



Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

John Green, President
Anthony Kalvans, Director

Joseph Parent, Vice President
Gib Buckman, Director

Ashley Sangster, Director

THURSDAY, MAY 24, 2018 6:00 P.M. closed session 7:00 P.M. opened session BOARD OF DIRECTORS REGULAR MEETING AGENDA

**SMCSD Boardroom
1150 Mission St.
San Miguel, CA 93451**

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

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

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

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

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

- I. Call to Order: 6:00 PM**
- II. Pledge of Allegiance:**
- III. Roll Call:**
- IV. Approval of Special Meeting Agenda**
- V. ADJOURN TO CLOSED SESSION: Time: _____**

A. CLOSED SESSION AGENDA:

- 1. CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation** Pursuant to Government Code Section 54956.9 (d)(1) Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039* and Case: *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*
- 2. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 : (1 case)
- 3. CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)
District Representatives: District General Counsel, Director Kalvans, and Director Green.
Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit

- VI. Call to Order for Regular Board Meeting/Report out of Closed Session 7:00 PM**
 - 1. Report out of closed session by District General Counsel

VII. Public Comment and Communications:

Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are limited to three minutes. Please complete a "Request to Speak" form and place in basket provided.

VIII. Special Presentations/Public Hearings/Other:

- 1. PUBLIC HEARING FOR THE ADOPTION OF WATER AND SEWER RATES:**
Pursuant to Article XIII (D) of the California Constitution that San Miguel Community Services District is holding a public hearing as part of the District’s Board meeting to consider increasing its rates for water and wastewater services.

IX. Staff & Committee Reports – Receive & File:

Non-District Reports:

- | | | |
|--|---------------------|-----------|
| 1. San Luis Obispo County Sheriff | (Commander K.Scott) | No Report |
| 2. San Luis Obispo County Board of Supervisors | | No Report |
| 3. San Luis Obispo County Planning and/or Public Works | | No Report |
| 4. San Miguel Area Advisory Council | | No Report |
| 5. Camp Roberts—Army National Guard | (LTC Kevin Bender) | No Report |

District Staff & Committee Reports:

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

X. CONSENT CALENDAR:

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

- 1.** Review and Approve Board Meeting Minutes
 - a) 03-22-18 Special Meeting Minutes
 - b) 04-26-18 Regular Meeting Minutes

- 2.** Review and Approve **revision** to **Resolution 2018-12**, from Amount not to exceed \$9,950.00 to not to exceed \$10,698.19 for purchase of high pressure pump system from Micro Droplet Systems.

XI. BOARD ACTION ITEMS:

- 1. Review, Discuss, Receive and File the Enumeration of Financial Report for April 2018**
 - a) Claims Detail Report 4-2018
 - b) Statement of Revenue Budget vs Actuals 4-2018
 - c) Statement of Expenditures Budget vs Actual 4-2018
 - d) Cash Report for Payrolls 4-2018

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

M_____ S_____ V_____

- 2. Consider Adoption of Resolution No. 2018-15 Adopting the FY 2018-19 Operations and Maintenance Budget.**

Recommendation: Review and Discuss Approving Resolution 2018-15 Adopting the 2018-19 FY Budget.

Public Comments: (Hear public comments)

M_____ S_____ V_____

3. Review and adopt Resolution 2018-18 increasing connection fees for water and wastewater based on the recommendation by Bartle Wells. New connection fees would be effective July 1st, 2018

Recommendation: Adopt resolution 2018-18 increasing connection fees for water and wastewater based on the recommendation by Bartle Wells. New connection fees would be effective July 1st, 2018

Public Comments: (Hear public comments)

M _____ S _____ V _____

4. Review and Discuss the existing District purchasing policy and procedure manual. (Dodds)

Recommendation: Review and Discuss the existing District purchasing policy and procedure manual and provide direction to staff

Public Comments: (Hear public comments)

5. Review timeline of water and wastewater projects in process and future projects. (informational only) (Dodds)

Recommendation: Review and provide comments to staff.

Public Comments: (Hear public comments)

6. Review and Discuss Public Surplus list, declaring items on the list as surplus and authorizing staff to dispose of them in accordance with the District’s Surplus equipment policy.

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

M _____ S _____ V _____

7. Consider Adoption of Resolution No. 2018-17 Authorizing the Abatement of Weeds Within the District Boundaries.

Recommendation: Staff requests that the Board hold a discussion to consider objections to the “Notice to Remove, Destroy, and/or Abate Vegetation, Rubbish and Debris”, overrule any objections and adopt **Resolution No 2018-17** authorizing Fire Chief to have weed abatement work performed.

Public Comments: (Hear public comments)

M _____ S _____ V _____

XII. BOARD COMMENT:

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

XIII. ADJOURNMENT TO NEXT REGULAR MEETING OF 6-28-2018 Time: _____

ATTEST:

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

I, Tamara Parent, Board Clerk/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO office on May 18, 2018

Date: May 18, 2018

Tamara Parent Approved 5-12-2018

Tamara Parent, Board Clerk/ Accounts Manager

Rob Roberson Approved 5-18-2018

Rob Roberson, Fire Chief/Interim General Manager

John Green Approved 5-11-2018

Approved by: President Green



2017-18 Water and Wastewater Rate Study
May 24, 2018



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

Rate Objectives

- Financially Sound
 - Fund operating and capital costs while maintaining prudent reserves and debt ratios
- Legally Compliant
 - Prop. 218

Prop. 218 states that a customer's rates "must not generate revenues in excess of the cost of service for which the fee is charged."

Cal. Const., art. XIII D, § 6, subd. (b).

Water Enterprise



Water Fund Key Issues

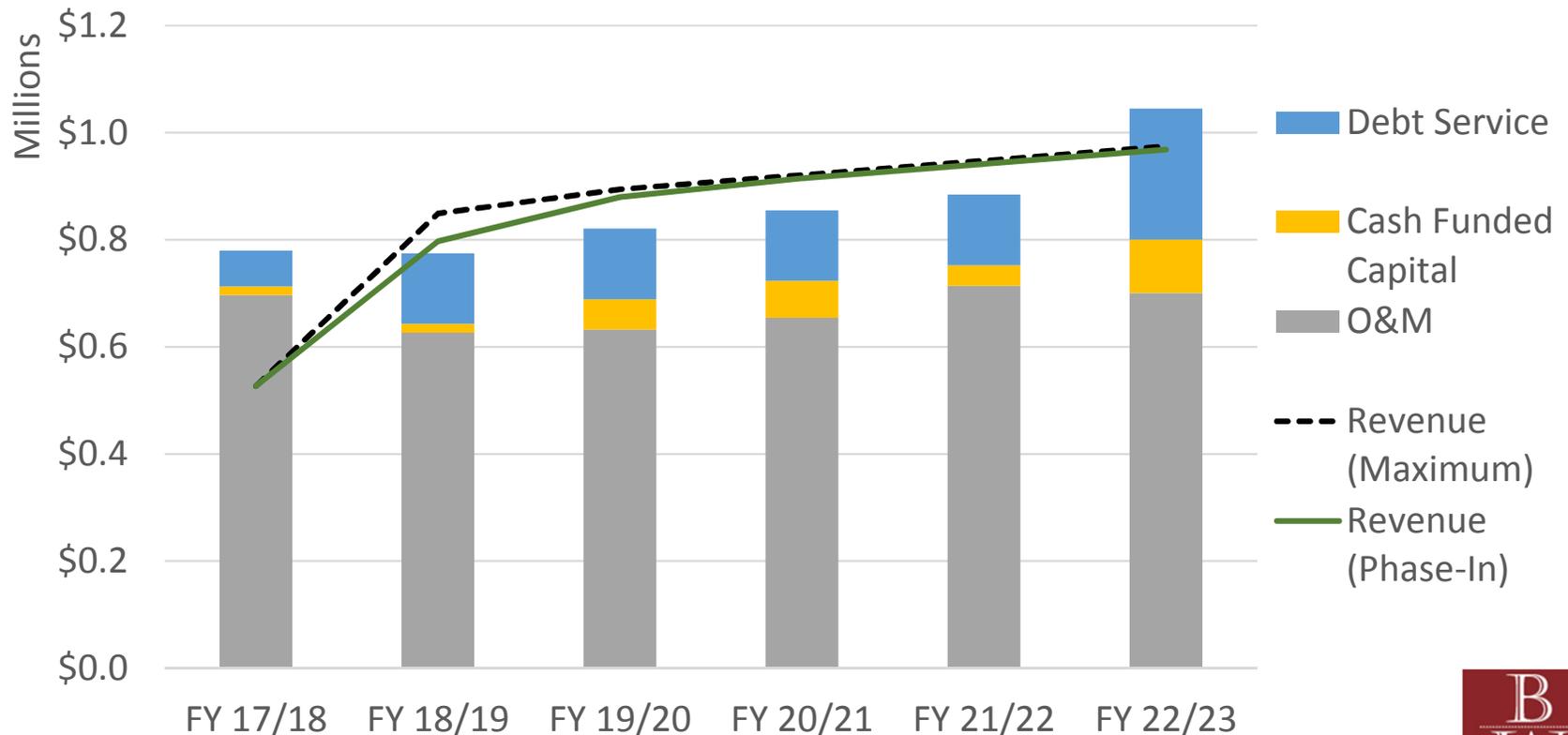
- **Operating fund deficit**
 - FY 18/19 projected operating deficit \$336,722
 - With no rate increase, the District will have zero funds in FY 20-21
- **Projected reserves end of FY 17/18**
 - Operating: \$0
 - Capacity: \$445,261
- **Ten-year capital plan (adjusted for inflation)**
 - \$5.2 million



Five-Year Water (Phase-In) Financial Plan

- Projected Phase-In Rate Revenue Increases

Scenario	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Phase-In	125.0%	8.0%	4.0%	3.0%	3.0%
Maximum	140.0%	5.0%	5.0%	5.0%	5.0%



5/18/2018



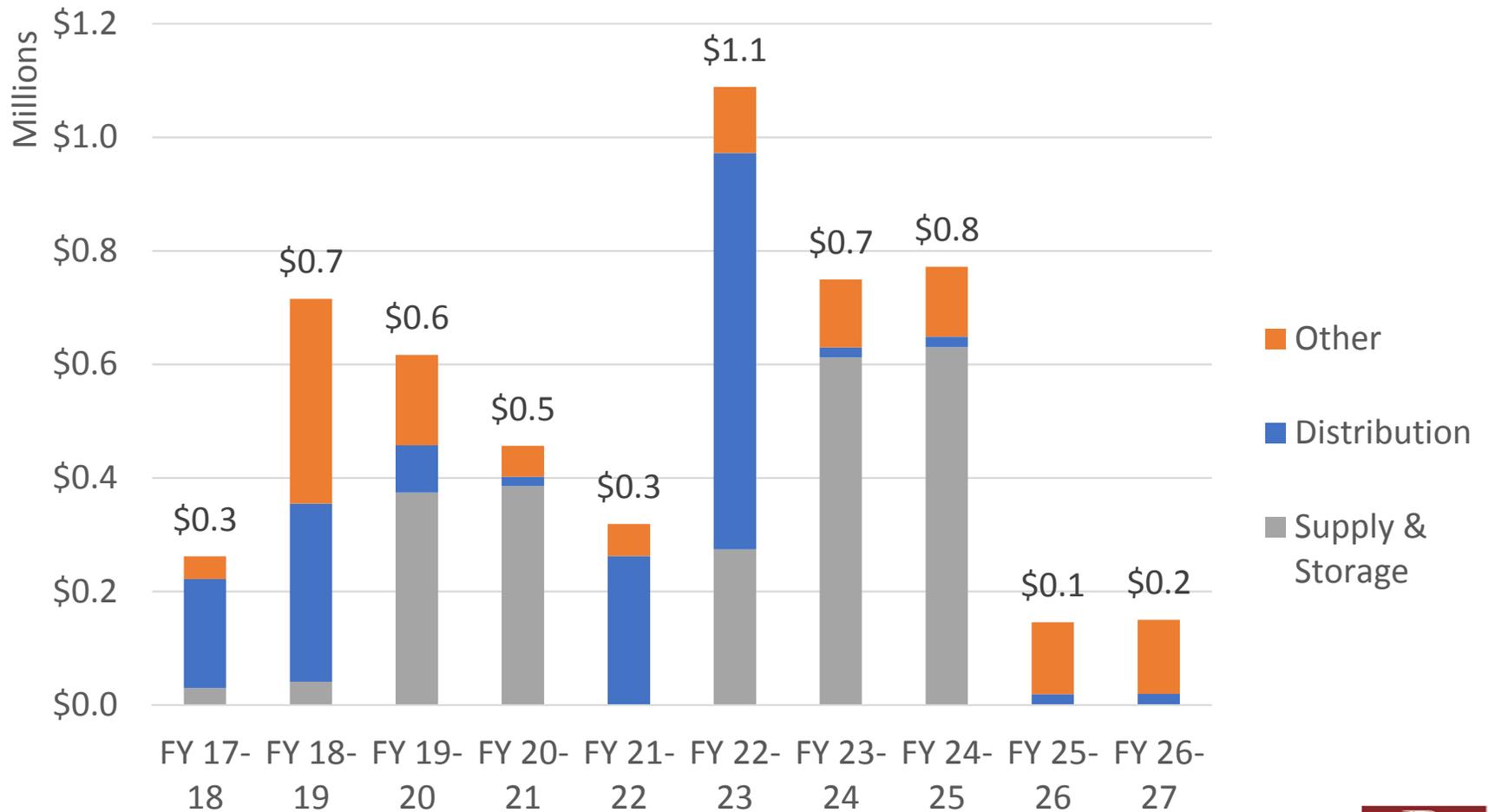
Ten-Year Water Capital Plan

- Capital expenditures included in proposed rates
 - **\$5.2 million** (inflation included)
- Projects dependent on regulation (excluded from proposed rates)
 - Water treatment upgrade: \$5.2 million
 - Potential capital surcharge \$22.70 per month per EDU
 - 40 years
 - SLT pressure system: \$1.2 million
 - Potential capital surcharge \$13.60 per month per EDU
 - 15 years



Ten-Year Water Capital Plan

- Total Capital Spending in Rates **\$5.2 Million**



Water Rate Structure Recommendations

Residential

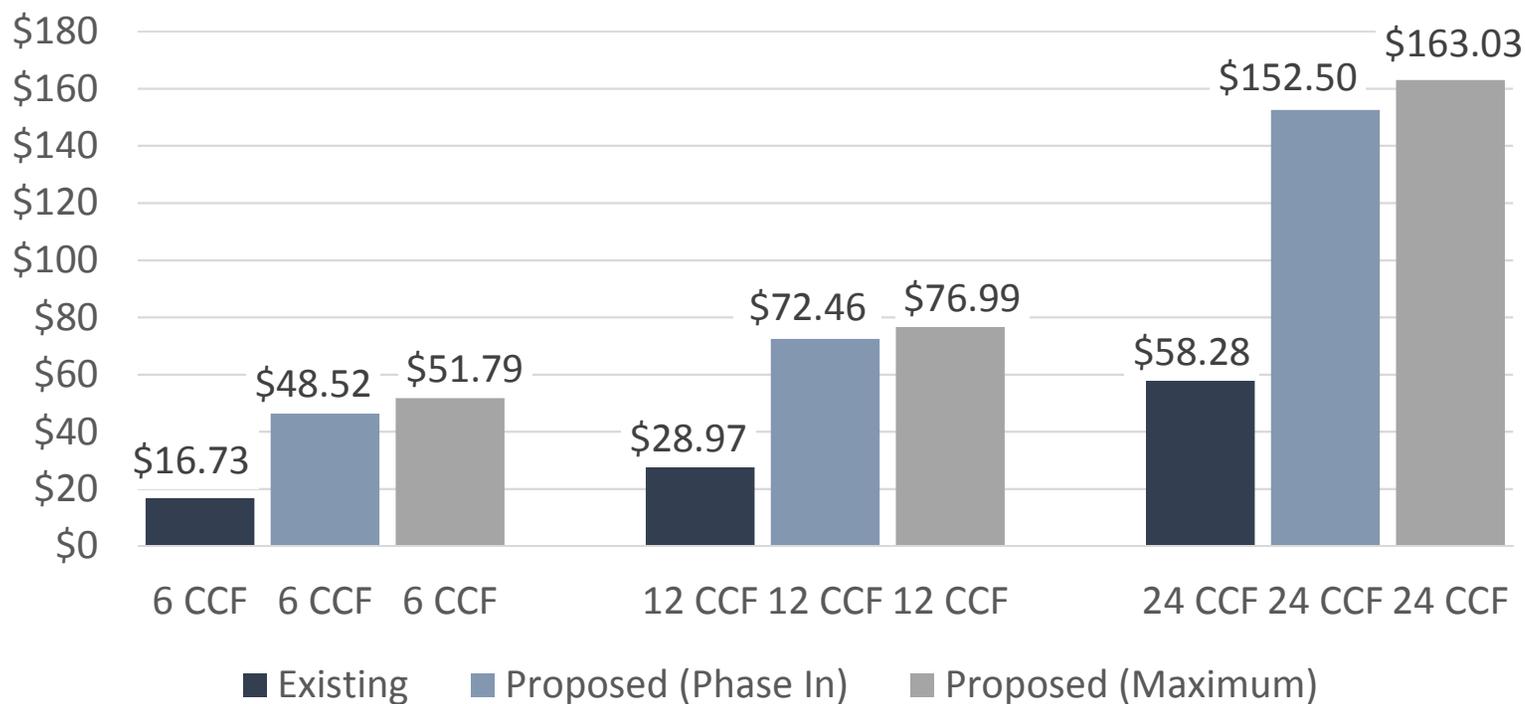
- Three tiers based on layering supplies

Non-Residential

- Two tiers which do not prioritize any specific type of commercial use and reflect the cost of service

Residential Water Customer Bill Impacts

Residential Bill Comparison (5/8" Meter)



6 CCF
60% of bills at or below 6 CCF

12 CCF
75% of bills at or below 12 CCF

24 CCF
5% of bills greater than 24 CCF

5/18/2018



Proposed Water Impact Fees

Recommendation: Multi-Family as Non-Residential

Fixed Rates (All Customers)		FY 18-19
<i>Meter Size</i>	<i>Existing</i>	<i>Proposed</i>
<i>Residential</i>		
Single Family	\$9,490	\$12,540
<i>Non-Residential</i>		
5/8"	\$9,490	\$12,540
3/4"	\$14,235	\$18,810
1"	\$23,725	\$31,360
1 1/2"	\$47,450	\$62,710
2"	\$75,920	\$100,340
3"	\$142,350	\$200,680
4"	\$237,250	\$313,560
6"	\$569,400	\$627,120



Proposed Monthly Fixed (Phase-In) Water Rates*

Monthly Fixed Rates		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
All Customers		Existing	Proposed	Proposed	Proposed	Proposed	Proposed
Meter Size							
5/8"		\$14.69	\$44.53	\$48.10	\$50.03	\$51.54	\$53.09
3/4"		\$14.69	\$44.53	\$48.10	\$50.03	\$51.54	\$53.09
1"		\$22.85	\$44.53	\$48.10	\$50.03	\$51.54	\$53.09
1 1/2"		\$39.17	\$74.12	\$80.05	\$83.26	\$85.76	\$88.34
2"		\$55.49	\$109.62	\$118.39	\$123.13	\$126.83	\$130.64
6"		\$300.29	\$606.62	\$655.15	\$681.36	\$701.81	\$722.87

*Fixed rates include the first five CCF of water



Proposed Monthly Volumetric (Phase-In) Water Rates

Single-Family Residential

Existing Structure

Tier 1 (0-5 CCF)	\$0.00
Tier 2 (6-12.5 CCF)	\$2.04
Tier 3 (12.5-25 CCF)	\$2.46
Tier 4 (25+ CCF)	\$3.27

Proposed Structure

(0-5 CCF)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(6-12 CCF)	\$3.99	\$4.31	\$4.49	\$4.63	\$4.77	\$4.77
(>12 CCF)	\$6.67	\$7.21	\$7.50	\$7.73	\$7.97	\$7.97

Non-Residential

Existing Structure

Tier 1 (0-5 CCF)	\$0.00
Tier 2 (6-12.5 CCF)	\$2.04
Tier 3 (12.5-25 CCF)	\$2.46
Tier 4 (25+ CCF)	\$3.27

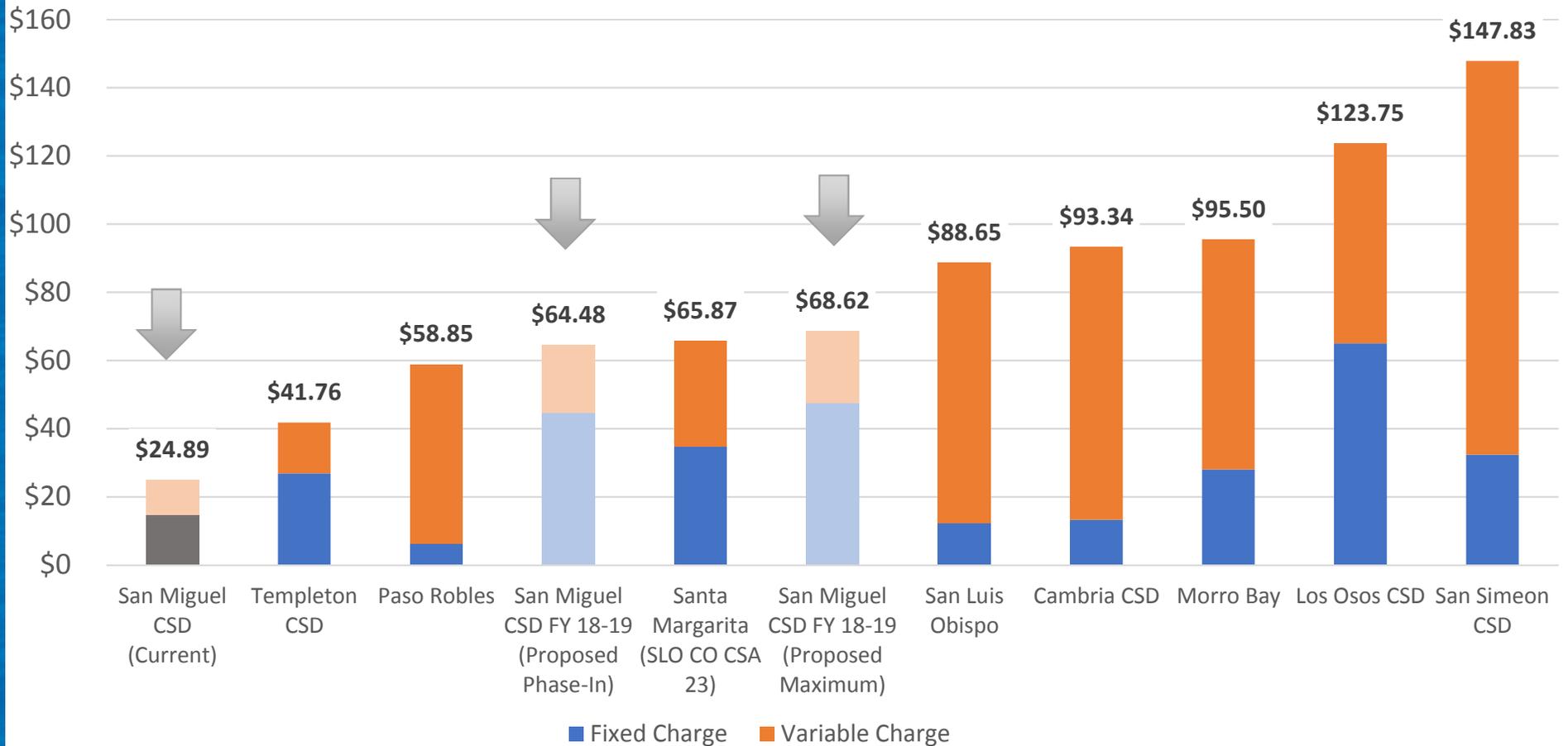
Proposed Structure

(0-5 CCF)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(>6 CCF)	\$4.63	\$5.01	\$5.22	\$5.38	\$5.55	\$5.55

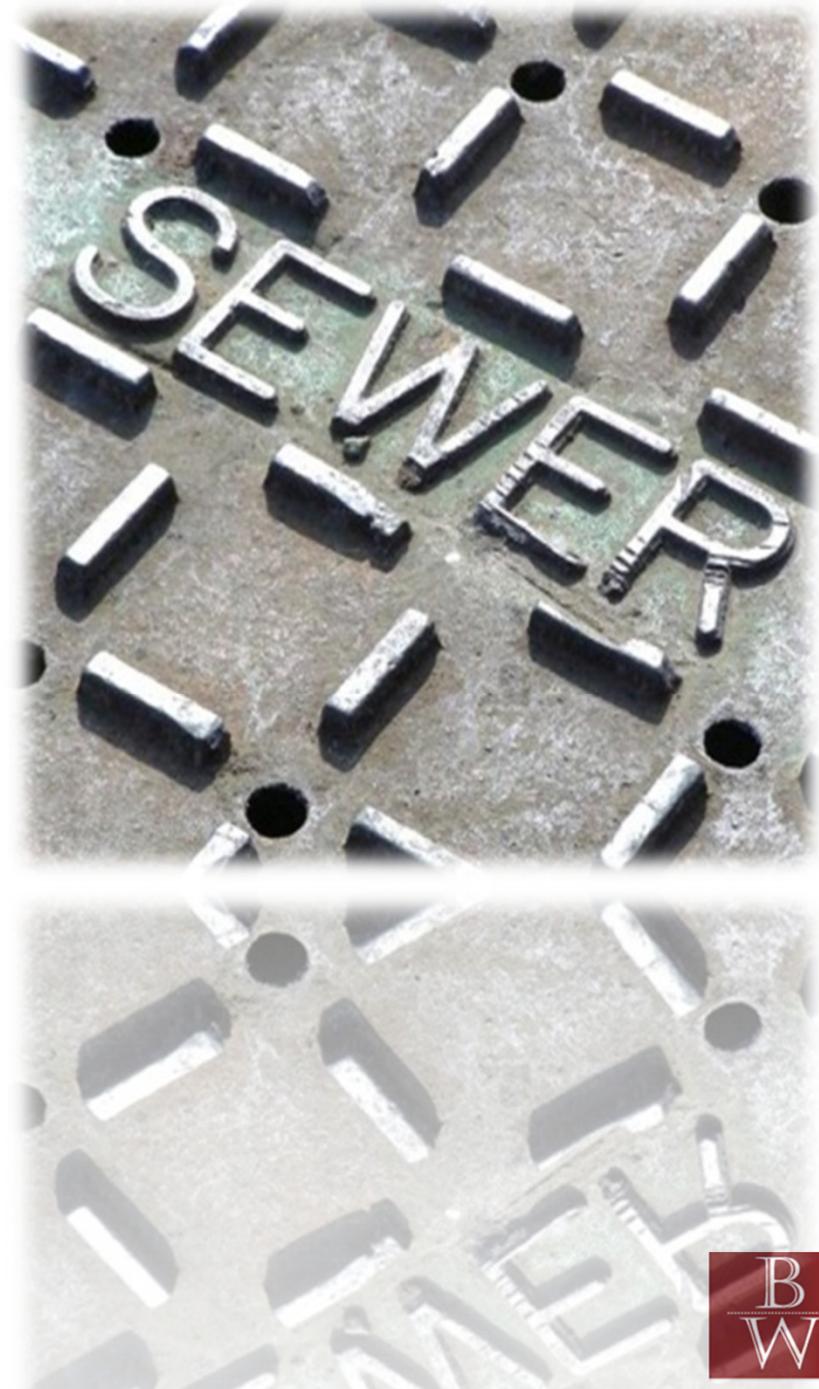


Monthly Residential Water Rate Survey

Average use of 10 ccf



Wastewater Enterprise



Wastewater Fund- Key Issues

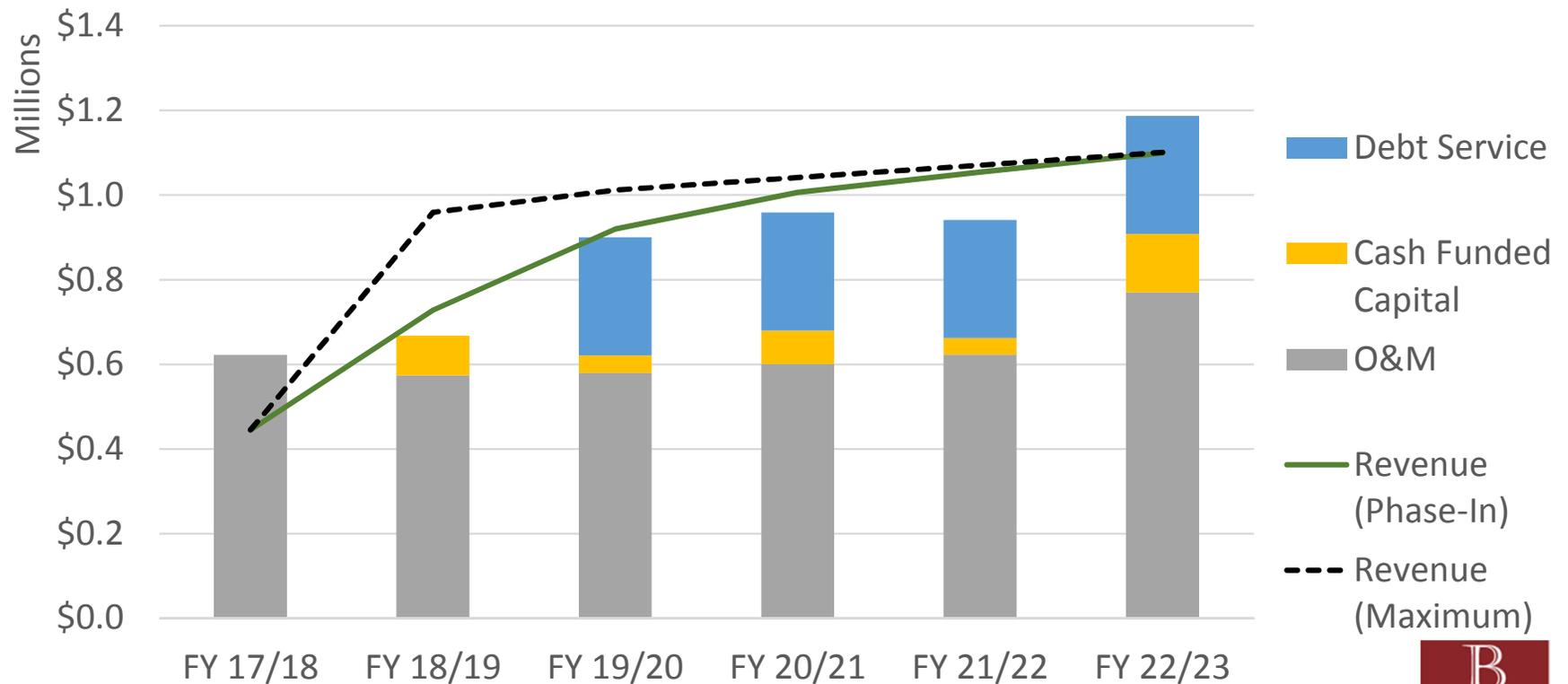
- **Operating fund deficit**
 - FY 17/18 projected operating deficit \$177,221
 - With no rate increase, the District will have zero funds in FY 21-22
- **Projected reserves end of FY 17/18**
 - Operating: \$0
 - Capacity: \$372,194
- **Ten-Year Capital Plan (Adjusted for Inflation)**
 - \$12.7 million



Five-Year Phase-In Wastewater Financial Plan

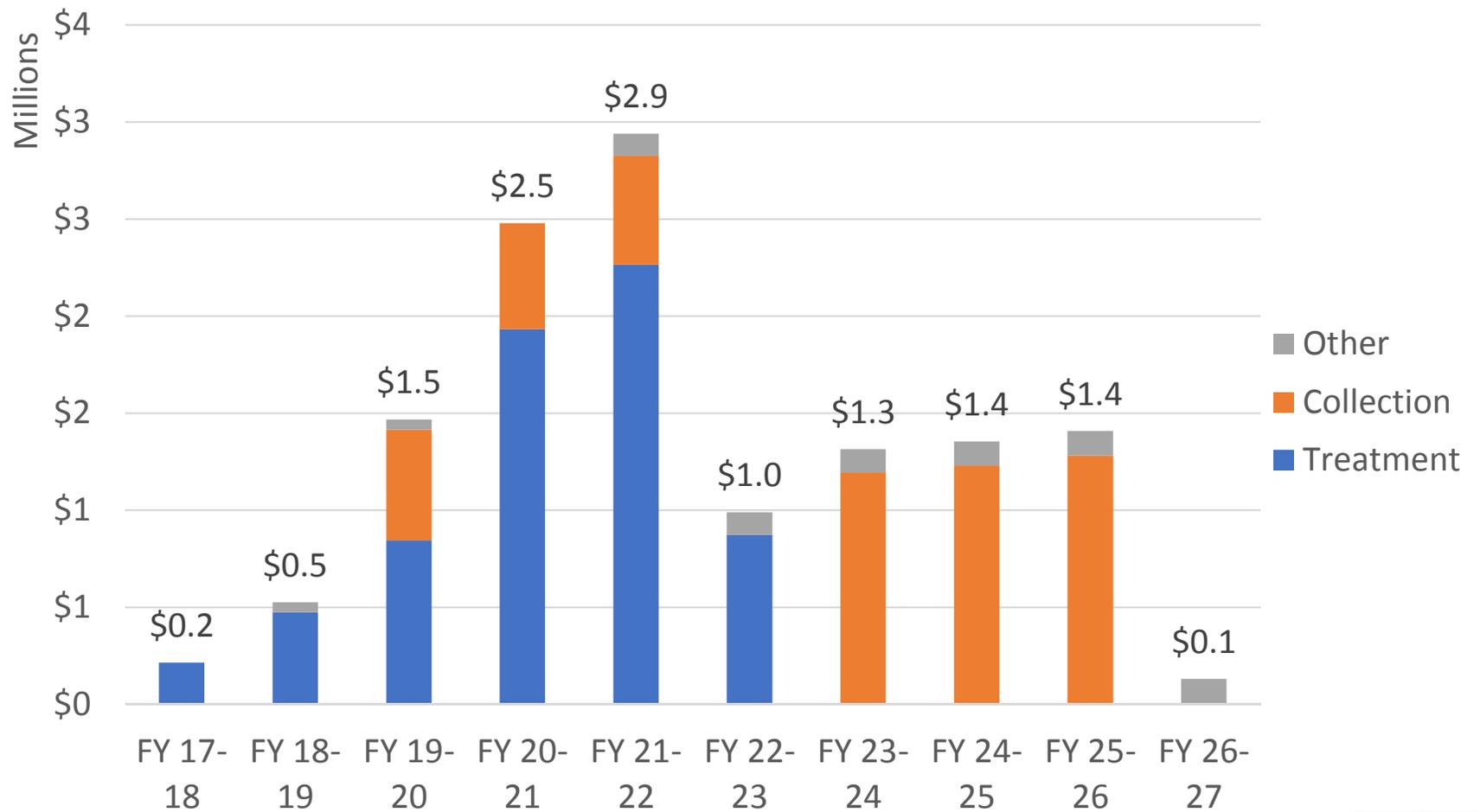
- Projected Phase-In Rate Revenue Increases

