



# Agenda

## San Miguel Community Services District

### Organization & Personnel Committee Regular Meeting

**THURSDAY, July 8, 2016 9:00 A.M.**  
**SMCSD Boardroom 1150 Mission St. San Miguel, CA 93451**

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

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

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

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

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

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

- I. Call to Order- 9:00 A.M                      Chair Green
- II. Pledge of Allegiance

III. **Roll Call:** Directors: Green \_\_\_\_\_ Kalvans \_\_\_\_\_

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

V. **AGENDA:**

1. **Review and Discuss Amendments to Section 2020 – Existing Personnel Policies for Recruitment and Hiring.**

**Staff Recommendation:** Discuss and Consider making recommendations to the Board for amending Section 2020 – Existing Personnel Policies for Recruitment and Hiring.

M \_\_\_\_\_ S \_\_\_\_\_

2. **Review and Discuss of continuing District Engineer services.**

**Staff Recommendation:** Discuss and Give Direction to Staff.

M \_\_\_\_\_ S \_\_\_\_\_

3. **Review and Discuss of 2016-17 O & P Committee Work Program.**

**Staff Recommendation:** Discuss and Make Recommendations on Priorities for 2016-17 Committee Annual Work Program.

M \_\_\_\_\_ S \_\_\_\_\_

VI. **COMMITTEE COMMENTS:**

This section is intended as an opportunity for Committee 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.

VII. **ADJOURNMENT**

**Time:** \_\_\_\_\_

**ATTEST:**

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

I, Tamara Parent, Account Clerk/Operations Coordinator of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO district office on June 30, 2016

Date: July 1, 2016

Tamara Parent

Tamara Parent, Account Clerk II / Operations Coordinator



## San Miguel Community Services District Organization & Personnel Committee

July 8, 2016

AGENDA ITEM: V. 1

**SUBJECT: Review and Discuss Amending Section 2020 of District Personnel Policy regarding recruitment and hiring policies.**

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**STAFF RECOMMENDATION:**

Review and Discuss Amending Section 2020 of Personnel Policy regarding recruitment and hiring policies.

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**BACKGROUND:**

This request was initiated by O & P Committee at its March meeting and reviewed at its June meeting at which time, the Committee directed staff to bring back an amendment to Section 2020 policy related to recruitment and hiring procedures.

The existing policy in effect is Section 2020 of the existing Personnel Policy. Regarding Section 2020, the following language is in effect until the Board takes action on the pending Personnel Policies and Procedures:

"Applicants for employment shall be evaluated on the basis of their submitted materials, personnel interviews and demonstrated ability. The District will only solicit applications when position openings exist, or when vacancies or new position openings are anticipated, or when employees have tendered letters of resignation or retirement. Upon completion of such evaluation, the Board will be notified of final applicants, and the General Manager, or designee, shall select the applicant to be employed to fill the position opening, and shall promptly notify the Board of the name of the person selected.

An amendment to Section 2020 should incorporate the following change to be added to section:

*"The Board shall review and confirm the General Manager's hiring selection based on background check, drug testing and citizenship verification and Manager's statement of qualifications for the selection."*

(continued on next page)

The pending Personnel Policy Manual that will be considered by the Board at the July 29, 2016 meeting, already states the following language which also achieves the change sought by the Committee:

“Chapter 2.0 Employment Practices, Section 2.2 Recruitment procedures spell out distinctions in open, promotional and continuous employment examinations of applicants. Section 2.3 Hiring procedures require an examination of qualifications of applicant for position, background checks, a medical exam, drug testing and citizenship verification.” The recruitment and hiring by General Manager also is to be reviewed and confirmed by the Board of Directors.

Any change in employment status, such as a job reclassification and/or a change in compensation must also be first reviewed and confirmed by the Board of Directors.

**Staff Recommendation:**

Staff recommends that the Committee take no action regarding an amendment to Section 2020 since the pending Board action regarding a comprehensive revision to the District’s Personnel Policies and Procedures will be considered at the Board’s July 29, 2016 meeting. The new Personnel Policies and Procedures already incorporate procedures that are consistent with this policy.

**PREPARED BY:**

Darrell Gentry  
General Manager



## San Miguel Community Services District Organization & Personnel Committee

### Staff Report

July 8, 2016

AGENDA ITEM: V- 2

**SUBJECT: Review and Discuss of continuing District Engineer services.**

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#### **STAFF RECOMMENDATION:**

Committee should review and discuss information related to the continuation of present District Engineer services for the purpose of making specific recommendations to the Board of Directors.

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#### **BACKGROUND:**

The Wallace Group (“the firm”) has been providing long-term contractual District Engineering services to the District since the District’s formation. Oftentimes, over time, The Wallace Group has provided a sole source bid for various District capital and routine projects without competing bids from other firms.

There is no intent to state or imply that sole source bidding is inappropriate or illegal, but it is clear that competitive bidding processes were not used effectively or not at all for past engineering services, except with the firm. This past practice may or may not have been a lack of District Purchasing Policies, which were adopted in January 2015 **or** due to administrative decisions with or without Board approval. The circumstances are difficult to trace backward in time and may be irrelevant at this point in time. This is a time for re-evaluation.

This item is before the Committee to review the present service terms and conditions and to determine whether or not this is an opportune time for soliciting competing bidding processes to be used for future District Engineer services, or identify any other option that should be considered. A copy of the existing service agreement is attached for the Committee’s review and study.

Staff has also provided copies of expenses paid to the firm for the past 2 years as additional information. Over the past 2 years, there has been action that has increased competitive bidding with results reducing the reliance on District Engineer to perform work as a sole source contract.

