161-005	1421	K	ST	TN SAN MIGUEL BL 24 LTS 12 TO 16	0.17
101	021-162-001	1498	K	ST	TN SAN MIGUEL BL 35 LTS 30 TO 32	0.17
102	021-162-004	1440	K	ST	TN SAN MIGUEL BL 35 LTS 23 TO 26	0.19
105	021-162-007	205	14TH	ST	TN SAN MIGUEL BL 35 LTS 17 & 18	0.29
108	021-162-011	1415	L	ST	TN SAN MIGUEL BL 35 LTS 13 & 14	0.25
110	021-162-013	1470	K	ST	TN SAN MIGUEL BL 35 LTS 27 TO 29	0.14
117	021-171-012	1417	MISSION	ST	TN SAN MIG BL 56 LT 10	0.23
118	021-171-013	1411	MISSION	ST	TN SAN MIGUEL BL 56 LT 13 & PTN LT 12	0.17
120	021-171-022	355	14TH	ST	TN SAN MIGUEL BL 56 LTS 14 TO 16	0.19
123	021-181-008	1428	N	ST	TN SAN MIGUEL BL 71 LTS 10 TO 12	0.55
125	021-192-011	1499	BONITA	PL	TR 32 BL 1 PTN LTS 13&14	0.15
126	021-192-022	625	RIVER	RD	PM 76/60-61 PAR 1	0.12
127	021-192-023	675	RIVER	RD	PM 76/60-61 PAR 2	0.19
130	021-193-014	1415	VERDE	PL	TN SAN MIGUEL TR 32 BL 2 LTS 10 & 11	0.18
132	021-194-017	1450	VERDE	PL	TR 32 BL 3 LT 3	0.17
143	021-201-004	1343	K	ST	TN SAN MIGUEL BL 25 LTS 9 TO 11	0.08
145	021-202-001	1396	K	ST	TN SAN MIGUEL BL 34 LTS 31 & 32	0.08
146	021-202-003	1372	K	ST	TN SAN MIGUEL BL 34 LTS 28 & 29 & PTN LT 30	0.08
147	021-202-005	1354	K	ST	TN SAN MIGUEL BL 34 LTS 22 TO 24	0.08
149	021-202-012	0	L	ST	TN SAN MIG BL 34 LTS 12 TO 16	0.08
151	021-202-019	1320	K	ST	TN SAN MIG BL 34 LTS 19, 20 & 21	0.2
152	021-211-002	1352	L	ST	TN SAN MIGUEL PTN BL 57	0.17
156	021-211-016	1383	MISSION	ST	TN SAN MIGUEL BL 57 LTS 1 TO 5	0.14
158	021-221-042	0	UNKNOWN	ST	BOE 872-40-10K PAR 28 PTN	17.67
160	021-231-005	590	14TH	ST	TN SAN MIGUEL T25S R12E PTN SEC 16	2.66
161	021-231-007	0	UNKNOWN		TN SAN MIGUEL BL 73 LTS 1 TO 4 & PTN ST	0.21
163	021-231-017	599	12TH	ST	T25S R12E PTN SEC 16	4.66
165	021-231-024	1222	N	ST	TN SAN MIGUEL BL 73 PTN LTS 10 TO 14	2.02
173	021-231-038	549	12TH	ST	TN SAN MIGUEL PM 44/77 PA R B	0.15
174	021-231-041	0	N	ST	TN SAN MIGUEL BL 73 PTN L TS 10 THRU 14	0.15
176	021-241-008	0	11TH	ST	T25S R12E PTN SEC 16	0.17
179	021-241-033	640	11TH	ST	T25S R12E PTN SEC 16	10.38
189	021-252-002		NONE		000.94AC RECREATION	0.25
190	021-252-004		NONE		000.60AC BUILDING	1.38
191	021-252-006	1201	L	ST	TN SAN MIGUEL BL 33 LOTS 15 & 16	5.51
192	021-252-009	249	12TH	ST	TN SAN MIGUEL BL 33 E 1/2 LTS 17 TO 21	0.18
195	021-261-003	1250	L	ST	TN SAN MIGUEL BL 58 LTS 24 TO 26	0.27
198	021-261-014	1249	MISSION	ST	TN SAN MIGUEL BL 58 LT 9	6.66
200	021-261-021	1205	MISSION	ST	TN SAN MIGUEL BL 58 LT 16	0.31
201	021-271-001	1185	K	ST	TN SAN MIG BL 27 LTS 1 TO 4	0.3
211	021-281-011	0	MISSION	ST	TN SAN MIGUEL BL 59 LT 7	0.74
214	021-281-021	1170	L	ST	BOE 243-40-2 PAR 1	0.22