Scenario	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Phase-In	90.0%	25.0%	10.0%	5.0%	4.5%
Maximum	155.0%	3.0%	3.0%	3.0%	3.0%



Ten-Year Wastewater Capital Plan

- Total Capital Spending **\$12.7 Million**



Wastewater Rate Structure

Recommendations

Non-Residential

- Set single-family charge as a base charge
- Keep a specific rate for the school to account for irrigation
- Move to volumetric rate based on strength
 - Low Strength
 - Medium Strength
 - High Strength



Proposed Wastewater Impact Fees

Fixed Rates (All Customers)		FY 18-19
<i>Meter Size</i>	<i>Existing</i>	<i>Proposed</i>
<i>Residential</i>		
Single Family	\$8,332	\$12,330
Multi-Family	\$4,999	\$7,710
<i>Non-Residential</i>		
5/8"	\$8,332	\$12,330
3/4"	\$12,498	\$18,500
1"	\$20,830	\$30,830
1 1/2"	\$41,660	\$61,670
2"	\$66,656	\$98,670
3"	\$124,980	\$197,340
4"	\$208,300	\$308,340
6"	\$499,920	\$616,670



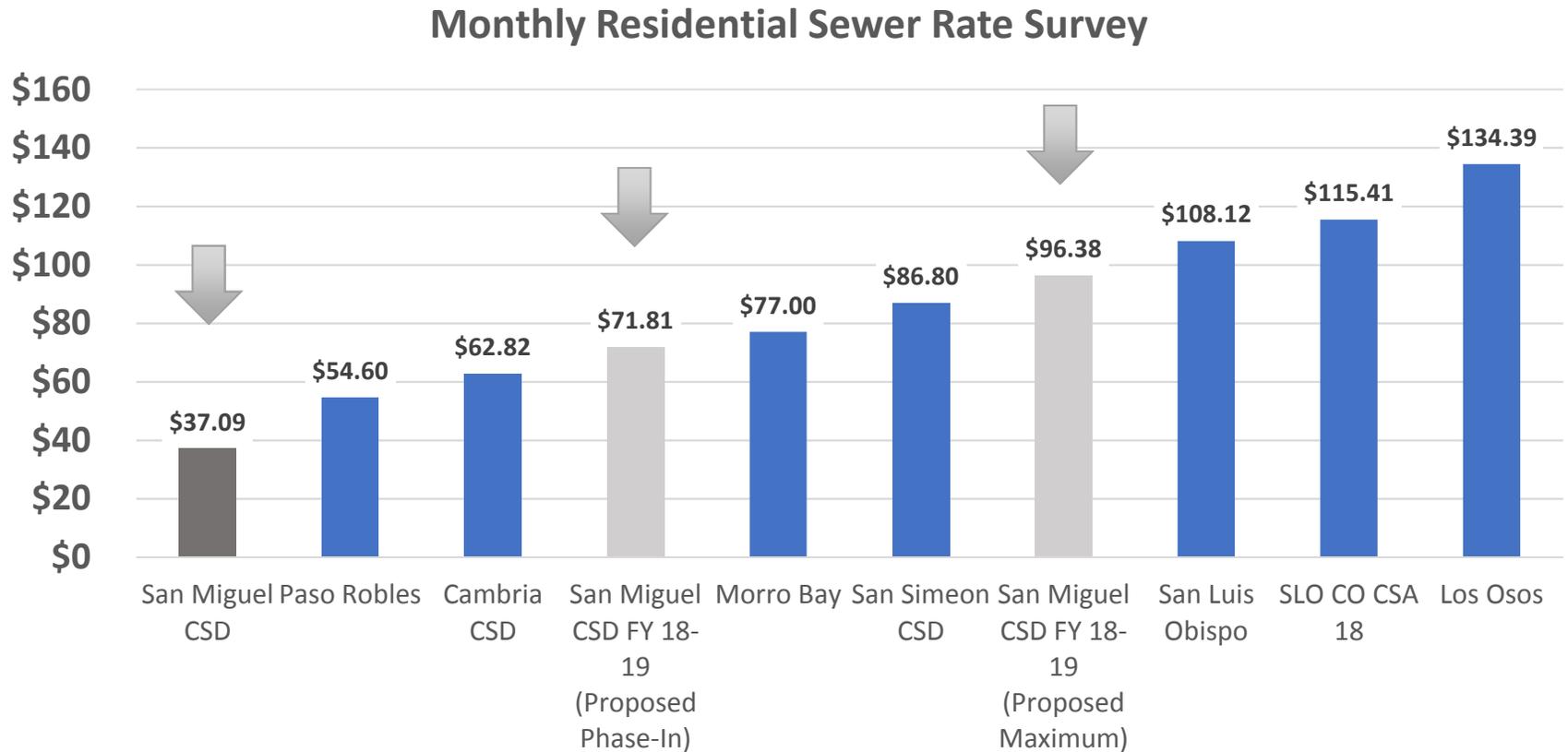
Proposed Monthly (Phase-In) Wastewater Rates

Monthly Rates	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
	<i>Existing*</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
Single-Family Residential						
Fixed	\$37.09	\$71.81	\$89.77	\$98.75	\$103.69	\$108.36
Multi-Family Residential						
Fixed (Per Dwelling Unit)	\$22.77	\$44.88	\$56.10	\$61.71	\$64.80	\$67.72
Commercial						
Fixed Charge	37.09*	\$54.04	\$67.55	\$74.31	\$78.03	\$81.55
Volumetric (Per CCF of Water Billed)						
Low Strength		\$4.25	\$5.32	\$5.86	\$6.16	\$6.44
Medium Strength		\$4.82	\$6.03	\$6.64	\$6.98	\$7.30
High Strength		\$7.27	\$9.09	\$10.00	\$10.50	\$10.98
Lift Station Charges						
River Zone Charge		\$23.34	\$29.18	\$32.10	\$33.71	\$35.23

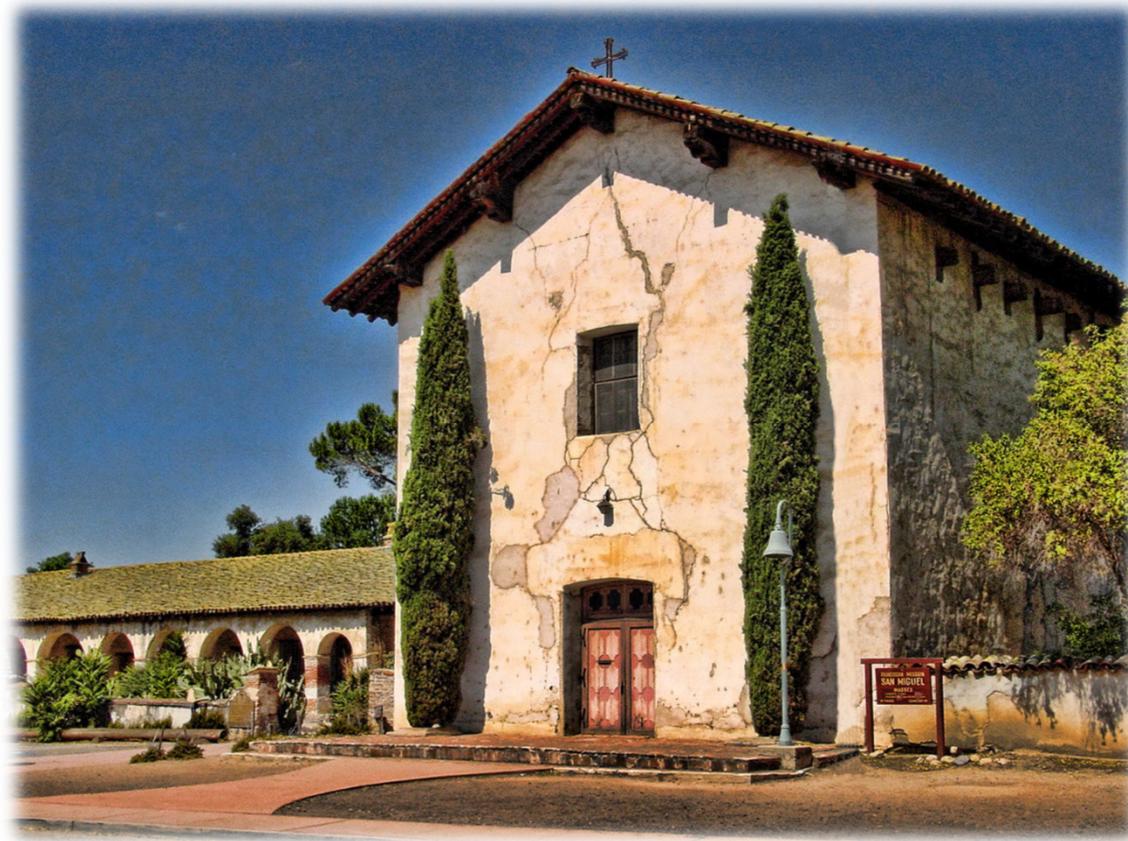
*Existing rates include various business category surcharges



Monthly Residential Sewer Rate Survey



Questions and Comments?





San Miguel Community Services District

Notice of Public Hearing On Water and Wastewater Rate Adjustments

NOTICE IS HEREBY GIVEN, pursuant to Article XIII(D) of the California Constitution that San Miguel Community Services District will hold a public hearing as a part of the District's Board meeting to consider increasing its rates for water and wastewater services on:

Date: May 24, 2018

Time: 7:00 P.M.

**Place: San Miguel Community Services District Board Room
1150 Mission St., San Miguel, CA 93451**

A large portion of the District's infrastructure has not been improved since being originally installed in the 1940's. Some projects, such as replacement of deteriorating water and sewer lines, repairs to sewer manholes, replacement of broken water line valves, and repairs to the District's water tanks have been delayed for decades. These improvements are essential to the District's ability to maintain services. Other projects, such as upgrading the wastewater treatment plant, are necessary to comply with new statewide regulations. Failure to comply with new regulations may result in penalties and fines levied against the District. The proposed rate increases will fund the District's operations and enable the District to complete the capital projects necessary to maintain services and comply with the law.

Article XIID of the California Constitution, also known as Proposition 218, requires that providers of public utility services levy service charges that are clearly linked to the cost of providing the service to each parcel. The cost of service calculation includes expenses such as debt service, labor, energy, supplies, and the cost of providing required maintenance of the system. The rates to be considered by the District Board were developed by an independent consultant and are designed to meet all legal requirements.

At the May 24, 2018, District Board meeting, the Board will hold a public hearing, and persons in attendance may provide comments and testimony. Property owners, or tenants directly responsible for the payment of the rates, may submit a written protest against the rate changes. It is important to follow these instructions in order for your protest to be valid:

1. The protest must be in writing and received by the District prior to the close of the public hearing on May 24, 2018. Written protests may be mailed or personally delivered to the District at the following address: 1150 Mission Street, San Miguel, CA 93451.
2. All written protests must include the service address and APN number.
3. The protest must be signed by the record owner of the property, or the person who is listed on the utility account and is responsible for paying the utility bill. The name of the signer should be printed legibly, in addition to the signature. Only one protest will be counted for each property.

Once the public hearing is completed the Board will consider adopting the proposed rates. For more information, please contact the Director of Utilities at (805)467-3388 or kdodds@sanmiguelcsd.org. You can view the 2018 water and wastewater rate study, along with the proposed water and waste water rates at www.sanmiguelcsd.org or find copies at the District office.

San Miguel CSD Proposed Rate Structure

EXAMPLE ONLY POTENTIAL RATES AS OF 5-17-18

SINGLE FAMILY RESIDENTIAL RATE (PER UNIT) FOR FY 2018-19																						
		FIRST TIER					SECOND TIER					THIRD TIER										
5/8" THRU 1" METER		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
WATER USE - CCF																						
WATER RATE		44.53	44.53	44.53	44.53	44.53	44.53	48.52	52.51	56.50	60.49	64.48	68.47	72.46	79.13	85.80	92.47	99.14	105.81	112.48	119.15	125.82
SEWER RATE		71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81	71.81
POTENTIAL COMBINED COST		116.34	116.34	116.34	116.34	116.34	116.34	120.33	124.32	128.31	132.30	136.29	140.28	144.27	150.94	157.61	164.28	170.95	177.62	184.29	190.96	197.63
EXISTING COST 5/8" and 3/4"		51.78	51.78	51.78	51.78	51.78	51.78	53.82	55.86	57.90	59.94	61.98	64.02	66.06	68.52	70.98	73.44	75.90	78.36	80.82	83.28	85.74
EXISTING COST 1"		59.94	59.94	59.94	59.94	59.94	59.94	61.98	64.02	66.06	68.10	70.14	72.18	74.22	76.68	79.14	81.60	84.06	86.52	88.98	91.44	93.90

AVERAGE INCREASE in %		
0-5 units	12 units	20 units
125	118	130
94	94	110

SINGLE FAMILY RESIDENTIAL RATE (PER UNIT) FOR FY 2018-19 -----CUSTOMERS WITHOUT SEWER SERVICE-----																						
		FIRST TIER					SECOND TIER					THIRD TIER										
5/8" THRU 1" METER		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
WATER USE - CCF																						
WATER RATE		44.53	44.53	44.53	44.53	44.53	44.53	48.52	52.51	56.50	60.49	64.48	68.47	72.46	79.13	85.80	92.47	99.14	105.81	112.48	119.15	125.82
POTENTIAL COMBINED COST		44.53	44.53	44.53	44.53	44.53	44.53	48.52	52.51	56.50	60.49	64.48	68.47	72.46	79.13	85.80	92.47	99.14	105.81	112.48	119.15	125.82
EXISTING COST 5/8" and 3/4"		14.69	14.69	14.69	14.69	14.69	14.69	16.73	18.77	20.81	22.85	24.89	26.93	28.97	31.43	33.89	36.35	38.81	41.27	43.73	46.19	48.65
EXISTING COST 1"		22.85	22.85	22.85	22.85	22.85	22.85	24.89	26.93	28.97	31.01	33.05	35.09	37.13	39.59	42.05	44.51	46.97	49.43	51.89	54.35	56.81

AVERAGE INCREASE in %		
0-5 units	12 units	20 units
203	150	159
95	95	121

MULTI FAMILY RESIDENTIAL RATE (PER UNIT) FOR FY 2018-19																						
		FIRST TIER					SECOND TIER					THIRD TIER										
5/8" THRU 1" METER		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
WATER USE - CCF																						
WATER RATE		44.53	44.53	44.53	44.53	44.53	44.53	48.52	52.51	56.50	60.49	64.48	68.47	72.46	79.13	85.80	92.47	99.14	105.81	112.48	119.15	125.82
SEWER RATE		44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68	44.68
POTENTIAL COMBINED COST		89.21	89.21	89.21	89.21	89.21	89.21	93.20	97.19	101.18	105.17	109.16	113.15	117.14	123.81	130.48	137.15	143.82	150.49	157.16	163.83	170.50
EXISTING COST 5/8" and 3/4"		37.46	37.46	37.46	37.46	37.46	37.46	39.50	41.54	43.58	45.62	47.66	49.70	51.74	54.20	56.66	59.12	61.58	64.04	66.50	68.96	71.42
EXISTING COST 1"		45.62	45.62	45.62	45.62	45.62	45.62	47.66	49.70	51.74	53.78	55.82	57.86	59.90	62.36	64.82	67.28	69.74	72.20	74.66	77.12	79.58

AVERAGE INCREASE in %		
0-5 units	12 units	20 units
138	126	139
96	96	114

COMMERCIAL RATE (PER UNIT) FOR FY 2018-19																						
		FIRST TIER					SECOND TIER															
5/8" THRU 1" METER		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
WATER USE - CCF																						
WATER RATE		44.53	44.53	44.53	44.53	44.53	44.53	49.16	53.79	58.42	63.05	67.68	72.31	76.94	81.57	86.20	90.83	95.46	100.09	104.72	109.35	113.98
SEWER RATE		58.29	62.54	66.79	71.04	75.29	79.54	83.79	88.04	92.29	96.54	100.79	105.04	109.29	113.54	117.79	122.04	126.29	130.54	134.79	139.04	143.29
POTENTIAL COMBINED COST		102.82	107.07	111.32	115.57	119.82	124.07	132.95	141.83	150.71	159.59	168.47	177.35	186.23	195.11	203.99	212.87	221.75	230.63	239.51	248.39	257.27
EXISTING COST 5/8" and 3/4"		51.78	51.78	51.78	51.78	51.78	51.78	53.82	55.86	57.90	59.94	61.98	64.02	66.06	68.52	70.98	73.44	75.90	78.36	80.82	83.28	85.74
EXISTING COST 1"		59.94	59.94	59.94	59.94	59.94	59.94	61.98	64.02	66.06	68.10	70.14	72.18	74.22	76.68	79.14	81.60	84.06	86.52	88.98	91.44	93.90

AVERAGE INCREASE in %		
0-5 units	12 units	20 units
99	182	200
72	151	174

RESOLUTION NO. 2018-19

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

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

WHEREAS, a Water Rate Study, dated April 22, 2018, 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, a Wastewater Rate Study, dated April 22, 2018, prepared by Bartle Wells Associates ("Wastewater Rate Study"), establishes various rates proposed therein, which the District Board finds are reasonably related and proportional to the cost of providing wastewater service to District customers; and

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

WHEREAS, on May 24, 2018, pursuant to Proposition 218 (Cal. Const., art. XIID, § 6) the Board heard and considered all oral testimony, written materials, and written protests concerning the rate increase; and

WHEREAS, the District has counted the protests and determined that the District may proceed with the proposed water and wastewater rates.

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

1. Beginning on July 1, 2018, monthly charges for water customers shall be established in accordance with the rate schedule attached hereto as **Exhibit A**.
2. Beginning on July 1, 2018, monthly charges for wastewater customers shall be established in accordance with the rate schedule attached hereto as **Exhibit B**.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the San Miguel Community Services District at a special meeting held on the 24th day of May 2018; motioned by _____, seconded by _____, and upon roll call was carried by the following vote of:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

Robert Roberson, Interim General Manager
Directors

John Green, President Board of

Secretary of the Board of Directors

APPROVED AS TO FORM:

Dough White, District General Counsel

EXHIBIT A

Water Rate Schedule

Monthly Fixed Rates					
All Customers	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
<i>Meter Size</i>					
5/8"	\$44.53	\$48.10	\$50.03	\$51.54	\$53.09
3/4"	\$44.53	\$48.10	\$50.03	\$51.54	\$53.09
1"	\$44.53	\$48.10	\$50.03	\$51.54	\$53.09
1 1/2"	\$74.12	\$80.05	\$83.26	\$85.76	\$88.34
2"	\$109.62	\$118.39	\$123.13	\$126.83	\$130.64
6"	\$606.62	\$655.15	\$681.36	\$701.81	\$722.87

Volumetric Rates					
	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Single-Family Residential					
<i>Tier Structure</i>					
Tier 1 (0-5 CCF)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tier 2 (6-12 CCF)	\$3.99	\$4.31	\$4.49	\$4.63	\$4.77
Tier 3 (>12 CCF)	\$6.67	\$7.21	\$7.50	\$7.73	\$7.97

Non-Residential					
<i>Tier Structure</i>					
Tier 1 (0-5 CCF)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tier 2 (>6 CCF)	\$4.63	\$5.01	\$5.22	\$5.38	\$5.55

EXHIBIT B

Wastewater Rate Schedule

Monthly Rates	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
<i>Single-Family Residential</i>					
Fixed	\$71.81	\$89.77	\$98.75	\$103.69	\$108.36
<i>Multi-Family Residential</i>					
Fixed (per unit)	\$44.88	\$56.10	\$61.71	\$64.80	\$67.72
<i>Commercial</i>					
Fixed Charge	\$54.04	\$67.55	\$74.31	\$78.03	\$81.55
Volumetric (Per CCF of Water Billed)					
Low Strength	\$4.25	\$5.32	\$5.86	\$6.16	\$6.44
Medium Strength	\$4.82	\$6.03	\$6.64	\$6.98	\$7.30
High Strength	\$7.27	\$9.09	\$10.00	\$10.50	\$10.98
<i>Lift Station Charges</i>					
River Zone Charge	\$23.34	\$29.18	\$32.10	\$33.71	\$35.23



MONSOON CONSULTANTS

P.O. Box 151 San Luis Obispo, CA 93406
(805) 476-6168 www.monsoonconsultants.com

SAN MIGUEL COMMUNITY SERVICES DISTRICT

Rob Roberson, Interim General Manager
Post Office Box 180
San Miguel, CA 93451
(805) 467-3300

BOARD OF DIRECTORS

John Green, President
Joseph Parent, Vice President
Gib Buckman
Anthony Kalvans
Ashley Sangster

Re: DISTRICT ENGINEER REPORT - MAY 2018

Gentlemen:

The following is a summary of the activities performed and the status of relevant issues which pertain to the duties and responsibilities of this position:

OVERVIEW

The District produced approximately 7.82 MGAL (10,458 CCF) of water during the month of April 2018. This represents a decrease of approximately 34% from the prior month. During the month, the DE completed the Final Draft of the District's Sanitary Sewer Management Plan Update and 2018 SSMP Audit. No major failures or unexpected major expenditures were encountered within the water, wastewater or street lighting systems during the month.

MEETING PARTICIPATION

A brief summary of relevant issues that were discussed during meetings attended by the DE during the previous month are summarized below. (Note that routine meetings with SMCSO staff are not included):

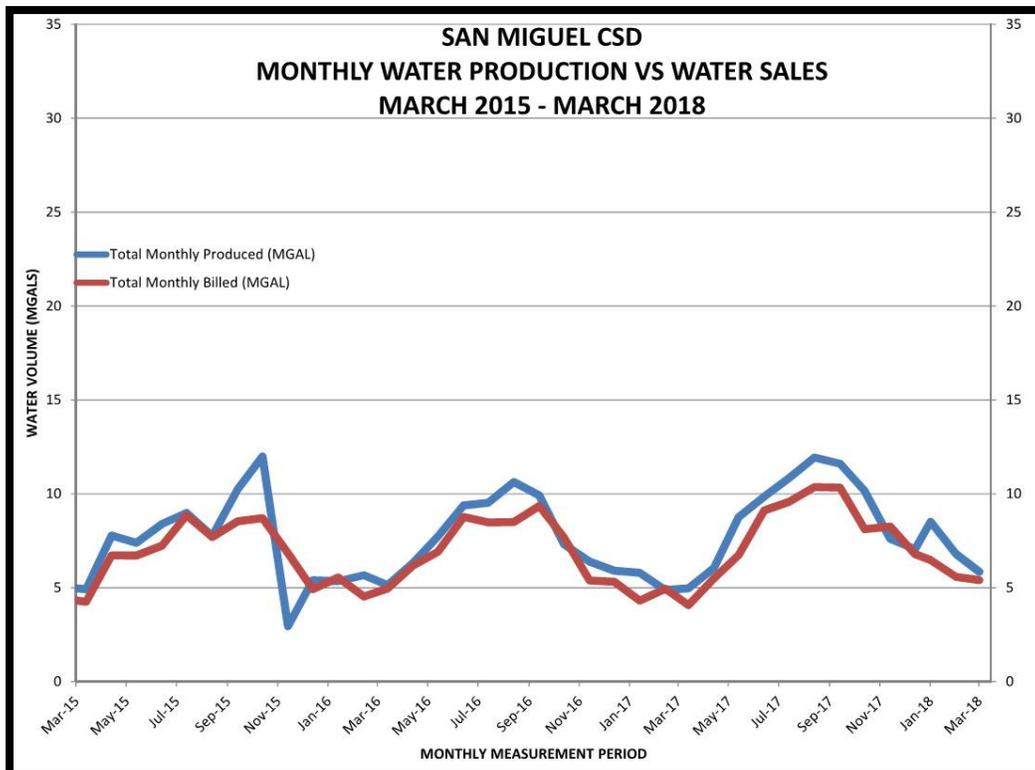
1. April 23, 2018: The DE attended a GSP "Fast Start" public meeting which was held at the Kermit King Elementary School in which the GSP Consultants team presented information on the GSP Timeline, GSP requirements, and an introduction to Sustainable Management Criteria.
2. April 28, 2018: The DE attended the SMCSO Utility Rate Study Public Meeting.

CIVIL ENGINEERING / HYDROLOGY

3. April 30, 2018: The DE attended a GSP “Fast Start” public meeting which was held at the Kermit King Elementary School in which the GSP Consultants team presented information on Groundwater law and its connection to SGMA. Additional discussions were State of the Paso Groundwater Basin.
4. May 1, 2018: The DE participated in a conference call between all Paso Robles Groundwater Basin GSP coordination committee staff members and the GSP Consultant team to discuss scheduling and content for the upcoming informational public meetings.
5. May 5, 2018: The DE attended two (2) SMCS D Utility Rate Study Public Meetings.
6. May 8, 2018: The DE participated in a conference call with District Counsel to discuss groundwater issues.
7. May 14, 2018: The DE attended a GSP “Fast Start” public meeting which was held at the Kermit King Elementary School in which the GSP Consultants team presented information on Projects and Programs for groundwater management within the Paso Robles Groundwater Basin.
8. May 15, 2018: The DE attended a meeting between all Paso Robles Groundwater Basin GSP coordination committee staff members and the GSP consultant team to discuss scheduling and content for the upcoming informational public meetings.

WATER PRODUCTION HISTORY

The following graph depicts the water production and sales for the proceeding 36-months.



CAPITAL IMPROVEMENT PROGRAM

The following is a summary of the principal activities that were related to the Capital Improvements Program during the previous month:

1. San Lawrence Terrace Arsenic Blending Pipeline & Tank Improvements: The contractor (Whitaker Construction Group, Inc.) has completed all work on the project. We are awaiting project confirmation from the county that they have all documentation and are prepared to close-out the project.
2. WWTP Aeration System Upgrade: Under the terms of an agreement between the District and the County, their consultant is nearing the completion of a study to evaluate design alternatives for improvements to the WWTP aeration system. As part of the project, four (4) different aeration systems were evaluated with considerations given to treatment & energy efficiency, installation & operational costs, and compatibility with the existing WWTP. The District has received the preliminary report and provided feedback. The County is now proceeding with finalizing the report which will include final recommendations for the WWTP Aeration System retrofitting. The engineering phase of this project has been completed at no cost to the District. If the District elects to move forward with the recommendations, the cost of the improvements will be paid for through future energy cost savings.
3. Wastewater Treatment Plant Renovation / Upgrade: We have been notified that the District will be the recipient of \$177,750 Prop 1 IRWM DAC Involvement Grant Funds which will be used to fund a Wastewater Treatment Plant Update and Recharge Basin Study. We're still a few months or more from being able to invoice for reimbursement funds; however, we can request reimbursement for work performed within the scope back to January 22, 2016. Because of the DAC status, no matching funds are required.
4. Wastewater Treatment Plant Renovation / Upgrade: We have submitted a grant application to the DWR for funding in the amount of \$250,000 for Planning & Design for the Wastewater Treatment Plant renovation. We have been assigned a project manager at the DWR and the DWR has reviewed our submittal and found it to be complete with the exception of the 2016 – 2017 audited financials. These will be submitted as soon as they are available.
5. SLT 6-inch A.C. Waterline Replacement: A major break a 6-in asbestos cement pipeline occurred on January 7, 2018. The DE has prepared Engineering Plans & Specifications to allow the District to solicit bids from qualified contractors to replace the existing waterline between Oak Drive and the SLT Water Tank. The DE and Director of Utilities attended a meeting with the property owners to discuss the acquisition of a utility easement on April 19, 2018. Based on our conversation, the property owners are meeting with their engineers to determine how, when and if they want to proceed with development
6. Sanitary Sewer Management Plan Audit & Update: The Board directed the DE to to prepare a required audit and update the District's Sanitary Sewer Management Plan (SSMP). This 2018 SSMP Audit and Plan Update has been completed and the Final Draft has been provided to the Director of Utilities. Pending comment and revisions, the Final Plan & Audit will be available for Board review at the June 2018 Board meeting.

DEVELOPMENT

The following is a summary of private development projects that are either in-progress or planned that staff is currently reviewing or inspecting during construction:

- a) People's Self Help (Tract 2527, formerly Mission Garden Estates): The contractor continues the installation of the underground utilities. The the sanitary sewer collection system and the water distribution system have been installed. The sewage lift station is installed. Dry utilities are currently being installed, in advance of final grading operations.
- b) People's Self Help (Tract 2710). This is a 24 Lot residential subdivision. Construction of water and sewer lines have been completed, tested and passed inspection. Homes are now under construction and the District is providing lateral inspections as needed. To date, all of the planned homes have been framed and construction continues to progress.
- c) Tract 2779 (Nino - 34 lots) –Site work on for this development was initiated in October 2017 and the contractor is currently installing water and sanitary sewer infrastructure and site grading / dry utility installation is underway.

GROUNDWATER SUSTAINABILITY AGENCY

The HydroMetrics GSP Consultant Team has been leading the Communications and Engagement Planning and Implementation efforts on behalf of the GSP Cooperative Committee. To initiate this process, a series of “Fast Start” public meetings have been held at the Kermit King Elementary Multi-Purpose Room on the following dates:

- April 23: GSP Timeline, GSP requirements, and an introduction to Sustainable Management Criteria
- April 30: Groundwater law and its connection to SGMA. State of the basin
- May 14: Projects and programs for groundwater management
- May 21: Further information on the state of the basin, and follow-up to the first three meetings

The District has been represented at each of the “Fast Start” public meetings that have been held to date.

Since the District formed the San Miguel Groundwater Sustainability Agency (GSA), agency has not convened a public meeting as the GSA. As the Paso Groundwater Sustainability Plan (GSP) continues to evolve, it is likely that at some point in the near future there will be actions that will need to be considered by the GSA. Consideration should be given to scheduling either regular and/or special meetings of the San Miguel GSA to address both informational and action items as the GSA as opposed to the CSD.

I would like to take this opportunity to thank each of you and District staff that will review the information contained in this report. If there are any questions or you wish to discuss, please do not hesitate to contact me.

Respectfully Submitted,
MONSOON CONSULTANTS

Blaine T. Reely

Blaine T. Reely, Ph.D., P.E.
President, Monsoon Consultants

May 16, 2018
Date

SAN MIGUEL COMMUNITY SERVICES DISTRICT

AGENDA ITEM# IX.9

UTILITY REPORT 4-21-18 Thru 5-18-2018

Well Status:

- Well 4 is fully operational
- Well 3 is fully operational
- SLT well is in service

State Water Resources Control Board (SWRCB):

- Nothing to report

Water System status:

Water leaks this month:2 This year: 8

Water related calls through the alarm company after hours this month: 0 this Year: 1

- Water leak repaired on 15th street
- New service leak in front of 8797 Oak Dr

Sewer System status:

Sewer overflows this month: 0 this year: 0

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

- Sewer Lift station at Tract 2527 is being brought online on 23rd of this month.

WWTP status:

- An issue was raised on 1/8/18 that the WWTP lights need to be adjusted as they are visible from Homes on Mission street. We will be adjusting them to minimize the impact on the homes on Mission street and still maintain necessary light at the plant once a lift is available to reach them.

Lighting status:

- Nothing to report

Project status:

- Continuing raising valves and manholes around town.
- SLT Blending line is Complete Staff is working on finalizing the required paperwork to submit for reimbursement from the County and HUD

Property Acquisition

- At the April 26th meeting the board approved the purchase of the property north of the treatment plant. Escrow closed on the property on May 17th.

WWTP Aerator Upgrade

- On 2/9/18 Blaine and I met SLOCO Energy Watch, PG&E and Representatives for an update on the status of the analysis, viable options, and future steps. Potentially be bringing something to the board in May or June 2018
- Another meeting on May 24th to review additional information is scheduled

SCADA:

- A communication failure was discovered on 5/6 TESCO was able to quickly resolve the issue.