A review of expenses paid in FY 2015-16 include the following:

- 1) Monthly Reports by District Engineer = \$1,501.50, est. 8.9% of total expenses
- 2) General Engineer work performed = \$4,813.15, est. 28.7% of total expenses
- 3) WWTP Loading/Capacity Evaluation = \$4,622.50, est. 27.6% of total expenses
- 4) Atlas Mapping Project = \$2,944.50, est. 17.6% of total expenses
- 5) Other engineering services = \$2,965.64, est 17.7% of total expenses

A 2-year total for District Engineering services are:

FY 2014-15 -- \$22,317.60  
FY 2015-16 -- \$16,756,29

As Directors, you may have prior expense reports listed for the firm showing greater expense totals than those listed herein. There are the following options that should be discussed by the Committee:

- 1) Continue with the existing service contract with its present terms and conditions.
- 2) Recommend the distribution of an RFP for competitive bids to perform specified services.
- 3) Recommend that the present service agreement with The Wallace Group be re-opened for negotiations and new terms.

**Fiscal Impact:**

There is no fiscal impact associated with this review and discussion.

**Staff Recommendation:**

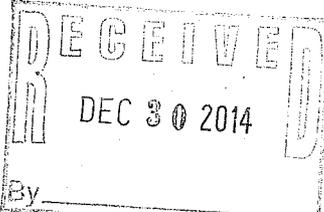
Staff recommends that the Committee review and discuss with direction given to Staff, but there will be future District needs that are likely to require different engineering services than currently being provided in existing contract agreement. This is an opportune time to perform this evaluation and change direction as may be deemed appropriate and necessary.

PREPARED BY:

Darrell W. Gentry

General Manager

- Attachment: 1) Wallace Group existing service agreement  
2) 2014-15 and 2015-16 Expense Reports for Wallace Group



*young  
Contract File*

**ENGINEERING SERVICES AGREEMENT**

THIS AGREEMENT made and entered into this 14<sup>th</sup> day of FEBRUARY, 2000, by and between the San Miguel Community Services District, a political subdivision and the State of California, hereinafter referred to as "DISTRICT," and John L. Wallace of John L. Wallace & Associates, an Engineering Corporation, hereinafter referred to as "ENGINEER."

WITNESSETH:

WHEREAS, the DISTRICT desires to engage the services of a registered civil engineer to act for the DISTRICT in the capacity of District Engineer, and

WHEREAS, the ENGINEER is a registered civil engineer licensed to practice in the State of California and desires to render these professional services to the DISTRICT pursuant to the terms and conditions herein set forth.

NOW THEREFORE, in consideration of the promises and mutual covenants and agreements herein contained, the parties do mutually agree as follows:

**SECTION 1. Scope of Services**

Pursuant to this agreement, ENGINEER shall provide the following services for the DISTRICT:

- A. General engineering advice to and on behalf of District staff;
- B. Representation of District at meetings as necessary to properly execute the duties and/or provide the services listed herein;
- C. Review and checking of various maps, plans, permits and other documents;
- D. Design; document preparation, contract administration and inspection for District utility and public works project including (but not limited to) water, lighting, fire protection and other services that the District is empowered to provide;
- E. Water operations consultation and assistance; and
- F. Other services as requested by the District and mutually agreeable to both parties.

**SECTION 2. Use of Assistants/Employees**

To the extent reasonably necessary to enable ENGINEER to perform his duties hereunder, the ENGINEER shall be authorized to engage the services of his assistants or employees which he may deem proper. The cost of the services to the DISTRICT of such assistants or employees shall

be chargeable to the DISTRICT in accordance with the schedule of fees shown herein or as mutually agreeable to DISTRICT and ENGINEER.

**SECTION 3. Direction of Duties to be Performed by Engineer**

Services rendered pursuant to this Agreement shall be at the direction and request of the DISTRICT'S Board of Directors.

**SECTION 4. Engineer's Schedule of Fees**

ENGINEER shall invoice DISTRICT monthly on an hourly and accrued cost basis for services rendered. The DISTRICT hereby agrees to compensate ENGINEER according to the hourly rates established in Exhibit "A", less a 15% discount. ENGINEER reserves the right to modify the hourly rates and direct expenses shown established in Exhibit "A" on or after January 1 of each year that this contract is in effect provided that those hourly rates and direct expenses may not increase more than 2.5% per annum without approval by the DISTRICT'S Board of Directors.

**SECTION 5. Indemnity and Limitation of Liability**

ENGINEER hereby agrees to, and shall hold DISTRICT, its elective and appointive boards, officers, agents and employees, harmless and shall defend the same from any liability for damage or claims for damage, or suits or actions at law or in equity which may arise from ENGINEER's or any of ENGINEER's employees' or agents' services under this Agreement, whether such operations be by ENGINEER or by any one or more persons directly or indirectly employed by, or acting as agent for ENGINEER, except such loss or damage which was caused by the negligence or willful misconduct of DISTRICT and provided as follows:

a. That DISTRICT does not, and shall not, waive any rights against ENGINEER which it may have by reason of the aforesaid hold-harmless agreement, because of the acceptance by DISTRICT, or the deposit with DISTRICT by ENGINEER, of any of the insurance policies hereinafter described.

b. That the aforesaid hold-harmless agreement by ENGINEER shall apply to all damages and claims for damages of every kind, regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

**SECTION 6. Insurance**

ENGINEER shall not commence work under this Agreement until it has obtained all insurance required under this section and such insurance shall have been approved by DISTRICT as to form, amount and carrier:

a. Public Liability and Property Damage and Other Insurance. ENGINEER shall take out and maintain during the life of this Agreement such public liability, property damage,

automobile liability and other insurance described below as shall protect DISTRICT, its elective and appointive boards, officers, agents and employees, and ENGINEER and any agents and employees performing work covered by this Agreement from claims for damages for personal injury, including death, as well as from claims for property damage which may arise from ENGINEER's or any subcontractor's operations under this Agreement, whether such operations be by ENGINEER or by anyone directly or indirectly employed by ENGINEER and the amounts of such insurance shall be as follows:

- (1) Public Liability Insurance. In an amount not less than \$1,000,000 per occurrence for bodily injury and personal injury.
- (2) Property Damage Insurance. In an amount of not less than \$1,000,000 for damage to the property of each person on account of any one occurrence.
- (3) Comprehensive Automobile Liability. Bodily injury and property damage liability coverage per accident.
- (4) Workers' Compensation Insurance. In the amounts required by law.
- (5) Professional Liability Errors and Omissions Insurance. In an amount of not less than \$1,000,000 on account of any one occurrence.

b. Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be declared to, and approved by, DISTRICT. DISTRICT may require that either the insurer reduce or eliminate such deductibles or self-insured retentions as respects DISTRICT, its elected or appointed officials, employees, agents or volunteers; or shall procure a bond guaranteeing payment of all losses, and related investigation, claims administration and legal expenses.

c. Proof of Insurance. ENGINEER shall furnish DISTRICT, concurrently with the execution hereof, with satisfactory proof of carriage of the insurance required, and adequate legal assurance that each carrier will give DISTRICT at least thirty (30) days' prior notice of the cancellation of any policy during the effective period of this Agreement. The certificate or policy of liability of insurance shall name DISTRICT as an additional insured with ENGINEER.

#### **SECTION 7. Entire Agreement**

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.

#### **SECTION 8. Amendments to Agreement**

This Agreement may be amended from time to time by the mutual written consent of the DISTRICT and ENGINEER.

**SECTION 9.           Assignment**

Neither this Agreement nor any duties or obligations hereunder shall be assignable by the ENGINEER without the prior written consent of the DISTRICT.

**SECTION 10.         Termination**

Either party may terminate this Agreement without cause with thirty (30) days prior written notice provided to the other party.

**SECTION 11.         Disputes and Attorney's Fees**

If a dispute arises regarding ENGINEER fees pursuant to this contract, and if the dispute cannot be settled by discussions between ENGINEER and DISTRICT, both agree to attempt to settle the dispute by mediation through a mediation service before recourse to arbitration. If mediation does not resolve the dispute, such dispute shall be settled by binding arbitration pursuant to the Judicial Arbitration rules of the California Code of Civil Procedure.

If any action of law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney fees in addition to any other relief to which he may be entitled.

**SECTION 12.         Status of Manager as Independent Contractor**

It is agreed that in the providing of services under this Agreement, ENGINEER is and shall be acting as an independent contractor, and not as an employee of the DISTRICT in any respect.

**SECTION 13.         Notices**

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by first class mail to the District at the following address:

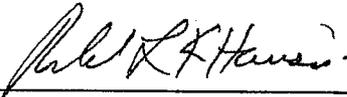
District President  
Post Office Box 180  
San Miguel, CA 93451

and the ENGINEER at the following address:

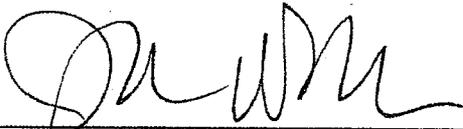
John L. Wallace & Associates  
4115 Broad Street, Suite B-5  
San Luis Obispo, CA 93401

IN WITNESS THEREOF, DISTRICT and the ENGINEER have executed this Agreement on the day and year hereinabove set forth.

**SAN MIGUEL COMMUNITY SERVICES DISTRICT**

By: 

**JOHN L. WALLACE & ASSOCIATES**

By:   
John L. Wallace, President for  
John L. Wallace & Associates, an Engineering  
Corporation

**ATTEST:**

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July 25, 2014



WALLACE GROUP®

Mr. Dan Gilmore, General Manager  
PO BOX 180  
San Miguel, California 93451

CIVIL AND  
TRANSPORTATION  
ENGINEERING

CONSTRUCTION  
MANAGEMENT

LANDSCAPE  
ARCHITECTURE

MECHANICAL  
ENGINEERING

PLANNING

PUBLIC WORKS  
ADMINISTRATION

SURVEYING /  
GIS SOLUTIONS

WATER RESOURCES

Subject: Adjustment of Wallace Group Fee Schedule  
0406-0002 (District Engineering); 0406-0004 (Will Serves)

Dear Dan:

Wallace Group appreciates the opportunity to continue services with San Miguel Community Services District on District Engineering services. In order to recruit and retain qualified staff, and to keep up with general increases in the cost of providing excellent services to our valued clients, we have developed a new fee schedule with a modest increase of 5% over our last rate schedule that has not changed since 2009.

In accordance with Section 4 of our Agreement for Services dated February 14, 2000, we are notifying you of our intent to employ the attached 2014 fee schedule, effective January 1, 2015. Also as we discussed, we will initiate an update to our Engineering Services Agreement in the next several months.

Please contact me at (805) 544-4011 should you have any questions.

Yours truly,

WALLACE GROUP

Steven G. Tanaka, PE 49779, CSI, CCS, CCA  
Director of Water Resources

Attachment (Rate Schedule 2014 Wallace Group)



WALLACE GROUP  
A California Corporation

612 CLARION CT  
SAN LUIS OBISPO  
CALIFORNIA 93401

T 805 544-4011  
F 805 544-4294

[www.wallacegroup.us](http://www.wallacegroup.us)

**"Exhibit A"**  
**Schedule of Fees**

Wallace Group reserves the right to revise this Schedule of Fees on an annual basis, personnel classifications may be added as necessary. \*State established prevailing wage rates may apply to some services and those rates are subject to change.