Exhibit A- 2nd List to BOD 5-23-2024

219	021-291-012	560	12TH	ST	TN SAN MIGUEL BL 74 LTS 1 TO 16	0.1
221	021-301-004	0	K	ST	TN SAN MIG BL 28 PTN LTS 7 TO 16	0.06
222	021-301-006	1099	K	ST	TN SAN MIG BL 28 PTN LTS 1 TO 6 & ABA ST	2.47
223	021-302-006	1071	L	ST	TN SAN MIGUEL BL 31 LTS 1 TO 4	2.11
224	021-302-008	1010	L	ST	TN SAN MIG BL 31 LTS 13 TO 16 LESS 50% MR	0.25
225	021-302-010		NONE		TN SAN MIGUEL BL 31 LTS 10 TO 12	0.16
228	021-302-016	1040	K	ST	TN SAN MIG BL 31 LTS 22 TO 24	0.17
238	021-322-014	947	L	ST	TN SAN MIGUEL MCD ADD BL 30 LTS 10 & 11	0.16
239	021-322-015	939	L	ST	TN SAN MIGUEL MCD ADD BL 30 LTS 12,13& N 1/2 LT 14	0.18
242	021-331-001	0	L	ST	TN SAN MIGUEL BL 61 LTS 30 TO 32	0.25
243	021-331-019	0	MISSION	ST	MCD ADD BL 61 LT 4,5,PTN LT 3 & PTN ABD RD	0.17
244	021-331-034	966	L	ST	TN SAN MIGUEL MC D ADD BL 61 LTS 23 THUR 24	0.11
248	021-351-002	0	MISSION	ST	PM 25/90 PAR 2	0.1
249	021-351-003	0	MISSION	ST	PM 25/90 PAR 1 & PTN ABD RD	0.11
250	021-351-004		NONE		T25S R12E SEC 20 PTN LT 3 7	0.15
251	021-351-006		MISSION	ST	T25S R12E SEC 20 PTN LT 3 8	0.36
256	021-361-010	926	SOKA	WY	TR 2527 LT 60	0.11
257	021-362-001	1051	WIMER	WY	TR 2527 LT 1	0.11
271	021-363-037	926	SOKA	WY	TR 2527 REMAINDER	0.11
275	021-371-004		UNKNOWN		T25S R12E SEC 20 PTN LT 2	0.12
280	021-401-008	580	11TH	ST	T25S R12E PTN SEC 16	0.14
281	021-401-011	124	LUBOVA	WY	T25S R12E PTN SEC 16	12.85
290	027-221-011	2882	SAN PABLO	DR	SAN LAWR TER PTN LT 32	1.69
292	027-221-023	2884	SAN PABLO	LN	SAN LAWR TER PTN LT 32	1.01
297	027-221-033	3170	SAN PABLO	DR	SAN LAWR TER PTN LT 32	1.87
300	027-221-041	8750	OAK	DR	SAN LAWR TER PTN LT 31	0.31
301	027-221-044	0	LINDA VISTA	DR	SAN LAWR TER LT 33	0.94
302	027-221-045	8550	MAGDALENA	DR	SAN LAWR TER LT 34	0.33
303	027-221-052	8845	OAK	DR	SAN LAWR TER PTN LT 36	0.71
304	027-221-056	9850	RIVER	RD	PM 42-81 PAR 2	4.71
309	027-221-066	9930	NO RIVER	RD	PM 79/60-62 PAR 2	10.33
320	027-241-059	8790	OAK	DR	PM 40-28 PAR B	0.87
321	027-241-060	8708	OAK	DR	PM 62/47-48 PAR 1	3.29
327	027-251-008	8715	MAGDALENA	DR	SAN LAWR TER PTN LT 44	0.37
328	027-251-014	8707	MAGDALENA	DR	SAN LAWR TER PTN LT 44	0.14
329	027-251-017	0	MAGDALENA	DR	SAN LAWR TER PTN LTS 41 & 42	0.07
330	027-251-019	9510	RIVER	RD	SAN LAWR TER LT 48	0.15
335	027-271-041	13350	RIVER	RD	T25S R12E PTN SEC 16	0.26
341	027-420-017	3000	INDIAN VALLEY	RD	COAL 90-199 RS 65-85	10.41