Solid Waste:

- Nothing to report

SLO County in San Miguel:

- Nothing to report

Caltrans in San Miguel:

- Caltrans is underway on improvements to the HWY 101 corridor, for what will be a 2-year project. We have received notice of road closures; notices are available in the office. South Mission street onramp is closed and will remain closed for the next few months until the new bridge is built. (1-2018)

Rain in San Miguel:

1-8/9-18	2"
2/28-3/4	1.5"
3/21	3.5

PREPARED BY:

Kelly Dodds

Kelly Dodds

Director of Utilities

Date: May 18th, 2018

San Miguel Community Services District Board of Directors Meeting



Staff Report

May 24th, 2018

AGENDA ITEM: IX 10

SUBJECT: Fire Chief Report for April 2018

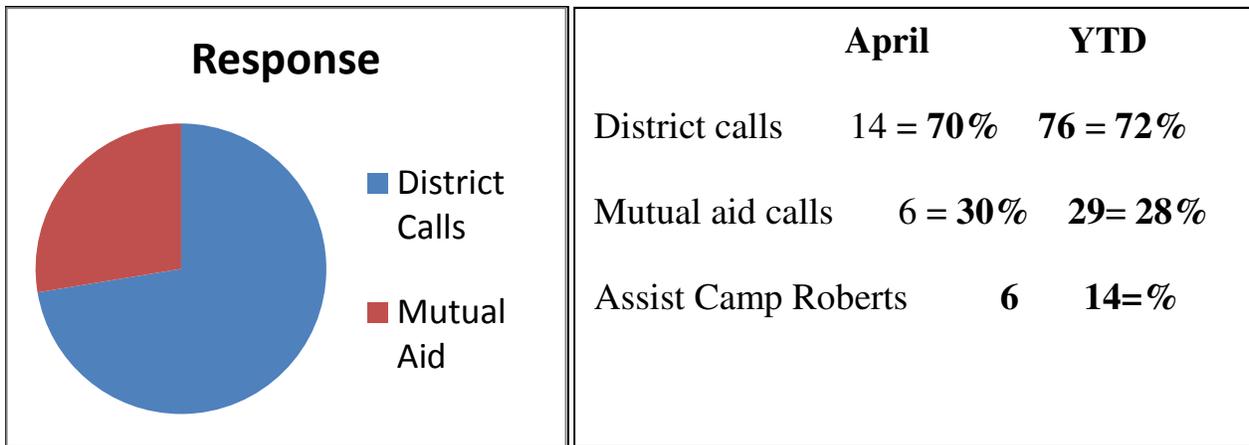
STAFF RECOMMENDATION: Receive and File Monthly Reports for the Fire Department

INCIDENT RESPONSE:

- Total Incidents for April 2018 **20**
- Average Calls for per Month in 2018 **26.2**
- Total calls for the year to date **105**

Emergency Response Man Hours in April = 55	total	325
Stand-By Man Hours for April = 21		<u>111</u>
	Total hr.	436

Emergency Response Man Hours = 2.7 hr. Per call for April		3.1 hr. Per call for the year
Stand-By Average per Call = 1 hr. Per call for, March		1.0 hr. Per call for the year



Activities:

April

<u>Date</u>	<u>Subject matter</u>
4	Ropes and Knots / Rescue Systems
11	Search and Rescue
18	Tools and Equipment Set up / Lights, Ventilation, Rescue
25	Association Meeting

<u>Date</u>	<u>Other activities</u>	<u>Time</u>
	Clean up	0800-1200
28 th	Sagebrush Day's Parade	0900-1200

May

<u>Date</u>	<u>Subject matter</u>
1	Wildland Fire Weather/ Behavior, 10&18's
8	Wildland Hand Tools, Shelters, Chain Saw
15	Mobile Attack, Firing Ops, Wildland Progressive Hose Lays
22	Association Meeting

21st Thru 25th Driver Operator 1A
23rd Camp Robert's Burn
31st WUI Drill Camp Robert's

Information:

Prepared By:

Rob Roberson

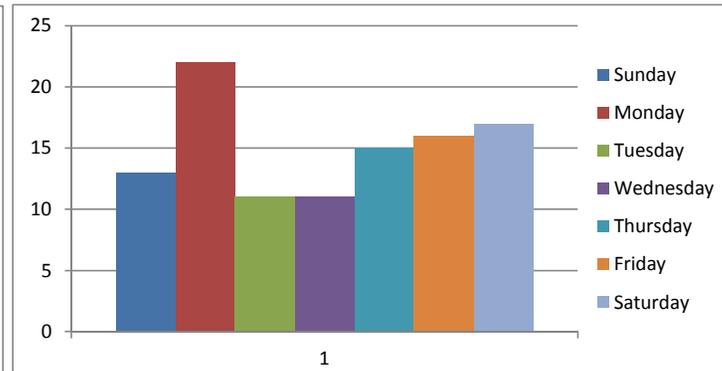
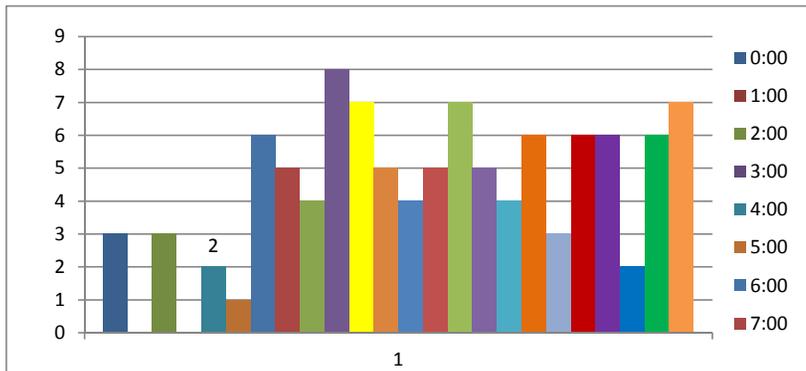
Rob Roberson, Fire Chief

Call per time of day and day of the week 2018

	After Hours					CSD Work Hours										Off Hours										
	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total	
Sunday						1	1		2		1				1	1		1		2	1		1	1	13	10%
Monday	1		2			1	2		2	3		1			1		2	1	1	1	1	1		2	22	20%
Tuesday				1		1	1	1					1	1		1		2				1		1	11	16%
Wednesday					1	1		1	1	1	1	1			2							1			11	14%
Thursday			1				1	2	3	1	1			1	1						1			3	15	12%
Friday				1		1				1	1				1	2	1		2	1	1	1	2	1	16	16%
Saturday	2					1				1	1	1	3	1	1		2		1	1			2	17	12%	
Hour Total	3	0	3	0	2	1	6	5	4	8	7	5	4	5	7	5	4	6	3	6	6	2	6	7	105	
	1%	3%	2%	1%	0%	2%	2%	4%	3%	5%	6%	3%	2%	9%	4%	10%	6%	6%	4%	8%	3%	4%	2%	2%		

Total calls during CSD Work Hours	36	38%
Total calls during Off time and weekends	69	62%
After Hours calls 22:00 to 06:00	22	16%
Total Weekend Calls	30	22%
Total Calls Monday thru Friday	75	77%

8am to 8pm 70



FIRE EQUIPMENT

2018 MILEAGE / FUEL REPORT

IX-10-3

Mileage/ Fuel	January		February		March		April		May		June		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696	463	29	18	0	134	28.5	164	43.9					779	101.4	7.7
E-8687	33	0	2	0	0	7	46	11.9					81	18.9	81.0
E-8668	239	50	31	0	513	33.4	175	13.7					958	97.1	9.9
6 Month Total												1818	217.4	8.4	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	492	18	468	42	605	31	1336	90					2901	181	16.0
C-8601	329	12	805	52	776	57	893	86					2803	207	13.5
C-8600	530	36	499	34	301	15	745	46					2075	131	15.8
6 Month Total												7779	388	20.0	

Mileage / Fuel	July		August		September		October		November		December		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696													779	101.4	7.7
E-8687													81	18.9	42.6
E-8668													958	97.1	9.9
6 Month Total												1818	217.4	8.4	
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630													2901	181	16.0
C-8601													2803	207	13.5
C-8600													2075	131	15.8
6 Month Total												5704	388	14.7	

YTD 2016 Total	mi.	gal.	Avg. MPG
Diesel	3636	434.8	8.4
Gas	13483	776	17.4

||

IX-10

	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC		TOTAL		
	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	
Structure Fires	0	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	3
Veg. Fires	0	0	3	1	1	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	3
Vehicle Fires	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Misc. Fires	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0
Illegal Burning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Accidents	0	1	0	1	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	4
False Alarms	2	0	0	0	3	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	0
Hazardous Condition	1	1	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	2
Hazardous Materials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Standby	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Pub.Svc.Asst.	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0
Medical Aids	21	4	8	3	14	5	8	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	51	16
Call TOTALS	25	7	15	7	22	9	14	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	76	29
	32		22		31		20		0		0		0		0		0		0		0		0		105		
<i>CPR</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mutual Aid SLO/Mon.	7	0	7	0	7	1	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	28	0
Camp Bob Asst.	3	0	5	0	6	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	0
Average Calls Per	<i>Month</i>		29.5	<i>Day</i>		1	<i>SLO Co. MA</i>				27	<i>Montrey Co. MA</i>				1	<i>CPR TOTAL</i>						0				

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
MARCH 22, 2018 REGULAR MEETING MINUTES

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

- I.** Meeting Called to Order by President Green – 6:30 p.m.
- II.** Pledge of Allegiance lead by Director Kalvans.
- III. Roll Call:** Directors Present: Green, Parent, Buckman, Kalvans, Sangster.
- District Staff in attendance: Rob Roberson, Tamara Parent, Kelly Dodds, Paola Freeman and District General Counsel White, Seikaly and Schweikert
- IV. Adoption of Special Meeting Agenda:**
Motion by Director Kalvans to adopt Regular Meeting Agenda.
- Seconded by Director Buckman, Motion was approved by vote of 5 AYES and 0 NOES and 0 ABSENT
- V. ADJOURN TO CLOSED SESSION:**
Closed Session convened at 6:35 p.m.
- A. CLOSED SESSION AGENDA:**
- 1. CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation**
Pursuant to Government Code Section 54956.9 (d)(1) Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039* and Case: *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*
 - 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Pursuant to Government Code section 54957(b)(1)
Title: General Counsel (Summary will be emailed to ChurchwellWhite)
 - 3. PUBLIC EMPLOYEE APPOINTMENT**
Pursuant to Government Code section 54957(b)(1) Title: General Manager
 - 4. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:(1 case)

5. CONFERENCE WITH LABOR NEGOTIATORS (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)

District Representatives: District General Counsel, Director Kalvans, and Director Green.
Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit

VI. Call to Order for Regular Board Meeting/Report out of Closed Session: 7:00 P.M.
Report out of Closed Session by District General Counsel Schwiekert: Nothing to report.

VII. Public Comment and Communications for matters not on the Agenda:

Nanette Roe, San Miguel Resident addressed the Board and asked if any Directors are in any active litigation.

Counsel Schwiekert explained, that to the best of his knowledge that none on the board is in any active litigation matters.

VIII. Special Presentations/Public Hearings/Other: None

IX. STAFF & COMMITTEE REPORTS:

- | | |
|--|-----------|
| 1. San Luis Obispo County Sheriff | No Report |
| 2. San Luis Obispo County Board of Supervisors | No Report |
| 3. San Luis Obispo County Planning and/or Public Works | No Report |
| 4. San Miguel Area Advisory Council | No Report |
| 5. Camp Roberts—Army National Guard (LTC Kevin Bender) | No Report |

6. **Interim General Manager:** Interim General Manager/Fire Chief Rob Roberson, gave a verbal report updating the Board of Directors on District items: San Miguel Garbage Annual Residential Clean-up: First week in June 2018, garbage customers can put out 2 extra 35-gallon cans. SLO County tax collector Parcels email sent to directors to "notice of interest or objection", Consensus from board is "not interested". Discussion ensued. SDRMA insurance inspector came to the district performed an audit of our facilities and other then some minor policy and documentation items found everything is in order. District facilities, exit lighting has been put in place, Cameras have been put in place covering front door and area that handles cash transactions at the front desk. District Audit adjustments recommended by our auditor for the 15/16 audit have been completed. Staff will be bringing the preliminary 18/19 budget to the board in April for discussion and review. The District has started the assessment process and is sending out the weed abatement Fire safety notifications.

Board Comments: Director Green, asked that staff look into outside cameras.

Public Comments: Owen Davis, San Miguel resident voiced that the General Manager just said that the District has two audits missing and that the Board are very bad caretakers of the districts money. Mr. Davis asked the Board to look into the Financials and that they can't tell me but they want to raise the rates on me?

Board Comments: Director Green informed Mr. Davis about the informational meetings that the Staff has planned regarding the rate increase and invites him to participate.

7. **District General Counsel:** Presented by District General Counsel Schwiekert. ChurchwellWhite, LLC. has nothing new to report.
Board Comments: None
Public Comments: None
8. **District Engineer:** Written report submitted as is. Blaine Reely asked for any questions.
Board Comments: Director Buckman, asked for an update on the meetings Director Parent and Mr. Reeley have been going to about the GSA. Mr. Reely explained that the meetings are about the Groundwater Sustainability Plan development process. Director Parent is a part of that committee. At this point the committee has given direction to hire a consultant to prepare the plan and the City of Paso Robles is the contracting agency, and we are all shareholders and will pay a share; but most of the plan is going to be covered by a grant. The process is in the very beginning stages.
Public Comments: None
9. **Director of Utilities: Board Comments:** Written report submitted as is, and an update of 3 inches of rain yesterday and no rain related issues at this time.
Board Comment: Director Parent asked if the Wastewater plant has had any rainwater intrusion, yet? Director of Utilities Kelly Dodds, explained that, yes but it is being managed at this point.
 Director Kalvans thanked Mr. Dodds for following up on the PG&E request.
Public Comments: Lavern Buckman asked the Director of Utilities, why we are still needing to pay stand-by pay, and thought that the District had resolved that issue. Director of Utilities Kelly Dodds explained that in order to be on call you have to have a wastewater license, from the State Water Resource Control Board and that our previous employee had no wastewater license. Hopefully in the future the District can hire a third person, explaining that with the pay we would need to take on a trainee. Discussion ensued.
10. **Fire Chief:** Fire Chief Rob Roberson, submitted written report and updates the Directors on the extra activity in the riverbed due to rain, and that the call volume is down this last month.
Board Comments: None
Public Comment: None

X. CONSENT ITEMS:

Motion by Director Sangster to approve all consent items.

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

XI. BOARD ACTION ITEMS:

1. **Review, Discuss, Receive and File the Enumeration of Financial Report for February 2018.**
 Item presented by Interim General Manager Rob Roberson and Bookkeeper Paola Freeman, explaining that this item is in the action items for discussion.
Board Comments: Director Green voiced that the board at the time discussed and approved having the Legal fees for the Steinbeck lawsuit was to be paid from all the District

Funds, fire-lighting-sewer-water-solid waste. Interim General Manager Rob Roberson, explained that with the approved Budget for FY2017-18 it was changed to be funded through the water fund due to the litigation being a water rights lawsuit. Discussion ensued. *Consciences of board is to bring back for discussion at the April 26th regular board meeting.*

Director Sangster asked if why the rest of the funds have such large attorney fees.

Director Parent voiced that he does feel that with the District raising the rates, the water should fund the Steinbeck lawsuit.

Public Comments: Nanette Roe asked what the Directors what they are going to do about the financials and if the District needs to have a forensic audit.

Lavern Buckman voiced that she remembers it being discussed and that Steinbeck should be funded through the water fund.

Amber Scangarello, San Miguel resident voiced that she sees that the Districts General Counsel fees to be too high and asked why the District doesn't use a more local firm.

Board Comments: Director Parent asked Mr. Dodds about pg. 4-8 and what the cost of testing supplies were for? Director of Utilities Kelly Dodds, explained that it was for the District's quarterly testing supplies. Director Parent asked Mrs. Freeman about what is category 905? Paola Freeman explained, that she will look into it and get back to him. Director Parent asked about the cash report for payroll for the month of February, is \$8K in Fire and wants to know if that is a regular payroll amount for fire or a stipend payroll. Interim General Manager/ Fire Chief Rob Roberson explained that it was a regular payroll but that he needs to understand that a portion of clerical pay is part of that amount and liabilities.

Public Comments: Cordelia Perry, San Miguel Resident asked how the Board can go into this increase in good faith. She feels that the Districts General Counsel are too expensive. The residence of San Miguel understand that the rates need to be increased but not 295% increase. Cordelia Perry, voiced that she doesn't understand why we have so many fire trucks and feels they are not being used very often.

Lavern Buckman, thanks the Board for asking for questions and feels that the Financials are the most important thing on the agenda and thanks Paola for all her work. Mrs. Buckman would like to see the Directors get more involved in the financials.

Nanette Roe, San Miguel Resident would like the Board of Directors to have a Special Meeting to go through the Financials and this should be done before rates are raised. Discussion ensued.

Cordelia Perry, asked when the rates will be published for the community, Mr. Dodds explained by April 8th, 2018.

Cordelia Perry, explained that the community knows what the rates maximum will be and asked the Directors why they would keep on with this amount when the community has let them know that they don't like the amount proposed. Which is 295% between water and sewer. The community will shut this water and wastewater increase down.

Board Comments: Director Green urges her to run for a seat on the Board in November. Director Sangster explained that Bartel Wells, is the firm that was hired and is the one recommending these rates and the rates that will be published on April 8th, are the

maximum that the rates can be increased in the next five years. These numbers are recommendations.

Interim General Manager Rob Roberson explained what is being done with the financials and explained that we are using a CPA for questions and help when needed. Discussion ensued.

Director Green reminded the public that they have been asking for projects to be relooked at, or postponed. We have arsenic in our water and we need to treat the water, maybe not know but in the future.

Director Sangster, explained that it is not correct to say the District is raising the rates at 295% because they are not added together. 150% water 140% wastewater, they are both going up around 140%, to clarify.

Public Comment: Rose Ripple, San Miguel resident asked why the notification on the water bill was so small? Mr. Roberson explained that it had not gone to the Board of Directors, but was still put on the bills. The Information will be sent out before April 8th.

Motion by Director Sangster to Receive and File the Enumeration of Financial Report for February 2018

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

2. **Review dates and times of public informational meetings regarding the proposed rate increases for water and wastewater.**

Item presented by Interim General Manager/Fire Chief Rob Roberson, explaining that under the Prop 218, the District is required to send out a public notice. Mr. Roberson wanted to have informational Meetings for the public to get the correct information out to the public.

Board Comment: Director Green asked if the District was required to these informational meetings? Interim General Manager/Fire Chief Rob Roberson, explaining Yes, and No...the notification must be sent out but the informational meetings are not required. The District goal is to inform the community with the correct information.

Director Kalvans asked that everything is presented in Spanish and that he would like to see that staff have a translator at all the meetings.

Public Comment: Mr. Owen Davis, San Miguel Resident, voiced that the meetings could go on a very long time if a translator must repeat everything.

Interim General Manager/Fire Chief Rob Roberson explained that this is not a formal Board meeting and Brown act doesn't apply here. Board of Directors are asked not to attend, unless they come as residents of San Miguel.

Consensus of the Board is that the Dates and Times are fine if the dates are good for staff.

- 3. Review and approve Resolution 2018-08 authorizing the Director of Utilities to enter into a contract with Monsoon Consulting to provide plans and specifications for the removal and replacement of the deteriorating access road to the SM Reservoir in an amount not to exceed \$7,500. Also authorize Monsoon Consulting to secure a surveyor for this project at a cost not to exceed \$4,500. Total amount to be authorized from water capital reserve \$12,000, to be transferred to professional services engineering (50-326)**

Item presented by Kelly Dodds asking for a paper plan to replace the access road. Grants are being looked at for the project once the engineering plan are done.

Board Comment: Director parent asked about Grants.

Director Sangster asked if the engineering goes through how long would the “Shelf life” be?

Director Green asked how much the project would be once the Engineering is done?

Director of Utilities Kelly Dodds, thought that it might run around 209k.

Director Kalvans asked about the drivability of the Road.

Director Parent asked about the benefits that the Property owner would receive.

Discussion ensued

Public Comments: Lavern Buckman feels the District should go back and look at the history, and why the tank was moved in the first place.

Consensus of the Board is to bring back at the April 26th meeting and to have staff research the original easement agreements. The Directors also asked for different options other than paving.

XII. BOARD COMMENT:

Director Sangster Thanks the public for coming and participating, and the Directors are listening to all comments.

Discussion ensued about day and times for Public Informational Meeting

XIII. ADJOURNMENT: 9:25 P.M. next board meeting set for 4-26-2018

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
APRIL 24, 2018 REGULAR MEETING MINUTES

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

- I.** Meeting Called to Order by President Green – 6:30 p.m.
- II.** Pledge of Allegiance lead by Director Kalvans.
- III. Roll Call:** Directors Present: Green, Parent, Buckman, Kalvans, Sangster.
- District Staff in attendance: Rob Roberson, Tamara Parent, Kelly Dodds, Paola Freeman and District General Counsel White and Seikaly.
- IV. Adoption of Special Meeting Agenda:**
- Motion by Director Parent to adopt Regular Meeting Agenda.
- Seconded by Director Sangster Motion was approved by vote of 5 AYES and 0 NOES and 0 ABSENT
- V. ADJOURN TO CLOSED SESSION:**
- Closed Session convened at 6:31 p.m.
- A. CLOSED SESSION AGENDA:**
- 1. CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation**
Pursuant to Government Code Section 54956.9 (d)(1) Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039* and Case: *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*
 - 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Pursuant to Government Code section 54957(b)(1)
Title: General Counsel (ChurchwellWhite)
 - 3. CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (2 case)
 - 4. CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)

District Representatives: District General Counsel, Director Kalvans, and Director Green.
 Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit

VI. Call to Order for Regular Board Meeting/Report out of Closed Session: 7:00 P.M.

Report out of Closed Session by District General Counsel: Nothing to report.

VII. Public Comment and Communications for matters not on the Agenda:

Steven Plank, San Miguel Resident voiced his protest of the Board decision to start a Prop 218 rate increase. Mr. Plank voiced that they do not dispute the increase, just the amount of the increase. He feels that the board has been negligent by not raising the rates since 2008. Mr. Plank feels that the directors negligence on managing the previous administration and the Directors that have been on the board during the negligent management of administration should resign their position.

VIII. Special Presentations/Public Hearings/Other: None

IX. STAFF & COMMITTEE REPORTS:

1. San Luis Obispo County Sheriff No Report
2. San Luis Obispo County Board of Supervisors No Report
3. San Luis Obispo County Planning and/or Public Works No Report
4. San Miguel Area Advisory Council No Report
5. Camp Roberts—Army National Guard (LTC Kevin Bender) No Report
6. **Interim General Manager:** Verbal Report updating the Board of Directors on Franchise Fees from San Miguel Garbage in March 2018, and Auditor from Moss Levy will be scheduled for early May if everything is in order by then. The Public informational meeting on April 6, 2018 had 15 people in attendance.
Board Comment: None
Public Comments: None
7. **District General Counsel:** Presented by Counsel White. ChurchwellWhite, LLC. has nothing new to report.
Board Comments: None
Public Comments: None
8. **District Engineer:** Written report submitted as is. Blaine Reely asked for any questions.
Board Comments: Director Parent, asked about the line break on SLT and how the easement meeting went. District engineer, explained that the meeting was successful and they are looking into options that benefit the proposed development and the District.
Public Comments: None
9. **Director of Utilities:** Written report submitted as is. Director of Utilities Kelly Dodds asked for any questions.
Board Comment: Director Parent asked what kind of pipe was out at the SLT. Mr. Dodds informed him that it is an asbestos concert pipe and being replaced with C900, when repairs are made.
Public Comments: None

- 10. Fire Chief:** Fire Chief Rob Roberson, updates the Directors Fire Department calls and gave a report on Fire house staffing and the future of the San Miguel Fire Department.
Board Comments: Director Kalvans asked about funding from SLO County for the calls the District responds to outside the District boundaries. Mr. Kalvans also asked about response and coverage.
Public Comment: None

X. CONSENT ITEMS:

1. Review and Approve Board Meeting Minutes
 a) 03-09-18 Special Meeting Minutes

Motion by Director Buckman to Approve consent items

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

XI. BOARD ACTION ITEMS:

1. **Review, Discuss, Receive and File the Enumeration of Financial Report for March 2018**

Item presented by Interim General Manager Rob Roberson and Bookkeeper Paola Freeman, explaining that this item is in the action items for discussion. Asked for any questions.

Board Comments: Director Buckman asked about page 20 of 20 on the Fund Summary for Claim report and if the amount on the last page is the correct amount and the same as what the District has in the bank.

Interim General Manager Rob Roberson explained that with the Claims detail report the numbers he is looking at are totals of what claims were paid in March 2018.

Director Parent, asked why the Fire Payroll was up?

Director Kalvans, asked staff about Water Penalties, and why it was so much higher than Wastewater Penalties in the Statement of Revenue Budget vs Actuals for March 2018.

Director Kalvans would like to have the Purchasing Policy brought forward to the board for review.

Public Comments: Cordelia Perry San Miguel Resident, asked about waiving Penalties and if Water and Sewer have any substitutes for low income households.

Motion by Director Sangster to Receive and File the Enumeration of Financial Report for March 2018

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

2. Review & Approve Resolution 2018-16 authorizing the completion of a real property purchase from Grizzle Land and Management LLC, for APN 021-051-016 and 021-051-017, the parcels directly north of the Machado Wastewater Treatment Facility, in an amount of \$239,000.

Item presented by Director of Utilities Kelly Dodds explaining that the land is 17.8 acres and part of that land is unusable. Discussion ensued about appraisal company and differences in price.

Board Comment: Director Green asked about the funding for this property and what it will be used for. Mr. Dodds explained that the purchase of the property will be paid out of Wastewater Capital Reserve and that the Wastewater upgrade is in the rate increase with most of the planning cost will be paid with a grant.

Director Buckman asked Director of Utilities Kelly Dodds were the Wastewater plant capacity is at, now. Mr. Dodds explained that the facility is at 170 g a day with no less than 140g a day, the plant is at 70% capacity and building of a new facility needs to be started no later than 80%.

Public Comments: None

Motion by Director Buckman to Approve Resolution 2018-16 authorizing the completion of a real property purchase from Grizzle Land and Management LLC, for APN 021-051-016 and 021-051-017, the parcels directly north of the Machado Wastewater Treatment Facility, in an amount of \$239,000.

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

3. Review the preliminary FY 2018-19 Operations and Maintenance Budget.

Item presented by Interim General Manager/Fire chief Rob Roberson explaining that this is the Preliminary Budget that needs to be looked at by the Board and will be brought back for discussion in May.

Board Comment: Director Buckman had questions on Fire percentages and Mr. Dodds explained how to read the budget report. Most of the increase is for Fire staffing needs. Director Buckman would like to see the Finance and Budget committee started up again. Director Parent thanked Mr. Roberson for his stewardship.

Director Kalvans had question about grant funding for fire and if that was matching grant fund in budget. Mr. Kalvans would also like to see the Fire impact fees statement. Question about the monies for trash receptacles.

Director Green would also like to have a review of the Purchasing Policy brought to the Board in May. Mr. Green also had questions about chemical purchases.

Public Comments: Cordila Perry San Miguel Resident had comment of Fire Department staffing and expansion.

No Motion – Discussion Item only

4. Receive information regarding the status of the ongoing rate study.

Item presented by Interim General Manager/Fire Chief Rob Roberson and Director of Utilities Kelly Dodds updating the Directors that this item informational only. Public attendance for the April 6th Public Informational meeting was 15 people. The consensus of the public is that they understand that there needs to be a rate increase just not so high. At the start of the Prop 2018 process we had for Water was 140% increase with 3% increase for the three years after, now with looking over things it is at 105% and 10%, 6%, 6%. Wastewater was at 155%, and 3% after now it is 90%, 25%, 10%, 10%. These increases will only fund Operations and Maintenance. This will have the average monthly water and sewer bill at \$112.00 a month. Discussion ensued.

Board Comment: Director Sangster asked why the Commercial rate was less than the residential rates.

Counsel Doug White explained that the rate increase has to follow certain rules and regulations. All information is public.

Director Parent would like to see a bigger increase because of the future projects that have been put off. He would also like to see a rate study budgeted for every five years so the District doesn't ever get into this bad of financial shape again.

Director Green voiced that the water bill has been \$15.00 a month and we should understand that is not enough to sustain the water fund.

Public Comment: Teckie Foster San Miguel Resident asked about lowering the rates in the future when the District is out of a deficit. She would like to get it in writing from the Board.

No Motion – Discussion Item only

5. Review and approve an MOU with Cambria Fire Department for participation in the joint grant application for mobile and handheld radios from the Assistance to Firefighter Grant (AFG).

Item presented by Assistant Fire Chief/Director of Utilities Kelly Dodds and Fire Chief Rob Roberson explaining that this is a matching grant for Mobil Radio's to stay in compliance and that most of the Fire Departments radios are over 10 years old. This is a Regional Federal Grant.

Board Comment: None

Public Comment: None

Motion by Director Kalvans to Approve an MOU with Cambria Fire Department for participation in the joint grant application for mobile and handheld radios from the Assistance to Firefighter Grant (AFG).

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

6. Review and Discuss funding for Steinbeck Lawsuit reviewing researched information.

Item presented by Director of Interim General Manager/Fire Chief Rob Roberson, updating the Board that Staff has researched how other entities are funding the Steinbeck litigation. Consensus being that the Steinbeck litigation should be funded by the Water Fund because it is a water rights issue. Discussion ensued.

Board Comment: Director Buckman asked for District Counsel impute.

Director Parent voiced that he feels it should be funded through water because that way the water fund will accurately reflect what is being spent.

Director Buckman and Green explained that they had already had this discussion a few years back and asked the District Counsel how to proceed.

Director Kalvans asked about the stake we had in this lawsuit. Discussion ensued.

Public Comment: None

Consensus of the Board is to continue funding the Steinbeck Litigation out of the Water Fund, like it was done in the last fiscal year budget.

7. Review and approve Resolution 2018-08 authorizing the Director of Utilities to enter into a contract with Monsoon Consulting to provide plans and specifications for the removal and replacement of the deteriorating access road to the SM Reservoir in an amount not to exceed \$7,500. Also authorized Monsoon Consulting to secure a surveyor for this project at a cost not to exceed \$4,500

Item presented by Interim Director of Utilities Kelly Dodds explaining to the Directors that this item is to fund plans only. Directors were given the original easement agreement. Discussion ensued.

Board Comment: Director Green voiced his disapproval of the original easement and maintenance agreement. He would also like to know what the shelf-life of the plans would be and if an alternative other than paving would be acceptable.

District engineer, Blaine Reely explained that they would be looking at all options, and that the life of the plans really depends on if there are significant topographical changes.

Director Parent feels that the District could not get a better deal for the cost, and thanked the District Engineer.

Director Sangster asked about the consequences for the District if the road did have an emergency and if the only access to the property is only by the owner.

Public Comment: None

Motion by Director Parent to Approve Resolution 2018-08 Authorizing the director of utilities to contract with monsoon consulting to develop plans and specifications for rehabilitation of the access road to the San Miguel Reservoir in an amount not to exceed \$7,500. Also authorized Monsoon Consulting to secure a surveyor for this project at a cost not to exceed \$4,500

Seconded by Director Sangster. Motion was approved by vote of 3 AYES and 2 NOES and 0 ABSENT.

8. Review and Discuss Resolution No 2018-14 Declaring Hazardous Weeds a Public Nuisance within the District.

Item presented by Director of Interim General Manager/Fire Chief Rob Roberson explaining that this is just the first step and only “Declaring Hazardous Weeds” a public nuisance. Discussion ensued on the process the District goes through every year to keep the District safe from fire hazards.

Board Comment: Director Green wanted to see if a certain lot was on the list. Staff amended the list to add APN number 021-24-039.

Public Comment: None

Motion by Director Parent to approve Resolution No 2018-14 Declaring Hazardous Weeds a Public Nuisance within the District.

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

XII. BOARD COMMENT:

Director Kalvans asked about District Ordinance about sewer laterals, and would like to know when the District will be implementing the ordinance?

Director Parent feels that the Board should come to a consensus and get rid of the Board Stipends, due to the rate increase.

Director Green and Director Parent would like to relook at landscaping water, and asked staff to bring back in future for discussion.

Director Buckman explained that the Board can't give back board stipend for a particular thing, but can ask not to get them personally.

Public Comment: Nanette Roe voiced that the public doesn't want the Board to give up their Stipend, because that is how the public can hold them accountable.

XIII. ADJOURNMENT: 9:34 P.M.

DRAFT



San Miguel Community Services District

Board of Directors Staff Report

March 24, 2018

AGENDA ITEM: X-2

SUBJECT: Approve **Revised Resolution 2018-12** authorizing the Fire Chief to purchase a high-pressure pump system from Micro Droplet Systems for Engine 8668 at a cost not to exceed \$10,698.19 a difference of +\$748.19 and authorize a budget adjustment from Fire Capital Reserve to 20-460 Fire Equipment in the same amount

RECOMMENDATION: Approve **Revised Resolution 2018-12** authorizing the Fire Chief to purchase a high-pressure pump system from Micro Droplet Systems for Engine 8668 at a cost not to exceed \$10,698.19 and authorize a budget adjustment from Fire Capital Reserve to 20-460 Fire Equipment in the same amount.