**Engineering, Design & Support Services:**

**Prevailing Wage**

Assistant Designer/Technician .....	\$ 65	
Designer/Technician I - IV .....	\$ 70 - \$100	
Senior Designer I - III.....	\$138 - \$148	
GIS Technical Specialist .....	\$130	
Senior GIS Technical Specialist.....	\$145	
Associate Engineer I - II.....	\$ 90 - \$100	
Engineer I - IV .....	\$135 - \$150	
Senior Engineer I - III.....	\$155 - \$170	
Director .....	\$170	
Principal Engineer .....	\$182	
Principal.....	\$190	

**Surveying Services:**

Associate Survey Technician I - II .....	\$ 80 - \$ 90	
One-Person GPS/Robot Survey Crew .....	\$160.....	\$190
Two-Person GPS Survey Crew .....	\$243.....	\$266
Two-Person Survey Crew .....	\$190.....	\$220
Three-Person Survey Crew .....	\$272.....	\$323
Survey Technician I - IV .....	\$110 - \$134	
Land Surveyor I - IV .....	\$137 - \$152	
Senior Land Surveyor I - III .....	\$155 - \$165	
Director .....	\$165	

**Planning Services:**

Associate Planner I - II .....	\$ 80 - \$100
Planner I - IV .....	\$128 - \$152
Senior Planner I - III .....	\$155 - \$165
Director .....	\$170

**Landscape Architecture Services:**

Associate Landscape Designer I - II .....	\$ 87 - \$ 95
Designer I - IV .....	\$110 - \$131
Landscape Architect I - IV.....	\$130 - \$145
Senior Landscape Architect I - III .....	\$147 - \$161
Director .....	\$161

**“Exhibit A”  
Schedule of Fees**

<b>Construction Management / Field Inspection Services:</b>	<b>Prevailing Wage</b>
Construction Inspector I - IV .....	\$110 - \$134 .....
Senior Construction Inspector .....	\$125 - \$149 .....
Assistant Resident Engineer I - II.....	\$140 .....
Resident Engineer I - III.....	\$120 - \$130 .....
Senior Resident Engineer I - II .....	\$135 - \$145 .....
Director .....	\$150 - \$160 .....
	\$160 - \$165 .....
	\$170 .....

**Public Works Administration Services:**

Project Analyst I - IV .....	\$ 91 - \$139
Senior Project Analyst I - III.....	\$142 - \$150
Senior Engineer I-III .....	\$155 - \$169
Senior Environmental Compliance Specialist I - III.....	\$155 - \$169
Director .....	\$170

**Support Services:**

Office Assistant .....	\$ 50
Project Assistant I - III .....	\$ 70 - \$ 86

**Additional Professional Services:**

Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of \$300 an hour. As authorized in advance by the client, overtime on a project will be billed at 1.5 times the employee’s typical hourly rate.

**Direct Expenses:**

Direct expenses will be invoiced to the client and a handling charge of 15% may be added. Sample direct expenses include, but are not limited to the following:

- travel expenses
- delivery/copy services
- sub-consultant services
- mileage (per IRS rates)
- agency fees
- other direct expenses

**Invoicing and Interest Charges:**

Invoices are submitted monthly on an accrued cost basis in accordance with this Fee Schedule. A finance charge of 1.5% per month may be assessed on all balances that are thirty days past due.

Doc #	Invoice #/Description	Claim Date	Check	Check Date	Amount	Inv Date	Acct. Period	PO #	Fund Org Acct	Object Proj
Vendor #/Name: 313 WALLACE GROUP										
CL 1068	1 39334 River rd	08/18/15	15371	08/20/15	45.50	06/11/15	8/15		50 65000	326
CL 1068	2 39334 Monthly Engineering Re	08/18/15	15371	08/20/15	45.50	06/11/15	8/15		50 65000	326
CL 1068	3 39334 Monthly Engineering Re	08/18/15	15371	08/20/15	45.50	06/11/15	8/15		50 65000	326
CL 1069	2 39605 Monthly Engineering Re	08/18/15	15371	08/20/15	182.00	07/14/15	8/15		50 65000	326
CL 1069	3 39605 Monthly Engineering Re	08/18/15	15371	08/20/15	45.50	07/14/15	8/15		40 64000	326
CL 1070	2 39754 Monthly Engineering Re	08/18/15	15371	08/20/15	91.00	08/11/15	8/15		50 65000	326
CL 1070	3 39754 Monthly Engineering Re	08/18/15	15371	08/20/15	91.00	08/11/15	8/15		40 64000	326
CL 1073	2 39606 Atlas Project	08/18/15	15371	08/20/15	130.00	07/14/15	8/15		30 63000	326
CL 1073	3 39606 Atlas Project	08/18/15	15371	08/20/15	981.50	07/14/15	8/15		40 64000	326
CL 1074	3 39335 Atlas Project	08/18/15	15371	08/20/15	416.00	06/09/15	8/15		40 64000	326
CL 1075	1 39838 Atlas Project	08/18/15	15371	08/20/15	130.00	08/13/15	8/15		50 65000	326
CL 1075	2 39838 Atlas Project	08/18/15	15371	08/20/15	321.00	08/13/15	8/15		40 64000	326
CL 1075	3 39838 Atlas Project	08/18/15	15371	08/20/15	901.00	08/13/15	8/15		20 62000	326
CL 1151	2 39996 Monthly Engineering Re	09/24/15	15467	10/02/15	45.50	09/10/15	9/15		40 64000	326
CL 1151	3 39996 Monthly Engineering Re	09/24/15	15467	10/02/15	136.50	09/10/15	9/15		50 65000	326
CL 1151	4 39997 Atlas Project	09/24/15	15467	10/02/15	65.00	09/10/15	9/15		40 64000	326
CL 1200	1 40230 Monthly Engineering R	10/16/15	15500	10/21/15	91.00	10/09/15	10/15		40 64000	326
CL 1200	3 40230 Monthly Engineering Re	10/16/15	15500	10/21/15	45.50	10/09/15	10/15		50 65000	326
CL 1279	1 40472 Engineering	05/13/16	15568	11/17/15	1,774.50	11/13/15	11/15		20 62000	326
CL 1445	1 40605 General Engineering	04/21/16	15644	01/04/16	536.15	12/14/15	12/15		20 62500	326
CL 1446	1 40604 General Engineering	04/21/16	15644	01/04/16	910.00	12/14/15	12/15		20 62500	326
CL 1507	1 40790 General Engineering	05/02/16	15668	01/15/16	682.50	01/07/16	1/16		40 64000	326
CL 1507	3 40790 General Engineering	05/02/16	15668	01/15/16	682.50	01/07/16	1/16		50 65000	326
CL 1508	1 40791 Principal Engineering	05/02/16	15668	01/15/16	1,548.80	01/07/16	1/16		40 64000	581
CL 1790	1 40902 General Engineering	02/16/16	15765	03/01/16	113.75	02/09/16	2/16		40 64000	326
CL 1790	3 40902 General Engineering	02/16/16	15765	03/01/16	113.75	02/09/16	2/16		50 65000	326
CL 1791	1 40903 Tract 2527, Will Serv	02/16/16	15765	03/01/16	113.75	02/09/16	2/16		40 64000	326
CL 1791	3 40903 Tract 2527, Will Serv	02/16/16	15765	03/01/16	113.75	02/09/16	2/16		50 65000	326
CL 1875	1 41207 Camp Roberts WW Study	03/17/16	15802	03/25/16	113.75	03/15/16	3/16		40 64000	326
CL 1875	3 41207 Camp Roberts WW Study	03/17/16	15802	03/25/16	22.75	03/15/16	3/16		50 65000	326
CL 1932	1 40904 SMCSO WWTP Capacity E	04/14/16	15828	04/15/16	3,803.50	02/19/16	4/16		40 64000	326
CL 1933	1 41305 SMCSO General Enginee	04/14/16	15828	04/15/16	1,007.34	04/12/16	4/16		40 64000	326
CL 2027	1 41445 Mthly DE Report	05/18/16	15924	05/27/16	295.75	05/09/16	5/16		40 64000	326
CL 2027	3 41445 Mthly DE Report	05/18/16	15924	05/27/16	295.75	05/09/16	5/16		50 65000	326
CL 2028	1 41446 WWTP Capacity Evaluat	05/18/16	15924	05/27/16	819.00	05/09/16	5/16		40 64000	326
<b>Total:</b>					<b>16,756.29</b>					
<b>Grand Total:</b>					<b>16,756.29</b>					