108 total

**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

May 23, 2024

**AGENDA ITEM: 10.5**

**SUBJECT:** Discussion on Street Lighting and Landscaping powers within the District.

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**SUGGESTED ACTION:** Landscaping discussion

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**DISCUSSION:**

Government Code Section 61100, identifies 31 services and facilities that Community Services Districts are authorized to provide within their boundaries. Following legislative changes brought on by SB 135, SLO LAFCO passed LAFCO resolution No. 2006-03 which clearly documented which powers were being exercised by District's in SLO County. SMCS D's active powers were determined to be as follows: 1) Water, 2) Sewer, 4) Solid Waste, 5) Fire Protection, and 6) Street Lighting.

Government Code section 61100 has two separate subdivisions giving powers to CSDs: Subdivision (g), which allows street lighting and landscaping powers; and (e), which allows a CSD to acquire, construct, improve, maintain, and operate recreation facilities, such as parks and open space. The common definition for "landscaping" is the process of making a piece of land more attractive by altering the existing design, adding ornamental features, and planting trees and shrubs. The authority provided under Government Code section 61100, as approved by LAFCO, is limited to public property, public rights-of-way, and public easements.

"Street Lighting," as identified in LAFCO Reso No. 2006-03, is considered a general description term used to identify the power described in subsection (g). Therefore, a CSD with street lighting power also has the power to offer landscaping services that are further described in Section 61100 (g). No further action would be required for SMCS D to offer landscaping services within district boundaries, as it is currently authorized to do so consistent with Section 61100(g). It is important to note the landscaping that is permissible must be limited to landscaping on "public property, public rights-of-way, and public easements", as per Section 61100(g).

At the April 2024 Board meeting, Director Baker, seconded by Director Davis, requested a discussion item be agendized to discuss the powers outlined above.

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**FISCAL IMPACT:**

There is no fiscal impact anticipated at this time for this discussion item; however, there may be costs incurred in staff and legal time should the Board request additional research or other direction to staff.

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PREPARED BY: Christina Pritchard

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**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

**May 23, 2024**

**AGENDA ITEM: 11.1**

**SUBJECT:** Update from May 22, 2024 Paso Basin Cooperative Committee meeting

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**SUGGESTED ACTION:** Discuss action taken at recent PBCC meeting.  
No action to be taken at this time. Direction may be given to the General Manager to agendize for a future meeting.

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**DISCUSSION:**

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**FISCAL IMPACT:**  
No proposed cost at this time

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**PREPARED BY:** Kelly Dodds

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**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

May 23, 2024

**AGENDA ITEM: 13.1**

**SUBJECT:**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code, § 54957(b)(1)) Title: General Manager**

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**SUGGESTED ACTION:** Discussion

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**DISCUSSION:**

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**FISCAL IMPACT:**

Unknown

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**PREPARED BY:** Kelly Dodds

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**San Miguel Community Services District Board Of Director & Groundwater  
Sustainability Agency  
Staff Report**

**May 23, 2024**

**AGENDA ITEM: 13.2**

**SUBJECT: CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation**

Pursuant to Government Code Section 54956.9 (d)(1) Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039* and Case: *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*

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**SUGGESTED ACTION:** Discussion

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**DISCUSSION:**

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**FISCAL IMPACT:**

No additional cost for this time.

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**PREPARED BY:** Kelly Dodds

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