BACKGROUND:

Back in, February 2018 the Board unanimously approved Resolution 2018-12 to purchase a high-pressure pump system from Micro Droplet Systems for Engine 8668 at a cost not to exceed \$9950.00. I'm am asking for an adjustment to the original resolution for the purchase for the micro droplet system. The original purchase request did not include sales tax and a custom modification to the installation.

Due to the sales tax and the modification the cost increase to the proposed amount has been adjusted from \$9,950 to \$10,698.19 this is a difference of an additional \$748.19.

FISCAL IMPACT:

Cost increase to the proposed amount has been adjusted from \$9,950 to \$10,698.19. this is a difference of \$748.19. Fire Capital Reserve to 20-460 Fire Equipment

RECOMMENDATION

Approve Revised Resolution 2018-12 authorizing the Fire Chief to purchase a high-pressure pump system from Micro Droplet Systems for Engine 8668 at a cost not to exceed \$10,698.19 and authorize a budget adjustment from Fire Capital Reserve to 20-460 Fire Equipment in the same amount.

PREPARED BY:

Rob Roberson Rob Roberson Fire Chief

Attachment: Revised Resolution 2018-12

RESOLUTION NO. 2018-12

**A REVISED RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT
AUTHORIZING THE FIRE CHIEF PURCHASE OF A HIGH-PRESSURE PUMP SYSTEM IN AN
AMOUNT NOT TO EXCEED \$10,698.19 FROM MICRO DROPLET SYSTEMS USING FIRE
CAPITAL RESERVES**

WHEREAS, the San Miguel Community Services District was initially formed and established on the first day of February 2000, and

WHEREAS, the Board of Directors understands that fire apparatus must be changed to meet the ever-changing needs of the fire service; and

WHEREAS, the Board of Directors authorizes the Fire Chief to purchase a high-pressure pump system from Micro Droplet Systems in an amount not to exceed \$10,698.19; and

WHEREAS, the Board of Directors authorizes a budget adjustment from Fire Capital Reserve to Fire equipment (20-490) in the same amount;

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this REVISED Resolution for purposes specified herein.

On an amended motion in the consent calendar to approve this revised resolution made by _____, seconded by _____, and by following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing Resolution is hereby passed by a roll call vote and adopted this 24th day of May 2018.

John Green, President
Board of Directors

ATTEST:

Rob Roberson,
Interim General Manager

APPROVED AS TO FORM:

Doug White,
District General Counsel

Micro Droplet Systems*Micro Droplet Systems*

2775 Tapo Street Suite #202 Simi Valley, Ca. 93063

Phone: 805-390-5585

Fax: NA

INVOICE

INVOICE #005

DATE: 04/23/2018

TO:

Rob Roberson
 San Miguel Community Services District
 1150 Mission Street
 San Miguel, Ca. 93451
 805-467-3388

SHIP TO:

Rob Roberson
 San Miguel Community Services District
 1150 Mission Street
 San Miguel, Ca. 93451
 805-467-3388

COMMENTS OR SPECIAL INSTRUCTIONS:

Custom build for Fire Patrol Type 7

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Rich Sauer	NA	NA	NA	NA	Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
Quantity 1	Honda power unit & KAPPA-40/GR	2000.00	2000.00
Quantity 1	200' X ½" High Pressure Hose	775.00	775.00
Quantity 1	Reelcraft Hand Crank Hose & Hose Roller	600.00	600.00
Quantity 1	Fittings & Pipe	800.00	800.00
Quantity 1	WASP Nozzle	1,500.00	1,500.00
Quantity 1	Custom Frame w/ Cover	1000.00	1000.00
Quantity 1	Custom Install Unit w/ Additional Front Bumper Line	3300.00	3300.00
		SUBTOTAL	9,975.00
		SALES TAX	723.19
		SHIPPING & HANDLING	NA
		TOTAL DUE	10,698.19

Make all checks payable to Micro Droplet Systems.

If you have any questions concerning this invoice, contact: Your Name at 805-390-5585 or Email.

THANK YOU FOR YOUR BUSINESS!

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3886	17159S	434 76 FLEET CARD	699.84					
Account Number : 0201-00-108861-6								
1	53731991	03/31/18 Fuel - Truck #8600	52.50			20 62000	485	10200
2	53731991	03/31/18 Fuel - Truck #8601	317.06			20 62000	485	10200
7	53731991	02/28/18 Fuel - Truck #U8632	70.30			40 64000	485	10200
8	53731991	02/28/18 Fuel - Truck #U8632	70.30			50 65000	485	10200
9	53731991	03/31/18 Fuel - Truck #8630	189.68			20 62000	485	10200
Total for Vendor:			699.84					
3916	17176S	576 APEX FIRE CONTROL	830.09					
3	1335	04/09/18 Fire Extg. Annual Maintenance	150.00			20 62000	510	10200
4	1335	04/09/18 Fire Extg. Annual Maintenance	295.00*			20 62000	305	10200
5	1335	04/09/18 Fire Extg. Annual Maintenance	265.05			40 64000	305	10200
6	1335	04/09/18 Fire Extg. Annual Maintenance	120.04			50 65000	305	10200
Total for Vendor:			830.09					
3899	17160S	569 BANK OF THE WEST	167.29					
#0087-8458								
1	Apr-8458	03/28/18 Newegg~postage supplies	8.02			40 64000	315	10200
2	Apr-8458	03/28/18 Newegg~postage supplies	8.01			50 65000	315	10200
3	Apr-8458	03/28/18 VistaPrint, Stamp	11.44			20 62000	315	10200
4	Apr-8458	03/28/18 VistaPrint, Stamp	11.44			40 64000	315	10200
5	Apr-8458	03/28/18 VistaPrint, Stamp	11.43			50 65000	315	10200
6	Apr-8458	03/28/18 NewEgg~Webcam Prot Plan	10.00*			20 62000	305	10200
7	Apr-8458	03/28/18 NewEgg~Webcam Prot Plan	1.83			30 63000	305	10200
8	Apr-8458	03/28/18 NewEgg~Webcam Prot Plan	24.24			40 64000	305	10200
9	Apr-8458	03/28/18 NewEgg~Webcam Prot Plan	24.24			50 65000	305	10200
10	Apr-8458	03/28/18 NewEgg~Webcam Prot Plan	0.30*			60 66000	305	10200
11	Apr-8458	03/28/18 Walmart~Tide	19.33*			20 62000	305	10200
12	Apr-8458	03/28/18 USPS Mailed Handheld	28.91			50 65000	315	10200
13	Apr-8458	03/28/18 Cert Mail~EDD & IRS	2.70			20 62000	315	10200
14	Apr-8458	03/28/18 Cert Mail~EDD & IRS	2.70			40 64000	315	10200
15	Apr-8458	03/28/18 Cert Mail~EDD & IRS	2.70			50 65000	315	10200
Total for Vendor:			167.29					

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3887	17161S	548 BARTLE WELLS ASSOCIATES	5,440.59					
Rate Study								
1	1007A	03/21/18 Rate Study	2,720.30			40 64000	432	10200
2	1007A	03/21/18 Rate Study	2,720.29			50 65000	432	10200
Total for Vendor:			5,440.59					
3919	17177S	596 BAUER COMPRESSORS Inc.	341.40					
1	0000238700	04/05/18 MSA Quick Connect Fill Ada	341.40			20 62000	455	10200
Total for Vendor:			341.40					
3917	17178S	34 BLAKE'S INC	188.10					
1	1204072	04/27/18 Respirator Filter	35.54*			40 64000	582	10200
2	1204072	04/27/18 Trash Cans	90.48			50 65000	305	10200
3	1204072	04/27/18 Wrench	14.98			50 65000	490	10200
4	1204072	04/27/18 Wrench	14.98			40 64000	490	10200
5	1204072	04/27/18 Box	10.82			20 62000	510	10200
6	1204072	04/27/18 Brass Flush Nozzle	17.98			40 64000	305	10200
7	1204072	04/27/18 Staple	3.32			20 62000	510	10200
Total for Vendor:			188.10					
3905	17162S	535 BRENDLER JANITORIAL SERVICE	275.00					
Janitorial Service								
1	1734C	03/02/18 February 2018	45.37*			20 62000	305	10200
2	1734C	03/02/18 February 2018	8.25			30 63000	305	10200
3	1734C	03/02/18 February 2018	110.00			40 64000	305	10200
4	1734C	03/02/18 February 2018	110.00			50 65000	305	10200
5	1734C	03/02/18 February 2018	1.38*			60 66000	305	10200
Total for Vendor:			275.00					
3926	17191S	432 CA STATE FIREFIGHTERS'	542.50					
Active Firefighter Membership Dues 05/01/18 ~ 04/30/19								
1	10356	04/17/18 Sara Harris	77.50*			20 62000	385	10200
2	10356	04/17/18 Marelin McBride	77.50*			20 62000	385	10200
3	10356	04/17/18 Danny Sackett	77.50*			20 62000	385	10200
4	10356	04/17/18 Jessie Springer	77.50*			20 62000	385	10200

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
5	10356	04/17/18 Jason Taylor	77.50*			20 62000	385	10200
6	10356	04/17/18 Nathan Taylor	77.50*			20 62000	385	10200
7	10356	04/17/18 Roney Ward	77.50*			20 62000	385	10200
3927 17191S 432 CA STATE FIREFIGHTERS' Active Firefighter Membership Dues 05/01/18 ~ 4/30/19			775.00					
1	10331	04/03/18 Kevin Bryne	77.50*			20 62000	385	10200
2	10331	04/03/18 Kelly Dodds	77.50*			20 62000	385	10200
3	10331	04/03/18 Justin Young	77.50*			20 62000	385	10200
4	10331	04/03/18 Nick Weir	77.50*			20 62000	385	10200
5	10331	04/03/18 Robert Roberson	77.50*			20 62000	385	10200
6	10331	04/03/18 Liliana Rojas	77.50*			20 62000	385	10200
7	10331	04/03/18 Matt Toves	77.50*			20 62000	385	10200
8	10331	04/03/18 David Tracey	77.50*			20 62000	385	10200
9	10331	04/03/18 Scott Young	77.50*			20 62000	385	10200
10	10331	04/03/18 Matt Roberson	77.50*			20 62000	385	10200
Total for Vendor:			1,317.50					
3920 17179S 420 CALIFORNIA RURAL WATER Water Connections:811 Wastewater Connections: 635			583.00					
1		03/30/18 Water Connection fees	291.50*			50 65000	385	10200
2		03/30/18 Wastewater Connection fees	291.50*			40 64000	385	10200
Total for Vendor:			583.00					
3942 -99777E 416 CALPERS Annual Unfunded Accrued Liability Actuarial Valuation			714.61					
1	15248754	04/01/18 Annual Unfunded Accrued Liab	357.30			40 64000	225	10200
2	15248754	04/01/18 Annual Unfunded Accrued Liab	357.31			50 65000	225	10200
3943 -99776E 416 CALPERS Annual Unfunded Accrued Liability Actuarial Valuation			3.89					
1	15248759	04/01/18 Annual Unfunded Accrued Liab	1.95			40 64000	225	10200
2	15248759	04/01/18 Annual Unfunded Accrued Liab	1.94			50 65000	225	10200
Total for Vendor:			718.50					

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3912	17180S	521 CHAPARRAL BUSINESS MACHINES, Maintenance Contract #6913-02 Samsung/X4250LX	75.15					
Acct No. 013014 Contract #6913-02								
1	424790	04/02/18 Maint Contract 4/4~5/3/18	30.50*			40 64000	320	10200
2	424790	04/02/18 Maint Contract 4/4/~5/3/18	30.50*			50 65000	320	10200
3	424790	04/02/18 Overage charge 3/4-4/3/18	7.07*			40 64000	320	10200
4	424790	04/02/18 Overage charge 3/4-4/3/18	7.08*			50 65000	320	10200
Total for Vendor:			75.15					
3914	17181S	67 CHARTER COMMUNICATIONS Acct# 8245 10 105 0027311 Spectrum Buiness - Monthly	302.20					
Internet/Voice								
1	7311040118	04/01/18 Internet/Voice	100.73*			20 62000	375	10200
2	7311040118	04/01/18 Internet/Voice	100.73*			40 64000	375	10200
3	7311040118	04/01/18 Internet/Voice	100.74*			50 65000	375	10200
Total for Vendor:			302.20					
3925	17192S	583 COBLENTZ BIEHLE & CRAMER 2017 IRS & EDD Taxes, 941, 2018 Q1 payroll	1,380.00					
1	4489	04/15/18 2017 IRS & EDD Taxes,	227.70*			20 62000	325	10200
2	4489	04/15/18 2017 IRS & EDD Taxes,	41.40			30 63000	325	10200
3	4489	04/15/18 2017 IRS & EDD Taxes,	552.00*			40 64000	325	10200
4	4489	04/15/18 2017 IRS & EDD Taxes,	552.00*			50 65000	325	10200
5	4489	04/15/18 2017 IRS & EDD Taxes,	6.90*			60 66000	325	10200
Total for Vendor:			1,380.00					
3903	17163S	598 CORRPRO C/O BBVA Compass Bank	745.00					
1	486381	03/27/18 Tank Inspect Service	745.00*			50 65000	353	10200
Total for Vendor:			745.00					

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3902	17164S	429 COUNTY OF SAN LUIS OBISPO - EH	115.60					
ACCT# AR0011381								
1	IN0114507	03/20/18 Cross Connection -Admin Fee	115.60			50 65000	362	10200
Total for Vendor:			115.60					
3940	17193S	400 EQ - WINE COVERS	4,198.83					
Add on to 24x24 Material purchase only								
1	6006	04/20/18 Sheeting,Purlins,Post,C-Trim	4,198.83*			40 64000	582	10200
Total for Vendor:			4,198.83					
3897	17165S	109 FERGUSON ENTERPRISES	1,127.21					
Acct #725334								
1	5890224	06/26/18 Gate vlv, FLG BLT Set,GSKT	1,127.21			50 65000	535	10200
Total for Vendor:			1,127.21					
3888	17166S	112 FGL - ENVIRONMENTAL ANALYTICAL	105.00					
Acct #8000653								
1	880616A	03/26/18 Coliform	105.00			50 65000	359	10200
3894	17166S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct #8000653								
1	880449A	03/27/18 Metals	67.00			50 65000	358	10200
3895	17166S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct #8000653								
1	880353A	03/27/18 Metals	67.00			50 65000	358	10200
3896	17166S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct #8000653								
1	880549A	03/30/18 Metals	67.00			50 65000	358	10200
3907	17182S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
Acct #8000653								
1	880488A	03/28/18 Metals	67.00			50 65000	358	10200

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3908	17182S	112 FGL - ENVIRONMENTAL ANALYTICAL	42.00					
	Acct #8000653							
1	880614A	04/03/18 Metals	42.00			50 65000	358	10200
3909	17182S	112 FGL - ENVIRONMENTAL ANALYTICAL	64.00					
	Acct #8000653							
1	880598A	04/03/18 Coliform~Wet Chemistry	64.00			50 65000	356	10200
3930	17194S	112 FGL - ENVIRONMENTAL ANALYTICAL	207.00					
	Acct #8000653							
1	880615A	04/16/18 SRL 524M~TCP	69.00			50 65000	356	10200
2	880615A	04/16/18 SRL 524M~TCP	69.00			50 65000	357	10200
3	880615A	04/16/18 SRL 524M~TCP	69.00			50 65000	358	10200
3931	17194S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00					
	Acct #8000653							
1	880691A	04/16/18 Metals	67.00			50 65000	358	10200
3932	17194S	112 FGL - ENVIRONMENTAL ANALYTICAL	105.00					
	Acct #8000653							
1	880892A	04/13/18 Coliform	105.00			50 65000	359	10200
		Total for Vendor:	858.00					
3924	17190S	603 FIRST AMERICAN TITLE COMPANY	5,000.00					
		Escrow deposit for land purchase from Grizzle Land & management LLC						
		APN# 021-051-016/021-051-017						
1	04/18/18	021-051-016/021-051-017	5,000.00*			40 64000	581	10200
		Total for Vendor:	5,000.00					
3889	17167S	308 FRONTIER COMMUNICATIONS	54.45					
	Acct #805-467-2818-014012-5							
	3Phone 805-467-2818							
1	03/22/18	Scada	27.23			40 64000	310	10200
2	03/22/18	Scada	27.22			50 65000	310	10200

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3913	17183S	308 FRONTIER COMMUNICATIONS	79.40					
		Acct #805-467-2015-051216-5 Backup for Alarm						
1	April 2018	04/01/18 Acct #805-467-2015-051216-	39.70			40 64000	310	10200
2	April 2018	04/01/18 Acct #805-467-2015-051216-	39.70			50 65000	310	10200
		Total for Vendor:	133.85					
3890	17168S	125 GREAT WESTERN ALARM	75.60					
		Acct A0702 Service Period: 4/01/18 to 4/30/18						
1	1803022421	04/01/18 Answering Service	37.80			40 64000	380	10200
2	1803022421	04/01/18 Answering Service	37.80			50 65000	380	10200
3891	17168S	125 GREAT WESTERN ALARM	30.00					
		GW-661 Service Period: 4/01/18 to 4/30/18						
1	1803005451	04/01/18 Alarm Monitoring	15.00			40 64000	380	10200
2	1803005451	04/01/18 Alarm Monitoring	15.00			50 65000	380	10200
		Total for Vendor:	105.60					
3901	17169S	129 HACH	503.76					
		Acct #292463						
1	10892160	03/26/18 Reagent Set, Chlorine Free	167.92			50 65000	356	10200
2	10892160	03/26/18 Reagent Set, Chlorine Free	167.92			50 65000	357	10200
3	10892160	03/26/18 Reagent Set, Chlorine Free	167.92			50 65000	358	10200
		Total for Vendor:	503.76					
3892	17170S	134 HELPING HAND HEALTH EDUCATION	67.00					
		Safety Training (Renewal Course) - CPR Rob Roberson						
1	204	03/20/18 CPR Renewal Course	67.00			20 62000	386	10200
		Total for Vendor:	67.00					

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3941	17202S	999999 INTERNAL REVENUE SERVICES	3,344.16					
		Penalties for 941 Tax year 2017						
1	CP134B	04/09/18 77-0538466 12-31-17 941	1,672.08*			40 64000	910	10200
2	CP134B	04/09/18 77-0538466 12-31-17 941	1,672.08*			50 65000	910	10200
		Total for Vendor:	3,344.16					
3922	17184S	147 JB DEWAR	1,198.50					
		Account #80468						
1	186248	04/05/18 Diesel #2 300 gal	599.25			20 62000	485	10200
2	186248	04/05/18 Diesel #2 300 gal	299.62			40 64000	485	10200
3	186248	04/05/18 Diesel #2 300 gal	299.63			50 65000	485	10200
		Total for Vendor:	1,198.50					
3906	17174S	510 LOCAL IT EXPERTS	1,223.00					
		SMCSD Computer & Network Services, Set up new Skype Cam, New shared calendars, New Admin Folder						
1	115	04/05/18 Remote IT Services -April 2018	200.00*			20 62000	350	10200
2	115	04/05/18 Remote IT Services -April 2018	200.00*			40 64000	350	10200
3	115	04/05/18 Remote IT Services -April 2018	200.00*			50 65000	350	10200
4	115	04/05/18 New Skype Cam	66.75*			40 64000	350	10200
5	115	04/05/18 New Skype Cam	66.75*			50 65000	350	10200
6	115	04/05/18 New Shared Calendars	155.75*			40 64000	350	10200
7	115	04/05/18 New Shared Calendars	155.75*			50 65000	350	10200
8	115	04/05/18 New Admin Folder	89.00*			40 64000	350	10200
9	115	04/05/18 New Admin Folder	89.00*			50 65000	350	10200
		Total for Vendor:	1,223.00					
3918	17185S	602 MULLAHEY CHRYSLER DODGE JEEP RAM	1,910.16					
1	72628	03/22/18 Truck #8601 Fluids	1,841.00*			20 62000	354	10200
2	72504	03/15/18 Truck #8601 Rotate Tires	69.16*			20 62000	354	10200
		Total for Vendor:	1,910.16					
3921	17186S	208 PG&E	1,038.49					
		New Street Lights; Rio Mesa Circle ~ Verde Place & Rio Mesa Circle Charges were not being reconized or billed thru PGE						
1	8/31-9/18/	04/06/18 Tract 2710 8564394360	19.11			30 63000	381	10200

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2	9/19-10/17	04/06/18 Tract 2710 8564394360	30.18			30 63000	381	10200
3	10/18-1115	04/06/18 Tract 2710 8564394360	30.18			30 63000	381	10200
4	11/16-1215	04/06/18 Tract 2710 8564394360	30.18			30 63000	381	10200
5	12/16-0116	04/06/18 Tract 2710 8564394360	30.19			30 63000	381	10200
6	01/17-0214	04/06/18 Tract 2710 8564394360	30.21			30 63000	381	10200
7	02/15-0316	04/06/18 Tract 2710 8564394360	30.38			30 63000	381	10200
8	08/31-0918	04/06/18 Tract 2710 8560673934	47.79			30 63000	381	10200
9	09/19-1017	04/06/18 Tract 2710 8560673934	75.45			30 63000	381	10200
10	10/18-1115	04/06/18 Tract 2710 8560673934	75.44			30 63000	381	10200
11	11/16-1215	04/06/18 Tract 2710 8560673934	75.45			30 63000	381	10200
12	12/16-0116	04/06/18 Tract 2710 8560673934	75.47			30 63000	381	10200
13	01/17-0214	04/06/18 Tract 2710 8560673934	75.51			30 63000	381	10200
14	02/15-0316	04/06/18 Tract 2710 8560673934	75.92			30 63000	381	10200
15	08/31-0918	04/06/18 Tract 2710 8562053214	32.29			30 63000	381	10200
16	09/18-1017	04/06/18 Tract 2710 8562053214	50.99			30 63000	381	10200
17	10/18-1105	04/06/18 Tract 2710 8562053214	32.30			30 63000	381	10200
18	11/06-1215	04/06/18 Tract 2710 8562053214	67.99			30 63000	381	10200
19	12/16-0116	04/06/18 Tract 2710 8562053214	51.02			30 63000	381	10200
20	01/17-0214	04/06/18 Tract 2710 8562053214	51.04			30 63000	381	10200
21	02/15-0316	04/06/18 Tract 2710 8562053214	51.40			30 63000	381	10200
Total for Vendor:			1,038.49					
3937 17203S 209 PG&E			7,549.69					
Acct #3675186851-8								
1	04/18/18	Old Fire Station / 1297 L St	21.37*			20 62000	381	10200
2	04/18/18	New Fire Station 1150 Mission	10.51*			20 62000	381	10200
3	04/18/18	Water Works #1 / Well 3	617.99			50 65000	381	10200
4	04/18/18	Bonita Pl & 16th / Well 4	1,781.72			50 65000	381	10200
5	04/18/18	N St / WWTP	4,770.69			40 64000	381	10200
6	04/18/18	2HP Booster Station	10.51			50 65000	381	10200
7	04/18/18	Mission Heights Booster	10.51			50 65000	381	10200
8	04/18/18	14th St. & K St.	41.30			50 65000	381	10200
9	04/18/18	Missn & 12th Lanscape-St light	243.57			30 63000	381	10200
10	04/18/18	SLT Well Drink Water	41.52			50 65000	381	10200
Total for Vendor:			7,549.69					

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 4/18

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Report ID: AP100V

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
3939	17195S	208 PG&E	1,325.53					
Acct #8565976480-8								
1	04/18/18	12th & K Street - 8565976725	11.15			30 63000	381	10200
2	04/18/18	11th St 8562053214 Tract 2710	59.25			30 63000	381	10200
3	04/18/18	Rio Mesa 8564394360 Tract 2710	30.52			30 63000	381	10200
4	04/18/18	Verde Pl 8560673934 Tract 2710	76.29			30 63000	381	10200
5	04/18/18	Mission Hgts 8565976482	211.70			30 63000	381	10200
6	04/18/18	Tract 2605 8565976109	45.36			30 63000	381	10200
7	04/18/18	9898 River Rd 8565976002	413.60			30 63000	381	10200
8	04/18/18	9898 River Rd 8565976004	55.72			30 63000	381	10200
9	04/18/18	9898 River Rd 8565976008	256.79			30 63000	381	10200
10	04/18/18	9898 River Rd 8565976014	85.61			30 63000	381	10200
11	04/18/18	9898 River Rd 8565976481	55.08			30 63000	381	10200
12	04/18/18	9898 River Rd 8565976483	24.46			30 63000	381	10200
Total for Vendor:			1,325.53					
3936	17196S	999999 ROGELIO, RAMON-VITERVO	63.13					
water & Sewer deposit refund								
1	1450 Prado	04/17/18 Water & Sewer deposit refu	63.13			50 20550		10200
Total for Vendor:			63.13					
3898	17171S	233 SAFEGUARD BUSINESS SYSTEMS	456.89					
Customer #QMG2PP								
1	032758666	03/22/18 Envelopes	228.45*			40 64000	320	10200
2	032758666	03/22/18 Deposit Tickets	228.44*			50 65000	320	10200
3934	17204S	233 SAFEGUARD BUSINESS SYSTEMS	408.35					
Customer #QMG2PP								
1	032786819	04/06/18 Envelopes	204.17*			40 64000	320	10200
2	032786819	04/06/18 Envelopes	204.18*			50 65000	320	10200
Total for Vendor:			865.24					
3915	17187S	238 SAN MIGUEL GARBAGE	103.98					
Monthly Service April 2018								
Acct#318691								
1	04/01/18	WWTP Monthly Trash Disposal	51.99			40 64000	383	10200

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Claim Details
For the Accounting Period: 4/18

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

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
2	04/01/18	WWTP Monthly Trash Disposal	51.99			50 65000	383	10200
		Total for Vendor:	103.98					
3904	17172S	601 SONICWALL SERVICES	249.00					
1	CR1736007	03/29/18 Gateway Security	83.00			20 62000	475	10200
2	CR1736007	03/29/18 Gateway Security	83.00*			40 64000	475	10200
3	CR1736007	03/29/18 Gateway Security	83.00*			50 65000	475	10200
		Total for Vendor:	249.00					
3929	17198S	352 STAPLES CREDIT PLAN	330.86					
		Office Supplies						
1	April 8738	04/09/18 Office Supplies	110.29*			20 62000	410	10200
2	April 8738	04/09/18 Office Supplies	110.29*			40 64000	410	10200
3	April 8738	04/09/18 Office Supplies	110.28*			50 65000	410	10200
		Total for Vendor:	330.86					
3910	17188S	534 STREAMLINE	200.00					
		Web Page Hosting						
1	97160	04/10/18 Web Page Monthly Fee April	33.00*			20 62000	376	10200
2	97160	04/10/18 Web Page Monthly Fee April	6.00*			30 63000	376	10200
3	97160	04/10/18 Web Page Monthly Fee April	80.00*			40 64000	376	10200
4	97160	04/10/18 Web Page Monthly Fee April	80.00*			50 65000	376	10200
5	97160	04/10/18 Web Page Monthly Fee April	1.00*			60 66000	376	10200
		Total for Vendor:	200.00					
3928	17199S	289 TOTALFUNDS BY HASLER	1,000.00					
		Acct#7900 0110 0130 2978						
		218 Process ~ mailer						
1	04/09/18	Postage	500.00			40 64000	315	10200
2	04/09/18	Postage	500.00			50 65000	315	10200
		Total for Vendor:	1,000.00					
3900	17173S	301 US BANK	2,496.19					
		Acct #4246044555652647						
1	March~2647	03/22/18 Borjon 2006 GMC Fuel Gauge	228.43			40 64000	354	10200
2	March~2647	03/22/18 Borjon 2006 GMC Fuel Gauge	228.43			50 65000	354	10200
3	March~2647	03/22/18 American Hart Association	28.50			20 62000	386	10200

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SAN MIGUEL COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 4/18

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Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	\$6,892.22
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	\$2,665.07
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	\$23,483.86
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	\$15,281.20
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	\$9.58
Total:	\$48,331.93

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
10 ADMINISTRATION DEPARTMENT						
46000	Revenues & Interest					
46020	Transfer In -Fire (16.5%)	0.00	0.00	37,499.00	37,499.00	0 %
46030	Transfer In -Lighting (3%)	0.00	0.00	6,818.00	6,818.00	0 %
46040	Transfer In -Sewer (40%)	0.00	0.00	90,907.00	90,907.00	0 %
46050	Transfer In -Water (40%)	0.00	0.00	90,907.00	90,907.00	0 %
46060	Transfer In- Solid Waste (0.5%)	0.00	0.00	1,136.00	1,136.00	0 %
46150	Miscellaneous Income	0.00	15.00	0.00	-15.00	** %
46151	Refund/Adjustments	0.00	486.20	0.00	-486.20	** %
	Account Group Total:	0.00	501.20	227,267.00	226,765.80	0 %
	Fund Total:	0.00	501.20	227,267.00	226,765.80	0 %
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	0.00	0.00	1,100.00	1,100.00	0 %
40300	Fireworks Permit Fees	1,100.00	1,100.00	800.00	-300.00	138 %
40320	Fire Impact Fees	12,278.92	23,747.84	0.00	-23,747.84	** %
40410	Mutual Aid Fires	56,060.31	56,060.31	0.00	-56,060.31	** %
40420	Ambulance Reimbursement	0.00	3,431.11	4,400.00	968.89	78 %
40500	VFA Assistance Grant	0.00	0.00	18,000.00	18,000.00	0 %
	Account Group Total:	69,439.23	84,339.26	24,300.00	-60,039.26	347 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	742.23	243,277.60	337,351.00	94,073.40	72 %
	Account Group Total:	742.23	243,277.60	337,351.00	94,073.40	72 %
44000	Forestry & Fire Protection Reimbursement					
44000	Forestry & Fire Protection Reimbursement	0.00	4,396.92	10,000.00	5,603.08	44 %
	Account Group Total:	0.00	4,396.92	10,000.00	5,603.08	44 %
46000	Revenues & Interest					
46000	Revenues & Interest	20.42	227.58	300.00	72.42	76 %
46010	Transfer In	0.00	0.00	233,021.00	233,021.00	0 %
46150	Miscellaneous Income	0.00	730.00	0.00	-730.00	** %
46151	Refund/Adjustments	817.55	1,027.19	1,000.00	-27.19	103 %
46155	Will Serve Processing Fees	0.00	0.00	100.00	100.00	0 %
46175	Sale of Surplus Property	0.00	229.37	0.00	-229.37	** %
	Account Group Total:	837.97	2,214.14	234,421.00	232,206.86	1 %
	Fund Total:	71,019.43	334,227.92	606,072.00	271,844.08	55 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
30 STREET LIGHTING DEPARTMENT						
43000	Property Taxes Collected					
43000	Property Taxes Collected	208.45	69,226.24	93,488.00	24,261.76	74 %
	Account Group Total:	208.45	69,226.24	93,488.00	24,261.76	74 %
46000	Revenues & Interest					
46000	Revenues & Interest	4.33	47.53	50.00	2.47	95 %
46010	Transfer In	0.00	0.00	8,525.00	8,525.00	0 %
46150	Miscellaneous Income	100.00	400.00	0.00	-400.00	** %
46151	Refund/Adjustments	173.42	1,095.84	200.00	-895.84	548 %
	Account Group Total:	277.75	1,543.37	8,775.00	7,231.63	18 %
	Fund Total:	486.20	70,769.61	102,263.00	31,493.39	69 %
40 WASTEWATER DEPARTMENT						
40000						
40850	Wastewater Hook-up Fees	33,328.00	191,636.00	0.00	-191,636.00	** %
40900	Wastewater Sales	30,472.61	300,334.90	356,000.00	55,665.10	84 %
40910	Wastewater Late Charges	584.41	5,703.48	5,500.00	-203.48	104 %
	Account Group Total:	64,385.02	497,674.38	361,500.00	-136,174.38	138 %
43000	Property Taxes Collected					
43000	Property Taxes Collected	112.89	37,440.87	51,302.00	13,861.13	73 %
	Account Group Total:	112.89	37,440.87	51,302.00	13,861.13	73 %
46000	Revenues & Interest					
46000	Revenues & Interest	49.48	543.22	700.00	156.78	78 %
46010	Transfer In	0.00	0.00	101,116.00	101,116.00	0 %
46100	Realized Earnings	0.00	873.41	0.00	-873.41	** %
46150	Miscellaneous Income	0.00	0.00	45,000.00	45,000.00	0 %
46151	Refund/Adjustments	1,981.93	2,608.28	1,000.00	-1,608.28	261 %
46180	Public Records Requests	0.00	0.00	10.00	10.00	0 %
	Account Group Total:	2,031.41	4,024.91	147,826.00	143,801.09	3 %
	Fund Total:	66,529.32	539,140.16	560,628.00	21,487.84	96 %
50 WATER DEPARTMENT						
40000						
40440	CDBG Grant	135,679.00	135,679.00	150,000.00	14,321.00	90 %
	Account Group Total:	135,679.00	135,679.00	150,000.00	14,321.00	90 %
41000	Water Sales					
41000	Water Sales	25,030.69	330,682.05	352,000.00	21,317.95	94 %
41001	Water Connection Fees	0.00	75,920.00	0.00	-75,920.00	** %
41005	Water Late Charges	7,984.05	57,735.66	18,000.00	-39,735.66	321 %
41010	Water Meter Fees	0.00	2,198.86	12,250.00	10,051.14	18 %