06/28/16  
11:29:51

SAN MIGUEL COMMUNITY SERVICES DISTRICT  
Vendor Detail Query  
For checks paid between: 07/01/15 to 06/30/16

Doc #	Invoice #/Description	Claim Date	Check	Check Date	Amount	Inv Date	Acct. Period	PO
Vendor #/Name: 313 WALLACE GROUP								
CL 1068	1 39334 River rd	08/18/15	15371	08/20/15	45.50	06/11/15	8/15	
CL 1068	2 39334 Monthly Engineering Re	08/18/15	15371	08/20/15	45.50	06/11/15	8/15	
CL 1068	3 39334 Monthly Engineering Re	08/18/15	15371	08/20/15	45.50	06/11/15	8/15	
CL 1069	2 39605 Monthly Engineering Re	08/18/15	15371	08/20/15	182.00	07/14/15	8/15	
CL 1069	3 39605 Monthly Engineering Re	08/18/15	15371	08/20/15	45.50	07/14/15	8/15	
CL 1070	2 39754 Monthly Engineering Re	08/18/15	15371	08/20/15	91.00	08/11/15	8/15	
CL 1070	3 39754 Monthly Engineering Re	08/18/15	15371	08/20/15	91.00	08/11/15	8/15	
CL 1073	2 39606 Atlas Project	08/18/15	15371	08/20/15	130.00	07/14/15	8/15	
CL 1073	3 39606 Atlas Project	08/18/15	15371	08/20/15	981.50	07/14/15	8/15	
CL 1074	3 39335 Atlas Project	08/18/15	15371	08/20/15	416.00	06/09/15	8/15	
CL 1075	1 39838 Atlas Project	08/18/15	15371	08/20/15	130.00	08/13/15	8/15	
CL 1075	2 39838 Atlas Project	08/18/15	15371	08/20/15	321.00	08/13/15	8/15	
CL 1075	3 39838 Atlas Project	08/18/15	15371	08/20/15	901.00	08/13/15	8/15	
CL 1151	2 39996 Monthly Engineering Re	09/24/15	15467	10/02/15	45.50	09/10/15	9/15	
CL 1151	3 39996 Monthly Engineering Re	09/24/15	15467	10/02/15	136.50	09/10/15	9/15	
CL 1151	4 39997 Atlas Project	09/24/15	15467	10/02/15	65.00	09/10/15	9/15	
CL 1200	1 40230 Monthly Engineering R	10/16/15	15500	10/21/15	91.00	10/09/15	10/15	
CL 1200	3 40230 Monthly Engineering Re	10/16/15	15500	10/21/15	45.50	10/09/15	10/15	
CL 1279	1 40472 Engineering	05/13/16	15568	11/17/15	1,774.50	11/13/15	11/15	
CL 1445	1 40605 General Engineering	04/21/16	15644	01/04/16	536.15	12/14/15	12/15	
CL 1446	1 40604 General Engineering	04/21/16	15644	01/04/16	910.00	12/14/15	12/15	
CL 1507	1 40790 General Engineering	05/02/16	15668	01/15/16	682.50	01/07/16	1/16	
CL 1507	3 40790 General Engineering	05/02/16	15668	01/15/16	682.50	01/07/16	1/16	
CL 1508	1 40791 Principal Engineering	05/02/16	15668	01/15/16	1,548.80	01/07/16	1/16	
CL 1790	1 40902 General Engineering	02/16/16	15765	03/01/16	113.75	02/09/16	2/16	
CL 1790	3 40902 General Engineering	02/16/16	15765	03/01/16	113.75	02/09/16	2/16	
CL 1791	1 40903 Tract 2527, Will Serv	02/16/16	15765	03/01/16	113.75	02/09/16	2/16	
CL 1791	3 40903 Tract 2527, Will Serv	02/16/16	15765	03/01/16	113.75	02/09/16	2/16	
CL 1875	1 41207 Camp Roberts WW Study	03/17/16	15802	03/25/16	113.75	03/15/16	3/16	
CL 1875	3 41207 Camp Roberts WW Study	03/17/16	15802	03/25/16	22.75	03/15/16	3/16	
CL 1932	1 40904 SMCSO WWTP Capacity E	04/14/16	15828	04/15/16	3,803.50	02/19/16	4/16	
CL 1933	1 41305 SMCSO General Enginee	04/14/16	15828	04/15/16	1,007.34	04/12/16	4/16	
CL 2027	1 41445 Mthly DE Report	05/18/16	15924	05/27/16	295.75	05/09/16	5/16	
CL 2027	3 41445 Mthly DE Report	05/18/16	15924	05/27/16	295.75	05/09/16	5/16	
CL 2028	1 41446 WWTP Capacity Evaluat	05/18/16	15924	05/27/16	819.00	05/09/16	5/16	
<b>Total:</b>					<b>16,756.29</b>			
<b>Grand Total:</b>					<b>16,756.29</b>			