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
50 WATER DEPARTMENT						
	Account Group Total:	33,014.74	466,536.57	382,250.00	-84,286.57	122 %
46000	Revenues & Interest					
46000	Revenues & Interest	52.23	576.22	700.00	123.78	82 %
46010	Transfer In	0.00	0.00	159,701.00	159,701.00	0 %
46150	Miscellaneous Income	0.00	102.13	0.00	-102.13	** %
46151	Refund/Adjustments	1,981.93	2,608.28	1,000.00	-1,608.28	261 %
46155	Will Serve Processing Fees	0.00	0.00	250.00	250.00	0 %
	Account Group Total:	2,034.16	3,286.63	161,651.00	158,364.37	2 %
	Fund Total:	170,727.90	605,502.20	693,901.00	88,398.80	87 %
60 SOLID WASTE DEPARTMENT						
46000	Revenues & Interest					
46005	Franchise Fees	2,904.76	29,131.94	32,323.00	3,191.06	90 %
	Account Group Total:	2,904.76	29,131.94	32,323.00	3,191.06	90 %
	Fund Total:	2,904.76	29,131.94	32,323.00	3,191.06	90 %
	Grand Total:	311,667.61	1,579,273.03	2,222,454.00	643,180.97	71 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
10 ADMINISTRATION DEPARTMENT							
61000 Administration							
61000	Administration						
	111 BOD Stipend	0.00	4,300.00	6,000.00	6,000.00	1,700.00	72 %
	120 Workers' Compensation	0.00	1,123.28	0.00	0.00	-1,123.28	*** %
	130 Payroll Tax - Fed W/H	0.00	19,256.05	0.00	0.00	-19,256.05	*** %
	305 Operations and maintenance	0.00	1,794.47	3,300.00	3,300.00	1,505.53	54 %
	310 Phone and fax expense	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	315 Postage, shipping and freight	0.00	0.00	50.00	50.00	50.00	0 %
	320 Printing and reproduction	0.00	467.96	500.00	500.00	32.04	94 %
	325 Professional svcs - Accounting	0.00	8,522.50	21,000.00	21,000.00	12,477.50	41 %
	327 Professional svcs - Legal (General)	0.00	87,741.23	150,000.00	150,000.00	62,258.77	58 %
	328 Insurance - prop and liability	0.00	18,644.93	3,000.00	3,000.00	-15,644.93	621 %
	330 Contract labor	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
	332 Professional Services - Legal	0.00	-51,501.62	0.00	0.00	51,501.62	*** %
	335 Meals - Reimbursement	0.00	139.38	500.00	500.00	360.62	28 %
	340 Meetings and conferences	0.00	0.00	500.00	500.00	500.00	0 %
	345 Mileage expense reimbursement	0.00	0.00	500.00	500.00	500.00	0 %
	350 Repairs and maint - computers	0.00	1,960.00	500.00	500.00	-1,460.00	392 %
	351 Repairs and maint - equip	0.00	0.00	500.00	500.00	500.00	0 %
	352 Repairs and maint - structures	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	375 Internet expenses	0.00	1,680.00	3,917.00	3,917.00	2,237.00	43 %
	376 Webpage- Upgrade/Maint	0.00	1,000.00	2,400.00	2,400.00	1,400.00	42 %
	385 Dues and subscriptions	0.00	320.00	500.00	500.00	180.00	64 %
	386 Education and training	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	393 Advertising and public notices	0.00	197.80	500.00	500.00	302.20	40 %
	394 LAFCO Allocations	0.00	6,100.97	6,100.00	6,100.00	-0.97	100 %
	410 Office Supplies	0.00	553.28	4,000.00	4,000.00	3,446.72	14 %
	415 Office Equipment	0.00	145.67	0.00	0.00	-145.67	*** %
	465 Cell phones, radios and pagers	0.00	105.00	500.00	500.00	395.00	21 %
	475 Computer supplies and upgrades	0.00	6.21	0.00	0.00	-6.21	*** %
	Account Total:	0.00	102,557.11	227,267.00	227,267.00	124,709.89	45 %
	Account Group Total:	0.00	102,557.11	227,267.00	227,267.00	124,709.89	45 %
	Fund Total:	0.00	102,557.11	227,267.00	227,267.00	124,709.89	45 %
20 FIRE PROTECTION DEPARTMENT							
62000 Fire							
62000	Fire						
	105 Salaries and Wages	5,492.27	54,196.96	66,000.00	66,000.00	11,803.04	82 %
	120 Workers' Compensation	0.00	5,958.02	7,700.00	7,700.00	1,741.98	77 %
	121 Physicals	0.00	0.00	2,600.00	2,600.00	2,600.00	0 %
	125 Volunteer firefighter stipends	6,091.85	27,875.99	34,000.00	34,000.00	6,124.01	82 %
	126 Strike Team Pay - VFF	0.00	99,034.05	5,000.00	5,000.00	-94,034.05	*** %
	130 Payroll Tax - Fed W/H	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
	135 Payroll Tax - FICA	377.69	7,868.41	3,910.00	3,910.00	-3,958.41	201 %
	140 Payroll Tax - Medicare	169.94	2,640.23	1,845.00	1,845.00	-795.23	143 %
	155 Payroll Tax - SUI	277.41	3,835.50	3,500.00	3,500.00	-335.50	110 %
	160 Payroll Tax - ETT	6.93	173.55	200.00	200.00	26.45	87 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
165	Payroll Tax - FUTA	417.01	5,924.33	5,000.00	5,000.00	-924.33	118 %
205	Insurance - Health	81.61	596.07	0.00	0.00	-596.07	*** %
210	Insurance - Dental	21.62	325.34	0.00	0.00	-325.34	*** %
215	Insurance - Vision	3.48	51.05	0.00	0.00	-51.05	*** %
225	Retirement - PERS expense	111.96	1,159.03	0.00	0.00	-1,159.03	*** %
305	Operations and maintenance	369.70	4,672.58	4,000.00	4,000.00	-672.58	117 %
315	Postage, shipping and freight	14.14	38.84	500.00	500.00	461.16	8 %
320	Printing and reproduction	0.00	28.81	350.00	350.00	321.19	8 %
325	Professional svcs - Accounting	227.70	3,552.46	0.00	0.00	-3,552.46	*** %
327	Professional svcs - Legal (General)	0.00	10,335.91	0.00	0.00	-10,335.91	*** %
328	Insurance - prop and liability	0.00	5,938.56	8,000.00	8,000.00	2,061.44	74 %
331	Professional Services - Legal	0.00	421.50	0.00	0.00	-421.50	*** %
335	Meals - Reimbursement	0.00	119.41	525.00	525.00	405.59	23 %
340	Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
345	Mileage expense reimbursement	0.00	51.94	670.00	670.00	618.06	8 %
350	Repairs and maint - computers	200.00	1,895.44	0.00	0.00	-1,895.44	*** %
351	Repairs and maint - equip	0.00	1,732.54	7,000.00	7,000.00	5,267.46	25 %
352	Repairs and maint - structures	0.00	368.64	1,000.00	1,000.00	631.36	37 %
354	Repairs and maint - vehicles	2,304.39	11,474.62	9,500.00	9,500.00	-1,974.62	121 %
370	Dispatch services (Fire)	0.00	7,543.80	7,543.00	7,543.00	-0.80	100 %
375	Internet expenses	100.73	506.02	0.00	0.00	-506.02	*** %
376	Webpage- Upgrade/Maint	33.00	165.00	0.00	0.00	-165.00	*** %
380	Utilities - alarm service	0.00	0.00	180.00	180.00	180.00	0 %
381	Utilities - electric	31.88	3,466.31	950.00	950.00	-2,516.31	365 %
382	Utilities - propane	0.00	481.58	300.00	300.00	-181.58	161 %
385	Dues and subscriptions	1,317.50	4,101.34	2,500.00	2,500.00	-1,601.34	164 %
386	Education and training	95.50	713.83	6,500.00	6,500.00	5,786.17	11 %
387	Education and training: Training	0.00	0.00	4,000.00	4,000.00	4,000.00	0 %
393	Advertising and public notices	0.00	0.00	200.00	200.00	200.00	0 %
395	Community Outreach	0.00	836.15	3,000.00	3,000.00	2,163.85	28 %
405	Software	0.00	1,444.86	1,000.00	1,000.00	-444.86	144 %
410	Office Supplies	110.29	183.49	0.00	0.00	-183.49	*** %
420	Equipt. & Supplies	0.00	1,465.38	1,500.00	1,500.00	34.62	98 %
450	EMS supplies	261.86	3,182.72	3,000.00	3,000.00	-182.72	106 %
455	Fire Safety Gear & Equipment	341.40	7,398.52	10,000.00	10,000.00	2,601.48	74 %
456	VFF Assistance Grant	0.00	12,682.10	36,000.00	36,000.00	23,317.90	35 %
465	Cell phones, radios and pagers	0.00	0.00	500.00	500.00	500.00	0 %
470	Communication equipment	0.00	5,651.41	4,500.00	4,500.00	-1,151.41	126 %
475	Computer supplies and upgrades	83.00	2,715.13	4,000.00	4,000.00	1,284.87	68 %
485	Fuel expense	1,158.49	5,301.45	6,765.00	6,765.00	1,463.55	78 %
490	Small tools and equipment	0.00	1,663.43	2,000.00	2,000.00	336.57	83 %
495	Uniform expense	0.00	1,700.17	3,450.00	3,450.00	1,749.83	49 %
500	Capital Outlay	0.00	210,509.26	224,988.00	224,988.00	14,478.74	94 %
503	Weed Abatement Costs	0.00	197.80	3,200.00	3,200.00	3,002.20	6 %
505	Fire Training Grounds	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
510	Fire station addition	242.64	14,417.62	19,766.00	19,766.00	5,348.38	73 %
710	County hazmat dues	0.00	2,000.00	2,000.00	2,000.00	0.00	100 %
715	Licenses, permits and fees	0.00	320.25	700.00	700.00	379.75	46 %
905	Admin Allocation Transfer	0.00	0.00	37,499.00	37,499.00	37,499.00	0 %
960	Property tax expense	0.00	399.72	250.00	250.00	-149.72	160 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT							
	Account Total:	19,943.99	539,317.12	555,341.00	555,341.00	16,023.88	97 %
	Account Group Total:	19,943.99	539,317.12	555,341.00	555,341.00	16,023.88	97 %
	Fund Total:	19,943.99	539,317.12	555,341.00	555,341.00	16,023.88	97 %
30 STREET LIGHTING DEPARTMENT							
63000 Lighting							
63000 Lighting							
	105 Salaries and Wages	675.48	5,791.28	15,000.00	15,000.00	9,208.72	39 %
	120 Workers' Compensation	0.00	0.00	465.00	465.00	465.00	0 %
	130 Payroll Tax - Fed W/H	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	135 Payroll Tax - FICA	0.00	0.00	500.00	500.00	500.00	0 %
	140 Payroll Tax - Medicare	9.50	84.70	100.00	100.00	15.30	85 %
	155 Payroll Tax - SUI	0.00	67.87	100.00	100.00	32.13	68 %
	160 Payroll Tax - ETT	0.00	4.39	100.00	100.00	95.61	4 %
	165 Payroll Tax - FUTA	0.00	46.11	150.00	150.00	103.89	31 %
	205 Insurance - Health	40.57	265.81	720.00	720.00	454.19	37 %
	210 Insurance - Dental	5.05	44.33	36.00	36.00	-8.33	123 %
	215 Insurance - Vision	0.81	6.81	15.00	15.00	8.19	45 %
	225 Retirement - PERS expense	43.21	344.47	793.00	793.00	448.53	43 %
	305 Operations and maintenance	10.08	68.24	3,900.00	3,900.00	3,831.76	2 %
	320 Printing and reproduction	0.00	0.00	100.00	100.00	100.00	0 %
	325 Professional svcs - Accounting	41.40	683.41	750.00	750.00	66.59	91 %
	327 Professional svcs - Legal (General)	0.00	1,084.58	6,000.00	6,000.00	4,915.42	18 %
	328 Insurance - prop and liability	0.00	0.00	500.00	500.00	500.00	0 %
	331 Professional Services - Legal	0.00	89.42	1,000.00	1,000.00	910.58	9 %
	335 Meals - Reimbursement	0.00	1.35	0.00	0.00	-1.35	*** %
	340 Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %
	345 Mileage expense reimbursement	0.00	9.43	150.00	150.00	140.57	6 %
	350 Repairs and maint - computers	0.00	135.50	0.00	0.00	-135.50	*** %
	351 Repairs and maint - equip	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	352 Repairs and maint - structures	0.00	95.97	0.00	0.00	-95.97	*** %
	353 Repairs & Maint- Infrastructure	0.00	0.00	24,000.00	24,000.00	24,000.00	0 %
	376 Webpage- Upgrade/Maint	6.00	30.00	0.00	0.00	-30.00	*** %
	381 Utilities - electric	2,607.59	15,161.34	20,000.00	20,000.00	4,838.66	76 %
	382 Utilities - propane	0.00	61.50	0.00	0.00	-61.50	*** %
	385 Dues and subscriptions	0.00	280.87	0.00	0.00	-280.87	*** %
	386 Education and training	0.00	31.11	0.00	0.00	-31.11	*** %
	405 Software	0.00	292.14	500.00	500.00	207.86	58 %
	485 Fuel expense	0.00	0.00	50.00	50.00	50.00	0 %
	490 Small tools and equipment	0.00	0.00	500.00	500.00	500.00	0 %
	500 Capital Outlay	0.00	1,025.16	8,525.00	8,525.00	7,499.84	12 %
	715 Licenses, permits and fees	0.00	1.75	0.00	0.00	-1.75	*** %
	905 Admin Allocation Transfer	0.00	0.00	6,818.00	6,818.00	6,818.00	0 %
	Account Total:	3,439.69	25,707.54	93,122.00	93,122.00	67,414.46	28 %
	Account Group Total:	3,439.69	25,707.54	93,122.00	93,122.00	67,414.46	28 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Fund Total:		3,439.69	25,707.54	93,122.00	93,122.00	67,414.46	28 %
40 WASTEWATER DEPARTMENT							
64000 Sanitary							
64000 Sanitary							
	105 Salaries and Wages	10,163.43	111,864.69	163,320.00	163,320.00	51,455.31	68 %
	109 Stand-by Hours	747.25	6,788.12	7,500.00	7,500.00	711.88	91 %
	120 Workers' Compensation	0.00	3,104.86	12,000.00	12,000.00	8,895.14	26 %
	130 Payroll Tax - Fed W/H	0.00	0.00	11,000.00	11,000.00	11,000.00	0 %
	135 Payroll Tax - FICA	0.00	0.00	3,800.00	3,800.00	3,800.00	0 %
	140 Payroll Tax - Medicare	154.87	1,735.53	2,000.00	2,000.00	264.47	87 %
	155 Payroll Tax - SUI	0.00	1,201.45	1,000.00	1,000.00	-201.45	120 %
	160 Payroll Tax - ETT	0.00	89.99	200.00	200.00	110.01	45 %
	165 Payroll Tax - FUTA	0.00	1,184.92	2,000.00	2,000.00	815.08	59 %
	205 Insurance - Health	1,315.13	19,752.68	11,280.00	11,280.00	-8,472.68	175 %
	210 Insurance - Dental	83.00	900.94	564.00	564.00	-336.94	160 %
	215 Insurance - Vision	13.37	140.32	235.00	235.00	94.68	60 %
	225 Retirement - PERS expense	1,090.06	10,088.31	12,422.00	12,422.00	2,333.69	81 %
	305 Operations and maintenance	895.13	4,256.70	6,000.00	6,000.00	1,743.30	71 %
	310 Phone and fax expense	86.97	830.92	1,450.00	1,450.00	619.08	57 %
	315 Postage, shipping and freight	522.16	2,733.40	3,000.00	3,000.00	266.60	91 %
	320 Printing and reproduction	470.19	897.76	600.00	600.00	-297.76	150 %
	325 Professional svcs - Accounting	552.00	8,612.00	0.00	0.00	-8,612.00	*** %
	326 Professional svcs - Engineering	0.00	27,093.75	24,000.00	24,000.00	-3,093.75	113 %
	327 Professional svcs - Legal (General)	0.00	17,013.29	0.00	0.00	-17,013.29	*** %
	328 Insurance - prop and liability	0.00	1,811.45	6,000.00	6,000.00	4,188.55	30 %
	329 New Hire Screening	0.00	40.00	450.00	450.00	410.00	9 %
	330 Contract labor	0.00	2,525.00	5,000.00	5,000.00	2,475.00	51 %
	331 Professional Services - Legal	0.00	12,128.29	9,400.00	9,400.00	-2,728.29	129 %
	332 Professional Services - Legal	0.00	53.20	0.00	0.00	-53.20	*** %
	335 Meals - Reimbursement	0.00	18.08	200.00	200.00	181.92	9 %
	340 Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
	345 Mileage expense reimbursement	0.00	181.63	500.00	500.00	318.37	36 %
	350 Repairs and maint - computers	511.50	3,134.87	0.00	0.00	-3,134.87	*** %
	351 Repairs and maint - equip	305.58	4,914.92	21,000.00	21,000.00	16,085.08	23 %
	352 Repairs and maint - structures	0.00	188.46	3,000.00	3,000.00	2,811.54	6 %
	353 Repairs & Maint- Infrastructure	0.00	442.73	8,000.00	8,000.00	7,557.27	6 %
	354 Repairs and maint - vehicles	228.43	847.64	2,000.00	2,000.00	1,152.36	42 %
	355 Testing & Supplies (WWTP)	0.00	11,163.72	10,500.00	10,500.00	-663.72	106 %
	375 Internet expenses	100.73	506.02	0.00	0.00	-506.02	*** %
	376 Webpage- Upgrade/Maint	80.00	400.00	0.00	0.00	-400.00	*** %
	380 Utilities - alarm service	52.80	478.10	1,000.00	1,000.00	521.90	48 %
	381 Utilities - electric	4,770.69	53,453.98	75,000.00	75,000.00	21,546.02	71 %
	382 Utilities - propane	0.00	855.95	450.00	450.00	-405.95	190 %
	383 Utilities - trash	51.99	507.13	600.00	600.00	92.87	85 %
	385 Dues and subscriptions	291.50	4,190.46	2,500.00	2,500.00	-1,690.46	168 %
	386 Education and training	0.00	593.57	500.00	500.00	-93.57	119 %
	393 Advertising and public notices	0.00	0.00	200.00	200.00	200.00	0 %
	395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	405 Software	0.00	3,577.70	4,000.00	4,000.00	422.30	89 %
	410 Office Supplies	110.29	350.44	150.00	150.00	-200.44	234 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40 WASTEWATER DEPARTMENT							
415	Office Equipment	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
420	Equipt. & Supplies	0.00	0.00	4,900.00	4,900.00	4,900.00	0 %
432	Utility Rate Design Study	2,720.30	20,661.94	31,915.00	31,915.00	11,253.06	65 %
459	Scada - Maintenance Fees	0.00	72.64	1,000.00	1,000.00	927.36	7 %
465	Cell phones, radios and pagers	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
475	Computer supplies and upgrades	83.00	83.00	0.00	0.00	-83.00	*** %
485	Fuel expense	369.92	4,360.52	5,000.00	5,000.00	639.48	87 %
490	Small tools and equipment	14.98	1,132.70	3,000.00	3,000.00	1,867.30	38 %
495	Uniform expense	0.00	756.29	1,575.00	1,575.00	818.71	48 %
500	Capital Outlay	0.00	42,427.09	45,201.00	45,201.00	2,773.91	94 %
545	Sewer System Mngmt Plan (SSMP)	0.00	0.00	30,000.00	30,000.00	30,000.00	0 %
570	Repairs, Maint. and Video Sewer Lines	0.00	3,526.25	12,000.00	12,000.00	8,473.75	29 %
581	WWTP Expansion	5,000.00	7,440.00	45,000.00	45,000.00	37,560.00	17 %
582	WWTP Plant Maintenance	4,234.37	12,456.59	12,000.00	12,000.00	-456.59	104 %
585	Sludge Removal Project	0.00	2,969.62	3,000.00	3,000.00	30.38	99 %
705	Waste Discharge Fees/Permits	0.00	17,017.00	25,000.00	25,000.00	7,983.00	68 %
715	Licenses, permits and fees	0.00	405.00	5,500.00	5,500.00	5,095.00	7 %
805	Refundable Water/Sewer/Hydrant	0.00	375.00	0.00	0.00	-375.00	*** %
905	Admin Allocation Transfer	0.00	0.00	90,907.00	90,907.00	90,907.00	0 %
910	Tax Penalties & Late Fees	1,672.08	1,672.08	0.00	0.00	-1,672.08	*** %
960	Property tax expense	0.00	29.34	0.00	0.00	-29.34	*** %
	Account Total:	36,691.72	436,038.03	734,769.00	734,769.00	298,730.97	59 %
	Account Group Total:	36,691.72	436,038.03	734,769.00	734,769.00	298,730.97	59 %
	Fund Total:	36,691.72	436,038.03	734,769.00	734,769.00	298,730.97	59 %
50 WATER DEPARTMENT							
65000 Water							
65000 Water							
105	Salaries and Wages	12,008.54	125,069.33	163,320.00	163,320.00	38,250.67	77 %
109	Stand-by Hours	747.25	6,788.13	7,500.00	7,500.00	711.87	91 %
120	Workers' Compensation	0.00	2,445.88	12,000.00	12,000.00	9,554.12	20 %
130	Payroll Tax - Fed W/H	0.00	0.00	11,000.00	11,000.00	11,000.00	0 %
135	Payroll Tax - FICA	0.00	0.00	4,500.00	4,500.00	4,500.00	0 %
140	Payroll Tax - Medicare	179.99	1,914.34	2,500.00	2,500.00	585.66	77 %
155	Payroll Tax - SUI	0.00	1,235.21	1,500.00	1,500.00	264.79	82 %
160	Payroll Tax - ETT	0.00	96.73	150.00	150.00	53.27	64 %
165	Payroll Tax - FUTA	0.00	1,233.66	1,800.00	1,800.00	566.34	69 %
205	Insurance - Health	1,356.73	18,227.79	12,000.00	12,000.00	-6,227.79	152 %
210	Insurance - Dental	93.02	994.04	600.00	600.00	-394.04	166 %
215	Insurance - Vision	14.96	154.56	250.00	250.00	95.44	62 %
225	Retirement - PERS expense	1,296.35	11,484.68	12,400.00	12,400.00	915.32	93 %
305	Operations and maintenance	822.61	7,369.45	8,500.00	8,500.00	1,130.55	87 %
310	Phone and fax expense	86.96	830.82	1,450.00	1,450.00	619.18	57 %
315	Postage, shipping and freight	551.05	2,909.58	3,000.00	3,000.00	90.42	97 %
320	Printing and reproduction	470.20	854.21	600.00	600.00	-254.21	142 %
324	Professional Svcs- GSA-GSP	0.00	4,950.00	0.00	0.00	-4,950.00	*** %
325	Professional svcs - Accounting	552.00	8,612.00	0.00	0.00	-8,612.00	*** %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
	326 Professional svcs - Engineering	0.00	48,896.66	25,000.00	25,000.00	-23,896.66	196 %
	327 Professional svcs - Legal (General)	0.00	32,546.39	0.00	0.00	-32,546.39	*** %
	328 Insurance - prop and liability	0.00	628.54	8,000.00	8,000.00	7,371.46	8 %
	329 New Hire Screening	0.00	40.00	450.00	450.00	410.00	9 %
	330 Contract labor	0.00	2,525.00	5,000.00	5,000.00	2,475.00	51 %
	331 Professional Services - Legal	0.00	12,181.49	9,400.00	9,400.00	-2,781.49	130 %
	332 Professional Services - Legal	0.00	133,828.91	100,000.00	100,000.00	-33,828.91	134 %
	335 Meals - Reimbursement	0.00	18.08	200.00	200.00	181.92	9 %
	340 Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
	345 Mileage expense reimbursement	0.00	181.62	500.00	500.00	318.38	36 %
	350 Repairs and maint - computers	511.50	3,134.85	0.00	0.00	-3,134.85	*** %
	351 Repairs and maint - equip	0.00	1,510.68	4,000.00	4,000.00	2,489.32	38 %
	352 Repairs and maint - structures	0.00	1,228.23	1,500.00	1,500.00	271.77	82 %
	353 Repairs & Maint- Infrastructure	745.00	55,050.76	15,000.00	15,000.00	-40,050.76	367 %
	354 Repairs and maint - vehicles	228.43	847.61	3,500.00	3,500.00	2,652.39	24 %
	356 Testing & Supplies - Well #3 (Water)	300.92	2,060.77	2,500.00	2,500.00	439.23	82 %
	357 Testing & Supplies - Well #4 (Water)	236.92	2,148.94	2,500.00	2,500.00	351.06	86 %
	358 Testing & Supplies- SLT Well (Water)	613.92	4,567.02	5,000.00	5,000.00	432.98	91 %
	359 Testing & Supplies-Other	355.41	4,273.13	5,000.00	5,000.00	726.87	85 %
	362 Cross-Connection Control Srvcs.	115.60	977.20	1,000.00	1,000.00	22.80	98 %
	375 Internet expenses	100.74	506.04	0.00	0.00	-506.04	*** %
	376 Webpage- Upgrade/Maint	80.00	400.00	0.00	0.00	-400.00	*** %
	380 Utilities - alarm service	52.80	478.10	1,000.00	1,000.00	521.90	48 %
	381 Utilities - electric	2,503.55	33,044.34	37,000.00	37,000.00	3,955.66	89 %
	382 Utilities - propane	0.00	855.95	450.00	450.00	-405.95	190 %
	383 Utilities - trash	51.99	507.14	600.00	600.00	92.86	85 %
	385 Dues and subscriptions	291.50	5,795.45	4,000.00	4,000.00	-1,795.45	145 %
	386 Education and training	89.95	805.07	1,000.00	1,000.00	194.93	81 %
	393 Advertising and public notices	0.00	0.00	250.00	250.00	250.00	0 %
	395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
	405 Software	0.00	3,577.70	4,000.00	4,000.00	422.30	89 %
	410 Office Supplies	110.28	349.43	150.00	150.00	-199.43	233 %
	415 Office Equipment	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
	420 Equipt. & Supplies	0.00	528.12	4,900.00	4,900.00	4,371.88	11 %
	425 Well #3 Rehab - Capital Project	0.00	7,700.00	0.00	0.00	-7,700.00	*** %
	431 SLT Blending Line - CDBG Project	0.00	156,443.92	157,000.00	157,000.00	556.08	100 %
	432 Utility Rate Design Study	2,720.29	20,661.92	31,915.00	31,915.00	11,253.08	65 %
	433 K Street Waterline Replacement	0.00	7,328.60	7,500.00	7,500.00	171.40	98 %
	459 Scada - Maintenance Fees	0.00	72.65	1,000.00	1,000.00	927.35	7 %
	465 Cell phones, radios and pagers	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
	475 Computer supplies and upgrades	83.00	1,583.00	1,500.00	1,500.00	-83.00	106 %
	481 Chemicals- Well #3	0.00	2,026.12	2,500.00	2,500.00	473.88	81 %
	482 Chemicals-Well #4	0.00	2,435.42	3,000.00	3,000.00	564.58	81 %
	483 Chemicals-SLT Well	0.00	941.47	1,500.00	1,500.00	558.53	63 %
	485 Fuel expense	369.93	3,007.99	4,000.00	4,000.00	992.01	75 %
	490 Small tools and equipment	14.98	1,891.73	3,000.00	3,000.00	1,108.27	63 %
	495 Uniform expense	0.00	718.57	1,575.00	1,575.00	856.43	46 %
	500 Capital Outlay	0.00	43,070.47	45,201.00	45,201.00	2,130.53	95 %
	520 Water Main Valves Replacement	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
	525 Water meter replacement	0.00	11,195.90	14,500.00	14,500.00	3,304.10	77 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT							
535	Water Lines Repairs	1,127.21	3,955.09	27,000.00	27,000.00	23,044.91	15 %
605	USDA Loan Payment	0.00	66,350.57	67,000.00	67,000.00	649.43	99 %
715	Licenses, permits and fees	0.00	6,512.00	6,700.00	6,700.00	188.00	97 %
805	Refundable Water/Sewer/Hydrant	0.00	375.00	0.00	0.00	-375.00	*** %
905	Admin Allocation Transfer	0.00	0.00	90,907.00	90,907.00	90,907.00	0 %
910	Tax Penalties & Late Fees	1,672.08	1,672.08	0.00	0.00	-1,672.08	*** %
	Account Total:	30,555.66	886,606.13	962,718.00	962,718.00	76,111.87	92 %
	Account Group Total:	30,555.66	886,606.13	962,718.00	962,718.00	76,111.87	92 %
	Fund Total:	30,555.66	886,606.13	962,718.00	962,718.00	76,111.87	92 %
60 SOLID WASTE DEPARTMENT							
66000 SOLID WASTE							
66000 SOLID WASTE							
105	Salaries and Wages	61.65	198.79	1,800.00	1,800.00	1,601.21	11 %
120	Workers' Compensation	0.00	0.00	465.00	465.00	465.00	0 %
140	Payroll Tax - Medicare	0.88	2.79	0.00	0.00	-2.79	*** %
155	Payroll Tax - SUI	0.00	0.36	0.00	0.00	-0.36	*** %
160	Payroll Tax - ETT	0.00	0.09	0.00	0.00	-0.09	*** %
165	Payroll Tax - FUTA	0.00	0.54	0.00	0.00	-0.54	*** %
205	Insurance - Health	9.00	24.08	720.00	720.00	695.92	3 %
210	Insurance - Dental	0.31	0.89	0.00	0.00	-0.89	*** %
215	Insurance - Vision	0.05	0.13	0.00	0.00	-0.13	*** %
225	Retirement - PERS expense	7.34	23.36	1,275.00	1,275.00	1,251.64	2 %
305	Operations and maintenance	1.68	322.60	0.00	0.00	-322.60	*** %
325	Professional svcs - Accounting	6.90	70.13	0.00	0.00	-70.13	*** %
327	Professional svcs - Legal (General)	0.00	4,735.35	200.00	200.00	-4,535.35	*** %
335	Meals - Reimbursement	0.00	0.25	0.00	0.00	-0.25	*** %
340	Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
345	Mileage expense reimbursement	0.00	1.60	0.00	0.00	-1.60	*** %
350	Repairs and maint - computers	0.00	22.59	0.00	0.00	-22.59	*** %
376	Webpage- Upgrade/Maint	1.00	5.00	0.00	0.00	-5.00	*** %
382	Utilities - propane	0.00	7.97	0.00	0.00	-7.97	*** %
385	Dues and subscriptions	0.00	46.83	0.00	0.00	-46.83	*** %
386	Education and training	0.00	3.53	150.00	150.00	146.47	2 %
393	Advertising and public notices	0.00	495.00	250.00	250.00	-245.00	198 %
405	Software	0.00	14.35	0.00	0.00	-14.35	*** %
905	Admin Allocation Transfer	0.00	0.00	1,136.00	1,136.00	1,136.00	0 %
	Account Total:	88.81	5,976.23	6,196.00	6,196.00	219.77	96 %
	Account Group Total:	88.81	5,976.23	6,196.00	6,196.00	219.77	96 %
	Fund Total:	88.81	5,976.23	6,196.00	6,196.00	219.77	96 %
	Grand Total:	90,719.87	1,996,202.16	2,579,413.00	2,579,413.00	583,210.84	77 %

Fund	Amount
20 FIRE PROTECTION DEPARTMENT	13,051.77
30 STREET LIGHTING DEPARTMENT	774.62
40 WASTEWATER DEPARTMENT	13,207.86
50 WATER DEPARTMENT	15,337.59
60 SOLID WASTE DEPARTMENT	79.23
Total for all Funds	42,451.07

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



San Miguel Community Services District

Board of Directors Staff Report

May 24, 2018

AGENDA ITEM: XI - 2

SUBJECT: Consider Adoption of **Resolution No. 2018-15** adopting the FY 2018-19 Operations and Maintenance Budget

STAFF RECOMMENDATION:

It is recommended that the Board of Directors approve Resolution No. 2018- 15 adopting the fiscal year FY 2018-19 operations and maintenance budget.

BACKGROUND:

The District operates on a fiscal year basis which is July – June. The annual operations and maintenance (O & M) budget of any agency is a spending plan for the upcoming fiscal year to provide services.

At the April 26th regular board meeting a preliminary draft budget was presented which depicted a deficit budget for the Fire, Water and Wastewater departments.

The proposed budget has been revised to incorporate additional expense and revenue information in all the funds. For the Water and Wastewater budgets these additional revenue numbers are based on adoption of the revised rate increase being heard at this meeting.

Please note: if the rate increases for water and wastewater fail, or are reduced, then those respective budgets will be in deficit for the fourth consecutive year. In the case of rate increase failure there will need to be additional Board action to temporarily borrow money from the respective capital funds. However as noted in the presentations for the rate increase reserves in total will be exhausted for the water department by FY 20-21 and for the wastewater department by FY 21-22. Any funds borrowed from the capital reserves to support operations will be required to be paid back to the capital reserve. This will have to be factored into any future rates that are adopted.

Staffing

The Fire Department has a projected need for additional staffing which has been factored into this budget, the exact number of personnel and/or hours needed have not been completely identified. However, including the funding in this budget will allow for a smoother implementation once a staffing pattern is identified.

There are no other proposed additions to staffing for any other department. The Utility Worker Position is currently vacant, and there are ongoing efforts to fill this position as soon as possible. Due to the difficulty in attracting any prospective applicants it may be necessary to increase the salary range to make it more commiserate with other agencies. If that becomes necessary then a separate item will be brought back to the board for consideration at that time.

As has been discussed at prior meetings and during the rate increase informational meetings, staff has worked to eliminate and streamline the budgets for all the departments. Also as the Board is aware in the current budget, efforts are being made to remove expenses from the Administration department in preparation for the elimination of the Administration Department in this budget.

Some line items in the current budget have overruns, partially because it was not clear how specific expenses were accounted for previously and subsequently had to be allocated to the correct line items. After working diligently on the correct accounting of expenses by department and line item the proposed budget illustrates a more concise accounting of the actual expenses incurred by each department, either directly or as a shared expense.

Proposed Department operation and maintenance budget

PROPOSED FIRE BUDGET

Revenue \$416,456 Expenditure \$387,210 Net \$29,246

PROPOSED LIGHTING BUDGET

Revenue \$101,367 Expenditure \$82,065 Net \$19,302

PROPOSED WASTEWATER BUDGET

Current Revenue \$409,954 Expenditure \$605,165 Net \$-195,211

With Additional revenue from proposed rate increase (additional \$320,032)

Revenue \$729,986 Expenditure \$605,165 Net \$124,821

Revenue required to meet USDA loan requirement of 1.2 times operating revenue \$726,198

PROPOSED WATER BUDGET

Current Revenue \$365,562 Expenditure \$743,475 Net \$-377,913

With Additional revenue from proposed rate increase (additional \$431,732)

Revenue \$827,924 Expenditure \$743,475 Net \$84,449

Revenue required to meet USDA loan requirement of 1.2 times operating revenue \$892,170

PROPOSED SOLID WASTE BUDGET

Revenue \$32,323 Expenditure \$11,745 Net \$20,578

PROPOSED DISTRICT BUDGET (WITHOUT rate increase)

Revenue \$1,355,662 Expenditure \$1,829,660 Net \$-473,998

PROPOSED DISTRICT BUDGET (WITH rate increase)

Revenue \$2,107,426 Expenditure \$1,829,660 Net \$277,766

IMPACT OF THE RATE INCREASE

As the Board and Staff have been working through the current rate study, there have been a wide variety of opinions on how to solve the financial issues of the water and wastewater departments.

Depending on the outcome of the Proposition 218 process to raise water and wastewater rates those departments will either once again be in a deficit, or be able to meet their financial needs for the year. In the event that this proposition 218 proposal fails the Board will need to restart another Prop 218 process, in order to adopt a rate increase that will allow the district to meet its operational obligations.

If a deficit budget is adopted by the Board for FY 2018-19, and rate increases are unsuccessful by January, Severe cuts will need to be made to water and wastewater services in order to ensure at least a minimum level of service is maintained. Some cuts will likely include; reduction of office hours, stopping work on any non-critical projects, Furloughs, and reduction of staff. If revenues are not increased to meet the operational need there will need to be an investigation into whether the District can continue to provide service or if the water and wastewater departments need to be relinquished to the County or a private operator.

Fiscal Impact:

The action before the District Board seeks to adopt the fiscal year 2018-2019 Operations and Maintenance Budget. The proposed budgets are based on up to date information regarding projected revenues and expenditures. The overall budgets are shown in this staff report with and without the rate increase for comparison

Recommendation:

It is recommended that the Board discuss the budgetary information and adopt the 2018-15 Operations and Maintenance Budget.

Alternatively:

The Board may provide direction and or comments to staff to be incorporated into the budget(s) and brought back in June.

Either way, the Board will need to adopt a budget, or continue the existing budget to continue to paying bills and employees starting July 1st.

PREPARED BY:

Kelly Dodds

Kelly Dodds

Director of Utilities

REVIEWED BY:

Rob Roberson

Rob Roberson

General Manager

Attachment: Resolution 2018- 15, All Department revenue and expenditure budgets

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

10 ADMINISTRATION DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	14-15	15-16	16-17	17-18	Budget 17-18	Rec. 17-18	Budget 18-19	Change 18-19	Budget 18-19	Budget 18-19
46000 Revenues & Interest										
46000 Revenues & Interest	295	1,824			0	0%			0	0%
46010 Transfer In			165,500		0	0%			0	0%
46020 Transfer In -Fire (16.5%)			16,775		37,499	0%			0	0%
46030 Transfer In -Lighting			3,050		6,818	0%			0	0%
46040 Transfer In -Sewer (40%)			40,666		90,907	0%			0	0%
46050 Transfer In -Water (40%)			40,666		90,907	0%			0	0%
46060 Transfer In- Solid Waste			508		1,136	0%			0	0%
46150 Miscellaneous Income	2,177	427	100	15	0	***%			0	0%
46151 Refund/Adjustments	1,967	2,524	96	486	0	***%			0	0%
46185 Boardroom Rental Fees			100		0	0%			0	0%
Group:	4,439	4,775	267,461	501	227,267	0%	0	0	0	0%
Fund:	4,439	4,775	267,461	501	227,267	0%	0	0	0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

20 FIRE PROTECTION DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	14-15	15-16	16-17	17-18	Budget 17-18	Rec. 17-18	Budget 18-19	Change 18-19	Budget 18-19	Budget 18-19
40000										
40220 Weed Abatement Fees	1,788	1,646	1,097		1,100	0%			0	0%
40300 Fireworks Permit Fees	800	1,800	1,800	2,200	800	275%	1,200		1,200	150%
40320 Fire Impact Fees	4,016	55,217	72,090	23,748	0	***%			0	0%
40410 Mutual Aid Fires	101,974			56,060	0	***%			0	0%
40420 Ambulance Reimbursement	4,364	4,431	4,486	3,431	4,400	78%	4,400		4,400	100%
40440 CDBG Grant			105,000		0	0%			0	0%
40500 VFA Assistance Grant		10,000	8,424		18,000	0%	20,000		20,000	111%
Group:	112,942	73,094	192,897	85,439	24,300	352%	25,600	0	25,600	105%
43000 Property Taxes Collected										
43000 Property Taxes Collected	45,034	289,090	327,678	243,278	337,351	72%	390,856		390,856	115%
Group:	45,034	289,090	327,678	243,278	337,351	72%	390,856	0	390,856	115%
44000 Forestry & Fire Protection Reimbursement										
44000 Forestry & Fire	118,156	61,224	9,983	4,397	10,000	44%			0	0%
Group:	118,156	61,224	9,983	4,397	10,000	44%	0	0	0	0%
46000 Revenues & Interest										
46000 Revenues & Interest	425		304	228	300	76%			0	0%
46010 Transfer In			30,000		233,021	0%			0	0%
46100 Realized Earnings		312	208		0	0%			0	0%
46150 Miscellaneous Income	2,410	766	90	730	0	***%			0	0%
46151 Refund/Adjustments	383	19	1,290	1,027	1,000	103%			0	0%
46155 Will Serve Processing	117		150	150	100	150%			0	0%
46156 Reimbursement of State	215				0	0%			0	0%
46175 Sale of Surplus Property	2,058		4,000	229	0	***%			0	0%
Group:	5,608	1,097	36,042	2,364	234,421	1%	0	0	0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

20 FIRE PROTECTION DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	14-15	15-16	16-17	17-18	Budget 17-18	Rec. 17-18	Budget 18-19	Change 18-19	Budget 18-19	Budget 18-19
Fund:	281,740	424,505	566,600	335,478	606,072	55%	416,456	0	416,456	68%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

30 STREET LIGHTING DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	14-15	15-16	16-17	17-18	Budget 17-18	Rec. 17-18	Budget 18-19	Change 18-19	Budget 18-19	Budget 18-19
43000 Property Taxes Collected										
43000 Property Taxes Collected	12,741	79,893	93,954	69,226	93,488	74%	101,367		101,367	108%
Group:	12,741	79,893	93,954	69,226	93,488	74%	101,367	0	101,367	108%
46000 Revenues & Interest										
46000 Revenues & Interest	434		64	48	50	96%			0	0%
46010 Transfer In			10,000		8,525	0%			0	0%
46100 Realized Earnings		66	44		0	0%			0	0%
46150 Miscellaneous Income	1,310	100	400	400	0	***%			0	0%
46151 Refund/Adjustments	62	19	285	1,096	200	548%			0	0%
46156 Reimbursement of State	215				0	0%			0	0%
Group:	2,021	185	10,793	1,544	8,775	18%	0	0	0	0%
Fund:	14,762	80,078	104,747	70,770	102,263	69%	101,367	0	101,367	99%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

40 WASTEWATER DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	14-15	15-16	16-17	17-18	Budget 17-18	Rec. 17-18	Budget 18-19	Change 18-19	Budget 18-19	Budget 18-19
40000										
40440 CDBG Grant	187,144				0	0%			0	0%
40750	28,529	15,007			0	0%			0	0%
40760 Sludge Bed - Co. of San	150				0	0%			0	0%
40850 Wastewater Hook-up Fees	220,298	282,610	124,980	191,636	0	***%			0	0%
40900 Wastewater Sales	297,324	308,489	332,582	300,335	356,000	84%	355,592	320,032	675,624	189%
40910 Wastewater Late Charges	5,643	3,852	6,582	5,703	5,500	104%			0	0%
Group:	739,088	609,958	464,144	497,674	361,500	138%	355,592	320,032	675,624	186%
43000 Property Taxes Collected										
43000 Property Taxes Collected	7,320	45,627	50,191	37,441	51,302	73%	54,362		54,362	105%
Group:	7,320	45,627	50,191	37,441	51,302	73%	54,362	0	54,362	105%
46000 Revenues & Interest										
46000 Revenues & Interest	1,033		736	543	700	78%			0	0%
46005 Franchise Fees	15,851				0	0%			0	0%
46010 Transfer In			3,000		101,116	0%			0	0%
46100 Realized Earnings		756	-388	873	0	***%			0	0%
46150 Miscellaneous Income	4,066				45,000	0%			0	0%
46151 Refund/Adjustments	-3,041	3,987	3,144	2,608	1,000	261%			0	0%
46155 Will Serve Processing	117			500	0	***%			0	0%
46156 Reimbursement of State	859				0	0%			0	0%
46175 Sale of Surplus Property	47				0	0%			0	0%
46180 Public Records Requests	2				10	0%			0	0%
Group:	18,934	4,743	6,492	4,524	147,826	3%	0	0	0	0%
Fund:	765,342	660,328	520,827	539,639	560,628	96%	409,954	320,032	729,986	130%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

50 WATER DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	14-15	15-16	16-17	17-18	Budget 17-18	Rec. 17-18	Budget 18-19	Change 18-19	Budget 18-19	Budget 18-19
40000										
40440 CDBG Grant		-910		135,679	150,000	90%				0 0%
Group:		-910		135,679	150,000	90%	0	0		0 0%
41000 Water Sales										
41000 Water Sales	295,011	296,662	328,968	330,682	352,000	94%	345,385	431,732	777,117	220%
41001 Water Connection Fees	265,720	303,680	307,675	75,920	0	***%				0 0%
41005 Water Late Charges	7,921	12,716	28,032	57,736	18,000	321%				0 0%
41010 Water Meter Fees	62,654	23,030	15,832	2,199	12,250	18%				0 0%
Group:	631,306	636,088	680,507	466,537	382,250	122%	345,385	431,732	777,117	203%
43000 Property Taxes Collected										
43000 Property Taxes Collected					0	0%	19,950		19,950	*****%
Group:					0	0%	19,950	0	19,950	*****%
44000 Forestry & Fire Protection Reimbursement										
44005 State/Federal Grants					0	0%	30,000		30,000	*****%
Group:					0	0%	30,000	0	30,000	*****%
46000 Revenues & Interest										
46000 Revenues & Interest	1,464	153	748	576	700	82%	227		227	32%
46010 Transfer In			3,000		159,701	0%				0 0%
46100 Realized Earnings		756	504		0	0%				0 0%
46150 Miscellaneous Income	6,124		40,748	102	0	***%				0 0%
46151 Refund/Adjustments	-3,237	4,520	3,144	3,608	1,000	361%				0 0%
46152 Recycling		1,037	125		0	0%				0 0%
46155 Will Serve Processing	117	500	250	500	250	200%				0 0%
46156 Reimbursement of State	859				0	0%				0 0%
46175 Sale of Surplus Property	347				0	0%				0 0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

50 WATER DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old	
	14-15	15-16	16-17	17-18	Budget 17-18	Rec. 17-18	Budget 18-19	Change 18-19	Budget 18-19	Budget 18-19	
46180 Public Records Requests	2				0	0%				0	0%
Group:	5,676	6,966	48,519	4,786	161,651	3%	227	0	227	0%	
Fund:	636,982	642,144	729,026	607,002	693,901	87%	395,562	431,732	827,294	119%	

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Revenue Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

60 SOLID WASTE DEPARTMENT

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old	
	14-15	15-16	16-17	17-18	Budget 17-18	Rec. 17-18	Budget 18-19	Change 18-19	Budget 18-19	Budget 18-19	
40000											
40750		2,543				0	0%			0	0%
Group:		2,543				0	0%	0	0	0	0%
46000 Revenues & Interest											
46005 Franchise Fees		29,346	34,128	31,876	32,323	99%	32,323		32,323	100%	
Group:		29,346	34,128	31,876	32,323	99%	32,323	0	32,323	100%	
Fund:		31,889	34,128	31,876	32,323	99%	32,323	0	32,323	100%	
Grand Total:	1,703,265	1,843,719	2,222,789	1,585,266	2,222,454		1,355,662	751,764	2,107,426		

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

10 ADMINISTRATION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
61000	Administration										
105	Salaries and Wages	7,023	32,000			0	0%			0	0%
111	BOD Stipend		5,100	5,600	4,800	6,000	80%			0	0%
115	Payroll Expenses		15,085			0	0%			0	0%
120	Workers' Compensation				1,123	0	***%			0	0%
130	Payroll Tax - Fed W/H	739			19,256	0	***%			0	0%
175	Payroll - Income Withhold	521				0	0%			0	0%
205	Insurance - Health	4,478				0	0%			0	0%
210	Insurance - Dental	23				0	0%			0	0%
215	Insurance - Vision	23				0	0%			0	0%
225	Retirement - PERS expense		1,300			0	0%			0	0%
305	Operations and maintenanc		945	1,951	1,794	3,300	54%			0	0%
310	Phone and fax expense			2,862		3,000	0%			0	0%
315	Postage, shipping and fre			32		50	0%			0	0%
320	Printing and reproduction		496	352	468	500	94%			0	0%
325	Professional svcs - Accou			6,781	8,523	21,000	41%			0	0%
326	Professional svcs - Engin			192		0	0%			0	0%
327	Professional svcs - Legal		93,546	252,084	87,741	150,000	58%			0	0%
328	Insurance - prop and liab			22,436	18,645	3,000	622%			0	0%
330	Contract labor					15,000	0%			0	0%
331	Professional Services - L			78,489		0	0%			0	0%
332	Professional Services - L			77,505	-51,502	0	***%			0	0%
335	Meals - Reimbursement		130		139	500	28%			0	0%
340	Meetings and conferences	20		402		500	0%			0	0%
345	Mileage expense reimburse	47	13	448		500	0%			0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

10 ADMINISTRATION DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
350	Repairs and maint - compu				1,960	500	392%			0	0%
351	Repairs and maint - equip			580		500	0%			0	0%
352	Repairs and maint - struc			1,925		1,000	0%			0	0%
375	Internet expenses			127	1,680	3,917	43%			0	0%
376	Webpage- Upgrade/Maint			3,800	1,000	2,400	42%			0	0%
385	Dues and subscriptions			312	320	500	64%			0	0%
386	Education and training		5,447			4,000	0%			0	0%
393	Advertising and public no		155	83	198	500	40%			0	0%
394	LAFCO Allocations			5,541	6,101	6,100	100%			0	0%
395	Community Outreach			578		0	0%			0	0%
405	Software			5,344		0	0%			0	0%
410	Office Supplies		802	4,133	553	4,000	14%			0	0%
415	Office Equipment		730	5,106	146	0	***%			0	0%
465	Cell phones, radios and p			1,330	105	500	21%			0	0%
470	Communication equipment		1,120			0	0%			0	0%
475	Computer supplies and upg		2,024	41,638	6	0	***%			0	0%
495	Uniform expense		607			0	0%			0	0%
715	Licenses, permits and fee			50		0	0%			0	0%
900	Misc	-2,500	94			0	0%			0	0%
908	Cash Over/ Cash Short		9			0	0%			0	0%
910	Tax Penalties & Late Fees		1,554	1,398		0	0%			0	0%
911	Finance Charges/Late Fees		1	40		0	0%			0	0%
920	Credit Card Service Fees			60		0	0%			0	0%
925	Bank service charges		893	671		0	0%			0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

10 ADMINISTRATION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
930	Interest Fees			138		0	0%			0	0%
940	Bank service charges	24				0	0%			0	0%
	Account:	10,398	162,051	521,988	103,056	227,267	45%	0	0	0	0%
80000	Administration Allocation										
900	Misc	-8,386				0	0%			0	0%
	Account:	-8,386				0	***%	0	0	0	0%
	Fund:	2,012	162,051	521,988	103,056	227,267	45%	0	0	0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
62000	Fire										
105	Salaries and Wages	88,828	44,471	61,161	54,197	66,000	82%	66,000		66,000	100%
106	Vacation Used	1,201				0	0%			0	0%
110	Payroll tax expense	2,174		2,111		0	0%			0	0%
111	BOD Stipend	1,295				0	0%	990		990	*****%
115	Payroll Expenses		402			0	0%			0	0%
120	Workers' Compensation	7,730	6,968	4,985	5,958	7,700	77%	12,000		12,000	156%
121	Physicals		1,200	890		2,600	0%	2,500		2,500	96%
125	Volunteer firefighter sti	-23,829	21,632	30,267	27,876	34,000	82%	72,000		72,000	212%
126	Strike Team Pay - VFF	-37,616	33,379	25,573	99,034	5,000	***%	5,000		5,000	100%
130	Payroll Tax - Fed W/H	-811		4,221		4,000	0%			0	0%
135	Payroll Tax - FICA	236	3,435	3,967	7,868	3,910	201%	9,000		9,000	230%
140	Payroll Tax - Medicare	186	1,437	1,701	2,640	1,845	143%	4,000		4,000	217%
155	Payroll Tax - SUI	262	1,688	3,370	3,836	3,500	110%	5,000		5,000	143%
160	Payroll Tax - ETT	-159	81	117	174	200	87%	300		300	150%
165	Payroll Tax - FUTA	708	3,799	4,164	5,924	5,000	118%	7,000		7,000	140%
205	Insurance - Health	4,043	418	264	596	0	***%	800		800	*****%
210	Insurance - Dental	1,115	36	89	325	0	***%	600		600	*****%
215	Insurance - Vision	432	6	14	51	0	***%	100		100	*****%
225	Retirement - PERS expense	1,201	48	958	1,159	0	***%	1,600		1,600	*****%
305	Operations and maintenanc	3,342	1,948	2,600	4,952	4,000	124%	6,000		6,000	150%
310	Phone and fax expense	558	455	275		0	0%	800		800	*****%
315	Postage, shipping and fre	518	604	414	48	500	10%	100		100	20%
320	Printing and reproduction	118		350	29	350	8%	200		200	57%
325	Professional svcs - Accou	585		2,855	3,552	0	***%	4,950		4,950	*****%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
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20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
326	Professional svcs - Engin	41	2,676			0	0%			0	0%
327	Professional svcs - Legal	2,790	4,650		11,898	0	***%	25,000		25,000	***%*
328	Insurance - prop and liab	7,784	2,219		5,939	8,000	74%	6,000		6,000	75%
330	Contract labor	1,878	3,818			0	0%			0	0%
331	Professional Services - L				527	0	***%	8,250		8,250	***%*
335	Meals - Reimbursement	132	84	125	119	525	23%	600		600	114%
340	Meetings and conferences					750	0%	500		500	67%
345	Mileage expense reimburse	66			52	670	8%	500		500	75%
350	Repairs and maint - compu	888	397		1,895	0	***%	3,000		3,000	***%*
351	Repairs and maint - equip	4,012	4,526	5,778	1,733	7,000	25%	8,000		8,000	114%
352	Repairs and maint - struc	405	259	5,933	369	1,000	37%	1,000		1,000	100%
353	Repairs & Maint- Infrastr	172	646			0	0%			0	0%
354	Repairs and maint - vehic	5,760	8,627	9,073	11,475	9,500	121%	15,000		15,000	158%
370	Dispatch services (Fire)	5,340	6,414	8,082	7,544	7,543	100%	8,000		8,000	106%
375	Internet expenses	122	54		506	0	***%	660		660	***%*
376	Webpage- Upgrade/Maint				165	0	***%	400		400	***%*
380	Utilities - alarm service	63	18	6		180	0%	200		200	111%
381	Utilities - electric	2,726	1,585	404	3,466	950	365%	4,000		4,000	421%
382	Utilities - propane	146	164	255	532	300	177%	450		450	150%
383	Utilities - trash	19				0	0%			0	0%
385	Dues and subscriptions	5,013	1,627	2,901	4,129	2,500	165%	4,000		4,000	160%
386	Education and training	1,042	401	4,075	1,324	6,500	20%	5,000		5,000	77%
387	Education and training: T					4,000	0%			0	0%
388	Education and training: C		280			0	0%			0	0%

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20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
389	Education and training: C	30				0	0%			0	0%
393	Advertising and public no	50	88			200	0%	400		400	200%
394	LAFCO Allocations	395	467			0	0%	1,010		1,010	*****%
395	Community Outreach	907	395	628	836	3,000	28%	1,500		1,500	50%
400	Supplies	3	22	502		0	0%			0	0%
405	Software	1,178	579		1,445	1,000	145%	1,500		1,500	150%
410	Office Supplies	-44	463		183	0	***%	400		400	*****%
415	Office Equipment	2,681	1,744			0	0%			0	0%
420	Equipt. & Supplies			1,157	1,465	1,500	98%	1,500		1,500	100%
445	CPR/FIRST AID TRAINING MA	895				0	0%			0	0%
450	EMS supplies	1,704	1,815	829	3,183	3,000	106%	3,500		3,500	117%
455	Fire Safety Gear & Equipm	28,778	4,214	21,918	7,399	10,000	74%	10,000		10,000	100%
456	VFF Assistance Grant		14,269		12,682	36,000	35%	40,000		40,000	111%
465	Cell phones, radios and p	763	713			500	0%	500		500	100%
470	Communication equipment	2,414	3,189	1,418	5,651	4,500	126%	3,000		3,000	67%
475	Computer supplies and upg	13	28		2,715	4,000	68%	3,000		3,000	75%
485	Fuel expense	5,194	5,089	3,203	6,266	6,765	93%	6,500		6,500	96%
490	Small tools and equipment	1,097	394	710	1,663	2,000	83%	2,000		2,000	100%
495	Uniform expense	1,749	4,698	2,363	1,700	3,450	49%	3,500		3,500	101%
500	Capital Outlay		4,160		210,509	224,988	94%			0	0%
503	Weed Abatement Costs	2,160	2,734	4,935	198	3,200	6%	3,200		3,200	100%
505	Fire Training Grounds	2,272	1,895	1,055		3,000	0%	3,000		3,000	100%
510	Fire station addition			29,234	15,361	19,766	78%	10,000		10,000	51%
514	Fire Sprinklers - Undergr	207				0	0%			0	0%

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20 FIRE PROTECTION DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
530	Fire hydrant replacement		143,750			0	0%			0	0%
710	County hazmat dues	1,000	2,000	2,000	2,000	2,000	100%	2,000		2,000	100%
715	Licenses, permits and fee	696	54	128	320	700	46%	800		800	114%
820	Fireworks Clean Up	-1,400	1,000			0	0%			0	0%
900	Misc	22,702	336			0	0%			0	0%
905	Admin Allocation Transfer					37,499	0%			0	0%
915	Returned Checks	2,250				0	0%			0	0%
920	Credit Card Service Fees	278	54			0	0%			0	0%
925	Bank service charges	724	834			0	0%			0	0%
930	Interest Fees	4,648	15			0	0%			0	0%
960	Property tax expense	142	721	268	400	250	160%	400		400	160%
	Account:	174,002	356,172	257,326	543,868	555,341	98%	387,210	0	387,210	70%
62500	Fire Hydrants										
326	Professional svcs - Engin		1,446			0	0%			0	0%
	Account:		1,446			0	***%	0	0	0	0%
65000	Water										
900	Misc	45				0	0%			0	0%
	Account:	45				0	***%	0	0	0	0%
70000	Transfer Out										
327	Professional svcs - Legal			58,150		0	0%			0	0%
420	Equipt. & Supplies	70,053				0	0%			0	0%
440	Vehicle Replacement Fund			30,000		0	0%			0	0%
	Account:	70,053		88,150		0	***%	0	0	0	0%
80000	Administration Allocation										
900	Misc	1,342				0	0%			0	0%
	Account:	1,342				0	***%	0	0	0	0%
	Fund:	245,442	357,618	345,476	543,868	555,341	98%	387,210	0	387,210	70%

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30 STREET LIGHTING DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
63000	Lighting										
105	Salaries and Wages	16,158	6,406	5,011	5,791	15,000	39%	10,000		10,000	67%
106	Vacation Used	123				0	0%			0	0%
110	Payroll tax expense	17		448		0	0%			0	0%
111	BOD Stipend					0	0%	180		180	*****
115	Payroll Expenses		329			0	0%			0	0%
120	Workers' Compensation	243	2,363	1,057		465	0%	500		500	108%
130	Payroll Tax - Fed W/H	-811		895		1,000	0%	1,000		1,000	100%
135	Payroll Tax - FICA	45	221	281		500	0%	500		500	100%
140	Payroll Tax - Medicare	16	87	83	85	100	85%	100		100	100%
155	Payroll Tax - SUI	4	54	54	68	100	68%	100		100	100%
160	Payroll Tax - ETT		4	6	4	100	4%	100		100	100%
165	Payroll Tax - FUTA	30	84	111	46	150	31%	150		150	100%
205	Insurance - Health	1,013	494		266	720	37%	500		500	69%
210	Insurance - Dental	24	33	16	44	36	122%	75		75	208%
215	Insurance - Vision	4	5	3	7	15	47%	20		20	133%
225	Retirement - PERS expense	727	1,791	384	344	793	43%	500		500	63%
305	Operations and maintenanc	1,127	222	3,224	76	3,900	2%	3,900		3,900	100%
310	Phone and fax expense	87	237	58		0	0%	120		120	*****
320	Printing and reproduction	31	41	13		100	0%	100		100	100%
325	Professional svcs - Accou	585		558	683	750	91%	900		900	120%
326	Professional svcs - Engin	41	130			0	0%			0	0%
327	Professional svcs - Legal	2,281	4,284		1,369	6,000	23%	4,500		4,500	75%
328	Insurance - prop and liab	745	2,219			500	0%	900		900	180%
330	Contract labor	-103	3,818			0	0%			0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
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30 STREET LIGHTING DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
331	Professional Services - L				109	1,000	11%	1,500		1,500	150%
335	Meals - Reimbursement				1	0	***%			0	0%
340	Meetings and conferences					350	0%	350		350	100%
345	Mileage expense reimburse	12			9	150	6%	150		150	100%
350	Repairs and maint - compu	472			136	0	***%	1,000		1,000	*****%
351	Repairs and maint - equip		663			1,000	0%	1,000		1,000	100%
352	Repairs and maint - struc				96	0	***%			0	0%
353	Repairs & Maint- Infrastr		183			24,000	0%	24,000		24,000	100%
354	Repairs and maint - vehic			368		0	0%			0	0%
375	Internet expenses	35	30			0	0%	120		120	*****%
376	Webpage- Upgrade/Maint				30	0	***%	100		100	*****%
381	Utilities - electric	15,156	12,628	18,244	15,161	20,000	76%	26,000		26,000	130%
382	Utilities - propane	56	42		71	0	***%	100		100	*****%
383	Utilities - trash	-476				0	0%			0	0%
385	Dues and subscriptions	242		159	281	0	***%	300		300	*****%
386	Education and training				31	0	***%	1,500		1,500	*****%
393	Advertising and public no	-200	11			0	0%			0	0%
394	LAFCO Allocations	395	467			0	0%	200		200	*****%
400	Supplies	3				0	0%			0	0%
405	Software	910	533		292	500	58%	500		500	100%
410	Office Supplies	-211	294			0	0%			0	0%
415	Office Equipment		1,744			0	0%			0	0%
465	Cell phones, radios and p	7	13			0	0%			0	0%
475	Computer supplies and upg		6			0	0%			0	0%

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30 STREET LIGHTING DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
485	Fuel expense		185	13		50	0%	100		100	200%
490	Small tools and equipment			393		500	0%	1,000		1,000	200%
500	Capital Outlay		5,655		1,025	8,525	12%			0	0%
514	Fire Sprinklers - Undergr	30				0	0%			0	0%
715	Licenses, permits and fee		54	70	2	0	***%			0	0%
900	Misc	-21				0	0%			0	0%
905	Admin Allocation Transfer					6,818	0%			0	0%
915	Returned Checks	2,172				0	0%			0	0%
925	Bank service charges	-8	12			0	0%			0	0%
930	Interest Fees		15			0	0%			0	0%
960	Property tax expense	20	71			0	0%			0	0%
	Account:	40,981	45,428	31,449	26,027	93,122	28%	82,065	0	82,065	88%
64000	Sanitary										
	315 Postage, shipping and fre	104				0	0%			0	0%
	Account:	104				0	***%	0	0	0	0%
70000	Transfer Out										
	327 Professional svcs - Legal			44,425		0	0%			0	0%
	440 Vehicle Replacement Fund			10,000		0	0%			0	0%
	Account:			54,425		0	***%	0	0	0	0%
80000	Administration Allocation										
	900 Misc	335				0	0%			0	0%
	Account:	335				0	***%	0	0	0	0%
	Fund:	41,420	45,428	85,874	26,027	93,122	28%	82,065	0	82,065	88%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
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40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
61000	Administration										
380	Utilities - alarm service	122				0	0%			0	0%
	Account:	122				0	***%	0	0	0	0%
64000	Sanitary										
100	PERSONNEL		96			0	0%			0	0%
104	Paid Time Off	208	208			0	0%			0	0%
105	Salaries and Wages	96,990	120,233	127,713	111,865	163,320	68%	163,500		163,500	100%
106	Vacation Used	2,092	759			0	0%			0	0%
107	Overtime	1,860	1,525			0	0%			0	0%
108	Sick Leave Used	225	167			0	0%			0	0%
109	Stand-by Hours	858	735	3,930	6,788	7,500	91%	7,500		7,500	100%
110	Payroll tax expense	-3,995		5,118		0	0%			0	0%
111	BOD Stipend					0	0%	2,400		2,400	*****%
115	Payroll Expenses		909			0	0%			0	0%
120	Workers' Compensation	9,639	7,000	12,084	3,105	12,000	26%	7,000		7,000	58%
130	Payroll Tax - Fed W/H	-3,245		10,233		11,000	0%			0	0%
135	Payroll Tax - FICA	696	3,025	3,923		3,800	0%			0	0%
140	Payroll Tax - Medicare	514	1,760	1,909	1,736	2,000	87%	2,000		2,000	100%
155	Payroll Tax - SUI	62	615	952	1,201	1,000	120%	1,500		1,500	150%
160	Payroll Tax - ETT	21	91	132	90	200	45%	200		200	100%
165	Payroll Tax - FUTA	1,010	1,053	1,649	1,185	2,000	59%	2,000		2,000	100%
205	Insurance - Health	12,922	8,682	6,144	19,520	11,280	173%	25,000		25,000	222%
210	Insurance - Dental	372	822	652	901	564	160%	1,000		1,000	177%
215	Insurance - Vision	54	125	101	140	235	60%	200		200	85%
225	Retirement - PERS expense	9,667	8,625	10,878	10,088	12,422	81%	12,250		12,250	99%

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40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
305	Operations and maintenanc	9,486	3,631	12,814	5,141	6,000	86%	6,000		6,000	100%
310	Phone and fax expense	1,421	1,552	1,499	894	1,450	62%	1,200		1,200	83%
315	Postage, shipping and fre	2,089	1,970	2,606	2,733	3,000	91%	3,000		3,000	100%
320	Printing and reproduction	125	279	243	929	600	155%	600		600	100%
325	Professional svcs - Accou	2,340		6,920	8,612	0	***%	9,000		9,000	*****%
326	Professional svcs - Engin	9,321	9,006	6,229	27,094	24,000	113%	24,000		24,000	100%
327	Professional svcs - Legal	11,969	19,513		22,650	0	***%	30,000		30,000	*****%
328	Insurance - prop and liab	5,897	8,840		1,811	6,000	30%	6,000		6,000	100%
329	New Hire Screening			20	40	450	9%	450		450	100%
330	Contract labor	10,900	4,698		2,525	5,000	51%	5,000		5,000	100%
331	Professional Services - L			1,304	12,384	9,400	132%	15,000		15,000	160%
332	Professional Services - L				53	0	***%			0	0%
335	Meals - Reimbursement				18	200	9%	200		200	100%
340	Meetings and conferences	488				750	0%	750		750	100%
345	Mileage expense reimburse	158	258	387	182	500	36%	500		500	100%
350	Repairs and maint - compu	966	764		3,135	0	***%	3,000		3,000	*****%
351	Repairs and maint - equip	947	1,594	20,164	4,915	21,000	23%	15,000		15,000	71%
352	Repairs and maint - struc	89		1,321	188	3,000	6%	1,500		1,500	50%
353	Repairs & Maint- Infrastr	1,309	263	315	443	8,000	6%	4,000		4,000	50%
354	Repairs and maint - vehic	51	470	1,238	848	2,000	42%	2,000		2,000	100%
355	Testing & Supplies (WWTP)	2,422	4,749	1,559	11,164	10,500	106%	12,000		12,000	114%
358	Testing & Supplies- SLT W	81				0	0%			0	0%
359	Testing & Supplies-Other	87				0	0%			0	0%
362	Cross-Connection Control		250			0	0%			0	0%