BREAKDOWN

MONTHLY D.E. REPORTS = \$1,501.50 (8.9%)  
of total  
GENERAL ENGINEER = \$4,813.15 (28.7%)  
of total  
WWTP LOADING/CAPACITY = \$4,622.50 (27.6%)  
of total  
ATLAS MAPPING PROJECT = \$2,944.50 (17.6%)  
OTHER ENGINEER SERV = \$2,965.64 (17.7%)

2-YEAR TOTAL FOR DISTRICT ENGINEER SERVICES

FY 2014-15 EXPENSES — \$22,317.60

FY 2015-16 EXPENSES — \$16,756.29

GRA \$39,073.89

Doc #	Invoice #/Description	Claim Date	Check Date	Amount	Inv Date	Acct. Period	PO #	Fund	Org	Acct	Object	Proj
Vendor #/Name:	327 Valli Information Systems											
CL 11	2 25448 E stmnts, web posting,	08/14/14	12358 07/08/14	42.38	/	7/14		50		65000	305	
CL 26	1 24722 eStatements, web post	08/14/14	12377 07/16/14	41.77	/	7/14		40		64000	305	
CL 93	2 24722 eStatements, web post	08/14/14	12377 07/16/14	41.77	/	7/14		50		65000	305	
CL 93	1 25981 E stmnts, web posting	08/19/14	12447 08/12/14	42.65	07/31/14	8/14		40		64000	305	
CL 153	2 25981 E stmnts, web posting	08/19/14	12447 08/12/14	42.66	07/31/14	8/14		50		65000	305	
CL 153	1 26394 Monthly Web Post, Onl	09/15/14	12504 09/15/14	42.78	08/31/14	9/14		40		64000	305	
CL 153	2 26394 Monthly Web Post, Onl	09/15/14	12504 09/15/14	42.78	08/31/14	9/14		50		65000	305	
CL 228	1 26813 E Stmts, Web Posting,	10/15/14	12556 10/10/14	43.04	09/30/14	10/14		40		64000	305	
CL 327	2 26813 E Stmts, Web Posting,	10/15/14	12556 10/10/14	43.04	09/30/14	10/14		50		65000	305	
CL 327	1 27245 E stnt, Web Posting,	11/12/14	12640 11/13/14	42.89	10/31/14	11/14		40		64000	305	
CL 327	2 27245 E stnt, Web Posting,	11/12/14	12640 11/13/14	42.90	10/31/14	11/14		50		65000	305	
CL 460	1 27653 Mo. Estmts, Inv. web p	12/17/14	12707 12/17/14	42.77	11/30/14	12/14		40		64000	305	
CL 460	2 27653 Mo. Estmts, Inv. web p	12/17/14	12707 12/17/14	42.77	11/30/14	12/14		50		65000	305	
CL 506	1 28131 mo online bill postin	01/12/15	12757 01/12/15	43.05	12/31/15	1/15		40		64000	305	
CL 506	2 28131 mo online bill postin	01/12/15	12757 01/12/15	43.05	12/31/15	1/15		50		65000	305	
CL 550	1 28633 mo online bill postin	02/11/15	12819 02/19/15	43.09	02/10/15	2/15		40		64000	305	
CL 550	2 28633 mo online bill postin	02/11/15	12819 02/19/15	43.09	02/10/15	2/15		50		65000	305	
CL 650	1 29055 E stnt, Web Posting,	03/13/15	15067 04/02/15	42.92	02/28/15	3/15		40		64000	305	
CL 650	2 29055 E stnt, Web Posting,	03/13/15	15067 04/02/15	42.92	02/28/15	3/15		50		65000	305	
CL 741	1 29493 E stnt, Web Posting,	04/15/15	15092 04/15/15	42.96	03/31/15	4/15		40		64000	305	
CL 741	2 29493 E stnt, Web Posting,	04/15/15	15092 04/15/15	42.96	03/31/15	4/15		50		65000	305	
CL 826	1 29931 OTC Monthly Maint	05/18/15	15175 05/19/15	42.94	04/30/15	5/15		40		64000	305	
CL 826	2 29931 OTC Monthly Maint	05/18/15	15175 05/19/15	42.95	04/30/15	5/15		50		65000	305	
CL 932	1 30353 mo online bill postin	06/18/15	15231 06/18/15	43.25	05/31/15	6/15		40		64000	305	
CL 932	2 30353 mo online bill postin	06/18/15	15231 06/18/15	43.25	05/31/15	6/15		50		65000	305	
	<b>Total:</b>			<b>1,112.97</b>								
Vendor #/Name:	310 Viborg Sand & Gravel Inc											
CL 144	1 28064 Screened Sand, Recycl	09/04/14	12496 09/03/14	1,170.88	08/28/14	9/14		40		64000	555	
CL 479	1 28467 Recycled Class II Bas	12/29/14	12730 12/29/14	249.03	12/18/14	12/14		40		64000	353	
CL 479	2 28467 Recycled Class II Bas	12/29/14	12730 12/29/14	249.03	12/18/14	12/14		50		65000	353	
CL 796	1 29011 Recycled Class II Bas	05/01/15	15153 05/14/15	502.84	04/24/15	5/15		40		64000	353	
CL 796	2 29011 Recycled Class II Bas	05/01/15	15153 05/14/15	502.83	04/24/15	5/15		50		65000	353	
CL 896	1 29146 Screened Sand 24 tons	06/05/15	15205 06/05/15	264.00	05/22/15	6/15		50		65000	351	
CL 896	2 29146 Eenvir. Compliance Fe	06/05/15	15205 06/05/15	7.50	05/22/15	6/15		50		65000	351	
CL 896	3 29146 Trucking to jobsite	06/05/15	15205 06/05/15	175.00	05/22/15	6/15		50		65000	351	
CL 896	4 29146 sales tax	06/05/15	15205 06/05/15	21.72	05/22/15	6/15		50		65000	351	
	<b>Total:</b>			<b>3,142.83</b>								
Vendor #/Name:	313 WALLACE GROUP											
CL 18	1 37343 CDBG Wage/CCO#1	08/14/14	12365 07/09/14	231.00	07/09/14	7/14		40		64000	555	
CL 18	3 37329 Review River Rd widen	08/14/14	12365 07/09/14	77.00	07/08/14	7/14		40		64000	326	
CL 18	4 37329 Review River Rd widen	08/14/14	12365 07/09/14	178.06	07/08/14	7/14		50		65000	326	
CL 18	5 37329 Monthly Eng. report	08/14/14	12365 07/09/14	38.50	07/08/14	7/14		40		64000	326	
CL 18	6 37329 Monthly Eng. report	08/14/14	12365 07/09/14	38.50	07/08/14	7/14		50		65000	326	
CL 94	1 37475 Will Serve Arciero 27	08/19/14	12448 08/12/14	80.50	/	7/14		50		64000	326	
CL 94	2 37476 Will Serve Hastings 2	08/19/14	12448 08/12/14	241.50	/	8/14		50		65000	326	
CL 94	3 37504 RFI response, misser	08/19/14	12448 08/12/14	45.92	/	8/14		40		64000	555	
CL 94	4 37514 SSMP Audit	08/19/14	12448 08/12/14	1,593.48	/	8/14		50		65000	326	
CL 94	5 37499 CHPD ltr Arsenic Blen	08/19/14	12448 08/12/14	38.50	/	8/14		40		64000	326	
CL 94	6 37499 9th-11th St Sidewalk	08/19/14	12448 08/12/14	57.75	/	8/14		50		65000	326	
CL 94	7 37499 9th-11th St Sidewalk	08/19/14	12448 08/12/14	57.75	/	8/14		40		64000	326	
CL 165	1 37698 River Road Widening	09/18/14	12516 09/16/14	38.50	09/10/14	9/14		50		65000	326	