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40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
375	Internet expenses	315	168		506	0 ***%	1,600		1,600	****%	
376	Webpage- Upgrade/Maint				400	0 ***%			0	0%	
380	Utilities - alarm service	906	767	482	558	1,000 56%	1,000		1,000	100%	
381	Utilities - electric	59,464	55,298	70,713	53,454	75,000 71%	75,000		75,000	100%	
382	Utilities - propane	281	309	418	978	450 217%	500		500	111%	
383	Utilities - trash	-1,588	567	573	559	600 93%	650		650	108%	
385	Dues and subscriptions	2,455	574	2,265	4,218	2,500 169%	4,200		4,200	168%	
386	Education and training		395	308	594	500 119%	1,500		1,500	300%	
393	Advertising and public no	75	45	100		200 0%	500		500	250%	
394	LAFCO Allocations	1,578	1,869			0 0%	2,440		2,440	****%	
395	Community Outreach		163			1,200 0%	1,200		1,200	100%	
400	Supplies	2,782				0 0%			0	0%	
405	Software	3,564	2,133		3,578	4,000 89%	4,000		4,000	100%	
410	Office Supplies	438	1,307	97	350	150 233%	750		750	500%	
415	Office Equipment	214	1,889			3,000 0%	1,000		1,000	33%	
420	Equipt. & Supplies	8,869	6,910	754		4,900 0%	4,000		4,000	82%	
432	Utility Rate Design Study			2,085	25,005	31,915 78%			0	0%	
450	EMS supplies	293				0 0%			0	0%	
459	Scada - Maintenance Fees		40,165	3,979	73	1,000 7%	1,000		1,000	100%	
465	Cell phones, radios and p	577	477			1,000 0%	1,000		1,000	100%	
475	Computer supplies and upg		6		83	0 ***%	5,000		5,000	****%	
482	Chemicals-Well #4	948				0 0%			0	0%	
485	Fuel expense	3,364	2,338	2,650	4,510	5,000 90%	5,500		5,500	110%	
490	Small tools and equipment	693	647	181	1,133	3,000 38%	2,000		2,000	67%	

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
495	Uniform expense	97	458	317	756	1,575	48%	1,575		1,575	100%
498	Sales Tax Paid		107			0	0%			0	0%
500	Capital Outlay		15,891	37,906	42,427	45,201	94%			0	0%
514	Fire Sprinklers - Undergr	177				0	0%			0	0%
535	Water Lines Repairs		438			0	0%			0	0%
545	Sewer System Mngmt Plan (1,930				30,000	0%	28,000		28,000	93%
550	Reg. Salt & Nutrient Mgmt	961				0	0%			0	0%
553	Manholes and Valve Raisin	1,450				0	0%			0	0%
555	16th Street Sewer Replace		9,081			0	0%			0	0%
560	Sewer Line Repairs		171			0	0%			0	0%
570	Repairs, Maint. and Video	7,800	9,267	11,298	3,526	12,000	29%	16,000		16,000	133%
581	WWTP Expansion		1,549		241,440	45,000	537%	45,000		45,000	100%
582	WWTP Plant Maintenance	10,785	9,671	7,755	13,039	12,000	109%	12,000		12,000	100%
583	WWTP Drying Pond Maintena	170	500			0	0%			0	0%
585	Sludge Removal Project		11,358	2,695	2,970	3,000	99%	5,000		5,000	167%
705	Waste Discharge Fees/Perm	17,017		14,929	17,017	25,000	68%	20,000		20,000	80%
715	Licenses, permits and fee	2,427	20,502	5,442	405	5,500	7%	1,000		1,000	18%
800	Deposit/ Liabilities	64	108			0	0%			0	0%
805	Refundable Water/Sewer/Hy		6	326	375	0	***%			0	0%
900	Misc	-2,123				0	0%			0	0%
905	Admin Allocation Transfer					90,907	0%			0	0%
908	Cash Over/ Cash Short	10	10			0	0%			0	0%
910	Tax Penalties & Late Fees		2		1,672	0	***%			0	0%
911	Finance Charges/Late Fees		32			0	0%			0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

40 WASTEWATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
915	Returned Checks	8,716				0	0%			0	0%
920	Credit Card Service Fees	390	54	7		0	0%			0	0%
925	Bank service charges	-32	140	177		0	0%			0	0%
930	Interest Fees	13,735	59			0	0%			0	0%
960	Property tax expense	151	71	31	29	0	***%			0	0%
	Account:	339,049	409,769	407,525	682,033	734,769	93%	605,165	0	605,165	82%
65000	Water										
315	Postage, shipping and fre	416				0	0%			0	0%
385	Dues and subscriptions	81				0	0%			0	0%
585	Sludge Removal Project	1,853				0	0%			0	0%
	Account:	2,350				0	***%	0	0	0	0%
70000	Transfer Out										
327	Professional svcs - Legal			82,041		0	0%			0	0%
420	Equipmt. & Supplies	44,832				0	0%			0	0%
440	Vehicle Replacement Fund			3,000		0	0%			0	0%
	Account:	44,832		85,041		0	***%	0	0	0	0%
80000	Administration Allocation										
900	Misc	3,354				0	0%			0	0%
	Account:	3,354				0	***%	0	0	0	0%
	Fund:	389,707	409,769	492,566	682,033	734,769	93%	605,165	0	605,165	82%

%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
64000	Sanitary										
305	Operations and maintenanc	171			230	0	***%			0	0%
353	Repairs & Maint- Infrastr	26				0	0%			0	0%
	Account:	197			230	0	***%	0	0	0	0%
65000	Water										
100	PERSONNEL		27			0	0%			0	0%
104	Paid Time Off	208	208			0	0%			0	0%
105	Salaries and Wages	110,300	135,924	145,693	125,069	163,320	77%	163,500		163,500	100%
106	Vacation Used	2,152	284			0	0%			0	0%
107	Overtime	917	1,179			0	0%			0	0%
108	Sick Leave Used	149	167			0	0%			0	0%
109	Stand-by Hours	857	737	3,930	6,788	7,500	91%	7,500		7,500	100%
110	Payroll tax expense	-3,224		5,118		0	0%			0	0%
115	Payroll Expenses		909			0	0%			0	0%
120	Workers' Compensation	2,595	7,007	12,084	2,446	12,000	20%	8,000		8,000	67%
130	Payroll Tax - Fed W/H	-3,245		10,233		11,000	0%			0	0%
135	Payroll Tax - FICA	696	3,030	4,170		4,500	0%			0	0%
140	Payroll Tax - Medicare	543	1,973	2,167	1,914	2,500	77%	2,500		2,500	100%
155	Payroll Tax - SUI	62	671	1,048	1,235	1,500	82%	1,500		1,500	100%
160	Payroll Tax - ETT	23	106	150	97	150	65%	200		200	133%
165	Payroll Tax - FUTA	1,018	1,149	1,793	1,234	1,800	69%	1,500		1,500	83%
205	Insurance - Health	13,069	10,396	8,289	18,228	12,000	152%	25,000		25,000	208%
210	Insurance - Dental	380	950	696	994	600	166%	1,200		1,200	200%
215	Insurance - Vision	55	145	107	155	250	62%	200		200	80%
225	Retirement - PERS expense	9,743	9,791	10,880	11,485	12,400	93%	12,500		12,500	101%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

50 WATER DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
300			168			0	0%			0	0%
305	Operations and maintenanc	10,997	5,069	9,076	8,302	8,500	98%	8,000		8,000	94%
310	Phone and fax expense	1,880	2,076	1,498	894	1,450	62%	1,200		1,200	83%
315	Postage, shipping and fre	2,505	1,938	2,773	2,933	3,000	98%	3,000		3,000	100%
320	Printing and reproduction	381	506	243	1,196	600	199%	600		600	100%
324	Professional Svcs- GSA-GS				4,950	0	***%	30,000		30,000	*****%
325	Professional svcs - Accou	2,340		6,920	8,612	0	***%	9,000		9,000	*****%
326	Professional svcs - Engin	11,570	1,950	5,166	48,897	25,000	196%	25,000		25,000	100%
327	Professional svcs - Legal	30,375	71,983	8,924	38,184	0	***%	40,000		40,000	*****%
328	Insurance - prop and liab	7,120	8,840		629	8,000	8%	8,000		8,000	100%
329	New Hire Screening			20	40	450	9%	150		150	33%
330	Contract labor	-63	4,530		2,525	5,000	51%	5,000		5,000	100%
331	Professional Services - L			1,304	12,437	9,400	132%	20,000		20,000	213%
332	Professional Services - L			2,657	152,065	100,000	152%	100,000		100,000	100%
335	Meals - Reimbursement		31		18	200	9%	200		200	100%
340	Meetings and conferences	474				750	0%	750		750	100%
345	Mileage expense reimburse	387	291	502	182	500	36%	500		500	100%
350	Repairs and maint - compu	971	764		3,135	0	***%	5,000		5,000	*****%
351	Repairs and maint - equip	6,396	2,957	774	1,511	4,000	38%	4,000		4,000	100%
352	Repairs and maint - struc	405	972	1,164	1,347	1,500	90%	1,500		1,500	100%
353	Repairs & Maint- Infrastr	21,115	6,360	14,199	55,051	15,000	367%	30,000		30,000	200%
354	Repairs and maint - vehic	51	589	1,238	848	3,500	24%	2,000		2,000	57%
355	Testing & Supplies (WWTP)			25		0	0%			0	0%
356	Testing & Supplies - Well	2,280	26,152	2,075	2,130	2,500	85%	2,500		2,500	100%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
357	Testing & Supplies - Well	2,029	1,205	2,242	2,218	2,500	89%	2,500		2,500	100%
358	Testing & Supplies- SLT W	4,843	4,684	4,564	4,879	5,000	98%	5,000		5,000	100%
359	Testing & Supplies-Other	7,522	7,167	5,015	4,498	5,000	90%	5,000		5,000	100%
362	Cross-Connection Control	761	1,145	836	977	1,000	98%	1,000		1,000	100%
375	Internet expenses	314	168		506	0	***%	1,600		1,600	*****%
376	Webpage- Upgrade/Maint				400	0	***%	960		960	*****%
380	Utilities - alarm service	590	837	752	558	1,000	56%	1,000		1,000	100%
381	Utilities - electric	31,796	28,050	36,215	33,044	37,000	89%	37,000		37,000	100%
382	Utilities - propane	281	309	418	978	450	217%	500		500	111%
383	Utilities - trash	-1,588	567	573	559	600	93%	650		650	108%
385	Dues and subscriptions	2,884	6,883	3,870	5,823	4,000	146%	6,000		6,000	150%
386	Education and training		1,129	422	805	1,000	81%	2,500		2,500	250%
387	Education and training: T			50		0	0%			0	0%
393	Advertising and public no	225	200	245		250	0%	500		500	200%
394	LAFCO Allocations	1,578	1,869			0	0%	2,440		2,440	*****%
395	Community Outreach	638	163			1,200	0%	1,200		1,200	100%
400	Supplies	2,782	322			0	0%			0	0%
405	Software	3,564	2,133		3,578	4,000	89%	4,000		4,000	100%
410	Office Supplies	438	2,108	97	349	150	233%	500		500	333%
415	Office Equipment	214	2,417			3,000	0%	1,500		1,500	50%
420	Equipt. & Supplies	8,869	7,097	754	528	4,900	11%	3,000		3,000	61%
425	Well #3 Rehab - Capital		74,807	1,179	7,700	0	***%			0	0%
430	Equipt & Supplies-Well #4	253	1,196			0	0%			0	0%
431	SLT Blending Line - CDBG			42,073	156,444	157,000	100%			0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

50 WATER DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
432	Utility Rate Design Study			2,085	25,005	31,915	78%			0	0%
433	K Street Waterline Replac			18,342	7,329	7,500	98%			0	0%
459	Scada - Maintenance Fees		160,643	1,110	73	1,000	7%	1,000		1,000	100%
465	Cell phones, radios and p	577	477			1,000	0%	1,000		1,000	100%
475	Computer supplies and upg		6		1,583	1,500	106%	5,000		5,000	333%
480	Chemicals	307				0	0%			0	0%
481	Chemicals- Well #3	1,681	2,370	1,397	2,026	2,500	81%	3,000		3,000	120%
482	Chemicals-Well #4	1,922	1,134	2,732	2,435	3,000	81%	3,000		3,000	100%
483	Chemicals-SLT Well	219		344	941	1,500	63%	1,500		1,500	100%
485	Fuel expense	3,032	2,127	2,603	3,158	4,000	79%	4,000		4,000	100%
490	Small tools and equipment	739	671	226	1,892	3,000	63%	3,000		3,000	100%
495	Uniform expense	97	458	85	719	1,575	46%	1,575		1,575	100%
500	Capital Outlay		15,891	86,435	43,070	45,201	95%			0	0%
514	Fire Sprinklers - Undergr	177				0	0%			0	0%
516	Water Projects Well 3		9,772	571		0	0%			0	0%
517	Water Projects Well 4		479			0	0%			0	0%
518	Water Projects SLT Well		3,780			0	0%			0	0%
520	Water Main Valves Replace		3,965			6,000	0%	5,000		5,000	83%
525	Water meter replacement	13,678	7,793	28,522	14,201	14,500	98%	15,000		15,000	103%
530	Fire hydrant replacement		1,826			0	0%			0	0%
535	Water Lines Repairs		502	1,582	3,955	27,000	15%	30,000		30,000	111%
537	River Road Realignment		171			0	0%			0	0%
553	Manholes and Valve Raisin	1,420	1,062			0	0%			0	0%
560	Sewer Line Repairs		554			0	0%			0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

50 WATER DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
570	Repairs, Maint. and Video		3,379			0	0%			0	0%
582	WWTP Plant Maintenance		3,267			0	0%			0	0%
605	USDA Loan Payment	40,814	66,381	41,481	66,351	67,000	99%	67,000		67,000	100%
710	County hazmat dues			981		0	0%			0	0%
715	Licenses, permits and fee	10,909	-915	6,696	6,512	6,700	97%	6,550		6,550	98%
800	Deposit/ Liabilities	39	-4			0	0%			0	0%
805	Refundable Water/Sewer/Hy	305	3,248	3,035	375	0	***%			0	0%
900	Misc	-3,207				0	0%			0	0%
905	Admin Allocation Transfer					90,907	0%			0	0%
908	Cash Over/ Cash Short	10	10			0	0%			0	0%
910	Tax Penalties & Late Fees		23		1,672	0	***%			0	0%
911	Finance Charges/Late Fees		16			0	0%			0	0%
915	Returned Checks	8,716				0	0%			0	0%
920	Credit Card Service Fees	390	54	7		0	0%			0	0%
925	Bank service charges	-40	140	177		0	0%			0	0%
930	Interest Fees	63,560	59			0	0%			0	0%
960	Property tax expense	121		163		0	0%			0	0%
	Account:	448,941	743,624	562,795	920,672	962,718	96%	743,475	0	743,475	77%
70000	Transfer Out										
327	Professional svcs - Legal			82,041		0	0%			0	0%
420	Equipt. & Supplies	150,199				0	0%			0	0%
440	Vehicle Replacement Fund			3,000		0	0%			0	0%
	Account:	150,199		85,041		0	***%	0	0	0	0%
80000	Administration Allocation										
900	Misc	3,354				0	0%			0	0%
	Account:	3,354				0	***%	0	0	0	0%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

50 WATER DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
	Fund:	602,691	743,624	647,836	920,902	962,718	96%	743,475	0	743,475	77%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

60 SOLID WASTE DEPARTMENT

Account	Object	Actuals				Current Budget 17-18	% Exp. 17-18	Prelim. Budget 18-19	Budget Changes 18-19	Final Budget 18-19	% Old Budget 18-19
		14-15	15-16	16-17	17-18						
66000	SOLID WASTE										
105	Salaries and Wages				199	1,800	11%	4,500		4,500	250%
110	Payroll tax expense					0	0%	400		400	*****%
111	BOD Stipend					0	0%	30		30	*****%
120	Workers' Compensation					465	0%	500		500	108%
140	Payroll Tax - Medicare				3	0	***%	400		400	*****%
165	Payroll Tax - FUTA				1	0	***%	50		50	*****%
205	Insurance - Health				24	720	3%	500		500	69%
210	Insurance - Dental				1	0	***%	50		50	*****%
225	Retirement - PERS expense				23	1,275	2%	500		500	39%
305	Operations and maintenanc		28		324	0	***%	200		200	*****%
310	Phone and fax expense					0	0%	25		25	*****%
320	Printing and reproduction			2		0	0%	50		50	*****%
325	Professional svcs - Accou			48	70	0	***%	150		150	*****%
327	Professional svcs - Legal		6,642	4,832	4,783	200	***%	750		750	375%
328	Insurance - prop and liab					0	0%	150		150	*****%
331	Professional Services - L				3	0	***%	250		250	*****%
340	Meetings and conferences					200	0%	200		200	100%
345	Mileage expense reimburse				2	0	***%	50		50	*****%
350	Repairs and maint - compu				23	0	***%	50		50	*****%
375	Internet expenses					0	0%	25		25	*****%
376	Webpage- Upgrade/Maint				5	0	***%	15		15	*****%
382	Utilities - propane				10	0	***%	50		50	*****%
384	Trash Recepticles		4,758			0	0%	2,000		2,000	*****%
385	Dues and subscriptions				47	0	***%	50		50	*****%

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2018 - 2019

60 SOLID WASTE DEPARTMENT

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		14-15	15-16	16-17	17-18	Budget 17-18	Exp. 17-18	Budget 18-19	Changes 18-19	Budget 18-19	Budget 18-19
386	Education and training				4	150	3%	250		250	167%
393	Advertising and public no		799		495	250	198%	500		500	200%
405	Software				14	0	***%	50		50	*****%
905	Admin Allocation Transfer					1,136	0%			0	0%
	Account:		12,227	4,882	6,031	6,196	97%	11,745	0	11,745	190%
70000	Transfer Out										
327	Professional svcs - Legal			508		0	0%			0	0%
	Account:			508		0	***%	0	0	0	0%
	Fund:		12,227	5,390	6,031	6,196	97%	11,745	0	11,745	190%
											%
	Grand Total:	1,281,272	1,730,717	2,099,130	2,281,917	2,579,413		1,829,660	0	1,829,660	

RESOLUTION NO. 2018- 15

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN MIGUEL COMMUNITY SERVICES DISTRICT (SMCSD) FOR ADOPTING THE
FY2018-19 OPERATIONS AND MAINTENANCE 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 Board desires to adopt the fiscal year 2018-19 operations and maintenance budget as presented.

NOW THEREFORE, BE IT RESOLVED, the Board does, hereby, adopt this Resolution approving and adopting the 2018-15 fiscal year operations and maintenance 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 24th day of May, 2018.

John Green, Board President

ATTEST:

Tamara Parent, Board Secretary



San Miguel Community Services District

Board of Directors Staff Report

May 24th, 2018

AGENDA ITEM: XI-3

SUBJECT: Consider adoption of Resolution 2018-18, adopting revised water and wastewater connection fees.

RECOMMENDATION: Consider and adopt Resolution 2018-18, adopting revised water and wastewater connection fees.

BACKGROUND:

On March 9th, 2018, the Board, by 3-2 vote, authorized the process for potential water and wastewater rate increases and connection fee increases to be noticed to the public. Rate increases are governed by Proposition 218 (Cal. Const., art. XIID, § 6) and connection fee increases are governed by the Mitigation Fee Act (Gov. Code § 66000). The proposed rates and connection fees were based on water and wastewater rate studies prepared by Bartle Wells Associates, and were based on the most current information available to keep the District solvent through the next 5 years, by building the necessary capital to complete required upgrades and needed repairs.

At the March 22nd, 2018, Board Meeting the Board and public were notified of dates and times that Staff anticipated holding public informational meetings to provide information and answer questions regarding the rate study and potential increases.

Since the March 22nd meeting, staff has been working with Bartle Wells Associates to find a better alternative to the initial rate structure provided. By pushing more of the capital projects for water and wastewater back further it will help lower the initial rate increase, however there is always a risk that there won't be enough capital funds available if there is a major infrastructure failure in one or both departments.

As part of the rate study performed by Bartle Wells Associates, they analyzed the current capital reserves and existing connection fees for water and wastewater in relation to the proposed capital projects over the next five and ten-year period.

To meet the fiscal demands over the next five and ten-year periods for capital projects, Bartle Wells has proposed revised water and wastewater rates. Water and wastewater rates must be proportional to the cost of service to existing customers.

{CW058021.2}

In addition to the proposed water and wastewater rate increase, the proposed connection fee increase will impose new connection fees on new development. The connection fees shown in the attached resolution are proposed to ensure that new development pays their proportionate share of the facilities required to support additional growth within the District.

If adopted, the revised connection fees will be effective as of July 1st, 2018. As per existing practice and policy, connection fees applied to any one project will be those in effect at the time of payment of the applicable connection fees for each service.

FISCAL IMPACT

There is no additional cost to review this information, if adopted the revised connection fees will be effective July 1st and any fees paid after the implementation date will be at the revised rates, which will generate funds in excess of current connection fees. Such funds, however, are contingent on new development occurring within District boundaries.

PREPARED BY:

Kelly Dodds

Kelly Dodds, Director of Utilities

APPROVED BY:

Rob Roberson

Rob Roberson, General Manager

Attachment: Resolution 2018-18, Exhibit A and B

RESOLUTION NO. 2018-18

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

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

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

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

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

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the San Miguel Community Services District at a special meeting held on the 24th day of May 2018; motioned by _____, seconded by _____, and upon roll call was carried by the following vote of:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

Robert Roberson, Interim General Manager
Directors

John Green, President Board of

Secretary of the Board of Directors

APPROVED AS TO FORM:

Dough White, District General Counsel

EXHIBIT A

WATER CONNECTION FEES

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

Water Service Connection Fees

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

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

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

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

EXHIBIT B

WASTEWATER CONNECTION FEES

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

Wastewater Service Connection Fees

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

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

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

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



San Miguel Community Services District

Board of Directors Staff Report

May 24th, 2018

AGENDA ITEM: XI.4

SUBJECT:

Review and Discuss the adopted District Purchasing Policies, Procedures, and Regulations Governing Contract and Professional Services Bidding Procedures, Purchases of Materials, Supplies and Equipment Manual.

STAFF RECOMMENDATION:

Review and Discuss the adopted District Purchasing Policies, Procedures, and Regulations Governing Contract and Professional Services Bidding Procedures, Purchases of Materials, Supplies and Equipment Manual.

DISCUSSION:

At the April 26th Regular board meeting it was requested that the Purchasing policy be brought back to the board for Review.

The current purchasing policy was adopted in June of 2017 and was an amendment to the policy adopted in January of 2015.

FISCAL IMPACT:

Review of the Purchasing policies has no impact. However subsequent changes to the policies will incur legal review and may cause additional fiscal impacts.

STAFF RECOMMENDATION:

Review and discuss the current policy and provide direction to staff.

PREPARED BY:

Kelly Dodds

Kelly Dodds
Director of Utilities



Approved January 22, 2015

(Revised June 9, 2017)

SAN MIGUEL COMMUNITY SERVICE DISTRICT

**DISTRICT PURCHASING POLICIES, PROCEDURES AND REGULATIONS
GOVERNING CONTRACT AND PROFESSIONAL SERVICES BIDDING
PROCEDURES, PURCHASES OF MATERIALS, SUPPLIES AND EQUIPMENT**

PURPOSE: To assure that the fiscal resources of San Miguel Community Services District (“District”) are utilized in the most effective and efficient manner, all purchases shall adhere to established procedures (attached herewith) and shall conform to State of California laws and regulations pertaining to local agency purchasing policies, procedures and practices. The District purchasing procedures and practices shall conform to these provisions, and also to any adopted District Fiscal Policy and regulations, existing or amended.

To implement and carry out these Purchasing Policies, Procedures and Regulations, the District shall give special consideration in the following circumstances:

Local Vendor Preference

It shall be the policy of the District to give local vendors preference given that quality, prior performance, availability of service and parts, delivery schedule and price are equal. In matters of price, the local vendor shall be given full credit for local sales taxes, shipping/freight fees and any other fees or charges that might be applicable had the purchase been made from a non-local vendor.

Cooperative Purchasing

It shall be the policy of the District to encourage and participate, whenever possible, in cooperative purchasing endeavors with other public agencies to receive benefits of lower pricing due to the quantities of materials, supplies, equipment or services which would not otherwise be available to the District as a sole purchaser.

Limited Availability

Occasionally, required materials, supplies, equipment or services are of a proprietary nature, or are otherwise of such specific design or construction, as to be only available from one source. After receiving evidence that reasonable efforts have been made to find alternative vendors, the Manager may waive the minimum requirement for quotes, bids or proposals.

Emergency Conditions

An emergency is hereby defined as a breakdown in machinery or equipment resulting in the interruption of an essential service, or a distinct threat to public health, safety or welfare. In such cases, the Manager may waive formal purchasing requirements, but reasonable efforts shall still be made to locate the lowest cost giving due consideration to quality, prior performance, availability of service and parts and delivery schedule.

Other Agency Procurement Contracts

Minimum purchasing requirements are waived when the District elects to participate in a purchase contract of another public agency wherein they undertook a competitive bidding or purchasing process that is similar to the District's. The other public agency purchasing process must have occurred within the last twelve months in order to qualify the District's participation, unless their purchasing contract was clearly multi-year in nature.

Internal Controls

An integral component of any policy that endeavors to maximize the use of limited fiscal resources is internal controls. Accordingly, purchasing procedures shall also contain provisions relating to access and use of District gasoline credit cards, merchant cards and travel & educational expenditures.

(continued on next page)

PURCHASING POLICIES, PROCEDURES AND PAYMENT PROCEDURES MANUAL

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Section 4.0 PURCHASE ORDERS

Purchase orders shall be issued for acquisitions of supplies, equipment, and services (including professional), wherein the estimated total purchase is expected to exceed \$5,000.

Purchase orders should be issued for the estimated total amount, even when individual, repeat acquisitions are less than \$5,000. Examples include the transport of sewer sludge wherein any individual transport is less than \$5,000 but the estimated total annual cost exceeds \$5,000. Another example might be the purchase of chlorine.

Subject to the requirements and limits set forth in this manual, the Manager may approve a purchase order for up to \$25,000 without Board of Directors concurrence. Any purchase orders greater than \$25,000 or more shall require Board of Director concurrence.

Purchase orders may have multiple budgetary account numbers and may include multiple departments.

The issuance of purchase orders shall be made prior to any purchase commitment to the vendor pursuant to the following procedures:

1. The department shall complete a purchase order form providing all of the required data in the spaces provided. [For example: Each purchase order issued shall be numbered sequentially with three components, X-XX-XXX, wherein the first component consists of the second digit of the fiscal year (i.e. "3" being the current fiscal year 2014-15 or that fiscal year ending June 30th of the calendar year); the second component consists of two alpha digits representing the department; and third component consists of three numerical digits representing the sequence number (to be assigned)].
2. Upon completion of the purchase order, the purchase order shall be signed by the Manager. Upon approval or denial, the purchase order is sent to the initiating department. If approved, the purchase order shall be distributed as follows:

- a) Copy to Vendor

- b) Copy to District Bookkeeper (authorizing payment copy)
- c) Original to Issuing Department"

Section 5.0 QUOTATIONS AND BIDS (non-professional)

Department Head or Manager may exercise their own discretion with regard to vendor choice for purchases of less than \$5,000.

For purchases greater than \$5,000 but less than \$10,000, Department Head or Manager shall endeavor to solicit quotations from three vendors. The purchase order or an attachment to the purchase order should note the vendors contacted and the amount of their quote.

For purchases greater than \$10,000, the Manager shall solicit competitive bids wherein a legal notice shall be published in an officially designated newspaper and/or in trade journals or association bidding websites that maintain or publish public agency competitive bids. The bid(s) shall be submitted directly to the Manager, who shall hold said bid(s) until the advertised date and time of opening.

For purchases greater than \$25,000.00, the lowest, responsive bid shall be awarded by the Board of Directors. After the bid is awarded, a purchase order shall be issued in accordance with Section 4.0 herein.

Local Vendor Preference

The District endeavors to stimulate the local economy by using its purchasing power to support local businesses within boundaries of SMCSO, and promote creation and retention of local jobs. To that end, the District may grant a preference to local vendors when comparing bids or quotations for the purchase of discretionary goods and services, subject to the guidelines set forth in this section.

The preference shall only apply to the procurement of materials, supplies, equipment, and services as set forth herein. In addition, the preference shall not apply to procurement that is restricted by Federal or State laws or regulations that proscribe such a preference, or to public projects subject to the California Public Contracts Code.

The preference may be granted only if the Manager determines that the local vendor is able to provide comparable goods or services as the next lowest responsive bidder. In determining whether to grant the preference, the Manager may take into account other District fiscal policies and/or criteria.

The preference shall be five percent (5%) of the local vendor's bid or quotation; however, in no event shall the total preference exceed \$5,000 for any single purchase order or contract.

The 5% preference will be used solely to determine to whom the contract should be awarded and will not in any way alter the final contract amount. A 'local vendor' must meet all of the following criteria:

1. The vendor owns, leases, rents or otherwise occupies a fixed office or other commercial building or a portion thereof that has a street address within the District. A post office box shall not qualify as a local business address.
2. The vendor possesses a valid and verifiable business license issued that reflects the vendor's local address.
3. The vendor's business is staffed during business hours by an employee, or employees, employed by the vendor and conducting the vendor's local business.
4. Where State sales tax will be paid for the purchase, the vendor must possess a valid resale license from the State Department of Equalization reflecting the vendor's business address.

To qualify for the preference, a vendor must certify in writing, in its bid or quotation to the District, that it meets the criteria of a "local vendor". The Manager shall determine if a vendor qualifies as a "local vendor". Any vendor falsely claiming to qualify as a "local vendor" shall be ineligible to transact any business with the District for a period of up to 24 months as determined by the Manager. The Manager and/or Board of Directors may also terminate all or part of any contract entered into with such a vendor. The decision of the Manager may be appealed to the Board of Directors pursuant to the review process used for bid protests.

Section 6.0 PROFESSIONAL SERVICES

The procurement of professional services shall be based on qualifications. Such professional services shall include, but not be limited to, those provided by:

engineers, management services for construction projects, architects, urban planners, geologists, hydrologists, land surveyors, landscape architects, rate consultants and assayers, real estate appraisers, licensed environmental assessors and ecologists, accountants and providers of financial services, actuaries, personnel and insurance consultants, psychologists, medical doctors, entertainers and performers, claims consultants, and attorneys at law.

If the cost of the work to be performed is of an estimated value in excess of \$25,000, the Manager shall obtain the approval of the Board of Directors prior to issuing a purchase order pursuant to Section 4.0.

If the cost of the work to be performed is estimated to not exceed \$25,000, the Manager may issue a purchase order pursuant to Section 4.0 without Board of Directors concurrence, unless the Manager determines that such services warrant a Board concurrence prior to award.

Section 7.0 SOLE SOURCE VENDORS

In the case of sole source vendors, quotation and bid requirements may be waived by the Manager and/or the Board of Directors when in his/her/their judgment the District is best served by a particular vendor.

A purchase order and a written explanation for justification of sole sourcing shall be submitted to the Manager and/or the Board of Directors for approval. If approved, a copy of the written explanation shall be attached to the copy of the purchase order.

Section 8.0 PETTY CASH

The Manager shall be responsible for the management and accounting of petty cash funds according to the internal control procedures established by this Manual. Petty cash funds may be used for any purpose including non-overnight travel and meetings or for residual final travel accounting amounts due an employee. Petty cash vouchers and/or petty cash reconciliation forms will be provided.

A \$100 limit shall be established for each separate use of petty cash funds except that said limit may be waived by either the Manager or his/her designee, up to a maximum of \$100.00.

In recognition that employees cannot be expected, nor required, to use personal funds to make petty cash purchases on behalf of the District, petty cash advances may be approved by the Manager.

In the case of petty cash advances, the employee receiving the advance will promptly upon making the purchase, return the receipt and any cash change to the petty cash fund and complete the petty cash voucher. Receipts are required for all petty cash expenditures. Travel per diems wherein receipts are not required is not an appropriate use of petty cash funds. However, amounts due employees less than \$100 as determined by completion of the final accounting section of a pre-authorized travel and meeting expense claim may be reimbursed from petty cash funds.

Requests for the replenishment of petty cash funds used shall be made to the Manager on petty cash reconciliation/reimbursement request forms. The request shall summarize the amount to be replenished by budgetary account number and have attached all expenditure receipts. The Manager shall process said requests in accordance with established payment processing procedures.

Section 9.0 WARRANT REQUESTS

In recognition that needs arise for the issuance of a District warrant for purposes that may not be appropriate for the issuance of a purchase order, (i.e. deposit refunds, and receipt overpayments, payroll related needs, etc.), the Manager shall establish a warrant request procedure for issuing a warrant payment without a purchase order. Warrant requests shall be processed on a basis consistent with the payment processing schedule; exceptions may be made by the Manager when the best interests of the District might be best served by the accelerated issuance of a warrant payment.