Doc #	Vendor #/Name:	Invoice #/Description	Claim Date	Check Date	Amount	Inv Date	Acct. Period	PO #	Fund Org Acct	Object Proj
		513 WALLACE GROUP								
CL 165	2 37698	August-Board Meeting	09/18/14	12516	334.04	09/10/14	9/14		64000	326
CL 165	3 37698	August Board Meeting	09/18/14	12516	334.04	09/10/14	9/14		65000	326
CL 323	1 37141	SSMP update, Verde St	11/12/14	12632	115.50	06/06/14	11/14		64000	326
CL 323	3 37141	Monthly Engineering Re	11/12/14	12632	38.50	06/06/14	11/14		64000	326
CL 352	1 37678	SSMP Audit	11/18/14	12651	38.50	06/06/14	11/14		65000	326
CL 446	1 38022	Gen'l Dist. Engineeri	12/10/14	12698	1,401.75	09/08/14	11/14		64000	545
CL 446	2 38022	Gen'l Dist. Engineeri	12/10/14	12698	2,114.62	11/11/14	12/14		64000	326
CL 447	1 37832	Water Sys, Gen'l Engi	12/10/14	12698	227.70	11/11/14	12/14		65000	326
CL 449	1 38200	SSMP Audit	12/10/14	12698	2,575.06	10/08/14	12/14		65000	326
CL 461	1 38260	Tract 2710 Eng. reimb	12/17/14	12708	37.75	12/10/14	12/14		64000	545
CL 461	3 38259	Prof Eng - CDBG audit	12/17/14	12708	40.25	12/12/14	12/14		65000	326
CL 461	4 38262	Prof Eng - Pipeline	12/17/14	12708	563.36	12/12/14	12/14		64000	326
CL 525	1 38382	Eng - River Rd widenin	01/15/15	12765	422.50	12/12/14	12/14		65000	326
CL 525	2 38382	Eng - 16th St sewer	01/15/15	12765	77.00	01/13/15	1/15		65000	326
CL 525	3 38382	Eng Mo. Rpt, SGT rev,C	01/15/15	12765	77.00	01/13/15	1/15		64000	326
CL 525	4 38382	Eng Mo. Rpt, SGT rev,C	01/15/15	12765	41.47	01/13/15	1/15		62000	326
CL 525	5 38382	Eng Mo. Rpt, SGT rev,C	01/15/15	12765	41.48	01/13/15	1/15		63000	326
CL 525	6 38382	Eng Mo. Rpt, SGT rev,C	01/15/15	12765	165.90	01/13/15	1/15		64000	326
CL 585	1 38583	CDBG Wage/CCO#1	02/19/15	12765	165.90	01/13/15	1/15		65000	326
CL 585	4 38583	Review River Rd widen	02/19/15	2843	637.50	02/12/15	2/15		64000	326
CL 656	5 38750-1	Monthly Eng. report	03/13/15	15033	396.06	02/12/15	2/15		65000	326
CL 685	6 38750-1	Monthly Eng. report	03/13/15	15033	685.10	03/13/15	3/15		64000	326
CL 702	1 37992	SR. Env Comp I	03/30/15	15059	685.10	03/13/15	3/15		65000	326
CL 761	5 38955	Monthly Eng. report	04/23/15	15127	255.00	01/03/15	3/15		65000	326
CL 761	6 38955	Monthly Eng. report	04/23/15	15127	490.75	07/09/14	3/15		64000	545
CL 762	5 38956	Monthly Eng. report	04/23/15	15127	37.51	04/10/15	4/15		64000	326
CL 762	6 38956	Monthly Eng. report	04/23/15	15127	37.50	04/10/15	4/15		65000	326
CL 803	5 38954	Monthly Eng. report	05/07/15	15154	780.00	04/10/15	4/15		64000	326
CL 803	6 38954	Monthly Eng. report	05/07/15	15154	188.50	04/10/15	4/15		65000	326
CL 803	8 38954	General District Eng.	05/07/15	15154	45.50	04/10/15	5/15		64000	326
CL 861	1 39117	Monthly Eng. report	05/27/15	15196	91.00	04/10/15	5/15		65000	326
CL 861	2 39117	Monthly Eng. report	05/27/15	15196	480.97	04/10/15	5/15		64000	326
CL 862	2 39118	Monthly Eng. report	05/27/15	15196	113.75	05/22/15	5/15		65000	326
CL 863	1 39116	Monthly Eng. report	05/27/15	15196	113.75	05/22/15	5/15		65000	381
CL 863	2 39116	Monthly Eng. report	05/27/15	15196	136.50	05/22/15	5/15		64000	326
		<b>Total:</b>			<b>22,317.60</b>					
Vendor #/Name:	395	Water Environmental Federation	02/19/15	2844	322.00	01/26/15	2/15		65000	385
Vendor #/Name:	338	Watkins Consulting Associates	08/18/14	12405	295.00	07/25/14	7/14		62000	335
Vendor #/Name:	315	WELLS FARGO EQUIPMENT FINANCE	10/27/14	12593	590.00	/	7/14		64000	335
Vendor #/Name:	315	WELLS FARGO EQUIPMENT FINANCE	10/27/14	12593	590.00	/	7/14		65000	335
Vendor #/Name:	315	WELLS FARGO EQUIPMENT FINANCE	10/27/14	12593	137.00	10/03/14	10/14		65000	330
Vendor #/Name:	315	WELLS FARGO EQUIPMENT FINANCE	10/27/14	12593	548.00	10/03/14	10/14		65000	330
		<b>Total:</b>			<b>2,160.00</b>					