Section 10.0 TRAVEL, MEETINGS AND EDUCATION AUTHORIZATIONS

It shall be the practice of the District to reimburse expenses incurred by officials, officers and employees of the District when expenses are incurred while on authorized travel, meetings and educational events for District business. The allowances and amounts advanced to persons traveling or meeting on official business shall be established on the basis of specific guidelines set forth below. Administrative procedures are to be amended to conform to the guidelines of this policy.

Advances and/or reimbursements for authorized travel and meetings shall be made by the Manager upon receipt of a properly completed and approved travel and meeting authorization form, unless waived in writing by the Manager and/or the Board of Directors.

Travel and meeting authorization forms are available upon request. Department Heads or supervisors shall exercise reasonable effort to complete and submit authorized travel and meeting authorization forms for warrant issuance on a time line conducive to the payment processing schedule as established by the Manager.

Requests for advances and/or reimbursements for District travel, meetings and education shall be in accordance with the procedures and requirements as noted below:

1. Travel, Meeting and Education Authorization/Expense Reconciliation

Travel on official business which exceeds a cost, actual or estimated, of \$200 or calls for an overnight stay requires the completion of the District's Travel and Meeting Authorization Form and approval by the employee's immediate supervisor and/or the General Manager. When a District vehicle is used, the cost of such use, using the current mileage rate, shall be included in determining the total cost. Travel which exceeds \$2,500 or provides for out of state travel must be submitted on a Travel and Meeting Authorization Form to the Manager for approval prior to incurring any expenses:

Payment may be advanced to the traveler based upon estimated costs as detailed on the Travel and Meeting Authorization Form. Within five (5) days of return, the Travel and Meeting Authorization Form shall be completed and submitted to the Manager wherein actual travel expenses, including amounts advanced, must be reconciled on the Travel and Meeting Authorization Form.

A Department Head and/or the Manager may exercise his/her own discretion, regardless of length of stay, as to whether an employee receives a per diem per subsection #4 below or receives an 'advance' for itemized expenses per subsection #5 below.

However, in all cases, if any amounts paid in advance for transportation, lodging and registration, etc. wherein overpayments occur and are refunded directly to the employee, the employee must turnover such amounts to the District.

2. Transportation

a. Commercial Carrier

Air travel for District officials and employees shall be authorized and reimbursed at the lowest possible fare class with a major air carrier. Air travel other than the lowest possible fare class will be authorized ONLY when scheduling does not permit use of the lowest possible fare class of flight, or when the flight is four (4) hours duration or more.

District officials and employees shall endeavor to book air travel to take advantage of discounts offered for purchasing flight tickets in advance of departure; i.e. 14 or 21 days, and take advantage of non-refundable ticket fares where practical.

Transportation costs for commercial carrier shall be paid by the District directly and separately whenever practical. Round trip tickets shall normally be purchased whenever commercial carriers are used. Travel expenses of a family member of an official or an employee are not eligible for payment by the District. Travel arrangements and payment of costs for family members are to be handled directly by the employee.

b. Personal Vehicles

Use of personal vehicles, when approved as a mode of travel to and from destinations, will be reimbursed at the established mileage rate. When commercial carrier is used, a traveler will be reimbursed for personal vehicle mileage to and from the airport and the actual cost of airport parking regardless of airport location.

(1) Travel in San Luis Obispo County

Employees receiving monthly auto allowances shall not, except under special circumstances as authorized by the Manager, be eligible to use a District vehicle nor receive mileage reimbursement for use of personal vehicles when travel is within San Luis Obispo County.

(2) Travel Outside San Luis Obispo County

The use of personal vehicles on District authorized business outside San Luis Obispo County will be reimbursed at the authorized mileage rate for all District officials and employees. Payment of mileage will be based upon the most direct route from point of departure to point of destination. A District official or employee may leave from his/her home for a meeting, conference, seminar or training session. However, the mileage from home to the destination should not exceed the mileage from District offices to the destination.

3. Lodging

Hotel accommodations should be arranged directly by the District, not traveler. Receipts for lodging must be attached to the Travel and Meeting Authorization Form in order to obtain reimbursement. Hotel expenses for District officials and employees only will be reimbursed at the single occupancy rate. Room movies and other miscellaneous, such as alcoholic beverages are not eligible for reimbursement including room service meals, if a per diem has been provided.

4. Per Diem

Each person traveling on official District business, which includes an over-night stay, may (1) receive a per diem for meals, taxes, gratuities, and incidental expenses equal to the IRS allowance, or up to \$50. Allow \$75.00 if travel time is 4 hours or more per day provided that receipts are submitted to the District. If the amount shown on the receipts is less than \$75 the difference is considered taxable income;

or (2) receive a per diem equal to the IRS regional allowance, in which case no receipts are required and the full amount is non-taxable.

Meals and food charged to a motel/hotel room via room service shall be counted on the final reconciliation of the Travel and Meeting Authorization Form towards the per diem. Per diem shall be paid for travel days just prior and just after the event. One-half of the daily rate shall be paid if the distance to the event is less than 275 miles except that if the event ends later than 3:00 p.m. a full day per diem may be paid. A full day per diem shall be paid if the one-way distance is greater than 25 miles.

Expense reimbursement for amounts over the per diem amount must include receipts for all expenses.

5. Itemizing Expenses

If travel encompasses not more than a single day, the traveler shall itemize the expenses incurred for reimbursement. Upon return, supporting documents such as receipts or paid invoices must be submitted on the Travel and Meeting Authorization Form. In the case of overnight travel, the traveler may claim actual expenses rather than per diem. However, all receipts or paid invoices must be submitted with the Travel and Meeting Authorization Form in order to be reimbursed.

6. Registration Fee

Registration fees charged for any authorized convention, conference, seminar or meetings are reimbursable and should be paid in advance.

7. Taxi, Car Rental, Shuttle Service and Parking

Expenses incurred for car rental and limousine service will not be reimbursed unless authorization is received from the Manager prior to the travel. Whenever possible, District officials and employees should utilize hotel courtesy buses or local shuttle services. Whenever possible, hotel accommodations should be within easy access to the functions for which the travel was authorized. Taxi service should be used only when no other convenient, less costly transportation is available. Expenses for parking shall be reimbursed in addition to any other allowances paid to the traveler.

8. District Merchant Cards

Merchant card receipts for all charges on the credit cards shall be attached to the final reconciled Travel and Meeting Authorization Form submitted to the Manager.

Gas credit cards issued to the District may only be used to purchase fuel and oil in a District owned vehicles. Use of District gas credit cards in personal vehicles is strictly prohibited, regardless of whether or not the use of the personal vehicle was for authorized District business.

9. Mileage Rate

The mileage rate for personal vehicle use shall be determined each January 1st by the Manager. The mileage rate shall be equal to the mileage rate allowance as set by the Internal Revenue Service for business use of a vehicle as confirmed by the Manager.

10. Miscellaneous Meetings

Miscellaneous meetings wherein food, beverages and related sundries are provided either on site or at a dining establishment may be paid and/or reimbursed by District when required for official business. Payment and/or reimbursement may be made via; petty cash, merchant card, vendor charge account, purchase order, warrant request or Travel and Meeting Authorization Form.

In all cases, the payment and/or reimbursement request shall be accompanied by a receipt or other documentation and in the case of the use of a merchant card, the customer copy of the merchant card charge slip. The receipt and/or payment request should clearly identify the purpose of the meeting, the general attendees (i.e. lunch with auditors) and the budgetary account number. A Travel and Meeting Authorization Form need only be utilized when the cost of an individual, miscellaneous meeting exceeds \$200.

11. Discretion

These procedures do not claim to have addressed all contingencies and conditions. Any necessary and reasonable expenses that may from time-to-time be justified due to circumstances or opportunities for the District will be honored upon approval by the Manager in the form of reimbursements to the traveler and upon adequate documentation and justification.

Section 11.0 PAYMENT REQUIREMENTS

The issuance of warrants for petty cash, warrant requests and travel and meeting authorizations shall be made by the Manager upon receipt of the properly completed documentation and in accordance with the payment schedule as established by the Manager.

For purchase orders, preparation of the vendor payment shall be initiated by the Department Head, Supervisor and/or the Manager upon receipt of the signed “payment” copy of the purchase order. Partial payments are acceptable. Authorization for partial payment(s) may be initiated by the Manager by submitting the invoice with the “Approved for Payment” stamp fully completed and the purchase order number clearly indicated on the invoice.

For purchase orders issued for materials and/or services to be provided over time, the Manager shall initiate vendor payment solely upon receipt of the appropriate invoice(s) with the “Approved for Payment” stamp fully completed and the purchase order number clearly indicated on the invoice. In order to expedite vendor payment processing, the following vendor statement/invoice delivery arrangements should be made:

Single Department - In those cases where a Department Head or supervisor knows that his/her department is the only department doing business with a particular vendor: Upon receipt of statement/invoice (s), the Manager shall reconcile the amounts due and authorize payment by utilizing the “Approved for Payment” stamp and forward the original documents for payment. The amount due the vendor shall be summarized by budget account number.

Multiple Departments - In those cases where more than one department makes purchases from the same vendor, the statements should continue to be mailed directly to accounts payable; except that in those cases wherein the vendor sends invoices separately from their end-of-the-

month statements, arrangements should be made to have invoices sent directly to the department involved for reconciliation and approval before forwarding to accounts payable.

In all instances, vendor payments shall be processed in accordance with the payment schedule unless the Manager determines that the best interests of the District would be best served by accelerating the issuance of a particular vendor payment.

The current payment schedule, as established by the Manager, is that payment requests received by noon on Wednesday will have a warrant(check) issued no later than the fourth following Friday except as otherwise established by the Manger.

DO NOT UNDER ANY CIRCUMSTANCES PROMISE OR OTHERWISE INDICATE TO A VENDOR THAT PAYMENT WILL BE RECEIVED ANY SOONER.

APPROVED FOR PAYMENT

Budget Acct. # _____

Amount to

Pay \$ _____

Date Signature

Vendor # _____

Section 12.0 MERCHANT CARDS

Purchases made by merchant card shall be made in conformance with established Fiscal Policy, the purchasing rules and restrictions as identified in Section 1.0 through 9.0 and shall in no event exceed or circumvent the regulations set forth therein. A single purchase by credit card shall not exceed \$2,500 or the credit card account limit, whichever is less.

Purchases less than \$5.00 should not be made using the merchant card. These purchases should be made using petty cash. Merchant card account limits will be between \$2,000 and \$10,000 per month. Account limits apply to the account, not the card. For example, an account may have a limit of \$5,000, with two cards issued. Therefore, the aggregate spending total of both cards must not exceed \$5,000 per month.

Each Department Head or Supervisor will be informed of the limits placed on accounts issued to his/her department and or divisions.

Purchases will be denied by the card issuer for any account that is delinquent or has exceeded its account limit. Departments must track their monthly spending so that they do not exceed the merchant card account limit.

1. Business Use Only

The merchant card is to be used for District purchases ONLY.

2. Conditions for Use

The total of a single purchase to be paid using the merchant card may be comprised of multiple items and cannot exceed the authorized single invoice limit. Purchases will be denied if the authorized single purchase limit is exceeded. Payments for purchases are not to be split in order to stay within the single purchase limit.

All materials, supplies and services purchased over the counter and paid for by using the card must be immediately available. No back-ordering is allowed, unless authorized by the Manager.

All materials, supplies and services purchased by telephone order to be paid for by merchant card must be delivered by the merchant/vendor within the 30-day billing cycle. The order should not be placed without this assurance. (Please see "Telephone Purchase Procedures" below). Merchant card use for employee travel must comply with established District travel policy.

3. Telephone Purchase Procedures

Telephone purchase procedure, as used in these instructions, means a procedure where an order is placed or a purchase is made by telephone. The supplies or services are provided by the merchant/vendor and payment is made using the merchant card.

When placing a telephone order to be paid using the merchant card, employee will:

- a. Confirm that the merchant/vendor agrees to charge the merchant card when shipment is made so that receipt of the supplies may be certified on the monthly Statement of Account.
- b. Instruct the merchant/vendor to fax or mail the charge slip to the card holder when the credit card is charged.
- c. A log should be used to record telephone merchant card orders (see Attachment 4). The documentation should be held until the monthly billing statement is received and then attached to the statement, along with the charge slips, when it is submitted for payment.

4. Internet Purchase Procedures

Internet purchase procedure, as used in these instructions, means a procedure where an order is placed, or a purchase is made, by internet website access. The supplies or services are provided by the merchant/vendor and payment is made using the merchant card.

When placing an internet order to be paid using the merchant card, employee will:

- a. Confirm that the web site utilizes security protection software.
- b. Confirm that the merchant/vendor agrees to charge the merchant card when shipment is made so that receipt of the supplies may be certified on the monthly Statement of Account.
- c. Print out a hard copy of the order confirmation before exiting the site.

5. Documentation, Reconciliation and Payment Procedures

- a. Documentation

Any time a purchase is made that will be paid using the merchant card, whether it is done

over the counter or by telephone or by internet, a document must be retained as proof of purchase. The documents will later be used to verify the purchases shown on the merchant card monthly statement. When a purchase is made over the counter, the employee is to obtain a customer copy of the charge slip, as well the separate invoice if any, which will become the accountable document (make sure all carbons are destroyed).

When making purchases by telephone, the employee is to immediately document the transaction on a log and attach the charge slip (and invoice, if any) when received from the vendor, along with any shipping documents associated with the order.

b. Missing Documentation

If for some reason the employee does not have documentation of the transaction to send with the statement, he/she must attach an explanation that includes a description of the item, date of purchase, merchant's/vendor's name and why there is not supporting documentation. If documentation is received after the statement has been sent for payment, the employee should send the documentation to accounts payable with a note referencing the date of the statement to which it should be attached.

6. Merchant Card Restrictions

The following list covers purchases for which merchant card use is **prohibited**:

- a. Gasoline and oil purchases. Gasoline and oil purchases for District vehicles only must be made using a **gas** credit card.
- b. Cash advances through bank tellers or automated teller machines.

7. Payment and Invoice Procedures

a. Purchases made by employees will be paid by accounts payable once the employee certification and the Manager verification has been completed, and account coding assigned for each transaction. Account coding shall be summarized by budget account.

b. Original statements and charge slips should be sent to the Manager. If the employee wishes to retain a copy of the statement, a copy should be made before the original statement is sent to Manager.

c. The "Statement of Account" requires the Department/Division to review the statement and to note any errors on the bill. The Department/Division should attach to the statement all receipts (sales drafts/charge slips) received at the time of purchase with the budget account number noted on each. Travel expense charges must include a copy of the final accounting of the travel authorization form, as well as receipts pertaining to travel purchases made by credit card. The Supervisor or General Manager he/she stamps the statement with an "Approved for Payment" stamp, assigns account codes for each item, writes the grand total of the amount to be paid in the "amount" area provided by the "Approved for Payment" stamp, attached the summary by budget account and secures the signature of the Manager certifying items purchased and received and forwards to the accounts payable within five (5) working days after it is received. Non compliance may mean denial of future use of card.

d. The Manager will be responsible for receiving completed statements from all divisions, reviewing them, resolving any questions on the purchases, reconciling and signing the statements, and forwarding completed account statements with all attachments to the accounts payable section within five (5) working days after receipt of the statement in the mail. Account statements will all close on the last day of each month and will be mailed by the issuer shortly thereafter. Statements will be mailed directly to each department and will generally be received on about the same date each month.

e. If an account has no purchase activity for a particular billing cycle and shows a "zero" balance, the statement should be filed in the merchant/vendor file. "*File Only -- Zero Balance*" should be clearly marked on the front of zero balance statements.

8. Approval

Approval of the transactions that employees have made using the merchant cards will not be totally defined in these procedures. Department Heads or supervisors, because of their knowledge of the job responsibilities of employees, are required to look at each employee's purchases, and at the merchant, who made the sale in order to determine if these items were for Official Use and if they were items allowed to be purchased in accordance with the instructions provided.

If, for any reason, the Manager questions the purchases(s), it is his/her responsibility to resolve the issue with the employee. If he/she cannot be satisfied that the purchase was necessary and for Official Use, then the employee must provide a Credit Voucher proving item(s) have been returned for credit, or a personal check or cash for the full amount of that purchase. Resolution for improper use of the merchant card will be the responsibility of the Manager to resolve, and disciplinary action for misuse will also be his/her responsibility to process.

9. Disputes

If items purchased with the merchant card are found defective or the repair of services faulty, the employee has the responsibility to return the item(s) to the merchant for replacement or to receive a credit on the purchase. If the merchant/vendor refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in DISPUTE.

A disputed item must be noted on the statement of account. In addition, an "Employee Statement of Questioned Item" form (Attachment 1) must be completed by the employee with appropriate documentation attached, if necessary. The Manager shall notify the merchant card issuer in accordance with the instructions on the "Employee Statement of Questioned Item" for adjustment. The form should be attached to the statement of account, with a copy retained by the Department for follow-up the following month to be sure the proper credit is received on the statement of account.

It is essential that the time frames and documentation requirements established by the merchant card issuer be followed to protect the employee's rights in dispute. Dispute policies and procedures issued by the merchant card issuer will be provided at the time merchant cards are issued to employees.

10. Requests for Initial, Additional or Changes to Merchant Cards and/or Credit Cards

All requests for new accounts, additional cards or changes in account names or limits will be done by submitting "Request for Merchant or Credit Card" form to the Manager. The form will be processed by the Manager and the requesting Department Head or Supervisor will be notified when the request is processed. A minimum of thirty days should be allowed for processing requests.

11. Periodic Inventory of Merchant and/or Credit Cards

At least once annually, the Manager will provide a list of credit cards to be issued. A physical inventory of credit cards, photocopying each card, and provide a report to the Manager of the results of the inventory.

12. Lost or Stolen Merchant and/or Credit Cards

Should any employee lose or have a District credit card stolen, it is the responsibility of the Manager to immediately notify the merchant card issuer of the loss. The telephone number of the merchant card issuer will be provided when the merchant card is issued.

In addition to notifying the merchant card issuer, the Manager must notify the Board of Directors of the lost or stolen credit card **WITHIN ONE WORKDAY** after discovery of the loss or theft of the card. The Manager will be required to make a written report to the Board of Directors **WITHIN FIVE (5) WORKDAYS** that will include the complete information on the loss, the date the loss was discovered, the location where the loss occurred, if known, the purchases that the employee had made prior to the loss, and any other information that may be considered necessary.

13. Terminating Employee

The Manager shall be responsible to collect merchant and/or credit cards from terminating employees.

If the Manager is unable to collect the merchant card when an employee leaves, the Manager shall notify the Board of Directors immediately by telephone and follow-up with a memo to take action to insure the merchant card is voided.

The merchant card issuer shall be notified to void the merchant card to prevent any purchases after the employee leaves.

Section 13.0 CONTRACT CHANGE ORDERS

To establish a uniform procedure for documenting, review and authorization of Change Orders affecting construction contracts, these procedures shall apply to changes in the work that result in alterations, amendments or deviation from an awarded contract; thereby modifying the scope of the contract, the cost, completion schedule, material and/or equipment furnished under the awarded contract.

A Change Order is the written authorization that changes the awarded contract as noted above. The Change Order shall be for similar kinds of work as that awarded in the original contract and

shall only arise in good faith from unforeseen items and/or events since the time of the bid award. Request for Change Order authorization to the Manager shall be accompanied by a purchase order. Change Order authorization limits are established as follows:

Contracts \$50,000 - \$75,000 25% of contract or \$ 17,500 whichever is greater. The Manager is authorized to execute said change orders after first obtaining Board of Director approval.

Contracts > \$75,001 - \$99999 25% of contract or \$25,000 whichever is greater. The Manager is authorized to execute said change orders after first obtaining Board of Director approval.

Contracts > \$100,000 10% of contract or \$125,000 whichever is greater. The Manager is authorized to execute said change orders after first obtaining Board of Director approval.

The limits noted are for Change Order amounts in the “aggregate”. Change Orders for amounts in excess of these limits must be approved by the Board of Directors as a regular agenda item.

In all cases where a Change Order would increase the cost of the project beyond the existing budget, the Change Order shall be presented to Board of Directors along with an appropriation resolution for their consideration and approval.

Section 14.0 CONTRACTS WITH OTHER PUBLIC AGENCIES

It may be beneficial to contract with other public agencies for goods and services. In such cases, the Manager may waive normal bidding procedures if it can be shown, via the quotation procedures contained in Section 4.0, that contracting directly with another public agency is equal to or less than the cost of a private sector competitive bid contract.

Section 15.0 UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING

The District shall, hereby, approve these Purchasing Policies and Procedures incorporating, by reference, the Uniform Public Construction Cost Accounting standards and practices. This provides the opportunity for the District to undertake public projects of \$25,000 or less by force account, negotiated contract or by purchase order.

For projects greater than \$25,000 but less than \$75,000, the District may undertake an “informal” bidding procedure as set forth by State regulations. In all such cases wherein the District opts to utilize the Uniform Public Construction Cost Accounting method, State procedures governing this procedure shall supersede the District’s purchasing procedures as identified herein.

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**San Miguel Community Services District
Board of Directors
Staff Report**

May 24, 2018

AGENDA ITEM: XI - 5

SUBJECT: Review timeline of water and wastewater projects in process and future projects.
(informational only)

RECOMMENDATION:

Review timeline of water and wastewater projects in process and future projects.
(informational only)

BACKGROUND:

A project timeline is being presented to illustrate the general timeline of water and wastewater projects currently underway as well as projects that are proposed.

This is just an informational item for discussion to give a visual on how some of these project overlap. The presented projects are those adopted in the masterplans and accounted for in the current rate study.

The projects listed are all subject to Board approval individually.

Fiscal Impact:

There is no additional cost associated with reviewing this report. Each individual project has its own cost associated with it, and each one will be, or has been, approved individually.

Recommendation

Review the provided timeline and provide comments to the staff.

PREPARED BY:

Kelly Dodds

Kelly Dodds
Director of Utilities

SAN MIGUEL CSD TASK / PROJECT TIMELINE

Estimated Start/ Cost

Task Completed

Engineering

Construction

Actual cost

Dollar amounts are engineers estimates and subject to change.

WASTEWATER DEPARTMENT

Project/ Task	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Rate study (Reserve funds 33,000)	(\$33,000)..					(\$33,000)..					(\$33,000)..
WWTP Aerator project (PG&E ON BILL FINANCING \$215,000)	Engineering (\$0)	Construction (\$215,000)									
WWTP Land aquasition (Capital Funds \$260,000)	Construction (\$239,000)										
16th street Diversion Structure (Capital funds \$37,500)			Engineering Construction (\$37,500)								
Multi Year Sewer lining project (Capital funds/ Loan \$5,000,000)			Engineering Construction (\$500,000)	Construction (\$500,000)	Construction (\$500,000)		Construction (\$1,000,000)	Construction (\$1,000,000)	Construction (\$1,010,973)		
WWTP treatment plant upgrade (Capital funds/ loan/ grant \$3,314,851)		Engineering (\$200,000)	Construction (\$663,000)	Construction (\$1,326,000)	Construction (\$1,125,851)						
Reclaimed water treatment processes at the WWTP (Capital funds/ loan/ grant \$2,213,751)			Engineering (\$133,000)	Construction (\$442,750)	Construction (\$885,500)	Construction (\$752,501)					
Evaluation assement of off stream recharge basin (Capital funds/ grant \$100,000)		Engineering (\$50,000)	Engineering (\$50,000)								
Sewer system Management Plan (Reserve Funds \$48,000)	Engineering (\$48,000)					Engineering (\$48,000)					Engineering (\$48,000)



San Miguel Community Services District Board of Directors

Staff Report

May 24th, 2018

ITEM: XI-6

SUBJECT: Disposal and Reallocation of Surplus Equipment

STAFF RECOMMENDATION:

Staff recommends that the Board discuss and declare the items on the attached list as surplus to the District's needs and authorize staff to dispose of them in accordance with the District's Surplus Equipment Policy

BACKGROUND:

Last surplus for San Miguel CSD was November 2017.

Reallocation of previously surplused iPads:

During the November 2017 board meeting, the Board voted 5/0 to surplus previously purchased iPads at a loss of \$260.00 per iPad. Since that time the county has started implementing a new county EMS reporting software "Image Trend" an emergency data system that works through a IOS. It is recommended that the District reallocate the six iPads for the Fire Department to comply with the new county standards. An iPad would be in service in each of the vehicles for use as needed during medical incidents.

When the iPads were purchased they were charged to the Administration Department at a cost of \$4,167.89. The recommendation is for the Fire Department to "buy" the other departments out of their share of the iPads. Each fund originally paid for the iPads as follows. Fire- \$687.70, Lighting-\$125.04, Wastewater- \$1667.16, Water - \$1667.16, Solid Waste- \$20.84.

Buying the other departments out of their share of the initial cost will cost the Fire Department \$3,480.19. Since the fire department does not currently have money allocated to this purchase a resolution will need to be brought back for a budget adjustment for this amount.

Proceeding in this manner will potentially save the Fire Department hundreds of dollars in having to purchase new devices and will reimburse the other departments for their initial costs.

At this time Staff would like a consensus from the Board to reallocate the iPads and reimburse the other funds for their initial cost.

Fire Surplus for Donation

Earlier this year the Fire Department placed the newly purchased Self Contained Breathing Apparatus into service. These new SCBAs replaced units that were in service since approximately 2000. The prior SCBAs, although still functional, no longer meet the standards for structural firefighting as determined by NFPA. Additionally, the cylinders no longer meet the requirements as outlined by the DOT for transport on public roads. The Fire Department also has multiple sets of turnouts which are no longer usable by our fire personnel due to age regulations. Both the SCBAs and turnouts cannot be used by any other fire department within the US. Although the Fire Department can sell them to a private party, to use them on incidents they would have to bring them into compliance with current standards.

In prior years the District has donated various items (radios, turnouts, hose, etc.) to other Fire Departments in Mexico. One of our firefighters, through connections with the US Border Patrol have identified Bomberos Tecate in Tecate Baja California Mexico as an organization which is in dire need of structural firefighting equipment. We have contacted them and they would greatly benefit from the donation of the SCBAs and Turnouts. Our firefighter has offered to transport the equipment to the Border where US Border Patrol will deliver it to Tecate.

Thus, staff is recommending that the SCBAs and turnouts be deemed as surplus and donated to Bomberos Tecate.

SMCSD surplus		
Inventory #	Description	Info
	(18) SCBA harness's	Interspiro SII
	(13) SCBA MASKS	Interspiro SII
	(35) SCBA 30 min bottle	Interspiro
	(14) Sets, Structure turnouts	Various makes, all over 12 years old, out of compliance
	(20) Sets, Wildland turnouts	Various makes, all over 12 years old, out of compliance

FISCAL IMPACT:

There is no cost to donate the equipment to the Bomberos Tecate

To purchase the iPads from the other departments will cost the Fire Department \$3,480.19

PREPARED BY:

Kelly Dodds
Assistant Fire Chief

APPROVED BY:

Rob Roberson
Interim General Manager/Fire Chief



San Miguel Community Services District

Staff Report

May 24, 2018

ITEM: XI-7

SUBJECT: Consider adoption of **Resolution No. 2018-17** authorizing the abatement of weeds within the District boundaries.

STAFF RECOMMENDATION:

Consider objections to the “Notice to Destroy Weeds,” overrule any objections, and adopt **Resolution No. 2018-17** authorizing the Fire Chief to have weeds abated from the properties identified on the attached list (Exhibit A).

DISCUSSION:

The San Miguel Community Services District (“District”) is authorized to take the necessary abatement action where property owners, after proper notification, fail to abate public nuisances caused by the accumulations of weeds or debris on their properties. In accordance with provisions of Section 14875 *et seq.* of the Health & Safety Code, 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 24, 2017, to hear and consider all objections and protests to the proposed removal of weeds.

At the conclusion of the hearing, 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 80 notices were sent out to property owners on April 30, 2018, informing them of their obligation to abate their properties of combustible weeds by June 1, 2018. The attached list, Exhibit A, lists the properties that have not complied with the abatement notice as of May 17, 2018.

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 28, 2018 Board meeting to initiate the process of placing liens or special assessments on each affected parcel.

Prepared by:

Approved by:

Tamara Parent
Board Clerk/Accounts Manager

Robert Roberson
Interim General Manager

Jason Taylor
Fire Prevention

ATTACHMENTS: Resolution No. 2018-17 and Exhibit A–Property List

RESOLUTION NO. 2018-17
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 26, 2018 the Board of Directors (“Board”) of the San Miguel Community Services District (“District”) adopted Resolution No. 2018-14 declaring certain weeds located on private properties within District boundaries to be a public nuisance; and

WHEREAS, a meeting was held on May 24, 2018 at 7:00 pm at 1150 Mission Street, San Miguel, California 93451 to hear objections and protest the proposed removal of such weeds.

NOW, THEREFORE, BE IT RESOLVED, by 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 24, 2018 at 7:00pm at 1150 Mission 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. 2018-14 by removing the weeds 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 28, 2018, at the hour of 7:00 pm at 1150 Mission 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 or near the District Board’s chambers 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.

(Continued on next page)

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 24th day of May 2018.

John Green, President
Board of Directors

ATTEST:

Board Clerk to the Board of Directors

APPROVED AS TO FORM:

Doug White, General Council

IX-7-3

	APN	Name	Legal	Service Address
1	021-323-004	STRINGHAM LEATHA E 1996 REVOCABLE TRUST	TN SAN MIGUEL T25S R12E PTN SEC 20	00252 9TH ST SMIG
2	021-322-015	WENQUIST WENDY J	TN SAN MIGUEL MCD ADD BL 30 LTS 12,13& N 1/2 LT 14	00939 L ST SMIG
3	021-302-010	SALAMANCA HERBERT H SR	TN SAN MIGUEL BL 31 LTS 10 TO 12	0
4	021-301-004	PATEL FAMILY TRUST	TN SAN MIG BL 28 PTN LTS 7 TO 16	00000 K ST SMIG
5	021-301-006	DIYA HOSPITALITY LLC A LIMITED LIABILITY COMPANY	TN SAN MIG BL 28 PTN LTS 1 TO 6 & ABA ST	01099 K ST SMIG
6	021-281-014	PECORA FAMILY TRUST	TN SAN MIGUEL BL 59 LOTS 15 & 16	01111 MISSION ST SMIG
7	021-131-023	RUIZ ARNOLD FAMILY TRUST	PM 46/72 PAR 4 & PTN RD	01599 MISSION ST SMIG
8	021-141-011	HARRINGTON MARY K	TN SAN MIGUEL PTN DEPOT GRDS	01480 MISSION ST SMIG
9	021-141-010	BRAJKOVICH THOMAS G	TN SAN MIGUEL PTN DEPOT GRDS	01490 MISSION ST SMIG
10	021-141-009	BRAJKOVICH THOMAS G	TN SAN MIGUEL PTN DEPOT GRDS	01510 MISSION ST SMIG
11	021-141-008	GEORGE FAMILY TRUST	TN SAN MIGUEL PTN DEPOT GRDS	01520 MISSION ST SMIG
12	021-141-021	BUTTERFIELD JACOB B	PM 63/67-71 PAR 7	00000 MISSION ST SMIG
13	021-141-024	BUTTERFIELD JACOB B	PM 63/67-71 PAR 8	00000 MISSION ST SMIG
14	021-112-002	LIME MOUNTAIN CO A CA CORP	TN SAN MIGUEL BL 67 & PTN ABD RD	00000 16TH ST SMIG
15	021-231-005	PEOPLES SELF-HELP HOUSING CORP A CA NON-PROFIT COR	TN SAN MIGUEL T25S R12E PTN SEC 16	00590 14TH ST SMIG
16	021-231-030	PENIR RONALD & DEBORAH FAMILY TRUST	TN SAN MIGUEL BL 72 LTS 1 & 2	00515 14TH ST SMIG
17	027-272-001	THE PARTNERS OF TRACT 2647 LLC A CA LLC	TR 2647 LT 1	13060 RIVER BLUFFS LN SMIG
18	027-272-002	THE PARTNERS OF TRACT 2647 LLC A CA LLC	TR 2647 LT 2	13075 RIVER BLUFFS LN SMIG
19	027-272-003	THE PARTNERS OF TRACT 2647 LLC A CA LLC	TR 2647 LT 3	13095 RIVER BLUFFS LN SMIG
20	027-272-004	THE PARTNERS OF TRACT 2647 LLC A CA LLC	TR 2647 LT 4	13105 RIVER BLUFFS LN SMIG
21	027-272-005	THE PARTNERS OF TRACT 2647 LLC A CA LLC	TR 2647 LT 5	13125 NORTH BLUFFS CT SMIG
22	027-272-006	THE PARTNERS OF TRACT 2647 LLC A CA LLC	TR 2647 LT 6	13145 NORTH BLUFFS CT SMIG
23	027-272-007	THE PARTNERS OF TRACT 2647 LLC A CA LLC	TR 2647 LT 7	13165 NORTH BLUFFS CT SMIG
24	027272-008	THE PARTNERS OF TRACT 2647 LLC A CA LLC	TR 2647 LT 8	13040 RIVER BLUFFS LN SMIG
25	027-272-009	THE PARTNERS OF TRACT 2647 LLC A CA LLC	TR 2647 LT 9	13020 RIVER BLUFFS LN SMIG
26	027-272-010	THE PARTNERS OF TRACT 2647 LLC A CA LLC	TR 2647 LT 10	13000 RIVER BLUFFS LN SMIG
27	027-272-011	THE PARTNERS OF TRACT 2647 LLC A CA LLC	TR 2647 LT 11	13200 NORTH BLUFFS CT SMIG
28	027-272-012	THE PARTNERS OF TRACT 2647 LLC A CA LLC	TR 2647 LT 12	13180 NORTH BLUFFS CT SMIG