# San Miguel Community Services District Organization & Personnel Committee

## Staff Report

July 8, 2016

AGENDA ITEM: V- 3

**SUBJECT: Review and Discuss Preliminary 2016-17 Committee Work Program.**

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### **STAFF RECOMMENDATION:**

Committee should discuss and review a preliminary listing of proposed 2016 Work Program items involving Organization & Personnel Committee.

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### **BACKGROUND:**

This item was presented for discussion by O & P Committee for purpose of presenting a comprehensive listing to the Board as a part of the Annual Work Program items in July. The purpose of developing an Annual Work Program is to set priorities from and for all Standing Committees as well as the Board. This Work Program will also achieve a measurable metric for assessing performance and assuring the Board goals and objectives are listed clearly and precisely for advanced planning and budgeting. Mutually agreed-upon Annual Work Program items can facilitate tracking and monitoring by Standing Committees, Board Members, District Staff and the public.

In the past, the District has used a “punch listing” approach has been a discussion item by Board Members as well as Committees. This “punch list” approach is often seen as less formal and less precise for planning, work programming and budgeting purposes. The Annual Work Program will be replacing this “punch listing” concept and use.

Staff is requesting the Organization & Personnel Committee to discuss a proposed listing to be used in 2016-17. The proposed listing items are shown on the attached list. Committee Members should complete a final review of the identified items and forward a recommendation to Board for adoption as a District 2016-17 Annual Work Program.

### **Fiscal Impact:**

There is no fiscal impact associated with the setting and development of an Annual Work Program since the task is to provide a comprehensive listing for planning and budgeting purposes.

**Staff Recommendation:**

Staff recommends that the Committee review and discuss the proposed 2016-17 O & P Committee Work Program items.

PREPARED BY:

Darrell W. Gentry \_\_\_\_\_

General Manager

Attachment: O & P Committee 2016-17 Work Program List

(continued on next page)

**O & P Committee  
2016-17 Work Program List**

- 1) Conduct a 2016-17 Review and Assessment of Vehicle and Equipment per District's Vehicle & Equipment Replacement Policy.
- 2) Review a preliminary revision to District's Disaster Preparedness Plan as it pertains to organization and personnel.
- 3) Conduct annual site visits to all District facilities with Staff.
- 4) Discuss District Engineer services.
- 5) Review of District Master Plan of Facilities, Current and Projected with District Staff and District Engineer.
- 6) Review and update of District Records Retention Policy.
- 7) Review of Board of Directors Handbook on Board rules, guidelines and practices for conflict of interest, board values and ethics, role and responsibilities and other topics.
- 8) Review of GM strategy plan for operations and performance measurement metrics.